



SENIOR MANAGEMENT TEAM MEETING

4 September 2024

DRAFT MINUTES

Participants

Sibylle Bauer, Stephanie Blenckner, Florian Krampe, Kristina Sandberg, Dan Smith, Charlotta Sparre

Karin Buzzi-Donato (item 5 only), Barbara Kunz (item 6 only)

Absent

Luc van de Goor

Note-taker

Sepideh Soltaninia

Format

In-person meeting

1. Minutes

- SMT approved the minutes of the 28 August meeting.

2. Matters arising

- Sepideh shared the requirements for a corporate Bolt rideshare account. Priscilla will check with Finance if a corporate Bolt account would work for SIPRI.

3. Report back

a. Sweden

- SMT discussed how, by fully funding participants, the Armament and Disarmament Summer School helped to create equal opportunities for participants from across the world.
- SMT discussed the utility of legal expertise at SIPRI. Kristina will look into this with PMO and GAD colleagues.
- Stefan and Charlotta met with the Norwegian Ambassador today. The Ambassador is interested in organizing a wider briefing with SIPRI and her Nordic and Baltic diplomatic colleagues in Stockholm.
- Charlotta will meet with Peter Weiderud on 11 September; he is the focal point at the Swedish MFA for SIPRI's strategic grant application.

b. Relations with other organizations

- The CCR programme is finalizing a proposal with the Institute for Security Studies and the S. Rajaratnam School of International Studies at Nanyang Technological University in Singapore for funding from the XCEPT programme funded by the UK FCDO.
- SIPRI is working on an OSCE tender on climate security.

c. Operations

- HR is preparing for the staff survey, which will take place in October.

4. Staff Home Day

- SMT reflected on the incredibly useful discussions that took place during the first half of the Staff Home Day on 3 September and the very well-organized social event that followed.
- On the skills development conversation, Sibylle and Kristina noted the following points raised by staff on potential training needs:
 - o A methods lab
 - o Fundraising training
 - o Media, social media and presentation training
 - o Training on use of AI in research
 - o Feminist methodology, gender analysis and gender sensitivity training
 - o Training on working with the diplomatic community
 - o Line manager training
 - o Project management skills development
 - o Continuation of the writing lab
- Dan noted the need for more substantive conversations on SIPRI's research agenda.
- Luc was not present at the SMT meeting but shared points with SMT in writing on the project development conversations he and Fred facilitated at the Home Day. These points, as well as those raised by other SMT members who facilitated discussions, will be discussed at a future SMT meeting.

5. SIPRI finances

- SMT discussed the reporting currently available from Maconomy. Finance is working on producing monthly reports.
- SMT discussed the budget development process for 2025. A draft budget will be shared with the Governing Board before the end of November.

6. Stockholm Security Conference (SSC)

- Barbara is finalizing the programme for the SSC. The Save the Date for the conference will be sent out on 9 September. An invitation to register will be sent two weeks after.
- Sofie will confirm with Stefan if he will provide the concluding remarks at the conference.

7. HR issues

- SMT approved Amal Bourhous as an Associate Researcher.

8. Project issues

- N/A

9. Due diligence

- N/A

10. AOB

- N/A

11. Executive session

- N/A

Action items:

- Priscilla to check with Finance on Bolt corporate account requirements.
- Kristina to look into legal expertise for SIPRI.
- Sofie to confirm with Stefan if he will provide the concluding remarks at the SSC.
- Sepideh to update draft Environmental policy based on SMT's discussion (from 28 August meeting).

Follow-up items:

- Potential programme on foresight
- Traineeship
- Moving allowances
- Staff Home Day follow-up
- Staff nationalities on SIPRI website and in publication bios