

SIPRI SENIOR MANAGEMENT TEAM MEETING

16 March 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, 4 and 5)

Note-taker Elena Haapaniemi

The meeting was conducted via Zoom.

1. Corona virus

- Helena will ask Elin to send out a reminder of current corona-related rules and procedures in force in Stockholm and at SIPRI.
- Considering the current situation in Stockholm, SMT is working on the assumption that SIPRI will continue to work digitally at least until June 2021.

2. Minutes

- The minutes from the SMT meeting on March 9 were approved.

3. Report back and matters arising

- Steph informed the SMT that:
 - The arms transfer data launch has been going very well, with already more than 2500 articles in world press since the launch on March 15. Steph thanked all those who have been involved in this important part of SIPRI work.
 - The annual review is in its final stages; after a final proof-reading by the SMT it will be ready to go live on March 18. Steph will circulate the latest version among the SMT asap.
- Sibylle, Kolja and Andrea will give evidence to the UK Committees on Arms Export Controls of the House of Commons on March 16.
- Jannie informed the SMT about:
 - An assessment of the Forum that SIPRI will conduct at the MFA's request; an external consultant will have to be hired to perform this task.
- A possibility of getting involved as a partner in a new research initiative launched by the ICRC to examine the consequences of the spread of harmful information online in situations of armed conflict. Luc informed the SMT about a briefing on latest developments in the Horn of Africa by Jason Mosley for the MFA's Africa department. Joakim will be in touch with the MFA colleagues for eventual follow-ups.

4. &frankly survey follow up

- The SMT, joined by Helena, discussed how to organise group discussions on the basis of &frankly survey results in the most constructive and efficient way. Joakim will circulate survey results on SIPRI level that he presented during the latest RSC so as to enable staff members to prepare for said discussions. The SMT as a group will also have a discussion during the away-day on March 23.

5. Reflections on the latest PAD (performance assessment and development) process

- Helena and Dan shared their analysis of the latest PAD process with the rest of the SMT, which served as a basis for a joint discussion on how to continue to improve the internal evaluation process and communication around it.
- The SMT decided:
 - To keep four assessment categories introduced in 2020. It has been reiterated that the “fully met requirements” category means that a staff member is doing a really good job, while the “excelled” category implies that one’s performance has been truly outstanding. The SMT will make sure that this message is disseminated as clearly as possible so everybody understands it.
 - Performance of those staff members who have been promoted to a new position during the calendar year under review cannot be considered as having “excelled”, since they will not have been in the new position for a full year.
- The SMT further reiterated that:
 - Staff members on parental leave are always included in the yearly salary review.
 - Staff members should strive to provide a concise summary of the results and achievements over the year under review; if considered relevant and necessary, various references can be put in an annex to the PAD form. Ideally, the staff member’s contribution to the form should not exceed six pages.
- The SMT noted that the forthcoming mid-term review should be used as an opportunity to follow up on the issue of job description updates where necessary.

6. Project Finance Management

- The agenda item was deferred to the Away Day.

7. Agenda for the 23 March SMT Away Day

- The SMT agreed that following issues should be discussed at the SMT Away Day scheduled to take place on March 23:
 - SMT discussion on the basis of &frankly survey results.
 - Staff overview including recruitment needs (background document by Maria).
 - SIPRI Financial Model (background document by Maria).
 - Project Finance Management.
 - HR policies including equal opportunities and diversity policy.
 - Vacation policy.
 - Organising a working group to discuss procedures required when we will resume working from the office after the pandemic.
 - Outreach calendar update from Steph.

8. Staffing & project issues

- It was agreed to receive regular updates from the HR Group following each of its bi-weekly meetings.
- Maria is updating the figures for the MFA strategic grant; she asked the SMT to share relevant updates from the clusters.
- Keith Preble has joined the DUAT team as a part-time remote guest researcher.

- Recruitments underway:
 - Programme Director and a Researcher for the Sahel West Africa team;
 - A virtual intern for the European Security programme;
 - A virtual intern for the China-Asia programme;
 - A Researcher or Senior Researcher and a Research Assistant on peacebuilding.
- Two Research Assistants for the Climate Change and Risk programme will start work on March 22 and on May 1.

9. AOB

- NTR.

Action points

- Circulate a reminder of SIPRI rules and procedures related to Covid-19 – Helena and Elin
- Follow up with the MFA Africa department following the briefing on the Horn of Africa – Joakim
- Circulate & frankly survey results among all those who participated - Joakim

Items carried forward:

- **Vacation Policy**