

SENIOR MANAGEMENT TEAM MEETING

2 February 2022

MINUTES

Participants

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

Helena Berger for items 1 and 5

Note-taker

Elena Haapaniemi (not present for item 9)

Format

Zoom meeting

1. Corona virus

- At the moment, institutionally, SIPRI is not open for visitors.
- Helena will send out a brief email to restate the rules on visitors at SIPRI premises.

2. Minutes

- The minutes from the SMT meeting held on January 26, 2022 were approved.

3. Matters arising

- SMT members except Maria will meet to discuss SSC22 on February 10.

4. Report back and forthcoming events

Sibylle

- Sibylle has been liaising with the Ypres municipality to investigate possibilities of linking the Ypres event to the SSC22 as in 2021.
- Sibylle has been asked and has agreed to chair the Ypres Peace Prize Committee for the 2023 Peace Prize.

Maria

- The finance team is extremely busy preparing for the annual audit.
- A decision on whether to continue using Zoom or move to Teams needs to be taken before February 28 when the current licenses (72 business licenses plus 3 Webinar, yearly cost 185 000 SEK) are up for renewal. There is a need for keeping Zoom licences but not as many as we have today. The DoS, Steph and Maria will identify the number of licences needed in their respective cluster and departments and send this information to Magda.
- Furniture for the attic – chairs and desks – has been delivered and is in place.

Luc

- On February 1, Dylan has been in a meeting with the EU to discuss their plans on the Gulf region.

Steph

- The Swiss MFA has agreed to keep the funding for YB translation into Russian and Ukrainian at the same level as in 2021 i.e. at 100 000 CHF.
- Possibilities of SIPRI participation in the MSC 2022 continue being explored.

Joakim

- Joakim is working on a plan for SIPRI's outreach to the MFA and the Swedish parliament.
- A visit from the Speaker of the Parliament is expected to take place some time in spring.

Jannie

- There will be meeting to brief the MFA on the use of the strategic grant on February 21.
- During the following week, Jannie will be presenting key findings of EBA study to the MFA as part of the preparations for the launch in mid-March.

Dan

- On January 31, Dan met with Sweden's FM whom he briefed on SIPRI's work on climate and security. This is one of the priorities for the Swedish government. Joakim is going to follow up with the new political advisor to the FM.

5. Follow-up to Work Environment Authority Inspection

- Helena presented an update on the allocation of work environment tasks and training.
- Tentative dates for the training are March 9 and 17. The training consists of two 3 hour virtual sessions and is mandatory. Helena will follow up on this with all line managers.
- Helena emphasised that the employer's responsibility for work environment cannot be delegated but the tasks it involves can be distributed within the organisation. All persons who will be allocated tasks will sign a special agreement. The SMT agreed that it would be good to have the comprehensive list of all work environment tasks in the annex to each agreement. Dan and Helena will work further on these documents when the training for managers has taken place and tasks can be distributed.
- On the draft Work Environment Policy, all SMT members were asked to go through the latest text, distributed by Joakim, and inform Dan or Helena in case there are still things that are missing or mistranslated etc. This should be done asap.

6. Next RSC meeting

- The SMT agreed to convene the next RSC on Monday 14 Feb between 13:30 and 15:00.

7. Staffing & project issues

- The SMT endorsed a virtual internship with the nuclear team, to be supervised by Tytti.
- The SMT endorsed supporting an essay competition at the Indian Gujarat National Law University launched and supervised by Nivi.
- The SMT endorsed SIPRI's collaboration with the Konrad Adenauer Foundation and a Ukrainian partner that still needs to be identified with a view to convene a security conference in Ukraine, possibly in Odessa.
- Hedvig Brage has been recruited for the position of a HR officer; she will start on 4 April.

- On seating arrangements for new staff members: for the moment, DoSs will arrange for a (temporary) work station solution for new staff members. At a later stage, a revised seating plan will be made.
- Joakim circulated a staff list to all SMT members who have been invited to check its accuracy and get back to Joakim in case further adjustments are needed.
- Joakim reminded SMT of the need to, whenever possible, take into account diversity when making staffing decisions.
- SMT discussed the importance of finalising a recruitment checklist in order to ensure coherence throughout recruitments. Joakim invited the DoSes to put together a list of lessons learnt and proposals to serve as a basis for discussion.
- Recruitment of Maria's successor is moving ahead.
- In the meantime, Maria, Ulla and Joakim have been discussing the plan for the transition period.
- The SMT endorsed granting a Senior Associate status to Johan Schaar for another period.
- Joakim informed the SMT that a total of 18 recruitments processes had been finalized in January.

8. AOB

- NTR.

9. Executive session

- The SMT held an executive session.

Action points:

- Info to all staff on SIPRI rules for visitors – Helena
- Information and invitations to training on work environment issues for line managers – Helena
- Feed-back on Zoom needs – SMT to Maria/Magda
- Proof-read WE policy – all SMT, feedback to Helena and Dan
- Convene RSC – Dan
- Check accuracy of the latest staffing list – all SMT, feedback to Joakim
- Summarize lessons learnt on recruitment and proposals as a basis for a further discussion – all SMT, deadline after Feb 17

Items carried forward:

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