

	<b>Procedures and Action Points</b>	<b>UN Board</b>	<b>UN HQ</b>	<b>UN Country Offices</b>
1.	Endorse the INEE Minimum Standards at the highest appropriate level of authority. The institution's Board should ensure that The Standards are incorporated within the emergency and education policy.	X		
2.	Ensure that Emergency response, education and protection policies explain why the agency endorses the INEE Minimum Standards, their complementarity to existing policies, and how they will be applied.	X	X	X
3.	Disseminate the policy to staff and partners at all levels, as appropriate.		X	X
4.	Demonstrate and express support for the application of the INEE Minimum Standards.	X	X	X
5.	Rewrite vision statements and strategic plans to reflect an agency commitment to promote and use the INEE Minimum Standards.		X	X
6.	Redesign the formats for assessment, project proposals and design, monitoring and evaluation tools, and reporting formats to incorporate the INEE Minimum Standards.		X	X
7.	Incorporate the INEE Minimum Standards in emergency (and/or education, protection) manuals.		X	X
8.	Reference the INEE Minimum Standards in logistics (procurement and prepositioning) procedures.		X	X
	<b>Human Resource Management Action Plan</b>	<b>UN Board</b>	<b>UN HQ</b>	<b>UN Country Office</b>
1.	Include the INEE Minimum Standards at all stages of recruitment procedures for education, emergency and protection staff/consultants and for Country and Regional Directors in countries affected by or vulnerable to conflict and disaster: <ul style="list-style-type: none"> <li>• Job descriptions and Terms of Reference, including projected performance indicators, reference to the INEE Minimum Standards;</li> <li>• Candidates are asked questions on the INEE Minimum Standards in interview(s)</li> </ul>	X	X	X
2.	Appoint an agency-wide INEE Minimum Standards Focal Point internally to drive and monitor organization-wide commitment to and application of the INEE Minimum Standards in policies, procedures and programs. At minimum, this Focal Point submits bi-yearly, written (brief) reports to: <ul style="list-style-type: none"> <li>• Colleagues (HQ, country and regional offices), updating them on the INEE Minimum Standards process, including requests for completed evaluation forms, additional resources, translations, etc.;</li> <li>• The INEE Minimum Standards focal point about institutional progress,</li> </ul>	X	X	X
3.	Distribute the INEE Minimum Standards to all field and regional offices with the INEE cover letter and	X	X	X

	feedback form as well as a letter from the President/Director/Head of Office, urging staff to familiarize themselves with the handbook and consider ways in which it could be used in their location (including working with partners).			
4.	Attend INEE Minimum Standards promotion and/or training workshops. Senior agency management and representatives from emergency response team should participate at such events and workshops	X	X	X
5.	Create access to the INEE Minimum Standards Handbook to staff, including in district, country and regional offices, and implementing partners at these levels	X	X	X
6.	Incorporate the INEE Minimum Standards trainings into regional, emergency and technical unit conferences. A comprehensive annual training schedule should be developed and budgeted to ensure that trainings reach as many regions as possible and are not reduced to ad hoc sessions.	X	X	X
7.	Conduct regular INEE Minimum Standards trainings. These trainings should be led by HQ technical staff and emergency response team members whenever they visit regional/country offices. This should be written into the job descriptions of HQ technical staff.	X	X	X
8.	Evaluate staff performance against achieving the objectives of the INEE Minimum Standards. Depending on the programme activities and individual ToRs, one parameter for measuring staff performance can be the fulfillment of relevant indicators		X	X
9.	Include a session on the INEE Minimum Standards at staff orientations and trainings. At the least, orientation briefings refer to the INEE Minimum Standards and a copy of the handbook is provided		X	X
10.	Use available forums (e.g. bi-yearly internal briefings, lunch discussions, workshops, etc.) to familiarize staff with the process, product and updates on implementations, and allow them to share with one another their lessons learned and best practices in utilizing the MS in their work.		X	X
11.	Ensure that the INEE Minimum Standards are on the agenda (and update given) at education section, emergency, protection and other relevant meetings.		X	X
12.	Include staff of implementing agencies and other stakeholders at INEE Minimum Standards trainings (as identified by agency-wide focal point).		X	X
13.	Inform non-operational departments on the value and use of the INEE Minimum Standards and how they would be expected to use this knowledge in their everyday work (ie: Press, Communications, Finance).		X	X
	<b>Knowledge Management</b>	<b>UN Board</b>	<b>UN HQ</b>	<b>UN Country Offices</b>
1.	Include information and lessons learned from INEE bi-yearly reports on promotion and use of the INEE Minimum Standards and incorporate case studies from the evaluation process into agencies' larger	X	X	X

	policy, research and learning initiatives and any learning groups that exist internally.			
2.	Promote the INEE Minimum Standards internally through the learning web, intranet and internet	X	X	X
3.	Create a policy that mandates that the INEE Minimum Standards are downloaded on all computers, especially laptops that head out to the field	X	X	X
	<b>Projects and Program Action Points</b>	<b>UN Board</b>	<b>UN HQ</b>	<b>UN Country Offices</b>
1.	Hold meetings between HQ Technical units and regional management teams to consider their specific needs and opportunities for using the INEE Minimum Standards.		X	X
2.	Include a budget line within emergency and education projects for the INEE Minimum Standards	X	X	X
3.	Appoint a regional and/or country office level INEE Minimum Standards Focal Point to drive and monitor regional- and/or country-wide commitment to and application of the INEE Minimum Standards in policies, procedures and programs. At a minimum, this Focal Point submits bi-yearly, written (brief) reports to the agency-wide INEE Minimum Standards Focal Point.		X	X
4.	Conduct cross-departmental discussions, including education, protection and emergency section / departments on the use of the INEE Minimum Standards. This should be at the initiative of the INEE Minimum Standards regional/country office Focal Point and/or appropriate technical unit.		X	X
5.	Incorporate the INEE Minimum Standards in broader education and emergency strategies and action/contingency plans.		X	X
6.	Incorporate the INEE Minimum Standards in country specific preparedness plans (promoted and encouraged by the Country Director and in-country senior management team).		X	X
7.	Conduct preliminary assessments and data analysis that reflect INEE Minimum Standards and indicators			X
8.	Design and monitor programs against selected INEE Minimum Standards and indicators		X	X
9.	Discuss the implementation of the INEE Minimum Standards in country and regional meetings		X	X
10.	Evaluate programs against achieving the objectives and standards designed from the INEE Minimum Standards.		X	X
	<b>Inter-Agency Coordination Action Plans</b>	<b>UN Board</b>	<b>UN HQ</b>	<b>UN Country Offices</b>
1.	Introduce and reference the INEE Minimum Standards systematically in coordination, sectoral and Cluster meetings.		X	X
2.	Encourage coordinating partners to identify their own internal INEE MS Focal Point.		X	X
3.	Conduct joint assessments utilizing the INEE Minimum Standards, increasing consistency and equity in		X	X

	outputs (quality and quantity) across area of service provision.			
4.	Obtain joint agreement on indicators for joint monitoring (including what data should be collected, how, frequency, and methodology) based on INEE Minimum Standards and relevant humanitarian principles.		X	X
5.	Utilize the INEE Minimum Standards in making joint decisions on sectoral programming.		X	X
6.	Create a Memorandum of Understanding between agencies that refers to their collaboration in the use of the INEE Minimum Standards in joint initiatives.		X	X
7.	Share good practice examples of local INEE Minimum Standards application amongst agencies.			X
8.	Collaborate with partner agencies to work with the government to determine how the INEE Minimum Standards could inform national response policy and practice and formulate Provincial and/or National Disaster Preparedness and Response Plans.		X	X
9.	Undertake a joint periodic evaluation of progress relative to the application of the INEE Minimum Standards (at the inter-agency and government levels).		X	X

**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>)**