

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 reinstated.
 - 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