



SENIOR MANAGEMENT TEAM MEETING

29 NOVEMBER 2023

MINUTES

Participants

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

Lisa Wiklund (Item 2-4 only)

Absent

Jannie Lilja

Note-taker

Sepideh Soltaninia

Format

Hybrid meeting

1. Minutes

- SMT has yet to approve the minutes of the 15 November meeting.

2. The next staff survey

- Lisa briefed SMT on the different survey options for the next staff survey. SMT will meet with one of the survey suppliers on 18 December.

3. Travel to high-risk environments

- SMT discussed insurance for travel to high-risk environments. SIPRI's current insurance provider, ERV, offers and covers the costs of medical evacuations in such places. It will also reimburse the organization for security-related evacuations but will not organize such extractions.
- Travel to high-risk areas will be evaluated on an ad hoc basis by DoSes/Heads of Departments. Staff travelling to these areas must ensure that security-related evacuations are possible to organize, namely through a partner.
- HR will investigate what insurance providers international NGOs are using and how they manage security-related evacuations.

4. Crisis management

- Operations is working on organizing crisis management training for SMT.

5. Report back

a. Sweden

- On 17 November, Dan and Joakim met with the Head of Department for Disarmament and Non-proliferation at the MFA. The agenda focused on governance issues related to NIS's role as the MFA focal point for SIPRI. SIPRI and NIS agreed to repeat the meeting regularly a few times per year. Olle will be asked to send NIS hard copies of all relevant SIPRI publications as they are published.
- On 28 November, Steph and the German research staff had lunch at the German Embassy with the German Ambassador. The Ambassador was very interested in SIPRI's research and the upcoming Stockholm Forum. Dan will meet with the German Ambassador this or next month.
- Also on 28 November, SMT, the Director's Office and Programme Directors met for the bi-monthly meeting on fundraising. The purpose of the meeting is to share information and coordinate fundraising activities.
- The Swedish Parliament has offered SIPRI 15 tickets to the Nobel Peace Prize seminar, hosted by the Speaker of Parliament, on 12 December. SMT colleagues who are available will attend. The remaining tickets will go to interested staff through a random draw organized by the Director's Office.
- SIPRI will go ahead with co-organizing the Armament and Disarmament Summer School in August 2024.

b. International

- Dan, Jason Mosely (SIPRI Associate), Caroline and Kheira were in Nairobi on 20-22 November for meetings including with the Rift Valley Institute, UNEP, WFP, IOM, the Centre for Human Rights and Policy Studies and members of the diplomatic community.
- Board member Mohamed Ibn Chambas, Jair and Luc participated in review meeting of ten-year AU SSR Policy Framework from 21-22 November. They were joined in Addis Ababa by Dan and Jason from 22-25 November for meetings including with the African Union, the Institute for Peace and Security Studies at Addis Ababa University, Amani Africa, IGAD, the Centre for Dialogue, Research and Cooperation, the Institute for Foreign Affairs and members of the diplomatic community.
- Dan will be in Dubai (30 November to 3 December) for COP28 and in Seoul (4-8 December) for the World Emerging Security Forum and other meetings.

c. Relations with other organizations

- On 20-22 November, Sibylle attended a meeting of a track II EU-China dialogue on arms control. The China Arms Control and Disarmament Association (CACDA) also took part in the meeting. CACDA is interested in visiting SIPRI in 2024.
- SMT discussed ways in which SIPRI can support Mohamed Ibn Chambas in his position as the African Union's High Representative for Silencing the Guns.

d. Outreach

- The 2022 data on the top 100 arm-producing and military services companies is under embargo until its launch on 4 December.

e. Operations

- Operations is working on finalizing the salary review process.
- The annual interim audit is underway.

6. Staffing and project issues

- HR will share a survey on the PAD process as part of its evaluation of the Hailey HR system.
- The job ad for a Facility Officer has been posted until 6 December. A temporary colleague from Veteranpoolen, Ingmarie Bohmelin, will join SIPRI on 4 December until the recruitment process has been completed. She will be at the office Mondays to Thursdays at 9.00-13.00.
- Hedvig will leave her position at SIPRI at the end of January.
- Noah will leave his position at SIPRI on 19 January.
- Incoming interns:
 - o Two in-person interns will join the Stockholm Forum team from mid-January till the end of May.
 - o Two in-person interns will join the MILAP team from mid-January to mid-July (one full time, one part-time 2 days per week).
 - o An in-person intern will join the Outreach team in January until June.

7. AOB

- A bus has been organized for transport from SIPRI to the Christmas dinner on 15 December. More details will be shared via email.

Action items:

- HR to investigate what insurance providers international NGOs are using and how they manage security-related evacuations.
- Olle to send NIS hard copies of all relevant SIPRI publications as they are published.
- Operations to send an email on transport details to the Christmas dinner.

Follow-up items:

- Line management (with HR)