



SENIOR MANAGEMENT TEAM MEETING

9 April 2025

MINUTES

Participants

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

Absent

Charlotta Sparre

Note-taker

Sofie Waller Snygg

Format

Hybrid meeting

AGENDA

1. Minutes

- SMT approved the 26 March meeting minutes but has yet to approve the minutes from 2 April.

2. Matters arising

- Kristina raised the issue that SIPRI's formal name does not include the abbreviation "SIPRI," which is causing practical problems such as undelivered post. SMT agreed that a proposal to amend the name to "Stiftelsen Stockholms Internationella Fredsforskningsinstitut (SIPRI)" (or something similar; exact name is TBC) should be added to the Governing Board agenda in May. Sofie to make sure this is included.

3. Report back

a) Relations with other organizations

- On 7-9 April, Sibylle presented at the Responsible Quantum Technologies (ResQT) 2025 workshop held at Karlsruhe Institute of Technology, along with Kolja Brockmann and Michal Krelina. There is significant potential for SIPRI to shape the debate on quantum governance, which remains largely underexplored.
- On 8 April, Florian met with the new Director of CCCPA (Cairo International Center for Conflict Resolution, Peacekeeping and Peacebuilding) to discuss collaboration around research and capacity building around peace and development.

- On 9 April, Gretchen and Jair successfully organized a joint dialogue meeting with FES on the Future of Conflict Management and Peace Operations, in Dakar.
- Luc informed SMT of an invitation from GLOBSEC for SIPRI to participate in a high-level roundtable in Stockholm on 8–9 May, focused on civil preparedness, national resilience, and public-private collaboration. SMT agreed in principle that SIPRI should engage, given the event's relevance to SIPRI's work. However, the team noted that SIPRI is unable to allocate any staff resources from the events or outreach teams. SMT also agreed that any potential co-hosting or branding should be contingent upon reviewing the draft agenda and list of confirmed partners. Luc will respond to GLOBSEC to express interest and explore options. The DoSs will determine appropriate representation once further information is available.

b) Comms

- The Forum team and Outreach colleagues are having conversations with FBA and Sida regarding the branding and visual identity of the Forum.
- Preparations for the launch of the MILEX data are going well. The first internal review of the press release took place earlier in the week, and SMT members were asked to review the factsheet and the final version of the press release by lunchtime on Thursday, 10 April. The materials are scheduled for release under embargo on Tuesday, 22 April.

4. Delegation visits

- N/A

5. Review of finances and strategic fundraising priorities

a) Review

- SMT held a broad discussion on the current financial outlook. While several uncertainties remain, the overall situation was considered improved compared to the same period last year. SMT reiterated the importance of finalising 2025 funding applications by the end of June.
- SMT agreed to discuss the cluster finances in the first or second week after Easter. Ahead of that discussion, Karin will meet with the DoSs to assess outstanding funding needs.
- The financial implications of exchange rate fluctuations were also discussed. Operations will look further into how SIPRI can strengthen its resilience to currency-related risks.

b) Fundraising

- N/A

c) Due diligence

- N/A

6. KPI's

- SMT reviewed the draft KPI framework in preparation for the Governing Board meeting in May 2025. SMT members discussed the importance of treating the KPI

document as a living tool that should evolve over time. Sofie will add the KPI document to the Teams folder and insert an additional column for SMT members to provide input. SMT members are asked to review and comment by Friday 25 April. The aim is to finalise the document for circulation to the Governing Board by 5 May.

7. Risk assessment

- As part of the preparations for the May 2025 Governing Board meeting, SMT also reviewed SIPRI's institutional risk assessment. It was agreed that the document should be updated to reflect current and emerging risks. Key areas discussed included:
 - The risk of further loss of donors, particularly in light of changes to the wider funding environment
 - Exchange rate volatility and its financial implications, especially the weakening of the US dollar against the Swedish krona.
 - The upcoming leadership transition and the importance of managing it effectively to avoid disruptions.
 - The broader challenge of ensuring SIPRI remains relevant in a rapidly evolving global context.
 - The potential risk of staff turnover linked to uncertainty around job security and financial stability.
- Kristina will update the risk assessment and share a revised version with Dan, who will review and return it to SMT for their final input before circulation to the Governing Board by 5 May.

8. Updated fire safety procedures

- Kristina presented a draft of SIPRI's updated fire safety procedures. SMT agreed on the need to finalise and circulate a version of the procedures as soon as possible. Kristina will revise the document based on SMT feedback before circulation to all staff.
- SMT discussed challenges around headcounts and knowing who is in the building and acknowledged the difficulty of tracking staff presence in the building, many visitors, and staff often WFH. Discussion of the possibility of introducing a manual or electronic registration system will be picked up again after the next fire drill.

9. Policy review

- Sofie presented a proposed schedule for the review of SIPRI's policies between April–December 2025. Policies will be reviewed in batches, each following a four-week cycle: two weeks for SMT members to comment, followed by two weeks for revisions by the Director's Office. Final versions will be circulated on the Tuesday before the final SMT meeting in each review period for approval. SMT approved the schedule and will start by reviewing the following policies:
 - Anti-Corruption policy (2013)
 - Policy on Ethical Due Diligence on financial sponsorship (2016)

10. Staffing / HR

- SMT discussed a request to host a second intern from the Korea Foundation. SMT agreed that the offer could be considered, but only if capacity is confirmed within the relevant team. Luc to follow up on this and report back to SMT.

11. Next week's SMT agenda

- Besides the weekly recurring items, SMT will also discuss SIPRI's dialogue activities and how to best store information/keep institutional knowledge.

12. Executive session

- N/A

Action items:

- Sofie to include the proposal to amend SIPRI's formal name on the Governing Board agenda for May
- Luc to respond to GLOBSEC and request further details before deciding on participation
- Luc to follow up regarding a second Korea Foundation intern and report back to SMT
- SMT to review and comment on the KPI document by Friday, 25 April
- Kristina to update the risk assessment
- Kristina to update the fire safety procedures
- Sofie to start the first policy review round by sharing Word versions of the anti-corruption and ethical due diligence policies with SMT
- Karin to meet with DoSs regarding cluster finances

Follow-up items:

- SMT to revisit the date of the June away day (pending Filippo Grandi's visit)
- SMT to discuss bilateral meetings for the Forum
- Strategic fundraising discussion
- Discussion on cluster finances to be held in the first or second week after Easter, preceded by Karin's meetings with the DoSs