



Minutes Cooperation Group

Date: Thursday 19, June 2025

Time 10.00 – 12.00

Place: Seminar Room

Attendance:

Charlotta (Deputy Director), Kristina (Head of Operations), Clarisa (HR Manager, Online), Simon (HR Officer), John (ST, Online), Noel (Saco-S), Kheira (Saco-S), Laurine (Safety Representative, Online), Diego (RSC), Pieter (ST)

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1. Welcome
 - Deputy Director opened the meeting.
 2. Check-in
 - A brief check-in was held with the group members.
 3. Choice of minutes checker
 - RSC representative Diego volunteered to be the minutes checker.
 4. Last meeting's notes
 - No comments on last meeting's minutes.
 5. Cooperation' at SIPRI
 - 5.1. Cooperation Agreement, <https://intranet.sipri.org/cooperation-group/>
 - This item and discussion will be revisited after the summer vacation break.
 - 5.2. Union time
 - The current aim and budgeted union time is 5 hours per month, or if you have a leading position 10 hours per month, reported in Maconomy with guidance from PMO.

- Feedback from the Representatives has been that it is too low hold, but the understanding is that it has also been an especially intense period.

- Reflection from the Employer was that last year, up until the summer, involved a lot of work and union-related activities during a challenging period. The representatives' time has been highly valued. Furthermore, a clarification of roles could help to ease the workload for the representatives.

- The Employer will re-evaluate this item after six months to assess whether further adjustments are needed. In the meantime, representatives are expected to flag any periods where working hours may peak, to help ensure balance is maintained and no one is overburdened. It is recommended that this is discussed with the HR Manager, so that a suitable approach can be agreed upon if needed.

- Representatives propose conducting a 'lessons learned' session or creating a document evaluating the MBL process – to serve as a resource if faced with similar processes. The Employer appreciates the suggestion, believe it is natural and helpful for each party to reflect on lessons learned, and will do so internally. Since the MBL process is already clearly regulated, the main challenges have related more to how it is interpreted and applied, rather than to a lack of formal guidance. As a small, independent organisation, SIPRI also operate under different conditions than larger government agencies. From the Employer's view, the priority going forward is to continue building mutual understanding and finding practical solutions together, rather than producing a joint document.

5.3. Workshop summary

- HR will share the Workshop summary to the Cooperations Group.

5.4. Update on progress in RSC working group

- First meeting has been held. The RSC and SIPRI statutes as well as SIPRI's Rules of procedure have been looked at and discussed.

- Next meeting will focus on the role of non-research staff in RSC and how to get more engagement and discussion in RSC.

- The RSC representatives would like to thank those who have volunteered and is contributing to this work.

- A clarification of the different types of meetings and bodies within the institute was suggested, as this would help support smoother collaboration going forward. It was noted that there is currently some uncertainty about the purpose and function of various forums, and that this could be raised in a future Cooperation Meeting for discussion.

6. Work environment

6.1. Review of reported incidents

- No incidents have been reported this month.
- Falck has reported back regarding the radon exposure calculations, resulting in only one office being above the threshold. Falck's recommendation is to increase the ventilation, decrease the time staff spend in the affected rooms, and to do a follow-up measurement in all the rooms in the basement as of October. Head of Operations reported that the ventilation has already been increased in the affected rooms but that there are limitations in the ventilation system due to narrow pipes. We will now look into whether we can also increase the time that the ventilation is actively on.

6.2. Fire safety procedures

- The main take-aways from the feedback survey sent out to all staff were: The alarm volume was too low, the corridor evacuation vests were too small, and some confusion on what to do at the assembly point. Head of Operations reported that these actions have been acted upon.
- New fire drill is planned for the autumn.

6.3. One-pager on "Mental health"

- Safety representatives reported to have received positive feedback from staff regarding the document.
- Questions from staff have been raised regarding emergency shelters. The Swedish Civil Contingencies Agency (MSB) has a [map on of nearby shelters](#), and more information on shelters [here](#).

6.4. Employee survey update SMT, and Institute action plan

- The Deputy Director reviewed the SMT action plan as it currently stands.
- The SMT will hold a team-building session with the new Director to

discuss their current work, navigate future challenges, and develop key scenarios. These scenarios will be presented during the 'Home Day' on 18 September, where staff will engage with them and provide input, which will then be brought back to SMT for further consideration.

- SMT is working on a strategic plan to strengthen financial resilience by identifying opportunities and ensuring transparency. This includes acknowledging the current dependence on MFA funding, exploring diversification options, increasing overhead, and securing more central and core funding at various levels.

- The Finance Manager is working on a document for all staff explaining SIPRI's financial model.

- RSC Representative reported seeing the improvements the Finance department has already implemented.

- Safety representative highlighted the importance of considering the responses regarding discrimination in the institutional action plan. HR responded that one of the action points already implemented is the planned work-environment training for all managers, as well as continued cooperation with the Safety representatives. Furthermore, HR stresses the importance to report as it is required by Swedish law to handle them accordingly.

- High workload among staff has been recognized as another key area to focus on.

7. Information from Management

7.1. Transition new Director

- Transition plan has been previously shared. Input and feedback are still welcome.

- Suggestion from Representatives is to invite him to the Cooperation Group, as well as the RSC working group.

- Within the first week the plan is to meet all the clusters/departments, with some of the meetings already have taken place. Before Christmas – meetings on the programme/team level.

- Finances resilience – SMT is working on developing a strategic plan and

finding opportunities to be transparent. One thing is recognizing the dependency on the MFA. Therefore, diversification, including having more overhead and more central and core fundings on different levels is being explored.

7.2. Recruitments

- Researcher – Weapons of Mass Destruction Programme
- Research Assistant –European Security Programme
- Research Assistant – Food Peace and Security Programme
- Management Assistant (substitute) – Director's Office
- Communications Officer (fixed-term) – Outreach
- Project Controller (Permanent) – PMO (in discussion)

- An information meeting with the unions is planned.

7.3. Other personnel matters

8. Discussion of Issues raised in advance

8.1. Secondary Employment (Bisyssla)

- This question has been discussed in the unions, and a request was made by representatives to discuss and clarify this topic in future meetings.

9. Topic of the Month

9.1. Salary Gender mapping

- The mapping is in progress and the Unions are involved. This year, no discrepancies have been found when comparing the same roles by gender, which is positive. The updated salary structure has helped in this outcome and actions implemented from last year's revision, but this still needs to be monitored carefully.

10. Any Other Business

11. Next Meeting:

Date: Thursday, 28 August 2025

Time: 10:00–12:00

Place: Seminar Room

Key items for next meeting:

- Onboarding of the new Director
- Future work of the Cooperation Group
- Update from RSC working group

Minutes taker:

Signed by:
Simon Herrman
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Simon Herrman (HR Officer)

Minutes checker:

Signed by:
Charlotta Sparre
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Charlotta Sparre (Deputy Director)

Signed by:
Diego Lopes da Silva
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Diego Lopes da Silva (RSC Representative)