Guidelines for INEE Minimum Standards 2024 Edition Launch Organizers

Thank you for your interest in organizing an INEE Minimum Standards, 2024 Edition Launch Event!

Since 2004, the INEE Minimum Standards for Education: Preparedness, Response, Recovery (INEE MS) have been the global framework for quality education in emergencies. This is an opportunity for you and your colleagues to explore what is new in the updated handbook, learn about the broad consultative process that informed it, and discuss the key developments, learning, and challenges you have witnessed in your EiE work over the last few years.

Below are some simple guidelines to help you organize a successful INEE MS Launch Event.

Preparing for your Launch Event

Let us know about your event
As a first step, if you are interested in hosting an INEE MS Launch Event, please complete this brief form to let INEE know a little bit about the event you are planning (e.g., audience, location, date, etc.). We will compile this information into mapping all the partner launch events globally.

Logistics and INEE Support
Stakeholders who are organizing a launch event are responsible for coordinating the logistics of their event. The INEE Secretariat is available to answer any questions about organizing your launch event or the INEE Minimum Standards, 2024 Edition.

You can reach out to INEE at minimum.standards@inee.org with questions or for support on any of the following:
- Arranging a call to discuss the preparation for your event
- Requesting the participation of an INEE Secretariat member during your event
- Highlighting your event in INEE newsletters if it is a public event

- Printing hard copies of the handbook for your event

Reminder: INEE does not have funds for organizing these events, and you should not charge a participation fee or request payment of any kind.

Launch Event Strategy

Objective
We encourage you to tailor your launch event to the needs and interests of the stakeholders in your organization or network. Generally, your launch event might aim to :
- *Explore* the key developments, learning, and challenges in the EiE sector that drove the INEE INEE MS 2024 update
- *Learn* about the key changes between the 2010 and 2024 editions of the handbook
- *Discuss and compare* the new developments, perspectives, and learning reflected in the updated handbook to your own experiences and the contexts where you work
- *Introduce* stakeholders in your network to the INEE MS, 2024 Edition
- *Reflect* on how you might begin to use the INEE MS in your work to ensure the right to education during emergencies

Reminder: Consider incorporating messages or discussions into your launch event that are relevant to your context. For example, country or regional priorities and challenges related to education in emergencies. Linking the INEE MS to your reality and experiences is critical in strengthening them as a tool.

Format
==INEE has created a presentation slide deck for you to use during your event, which you can find in the zip file containing this document.== We estimate that it will take you about 30 minutes to get through all of the content in the presentation, not including time for facilitated discussion.

The presentation is open-source and editable, so you are encouraged to adapt it to fit your event's context, timing, modality, and objectives. Each slide includes speaker notes and user tips to help you deliver the presentation.

INEE also created Frequently Asked Questions (FAQs) and What is New in the INEE MS, 2024 Edition handouts, also included in the zip file that contained this document. These materials may be helpful to reference during your event. When possible, you should distribute them to the participants.

You may find it helpful to reference our agenda templates for inspiration on how to structure your event (see Appendix 2).

Following Your Launch Event

✓ Write a short report of your event (see Appendix 3 for a report template).
✓ Send your report and a selection of any photos/screenshots or videos from your event to minimum.standards@inee.org within two weeks of the event.
✓ Note that the images may be used on the INEE website and in INEE messages; please list the date, location, and short description in the filename of each photo/screenshot.

Appendix 1 - Reference Information

1. What is INEE?
INEE is the preeminent, member-driven network of EiE stakeholders and professionals working together to advance technical excellence in EiE – in all contexts and at all levels – to ensure the right to a quality, safe, and relevant education for all who live in emergency and crisis contexts. INEE engages its members in the following ways:

- Advocacy
- Capacity Building
- Evidence Building and Knowledge Management
- Member Engagement (communications and events)
- Technical support on the INEE Minimum Standards for Education: Preparedness, Response, and Recovery (INEE MS)

For information on INEE, visit the [INEE website](#).

2. The INEE Minimum Standards for Education: Preparedness, Response, Recovery
- The INEE MS are internationally recognized as the principal guide for EiE planning and response. They are recognized by stakeholders at all levels of the EiE sector and across the humanitarian-development-peacebuilding nexus.
- The INEE MS have been applied in contexts around the world including having been contextualized for 14 national contexts and translated into more than 20 languages.
- The INEE MS are designed to be applicable to crisis response in many different situations, including emergencies caused by conflict, by natural hazards such as those induced by climate change, and slow- and rapid-onset crises in both rural and urban environments. They are based on the Humanitarian Charter and the Core Humanitarian Standards. The INEE Minimum Standards translate these principles and rights into practice, setting out agreed standards for education that are supported by clear actions, guidance, and indicators.
- Thousands of diverse stakeholders from across the education, humanitarian, and development sectors have played a crucial role in developing and shaping the standards.

Appendix 2 - Agenda templates

Below are two optional run-of-show templates that may be adapted. Organizers do NOT need to create a formal agenda or run-of-show or follow the agendas laid out in these templates.

Option 1: Full plenary presentation (best for smaller groups)

Content	Timing	Leads

	(60 min)	
Opening/Welcome - Setting the context for the event ● Welcome to all participants ● Present the event focus and the rationale for it ● Overview of the agenda and structure of the event	5 min.	Event Organizer

Presentation
● Overview
  ○ Present INEE MS 2024 update video on slide 7 (5 minutes - subtitles available in English, Spanish, Portuguese, Arabic, and French)
  ○ Break for plenary discussion: Developments, Learning, and Challenges in EiE on slide 13 (15 minutes)
  ○ Present slides 15-23 "What's New in the INEE MS 2024 Edition?" (10 minutes)
  ○ Wrap-up plenary discussion: Applying the INEE MS 2024, Edition on slide 24 (15 minutes)
	45 min.	Event Organizer

Wrap-up ● Summary of key takeaways and reflections during discussions ● Emphasize the importance of the INEE MS and ongoing collaboration ● Share information on accessing the INEE MS and related resources (slide 25)	5 min.	Event Organizer
Closing ● Closing remarks from the organizer, including continuing the engagement via INEE channels (slide 27) ● Welcome any final questions or remarks from the participants	5 min.	Event Organizer

Option 2: Presentation + panel discussion (best for bigger groups)

Content	Timing (60 min)	Leads
Breakout rooms/groups upon entry This gets people talking and engaging with each other at the start. It sets the tone for an informal and fun interaction among members.	5 min.	Event Organizer
Opening/Welcome - Setting the context for the Event ● Welcome to all participants ● Present the event focus and the rationale for it ● Overview of the agenda and structure of the event	5 min.	Event Organizer

Presentation
● Overview
    ○ Present INEE MS 2024 update video on slide 7 (5 minutes - subtitles available in English, Spanish, Portuguese, Arabic, and French)
    ○ Present slides 15-23 "What's New in the INEE MS 2024 Edition?" (10 minutes)
	15 min.	Event Organizer

Panel discussion
● Moderator shares provocations and panelists engage in dialogue on potential topics such as:
    ○ Developments, Learning, and Challenges in EiE (slide 13)
    ○ Applying the INEE MS, 2024 Edition (slide 24)
	25 min.	Event Organizer/ Panelists

Wrap-up ● Summary of key takeaways and reflections during discussions	5 min.	Event Organizer/ Moderator
Conclusion and closing ● Share information on accessing the INEE MS and related resources (slide 25) ● Closing remark from the organizer, including next steps to continue the engagement via INEE channels (slide 27) ● Welcome any final questions or remarks from other participants.	5 min.	Event Organizer

Appendix 3 - Follow-up Report

Type of Launch Event (in-person or virtual):

Language of event:

Date and time of event:

Audience:

Number of participants:

What were the key discussions, reflections, or lessons learned related to the INEE MS, 2024 Edition?

Please include/attach a selection of any pictures, videos, or computer screenshots you took during your event.