

SENIOR MANAGEMENT TEAM MEETING

24 August 2022

MINUTES

Participants

Sibylle Bauer, Stephanie Blenckner, Luc van de Goor, Jannie Lilja, Kristina Sandberg, Dan Smith, Joakim Vaverka

Helena Berger (present for item 4–6)

Laura Bruun (present for item 4)

Note-taker

Elin Elmgren

Format

Hybrid meeting

1. Minutes

- SMT approved the minutes from the 10 August SMT meeting.

2. Report back

- Many grant applications are currently being prepared and Operations colleagues are working hard to finalize the numerous applications.
- SMT discussed the core and strategic grants.

3. Project Management Office

- The new Project Management Office (official name to be confirmed) is being finalized. Revised job descriptions for the team are being drafted. Kristina will also clarify the terms of reference for the team.

4. Diversity

- Laura Bruun joined the SMT for a discussion of her proposal to convene a conversation among staff to discuss on diversity issues. An external guest will be invited to facilitate the discussion.
- Helena will explore other opportunities for diversity trainings and courses.
- SMT will review SIPRI policies relevant to equal opportunities and diversity.

5. Policies

- SMT approved the Sexual Harrasment Policy.
- Helena will update the Safeguarding Policy for SMT's review.

6. Next &frankly survey

- The next &frankly survey will take place between mid-September and mid-October.
- SMT discussed the survey questions, which will also be discussed in the Cooperation group.

7. New Monday morning meeting format

- Stephanie will host the first Monday morning meeting in the new format on 29 August on Zoom.
- SMT will further discuss the new format of the Monday morning meetings.

8. Staffing & project issues

- Kristina and Joakim to review the revised guidance note for job descriptions.
- Recruitments for the following positions are ongoing: Project Controller, Communications Officer with focus on social media, Director of the Arms Transfers Programme, Research Assistant for the A&D team with focus on WMD, (Senior) Researcher in Peacebuilding.
- The EP team has requested an in-person intern over the fall to support organising regional workshops and engagements.
- The Food, Peace and Security Programme is intending to take on two online interns.
- SMT endorsed the promotions of Kolja Brockmann and Giovanna Maletta to Senior Researchers in the Dual-Use and Arms Trade Control Programme.
- Jürg Staudenmann will stay at SIPRI until the end of 2022 following a contract extension from the Swiss Foreign Department.
- Jenny Mildton will leave the institute on 15 September.
- Maria Kaemmerlé will stay on for a limited period as Senior Advisor, Operations.
- The Food, Peace and Security Programme has finalized an agreement with Friedrich Ebert Stiftung.
- SMT is considering the renewal of Associate contracts that expire this autumn.

9. AOB

- SMT discussed organising writing workshops for SIPRI's research staff.

Action items:

- Helena to explore opportunities for diversity trainings and courses.
- SMT to review SIPRI policies relevant to equal opportunities and diversity.
- Helena to update the Safeguarding Policy for SMT's review.
- SMT to finalise survey questions for the next &frankly survey.
- SMT to further discuss the new format of the Monday morning meetings.
- Kristina and Joakim to review the revised guidance note for job descriptions.
- SMT to discuss the renewal of Associate contracts that expire this autumn.

Items carried forward:

- Possibility of funding for internships.