

SENIOR MANAGEMENT TEAM MEETING

18 September 2024

MINUTES

Participants

Sibylle Bauer, Stephanie Blenckner, Florian Krampe, Kristina Sandberg, Dan Smith, Charlotta Sparre, Luc van de Goor

Frederic Daudon (item 3 only)

Note-taker

Sepideh Soltaninia

Format

Hybrid meeting

1. Minutes

- SMT approved the minutes of the 11 September meeting.

2. Report back

a. Sweden

- Charlotta has invested time in meeting with staff during the past several weeks.
- Florian shared the following feedback from the PD cluster meeting this month:
 - o The All-Staff Home Day was appreciated by PD colleagues, who also noted that the lunch was very good.
 - o PD colleagues suggested that Monday morning staff meetings include a discussion on recent events and how they relate to SIPRI's strategy.
- On 16 September, Luc and Jingdong met with the Taiwanese defence attaché to discuss the visit of the Taiwanese Deputy Minister of Defence to SIPRI on 2 October.
- Dan, Charlotta, Steph, Luc and Sofie will meet with Alexander and Marcus Widegren today to discuss the 2025 Swedish Lunch.
- On 19 September, Charlotta will meet with Ann-Sofie Nilsson, Sweden's Ambassador for Disarmament and Non-Proliferation and the MFA's Disarmament and Non-Proliferation Department.
- On 10 October, Charlotta will moderate a panel on the MENA region, organized by the Diplomatic Training Academy of the MFA.
- The Diplomatic Training Academy of the MFA will likely visit SIPRI in November.

b. Relations with other organizations

- The CCR team and GAD submitted two applications last week, one to the XCEPT programme funded by the UK FCDO and another to the OSCE.
- Florian was in Munich 12-13 September to speak at the Digital Life Design Nature Conference.

c. Operations

- HR is preparing for the salary review and the staff survey.
- Finance, PMO and GAD have started budget discussions with all programmes and teams, coordinated by Noel.
- SMT discussed the need for updated guidance and equipment for travel to places where one cannot take one's SIPRI laptop or phone. Sibylle will share a list of actions she took and needs she identified based on her recent trip to China with Kristina for follow-up with IT.

3. All Staff Home Day follow-up: Project development

- SMT discussed feedback Luc and Fred received during their 'Quick & dirty project development' discussions at the Home Day.
- Luc and Fred noted that:
 - o The need for greater coordination emerged as a major area of discussion, including mapping relationships with donors and knowing who is talking to which donor.
 - o The need for lessons learnt was also noted – how do we capture and share these and who is the intended audience?
 - o The need for a standardized price list for outputs was also discussed.
- GAD is already working on:
 - o Compiling lessons learnt
 - o Producing a price list of publications and other outputs
- SMT noted the following action items emerging from Luc and Fred's discussions:
 - o GAD to establish a flow chart to track the life cycle of a project from new idea, through application, approval, implementation and reporting.
 - o GAD and programmes to establish a project funding 'pipeline' for each programme.

4. Delegation visits

- SMT discussed upcoming delegation visits, including:
 - o 25 September, 11.00 – 12.00: Greg Pollock, Principal Director of the Arctic and Global Resilience Policy Office at the US Department of Defence will meet with the CCR Programme.
 - o 27 September, 10.00 – 11.30: Delegation of director-level officers from national institutions, public organizations and local governments in South Korea who are currently participating in the Unification Policy Leadership Program at the Institute for Unification Education under the Ministry of Unification will meet with Dan, Jingdong and Fei.
 - o 2 October, 15.30 – 17.00: Taiwanese delegation including the Deputy Minister of Defense will meet with Dan, Luc, Barbara and the China-Asia Programme.
 - o 11 October, 13.00 – 15.30: Shanghai Institutes for International Studies will meet with Dan, Florian, and the China-Asia Programme.

- 14 October at 11:00 – 11:45: Delegation from Fundación Europa will meet with Charlotta.
- Delegation from the Liberal Party's women's section (Date and time, TBC)
- Delegation from the Moderate Party's women's section (Date and time, TBC)
- Delegation from the Social Democrat's women's section (Date and time, TBC)
- Delegation from the Centre Party in Solna (Date and time, TBC)
- Students from Upplands-Brogymnasiet (Date and time, TBC)
- SMT also discussed upcoming public events co-organized by SIPRI, including:
 - 25 September, 17.00 – 18.30: Public event with Professor Brendan O'Leary
 - 3 October, 10.00-11.30: Public event with French Lieutenant General Bertrand Toujouse

5. SIPRI Finances

- SMT reviewed SIPRI's finances for the remainder of 2024 and noted that both PMO and GAD have added greatly to the quality of financial reporting at the institute.

6. Moving costs guidelines

- SMT approved the moving costs guidelines drafted by HR.

7. HR issues

- The recruitment process for a Senior Researcher in the Sahel-West Africa Programme is ongoing.
- HR is working on ensuring that all job descriptions are uploaded to Hailey.

8. Project issues

- SMT discussed discussions between EUISS, the EU and SIPRI on intellectual property rights. Luc will liaise with EUISS accordingly.

9. AOB

- SMT discussed the listing of staff nationalities on the SIPRI website and publications since SIPRI staff don't speak in their national capacity/as representatives of their country. It was agreed that:
 - The nationalities of Governing Board members should remain listed on the website and publications to illustrate that SIPRI has an international Board.
 - The nationalities of staff should be removed from the website and publications.
 - Outreach will add talking points on SIPRI's diversity and international environment to the talking points document they have developed.

10. Executive session

- N/A

Action items:

- Sibylle to share a list of actions she took and needs she identified based on her recent trip to China with Kristina. IT to then update the guidance and equipment for travel to places where one should not take their laptop or phone.
- GAD to establish a project flow chart.
- GAD to work with programmes to establish project funding pipelines for each one.

- Luc to liaise with EUISS on intellectual property rights.
- Outreach and Editorial to remove all nationalities (except for those of Governing Board members) from SIPRI's website and publications.
- Outreach to add talking points on SIPRI's diversity and international environment to the talking points document.

Follow-up items:

- Potential programme on foresight
- Traineeship
- Staff Home Day follow-up
- Legal expertise
- Travel policy