

Minutes

1) Minutes of the last meeting and any matters arising

2) Covid-19: Update, questions, discussion

- Information about vaccination has been sent to all staff. New information about regulations will follow soon.
- Currently not planning a return to the office. This depends on the view from the health authorities. The speed of vaccinations will be key for how soon we are able to return to the office.

3) Finance report 2021 (see pdf in e-mail shared by Dan)

- The meeting had the top page of the annual accounts for 2020.
- We have a surplus of 1.5 million SEK. This is in line with what we were planning and what we need. The total turnover is less than was projected in the working budget. Due to the pandemic, we could not spend all the money we had been granted, primarily because we could not travel. From a book-keeping perspective, money that we did not spend is also not recorded as income; thus income looks lower than we had expected because spending was less than we expected.
- The core grant is a little under 1/3 of annual turnover, the strategic grant from the MFA makes up another 1/3, and other project grants make up the final 1/3. In Dan's view, it is good not to rely too much on a core grant; if it covers 50% or more of total spending, the organisation loses dynamism.
- The top page of the accounts shows the comparative financial size of the 3 clusters. Given that the Peace & Development cluster's expenditure includes the Forum, the three are quite comparable and well balanced with each other.
- SMT is working out a policy on the reserves, requested by the Board. There are two

questions: what the size of the reserves should be, and when it is allowable to spend some of the reserves. A common way to answer the first question is to calculate the bare minimum cost of running SIPRI (salaries and basic bills only, no events, no travel) for a period of 2-3 months. That is the calculation SMT is making now. The second question is one SMT will discuss in the coming weeks.

- Were it not for the pandemic, we may have had a surplus of 1 million SEK instead of 1.5 million. Dan would prefer a higher level, 2-3% of annual turnover.
- But we must not get too big a surplus each year. SIPRI is not receiving public money just to put it into the bank. Too much surplus would be, for example, 5% or more of turnover for 2-3 years in a row.
- One of the common questions from auditors is about salary costs because that is a big part of our spending. They go through that very thoroughly. Overall, they said that it was very well done this year.

4) Governing Board matters

a) Election of staff observer: Procedure

- 3-4 years ago, a statute was introduced that there is a staff observer on the board. This person is not a member so cannot vote but speaks, listens and contributes. Because Malin has left we now need a new staff observer. The election is run by the 2 people (apart from interns) who are not eligible for election: the director and deputy director.
- The process will be circulated in an e-mail tomorrow.

b) Meeting 24-25 May: Ideas for the agenda

- No suggestions were put forward for the agenda of the Board meeting. If somebody does have ideas, feel free to send them to Joakim or Dan.
- Two new board members will take up their seats at the meeting in May and one board member has been extended for a second 5-year term.
- Jan Eliasson's mandate expires in May 2022.
- According to the statutes, the board could have an additional member, but this is not necessary.

5) & frankly “pulse”: overview of results

- Joakim presented the results for SIPRI as a whole and will circulate an email with some additional information on the spread of responses. The next step will be a presentations on the cluster or department level. Further discussion in smaller groups will follow over next couple weeks.
- The survey is not an end in itself but a tool to identify both strengths and areas for development.
- Important questions for discussion include:
 - o Do we recognise ourselves in these results? Does this represent how we perceive our workplace and relations with one another?
 - o What can I do to improve the situation? What can we do as a team (my team)? What is reasonable to expect from line manager and colleagues? What can we do in the cluster?
 - o What are the conclusions that can be drawn on the interface or relations between different functions and parts in the institute? What may be issues to address in that regard?
- Turnout was very high with participation at 95%. 79 people participated out of 83 who were invited. Everyone answered all questions except for one instance when one participant did not answer one question.
- SMT has access to some of the detail but there is a strict cut-off so the survey results remain anonymous. The purpose of carrying out the survey is to know more about our community and group dynamic; it is not a way of getting into individual cases.
- Staff members may be curious but SMT asks for some leeway in which to be quite careful with the information.
- Regarding variation, generally speaking it is a scattered hit but with a concentration in the area where the dot ends up. There are outliers for all issues.
- For racial discrimination, some responses may be more interesting looking at responses from minority groups.
- With workload also being seasonal, it would be interesting to consider when future pulses will be taken.
- SMT also answered the &frankly survey. Helena will look into if it is possible to see results with and without answers from SMT.

6) New RSC Representative for Cooperation Group

- After the last RSC in December two staff members volunteered themselves to be the next RSC representatives. These are Farah and Kheira. The next step would be to give people the opportunity to object.
- We will do this as a silent procedure. We will give until the close of business on Friday for people to nominate him or herself or somebody else. Nan will keep us informed.

7) Office life after the pandemic: reflecting on what the “new normal” might look like

- Because of time considerations, discussion of this item was deferred but Dan presented the SMT’s broad thinking and its questions.
- On the assumption that we can get back to the office, what do we want to do? Is it that everyone works 5 days a week at the office or that partially working from home will be more standard? How does this apply to different groups of people? How do different people across the institute feel about this?
- The total staff count at the end of this year could be >90. We have more space on the top floor of the institute and have been talking about using the attic space. That would require refurbishing and was delayed because the building has been sold, as well as because of the pandemic. But we may also want to think about how to use the office space differently from before.
- How do we feel about people being far away? Is that a strength or a weakness? What kind of people can be at that distance – new people or only those with whom we have a strong, established relationship?
- Some are policy questions to think at SMT, others have financial implications.
- We will discuss this in more detail soon, perhaps at next RSC otherwise at the cluster level.

8) AOB

Attendees: (screenshot taken at 14:14)



Participants (76)



Search



AB Annielk Barnhoorn (me)



EH Elena Haapaniemi (Host)



DS Dan Smith



Ulla Hurtig Nielsen



a alexandra



Alexandra Manolache



AM Alexandra Marksteiner



AB Amal Bourhous



AG Andrea Gadnert



AV Andrea Varisco



AH Annelies Hickendorff



AS Annika Salisbury



boulanin@sipri.org



CD Caroline Delgado



CT Caspar Trimmer



Cecilia Bagge



	christina.ekberg@sipri.org		
	Christoph Bogner		
	Claire McAllister		
	David Michel		
	Diego Lopes		
	Dylan O'Driscoll (SIPRI)		
	Elin Elmgren		
	Elizabeth Smith		
	Emma Zetterström		
	Farah Hegazi		
	Florian Krampe		
	Frank Esparraga		
	Frederic Daudon		
	Giovanna Maletta		
	Helena Berger		
	Ian Anthony		

	Jakob Faller		
	Jannie Lilja		
	Jenny Mildton		
	Jiayi Zhou		
	Jinyung Kim		
	Joakim Vaverka		
	Joey Fox		
	Johanna Eliasson		
	John Batho		
	José Alvarado, SIPRI		
	Karolina Eklöw		
	Kheira Tarif		
	Kolja Brockmann		
	Kristina Tschunkert		
	Lena Kappelin		
	Louise Edgren		

	Luc van de Goor		
	Lucile Robin		
	magdalena söderqvist		
	Marie Riquier		
	Marina Caparini		
	Mark Bromley		
	Martina Selmi		
	Meray Maddah		
	Nan Tian		
	Nikos Politis		
	Noel Kelly		
	Olle Persson		
	Petr Topychkanov		
	pwezeman@sipri.org		
	Sepideh Soltaninia		
	Shannen Young		

 SK	Shannon Kile	 
 Shivan Fazil		 
 SD	Shourjya Deb	 
 SB	Sibylle Bauer	 
 Siemon Wezeman		 
 SB	Simone Bunse	 
 Stephanie Blenckner		 
 TS	Timo Smit	 
 TE	Tytti Erästö	 
 VB	Virginie Baudais	 
 VF	Vitaly Fedchenko	 
 VM	Vongai Murugani	 