

INEE

Inter-Agency Network for Education in Emergencies
Réseau Inter-Agences pour l'Éducation en Situations d'Urgence
La Red Interagencial para la Educación en Situaciones de Emergencia
Rede Inter-Institucional para a Educação em Situação de Emergência
الشبكة المشتركة لوكالات التعليم في حالات الطوارئ

INEE Minimum Standards Institutionalization Checklist For Ministries of Education

Internal Coordination Action Points

1. Endorse the INEE Minimum Standards at the highest appropriate level of authority. Reflect the INEE Minimum Standards in the MoE mandate. Articulate the rationale for why the Ministry endorses the INEE Minimum Standards, their complementarity to existing policies.
2. Identify how the INEE Minimum Standards will be used in the MoE work in all documents (policies, guidelines, handbooks, frameworks etc.), which reflects the MoE's commitment to utilize the standards.
3. Adopt the INEE Minimum Standards as a common framework to assist coordination of policies and programs across departments and ministries.
4. Map information about which departments within the MoE are responsible for education in emergencies and when none exist create appropriate entities and mechanism.
5. Nominate an INEE Minimum Standards Focal Point internally to drive and monitor the MoE commitment to and application of the standards. The Focal Point carries out the following activities:
 - a) gathers and shares information on how the standards are used throughout the MoE; receives training and is capable of further imparting training to staff members within the organization.
 - b) incorporates lessons learned and good practices in the use of the INEE Minimum Standards in the MoE policy, research and organizational learning.
 - c) Shares data with the INEE Secretariat when requested
 - d) identifies INEE Minimum Standards training and institutionalization opportunities.
6. Encourage MoE staff to become INEE members and contribute to INEE initiatives, trainings, task teams, language communities and tool development.

Program Quality Relevance, and Accountability Action Points

1. Use the standards to refine funding proposal guidelines.
2. Ask for potential recipients of funding to explain in proposals how they will use the INEE Minimum Standards in programming.

3. Use the INEE Minimum Standards for program design.
4. Use the standards for assessment, monitoring and evaluation.
5. Include a budget line for INEE Minimum Standards dissemination, training(s) and workshop(s) for staff and external partners.
6. Allocate resources for additional research studies and tool development, linked the INEE Minimum Standards. Document good practices and case studies.
7. Evaluate programs against the standards and action points of the INEE Minimum Standards. When they cannot be achieved, explain why in program documents (reports, proposals, etc.) and seek assistance when compliance is possible.
8. Match policy statements with institutional mechanisms to ensure that funding is available for all the key components of education activities as highlighted in the INEE Minimum Standards.
9. Give input to the INEE Secretariat feedback process about the INEE Minimum Standards content for future revisions.

Advocacy Action Points

1. Develop an Internal Advocacy Process: Make the case for the INEE Minimum Standards within the MoE through internal campaigns and mobilization of different departments.
2. Develop External Advocacy in meetings and initiatives with other agencies.
3. Post the INEE Minimum Standards and other INEE resources, including a link to the INEE website, on intranet and internet sites.
4. Incorporate INEE Minimum Standards trainings into regional, emergency and technical unit conferences/events. Develop a comprehensive training schedule and budget to ensure that trainings reach as many locales as possible.

Build Capacity and Technical Expertise Action Points

1. Orient all new staff to the INEE Minimum Standards.
2. Include INEE Minimum Standards training materials in staff training systems, in-house knowledge development/ organizational learning processes (e.g. intranet).
3. Support implementing departments to ensure that there are qualified key staff who focus on education in emergencies.

Policy Development Action Points

1. Use the INEE Minimum Standards as a checklist to review policy.
2. Use the INEE Minimum Standards as a framework to structure new policy.

Emergency Preparedness Action Points

1. Ensure that education is always included in country emergency contingency plans.
2. Use the INEE Minimum Standards to identify conflict prevention/disaster preparedness activities in the education sector.

3. Use the INEE Minimum Standards in dialogue with other ministries to promote and provide examples of disaster preparedness planning in the sector.

External Coordination

1. Use the INEE Minimum Standards as a framework for joint analysis of a situation and Coordination, including funding.
2. Where useful, develop a white paper on education in emergencies, demonstrating how the INEE Minimum Standards fit in with various initiatives and link with other policy frameworks (e.g. EFA linkages, poverty reduction, vulnerability reduction).

For additional information or support on the institutionalization of the INEE Minimum Standards, please visit www.ineesite.org or contact the INEE Coordinator for Minimum Standards at minimumstandards@ineesite.org.

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