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Deputy Director

## **SIPRI SENIOR MANAGEMENT TEAM MEETING**

Solna, 7 February 2017

### **MINUTES**

#### Participants

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

#### 1. Minutes approval

- Minutes of the 31 January half away day were approved with some changes.

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

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#### 3. Report back

- SIPRI is planning for a reception for the Stockholm community around 1 June.
- The Parliamentary Forum on SALW would like to come to SIPRI for discussions about collaboration.
- The preparations within the EU for a third phase of the EU Non-Proliferation Consortium are moving along.
- Sibylle and Mark have presented at a Swedish MFA meeting on dual-use issues, Mark will present at an ATT side-event in Geneva on 16 February.
- An in-house brainstorming on how SIPRI should work on the nuclear issues will take place on 9 March.
- A meeting between SIPRI management and local trade unions on the 2017 institute budget has taken place.
- The staff directory on the website is getting a new appearance and an institute organogram is being added.
- Two new regional programs are currently being developed in the Conflicts and Peace cluster; on the Middle East and Africa.

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#### 4. Staffing and Projects

- Discussions are ongoing with SIPRI Associate and Ambassador Michael Sahlin about a role as scientific coordinator for the 2017 Stockholm Security Conference.

#### 5. Phones

- It was reiterated that all staff need to be accessible by phone during working hours and that mobile work phones are therefore offered to all.
- It was concluded that it is too expensive to acquire new landline desk phones, and decided that the upgrade to the new generation of mobile phones should be accelerated.
- The approach to billing was re-confirmed (no private use, use of wi-fi as much as possible etc) and that information about SIPRI's adhesion to the wi-fi network 'EDUROAM' will be re-circulated.

#### 6. Values discussion

- The importance of knowledge about, and buy-in to, jointly shared values at the workplace was underlined. It was acknowledged that common discussion about these issues is needed at regular intervals.
- For this purpose SIPRI will start preparing for the conduct of an anonymous and confidential co-worker survey. While the aim is to base this on a survey adapted to the Swedish labour market (for comparability purposes), it was agreed that proper reflection needs to be devoted to that the questions are relevant for SIPRI. The cooperation group will be consulted in that process.

#### 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 (early March).
- Titles for researchers and 'research administrators' at SIPRI (mapping forthcoming).
- Design of a more activities based SIPRI budget.