

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**INTERNATIONAL UNION OF FOREST RESEARCH ORGANIZATIONS (IUFRO)**  
**AND**  
**INTERNATIONAL FORESTRY STUDENTS ASSOCIATION (IFSA)**

**I. SCOPE**

The International Union of Forest Research Organizations (IUFRO) and the International Forestry Students Association (IFSA), hereafter jointly referred to as “the Parties”, hereby affirm their mutual interest and desire to establish and broaden collaboration between the two organizations, bringing researchers and students closer together at a global level.

The Parties recognize that this cooperation involves working together toward common goals of mutual interests and not necessarily for co-operative financing or sharing of activities. The Parties also recognize that successful cooperation occurs through mutual understanding and efficient management of cooperative programs.

This Memorandum of Understanding (MOU) defines in general terms the basis on which the Parties will cooperate.

**II. PURPOSE**

The purpose of this MOU is to strengthen the activities and outcomes of both Parties through collaborative undertakings, in order to support the dissemination of research results and broaden the discussions within forestry and related sciences by providing platforms for students and researchers to meet at both local and international levels.

The Parties agree jointly to explore and coordinate the activities of shared interest; these activities will be implemented by mutual understanding and in conformity with the regulations and policies of both Parties.

### **III. MUTUAL INTERESTS**

1. Both Parties represent the same field of discipline, forestry and related sciences, at a global level: IUFRO at the researcher level while IFSA at the student level.
2. The researchers/professors through IUFRO, with their understanding, experience and contacts, can contribute to the development of IFSA activities, and the students through IFSA can contribute their perspectives to the different IUFRO activities and projects.
3. For IFSA, contact with the professional network of IUFRO can facilitate an enrichment of forestry students' formal education and strengthen the services IFSA renders to its members.
4. IFSA may propose valuable inputs to activities carried out by IUFRO. IFSA with its worldwide network of students can assist IUFRO in disseminating research results and in recruiting new potential researchers with international experiences. IUFRO may advise the activities of IFSA if requested
5. Both Parties will benefit from the exchange of information and viewpoints.

### **IV. GENERAL PROVISIONS**

1. Both Parties have an easy point of contact with the constituency through their respective Secretariats.
2. To facilitate collaborative effort(s) described in II. Purpose, both Parties agree to assist in identifying projects of mutual interests and to facilitate jointly development of these projects through the Secretariats.
3. The details of each future collaborative project shall be planned and executed under separate agreements between IUFRO and IFSA.
4. To further enhance cooperation, the IFSA President or his/her alternate is invited to participate as an observer in the IUFRO Board meetings. IFSA in turn will disseminate information on IUFRO activities, especially promoting the IUFRO Student Award.
5. Either Party of this MOU shall be free to use any of the results from joint activities in its official correspondence or publications provided that the due credit is given to the other Party for its contribution(s) to the effort. It is understood that neither Party will publish any materials from joint activities without consulting the other Party. The other Party disagreeing with the content of the publication may ask for its correction.
6. This MOU will become effective from the signing date and will be valid initially for 10 years. The MOU may be modified only by mutual accord between the two Parties in writing, and may be discontinued at the request of either Party. Requests for any major change shall be submitted to the other Party not less than 90 calendar days prior to the proposed effective date. Either Party may terminate the MOU by simple notification not less than 90 calendar days prior to the desired effective date of termination.

*Annex 1:*

**Guidelines for participation in IUFRO events**

To participate in an IUFRO event under the agreement between IFSA and IUFRO (see Annex 1), a **student** must fulfil the following criteria:

1. The student must be a member of IFSA and must be able to prove this
2. At least one month before the closing date of registration and at least two months before the start of the conference, the student must forward an application to the IFSA Secretariat (or an appointed IFSA Contact Person). The application shall include:
  - a) Statement on level of education
  - b) Motivation letter (the student should specify whether s/he has previous experience with the topic of the event (publications or other scientific work should NOT be attached)
  - c) Field of interest
  - d) Grades
  - e) Proof of IFSA membership

The student(s) should never contact the organisers themselves but always go through IFSA. Failure to follow this procedure should lead to disqualification from participating under the agreement. The reason for this is to prevent placing an extra burden on organisers by potentially having masses of students contacting them.

The **Secretariat** shall

1. Contact the organisers of the event in question and make them aware that there is student interest. It may be necessary to inform about the IUFRO-IFSA agreement, since it is not necessarily all people involved in IUFRO who know about the agreement. In case more students are interested, make sure to ask the organisers how many students they will be willing to let in under the agreement.
2. Forward the application to the responsible person/body within IFSA\*.

The **responsible person/body** shall

1. Assess whether the student can be expected to "perform well" at the event, placing particular emphasis on the motivation letter and the interest, the student has previously shown in the topic of the IUFRO event.
2. If more than one student applies, the most motivated/best-qualified student(s) should be selected.
3. Forward the name(s) of the selected student(s) and justification of selection to the IFSA Secretariat who shall supply the conference organizer(s) with the name(s) and details of the selected student(s) no later than the closing date of registration.

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\*This is currently (February 2004) the IFSA Direction but could easily be delegated. The people assessing applications should, however, have some knowledge of IFSA and some years of university experience/scientific background.

*Annex 2:*

## **Exchange Program Proposal**

February 2007

### **Overview**

Currently the IFSA Exchange Program (EP) advertises a traineeship position within the IUFRO secretariat. This is done through the IFSA website ([www.ifsa.net](http://www.ifsa.net)). Applications for this position are to be sent to the EP, where they are then transferred to the relevant person within IUFRO for selection.

Although the current situation is satisfactory, it is the belief of IFSA direction that it can be improved. It is proposed by IFSA that the Memorandum of Understanding be amended to form an official bond between the IUFRO secretariat and the EP (Appendix 1). The goal is for IUFRO to annually provide at least one guaranteed traineeship position for a person involved within IFSA.

### **Changes**

There would be no change to the current running of actual traineeship; however there would be some modification to the application process. If this proposal is accepted, there would be the introduction of an application period with a pre determined cut off date, for example 1<sup>st</sup> of January to the 1<sup>st</sup> of March. Within this period all of those who wish to apply for the position are required to submit their curriculum vitae (CV) with an attached covering letter. The covering letter should specify why they wish to have the position and desired dates of the traineeship. All applications would be sent to IUFRO via the EP, with the EP confirming that all the applicants are involved with an IFSA local committee. Final decision of who is accepted into the traineeship would remain with IUFRO.

The position would be extensively advertised through the IFSA website, mailing lists, general presentations and IFSA news for two months prior to the application period. It is expected that through these modifications there would be an increase in the students' awareness of IUFRO as well as the opportunities available through involvement with IFSA.

Susan Edda Seehusen

IFSA President

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*Proposal Prepared By:*

Geoff Roberts Wilrieke Uiterweerd

IFSA Council IUFRO Liaison Officer

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