

## **SIPRI SENIOR MANAGEMENT TEAM MEETING**

3 November 2020

### **MINUTES**

#### Participants

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

Helena Berger (present for item 1)

Magdalena Söderqvist (present for item 7)

Note-taker Elena Haapaniemi

The meeting was conducted via Zoom.

#### 1. Corona virus

- On Oct 30, Dan had circulated updated internal instructions based on the new guidance issued by Sweden's authorities due to a degrading situation in terms of the spread of the virus in several regions, including in Stockholm. The SMT asked Helena to send a reminder to that end to all staff. All should work from home until further notice, with very few exceptions e.g. when having PAD talks (if agreed by both parties). It is OK to come to the office to pick up necessary equipment.
- The SMT agreed to authorize the EoP team away-day on Nov 5-6 since it has been judged impossible to conduct that discussion remotely and since it will be conducted with all necessary precautions in terms of social distancing at a location officially labeled as safe.
- The staff involved in the SSC may come to the office before and during the conference.
- Jan, Dan, Joakim and Elena will be in the office for the Board meeting on Nov 16-17. The Boardroom will be used for that purpose.

#### 2. Minutes

- The minutes from the SMT meeting on October 27 were approved.

#### 3. Matters arising

- To follow up on the discussion at the previous meeting, Steph reminded the SMT that SIPRI embarked on a visual communication initiative in the autumn of 2019 kicked-off by a special training from an external consultant to a group of research staff. Since then, SIPRI's Outreach team holds a special Visual Communication group (VC group) led by Shannen, together with primarily Joey and Frank. The aim is to increase SIPRI's visual output and ensure coherence in doing so, both in print and online. Steph also reminded that a few extra licenses for special visualization software are available and can be "borrowed and given back" to IT for special phases within the research. Those interested should contact Magda.

#### 4. Report back

- Joakim has been in touch with the chief of staff of the Speaker of the Swedish Parliament Andreas Norlén to SIPRI in early 2021. Practicalities will be discussed after the Christmas break.
- The panel discussion on the Sahel at the French embassy scheduled for Nov 6, will be postponed due to corona situation. Joakim will look for a new date.
- Jannie reported back about a briefing that our Lancet team did for the Lancet commission secretariat on SIPRI's work on the connection between health, gender and peace. The aim was to better link our research with the work done by the other working groups.
- Jannie informed the SMT that Florian spoke at the IGAD webinar the previous week.
- Steph continues to be in touch with the Ukrainian embassy regarding the possible visit of the Minister of Defence.
- Luc provided the latest update on the SSC. Almost all speakers are confirmed at this stage and the number of participants signing up to the event is growing. Steph will be spreading the news through our social media to attract additional audiences.
- Sibylle reported back about the meeting she and Dan had on Nov 2 with Stockholm and Uppsala universities to follow up on the call for the establishment of a national knowledge centre for nuclear disarmament in Sweden. It is the Swedish Research Council that has been tasked to collect proposals and expressions of interest to that end.

#### 5. Staffing & project issues

- NTR.

#### 6. Budget 2021

- Maria presented the first draft budget for 2021, based on the figures for secured and identified projects and the assumption that SIPRI will receive the MFA strategic grant at the previously agreed level.
- Maria alerted the SMT to financial challenges SIPRI faces. In 2019, core funding covered 73 per cent of our costs, whereas the forecast for this year is at 68 per cent and the estimate for 2021 is only 64 per cent. We need to find smart new ways to fund our work, increase our overheads and consolidate our growth.
- The SMT agreed that it will be useful to remind all research staff on our internal application procedures and, more specifically, on how to estimate their time in applications sent to donors. The SMT further agreed that more can be done in terms of having coherent and concise rules to this end that could be shared with both new and old staff. Maria pointed out that Lena has introductory briefings with new staff.
- Another challenge mentioned in this regard is lack of compliance with the Project Management Guidelines in force as of March 2020. The SMT agreed to discuss the implementation of the guidelines at one of the next meetings.
- The SMT agreed to submit the draft budget in its current form to the Board, to be discussed at the Board meeting on Nov 17.

#### 7. IT security briefing (Magda)

- The SMT invited Magda to do a brief update on the IT security management at SIPRI.
- The SMT thanked Magda for her useful presentation and reiterated the importance of providing introductory IT training to all new staff and of making available additional trainings in IT security to all staff. A useful option to this end would be obligatory online courses. Magda will consider how to best implement this in practice and discuss it further with Maria.
- Magda encouraged the SMT, and all staff, to report directly and without delay to the IT department about spam mail and other IT concerns that users might have.

8. **AOB**

- As of December 1, 2020, our office building will have a new owner, Torslunda Property Investment AB. SMT noted that our current lease is valid until 2025. Dan and Joakim will follow up with Per Taube and arrange a meeting with the new owners.
- Jannie suggested that the SMT discusses at some point the trajectory and possibilities of professional development for Research Assistants at SIPRI.

**Action Points**

- New date for the panel discussion at the French Embassy – Joakim
- Briefing points on project applications budgeting – Maria to discuss with Lena
- Organising IT training for staff – Maria and Magda
- Meeting with the new owners of Signalistgatan 9 - Joakim

**Items carried forward**

Implementation of Project management guidelines

RAs at SIPRI: trajectory and development