



**กวนทีสุก**

## บันทึกข้อความ

ส่วนราชการ สำนักงานจัดการทรัพยากรป่าไม้ ที่ ๑๓ (สงขลา) ส่วนส่งเสริมการปลูกป่า โทร. ๐-๗๔๒๐-๕๙๙๐ ต่อ ๑๓๑  
ที่ ทส. ๑๖๒๖.๕๔/ ๒๓๗๔ วันที่ ๑๓ กันยายน ๒๕๖๕

เรื่อง Invitation to Nominate Candidates for the 2023 Batch of AFoCO Fellowship Program

เรียน ผู้อำนวยการส่วนอำนวยการ  
ผู้อำนวยการส่วนจัดการที่ดินป่าไม้  
ผู้อำนวยการส่วนจัดการป่าชุมชน  
ผู้อำนวยการส่วนป้องกันรักษาป่าและควบคุมไฟป่า  
ผู้อำนวยการส่วนโครงการพระราชดำริและกิจการพิเศษ  
ผู้อำนวยการศูนย์ป่าไม้สงขลา  
ผู้อำนวยการศูนย์ป่าไม้สตูล  
ผู้อำนวยการศูนย์ป่าไม้ปัตตานี

สำนักงานจัดการทรัพยากรป่าไม้ ที่ ๑๓ (สงขลา) ขอส่งสำเนาหนังสือสำนักงานการป่าไม้ต่างประเทศ ด่วนที่สุด  
ที่ ทส. ๑๖๑๑.๓/๗๙๑ ลงวันที่ ๖ กันยายน ๒๕๖๕ เรื่อง Invitation to Nominate Candidates for the 2023  
Batch of AFoCO Fellowship Program มาเรียนเพื่อทราบและประชาสัมพันธ์แก่ผู้ที่สนใจเข้าร่วมโครงการ ทั้งนี้  
สามารถดาวน์โหลดเอกสารได้ที่เว็บไซต์สำนักงานจัดการทรัพยากรป่าไม้ ที่ ๑๓ (สงขลา) [www.forest.go.th/songkhla13](http://www.forest.go.th/songkhla13)  
หัวข้อหนังสือเวียน

(นายเจษฎา เจษฎาภินันท์)

นักวิชาการป่าไม้ชำนาญการ รักษาการในตำแหน่ง  
นักวิชาการป่าไม้ชำนาญการพิเศษ รักษาการแทน  
ผู้อำนวยการสำนักงานจัดการทรัพยากรป่าไม้ที่ ๑๓ (สงขลา)



# ด่วนที่สุด บันทึกข้อความ

ส่วนส่งเสริมการปลูกป่า  
รับที่ ๑๑๑  
วันที่ 6 ก.ย. ๒๕๖๕  
เวลา ๑๖.๓๖

สำนักจัดการทรัพยากรป่าไม้ที่ 13 (สงขลา)  
เลขที่รับ ศก(๓๓)  
วันที่ ๖ ก.ย. ๒๕๖๕  
เวลา ๑๔.๒๓ น.

ส่วนราชการ สำนักการป่าไม้ต่างประเทศ ส่วนความร่วมมือระหว่างประเทศ โทร. ๕๖๖๓๓ และ ๕๐๓๓๔

ที่ ทส ๑๖๑๑.๓/๗๙๖

วันที่ ๖ กันยายน ๒๕๖๕

ฝ่ายวิจัยและพัฒนาการป่าไม้

เลขที่รับ ๑๒๖

เรื่อง Invitation to Nominate Candidates for the 2023 Batch of AFoCO Fellowship Program

ที่ ๗ ก.ย. ๒๕๖๕

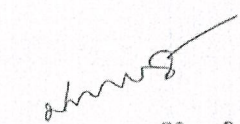
เวลา ๑๓.๒๐ น.

- เรียน ผู้อำนวยการสำนักทุกสำนัก
- ผู้อำนวยการกองการอนุญาต
- ผู้อำนวยการสำนักจัดการทรัพยากรป่าไม้ ที่ ๑-๑๓
- ผู้อำนวยการสำนักจัดการทรัพยากรป่าไม้สาขาทุกสาขา

สำนักการป่าไม้ต่างประเทศขอส่งสำเนาหนังสือ AFoCO Secretariat เลขที่ RETC-199 ลงวันที่ ๒๙ สิงหาคม ๒๕๖๕ เรื่อง Invitation to Nominate Candidates for the 2023 Batch of AFoCO Fellowship Program มาเพื่อโปรดทราบและพิจารณาแจ้งเวียนผู้ที่มีความสนใจสมัครเข้าร่วมโครงการ AFoCO Fellowship Program โดยจะต้องปฏิบัติงาน ณ สำนักงาน AFoCO กรุงโซล สาธารณรัฐเกาหลี เป็นระยะเวลา ๑ ปี ตั้งแต่เดือนมกราคม - ธันวาคม ๒๕๖๖ ทั้งนี้ ผู้ที่ได้รับการคัดเลือกให้เข้าร่วมโครงการดังกล่าวจะได้รับสวัสดิการต่างๆ ตามที่ AFoCO กำหนด ทั้งนี้ ขอให้แจ้งความประสงค์และข้อมูลรายละเอียดของเอกสารตามที่ AFoCO กำหนด รายละเอียดตามเอกสารแนบ แล้วส่งให้สำนักการป่าไม้ต่างประเทศภายในวันที่ ๒๐ กันยายน ๒๕๖๕ เพื่อดำเนินการต่อไป

จึงเรียนมาเพื่อโปรดทราบและพิจารณา

- ส่วนอำนาจการ
- ส่วนจัดการที่ดินป่าไม้
- ส่วนจัดการป่าชุมชน
- ส่วนป้องกันรักษาป่าและควบคุมไฟป่า
- ส่วนส่งเสริมการปลูกป่า
- ส่วนวิชาการตรวจราชการและกิจการพิเศษ
- ศูนย์ป่าไม้สงขลา
- ศูนย์ป่าไม้สตูล
- ศูนย์ป่าไม้ปัตตานี

  
(นางสาวบรรณมา มีสิงห์เจริญ)  
นักวิทยาศาสตร์ชำนาญการ  
รักษาการแทนผู้อำนวยการสำนักการป่าไม้ต่างประเทศ

(นายณเรศม์ ขุสมา)  
นักวิชาการป่าไม้ชำนาญการ รักษาการแทน  
ผู้อำนวยการสำนักจัดการทรัพยากรป่าไม้ที่ ๑๓ (สงขลา)

- ฝึกอบรมปลูกป่า
- ฝึกอบรมผลิตกล้าไม้
- ฝึกอบรมโครงการพระราชดำริและกิจการพิเศษ
- ฝึกอบรมวิจัยและพัฒนาการป่าไม้

(นายเจษฎา ใจสุทธิพันธ์)  
นักวิชาการป่าไม้ชำนาญการ  
รักษาการในตำแหน่งนักวิชาการป่าไม้ชำนาญการพิเศษ  
ทำหน้าที่ผู้อำนวยการส่วนส่งเสริมการปลูกป่า

DATE: 2022.08.29

REF.NO.:

RETC-199

Representatives of Member Parties  
CC National Focal Points

Dear Sir/Madam,

### Invitation to Nominate Candidates for the 2023 Batch of AFoCO Fellowship Program

Greetings from the Secretariat!

In accordance with the Decision 43-V-21R adopted by the 5<sup>th</sup> Session of the Assembly held on 26-27 October 2021 in a hybrid manner, the Secretariat would like to invite you to nominate a candidate for the 2023 batch of the AFoCO Fellowship Program.

According to the Guidelines on the Expanded Fellowship Program (hereinafter referred to as "Fellowship Program") newly endorsed at the 6<sup>th</sup> Session of the Assembly virtually organized on 29-30 March 2022 (G-5-22S), the Secretariat will select four (4) Fellowship Officials with a 1-year term from January until December in 2023 who will be assigned to four different teams of the Secretariat based on his/her backgrounds and expertise. Please refer to the following procedures and schedule:

Procedure	Schedule
Nomination of candidates by the Parties	by 26 September 2022
Interview of nominated candidates by the Secretariat	4 October 2022
Selection and notification of the final list of successful candidates	by the end of October 2022

In accordance with the nomination criteria specified in the Guidelines for AFoCO Fellowship Program (**Attachment 1**) and the terms of reference of the fellowship officials to be in charge during the batch (**Attachment 2**), the Parties are kindly requested to nominate one (1) candidate by sending the nomination letter together with the curriculum vitae, personal statement and medical certificate of the nominated candidate with reference to the attached templates (**Attachment 3**) to the Secretariat by the nomination deadline of 26 September 2022.

Thank you very much for your cooperation.

Sincerely,



Ricardo L. Calderon  
Executive Director

Sixth Session of the Assembly  
29-30 March 2022, Virtual

## Agenda Item 8

### **Guidelines on Expanded Fellowship Program**

*(Working Document)*

#### **I. Introduction**

1. The AFoCO Fellowship Program is a program for government officials of AFoCO Member Parties dispatched to the AFoCO Secretariat to experience the working environment and processes of the international entity, as well as to maximize the in-house capacity of the Secretariat.
2. The program is expected to:
  - Provide an effective position to the Secretariat to deliver the member countries' voice to the global discourses and declarations such as UNFCCC, UNCBD, UNCCD, and UNFF, with the collective professional knowledge from the region.
  - Accommodate diverse demands and needs of the Member Countries and strategize goals and missions of the organization, including resource mobilization.
  - Strategize the organization's vision and missions working as the Secretariat's Professional Staff;
  - Infuse professional expertise and experience of the region and country in sustainable forest management, biodiversity conservation, and climate change, including nature-based solutions;
  - Build an effective communication network among the Parties and the Secretariat;
  - Expand the cooperation with the Parties better understanding of the working environment and procedural matters among the Parties and the Secretariat; and
  - Improve the task management of the Secretariat, and share knowledge and experiences in the Asian region.

#### **II. Objectives of the Guidelines**

3. These guidelines embody the terms and conditions of service and the duties and obligations of the dispatched government officials for the AFoCO Fellowship Program (hereinafter referred to as "Fellowship Officials").

### **III. Status of Fellowship Officials**

4. During the period of the Fellowship Program, the Fellowship Officials are international civil servants. They shall not seek nor receive instructions from any country or authority external to AFoCO. By accepting appointments as Fellowship Officials, they pledge themselves to discharge their functions and regulate their conduct with the interests of AFoCO only in view.

5. Fellowship Officials will be categorized into Category-I and Category-II. The scope of Category-I and Category-II is defined as the level of qualification and expertise of her/him dedicated to the area of work, in accordance with the assessment criteria of the Secretariat.

6. Fellowship Program is operated on a fixed-term basis. The duration for Category-I is one year, and that for Category-II is two years.

7. The total number of Fellowship Officials working at the Secretariat shall be ten in a maximum per year, on the basis of budget availability and demand of work of the Secretariat. The Executive Director shall examine the expected workloads and funds availability before determining the total number of Fellowship Officials to be accommodated in each term.

### **IV. Duties and Responsibilities for Fellowship Officials**

8. During the working period in the AFoCO Secretariat, the Fellowship Officials shall abide by the Code of Conduct for Staff Members of AFoCO and observe the normal working hours and official holidays established by the Staff Regulations of AFoCO.

9. The Fellowship Officials shall inter alia perform the following activities:

- Coordinating the AFoCO publicity activities in the Parties (Category-I and II);
- Making arrangements for upcoming events with relevant Parties and providing secretarial services (Category-I and II);
- Promoting partnerships and advocacy for implementation and accomplishments of program activities with Member Countries (Category-I and II);
- Performing other secretariat functions as may be required by the Assembly (Category-I and II);
- Coordinate and facilitate given tasks at the level of Professional staff of the Secretariat, considering existing duties and responsibilities of the concerned position (Category-II); and,
- Undertaking other duties as may be assigned by the Executive Director (Category-I and II).

10. The Fellowship Official shall develop and submit their work plan within two weeks after the commencement of duties at the Secretariat. Before completing his/her service, the Fellowship Official shall also submit a final report on his/her services and achievements delivered throughout the program. Accordingly, the Certificate of Completion will be provided.

### **V. Nomination and Approval Procedures**

11. Candidates for the Fellowship Program shall be nominated by the Representative of the respective Parties, following the vacancy notice of the Secretariat.

12. Each Representative of the Party may nominate a maximum of two candidates for each Category of the Fellowship Program guided by the following criteria.

A. General

- a. The candidate should be a permanent government official of the Parties, with age not more than 45 years old;
- b. Candidates should be willing to take care of AFoCO projects as project staff or lead AFoCO-related activities upon returning to their duty station; and,
- c. Candidates should be in good health and willing to travel outside of Headquarters.

B. Category-I

- a. Candidates should have a minimum of five (5) years of work experience in the governmental institutions of the Parties;
- b. Candidates should have an academic background in forestry, environment, or biodiversity conservation. Candidates may come from the Bureau or other Offices within the Department or Ministry;
- c. Candidates with expertise or experience in capacity building, planning, geographical information system, project development, implementation, and monitoring in the areas of forest resources management, biodiversity conservation, or climate change mitigation and adaptation, including REDD+, will be an advantage; and,
- d. Candidates should be computer literate, fluent in spoken and written English.

C. Category-II

- a. Candidates should have a minimum of ten (10) years of work experience in the governmental institutions of the Parties;
- b. Candidates should have an advanced university degree, i.e., a Master's degree or equivalent, in forestry, environment, biodiversity conservation, social science, political science, international relations, development studies, or related discipline. Candidates may come from the Bureau or other Offices within the Department or Ministry;
- c. Candidates with professional expertise or experience in capacity building, planning, geographical information system, project development, management and monitoring in the areas of forest resources management, biodiversity conservation, or climate change mitigation and adaptation will be an advantage;
- d. Knowledge and skills required for a range of issues related to Land Use, Land-Use Change and Forestry (LULUCF) sector under the UNFCCC will be an advantage; and,
- e. Candidates should be computer literate, excellent oral and written communication skills in English. The applicants who have resided and studied at an educational institution in an English-speaking country will be an advantage.

13. Nominated candidates by the Representative should submit their curriculum vitae, personal statement, and medical certificate to the Secretariat by the given deadline for application.
14. The Secretariat will conduct an interview in English via teleconference within two weeks after the application deadline. If the English proficiency of the candidate is deemed unsatisfactory, the Secretariat may request the corresponding Representative to recommend an alternative candidate or decide not to select anyone for the batch.
15. The final list of the candidates for each term will be decided by the Executive Director, considering the results of the interview evaluation and geographic and gender balance among the awardees.
16. The Executive Director shall inform the Representatives of the final list of the candidates and issue an appointment letter to each successful candidate. The Secretariat shall provide the necessary support for the final candidate to take a necessary administrative process for the commencement of duty on time.

## **VI. Financial Support and Benefits**

### Salary

17. Salary for the Fellowship Officials shall be paid by the respective entity that sends the Fellowship Officials according to their relevant domestic regulations. The amount of salary to the Fellowship Officials by the sending entity during the period of his/her service at the Secretariat shall be credited as an in-kind contribution from the respective Parties. For that, the Representative shall inform the statement after completing service to the Secretariat in writing.

### Allowances

#### *General*

18. A Fellowship Official shall be provided with official residences during his/her service at the Secretariat. If an official residence is not available, a housing allowance shall be provided to cover the actual rental costs, with the ceiling rate of KRW 800,000 per month. If a refundable fixed deposit is required for any housing rental arrangement, the deposit cost shall be covered by and returned to the Secretariat in full without any deduction.

#### *Category-I*

19. A Fellowship Official shall be entitled to living allowances paid at the gross rate of KRW 1,600,000 per month.

20. Once during her/his service, a Fellowship Official shall be provided with an economy-class round trip air ticket using the most direct route for up to three dependents to the duty station.

#### *Category-II*

21. A Fellowship Official shall be entitled to living allowances paid at the gross rate of KRW 2,400,000 per month.

22. Once during her/his service, a Fellowship Official without dependents shall be provided with an economy-class round trip air ticket for up to three dependents using the most direct route to visit the duty station.

23. Once during her/his service, a Fellowship Official without dependents shall be provided with an economy-class round trip air ticket using the most direct route for special leave to the home country.

24. Living allowances will be additionally provided to a Fellowship Official with dependents up to three at the rate of KRW 40,000 per month for a spouse and KRW 50,000 per month for a child.

#### Annual Leaves

25. A Fellowship Official shall be entitled to fifteen days of annual leave per year. The Secretariat shall not compensate the remaining annual leave at the time of separation from service.

#### Health Insurance

26. A Fellowship Official with dependents, s/he, and her/his dependents shall be covered by the National Health Insurance applicable under the laws and regulations of the Republic of Korea.

#### Travel Cost for Mobilization and Demobilization

27. A Fellowship Official in Category-I shall be provided with an economy-class round trip air ticket using the most direct route when he/she is authorized to travel upon appointment and release from the task after completion of the term. Dependents shall not be accompanied.

28. A Fellowship Official in Category-II shall be provided with an economy-class round trip air ticket using the most direct route when he/she is authorized to travel upon appointment and release from the task after completion of the term. When the Fellowship Official has accompanying dependents, those dependents shall also be provided with the same level of round-trip air tickets as the Fellowship Official.

#### Travel Cost for Official Mission

29. When a Fellowship Official is required to take official travels as part of his duties, any expenses associated with such travels will be borne by the Secretariat through paying travel expenses equivalent to those for Professional staff of the Secretariat undertaking similar travel for official purposes.

### **VII. Final Provisions**



30. All other matters not provided in these Guidelines may be referred to the arrangements set by the Staff Regulations of AFoCO.

31. These Guidelines shall be supplemented or amended upon proposal by the Executive Director and subsequent approval by the Assembly.

## CURRICULUM VITAE

*\*INSTRUCTIONS: The candidates may freely choose the format of the curriculum vitae but it is advised to address the categories below:*

- *Personal information*
  - \* Please describe your personal information with your identical photograph (3.5 cm wide and 4.5 cm high) taken within the last 6 months*
- *Educational background*
- *Professional career*
- *Experience in Projects and programs (if any)*
- *Language skills*
  - \* Please describe your language skills. List your mother tongue and other language(s) including English with proficiency levels (Beginner, Intermediate, and Advanced).*

[Template]

## PERSONAL STATEMENT

*\*INSTRUCTIONS: The Personal Statement should be typed or printed legibly in English (A4, 1.15-line spaced, single-sided). This statement must be written solely by the applicant. Please refer to the prompts below.*

**Full Name:** \_\_\_\_\_

1. Describe what motivates you to apply for the Fellowship Program (Less than 600 words)
2. Describe your potential contributions to the Secretariat through the Fellowship Program (Less than 600 words)
3. Describe your career vision which you would like to develop through the Fellowship Program (Less than 600 words)
4. Describe any additional comments (if any) (Less than 600 words)

I hereby submit my Personal Statement and certify that I have received no assistance in writing or editing this essay.

\_\_\_\_\_  
dd/month/yyyy

\_\_\_\_\_  
Signature



## Terms of Reference for the Fellowship Officials (2023)

NAME		[PHOTO]
COUNTRY		
TERM OF SERVICE	Proposed for Category-I for 1 year	
WORK UNIT	Strategy and Outreach Team Planning and Budget Division	

CORE FUNCTIONS/DUTIES
<p><b>1. Support in organizing of Assembly and Conference</b></p> <ul style="list-style-type: none"> <li>· Support preparation of the Assembly documents for the Sessions of the Assembly in 2023</li> <li>· Communications and support logistic arrangements of the delegates</li> <li>· Review and consolidation of Assembly documents</li> </ul>
<p><b>2. Preparation for representation of AFoCO Secretariat in Partner Events and Conference</b></p> <ul style="list-style-type: none"> <li>· Preliminary review of agenda for relevant meetings</li> <li>· Compilation and organizing of agenda and relevant reference materials for Secretariat delegation</li> <li>· Note taking of relevant matters discussed</li> </ul>
<p><b>3. Support in drafting of documents for external partnership arrangements and initiatives</b></p> <ul style="list-style-type: none"> <li>· Support drafting of work plan for partnership arrangements including UN Decade of Ecosystems Restoration, and other partnership initiatives</li> <li>· Support review and updating of submission for accreditation documents, such as UNFCCC, GCF, etc</li> </ul>
<p><b>4. Support in the development of organizational strategy, including the Strategic Plan 2024-2030, Forest Carbon Partnership Strategy</b></p> <ul style="list-style-type: none"> <li>· Consolidation of baseline analyses for the development of the Strategic Plan.</li> <li>· Fine-tuning of the Strategic Plan 2024-2030 based on the input from the Parties and other stakeholders</li> </ul>
<p><b>5. Common tasks</b></p> <p><i>[Note: The common tasks are activities given to all fellows in addition to their core duties throughout a fellowship period. Each team can suggest the contents for the purpose of capacity building in general. The contents below are a sample based on previous duties proposed by the teams.]</i></p> <ul style="list-style-type: none"> <li>· PBD <ul style="list-style-type: none"> <li>· ORM: tbd</li> <li>· SO: Country profile</li> </ul> </li> <li>· CPD <ul style="list-style-type: none"> <li>· DE: Project concept note development</li> <li>· IM: Climate change policy documents</li> </ul> </li> <li>· CDD <ul style="list-style-type: none"> <li>· CDC: Study visit to forest-related agencies in the Republic of Korea</li> <li>· RETC: Participation into the RETC training programs</li> </ul> </li> </ul>
<p><b>6. Perform other duties as assigned by the Executive Director</b></p>



## Terms of Reference for the Fellowship Officials (2023)

NAME		[PHOTO]
COUNTRY		
TERM OF SERVICE	Proposed for Category-I for 1 year	
WORK UNIT	Implementation and Monitoring Team Cooperation and Project Division	

CORE FUNCTIONS/DUTIES
<p><b>1. Project Progress Monitoring for the Assigned Projects</b></p> <ul style="list-style-type: none"> <li>• Assist in communicating with Implementing Agencies (IAs) to facilitate timely implementation and reporting of projects</li> <li>• Assist in the review on periodic reports (physical and financial) submitted by the IAs and make corresponding recommendations and draft action documents</li> <li>• Participate in Project Steering Committee Meetings and other project related activities</li> <li>• Assist in the documentation of project related meetings and events</li> </ul>
<p><b>2. Project-related Advocacy for the Assigned Projects</b></p> <ul style="list-style-type: none"> <li>• Assist in the dissemination of achievements of on-going project activities via offline and online activities of publications, websites and social networking services</li> <li>• Develop website project stories and feature articles to promote the on-going projects</li> </ul>
<p><b>3. Development of country-related reports and guidelines</b></p> <ul style="list-style-type: none"> <li>• Develop the final draft of project cost norms for AFoCO Projects, in cooperation with member countries</li> <li>• Prepare and present report on the climate change related policies in Indonesia</li> <li>• Update Indonesia's Country Profile.</li> <li>• Prepare the draft of ESS manual for low-risk projects</li> </ul>
<p><b>4. Common tasks</b></p> <p><i>[Note: The common tasks are activities given to all fellows in addition to their core duties throughout a fellowship period. Each team can suggest the contents for the purpose of capacity building in general. The contents below are a sample based on previous duties proposed by the teams.]</i></p> <ul style="list-style-type: none"> <li>• PBD <ul style="list-style-type: none"> <li>• ORM: tbd</li> <li>• SO: Country profile</li> </ul> </li> <li>• CPD <ul style="list-style-type: none"> <li>• DE: Project concept note development</li> <li>• IM: Climate change policy documents</li> </ul> </li> <li>• CDD <ul style="list-style-type: none"> <li>• CDC: Study visit to forest-related agencies in the Republic of Korea</li> <li>• RETC: Participation into the RETC training programs</li> </ul> </li> </ul>
<p><b>5. Perform other duties as assigned by the Executive Director</b></p>



## Terms of Reference for the Fellowship Officials (2023)

NAME		[PHOTO]
COUNTRY		
SERVICE TERM	Proposed for Category-I for 1 year	
WORK UNIT	Regional Education and Training Center Team Capacity Development Division	

CORE FUNCTIONS/DUTIES	
<p><b>1. Support in Coordination and Facilitation of Training Courses</b></p> <ul style="list-style-type: none"> <li>• Preparation: Course guideline development and necessary admin assistance</li> <li>• During the training week: Technical support and communication</li> <li>• Post-training: Training report and 2-page leaflet development and publication Distribution of tokens and publication to participants</li> <li>• E-Module development</li> <li>• Promotion activities (e.g., web articles)</li> </ul>	
<p><b>2. Support in Management of the RETC</b></p> <ul style="list-style-type: none"> <li>• Liaise with the RETC staff related to the management issues</li> <li>• Work with the RETC staff to facilitate the training programs</li> <li>• Promotion activities (e.g., web articles)</li> <li>• Record keeping of the Monthly Director-level Meeting with TRDD, FD of Myanmar</li> </ul>	
<p><b>3. Support in Designing AFoCO Experimental Forest</b></p> <ul style="list-style-type: none"> <li>• Work with the stakeholders for designing the experimental forest in the RETC</li> <li>• Coordinate with FD of Myanmar to collect the relevant and necessary data</li> <li>• Support the International Symposium for "Establishment of AFoCO Experimental Forest"</li> <li>• Promotion activities (e.g., web articles)</li> </ul>	
<p><b>4. Support in Science and Technology Exchange Partnership (STEP) Program</b></p> <ul style="list-style-type: none"> <li>• Record keeping and documentation, upon request.</li> </ul>	
<p><b>5. Support in NIFoS-funded Research Projects</b></p> <ul style="list-style-type: none"> <li>• Record keeping and documentation, upon request.</li> </ul>	
<p><b>6. Common tasks</b></p> <p><i>[Note: The common tasks are activities given to all fellows in addition to their core duties throughout a fellowship period. Each team can suggest the contents for the purpose of capacity building in general. The contents below are a sample based on previous duties proposed by the teams.]</i></p> <ul style="list-style-type: none"> <li>• PBD <ul style="list-style-type: none"> <li>• ORM: tbd</li> <li>• SO: Country profile</li> </ul> </li> <li>• CPD <ul style="list-style-type: none"> <li>• DE: Project concept note development</li> <li>• IM: Climate change policy documents</li> </ul> </li> <li>• CDD <ul style="list-style-type: none"> <li>• CDC: Study visit to forest-related agencies in the Republic of Korea</li> <li>• RETC: Participation into the RETC training programs</li> </ul> </li> </ul>	
<p><b>7. Perform other duties as assigned by the Executive Director</b></p>	



## Terms of Reference for the Fellowship Officials (2023)

NAME		[PHOTO]
COUNTRY		
SERVICE TERM	Proposed for Category-I for 1 year	
WORK UNIT	Capacity Development & Coordination Team Capacity Development Division	

CORE FUNCTIONS/DUTIES	
<b>1. Support in Coordination and Facilitation of Training Courses</b> <ul style="list-style-type: none"> <li>• Preparation: Course guideline development and necessary admin assistance</li> <li>• During the training week: Technical support and communication</li> <li>• Post-training: Training report and 2-page leaflet development and publication Distribution of tokens and publication to participants</li> </ul>	
<b>2. Support in Science and Technology Exchange Partnership (STEP) Program</b> <ul style="list-style-type: none"> <li>• Develop potential research areas for the STEP program in communication with the member countries</li> <li>• Promotion activities (e.g., web articles)</li> <li>• Record keeping and documentation, upon request.</li> </ul>	
<b>3. Support in NIFoS-funded Research Projects</b> <ul style="list-style-type: none"> <li>• Develop potential research areas in communication with NIFoS and member countries</li> <li>• Promotion activities (e.g., web articles)</li> <li>• Record keeping and documentation, upon request.</li> </ul>	
<b>4. Support in Fellowship Program</b> <ul style="list-style-type: none"> <li>• Promotion activities (e.g., web articles)</li> <li>• Record keeping and documentation, upon request</li> </ul>	
<b>5. Support in Scholarship Program</b> <ul style="list-style-type: none"> <li>• Assist in the development of AFoCO Landmark Bridge Program</li> <li>• Promotion activities (e.g., web articles)</li> <li>• Record keeping and documentation, upon request</li> </ul>	
<b>6. Common tasks</b> <i>[Note: The common tasks are activities given to all fellows in addition to their core duties throughout a fellowship period. Each team can suggest the contents for the purpose of capacity building in general. The contents below are a sample based on previous duties proposed by the teams.]</i> <ul style="list-style-type: none"> <li>• PBD               <ul style="list-style-type: none"> <li>• ORM: tbd</li> <li>• SO: Country profile</li> </ul> </li> <li>• CPD               <ul style="list-style-type: none"> <li>• DE: Project concept note development</li> <li>• IM: Climate change policy documents</li> </ul> </li> <li>• CDD               <ul style="list-style-type: none"> <li>• CDC: Study visit to forest-related agencies in the Republic of Korea</li> <li>• RETC: Participation into the RETC training programs</li> </ul> </li> </ul>	
<b>7. Perform other duties as assigned by the Executive Director</b>	