

## SENIOR MANAGEMENT TEAM MEETING

14 September 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)

#### Note-taker

Sepideh Soltaninia

#### Format

Online meeting

#### **1. Minutes**

- SMT did not approve the minutes of the 7 September meeting.

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

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

- On 13 September, Joakim met with the MENA Department of the MFA. In May, the EU adopted Council conclusions regarding a “Strategic Partnership with the Gulf” aiming to broaden and deepen cooperation between the EU and the Gulf Cooperation Council as well as its member states. SIPRI will explore if and how activities can be developed to contribute to the implementation of this partnership, notably within the framework of the Strategic Grant application.
- Dan will travel to New York from 19-21 September. 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. He will also take part in several bilateral meetings.

##### **b. International**

- Dan attended the 31st Economic Forum in Karpacz, Poland organized by the Foundation Institute for Eastern Studies. He spoke on two panels related to security, economics and the implications of the war in Ukraine.
- Sibylle attended a feminist foreign policy conference in Berlin on 12 September, organized by the German Federal Foreign Office. She moderated a panel on a Gender Lense on Arms Control, Non-proliferation and Disarmament.
- While in Berlin, Sibylle also had meetings with officials from the German Federal Foreign Office.

**c. Operations**

- The elevator alarm rang yesterday due to issues resulting from ongoing temporary power arrangement. The alarm was fixed.

**3. Strategic Grant application**

- SMT discussed broad lines of the forthcoming Strategic Grant application.
- Sibylle and Luc will provide feedback on the draft Strategic Grant application narrative.
- Joakim will develop a timeline for the Strategic Grant application process by 19 September.

**4. Recruitment process**

- SMT will provide Helena with comments on the newly developed checklist for managers and checklist for HR by close of business on 19 September.
- SMT agreed that a page is needed on SIPRI's external website describing working conditions at SIPRI and life in Sweden.
- SMT also agreed that internships will be posted as specific vacancies whenever an intern is required.
- HR will draft a briefing document on contract requirements based on the nationality and residency of the applicant.
- The updated Job Description Guidance will be sent to line managers before the end of September.
- HR will explore preparing job description templates with generic text based on the type of position, as per the guidance developed.

**5. Staffing & project issues**

- SMT approved, in principle, MILAP guest researcher working from SIPRI's offices in Stockholm during the first four months of 2023. Lucie will need to sort out the practicalities, in consultation with HR.
- Felicia Kihlberg has joined as a consultant supporting Operations with a focus on project and financial management.
- The application process for the Communications Officer position closed yesterday.
- The recruitment process for the (Senior) Researcher in Peacebuilding position is ongoing.

**Action items:**

- Sibylle and Luc to provide feedback on the draft Strategic Grant application narrative.
- Joakim to develop a timeline for the Strategic Grant application process by 19 September.
- SMT to provide Helena with comments on the newly developed checklist for managers and checklist for HR by close of business on 19 September.
- HR to develop a page on SIPRI's external website describing working conditions at SIPRI and life in Sweden.
- HR to draft a briefing document on contract requirements based on the nationality and residency of the applicant.
- HR to share the updated Job Description Guidance with line managers before the end of September.

- HR to explore preparing job description templates with generic text based on the type of position, as per the guidance developed.
- Lucie to sort out, in consultation with HR, the practicalities of a guest researcher working from SIPRI for four months.
- Operations to explore the various approval functions available in Teams to ease staffing and projects related approvals.
- Safeguarding Policy to be updated for SMT's review.

**Items carried forward:**

- Consideration of the Internship policy.