



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 Non-Governmental Agencies

Organizational Governance Action Points		INGO HQ	INGO Country Office	National NGO
1	Endorse the INEE Minimum Standards by the NGO's highest appropriate level of authority. Reflect the Minimum Standards in the NGO's constitution or charter. Share the rationale for why the organization endorses the INEE Minimum Standards, their complementarity to existing policies, and how they will be applied with donors and partners.	x	x	x
2	Articulate how the INEE Minimum Standards will be used in the NGO's work in all policy documents and guidelines (constitution, policy handbook, sector frameworks, emergency education plans and mission statement), which should reflect the NGO's commitment to utilize the standards in advocacy and/or programmatic work.	x	x	x
3	Appoint a Minimum Standards Focal Point internally to drive and monitor the NGO-wide commitment to and application of the INEE Minimum Standards. The Focal Point also serves as a resource for NGO staff at all levels and carries out the following activities: a. gathers and shares information on how the standards are used throughout the NGO; b. incorporates lessons learned and good practices in the use of the INEE Minimum Standards in the NGO's policy, research and organizational learning; c. regularly shares data with the INEE Secretariat (ie. Internal updates and INEE related achievements) and acts as a liaison between the organization and INEE, seeking further support where necessary; d. identifies Minimum Standards training and institutionalization opportunities; e. identifies opportunities for the organization to share information and support INEE processes; f. supports the NGO's country office and program staff (ie. education coordinators and education managers) in incorporating the INEE Minimum Standards in programs and projects.	x		x
4	Encourage NGO staff to become INEE members and contribute to INEE initiatives, trainings, task teams, language communities and tool development. Senior management team should support such staff engagement with INEE initiatives.	x	x	x
5	Translate the NGO's policy on INEE Minimum Standards into the country/sector/program strategies and/or education programming documents.	x	x	x

Advocacy Action Points		INGO HQ	INGO Country Office	National NGO
1	Develop a strategy for sharing the INEE Minimum Standards with education development partners and donors through existing forums such as humanitarian coordination groups and regular meetings.	x	x	x
2	Work with Global Focal Point and INEE Secretariat to distribute INEE Minimum Standards Handbooks and other tools such as INEE Toolkit to NGO staff (e.g., program, public relations, grants/development, emergency response), education partners (including Ministries of Education) and donors.	x	x	x
3	Use available media (e.g., websites, newsletters, newspaper supplements, radio spots) to generate awareness of INEE Minimum Standards.	x	x	x
4	Include recommendations and best practices in NGO advocacy reports and appeals to guide education stakeholders in utilizing and contextualizing the INEE Minimum Standards.	x	x	x
5	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.	x	x	x
6	Upload the INEE Minimum Standards Handbook on the organization's intranet in the resource database or knowledge management section.	x	x	x
Human Resource Management Action Points		INGO HQ	INGO Country Office	National NGO
1	Include the INEE Minimum Standards in all aspects of the recruitment process for education, emergency, and protection staff at all levels: 1. Job descriptions and ToRs, including projected performance indicators, reference the INEE Minimum Standards; 2. Candidates are asked questions about the INEE Minimum Standards in interviews to ensure their familiarity and commitment to them (or highlight the necessity to train them on the INEE Minimum Standards prior to the start of their work).	x	x	x
2	Incorporate responsibilities for conducting INEE Minimum Standards trainings and/or awareness events in the job descriptions of technical staff and emergency response team members.	x	x	x
3	Include a component on how staff utilized INEE Minimum Standards in performance evaluations. (Information is shared with NGO's Minimum Standards Focal Point to assist in gathering information on how standards are utilized).	x	x	x

4	Include a session on the INEE Minimum Standards in all trainings and orientations for education staff and provide a copy of the Handbook and Toolkit (at the discretion of the NGO, this could also happen with program staff of other sectors).	x	x	x
5	Hold biennial internal briefings, lunch discussions, workshops to familiarize staff with the process, product and updates on INEE Minimum Standards implementation.	x	x	x
6	Discuss updates regarding the INEE Minimum Standards, their implementation, institutionalization and upcoming training opportunities regularly at relevant meetings (e.g., education, protection and emergency response coordination meetings).	x	x	x
7	Brief all non-operational departments (i.e. Public Relations, Communications, Proposal Development and Finance, etc.) on the INEE Minimum Standards and how they are relevant to their work.	x	x	x
8	Brief senior management and representatives from emergency response teams on the INEE Minimum Standards and offer opportunities (identified by the Global Focal Point) to attend INEE Minimum Standards trainings and/or workshops.	x	x	x
9	Make INEE Minimum Standards Handbooks and other relevant tools available for all staff, including field and regional offices, and implementing partners at these levels (e.g., MoE officials and education-focused CBO partners).	x	x	x
Program Design, Implementation and Evaluation Action Points		INGO HQ	INGO Country Office	National NGO
1	Hold meetings between HQ technical units and regional and country office management teams to consider their specific needs and opportunities for using INEE Minimum Standards in their programs.	x	x	x
2	Reflect the INEE Minimum Standards' guidance on quality and holistic education in preliminary assessments and project design.	x	x	x
3	Reference the INEE Minimum Standards in programming guidelines and suggest ways to use the INEE Minimum Standards by technical staff.	x	x	x
4	Include a budget line for INEE Minimum Standards dissemination, training(s) and workshop(s) for NGO staff and external partners (e.g. MoE officials and education-focused CBO partners) in emergency and/or education projects.	x	x	x
5	Reflect the INEE Minimum Standards in monitoring tools and templates.	x	x	x
6	Evaluate programs against achieving the objectives and indicators of the INEE Minimum Standards. If the Minimum Standards cannot be achieved in the current context, explain in program reports and proposals and communicate with the Global Focal Point for assistance in contextualization.	x	x	x

7	Conduct participatory program review, reflection and documentation in light of the INEE Minimum Standards and share key findings and recommendations with the rest of the organization.	x	x	x
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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>)