

# Report from the 2020 Review of the IAU Office for Astronomy Outreach: April 2017 – March 2020

Panel members:

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## 1 Executive summary

This review is an external evaluation of the performance of the IAU Office for Astronomy Outreach (OAO) in light of the objectives described in the IAU-NAOJ Agreement of 17 February 2017. The terms of Reference (ToR) for this review specify the issues that are addressed by this Review Panel. The focus of the review is on the OAO performance in the period from April 2017 to the end of March 2020. The review looks in addition at how well the OAO team is prepared for further development of program activities as foreseen in the IAU Strategic Plan 2020-2030.

The Review Panel received comprehensive documentation with information on OAO's relation to the IAU and its host the NAOJ, as well as the OAO's overall policy and program activity. Email communication with a range of OAO Stakeholders provided insightful and most important information for this review. A joint video meeting with the OAO staff and the NAOJ Supervising Director (SD) provided additional, most helpful information on how the small, very motivated team dealt with its challenging outreach program.

The review discussed the current organization and operation of the OAO, its program activities and mutually important interactions with various Stakeholders. The Review Panel concludes that the OAO team is very well-qualified for the operation of its outreach program, and is coordinating well with its Stakeholders. The key recommendations from the previous (2016) OAO review have been implemented, and the Office is well-positioned to develop its activity program further in accordance with the IAU Strategic Plan 2020-2030.

## 2 Background to the review

The purpose of this independent review is to assess the performance of the OAO against the objectives established in the IAU-NAOJ Agreement of 1st April 2017. The issues to be addressed in this review are specified in the Terms of Reference (ToR) copied below. In addition, improvements and changes that were recommended in the 2016 Review of the OAO are evaluated.

The IAU-NAOJ Agreement was updated in 2014 and again in 2017, on background of the OAO's gradually expanding program and related workload. OAO is integrated in a well-functioning Public Relations Center at NAOJ that enables the small team to focus on the objectives described in the Agreements. The third period has involved notable involvement in such as the IAU100 celebration, taking over responsibilities of the CAP Journal, CAP Conferences and Outreach Visitor Program. Steadily expanding activities involve interaction with the other IAU Offices and through the NOC network. The various IAU Offices have overlapping interests related to outreach and education. A meaningful, successful cooperation implies avoiding double work and transferring tasks to the best qualified groups.

At the time of the review, the COVID-19 pandemic was seriously affecting the current and near-future planning and operation of central programs of the OAO and its collaborating organizations. The current situation is noted in §5 of our report, and the pandemic and its aftermath will inevitably imply further readjustments that are beyond the scope of this review.

### 3 Terms of reference

The Terms of Reference (ToR) of the review specify that the review should:

- assess the performance of the OAO against its objectives established in the Agreement, from 1st April 2017 to 31st March 2020;
- assess the management of the OAO in terms of leadership, staffing, location and funding;
- examine whether comments and recommendations in the previous review report were properly reflected and implemented in the subsequent term in question;
- assess the maintenance and coordination of the IAU network of National Outreach Coordinators (NOCs), in the promotion of public awareness of the IAU activities, and coordination and management of the IAU international outreach campaigns;
- assess OAO performance as the central information hub for disseminating IAU related public outreach activities around the world, as a facilitator for best practices, providing guidance and delivering regular information about ongoing activities in astronomy communication (e.g. CAP journal, CAP conferences, newsletter);
- assess OAO practices in building a dialogue with the public through email and social media, to foster communication between the IAU and the public (e.g. channels used, and content promoted);
- assess the interface between OAO and the IAU Scientific Bodies (e.g. Commission C2) and the other IAU offices;
- assess OAO support and benefits to the NAOJ and NAOJ international activities;
- examine the IAU/NAOJ Agreement with a view to its possible enhancement should it be renewed, taking into account the new IAU Strategic Plan 2020-2030, and make recommendations/suggestions to optimise the future development of the OAO.

## 4 Key findings

### 4.1 Current organisation and operation of the OAO

The Office for Astronomy Outreach (OAO) is located at the National Astronomical Observatory of Japan (NAOJ) in Mitaka, Tokyo, Japan. IAU and NAOJ share the responsibility and cost of operation of the OAO. As OAO host, the NAOJ provides relevant facilities, services and staff salaries. IAU is responsible for funding and coordination of OAO program activities with other IAU Offices, Divisions, Commissions and Working Groups.

OAO has two full-time employees: the International Outreach Coordinator (IOC), Lina Canas and Assistant Outreach Coordinator (AOC), Izumi Hansen. A third position of International Outreach Officer (IOO) is currently vacant. This small staff appears well integrated in an administrative and technically-supporting Public Relations Center (PRC) of NAOJ, under the leadership of NAOJ Supervising Director (SD), Hidehiko Agata, who therefore also work closely with the two OAO employees. The IAU provides regular support and contact through its Assistant General Secretary, José Miguel Rodríguez Espinosa. The supporting facilities provided by the NAOJ enable the OAO staff to focus on their interactions with other IAU Offices, astronomy-related groups and individuals that are involved in outreach activities.

#### 4.1.1 Governance

The Agreement between the IAU and NAOJ serves as guidance in the operations of OAO. The IAU EC and the OAO are in regular contacts via the IAU AGS. The NAOJ Supervising Director, Professor Hidehiko Agata, has the same role for the NAOJ.

### 4.1.2 Day-to-day operation

Being a very small team, the IOC and AOC of OAO have to concentrate on their responsibilities for interaction and communication with stakeholders, which are done via e-mail correspondence, Basecamp, and Zoom calls. Administrative and technical duties are handled by the host institute NAOJ. The various urgent tasks must be prioritized and shared between the two OAO staff and with the interacting IAU Offices, groups and individuals. A relevant example is the transfer of the CAP responsibilities to the OAO, which is working well. As an ex-officio member of IAU Commission C2, Communicating Astronomy with the Public, the OAO IOC is involved in organizing CAP Conferences, while proof reading and editing of the journal is handled by the AOC. The current and gradually increasing number of tasks means that there is an urgent need to fill the additional OAO position of an IOO.

### 4.1.3 Well-being of staff

The OAO staff are highly motivated and enthusiastic in their work. They appear well included and accepted by their PRC colleagues and in the overall NAOJ milieu. They also appear well-integrated into the outreach-related activities of the IAU and highly respected and appreciated by the EC for their optimism, eagerness and conscientious work for IAU.

### 4.1.4 Implementation of recommendations from the 2016 OAO review

The 2016 External Review Report recommended eleven actions to strengthen and focus the OAO outreach program. The resulting improvements and changes were positively met by IAU, NAOJ and the OAO team itself and are described detail in the OAO Self-Evaluation Report 2017-2020. The main outcomes of the recommended changes were:

- The recommended extension of the IAU–NAOJ Agreement on OAO led to a new agreement that was signed in 2017 and extended into 2020.
- A proposed alternative renewal period of 4-5 years remains subject to future decisions.
- The request to refine and narrow the OAO objectives and to prioritize development of its outreach network resulted in streamlining of communication networks, strengthening and coordinating contacts with public through the network of NOCs, by taking charge of the CAP journal and through active support of the NAOJ international activities.
- The OAO Supervising Director assigned separate tasks to the IOC and AOC, which resulted in publication of a set of new FAQs and revised new Themes.
- It was recommended to establish regular, close contacts between OAO IOC, the Supervising Director, the IAU AGS and President of IAU Commission C2, to ensure that the IAU EC remains well informed on OAO related activities. This quartet has on the average met twice a year recently.
- A request to assure frequent contact between the IAU Offices and the IAU itself, via the CAP journal, led to a transit of the CAP from ESO to the OAO.
- A recommendation to enhance the visibility of OAO in the public domain led to the creation of a more dominant OAO logo on the IAU website.

The recommended modifications of the organization of OAO’s collaborations and interactions with relevant individuals and groups were all implemented with positive results.

## 4.2 OAO program of activities

The OAO’s program of activities is guided by the current IAU Strategic Plan, and the OAO uses this plan to set its priorities. The strategic plan sets out several goals for the OAO over the decade 2020-30:

- Increase the network of NOCs; restructure and ensure their effectiveness.
- Facilitate international communication through exchanges and translations.
- Provide open databases and public-friendly access to astronomical information.

- Encourage communication of science and critical thinking through IAU member public engagement, professional- amateur, and citizen science activities.
- Promote dark skies and the pale blue dot message.

Over the period 2017-20, the OAO's highest priority was the development and management of the NOC network. This work (including the recruitment and management of volunteers) occupied around 60% of the IOC's time. The OAO also conducts a range of other programs (described below) and maintains an active presence on social media.

#### 4.2.1 National Outreach Coordinators (NOC) network

The NOC network is a vital foundation on which the OAO conducts its global activities. The increased number of NOCs from 69 (2017) to 127 (2020) is an outstanding achievement of the OAO, and helps to ensure engagement and the dissemination of information worldwide. The feedback from NOCs we collected, though limited in number, show that the communication between the OAO and NOCs is at a necessary and sufficient level. NOCs played important roles in IAU100 and other OAO-led programs including *Inspiring Stars* exhibitions and IAU Symposium 358.

We learnt that the levels of engagement are different among NOCs. Some levels of difference are to be expected given the different situations in different countries, but some of the NOCs appointed by National Committees for Astronomy (NCA) are not always active or effective in the network. In many cases, the NOCs are simply too busy, or have high-level positions that make other demands on their time. It is difficult for the OAO alone to improve this situation, and higher level organizations in the IAU such as the Executive Committee should work with the OAO to ensure effective appointment and review processes for the NOCs.

One possible way of making the NOC network more manageable, and reducing the workload of the OAO IOC, could be to appoint regional NOC coordinators who would each interact with (and help to monitor) the NOCs in their own region. Identifying the right people for these roles would take time initially, but could provide many benefits in the longer term.

#### 4.2.2 Other OAO programs and activities

In addition to coordinating the NOC network, the OAO carries out a range of other programs and activities. These include:

- **CAP Conference:** the Conference in 2018 held in Fukuoka, Japan drew the largest number of attendees ever. The members of the OAO took the role of the Scientific Organising Committee and the Local Organising Committee and contributed to the great success of the conference.
- **CAP Journal:** the publication system was gradually migrated from ESO to the OAO. The transition seems smoothly done and now the OAO publishes the journal regularly twice a year. The OAO is implementing timely special issues such as #27 for Outreach for Development and #28 for IAU100. It is also appreciated that the OAO is planning to have a special issue on the astronomy communication activities under the COVID-19 pandemic.
- **IAU Astronomy Outreach Newsletter:** a community-generated digital publication that is curated by OAO, published twice a month, and distributed to over 5000 subscribers around the world.
- **'Meet the IAU astronomers!':** a program that allows teachers, amateur societies and other groups to arrange a virtual meetup with an IAU Astronomer to talk to students, parents and the general public about astronomy and the place of astronomy in society. OAO currently has the capacity to arrange up to 50 of these meetups each year.
- **Social media, public enquiries and FAQs:** The AOC maintains the OAO's social media presence and deals with public enquiries received on social media or by email. The OAO's social media profile is growing quite rapidly, with over 5000 followers on Facebook by early 2020. Due to limited resources, the OAO staff can only answer questions from the public if they are IAU-related (and they typically spend 5-7 hours a week responding to such questions). For other enquiries, they direct people to other reputable online astronomy pages. When the same question is asked several times, the staff aim to post an answer on the OAP FAQ page at <https://www.iau.org/public/faq/>

- **The Astronomy Translation Network (ATN):** a global networking framework that identifies high-quality astronomy resources that need translation from English into other languages, and matches these with volunteer translators. The ATN is coordinated by the OAO in conjunction with NAOJ.

The OAO also contributed to two major IAU activities during the review period: the IAU100 centenary events in 2019, and (in conjunction with NAOJ) IAU Symposium 358 on ‘Astronomy for Equity, Diversity and Inclusion’ held in Tokyo in November 2019.

It was clear to the panel that the OAO does an excellent job both in coordinating the IAU NOC network and in promoting public awareness of IAU activities more generally. Even more could be done with additional time and resources. For example, the work of the ATN could be expanded to take advantage of the availability of volunteer translators in additional languages - but this is currently limited by the time available for OAO to coordinate the work of new volunteers. Similarly, the OAO’s increased social media profile triggers many more enquiries from the public than the OAO staff are currently able to answer.

In feedback to the panel, IAU President Ewine van Dishoeck suggested that the OAO might benefit from having a small ‘Scientific Advisory Committee’ (SAC) of 4-5 professional astronomers with whom they could meet to brainstorm ideas for new projects or seek help with providing content. The OAO staff were enthusiastic about the possibility of interacting with such a SAC, and felt that having regular contact with research-active astronomers in this way would be beneficial for their work.

### 4.3 Interactions with IAU and key stakeholders

Promotion of public awareness and interest for astronomy through worldwide outreach that also serves to stimulate science education via astronomy, is a high priority of IAU. The educational programs focus in particular on regions where additional resources are helpful and appreciated. The four Offices of IAU concentrate on different approaches, which together constitute a well-structured, large team of skilled and highly motivated groups and individuals. The OAO is collaborating particularly closely with the OAD and OAE, and interactions between all four Offices are becoming increasingly strong. All four Offices shared the same exhibition space in the 2018 IAU General Assembly, which surely will be case also for the GA in 2021.

#### 4.3.1 Interaction with Office of Astronomy for Development (OAD)

The mutually-beneficial collaboration between OAO and the OAD was underlined in the 2016 Review of the OAO and remains strong. Added projects of shared interest are OAO’s CAP journal, the OAD Volunteer Portal and a gradually expanding Astronomy Translation Network (ATN). Duplication of efforts is avoided by regular communication.

#### 4.3.2 Interaction with Office for Young Astronomers (OYA)

The Office for Young Astronomers is responsible for the operation of the International School for Young Astronomers (ISYA). These are normally three-week international schools on postgraduate education in developing countries, while the OAO’s objectives are worldwide efforts to enhance public knowledge, appreciation and education of astronomy. All four IAU Offices have established monthly telecons to check on possible interactions and mutually beneficial overlaps. OAO is providing notable support to OYA via their NOC network to spread the school announcements, which is especially important in countries where there are no IAU members.

#### 4.3.3 Interaction with Office of Astronomy for Education (OAE)

The OAE is involved in astronomy education worldwide. The office, which was formally established in December 2019, is hosted by Haus der Astronomie in Heidelberg. The overlap of education, outreach and development has already stimulated active interactions and collaborations between OAO and OAE. A close collaboration on OAE’s Multilingual Astronomy Glossary has already been started. OAO and its network of NOCs is notably helpful in building OAE’s network of National Astronomy Education Coordinators (NAECs).

#### 4.3.4 Interactions with the IAU Executive Committee (EC)

Public outreach and communication of science to the public is an essential activity of the IAU, and OAO is a central coordinator of these programs. The OAO stays in regular contact with the EC for executive guidance, and the funding of OAO outreach operations is the IAU's responsibility. Feedback received by the panel showed that the IAU EC is pleased with OAO and the program initiatives, and has frequent informative contacts via e-mail and Zoom. From 70 to 90% of OAO's activity represents IAU outreach-related tasks. The OAO is responsible for its own presentation in the IAU.org website, which serves to strengthen its visibility in the international public domain.

The current OAO advisory group, comprising the IAU AGS, OAO Supervising Director and Commission C2 President, is working well, and their advice is seen as extremely valuable by the OAO staff. In providing feedback and advice on OAO activities and their prioritisation, this advisory group essentially fulfils the role of the Steering Committee mentioned in the IAU Strategic Plan 2020-2030 (p. 5 of the Preamble). Further expanding the responsibilities and interactions of the OAO with the other IAU Offices and with NOCs, which are also foreseen in the IAU Strategic Plan 2020–2030, might necessitate some update of the IAU and NAOJ agreement.

#### 4.4 Interactions with NAOJ

NAOJ provides facilities and services that are essential for the effective functioning of the small OAO team, in accordance with the agreement of 2017 between IAU and NAOJ. The OAO staff contracts are with NAOJ, while IAU shares with NAOJ the cost of the salaries (OAO Operations budget), besides financing the new NOC's projects and sponsoring the CAP Conference. Being integrated as one among eight Public Relations Center (PRC) offices of the NAOJ reduces notably the administration workloads of the OAO. From 10 to 30% of OAO's work involves PRC-related tasks. OAO's International Outreach Coordinator (IOC) gives monthly reports of its activities, in addition to its regular meetings and exchange of information between PRC employees. The panel sees it as important to fill OAO's currently vacant position of an International Outreach Officer (IOO). OAO has made valuable contributions to enhancing NAOJ's international visibility, and NAOJ supports OAO fundraising actions among Asian institutions.

### 5 Impact of COVID-19 on the work of the OAO in 2020

The formal reporting period for this review ended in March 2020, the month in which the WHO declared the COVID-19 outbreak as a global pandemic. This pandemic, and the resulting restrictions on travel and public gatherings, have had a significant effect on both the OAO and the broader astronomy community.

The OAO provided the panel with a short supplementary report detailing the steps taken by OAO staff over the period from April to September 2020 to adapt to the pandemic restrictions. The OAO staff moved quickly to reschedule and re-prioritize their activities, and the panel commends them for the speed and effectiveness of their response. One of the main impacts of the pandemic is that international visitors who were expecting to work as interns in the OAO office in 2020/21 have been unable to travel to Japan, and this has slowed progress in a number of areas (in particular the ATN work). The 2020 CAP conference has also been postponed. In addition, the review panel was unable to travel to Japan as planned and has conducted its work entirely remotely and online.

### 6 Conclusions

The OAO is an essential asset to the IAU and the NAOJ for promotion of public awareness of astronomy. The small OAO team runs a complex outreach program through coordinated cooperation with other IAU Offices and its global network. OAO is avoiding duplication of efforts by regular communication with OAD and OAE.

Our judgement and evaluation of the OAO's achievement and success are based on inputs from Stakeholders via email correspondence, the documents listed below, and a zoom video interview with the team (held on 5 October 2020). We conclude that the present team, which hopefully may soon be expanded with a third team member, has proven well-qualified for operation of the OAO and is also capable of developing the program further in accordance with the IAU Strategic plan 2020-2030.

In response to the Terms of Reference for this review, our conclusions are as follows:

- The OAO has performed strongly over the review period (1 April 2017 to 31 March 2020) despite the constraints of limited staffing, and has delivered a high-quality and wide-ranging program of public outreach in astronomy.
- The OAO staff are dedicated and professional, and the IOC, Lina Canas, provides very effective leadership for the Office in conjunction with the NAOJ management. Relationships with the PRC office at NAOJ appear very positive, and the resources and facilities provided by NAOJ are of great value to the OAO program.
- The major recommendations from the previous (2016) OAO Review have been implemented. In particular, the OAO now has a much stronger social media presence and the NOC network has been expanded significantly (from 69 members in 2017 to 127 by mid-2020). The NOCs were effective contributors to the recent IAU100 celebrations. Coordination of the expanded NOC network is a large task, and the panel encourages the appointment of regional NOC coordinators who could assist with this.
- The OAO is working well as a central information hub for the IAU’s public outreach program. The social media channels managed by the AOC, Izumi Hansen, provide new and effective opportunities for building a dialogue with the public. Additional resources (e.g. from volunteers, interns or IAU members) would allow this dialogue to be expanded even further.
- The partnership with NAOJ is working well and provides mutual benefits. For example OAO and NAOJ worked together to organise two successful conferences during the review period: the CAP 2018 Conference and IAU Symposium 358.
- A renewed IAU-NAOJ Agreement on OAO should mention the importance of collaboration with other IAU Offices to maximize their synergies in common areas. The IAU Strategic Plan 2020-2030 also recommends that each IAU Office should have a Steering Committee of 4-6 persons with whom the IAU EC will liaise. At present, this role is carried out by the three-person advisory committee of IAU AGS, NAOJ Supervising Director and President of IAU Commission C2.

## 7 Recommendations

1. We recommend that the currently vacant position of an IOO in the small OAO team be filled as soon as possible.
2. The IAU should form a small OAO Scientific Advisory Committee (SAC) of 4-5 professional astronomers to strengthen links with the astronomy research community. As suggested by the IAU President in her feedback to the panel, such a committee could “brain storm” with the OAO team a few times per year to discuss ideas for (global) projects as well as helping to provide additional astronomy content for the OAO.
3. The current OAO advisory committee (of IAU AGS, OAO Supervising Director and Commission C2 President) provides valuable guidance to the OAO. This group may be further strengthened by modification to a structure similar to the Steering Committees of other IAU Offices.
4. We endorse the recommendation of the *IAU Strategic Plan 2020-2030* for an increase and restructure to ensure the effectiveness of the NOC network, and note that a well-functioning NOC network implies a balance between astronomers who are active in research and members of the astronomy outreach community.
5. We encourage the NOC network to interact with OAE’s Multilingual Astronomy Glossary through its new NAECs network.
6. We endorse the recommendation of the 2016 OAO Review for a longer (4-5 year) renewal period for the IAU-NAOJ Agreement on OAO.

## Acknowledgements

We are grateful to Teresa Lago and to Lina Canas for providing all the relevant background documents, and for their quick responses to requests for additional information. We thank the OAO Stakeholders for their invaluable, insightful responses on questions related to the OAO program activities. Lina Canas' assistance prior to and during our Zoom meeting with the OAO staff on 5 October was most helpful.

## Appendices

### A Documents received

The Panel received comprehensive documentation with relevant and insightful information on the responsibility and challenging activities of the OAO. These documents are:

- The IAU Office for Astronomy Self-Evaluation Report Fiscal Years 2017-2020
- IAU Office for Astronomy Outreach (OAO) Updates, April-September 2020
- Covid-19 Impact on the Action of the OAO, OAO Self-Evaluation Report April-September 2020
- Report from the 2016 Review of the Office for Astronomy Outreach, 31 August - 2 September 2016
- Agreement Between the International Union and the National Astronomical Observatory of Japan, concerning the hosting of the Office for Astronomy Outreach of the IAU – 17 February 2017.
- IAU Strategic Plan 2020–2030
- Terms of Reference for 2020 Review of the IAU Office of Astronomy Outreach (OAO)
- MoU between OAO and IAU Commission C2, Communicating Astronomy with the Public. Agreed on 15 April 2019

The panel carried out a video interview with the OAO staff on Monday 5 October 2020 that lasted 2 hours. Present at this interview (in addition to the three panel members) were: Prof. Hidehiko Agata (NAOJ Public Relations Centre), Lina Canas (International Outreach Coordinator, OAO) and Izumi Hansen (Assistant Outreach Coordinator, OAO).

Email communications with stakeholders listed in Appendix B provided essential information on their interactions with OAO and sharing of responsibilities for outreach programs.

### B List of OAO team and Stakeholders that provided input for this review

Hidehiko Agata (OAO Supervising Director)  
Itziar Aretxaga (ISYA Director)  
Lina Canas (OAO International Outreach Coordinator)  
Sze-leung Cheung (Former OAO International Outreach Coordinator)  
Susana Deustua (President of Division C)  
Rosa Doran (NOC for Portugal and Project Coordinator of Cosmic Light EDU kit)  
Carolin Liefke (OAE Deputy Director)  
Lars Lindberg Christensen (IAU Press Officer)  
Beatriz Garcia (NOC for Argentina, Past-President of Commission C1, Advisor of Commission C1)  
Michèle Gerbaldi (Steering Committee Member of OYA)  
Kevin Govender (Director of OAD)  
Richard Green (Chair of WG IYL2015, Chair of Commission B7)  
Edward Guinan (Steering Committee Member of OYA)  
Izumi Hansen (OAO Assistant Outreach Coordinator)  
Mary Kay Hemenway (Past President of Division C)  
Teresa Lago (IAU General Secretary, 2018–2021)

David Fonseca Mota (ISYA Deputy Director)  
Nobuaki Ochi (International Dark Sky Association Tokyo Chapter)  
Markus Pössel (Director of Office of Astronomy for Education, OAE)  
José Miguel Rodríguez Espinosa (IAU Assistant General Secretary (2019–2021) and OYA SC member)  
Pedro Russo (Former President of Commission C2)  
Oana Sandu (Press Office, collaborator on social media)  
Raquel Yumi Shida (Deputy IAU Press Officer)  
Silvia Torres-Peimbert (IAU President, 2015–2018)  
Saku Tsuneta (NAOJ Director General)  
Ewine F. van Dishoeck (IAU President, 2018–2021)  
Constance Elaine Walker (Project Coordinator of Quality Lighting Teaching Kit)  
Junichi Watanabe (IAU Vice-President, 2018–2021, and Vice-Director General NAOJ)  
Hitoshi Yamaoka (NOC for Japan, Division Chief of Public Relations Office, NAOJ)  
Avivah Yamani (NOC for Indonesia)

## C Acronyms

**AGS:** Assistant General Secretary  
**AOC:** Assistant Outreach Coordinator  
**ATN:** Astronomy Translation Network  
**CAP:** Communicating Astronomy with the Public  
**CAPj:** Communicating Astronomy with the Public journal  
**EC:** Executive Committee  
**ESO:** European Southern Observatory  
**GA:** General Assembly  
**GS:** General Secretary  
**IAU:** International Astronomical Union  
**IOC:** International Outreach Coordinator  
**IOO:** International Outreach Officer  
**ISYA:** International School for Young Astronomers  
**IYA:** International Year of Astronomy  
**MOU:** Memorandum Of Understanding  
**NAOJ:** National Astronomical Observatory of Japan  
**NAEC:** National Astronomy Education Coordinator  
**NCA:** National Committees for Astronomy  
**NOC:** National Outreach Coordinator  
**OAD:** Office of Astronomy for Development  
**OAE:** Office of Astronomy for Education  
**OAO:** Office for Astronomy Outreach  
**OYA:** Office for Young Astronomers  
**PRC:** Public Relations Center  
**SAC:** Science Advisory Committee  
**ToR:** Terms of Reference  
**WG:** Working Group  
**WHO:** World Health Organisation