



Minutes Cooperation Group

Date: Thursday, 28 Augusti 2025.

Time 10.00 - 12.00

Place: Seminar Room

Attendees: Charlotta (Deputy Director), Clarisa (HR Manager), Simon (HR Officer), Pieter (ST), Khera (Saco-S), Laura (Safety representative), Gretchen (RSC).

1. Welcome

– The Deputy Director opened 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 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/>

– The employer went through the main result of the previous workshop and discussed the actions following it to keep them in mind going forward.

– SMT agreed not to conduct an employee survey using Zondera (survey provider) this year. The timing was considered unsuitable, as the new Director is still settling in. It was proposed that HR be invited to the Cluster/Department meeting for information.

– The previous survey process has concluded. A few groups successfully followed the initial plan for working with the results at a group level, while

others chose an alternative approach. In all cases, the clusters have engaged with the outcomes in one way or another. At the organisational level, the survey data continues to inform ongoing work, both within the SMT and from a broader organisational perspective – for example, HR is addressing issues related to stress and the work environment. The survey data remains available.

- Home Day (11 September 2025): Scenario exercises will be conducted with all staff in groups. Facilitators will compile the discussions and outcomes and present them to SMT, who will then review the results and brief the Board. The scenarios will focus on navigating the future, mitigating identified elements, and creating a shared understanding of the complexity of the work.

- On development and training: Line Manager training on Work Environment will be conducted in October, using Prevent as the provider. Collective learning within the institute was identified as a point to be addressed going forward.

5.2. Update on progress in RSC working group

- The group met three times before the summer, with one final meeting yet to be scheduled. Discussions focused on identifying key issues, reviewing the status of ongoing items, and assessing relevance. It was noted that open discussion within the RSC has been limited, with meetings often used for information sharing.

- Next RSC meeting (18 September 2025): The meeting will review a draft and presentation prepared by the RSC working group. Following this, an RSC session with group work around this is planned as well.

6. Work environment

6.1. Review of reported incidents

- Defibrillator incident: It was noted that the defibrillator battery had run out and had not been checked. Facilities Officer and Head of Operations are reviewing a routine to ensure regular maintenance, with input from the Safety representatives.

- The best method for securely locking the roof hatch/door is currently being reviewed by the Facilities Officer.

- Head of Operations will be joining the next Work Environment Meeting

with HR and the Safety representatives.

– Risk observations regarding workload in the GAD team have been reported by the Safety representatives.

– Safety representatives highlighted the importance of addressing harassment and discrimination, based on the results of the last Zondera survey. HR responded that this is indeed a key issue, and several measures are being taken. The topic has been raised in different forums, both with individual staff and with line managers, and we have emphasised the importance of HR and managers being informed so that action can be taken. In addition, all Line Managers are receiving training on the work environment, which also covers these topics. Going forward, we will continue to raise awareness, encourage reporting, and follow up systematically to ensure that concerns are addressed.

– Clarification was requested on when the institute policies will be updated, so that suggestions regarding the Work Environment Policy can be submitted in advance. This will be look over by the Employer and reported back when the new routine of updating policies is established.

7. Information from Management

7.1. Transition new Director

– The Employer informed on key dates for the onboarding. During the first week, the Director will be introduced to all Clusters/Departments, receive a finance report, and meet with HR. On 17 September, the Director will meet staff representatives, who were asked to bring feedback and key points to raise.

7.2. Offboarding

– The offboarding process has been revised based on staff feedback, with communication highlighted as a key aspect. Line Managers are asked to inform their teams when someone is leaving. SMT provides brief updates on joiners and leavers during MMM. 500 SEK will be available to buy flowers (or other) for those who are leaving, and a goodie bag from Outreach.

7.3. Recruitments

– Food Peace and Security – Research assistant, (1 year).
– Director's Office – Management assistant (temporary position, 1 year).

7.4. Other personnel matters

- HR provided an overview of joiners, leavers, headcount, and turnover compared to last year, as well as update of time-limited contracts investigations.

8. Discussion of Issues raised in advance

8.1. Secondary Employment (Bisyssla) from last meeting

- This item was postponed to a future meeting due to time constraints.

9. Topic of the Month

9.1. PAD

- The process has started, and information has been shared with Line Managers. Line Managers are advised to contact HR with any questions.

10. Any Other Business

- ST reported back from members, highlighting a need for information on the allocation of the strategic grant, as well as an updates regarding the 2026 Stockholm Forum.
- Discussions also covered salary talks, gender mapping, and the new EU directive on salary transparency. ST will email these questions to HR.
- The Deputy Director will give a briefing on the Finances next RSC (18 September).
- Saco-S highlighted the EU directive and suggested using the time to inform staff about the salary structure and transparency within the institute. Members provided feedback that the process for setting salaries is not clear. Furthermore, clarification on how to report time on institutional days (e.g., Home Day) for staff working mainly on projects.
- HR will schedule a meeting for the Union representatives regarding the EU directive and salary process within the institute.

11. Summary of today's discussions

- The Deputy Director summarized the discussions from the meeting.

12. Next Meeting

Date: Thursday 25 September.

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:
Charlotta Sparre
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Charlotta Sparre (Deputy Director)

Signed by:
Kheira Tarif
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Kheira Tarif (Saco-S)