



## Terms of References Programme Committees 2004-2008

### Group 1: Programme Committee – Consumer Issues and | INTERNATIONAL FEDERATION FOR HOME ECONOMICS Resource Management

#### ***Terms of reference:***

- ✓ The committee will select/elect a chair and secretary out of its members.
- ✓ The chair or a representative of the committee will report to the IFHE Executive Committee at annual meetings.
- ✓ The chair or a representative of the committee will report at the IFHE Council meeting.

#### ***Objectives of the Committee:***

- ✓ To support the mission and aims of IFHE by promoting an understanding of the interrelationship between consumer Issues and Family Resource Management.
- ✓ To find a common understanding of Consumer Issues and Family Resource Management whilst acknowledging the diverse range of Home Economics backgrounds and work situation of committee members.
- ✓ To organise workshops, resource exhibitions and poster displays for the IFHE World Congress that promote an active / applied approach to Consumer Issues and Family Resource Management.
- ✓ To build and to strengthen the network of people working in Home Economics and in particular in the Consumer and Family Resource Management areas.

### Group 2: IFHE Food Security and Nutrition Committee 2000-2004

#### ***Terms of reference:***

- ✓ Committee will select/elect a chair and secretary out of its members
- ✓ Three members shall form a quorum
- ✓ Chair will report to the IFHE Executive Committee at annual meetings
- ✓ An interim report will be made at mid term
- ✓ Chair is required to report at the IFHE Council
- ✓ Members will interact and complete committee objectives through attending annual meetings and correspondence via e-mail or regular mail.

#### ***Objectives of the Food Security and Nutrition Committee:***

1. Educate IFHE membership on definitions, strategies, and educational resources to carry out local food security programs.
  - ✓ Plan 2 workshops at the 2004 World Congress in Kyoto, Japan
  - ✓ Set up a Web site with Food Security information and resources for IFHE Membership
2. Implement a Food Security Survey with professionals that will assess concepts and experiences related to Food Security issues.
3. Increase the cooperation between IFHE members, international and national (local) governments, NGOs, agencies, and organizations, such as UN and FAO
4. Initiate an International Year of Food Security through UN.

### **Group 3: Institutional and Hospitality Management**

#### ***Terms of reference:***

- ✓ Committee will select / elect a chair and secretary out of its members
- ✓ Chair will report to the IFHE Executive Committee at Annual Meetings and at the Council
- ✓ Members will interact and complete Committee objectives through attending Annual Meetings and correspondence via e-mail or regular mail.

#### ***Objectives of the Committee:***

- ✓ The Committee discusses scientific practical questions about the management of the production of
  - § accommodation services
  - § catering services
  - § cleaning services
  - § laundry services
- ✓ in not-profit and profit oriented
  - § retirement homes
  - § hospitals, convalescent hospitals
  - § children's home
  - § homes for disabled
  - § schools
  - § canteens
- ✓ in the different IFHE member countries.

### **Group 4: United Nations / Council of Europe**

#### ***Terms of reference:***

- ✓ The permanent representatives to UN and UN Specialised Agencies
- ✓ The IFHE / Executive Committee appointed Liaison Member; one member for each region, elected at IFHE Council.

#### ***Objectives of the Committee:***

- ✓ To review UN / UN Agencies policies and programmes of interest to IFHE, current and forthcoming.
- ✓ To recommend IFHE representation at forthcoming meetings / conferences at UN / UN Agencies HQs and regions and provide briefing for official representatives of IFHE
- ✓ To provide information on issues of international importance as the basis for preparing official statements to UN / UN Agencies meeting
- ✓ To inform IFHE on international issues to be taken into account in preparing IFHE policy and programmes.
- ✓ To link with other IFHE PCs for exchange of information and advice
- ✓ To prepare short reports on UN issues of interest to IFHE membership for publication in the IFHE Newsletter
- ✓ To prepare programmes on UN related subjects for IFHE Council and Congress.

#### ***Work expectations:***

- ✓ The UN / PC will meet during the meetings of the EX Committee and of the Council
- ✓ Members will share responsibilities for preparing agenda and for maintaining links in between meetings.

## **Group 5: Home Economics Policies in Education and Training Committee**

### ***Terms of reference:***

- ✓ the committee will select/elect a chair out of their members
- ✓ the chair will report to the IFHE Executive Committee at annual meetings
- ✓ the chair is required to report at the IFHE Council.

### ***Objectives of the Committee:***

- ✓ To support the mission and aims of IFHE by promoting an understanding of the interrelationship between Consumer Issues and Family Resource Management.
- ✓ to find a common understanding of Consumer Issues and Family Resource Management whilst acknowledging the diverse range of Home Economics backgrounds and work situations of committee members.
- ✓ To organise workshops, resource exhibitions and poster displays for the IFHE World Congress that promote an active / applied approach to Consumer Issues and Family Resource Management.
- ✓ To build and to strengthen the network of people working in Home Economics and in particular in the Consumer and Family Resource Management areas.

### ***Work expectations:***

- ✓ to establish a home economics education network until Kyoto 2004
- ✓ to make successful sessions in Kyoto 2004.

## **Group 6: IFHE International Business Group**

### ***Terms of reference:***

- ✓ To represent at an International Level, those Home Economists who work in business and industry
- ✓ To promote a better understanding of the roles, both actual and potential, of Home Economists in business
- ✓ To aid professional recognition and development
- ✓ To provide information on career opportunities for Home Economists in the business environment
- ✓ To facilitate exchange of ideas, information and resources between Home Economists on an international level
- ✓ To develop links between industry and education on an international level.

### ***Work expectations:***

- ✓ Continue to develop an International Directory
- ✓ Organise a study tour in Helsinki, 2002
- ✓ Help organise an exhibition, if possible, in Helsinki 2002
- ✓ Plan sessions for the next Congress, Japan 2004

## **Group 7: Terms of Reference for Outreach to Central and Eastern Europe Programme Committee**

### ***Terms of reference:***

- ✓ The committee will elect/select a Chair (or co-chairs) and Secretary
- ✓ Three Members shall form a quorum
- ✓ The chair ( or one of the co-chairs) of the committee will report to the IFHE Executive at the annual meeting and an interim report is required mid-term to the President
- ✓ The Chair (or at least one of the co-chairs) is required to attend the IFHE Council and report to the Council.

### ***Methods of Communicating and Reporting***

Electronic mail is the major means of carrying out the business of the committee between the in-person annual contacts at the programme committee meetings (in February and at times of Council Meeting). Communications by air-post and by telephone may be used on occasion.

The Committee will meet to conduct their work at the Annual IFHE Meeting and at the time of the Council Meeting every two years.

### ***Objectives of the Committee:***

- ✓ Network Development – Identify individuals, organisations and institutions in CEEC to include in the Home Economics network
- ✓ Promote Linkage – Develop mechanisms to link CEEC network members to support and collaboration
- ✓ Identify research from CEEC – Identify and highlight home economics research conducted in and/or with data from CEEC.

### ***Work expectations***

The Committee will decide in Helsinki if

- ✓ our present goals shall continue or be changed
- ✓ The model for outreach has been sufficiently refined to be implemented globally.
- ✓ The plans for 2004 Congress in Japan to have one session with the proposed title: “Development and Management of an Outreach Organisation/Committee” shall be fulfilled.

## **Group 8: IFHE Research Committee**

### ***Terms of reference:***

- ✓ the Committee will select/elect a out of their members
- ✓ three members shall form a quorum
- ✓ the chair will report to the IFHE Executive Committee at annual meetings
- ✓ an interim report will be made at mid term
- ✓ the chair is required to report at the IFHE Council.

### ***Objectives of the Research Committee:***

- ✓ to encourage research according to scientific principles
- ✓ to organise research presentations for the IFHE World Congress
- ✓ to encourage publications in International reviewed/referred Journals
- ✓ to strengthen the network between researchers (incl. internet possibilities)
- ✓ to develop criteria to judge papers.

***Work expectations***

- ✓ to work in close contact with other Programme Committees in order to promote both presentations on research and on good practices
- ✓ to co-operate with the Congress Committee (World Congress Kyoto 2004) in order to make successful research sessions in Kyoto 2004.

**Group 9: Women and Families in Development*****Terms of reference:***

- ✓ the Committee will select / elect a chair and secretary out of its members
- ✓ the members shall form a quorum
- ✓ the chair will report to the IFHE Executive Committee at Annual Meetings and at the Council
- ✓ Members will interact and complete committee objectives through attending Annual Meetings and correspondence via e-mail or regular mail.

***Objectives of the Research Committee:***

- ✓ Focusing an issues relating to women and families and the role of Home Economic in furthering improvements in women's condition and position in society
- ✓ To focus an awareness creation around issues of poverty alleviation
- ✓ To focus the 10<sup>th</sup> Anniversary at the International Year of Family

**Group 10. Textiles and Design*****Objectives of the Committee***

- ✓ To build the network of people working in Textiles, Clothing and related Art areas in Home Economics.
- ✓ To facilitate exchange of ideas and information between Textiles, Clothing and related Art experts on an international level concerning education and training, research, consumer issues, business and industry etc. in these areas.