

SENIOR MANAGEMENT TEAM MEETING

12 January 2022

MINUTES

Participants

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

Helena Berger for item 1

Note-taker

Elena Haapaniemi (not present for item 10)

Format

Zoom meeting

1. Corona virus

- Helena updated the SMT on the latest recommendations issued by the Swedish authorities which include working from home for those who can and if the work allows that. Based on these recommendations, on January 4, Dan sent an updated SIPRI guidance to all staff. Helena has been asked to prepare additional guidance for all staff including rules around borrowing monitors and office chairs, a reminder of useful links to Swedish resources, and information about what our travel insurance covers. She will work with Dan to finalise the guidance.

2. Minutes

- Approval of the minutes of the SMT meeting on December 16 was deferred.

3. Matters arising

- NTR.

4. Priorities for the the first half of 2022

- Each SMT member had been asked to describe cluster/department focus areas for the first half of 2022.

Jannie

- Forum.
- EP project, including finalisation of the report and the launch.
- Fundraising with focus on the resilience research and Food, Peace and Security program.

Sibylle

- Renewing the EUNPDC; SIPRI has been asked to continue as coordinator.
- Alva Myrdal center and joint work on the summer school.
- Ambition to move the gender research agenda forward.

- Fundraising: priority to connect with the new German government.
- NPT RevCon's postponement until August.
- New DUAT project on the Middle East connecting thematic work to the region.
- Jointly with Luc, taking forward the SSC.

Steph

- Planning for the triangular event in May – SIPRI lecture-Forum-Launch of the EP report - and in parallel to the usual spring data launches.
- Using opportunities ahead of the postponed NPT RevCon: possibly an event in April.
- Contact with Swedish parliamentarians.

Maria

- January-February: closing 2021 accounts and preparing the annual report.
- Establish new project management group.
- Recruiting Maria's replacement and arranging a good handover.
- Continue developing Maconomy.
- On IT: explore use of other functionalities in Outlook.

Luc

- Follow up on SSC21 and start on SSC22, both in terms of fundraising and topic.
- Gulf related dialogue.
- More publication of research results.
- Staffing: rebuild programme management.

Joakim

- Sipri inner's life: coming back to the office, & frankly follow-up, and follow-up on the Work Environment Authority inspection; ensuring a steady transition in Operations, strengthening the HR function.
- Continue with relationship building and fundraising in the context of 2022 Swedish Parliamentary elections and in view of a forthcoming strategic grant for the period after 2022.
- Substantive issues: Alva Myrdal center, where Joakim is a Board member, Stockholm Hub on Environment, Climate and Security, and dialogue-related work.

Dan

- Attention to infrastructure – to the operations team but not only. Need to resolve staff challenges faced by CPS cluster.
- A big focus on the EP.
- Finding the right approach to writing the YB introduction in the light of today's complex security horizon. In this connection, a discussion within SIPRI about today's security space and how "hard" and "soft" security issues connect would be useful. The DoS's will float the idea in cluster meetings, after which the SMT can come back to this issue.

5. 2022 Strategic grant allocation

- Maria shared an updated list with projects and budgets as per the latest SMT discussion held on December 16. The SMT agreed to go ahead on this basis. DoS's will inform those staff members whose projects have been approved.

6. Follow-up to Work Environment Authority Inspection

- A follow up visit, most probably virtual, by the WEA is scheduled to take place on February 17. Until then, recommendations made by the initial inspection need to be addressed. Joakim updated the SMT on the work of the working group consisting of Joakim, Maria, Helena and Ulla (SIPRI safety officer).
- On December 16, the SMT discussed *procedures* in case of victimization; the above mentioned working group has now drafted a *policy* to accompany these procedures. It has an overarching title “Work Environment Policy.” Joakim will circulate the rough draft among the SMT for initial approval under a silent procedure before the end of the working week. The SMT will be asked to review it one more time after its discussion in the Cooperation group.
- Joakim will brief the SMT on the & frankly follow up at the next SMT.
- The draft Sexual Harassment policy, submitted by the internal working group chaired by Luc, will be also subject of a discussion at the next meeting.

7. Training

- Engagement training has been postponed since it is an in-person format. All staff have been informed accordingly. Helena is working out new dates.
- Line-management training on working environment related issues: it has not been scheduled yet; Helena is looking into convenient dates with the HR consultant who will be conducting the training. It is an online format.

8. Staffing & project issues

- The SMT endorsed a remote internship for the Dual-Use program with the start date asap.
- SMT endorsed a change to the internship agreement template in its part relating to publications. Whereas interns were previously not allowed to publish through SIPRI articles or other work of which they are the sole author, henceforth this will be allowed in exceptional circumstances by agreement between the Head of Outreach and the relevant DoS.
- The SMT endorsed going ahead with hiring an intern for the Outreach team.
- The SMT agreed to see how to highlight our China-related work on SIPRI’s website.
- The SMT discussed recruitment procedures. The SMT will return to this issue along with the draft recruitment check-list.

9. AOB

- Luc reported back from his meeting with the Taiwanese Ambassador about (i) funding and (b) guest research candidates. Luc will draft a memo on how we view related procedures, research topic(s) etc that he will share with Dan and Joakim before getting back to the Taiwanese interlocutors.
- Joakim reminded all the SMT members on the previous decision to review Intranet twice per year, in January and in June, and encouraged all to have a look at relevant pages of the Intranet suggesting updates, where necessary.

10. Executive session

- The SMT held an executive session.

Action points:

- Prepare Covid guidance for staff – Helena & Dan

- Info on SIPRI travel insurance - Helena
- Discuss the idea of a cross-cluster discussion on the contemporary security space – DoS's at the forthcoming cluster meetings
- Inform staff members about applications to the Strategic Grant allocation – DOS's
- Draft Work Environment Policy – Joakim to SMT for silent approval procedure
- Dates for line management training - Helena
- Discuss the future of the China program – Luc, Sibylle, Joakim and Dan
- Follow up with Taiwanese interlocutors - Luc
- Review Intranet – all SMT
- Amend internship agreement template in its part relating to publications and inform Helena accordingly – Sibylle
- Go ahead with the recruitment of an intern – Steph

Items carried forward:

- &frankly follow up
- Draft Sexual Harassment policy
- Recruitment check-list