

## SENIOR MANAGEMENT TEAM MEETING

20 October 2021

### MINUTES

#### Participants

Sibylle Bauer, Stephanie Blenckner, Luc van de Goor, Jannie Lilja, Joakim Vaverka

Elin Elmgren for agenda item 5

#### Note-taker

Elena Haapaniemi

#### Format

Hybrid meeting

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

- NTR.

#### **2. Minutes**

- The minutes from the SMT meetings held on Oct 6 and on Oct 13, 2021 were approved.

#### **3. Matters arising**

- NTR.

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

*Steph*

- On October 21, the Outreach team will have an away-afternoon.
- Forthcoming events include:
  - A closed round table with Poland's Foreign Minister on December 1 (TBC).
  - A public event in cooperation with the UI and the Swedish OSCE network on the topic of the recent publication by Florian and Anniek on Advancing the Role of the OSCE in the Field of Climate Security.

*Jannie*

- Dan, the EP team, the EP chapter leads and some of the CCR team members are in Zurich for an in-depth discussion of the EP report.
- On October 29, the PD cluster will have an away-day.
- Later that day, Jannie, Joakim and Jan would have a working lunch with the members of the Swedish IPU delegation to discuss possible SIPRI input to an IPU resolution on the role of parliaments in peacebuilding.

*Luc*

- Jair has been invited by the Dutch authorities to moderate a session on operational integration as part of the UN Peacekeeping Conference prepcon. The session has been scheduled to take place during the week of October 25.

*Joakim*

- On October 18, Joakim had a working lunch with the new French Deputy Head of Mission with a view to establish a good working relationship as well as to discuss concrete cooperation initiatives. It has been preliminary agreed to pursue a joint event between the Embassy, SIPRI, and the Swedish MFA, in connection with the Africa-EU summit some time in February 2022.
- Joakim is in an active phase of outreach to different MFA departments so as to identify ideas and opportunities. On October 19, Joakim met with Sigrún Rawet, former SIPRI Deputy Director and now head of the Global Agenda department at the MFA; a meeting with the deputy head of MENA department has been scheduled to take place on October 21.

**5. The revised intranet**

- Elin presented to the SMT an updated version of intranet. The overall aim is to have a well-structured intranet with up-to-date information on internal policies, procedures, documents, forms etc. readily accessible for all SIPRI staff, guest researchers and interns.
- In addition to some general fine-tuning, most sections have now been updated, but some additional work remains to be done to the landing page and the cluster sub-pages.
- Elin and Helena have finalized a complete revision the HR pages, which will now be the first source of information for HR-related issues. The SMT thanked Elin and Helena for the very important work done.
- The SMT agreed that since there will be no webmaster for the intranet, keeping its content up-to-date needs to be a joint effort.
- The SMT agreed to implement regular reviews of the intranet where each responsible department goes through relevant content twice per year, tentatively in January and in June. This will be done part of the annual planning exercise.

**6. Archiving of attic materials**

- The materials are continuously being sorted, stored and discarded, as appropriate. While some work remains, most of it has now been completed. The SMT acknowledged time and considerable effort invested in this task by Petr, Nan, Siemon and Lucie.

**7. Staffing & project issues**

- The SMT reiterated that SIPRI will continue with virtual internships for the time being; one current in-person internship is an exception to this rule.
- JDs for two temporary Forum reinforcements are being prepared.
- An external consultant has been contracted to help fill the position of a new HR officer.
- At the next meeting, Joakim will update the SMT on some revisions to the &frankly PoA, following discussions in the cooperation group.
- External HR consultant Lilian Ekelin has been invited to join the next SMT meeting present an in-person training for all staff on “engagement at work”.
- Check-list for recruitments is being revised; there will be two versions – one for the SMT members and one for line-managers. It will be put on the SMT agenda once finalized.

#### Attic renovation status

- Progress is being made in a nice way. The large trees outside the west wing of the building have now been removed to let more light in.
- Once the renovation is completed and the workstations in the attic are organized, the current seating plan will be revised.

#### SSC update

- Things are on track for most of the sessions.
- The SSC team is still looking for a fourth speaker, ideally from the global South, for the opening panel that will be moderated by Dan.

### **8. AOB**

- The SMT away-day has been tentatively scheduled to take place on December 8; Joakim suggested to finalise the date through e-mail exchange.

### **9. Executive session**

- The SMT held an executive session.

#### **Action points:**

- Finalise the date/agree on the format for the SMT away-day – the SMT

#### **Items carried forward:**

- Recruitment Process Checklist
- &frankly PoA update
- Training on engagement at work for all staff
- 2022 Budget