

## **Monday morning meeting**

27 January 2025

### **Notes**

#### **New colleagues**

We have three new colleagues joining the Forum team.

- Channa Törnlund, joining as an Events Assistant
- Valeria Juesas Lozano, joining as an Intern
- Jingwen Ren, joining as an Intern

#### **Outreach**

- Steph is back from Davos with Stefan and will give a brief report at 12.00 to 12.30 in the conference room for those of you who are interested.
- Notify Emma and Amelie about key events in your field this week, so we can feature you and your work on social media.

#### **Operations**

GAD:

- Congratulations to the Governance of AI team, and Netta Goussac, for securing a new project, titled 'Responsible Procurement of Military AI', funded by the Canadian Ministry of Defence (MINDS programme).
- A fundraising coordination group meeting will take place on Thursday 30th at 10 am. Remember to nominate someone from your team if you cannot attend.
- GAD will start a 30-minute help-desk session, open to all staff, on February 6th. It will be every two weeks. Feel free to send questions and problems you have concerning fundraising in advance.

HR:

- Salary review: As part of this year's salary revision process, salary talks will be conducted. Given the size of some teams, employees in the A&D cluster will have their discussions with their line managers. For other teams, cluster or department managers will hold these discussions this year. To ensure the new salaries are included in the February payroll, all salary discussions must be completed by 21 February.

#### **Armament and Disarmament Cluster**

- From Monday to Friday, Lauriane and Pauline are travelling to Cameroon for the first of three country visits under Lauriane's Arms Trade Treaty (ATT) Voluntary Trust Fund (VTF) project on "Strengthening Cameroon's annual reporting to the Arms Trade Treaty (ATT)." An excellent example of cross-cluster collaboration!

#### **Conflict, Peace and Security Cluster**

- Barbara will be in Paris Monday through Wednesday for various meetings on the future of the European security order.

#### **Peace and Development Cluster**

- No highlights