

SENIOR MANAGEMENT TEAM MEETING

22 September 2021

MINUTES

Participants

Sibylle Bauer, Helena Berger (for items 1, 5, 6 and 7), Stephanie Blenckner, Luc van de Goor, Maria Kaemmerle, Jannie Lilja, Dan Smith, Joakim Vaverka

Note-taker

Elena Haapaniemi

Format

Hybrid meeting.

1. Corona virus

- The SMT reiterated its decisions on the gradual return to working from the office as per discussion on September 15. The information has been shared with all staff both on the Monday morning staff meeting on September 20 and in the SMT minutes from September 15.

2. Minutes

- The minutes from the SMT meeting on September 15, 2021 were approved.

3. Matters arising

- Maria is working on an interim seating plan according to which all staff members will be assigned to offices and have individual workstations. This plan will be in place until the attic renovation has been finalized, at which point additional adjustments will be made. The SMT agreed that the seating plan should be based on the following three principles:
 - there should be a degree of team-togetherness;
 - there should be a degree of intersecting between teams and clusters and
 - there should be as little moving around as possible for the colleagues who had an assigned workstation/office before the pandemic.
- The SMT will have a separate discussion on the budget 2022; Elena will look at a convenient time. If no earlier time slot is available, the forthcoming SMT meeting on Sept 29 will be mostly focussed on the budget.
- As of October 6, regular weekly SMT meetings will start at 10:00.

4. Report back and forthcoming events

Sibylle

- Sibylle shared her positive experience from participating IRL in a hybrid consultative meeting of the EU Non-Proliferation and Disarmament Consortium held on Sept 16-17 in Brussels. Sibylle will share practical take-aways that can be implemented at SIPRI, with Steph and her team.

- Mark and Kolja were invited to present the findings of their report on the EU dual-use regulation to the EU Council Working Party on Dual-Use Goods only a day after the paper was published. The presentation has been very well received. This is yet another testimony of our impact on policy making and policy makers.
- On the cyber side, SIPRI has been invited to join the German Institute for International and Security Affairs, SWP, in setting up a cyber-conflict repository, including both a database and a public dashboard visualizing cyber conflict interactions. Sibylle is following up on this and will keep the colleagues posted on the developments.

Steph

- Steph continues to collect anecdotal evidence from researchers on the impact of SIPRI work. It is beneficial not only for informing the Board but first and foremost for SIPRI itself. Steph encouraged the SMT colleagues to remind their respective clusters to submit anecdotal evidence to her.

5. Working from home policy

- Helena presented to the SMT the draft policy based on the existing Swedish legislation and guidelines issued by SAGE, the Swedish Agency for Government Employers.
- The SMT discussed the draft in detail; Helena will adjust it on the basis of the discussion and then, after it is confirmed by SMT, share it with the Cooperation group.
- Helena reminded the SMT that, in parallel to this exercise, SIPRI needs to do a risk assessment, in collaboration with our safety officer.
- The SMT reiterated that all colleagues who wish to work from the office need to inform Christina, in writing, at the latest by 15:00 every Friday the week before a staff member is planning to work in the office. SMT advised colleagues to over-state their intended presence and then not come to the office if there was no need to, rather than risk under-stating it. This approach keeps the system bureaucratically light and easy to manage.

6. Internship policy

- The current policy provides that an intern can be recruited for a period of up to 6 months; the period of internship can exceptionally be extended to a maximum of 9 months.
- The SMT reiterated that SIPRI will continue with virtual internships for the time being; there is one current in-person internship is an exception to this rule.
- The SMT asked Helena to share the latest updated version of the policy with the HR group for a discussion about whether further adjustment is needed.

7. Travel and travel safety policy

- The agenda item was deferred.

8. Archiving of attic materials

- Progress is being made.

9. Staffing & project issues

- Dan informed the SMT about a discussion on funding held with the WFP colleagues on September 13; the WFP confirmed funding of our Food, Peace and Security program until the end of 2021. After that, we are into the business of fundraising for 2022, and for defining the partnership beyond that.

10. AOB

- The SMT will start to discuss the issue of adopting a policy against sexual harassment at SIPRI.

11. Executive session

- The SMT had an executive session.

Action points:

- Continue to work on a seating arrangement – Maria
- Find time for a 2022 budget discussion by the SMT – Elena
- Prepare for the budget 2022 discussion, share preparatory documents with Maria and among each other – all SMT
- Continue to work on the draft Working from Home Policy – Helena
- Risk assessment - Helena
- Send the latest version of the Internship Policy to the HR group – Helena

Items carried forward:

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