Subject: Follow-Up from Our Meeting on the GEPD Dashboard

Dear [Country's Representative],

I hope this email finds you well. Following our recent productive meeting regarding the Global Education Policy Dashboard (GEPD) implementation in [Country], I am writing to summarize our discussions and outline the next steps.

Attached, please find the presentation from our meeting, along with informative documents about the GEPD. As we discussed, our immediate priority is to commence the collection of necessary sample data for both the school and bureaucracy surveys.

**Key Points from Our Meeting:**

* **Scope of Work:** The initial data collection will be conducted in 300 schools, representing a nationally representative sample.
* **Proposed Instruments:** The GEPD will utilize a combination of surveys (school, expert, and bureaucracy) based on streamlined versions of SDI, DWMS, MELQO, SABER, and others. Outcomes data will also be collected through the SDI student assessment.
* **GEPD Overview:** The GEPD aims to measure and bridge the gap between current educational practices and evidence-based strategies, focusing on early-grade learning, school participation, and the quality of educational service delivery.
* [Any others topics that were discussed]

**Approximate Timeline**

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| --- | --- |
| **Activity** | **Approximate Duration** |
| Obtain information on schools & bureaucrats | 0 days (specific date) |
| Pre-pilot schools selected | 7 days |
| Approval to go into pre-pilot schools | 7 days |
| Pre-pilot schools notified | 0 days (same as approval) |
| Pre-pilot data collection | 11 days |
| Meeting with officials to discuss the content of the dashboard | 11 days (concurrent with pre-pilot data collection) |
| Sample of schools and bureaucrats selected | 0 days (same as approval for pre-pilot schools) |
| Survey firm selected and hired | 0 days (same as above) |
| Government pursues necessary approvals/clearances (if needed) | 18 days |
| Schools notified of school visits | 5 days |
| Training of enumerators | 5 days |
| Firm goes into schools | 19 days |
| Cleaning of data | Approx. 3 months |
| Computation of indicators | Approx. 4 months |
| Validation of Indicators | Approx. 2 months |
| Stakeholder Validation | Approx. 1 month |
| Data made public on the dashboard | 0 days (specific date) |

**Main Actions Needed from Government:**

1. **Technical Committee Establishment:** Form a technical committee to liaise with the World Bank. This committee will play a crucial role in upcoming technical meetings, stakeholder validation, and ongoing consultations.
2. **Information for School Sample Selection:** Provide detailed information to assist in selecting the sample of schools for survey data collection – a template file is attached for your reference. The necessary data includes:
   1. School name
   2. Region, district, city
   3. Geographic location (preferably GPS coordinates)
   4. Rural/urban indicator
   5. School type (e.g., boarding, gender-specific)
   6. Ownership type (public, private, NGO, etc.)
   7. Number of students (specifically for grades 1 and 4)
   8. Number of teachers
3. **Information for Bureaucrat Sample Selection:** We require the organizational structure and personnel roster of the Ministry of Education and district education offices. The roster should be disaggregated by organizational units for targeted sampling.
4. **Approvals for Pre-Pilot School Visits:** Obtain necessary approvals for visiting a select number of schools for the dashboard pre-pilot in the upcoming months.
5. **School Notification:** Notify the schools selected for the pre-pilot and subsequent data collection visits.
6. **Technical Meeting Attendance:** Participate in a technical meeting to discuss the dashboard's content and provide feedback. This meeting is scheduled to coincide with the pre-pilot phase.
7. **Stakeholder Validation Meeting:** Attend the stakeholder validation meeting to review and discuss the findings. This meeting is vital for collaborative analysis and understanding of the results.

Your cooperation in these areas is essential for the successful implementation of the GEPD in [Country]. We appreciate your commitment and look forward to our continued collaboration.

Should you have any questions or need further clarification, please feel free to reach out.

Best regards,