

SENIOR MANAGEMENT TEAM MEETING

15 September 2021

MINUTES

Participants

Sibylle Bauer, Helena Berger (for items 1, 6 and 7), Stephanie Blenckner, Luc van de Goor, Maria Kaemmerle, Jannie Lilja, Joakim Vaverka

Note-taker

Elena Haapaniemi

Format

Hybrid meeting.

1. Corona virus

- As of **September 29**, most covid-related restrictions in Sweden will be lifted, paving the way for a continued gradual return to the office. The SMT discussed practicalities of the return to the office, which includes re-distribution of offices and workstations, making a risk assessment in line with Sweden's Working Environment Act, adopting a Working from Home Policy and making use of the upcoming PAD process to gauge staff members' sentiments related to the return to the office.
- The SMT agreed ad referendum to keep the current system, which allows those who must and/or would like to, to work from the office provided that they are double vaccinated or have recently tested negative and are not showing symptoms, **until October 15**.
- During this period, staff members who plan to work from the office the following week should continue to inform Christina by email by 15.00 the prior Friday.
- As of **October 18**, staff members who meet the office presence criteria will be encouraged to come to the office a few days a week.
- Expectation for staff to work at the office will come at a later stage.
- As for events in the SIPRI building, the existing protocol of informing visitors about SIPRI office building presence policy and expectations will remain in effect.
- Regarding receiving individual visitors to SIPRI, the policy will be that such visits should, to the extent possible, be organised virtually or outside of the office until further notice. If visitors are invited to SIPRI, the same rules that apply to SIPRI staff – double vaccination or negative recent test plus no symptoms – will apply to visitors.
- As regards business travel, no additional rules beyond SIPRI's regular business travel policy and Swedish authorities' guidelines and regulations for travel abroad are envisaged.

2. Minutes

- The minutes from the SMT meeting on September 8, 2021 were approved.

3. Matters arising

- The HR group at its next regular meeting will look into the need to adjust/reiterate travel authorisation procedures and will then report back to the SMT.
- In principle, the 2019 SIPRI Travel and Safety Travel policy shall apply to all travel.

4. Report back and forthcoming events

Jannie

- The EP team had a meeting with the Stockholm+50 Conference Secretariat to explore ways of collaboration. The EP team is also trying to arrange an in-personal meeting of all research leads in mid-October.

Sibylle

- On September 16-17, Sibylle will participate, for the first time in person, in the hybrid consultative meeting of the EU Non- Proliferation and Disarmament Consortium.

Luc

- Luc had a meeting with Ms. Kyung-Min Bang, Director of the Korea Foundation, Berlin Office to discuss collaboration opportunities.
- A visit to SIPRI of Joost Flamand, Security Policy Director of the Dutch MFA, has been scheduled to take place on September 24. Joakim will host the meeting.

Maria

- Helena and Maria met with our HR consultant Lilian Ekelin to discuss a follow up of the line managers' training, now for all staff.

Joakim

- On September 13, Joakim attended the second Board meeting of Alva Myrdal Center for Nuclear Disarmament. Work is on track, and SIPRI is leading one the center's working groups. The formal launch of the center will take place in December.

5. Budget 2022

- The SMT had a first discussion on the priorities for the Budget 2022. Considering the importance of the issue, the SMT might schedule a separate strategic discussion on the budget.

6. HR on LinkedIn

- Our HR consultant Björn has suggested that SIPRI should explore possibilities of using LinkedIn for advertising vacancies. Steph, Shannen and Björn will meet to discuss this more into detail.

7. PADs

- The yearly performance assessment form and the relevant guidance is being updated in view of the 2021 PAD process, which will be launched on October 1; a meeting with line managers has been tentatively scheduled to take place on October 6.

8. Archiving of attic materials

- Progress is being made but a lot of work remains to be done. Some materials will be archived at SIPRI, while others will be put in an external storage facility.

9. Staffing & project issues

- NTR.

10. AOB

- NTR

11. Executive session

- The SMT held an executive session.

Action points:

- Return to the office, a new seating plan - HR
- Return to the office, risk assessment - Helena
- Discuss advertising vacancies on LinkedIn – Steph, Shannen, Björn
- Formally launch the 2021 PAD process on Oct 1 – Dan
- PAD related meeting with line-managers on Oct 6 – HR/Dan
- Continue work on the budget – Maria with input from the SMT

Items carried forward:

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