



## SENIOR MANAGEMENT TEAM MEETING

15 October 2025

### MINUTES

#### Participants

Sibylle Bauer, Luc van de Goor, Karim Haggag (joined at 14:20), Florian Krampe, Kristina Sandberg, Charlotta Sparre

#### Absent

Stephanie Blenckner

#### Note-taker

Priscilla Frimpong Boateng

#### Format

Hybrid

### AGENDA

#### **1. Minutes**

SMT approved the minutes of the 8 October SMT meeting.

#### **2. HR and staffing issues**

- Salary review process
  - SMT discussed the salary review process with Clarisa
  - Kristina and Clarisa informed about a meeting that had been held with the Union representatives. A general agreement had been reached to follow a similar process for the salary review as last year. Key principles guiding the process:
    - The principle of non-discrimination against staff who had been absent from ordinary position (leave of absence, union duties, etc.).
    - Maintain financial caution
    - Performance ratings will inform, but not alone direct salary adjustments.
    - Final percentage levels to be decided after feedback from the Unions.
    - Staff promoted before June would be included in the salary review, but not those promoted after June.
  - Clarisa to inform line managers of the agreed framework.
  - The handbook section on salary reviews for promoted staff to be revised (to reflect that staff promoted before June will be included in the salary review).
  - The question of housing allowance had been raised by the Unions and should be reviewed by SMT at a later date.
- Work environment training
  - SMT members who participated in the work environment training on 14 October agreed the training was valuable. SMT also:
    - Noted that the instructor had been good.
    - Found it useful as it improved understanding of communication and procedures.

- Noted that the expectations differed from the content, appreciated peer discussions and better understanding of shared challenges.
  - Reiterated the need for leadership training for managers.
- Clarisa informed that she had held a meeting for new employees to assess the onboarding procedures. Overall there had been a satisfaction amongst new staff members with the onboarding but it was noted that:
  - There is a request for social and practical support for living in Stockholm (information).
  - It would be valuable to hold regular meetings with newcomers.
- Renewals, recruitments and promotions
  - SMT discussed the upcoming renewals, recruitments and promotions of staff members.
  - SMT discussed the implications of the increase in short term project based funding on recruitment and staffing.
  - SMT emphasized on ensuring ethical, transparent, and flexible employment practices.
  - SMT discussed the potential consideration of engaging student assistants from nearby universities for temporary positions.

### **3. Report back**

- Operations is looking into a standardized database licensing and pricing structure.
- Operations is looking into internal processes for charging projects for use of the Conference Room.
- The job advertisement for upcoming recruitment for the GAD Manager is being finalized and will be circulated with SMT before publication.
- Sibylle informed that the Space-China workshop organized by Nivedita was very successful and that a follow-up event is planned to take place in Beijing next year, with UK FCDO funding.
- Charlotta informed about the recent WPS workshop in Amman (organized by Gretchen in collaboration with Swedish Dialogue Institute in Amman) and noted that it had been a successful – and cost-beneficial – partnership.
- Charlotta participated from Rome, where she had meetings with Swedish Embassy to Italy and Italian based international organisations and, and with Istituto Affari Internazionali – both Director Natalie Tocci (incl. on the experiences from IAI's 60<sup>th</sup> anniversary) and with MENA/Africa director Maria Luisa Fantappie.

### **4. Looking forward**

- Florian informed about a planned roundtable with WWF on 11 November on peatlands, linking to Ukraine.
- The SMT noted the upcoming visit to SIPRI by the Foreign Affairs Committee of the Parliament.

### **5. Due Diligence**

- N/A

#### **Action items**

- HR to collect feedback on the work environment training and identify follow-up actions for the next SMT meeting.

#### **Follow up items**

- SMT to have an agenda point on dialogues on an upcoming SMT meeting.
- SMT to look into models for flexibilities for RA positions (later).
- SMT to have a strategic discussion on SIPRI Associates in November or December, including on diversity, need for due diligence and ensuring associates' active involvement.