



Jakob Hallgren  
Deputy Director

## **SIPRI SENIOR MANAGEMENT TEAM MEETING**

Solna, 21 January 2016

### **MINUTES OF ITS CONSTITUENT MEETING**

#### Participants

Stephanie Blenckner, Jakob Hallgren, Maria Kaemmerlé, Dan Smith

#### Excuses

[Three Directors of Study who remain to be appointed.]

#### 1. Remit of the Senior Management Team (SMT)

It was decided that the purpose of the SMT is, under the guidance of the Governing Board, to ensure strategic coherence and direction of the Institute in its daily work. The SMT is an advisory and sometimes decision making body.

#### 2. Issues on the SMT agenda

It was decided that the SMT considers institutional policy issues and issues of strategic importance for the Institute, including the financial situation, budget issues, the direction of the Institute, major events and activities.

#### 3. Frequency of meetings

It was decided that the SMT will meet weekly, on Tuesday mornings.

#### 4. Setting of the agenda

It was decided that the agenda of the SMT is set by the Director, on suggestions made by SMT members. All other staff may also suggest items for the agenda, through an SMT member.

#### 5. Minutes

It was decided that the SMT shall keep minutes of its decisions. Minutes from one SMT meeting are approved in the following meeting and then posted on the intranet.

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