



Minute taker: Noel Kelly

Time: 11:00- 12:30PM

SIPRI Armament and Disarmament Cluster Meeting

Zoom virtual meeting, 1 April 2020

Participants:

Sibylle Bauer, Lucie Béraud-Sudreau, Pieter Wezman, Siemon Wezeman, Nan Tian, Diego Lopes, Alexandra Kuimova, Kolja Brockmann, Giovanna Maletta, Shannon Kile, Tytti Erästö, Petr Topychkanov, Tarja Cronberg, Lena Kappelin, Vincent Boulanin, Laura Bruun, Luke Richards, Lena Kappelin, Elin Elmgren

Agenda

The theme for the first part of our first Cluster meeting in this new format is to exchange tips and best practices for working from home.

Topic -

- Introduction to Trello tool used for team collaboration, project management, task management. (Introduced and led by Vincent)

Research project presentation:

- Project presentation - we would like volunteers for project and publication presentations for coming meetings, and of course we may also be able to include a brief project presentation on [Wed](#), so if you want to prepare something then let me know.
- Funding applications and report from Grants, Lena or Jenny (A&D funding applications Excel will be sent in advance of our meeting)
- Report from other Clusters? (Ekaterina and Martina - great if you can join us and share any updates)
- Updates from Sibylle/SMT
- AOB
(any issues you want to bring up then please let me know)

***New SIPRI Staff in the Armament & Disarmament Cluster

New colleagues Laura Bruun and Luke Richards have joined SIPRI as part of Emerging Military and Security Technologies Project and both were introduced and welcomed!

Trello presentation

- Vincent gave an introduction and presentation of the Trello tool <<https://trello.com/en-US>> used for team collaboration, project management, task management. Vincent has worked with this tool for some time and recommended the utility of such a tool in his project work experience. In practical terms it's very much a 'to do list' system described as very straight forward and agile and a collaborative device. It means you can share information easily and is useful for planning and mapping out the work and allocating tasks to people. It forces one to plan properly and planning is essential if one wants to complete a project on time. Moreover, it allows a project manager to have an overview of what tasks are to be done and what members of the team are doing it.
- Following the presentation to Cluster staff - the recommendation is to give this tool a try and review. There is a free basic version that already allows a user to do a lot and have a number of users on it. It gets complicated if you want to automate some of the functions and get additional features and if one wants several boards with the same people on them. At some point you will have to pay to upgrade. However, if enough people find this tool valuable it could be allocated for within project budgets and licenses purchased. For Vincent it has proven to be value for money to have all the features.

How to work effectively from home!

The theme for the first part of our first Cluster meeting in this new format is to exchange tips and best practices for working from home and the Trello presentation was also part of this. This discussion was brought forward and shared by Sibylle building on discussions in previous meeting including the SMT and an A&D Team Leader meeting.

- Feedback from the A&D Team Leaders meeting and recommended to the Cluster for when working from home was to have a clear routine. It is important to have a clear start and finish time and not to mix between your professional and private life. Make a to do list and set deadlines for yourself to prevent distractions. Planning is very important and for a researcher essential not to have too many distractions.

Tips and tricks!

- An important point to keep in mind is you have to work comfortably from home and especially now when we don't know for how long our current situation will last. If one does not have a comfortable workspace then raise it with your line manager. If you are taking something from the office like a computer screen or

other equipment then let Christina know, as she needs to keep track where all the equipment is.

- Eat well and exercise and keep your other daily routines going. Try not to get too caught up in the news but limit your exposure to just certain times of the day, as mental well being is very important. One tip suggested is to try not to watch news too late or after 9:00PM as this can make one anxious and disturb sleep.
- There is a lot of information on-line with good advice but one message that sticks out is when you work at home is about getting isolated, feel. Therefore, it's important to have regular contact with work colleagues, not just to say hello every morning but rather set some time aside to catch up and chat. It's also important to take your breaks and get active. For some getting exercise in the morning and taking a walk as if you are going to your job has helped.

SMT –

- Adjustment to projects as a result of the Corona pandemic crisis was discussed. Maria is going through all the budgets to see where adjustments are needed because events and travel are not taking place. Sibylle had discussed this issue with team leaders and asked anyone who manages a project to keep this in mind. Project managers should liaise with the finance team if budgets need to be adjusted. Sibylle has spoken with some already and discussions are in progress with those involved in the UD grant. The possibility of budget money previously assigned for travel and conferences now being shifted to do interesting research projects and allocate salary coverage is open.
- For planned events already one can cancel, postpone, or move on-line. Each of these options has different implications with regards practical matters including budget. On the topic of event planning during the current situation, it might be useful to have this item discussed at future cluster meetings so that 'not everybody has to reinvent the wheel'. It would be nice to swap notes and experiences. What are the cost implications? How do you plan or adjust your budget? Moving to the virtual space will mean restructuring events and the lessons learnt from others will be a very important exercise. A number of us will host virtual events ourselves in the coming months and we must prepare and learn from others.
- One practical experience to consider is when having international events is one will need to adjust the timing to allow for people from different time zones. In Sweden the obvious window seems to be early to mid-afternoon. Research has shown people can only keep attention for so long on-line and this is a challenge. One needs to re-organise the agenda in a different way and have two half-day sessions rather than one long day. Also mentioned is that working groups and breakout session can still be organized depending on the on-line tool one uses. If you moderate or are participant at an on-line virtual meeting there are skills, lessons, and information one can learn in how to do it effectively and then share with others. We will need to so in the coming weeks and months.
- The NPT Review Conference has been postponed until 2021 and this is a good example of thinking through the implications. SIPRI were planning to have side events at this. The question is should we still have virtual side events around the time it would have been scheduled for this year? Many other organizations may

be doing virtual side events around this time when the NPT was originally scheduled. Or should we postpone to another occasion because you lose too much if one does not gather people together physically? There is much to consider in weighing up the pros and cons. Is there an expectation that we move to a new virtual space? There will be much experience gained in the coming months and year and in the future we may have to justify more why one cannot host a meeting virtually and justify why we need to gather people together physically. One never had to justify it in a funding proposal before but this may change.

- Those of us who do funding applications must often do a risk matrix, and one of the risks we all need to include in future, is the risk of an epidemic or pandemic crisis and how to adjust to it. A number of us and also in other Clusters have submitted proposals where those risks were included. The suggestion that came up in SMT is that the Cluster Coordinators gather all the language that was put into proposals and gather in one document so that we don't have to reinvent this language every time.
- New opportunities are arising and issues we haven't dealt with in the past or for some time such as pandemics and health and the impact on security will need to be examined. Another example of an opportunity is that SIPRI is expected to organize in June 2020 a disarmament education seminar in the context of the EUNPDC. Now universities all around the world have the challenge of having to teach on-line and figure out how to do it. How effectively do you teach on-line about disarmament and non-proliferation education in this new situation in a virtual context? Similarly is this an opportunity for us in SIPRI to have a virtual event?

****The Governing Board will now be a virtual meeting and the SIPRI annual lecture will be postponed until May 2021.**

Funding applications and report from Grants

- The A&D concepts and applications in progress during March 2020 were shared prior to the meeting with the Cluster. We are invited to look at this Excel and if interested to know more to contact the respective project managers. Lena has been working with Cluster staff on the various applications highlighted already in the Excel.

Report from other Clusters

- Our Coordinator colleagues, Katia and Martina, from Peace & Conflict and Peace & Development cannot make our meeting as they are participating in an Outreach meeting but have very kindly forwarded updates.

Updates from other Clusters:

Peace & Conflict - nothing to report and business as usual.

Peace & Development

- The only relevant update from the P&D side is that they have now settled on a format for the virtual 2020 Stockholm Forum. Between the 11th May and 22nd May 2020.

They will host three different kinds of sessions.

- **Key-note speech and High-Level Interactive Dialogues** – Working with the MFA and partners, we will convene and host a limited number of what would originally have been "Open Day" panels, with a plenary session on the 13th May focused on the impacts of COVID 19 on international collaboration.
- **Virtual policy consultation** – Working with multilateral and bilateral partners, we are keen to hold a limited number of consultations and briefings on ongoing policy processes of relevance to the theme and audience of the Stockholm Forum. These will take the format of presentations and virtual discussions led by partners on specific topics.
- **Partner-led sessions** – We are offering as many of you as possible the opportunity to organise sessions, webinars and interactive discussions on the topics that had been selected for the Stockholm Forum. These will be partner led in substance with wide freedom on format.

As much as is possible, all live broadcasts will take place between **1300 and 1600 GMT** across the days of the Forum, to be able to have as many geographies as possible online at the same time.

****Sibylle will invite Martina to share with the Cluster lessons learnt following this event.**

Updates from EUNPDC Project

As a follow-up to [today's](#) meeting, see below updates regarding EUNPDC papers:

[Today](#) we publish Tytti's paper on 'The arms control-regional security nexus in the Middle East'. <<https://www.nonproliferation.eu/the-arms-control-regional-security-nexus-in-the-middle-east/>>

Next paper coming in is 'Mapping education efforts within the EUNPD Network' (authored by Elisabeth Suh, SWP). The first draft will come on 8 May. We have please let Giovanna know. We have received three more proposals and now reviewing.

- (a) A. Drew (King's College): 'The Nuclear Cyber Nexus: Intangible Proliferation and Arms Control' ;
- (b) T. Novossiolova (Center for the Study of Democracy - Bulgaria) and M. Martellini (Landau Network – Fondazione Volta): 'Holistic CBRN Security in the Twentieth-First Century';
- (c) F. Dall'Arche (IAI): 'The case for Gender Balance in Disarmament, Non-Proliferation, and Arms Control Negotiations'.

If you would like to give comments to these proposals, please get in touch with Giovanna. Any ideas on topics/authors are always welcome.

- On 3 April there will be call meeting with members of the EUNPDC to discuss the current implementation of the project and ideas for the next phase. They will also discuss how the current pandemic situation will affect upcoming events. The events to take place in June are being discussed with the EU and the guidance is surprisingly to go ahead with the planning and one month before the event book plane tickets and events. Now we are considering requested that the EU consultative meeting be moved until after the summer break. On the disarmament education event it may be better to just move it virtually straight away. We will keep you posted following discussions within the team. In reality it looks highly unlikely that any physical events will be hosted before the summer. After the summer and looking at September and the last few months of 2020 it will be very crowded and competition tight for speakers, venues and peoples time should it be possible to host physical events. It may be better to move things into 2021 or plan to host virtually this year.

Indicators

- On the indicator discussion all of you will get or have already received information from your team leaders on how to take this discussion forward in your respective teams. The deadline for the finalised indicators is in time for the GB meeting and so this must be signed off before by SMT on 28 April. The discussions must be concluded by all the teams and information sent to the DoS and Sibylle has requested this be sent just after the Easter break.

Nikos did speak again about indicators at this meeting and also offered to support teams in the Cluster if they need some advice. **See the annex for information sent by Nikos for the A&D Cluster.**

Job adverts for the A&D Cluster

- Sibylle highlighted the current job adverts out for this Cluster, including for acting Programme Director in the DUAT Programme, and also a Research Assistant in DUAT, with a deadline for receipt of applicants set for 12 April. We were requested to share this information with our networks.

Next cluster meeting

- The next A&D Cluster virtual meeting is on Wednesday 22 April @3:00PM.