

## SENIOR MANAGEMENT TEAM MEETING

12 March 2025

### MINUTES

#### Participants

Sibylle Bauer, Stephanie Blenckner (partly), Luc van de Goor, Florian Krampe, Dan Smith, Charlotta Sparre

#### Absent

Kristina Sandberg

#### Note-taker

Sofie Waller Snygg

#### Format

In-person meeting

### **AGENDA**

#### **1. Minutes**

- SMT has yet to approve the 5 March meeting minutes.

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

- The next two RSC meetings will take place on 3 April from 13:00-14:30 (in the conference room) and 5 May from 14:30-16:00 (in the kitchen, due to the conference room being occupied).
- An SMT away day is tentatively scheduled for 5 June, with an early start planned to finish by 16:00. SMT to revisit this date before final scheduling.

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

##### **a) Sweden**

- On 13 March:
  - o Charlotta will meet with Jannie Lilja and Peter Weiderrud at the MFA UN department (UD-FN) to discuss the strategic grant.
  - o Charlotta will meet with Martin Brothén, Head of the Secretariat for Committee on Foreign Affairs in the Swedish Riksdag.

##### **b) Relations with other countries**

- On 6-7 March, the China and Asia Security Programme hosted a symposium at SIPRI, organised together with the Japanese FMA, entitled 'Bridging Regions: Nordic-Japan Security in Uncertain Times'. The event aimed at deepening the understanding of the perspectives, interests, and opportunities for enhanced security cooperation between the Nordic countries and Japan.
- On 10 March, Dan and Charlotta met with the Chargé d'affaires of the Embassy of Iraq. They are potentially interested in training courses similar to the one SIPRI is organizing for Saudi Arabian diplomats in May and SIPRI will share cost estimates with them.
- On 12 March, Florian, Claire, Ann-Sophie and Dylan met with the Singaporean MFA to discuss the new humanitarian imperative initiative. As a follow-up to the meeting, Florian will update the concept note and seek feedback from Chang Heng Chee, SIPRI Governing Board member and Ambassador-at-Large with the Singapore MFA.
- On 14 March, SIPRI is co-organizing an event together with the French Embassy entitled 'Strategic crossroads: European security at a time of global uncertainty'. The event will take place at the French Residence and will be moderated by Lars-Erik Lundin, SIPRI Distinguished Associate Fellow. Following the event, there will be a closed-door lunch.
- On 17 March, Stefan and Charlotta will meet with the Palestinian Ambassador, H.E. Rula Almhaissen.

**c) Relations with other organizations**

- On 11 March, Dan, Mathew, Mark and Pieter met with the Chair of the Kimberly Process to discuss the role of illicit arms in conflict in Africa and its connection to rebel movements and the diamond trade.
- On 11 March, Charlotta attended a parliamentary forum on small arms and light weapons organized by the Christian Peace Movement (Kristna Fredsrörelsen, SweFOR).
- On 12 March, Dan, Charlotta and Sofie held a productive meeting with the Nordic members of the GCC-Nordic mediation cooperation group. The mediation group will organize a pre-Forum meeting on 12 May in Stockholm, with actors from both the GCC and Nordic regions.
- On 20 March
  - o Charlotta will meet with Marc Lassouaoui, Advocacy and Outreach Senior Manager for Europe at the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA ROE).
  - o Charlotta, Luc and Alaa will meet with colleagues from the Folke Bernadotte Academy (FBA) to discuss MENA-related issues and the SIPRI-FBA MoU.
- In June, the Under-Secretary-General and High Representative for Disarmament Affairs at the United Nations Office for Disarmament Affairs (UNODA), Izumi Nakamitsu, will be in Sweden. Her office will likely contact SIPRI to organise a visit.
- SMT agreed that SIPRI should join the network Peace Research in Sweden (PRIS), a research association that brings together scholars from different disciplinary backgrounds, providing a platform to share novel and emerging research on peace and conflict dynamics across the globe. Caroline will be the lead on this.
- On 14 March, there will be an internal meeting on the recently signed MoU with IOM, to discuss already ongoing work and ideas on possible future projects.

**d) Operations**

- Sibylle informed SMT that a SIPRI colleague had their private phone hacked. The person was notified of the incident by Apple and advised to seek professional assistance. IT has been informed.
- The SIPRI summer school advertisement was mistakenly posted on external websites, resulting in an influx of ineligible applications. SMT discussed solutions on how to filter the relevant applications and how to ensure this does not happen again.
- SIPRI has experienced some issues with SEB regarding international payments. Luc to follow up with Kristina about this once she is back from vacation.

**4. Delegation visits**

- SIPRI will host visits from the MFA Diplomatic Training Programme (31 March, 13.00-16.30) and the Swedish Defence Attache Programme of the Swedish Armed Forces (28 April, at 13:00-15:00). DoSs to get back to Charlotta regarding their cluster's availability and with ideas on what they would like to present. Sofie to circulate list of Defence Attachés and what countries they are accredited to.

**5. Review of finances and strategic fundraising priorities**

**a) Review**

- SMT decided that the bi-monthly financial updates shared with the Governing Board should also be shared with all staff. The first financial update for 2025 has already been sent to the Board and staff.

**b) Fundraising**

- N/A

**c) Due diligence**

- SMT approved SIPRI to sign contracts with two consulting companies contracted (or sub-contracted) by the World Food Programme (WFP): (1) Social Terrain Ventures Limited and (2) Salasan Consulting Inc. The contracts are needed for SIPRI to be able to carry out work related to the WFP Congo Country Strategic Plan.

**6. Budgeting and project allocation for 2025 strategic grant**

- SMT discussed the first draft of project allocations for the 2025 strategic grant, prepared by Luc, Florian, Sibylle, and Fred before the meeting. The draft considered existing commitments outlined in the application, government priorities, internal programme needs, and opportunities for cross-cluster collaboration. Following the discussion, SMT agreed that:
  - o Florian and Luc will finalize cost estimates and refine budget allocations based on SMT feedback, with help from GAD.
  - o Charlotta will have a preliminary discussion and sense-check with the MFA UN department during her meeting with them on 13 March.

**7. The transition process between the outgoing and incoming Directors**

- The SMT discussed and continued to refine the transition plan between the outgoing and incoming Directors. The transition plan will be one of the main topics at the 3 April RSC meeting and all staff will be asked to contribute with input.

## **8. Zondera action plan**

- SMT discussed and finalized their own staff survey action plan.

## **9. Staffing / HR**

- SMT decided that they would discuss the intern policy if time permits at the SMT away day on 19 March.
- The negotiations with the unions (MBL) are ongoing, with the next meeting taking place on 20 March.
- The Mid-Term Review (MTR) process will begin shortly, and details will soon be shared with line managers and staff. Given the busy period in March and April, SMT agreed to extend the deadline. All MTRs must now be finalized by Friday, 9 May.

## **10. AOB**

- SMT discussed an invitation Charlotta received from Johan Schaar, SIPRI Associate Senior Fellow, inviting SIPRI to participate in a conference organized by the Swedish Afghanistan Committee in November. SMT concluded that SIPRI cannot commit to institutional participation due to time constraints, but Charlotta will inform Johan that individual researchers might still be interested in attending.

## **11. Next week's SMT agenda**

- At the SMT away day on 19 March, SMT will discuss:
  - o SIPRI's restructuring process
  - o Zondera institute-wide action plan
  - o 2025 strategic grant
  - o Intern policy (in case of time)

## **12. Executive session**

- SMT held an executive session.

### **Action items:**

- Finance to draft and send out an update on programme and cluster funds
- Sofie to circulate list of defence attachés with Florian, Luc and Sibylle and the countries they are accredited to
- Sofie to follow up on a system to review policies
- Dan/Charlotta to provide cost estimates for potential training for the Iraqi Charge d'Affaires. Sofie to speak to Fred first.
- Charlotta to discuss the strategic grant with the MFA UN department
- Florian and Luc to work with GAD on a draft budget for the activities proposed under the 2025 strategic grant
- Charlotta to follow up with Johan Schaar regarding the invitation from the Swedish Afghanistan Committee

### **Follow-up items:**

- SMT away day in June
- RSC dates after the May Board meeting and in June in connection to Karim's visit to Stockholm
- Insurance for interns
- In-person Board meeting date (preliminarily early October 2025)
- Fire safety protocol