

SENIOR MANAGEMENT TEAM MEETING

10 November 2021

MINUTES

Participants

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

Helena Berger for agenda items 1, 5 and 6.

Note-taker

Elena Haapaniemi

Format

Hybrid meeting

1. Corona virus

- NTR.

2. Minutes

- The minutes of the SMT meeting on October 27 were approved.

3. Matters arising

- None.

4. Report back and forthcoming events

Maria

- Auditors are working at SIPRI.

Joakim

- Joakim is in touch with the Swedish MFA and the French Embassy to coordinate a joint event on the eve of the Africa-EU summit in the beginning of 2022.

5. The Work Environment Authority inspection

- On October 28, SIPRI was visited by a digital WEA inspection. SIPRI has been randomly selected for this, which is a normal working procedure at the WEA.
- Maria, Helena, Joakim and Ulla in her capacity as safety officer represented SIPRI during the digital inspection. SIPRI's presentation of its work environment and policies was well received. The feedback is positive, with five areas identified where action is needed. Maria, Helena, Joakim and Ulla will follow up on what needs to be done in order to meet all the requirements. The WEA will make a follow-up inspection of SIPRI on 17 February 2022. The follow up will be coordinated in consultation with the Cooperation group.

6. Engagement training

- The whole staff will go through Engagement Training and have been divided into three groups for the purpose, each group undergoing the training on a different day.
- The task of sorting out dates now begins.
- Following suggestions made at the most recent RSC, the SMT asked Helena to begin exploring what is available for Bias Recognition Training.

7. Board meeting preparations

- All preparations for the Board meeting are on track.

8. Archiving of attic materials

- Archiving of attic materials is almost completed.
- And on clearing out other archives: What's still pending is the fate of the books that used to be kept in the editors' book room in the basement and that are now in the bins downstairs. The SMT agreed to ask Christina to order second hand shelves so that the books can be put on display. Then both staff members and visitors can have access to them and help themselves if interested.

9. Staffing & project issues

Interns

- The SMT endorsed going forward with three additional virtual internships for the MILAP team.
- The SMT noted that virtual internships need to be mutually beneficial and emphasized the importance of the mentoring aspect: interns join SIPRI, whether in person or online, not only so they can help our work but also so they can learn. Handled well, internships offer the institute excellent opportunities for mentoring the next generation of researchers and experts.

10. AOB

- The main work in the attic have been concluded and there will be a technical inspection during the forthcoming week.
- The SMT away day will kick off with the lunch on December 8, and will continue in the afternoon on that day.

11. Executive session

- The SMT held an executive session.

Action points:

- Internal meeting to share information and update on Gulf dialogue-related work - Joakim
- Follow up on the WEA inspection – Joakim, Maria, Helena and Ulla
- Dates for the engagement training – Helena
- Undertake initial exploration of possibilities for Bias Recognition Training – Helena
- Books – follow up as agreed above

Items carried forward:

- Recruitment Process Checklist