**NBER Staff Meeting Agenda**

**March 17 2021 - 11:00am**

1. **A Year Ago this Week: Start of Remote Work. What Has Surprised Us Positively? Negatively? (Jim)**
2. **Opportunities for in-year FSA Changes in 2021 (Diane)**
3. **IT Support Check-In (Debby, Dan, and Mohan)**
4. **New Business**

**Next Meeting: Wednesday March 24 11:00am**

From the Archives….

Dear NBER Colleagues -

    The coronavirus situation continues to evolve, as does guidance from the governor and public health authorities regarding appropriate responses for firms and for individuals. Providing for the health and safety of everyone who works at the NBER, and of our broader community, is our primary objective.  In light of the intensifying calls for everyone who can work from home to do so, the NBER's Cambridge office will close, until further notice, at 5pm on Wednesday afternoon, March 18.  All staff members, with the exception of essential IT staff, will work from home.  All researchers should also work from home if possible.  Effective today, our building management firm has restricted access to 1050 Massachusetts Avenue to key-card holders only, even during normal business hours.

    I am very grateful to our IT team for getting us collectively ready for work-from-home, and to all of our staff members for embracing this new reality and finding ways to keep our key business functions moving forward.

    One consequence of closing our office is that courier services -- Amazon, Fedex, UPS, and others -- will no longer be able to deliver packages.  If you are expecting a delivery at 1050 Massachusetts Avenue after tomorrow, I hope that you can contact the shipper and redirect your package to another location.  I apologize for any disruption that this may cause, and I appreciate your understanding given the extraordinary nature of the circumstances that motivate our office closure.

    Mail for the NBER will be held at the post office.  We will make every effort to collect it at least once a week.  If you are expecting any time-sensitive documents, please alert Lisa Ursino so that she can alert you if and when they arrive.

    Please do not hesitate to contact Lisa (ursino@nber.org) or me if you have other concerns associated with the closure of our office.  All best wishes at this very challenging time; I hope that we will be able to re-open before too long.

Jim Poterba