

International
**FORESTRY
STUDENTS'**
ASSOCIATION



IFSA Strategy 2008-2010 and Job Description

Person: _____

Country: _____

PREFACE

This is the guide which help you to follow and understand the Strategy of IFSA which was planned for years 2008-2010. The part Job description helps you to understand the different positions of IFSA officials. This guide includes also the amendments of Strategy for the next period. After reading we hope you understand better the structure of IFSA and how it running.

If you have any questions, then the answer probably lies within this book. However, if you can't find what you are looking for, please feel free to ask us.

Best wishes,

Frauke Thorade
IFSA President 2008-2009

On behalf of:

Choiriatun Annisa
Vice President

Florian Beig
Treasurer

Florent Kaiser
Secretary

Mikko Nivala
Council

Sofie Blanchart
Council

Darren Brown
Council

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COMMON IFSA ABBREVIATIONS

EERM	Eastern European Regional Meeting, before Europe split in 2004
ELEF	Encuentro Latinoamericano de Estudiantes Forestales (Latin American Regional Meeting)
EP	Exchange Programme
EPO	Exchange Programme Office
EPC	Exchange Programme Commissioner
GA	General Assembly
IFSA	International Forestry Students' Association
IFSA-Seven	IFSA Direction and Council (IFSA Board)
IFSA year	The time between one GA and the next
IFSS	International Forestry Students' Symposium
LARM	Latin American Regional Meeting (ELEF – Encuentro Latinoamericano de Estudiantes Forestales)
LC	Local Committee
LEPC	Local Exchange Programme Co-ordinator
LO	Liaison Officer
MoU	Memorandum of Understanding
NARM	Northern American/African Regional Meeting
NERM	Northern European Regional Meeting
NEIS	Northern European Inner regional Seminar
ORM	Oceania Regional Meeting
RR (RegRep)	Regional Representative
SERM	Southern European Regional Meeting
SEVEN	IFSA Direction and Council (also IFSA-Seven)
Snail mail	Hardcopy mail ('slow' mail)
UNPC	United Nations Processes Commission
VCP	Village Concept Project
VP	Vice-President
WERM	Western European Regional Meeting, before Europe split in 2004

Professional Partners and Processes

ATIBT	Association Technique Internationale des Bois Tropicaux
CBD	Convention on Biological Diversity
CFA	Commonwealth Forestry Association
CIFOR	Centre of International Forestry Research
CPF	Collaborative Partnership on Forests
EC	European Commission
ECOSOC	United Nations Economic and Social Council
EFI	European Forest Institute
EU	European Union
EUSTAFOR	European State Forest Association
GTZ	German Agency for Technical Co-operation
FAO	Food and Agricultural Organisation of the United Nations
FORNESSA	Forestry Research Network for Sub-Saharan Africa
FSC	Forest Stewardship Council
IPFE	International Partnership for Forestry Education
IUFRO	International Union of Forest Research Organizations
ITTO	International Tropical Timber Organisation
MCPFE	Ministerial Conference on the protection of Forests in Europe
UNESCO	United Nations Educational, Scientific and Cultural Organisation
UNFCCC	United Nations Framework Convention on Climate Change
UNFF	United Nations Forum on Forests

Student Partners and Processes

AEGEE	Association des États Généraux des Étudiants de l'Europe
AFSA	Asian Forestry Students' Association
AIESEC	Association International des Étudiants en Économie
ALECIF	Asociación Latinoamericana de Estudiantes de Ciencias Forestales (Latin American Forestry Students' Association)
BEST	Board of European Students of Technology
EDSA	European Dental Students' Association
EFPSA	European Federation of Psychology Students' Associations
ELSA	European Law Students' Association
EMSA	European Medical Students' Association
EPSA	European Pharmaceutical Students' Association
ESTIEM	European Students of Industrial Engineering and Management
IAAS	International Association of Students in Agriculture and Related Sciences
IACES	International Association of Civil Engineering Students
IADS	International Association of Dental Students
IAESTE	International Association for the Exchange of Students for Technical Experience
IFISO	Informal Forum of International Students' Organisations
IFMSA	International Federation of Medical Students' Association
IPSF	International Pharmaceutical Students' Federation
IPSO	International Psychology Students' Organisation
ISHA	International Students of History Association
IVSA	International Veterinary Students' Association
JADE	European Confederation of Junior Enterprises
PRIME	The European Public Relations Students Association
WISE	World Initiative of Students for Exchange

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STRATEGY Documents

IFSA STRATEGY 2008-2010

Vision:

IFSA's vision is for global cooperation among students of forest sciences in order to broaden knowledge and understanding to achieve a sustainable future for our forests, and to provide a voice for youth in international forest policy processes.

Mission:

IFSA's mission is to provide a platform for students of forest sciences to enrich their formal education, promote cultural understanding by encouraging collaboration with international partner organisations and to gain practical experiences with a wider and more global perspective. Through its network, IFSA encourages student meetings, enables participation in scientific debates, and supports the involvement of youth in decision making processes and international forest and environmental policy.

GOAL 1: Ensure the continuation of the association for the benefit of all forestry students

- 1.1 To foster mutual collaboration with existing Local Committees and partners of IFSA;
- 1.2 To ensure responsible financial management for the continuation and development of IFSA; and
- 1.3 To promote continuity and communication between generations of IFSA for the improved stability and smooth running of the association.

GOAL 2: Contribute to the improvement of higher education and promote non-formal learning

- 2.1 To contribute to the enrichment of forestry higher education through student meetings and cooperation with partners;
- 2.2 To enhance information availability and provide additional sources of information to forestry students; and
- 2.3 To provide opportunities for students to develop new skills.

GOAL 3: Broaden forestry students' horizons and represent youth in global processes

- 3.1 To develop partnerships with organisations and companies worldwide to offer new opportunities to IFSA members;
- 3.2 To have strong representation and participation of IFSA in all regions of the world; and
- 3.3 To represent the interests of youth through participation in international policy and decision making processes.

PART I: IFSA Strategy

GOAL 1: Ensure the continuation of the association for the benefit of all forestry students

1.1 To foster mutual collaboration with existing Local Committees ^[1] and partners of IFSA

Effective and efficient running of the association can be assured through the maintenance of open communication between Local Committees (LC's), IFSA officials and the IFSA Board. This will provide motivation and encourage active involvement of IFSA members. Furthermore, positive relations with IFSA's partners are mutually beneficial and should be upheld. For example, Liaison Officers within IFSA are in charge of maintaining good contact with IFSA partners and ensuring the continuity of the partnership.

Actions for implementation:

- Update contact details of LC's and officials on an ongoing basis
- Write a monthly Direction newsletter to inform members about IFSA happenings at the international level
- Ensure that at least one person per LC is registered to the IFSA World mailing list and that each official is registered to their respective mailing lists
- Ensure that the Liaison Officer, IFSA President and partners work in strong collaboration
- Endeavour to have at least one member of the IFSA Board attend each Regional Meeting and participate in IFSA Workshops

1.2 To ensure responsible financial management for the continuation and development of IFSA

IFSA is occasionally hampered in its activities by limited financial resources. To face this problem IFSA is working towards financial independence through collecting LC membership fees and advertisements. In addition, IFSA will actively seek supplementary income in the form of grants, sponsorship from the private sector, funding from development banking systems etc. Other fundraising initiatives in the framework of the "IFSA Development Fund" shall be encouraged to aid less-advantaged IFSA members attend international events and enhance the spirit of solidarity in the association.

Actions for implementation:

- Encourage student involvement in the financing and fundraising activities of IFSA through the Fundraising Commission and emphasize the importance of this commission to maintain motivation
- Inform students about the auction and tombola night at IFSS to supplement the money available in the Development Fund
- Attend the annual Information Day in Brussels, which gives advice on how to finance an International Non Government Organisation for Youth
- Ensure more information is available on potentially useful European grants

^[2] In IFSA, "Change-over" is the official transfer of knowledge from one IFSA board to the next one.

^[3] IFSA's official partners are IUFRO (International Union of Forest Research Organizations), EFI (European Forest Institute), CFA (Commonwealth Forestry Association) and IPFE (International Partnership for Forestry Education)

IFSA Strategy 2008-2010

1.3 To promote continuity and communication between generations of IFSA for the improved stability and smooth running of the association

A natural and common challenge in any association with circulating tasks and new managers is the transfer of knowledge from one generation to the next. Thus, the realisation of the obligations and work responsibilities of IFSA officials, and of the permanence and on-going development of the association, shall be achieved through an efficient and effective official change-over ^[2], advertisements, and information sessions. The majority of the transfer of knowledge shall be done during the last days of the IFSS after the election of new officials. Furthermore, through diligent document and record keeping, repetition shall be prevented and IFSA's efficiency will be maximised.

Actions for implementation:

- Continue to improve the annual change-over process to ensure a good transfer of knowledge to new officials at the beginning of each term
- Annually update job descriptions
- Keep accurate and detailed records of IFSA history including past partnerships, past successes and failures, past actions and past events of the association from which to learn
- Maintain communication and update contact details of IFSA consulting members and IFSA alumni
- Develop a training system for IFSA member

GOAL 2: Contribute to the improvement of higher education and promote non-formal learning

2.1 To contribute to the enrichment of forestry higher education through student meetings and cooperation with partners

IFSA members may organise local/regional meetings with professional partners on a number of forest topics. This provides students with the opportunity to learn and discuss subjects they are interested in, but that may be beyond the scope of their studies.

IFSA also encourages students to participate in meetings organised by its professional partners ^[3]. This allows students to learn about current trends in forest research and provides comparison between countries.

By being part of an international network, students are more able to assess their own education system. Furthermore, IFSA meetings provide a platform for students to discuss different forest issues and broaden their knowledge. Various surveys through the IFSA network can also contribute to identifying educational needs in different parts of the world. For these reasons IFSA aims to become a member of the International Partnership for Forestry Education (IPFE) in 2008 with the objective of identifying attitudes and feelings of forestry students in different parts of the world and thus providing a basis for making improvements to forestry education. In addition, collaboration with other regional forestry student associations, such as ALECIF (for Latin America), provides a wider overview of these needs at the regional level.

Actions for implementation:

- Ensure strong communication with IPFE and be active in the workshops, surveys and actions undertaken by the partnership
- Encourage local initiatives and regional forestry student meetings to improve exchange and communication within each of the IFSA regions
- Continue to collaborate actively with professional and student partners

^[2] In IFSA, "Change-over" is the official transfer of knowledge from one IFSA board to the next one.

^[3] IFSA's official partners are IUFRO (International Union of Forest Research Organizations), EFI (European Forest Institute), CFA (Commonwealth Forestry Association) and IPFE (International Partnership for Forestry Education)

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2.2 To enhance information availability and provide additional sources of information to forestry students

IFSA's internal initiatives include the Forest Policy Education Network (FPEN), primarily managed by IFSA's alumni, who help students to understand and take part in international forest policy processes. IFSA also disseminates information through mailing lists, such as IFSA World, IFSA regional mailing lists, the IFSA News magazine and through the IFSA webpage (www.ifsa.net). Information includes details on conferences, meeting outcomes, upcoming events, employment opportunities, academic programs, and articles written by IFSA members. In addition, through the IFSA webpage, links to professional partners and partner organisations websites are available.

Actions for implementation:

- Maintain strong communication with FPEN to continually improve the quality and quantity of available information on forest and environmental global policies
- Develop the IFSA Website:
 - Create a "virtual library" where students can post articles and share their experiences
 - Improve the functionality and accessibility of the website (sections on professional partners, student partners, commissions, etc.)
 - Create an online forum to enhance discussion between students
 - Develop some parts in Spanish
- Continue to develop IFSA news as an interesting and useful publication for the forestry world
 - Publish articles about IFSA meetings and/or experiences studying abroad
 - Provide readers from the forest arena with educational and/or scientific articles
 - Translate each issue into Spanish and post as an electronic version

2.3 To provide opportunities for students to develop new skills

IFSA has several commissions (see Annex 1) indispensable to the functionality of the association. These commissions allow members to involve themselves more deeply in IFSA and provide an important platform for students to practice different skills. IFSA members can also benefit from informal learning by taking an official position in the association and contributing to its management. For example, members may develop coordination skills by becoming responsible for a geographical area or commission, improve communication skills by being a Liaison Officer, or develop organisational and leadership skills by becoming an IFSA board member.

Actions for implementation:

- Enhance information availability and dissemination on the different activities of IFSA
- Create a commission for Latin America in 2008 run by Spanish speakers to enhance communication and activities in this region
- Continuously update the job descriptions for official positions

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GOAL 3: Broaden forestry students' horizons and represent youth in global processes

3.1 To develop partnerships with organisations and companies worldwide to offer new opportunities to IFSA members

IFSA has already established partnerships with IUFRO (International Union of Forest Research Organizations), EFI (European Forest Institute) and CFA (Commonwealth Forestry Association). Partnerships with such organisations provide invaluable opportunities for learning and new possibilities for forestry students, including internships, attendance at scientific conferences, contacts in other organisations and collaboration with forest professionals.

IFSA negotiates internship possibilities with other external organisations and industries to provide students with unique opportunities to work in different countries and contexts. This promotes professional and cultural understanding, and the development of new skills in social, political and economic arenas.

IFSA is also a member of the Informal Forum for International Students' Organisations (IFISO), which gathers international students' associations in different fields, including medicine, economics, law, and agriculture. Collaboration with such organisations allows students to learn from each other and find common solutions to the problems met by student organisations. This type of forum is also very useful for developing joint activities with other student organisations.

IFSA has also recently collaborated with ALECIF (the Latin American Forest Students' Association) and hopes to develop a common project in this region.

Actions for implementation:

- Develop existing and new partnerships with organisations that are of mutual interest
- Take part actively in IFISO activities
- Enlarge the Exchange Programme Commission's network to find more internship possibilities for students
- Take part in the organisation of the IUFRO 2010 World Congress and have a global and committed delegation during the event

3.2 To have strong representation and participation of IFSA in all regions of the world

As a global network IFSA must have global representation. Good cooperation and communication within and between IFSA's regions^[3] is very important. To ensure this, each region has its own representative in charge of coordinating existing LC's and expanding the representation of IFSA in the region. Moreover, several regions have regional meetings to gather forestry students from the same area. Global representation is particularly important during the International Forestry Students' Symposium (IFSS), which is the annual global meeting of forestry students. By enhancing the representation of IFSA throughout the world, opportunities for international collaborations and cultural understanding will be increased and IFSA will be better equipped to achieve its missions.

Actions for implementation:

- Initiate and support regional meetings in every region of IFSA to enhance the global visibility of the association and offer more opportunities for students to join the network
- Continue to improve communication within and between each IFSA region
- Work with other partners to find contacts in the different IFSA regions and to help IFSA to expand its network

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- Stress the importance of the role of Regional Representatives
- Continue to improve the information available to each region on the IFSA website
- Enhance the action of the Development Fund

3.3 To represent the interests of youth through participation in international policy and decision making processes

IFSA sends delegates to several international forest policy processes. IFSA participates in the United Nations Forum on Forests (UNFF), United Nations Framework Convention on Climate Change (UNFCCC), Convention on Biological Diversity (CBD), United Nations Education, Science and Culture Organization (UNESCO), and Ministerial Conference for the Protection of Forest in Europe (MCPFE), as either representatives in the Youth and Children Major Group or with observer status. Through this, IFSA members have the opportunity to challenge their knowledge and contribute to decision-making processes.

Actions for implementation:

- Provide IFSA members with information on possibilities to participate in international processes
- Send an IFSA delegate to the UNFF in the United States of America (April 2009)
- Send a global and committed IFSA delegate to the FAO World Forestry Congress 2009 in Argentina and organise a side event for students before the Congress
- Work in collaboration with FPEN to prepare official papers and assist students in attending meetings
- Gather and distribute reports from students who attend such events so they may share experiences and provide a student perspective on the discussions

[3] IFSA's Regions are Southern Africa, Northern Africa, Asia, Northern America, Latin America, 11 Northern Europe, Southern Europe and Oceania

IFSA Strategy 2008-2010

PART II: Implementation

GOAL 1: Ensure the continuation of the association for the benefit of all forestry students

1.1 To foster mutual collaboration with existing Local Committees and partners of IFSA

Actions for implementation	Actors	Time Frame
Update contact details of LC's and officials on an ongoing basis	Local Committees with Regional Representatives, Council and Vice President	Continuous
Write a monthly Direction newsletter to inform members about IFSA happenings at the international level	President with IFSA 7	Monthly
Ensure that at least one person per LC is registered to the IFSA World mailing list and that each official is registered to their respective mailing lists	Vice President With IFSA Officials and Local Committees	Each General Assembly and 4 times per year
Ensure that the Liaison Officer, IFSA President and partners work in strong collaboration	Liaison Officers with President	Monthly
Endeavour to have at least one member of the IFSA Board attend each Regional Meeting and participate in IFSA Workshops	IFSA 7 and organising team (LC)	Continuous

1.2 Ensure responsible financial management for the continuation and development of IFSA

Actions for implementation	Actors	Time Frame
Encourage student involvement in the financing and fundraising activities of IFSA through the Fundraising Commission and emphasize the importance of this commission to maintain motivation	IFSA 7 with Fundraising Commission and General Assembly	Each General Assembly Continuous
Inform students about the auction and tombola night at IFSS to supplement the money available in the Development Fund	IFSA 7 and IFSS Organising Committee	Annually before the General Assembly
Attend the annual Information Day in Brussels, which gives advice on how to finance an International Non Government Organisation for Youth	Treasurer or another from the IFSA 7	Annually
Ensure more information is available on potentially useful European grants	Treasurer with support of IFSA 7	Continuous

1.3 To promote continuity and communication between generations of IFSA for the improved stability and smooth running of the association

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Actions for implementation	Actors	Time Frame
Continue to improve the annual change-over process to ensure a good transfer of knowledge to new officials at the beginning of each term	IFSA 7 with IFSA Officials	Continuous
Annually update job descriptions	Vice President with support of all IFSA Officials	Annually before the General Assembly
Keep accurate and detailed records of IFSA history including past partnerships, past successes and failures, past actions and past events of the association from which to learn	Vice President with Executive Secretary, Head of Commission, President and Treasurer	Continuous
Maintain communication and update contact details of IFSA consulting members and IFSA alumni	Vice President	Continuous
Develop a training system for IFSA members	President with IFSA 7	2008-2009

GOAL 2: Contribute to the improvement of Higher education and promote non-formal learning

2.1 To contribute to the enrichment of forestry Higher education through cooperation with partners and student meetings

Actions for implementation	Actors	Time Frame
Ensure strong communication with IPFE and be active in the workshops, surveys and actions undertaken by the partnership	President with Regional Representatives and Local Committees	Continuous
Encourage local initiatives and regional forestry student meetings to improve exchange and communication within each of the IFSA regions	Regional Representatives with IFSA 7	Continuous
Continue to collaborate actively with professional and student partners	President with Vice President and Liaison Officers	Continuous

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2.2 To enhance the availability of information, and provide additional sources of information to forestry students

Actions for implementation	Actors	Time Frame
Maintain strong communication with FPEN to continually improve the quality and quantity of available information on forest and environmental global policies	International Processes Commission with President and Publications and Promotions Commission	Continuous
Develop the IFSA Website:	Web Commission	Continuous
<ul style="list-style-type: none"> ○ Create a “virtual library” where students can post articles and share their experiences ○ Improve the functionality and accessibility of the website (sections on professional partners, student partners, commissions, etc.) ○ Create an online forum to enhance discussion between students ○ Develop some parts in Spanish 	Publications and Promotions Commission	2010
	Web Commission	2008-2009
	Web Commission	2008-2009
Continue to develop IFSA news as an interesting and useful publication for the forestry world	Language Commission and ALECIF/IFSA Commission Publications and Promotions Commission with Local Committees	Continuous
<ul style="list-style-type: none"> ○ Publish articles about IFSA meetings and/or experiences studying abroad ○ Provide readers from the forest arena with educational and/or scientific articles ○ Translate each issue into Spanish and post as an electronic version 		Continuous
	Language Commission ALECIF/IFSA Commission	

2.3 To provide opportunities for students to develop new skills.

Actions for implementation	Actors	Time Frame
Enhance information availability and dissemination on the different activities of IFSA	IFSA 7 with Regional Representatives and Web commission	Continuous
Create a commission for Latin America in 2008 run by Spanish speakers to enhance communication and activities in this region	President with Latin American Local Committees and Latin American Regional Representative	2008
Continuously update the job descriptions for official positions	Vice-President with IFSA Officials	Annually (Before each General Assembly)

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GOAL 3: Broaden forestry students' horizons and represent youth in global processes

3.1 To develop partnerships with organisations and companies worldwide to offer new opportunities to IFSA members

Actions for implementation	Actors	Time Frame
Develop existing and new partnerships with organisations that are of mutual interest	President with Liaison Officers	Continuous
Take part actively in IFISO activities	President with IFSA 7	Continuous
Enlarge the Exchange Programme Commission's network to find more internship possibilities for students	Exchange Programme Commission With Local Committees and Liaison officers	Continuous
Take part in the organisation of the IUFRO 2010 World Congress and have a global and committed delegation during the event	IUFRO Liaison Officer with President	Continuous and especially 2009-2010

3.2 To have strong representation of IFSA in all regions of the world

Actions for implementation	Actors	Time Frame
Initiate and support regional meetings in every region of IFSA to enhance the global visibility of the association and offer more opportunities for students to join the network	Regional Representatives with IFSA 7	Continuous
Continue to improve communication within and between each IFSA region	Regional Representatives with Vice President	Continuous
Work with other partners to find contacts in the different IFSA regions and to help IFSA to expand its network	IFSA 7 with Regional Representatives And Local Committees	Continuous
Stress the importance of the role of Regional Representatives	Regional Representative with Council	Continuous
Continue to improve the information available to each region on the IFSA website	Regional Representatives with Web Commission And Local Committees	Continuous
Enhance the action of the Development Fund	Fundraising Commission with Treasurer	Continuous

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3.3 To represent the interests of youth through participation in international processes

Actions for implementation	Actors	Time Frame
Provide IFSA members with information on possibilities to participate in international processes	International Processes Commissions with IFSA 7 and Publications and Promotions Commission	Continuous
Send an IFSA delegate to the UNFF in the United States of America (April 2009)	International Processes Commissions with IFSA 7	2008-2009
Send a global and committed IFSA delegate to the FAO World Forestry Congress 2009 in Argentina and organise a side event for students before the Congress	Contact person with FAO with President, ALECIF/IFSA Commission and Local Committees	2008-2009
Work in collaboration with FPEN to prepare official papers and assist students in attending meetings	International Processes Commissions	Continuous
Gather and distribute reports from students who attend such events so they may share experiences and provide a student perspective on the discussions	International Processes Commissions with Publications and Promotions Commission and Web Commission	Continuous

IFSA Strategy 2008-2010

ANNEX 1: List of IFSA executive commissions

The Exchange Programme Commission

The IFSA Exchange Programme (EP) gives forestry students the opportunity to experience how different types of forest related work is carried out in other countries and thus students enhance their professional skills and learn new cultures.

The EPC also supports forestry students in find seeking scholarships and training outside their own country, and to find internships and placements in international organisations

Email: epo@ifsa.net

The Web Commission

The Web commission provides students with a virtual platform of exchange through the IFSA website. This is the biggest internet portal for forestry students that want to know more about the ecological and social relations of the world's forests. As a global organisation, IFSA has to overcome the reality of its members working in 5 continents. Therefore, we established an interactive database web interface that allows quick updates from anywhere, documents the activities of the organisation and allows its members to exchange information easily. This system allows the association to strengthen its network.

Email: web@ifsa.net

The International Processes Commission

More than 40% of the world's population is younger than 20 years old! So why shouldn't this important part of the society have the right to speak up where crucial decisions for the future are made? Within IFSA, forestry students have the platform to represent the interests of youth and to create their own projects to implement sustainable forest management.

Through the International Processes Commission (IPC), IFSA aims to communicate the concerns of youth to the United Nations and International Policy institutions, and to give forestry students the opportunity to learn more about the International Forest Dialogue and to become active in the following international processes:

- United Nations Forum on Forests (UNFF)
- United Nations Framework Convention on Climate Change (UNFCCC)
- Convention on Biological Diversity (CBD)
- United Nations Education, Science and Culture Organisation (UNESCO)
- Ministerial Conference for the Protection of Forest in Europe(MCPFE)

The IPC also works in collaboration with the Forest Policy Education Network (www.forestpolicy.net), which aims to stimulate the interest of students in forest policy processes. The FPEN website facilitates the spread and exchange of knowledge about international forest policies and their implementation.

Email: international.processes@ifsa.net

Development Program

The Development Program arose from what was the Village Concept Program to link forestry students with organisations concerned with different aspects of sustainable development in poorer countries. Students interested in participating in internships or volunteering in developing countries in activities related to sustainable development and the environment can use the Development Program to find these opportunities and apply for them.

Email: dp@ifsa.net

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The Language Commission

The Language Commission aims to unite IFSA, despite its diversity, by addressing the issues arising from the language differences of IFSA members so that coherent understanding is achievable for all. The Language Commission's priority is to be a point of contact for the translation and proof-reading of official IFSA documents. The Commission also offers help to IFSA members who need translations of forest papers and endeavours to help out where it can in translating university documents.

Email: language@ifsa.net

The Fundraising Commission

The purpose of this commission is to raise funds for running the central tasks of IFSA and additionally to support Officials and LCs in their activities.

Email: fundraising@ifsa.net

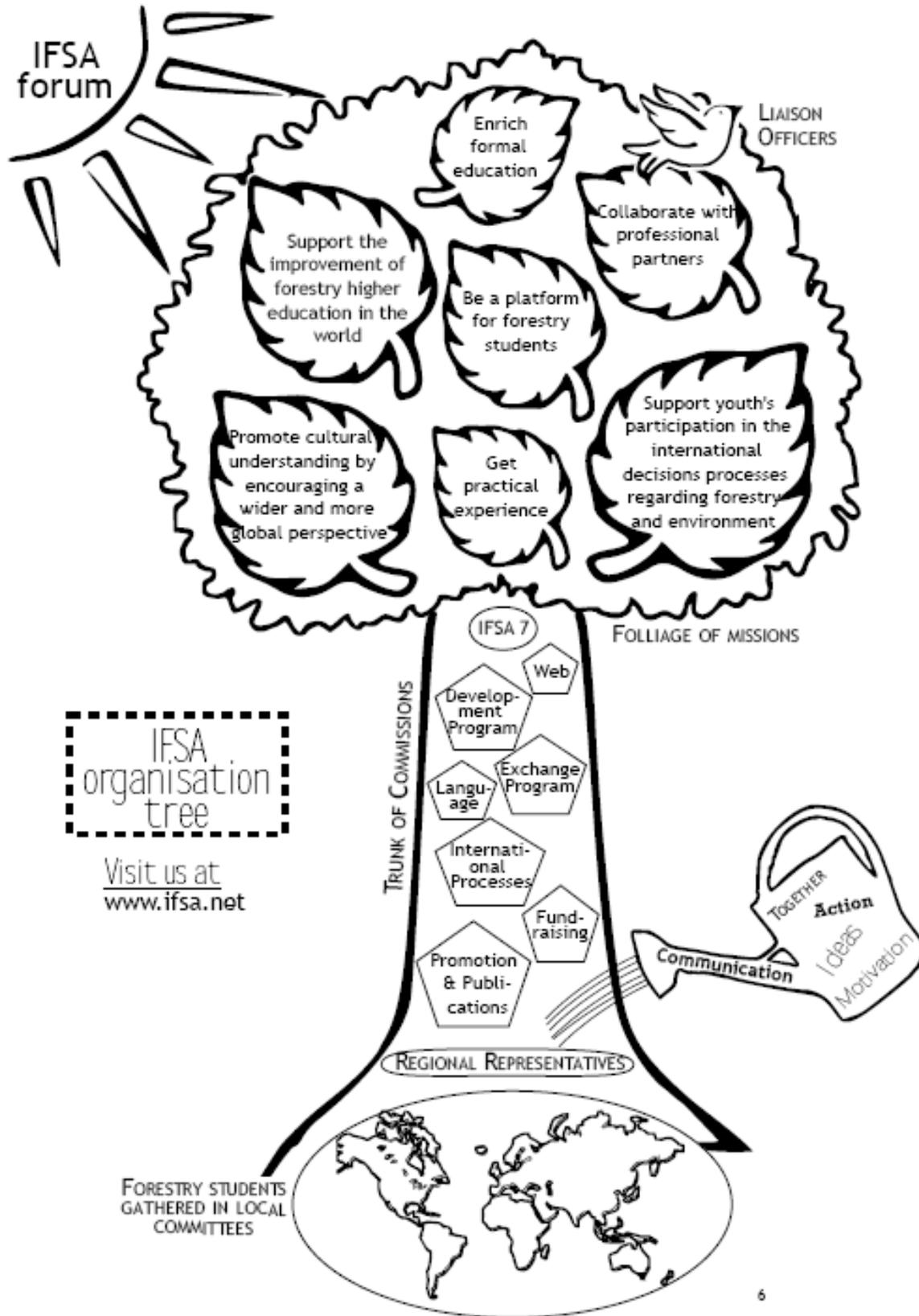
Publications and Promotions Commission

The Publications and Promotions Commission is dedicated to making IFSA well known to forestry students, as well as to industry and the international forest community. Promotional materials are made to assist in increasing awareness of the association.

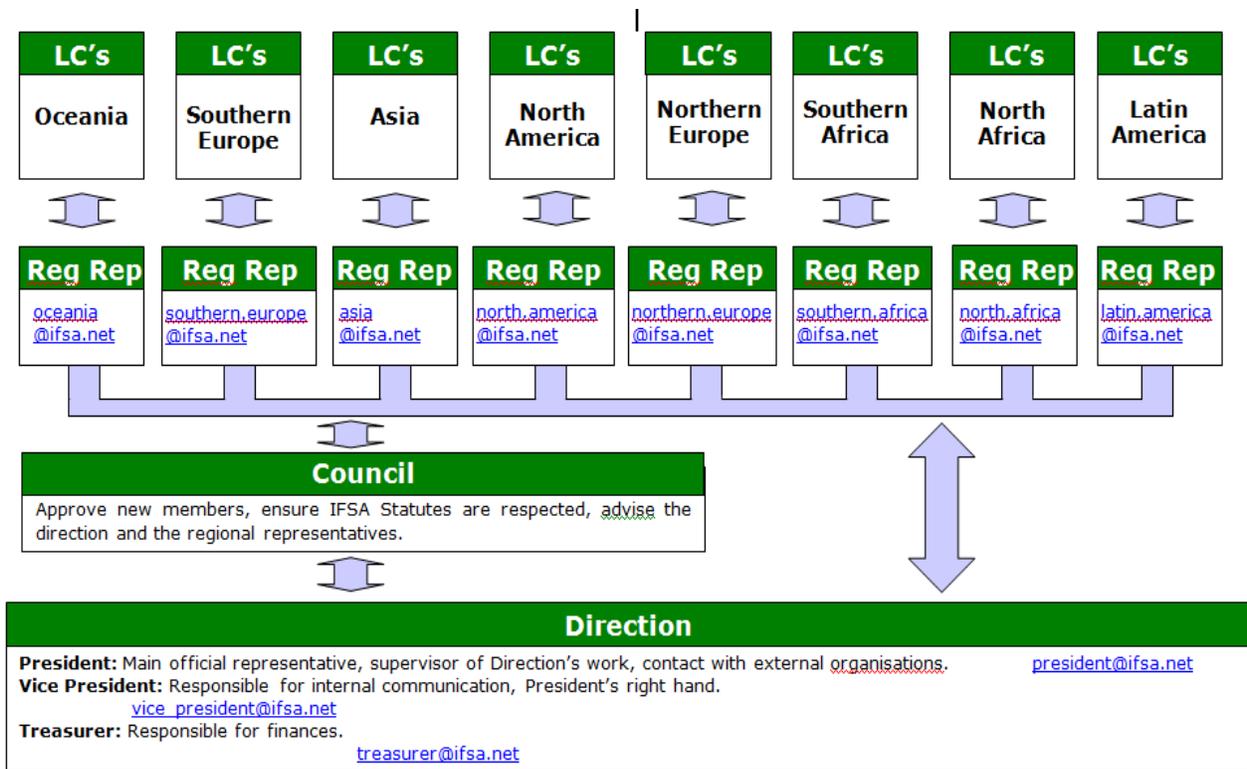
This commission is also responsible for IFSA-News, the official IFSA publication written for forestry students, mainly by forestry students. The articles focus on forest related themes, especially those which are of interest to youth, with each issue dealing with a special topic. The IFSA-News offers the possibility for students' to publish their scientific work, and thereby also offers the opportunity to practice English writing skills. IFSA-News contains articles about experiences with IFSA, events and news from officials and combines entertainment with academia.

Email: publications.promotion@ifsa.net

ANNEX 2: General Structure of IFSA



IFSA Strategy 2008-2010



ANNEX 3: Abbreviations and acronyms:

ALECIF	: Asociación Latinoamericana de Estudiantes en Ciencias Forestales – Latin American Association of Students in Forest Sciences
CBD	: Convention on Biological Diversity
CFA	: Commonwealth Forestry Association
EFI	: European Forest Institute
EU	: European Union
FAO	: Food and Agricultural Organisation of the United Nations
FPEN	: Forest Policy Education Network
IFISO	: Informal Forum for International Students' Organizations
IFSA	: International Forestry Students' Association
IFSS	: International Forestry Students' Symposium
IPC	: International Processes Commission
IPFE	: International Partnership for Forestry Education
IUFRO	: International Union of Forest Research Organizations
LC	: Local Committee of IFSA
LO	: Liaison Officer
MCPFE	: Ministerial Conference for the Protection of Forest in Europe
UNESCO	: United Nations Education, Science and Culture Organization
UNFCCC	: United Nations Framework Convention on Climate Change
UNFF	: United Nations Forum on Forests
VCP	: Village Concept Programme

ANNEX 4 Ideas for a strategy to be decided at IFSS 2011

- strategy needs quality control by president and councils
- 1.1 webcom needs to create @ifsa.net addresses
- 1.2 change over weekend by the treasurer before the Information Day on funding
- 1.2 Fund comm. Must be involved in looking for other Euro grants and telling IFSA 7
- 1.3 respect of change over document and idea for Open door day should be included in 1.3, also important for change over is not to forget to change the contact details of the LCs (at IFSS especially those which were not present) and to redirect the emails and create the ifsa.net addresses
- 1.3 think of a way to manage data/knowledge transfer

- General: projects as development projects, climate change strategy or forestry education actions
- update with the new created positions: to put their name after their duties
- update the list of commissions in the bottom
- make vice president responsible for reminding head of delegation (to any kind of big meeting IFSA is having a delegation in) to give an entrance speech and a summary
- create a point about how to assemble statements e.g. so that delegates would know what they are allowed to say on a meeting in the name of IFSA

ANNEX 5 How the strategy can be implemented: Examples for actions

<p>Update contact details of LC's and officials on an ongoing basis</p>	<p>RRs contact LCs once a month by skype or email Ask about potential changes to LC contact person – make it known to the LC they need to advise RR should the contact change. Council, VP reminds RR to do this and RR always passes on any changes. VP/Council updates membership application form and contacts Web Comm to update the LC mailing list and website details. At all meetings, addresses need to be collected/confirmed. If an LC is not present at the IFSS, they must be contacted straight away (including contacting the school/faculty) to find if the contact has/will change</p>
<p>Write a monthly Direction newsletter to inform members about IFSA happenings at the international level</p>	<p>At each skype meeting the person responsible for drafting the newsletter each month will be delegated.</p>

Ensure that at least one person per LC is registered to the IFSA World mailing list and that each official is registered to their respective mailing lists	As per first point, with the Web Comm responsible for updating all contacts in the LC mailing lists and LC.world mailing list
Ensure that the Liaison Officer, IFSA President and partners work in strong collaboration	Periodic skype meetings whereby progress is reported. Skype meetings before events. Develop common practices in relationships with various partners. List these and have each LO check and attempt to achieve them in their work with their partner
Endeavour to have at least one member of the IFSA Board attend each Regional Meeting and participate in IFSA Workshops	Early scheduling of Regional Meetings. Have date set 3 months before event and advise of this. OCs need to work with IFSA 7 to find a suitable time for all. OCs may also need to collaborate to avoid tight schedules. When the next OC/venue is decided at each meeting, the IFSA 7 should be notified as part of the event reporting process. Fundraising – communicate with fundraising comm early. IFSA 7 should give a presentation on IFSA at international scale at the meeting and share knowledge with meeting participants. Advertise other meetings.
Encourage student involvement in the financing and fundraising activities of IFSA through the Fundraising Commission and emphasize the importance of this commission to maintain motivation	Workshop at IFSS Creation of fundraising document. This needs to be distributed to all LCs, forum. Document needs to be simple, easy to read/use. Start a topic on the forum so fundraising options can be discussed.
Inform students about the auction and tombola night at IFSS to supplement the money available in the Development Fund	Invitation to IFSS, IFSA 7 newsletter
Attend the annual Information Day in Brussels, which gives advice on how to finance an International Non Government Organisation for Youth	Look for info early so you can register on time. Registration was in September in 08. If Treasurer can't go, let others know so someone else can. Report after meeting – forum.
Ensure more information is available on potentially useful European grants	Communicate report from Brussels meeting. Especially to fundraising comm.. Check EU grants webpage at least once a month.

<p>Continue to improve the annual change-over process to ensure a good transfer of knowledge to new officials at the beginning of each term</p>	<p><u>Before the IFSS:</u></p> <ul style="list-style-type: none"> - Make an <u>open door day</u> of officials to focus the IFSA members point of view on the upcoming elections - <u>job description</u> need to be ready until the open door day (they can be the old ones updated with the information from the strategy) <p><u>At the IFSS (but to prepare before):</u></p> <ul style="list-style-type: none"> - make a little sketch and of course <u>introduce all the official positions at the beginning of IFSS</u> - make the <u>contracts for 13 months</u> - print the following documents for the newbies, so they have them at their election: the <u>strategy</u>, advice on communication, ?? - make a nice <u>workshop</u> after the election at IFSS where one hour the strategy and a case study are explained and another hour their should be private talking from newby to oldie - make a <u>second IFSA7 meeting</u> for the new board before the deadline of the EUgrant at best together with some oldies <p>New project: Wikipedia-like article for knowledge transfer</p>
<p>Annually update job descriptions</p>	<p>Have all officials suggest amendments to the description of their position two months before IFSS. Email to VP and put on the forum. Suggestions must take into account the statutes and strategy.</p>
<p>Keep accurate and detailed records of IFSA history including past partnerships, past successes and failures, past actions and past events of the association from which to learn</p>	<p>Take into account not just the records, but how they are presented/stored so as people are most likely to learn from them. Need to be easy to read, accessible. HOW???</p>
<p>Maintain communication and update contact details of IFSA consulting members and IFSA alumni</p>	<p>Alumni LO. Send them IFSA news. Invite to meetings. Have an alumni meeting.</p>
<p>Develop a training system for IFSA members</p>	<p>ask experienced/consulting members to become a trainer (by attending events such as TNT from IFISO) and make workshops at all meetings especially at IFSS to teach people about a certain</p>

	topic
Ensure strong communication with IPFE and be active in the workshops, surveys and actions undertaken by the partnership	This is LO forestry education and President's job. LO FE should write a report out of the questionnaire for midterm of IFSA and work on a paper with propositions for the solutions until the GA. As for the content of IFSA's perspectives on future forestry education the LO FE has to use the forum e.g. by asking specific questions.
Encourage local initiatives and regional forestry student meetings to improve exchange and communication within each of the IFSA regions	Share ideas/actions already taken on the forum, use the forum's LC section, RRs should ask their LCs to share their websites/news/etc. on the forum. Or the RRs try to create a section about LCs in the IFSANews, where they talk about nice initiatives in their region
Continue to collaborate actively with professional and student partners	Make sure to take actions as sending IFSA News regularly, promote the access to our partners knowledge bases,...

Maintain strong communication with FPEN to continually improve the quality and quantity of available information on forest and environmental global policies	President to communicate with FPEN once a month at least
Develop the IFSA Website: <ul style="list-style-type: none"> o Create a "virtual library" where students can post articles and share their experiences o Improve the functionality and accessibility of the website (sections on professional partners, student partners, commissions, etc.) o Create an online forum to enhance discussion between students o Develop some parts in Spanish 	More or less done
Continue to develop IFSA news as an interesting and useful publication for the forestry world <ul style="list-style-type: none"> o Publish articles about IFSA meetings and/or experiences studying abroad 	Find balance between scientific magazine and personal/direct magazine (create section for LCs, make people introduce themselves with pictures, but also ask professionals to write articles, make interviews...)

<ul style="list-style-type: none"> ○ Provide readers from the forest arena with educational and/or scientific articles ○ Translate each issue into Spanish and post as an electronic version 	
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Enhance information availability and dissemination on the different activities of IFSA	In IFSA News: P&P comm. On the Forum/website: web comm. Coordination by councils/VP
Create a commission for Latin America in 2008 run by Spanish speakers to enhance communication and activities in this region	Invite the latin americans to IFSS to improve that situation
Continuously update the job descriptions for official positions	VP pushes the officials to do that 2 months before IFSS

Develop existing and new partnerships with organisations that are of mutual interest	President should try to contact forestry students living close to headquarters of the orgs that can become potential partners
Take part actively in IFISO activities	Go to the meetings, create a section about it on the forum together with the LO for students' orgs relations, try to establish local connections between the LCs in one city/university
Enlarge the Exchange Programme Commission's network to find more internship possibilities for students	All the commissioners should try to contact 5 possible partner per month for the possibility of an internship
Take part in the organisation of the IUFRO 2010 World Congress and have a global and committed delegation during the event	LO IUFRO with President: create sections on the forum, inform about each month about news per email, get the IFSS organisers involved in the possibilities

Initiate and support regional meetings in every region of IFSA to enhance the global visibility of the association and offer more opportunities for students to join the network	As mentioned above the RRs should try to motivate their LCs by contacting them once a month and sharing ideas about initiatives on the forum/IFSA News, IFSA7 should push to create a best practise document on organising events
Continue to improve communication within and between each IFSA region	Forum/IFSA News, regional newsletters
Work with other partners to find contacts in the different IFSA regions and to help IFSA to expand its network	Contact national forestry agencies and university networks
Stress the importance of the role of Regional Representatives	Create a better job description to show the possibilities, make skype meetings each month, share ideas on the forum
Continue to improve the information	Webcom could create section next to the

available to each region on the IFSA website	LC information, where they can post what they are doing in their LC/ alternatively use the forum
Enhance the action of the Development Fund	Improve fundraising as mentioned above, announce it in January, decide on who will get it 3 months before IFSS
Provide IFSA members with information on possibilities to participate in international processes	IPC com to tell webcom to put information online: website/forum
Send an IFSA delegate to the UNFF in the United States of America (April 2009)	done
Send a global and committed IFSA delegate to the FAO World Forestry Congress 2009 in Argentina and organise a side event for students before the Congress	In process of being done
Work in collaboration with FPEN to prepare official papers and assist students in attending meetings	IPC comm. should inform IFSA regularly about upcoming events and the possibilities in the FPEN network
Gather and distribute reports from students who attend such events so they may share experiences and provide a student perspective on the discussions	Put existing reports on the forum, ask for small reports (send template?)

IFSA's REGIONS

According to IFSA's statutes, the countries are divide in regions as following:

Asia

Afghanistan	Armenia	Azerbaijan	Bahrain
Bangladesh	Bhutan	Brunei	Burma
Cambodia	China	Georgia	Hong Kong
India	Indonesia	Iran	Iraq
Israel	Japan	Jordan	Kazakhstan
Kuwait	Kyrgyzstan	Laos	Lebanon
Macao	Malaysia	Maldives	Mongolia
Myanmar	Nepal	North Korea	Oman
Pakistan	Philippines	Qatar	Saudi Arabia
Singapore	South Korea	Sri Lanka	Syria
Tajikistan	Taiwan	Thailand	Timor-Letse
Turkmenistan	United Arabian Emirates	Uzbekistan	Vietnam

Yemen

Northern America

Canada	Saint Pierre and Miquelon	United States of America
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Latin America

Anguilla	Antigua and Barbuda	Argentina	Aruba
Bahamas	Barbados	Belize	Bermuda
Bolivia	Brazil	Cayman Islands	Colombia
Costa Rica	Cuba	Chile	Dominican Republic
Ecuador	El Salvador	Falkland Islands (Malvinas)	French Guyana
Grenada	Guadeloupe	Guatemala	Guyana
Haiti	Honduras	Jamaica	Martinique
Mexico	Montserrat	Netherlands Antilles	Nicaragua
Panama	Paraguay	Peru	Puerto Rico
Saint Kitts and Nevis	Saint Lucia	Saint Vincent and the Grenadines	South Georgia and the South Sandwich Islands
Suriname	Trinidad and Tobago	Turks and Caicos Islands	Uruguay

Venezuela

Northern Europe

Åland Islands	Belarus	Belgium	Czech Republic
Denmark	Estonia	Faroe Islands	Finland
Germany North	Iceland	Ireland	Latvia
Lithuania	Luxemburg	Moldavia	Netherlands
Norway	Poland	Russia	Slovakia
Sweden	Ukraine	United Kingdom	

Southern Europe

Albania	Andorra	Austria	Bosnia and Herzegovina
Bulgaria	Croatia	Cyprus	France
Germany South	Greece	Hungary	Italy
Liechtenstein	Macedonia	Malta	Monaco
Portugal	Romania	San Marino	Serbia and Montenegro
Slovenia	Spain	Switzerland	Turkey

Northern Africa

Algeria	Angola	Benin	Burkina Faso
Cameroon	Cape Verde	Central African Republic	Chad
Côte d'Ivoire	Djibouti	Egypt	Equatorial Guinea
Equatorial Guinea	Ethiopia	Gambia	Ghana
Ghana	Guinea-Bissau	Liberia	Mali
Mauritania	Morocco	Niger	Nigeria
Senegal	Sierra Leone	Sudan	Togo
Tunisia			

Southern Africa

Botswana	Burundi	Comoros	Congo
Zimbabwe			
Democratic Republic of Congo	Gabon	Kenya	Lesotho
Madagascar	Malawi	Mauritius	Mayotte
Mozambique	Namibia	Reunion	Rwanda
Saint Helena	Seychelles	Somalia	South Africa
Swaziland	Tanzania	Uganda	Zambia

Oceania

American Samoa	Australia	Christmas Island	Cocos (Keeling) Islands
Cook Islands	Fiji	French Polynesia	Guam
Kiribati	Micronesia	New Caledonia	New Zealand
Niue	Norfolk Island	Northern Mariana Islands	Palau
Papua New Guinea	Pitcairn	Samoa	Solomon Islands
Tokelau	Tonga	Tuvalu	Vanuatu
Wallis and Futuna			

Sub-regionalisation of Northern Africa

North Africa Sub-region:

Tunisia, Algeria, Morocco, Sudan, Egypt, Djibouti, Mauritania, Ethiopia

Central Africa Sub-region

Cameroon, Central Africa republic, Chad, Angola

West Africa Sub-region

Ghana, Cote d'Ivoire, Equatorial Guinea, Senegal, Cape Verde, Guinea Bissau, Niger, Mali, Togo, Benin, Burkina Faso, Liberia, Sierraleone, Gambia, Nigeria

POSITIONS AVAILABLE IN IFSA AND JOB DESCRIPTIONS

President
Vice President
Treasurer
Executive Secretary
Council
Regional Representative
Exchange Program Commission
Fundraising Commission
Publications and Promotion Commission
International Processes Commission (IPC)
UNFF-Subcommission Coordinator
UNFCCC-Subcommission: Climate-Forest-Projects Coordinator
CBD-Subcommission Coordinator
MCPFE-Subcommission Coordinator
Web Commission
Development Project
Language Commission
Liaison Officer
LO for IUFRO
LO for CFA
LO for EFI

(to be approved as officials positions in the GA, IFSS 2009)

LO for FAO
LO for Alumni
LO for Forestry Education
LO for IFISO

Note : This job description is based on IFSA Statute, IFSA Strategy 2008-2010, and technical thing that happen during the occupation of the official position.

President

The job of President will be as eventful and exciting as you choose to make it. It is challenging and rewarding, but is also hard and demanding work which at times required to make sacrifices in your life. But at the end of the day, it is worth it. By making this position, you learn a lot about the world, the others and about yourself. A really enriching experience!!!

According to the IFSA Statutes the duties of the President are:

- To act as the main official representative of the Association
- Initiate, direct and supervise the work of the Direction and the Secretariat
- Initiate and maintain contact with external organisations (non student and student ones)

Personally, being the president is quite demanding. You need to be hardworking and well organized, but also flexible with the ability to listen to the others. You will need to learn to delegate and co-ordinate while always setting and keeping in mind the priorities of the association. Being the head of an association spread over 5 continents, you will also deal with different cultures and you will need to learn to modulate your analysis and reaction with this factor.

As a member of the Direction you have responsibility for:

- Preparation of the General Assembly
- Convocation of the General Assembly
- Convocation of the Interim
- Co-ordination of the activities of IFSA's organs and bodies
- Preparation of IFSA's annual report
- Help seek out and complete documentation for grants

As the leader of IFSA, you are also the head of the Direction. Working as a team and keep a friendly environment with the members of the Direction and the Council is one of the most important tasks during your term. Your role is to encourage and involve everyone so that the working atmosphere is motivating and pleasant. The Seven are the one with whom you will be able to share your difficulties when you need some help but also share the joy brought by a common achievement. They can even become your second family!

Examples for tasks to fulfill the duties of President (extracted from the strategy and former President's job descriptions):

1. **Ensure the continuation of the association for the benefit of all forestry students**
 - 1.1. **To foster mutual collaboration with existing Local Committees and partners of IFSA**
 - Write a monthly Direction newsletter to inform members about IFSA happenings at the international level
 - Ensure that the Liaison Officer, IFSA President and partners work in strong collaboration
 - Endeavour to have at least one member of the IFSA Board attend each Regional Meeting and participate in IFSA Workshops
 - Attending, actively participating and promoting IFSA in as many forestry organisations' meetings as possible and maintain excellent lines of communication with these organisations
 - 1.2. **Ensure responsible financial management for the continuation and development of IFSA**
 - Encourage student involvement in the financing and fundraising activities of IFSA through the Fundraising Commission and emphasize the importance of this commission to maintain motivation

- Inform students about the auction and tombola night at IFSS to supplement the money available in the Development Fund
 - Attend the annual Information Day in Brussels, which gives advice on how to finance an International Non Government Organisation for Youth
 - Ensure more information is available on potentially useful European grants
- 1.3. To promote continuity and communication between generations of IFSA for the improved stability and smooth running of the association**
- Continue to improve the annual change-over process to ensure a good transfer of knowledge to new officials at the beginning of each term
 - Keep accurate and detailed records of IFSA history including past partnerships, past successes and failures, past actions and past events of the association from which to learn
 - Develop a training system for IFSA members
- 2. Contribute to the improvement of Higher education and promote non-formal learning**
- 2.1. To contribute to the enrichment of forestry Higher education through cooperation with partners and student meetings**
- Ensure strong communication with IPFE and be active in the workshops, surveys and actions undertaken by the partnership
 - Encourage local initiatives and regional forestry student meetings to improve exchange and communication within each of the IFSA regions
 - Continue to collaborate actively with professional and student partners
- 2.2. To enhance the availability of information, and provide additional sources of information to forestry students**
- Maintain strong communication with FPEN to continually improve the quality and quantity of available information on forest and environmental global policies
- 2.3. To provide opportunities for students to develop new skills**
- Enhance information availability and dissemination on the different activities of IFSA
 - Create a commission for Latin America in 2008 run by Spanish speakers to enhance communication and activities in this region
- 3. Broaden forestry students' horizons and represent youth in global processes**
- 3.1. To develop partnerships with organisations and companies worldwide to offer new opportunities to IFSA members**
- Develop existing and new partnerships with organisations that are of mutual interest
 - Take part actively in IFISO activities
 - Take part in the organisation of the IUFRO 2010 World Congress and have a global and committed delegation during the event
- 3.2. To have strong representation of IFSA in all regions of the world**
- Initiate and support regional meetings in every region of IFSA to enhance the global visibility of the association and offer more opportunities for students to join the network
 - Work with other partners to find contacts in the different IFSA regions and to help IFSA to expand its network
- 3.3. To represent the interests of youth through participation in international processes**
- Provide IFSA members with information on possibilities to participate in international processes
 - Send an IFSA delegate to the UNFF
 - Send a global and committed IFSA delegate to the FAO World Forestry Congress 2009

Other tasks:

- Running the Interim and 7 meetings

- Chairing the IFSA General Assembly and assist the IFSS OC as good as possible
- Maintaining the team atmosphere of the Direction, Seven and Officials
- Knowing well the statutes and the strategy of the association
- Being a motivator

As the President you need to be available for anything and everything – 12 months on the go – you cannot disappear without a very good reason or without warning. You will be contacted daily for any kind of matter you can (or cannot!) imagine. Even with the best efficiency, working with a lot of collaborators in different time zones implies that you will face delays. For all these reasons, you need a **good and reliable email access** and a personal computer is advisable.

Beside all that, this position is the best to meet really interesting people from all part of the world and to develop skills you cannot develop during your studies. Be devoted to a global association for one year is also a strong work experience recognized by many people. Choosing to become president you can be sure to have a year really full of learning, travel, new friends and also fun!

Time management advice: about 3 (sometimes 4 - 5 hours a day)

Vice President

The job of Vice President can be as eventful and exciting as you choose to make it. It is challenging and rewarding, but it is also hard work and demanding. At the end of the day, it is worth it! As the Vice President (VP) you are the President's right hand and sparring partner. It means being there to assist in all matters, comment documents, give a second opinion on important decisions, encourage and motivate when times are tough (which inevitable will happen) and congratulate when all the pieces fall into place and victories are won (which luckily also happens). Ideally the Direction (President, Vice President, Treasurer and Executive Secretary) and Council will work as a team in good times and in bad. It sounds like a marriage and in a way it is! Although it usually only lasts a year :-)

The Direction (and Council respectively) direct and supervise the work of the Secretariat. In Brief, the tasks of the Direction are divided so that the President takes care of the external matters, such as professional partners and other student organisations, and being the leader of IFSA. The Vice President takes care of the **internal** issues, the Treasurer cares for all financial matters and the Executive Secretary takes care of matters concerning Secretariat, mail and archives.

The internal issues include regular communication with **all** IFSA officials, i.e. Council, Regional Representatives etc., and the Secretariat; compiling the quarterly reports with contributions from all officials and assisting all officials in their work, e.g. helping the regional representatives finding organisers for the regional meetings. As a member of the Direction you have the shared responsibility for the (IFSA Statutes Article 14):

- Preparation of the General Assembly and setting up the agenda
- Convocation of the General Assembly
- Co-ordination of the activities of IFSA's organs and bodies except those of commissions, if they are not explicitly sub coordinated to the Direction
- Preparation of the budget for every IFSA-year, book keeping and preparation of IFSA's annual report.
- Completion of the EU grant and compilation of the Youth Activities Report Summaries.

At least one member of the Direction is required to attend the General Assembly that ends its term of office and present the Annual Report. This member of Direction (starting with the President) is required to undertake the role of Chairperson on the Board of Assembly. According to the statutes (By-laws §3.2) the specific duties of the vice president are to :

- Perform the duties of the President in his or her absence or when incapacitated by sickness.
- Initiate and maintain contacts with external student organisations.

- Supervise the work of the Secretariat in relation to internal correspondence with members, distribution of information etc.
- Co-ordinate the organisation of internal activities such as tracer studies.
- Perform any other duty delegated by the President or the Direction.

Based on the IFSA Strategy Part II : Implementation, other tasks of the Vice President are to:

- Assist the webmasters in keeping the homepage up to date. This is important if you are the back up person in reviewing what is updated in web
- Moderate and maintain the ifsa.world and the official mailing lists. These are extremely important for keeping a fluent communication. Ensure that at least one person per LC is registered to the IFSA World mailing list and that each official is registered to their respective mailing lists
- Update contact details of LC's and officials on an ongoing basis
- Maintain communication and update contact details of IFSA consulting members and IFSA alumni
- Annually update job descriptions
- Keep accurate and detailed records of IFSA history including past partnerships, past successes and failures, past actions and past events of the association from which to learn together with the Executive Secretary, Head of Commission, President, and Treasurer
- Find organisers for the Interim Meeting of all IFSA officials.
- Create an invitation and agenda for the Interim and find one or more keepers of the minutes. Direction, Council and other officials should be consulted in the process and all members should have a possibility to bring forward issues they find important to discuss during the Interim.
- Motivate, delegate and encourage on all levels– and be present at as many official IFSA meetings as possible, especially the Regional Meetings, Interim and IFSS.
- Write monthly reports as part of the Direction report – updating and motivating officials and members.
- Coordinate, contribute to, collate and disseminate the official progress reports.
- CC all important emails – to keep everyone informed.
- help the IFSA President Continue to collaborate actively with professional and student partners

It is advisable (and in line with the statutes, by-laws §3.9) to delegate some tasks e.g. to other officials. The VP will still be responsible for coordinating, encouraging etc.

Officials' Report

Asking report from all officials and compile those are challenging job for VP. Be patient and try to understand other position will help you to pass this. It is better to inform the report in maximum time one month before the deadline and remind them 1 week before. When it is annual report, better to send 2 months before deadline and remind them until 3 times. Don't hesitate to ask the other Seven to kick people ☺

To make it easier, make some form of progress report and annual report based on what information you need to gather from officials. Always encourage them to make report and offer help. It is better for you to always attach the form whenever you send email asking this in the case people will not get it easily although it is already there. In this year, the report that should be submitted to VP are 1st, 2nd, 3rd progress report, annual report, changeover documents, and presentation of the report.

Mailinglist (Groups) and IFSA Forum

In last 2 year, web commission has developed forum for IFSA. It was agreed by officials in Interim 2009 that we will use forum oftenly than mailinglist. This is to encourage people to go to forum and be active. Forum is a good room to store many information and easier to look previous topic. During this year, guideline for mailinglist has been produced for mailinglist moderators. As summary of the guideline, region and commission mailinglist will not be used anymore and no

new approval of member, instead we encourage them to go forum. The mailinglist that still use are ifsaworld, ifsaseven, and ifsaofficials groups. Therefore, this is very crucial thing VP has to have coordination with web commission because sometimes forum also get attack from spam. To be the owner off all mailinglist you need to know how to manage the groups. If, you don't get used to it, you should ask previous VP to train you or people who knows.

The IFSA year will pass quickly with lots of IFSA events, letters, reports and emails. A good internet connection, English dictionaries if you are not a native speaker and a personal computer will be your main tools for fulfilling the position as IFSA Vice President. Looks like so many things to do, but in IFSA 7, job is shared so you don't have to worry, you have partner. In return you will gain invaluable experience in written and oral communication on all levels, improve your computer and language skills and furthermore get a great overview of the global forestry sector and personal contacts and friends all over the world!

Treasurer

Duties of the Treasurer as stated in the IFSA Statutes (3.3):

- He/she should be located in Freiburg at the IFSA Secretariat for most of his/her active term and at least for 14 days of overlap period after the IFSS.
- He / She will, in consultation with other members of the Direction, initiate activities and contacts for raising funds for the Association.
- He /She will be an obligatory member of the fundraising commission and has to be informed about all activities concerning fundraising within IFSA.
- He / She will supervise the work of the Secretariat in relation to financial matters.
- He / She will prepare the Annual financial budgets of the bank accounts for the IFSA year to come and report to the GA.
- He / She shall prepare the global financial statement of the calendar year for the Interim to be presented and approved by the Direction and Council. At least 2 members of the Council have to audit and sign the report.
- He/She will prepare a global financial budget for approval by the Direction and Council at the Interim Meeting.
- He/She is responsible to handle all affairs regarding the tax law and to stay in regular contact with the competent authorities.

Additional from the IFSA Strategy Part II : Implementation

- Attend the annual Information Day in Brussels, which gives advice on how to finance an International Non Government Organisation for Youth
- Ensure more information is available on potentially useful European grants
- help the VP to keep accurate and detailed records of IFSA history including past partnerships, past successes and failures, past actions and past events of the association from which to learn
- Enhance the action of the Development Fund
- assisting and work together with the Fundraising Commission

General things about the job: The Treasurer is a member of the Direction and is elected at the General Assembly for the duration of one year. The maximum term of office allowed is 2 years. As member of the direction as a decision making organ, the Treasurer has shared responsibility for everything that is going on within IFSA.

Administration of IFSA's finances, management of the bank accounts and book-keeping are the main tasks that need to be done in this job. The Treasurer needs to keep an overview of the available resources and upcoming expenditures. The Treasurer is responsible for the correct and adequate use of the money owned by IFSA; all income and expenditure must be in accordance with the budget that was agreed on by the GA, and any other expenses need to be discussed with the IFSA 7. Records of all transactions must be kept (electronically) for confidence in the

treasurer and so that our activities are can be supplied when needed (German courts and tax system, EU grant).

IFSA's finances are managed through a bank account at the national bank in Germany; it is managed by using the online service of this bank. The Treasurer is to handle all business that concerns this account like ordering of transfers, regular contact with the bank or controlling of the statements of account. IFSA has the necessary facilities to accept credit card payments (although it is not been operational this past year). Credit card payments need to be handled in such a way as to ensure their security.

Contact Person for authorities in Germany (if practical)

As especially the Treasurer depends on the legal registration of all changes within the direction or the statutes after the GA to be able to start working right away, it makes sense that this person also handles these affairs. The bank account can only be changed over to the following Treasurer when all changes are officially registered. The Treasurer is as well responsible for a good and regular contact with the revenue office in Freiburg to keep the status as non-profit organisation in place.

Fundraising

As the financial resources gained through the collection of membership fees from all IFSA members is not sufficient for the running of the association, there is the need for additional fundraising activities. Such additional funding resources can be governmental support, donations from private persons or public institutions, sponsoring contracts or the Supporting Membership.

In cooperation with the Fundraising commission, the Treasurer has to make efforts to establish contracts between IFSA and the external partner for a sustainable funding of our activities. These activities mainly consist of the gathering of information about eligible funding sources, the contact making with partners and the permanent maintenance of established contacts. That normally means a lot of internet inquiries, e-mailing, personal contact making and writing of letters as well as to do all necessary follow-up activities such as making a lot of phone calls to possible partners. To make a professional fundraising, special knowledge should be gained through taking part in fundraising related seminars, reading of instructions for fundraising and by utilizing the experience of former IFSA Officials.

The fundraising is actually the most time consuming part of the whole job, can be exhausting and frustrating but also means to get a lot of experience in how to maintain business contacts.

Responsibility for the payment of Membership Fees

To successfully perform in this task is of vital importance for both the members (who loose their membership when not paying) and the whole association. This task can be done in association with the council to remind LC's of any outstanding fees.

Contact Person for Supporting Members

The Treasurer has to handle almost all affairs regarding the Supporting Membership – from the acquiring of new members down to the actual payment – she or he is the best contact person possible. That also means to keep Supporting Members updated about all that is going on within IFSA (they might want to know what they spend their money on) and to make sure they regularly receive IFSA News.

Financial Reports

Report writing is one task that every IFSA Official has to perform in. Additionally to the normal reports, there have to be a financial report prepared every year. This report provides an overview of the global financial dimension of our activities and can be used for fundraising purposes.

Executive Secretary

The work of the Executive Secretary can be divided into two parts:

- The cooperation with the IFSA-Direction: That means rights (voting rights, participating in Direction decisions, attending Direction meetings etc.), as well as duties (write reports, preparing the General Assembly and other meetings).
- To run the International Secretariat (in Freiburg)

Most of the tasks can be found in the Statutes:

- Article 14
- Article 15
- By-Laws 1.1.
- By-Laws 3.4.

and additional from the IFSA Strategy,

- Keep accurate and detailed records of IFSA history including past partnerships, past successes and failures, past actions and past events of the association from which to learn work together with Vice President

Coordination

The Executive-Secretary can not take care of all the Secretariats tasks himself. His task is rather to keep a good overview about the situation and to ensure that there's always somebody feeling responsible for the different tasks.

E-mails

The incoming e-mails can be roughly divided in different categories:

- Spam can be deleted straight away
- Requests from officials and others: Help as good as you can, always cc' the information to the others who are concerned by its content, it is one of the most important parts of this jobs to keep good correspondence with the direction and other officials

Normally there are always many requests from individuals who want to become member. As we have at the moment no single membership, give them a kind response, give them useful contacts (to regional reps for example) and send them the guideline "how become member"

Applications

All incoming applications will first come to the international secretariat. Tasks of the secretariat are: Follow the guideline "How to handle applications of potential members. See if the application is complete. Send one confirmation via e-mail to sender and one to council and Regional Representative Forward 3 copies to council and one to the Regional Representative. Add the original version to the folder "applications in progress".

IFSA-News

As most of written form postage (as long as we don't have to pay for it!) is done from the secretariat the IFSA-News is also sent from the secretariat. This means 3 times per year the production of some nice heaps of IFSA-News packages. Also packages with promotional material can be requested from the secretariat.

Databases

Databases are very important to enable an effective and "sustainable" management of our organization. Databases should always be updated immediately if some details change. Our most important databases are: Online databases. You can enter them with a personal Login name and Password to change the databases or to view data from databases. They contain much relevant data about the situation of our members. Written databases are still important to

keep relevant information about all kinds of members (potential, ordinary, supporting, honorary, etc.)

Archives

There are both electronic and written archives: For electronic archives there exists a system of folders to save relevant information for future times. Written archives are of course very important for all kinds of information which occurs during the year in written and signed form.

Computer System administration

The proper functionality of the computers and the local area network must be guaranteed. This includes: The protection of the data put into the archives from viruses, spyware, trojans etc. You must regularly do updates of the firewall and all security programs. Don't forget about backups. You should try to keep the computers run smoothly and to fix malfunctions in order not to end up in a lunatic asylum... Sounds like a job of its own? It is. So, try to find an enthusiastic and capable person to do that instead of you.

Miscellaneous

Who wonders, but most of tasks in the secretariat can be found in this category. There uncountable different little things which just need to be done. Sometimes this can be tedious, but mostly it is what makes the job interesting. As the headquarter of IFSA most of the information are somehow linked with the secretariat. It's a nice place for all kinds of contacts, having correspondence with mostly nice and interesting.

Requirements and useful skills Executive Secretary

- a residence in or close to the Secretariat's location (Freiburg)
- reliability
- sense of order
- advanced skills in office applications (preferably)
- basic skills in computer and LAN administration
- passable English language skills
- other language skills (preferably); Spanish is useful

What will you get back?

- valuable experiences and knowledge
- contacts with people all over the world
- fun people.

Council

The Council is a body of the International Forestry Students' Association and consists of three Councillors from different countries, elected individually every year by the General Assembly. If a member of Council retires within its term of duty, the council elects a substitute for the rest of its term.

Currently, for ease of management, increased communication and liaison within regions, the Council had "divided" the world into three management divisions of which each council member is responsible for one. An example would be:

1. Asia, Oceania and Southern Africa
2. Northern Europe, Northern America and Latin America
3. Southern Europe, Northern Africa

However, there is no set way of doing this and the Council may divide the regions as they see fit. Just be sure to let the Direction and IFSA world know your plans.

IFSA's Statutes and Bylaws discuss formally the role of Council, specifically Articles 7 and 14 are applicable. The Council has the following tasks (Article 14.3):

- a. Judging the suitability of members and applicants for membership and admitting new members,
- b. Evaluation of the appropriateness of proposals for the agenda according to the statutes
- c. Evaluation of the IFSA-Annual Report for the General Assembly, especially verification of the Treasurers Report on accounts and book keeping including a signed note to the GA that names possible irregularities respectively confirms that none such were found,
- d. Advising and supervision of all organs and bodies of IFSA on its own initiative or on request, e. Mediation in case of internal quarrels
- e. Directing the Vice-President to substitute president if necessary.

The council judges members and applicants suitability for IFSA membership (Article 14.3) by considering if their local organisation:

1. Respects statutes and decrees of IFSA,
2. Operates locally in a fair and democratic manner
3. Conveys all information concerning IFSA to their members
4. Enables their members to participate in
5. Pays the annual membership fee as fixed in the Statutes and Decrees of IFSA
6. Assures that their representative at the General Assembly is a competent one, authorized with a voting certificate (Article 8.2)

The Council is also responsible for ensuring that officials are fulfilling their duties, and should set the wheels in motion for any relevant action required should such a situation occur. It is often useful to email the officials in your region monthly to monitor their progress and receive updates. This allows you to be constantly updated on your regions.

A lot of the work of the Council is not set in stone. Council should assist the Direction or Secretariat where required and following up emails upon their request. Council should also work with the relevant regional representative to assist potential members with the application process. There is also plenty of scope to follow your own initiative. Often, this might also involve working with other officials to perhaps create a document, study, presentation etc.

Showed by experience, working together with the direction is very useful. Keep in contact with direction and make sure that the Council knows what is going on in IFSA and within its officials. Communication is the most important step in the Council job. You will spend a lot of time checking, reading, and writing emails to and from all the IFSA bodies. It is a good idea, maybe even necessary, to check your email very often. Keep others informed about what are you doing, the Direction should know the way you work.

Try to keep a very close relationship with the Regional Representatives of the areas you are working on. Remember: Regional Representatives are the closest link that we have to the existent and future Local Committees. Both Council and Regional Representative also should stress the importance of the role of Regional Representatives (IFSA Strategy Part II: Implementation Goal 3, 3.2)

There should be a meeting of the Council at least once in each quarter of the year (Article 7.3 is correspondingly valid) conducted by a chairperson. Council should set the chairperson for the year (or divide the task of the chair by two or three Councillors during the year. – e.g. one starts, one continues in January and the last one takes over the task in May.). A copy of the minutes of this meeting should be lodged in IFSA's archives at the Secretariat. This meeting can be conducted online. However, it is recommended that the Council meets online a couple times per month. This ensures effective working and results are seen much sooner than without such contact.

Any major council decisions are required to be documented in the IFSA Annual Report. An update on activities of Council for the year is required to be presented to the General

Assembly. At least one of the members of Council is required to attend the General Assembly that ends the term of duty.

When requested by the Direction, the Councillors should work together to prepare the relevant report.

It is also a good idea if all membership applications, statutes, bylaws, reasons for wanting to become a member of IFSA and history of the student organisation are forwarded to each council member by snail mail as dissemination via email has proven to be troublesome. After the Official Council term one of the Councillors is required to act as an Immediate past Councillor. The task of the Immediate Past Councillor is to assist and supervise the new Council at least until the end of December.

Being a new councillor might be a little bit hard at the first moment, but later on the work becomes familiar. If you have any questions or are uncertain of anything at all, do not hesitate to ask, as someone else is likely to be just as unsure. It is most important to keep in close contact with each other. Council is not just one person, it is 3, and to quote a famous but true saying there is no "I" in "Team".

Regional Representative

Based on IFSA Strategy Part II : Implementation, the duties for Regional Representative are:

- Update contact details of LC's and officials on an ongoing basis, together with the Council and Vice President
- Help the IFSA President to ensure strong communication with IPFE and be active in the workshops, surveys and actions undertaken by the partnership
- Together with IFSA 7 encourage local initiatives and regional forestry student meetings to improve exchange and communication within each of the IFSA regions
- Enhance information availability and dissemination on the different activities of IFSA
- Initiate and support regional meetings in every region of IFSA to enhance the global visibility of the association and offer more opportunities for students to join the network
- Continue to improve communication within and between each IFSA region
- Work with other partners to find contacts in the different IFSA regions and to help IFSA to expand its network
- Stress the importance of the role of Regional Representatives
- Continue to improve the information available to each region on the IFSA website

As to detail work of the duties of IFSA Regional Representative should be as following:

- Ensure communication is improved with Local Communities as well as potential members that have shown any interest.
- Promote IFSA to as many institutions or companies in your region as you can.
- Send your portfolios and addresses to as many countries, organizations and universities as you can so you can keep in contact with your region and explain them about IFSA.
- You should be the information link between IFSA Seven (Direction plus the three Councillors) to the to the rest of the region and the LC's
- Ensure you are on the mailing list and aware how it works from the beginning.
- Reply to any needs, which need your attention as soon as possible. Therefore create time to check mail regularly.
- You have to try to encourage and help the LC's to organize things like exchanges, competitions and conferences.
- Need to find a competent person who has a bit of time to take over as Reps for the next year.
- Look for the temporal CP/representative during certain conditions (e.g. the actual reg rep is out of office, can't attend IFSS, etc)
- Work with and be involved with the Associations within the LC

- The Reps must ensure that they are committed and aware of what is happening within organizing to host next years' symposium.
- Keep the information within the region up to date
- Report about progress to IFSA World/Seven
- Encourage member of IFSA in the region to attend the IFSS.

Items to assist with Regional Representative work:

- Obtain the LC and Regional Rep. Guidelines from IFSA Secretariat or you can download them from the IFSA web page.
- Ensure good communication with existing LC's
- Ensure good communication with previous Regional Reps and learn from their mistakes and what to do.
- Make sure you have all the documents you need (e.g. IFSA letterhead, statutes, application forms for new membership, description of membership possibilities and how to become a member, IFSA brochure and copies of IFSA News).
- Try to learn exactly what is going on in your region.
- Establish contact with the other IFSA Officials.
- Introduce yourself at the mailing list and write personal e-mails (if possible) to every LC. Use this occasion to ask them to send you brief information about their activities, problems and what they are expecting from you.
- Ask for help the IFSA Seven whenever you need it and help them and any other commission when they ask.

To be underlined, the role of Regional Representative is very important. Regreps is the communication bridge between the LC and IFSA 7. It is important that the regreps know what the problem and the progress of their region.

Exchange Program Commission

The main role of Exchange Program Commission based on the IFSA Strategy Part II: Implementation goal 3, 3.1 is to enlarge the Exchange Programme Commission's network to find more internship possibilities for students.

Below are the titles of the three main commission members, with their roles within the organisation written below:

Exchange Program Commissioner

- To look for new placements at the forestry or environmental organisations within their country, or beyond.
- Once an applicant has been accepted by the organisation in their region, they must liaise between the student and employer to ensure the success of the placement for both the employer and employee. This will ensure that both parties leave with a good impression of the EP, and in the case of the employer, they may offer the placement again.
- He/She can punctually help students who are looking for placements or university exchanges in his area to get in touch with employers and to find accommodation or other facilities.

Exchange Program Administrator

- This person is the one who is in charge of checking the epo mail inbox (<http://ifsa.net/webmail/>) and forwarding the different e-mails to the commissioners who they are addressed to. He is supposed to keep the inbox up to date and to check it regularly. When he is out of office he has to hand over his task to another commissioner to be sure that the inbox is still being checked.
- This person is the interface between the applicant and the employer. The student sends the application, either a hard or soft copy, through to the administrator, who then sends it

to the employer. The employer reviews the application, and makes a decision about whether to employ or not, then sends the answer to both the administrator and the student.

- The administrator also should attempt to fulfill the roles defined in the normal Exchange Program Commissioners outline.
- The administrator can also be the head of commission.

Head of the Exchange Program

- To oversee the activities of the commission as a whole and ensure that the commission is on track with the overall goals of the EP.
- Write the quarterly and annual reports required by each IFSA commission.
- Take the commission in new directions or work on improvements to enable the commission to run more efficiently.
- Remain in constant communication with the commissioners in order to support, motivate and keep them focused on.
- He should also use the different communication possibilities (yahoo groups/forum) to share information about the placement and the Commission's main contacts with the other commissioners (keep the EP commission contacts files up to date and upload the different placement forms).
- Deal with any queries or enquiries from non-EP commissioners, and IFSA Direction, regarding the operation of the program.
- The Head of the Exchange Program should also attempt to fulfil the roles defined in the normal Exchange Program Commissioners outline.

The head of the EP and the administrator should work in very close collaboration to run the EP in the best way possible.

Fundraising Commission

Fundraising commission is a very important commission since you need money for running an association as IFSA. Fundraising commission is responsible for searching and attaining the funds for running of IFSA. They should look for funds at big forestry related companies, grants, other associations related with forestry. They should also work together with Head of P&P to advertise sponsors in IFSA News. Head of Fundraising commission should be also a liaison officer between all the local committees (LC) of IFSA regarding any financial issues. Any LC can contact the fundraising commission when they require and information about fundraising and how to find money for their LC. But they cannot give any money to LC. More especially, based on IFSA Strategy, Fundraising Commission with the Treasurer should enhance the action of the Development Fund.

If the fundraising commission consists of group of people it is up to Head of Fundraising Commission to delegate work between the commissioners and also take care that all the work is done. So the constant contact between commissioners is very important. The updating, inviting and accepting of new members into the fundraising commission must be done constantly. Meetings must be held within the fundraising commission to discuss any new projects do be done and to monitor progress of current projects. Keeping in contact with possible sponsors, IFSA 7 and members from other commissions is important.

Publications and Promotion Commission

IFSA P&P com strategy

You can check the elements of P&P strategy using the document attached. Basically there are small objectives (edition of IFSA 7 Newsletter, ...) and a big one: the edition of IFSA News.

IFSA News

The objectives of the IFSA News are to:

- Be a magazine where students can publish their first scientific articles
- Be a channel of information and aid exchange of experiences between IFSA members
- Be one of IFSA's promotion materials, i.e. an informative and attractive magazine that catches the interest of students, potential members, sponsors etc.

This year, we had numerical versions of IFSA News first. The idea was to print two numerical IFSA News every four months. The main activity of the Commission occurs every two months (or less, you choose) when the News deadline is reached. At these times, the commissioners have to allocate a decent chunk of time to the editing and layout of the magazine as well as chasing up/writing the last articles, photos or other goodies to fill possible empty pages.

The tasks of the IFSA News commissioners can be portrayed as follows:

Choosing topics

At the beginning of the IFSA year, topics should be chosen for the issues of IFSA News to be printed during the term. Topics should be relevant, hot topics in forestry and natural resource management and/or connected with discussions going on in IFSA.

We have amongst others chosen to focus on last year's IFSS topic and merged it with the topic that was aimed at before the IFSS in order for the participants to be able to publish their papers in IFSA News. Another possibility is to report on IFSA's participation at UNFF or e.g. the IUFRO world congress taking place before this year's IFSS.

There are many opportunities!

Articles

The table of contents is usually divided into sub-categories; one is the topic of the News; others are President's Corner, Meetings and Experiences; EP; The Miscellaneous Corner; Book Reviews – and other categories that might come up.

One or more announcements of deadline(s) and topic(s) should be made on the IFSA world mailing list to call for articles and the details should always be available in IFSA News. We also strongly recommend approaching individual students for articles on IFSA experiences, book reviews etc. Often, you will need to ask students to ask other students (perhaps not directly active in IFSA) for articles and here, personal contact (e.g. in the IN-commission member's LC's) is always the best!

Always ask writers to get their article checked by a friend who has good written English skills (see recommendations below).

Articles should always be supplemented by photos – in case the authors have none, often other IFSA members can help out. The current editing team has been working on enhancing the standard of articles. For example, it should be obvious that all students use references in their article (which is unfortunately not always the case at the moment). Furthermore, one or two articles presented by a recognised researcher or practitioner working with the topic of the News is always a good input. (For contacts you can always ask e.g. consulting members of IFSA).

Fun elements such as cartoons, a feature tree and similar ideas are great additions.

Editing

A person with very good written English skills is required for the editing job. The editor receives all articles and has to check them for spelling, grammatical mistakes and wording. Sometimes the editor needs to reduce the size of an article or rewrite paragraphs in order to make the meaning clear – so it sometimes also takes a bit of imagination.

There are then two different strategies, whether the P&P com does the edition by itself or if you ask a professional company to do so. In the first case, you are your own masters and it costs

less to IFSA. In the other case, you have to check the requirement of the editor and send to him what he asks. During IFSA year 2008-2009, the edition was managed by P&P, but the years before it was done in cooperation with a company in Germany: contact Jörg Neubert (designwerkstattneubert@arcor.de).

Photos or graphics should be sent by the authors via email or snail mail (the address can be found on the last page in the IFSA-news). If not we try to chase up photos for the articles where it is useful as early as possible before printing via contacting the authors by email. For the cover picture I try to get a high quality photo that fits to the main topic. It might suit the new layout to every now and then have a cut out, a black and white picture or a comic.....

Estimated work-time per issue: 1 weekend, if everything runs very well!

Layout

Layout is done by the P&P Commission. The final draft of the lay out then send to IFSA 7 or Language Commission to be proofread. Until the lay out people satisfied, lay out can be finished and IFSA News can be published.

Sponsors

This year we tried to have new sponsors and to keep the ones we had. We established a brand new strategy for sponsor research, through contacts using documents you can obtain at the fundraising com. This commission was in charge of looking for sponsors.

A close cooperation with the treasurer and the fundraising commission has been established during the last year and is crucial to be continued.

An emerging possibility would be to ask (European) universities to advertise their M.Sc. and PhD courses which they would have to introduce by 2010 at the latest according to the Bologna principles. An almost complete list of universities offering MSc/PhD courses in forestry and nature conservation fields is available from this year's IN editors or can be downloaded on www.fao.org/forestry/for/forc/free/foedu/foedu.stm

On the Internet

The use of the forum is to be privileged for the discussion between the commissioners and others. It allows keeping the track of what has been said and discussed even after the people who said it are gone (different from the mails!). I advice you to check the forum for that purpose, there are plenty of ideas in P&P corner that are just waiting to be thought about and carried through.

To put the IFSA News on the forum and the website is a good idea!

Good luck! And don't hesitate to contact me for help/information.

International Processes Commission (IPC)

Introduction

At the World Summit on Sustainable Development 1992 in Rio de Janeiro the parties couldn't come to an agreement on a forest convention on the worlds forests. Since then the United Nations formulated numerous resolutions to improve the sustainable management of forests and to cope problems like deforestation, illegal logging and poverty. The Rio follow-up processes like the United Nations Forum on Forest (UNFF), the Convention on Biological Diversity (CBD) and the UN Framework Convention on Climate Change (UNFCCC) are giving the stakeholders the chance to participate in the decision making processes. IFSA is already youth focal point at the UNFF, is allowed to go as observers to the UNFCCC, CBD and MCPFE (Ministerial Conference on the Protection of Forests in Europe). The IPC (should) works together with the FPEN (Forest Policy Education Network, www.forestpolicy.net).

What does the commission do?

The main task of the IPC is to bring as much forestry students as possible to the UN-meetings, to learn how international policy works, to participate in it and to tell the others what they experienced at places like New York, Montreal, Brussels, Bali, etc.

Head of the commission (UNPC-Coordinator)

Task

The Coordinator's job is to manage the whole activities of the group. This person is the contact person.

Responsibilities

During the IFSA-years, the coordinator should do the following things:

- Report to IFSA Vice-President what the group has done (4 reports/year)
- As we start to use the forum, management on IPC yahoogroups can be reduced by only telling the new people or the previous member to go to the forum and less use the groups and actively invite them to discuss IPC topic and issue in the forum. The forum is an important tool to inform the members of the group about the ongoing projects.

Challenge

As the head of the commission the most challenging task is to keep up the activities of the members. When there's a meeting, like e.g. the UNFF 6, there are always a lot of things happening, but when it's over, just a few members are really working on the different UN-processes. But someone who likes working with people around the globe is the right one for the job.

UNFF-Subcommission Coordinator

This job is all about the UNFF and the active participation in this important process about the forest's global future. One special point will be organising the participation and activities of IFSA students in UNFF 8 as part of the Children and Youth Major Group. This includes text negotiations, discussions, writing articles, etc.

UNFCCC-Subcommission: Climate-Forest-Projects Coordinator

Task

The task of this job is to make young foresters aware about the potential and rules of the UN-Climate-Process (better known as the Kyoto-Process) regarding forests.

Responsibilities

As a coordinator events (like e.g. the Climate Conference (CoP), the CarbonExpo, but also small seminars or meetings) should be announced to the commission through the IFSA Forum or ifsa.world yahoogroups. The subcoordinator should start the topic of UNFCCC preparation in the forum and announce to the ifsa.world yahoogroups or IFSA delegation. Another responsibility of the coordinator is the subscription of the IFSA delegates of the CoP (= 1 fax).

If the Head of the Subcommission can't go to the COP he/she should fix another person (one of the delegates that go) as coordinator of the delegation early before registration ends. This coordinator then has the possibility to contact the rest of the delegation before the meeting and be responsible for the delegation throughout the conference. This is really helpful. And in order to keep ALL forestry students informed about the current development in this field, articles should be written at least every 2nd IFSA news (= twice a year).

Challenges

As young foresters are hard to motivate for something which is new and unknown for them, only few people are expected to take action, contribute or give feedback. So, don't get frustrated...

CBD Sub-Commission Coordinator

As you may know, the Convention on Biological Diversity was concluded as an integral part of the preparatory process for the 1992 United Nations Conference on Environment and Development, also known as the "Earth Summit". The objectives of this Convention are the Conservation of Biological Diversity, the sustainable use of its components and the fair and equitable sharing of the benefits arising out of the utilization of genetic resources, including by appropriate access to genetic resources and by appropriate transfer of relevant technologies, taking into account all rights over those resources and to technologies, and by appropriate funding. The last Convention in 2008 concluded that 150 species on average disappear every day. We represent the future generation and therefore we have a great responsibility for tomorrow's decisions. The current importance of biodiversity is something that the future professional foresters will have to face. It is a new conception for all foresters to think about. This is a new vision that IFSA is trying to promote among the students and the young society since it is becoming a main issue in forest management.

The duty of the IFSA -UNPC-CBD Sub-Commission Coordinator is to promote and divulgate what has been done in this Convention and to call the attention of International students to this important international agreement. We can write articles, discuss opinions, and prepare seminars or other type of events regarding the objectives of this IFSA Sub-Commission. We can also be present on the Conferences of the Parties (COP) of this Convention organized by the United Nations. The year 2008 we sent a delegation from IFSA of 10 people to the COP 9 in Bonn (Germany). It was a great opportunity to get involved in international policies and biodiversity and of course to have a wonderful time and meet people from all over the world (6000 participants). So my suggestion is: Take action! Pay attention to what is surrounding you and take care of the Biodiversity richness of our planet.

You can get much more information at www.cbd.int or by sending an e-mail to ramonpereagc@gmail.com
(Ramon Perea - Head of CBD sub-commission 2007/2008)

MCPFE Sub-Commission Coordinator

MCPFE stand for Ministerial Conference on the Protection of Forest in Europe. It is a high-level co-operation of around 46 European countries and the European Community addresses the most important issues on forests and forestry. It declares recommendations in favour of the protection and sustainable management on forests in Europe and platform of dialogue for the signatory states, the European Community and the MCPFE observer countries and organisations as well as for other national and international stakeholders of forests and forestry. It is also a platform for the cooperation of policy and science. (<http://www.mcpfe.org/www-mcpfe/general>)

The duty of the Coordinator is to promote the MCPFE to all forestry students in IFSA. He/ she should announce the date of the meeting and the meeting result. IFSA sent two representatives last year.

Tasks that must be carried out in this IFSA role :

To promote the MCPFE to all forestry students in IFSA
He/ she should announce the date of the MCPFE meetings
Help max. two IFSA members to join each MCPFE meeting

According to the IFSA Statutes the duties of the MCPFE Sub-Commission Coordinator are:

Like other commissions, also MCPFE sub-commission has to give a brief report on their activities (including decisions) to the Council on request and at least every four months
Like other commissions also MCPFE Sub-Commissions has to give an **annual report** on their activities to the General Assembly.

Other tasks you, as MCPFE Sub-Commission Coordinator, are responsible:

- After the MCPFE meetings she/he should provide the IFSA students with the meeting results.

- Introducing yourself to IFSA students face to face in IFSA meetings and by e-mail
- Sending e-mails of MCPFE events and their results regularly to ifsaworld@yahoogroups.com
- Help max. 2 members of IFSA with arrangements related to taking part in each MCPFE meeting
- Coordinating together with the MCPFE officials the participation of IFSA students in MCPFE conferences and events
- Make sure the IFSA participants in MCPFE meeting combine an **report of the meeting**
- If possible attend in MCPFE meetings yourself
- 1) **External communication by:**
Through MCPFE Liaison Unit mailing list and personal e-mails of the MCPFE coordinators
- 2) **Develop IFSA and ensure continuity in the association by:**
Writing down report on each activity done during your term
Promoting IFSA and MCPFE to forestry students each times you have the opportunity

As the MCPFE Sub-commission coordinator the main task for you is to stay tuned with MCPFE mailing list and distribute the information gained from the mailinglist to all IFSA members through IFSA mailinglists.

If you have other people working in the commission it is good to keep up with them as well and share information and responsibilities.

Try to motivate people around you and at least inside in your own subcommission and the IPC commission. If your help is needed, try to stretch to help others as well.

Time management advice:

Like always also MCPFE is what you make out of it! Generally, it requires about two hours a week. Position requires checking your e-mails regularly and distributing the information as soon as possible when you receive it. If you feel like travelling to the meetings that takes of course more time but should be worth it!

Web Commission

The Web commission is responsible of the management of the IFSA web page. The Webbies work as a small group in close cooperation with the Seven and the regional representatives.

Day to day activities:

Managing the site and its database involves a sum of little tasks whose amount varies according to the time of the year. Some need to be done only after IFSS and concern the official changeover. This involves up dating the official list per category (com, seven, reg rep...) for example. This section will barely be touched again before the following IFSS but the rest of the site will need attention. Some of the things that need to be done are the following:

- filling the calendar with events announced through the mailing lists or directly by the organisers
- keeping the IFSS information up to date
- work with the regional representatives to keep the members' information up to date
- put the EP placements online for the EP com
- put the IFSA News issues online
- up load documents for the download page
- provide help to the other administrators of the site (Seven and Regional Representatives)
- manage the IFSA Forum
- KEEP AN EYE on the site so that no aberration appears.

Required abilities:

The quality that is most required in a webby is the ability to organise his/herself and his/her work. The work will not be overwhelming but it will need to be regularly done. The IFSA site is a platform used by many forestry students to collect and share information and our association can not afford to have it poorly maintained. Knowledge in html language and programming is certainly an advantage but the lack of it is no handicap. One of the goals of the renewal of the site was to prevent any technical difficulties to its future users. Therefore, only the html basics are required and those can be easily and quickly learned. Moreover, a webmaster guideline has been created for an optimal understanding of the site at the beginning.

Head of the commission:

The Head is the coordinator of the commission. His/her main responsibilities are to have a constant overview of what is happening within his/her team and what is needed about the site. The Head should lead the Webbies to an agreement regarding the division of the workload and responsibilities. This is best achieved through a fluent communication between the members of the team, chats or other media. Good communication is also essential with the other administrators of the site who are the Seven and the Regional Representatives. Head or not, being a Webby is a very pleasant and rewarding work. Although discreet, it is a strategic position within the official structure. By doing a very valuable work for the association's communication and management, the Webbies are in the very heart of IFSA and know all its little secrets.

Development Project (formerly Village Concept Project)

The DP commission in IFSA is trying to find projects where forestry students could volunteer and offer their expertise regarding to sustainable forest management, community forestry and nature conservation.

First of all commissioners should subscribe to the IFSA Forum and follow the activities and conversation there especially in the Development Project group. They should forward all essential information about upcoming voluntary work possibilities to other forestry students and also join the conversation on how to develop the concept of DP. Commissioners should also try to search for assistance from different organizations such as FAO.

Finding appropriate projects to work with is sometimes challenging and even frustrating. That's why the role of the head of DP commission is quite important. He/she should motivate others and keep on communicating with other DP'ians. The work you do for DP doesn't always lead to any concrete actions, but at least you learn to communicate with different people from different parts of the world and you get to know some ways how to run development projects.

Language Commission

The Language Commission's priority is to be a point of contact for the translation and proofreading of official IFSA documents. We also offer help to any IFSA member who would like help in translating any forestry paper and should they need their university documents translated we will endeavour to help out where we can. We are limited in our capacity in that we only are adept in certain languages. We do have access to translators of other languages but if you feel that you are able to help broaden this spectrum then please feel free to contact us. Help is always welcome in this area as we need to overcome this most fundamental of obstacles. And please feel free to contact us for any official documents that you think needs to be translated or proofread.

Liaison Officer (LO)

GENERAL

This position was created to release the president of a great number of emails and formalities so that he can save time for these other missions. Thus the LO is a kind of President's "secretary" in charge of a Partnership. He/she can't decide for IFSA and must contact the IFSA direction before all decision. To be very efficient the LO must make a selection with all the email that he/she

receives and forward only important emails to the President. The IFSA-... liaison officer shall be appointed for a one year term at the annual International Forestry Students Symposium (IFSS). The officer's duties involve:

- Maintaining regular e-mail contact with both the IFSA President and the partner organization. This includes:
 - a. prepare a systematic calendar of the main events of the partner organization stressing the events in which IFSA could participate (including: date of event and deadlines for application) and discuss with the president about possibilities (see attachment 1)
 - b. try to organize one event in which the LO and president take part, for the latter to be introduced to the partners
 - c. discuss issues with the IFSA president and when necessary with the IFSA direction before taking decisions
 - d. write a quarterly report for IFSA and for partner organization
 - e. Write an annual report with the main important facts of the year
 - Work with both parties to find suitable arrangements for collaborative activities:
 - a. conferences, seminars, workshops, awards, internships
 - b. online forums
 - c. networking opportunities
- The liaison officer shall attempt to coordinate at least one joint activity every term.
- Raise awareness of one organisation to the other
 - a. write articles for the newsletters of the respective organizations and IFSA
 - b. update online notice boards with relevant events (IFSA web page and partners web page)
- The liaison officer shall attempt to have at least one published article in each of the respective organization's newsletters regarding some aspect of the other organization.
- Change over (very important for project with other organisations):
 - a. After the term, provide the next LO with the following information
 - b. Overview about the partner organization and history of cooperation
 - c. Ongoing projects
 - d. Upcoming projects
 - e. Ideas for the future
 - f. Detailed contact information
 - g. Advice about the main important docs to be read by the next person

The liaison officer can be appointed for a second and subsequent term pending appointment at the relevant IFSS and agreement of the partner organization.

SPECIFIC JOB OF EACH LO

LO for IUFRO

In 2009, the change over would be very special for case of a new person in charge of liaison with IUFRO. Indeed the current officer is involved in the preparation of the World Congress 2010 (Scientific Committee). IUFRO asked that the same person should continue this task until august 2010. Then, if a new liaison officer is elected in august 2009, parallel tasks have to be planned between two people. That's why the creation of a 'IUFRO office' is beginning to avoid such problems (see tab 'ongoing projects'). I would recommend to contact iufro.lo@ifsa.net for more information regarding the change over.

SPECIFIC MISSION OF IUFRO LO : Prepare IFSA-IUFRO cooperation for IFSS 2010

IUFRO World Congress will be held in Korea at the same time of IFSS 2010. A good communication and cooperation should be promoted, to have a lot of students coming to IUFRO WC, to prepare some material to show, to get financial help... As the Korean LC has been newly created, it is important to strengthen the link and communication.

LO for CFA

According to the IFSA Statutes the duties of the CFA Liaison Officer are
Maintain regular email contact with the IFSA President and the CFA

In this position, you, as CFA LO, need to be motivated to find and follow opportunities with the CFA. If you do not email the CFA and start discussions then the partnership will not achieve anything. The CFA may contact you occasionally if they want to ask for your help, but usually it will be up to you to make things happen!

Contact the IFSA President after you have discussed options with the CFA and need permission to continue with an idea, also consider if you should cc: the information to all of IFSA7. You can also contact the IFSA President if you want some advice, want to discuss possibilities, or to see if an idea would be feasible from IFSA's point of view. If you want more advice or help you could also contact the ex-CFA LO.

Prepare a systematic calendar of the main events of the CFA stressing the events in which IFSA could participate

The CFA often doesn't know exact dates until further into the year so you should ask or remind your CFA contacts to give you details of upcoming events every couple of months, not only at the beginning of the year. Once you become aware of dates and deadlines make sure to pass this information on to IFSA.

The main events that IFSA can be involved in are:

- The CFA Annual General Meeting (you and the IFSA President),
- The CFA General Assembly (you and the IFSA President)
- The 2010 Commonwealth Forestry Conference in Edinburgh (anyone in IFSAWorld)

The main awards offered by the CFA that IFSA members could apply for are:

- The Young Foresters Award
- The Young Scientist Publication/Research Award

You should attend at least one of the AGM or General Assembly with the President so that you can both have a good introduction to the organisation.

Write a quarterly report for IFSA and for the CFA and an annual report with the main important facts of the year

This is the only 'administration' requirement of your work. It is important to tell people what you have been doing as in your work as CFA LO and what plans you have for the future because most of the contact you have will be between the IFSA President and the CFA, so the rest of IFSA may not know what goes on behind those doors without these reports. It also is important to identify problems you encountered during the year and possible solutions for these. This may help future CFA LO's and also officials in other positions.

Work with both parties to find suitable arrangements for collaborative activities

This can include conferences, seminars, workshops, awards, internships, online forums and other networking opportunities. A couple of collaborative activities have already been mentioned, such as the Commonwealth Forestry Conference, but keep your ears and eyes open for more possibilities! The CFA often advertises international workshops and job opportunities so look out for these. Ask the CFA first to see if these opportunities could be open to IFSA students and don't be afraid to email any and all ideas you have to the CFA and ask what they think. They are always open to considering new ideas and will support any collaborative activities if it is possible.

Raise awareness of one organisation to the other

In the beginning the CFA will ask you to write an introduction about yourself to put on the CFA website. This is important to make you known in the CFA world. You should try to write at least one published article for the IFSA News and CFA Newsletters regarding some aspect of the other organisation to help in raising awareness.

To refresh people memories and inform them of what is happening in the CFA, try to update the IFSA webpage and forum every now and then and send emails to IFSAWorld with news and to advertise opportunities. In particular, don't forget the IFSA Forum as this is becoming an increasingly important tool.

The CFA also releases for newsletters per year. The CFA will send an electronic copy to your email address so remember to forward this on to all IFSA members. IFSA pays for this newsletter, so don't forget!! Although it hasn't happened yet, we have discussed the option of making the IFSANews available to CFA members, so this is something you should organise soon into your term (discuss with the IFSA President!).

LO for EFI

To be the LO for EFI you have to keep communicating with EFI headquarter. It is better if you stay near by the headquarter. Every year you have to check the membership of IFSA in EFI and check the MoU between EFI and IFSA. To do this, you will be helped by IFSA Seven especially President. You will intensively discuss this matter until we finally can establish the cooperation between IFSA – EFI. But, you don't have to worry to spend all of your time, no. You just need to plan the time of you for doing this and the rest of yours, go for your own life ☺.

POSITION WILL BE APPROVED IN THE GA, IFSS 2009

LO for FAO

The missions of the FAO LO fit pretty well with the description of the missions of all LOs. So, below is a copy of this general description. Some more specific goals are set below. Then, the other sheets are specific for FAO LO. Note on the right column that each mission is more or less replaced in the global IFSA strategy. Of course, "LO", it's in the name, is a lot about linking people, but not only.

SPECIFIC MISSIONS OF FAO LO

- a. *Define a communication scheme with the forestry department of FAO*
Who would be the focal point at FAO? What to exchange? How?
- b. *Provide internship possibilities for students at FAO*
FAO is eager to collaborate with young but motivated and well skilled students. However, they don't have means to pay them. On the other hand, it is a great experience to work at FAO. Hence, the mission is to find ways to help students to obtain internships at FAO. A trust fund would be the best way of securing this cooperation on the long term.
- c. *Develop cooperation in the framework of the regional forestry commissions - It's actually mentioned in the general goals, but has to be emphasized on*
- d. *Set up a position, shared among several students' organizations, to be focal point between these organizations and FAO as a whole*
The IFSA-FAO LO works mainly with the Forestry department of FAO. But some informations are interesting to be shared more widely. This person would have the responsibility to ensure contact between the entire FAO and the different interested organizations (IFSA, IAAS, YPARD...)

LO for ALUMNI

The most important thing of Alumni LO is to provide information between Alumni and IFSA. The specific mission of this LO is working together with the alumni create a website that will provide database of alumni. Secondly is to organize award for alumni such as alumni meeting or any. The LO should gather the contact person of Alumni and keep in touch with them.

LO for Forestry Education

This exciting and new position in IFSA has to be approved yet by the GA in Indonesia 2009. The position is created because forestry education is one of the most important issues in IFSA and therefore requires one person to coordinate IFSA's actions in this field. If you choose this position your work will be as exciting as important, you will meet

interesting leading people from different countries, be able to give the student's point of view on the international floor and much more...

Lead the discussion about education within IFSA:

- promote, gather and analyse the forestry education questionnaire (at least each quarter of the year)
- take care of the discussions on the forum and invite people to come there (once a week)

Be the link between the external partners and the students

- become the focal point for IPFE (International Partnership for Forestry Education) and take part in their meetings
- become the focal point for silvanetwork (the network of all forestry faculties in Europe) and take part in their meetings
- advertise, prepare and take part in other meetings about Education (such as the WFC, the IUFRO World Congress)

Time management advice: about 3 hours a week

LO for IFISO

If you choose this position your work will be a lot of fun and also broadening your horizon, you will meet interesting leading people from other international student organisations and learn a lot about the functioning of organisations, a knowledge that you can use for your advantage all your life!

What is IFISO?

IFISO stands for “Informal Forum of International Student Organisations” which means a group of students from various international organisations. These students share information among their organisations to improve their practises on e.g. fundraising, knowledge transfer or PR.

Traditionally IFISO meets two times a year to come together and discuss about all kind of subjects such as mentioned above. This is very helpful for the well-running or even better-running of the organisations and creates contacts for many future projects such as last year a cooperation between medicine students and agriculture students to prevent Aids in rural areas.

This exciting and new position in IFSA has to be approved yet by the GA in Indonesia 2009. The position is created because there is a big potential of advantages IFSA could gain from IFISO and therefore IFSA requires one person to coordinate actions in this field. If you choose this position your work will be a lot of fun and also broadening your horizon, you will meet interesting leading people from other international student organisations and learn a lot about the functioning of organisations, a knowledge that you can use for your advantage all your life!

Be the link between IFISO and IFSA

- register to the IFISO mailinglist and keep up to date with the discussions
- go to the IFISO meetings together with the president; once in autumn and once in spring
- put the information that you get in the meeting plus information about the other orgs on the forum and send an informational newsletter via ifsaworld
- especially advertise projects like the Leadership Summer School and the Train New Trainers for the benefit of IFSA, but also advertise other org's events
- help establish connections between IFSA and other student organisations on the local level
- encourage meetings organised jointly by several student orgs
- read the strategy, especially Part II about the implementation
- write your progress report and prepare a good change over before the IFSS

Time management advice: about 3 hours a week

IFSA Team
Updated 2008-2009