Bi-monthly Report (May-June)
## Internal Department

Communication Commission

Events organized

- **IFSA Officials Roundtable Series**

    In the 4th episode of this series, the Design, Discord, Publications, Social Media, and Website Sub-Commissioners gave an insightful look as part of the Communications team. It was interesting to hear how each of the Sub-Commissioners used different platforms and strategies to manage IFSA's online platforms, but perhaps the most enlightening part of the episode was learning about how each official developed their skills from the start of the term to where they are today.
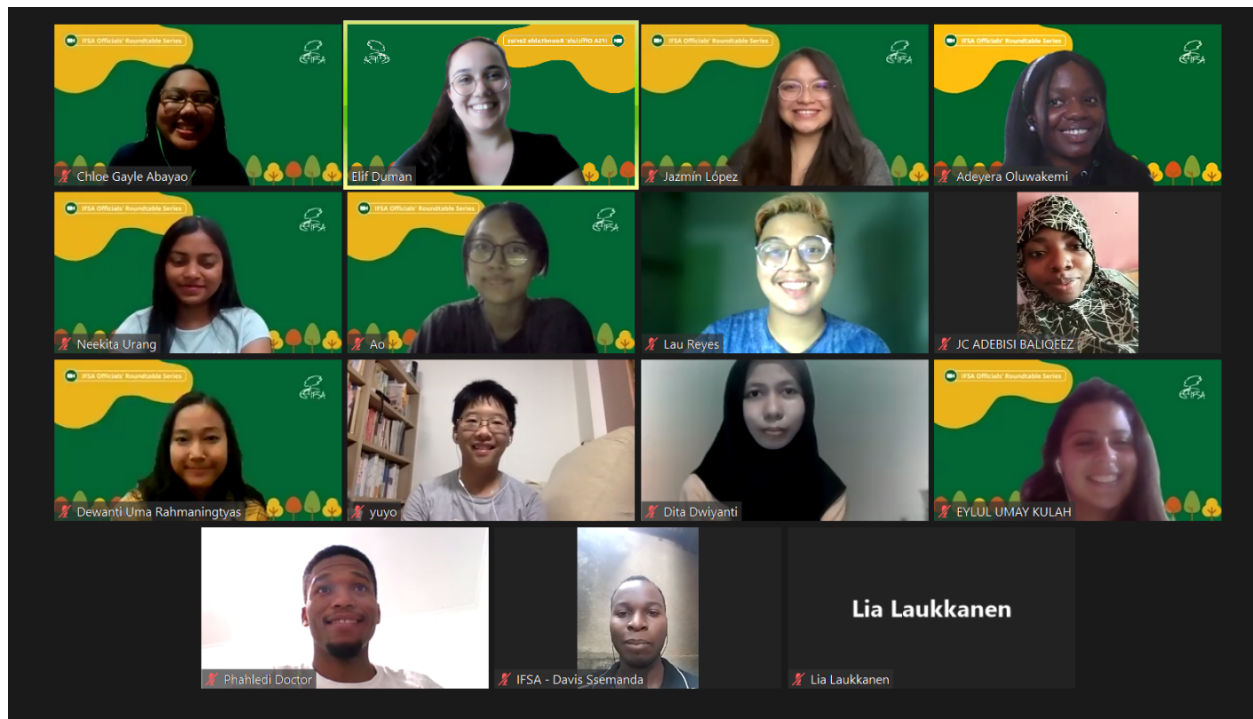
IFSA Representation

Decisions made

- **News Factory Rework**

In order to facilitate a more streamlined request process for the different Sub-commissions, a rework of the News Factory system was proposed during the Internal Department meeting. The current version of News Factory primarily collects requests intended for the Website, Publication, and Social Media Sub-Commissions. The updated version of the form will include requests forwarded to the Design and Discord Sub-Commissions.

- **Sub-Commission Guidelines and Handbooks**

Each Sub-Commissioner from the Communications Commission follows a specific process when operating the programs and tools they use. The creation of guidelines and handbooks that compile these processes makes it easier for future officials to make sense of how the Communications Commission operates.

- **Web Sub-Commission**

The Web Sub-Commission now sends email to everyone who submits to the news factory if their request has been posted. Additionally, some HowTo: documents for Communication Commissions matters were created for the accessibility of officials.

Summary of the accomplished plans from the previous period

- **CommComms101**

This document serves as a "manual" for the different requests that IFSA officials and members can request from the Communications Commission. At present, CommComms 101 has seven sections featuring requests handled by the Design, Social Media, Publications, and Website Commission—with the latter handling four out of the seven request types.

- **IFSA Brand Guidelines**

The Design Commission established the first draft of IFSA Brand Guidelines, which will be released in the next term as part of the new officials' welcome package. These guidelines contain everything you need to know about IFSA's virtual identity. We're looking forward to the official release!

Brand Guidelines

The Visual Identity Manual of **International Forestry Students' Association**
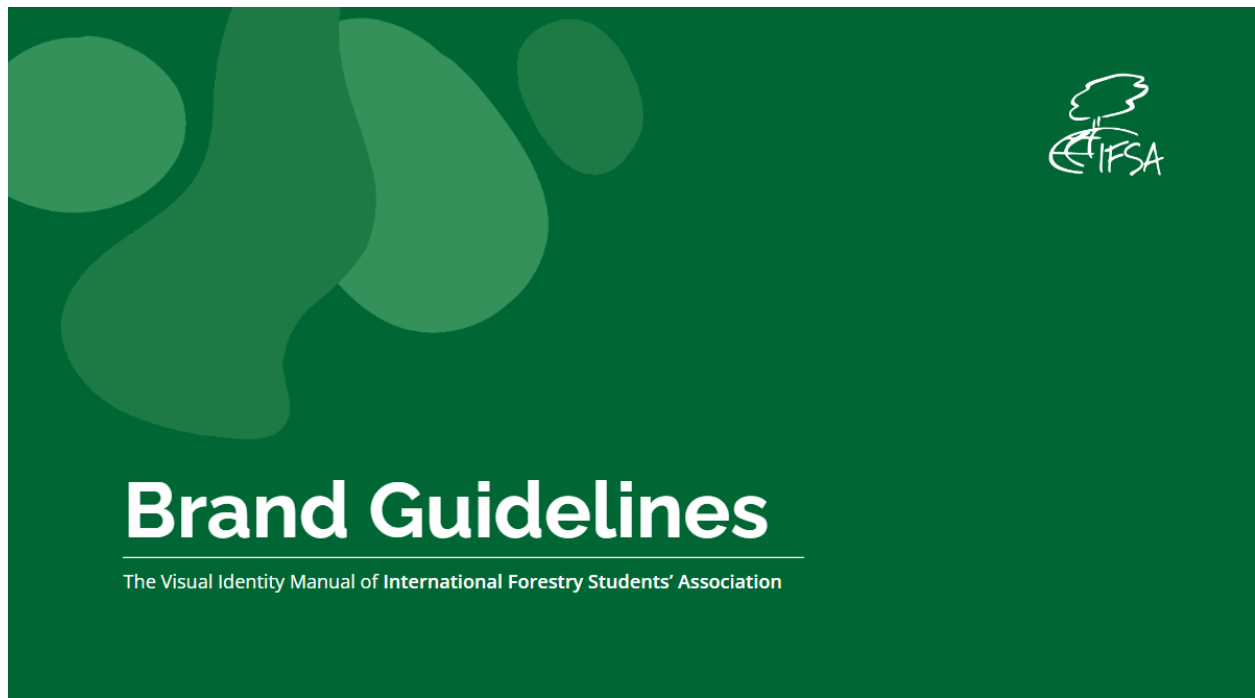
Plans for the next bimonthly period

- **CommComms101 Update**

  With the development of Discord guidelines and the introduction of new Sub-Commissions in the next term, new sections for the accommodation of new requests will be added to CommComms 101. Additionally, updates to the existing sections such as the reworked News Factory system will be included in this manual.

- **Social Media Kit**

  In order to make the IFSA's digital materials more accessible to other officials and partners, the Design and Social Media Sub-Commissions will collaborate to create IFSA's Social Media Kit. Among the kit's inclusions are the IFSA logo files and guidelines on how to use them. Templates for other events may also be accessible for different IFSA officials.

- **Preparations for Website Update**

  The IFSA Website will be going through some changes to keep its information up-to-date with the progress of the current and upcoming terms. With the development of the TreE-House and TreE-Learning webpages, users will have more features to explore as they navigate the different sections.

- **Guidelines for new Sub-Commissions**

  For the next term, the Communications Commission will be welcoming two new Sub-Commissions: Podcast and TreE-House. To facilitate the changeover period for these

new officials, the Head of Communications Commission will prepare the materials needed to guide the incoming Sub-Commissioners.

- **Final CommComms meeting**

As the end of the term approaches, so does the final monthly meeting for the commission. This, however, does not mean that the Communications team will not be interacting with each other after the session, as the team works on preparations for the annual IFSS and General Assembly along with other officials. Best of luck to the team!

Capacity Development Commission

Events organized

- **Peer Learning**

The very first episode of the Peer Learning Project took place in June, having the Forestry Education Sub-Commission and IFSA-IUFRO Joint Task Force as organizers. With the topic "A forestry career in my country" the guests from Mexico, India and Indonesia exchanged their experiences with the rest of participants.
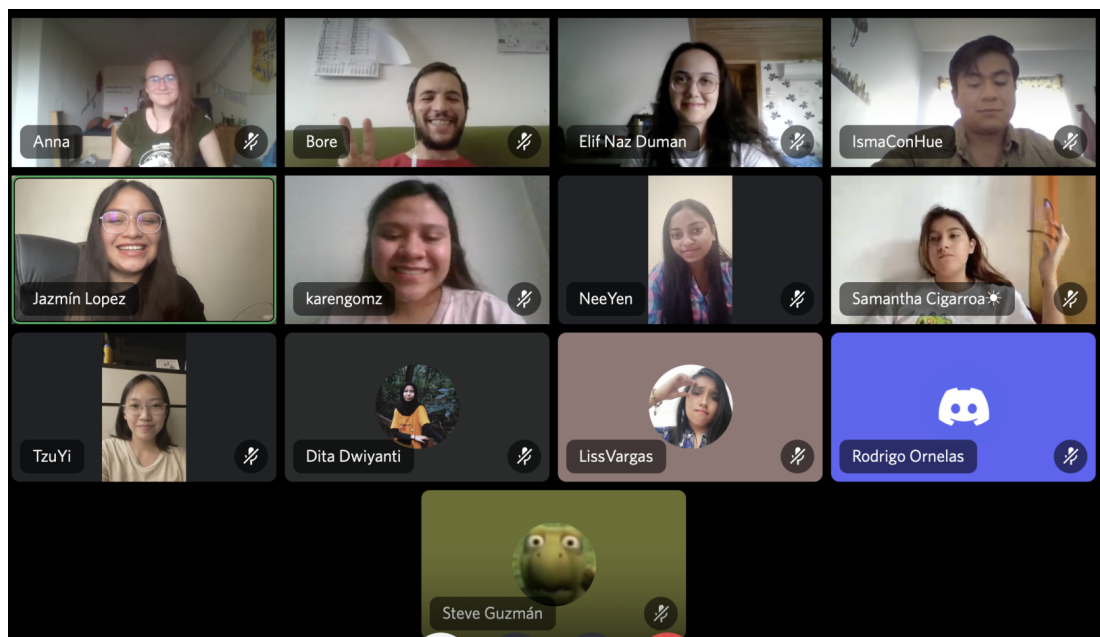

- **Capacity Building Workshop**

In June a new Capacity Building Workshop was held, this time with the topic "Google Sheets". The speaker, current Membership Councilor, shared tips and more with participants about the advantages of the use of this powerful tool.

- **IFSA Officials' Roundtable Series**

The CDC team participated during the **fifth episode** of the Officials' Roundtable Series in June, where each Head of Sub-Commission shared with the audience their tasks and experiences as officials. Go CDC!
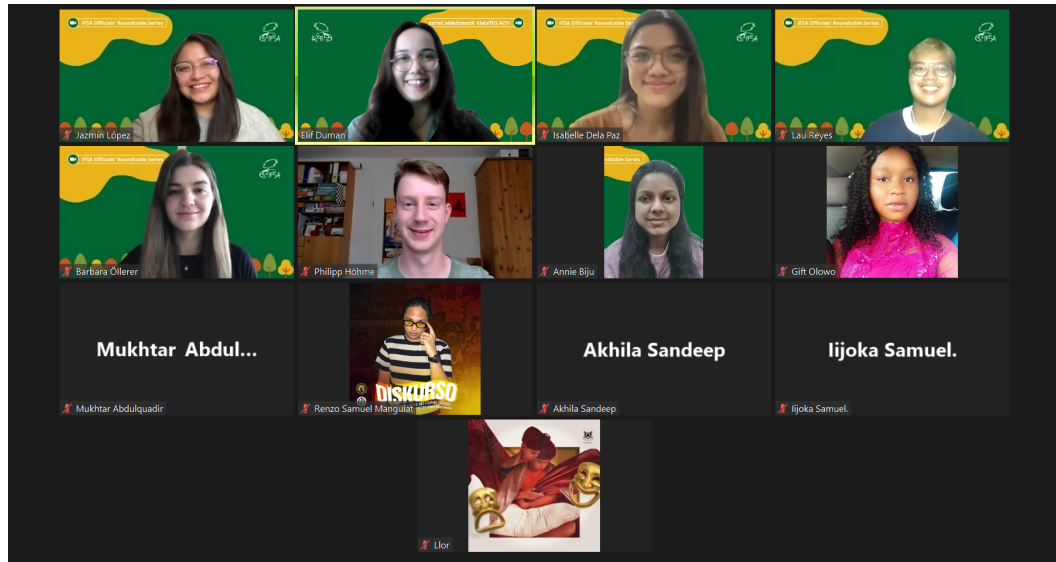
- **Language Sub-Commission**

May was the month of the end of the Spanish School, where mentors and mentees met to share their experiences learning and teaching Spanish, have fun with memes, videos and funny facts about the language. May was also the month of the start of the Korean-English School and will end in July with a similar meeting.
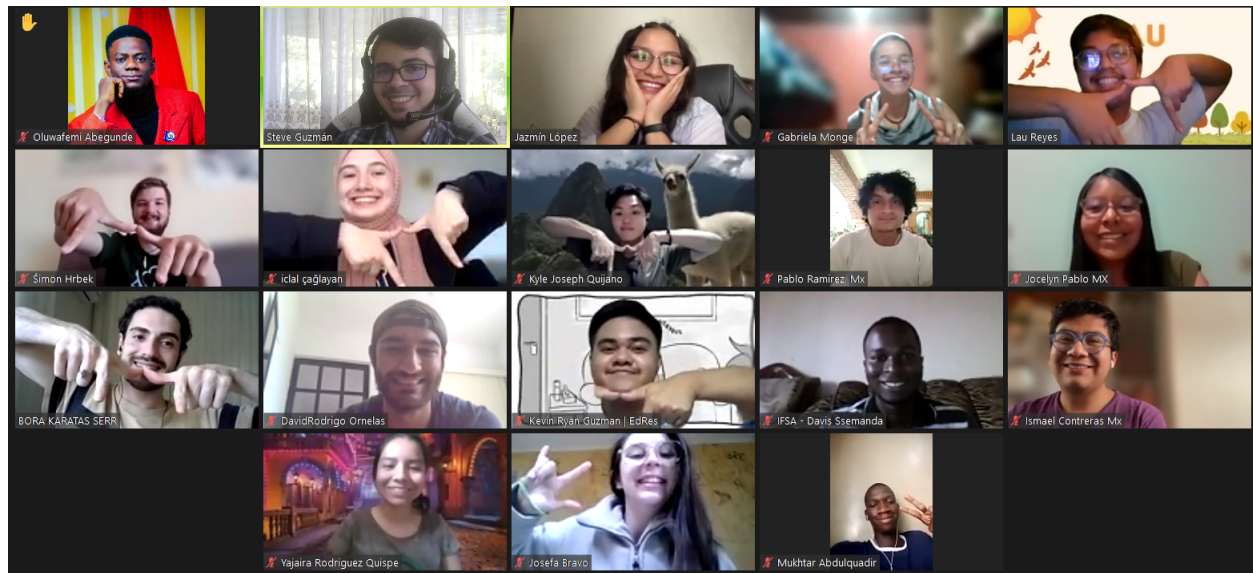
● **Cultural Competencies Sub-Commission**

  Two Cultural Day events took place. During the month of May the country of Poland was featured and in the next month, Turkiye was the show-stopper.

IFSA Representation

- World Forestry Congress

In May the World Forestry Congress was held in South Korea, one of the side events was "Gender disaggregated data in the forestry sector" where the Gender Sub-Commission had an intervention. In addition, the IFSA-IUFRO Joint Task Force on Forestry Education helped with the organization of the workshops "Fellowship Application/Proposal Writing" and "Social Entrepreneurship Training in Forest Sector".

Decisions made

- CDC Member of the month

As a way to keep motivated CDC members, the idea to recognize their work by choosing members of the month was implemented. We congratulate Wening Ila Idzatilangi and Theresa Klara Loch for being the CDC Member of the Month, May and June, respectively.

- Gender-Subcomission

Progress has been made within the gender-subcommission on the finalization of the open-Letter calling for a gender-aware and inclusive learning environment. Through the broad support of IFSA's members and officials the release will be supported by various media-platforms.

Summary of the accomplished plans from the previous period

The Peer Learning was a project planned in previous periods and finally launched during these months. Keep an eye on the social media channels for future episodes.

During the Internal Department Meeting a To-do list, part of the Strategy of CDC for the second half of the term, was created, it included from small tasks like updating the Job descriptions, to big projects such as Korean-English School. This list is almost finished now.

Plans for the next bimonthly period

- **Peer Learning**

New episodes of the project will be happening for the last bimonthly period featuring more Sub-Commissions.

- **Important documents**

As part of the changeover strategy, the CDC is working on different documents (e.g. guidelines, projects) to help the next position holders in their time as officials.

- **IFSA Buddy System**

For the IFSS in Chile the Buddy System will be organized to help and get to know beforehand the delegates. Looking forward to meeting you!

- **Last but not least CDC meeting**

In July the last monthly CDC meeting will be hosted to grap up the hard work of the team during this term.