

SENIOR MANAGEMENT TEAM MEETING

15 January 2025

MINUTES

Participants

Stephanie Blenckner, Florian Krampe, Kristina Sandberg, Dan Smith, Luc van de Goor

Absent

Sibylle Bauer, Charlotta Sparre

Note-taker

Sofie Waller Snygg

Format

In-person meeting

AGENDA

1. Minutes

- SMT approved the minutes of the 4 and 11 December 2024 meetings but has yet to approve the minutes of the 18 December 2024 and 8 January 2025 meetings.

2. Matters arising

- SMT agreed that there will be a longer SMT meeting on the morning of 5 February, from 10:00 to 15:00, with a one-hour lunch break.
- The public version of the Strategy will be uploaded to the SIPRI website.
- Steph has been in contact with the German Defence Academy and informed them about future delegation visiting fees.

3. Report back

a. Sweden

- SIPRI has contracted a new cleaning company, which is more cost-effective than the previous provider.
- Operations have begun reviewing SIPRI's phone licenses, which are due for renewal soon.
 - o It was proposed that a staff-wide questionnaire be sent out to identify if anyone prefers not to have a work phone, allowing unnecessary licenses to be cancelled. Kristina will follow up and report back.

- SMT discussed the possibility of earmarking certain phones for outreach activities and interns assisting with media.
- The three clusters and the Outreach and Operations departments have now held Zondera employee survey workshops.

b. Relations with other countries

- On 16 January, Charlotte von Friedeburg, Minister-Counsellor (Deputy Head of Mission) at the German embassy, visited SIPRI for an informal meeting with German-speaking staff. Thanks to everyone contributing.

c. Relations with other organizations

- On 14 January, Luc, Claire and Fred had a meeting with Deloitte to discuss potential future collaboration on FCDO Integrated Security Fund projects.
- On 15 January, SIPRI hosted Astrid Irrgang, Executive Director of the Center for International Peace Operations (ZIF), and Wibke Hansen, Senior Advisor to the ZIF Management Board. They met with Dan, Martina, and Jair to discuss ongoing cooperation at the Munich Security Conference (MSC) and potential collaboration opportunities at the 2025 Forum on Peace and Development.
- On 16-18 January, Florian will be in Munich, speaking at the Digital – Life – Design (DLD) Munich 2025 conference and attending meetings.
- Florian, Mathew, and Barbara are preparing a proposal for the Swedish Armed Forces on strategic stability in the Arctic.
- The FPS programme has signed/submitted a first concept note with the World Food Programme (WFP), marking the first step toward progressing to subsequent phases of the call.
- The CCR programme is working on the German government's International Climate Initiative (IKI) grant application together with GIZ.

d. Outreach

- On 9 January, Dan was interviewed on a panel on Inside Story, an Al Jazeera English flagship daily current affairs programme. The programme focused on the increase in the number of conflicts worldwide. On 17 January, Dan will be interviewed by Sky News Arabia, addressing similar topics.
- Work on the Annual Review 2024 is ongoing. Steph noted that it will likely be shared with the SMT in early February.

4. Delegation visits

- There have been no additional delegation visits scheduled or requested since the SMT meeting on 8 January 2025.

5. Review of Finances

- Finance is working on closing the books for 2024.
- The implementation of the new setup of Maconomy is in its final stages and will be ready by the end of January. Finance will notify staff once it is possible to register timesheets again. SMT will be given an introduction to the new setup of Maconomy in due course.

6. Discussion on SMT “follow-up” items from 2024

- The SMT reviewed outstanding “follow-up” items from 2024 and discussed next steps. The following items are underway and can therefore be removed from the list:
 - Legal expertise: Kristina is examining the matter of legal expertise and SIPRI’s general liabilities and will follow up with SMT in due course.
 - Intranet: Sofie will assess whether she has the capacity to review the intranet for consistency across all sections. She will report back to SMT by week 8 to confirm whether this review has been completed.
 - Improving concept notes: Luc and Fred are working on this, and the issue will be addressed at the next fundraising coordination meeting.
 - SSC and proposed ambassadorial roundtables: This item does not require active discussion at this time. By the decision of the Governing Board, there will be no SSC in 2025 unless it is fully funded. Dan will follow up with the Irish ambassador to explore potential opportunities, as they previously expressed interest.
 - Crisis process: Sofie to follow up with Clarisa about developing a protocol for responding to crises/emergencies.
 - Environmental policy: Kristina will notify the Environmental Policy working group that the policy has been finalized and upload it to the intranet.
- The development of an updated travel form will remain on the SMT follow-up list.
- The SMT decided to take traineeships off the follow-up list for the time being, not due to a lack of importance, but to allow focus on other pressing priorities.

7. Follow-up on ideas raised at the 11 November RSC meeting

- SMT held a follow-up discussion on ideas raised at the 11 November RSC meeting. Sofie and Dan will revise the action plan and share it with staff in due course.

8. Forthcoming RSC meetings

- SMT decided that the next RSC will take place on Thursday 23 January, from 14.30-15.30, in the conference room.

9. HR issues

- Timo has announced his resignation; his last working day will be 28 February 2025.

10. Due diligence

- N/A

11. AOB

- N/A

12. Executive session

- The SMT held an executive session.

Action items:

- Charlotta and Sibylle to develop an agenda for the UD NIS visit
- Steph to follow up with the Rotary Club regarding payment for delegation visits

- Sofie to follow up with Clarisa regarding developing a protocol for responding to crises/emergencies
- Dan to follow up with the Irish ambassador
- Dan and Sofie to revise the SMT action plan on ideas raised at the 11 November RSC meeting and share with staff
- Kristina to notify the Environmental Policy working group that the policy has been finalized and upload it to the intranet.

Follow-up items:

- Protocol for responding to crises/emergencies
- Travel form
- SIPRI's phone licenses
- New Maconomy set-up
- SIPRI's capacity for trainings