Name of Policy	Sister Schools Project Policy (General and non-financial Partnerships)
Description of Policy	This policy outlines the principles and procedures associated with the management and operation of the GNSD Sister Schools Project. GNSD will play the role of linking schools, and managing the entire cycle of project implementation.
Policy applies to	All schools participating in the Sister Schools Project.
Policy Status	☒New Policy ☐Revision of Exiting Policy
Description of Revision	

Approval Authority	President, GNSD
Governing Authority	Board of Directors and Management Team (President, Vice President and Secretary)
Responsible Officers	Vice President and Secretary of GNSD, Country Coordinators

Approval Date	
Effective Date	
Date of Last Revision	
Date of Policy Review*	

*Unless otherwise indicated, this policy will still apply beyond the review date

Related Policies , Procedures and Guidelines	GNSD charter, MoU, Sister Schools Agreement, and GNSD Bylaws

Contents

Background

As stated in the UN Sustainable Development Goals, every child is entitled to basic education. Meeting this goal is not easy though, as many schools in developing countries are striving hard to provide quality education for all. Children who do attend school often do not receive adequate education for different reasons among which includes, poorly trained and underpaid teachers, overcrowded classrooms, and a lack of basic teaching tools such as textbooks, blackboards, pens, and paper. It seems that without assistance from countries that are economically developed the progress towards achieving quality education may remain unattainable. Inspired to contribute to changing the world by solving this problem, the Global Network for Sustainable Development (GNSD) decided to create partnerships between schools from countries with emerging economies, and schools from developed countries. Such partnership will constitute one of the key activities of GNSD Peace and Sustainability Clubs. GNSD's Sister Schools project will support schools in India, Nepal, Bangladesh, Pakistan and sub-Saharan African countries. This will not only empower the schools that desperately need support, but also will give students from both sides an opportunity to learn about social, economic and cultural reality in their countries, as well as to learn how to create partnerships across the borders.

Policy Purpose

This policy establishes a general guideline to the initiation, planning and implementation of the sister schools project. This policy is designed as a way to ensure effectiveness, due process and accountability. Partnering schools and other stakeholders may implement other equivalent governance structures and documentation requirements at their discretion after considering the minimum requirements stipulated by GNSD.

Scope

This policy document covers both the participating schools and all organizations that participate in implementing the sister schools project.

Definitions

Partnering Schools means: Schools participating in the sister school project with no financial commitment involved in the collaboration.

Benefits Realisation Analysis means: the process of identifying schools, executing and measuring benefits. A benefit is the measureable improvement resulting from an outcome perceived as an advantage by partnering schools.

Sister School Application means: a form created by GNSD that the partnering schools fill in the information and outline the details about the nature and objective for a potential collaboration.

Project Phase means: a grouping of similar activities within the project lifecycle. Phases are sequential in that one phase should be largely completed before the next phase of the project is started.

End of Project Report means: a document used to show how a project has performed against targets and the changes that should be made to subsequent projects to achieve the sister school project outcomes.

Post Implementation Review means: a review that is conducted after a project is completed to ensure that the project has met its objectives and the outcomes meet the requirements of user.

Project phases

	Phases	Core Process
1.	Pre-Initiation Phase	A potential sister school must fill out the sister school application to state the objective of any collaboration with no financial commitment. The pre-initiation can be done by the requesting school directly. Country coordinators can help schools fill in the form.
2.	Initiation Phase	Once the management team of sister schools project endorses a partnering school's application, their application will be uploaded on the website. GNSD will link all partnering schools in the project.

3.	Planning phase	In the planning phase, all logistical, legal and procedural measures must be taken care of. All partnering schools sign an agreement document stating they understand the terms and conditions of the collaboration.
4.	Implementation phase	The project can then be implemented with monitoring from the country coordinator.
5.	Closing Phase	In the closing phase of each cycle, a project report must be given.

Roles and Responsibilities

Core Team

The core team will be responsible for the management of the entire cycle of the sister school project. It will include the president, vice president, secretary.

Regional Team

Every country coordinator will serve in the regional team, and will be responsible to liaise between the core team and partnering schools.[1] They will also ensure the effective use of resources, monitor the implementation of the project, write a monthly progress report, and write a final project report.

Policy Review

This policy will be formally reviewed every 12 months.

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[1] Where necessary, the core team can speak directly to the school with or without the knowledge of the country coordinator.