

SIPRI SENIOR MANAGEMENT TEAM MEETING

Solna, 23 April 2019

MINUTES

Participants

Sibylle Bauer, Maria Kaemmerle, Gary Milante (via Skype), Sigrún Rawet
Note-taker Elena Haapaniemi

1. MoM approval

- Minutes of the previous meeting on April 9 were approved.

2. Matters arising from the previous MoM

- Sigrún reported back about two important meetings she and Dan had at the Swedish MFA with NIS and Asia divisions on April 12. Good discussions on continued cooperation, good feedback on SIPRI's work on the Korean peninsula and on the ministerial meeting on the NPT that Sweden will convene on June 11 in Stockholm.
- Gary mentioned the Tana Forum and it seems that, unfortunately, no one from SIPRI could participate. SMT agreed that we should attend the Tana Forum next year.

3. Report back

- Sigrún is working on the draft agenda for the Governing Board meeting that she will present at the next SMT. Since the SMT agreed that the thematic lunches with the Board members can this time be used to present selected SIPRI programs and/or research activities,
- Both Sibylle and Gary will make sure that they are in Stockholm when both the next RSC (May 7) and the Board (May 27-28) meet.
- Gary will be at the Stimson center event on the future of conflict on April 24. Martina has Gary's schedule.
- Sigrún was approached by the Swedish Art Council that, as per prior agreement reached in June 2018, is compiling a collection of art for SIPRI office. A meeting with the Art Council will be scheduled soon. The SIPRI reference group composed of Steph, Jiayi and Alexandra K. will be involved in the conversation.

4. Staffing & project issues

- Maria informed the SMT that Lena is drafting a process scheme to indicate all formal internal stages and deadlines when submitting project applications.
- Speaking about project proposals, Sigrún underlined the general need for SIPRI to be better at including a gender dimension in our research. The latter is not only about equal male-female participation in a panel discussion; there is so much more into it. In this regard, Gary reminded the SMT that Dylan and Yeonju may always be asked for advice when it comes to gender issues. Sigrún suggested organizing a broader discussion with both Dylan and Yeonju so that they can share their best practices etc. with the rest of the staff. Many would benefit from such exchange.
- Sigrún invited all DoSes to discuss SIPRI's application for the next MFA strategic grant for 2020-2022 at an internal meeting on April 24.

Vacation planning 2019

- Helena submitted a memo to the SMT reminding about SIPRI's generous vacation rules on the one hand, and the need to motivate the employees to use their holidays and to guide and coordinate the application process, on the other hand. According to the existing rules, each employee is entitled to a maximum of 30 saved vacation days per calendar year; for each day exceeding this amount, the employer needs to pay vacation compensations. HR (Elin) can provide each manager with information on how the situation looks like at appropriate times, e. g. after the summer vacations so that the employee has time to plan for the remaining days in the autumn.
- The SMT agreed that all managers must coordinate both the planned summer vacation for each team and how the employees plan to take out the remaining vacation days during the year. Helena's suggestion is for that process to be finalized by May 17. This deadline is not realistic for Gary's cluster, according to Gary. Sigrún will discuss this further with Helena in order to find a compromise.
- The SMT reiterated that each employee should always report the vacation day(s) he/she took.

Security and safety rules for travels

- Following an initial discussion at the SMT and a subsequent meeting at Folke Bernadotte Academy with FBA's field security experts, a smaller internal reference group composed of Sigrún, Luc, Helena, Frederic and Elena will meet on April 25 to brainstorm and to discuss further steps so as to address this complex issue and, eventually, come up with an internal policy document and clear procedures both prior, during and following travels to potentially dangerous areas.
- Sibylle suggested organizing a BBL where practical advice on staying safe while travelling may be shared. The SMT agreed to follow up on that.

5. Stockholm Forum update

- All goes well when it comes to the Forum, according to Gary.
- Gary reminded the SMT that the deadline for submitting dinner ideas is until April 26; after that date SIPRI representatives will be assigned to thematic dinners by the Forum team.

6. SSC19 update

- Sigrún informed the SMT that:
 - The Swedish Parliament has not made a decision yet on co-organizing the SSC19 opening ceremony at Riksdagen on Oct 2. Sigrún continues to follow up this with her interlocutors at the Parliament.
 - Invitations to the Royal Court and to Izumi Nakamitsu have been sent.

7. SIPRI Partnerships

- Sigrún distributed the first raw draft with the list of various partnerships SIPRI has. After a brief discussion, A more concise version will be prepared for the Governing Board as per Board's request while the internal version should be more comprehensive including dates of signature of MoUs and other relevant information.
- At their meetings, each cluster should answer the question: what partnerships are important to you?
- Gary suggested listing partnerships by project, e.g. partners of GReVD, partners of Forum, etc.
- To be continued.

8. Stockholm Platform proposal from SEI (attached)

- The SMT agreed to postpone this discussion until a decision on the future of the Climate Hub is taken.

9. AOB

- Sigrún pointed out that the next SMT meeting will be discussing:
 - The latest draft of the new institutional strategy prepared by Dan, to be then discussed at the RSC and submitted to the Governing Board for approval.
 - The draft project implementation policy.
 - The agenda for the GB meeting.
- Sibylle will try to join the next SMT meeting by Skype.
- Both Gary and Sibylle would like to get the strategy draft latest on April 25 so as to be able to leave their eventual comments in writing before the next SMT meeting.

Action Points

- Themes for the lunch presentation during the GB meeting - Luc, Gary and Sibylle
- Follow up with the Swedish Art Council – Sigrún and the reference group (Steph, Jiayi and Aleksandra K.)
- Follow up on the vacation planning – Sigrún and Helena
- Knowledge sharing on gender issues – Gary, Dylan and Yeonju
- BBL on security and safety in the field – the SMT to identify speaker(s)

Items carried forward

- Candidates Governing Board Member after Lakhdar Brahimi

Future events at SIPRI

- NATO PA delegation visit – May 6
- RSC – May 7
- Kuwait visit – May 8
- SIPRI Governing Board meeting – May 27-28