

SENIOR MANAGEMENT TEAM MEETING

13 October 2021

MINUTES

Participants

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

Note-taker

Elena Haapaniemi

Format

In-person meeting

1. Corona virus

- NTR.

2. Minutes

- Approval of the minutes from the SMT meeting on October 5, 2021 is pending, waiting for feedback from Joakim and Sibylle.

3. Matters arising

- Outreach guidelines for online commentary will be discussed at the next SMT away-day scheduled to take place on December 8.

4. Report back and forthcoming events

Luc

- On October 12, Luc, Joakim and our Associate SR Jason Mosley met with Annette Weber, EUSR for the Horn of Africa. It resulted in a very good conversation about the issues in the region, especially in Ethiopia. There was an interest from the EUSR to engage with SIPRI in the future..

Steph

- Forthcoming events include:
 - Hosting Poland's FM at SIPRI on December 1. Joakim and Steph will take this forward.
 - The launch of the "Anthropocene (In)securities" book on November 24. Steph will follow up with the Mistra project representative; it is Mistra that funds the launch.

Jannie

- On October 11, ECDPM presented the initial results of the evaluation of the Stockholm Forum to SIPRI management and to our Forum team. In general, it is a favorable assessment. The authors conclude that the Forum has been meeting the objectives of both SIPRI and of the MFA. The results of the evaluation will also be presented to and discussed with the MFA; Martina is looking for a suitable time.

- On October 12, Jan attended a working lunch hosted by Åsa Lindestam, First Deputy Speaker of the Swedish parliament on the occasion of the IPU Secretary General and IPU President's visit to Sweden; Swedish MP Cecilia Widegren, and IPU delegates from the Nordic countries were also present. Possible cooperation between IPU and SIPRI has been discussed.

Maria

- DoSes were reminded to make sure that the new seating arrangements will be duly communicated to all staff affected by it; DoSes have also been asked to let all concerned staff members know that it is really appreciated if they could help move tables and chairs if necessary. Also, once we all return to the office, all the monitors, keyboards and chairs must be returned to the office.
- Christmas lunch for 70 persons has been booked for December 7. Dan will send out the invitation to all staff.

Joakim

- The attic renovation is progressing nicely; the works are expected to be completed in one month.
- On October 8, SIPRI had a meeting with the other three partner organisations to discuss the Stockholm Hub on Environment, Peace and Security 2.0. It has been agreed to have a one-day retreat to frame the new partnership, once the application has been approved.

Dan

- On October 17-20, Dan will be travelling to Zurich and Bern for the EP Chapter lead retreat, and for fundraising.
- On October 25, Dan will be doing a key-note speech at the opening of the 22nd Stockholm World Korea Forum.
- Joakim will be thus deputizing on two Monday morning meetings, on October 17 and 25.

5. The 2022 budget

- Maria, with input from Jenny and Lena, has compiled the first draft budget for 2022 based on the secured funding and on some of the applications.
- Maria briefly guided the SMT through the draft; however it is to be carefully studied by all, and then discussed in detail bilaterally with Maria who will book individual meetings with all three DoSes and with Joakim.

6. Policies

- The Travel policy has been approved.
- Working from home policy: it has been through editorial. Once the individual agreement form, which constitutes an integral part of the policy, has also passed editorial, the policy will be put under a silence procedure.
- The SMT agreed that a policy shall be considered as approved under a silence procedure provided that none of the SMT members have objected to it within the period of four days after the policy has been circulated among the SMT.

7. Agenda for the November Board meeting Governing Board

- Joakim and Dan presented the draft agenda for the forthcoming Governing Board meeting in November; the draft has been previously discussed with Jan.

- Apart from the standing items – procedural issues, Director's and Deputy Director's report, budget discussion and a meeting with the union reps – the draft includes an update on SIPRI's cyber work, an update on the EP 2022 and an all-staff discussion under the heading "State of the world." During the latter, Shannen will take a group Zoom photo.
- The Board will also need to discuss candidates for the Board membership to replace Ramtane Lamamra and possibly Espen Barth Eide.

8. Archiving of attic materials

- We are making good progress.

9. Staffing & project issues

- Assignments for two staff members working on CCR – Anniek in Vienna and Kheira in Nairobi – were raised for discussion and endorsed by the SMT
- The work on updating the Intranet is progressing nicely. The SMT invited Elin to the next meeting to do an update.
- Lilian will be joining one of the forthcoming SMT meetings to share ideas on a management training course.

10. AOB

- The Swedish Research Council is updating the terms for managing organisations; SIPRI needs to provide specific information in this regard by November 15. Lena has been following up on that; the SMT asked Elena to help fill in some gaps.

11. Executive session

- The SMT held an executive session.

Action points:

- Follow up on the visit by Poland's FM – Steph and Joakim
- Anthropocene book launch – Steph check with Maria Cole from Mistra
- Ensure that all staff are informed of the updated seating arrangement – DoSes
- Move tables and chairs to arrange working stations as per the updated seating arrangement – all staff concerned
- Individual budget meetings – Maria, Joakim, DoSes
- Send out the invitation to a Christmas lunch on Dec 7 – Dan
- Follow up on the request from the Swedish Research Council – Lena and Elena

Items carried forward:

- Checklist recruitments
- Guidelines for online commentary (will be put on the agenda of the SMT retreat)