

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.