

## SENIOR MANAGEMENT TEAM MEETING

6 October 2021

### MINUTES

#### Participants

Sibylle Bauer, 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**

- At the next Monday morning meeting on October 11, staff will be informed that as of 18 October, they are encouraged to work from the office. Dan will also remind about the requirement to continue informing Christina accordingly, each Friday latest by 15:00.

#### **2. Minutes**

- The minutes from the SMT meeting on September 29, 2021 were approved.

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

- The new seating plan for the period until the attic refurbishment is completed and will be communicated to staff shortly. When the work stations in the attic are ready, there will be further revision.
- Steph has drafted a one-pager to be used as a guidance and checklist for online commentary. Steph will circulate it among the SMT who agreed to apply a silent approval procedure, closing at start of business on Monday morning, October 11.
- The work on the cyber report for the Board is underway.

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

##### *Jannie*

- On October 11, an expert group from the ECDPM (European Centre for Development Policy Management) who did the Forum assessment will brief SIPRI management and the Forum team on the outcome. The results of the assessment will be shared with our counterparts at the MFA at a later stage.

##### *Joakim*

- On September 29, Joakim, Anniel and Niklas Bremberg presented our policy brief on Advancing the Role of the OSCE in the Field of Climate Security. It was well received and the whole event, led by the Swedish Ambassador to the OSCE, was successful. Potential for follow up has been identified; Joakim will follow up.

- On October 5, Dan, Jannie and Joakim met with Carl Skau, head of the UN department at Sweden's MFA. The 2022 Forum Concept note, the Forum Assessment study, the EBA study and the MFA strategic grant after 2022 were discussed. MFA will soon inform SIPRI about the timeline for the application for the strategic grant. As a decision on the future grant will only be possible after we submit our report on the year's activities in 2022, we must be sure to prepare the report so it can be submitted immediately at the start of 2023.
- SMT agreed on the value of informing relevant MFA departments of a new report or a policy paper and suggested that we should offer briefings to interested MFA staff as our usual practice.

*Sibylle*

- On October 8, Sibylle will be briefing UN disarmament fellows in Brussels.
- Two dates have been identified for the annual NIS (disarmament and non-proliferation department of Sweden's MFA) visit to SIPRI: November 30 and December 14.

**5. Required policies**

- The SMT discussed the status of a number of existing internal policies, the need for adjustments to some of them, as well as the need for some additional policies to be developed.
- Helena is currently mapping all of our existing policies; once completed, it will be shared with the SMT.
- In order to move ahead on this, the SMT decided to proceed as follows:
  - Working from Home policy: the draft is almost finalised; following copy-editing, Joakim will circulate it among the SMT for a silent approval procedure, after which it will be presented to the Cooperation group.
  - Safeguarding policy: the UNDP audit requested us to update the policy in its part explaining how we can ensure that it applies. Lena will send the comments provided by the auditors to Elena in order for it to be updated accordingly.
  - Travel policy. The policy is in place but needs to be reviewed.
  - Sexual exploitation and abuse and sexual harassment policy. Elin will contact HR of a few similar institutions in Sweden and abroad to ask to see their policies. The SMT agreed to invite Luc, Dylan, Elena, Shannen, Elisabeth and Fred to form a working group to tackle the issue.
  - Environment policy. As a start, Elena has collected and submitted to the SMT some background information that should facilitate our joint work towards such a policy.

**6. Diversity and inclusion and training**

- Policy: SIPRI currently has a policy that addresses diversity and inclusion but it needs to be reviewed and updated.
- Training: The issue of diversity and inclusivity will be raised at the RSC on October 28.
- SMT is considering inviting a specialist on the subject matter for a briefing.

**7. Roundtable with ICRC in December: topics to discuss**

- A yearly roundtable with the ICRC is part of our cooperation agreement. Dan invited the SMT to suggest a topic for this year's roundtable.

- The SMT agreed on “Battlefields of the Future.”
- Jannie suggested to also tackle “the role, limits and opportunities of humanitarian aid” focusing on humanitarian assistance in protracted conflicts.
- Dan and Sepideh will follow up with the ICRC accordingly.

## **8. Archiving of attic materials**

- Progress is being made, but work remains to be done about archiving the documents that have been previously stored in the attic.

## **9. Staffing & project issues**

- The SSC 2021 is on track.
- Ian and Luc are following up on a proposal on maritime incidents in the Arctic.
- The SMT approved going ahead with advertising two positions to help organize the Forum.

## **10. AOB**

- Elena will try to find a date for the next SMT away day, ideally after the November Board meeting and before Christmas.
- Dan reminded SMT about the need to organise the Christmas dinner. Various ideas were proposed; Christina will explore options.

## **11. Executive session**

- The SMT held an executive session.

### **Action points:**

- Silent approval procedure for the guideline for online commentary – all SMT, by 9am on Monday Oct 11
- Follow up on the policies – as agreed above, cf p.5
- Include discussion on diversity and inclusion training in the RSC agenda - Dan
- Follow up with the ICRC on the topic(s) for the round table – Sepideh and Dan
- Find a date for the SMT away day and book external meeting facility – Elena
- Suggestions for Christmas dinner – Maria and Christina

### **Items carried forward:**

- SIPRI Intranet
- Recruitment Process Checklist