

## **INEE Minimum Standards Institutionalization Checklist for Inter-Agency Coordination within an Education Cluster**

### **Coordination Action Points**

1. Establish regular coordination meetings under the auspices of the proper authority using the INEE Minimum Standards a guiding framework.
2. Facilitate the inclusion of all stakeholders through the dissemination, and where necessary, the translation of all proceedings and materials.
3. Identify a focal point to capture learning, distribute information and feedback input into the larger INEE Minimum Standard process.

### **Assessment Action Points**

1. Coordinate the establishment of joint assessments or joint assessment tools based upon the INEE Minimum Standards to facilitate consistency and equity (both in quality and quantity) across the affected area and population.
2. Review the existing laws and regulations connected to education and determine the linkages between what exists and the INEE Minimum Standards.
3. Articulate the locally relevant standards, such as average class-size, student text-book ratio, teacher/student ratio.
4. Facilitate an agreement for joint monitoring, including what data should be collected, how frequent and the methodology.

### **Awareness and Dissemination Action Points**

1. Translate INEE Minimum Standards into applicable languages. Translation should follow the established INEE translation guidelines. An abbreviated translation can be used when full translation is impossible.
2. Disseminate and raise the awareness on the INEE Minimum Standards through systematic training and distribution of the handbook and key advocacy tools, such as the Save the Children poster on the INEE Minimum Standards, to all individuals and organizations within the education and protection sectors.
3. Systematically introduce, distribute and reference the INEE Minimum Standards in coordination, sectoral and cluster (education and protection) meetings.
4. Operationalize the standards to the varying needs of the population, such as government officials, school administrators, teachers and early childhood workers. The INEE Best Practice Guides should be shared as a key aid in operationalization of the INEE Minimum Standards.

5. Support donors' and governments' awareness of the INEE Minimum Standards as a mechanism for measuring quality programming as well as a tool for national response and preparedness policy and practice.

**Programming and Reporting Action Points**

1. Support the use the INEE Minimum Standards as a framework for planning and addressing needs at all levels: Cluster, sector and within individual organizations.
2. Utilize the INEE Minimum Standards as a structure for proposal development and reporting.
3. Support research on the implementation of the INEE Minimum Standards to reach quality and accountability, using the established INEE research protocol, including baseline and end-line assessments.

**For additional information or support on the institutionalization of the INEE Minimum Standards, please visit [www.ineesite.org](http://www.ineesite.org) or contact the INEE Coordinator for Minimum Standards at [minimumstandards@ineesite.org](mailto:minimumstandards@ineesite.org).**

**For resources to help with the implementation of the INEE Minimum Standards, visit the INEE Toolkit (<http://toolkit.ineesite.org>)**