

## SENIOR MANAGEMENT TEAM MEETING

25 September 2024

### MINUTES

#### Participants

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

#### Note-taker

Sepideh Soltaninia

#### Format

Hybrid meeting

#### **1. Minutes**

- SMT has yet to approve the minutes of the 18 September meeting.

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

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

- Charlotta, Luc, Florian, Fred and Sofie are working on the Strategic Grant application for 2025.
- Dan has had and will continue to conduct interviews on his prediction for the winner of the Nobel Peace Prize, which will be announced on 11 October.
- On 18 September, Dan, Luc, Charlotta, Steph and Sofie met with Alexander and Marcus Widegren to discuss the 2025 Swedish Lunch.
- On 19 September, Charlotta met with Ann-Sofie Nilsson, Sweden's Ambassador for Disarmament and Non-proliferation, and other colleagues in the Disarmament and Non-proliferation Department (NIS) of the MFA. NIS noted that SIPRI should hold regular briefings with NIS and other MFA departments.
- On 23 September, Dan had a number of meetings to discuss core funding to SIPRI, including to rebuild the reserves.
- On 25 September, Steph, Caroline and Sepideh met with the Colombian Embassy to discuss a potential event in November on women, peace and security, and the Colombian peace process.
- On 25 September, Florian met with Greg Pollock, Principal Director at the Office for Arctic and Global Resilience at the US Department of Defense, to discuss SIPRI's work on climate security and its relevance to DoD's priorities and explore potential collaboration on Arctic issues.

- On 25 September, a group of SIPRI colleagues from FPS, SWAP and the Director's Office met with Margot Van der Velden, WFP's Regional Director for Western Africa, to discuss WFP priorities in the region and potential collaboration.
- The parliament's decision on the draft budget, which includes SIPRI's Core Grant allocation for 2025, is expected on 12 December.
- The annual workshop, funded by the Japanese Embassy, will take place in December.

**b. Relations with other countries**

- Florian will be in Singapore from 14-17 October to speak at the 25th Asia-Pacific Programme for Senior Military Officers.
- Dan and Stefan will attend the Doha Forum on 7-8 December.

**c. Relations with other organizations**

- Stephan Klement, EU Special Envoy for Disarmament, Non-Proliferation and Arms Export Control will visit SIPRI on 5-6 December to speak at the SIPRI and EUNPDC course on weapons of mass destruction, non-proliferation and disarmament. He will also speak at a small in-house seminar with MFA officials while at SIPRI.
- SIPRI and Uppsala University will apply for the EU Marie Skłodowska-Curie Actions Doctoral Networks programme for funding for PhD students who would be based at both institutions.
- SIPRI is part of two consortiums, led by FRS and Ecorys, with whom we tendered for framework contracts to provide foreign policy expertise to the European Parliament. Both consortiums have been selected to provide services and were ranked as second and third.

**d. Operations**

- HR is preparing for the salary review and the staff survey.
- Finance, PMO and GAD are working on the financial update that will be presented at the all-staff meeting on 30 September.
- There were several hiccups with the internet last week. They have now been fixed by IT.

**3. Delegation visits**

- N/A

**4. SIPRI Finances**

- SMT reviewed SIPRI's finances for the remainder of 2024.

**5. SIPRI Travel & Travel Safety policy**

- SMT discussed the need to update the SIPRI Travel & Travel Safety policy in light of recommendations from the informal working group on the environmental policy and other discussions at SMT. Kristina and Florian will work on a first round of updates to be shared with SMT.
- The latest draft of the environmental policy, reviewed by SMT, will be shared with the Cooperation Group.

## **6. All Staff Home Day follow-up: Skills development**

- SMT revisited the list of skills that colleagues noted for development during the All-Staff Home Day discussions. Below is the list of skills (also noted in the 4 September 2024 SMT minutes) and action items noted during this SMT meeting:
  - o A methods lab – Florian to reach out to Uppsala University to see if SIPRI colleagues can join Masters or PhD level methods courses
  - o Fundraising training – Luc and Fred to explore the inclusion of fundraising peer conversations in the Fundraising Coordination Group
  - o Media, social media and presentation training – Outreach to hold another training session soon and to hold these sessions regularly
  - o Training on use of AI in research – Florian to organize a lunch-time seminar on this
  - o Feminist methodology, gender analysis and gender sensitivity training – Luc and Gretchen to explore organizing lunch-time seminars on this
  - o Training on working with the diplomatic community – Charlotta to organize a lunch-time seminar on this
  - o Line manager training – planning for this is already underway by HR
  - o Project management skills development:
    - Luc and Fred to explore how this can be done, in conversation with the Fundraising Coordination Group
    - HR to include conversations with GAD and PMO on fundraising as part of the onboarding process for incoming research staff
  - o Continuation of the writing lab – Editorial to continue this in some form
- Charlotta will also liaise with FBA about the possibility of SIPRI colleagues joining some FBA trainings.

## **7. HR issues**

- N/A

## **8. Project issues**

- N/A

## **9. Due Diligence**

- N/A

## **10. AOB**

- It was noted that the Rules of Procedure require updating at the next Governing Board meeting to include Charlotta as Secretary to the Board, instead of Joakim.
- Archives of SIPRI's chemical and biological weapons work have been moved from storage to the basement. SMT agreed that Operations should look into more permanent archiving options, including digitalization. SMT also agreed that Olle should speak to other librarians about potential libraries that can host the archives.

## **11. Executive session**

- N/A

**Action items:**

- Kristina and Florian to work on a first round of updates to the Travel & Travel Safety policy to be shared with SMT.
- Florian to reach out to Uppsala University to see if SIPRI colleagues can join Masters or PhD level methods courses.
- Luc and Fred to explore the inclusion of fundraising peer conversations in the Fundraising Coordination Group.
- Outreach to hold another media, social media and presentation session soon and to hold these sessions regularly.
- Florian to organize a lunch seminar on use of AI in research.
- Luc and Gretchen to explore organizing lunch time seminars on feminist methodology, gender analysis and gender sensitivity.
- Charlotta to organize a lunch time seminar on working with the diplomatic community.
- Luc and Fred to explore how project management skills development can be done, in conversation with the Fundraising Coordination Group.
- HR to include conversations with GAD and PMO on fundraising and project management as part of the onboarding process for incoming research staff.
- Editorial to continue the writing lab in some form.
- Charlotta to liaise with FBA about the possibility of SIPRI colleagues joining some FBA trainings.
- Sibylle to send background information on the Swedish Export Society to SMT.
- Operations to look into more permanent archiving options for SIPRI's chemical and biological weapons work, including digitalization.
- Steph and Olle to speak to other librarians about potential libraries that can host the archives.

**Follow-up items:**

- Potential programme on foresight
- Traineeship
- Legal expertise