



## SENIOR MANAGEMENT TEAM MEETING

9 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, 5 and 6

#### Note-taker

Elena Haapaniemi (not present for item 11)

#### Format

Hybrid meeting

#### **1. Corona virus/WFH**

- Restrictions in Sweden have been lifted.
- Recommendations for testing if you get symptoms and quarantining if tested positive remain in place.
- All staff members are encouraged to come to the office but at the moment not obliged to. The obligation to work from the office is effective as of March 7.
- The WFH policy has been finalised. It will be presented at the forthcoming RSC. The draft should be circulated together with the agenda. All line managers will then discuss and finalise individual agreements with staff members.
- Policy with regards to business travel: no changes to the current one that provides for the individual responsibility of a staff member to evaluate the risks and to take the responsibility for the decision to travel. There is no pressure from SIPRI for the staff to travel.
- The SMT agreed to remove this item from the agenda of forthcoming SMT meetings.

#### **2. Minutes**

- The minutes from the SMT meeting held on February 2, 2022 were approved.

#### **3. Matters arising**

- NTR.

#### **4. Report back and forthcoming events**

##### *Steph*

- Dr Floyd, CTBTO Head, will be visiting SIPRI on February 24 between 09:00 and 11:00.
- Steph, Caroline and Marie will be travelling to South Sudan for a two week field trip.

*Dan*

- Dan provided an update on SIPRI strategic partnership with the MSC as well as on SIPRI participation at the MSC 2022.
- Planning is starting for the Foreign Minister to visit to SIPRI.

*Jannie*

- On February 4, Florian briefed the UNSC on SIPRI's climate and security work.

## **5. Follow-up to Work Environment Authority Inspection**

- The SMT formally approved the SIPRI Work Environment Policy. It is the umbrella policy for all related internal guidelines.

## **6. Recruitment process**

- The SMT discussed recent recruitments and reflected upon lessons learnt. There was discussion of the major issues that need to be addressed. It was agreed that DoSs and department heads would collect feedback from staff who have been part of recruitment processes at SIPRI in the recent period. There will then be further discussions at the SMT as a basis for agreeing updated procedures.

## **7. Working group on the new "Projects Section"**

- A "Projects Section" (name TBC) within the Operations Department will be established to enhance SIPRI's ability to plan, manage and control its projects in an effective and coherent way. To ensure a well-informed decision and to make sure that those concerned can contribute with their expertise and views, management has decided to appoint a working group to develop a proposal on how to best achieve the intended objectives. A first meeting has taken place.
- SMT agreed that the DoSes should suggest additional members of the working group so that additional researchers' perspectives are integrated into the discussion of the new Projects Section.
- There was a discussion about the diverse scales of SIPRI's projects and the different demands for project management.
- It was provisionally agreed that all members of the new section should in principle be able to follow projects from the planning and budgeting stage, through fundraising and inception, to implementation and reporting.
- It was likewise agreed that one team member should have some time put aside for general horizon scanning to identify new calls and other opportunities, and also that team had to have the capacity for detailed work on contracts.
- Maria and Ulla are working on an interim solution for Lena's temporary replacement.

## **8. Agenda for the 14 February RSC meeting**

- The agenda for the forthcoming RSC meeting will include:
  - A Board issue.
  - The WFH policy.
  - Reorganisation.
  - SIPRI's feeding into discussion on the current security situation in Europe.

## **9. Staffing & project issues**

- Uncertainty about *Migrationsverket* processing times for residence permits requires SIPRI to be flexible and prepared to consider contingencies regarding new staff members hired from abroad.

## **10. AOB**

- NTR.

## **11. Executive session**

- The SMT held an executive session.

### **Action points:**

- Send RSC agenda plus the WFH policy to all staff – Dan
- Suggest additional members to the project section working group – DoSes to Joakim

### **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