**BIP - CHECKLIST FOR BID SUPERVISOR**

**SETTING UP/ CONSOLIDATING THE BID PROCESS**

* Establish a multi-functional BID panel;
* Draft, amend or update all relevant Standard Operating Procedures;
* Provide the BID team with adequate training on:
  + BIP Guidelines
  + Data collection
  + How to interview children
  + Writing techniques;
* Ensure that all members of the BID team sign the Code of Conduct and the Undertaking of Confidentiality;
* Identify competent local or national authorities, inform them regularly about the BIP process and involve them in the process, if possible;
* Consult with all the NGOs working on child protection or child welfare issues in order to define roles and responsibilities in the BIP process;
  + Identify how to inform the community about the BID purpose and process;
  + Determine how to prioritize cases.

**REVIEWING THE BID REPORT FORM (IF RELEVANT)**

* Check if the child’s bio data is correctly reported in the BID report form;
* Check if the history of the separation/flight, or the assessment of abuse or neglect is clearly reported;
* Check that all documents utilized to draft the recommendations are available and attached to the BID report form;
* In case of resettlement for family reunification, ensure that the parents/relatives were contacted and interviewed;
* Review if the recommendations proposed are consistent with the BIP Guidelines.

**LIAISING WITH THE BID PANEL**

* Submit the BID report forms with the related documentation to the panel with proper advance notice;
* Act as reference point for the panel if more information or clarification on BID cases are required;
* Receive decisions from the panel and monitor that the decision and any follow-up measures are implemented;
* Ensure that the child and his or her parents or care-giver are informed in a timely manner about the decision.

**MAINTAINING RECORDS**

* Create a read-only electronic copy of the BID report form;
* Ensure secure filing of the BID report form and other relevant BID documents;
* If the child departs for another country, ensure that a copy of the BID report form and other key documents, such as custody decisions, travel with him/her.

**RE-OPENING**

* Monitor the possible need to reopen a BID decision and initiate the process if required.