



Minutes from the Cooperation Group

Date: Thursday, 11 December 2025

Time: 10:00 – 12:00

Place: Seminar Room

Participants: Kristina (Head of Operations), Clarisa (HR Manager), Simon (HR Officer), Pieter (ST), Noel (Saco-S), Gretchen (RSC), Laura (Safety representative).

1. Welcome

- The Head of Operations opened the meeting.

2. Check-in

- A brief check-in took place.

3. Choice of minutes checker

- Laura volunteered to be the minutes checker.

4. Last meeting's notes

- It was decided that a notification will be sent out to all staff when the minutes have been uploaded to the intranet.

5. Work Environment

5.1. Review of reported incidents

- The work environment incidents for 2025 have been reviewed. One topic still pending is the radon measurements. The radon test kits will soon be collected and sent for analysis. The Work Environment Group will hold a start-up meeting at the beginning of next year to plan the work and prioritize topics for 2026.
- It was noted in the Cooperation meeting that the staff handbook and the work environment policy could benefit from an update.

6. Information from Management

6.1. Recruitments

- Two Research Assistants, DO for the forum (5 months). *Post-meeting update: recruitment currently paused.*
 - Temporary Project and Events coordinator for A&D
 - Researcher, Sahel/West Africa programme (Replacement)
 - GAD Manager Operations (Replacement)
 - GAD Officer (Maternity cover)
- Some of the recruitments are still under consideration before being finalized, in light of the financial situation.

6.2. Other personnel matters

- HR gives an update of colleagues joining and leaving the institute.

6.3. Secondary Employment (Bisyssla)

- If SIPRI staff are asked to carry out work exclusively in their own name, this should be regarded as an outside activity (bisyssla).
- Decisions on such assignments are made by the Director in consultation with the relevant Director of Studies, taking into account conflicts of interest, impact on SIPRI duties, and compliance requirements. Employees provide a brief description to support the review.

6.4. Events team

- On 11 December 2025, a risk assessment will be done in collaboration with the safety representative regarding organizational change affecting the events team.
- A proposal has been sent to the group before the meeting for review.
- The representatives provided feedback, noting the need for a role with an overall perspective and raising questions about the planned activities, potential impacts, and any tasks that may need to be deprioritized.
- The Head of Operations will report back to SMT to determine the best way to gather input and feedback from the clusters regarding the planned changes.
- HR will call for an MBL meeting with the union representatives.

6.5. Discussion on the financial situation and key points from the latest RSC meeting.
– A more detailed presentation of the budget for 2026 will take place on 11 December 2025 for all staff.

– Discussion ensued on the possibility of covering the direct cost, the rent, and planning of central cost/overhead.

– It was noted that the current gap may not be fully addressed through external projects alone. Renting out parts of the building remains under consideration. The possibility of renegotiating the rent with the landlord, including a more gradual increase following last year's discount, will be explored.

– Selected SMT members have focused on identifying immediate actions that can be taken, and the Employer noted the need to see both short and long term.

– Union representative suggested bringing in an independent consultant to review internal structure. Concerns were raised regarding the forum being funded by a government agency, then used for overhead. It was noted in response that potential additional funding that might be possible to bring in would be used to cover costs for the Forum. This issue has been discussed in previous years and has not been considered a problem for the current structure.

– Union representative requested to have an external perspective on the pricing model for projects. Furthermore, a clear prioritized plan of what points are being looked at long term.

– A discussion ensued on how transparent SIPRI staff should and can be regarding the financial situation.

– The Director will be invited to attend the next Cooperation meeting (TBD) in January.

7. Discussion of Issues raised in advance

7.1. Union Questions

– A more detailed document with answers to these questions had been compiled by HR and sent to the Representatives prior to the meeting.

– Clarification from the Employer: The 2024 Internship Policy on the intranet (Docs → Policies) is the active version. Older versions are in the archive.

– Questions were raised about flex-time and overtime for support staff, and about the distinction between unregulated time and research staff (See attachment 1).

- Representatives emphasized the need for consistency in promotions for research staff and stressed the importance of aligned information within management. A review of the promotion policy was requested, with the possibility of postponing it until next year. In the meantime, the Employer welcomed the opportunity for Representatives to raise specific points requiring clarification in relation to the policy published on the intranet.

- Question regarding SIPRI's stands on sponsorship of work-visa for non-research staff. The response from the Employer was that there are several factors to be considered related to this, one being in some cases the need for the positions to be filled as soon as possible.

- Representative noted that in some recruitments historically, there has been a presentation given by researcher candidates to all staff. The discussion on this was deferred to a future meeting.

8. Topic of the Month

8.1. Salary review process

- Next step is to have the meeting with the Union representatives about the process. HR will send out the invitation for the time.


9. Any Other Business

- RSC representatives give a heads-up on the changing of representatives next year.

10. Next Meeting

- TBD

Minutes taker:

Signed by:

.....7791B57584F04AE.....

Simon Herrman (HR Officer)

Minutes checker:

Signed by:
Laura Bruun
.....DD370C9AD8D841D.....

Laura Bruun (Main Safety Representative)

Signed by:
Kristina Sandberg
.....88BDD718E82A4FQ.....

Kristina Sandberg (Head of Operations)

Attachment 1

Flex Time – Overtime and unregulated Hours

- **Flex Time**

What the law says

- o Swedish law does not regulate flex time.
- o Flex time is entirely optional and can be introduced locally by the employer.

What national collective agreements say

- o Flex time is not mandated by any central agreement.
- o It exists only if the employer and unions have a local agreement.

What SIPRI's local agreement says

- o Fixed working hours: 09:30–15:15, Monday–Friday.
- o Flexible hours: 07:00–09:30 and 15:15–21:00.
- o Flex balance: May be between +10 and –10 hours per month; any excess
- o above +10 hours is automatically removed.
- o Up to +50 hours may be taken as leave in agreement with the supervisor.
- o All arrival and departure times shall be registered.
- o How flex time can be registered in practice at SIPRI
- o Examples include:
 - o Registering flex leave (“time off in hours”) directly in Hailey.
 - o Clocking in and out using Hailey.
 - o Keeping a simple Excel sheet shared with the manager.
 - o Making calendar notes of early arrivals/late departures.

- **Overtime**

What the law says

- o Overtime is work performed beyond regular working hours.
- o Must be ordered or approved by the employer.
- o The Working Hours Act allows up to 200 hours per year unless collective agreements specify otherwise.

What national collective agreements say

- o Overtime must be pre-approved and compensated (payment or time off).
- o Employees on unregulated hours are not entitled to overtime.

What SIPRI's local overtime agreement says

- o Applies only to support staff.
- o Overtime is work beyond the regular daily hours (and for part-time staff, beyond ordinary hours or as “mertid”)
- o Must be ordered in advance by the immediate manager, with approval from the Deputy Director.

Attachment 1

- o Can only be used when the work is of decisive importance for SIPRI.
- o Up to 100 hours may be required per calendar year.

- Unregulated Hours/ Trust-based working time

What the law says

- o The Working Hours Act can be fully exempted when the nature of the work makes it inappropriate to measure working hours.
- o The employer must still ensure a healthy workload (Work Environment Act).

What national collective agreements say

- o Applies to qualified, independent roles where results—not hours—are monitored.
- o No entitlement to flex time or overtime.
- o What SIPRI's agreements say

SIPRI's local agreements do not explicitly mention unregulated hours.

- o researchers and other senior roles work under unregulated hours.