

## SENIOR MANAGEMENT TEAM MEETING

6 March 2024

### MINUTES

#### Participants

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

#### Note-taker

Sepideh Soltaninia

#### Format

Hybrid meeting

#### **1. Minutes**

- SMT approved the minutes of the 20 February meeting.

#### **2. Matters arising**

- SMT discussed the different categories of Associates. Steph will share a matrix of the different categories with the names of current Associates in each category.
- All managers of new interns (in-person or virtual) must inform HR of their incoming intern. SMT will discuss internships further at a future SMT meeting.
- Operations has looked into what other organizations are doing to ensure that staff can be accounted for if a fire occurs. All of the organizations Operations colleagues spoke to are facing similar challenges, with regards to staff travelling, working from home, etc. SMT will further discuss the fire routines in general, and is open to suggestions from colleagues for best practices.

#### **3. Report back**

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

- On 23 February, Luc, Jannie and Barbara K met with Michelle Atkinson, the Deputy Director of Ukraine Early Recovery and Reconstruction at FCDO, as well as Lisa Thumwood and Karin Uggla from the British Embassy to discuss Ukraine's early recovery and reconstruction challenges and potential roles for the UK and other international actors.
- On 28 February, Luc and Sepideh met with the Foreign Minister of Catalonia.
- On 4 March, Dan, Joakim and Per Taube met with Axel Karlsson, European Managing Partner and Global Co-Managing Partner at McKinsey.
- Peter Semneby, the Swedish Special Envoy for the Korean Peninsula, will visit SIPRI on 7 March.
- The Dutch Embassy confirmed that the Stockholm Security Conference can take place at their premises on 22-23 October.

**b. International**

- On 22-23 February, Florian and Katongo were in Copenhagen for meetings with the Danish MFA and the Danish Institute for International Studies. There are good indications that the Danish MFA will fund SIPRI and NUPI climate security factsheets during their planned UNSC term in 2025-2026.
- Florian was in Washington, DC on 24-29 February, where he visited several colleagues at the US State Department.
- Dan will be in Nagasaki from 9-11 March. He will speak at a conference organized by the University of Nagasaki.
- Stefan, accompanied by Joakim, will attend the 2024 Tokyo Conference on 13-15 March.

**c. Relations with other organizations**

- Dan, Florian and SIPRI Associate Gary Milante were in Washington, DC on 27-28 February for the World Bank Fragility Forum, where SIPRI organized two sessions. Both sessions were well received. While in DC, Dan also met with colleagues at the World Bank and Humanity United, who expressed interest in potentially funding SIPRI's databases and the Forum, respectively.
- Dan was then in New York City on 29 February – 1 March. He met with the Carnegie Corporation, UNODA and DPPA.

**d. Governing Board**

- The Governing Board held an extraordinary meeting on 28 February to discuss the recruitment of the next Institute Director and next Deputy Director. The meeting went well.

**e. Outreach**

- The embargoed arms transfers database material was sent to a select group of journalists on 4 March.
- Steph and Amelie will be in Oslo on 7 March to interview Jan Egeland. The interview is part of a series of essays and videos SIPRI will release later this month to commemorate the 75<sup>th</sup> anniversary of NATO.

**f. Operations**

- SMT agreed that there is a need to reduce the number of printers in the office, particularly individual printers. This is to reduce SIPRI's environmental impact and, in the case of individual printers, improve air quality in offices. The second printer on the first floor will be removed (note: the large printers are rented, and the printer will be returned to the rental company). Operations is looking into where the individual printers are located and will reduce numbers as appropriate.
- Operations and Outreach are working on reinstating the organigram on the public website.
- The auditors have noted that travel applications are not being filled out consistently. All colleagues are reminded that they must fill out travel applications before travel. Operations will investigate the possibility of including travel applications in Hailey.

**4. SMT Away Day follow-up**

- SMT discussed when SIPRI staff should charge speaking fees for events and conferences. The discussion will be continued at a future SMT meeting.
- SMT discussed the need for guidance on best practices for computer and phone safety while travelling. Colleagues who have suggestions of where to find such guidance are encouraged to speak with a member of SMT.
- Colleagues are reminded that IT has special travel computers and phones for colleagues travelling to places where they would prefer not to, or should not, take their current work computer or phone.

**5. Revised Cooperation Agreement rev. 1**

- SMT discussed the second draft of the revised Cooperation Agreement. Joakim and Kristina will revise the draft Agreement based on SMT's comments and go back to the Cooperation Group for a final round.

**6. 2025 Stockholm Forum**

- SMT discussed what messaging should be shared regarding the 2025 Stockholm Forum. SMT agreed that, if asked, colleagues should be truthful; SIPRI would like to hold the Forum in 2025 but this is dependent on funding.

**7. HR issues**

- NA

**8. Project issues**

- Colleagues from the China Institute for International Studies would like to visit the China-Asia Programme in April and require an invitation letter.

**9. Due diligence**

- NA

**10. AOB**

- The next staff mingle, hosted by the Armament and Disarmament cluster, will be held on 25 April.

**11. Executive session**

- NA

**Action items:**

- Steph to share a matrix of the different categories of Associates with the names of the Associates in each category.
- Steph to explore the possibility of a briefing by the Arms Transfers Programme to defence attachés based in Stockholm (from 20 February meeting).
- HR to look into insurance for in-person interns (from the 31 January meeting).

**Follow-up items:**

- Internships
- Charging speaking fees

- Possible fee for participation at SSC