

Jakob Hallgren
Deputy Director

SIPRI SENIOR MANAGEMENT TEAM MEETING

Solna, 10 January 2017

MINUTES

Participants

Sibylle Bauer, Stephanie Blenckner, Jakob Hallgren, Maria Kaemmerlé, Neil Melvin, Gary Milante and Dan Smith.

1. Minutes approval

- Minutes of the 20 December meeting were approved with minor changes.

2. Matters arising from the Minutes, not otherwise on the agenda

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3. Report back

- Rtd Professor, and former SIPRI-colleague, Michael Brzoska has visited and expressed a wish to become associated with SIPRI, discussions are ongoing.
- Continued work with branding expert Chris Aldhous is being considered.
- T.wai (Torino World Affairs Institute) has expressed a wish offer interns to SIPRI. It will be assessed in the light of other ongoing internship exchanges.
- Annual accounts for SIPRI are currently being finalized, the institute audit will take place by the end of January.
- The 'Cluster 1 & 2' proposal to the Swedish MFA will be discussed in a meeting with the MFA on 18 January.
- SIPRI will co-host a panel with the Swedish MFA on 13 February at the occasion of a visit of CTBTO Executive Secretary Lessina Zerbo.
- A possible annual SIPRI reception for the Stockholm community during the spring of 2017 was discussed.

4. Staffing and Projects

- Synchronization of job descriptions for the coordinators for the three research clusters will be done by the Directors of Studies.

**STOCKHOLM INTERNATIONAL
PEACE RESEARCH INSTITUTE**

Signalistgatan 9
SE-169 70 Solna, Sweden
Telephone: +46 8 655 97 00
Fax: +46 8 655 97 33
Email: sipri@sipri.org
Internet: www.sipri.org

5. Evaluation of the 2016 Performance Assessment Process

- The SMT will consider input from the RSC and the Cooperation Group (including trade unions) to the evaluation of the 2016 Performance Assessment Process. It will be finalized in early February.
- The SMT's first impressions (own and received from colleagues) were that the process overall was a success but that some improvements are needed. Among others they were:
 - a less condensed time table where assessments should ideally take place in October if salaries are set in early December, as well as 'mid-term' talks in April/May;
 - earlier and expanded information on the assessment criteria and on the modalities for the signing off on assessments;
 - possibly more than three levels in the assessments of performance;
 - inclusion of resource mobilization among the assessment criteria; and,
 - consideration of the role of other incentives than salary increases.

6. Visit by a delegation of Senior Officials from the Swedish MFA

- A draft programme for the 19 January MFA visit was agreed.

7. Items carried forward for future agenda

- Finalisation of the evaluation of performance assessment and salary review process (early February).
- Finalisation of job descriptions for all staff.
- Titles for researchers and 'research administrators' at SIPRI (mapping forthcoming).
- Design of a more activities based SIPRI budget.
- SIPRI values discussion.
- Armament and Disarmament Cluster staffing.
- Middle East: Yemen, Saudi Arabia and Iran.