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| Joint Education Needs Assessment: Code of Conduct Template |
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| This code of conduct provides basic standards in relation to interviewing and documenting information as part of the [*Joint Education Needs Assessment (JENA)*] of the crisis-affected areas in [*Country*]. The principles laid down in this code of conduct are to safeguard the best interests of respondents for their immediate and long term safety, security and development.  Signatories of this Code of Conduct are committed to abide by standards included in [*list any governmental documents, laws or policies including international instruments ratified by the government*] as well as various UN Security Council Resolutions on child and women protection (e.g. 1612 (2005), 1882 (2009) 1888 (2009) on sexual violence in armed conflict). Law of [*Country*] will apply as well. |
| GUIDING PRINCIPLES |
| The CoC is inspired by the following Guiding principles: Respect and dignity Staff undertaking any assessment activities will respect individuals, implying that each person is regarded as an autonomous individual, independent and free to make his or her own choices based on all necessary information received. Respect also includes the understanding of cultural and social norms and the involvement of the individual as well as the community in the process of assessment, with no discrimination as regard to gender, age, diversity, ethnicity, religious and political beliefs, social status etc. Confidentiality and informed consent The publication or disclosure of a respondent’s location, history and personal details, photographs, information related to the respondent’s situation, family details and source of information is prohibited except with the respondent’s informed consent and only where such disclosure or publication would have a direct, immediate and positive effect on the person’s protection and a risk/benefit analysis has been conducted with the person’s participation.  Staff undertaking the assessment will obtain the informed consent of the key informant to participate in the assessment. The informed consent is the approval by the participant for the information to be used as explained by the data collector in simple, jargon-free language: the identity of the data collector; the purpose of the information collection; its scope and method and use of the information collected; the confidentiality and the possibility for the respondent to request that certain information may be kept confidential (e.g. name of the informant); the possibility for the respondent to cease the participation at any time. |
| PROVISIONS FOR ASSESSMENT TEAM MEMBERS |
| Sexual Abuse and Exploitation All organizations and staff engaged in the [*JENA*] also fully commit to the principles included in the UNSG Bulletin Secretary- General’s Bulletin on the “Special measures for protection from sexual exploitation and sexual abuse” (ST/SGB/2003/13), the 2002 IASC Six Core Principles Relating to Sexual Exploitation and Abuse, on the Code of Conduct pertaining to the [JENA] and to any other internal Code of Conduct adopted by the respective organizations. Responsibilities with respect to use of data and confidentiality All discussions taking place during meetings and interactions related to the assessment are considered as strictly confidential and intended solely for the humanitarian purposes of the [JENA].  The parties to this Code of Conduct obligate themselves to ensure that this agreement and the data shared as a result of this agreement remains confidential, unless a prior written consent has been given. All confidentiality clauses in this agreement remain valid even after the agreement terminates or expires.  The Assessment Working Group (AWG) reserves the right to use the shared data to inform relevant stakeholders in professional way maintaining the confidentiality of informants. |
| BREACH OF THE CODE OF CONDUCT |
| Any breach of the Code of Conduct or reports of wrong-doing related to the process are to be reported to the AWG. The AWG will look into the issue and where necessary refer cases to the HCT for consideration.  I undersigned hereby endorse and commit to respect the MIRA in Pakistan Code of Conduct.  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date and place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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