



IFHE
INTERNATIONAL FEDERATION
FOR HOME ECONOMICS

POLICIES & PROCEDURES MANUAL

Annex

Please note that some documents have not been updated since publication of the Manual in 2016. In case of doubt, contact the IFHE Office for up-to-date information.

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1. DOCUMENTS

1.1 Executive Committee

1.1.1 Strategic Plan 2014-2018

This is as stated is the strategic plan for 2014. If there is not a new plan this one should be adopted with new time frames or deleted. The Strategic Plan of IFHE will be adopted by Executive members at four yearly intervals. The present (IFHE Past President Geraldene B. HODELIN) is shown below.

Strategic Objective 1: Increase IFHE Global Recognition				
Milestones	Actions	Timeframe	Responsibility	Cost
Enhance visibility and influence of IFHE as an NGO (What kind of influence do we want/need to have as an INGO?)	Write newspaper articles to local media around UN themes and special events or programmes that relate to Home Economics related issues in each country	Begin December 2009 Annually for the next 4 years	Each country representative to organise for county focused issues. Programme Committee Heads to lead the process for themes that reflect the committee interest and activities	No cost
	2. Arrange to speak to at least 2 groups about IFHE and promote the IFHE Agenda in each country or as guest presenter at local and international conferences	Ongoing annually World Home Economics Day, during May (Family month, education, child month, UN days)	All members	No cost
	3. Arrange electronic media interviews on goals and objectives of IFHE on World Home Economics day or other days that focus on Home economics subject matter	December 2009 and reported at Leadership Meeting 2010	Institutional and individuals members in each country	No cost
	4. Each country or Regional group to make its own strategic plan to increase membership	Country and Regional leaders		No financial cost, just in time to prepare and present Cost for professional assistance unless the country representatives have the skills to share with the group
IFHE will increase its global recognition through greater co-operation with other organisations operating on a global scale	IFHE will strengthen our collaboration with UN agencies like FAO, PAHO (Caribbean and Latin America), UNESCO, UNICEF etc. to help countries educate citizens in achieving the UN Millennium Goals	2009 and ongoing until goals are achieved	Executive Committee and Programme Committee Chairs to lead the process and provide guidance in respect of IFHE Priorities	Airline travel and accommodation costs for individuals who have to travel within countries and regions. Collaboration with state organisations could help minimise these costs
IFHE will develop a plan for, and actively promote the professional expertise of its members	IFHE to update the current list of available experts on the website and make this list available in the public side	2010 Annual Leadership Meetings	Chair of committees to verify expertise and webmaster to post on website	No cost

Develop a branding strategy	1. Redesign logo for consideration 2. Prepare updated brochures for dissemination in appropriate public settings that are likely to catch the attention of potential members 3. Support and sponsor school quizzes about Strategies for meeting UN Millennium Goals in each Region Country	2012 and 2014 2010 2011 to culminate in 2012	Taskforce Bonn Office to lead the process and dispatch to country representatives and liaisons Programme Committees to develop for implementation in Regions and sub-regions	No cost to IFHE Any costs to be sourced from sponsorship Budget to be determined by each Region To be projectised and support from Project Committee Funds
Expand the presence of IFHE in more countries	1. Regions to establish outreach programmes in underserved communities/countries to promote IFHE Activities that promote improved quality of life 2. Establish country chapters of IFHE that function in specific ways that promote the IFHE Agenda	To report at the success of such activities Leadership/Council/Congress Meetings 2010, 2011, 2012	Outreach Committees led by Regional Vice-Presidents and country liaisons and representatives	Travel and accommodation for lead groups to travel to underserved areas. Local fundraising efforts could help defray costs
IFHE Members to have positive influence on persons in authority and critical decision makers in organisations and countries at all levels	1. Members to offer service and expertise on National or regional Committees and Boards that address Home Economics related issues IFHE in each country will procure sponsorship (CIDA, USAID, Ministries of Agriculture, Ministries of Health and Education, 4H movement, service clubs and other NGOs) for/be involved in at least one major project to reduce poverty; improve access to education; improve access to clean water	Congress 2012	Committee Chairs, regional/country leaders Subject experts to lead project teams in writing research project proposals	No cost individuals capitalise on work related associations € 10,000 (using the costs of the e-book as a guide price)
	IFHE Members to write and publish position papers on critical issues in mass media as well as in academic journals, in workplace newsletters	At least two per year from 2010	Nominated taskforce members could lead but all members should try and adopt an advocacy position	€ 1,000 (may incur costs for typesetting and design where appropriate)
	Country representatives and liaisons to report on IFHE related activities taking place in each country in education, business, legislation etc.	Preliminary reports by 2010 Annual Leadership Meetings	Regional Vice-Presidents supported by liaisons	No cost
	Provide some support for representatives on select international committees as resources are available	Immediately	Executive Committee	€ 100 per nominated UN representative per year

Strategic Objective 2: Increase membership world-wide/recruit and retain members				
Milestone	Action	Timeframe	Responsibility	Cost
To increase membership through aggressive marketing/advocacy/promotion or engagement efforts or initiative	- Develop strategic plan to generate membership to include countries with few members. - Members from the affluent countries within the Federation to work on subsidising members from less affluent countries through sponsorship	2010 2010	Membership Committee All members	No cost to IFHE
To target younger people and males to increase membership by 20%	Exposure at universities aimed at new students heading into Home Economics careers	2010	All members YPN to focus on this objective	
IFHE will increase is membership by developing strategies targeted at specific groups using various activities, tools and communication methods available	- Encourage universities to become members of IFHE utilizing opportunities to access research available through IFHE Website for academic - Exposure of the IFHE at national and regional conferences - Create opportunities to offer student and/or teacher exchanges which can lead to new membership	2009 Ongoing 2009	All members Regional Vice-Presidents Education Committee and Business Group	
IFHE will develop packages which will attract greater membership from business and industry	Corporate packages to be created and made available to present to a range of corporate and business interest	2009	Business Group Membership and Recruitment groups	

Strategic Objective 3: Improve IFHE's Communication Internally and Externally				
Milestone	Action	Timeframe	Responsibility	Cost
Improve members' database to identify expertise, skills and professional competence	Collect the following data from IFHE Members in each Country/Region (Name, country/region, areas of practices, expertise/interest, E-Mail, photo, Curriculum Vitae, weblinks etc.	February 2010	IFH Office staff/External expert	No cost Additional costs will incur if external experts are utilised
Improve the structure of IFHE's website to be more user-friendly and attractive	1. Conduct an initial user survey of IFHE's Website 2. Create and launch an attractive and user friendly website 3. To conduct a website user workshop in Munich	July 2009 By February 2010 February 2010	Ruth and Stefan or other persons with the expertise IFHE Office Communication Committee	No cost May incur cost May incur cost
Improve internal communications among IFHE Members	1. Install mail server in IFHE Office	By February 2010	IFHE Office	May incur cost

	2. Install RSS feed in IFHE Office 3. Publish news of members activities and achievements on "News Page" on website 4. To communicate Public Relations guidelines to all members	By 2010 By 2010 – Ongoing	IFHE Office Communication Members/IFHE Members	May incur cost No cost
	5.To Establish and develop appropriate communications guidelines for the different media especially the electronic media	By February 2010 By December 2009/Annual	Communications Committee IFHE Office and Communication Committee	No cost No cost
Improve External communications	1.Public Relations guidelines communicated to all members 2.To exploit every Public Relations opportunities within country/region (marketing of IFHE)	By 2010 February 2009 - Ongoing	IFHE Office and Communication Committee Can be led by country liaisons, regional representatives and IFHE Members	No cost No cost
Increase the use of the web resources to improve data gathering for research projects virtual meetings of all committees	1.Conduct IFHE related elections online 2.Conduct Committee related activities online 3.Have on-going workshops to improve members knowledge and use of IFHE web resources for IFHE related work	Ongoing Ongoing At Annual Leadership Meetings starting 2010	Communications Committee to lead the but draw on relevant expertise	May incur costs

Strategic Objective 4: Improve Financial Viability of IFHE				
Milestone	Action	Timeframe	Responsibility	Cost
Establish a protocol for seeking support for IFHE projects from Donor Agencies, Foundations, Grant sources and other Funding Agencies	1. Research prepare an up-to-date list of current Funding Agencies in each region and their criteria for awarding project funds	April 2011	Business Group	No cost
	2. Prepare and publish guidelines that reflect adherence to the IFHE Constitution and regulations for use of IFHE Name in soliciting support for projects	April 2011	Fundraising Committee	No cost
	3. Educate Committee Chairs on the preparation of Project proposals that can attract internal and external funds	February 2011	Project Committee	€ 400
Conduct income earning projects that utilises the professional expertise of members in each region	Each Programme Committee to conduct at least one income earning project that promote good practices in Home Economics or entrepreneurial activities that support family and or Community development	September 2010, 2011, 2012	Each Programme Committee Chair to initiate	May need minimum seed fund
Establish a Foundation to receive and donations for the sustainability of the IFHE as an international NGO consistent with the German Law	Target amount is 3 years operating cost for the IFHE at all times in an interest yielding financial	2010	Finance Committee	No cost
Have financing in place to execute the planned meetings of the IFHE for: • Council 2010 • Council and Congress 2012 • Council 2014 • Annual Leadership Meetings	Seek sponsorship for the various Meetings from governments and business groups	2010 2012 2014 2010, 2011, 2012, 2013	Organising Committee	€ 400
Increase organisational members by 50%	1. Develop a recruitment campaign that targets organisational members I related businesses as well from among other groups 2. Launch a campaign to attract Business members to the IFHE 3. Develop a more business friendly agenda that reflect the fundamental principle of partnership and reciprocity 4. Each region to actively seek to increase its organisational members	2012	Programme Committees, Regional representatives Business Group to lead strategy development process for recruiting related business as IFHE Members	No cost
Increase funding in place to support IFHE Community development and research projects on an ongoing basis by 25%	IFHE Groups to develop project proposals that advance the IFHE Agenda Members and Committees to apply for seed grants to support identified projects two years in advance of project implementation	2011	Fundraising; Centennial Project Committee	No cost

Increase earnings from increased membership by 25%	Aggressive recruitment drive in all regions	Ongoing and reporting in 2012	Country Liaisons and regional leaders and members	No cost
	Increase membership dues by 25%	2012 Council Meeting	Executive Committee/Council	No cost

Strategic Objective 5: Support the efforts of members around the world to improve quality of life through partnerships and collaboration				
Milestone	Action	Timeframe	Responsibility	Cost
Actively promote a greater awareness of the relationship between IFHE and the various UN organisations	To hold one of our annual leadership meetings in New York to coincide with the Commission for Social Development or the Commission on the Status of Women or the NGO Committee on the Family/New York	February/March 2011	UN Representative, IFHE office, IFHE UN Council Committee	Usual Annual Meeting costs Minimal or no cost for meeting venue (Mary Miller)
Establishing a IFHE UN taskforce	To form a taskforce of IFHE UN representatives and members with expertise including sustainable development, family, food security and ageing to promote the UN Agenda throughout the IFHE Committee System	To hold the first taskforce meeting at the 2010 annual leadership meetings	Executive Meeting UN Committee Chair	No cost
Develop a mentor program for new taskforce members to learn about the role and work of the UN representatives	To conduct a workshop to share information and to determine the needs of mentors and mentees	2010 annual leadership meetings	Chair of taskforce/UN representatives	No cost
To include a UN focus at congress/council meetings	To collaborate with congress and council organisers to ensure inclusion of possible keynote session, workshops, discussion panel or symposium	2012 and 2014	Taskforce and UN Committee	No cost to IFHE. Any costs to be sourced from sponsorship
A funded IFHE collaborative project with other NGOs	Apply for funding to support approved collaborative projects	End 2009	Nominated taskforce members and Programme Committee Chairs	No cost
Develop resource material which connects the relationship between Home Economics, IFHE, UN and MDGs	Launch of resource material for use in identified settings e.g. education, community, consumerism	Congress 2012	Nominated taskforce members to guide but Programme Committee Chairs to lead the process	€ 10,000 (using the cost of the e-book as a guide price)
Compile best practice case studies of IFHE Partnerships with UN organisations and NGOs	Identify and publish best practice case studies	At least two per year from 2010 and culminate at World Congress	Nominated taskforce members	€1,000 (may incur costs for typesetting and design)
Work towards the proclamation of an International Year of Food Security	1. Investigate the process for ensuring success	Preliminary report by 2010 annual	UN Representatives	No cost

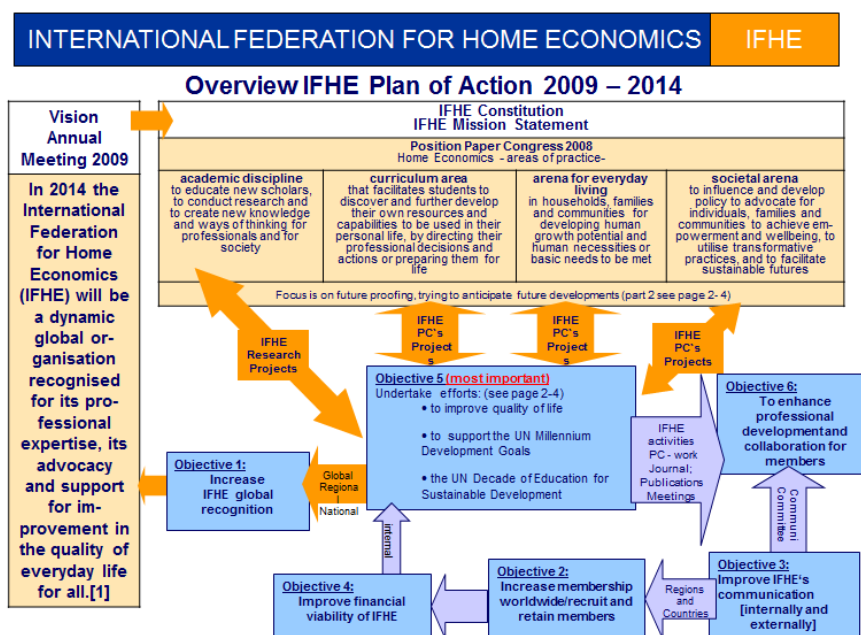
	2. Write Proposal to relevant UN Committee	leadership meetings		
To cover nominal costs incurred by UN representatives	To establish a budget item for annual expenditure	Immediately	Executive Committee	€ 100 per nominated UN representative per year

IFHE Objective 6: Enhance Professional Development for Members				
Milestone	Action	Timeframe	Responsibility	Cost
Expand professional opportunities for all members	Planned workshops/seminars/symposia at leadership meetings at Regional meetings Increased research presentation sessions at national and international Conferences and workshops Plan workshops on the conduct of research for benefit of members who do not now work in a research supported environment Planned for and the sharing of best practices in the discipline of Home Economics and in management of an INGO Round table discussions on IFHE related of Family/Community Development/Consumer Issues Be available as invited speakers with particular expertise in Home Economics related issues to businesses, governments and other interest/professional groups Curriculum showcases and preparing textbooks and electronic resources for education at different levels of the school system Publish "Work in Progress" for researchers especially YPN as best practice at IFHE gatherings	Ongoing leading up to and including Congress 2012 and Council Meeting 2014 At Congress At Council Meetings Workshops at Annual Leadership Meeting Biennial Regional and sub-regional meetings and other country fora	Programme Committees Congress Committees IFHE Home Economics experts	Some of these activities could produce income for the member and for the IFHE
Increase number of publications about IFHE and the discipline of Home Economics	Increased use of the International journal of Home Economics and other Regional and sub-regional publications Increase number of research and position papers in international, regional and local journals especially refereed journals Write statements, letters to the editors, short articles or series of articles about the everyday lives of people and or special concerns in newspapers, magazines, on the internet, in Newsletters, chapters in books Increased collaboration on writing projects across regions Hold writing workshops as part of Congress or Council Symposia	Quarterly Monthly Annually	Every member Meeting chairs Regional Vice-Presidents Liaisons Sub-regional leaders Research Chair	Minimum costs for workshops depending on the region and source of funding

		Biennially		
Increase networking across regions, with other related NGOs and with UN based organisations	Actively participate in UN based consultations e.g. FAO, UNESCO Plan and execute joint programmes to address UN Development Goals and other developmental Collaborate with regional NGOs in sharing expertise on Home Economics competencies and programmes	At least Annually	Regional Vice-Presidents; Executive Committee	Travel and accommodation costs
Communicative Networking	1. Using ICT and Internet Technologies to increase opportunities for different groups to communicate and share ideas about IFHE, Home Economics and other topics of common interest. These may include but restricted to: 2. Establish common database of interest 3. Establish student/and professional exchange programmes 4. Maintain current user-friendly IFHE Website with links to associated sites	Annually	All groups within the IFHE Business Group and education Committee Bonn Office Staff	Travel and accommodation costs Includes in the ongoing Web management costs

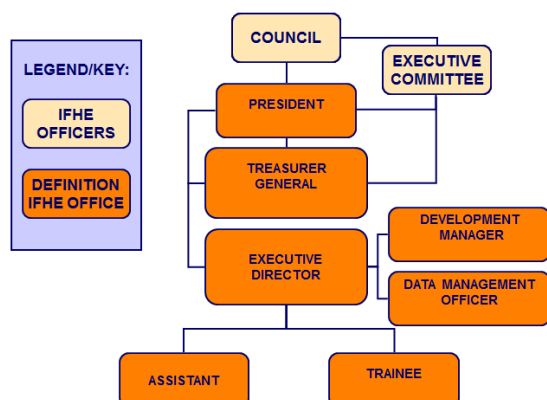
IFHE Strategic Objective 7: Increase Effort to Advocate on Behalf of Individuals and Households				
Milestone	Action	Timeframe	Responsibility	Cost

1.1.2 Strategic Plan 2009-2014



1.1.3 IFHE Office Administration (2010)

IFHE OFFICE ORGANISATION CHART (Standing 2010)



INTERNATIONAL FEDERATION FOR HOME ECONOMICS

IFHE OFFICE PERMANENT WORKPLAN – Standing 09/2010

DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	QUARTERLY TASKS	YEARLY TASKS
CORRESPONDENCE • E-MAILS • MAILS	UPDATING WEB • IFHE WEBSITE • IFHE WEBSITE PC HT&S	UPDATING FINANCES UPDATING MEMBER DATABASE SENDING RECEIPTS FILING DOCUMENTS, NEWSLETTER, JOURNALS OFFICE CONFERENCE	PREPARING NEWSLETTER SENDING IFHE NEWSLETTER IFHE OFFICE REPORT PRESS RELEASES QUALITY MANAGEMENT	ANNUAL BALANCE SHEET FINANCE REPORT UN RENEWAL ANNUAL REPORT FINANCE ADMIN. BUDGET ANNUAL OFFICE REPORT SAVE ANNUAL DOCUMENTS ASSESSMENT IFHE WEBPAGES ANNUAL MEETING • PLANNING • ORGANISING • DOCUMENTATION

INTERNATIONAL FEDERATION FOR HOME ECONOMICS

IFHE OFFICE TASKS STRUCTURE – (Standing 2010)

ADMINISTRATION	CORRESPONDENCE	PUBLICATION	MEETINGS	PROJECTS
HUMAN RESOURCES • CONTRACTS • CERTIFICATES	IFHE OFFICERS • EXECUTIVE COMM. • CHAIRS OF COUNCIL & PROGRAMME COMM. • IFHE LIAISONS • REPRESENTATIVES AT THE UN	IFHE WEBSITES • PUBLIC AREA • MEMBERS ONLY AREA • WEBSITE • PC HT&S IFHE CONGRESS WEBSITE IFHE NEWSLETTERS PRESS RELEASES ARTICLES E-JOURNAL: IJHE IFHE HISTORY BOOK & DVD PROMOTION MATERIAL	ANNUAL MEETING • ORGANISING • CONDUCTING • DOCUMENTATION COUNCIL/ CONGRESS • ASSISTANCE ORGANISING COMMITTEES • PREPARING DOCUMENTS • DOCUMENTATION • PROMOTION IFHE SYMPOSIUM	PLAN OF ACTIONS APPLICATIONS/ FUNDS DOCUMENTATIONS REPORTS
FINANCES • INVOICES/ RECEIPTS • TRANSFERS • BOOKKEEPING • APPLICATION FOR FUNDS	IFHE MEMBERS • INDIVIDUALS • ORGANISATIONAL • ASSOCIATED			
LEGAL AFFAIRS • CONSTITUTIONS • TENANCY	INSTITUTIONS • UN, FAO, UNESCO, WHO, DP/INGO, COUNCIL OF EUROPE • FEDERAL MINISTRIES			
MEMBER DATABASE	OTHERS • COMPANIES • PERSONS/ INTERESTED GROUPS • PRESS/MEDIA			
OFFICE EDV/ WEB				
QUALITY MANAGEMENT				

1.2 Council Committees

1.2.1 Specific Terms of Reference for Council Committees (2004)

Congress Committee

Tasks

- To develop the Congress programme in cooperation with the IFHE Executive Committee and the responsible Congress Organising Committee
- To propose speakers for Congress to the President and Executive Committee
- To support and advise the host country with regard to running the Congress in relation to the Protocol of Agreement
- To keep the President informed of preparations for Congress
- To direct and oversee the Research Committees, Programme Committees, Best Practise Committee call for papers, and guidelines for their submission, at least twelve months in advance of Congress
- To control the budget and finances for the IFHE Congress.

Disaster Assistance Partnership Committee

Terms of References see "Guidelines and Procedures" (see 4.3 Annex)

Mission and Purpose (Article II)

The mission of DAP is to organise Home Economists around the world so that they can partner to assist in the recovery of Home Economics programmes after destruction by natural disasters in developing countries.

The assistance must be applied for from DAP by the destroyed programme's professionals.

The purpose of DAP is to establish and provide a network of Partnership members willing and able to assist Home Economics programs in developing countries (as determined by the World Bank to be Lower and Lower Middle Income countries) who apply for assistance from Disaster Assistance Partnerships to help re-establish their programs destroyed by natural disasters in their devastated area. Primarily, professionals in developing countries will collect and pack donated items requested and ship them as per established instructions to approved projects where they are needed. The intent is to assist in returning the programme to a functional state when other assistance is not available.

(DAP is NOT a relief organisation.)

Finance Committee

Membership/Finance Experts

The Treasure General shall be the Chair of the Committee and the Committee will elect/select a Secretary.

A member should have the at least one other of those listed below:

- Experience in budgeting
- Knowledge in the global work of IFHE
- Experience of developing relationship and obtaining sponsorship with other associations or with companies.

Tasks of the Committee

- To monitor and control the on-going finances of the IFHE
- To identify sources of additional funding for the IFHE Projects
- To monitor membership fees in relation to IFHE Services
- To monitor the IFHE overall budget and savings
- To actively pursue sponsorship for the IFHE or specified projects of the IFHE.

Human Resources Committee

Membership/Tasks see Rules of Procedures 2004

- R.54 The Executive Committee shall establish a Human Resources Committee which shall consist of the President, President Elect, immediate Past President, Treasurer, two Regional Vice-Presidents, and the Executive Director. One of the members shall be appointed by the staff of the IFHE Office. This committee (with at least the Executive Director and four other members participating) shall annually review the position description of the Executive Director and establish goals and objectives for the coming year which will be used as evaluation criteria. At the conclusion of each year, the Executive Director will prepare a written report for the committee of progress made toward achievement of goals and objectives. The Committee will also discuss with the Executive Director any requests for resources, equipment, training or other needs that the Executive Director or staff may have. Then, in consultation with the Executive Director, the President and one other Committee member will conduct the Executive Director's annual performance appraisal as measured by criteria in the position description. The annual performance appraisal is the basis for conditions of contract and salary.

The Executive Director will conduct the evaluations of other staff members and report these to the Committee. If desired, one or more of the Committee may be involved in staff evaluations if requested by the Executive Director or staff member.

Project Assessment Committee 2011

Tasks of the Committee

- To promote the IFHE Project Funds Program through articles in the IFHE Newsletter and on the IFHE Webpage
- To review submitted project proposals for possible funding in a timely fashion, using the current guidelines for proposals that had been approved by the IFHE Executive Board
- Provide oversight to funded projects
- Regularly communicate with the IFHE headquarters to ensure fulfilment of the stated objectives
- Each proposal that is submitted will be reviewed by a panel of two "experts" familiar with the subject area of the proposal. The "experts" will primarily be selected from the list of "experts" posted on the members-side of the IFHE Webpage. The committee chair will invite these experts to review a specific proposal, and when the invitation is accepted the proposal and an evaluation sheet will be sent to the reviewer
- Proposals that are rated as acceptable by both reviewers will then be passed to the standing project committee for their review. Final acceptance, within budget constraints, is made by the IFHE Executive Committee at their Annual Meeting in the spring and at their meeting prior to Council Meeting
- A letter of notification of preliminary acceptance or rejection of proposals will sent by the Chair of the committee within three months of the deadline date, with the final decision made at the meeting of the Executive Committee approximately four months following the deadline date. Applicants should not start the project before they receive the final letter of acceptance. This letter will indicate the decision of the committee, either acceptance or rejection of the proposal, and in the case of rejection the reason or reasons for the rejection. Letters of accepted proposals will indicate the amount of the award, the time frame of the award, and the expectations of the award recipient. In some cases further revision of the proposal may be requested before a final decision of the amount of the award is made
- The committee will announce the funding of a project proposal in the IFHE Newsletter and on the IFHE Webpage
- The two members of the committee will read the specified periodic reports from each funded project and will request further clarification if it is deemed necessary. Receipt of the periodic reports will be acknowledged within a week of submission and review of the periodic reports will be completed within a month of submission

- The committee will review the guidelines for proposals, expectations of award recipients, and the evaluation sheet for proposals every two years and make needed modifications. The revised materials will then be published in the newsletter and on the webpage.

Publication and Communication Committee

Extract from the Rules of Procedure 2004

- R. 62 IFHE's aim is to inform the public about the Federation, its objectives and activities. For this purpose, a Bulletin/Newsletter as well as other publications shall be published. Furthermore, IFHE's Internet homepage, information leaflets and folders as well as press releases shall serve to inform about the Federation.
- R.63 In order to promote the exchange of information, IFHE shall publish about four Bulletins/Newsletters per year in English. Non-members may subscribe to the Bulletin/Newsletter.
- R. 64 IFHE's Internet homepage shall serve members as a platform for exchange of information. The public pages of IFHE's Homepage shall also inform non-members about IFHE, its objectives and activities.
- R. 65 All bodies and structures of the Federation, all its officers and members are called upon to enhance the Federation's public relations work to the best of their abilities.

Tasks of the Committee

- To encourage research and publications by individual members and by the organisation
- To ensure that the IFHE Publications reflect the organisations policies and objectives
- To develop a strategy and determine the feasibility of the IFHE Publication and Information Policy
- To develop a data base of the IFHE Publications
- To work in close contact with the IFHE Headquarters for editing the IFHE Newsletter
- To edit the IFHE Congress Proceedings/Report in close contact with the President, Headquarters and both Congress Committees
- To review miscellaneous IFHE Publications in order to ensure the implementation of the specifications of IFHE Publication Policy decided in 1992
- To develop (or agree on) an additional policy for the publication of articles and papers.

Recruitment and Membership Committee

Tasks of the Committee

- To increase the membership of the IFHE and to encourage active participation of members in cooperation with Vice-Presidents and IFHE Liaisons
- To design promotional materials for approval of the Executive Committee
- To arrange for dissemination of promotional materials globally in accordance with the IFHE Liaison
- To propose strategies for increasing membership of the IFHE to the Executive Committee including membership and fellowship status.

Research Committee

Tasks of the 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
- 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 in order to make successful research sessions.

Senior Advisory Committee (SAC)

Special Membership is open only to:

- All past members of IFHE Executive Committee
- Other members of IFHE who had given special service to IFHE.

Tasks of the Committee

- The committee is an advisory committee to assist IFHE President, the Executive Committee, IFHE Office Staff and any other IFHE Committee who wish to use the committee in an advisory capacity to participate if asked for advice on IFHE Issues. Members have a variety of expertise; knowledge of this expertise is available from the IFHE Office, the President and Convenor of the SAC with the proviso that the expertise is available
- Strengthen UN Representative by identifying individuals or organisation for future representation
- Identifying NGO with similar values and goals for networking opportunities
- Support given to update the IFHE Documents (Policy Manual By Laws)
- Request for the advice to be made via the IFHE office who will communicate with the SAC member. List of members of SAC to be revised annually
- Members meet at IFHE Council Meetings or as an ad hoc meeting at regional, annual leadership meeting. The Convenor of the meeting shall be nominated at the preceding meeting.

At a meeting a member may propose a new member to join the committee at the next meeting.

Retiring members of IFHE Executive Committee will be invited to attend the next meeting immediately after retirement from the Executive Committee. Normally the Convenor of the meeting will be responsible for issuing the invitation.

Think Tank Committee

(Terms of references has to be developed)

United Nations/Council of Europe Committee

Special Membership

IFHE permanent representatives at the UN and UN specialised Agencies, the IFHE Executive Committee appointed Liaison Member and one expert related to specific UN themes.

Tasks

Permanent Representatives will prepare and submit annual reports to the Executive Committee and to the IFHE Council, for discussion.

- 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 meetings
- To Co-operate with other INGOs in relation to the UN
- To inform IFHE on international issues to be taken into account in preparing IFHE policy and programmes
- To link with other IFHE Programme Committees 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 recommend UN related subjects for IFHE Council and Congress programmes.

Young Professionals Network Committee

Tasks

- Advocate and broaden participation through the promotion of the mission and aims for the sustainable development of IFHE

- To cultivate a globally aware and active network of young professionals empowered to become future leaders
- To build, strengthen and increase young professional members
- To establish, facilitate and provide ongoing support for the exchange of ideas, information and resources via a global networking strategy
- To focus on enhanced and effective communication through information and communication technologies (ICT)
- To implement collaborative initiatives at a local, regional and international level including projects on the United Nations Millennium Goals
- To network at IFHE Events to find mentors for YPN members
- Strategic development.

Accreditation/Certification Committee

(Terms of references has to be developed)

1.2.2 DAP Guidelines Draft (2013)

DISASTER ASSISTANCE PARTNERSHIPS to HOME ECONOMICS PROGRAMS in DEVELOPING COUNTRIES

Proposed Guidelines and Procedures (Draft June 2013)

Article I Official Umbrella Name

The name of the group internationally will be the ***“Disaster Assistance Partnerships to Home Economics Programs in Developing Countries”*** (IFHE Leadership Meeting 2013 decision) and may be referred to as Disaster Assistance Partnerships or **DAP**.

Article II Mission and Purpose

The mission of DAP is to organise Home Economists around the world so that they can partner to assist in the recovery of Home Economics programs after destruction by natural disasters in developing countries. The assistance must be applied for from DAP by the destroyed program’s professionals.

The purpose of DAP is to establish and provide a network of Partnership members willing and able to assist Home Economics programs in developing countries (as determined by the World Bank to be Lower and Lower Middle Income countries) who apply for assistance from Disaster Assistance Partnerships to help reestablish their programs destroyed by natural disasters in their devastated area. Primarily, professionals in developing countries will collect and pack donated items requested and ship them as per established instructions to approved projects where they are needed. The intent is to assist in returning the program to a functional state when other assistance is not available (DAP is NOT a relief organisation).

Article III Membership

Membership status in Disaster Assistance Partnerships requires the “entity” or individual to agree to be a partner and to actively support the efforts of DAP to the best of his/her ability. There is no membership fee to join.

Categories of Membership:

- *Organisational/affiliate groups* of related Home Economics/FCS professionals or other interested groups, including corporations (i.e: HES; IFHE; IFHE Education and Training Programme Committee; AAFCS; AAFCS Global Perspectives Community; SCAFCS; Texas Tech University; SCFCCLA; Region of the Americas; IFHE-US; CAHE; Pacific Region; JSHE; Thailand; Pacific Region; Australia; New Zealand; as of June, 2013). Open to all groups, large or small; e.g., Regions, states, countries, colleges and universities, IFHE Programme or other Committees, even student or school groups wishing to help.
- *Individual* Home Economics/FCS professionals (Open to all individual professionals worldwide).

Expectations of Members:

1. Promote and support the Disaster Assistance Partnerships efforts to the best of his/her/their ability, such as attend physical meetings or join on line when possible.
2. Receive and respond to emails as appropriate or request correspondence by regular mail from Coordinator.
3. Assist with raising funds for shipping costs. Fund raising by groups is optional but will help in the overall readiness for responding in a timely manner.
4. Assist to the greatest degree possible with designated Disaster Assistance Partnerships projects when requested, helping to collect and pack items requested for projects and other needs that may arise.
5. Send appropriate reports to the DAP Coordinator or Financial Officer as requested.
6. Members are encouraged to actively participate with suggestions for improving and sustaining the Disaster Assistance Partnerships Program.

This is a true Partnership between Home Economics professionals worldwide and there is a place for everyone who has an interest in assisting other professionals. It can only work through cooperation.

Article IV Leadership

Council of Advisers is the governing body:

1. The Council of Advisers will be composed of 20 member volunteers from around the world. They will sign up for four year terms that correspond to the IFHE Council Meeting calendar. They do not need to be IFHE Members to participate.
2. A rotation of staggered terms will be developed so members do not all change at once. Persons may continue to volunteer, if they would like, by signing up with the Coordinator.
3. Advisory Council members will attend as many meetings as possible being held around the world at various professional member meetings, such as IFHE, AAFCS, CAHE, JSHE, ARAHE, etc. where DAP is part of that groups work.
4. Much of the work will be done electronically but face to face meetings will be held at other organisational meetings as appropriate with those who are attending the meeting.
5. When disaster assistance is requested the Advisory Council will be instrumental in making contacts and carrying out efforts to assist. They will help activate the network of members (*This is why worldwide representation from all IFHE Regions is critical to success*).

Leadership Team:

The international leadership of DAP will consist of a **Coordinator, Assistant Coordinator, Finance Officer and Recorder**. Organisations and other groups may designate their own leadership structure; however, guidelines of the Umbrella DAP must be followed.

The DAP Coordinator (or Director) will coordinate the Disaster Assistance Partnerships Program.

- Duties will be to lead the Advisory Council and to keep the Advisory Council and members informed by electronics and/or conference call means.
- The Coordinator will receive applications for assistance, send them to the Advisory Council for review and input for decisions about assistance. Once assistance has been authorised by the Council, efforts will be coordinated, as much as possible, electronically.

The Assistant Coordinator (AC) role will be to assist the Coordinator as needed but especially when an assistance project is underway. The AC will take over the Coordinator role when the Coordinator is unable and may call on the assistance of other Council or DAP members as needed.

The Finance Officer will keep track of all DAP funds, their location and the available amount for assistance use. Each group that has a separate funds account will report balances in a timely manner, but no less than once a year (IFHE-US, CAHE, Australia, etc.).

The Recorder will take minutes at each meeting. If the designated recorder cannot attend the meeting, another person will be appointed by the DAP Coordinator to fulfill this responsibility.

Article V Operational Procedures

The Advisory Council and Leadership Team will be the decision making body. This body has the authority to ask the general membership for whatever help is needed at all levels. If a vote is taken by the Advisory Council, a majority of those responding will be considered a quorum and the majority vote carries. If the Advisory Council agrees that the total membership needs to vote on something (e.g., ratifying guidelines or major changes to the structure or operation) voting will be done electronically and a majority of responses will carry the vote.

Each Partner group will develop their own DAP structure based on their needs. A Coordinator, who will be the contact point for the group to the Umbrella DAP, is to be designated. The name and contact information for this person must be sent to the DAP Coordinator in a timely manner. Individual DAP members are encouraged to join or organise groups that join as DA Partnership groups. If a country, state or other group does not belong, encouragement to join will be given. DAP efforts should actively be promoted. Building an effective network is key to the success of DAP.

- Organisations and groups may name their DAP Fund account as they choose (e.g., CAHE: "The Jean Edwards Disaster Assistance Fund for Disaster Assistance Partnerships"). If a fund raising effort is undertaken, such as a "product sales table at a meeting," money raised must be kept in a designated account of a not-for-profit group associated with the DAP. Careful records must be kept and a copy forwarded to the Umbrella DAP Coordinator and Finance Officer. If the person responsible for the group's funds is not their Coordinator, he/she must keep their group coordinator informed. All money raised needs to be responsibly accounted for.
If there is no reason to keep the money raised within the organisation or they are not a not-for-profit group, it should be sent to the IFHE-US DAP Umbrella Fund set aside within IFHE-US (Send to IFHE-US Director of Finance).
Money also could be sent to one of the other existing designated funds located in Australia or in CAHE or to other groups as they become established. All money must be reported and accounted for at all levels.
- When Disaster Assistance is needed for a Home Economics program to recover, someone on location must complete an application (available online on our website or requested from the DAP Coordinator). It is possible someone in another country that knows about DAP will know a person in the area of the devastation and they can make contact to see what the needs are and offer them this route to apply for assistance, too (Web domain will be "Disaster AssistancePartners.org" - Subscription is approved for five years).

- Home Economics Professionals nearest to the disaster will be contacted first to determine if enough assistance can be sent from the shortest distance to the area affected, reducing shipping costs. If more help is needed the network will be expanded as far as necessary to try to get the items donated. Shipping costs will come from the funds raised and, at that point, it may be necessary to ask for more monetary donations to get the goods to the designated area. It is important to work with shippers who give charitable organisations a discount on shipping costs.
- There may be times when a professional(s) is needed to visit the site. Each request will need to be evaluated as it presents itself, but DAP will not have sufficient funds to totally support such a need.
- All projects assisted must provide: (1) a summary report, (2) an evaluation, and (3) pictures for project documentation. These items must be submitted within 6 months and at 1 year after receipt of the assistance. Any additional correspondence or requests from DAP need to be answered in a timely manner.
- A web presence is being developed. The domain name is "DisasterAssistancePartners.org". A web design will be created by member Roy BALLAM, Chair of the Education and Training Programme Committee of IFHE and others have volunteered to help. Information will be forthcoming. This link is important to get the word out about DAP.

All work being done by the Disaster Assistance Partnerships is formally being done through professional membership organisations that are already not-for-profit organisations. Therefore, we are not seeking separate not-for-profit status at this time. The true partnership concept is crucial to this effort and we do NOT seek an independent organisation. This is a very important "experimental effort" in cooperation for the good of our Home Economics profession and ultimately, the people of the world. DAP helps meet a UN Millennium Goal for Increased Partnerships globally.

Article VII

Areas for Further Development of the DAP

DAP is an evolving organisation and needs to consider many options further. Such areas are:

- To continue to fill AC positions (immediately).
- To develop AC term rotation plan (immediately).
- To develop the Project Application Form (immediately).
- To develop an MOU for DAP Project Grants (needed soon).
- To set parameters for the term "natural disaster" (needed immediately or soon).
- To developing funding capacity with for-profit entities, particularly if money is needed to buy things that cannot be donated or that a company might donate (long term).
- To develop a "Disaster Assistance Tool Kit" that would be useful in rebuilding Home Economics programs. Members could build kits and have them on hand (Intermediate).
- To increase formal DAP representation from each Region of IFHE, each state association, national association or country association and organisations of Home Economists/FCS professionals around the world (Quickly but continually).
- To present programs at meetings by other DAP members (immediately).

Article VIII

Umbrella "Disaster Assistance Partnerships for Home Economics Programs in Developing Countries" Dissolution provisions

Should it be necessary to dissolve the Umbrella DAP for some reason, it is hoped that groups organised will continue to function locally to the best of their ability in disaster situations. The Advisory Council will need to decide how to fairly use remaining funds, which will likely be minimal because revenue generation is not the focus of DAP, other than as needed to carry out Assistance Projects.

1.3 Programme Committees

1.3.1 Terms of Reference Programme Committees (2012-2016)

Programme Committee Consumers & Sustainable Development

Tasks

- 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
- To support education for sustainable development and the initiatives that are being taken in member countries that are relevant to Home Economics.

Work Expectations

E-Book project: Overview and Plans for the next four years

The main focus of the work of the Programme Committee **Consumers and Sustainable Development** will continue to be on the E-Book- “**Global Sustainable Development: a Challenge for Consumer Citizens**”. The Link on the IFHE Website

www.educationforsustainabledevelopment.org.

The E-Book is funded by the CDVEC Curriculum Development Unit (CDU) in Ireland and is a partnership project between IFHE and CDU.

Between 2012 - 2016 members of the Programme Committee will work to keep the E-Book up to date (Phase 3). This work will include collaboration with the E-book funder to write submission briefs, put out calls for contributions, review contributions, provide feedback to contributors, oversee the process through to going live/publication and dissemination.

Programme Committee Family and Gender

Tasks

- Focusing on 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 on awareness creation around issues of poverty alleviation
- To focus the 20th Anniversary of the International Year of Family 2014
- Supporting the conduction of the IFHE Symposium 2014
- Supporting the programme of the Opening Ceremony of the Council 2014
- Preparation of a Family Strategy Paper to support resource management of families
- Preparation of an electronic publication entitled “**Family Socioeconomic and Cultural Issues: A Continuing Home Economics Concern**”.

Programme Committee Food Security & Nutrition & Nutritional Health

Tasks

- Educate IFHE Membership on definitions, strategies, and educational resources to carry out local food security programs.
- Set up a Website with Food Security information and resources for IFHE Membership.
- Evaluate relevant documents, research results.
- Increase the cooperation between IFHE Members, international and national (local) governments, NGOs, agencies, and organisations, such as UN and FAO.

- Contributes to the global questions, discussions and challenges from Home Economics perspectives.
- Strengthens the network of Home Economists who are involved in research, education or health promotion etc. related to food security nutrition or nutritional health.
- Promotes publications and best practices of Home Economists with focus on these topics.
- Advocates for Food Security, Nutrition and Nutritional Health of families and individuals.

Programme Committee Home Economics Policies in Education and Training Committee

Tasks

- The purpose of the **Home Economics Policies in Education and Training Programme Committee** is to provide a forum to unite Home Economics educators throughout the world
- The aim is to empower Home Economics educators worldwide by helping them to enrich their programs and to strengthen their professional position in their schools and universities
To work towards developing a global primary, secondary and tertiary Home Economics curriculum document of secondary and tertiary institutions
- Home Economics Education Survey, collecting data for a survey identifying the availability of secondary and tertiary Home Economics courses provided by secondary schools and tertiary institutions across the world. In conjunction with the global curriculum document, this survey will provide Home Economics educators with first hand data of the status of Home Economics in schools and universities
- Partnership Project and IFHE approved project "Partnership's for Home Economics Disaster Assistance"
- Education Sustainability (Lea COMPTON and Theresa LAI)
- Food for Life Project www.foodafactoflife.org.uk (Roy BALLAM)
- IYF project has also been nominated as a discussion - Collaborative project with Canadian Home Economics Associations (Shirley JONES)
- Global Template for Home Economics project.

Programme Committee Household Technology & Sustainability

Tasks

Collect and exchange data of global relevance to household and appliance technologies

- Consumption of water, energy, detergent – emissions of CO₂, pollution, etc.,
- Consumer habits (including regional/cultural differences).

Develop good and best practises

- On all tasks of household care causing relevant emissions,
- For global application,
- With regional/ cultural differentiation where necessary.

Disseminate best practices by

- Communicating best practices,
- Promoting best practice examples,
- Presenting them in scientific papers and participation at conferences.

For more details see the link to the IFHE Website <http://hts.ifhe.org/>.

Programme Committee IFHE International Business Group

Tasks

- To represent at an International Level, those Home Economists who work in business and industry
- 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.
- Continue to develop an International Directory
- To facilitate exchange of ideas, information and resources between Home Economists and businesses on an international level. This can be done by building up a network for offering practical trainings, for using the knowledge of experts in research or for using powerful brands for PR

- To develop links between industry, education and research and establish an international network for dealing with consumer issues. Two kinds of benefits: For companies to use the network of universities on an international level or to use the membership to represent the company at World Congresses. And also for universities and institutions to have the possibility to use an international network of companies which are dealing with consumer issues
- 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
- Conduct planning sessions for the Council Meetings and the next World Congress
- Giving an overview about the job-outline of Home Economists
- Building up to 10 links to business and universities
- Building up a list of all members, who are working in business and industry
- Contacting 20 international companies which are dealing with consumer issues to get new members.

Programme Committee Institutional and Hospitality Management

Tasks

To focus on the following major topics:

- Home Economics services in residential and home-related living (e.g. catering, cleaning of rooms and laundry, accommodation) and
- Catering services for different target groups (e.g. for children, seniors, patients, in homes, residences, hospitals, schools)
- Quality management and quality standards in service business
- Trends and future development
- Comparison of countries and cultures
- Demands on the professional education of Home Economists
- Analyse trends of out-, in- and back sourcing
- Comparison of homes for the elderly, attitudes towards the elderly, different solutions for life after retirement
- Education demands of employers, abilities necessary
- With regard to service management, quality management and security quality standards.

Programme Committee Outreach to Central and Eastern European Countries

Tasks

- Network Development – Identify individuals, organisations and institutions in Central and Eastern European Countries (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
- Marketing IFHE to Home Economics related institutions in Central and Eastern European Countries Outreach Committee.

Programme Committee - Textiles and Design

Tasks

- 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
- To work on a guidelines for consumers in using textiles to ensure environmental (ecological, social and economic) sustainability, with particular reference to consumption behaviour and to resource management

- Consideration microfinance for textile production by a group of women,
- Guidelines for entrepreneurial start-ups in small business, organising community recycling of textile products, or suggestions for more efficient production of textile fibers (plants and animals)
- Create a database through IFHE to make expertise in small business more widely available
- To promote the area of textiles as a method of income generation for families, especially women, in developing countries. Production of natural fibres continues to sustain many indigenous communities worldwide; the UN declared 2009 to be the “International Year of the Natural Fibre”
- Presentation of Best Practices papers at Congresses and Council Meetings, as well as information sessions on new and ecologically beneficial fibres, fabrics, construction techniques, sustainability, and green consumption and marketing, this committee will enhance the knowledge of IFHE Members regarding the field of Textiles, Craft, and Design for personal as well as professional uses
- Organisation of a juried exhibit of Art Textiles at Congresses will showcase new approaches to traditional textile stitchery and needlework processes. The selected pieces will demonstrate creativity, be visually pleasing, and provoke discussion among viewers.

1.3.2 Programme Committee Work Plan & Report Template (2013)

IFHE Programme Committee Work Plan and Report 20xx - 20xx								 INTERNATIONAL FEDERATION FOR HOME ECONOMICS			
Name of Programme Committee (PC):											
Name(s) of Chairpersons/Co-chairs											
Name of Deputy Chair (if applicable)											
Minutes Secretary											
Members of the Programme Committee											
	Names of PC Members	Member of PC since:	Type of PC member		Region	Country	E-mail	PC meetings attended (✓)			
			Attending	Corresponding				20xx	20xx	20xx	20xx
1											
2											
3											
4											
5											
7											
8											
9											
10											

Goals of the Programme Committee:
Deliverable 1: (as suggested by EC to support IFHE Strategic Objectives)

Description:

	Actions	Timeline	Person(s) responsible	Status Update	
				Date	Update
1.1					
1.2					
1.3					
1.4					
1.5					

Deliverable 2:

Description:

	Actions	Timeline	Person(s) responsible	Status Update	
				Date	Update
2.1					
2.2					
2.3					
2.4					
2.5					

Deliverable 3:

Description:

	Actions	Timeline	Person(s) responsible	Status Update	
				Date	Update
3.1					
3.2					
3.3					
3.4					
3.5					

1.4 Meetings

1.4.1 List of Congress Requirements

Please refer to the World Congress Bid Manual for up-to-date information on requirements.

Aspects	Details	Notes
Rooms	Capacity for Opening, Closing Sessions Keynote Sessions each morning	
	Capacity for Concurrent Sessions based on the number of accepted oral presentations and session programme	Can also be used for Regional Meetings and Programme Committee Meetings
	For Poster Presentations	Only at special days not all days
	IFHE Council round about 120 participants at two days	
	Room for EC	All days
	Room for Office all days	All days
	Welcome Reception	
	Room with chairs for participants to meet to drop in and to rest or to chat	If there are students in that place or room, foreign participants will be able to have a chat on such as the culture of the country
Publications online CD Print	Including IFHE Logo on all Congress Publications	
	First Announcement	Two years ahead of Congress
	Final Announcement content see Congress 2008 and 2012	One year ahead
	Call for Papers	One year ahead
	Detailed Congress Programme	3 - 4 Months ahead of Congress
	Participants list	At Congress
	Congress Proceedings	At Congress
	Abstract Book	At Congress

Aspects	Details	Notes
Publications online CD Print	Press Releases	3 months before Congress, during Congress, after Congress
	Congress Newsletter	One page newsletter, including the change of the events' time, of the places etc. important events. and some impressions, feelings, reactions, sentiments from the participants
	Congress Website	
	Press Conference at the first day of the Congress	Preparation of background documents and the Congress information
Elements of the Programme	Regular Congress Programme - Opening - Keynote Sessions - Concurrent Sessions/Workshops/ Round Tables - Poster Presentations - Closing	Entertainment in Opening Ceremony and Closing Ceremony.
	Details	Notes
	Council	Will be prepared by IFHE Office
	Regional Meetings	2 hours

	Programme Committee Meetings	3 hours
	Social Programme Welcome Reception Congress Dinner with Award Ceremony	
	Home Visits	Optional
	Technical Excursions	
	Accompanying persons programme	
	Sightseeing Tours	

Aspects	Details	Notes
Special issues	Health Center/First Aid Station	
Co-operation with IFHE Office	To check if persons who register as IFHE Members have paid the IFHE Annual fee	
	Invitation letters related to visa application only to IFHE Members, special letter to be prepared by OC and IFHE Office	
	Clarification about the council fee payments	
	Regarding member requests	
	Clarification about Promotion material such as postcards or Poster	
	First and Final Announcement	
	Publication of information in the IFHE Publications and Website	
	Travel arrangements of Keynote Speakers	
	Required office equipment at congress	
	Agreement regarding procedure of printing of documents for the Council and Executive Committee Meeting	
YPN Programme	Find a specific person who co-operates with the YPN to arrange a special programme for students	

1.5 Publications and Media

1.5.1 Description of IFHE Media (2014)

- **IFHE Website**
The IFHE Website serves as information about the IFHE Activities. It is divided in a public area and a member only area. The link of the IFHE Website is as follows www.ifhe.org.
- **The IFHE Home Economics Website**
IFHE has published a professional website related to specific Home Economics subjects provided as articles, presentations, statements etc. The link is as follows <http://he.ifhe.org/>.
- **IFHE Newsletter “Home Economics News”**
The IFHE Newsletter is published four times a year March, June, September and December. The IFHE Newsletter serves the IFHE Members with current news and reports about the IFHE Activities and announcements around the world. The complete IFHE Newsletter is only available on the IFHE Website in the Members Only Area.
- **IFHE Press Releases**
IFHE Press Releases are published to special IFHE Activities, UN International days and the World Home Economics Day.
- **International Journal of Home Economics, IJHE (electronic)**
The IJHE was launched in 2008; it features quantitative and qualitative disciplinary and trans-disciplinary, empirical and theoretical work and includes special editions on key developments. It aims

to push the boundaries of the theory and research – to seek out new paradigms, models and ways of framing Home Economics. Two issues are published annually.

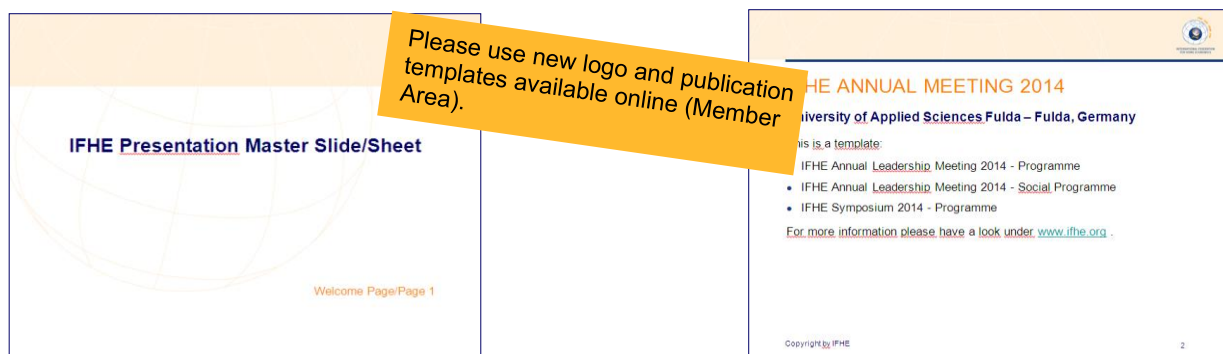
- **Best Practise Posters and other kind of Media**

To specific Home Economic themes best practise posters are published. They aim to support sustainable lifestyles and inform consumers and household members how to use household technology and to conduct household processes.

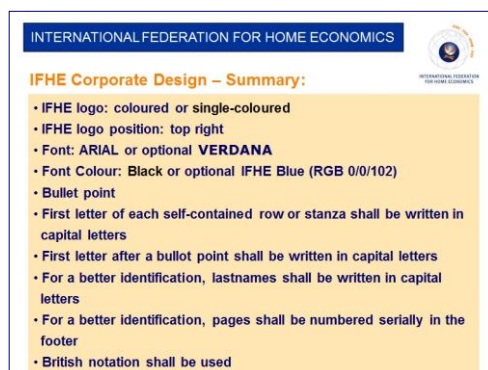
1.5.2 IFHE Corporate Design for Presentations and Correspondence (2010)

IFHE Presentation - Page 1

IFHE Presentation - Page 2 and more



IFHE Corporate Design - Summary for IFHE Presentations 2011



IFHE Forms for electronic IFHE Correspondence

IFHE Letter Form 2 and more pages 2013
Page 1



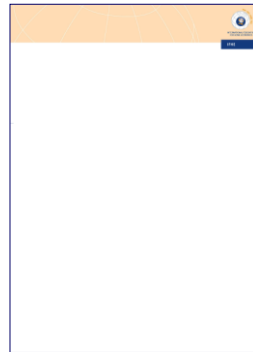
Page 2 and more



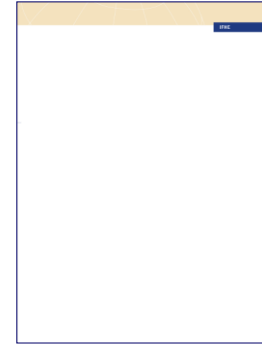
IFHE Letter Form 1 Page 2013



IFHE Webpage Form up from 2011



IFHE Letter Form Info Page up from 2011



1.5.3 Publication-Guideline for IFHE Press-Releases

Guidelines How to write an IFHE Press Release

A press release is a written statement of the IFHE to the media. It can announce a range of news items, including scheduled events, personal promotions, awards, new products such as publications and services and accomplishments, etc. It can also be used to generate a feature story.

Making it Attractive

1. **The headline should be genuine.** The headlines should be brief, clear and to the point: an ultra-compact version of the press release's key point. Recommendation: to write the headline at the end, after the rest of the release is written. The headline is known as the eye-catcher and is very important to the whole release.
 - **IFHE News Release headlines** should have a “grabber” to attract journalists (Special facts, figures and newsworthy events, a new publication or service).
 - **Headlines are written in bold** (see IFHE Guidelines IFHE Newsletter). IFHE Press Release headlines use the present tense and exclude “a” and “the”, as well as forms of the verb “to be” in certain contexts.
 - **First word is capitalised.** As are all proper nouns. Most headline words appear in lower-case letters, although using a stylised “small caps” font style can create a more graphically news-attractive look and feel. Do not capitalise every word.

- **Extract important keywords.** The simplest method to create the press release headline is to extract the most important keywords from the press release. From these keywords, a logical and attention-getting statement should be framed. If including a summary sentence after the headline, the same rules apply. Using keywords early will give the IFHE “News” a better visibility in search engines, and it will be simpler for journalists and readers to get the idea of the press release content.

2. Writing the Body Copy

- Starting with the date and city in which the press release originates.
- The lead, or first sentence, should grab the reader and say concisely what is happening. It expands the headline enough to fill in some of the details, and brings the reader further into the story. The next one to two sentences should then expand upon the lead.
- The IFHE Press Release body copy should be compact and easy to understand.
- IFHE Press Releases avoid: very long sentences and paragraphs; repetition and overuse of fancy language and jargon.
- The first paragraph (two to three sentences) sum up the IFHE Press Release, and the additional content elaborates it.
- IFHE Press Releases deal with actual facts - events, products, services, people, targets, goals, plans, and projects. IFHE Press Releases try to provide maximum use of concrete facts. This is *news*. For writing an effective IFHE Press Release the following clarifications: Who, what, when, where, why, and how has to be answered.

3. Communicate the “5 W’s” (and the H) clearly

Who, what, when, where, why - and how - should tell the reader everything they need to know. The following checklist should be followed in context with the points below:

- Who is this about?
- What is the actual news?
- When does this even happen?
- Where does this even take place?
- Why this is news?
- How is this happening?
 - In addition to the defined basics, additional information will be included to fill in the gaps about the people, products, items, dates and other things related with the IFHE News.
 - If IFHE is not the main subject of the news, but is the source of the press release, it must be clear in the body.
- IFHE Press Releases should be short and to the point. The text of IFHE Press Releases in a hard copy, should be double-spaced.

4. IFHE Press Releases should be clean, crisp, and applicable to the audience. It has to be as close to “ready for press” as possible.

5. IFHE Press Releases should be tied together. Some extra information should be provided through links that support the IFHE Press Release.

Mastering the Format of the IFHE Press Release

1. IFHE Press Releases should be a page long at most.

- FOR IMMEDIATE RELEASE should go at the top of the page, on the left margin.
 - If the release is embargoed, “EMBARGOED UNTIL...” with the date will be put on the press release. A release with no release date is presumed to be for immediate release.
- The headline, usually in bold, should be centered below that.
 - A subhead in italics can be added (briefly elaborating the headline).
- First paragraph: most important information. May be quite news-like in that, it starts with a date or where the news is coming from.
- Second (and probable third) paragraph: secondary information. Should include quotes and facts.
- Boilerplate information: more on IFHE. Who we are, really? What achievements do we have? What’s our mission?

- Contact information: IFHE Office address including the website and Twitter account.
- 2. **The boilerplate will be written underneath the body of the release.**
 - The title for this section should be “About IFHE”.
 - After the title, the following paragraph describes the IFHE with five or six lines each.

The International Federation for Home Economics is the only worldwide organisation concerned with Home Economics and Consumer Studies.

It was founded in 1908 to serve as a platform for international exchange within the field of Home Economics.

IFHE is an International Non-Governmental Organisation (INGO), having consultative status with the United Nations (ECOSOC, FAO, UNESCO, UNICEF) and with the Council of Europe.

3. **Contact Information**

Each IFHE Press Release includes the following contact information:

International Federation for Home Economics (IFHE)
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e-mail: office@ifhe.org, www.ifhe.org Twitter: [@IFHE_HomeEc](https://twitter.com/IFHE_HomeEc)

- 4. **A link to the Online Copy of the same release** will be provided in each IFHE Press Release.
- 5. As a **signal of the end of the IFHE press release three # (hash) symbols** will be added centered directly underneath the last line of the release.

Special Notes for publishing IFHE Press Releases:

- If it makes sense a “call to action” should be included in the IFHE Press Release. This is information on what IFHE wants the public to do with the information.
- The press release headline should be used as the subject line of the email. This will help the IFHE Message stand out in the editor’s email inbox.
- IFHE Press Releases avoid using jargon or specialised technical Home Economic terms. If accuracy requires the use of a home economics-specific term, it should be defined.
- **The timing of the IFHE Press Release**
 - A. to the IFHE Member Organisations or IFHE Liaisons depend on the content:
 - Announcements should be published latest four weeks before the event.
 - Information about the result of an event, activity or a publication should be published latest two days after the event or activity, so that it is relevant and a recent news, not too old and not too distant.
 - B. Press Releases to the public such as other NGOs or the UN should be published close to the upcoming event and close after an opening, or closing of an event or activity.
- The IFHE Name should be included in the headline, any subhead, and in the body of the first paragraph for better visibility via search engines and for news professionals and other readers. If a hard copy will be mailed, the Press Release is put on IFHE Letterhead.
- Press releases are sent by email, and formatting is used sparingly and based on the IFHE Guidelines for the IFHE Newsletters.
- IFHE Press Releases should be put in the body of the email, not as an attachment. If an attachment must be used, it should be made a plain text or Rich Text Format file. Word documents are acceptable at most outlets, but if the newest version (.docx) are used, it should be saved down a version (.doc).
- PDF files only should be used if a full media kit with lots of graphics will be published. Press Releases are not typed on letterhead. Press Releases are typed in the Email message.
- IFHE Press release must be accurate and factual.
- IFHE Articles must be as up-beat and positive as possible.
- When emailing a press release, IFHE makes the subject line a “grabber” headline.
- If possible IFHE Press Releases include a quote - ideally from the IFHE President or special IFHE Experts.

1.5.4 Publication-Guideline for Home Economic News and E-Mail News

Based on IFHE Corporate Design 2004 – IFHE Newsletter *Home Economics News* – Overview:

1. Layout:
 - First and last page fixed
 - All other pages free in the number of columns and their design within each page.
2. Font: ARIAL.
3. Font Sizes and Colours:
 - Headings 13 Pt. in **Bold** and in “IFHE Orange” (RGB 255/128/0)
 - If needed: Subheadings (Submitted by...) 10 Pt. in **Bold** and *Italics* and in “IFHE Orange” (RGB 255/128/0)
 - Running Text 10 Pt. in “IFHE Blue” (RGB 0/0/102)
 - Filling Colour “IFHE Salmon-Coloured” (RGB 255/230/178)
 - Filling Colour “IFHE Light-Blue” (RGB 204/204/255)
 - If needed: Filling Colour “IFHE Purple” (RGB 204/153/255).
4. Spacing:
 - Headings: Before 0 Pt., after 3 Pt./Exactly/16 Pt.
 - Running Text: Before 0 Pt., after 6.5 Pt./Exactly/13 Pt.
5. IFHE Internal Terminology/Proper Name
 - The IFHE Internal Terminology/IFHE Proper Name e.g. Programme Committee, Vice-President, President-Elect, IFHE Member, IFHE Logo, IFHE Publications, for a better identification, last names shall be written in capital letters etc. shall be used
 - Titles of Publications shall be formatted in **Bold** and *Italic*
 - Titles of Themes and Presentations shall be formatted in **Bold** and in **Quotation Marks**
 - Website URLs and e-mail addresses shall be specified as an “activated link”
 - The source of used photos must be identified.

A new design for the IFHE Newsletter has been established in 2019.

1.5.5 Publication-Guideline E-Journal International Journal of Home Economics (2008)

- **The official journal of the International Federation for Home Economics (IFHE) requests submissions for publication.** The refereed e-journal brings together emergent and breaking work on all aspects of Home Economics, and most importantly, how we can improve and renew the everyday work of Home Economists. It features quantitative and disciplinary, empirical and theoretical work and includes special e-journals. The journal aims to push the boundaries of theory and research - to seek out new perspectives on framing Home Economics
- The **International Journal of Home Economics** welcomes contributions from members and non-members, from a variety of disciplinary and theoretical perspectives. Manuscripts should be sent electronically to **Dr. Donna PENDERGAST, Editor e-mail at intjournalhomeeconomics@gmail.com**
- The files should be sent as a Microsoft Word document (doc) or in Rich Text Format (rtf). Paper length should not exceed 6000 words
- The International Journal of Home Economics is published twice a year. Papers for review will be accepted throughout the year to e-mail: intjournalhomeeconomics@gmail.com
- A brief paragraph (less than 100 words) of each author, including current role or memberships and an E-mail address for correspondence has to be provided. For example:

Please refer to the IFHE website (www.ifhe.org/ijhe) for up-to-date publication information.

Professor Donna Pendergast, PhD is Dean of the School of Education and

Professional Studies at Griffith University, Brisbane, Australia. Donna researches and writes about Home Economics philosophy, education and practice. Donna recently completed her four-year term as Vice-President of the Pacific Region and member of the IFHE Executive. She continues to serve the profession as Chairperson of the IFHE Think Tank Committee and Editor of the International Journal of Home Economics. She has served as National President of the Home Economics Institute of Australia, and President of the Queensland division.

- A standard coversheet must be submitted with all manuscripts. It is available from the IFHE Website and from here: <http://ijhe.weebly.com/index.html>
- Papers submitted without coversheets will be returned to authors. A separate first page should include the full title, a short title for use as a running head. The title should not exceed 10 words (50 characters), and should be followed by an abstract of 100 – 200 words and up to five keywords. Material which requires substantial editing will be returned to the author
- No footnotes or endnotes are permitted, only References. Avoid using italics and bold. Spellcheck using UK English. All pages should be numbered. Contributors should be aware that they are addressing an international audience. Jargon should be avoided and local terminology clarified for an international audience. Authors should use non-discriminatory language. Measurements should be in metric units. Articles should be original work and, where appropriate, should acknowledge any significant contribution by others.
Authors who want to refine the use of English in their manuscripts might consider utilising the services of SPi, a non-affiliated company that offers Professional Editing Services to authors of journal articles in the areas of science, technology, medicine or the social sciences. SPi specialises in editing and correcting English-language manuscripts written by authors with a primary language other than English. Visit www.prof-editing.com for more information about SPi's Professional Editing Services, pricing, and turn-around times, or to obtain a free quote or submit a manuscript for language polishing.
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- Figures, diagrams and images must be cited in text and captions provided. Figures should be at a professional standard and supplied as separate electronic files (e.g., TIF, JPG, GIF)
- Tables must be cited in text and captions provided. **All tables, figures and illustrations must be included in the correct location in the manuscript. All tables should be in text, not provided as an image**
- References should follow the American Psychological Association system (APA Publications Manual, 6th Edition).
The details required for books are:
Names of authors or editors (year of publication). Title of publication. Place of Publication: Publishers, for example:
Pendergast, D. (2001). *Virginal mothers, groovy chicks & blokey blokes: Re-thinking Home Economics (and) teaching bodies*. Sydney: Australian Academic Press
The details required for journals are:
Names of authors or editors. (year of publication). Title of article. *Title of journal*, volume (issue), page numbers, for example:
McGregor, S. L. T. (2007a). Consumer scholarship and transdisciplinarity. *International Journal of Consumer Studies*, 31(5), 487–495.
- Manuscripts submitted for publication must not have been previously submitted or published
- Accepted papers become the permanent property of IJHE. By submitting a manuscript, the author(s) agree that copyright for their articles are automatically transferred to the IJHE, if and when articles are accepted for publication. The copyright gives IJHE the exclusive rights to reproduce and distribute the article

- Proofs will be sent electronically to the corresponding author for return within 72 hours. It is the author's responsibility to ensure the accuracy of these proofs. Correction other than printing errors should be kept to a bare minimum
- The IFHE Editorial Board is responsible for review process of the papers for the E-Journal *International Journal of Home Economics (IJHE)*
- The reviewers follows the evaluation form for the papers.
-

1.5.6 IFHE Annual Report (2010)

- The IFHE Annual Report has to be prepared by the end of May each year based on the annual reports submitted by the IFHE Officers for the IFHE Annual Meeting
- The Annual report is published in English and German language
- It is required for reporting to the Finance Administration
- It required in order to show the IFHE Activities to apply for funds from related institutions
- It is valuable for public relations to the United Nations Agencies, relevant international institutions and the NGO Community.

The content of the IFHE Annual Report is as follows:

- Report: IFHE President
- Activities in IFHE Regions
- Reports: IFHE Committees
- Co-operations with the institutions of the United Nations.

A new design for the IFHE Annual Reports has been established in 2018.

1.6 Relationship with International Organisations

1.6.1 IFHE Partnerships (2015)

Global Alliance for Clean Cookstoves (Procedure)

Since 2011, IFHE has been a "Champion Member of the Global Alliance for Clean Cookstoves".

The Global Alliance for Clean Cookstoves is a public-private partnership that seeks to save lives, improve livelihoods, empower women, and protect the environment by creating a thriving global market for clean and efficient household cooking solutions.

The Global Alliance for Clean Cookstoves seeks to mobilise high-level national and donor commitments toward the goal of universal adoption of clean cookstoves and fuels. Its ambitious but achievable **goal is to foster the adoption of clean cookstoves and fuels in 100 million households by 2020**. The Alliance is mobilising support from a wide range of private, public, and non-profit stakeholders.

The IFHE Programme Committee Household Technology & Sustainability in co-operation with the IFHE Office take care of the activities and online-discussions.

IFHE Experts contribute to workshops and conferences in different countries.

Alliance for Health Promotion (Procedure)

Since the [Ottawa Charter](#) for Health Promotion adopted [25 years](#) ago, in 1986 NGOs have been making joint efforts in order to contribute to achieving the commonly shared objectives of the Ottawa Charter, the Adelaide, Jakarta and Mexico Statements and the [Bangkok Charter](#) for Health Promotion.

NGO Health Promotion Platform

In order to open up the gates for all NGOs *interested* in health promotion wishing to benefit from joint advocacy, policy and action and *contribute* to building a collective NGO voice it was decided by the members to set up a wider network called Health Promotion Platform.

IFHE joined the Alliance for Health Promotion in 2011.

IFHE Experts contribute to workshops and conferences in different countries.

Zero Hunger Challenge

In 2015 IFHE was officially acknowledged as PARTICIPANT of the Zero Hunger Challenge.

IFHE declared:

- To be actively working to eradicate hunger
- To align itself with all elements of the Zero Hunger Challenge
- To encourage others to join in its activities and to take the challenge
- To advocate for actions and policies to achieve Zero Hunger and
- To hold itself accountable to deliver on its promise.

IFHE has to publish its activities in a special section of the IFHE Website and to contribute to the twitter account.

1.6.2 Working Area with the UN and its Agencies (2012-2016)

UNESCO Working Fields

Education	Natural Science	Social and Human Sciences	Culture	Communication and Information	Media Services
<u>Education building blocks</u> Literacy, Technical vocational education and training (TVET)	<u>Environment</u> Water, Technical and Vocational Education and Training, Inspiring Youth	<u>Global Priorities</u> Gender Equality		<u>Media Development</u> Communication for sustainable development	
Education	Natural Science	Social and Human Sciences	Culture	Communication and Information	Media Services
<u>Strengthening education systems</u> Early child hood education		Social Inclusion			
<u>Leading the international agenda</u> Education for sustainable development, Human Rights Education, Gender and education, Education for All					
General Challenges	- To contribute to the various online discussions to different topics - Get support from IFHE Experts in the related fields - Input to statements and IFHE Activities in related fields also on regional and country level.				
Special FAO Challenges	- To attend meetings of the Committee on Food Security and the FAO Conference - To contribute to the discussion in the ADHOC Committee of the NGOs.				

1.6.3 IFHE Membership with UN related NGOs (2012)

Committees of NGOs in consultative status with the UN	
CONGO OING, New York, Vienna Geneva	Member
DPI INGO, New York	Member
NGO Committee on the family NY /Vienna	Member
NGO Committee on the Status of Women, New York / Vienna	Member
NGO Working Group for Girl's New York	Member
NGO Committee on Aging, Vienna , New York	Member
NGO Committee on Children's Rights, New York	Member
NGO Committee on Indegious People, New York	Member
AHG/INGOs (FAO), Rome	Member
NGO UNESCO Liaison Committee, Paris	Member
NGO Group Vienna Sustainability, Vienna	Member

1.6.4 UN Days, Years and Decades related to Home Economics (2016)

Decades	
2010 - 2020 United Nations Decade for Deserts and the Fight against Desertification	
2005 - 2015 Second International Decade of the World's Indigenous People	
2005 - 2014 UN Decade for Education for Sustainable Development	
2011 - 2012 United Nations Decade of Sustainable Energy for All	
2008 - 2017 Second United Nations Decade for the Eradication of Poverty	
International Years	
2014 <u>International Year of Family Farming</u>	
United Nations Anniversaries	
<u>20th Anniversary of the International Year of the Family 2014</u>	
08. March	UN Day for Women's Rights and International Peace
08. March	International Women's Day
21. March	World Home Economics Day
22. March	World Water Day
07. April	World Health Day
15. May	International Day of Families
21. May	World Day for Cultural Diversity for Dialogue and Development
22. May	International Day for Biological Diversity
05. June	World Environment Day
23. June	UN Public Service Day
03. December	International Day of Disabled Persons
05. December	International Day for Economic and Social Development
10. December	Human Rights Day

IFHE aims to publish Press Releases or statements to the above mentions UN days, years and decades.

1.6.5 Relationship with the Council of Europe

The Council of Europe is the continent's leading human rights organisation. It includes 47 member states, 28 of which are members of the European Union. All Council of Europe member states have signed up to the European Convention on Human Rights, a treaty designed to protect human rights, democracy and the rule of law.

IFHE has ended its relationship with the Council of Europe in 2017.

The Council of Europe advocates freedom of expression and of the media, freedom of assembly, equality, and the protection of minorities. It has launched campaigns on issues such as child protection, online hate speech, and the rights of the Roma, Europe's largest minority. The Council of Europe helps member states fight corruption and terrorism and undertake necessary judicial reforms. Its group of constitutional experts, known as the Venice Commission, offers legal advice to countries throughout the world.

The Council of Europe promotes human rights through international conventions, such as the Convention on Preventing and Combating Violence against Women and Domestic Violence and the Convention on Cybercrime. It monitors member states' progress in these areas and makes recommendations through independent expert monitoring bodies. All Council of Europe member states have abolished the death penalty.

The Council of Europe's work benefits extensively from contacts and co-operation with the dynamic elements of society, as represented by NGOs. One of the main challenges currently facing the Organisation is to strengthen NGOs and civil society and to develop participatory democracy on a pan-European basis.

Relations with international NGOs (INGOs): this can be seen as the Council of Europe's statutory relations with NGOs through the INGOs holding participatory status, known collectively as the Conference of INGOs of the Council of Europe. Through this status INGOs are now actively contributing to the decision-making process at the Council of Europe and to the implementation of its programmes, thus ensuring their relevance to the expectations of Europeans.

Civil Society Initiatives and Programmes with partner NGOs: civil society initiatives and co-operation programmes aim at strengthening the role of civil society in a pluralist democracy, in particular to improving relations between NGOs and public authorities.

IFHE Representatives contribute to NGO Meetings and Conferences.

1.7 Projects

1.7.1 External Fund Options (2015)

INTERNATIONAL FEDERATION FOR HOME ECONOMICS GUIDELINES FOR GRANT APPLICATION

Insert IFHE Name and Logo - CONTACT INFORMATION (Insert IFHE contact info)

A. PROPOSAL/PROJECT TITLE

B. AUTHOR(S)

(Insert name and title)

C. BRIEF SUMMARY

(Insert brief summary of this project; Attach supportive information)

D. NAME OF FUNDING AGENCY

E. RFP/PROPOSAL NUMBER (Insert Logo and website)

F. PROPOSAL SUBMISSION DEADLINE

G. EXECUTIVE SUMMARY

(Mission of the IFHE)

(Why do we need the funding or why is it important for IFHE to be involved in the larger project?)

H. ASSESSMENT

1. To what extent is this project in keeping with the mission of the IFHE?
2. To what extent does it relate to the current focus of the IFHE?
3. To what extent does the IFHE meet ALL of the criteria required for submitting the proposal?
4. To what extent does the IFHE and its members benefit from this project?
 Economic (insert sum in Euros)
 Social
 Educational
 Infrastructural
5. To what extent can the IFHE have the financial resources to support this project?
 (Insert figures in Euros here. Attach statement of expenditure)
6. To what extent is/are supplemental funding agency/agencies available to support the finances needed for this project? OR To what extent is involvement by IFHE important to completion of the larger project?
7. To what extent does the IFHE have the personnel to manage and implement this project?
 (Insert name and title: Attach Curriculum Vitae with references)

8. To what extent does the IFHE have the personnel needed to prepare the proposal for this project?
(Insert name and title)
9. To what extent will this project be sustainable after its completion?
10. How will the funds be disbursed? (Please tick)
Monthly /Biannually/Annually/Full disbursement
11. Must any unused funds be returned to the donor? Yes/No

THIS SECTION IS TO BE COMPLETED BY REVIEWERES ONLY.

I. APPROVAL STATUS

Approval requires the recommendation of at least two of the three reviewers.
(Insert name of reviewer and title and delete comment that does not apply)

1. _____ Recommended/Not recommended
2. _____ Recommended/Not recommended
3. _____ Recommended/Not recommended

DATE _____

Place comments overleaf.

COMMENTS

Reasons for non-recommendation

2. SPECIAL ISSUES

2.1 Parliamentary Rules (Robert's Rules of Order)

Parliamentary Procedure for Meetings, Councils

Reference for more information:

21st Century Robert's Rules for Order

Edited by the Princeton Language Institute, Produced by the Philip Lief Group, Inc.

ISBN: 0-440-217229, 1995, USA.

- **Parliamentary Law – What is it?**

Parliamentary law is a system of rules that are designed to protect the rights of those people attending and running a meeting. The basic provisions of parliamentary law are quite simple:

- Ensure the right of majority
- Protect the rights of the minority
- Defend the rights of individual members
- Safeguard those people absent from the meeting
- Guard all these together.

To guarantee these prerogatives, parliamentary law requires participants in a meeting to do the following:

- Treat one item at a time
- Extend courtesy and fairness to all
- Let the majority rule
- Guarantee the rights of the minority.

- **Common Parliamentary Law Terms**

Accept a report/Adopt a report, not just receive it

Adjourn/End a meeting officially

Agenda/List of items of business that the people attending a meeting consider

Amend/Change a resolutions or a motion by adding, striking out or substituting a word or a phrase

Assembly/Organised groups of people meeting to conduct business

Ballot/Written vote that assures the secrecy of the individual's election

Decision

By laws/Set of rules by which an organisations conducts business

Chair/Presiding officers of an organisation, usually the same as the president

Congress, Council

Debate/Discuss the merits of a specific question

Floor/Right of a person to speak to people at a meeting and have their Undivided attention

Main motion/Methods of introducing new business to an assembly

Majority/More than half of the member voting on an issue

Meeting/Assembly of members together and for any length of time without taking a recess

Minutes/Records of the event of a meeting

Motion/Proposal for action by the group

Objection/Occurs when a member is strongly opposed to the main motion

Order of business/Order in which the items on the agenda are discussed at the meeting

Point of information/Request for an immediate answer to a question concerning the Background or content of a motion or a resolution

Point of order/Objection raised against any proceeding or motion that the member decides is a violation of the rules

Point of personal/Privilege Request for the immediate consideration for matters that affects the comfort, safety or orderliness of a member

Precedence of Motion/Claim of a motion to the “right of way” over another motion

Quorum/Number of members needed to conduct business

Recess/Short break in a meeting

Refer to committee/Create a committee or instruct an existing committee to do research and report its findings back to the group

Rescind/Make a motion to nullify a vote taken at a previous meeting

Second/Indication that a member wants a motion to be discussed by the Membership

Session/All meetings, even those that were adjourned

Shall the question be discussed? Made of stating the question about considering a subject

Substitute/One of the five forms an amendment can take

Table Motion to place a main motion and all pending amendments aside temporarily with the intention of bringing them back at a later time for action

Two-third vote/What occurs when twice as many people vote “yes” as vote “no”

Unanimous consent/What occurs when no one objects to a motion

Unfinished business/Matter that may have been pending at the time the previous meeting was adjourned

Withdrawal of a Motion/Decision by a person who has made a motion to take it back

• **Rights and Responsibilities of Members Rights**

Parliamentary law protects the rights of members to be dealt with fairly and equitably. This encourages everyone’s co-operation and the timely order of business.

- Receive notices of meetings
- Attend meetings
- Make motions
- Second motions (when they need a second)
- Debate motions (when they can be debated)
- Nominate people for office
- Be nominated for office
- Elect people to office in the organisation
- Have access to minutes of all meetings
- Receive the treasurer’s report
- Receive a copy of the organisation’s byelaws.

• **Responsibilities**

Along with rights come responsibilities. For a meeting to function smoothly under parliamentary law, members must have specific obligations as well

- Attend meetings
- Be on time
- Stay until the end of the meeting
- Be ready to talk knowledgeably and intelligently on a topic
- Be attentive
- Be open-minded
- Treat everyone with courtesy
- Speak openly, but also let others have their turn to speak
- Follow the rules of debate
- Make a point concisely
- Attack issues and not people
- Insists on law and order at meetings
- Participate actively in the meetings

- Work with others in a co-operation fashion
- Work to create dignity and decorum
- Be familiar with the basic rules of parliamentary law
- Obey the rules of the organisation
- Pay all dues and assessments
- Abide by the final decision of the majority
- Be familiar with the organisation's by law
- Welcome recommend new member
- Participate in committees
- Vary committee work
- Respect the chair's opinions and rulings
- Promote the organisation's growth and influence
- Embrace the organisation's reputation.

2.2 Resolutions, Statements, Position Papers

2.2.1 Resolution World Congress 2012

IFHE World Congress 2012

Resolution

Global Wellbeing

WHEREAS IFHE

- reaffirms the ultimate goal of the IFHE is the improvement of the quality of everyday life for individuals, families and households, and
- underlines the 2011 IFHE Position Statements on the United Nations (UN) Millennium Development Goals, and
- is concerned at the lack of progress in eradication of poverty and hunger, which affects billions of families and most of all children who live in extreme poverty and are undernourished.
- acknowledges the global financial crisis which threatens household incomes thereby reducing gains in gender equity, housing improvement, education of girls and progress in nutritional status, and
- is concerned that armed conflict around the globe prevents progress in ensuring food security, gender equity and sustainable living.

THEREFORE BE IT RESOLVED that IFHE members and allied supporters in fostering policies and strategies for global improvement of individual, family and community wellbeing undertake to:

- advocate for families demanding the world community at all levels to increase their efforts to reach the UN MDGs and ensure stable social, political and economic structures;
- identify and better understand the scale and nature of poverty and exclusion affecting children and women in an increasingly urban society and improve social security;

- promote education to close differences in access to economic opportunities between women and men and the ensuing earnings and productivity gaps, and to ensure the financial sustainability of families and households;
- empower households and families to manage their resources sustainably, in particular to ensure the optimal nutritional status and health of all its members;
- encourage values within families and households which ensure the safety of all members, particularly women and girls who may be subject to violence and exclusion.

Melbourne, Australia, 20th July 2012

2.2.2 Statement ECOSOC High Level Segment 2013

2013 ECOSOC High Level Segment

“Science, technology and innovation, and the potential of culture, for promoting sustainable development and achieving the Millennium Development Goals”

1st – 4th July 2013, Geneva

Oral Statement of the International Federation for Home Economics (IFHE)

The International Federation for Home Economics acknowledge that

- Individuals, families and especially women are important for realising sustainable lifestyles and reaching the UN MDGs as they deal with the determining decisions and processes in everyday life.
- The cultural values and traditions of families and communities influence the behaviour of everybody in everyday life; this must be taken into consideration in all levels of education and most of all for successful implementation of innovative and sustainable technologies and non-technological processes.
- Research results in Home Economics leads to innovations in all fields of households such as technologies, non-technological processes, social and economic contexts.

All aspects are main the subjects of Home Economics and especially of Home Economics education.

Decisive cultural values and behaviours must be identified before a strategy to reach sustainable behaviour can be developed.

Two examples of Home Economics practice represent the significance of implementing new household technologies, innovations and efficient processes to gain sustainable development.

The development from **traditional to clean cooking solutions** shows the high impact of culture guided behaviour to implement sustainable household technologies. The first important step to adopt cleaner or more efficient cooking technologies using wood, gas, oil, electricity or renewable energies, is to educate and persuade **cultural leaders**. On the other side innovative products and processes should be developed with consideration of the role of cultural behaviour.

One of the most important UN MDGs is to **eradicate poverty and hunger**. Food security is a precondition for individuals to reach their full potential in all areas of life. Often traditional food and farming patterns are potential cultural barriers in sustainable home gardening, farming and food processing technologies.

Based on a general demand for **access to land for women**, education in more efficient farming technologies and planting high-yield crops lead to the improvement of the nutritional status of family members of smallholder farmers. Surplus production can be sold to generate income or processed by the women. Home Economics knowledge and behaviour changes in processing technologies, can lead to improved life styles.

A major aspect of tradition and cultural values from the perspective of Home Economists is the **gender approach**. A central element to social integration in society, and particularly in families, is the status and role of women.

Girls and women must have access to quality basic education, to innovations, not only in household technologies and Home Economics knowledge and skills but also in ICT to get access to information, innovations and are able to participate in regional, national and global developments for realising the MDGs around the world.

2.2.3 Joint Statement NGO Committee on the Status of Women 2013

We the undersigned international and national non-governmental organisations in consultative status with ECOSOC, members of the Vienna NGO Committee on the Status of Women, present for the information of and consideration by the participants of the 58th session of the United Nations Commission on the Status of Women

the following statement on the Priority Theme:

“Challenges and achievements in the implementation of the MDGs for women and girls”

The targets set by the MDGs can only be met, when Gender Equality as core principle is respected and integrated in all programmes and actions.

Gender-based inequalities have a negative impact on the individual and on society as a whole. Women continue to be denied opportunities to participate in decision-making processes that affect their lives, whether deliberately or resulting from long-standing discriminatory social and cultural norms.

Discrimination against women has been proven to impair the achievement of all the other development goals.

While we acknowledge that in developing regions the proportion of people living on less than \$1.25 a day fell from 47 per cent in 1990 to 22 per cent in 2010, we have to point out that, although women make up half of the world's population, they still represent 70% of the world's poor.

In every developing region, women hold less secure jobs than men with little or no financial security or social benefits.

In 2012, the employment to population ratio was 60, 3 %, with a gender gap of 24.8%.

While several MDG targets have been met or are within close reach, stronger political backing - namely political will and funding - is necessary for women and children to further reduce the unacceptable maternal and infant mortality ratio. Furthermore, girls are more likely to be out of school than boys among both primary and lower secondary age groups, even girls from wealthier families. Strong political action is needed, since women still represent two thirds of illiterate adults worldwide.

Convinced that sustainable development can only be achieved through global partnership and with the full participation of women,

we urge

1. that the **post-2015 development agenda** be based on gender equality and partnership in order to achieve the set goals;
2. that women's decision-making power at all levels be enhanced;
3. that regulations prohibiting child labour be implemented and enforced;
4. that a special target be introduced for achieving an end to gender-based violence;
5. that implementation and progress be monitored and evaluated annually, based on data disaggregated by sex;
6. that every opportunity be taken to remind Member States of the importance of peace and security, because sustainable development cannot be achieved in an environment of conflicts or war;
7. that structural and systematic discrimination against women be addressed;
8. that a monitoring and accountability framework that is linked to international Human Rights Mechanisms and based on partnership with all relevant stakeholders, including women's organisations, be adopted.

2.2.4 Position Paper on the Eradication of Poverty 2011

IFHE Position Paper on the UN Millennium

Development Goal 1:

"Eradicate Extreme Poverty and Hunger"

The International Federation for Home Economics (IFHE) supports the United Nations Millennium Development Goal "**Eradicating Extreme Poverty and Hunger**" (MDG 1).

The goal is set to fight extreme poverty and hunger resulting from unemployment or below subsistence income. One organised response of IFHE is to adopt "Improving Quality of Life through Partnerships and Collaboration especially with United Nations" as one of the six main strategic objectives for the next four years of its administration (Strategic Planning Retreat, Facilitation Report, 2009).

The following Position Statement is intending to serve as the IFHE contribution to the discussions on the Millennium Development Goals, and especially as a reference to the United Nations Millennium Development Goals Review Summit 2010.

In the year 2000, 189 countries signed the Millennium Declaration, which led to the adoption of the Millennium Development Goals (MDGs). These eight goals are set to be achieved by the year 2015.

Goal number 1, "Eradicating Extreme Poverty and Hunger", is comprised of three targets:

- The first target is to halve, between 1990 and 2015, the proportion of people whose income is less than one dollar a day.
- The second target is to achieve full and productive employment and decent work for all, including women and young people.
- The third target is to halve, between 1990 and 2015, the proportion of people who suffer from unger. Several indicators are used to measure the realisation of these targets.

The Many Dimensions of Income Poverty

Poverty has many faces. Inadequate income can lead to lack of food, shelter or other physical necessities. Indirectly, insufficient material resources also lead to other dimensions of poverty, like social exclusion or poor access to education, health, services or infrastructure.

Opportunities to act as a member of society and community may decrease. Problems caused by poverty put individuals, families and communities under great stress.

In a changing world new skills are needed to survive and to fulfil one's basic needs. Urbanisation, for example, changes the patterns of food consumption, as abilities to produce one's own food are narrow.

Knowledge about acting as a wise consumer in the market economy is needed, even if the material resources available for use are very scarce.

In its hardest form poverty is so extreme that it threatens the very existence of people. This kind of **absolute poverty** is mainly associated with developing countries but is also visible among the homeless and desperate in the urban centres of the developed cities of the world.

According to World Bank statistics, progress has been made in reducing extreme poverty. The World Bank, which has set its reference line for income at \$1.25 per day (at 2005 prices), reports that the proportion of the developing world's population living in extreme economic poverty has fallen from 52 per cent in 1981 to 38 per cent in 2005.

Poverty in all Regions of the World

Nonetheless, remarkable disparities exist between the regions of the world. Poverty rates have fallen in East and South Asia, but in sub-Saharan Africa the decline of poverty has been very slow. In East Asia the goal of halving extreme poverty between 1990 and 2015 has already been achieved whereas in sub-Saharan Africa, the proportion of people living on just over a dollar a day is unlikely to be cut in half by the year 2015. During the last few years, the global economic crisis has threatened to destabilise progress in eradication of poverty in many of the poorest regions of the world.

The risk of poverty exists in countries around the world. In developed countries the unequal distribution of wealth may lead to alarming levels of income poverty. When this happens social exclusion and other consequences are likely to follow. In the European Union (EU), for example, 16 per cent of the EU population (about 79 million people) are at risk of poverty. That means that their income falls below 60 per cent of the median income of their country.

The poverty lines differ significantly from country to country, of course, but at the same time the society in which one lives sets the living standards and requirements for its individuals. Only with adequate access to resources and opportunities can the participation in normal social and cultural life and the satisfaction of basic needs be possible. How the basic needs and resources are defined, depends on the circumstances such as climate, cultural and social patterns and vigour of the national economy.

When this kind of **relative income poverty** is considered, there is no one common level of income that would guarantee that one is not pushed to the edge of society. And however developed the re-distribution of wealth is, some groups of people remain, who may fall through the safety net and it is this group to which special attention should be paid.

They often include, but are not limited to, lone parents, people living in institutions, ethnic minorities and migrants or asylum seekers, dispossessed indigenous citizens, many of whom live in proximity to the socially inclusive affluent.

The statistics measuring household income may also hide the poverty within a family. In this case each partner in the family does not have access to the same amount of money; a situation might occur when women, children or other dependents in the family may quietly suffer from poverty and its consequences. The link between gender equality and poverty is in this case especially visible.

Attention should constantly be paid to the diverse problems that occur in many dimensions of poverty. Especially the situation of children needs to be addressed. Often this situation is exacerbated when the dependent is physically or emotionally challenged and lacks the capacity to advocate on his or her own behalf or for which there are cultural biases and taboos.

The Role of Home Economics in Eradication of Poverty and Hunger

The International Federation for Home Economics (IFHE) is an International Non-Governmental Organisation (INGO) having consultative status with the United Nations (ECOSOC, FAO, UNESCO, UNICEF) and with the Council of Europe.

IFHE influences individuals, families, communities and policy makers through research publications, pedagogy and advocacy. IFHE collaborates with allied groups and organisations in serving the needs of individuals and families and in meeting its core objectives.

The members of IFHE are drawn from academia, community based occupations and corporate consumer services as well as hospitality and service-based organisations.

The Home Economists associated with IFHE focus on the fundamental needs and practical concerns of managing everyday life resources. IFHE is also concerned with the issues impacting individuals' and families' well-being at the societal and global levels in an ever changing and ever challenging environment. The ultimate goal of the Federation is the improvement of the quality of everyday life for individuals, families and households.

Poverty alleviation, gender equality and social justice concerns are a priority of Home Economics professionals (IFHE Position Statement 2008). The eradication of poverty requires action on all levels. That means global and national policies and governance, but it also includes work on the levels of community, family and individuals.

Improving the quality of life of individuals, families and communities is the special focus of Home Economics. Working in a multi-disciplinary field of profession, Home Economists are aware of the many dimensions of poverty. In addition to fulfilling basic physical needs, attention also has to be paid to family life and the abilities to act as members of the community.

Home Economics education can improve knowledge of best possible practices, techniques and acting as a member in consumer society in the changing world. Home Economics education and best practice includes for example resource management of households, gender equality, sanitation and water use, income generation skills, sustainable household production as well as food production, nutrition skills and health.

By turning the knowledge into everyday life skills, individuals, families and communities in both, developed and developing countries, can make the best use of the scarce resources available and also add value to them in a sustainable manner. As shown through these few examples, Home Economics skills can effectively contribute to the reduction of poverty and hunger.

The Home Economics profession and Home Economics education are able to recognise the occurring problems and hear the voices from the grassroots level, as households are the arena of everyday living. As a reaction to the constantly changing world, new ideas, practices and research results in Home Economics can be developed, distributed globally and taken advantage of where needed. The Household, as the special interest and context and concern of the Home Economics profession, is the place to put the newly developed knowledge into action in an effective way.

With their expertise of everyday life of individuals, families and communities, Home Economists can bring the perceptions about the requirements to reduce poverty and hunger further and act at the governance and policy making level.

IFHE Commitments

The International Federation for Home Economics supports the United Nations initiatives through its individual and organisation members globally, and acting at local levels in the over 50 countries represented by its members. In its work on improving the quality of everyday life for individuals, families and communities IFHE is also committed to the fight against poverty.

IFHE with its core concerns for the improved quality of the everyday lives of people demands that governments and actors at all levels:

- Strengthen efforts to eradicate poverty in their countries.
- Enable all citizens to acquire basic education and participate in economic development that will lead to the improved quality of life for themselves.
- Continuously fight against corruption and mismanagement in the use of their resources and in meeting the needs of all its citizens.

IFHE is committed through its continuing professional activities:

- **To promote the eradication of poverty on all levels of society from the perspective of everyday life.**
- **To understand poverty as a complex phenomenon.** Poverty not only has physical, but also psychological and social meanings to individuals, families and communities. Faces of poverty vary and take different forms in different regions and countries around the world.
- **To expand Home Economics education and support this thrust to further meet the challenges of poverty in the changing world.** Income poverty, efficient and sustainable use of available resources and appropriate action in the consumer society are special focus areas in Home Economics education.
- **To enhance professional development and collaboration for members.** Home Economics as an academic discipline can produce new knowledge regarding eradication of poverty. By networking and collaboration of Home Economists this knowledge can be applied to practice where needed.
- **To influence and develop policies and public debate to promote eradication of poverty.** IFHE as an organisation and framework of collaboration will affect policies on the global level. This also includes collaboration with other INGOs. IFHE's individual and organisational members, who are most aware of their local challenges, will act on local and national levels.
- **To support the eradication of extreme poverty and hunger through its work at FAO.** The IFHE has had consultative status with the FAO since 1952.
- **To promote the recognition of Home Economics potentiality in the eradication of poverty.** The Home Economics perspective should be taken into account as well as an arena of everyday life, through Home Economics research and Home Economics education.

Sources:

IFHE Objectives (Vision Annual Meeting 2009):

1. Increase IFHE global recognition.
2. Increase membership worldwide.
3. Improve IFHE's communication (internally and externally).
4. Improve financial viability of IFHE.
5. Undertake efforts to improve quality of life, to support the UN Millennium Goals and the UN Decade of Education for Sustainable Development.
6. To enhance professional development and collaboration for members.

IFHE Position Paper on the Eradication of Poverty 2003

IFHE Position Statement 2008:

Home Economics is

- an academic discipline
- an arena for everyday living
- a curriculum area
- a societal arena to influence and develop policy.

Strategic Planning Retreat, Facilitation Report, 2009

The European Anti-Poverty Network <http://www.eapn.eu>

The United Nations <http://www.un.org/millenniumgoals>

The World Bank <http://www.worldbank.org/>

2.2.5 Statement ECOSOC 2014

E/2014/NGO/26

Statement submitted by International Federation for Home Economics, a non-governmental organisation in consultative status with the Economic and Social Council

The Secretary-General has received the following statement, which is being circulated in accordance with paragraphs 30 and 31 of Economic and Social Council resolution 1996/31.

Statement

From a Home Economics perspective, the most important challenge to reach the United Nations Millennium Development Goals is the focus on families and households, as they are the core units of all societies and economies. They play a decisive role for sustaining gains in the future.

Based on the Universal Declaration of Human Rights, article 16 (3): "The family is the natural and fundamental group unit of society and is entitled to protection by society and the State."

For more than 2,000 years, governments and stakeholders in business, industry and economy have been setting the basic conditions for families, individuals and communities around the world.

Analysis of the current situation of marginalised families that suffer from poverty, hunger, lack of education, diseases, lack of access to finances and job opportunities, conflicts and disasters strongly suggests a focus on families and individuals as a strategy to eradicate poverty and meet the Millennium Development Goals.

In addition to prevailing conditions, including basic education, health-care systems and infrastructure for families and communities, Home Economics education is a major building block to enable families to overcome poverty, decrease inequalities and avoid diseases.

Empowerment in everyday life management leads to valuable results for development through educating and advising families and individuals in Home Economics issues, such as food production, maternal and family health, capacity building, gender equality and earning an income and acquiring resources.

Only strong and educated families and family members with access to material, if not material resources, will have the power to care for their families, to participate in society, community and economic processes.

This year is the twentieth anniversary of the International Year of the Family. It focuses on exploring family-oriented policies and strategies aimed mainly at confronting family poverty, ensuring work-family balance and advancing social integration and intergenerational solidarity. These challenges are strongly linked to the Millennium Development Goals.

Since 1994, the International Year of the Family has highlighted that the significance and well-being of families should be the focus of Governments and of stakeholders concerned with family policies.

The International Federation for Home Economics advocates for families and calls upon governments and stakeholders in business, industry and the economy worldwide to take responsibility for improving the basic conditions for families, individuals and communities. The International Federation for Home Economics demands that development strategies and measures focus on individuals and families as the core units of the society and the economy, to empower them to improve their quality of life and achieve well-being. In

the current political, social, cultural and economic conditions, educating and advising individuals and families in the management of their resources and improvement of their everyday life are key to sustainable development and meeting the Millennium Development Goals.

2.2.6 Statement NGO Committee on the Status of Women Vienna, 2014

E/CN.6/2015/NGO/106

The Secretary-General has received the following statement, which is being circulated in accordance with paragraphs 36 and 37 of Economic and Social Council resolution 1996/31.

Statement submitted by International Federation for Home Economics, a non-governmental organisation in consultative status with the Economic and Social Council

Statement

Success for sustainable Development through Home Economics Education and Training

Home Economists around the world promote gender equality and empowerment of women. According to the Beijing Platform for Action 1995 women have a crucial role for social, economic and sustainable development and in the family. The family is the basic unit of society and economy. From a Home Economics perspective the family is seen as a group having a strong social solidarity and multifaceted functions. As such, a family needs to be protected, strengthened and empowered.

The tasks of women are multifaceted. Depending even on cultural issues, they have a high workload on managing the household, which means their contribution to resource management including natural and financial resources, food and time. They have to care for children, older and handicapped persons. They have to clean house and textiles, to prepare meals and to contribute to the household production and income generation.

As the Beijing Platform states women make a great contribution to the welfare of the family and caring for other members of the family. Even caused by cultural traditions women have a high level of work burden as they work at unpaid level at home, in the community and on the labour market. From a Home Economics perspective women still bear a disproportionate burden for several reasons including: health issues, migration and divorce, more and more households worldwide are headed by women and many other households are dependent on female income.

Poor families headed by women in developed countries, but especially women in rural areas of developing countries are facing poverty, malnutrition and exclusion.

From a Home Economics perspective the main aspect for development is the empowerment of women through education not only on primary and secondary level but also on everyday life management.

Many projects around the world show the importance and the success of Home Economics education and training for the sustainable development and the improvement of life for families and most of all women and children. Women holding improved skills in hygiene, gardening and family farming, food processing and nutrition improve the food security and health care situation of their family members. Sustainable consumption and use of natural resources as water and fire wood for cooking as well as income generation leads to improved opportunities for women. Skills on best practice in household financial management and sustainable purchasing improve the spending and income side of a household budget.

Even if good progress were made in some countries, today in the year 2014 many women are still facing challenges pointed out in the Beijing Platform for Action 1995: they do not have opportunities and autonomy, they are facing lack of access to economic resources, including credit, land ownership and inheritance as well as lack of access to education and support services. In lots of countries they are excluded from participation in the decision-making process.

In total, women have a high production potential, which needs to be used for development.

Men should be enlightened about the rights of women and their strong potential for development. They need to be strong partners to ensure the sustainability of the development for women, girls and the community.

In addition to the number of tasks and the high workload and the inequality between genders, currently women are facing problems like wars and terrorism especially in the Middle Eastern countries as well as epidemic plagues in African Countries. The women and girls in these regions are in a less secure position than ever before. They are victims of violence against women in conflict areas.

Taking the current developments into account and facing the fact that in lots of areas of action only minimum progress was made over the last 20 years the International Federation for Home Economics requests that the international community, as well as all governments and economical stakeholders:

- Recognise the important role and high productive potential of women as key factor for reaching sustainable development
- Ensure all girls and women of the world receive education to improve their everyday life management for the benefit of the household members and communities
- Build on partnerships between women and men to receive development opportunities for the whole community
- Push forward the gender equality to improve women's access to capital, resources, credit, land, technology, information, technical assistance and training
- Strengthen the empowerment of women as key actors for social, economic and sustainable development

Acknowledge the importance of education in home economics subjects to improve food security, eradicate poverty, and make progress in quality of life and sustainable consumption and production of households and