

## **SIPRI SENIOR MANAGEMENT TEAM MEETING**

Solna, 3 March 2020

### **MINUTES**

#### Participants

Sibylle Bauer (not present for item 1), Helena Berger (present for item 1), Stephanie Blenckner, Luc van de Goor, Maria Kaemmerle, Sigrún Rawet, Dan Smith (via Skype, not present for items 4-7)

Note-taker Elena Haapaniemi (via Skype)

#### 1. Corona virus

- Helena joined the SMT for the discussion on corona virus situation and relevant SIPRI policy. Helena noted that from a working environment prospective SIPRI has to do risk assessments from time to time; under current circumstances, there is an obvious need to do such a risk assessment. Most important though is to take a formal decision on our policy in the face of the corona virus situation with regards to travel and visitors, both individual and attending SIPRI events.
- After a long discussion, the SMT agreed that:
  - SIPRI and all its staff including associates, guest researchers and interns should follow the recommendations issued by the Swedish authorities, in the first place Swedish Public Health Agency (Folkhälsomyndigheten).
  - Steph will draft SIPRI policy based on the discussions, circulate it among the SMT for feedback and Dan will then send out the finalised version to all staff members, latest in the morning of March 4.
  - The SMT will closely monitor the development of the situation, in Sweden and worldwide, and adjust the guidelines if need be.
  - From now on, the update on the corona virus situation will be a standing point at weekly SMT meetings.
  - The clear signal from the SMT is that there is no pressure on SIPRI staff to travel under the current circumstances.

#### 2. Project guidelines

- The SMT discussed the draft project management guidelines that has now been complemented by a comprehensive spreadsheet to document all stages of project planning and implementation. The guidelines have already been tested on one project. Maria will update the documents after feedback during the meeting and then it is ready to be launched. Finance will join forthcoming cluster meetings to explain the process and the spreadsheet. These guidelines and the project planning spreadsheet will be sent out to DoS, Program Directors, Project Leaders, Cluster Coordinators, Operations and Outreach.

#### 3. MFA grant project proposal

- Maria informed the SMT that almost all project proposals have now been finalised but some follow up is needed on two of the projects. Maria will follow up and Maria will also send a go-ahead e-mail to all concerned staff members whose project proposals have been endorsed.

4. MoM approval

- The minutes from the SMT meeting on Feb 19 were approved.

5. Matters arising/Report back

- Steph has ensured follow up on all action points that resulted from the previous SMT meeting.
- Steph informed the SMT that the date for the launch of arms expenditure data has been changed. The launch is now scheduled to take place on April 27. This is due to a positive novelty – UNODA agreed to host a special event in NY on May 4 on the occasion of the data launch.
- Luc informed the SMT that the project on the civilian CSDP compact is ready to be sent out; this should ideally happen during the current week. Luc will finalise the last details with Sigrún.
- Maria informed the SMT that the new financial system will be launched on May 1. Training of all staff that will be working with the new system needs to take place before that.
- Sibylle reported back about her participation in the “Rethinking Arms Control” workshop organised by the German MFA in Berlin on Feb 28.
- Sibylle underlined that the positive trend of German MFA funding SIPRI projects continues.
- Sigrún informed the SMT about the details of the Crown Princess visit to SIPRI on March 6. Florian and Caroline will brief the Crown Princess on the recent developments in climate and risk and WFP related lines of work.
- Sigrún met José and Yeonju to discuss the gender initiative. Further meetings with the outreach team are planned to take this initiative further. Sigrún reiterated her readiness to support this important effort.
- Sigrún reminded the SMT about the internal brainstorming meeting on the OSCE on March 5 to prepare for the subsequent meeting with the Swedish MFA on March 9. This in light of the forthcoming Sweden's chairmanship in the OSCE.

6. Staffing and projects

- Luc informed the SMT that Sofia will be leaving SIPRI at the end of March to start a new assignment in Copenhagen as regional data curator for UNHCR in the World Bank/UNHCR global data center. The implication for SIPRI is another potential recruitment.
- Sibylle flagged the need to advertise for a replacement for Mark during his parental leave. This will be further discussed at the HR meeting on March 5.
- The ads for vacancies with the EoP 2022 project and for the DD position are now out and there has been a lot of interest and questions.
- Malin flagged the need to recruit an additional RA for the climate and risk team. Sigrún will take the matter further to the cooperation group.

7. AOB

- On March 30, there will be works in the building on the second floor to make arrangements for new office spaces. Those who can and wish to do so are encouraged to work from home on that day.
- The SMT agreed to discuss the indicators and benchmarks for the implementation of SIPRI strategy during its meeting on March 10.

### **Action Points**

- SIPRI policy in relation to the corona virus situation – Steph to do the draft, SMT to give feedback, Dan to send to all staff
- Risk assessment in relation to the corona virus - Helena
- Draft project management guidelines (identify the test group, test the spreadsheet, make sure that clusters receive all relevant information and support from Nikos on the spreadsheet) – Maria
- Draft project management guidelines (feedback on the draft document, the PP flowchart and the spreadsheet) – SMT to Maria
- MFA grant project proposals – Maria (finalise proposals and give a good-to-go to all concerned staff)
- Training of SIPRI staff on the new financial system - Maria

### **Items carried forward**

- Indicators and benchmarks for the strategy
- INSS Korea: possible cooperation
- Series of events on multilateralism - planning
- Stockholm Forum 2020 – names of high-level key-note speakers and panelists
- Candidates to deliver SIPRI Lecture 2021