

## SENIOR MANAGEMENT TEAM MEETING

1 September 2021

### MINUTES

#### Participants

Sibylle Bauer, Stephanie Blenckner, Luc van de Goor, Maria Kaemmerle, Jannie Lilja, Dan Smith, Joakim Vaverka

#### Note-taker

Elena Haapaniemi

#### Format

Hybrid meeting.

#### **1. Corona virus**

- NTR.

#### **2. Minutes and matters arising**

- The minutes from the SMT meeting on August 23, 2021 were approved.

#### **3. Report back and forthcoming events**

*Jannie*

- On August 30, Dan, Jan and Jannie met IRL with Elizabeth Cousens, UN Foundation's President and Chief Executive Officer. One concrete outcome of the meeting was possible partnering in promoting the EoP report in DC and NY.

*Steph*

- On September 10, SIPRI is going to host a roundtable with Yemen's FM Dr bin Mubarak.

*Joakim*

- On August 31, Dan and Joakim had a working lunch with the new head of the MFA NIS (Disarmament and Non-Proliferation) department Ann-Sofie Nilsson and discussed further engagement.

*Dan*

- The UK's and Ireland's support for SSC21 has been confirmed.

#### **4. Archiving of attic materials**

- The work is moving ahead. Steph and Sibylle will continue monitoring the whole process. Maria and Christina can make arrangements for external help as and when necessary.

#### **5. Outreach Sweden: MFA, and Parliament**

- Joakim continues networking with the main stakeholders in the Swedish parliament and at the MFA with a view to reconnect after the pandemic and to update on SIPRI's work.

## **6. Diversity training**

- The SMT had a first discussion about how to launch diversity and inclusion training at SIPRI on the basis of background information prepared by Elena. It has been agreed to garner some more information on the options available before taking initial decisions.

## **7. Staffing & project issues**

- Maria Volokaki, our new financial accountant, started on August 30.
- The SMT discussed a cooperation proposal from Kishore Mabhubani, head of the Asian Peace Programme at the National University of Singapore. The SMT asked Luc and Jingdong to follow up with Kishore on the possible research substance of such collaboration and to consider other possible Singaporean centres as well.

## **8. AOB**

- Maria will check with Magda whether it would be possible to organise IT training for all staff in the light of the change of the mailing system.
- The next SMT meeting will be held between 09:00 and 11:00 on Wednesday September 8. Dan will not be able to attend the SMT on September 15.
- Maria will circulate the new vacation policy endorsed by the Cooperation group before the summer break; Dan will announce it at the next Monday morning staff meeting.
- Outreach team will design .pdf format Xmas cards.

## **9. Executive session**

- The SMT held an executive session.

### **Action points:**

- List of new staff at NIS – Joakim to Sibylle
- Overview of the progress with the archives – Maria, Steph and Sibylle
- Training for all staff on the new mail system – Maria to check with Magda
- Vacation policy – Maria to circulate, Dan to announce.
- Follow up with the interlocutors at the National University of Singapore – Luc and Jingdong

### **Items carried forward:**

- Diversity and inclusion training
- SIPRI Intranet
- Recruitment Process Checklist
- Procedure for in-house review of external publications by SIPRI staff