



STUDENT TASKS AT THE IUFRO HEADQUARTERS

2016

A trainee will be assigned to the IUFRO secretariat and/or to one of the IUFRO special programmes or projects. Together, these entities constitute the IUFRO headquarters. Assignments will be made on the basis of the respective work needs of these entities at given points in time and, to the extent possible, the specific interests of the trainee. The trainee is expected to carry out one or more of the following tasks:

IUFRO Secretariat:

- Collection and synthesis of policy papers and technical reports as a background information for IUFRO's involvement in international processes, in particular the Convention on Biological Diversity (CBD), and the United Nations Framework Convention on Climate Change (UNFCCC)
- Assistance to the IUFRO web-moderator (editing and updating of IUFRO web-pages, etc.)
- Assistance with communication tasks related to IUFRO congresses

IUFRO Special Programme for Development of Capacities (IUFRO-SPDC):

- Assistance in the development of new IUFRO-SPDC training material (i.e. literature review, internet search, assistance with logistics and preparation of the pre-congress training workshops)
- Assistance in the conceptualization and production of public relations material

Information Management

- Assistance in the compilation of information for FORNIS
- Drafting of FORNIS blog entries and other social media

SilvaVoc Terminology Project:

- Data entry (i.e. additions to SilvaTerm database)
- Data management (e.g. updating bibliographical links to glossaries in the online bibliography of the SilvaVoc project homepage)