

## IESRP FLOWCHART

STEP	REMARKS																		
<p><b>1</b></p> <p><b>REQUEST</b></p> <p>Interested country presents a formal request to the INSARAG Secretariat. The request is accompanied by:</p> <ul style="list-style-type: none"> <li>• Self-evaluation of current achievement of INSARAG national standards</li> <li>• A declaration of commitment to comply with INSARAG methodology and guidelines; fund the IESRP process; implement TSG recommendations; and maintain communication with TSG</li> </ul>	<p>Signed by the highest national disaster management authority, send to INSARAG Secretariat/OCHA Geneva, with copy to the INSARAG policy focal point, INSARAG Regional Chairmanship Group and UN Resident Coordinator in the country.</p>																		
<p><b>2</b></p> <p><b>DESIGNATION OF THE TSG</b></p> <ol style="list-style-type: none"> <li>1. INSARAG Secretariat sends a request to the regional Technical Support Group (TSG) roster</li> <li>2. TSG experts respond with their availability within two weeks</li> <li>3. INSARAG Secretariat informs requesting country of available experts</li> <li>4. Requesting country has two weeks to select the TSG</li> <li>5. INSARAG Secretariat informs the TSG roster of the selection</li> </ol>	<p>Regional TSG roster has <b>two categories</b> of experts:</p> <ol style="list-style-type: none"> <li>1. Members: comply with all the established criteria</li> <li>2. Observers: considerable experience but may lack a specific aspect</li> </ol> <p>Requesting country selects at least 3 experts from 3 different countries of the region with the option to add/accept observers as part of the TSG.</p>																		
<p><b>3</b></p> <p><b>THE SUPPORT PROCESS</b></p> <p>TSG advises the country in the implementation of the criteria and steps for the national USAR team accreditation process during an agreed duration and verifies the achievement of the INSARAG guidelines and methodology</p> <table border="1" data-bbox="185 1093 983 1630"> <thead> <tr> <th>Key steps in the support process</th> <th>Max. time</th> </tr> </thead> <tbody> <tr> <td><b>3a.</b> Review and achieve consensus on self-assessment</td> <td>90 days</td> </tr> <tr> <td><b>3b.</b> Adaptation and agreement of the TSG ToR, and elaboration and agreement of a work plan of the support</td> <td>30 days</td> </tr> <tr> <td><b>3c.</b> Requesting country presents progress reports on the implementation of the national USAR accreditation process</td> <td>30-180 days</td> </tr> <tr> <td><b>3d.</b> Review of the progress reports by the TSG and presenting observations</td> <td></td> </tr> <tr> <td><b>3e.</b> Joint analysis of the progress by the TSG and requesting country</td> <td>30 days<sup>1</sup></td> </tr> <tr> <td><b>3f.</b> Final verification visit</td> <td>3 days</td> </tr> <tr> <td><b>3g.</b> Presentation of the final report to the requesting country and the INSARAG Secretariat</td> <td>15 days</td> </tr> <tr> <td><b>3h.</b> Drafting of the debrief report by the TSG with the view of improving the IESRP process.</td> <td>15 days</td> </tr> </tbody> </table>	Key steps in the support process	Max. time	<b>3a.</b> Review and achieve consensus on self-assessment	90 days	<b>3b.</b> Adaptation and agreement of the TSG ToR, and elaboration and agreement of a work plan of the support	30 days	<b>3c.</b> Requesting country presents progress reports on the implementation of the national USAR accreditation process	30-180 days	<b>3d.</b> Review of the progress reports by the TSG and presenting observations		<b>3e.</b> Joint analysis of the progress by the TSG and requesting country	30 days <sup>1</sup>	<b>3f.</b> Final verification visit	3 days	<b>3g.</b> Presentation of the final report to the requesting country and the INSARAG Secretariat	15 days	<b>3h.</b> Drafting of the debrief report by the TSG with the view of improving the IESRP process.	15 days	<p><b>Modalities</b></p> <p>The TSG working modalities and methodology will be agreed on by the TSG and the requesting country, and will depend on the level of progress of the requested country in establishing a national accreditation process.</p> <p><b>Verification/evaluation methodology</b></p> <p>Progress on steps and criteria will be in accordance with the following color coding:</p> <ul style="list-style-type: none"> <li>• <b>GREEN</b> or "Y" (Yes): fully meets/exceed the minimum standards</li> <li>• <b>YELLOW</b> or "M" (Meets): meets but additional improvement recommended.</li> <li>• <b>ORANGE</b> or "RT" (Requires time): does not meet as it depends on conditions which impede meeting of the standard.</li> <li>• <b>RED</b> or "NY" (Not Yet): Does not meet minimum conditions</li> </ul> <p>This color coding will be used for self-assessment, progress reports and the final report.</p>
Key steps in the support process	Max. time																		
<b>3a.</b> Review and achieve consensus on self-assessment	90 days																		
<b>3b.</b> Adaptation and agreement of the TSG ToR, and elaboration and agreement of a work plan of the support	30 days																		
<b>3c.</b> Requesting country presents progress reports on the implementation of the national USAR accreditation process	30-180 days																		
<b>3d.</b> Review of the progress reports by the TSG and presenting observations																			
<b>3e.</b> Joint analysis of the progress by the TSG and requesting country	30 days <sup>1</sup>																		
<b>3f.</b> Final verification visit	3 days																		
<b>3g.</b> Presentation of the final report to the requesting country and the INSARAG Secretariat	15 days																		
<b>3h.</b> Drafting of the debrief report by the TSG with the view of improving the IESRP process.	15 days																		
<p><b>4</b></p> <p><b>RECOGNITION</b></p> <p>the receipt of the final report from the TSG, the INSARAG Secretariat issues a recognition in the form of a certificate to the national emergency management authorities in charge of the national USAR accreditation process.</p>	<p>It is desirable for the INSARAG community to provide some kind of recognition to the national authorities which have demonstrated that they have incorporated and implemented the INSARAG methodology within their own national standards and processes. It is a way for the INSARAG community to promote national capacity strengthening processes and a way to recognise the fact that the efforts undertaken at national level are in line with the INSARAG methodology.</p>																		

<sup>1</sup> More if decided to redesign the plan

## ANNEX: NATIONAL ACCREDITATION PROCESS

Accreditation of national USAR teams is the sole responsibility of the national authorities. However, there is a role for the INSARAG community in promoting its methodology and Guidelines across the three levels of USAR response. The IESRP supports requesting countries in ensuring that their national USAR teams' accreditation processes are aligned with INSARAG methodology. This ensures a certain standard in the process, interoperability between the national and international levels of USAR response framework, and – ultimately – that more lives are saved.

During the support process, the TSG will evaluate whether the national accreditation process is aligned with INSARAG methodology by examining two of its key aspects:

- Whether it meets the INSARAG national standards; and
- The criteria and steps of the national accreditation process.



### THE NATIONAL STANDARDS

By definition, the national standards shall be elaborated and promulgated at national level by the competent authority. However, in order to receive the IESRP recognition, the national accreditation process must require that the accredited teams meet a set of minimum standards. The INSARAG Guidelines in their current version already provide a minimum standard applicable to national teams (Vol. II, Manual A, Annex C). This list was updated for the IESRP Manual (Annex 07) with the aim of providing more explicit guidance on the different standards applicable to national light, medium and heavy teams, as well as the requirements on the national disaster management

system with regards to the activation and coordination procedures for the national response. The TSG will use this Annex as the verification checklist during the support process.

### CRITERIA AND STEPS OF THE NATIONAL ACCREDITATION PROCESS

Building on the INSARAG Guidelines (Volume II, Manual A on Capacity Building), the TSG will verify if the national accreditation process meets a series of **general criteria**:

- It must be led by the NDMA or a competent entity with such mandate and be part of the national emergency/disaster management framework
- It must have an accreditation committee composed of USAR and quality control/audit experts, and backed by the competent national authority
- It must public and open to all USAR response entities, and made aware to all. The requirements must be made available to all interested stakeholders, and the evaluation criteria and regulations must be made available to all before the process

In order to receive the INSARAG recognition, the national accreditation process must also include **key steps**, all of which are outlined in Annex 06 of the IESRP Manual:

- |    |   |
|----|---|
| 1. | Formal application of the team and presentation of relevant documentation (equivalent to the PoE)                                   |
| 2. | Assignment of a mentor by the Accreditation Committee   |
| 3. | Self-evaluation by the team   |
| 4. | Administrative audit of the portfolio presented   |
| 5. | Field audit of the capacities of the team, as declared in the portfolio   |
| 6. | Field exercise demonstrating skills and competencies of the team  |
| 7. | Certification and a formal and identifiable recognition of the team and its commitment to form part of the national response assets |
| 8. | Inclusion of the team in a national USAR team directory of accredited teams and in the INSARAG directory as national USAR team      |
| 9. | A regular re-accreditation process (a 5-year period recommended)  |