



SENIOR MANAGEMENT TEAM MEETING

26 March 2025

MINUTES

Participants

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

Absent

Sibylle Bauer

Note-taker

Sofie Waller Snygg

Format

Hybrid meeting

AGENDA

1. Minutes

- SMT approved the 5 March meeting minutes but has yet to approve the minutes from 12 March.

2. Matters arising

- All SMT documents, including previous years' files, have been moved to the new Microsoft Teams channel. This replaces the previous use of NextCloud.
- Sofie has started drafting a schedule for the policy reviews, which will be shared with the SMT.
- Florian has created a SIPRI-wide Teams channel on skills development, with the aim of creating a space where SIPRI colleagues can share and find resources on various skills-related topics. The link was shared with all staff on 26 March.

3. Report back

a) Sweden

- On 17 March, Charlotta met with the MFA MENA department.
- SIPRI has signed an MoU with the Folke Bernadotte Academy (FBA), and an initial planning meeting with SIPRI and FBA colleagues took place on 20 March.

b) Relations with other countries

- On 25 March
 - Charlotta met with the Deputy Head of Mission at the German Embassy. An event co-organized with SIPRI is planned for May, shortly after the Forum, on Women, Peace and Security (WPS).
 - Charlotta had a call with Ann Måwe, Director of Swedish Dialogue Institute for the Middle East and North Africa, regarding their activities and sessions at the Forum.

c) Relations with other organizations

- On 31 March-1 April, Florian will be in London attending some meetings organized by XCEPT and meetings with the Foreign, Commonwealth and Development Office (FCDO).

d) Operations

- SIPRI's agreement with Telenor, its mobile service provider, is up for renewal. As part of the renewal process, Operations asked all staff whether they wished to keep or cancel their work phone subscriptions to assess whether the number could be reduced. Based on the feedback received, SIPRI has cancelled 35% of the current subscriptions, saving approximately 4,500 SEK per month.
- SIPRI has contracted a new garbage collection company, following issues with the previous provider. The new service is expected to save SIPRI approximately 5,000 SEK per month.
- SIPRI's fire safety procedures are being updated and will be discussed at the upcoming cooperation group meeting. A fire drill is planned for the spring—the exact date will not be announced in advance.
- SIPRI has received new artwork from Statens Konstråd, which is now on display around the building.

4. Delegation visits

- The agenda for the visit from the MFA Diplomatic Programme on 31 March is now finalized and will be shared with everyone involved.
- SMT discussed improving internal communication about delegation visits and events. Suggestions included better informing staff about visitors and potentially utilizing the entrance screen for announcements.

5. Review of finances and strategic fundraising priorities

a) Review

- SMT received a presentation on SIPRI's finances by Karin and Nikos. The interim financial report for SIPRI covering January – February this year will be sent to the Governing Board, including an assessment of the current financial situation, the budget figures and actuals for January and February and a liquidity forecast for April through July. A presentation of SIPRI's finances to staff will be given at the RSC on 3 April.

b) Fundraising

- N/A

c) Due diligence

- N/A

6. Budgeting and project allocation for 2025 strategic grant

- Florian and Luc provided an update on budgeting and project allocation discussions related to the 2025 strategic grant. SMT agreed on the proposed division for the strategic grant.
- Florian and Luc to create a detailed calendar to schedule roundtables and publications and will subsequently coordinate this with Steph, Joey and Marti. SMT also agreed that a general planning meeting should be scheduled with relevant colleagues to introduce the strategic grant activities and the annual calendar.

7. Intern policy

- SMT decided to postpone this agenda item to the SMT meeting on 2 April and for Clarisa to be invited to take part in the discussion.

8. Staffing / HR

- The negotiations with the unions (MBL) are ongoing.

9. AOB

- N/A

10. Next week's SMT agenda

- Besides the weekly recurring agenda items, SMT will also discuss:
 - o Liquidity
 - o Internship policy
 - o Zondera action plan

11. Executive session

- SMT held an executive session.

Action items:

- Sibylle to confirm availability for SMT away day in June
- Charlotta to follow up internally and potentially externally on cybersecurity incident.
- Finance to provide a liquidity report early next week for submission to the Governing Board.
- Florian and Luc to:
 - o Create a calendar for the 2025 strategic grant activities (roundtables and publications).
 - o Coordinate strategic grant calendar with Steph, Joey and Marti.
 - o Schedule a general planning meeting to introduce strategic grant activities to relevant colleagues.
- Sofie to share a schedule for SIPRI policy reviews with SMT.

Follow-up items:

- N/A