



Minutes for Cooperation Group

Date: Thursday, 23 October 2025

Time: 10.00 – 12.00

Place: Seminar Room

Attendance:

Charlotta (Deputy Director), Kristina (Head of Operations), Clarisa (HR Manager), Simon (HR Officer), John (ST, Online), Noel (Saco-S), Laura (Safety representative, Online), Diego (RSC).

-
1. Welcome
 - The Deputy Director opened the meeting.
 2. Check-in
 3. Choice of minutes checker
 - Diego (RSC) volunteered to be the minutes checker.
 4. Last meeting's notes
 - It was decided that the Cooperation Group be notified by e-mail once the minutes have been uploaded to the intranet.
 5. Future work of the Cooperation group (Cooperation Agreement, <https://intranet.sipri.org/cooperation-group/>)
 - 5.1. What role can the Cooperation group play in planning long-term organisational changes at SIPRI in addition to the MBL process.
 - The Employer noted that having a single approach for all cases would be difficult. It was also emphasized importance of transparency and communication, as well as leveraging the expertise within the Cooperation Group, while ensuring compliance with the formal regulations of the MBL process.
 - Both parties noted that the previous process might offer lessons for future consideration. The importance of communication and the possibility that

situations may change during the process were mentioned.

5.2. Union time

- Handling of union time in performance assessments: Both parties confirmed that time spent on union duties should be respected and handled in a non-discriminatory manner. It will be treated in the same way as other statutory absences, such as parental leave or long-term sick leave, and should not affect the PAD assessment or salary review outcome.

- Extent and allocation of union time: It was noted that the current use of union time exceeds the recommendations set by Arbetsgivarverket. Both parties agreed on the importance of being mindful of how time is used and of setting clear priorities. The Employer will specify what constitutes paid union time (time that is compensated as part of regular working hours for union duties, such as participation in formal negotiations) and what falls under unpaid union time (activities carried out on behalf of the union outside agreed paid hours, such as internal union meetings). Both sides recognised the need to clarify these definitions to ensure a fair and transparent approach and to maintain a balanced workload.

- The Employer emphasized the importance of clarifying roles to avoid placing an extra burden on the Representatives.

5.3. Update on progress in RSC working group

- Diego informed that the results of the RSC Workshop have been sent out to all staff ahead of presentation at the RSC meeting on 24 October. He mentioned that the election process to select the members of the RSC working group will start during the autumn, with the goal of completing it in early 2026.

- In light of the upcoming changes for RSC, Charlotta suggested a discussion in cooperation group on what this would mean to other meetings (incl. MMM) to ensure an efficient and good use of different meeting structures.

5.4. Secondary Employment (Bisyssla)

- The Employer suggested a future discussion on 'bisyssla' to find a way to further raise awareness and to establish a clear system for how such matters should be addressed.

6. Work environment

6.1. Review of reported incidents

- It was decided to move the item on Work Environment to be the first item discussed in future meetings.
- No incidents were reported.

6.2. Work Environment training update

- The course took place online over two days, and all Line Managers, HR, and both Safety Representatives were invited.
- The feedback has been good, and it was appreciated that it was a balance between presentation and discussion.
- Radon measurement: The radon detectors have now been placed in all basement rooms. The measurement will be conducted over approximately 8 weeks before the results are analysed.

7. Information from Management

7.1. Recruitments

- Research assistant (1 year), Food Peace & Security Programme.
- Research assistant (1 year), Major Initiatives.
- Grants Acquisition and Development Manager (permanent).

7.2. Other personnel matters

Onboarding feedback:

- HR had held a feedback and Q&A session with employees hired during the past year. Overall feedback was very positive – HR and Payroll support work well, and the Moving to Sweden guide is appreciated. Some practical steps after receiving a personal identity number could be described more clearly. Participants also valued discussions about SIPRI's salary framework, work environment, and life in Sweden. HR will continue these onboarding meetings, combining practical, cultural, and social orientation.

8. Discussion of Issues raised in advance

- No discussion raised in advance.

9. Topic of the Month

9.1. PAD follow-up

- No updates.

9.2. Salary review process

- There is still an ongoing discussion with the Union regarding revision levels.

New salaries will be paid retroactively from October, in line with the collective agreement, and any anomalies will be addressed.

10. Any Other Business

– Nothing was raised.

11. Next Meeting

– Suggested topic for next meeting from representative: A discussion around institutional meetings in relation to the restructuring of RSC.

Time: 10 – 12

Date: Thursday, 27 November

Place: Seminar Room

Minutes taker:

Signed by:
Simon Herrman
.....7791B57584F04AE.....

Simon Herrman (HR Officer)

Minutes checker:

Signed by:
Charlotta Sparre
.....9C15B0A192D1414.....

Charlotta Sparre (Deputy Director)

Signed by:
Diego Lopes da Silva
.....107E605E377445D.....

Diego Lopes da Silva (RSC)