

## How Research Group and Working Party Coordinators Conduct Business

### 1. Structure and communication

The work in IUFRO is carried out mainly in Divisions. There are 9 Divisions. Each Division is divided into Research Groups (RG) and Working Parties (WP). All Units (Divisions, RGs, and WPs), are led by a Coordinator (C) who is assisted by Deputy Coordinators (D). Communication among these officeholders is the grease that allows the Division machinery to function. Communication should flow in all directions. Divisions will function better than they have, if we all communicate better. For example, if you are a WP Deputy, and have not been in touch with your WP Coordinator for a while, send him/her an email, fax or letter – or use the phone! Constant communication with IUFRO Headquarters is also important. This includes visiting the IUFRO homepage – <https://www.iufro.org/> - an excellent way of getting updated on ongoing work and coming events. WP Coordinators report to the Research Group Coordinators, who in turn report to the Division Coordinator. He/she then reports to IUFRO Headquarters and the Board.

### 2. Funding

Funding of IUFRO activities must be done predominantly with external money. Funding is therefore a problem. But please keep in mind that funding is usually the 3rd question. The first two questions are: (1) What fantastic idea or project is being proposed? and (2) Who is the ideal person to make that idea or project work? Once those questions are answered, the issue of funding often is settled quite easily. If the officeholder's employer is unable to offer basic support and there are no other sources apparently available, then here are two suggestions: 1) choose additional officeholders (Deputies) who will have better funding support, and/or 2) find a way to operate the group at a lower-cost level. Mailing costs should be borne by the Member Organization, i.e. the officeholder's institute. In case of difficulties, contact IUFRO Headquarters, which may find a way to support you.

### 3. Deputy Coordinators

Each Research Group and Working Party should have one Coordinator and ideally three Deputy Coordinators. The Coordinator is usually the one best able to find and recommend a Deputy, keeping in mind the need to strive for a geographic and gender balance. RG Coordinators and Deputies are approved by the Board, WP Coordinators and Deputies are approved by the Division Coordinator. Also keep in mind that there is a 2-term limit (usually five years per term) for RG and WP officeholders.

### 4. Activities

What does a Research Group or Working Party officeholder do? There is a wide variety of answers to that question, depending on the talents, wishes, funding sources and energies available among the officeholders of a group.

**Research Groups or Working Parties often do one or more of the following:**

- **issue a newsletter once or twice a year** (sometimes in two languages) which might include research news of interest, IUFRO-specific news, future meetings that are of interest to the group etc. When done well, this alone can be a low-budget, sufficient group activity. Be sure to send copies of your newsletter to the Division Coordinator and the Webmaster at IUFRO Headquarters - or use the Division mailing lists on the IUFRO website to circulate your newsletter!
- **hold a meeting**, for example a workshop, symposium, or conference. Research Groups and Working Parties can hold technical sessions at the IUFRO Congress, and one or more meetings during the five-year term.
- **communicate with IUFRO Headquarters about meetings**: IUFRO Headquarters will help to announce meetings and meeting reports!
- **contribute to the monthly electronic newsletter "IUFRO News"** by sending Scientific Summaries, special announcements or appropriate articles to IUFRO Headquarters.
- **publish a book**, based often on papers given at the Congress or at between-Congress meetings. Also: IUFRO offers a "World Series" focused on original research devoted to specific themes either in the form of collected articles or as single extensive contributions. In addition, IUFRO publishes an electronic series called "Occasional Papers", intended for presenting shorter papers and regional topics.
- **arrange with a technical journal** to have Congress papers or papers from other meetings published in a single or special issue.
- **conduct a study tour** which offers group members opportunity to see first-hand the most recent applications of research results, or problems in need of research.
- **prepare a short annual activity report**, based on the recommendation of the Division Coordinator - usually submitted by the end of November so that it can be used for the IUFRO Annual Report.
- **conduct joint research projects**.
- **update your Unit's webpages periodically**. Send updates and requested changes to the Webmaster at IUFRO Headquarters and/or Division Coordinator.
- **prepare a multi-lingual glossary of terms** for the subject matter of interest to the Unit. Submit your terms and definitions to IUFRO Headquarters.
- **use your imagination**; offer us new ideas to add to this list!

**5. Stepping down**

We are all volunteers in our IUFRO assignments, with other, full-time jobs. Now and then a RG or WP officeholder finds it difficult to have enough time to manage the IUFRO job along with the full-time job. In such a case, please notify your Research Group Coordinator or Division Coordinator immediately; try to have in mind a logical person to replace you. Inactive groups are often eliminated because officeholders have become inactive, not because the subject matter is unimportant. Let's keep all groups vigorous!