

## SENIOR MANAGEMENT TEAM MEETING

20 DECEMBER 2023

### MINUTES

#### Participants

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

#### Absent

Stephanie Blenckner, Jannie Lilja

#### Note-taker

Sepideh Soltaninia

#### Format

Hybrid meeting

#### **1. Minutes**

- SMT has yet to approve the minutes of the 13 December meeting.

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

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

- Dan received several letters and other papers from the family of Robert Neild, SIPRI's first Director. This includes a letter from Alva Myrdal asking Robert to serve as SIPRI's Director. SMT agreed to frame or, if that might damage the papers over time, find another way of displaying some of the documents. IngMarie will look into how to conserve and frame the papers.
- The CPS cluster and the Events team organized several events in December, all of which were well attended and received.
- On 15 December, Dan, Joakim, Florian, Sepideh, Kyungmee and Kheira met with Jan Walberg, Finland's Ambassador for Conflict Mediation.
- The annual Christmas lunch, which also took place on 15 December at Hotell Saltsjöbaden, was a great success.
- On 19 December, Joakim, Florian and Sofie met with Frida Jangsten of the MFA Department for Development Banks, Sustainability and Climate, to discuss the Stockholm Hub's application for funding from the MFA.
- Preparations for the Annual Report will begin this month.

##### **b. Relations with other organizations**

- Sibylle and Wilfred were in Wilton Park in the UK from 11-15 December for the annual conference on the Nuclear Non-proliferation Treaty.

### **3. Stockholm Security Conference**

- SMT discussed the 2024 Stockholm Security Conference. A steering group will be established to guide the planning for the conference. The group will meet for the first time during the week of 20 January.
- The SMT's discussion touched on initial suggestions of how the planning process could be led. This will be discussed again at the next SMT meeting.

### **4. Allocation of work environment tasks**

- Dan will allocate work environment tasks to heads of departments and DoSes, who will allocate them to line managers in their departments/clusters.
- SMT will discuss the tasks and their allocation at the next SMT meeting.

### **5. Line manager handbook**

- HR is developing a handbook for line managers.

### **6. Next staff survey**

- On 18 December, Zondera, a Swedish company gave a presentation on a new staff survey to SMT. The presentation was well received.
- Zondera's proposal will be presented to the Cooperation Group. SMT will wait for the Cooperation Group's input before deciding whether to approve Zondera as the provider of the next staff survey.
- If Zondera is approved, a smaller group of SMT members and HR will go through the questions in detail, adjust them to meet SIPRI's needs, and report to SMT.

### **7. Staffing and project issues**

- Joakim reminded SMT of the deadlines for the Strategic Grant report.
- SMT discussed the Annual Report. Joakim will send an email with the deadlines.
- The Sahel-West Africa Programme will conduct research on the localization of humanitarian assistance with Roskilde University in Denmark.
- The Sahel-West Africa Programme signed a grant agreement with XCEPT. Amal will support the research project.
- The AD cluster received two grants from the German MFA, one for 285,000 EUR and another for 200,000 EUR.
- SIPRI needs to develop an anti-terrorism and anti-money laundering policy. Operations will work on a first draft, with support from Luc.
- Operations is recruiting a temporary HR consultant.

### **8. AOB**

- SMT discussed the Moscow Non-Proliferation Conference and agreed that SIPRI staff should not attend in-person.

#### **Action items:**

- IngMarie to look into how to conserve and frame papers from Robert Neild, SIPRI's first Director.
- Joakim to share Annual Report deadlines.
- Editorial to put together guidelines on uniform terminology for SIPRI publications on the war in Ukraine and Gaza (from a previous meeting).

- HR to investigate what insurance providers international NGOs are using and how they manage security-related evacuations (from a previous meeting).

**Follow-up items:**

- SSC lead (10 January)
- Allocation of work environment tasks (10 January)
- Anti-terrorism and anti-money laundering policy
- Office space
- Line management (with HR)