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## **SIPRI SENIOR MANAGEMENT TEAM MEETING**

Solna, 28 November 2017

### **DRAFT MINUTES**

#### Participants

Sibylle Bauer, Stephanie Blenckner, Jakob Hallgren, Maria Kaemmerlé, Gary Milante, Lora Saalman and Dan Smith.

#### 1. Minutes approval

- Minutes of the 14 November meeting were approved with some changes.

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

- The MFA NIS-department (Disarmament and Non-proliferation and SIPRI's focal point) is confirmed for a visit to SIPRI on 16 January 2018.

#### 3. Report back

- David Beasley, Executive Director of the World Food Programme (WFP) will visit SIPRI on 2 February.  
- Jakob gave a read-out from the 20 November Governing Board meeting, which will be shared with all staff at a forthcoming RSC.  
- A mandatory annual salary mapping is currently taking place. It is led by Maria and Helena with Damir and Emma representing the staff.  
- The final preparations for the EUDNPC conference in Brussels on 12 – 13 December are underway and the programme looks very solid.  
- There have been several concerns with the service delivery of SIPRI's current travel agency. Christina will look into it and assess alternatives.  
- Gary reported from a successful meeting in Washington that he and Dan had organised in partnership with Brookings on the development of a potential database on 'political violence'. The proposal will hopefully be turned into a research initiation project.  
- Gary informed about a launch at SIPRI on 29 November of a book on Defence Institution Building where he was a co-author.  
- SIPRI has received some funding for international outreach related to a local peacebuilding project in Syria spearheaded by 'Cure Violence'.

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- Dan will chair a working group on climate and risk at a conference on the MENA region in February.
- SIPRI organized a successful expert meeting on challenges in Northeast Asia in Stockholm on 21 November.

#### 4. Staffing and Projects

- It was decided that the title 'Head of Project' may be used for external purposes by SIPRI researchers if they do lead a project and would like it to be acknowledged. That title may in such cases be mirrored on business cards and on the website. However, the use of that title does not represent a promotion or a deviation from the formal suite of SIPRI titles as laid out on the last page of the document 'Job Descriptions for Research Staff - Guidance note for drafting, 22 August 2017'.
- Jakob will send letters to the four project managers who, as a result of the 2017 Job Descriptions overview, will become 'Programme Directors'.
- Salary increments for 'met', 'well met' and 'exceeded' in the 2017 Performance and Development Assessments were discussed and decided.

#### 5. Programme Coordinators

- A discussion was held in relation to a request from the three Programme Coordinators regarding their employment status. It was decided that they perform a crucial function within the Institute which needed to be strengthened. They will, as a consequence, be relieved of research duties and offered tenured positions. This will allow them to fully engage in the further improvement of, and support to, the Clusters.

#### 6. SIPRI Publications Profile

- SIPRI's range of publications is becoming unwieldy with too many types of output. A first discussion was held on how it could be simplified and made more intuitively understandable.
- The SIPRI Editorial Board will draw up a simplified suite of publication categories which will then go to Clusters for discussion before it returns to the SMT for decision.

#### 7. Items carried forward for future agenda

- Training for line managers.
- Second reading of SIPRI Publications re-assessment.