



Minutes Cooperation Group

Date: Thursday 25 September 2025

Time: 10:00 – 12:0

Place: Seminar Room

Attendance:

Charlotta (Deputy Director, 11:00–12:00) Kristina (Head of Operations), Clarisa (HR Manager), Simon (HR Officer), Pieter (ST), Noel (Saco-S), Khera (Saco-S, Online), Laurine (Safety representatives, item 6, 8), Gretchen (RSC).

1. Welcome

– Head of Operations opened the meeting.

2. Check-in

3. Choice of minutes checker

– Gretchen (RSC) volunteered to be the minutes checker.

4. Last meeting's notes

- 4.1. The EU Pay Transparency Directive (Directive (EU) 2023/970) must be implemented in Swedish law by 7 June 2026. A government inquiry (SOU 2024:40) has proposed amendments to the Discrimination Act, with expected entry into force on 1 June 2026. The legislative process is ongoing and the details are not yet final.

Key provisions:

- Employers to provide salary or pay ranges in recruitment.
- Ban on asking candidates about previous salary.
- Employees entitled to request pay information and criteria (*at group level, not individual salaries*).
- Pay secrecy clauses prohibited.
- Unexplained gender pay gaps $\geq 5\%$ → joint analysis with employee representatives.

- Employers with 100+ employees must report gender pay gaps.
 - At present, SIPRI already conduct annual gender salary mappings and apply established pay criteria. In recruitment, communicate salary frameworks rather than asking about past salaries, and no pay secrecy clauses are used in contracts.

4.2. Update on the Stockholm Forum 2026.

- Representatives stressed staff being informed the planning and decision regarding this, taking in lessons learned from last year.
- The matter has been discussed at the SMT and with FBA, and will also be discussed with the board. While no decisions have been made yet, the employer has this on the agenda and is considering potential implications for staffing, workload and planning.
- Representatives raised concerns that, if the forum is established, the events team will face an increased workload particularly given staffing shortages, and emphasized the importance of communicating its strategic financial value to the institute.
- The employer will explore the best way to communicate the status of this to all staff, ensuring that updates are shared in a timely and transparent manner as discussions progress.
- A suggestion was shared that FBA and SIPRI colleagues who were part of the Forum last year could share their reflections with all staff regarding the strategic value of the Forum.

5. Cooperation' at SIPRI

- 5.1. Cooperation Agreement, <https://intranet.sipri.org/cooperation-group/>
- 5.2. Future work of the Cooperation group
 - It was agreed to postpone this matter to a future meeting.
- 5.3. Update on progress in RSC working group
 - It was agreed to postpone this matter to a future meeting.

6. Work environment

- 6.1. Review of reported incidents
 - No incidents reported.

- Radon measurements have been ordered to start in October; all office rooms in the basement will be measured. The process will take approximately six weeks.

- The lock on the door accessing the roof has been installed.

- HR, in collaboration with the Safety Representatives, is exploring to investigate the organisational and social work environment this year.

- HR shared the agenda for the work environment training for Line Managers. The training will be provided by Prevent (a joint initiative between Swedish employers' and employees' organizations).

6.2. SAM documentation

- A draft document on SAM (Systematic Work Environment Management), describing how risks are identified and legal responsibilities in work environment management, has been sent to the group and SMT for feedback. The employer will make the document available in Hailey under Work Environment.

7. Information from Management

7.1. Recruitments

- Research assistant (1 year), Food Peace and Security Programme
- Research assistant (4 month), Food Peace and Security Programme
- Research assistant (15 month), Major Initiatives

7.2. Other personnel matters

8. Discussion of Issues raised in advance

- HR gives information on started investigations for the time-limited contracts.

8.1. Secondary Employment (Bisysla) from last meeting

- ST have previously shared notes and context for this matter with the group. ST highlights the need of a clear frameworks on this for the future, to discuss.

- The employer noted that SIPRI already has a Code of Conduct in place and that these principles are part of the information provided to new employees. The employer also referred to existing practices that align with general labour market standards and noted that this will be further reviewed as part of the ongoing work to strengthen the onboarding

process

- The group plans to revisit this topic at a future meeting.

8.2. Updates on the SSC 2026

- Discussion on this matter has not been started.

8.3. Feedback – Staff concerns the proposed temporary re-arrangement in GAD and Events

- Saco-S: Members appreciated the clear communication during the MMM, but mentioned that prior briefing for some of those involved might have been lacking. It was highlighted that the decision was made later than anticipated, given prior knowledge of GAD LM's departure.

- The employer thanked for the feedback. Planning for the solution for GAD has been in the works since the departure, but adjustments were necessary due to the circumstances.

- Safety representatives requested to start with the risk assessment earlier in the future, so the mitigated risks have time to be implemented.

- Representatives proposed an email to be sent out regarding new joiners and leavers, so there are no confusions. Also, when staff move and change teams. Representatives also proposed that the MMM notes be shared as an email rather than a PDF, to make them searchable.

- The employer agreed that clear communication is important and said that it is always the ambition to communicate in a timely manner, but that it in some urgent cases can be challenging. They also underlined that reporting and communicating individual cases can have limitations at times, out of respect for the individuals involved. Information about new joiners and staff departures is communicated as part of current procedure, and line managers are responsible for ensuring communication within their teams.

8.4. What role can the Cooperation Group have in planning long-term organizational changes at SIPRI, before the union MBLs.

- It was agreed to postpone this matter to a future meeting and moved into the item of future cooperation (item 5).

9. Topic of the Month

- PAD: HR has not yet checked that all PADs are completed but will do so.
- A question was raised about the development section of the PAD. The employer noted that there is room for improvement in both the template and the process, but also underlined that it is positive that the section is included. Development remains an area where further work is needed.
- A modified PAD form has been piloted in Operations, developed on the initiative of staff. The employer will review this pilot with the group to identify improvements for next year.
- Outreach asked if they could add questions to the PAD. The employer confirmed this is possible as long as the overall structure is maintained and the performance assessment part remains, as this is central to the salary review process and ensures transparency and consistency.
- The salary review process will be the “topic of the month” for the next meeting, and HR will invite the unions to a discussion.

10. Any Other Business

- No other business was raised.

11. Closure

- The Head of Operations closed the meeting.

12. Next Meeting

Date: Thursday, 23 October

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:

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Kristina Sandberg (Head of Operations)

Signed by:

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Gretchen Baldwin (RSC representative)