



# Transfer of Knowledge on Forests

The Transfer of Knowledge on Forests program (TKF program) is a continuation of Transfer I and II (the latter ended in January 2009) and will take until March 2011. It aims at the enhancement of knowledge and expertise within the forest sector by creating partnerships between senior experts and young professionals within the sector. It is organized in such a way that individual junior professionals (juniors) within the forest sector of Suriname can register at anytime to participate in this innovative capacity building program. As a first step, interested candidates should design their Personal Development Plan (PDP, in Dutch POP) that outlines the activities and milestones of his/her individual development goals.

## Who can participate?

Individual juniors can participate in the program if they meet the following criteria:

- They should be employed by a company or organization related to the forest and nature sector;
- The implementation of the proposed PDP should contribute to the development of the sector on both the individual and institutional level;
- The employer must agree to the candidate's participation in the program and show clear commitment;
- The realisation of the PDP must be realistic and feasible within the timeframe of the TKF program.

## How to participate?

If a candidate and its employer have an interest for participation, they can make this known to the coordinator of the program. Soon after, the coordinator will sit together with both to discuss the criteria for participation and the steps to be taken, like the PDP, finance, mentors, training and to discuss

the possibilities of the candidate's own ideas. Next, the candidate will start designing its PDP, hereby supported by the employer. The outcome will be discussed with the coordinator and - were needed - adjusted by the candidate. The moment both the coordinator and Tropenbos have approved the PDP, the candidate formally becomes a trainee of the TKF program. To formalise this mutual commitment, the TKF coordinator, candidate and employer will sign an agreement of which the PDP is part.

Once a candidate has become trainee, the real work can start. Together with the coordinator and employer, the trainee will discuss how to start implementing the PDP and what steps need to be taken and by whom. The trainee and coordinator will identify and request a potential mentor for personal guidance of the trainee, and discuss his/her potential role in the PDP and TKF program. If the mentor agrees, he/she will develop, in close cooperation with the trainee (and employer) the content and level of support: the mentor's support program. Once this support program is approved by the coordinator, the mentor will be contracted by the TKF program. Based on the PDP, each quarter the mentor reports to the coordinator on the progress of the trainee. The coordinator monitors the overall process.

As presentation skills are considered of utmost importance for all trainees, after each milestone and/or final goals of the PDP, the trainee should

give a presentation for all TKF program participants, colleagues and others who contributed to the PDP. These presentations should be part of the PDP.

### Who does what: roles, tasks and responsibilities

Within the TKF program there are several parties involved, each with its own role to contribute to successful implementation:

**Tropenbos** – Tropenbos is the initiator of the TKF program, represented by the Capacity Building Officer (CBO), and will facilitate wherever possible. However, day-to-day coordination is subcontracted to the program coordinator. Therefore, the first line of communication goes through the latter.

**Coordinator** – Focal point of the TKF program. The coordinator will support the candidate and the employer in designing a PDP. He/she will monitor the implementation of the PDP and therefore regularly meet with the trainee, employer and others. The coordinator will contact the mentor(s), manage the overall TKF program and report to Tropenbos.

**Candidate** – A junior employee from the forest and nature sector who wishes to improve his/her knowledge and skills and - by doing so - contributes to improved functioning of the company or organization.

**Trainee** – A candidate becomes a trainee as soon as the PDP is approved. Trainee's are the first responsible in implementing the PDP in order to reach its personal milestones and goals. The trainee will stay in close contact with both the assigned mentor(s), the employer and the TKF coordinator about the progress of the PDP.

**Employer** – Because better trained employees also benefit the organisation where the trainee is working, the employer should show clear commitment to the implementation of the PDP. The employer will provide opportunity for the trainee to implement the PDP in order to reach the formulated PDP goals.

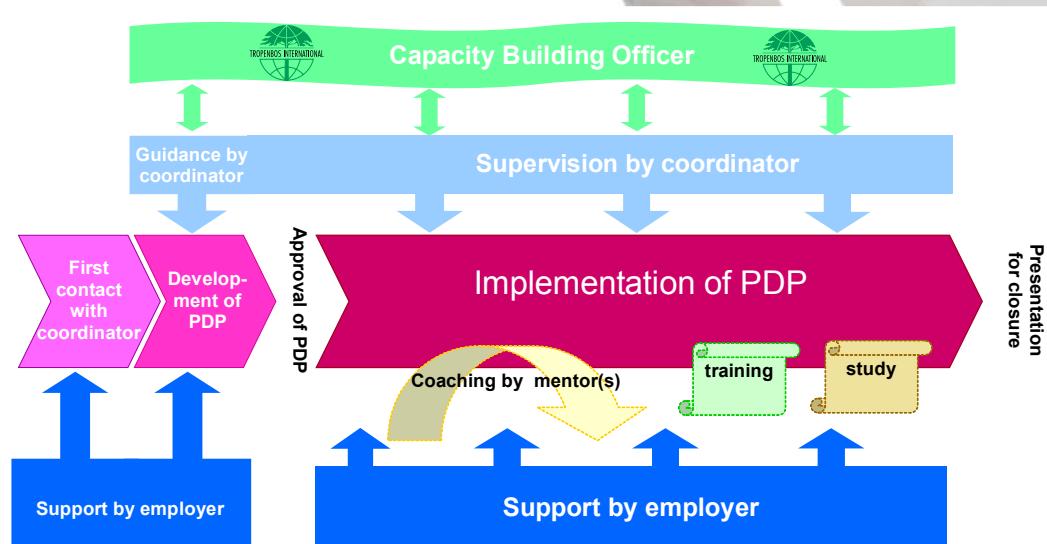
**Mentor** – Together with the trainee, the coordinator will assign a mentor who will coach the trainee in implementing (parts) of the PDP. For doing so, the mentor will propose a mentor's support program and will report quarterly to the coordinator on the trainee's achievements. It is expected from the mentor that he/she will make utmost effort to appropriately coach the trainee from its own experience and expertise.

### What about finance?

Financial resources necessary for activities such as tuition fees, training costs, study materials and field work will be sought as much as possible outside the TKF program. Own contributions from the trainee and/or the employer are encouraged and appreciated, sometimes even necessary. The use of other donors and funds are sometimes suggested or recommended. Incidentally, there is a possibility for financial support from the TKF program own resources ('seed money').

### The TKF in short

The scheme below shows the TKF program in short, in which the RED arrows refer to the position of the candidate / trainee. Only after final approval of the PDP the candidate become trainee, thus full member of the TKF program.



### For more information:

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