

## SENIOR MANAGEMENT TEAM MEETING

8 September 2021

### MINUTES

#### Participants

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

#### Note-taker

All SMT members

#### Format

Hybrid meeting.

### **1. Corona virus**

Sweden is expected to lift nearly all pandemic-related restrictions at the end of September. This will also apply to the advice to work from home if the nature of their work allows. Even though this recommendation will also be removed at the end of September, the Public Health Agency has advised employers to implement a return to physical workplaces “gradually”. SIPRI will align its return-to-the-office approach with the advice to do this gradually. In the weeks to come, there will be more information on how the return to the office will be organized. The planning on the return to the office will include a revision of the seating arrangements and office distribution for staff in the building, and an assessment of the needs for meeting rooms and Zoom rooms. In line with the planned lifting of restrictions, the announced policy on working from home will also be finalized.

### **2. Minutes and matters arising**

- The draft minutes from the 1 September meeting were put under silence procedure until COB of 8 September, following which they were adopted.

- Transition to Outlook: Everything is well in hand and some pre-migration of email files has been accomplished. Initial advice and tips on use of the email will be provided and a fuller training on the rest of the software package will be made available through an external consultant.

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

#### *Jannie*

Dan, Jannie and Luc met with Prince Zeid Ra'ad Al Hussein of Jordan, Director of IPI, who expressed interest in our work on climate change and risk and Environment of Peace, ideas for collaboration were discussed.

### *Sibylle*

Sibylle met with the Dutch Foreign Ministry's new team on New Technologies and Arms Control. They expressed an interest in the SSC and there might be opportunities for us to collaborate with them regarding their conference planned for 2022.

Sibylle also had meetings with the new Alva Myrdal centre (AMC). SIPRI has been offered to chair a working group on nuclear disarmament in policy and international law with funding attached to it. It was discussed whether AMC could be a partner for the SSC.

### *Maria*

Operations is working on the forecast for this year, discussions with project leaders are ongoing, information is also collected about what is secured for next year

At the next meeting, SMT will discuss a wish list for the budget for 2022, ideas and hopes will guide this discussion.

### *Joakim*

Our current external HR consultant Björn Blomqvist will stay on for the rest of the autumn. He is working on a revision of the checklist for our recruitment processes. He will also offer guidance on how LinkedIn can be utilized in recruitment. Regarding our ongoing office refurbishment, an additional agreement with the owner has been signed. Joakim also reminded the SMT colleagues to get back to him on an assessment of office space demands of the respective teams.

### *Dan*

Dan reported that he and Florian had a meeting with the Austrian MP Thomas Waitz who represents the green party in the Austrian Defence Committee and who had reached out to SIPRI to receive advice and input on climate change and risk.

## **4. PAD process (ref. Timeline 2020 and Reflections 2020 note, available in ownCloud/SMT2021/Operations/Staff related**

The SMT discussed the upcoming PAD process, and agreed that it would be conducted in a similar fashion as to last year, with a few amendments to the guidance and forms. It was agreed that the PAD process would start shortly, which would be earlier than last year, to allow more time for completion.

## **5. Assessment of vacancies (ref. All staff list 6 Sep 2021, available in ownCloud/SMT2021/Operations/Staff related**

The SMT had an exchange on staffing levels and on the implications of the agreed staff ceiling. The SMT approved in principle on recruiting a Research Assistant for DUAT/AT.

## **6. Archiving of attic materials**

The archiving is moving ahead, thanks to Olle, Christina, Siemon, Nan and Petr. Olle is clearing out shelf space that will be filled by AT and MILAP archives (process overseen by Siemon and Nan). Petr is separating the nuclear files from the CBW files – the latter will be put into temporary external storage.

## **7. Staffing & project issues**

- The recruitment for a Research Assistant for MILAP is now finalized and the person will start 1 November.
- We have secured a Grant from the Bosch Foundation. Dylan will be leading the project “Developing Local Peacebuilding Capacity in Ninewa”. It starts 1 January 2022 for 32 months with a total budget of 400 000 EUR.

## **8. AOB**

- The MFA has now agreed on the dates for the Forum 2022. It will be held 23 – 25 May.

## **9. Executive session**

- N/A

### **Action points:**

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

- Diversity and inclusion training
- SIPRI Intranet
- Recruitment Process Checklist
- Procedure for in-house review of external publications by SIPRI staff
- LinkedIn for recruitments
- Procedures for receiving visitors in the office building