

SIPRI SENIOR MANAGEMENT TEAM MEETING

Solna, 21 August 2018

MINUTES

Participants

Stephanie Blenckner, Jakob Hallgren, Maria Kaemmerlé, Gary Milante (via Skype), Dan Smith

Note-taker Elena Haapaniemi

Also present: Sigrún Rawet

SMT began by formally welcoming Sigrún as the new Deputy Director; she will start in post on 10 September.

1. MoM approval

- Minutes of the previous meeting on August 14 were approved.

2. Matters arising from the previous MoM

- SIPRI will not sign the QUNO statement.
- Dan's meeting with the German Institute for International and Security Affairs (SWP) is scheduled for Sept 5.
- Shannon is following up on the CMI cooperation proposal.
- Marina is the reference person for EuropeAid calls. Gary will connect Marina and Lena.
- Dan wrote to the Indonesian Ambassador and is awaiting his reply.
- The communications team has been looking into exhibiting during the Paris Peace Forum. Such possibility is only granted for a significant project or initiative and comes at a cost of 2000 EUR. The EU Non-Proliferation Consortium will be exhibiting and SIPRI will be taking part in this. Sibylle, Gary and Alex will attend the Forum. SMT agreed this will be the form of SIPRI's Forum participation.

3. Report back

- Jakob is wrapping up and handing over his files to Sigrún. This is Jakob's last SMT as SIPRI's Deputy Director.
- The SMT unanimously expressed its sincere gratitude to Jakob for his dedication and many years of hard work for the benefit of SIPRI and for what SIPRI stands for. Good luck in Seoul, Jakob!
- Steph informed the SMT that hardcopies of the YB were on schedule this year, which is a very good news indeed. Moreover, nearly all summaries have been completed too; there are two additional summaries this year, in Bulgarian and Korean languages. There will most probably be a launch of the Arabic translation later this fall. And the launch in Seoul has already been scheduled for mid-September, with Jakob hosting the event in his new role as Sweden's Ambassador to Korea.
- Maria reminded the SMT that the finance team still has a reduced capacity, catching up with pending issues accumulated during the summer break.

- Maria and Helena did a draft plan for use of the additional office space available as of the end of August. To be further discussed during Friday HR-meeting.
- Dan reminded the SMT that he does need feedback on the draft cooperation agreement with the MSC. Jakob and Steph to look into it.
- Dan asked SMT to advise him on relevant updates to be included in his letter to the Board. (Realistic) names of potential speakers at the SIPRI Lecture 2019 are welcome too.
- Dan informed SMT that Joost Hiltermann, the author of the ICG report on conflict and security issues in the Middle East, will be in Stockholm on Sept 10 and 11. The SMT agreed to suggest Joost conducting an internal event at SIPRI at 14:30 on Sept 10.

4. Staffing & project issues

- Gary is long-listing candidates for two P&D research positions. The interviews are tentatively scheduled for the upcoming week.
- The communications department is recruiting an intern. Since there are two strong candidates with different profiles, both might be offered an internship position provided that this fits in with the planning of the rest of the Institute.
- The interviews for the China Programme Director position are underway.
- Jakob pointed out the need to have an overview over guest researchers coming from the Korean peninsula since SIPRI recently received quite a few offers for secondment of staff to SIPRI, inquiries about possibilities for guest researchers etc. The SMT agreed to ask Helena to prepare an overview for the SMT on that.
- The SMT agreed to have a planning away-half-day mid-October. Elena to look at the dates.

5. PADs

- The SMT discussed experience and lessons learnt from the latest PADs and also looked into how best to ensure that the same assessment criteria are used by all those who do appraisals. There is an evident need for specific targeted training for line managers on that. The SMT agreed that the next round of HR training should be centred around staff appraisals.
- Dan will do a summary of this discussion to use as a basis for further consideration at SMT.

6. Budget 2019

- Dan invited the SMT to reflect upon projects, activities and/or staffing issues to be ideally reflected in the budget for next year. The starting point for discussion is that SIPRI's budget is obviously driven from below – by commitments and available grants but it also, to the extent where it is possible, should be driven by our ambitions from above. The new budget should also be in line with the new institutional strategy presented by Dan on the occasion of the last GB meeting. Adopting a three-year budget model in the future might allow more flexibility and better long-term distribution of resources. An option to explore further.
- Dan reiterated to the SMT that the draft budget should be ready by November.

7. AOB

- The SMT once again praised Jakob for his strong commitment to SIPRI cause and valuable contribution to many successful institutional initiatives. Jakob, in turn, expressed his gratitude for the possibility of being part of the Institute for six years and welcomed future cooperation between SIPRI and the Swedish Embassy in Seoul!

- Since quite a few staff members expressed a wish to receive more information and/or training on applying for grants and on following up on such applications, Elena suggested Dan contacts Lars Wikman, a former Senior Advisor in European Affairs at the North Sweden office in Brussels and now an independent Swedish consultant based in Luleå, who has a lot of expertise on the issue.

Action Points

- Discuss the draft cooperation agreement with MSC – Dan, Jakob, Steph
- Write to Joost Hiltermann – Dan
- Input for the letter to the Board, to be sent beginning of Sept – SMT
- An overview over the “influx” of guest researches, secondments etc. from the Korean peninsula – Helena
- Dates for the SMT away-day - Elena
- An internal note on PADs – Dan
- Skype with Lars Wikman - Dan

Items carried forward

- The SAHEL Strategy.