**Tasks for students aT the IUFRO Headquarters**

**State: 2013**

Trainees will be assigned to the IUFRO Secretariat and/or to one of the IUFRO Special Programmes, Projects or Initiatives based in Vienna. Assignments will be made on basis of the respective work needs of these entities at given points in time and, to the extent possible, the specific interests of the trainees. The trainees are 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 United Nations Forum on Forests, the Convention on Biological Diversity, and the United Nations Framework Convention on Climate Change;
* Collection and syntheses of scientific and technical information generated by IUFRO Divisions, Research Groups, Working Parties and Task Forces with regard to special topics (proceedings, papers, etc.);
* Assistance to the IUFRO web-moderator (editing and updating of IUFRO web-pages, etc.)
* Collection of information for IUFRO’s electronic newsletter and assistance in the editing of IUFRO News;
* Editing and proof reading of documents prepared by the Secretariat;
* Administrative support to the Secretariat (research in IUFRO databases, packaging and mailing, etc.)

IUFRO Special Programme for Developing Countries (IUFRO-SPDC): (<http://www.iufro.org/science/special/spdc/>)

* Assistance in the development of new training material for IUFRO-SPDC training courses, including on "Working Effectively at the Interface of Forest Science and Forest Policy" and “Communicating Forest Science” (literature reviews, Internet search, etc.);
* Assistance in the conceptualization and production of public relation material for IUFRO-SPDC.

Global Forest Information Service (GFIS) ([www.gfis.net](http://www.gfis.net))

* Assistance in the development metadata records for the GFIS website and entry into GFIS;
* Assistance in the preparation of GFIS training materials and activities;

Global Forest Expert Panels (GFEP) (<http://www.iufro.org/science/gfep/>)

* Internet-based literature research on themes for reports of GFEP;
* Assistance in facilitating communication and collaboration of GFEP;
* Research on methodological issues and procedures for review in support of GFEP;
* Assistance in the development, editing and updating of web-pages of GFEP.

SilvaVoc Terminology Project: (<http://www.iufro.org/science/special/silvavoc/>)

* Assistance in research on forest terms and definitions;
* Help in entering terminology data into the SilvaTerm terminology database.