



## **SIPRI SENIOR MANAGEMENT TEAM MEETING**

12 January 2021

### **MINUTES**

#### Participants

Sibylle Bauer, Stephanie Blenckner, Luc van de Goor, Maria Kaemmerle, Jannie Lilja, Dan Smith, Joakim Vaverka

Helena Berger (present for item 1)

Note-taker Elena Haapaniemi

The meeting was conducted via Zoom.

#### 1. Corona virus

- A memo with the accumulated guidance as of January 11, 2021 has been sent to all SIPRI staff.

#### 2. Overview of 2021

- Talking about SIPRI in 2021, Dan stressed that this is a year of both risk and opportunity for the Institute. We need to continue making ourselves attractive to donors while being conscious about the resources at our disposal. We can count on strengthened relationship with the MFAs of Sweden, Norway and Germany. The pandemic will, most probably, mean that we work remotely in the first half of the year. The Forum, the SIPRI Lecture and the Governing Board meeting in May 2021 will all, most probably, be held virtually. Internally, we have to put an emphasis on looking after each other. Management training needs to be prioritised.
- Joakim is preparing an operational calendar for 2021 that would include selected events and processes, including flagship conferences, budget related work, MTRs, PADs etc. This will be a useful guiding management tool.

#### 3. Minutes

- The minutes from the SMT meeting on December 15 were approved.

#### 4. Report back and matters arising

- Steph informed the SMT about the decision by the Swiss government to reduce financing of the YB translations by one third. Steph will convene separate meetings with all those concerned to discuss the way forward.
- The SMT reiterated its decision not to share phone numbers of the staff members on our website. Steph and Alex will continue sharing their mobile numbers with press contacts as deemed necessary.
- Maria and the finance team are closing the books for 2020.
- Joakim reported back on several items:

- Project proposals have been submitted to UD/NIS for funding. A virtual visit by NIS is planned for 27 January.
  - Joakim met, together with a few SIPRI colleagues, with members of the MFA's OSCE task force to continue discussing potential work in relation to Sweden's OSCE Chairmanship. Joakim will be following up on that.
  - Drafting of the 2020 annual report is underway.
5. Implications of new ownership of the SIPRI office building
- As of December 1, 2020, the ownership of our office building has been transferred from GELBA AB to Torslanda Property, a company based in Göteborg. We need to organize a meeting with the new owners.
6. Away Day preparations: date and agenda
- The SMT will have the strategic virtual away-day on Tuesday January 26, provided that it will be possible to reschedule a joint event with the French Embassy planned for the afternoon of that day.
  - The tentative agenda includes:
    - SIPRI strategy, annual planning and Covid. Discussion of global trends, the degree to which we need to address key trends, and how well we are equipped to do so.
    - SIPRI publications: quality control process and responsibilities
    - Staffing overview including diversity (Joakim will circulate an updated list of staff as part of the preparatory documentation).
    - Project management guidelines.
    - Options in staffing policies and employment practices at SIPRI as we come out of the pandemic.
  - Joakim will draft an agenda on the basis of the SMT discussion. It will be discussed at the next SMT meeting on January 19.
7. Staffing & project issues
- Sibylle and the Amex team will consult with Magda to identify any security issues if a "virtual" intern has VPN access to the databases.
  - Lucie will be on maternity leave as of February 15. Elisabeth Sköns will be replacing her during that time.
  - Application period for the two advertised position with the Sahel team has been slightly extended.
  - Maria is waiting to receive budgets for the proposals selected to be submitted under the MFA strategic grant so as to be able to finalise the whole budget, and the document as such.
8. AOB
- NTR.

### Action points

- Operational calendar for 2021 – Joakim
- Way ahead with YB translations – Steph to take the issue further
- Analyse the current office lease agreement and feedback to the SMT – Maria
- Finalising strategic grant allocation – Maria with input from project leads (final budgets)

### **Items carried forward:**

- **MFA Strategic grant (*next week*)**

- &frankly survey (*next week*)
- Arms industry data launch – lessons learnt (*date TBD*)
- SIPRI publications: quality control process and responsibilities (*Away Day*)
- Staffing overview (*Away Day*)
- Project management guidelines (*Away Day, TBC*)
- Role of SIPRI at the MSC