



## Minutes for Cooperation Group

Date: Thursday, 15 May 2025

Time: 10.00 – 12.00

Place: Seminar Room

Invited to the meeting: Kristina (Head of Operations), Clarisa (HR Manager), Simon (HR Officer), Pieter (ST), Kheira (Saco-S), Gretchen (RSC), Diego (RSC), Laura (Safety representative)

Absent: Charlotta (Deputy Director)

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1. Welcome
  - Kristina opens the meeting.
2. Check-in
  - A brief check-in was held with the group members.
3. Choice of minutes checker
  - Kheira (Saco-S) volunteered to check the minutes.
4. Last meeting's notes
  - Minutes from the last meeting (6 May) has yet to be approved.
5. Cooperation at SIPRI
  - 5.1. Cooperation Agreement
    - This agenda item was postponed to next meeting, because of Deputy Director's absence
  - 5.2. Union time
    - This agenda item was postponed to next meeting, because of Deputy Director's absence
6. Work environment

#### 6.1. Review of reported incidents

- Documented risk observations were reported by HR regarding radon. All reported incidents can be reviewed yearly by HR and Safety Officers.
- Falck (occupational health care provider) has yet to follow up with a confirmation regarding the calculations to determine the hygienic levels in the affected offices.
- A request for increased ventilation has been submitted to the landlord, Head of Operations will follow-up to make sure it is implemented.
- The Cooperation Group emphasized the importance of establishing procedures and routines to prevent this from happening again, and for discussing and providing help and resources to affected staff.

#### 6.2. Fire safety procedures.

- Information has been sent to all staff, briefly introduced at the Monday morning meeting (MMM), and will be revisited at the next MMM. A fire drill is scheduled for 26 May.
- The matter of headcount was discussed and how that would work practically for different teams, and the importance of informing visitors.

#### 6.3. One-pager on “Mental health”

- Feedback from SMT indicated that the document would benefit from being more than one page. They provided comments – after revision, HR and Safety representatives will share the updated version with the Cooperation Group. The document is intended to be incorporated into Hailey.

#### 6.4. Employee survey update SMT, and Institute action plan

- SMT has worked with the results and developed two different action plans: One is specific to SMT and their group, which is still in progress. The second covers institute-wide results. Both action plans are currently in draft form, with some points SMT already started working on.

Key focus areas include:

- Build trust and enhance communication between SMT and staff.
- Shared understandings and objectives
- Clarifying the mandate of SMT and setting expectations.
- Defining which issues SMT should discuss.
- Improving communication with staff and ensuring proper follow-up.

- Managing workload for both SMT and staff.
- Ensuring a smooth transition to the new director.
- Building financial resilience.
- Promoting skills development

  

- HR has met with the new Director to provide him with the institute survey results.

## 7. Information from Management

### 7.1. Transition new Director

- A detailed transition plan has been shared with the group. There will be one week without a Director, during which the Deputy Director will fill the role.
  
- The possibility of creating a living document was discussed for the transition plan.

### 7.2. Recruitments

- Researcher, Weapons of Mass Destruction Programme (advertised 2025-04-24 to 2025-05-21).
  
- ST requested an historical overview for recent years of staff numbers, with ratio of staff categories, to follow-up during future meetings. HR will provide information about this.
  
- RSC addressed the topic of diversity and regional representation in regional programs. It was requested to put this on the agenda for a future meeting in order to allow for a broader discussion on the topic. RSC will prepare specific points and considerations for the discussion.

### 7.3. Other personnel matters

- HR reported on joiners and leavers and on-going investigation of time-limited contracts.

### 7.4. MBL risk analysis

- HR provided information on the staff affected by the MBL redundancy negotiations.
  
- A brief overview of the risk analysis was provided – highlighting considerations for the affected teams.

- HR and Safety representatives are going to revisit the risk analysis during their separate meeting, and HR will discuss it with the SMT.
- There was a question around whether the redundancy process achieved the anticipated reduction in SIPRI spending. There was a discussion about the associated savings on salaries being more significant in 2026 than in the short term.

#### 7.5. Discussion of Issues raised in advance

- No issues raised in advance.

### 8. Topic of the Month

#### 8.1. MTR

- Ongoing – a follow-up will be done by HR to check and remind those still pending.
- Saco-S requested to clarify a means to add space and value for Union and Safety representative work in MTR/PAD processes. This was followed by a discussion on how this would work practically.
- RSC asked a question about the promotion guidelines, the expectation grid, and how these are linked to the PAD.

#### 8.2. Salary Gender mapping

- ST and Saco-S are involved in the work, as per agreement. Further information will be provided. The two points from last year will be followed up.

### 9. Any Other Business

- The Employer gave a brief update on the finances – the MFA has formally announced a strategic grant of SEK 14 million to SIPRI.
- Some liquidity challenges are still present.
- Union representative requested that information on how the Strategic Grant will be allocated be presented to all staff.
- A discussion took place whether SIPRI could benefit to be present at the event Almedalen.

### 10. Summary of today's discussions

- A brief summary of the agenda points discussed was provided.

## 11. Next Meeting

Date: Thursday, June 19, 2025.

Time: 10:00 – 12:00

Place: Seminar Room

Minutes taker:

Signed by:

*Simon Herrman*

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Simon Herrman (HR Officer)

Minutes checker:

Signed by:

*Kristina Sandberg*

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Kristina Sandberg (Head of Operations)    Kheira Tarif (Saco-S)

Signed by:

*Kheira Tarif*

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