INEE 2014 GLOBAL CONSULTATION

FACT SHEET: CONSULTATIVE EVENTS

1. What is a "consultative event"?

A consultative event is a face-to-face opportunity for colleagues to jointly consider the status and future of the field of education in emergencies (EiE), contributing their ideas to the Global Consultation process.

- Consultative events are **organized and hosted by INEE members**.
- All consultative events will **follow a similar structure** based on a template that organizers can adjust to the interests of the participants and time available.
- Organizers of consultative events will **submit the ideas and conclusions** from the event's discussions to the INEE Secretariat. This information will feed into the INEE-wide visioning process.

2. When will consultative events take place?

Consultative events will take place between **March and June 2014**.

3. Who participates in consultative events?

INEE members are key participants in the events but **all those interested in education in emergencies issues** are welcome. Participants may include teachers, students, youth representatives, government officials, civil society representatives, representatives from international and local/national NGOs, representatives from UN agencies, representatives from donor agencies, researchers, academics, etc.

4. What would the agenda of a consultative event comprise?

Consultative events will follow a template to structure the discussion across events held around the world.

- The template will ask general questions about the **status and the future of the field** of education in emergencies.
- The template can be adjusted to **focus on themes or topics participants are interested in** within the general questions.
- The template can also be **adapted for the time available**. An event can be anything from 1 hour to 2 days in duration.

> **SAMPLE AGENDA**
> - Welcome, introductions, overview of agenda
> - OPTIONAL: Presentations, panels, other activities on topics of interest
> - Discussion based on review of template, compilation of feedback
> - Summary, conclusions

5. What are examples of consultative events?

Focus and Participants	Location	Example(s)
Type of event: Thematic		
Individuals interested in a specific theme discuss it	By conference call or Skype	e.g. Event organized by an INEE Task Team on its focus topic
Type of event: Local		
Individuals locally based discuss EiE in that location	Town, village, city, etc.	e.g. Event organized in a refugee camp with youth, teachers and/or other colleagues e.g. Event organized by an Education Subcluster in a province/region
Type of event: National		
Individuals who focus at a national level discuss EiE in the country	Location (e.g. capital) where colleagues focus on country-wide issues	e.g. Event organized by an Education Cluster and led by the cluster coordinator e.g. Event organized by a national education coalition e.g. Event organized by a Local Education Group (LEG) or other sector working group
Type of event: Regional		
Individuals focused regionally and/or from the countries in the region discuss EiE in the region	City where multiple colleagues who work regionally are based	e.g. Event organized in a regional hub (e.g. Panama City for Latin America, Nairobi for East Africa)
Type of event: Institutional		
Individuals within an agency or organization discuss internal EiE related work	Headquarters or field office	e.g. Event organized by staff in UNICEF's headquarters in New York e.g. Event organized by staff in a Save the Children field office

6. Who will organize the consultative events?

Interested **INEE members** will volunteer to organize the consultative events. The process is similar to that of the INEE Meet-Ups.

7. What does an organizer have to do?

Determine the resources available*	● Confer with colleagues and partners ● Determine if funds are available for venue-related costs, catering, travel and transportation, etc.
Decide on the programme	● Date and time (e.g. how much time or how many days, schedule) ● Agenda for the event (based on the materials from INEE)
Determine the venue and logistics	● Space and location, catering, IT needs and support ● Materials required (e.g. copies of agendas, flip charts, supplies)
Organize the participants	● Determine your participant list, send invitations and collect RSVPs ● Share materials with participants in advance as needed ● Send the final participant list to INEE
Follow up	● Take notes or collect notes from participants ● Compile feedback from the event ● Share information with the INEE Secretariat to be shared back with the rest of the membership

Please note that resources are not required in order to organize/host an event. All that is needed is a space in which participants can meet.

8. What support will be provided to organizers?

By volunteering, organizers commit to taking forward all aspects of the events from organization to follow-up. The INEE Secretariat will provide **a range of materials to be used to organize the events**, including the template on which the event agenda would be based (see #4 above). All materials will be available on the 2014 Global Consultation webpage: **www.ineesite.org/global-consultation-2014**.

Questions and queries can be sent to **globalconsultation@ineesite.org**.

9. What are the next steps?

A "call for volunteers" to organize events will be shared with the membership. **Those interested in organizing an event will email globalconsultation@ineesite.org** with the following information:
- Your first and last names
- Your organization (if any)
- Your city and country location
- Your email address and phone number
- Date and time for the consultative event
- A brief description of the participants and scope of the event

The deadline for organizers to volunteer is 15 March 2014.