

**Proposed Terms of Reference for the EOC Sub-Committee
Based on Framework Document**

REB November 1, 2005, modified by DJC 30 November 2005

The EOC Sub-Committee will serve as a focal point for coordinating and supporting international Education, Outreach and Communication programmes. Specifically the EOC subcommittee will:

1. Facilitate international communication and coordination among education, outreach and communication communities.
2. Work through the International Programme Office to maintain an Education and Outreach web site that will serve as a guide to and resource for IPY education and outreach activities.
3. Oversee production and distribution a periodic electronic newsletter emailed to appropriate audiences and posted on the web. This could include feature articles on IPY-activities and issues, details of upcoming conferences and meetings, highlights from fieldwork, etc.
4. Oversee development of promotional materials such as illustrated brochures and pamphlets that can be translated by national committees for distribution in different languages.
5. Identify funding possibilities for international education and outreach activities.
6. Promote education and outreach activities among national and international agencies through newsletters, meetings and networks.
7. Work closely with the IPY Youth Steering Committee on mutual projects and to promote and support their activities.
8. Work to develop major coordinated international activities and events and to ensure maximum positive international and national impact of those events, particularly within formal primary education systems.
9. Support efforts to develop consensus standards and protocols, and provide example guidelines for education and outreach activities made in the name of IPY.