



## SENIOR MANAGEMENT TEAM MEETING

7 September 2022

### MINUTES

#### Participants

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

Helena Berger (present for item 4-6)

#### Note-taker

Sepideh Soltaninia

#### Format

Hybrid meeting

#### **1. Minutes**

- SMT approved the minutes from the 24 August SMT meeting.

#### **2. Report back**

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

- The Armament and Disarmament Summer School, co-organized with the Alva Myrdal Centre for Nuclear Disarmament (AMC) and the Odessa Center for Nonproliferation took place last week and was a success. AMC had indicated its willingness to commit resources to a summer school next year.
- On August 31, Jannie participated in the Swedish Dialogue Institute for Middle East and North Africa's roundtable on women's twitter participation, which SIPRI also co-hosted.
- On 6 September, Sibylle and Nivi met with Anna Maj Hultgård, Sweden's Ambassador at Large for Arms Control.
- On 20 September, Dan will moderate a side event at the UN General Assembly with Foreign Minister Ann Linde and US Special Envoy for Climate, John Kerry.
- The Food, Security and Peace Programme is working with the Swedish Red Cross to prepare a background paper for a high-level food security conference in Addis, co-organized by the the International Federation of Red Cross and Red Crescent Societies, the AU Commission, the African Development Bank and the UN Food and Agricultural Organization.
- The Africa Department of the Ministry of Foreign Affairs has requested to visit SIPRI and meet with colleagues working on food security and other Africa-related issues. The Director's Office will coordinate the visit.

**b. International**

- The Representative at Taipei Mission in Sweden will be at SIPRI today to sign a Memorandum of Understanding (MoU) regarding the annual secondment of a guest researcher from the Republic of China (Taiwan) Ministry of Defence to SIPRI.
- On 12 September, Sibylle will attend a feminist foreign policy conference in Berlin organized by the German Federal Foreign Office. She will moderate a panel on a Gender Lens on Arms Control, Non-proliferation and Disarmament.
- On 20 September, Luc and Fei will attend a dinner at the Japanese Embassy.
- SIPRI is exploring an MoU with the AU Commission, following the visit of Bankole Adeoye, AU Commissioner for Political Affairs, Peace and Security earlier this summer.

**c. Relations with other organizations**

- Cibele Queiroz and Albert Norström from the Stockholm Resilience Centre/Global Resilience Partnership will be at SIPRI on 14 September to present the Seeds of Resilience for Peace and Stability project at a 'Lunch and Learn' event organized by the Environment of Peace team.
- Steph, Caroline and Anniek are in Colombia for the first regional meeting of the Working Group on Climate Security in Latin America, organized with and funded by Friedrich-Ebert-Stiftung.
- The UN Office for Disarmament Affairs has inquired if SIPRI would host a two-day training for the UN Disarmament Fellows.
- Sibylle will be speaking at the EU Non-Proliferation and Disarmament Consortium meetings next week (EUNPDC Consulting Meeting, UN Disarmament Fellows Visit to Brussels and the EUNPDC Steering Committee).

**d. Operations**

- The building faced major power supply issues over the weekend. A temporary solution has been found.
- The Safety Officer will conduct a walk around the building this month.

**e. Governing Board**

- Planning for the November Governing Board meeting, scheduled for 14-15 November, will begin next week.

**3. Policies**

- Kristina is reviewing SIPRI's existing GDPR Policy and Data Policy. The policies will be examined alongside SIPRI's Safeguarding Policy to see what changes, if any, are required.
- Operations is also working on a Whistleblower Policy
- HR will review the Internship Policy.

**4. Next &frankly survey**

- The next &frankly survey will take place between 3-9 October. Additional information will be provided at the 16 September RSC meeting.
- SMT discussed the questions for the next &frankly survey.

## **5. Job Descriptions Guidance**

- New guidance for job descriptions had been developed to ensure coherence between job descriptions at SIPRI. The new guidance will be presented to program directors shortly.
- HR will explore preparing job description templates with generic text based on the type of position, as per the guidance developed.

## **6. Performance Assessment and Development (PAD) Process**

- A meeting will be held with all line managers on 13 September to share guidance for this year's PAD process.
- All PAD reports are due on 4 November.

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

- Recruitments for the Research Assistant for the Armament and Disarmament cluster with a focus on weapons of mass destruction and the Arms Transfers Programme Director are ongoing.
- Samira concluded her consultancy with the institute last week. A new consultant will arrive next week to support the Project Management Team.
- The new MENA Programme Director will start in mid-November.
- The Sahel-West Africa Programme is exploring additional projects in countries other than Mali, given the current political situation.
- Operations will explore the various approval functions available in Teams to ease staffing and projects related approvals.
- Dan, Luc, Jannie and Ian will meet to discuss the possibility of a research project focused on post-conflict reconstruction in Ukraine.

## **8. AOB**

- Between 26 September to 7 October, Operations colleagues will meet with each Director of Studies to discuss the SIPRI budget.

### **Action items:**

- The Director's Office to coordinate the visit of the MFA's Africa Department.
- HR to explore preparing job description templates with generic text based on the type of position, as per the guidance developed.
- Operations to explore the various approval functions available in Teams to ease staffing and projects related approvals.
- Sepideh to organize a meeting for Dan, Luc, Jannie and Ian to meet and discuss the possibility of a research project focused on post-conflict reconstruction in Ukraine.
- Safeguarding Policy to be updated for SMT's review.

### **Items carried forward:**

- Possibility of funding for internships.