

1st/2024 SCM

Subject No 21



**INTEGRATED AIR & MISSILE DEFENCE
CENTRE OF EXCELLENCE**

Souda Air Base, 73100, Chania

<https://www.iamd-coe.org>



**1st/2024 Steering Committee Meeting
POINT PAPER**

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Date:	02 Aug 2024	Email:	info@iamd-coe.org

TO: See Distribution

SUBJECT: **Directive 40-02 Rev.1 (IAMD COE Staff Absence)**

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PURPOSE: To revise the Directive 40-02 regarding the IAMD COE Staff Absence. A paragraph is suggested to be added proposing that the Centre remains closed for a two-week period during August.

BACKGROUND: August is a period of significantly reduced workload. Many entities and organizations also slow down their operations or take vacations during this month, leading to a natural lull in our business activities. By aligning our closure with this period, we can ensure that the downtime has minimal impact on our overall productivity.

ANALYSIS & STATUS: A two-week closure in August aligns with both internal operational efficiency and external practices.

It is a well-established practice among NATO organizations to implement a similar closure during August. This alignment not only adheres to common organizational practices but also facilitates smoother coordination and communication with these entities, many of which we collaborate closely with.

Furthermore, a planned closure allows for better scheduling and use of annual leave. Staff members will have the opportunity to plan their vacations in advance, knowing that this period is designated for leave.

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This can reduce the occurrence of sporadic leave requests throughout the year, which can disrupt team dynamics and project timelines.

FINANCIAL
CONSIDERATIONS
& FUNDING

No financial obligations arise from the aforementioned issue.

RECOMMENDATIONS
& DECISIONS

The SC members are kindly requested to approve the attached Directive Revision.

FOR THE IAMD COE:



B. Gen (OF-6) Nikolaos MAKRYGIANNIS GRC (AF)
IAMD COE Director

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