FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
Terms of Reference for Intern *

Name:	
Job Title:** Protocol Assistant (Internship)	
Division/Department: CSGP	
Programme/Project Number:	
Duty Station: FAO Headquarters (Rome)	
Expected Start Date of Assignment: 2 January -2019	**Duration:** 6 months (NTE 31 June 2019)
Reports to: ***Name:***	***Title:*** Chief of Protocol

* Please note: If this TOR is for Consultant / PSA.SBS contract, the minimum relevant experience required **for the assignment** is as follows:
1 year for a category C 5 years for a category B 12 years for a category A

** Please enter a short title (max 25 chars) for this assignment.

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

- Support to meetings of Regional Groups, including preparation of agendas, background documents and summary notes, and minutes during their sessions;
- Assist with the protocol and ceremonial services to visiting dignitaries and senior officials to FAO;
- Plan requirements for meeting for Regional Groups meetings and ensure their efficient functioning during their sessions;
- Prepare official correspondence to Permanent Representatives, including to the drafting/preparation of notes, talking points and other documents and briefing materials;
- Contribute to the enhancement and updating of content of the Protocol website, ensuring accuracy of content and prompt publication;
- Edit, translate and revise related documents of the Regional Groups, into English and French;
- Support to presentations to Permanent Representatives;
- Draft procedural notes for meetings;
- Undertake new initiatives that fulfil the general terms of reference outlined above, particularly with regard to the G77 website update, the storage and dissemination of information by way of new and/or more effective media tools and web-related applications;
- Follow up on the preparation of reports, correspondence, briefing notes and other documents; review documents and make changes to their format or style in accordance with standards practices; prepare briefing materials for the supervisor and provide informal translations into another official language;
- Perform other related duties as required

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
Permanent/Observers missions are timely assisted with the organization of oficial and regional group meetings held in FAO Headquarters on a weekly and monthly basis	As required by the supervisor and by the end of the contract