



## SENIOR MANAGEMENT TEAM MEETING

16 February 2022

### MINUTES

#### Participants

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

#### Note-taker

Sepideh Soltaninia

#### Format

Hybrid meeting

#### **1. Minutes**

- SMT approved the minutes of the 9 Feb meeting.

#### **2. Matters arising**

- All action points were followed up.

#### **3. Report Back**

##### **a. Sweden**

- The Foreign Policy Debate took place in parliament today.
- The pre-briefing of the Expert Group for Aid Studies report with different teams in the MFA was well received. There will be another pre-briefing next week; the report will be launched on 10 March.
- The dialogue with the MFA's UN Department is scheduled for next week.
- SIPRI will receive the Foreign Relations Committee on 11 May.

##### **b. Relations with other organisations**

- Sibylle will meet with the Berlin office of the International Institute for Strategic Studies (IISS-Europe) this week.
- Planning for a week-long Armament and Disarmament school in June (week 24) for the next generation of professionals in the field of disarmament, non-proliferation and arms control, co-organized with the Alva Myrdal Center, is moving forward smoothly.
- The Sahel Programme will join the steering committee for Project 21, a regional protection monitoring project co-led by UNHCR and the Danish Refugee Council.
- UN High Commissioner for Refugees, Filippo Grandi, will visit Stockholm on 9 March.
- Dan will meet with Ulrika Modéer, Director of the Bureau of External Relations and Advocacy at UNDP, today.
- Jannie will participate in a UNDP Europe session on peacebuilding today.
- Dan participated in a virtual fika today with former SIPRI interns in Seoul. The President of the Korea Foundation was also in attendance.

**c. Donors**

- Sibylle is meeting with German MFA counterparts in Berlin this week.
- The emerging technologies team at the Dutch MFA will host a conference on responsible military AI in Feb 2023. Sibylle and the emerging technologies team will meet with the Dutch MFA on 11 March.
- The Japanese Embassy confirmed funding for an event in Sept/Oct 2022; the topic has yet to be determined.

**d. Audit**

- The audit was finalized and the Annual Report will be sent to the Board for signature today.

**e. SIPRI Governing Board**

- Dan will send a letter from Jan to the Board this week announcing his decision not to seek a second term as Chair and asking if they support the nomination of Stefan Löfven to succeed him.

**f. Events**

- The launch of the *Anthropocene (In)securities* book took place on 15 Feb.
- Sibylle and other A&D colleagues have been invited to attend the Moscow Nonproliferation Conference in April. SMT endorsed SIPRI attendance at the conference.
- The Russian Ambassador wrote to Dan enquiring about his interest to attend the Annual Moscow Conference on International Security. SMT endorsed Dan's attendance at the conference.

**4. Follow up from the RSC (held on 14 Feb)**

- Joakim will reach out to the union representatives to request that they endorse the RSC's nomination for the new Chair of the Governing Board.
- Given RSC's concerns about gender diversity at the leadership level, SMT will pause attempts to fill empty Board seats until an SMT discussion on the topic.

**5. Return to the office**

- SMT agreed that:
  - o WFH agreements between staff member and line manager should be now be established and signed.
  - o SMT will identify which members of staff are currently without an assigned office. Noel will be asked to collate this information.
  - o We need to expand the range of meeting spaces in which we can hold hybrid meetings. Stephanie is asked to look into buying another portable mic and camera.
  - o The first Wine & Cheese evening, hosted by the A&D Cluster, will be held towards the end of March in the Library.
  - o Subsequent Wines & Cheeses will be hosted by P&D, CPS, Communications & Outreach, and Operations.
  - o Monday morning meetings and RSC meetings will continue to be virtual.
  - o The weekly, in-person fika will be reinstituted.
  - o Cluster meetings will be held in-person.

## **6. SMT Strategic Away Day**

- SMT will hold a strategic away day, in-person and offsite, on 16 March at van der Nootska palatset.

## **7. Zoom licences**

- SMT agreed that if a project requires Zoom, the costs of the professional license should be included in the budget.
- An institute-wide habit change is required for staff to become accustomed to using Teams for internal meetings and chats. Zoom will still be needed for some external meetings.

## **8. Staffing & Project Issues**

- Maria sent out an email to the Directors of Studies requesting that they share the expected number of grant applications for the next six months for planning purposes.
- An informal working group on the new "Projects Section" (name TBC) has been established. It will be chaired by Sibylle and asked to report back in April.
- The Head of the Director's Office and the Coordination Officer will take up their posts on 21 February and 1 March respectively.
- Advertisements for the Management Assistant and Office Assistant have been posted.
- A short-term consultant will be recruited until the end of April for the Office Assistant position.
- A short-term consultant will also be recruited to assist with grants and operations more generally.
- The CCR project on the EU and climate security will have a full-time virtual intern from the end of February till June.
- SMT endorsed Hiromi Fujishige as an Associate Researcher for one year, starting in September. Sepideh will follow up.

## **Action Points:**

- Joakim to share an English language summary of the Minister's declaration at the Foreign Policy Debate with SMT.
- Maria to look into the option of shared licenses and whether someone is able to pass on the additional capabilities provided by their license to license-less accounts through co-hosting.
- DoSes to send Magda and Maria information on the number of licenses their clusters require.
- Christina to look into booking van der Nootska palatset for 10.00-15.00 on 16 March.
- Joakim to share further guidance on the Individual Agreement on Working from Home.
- DoSes to share with Noel the names of staff in their cluster without office space; Noel to collate and share with Dan and Joakim.
- Elin to circulate a schedule of weekly fika organizers.
- Stephanie to look into buying another portable mic and camera for use in other spaces, including the kitchen.
- Sepideh to follow up with HR on Hiromi Fujishige's association with SIPRI.

## **Items carried forward:**

- Intranet update

- “Deficiency of Trust”: potential roundtable/seminar/expert meeting in spring /concept note pending
- Draft Sexual Abuse and Harassment policy (to come back after Feb 17)
- Recruitment check-list (priority after Feb 17) and recruitment processes at SIPRI