



TO: Sebastian Rhodes Stampa,
Chief Emergency Response Section | Emergency Response Support Branch

FROM: Dewey Perks,
INSARAG TWG Chair

SUBJECT: TWG Meeting June 2019- Minutes

DATE: 6th -8th October 2019

The INSARAG Training Working Group (TWG) met in Santiago, Chile from Oct 6th – 8th 2019
Prior to the Team Leaders meeting.

Members attending were:

- Dewey Perks – Chair (United States)
- Jacob Bolwinkel (Denmark)
- Tsukasa Katsube (Japan)
- Kira Chebakova (Russia)
- Graeme Hall (Australia)
- Peter Goxharaj (Germany)
- Paul Lawless (United Kingdom)

Observer

- Manuel Zarayaga Garrido (Spain)

Welcoming remarks were made by Dewey Perks explaining the ground rules for the meeting and welcoming all participants on behalf of Manuel Bessler, INSARAG Global Chair. Sebastian Rhodes Stampa also joined the group on his arrival, and gave introductory remarks.

Day one Sunday 6th Oct 2019

Initial discussions regarding;

- Looking back at progress on the TWG work program progress since the last TWG meeting. Progress is ongoing, and is being synchronized with work being done by GRG, and open questions for the Secretariat.
- Dialogue required with secretariat on recording UCC trained personnel in the following categories:
 1. Completed INSARAG endorsed UCC 5-day Tot course
 2. Completed Regional invitation 4-day UCC course
 3. Completed team 4 day UCC course
 4. Facilitated UCC ToT course
 5. Facilitated regional and Team UCC course

Reference was made to Meeting Minutes from Berlin in December 2018, where these points were raised during a telephone conference with Jesper and Winston;

Further telephone conferences were carried out with Jesper and Winston in order to seek clarity of direction from the Secretariat;

- UC training courses and the maintenance of a list of Trainers details, who should have support and commitment from their organisations to assist in the delivery of the UC package.
 - The current list held by the Secretariat does not give details of trainers, merely the number of staff who are considered UC Trained. For the future delivery of the UC Package, this is required information.
 - Some teams are showing as Zero on the current UC Trained database and clarification was sought on whether this indicated they didn't respond to the survey, or actually have zero trained staff.
 - ERSB to collate the list of trainers names, and Jesper confirmed the requirement to run further UC ToT courses
 - It was requested by TWG that the Olympic code be used for host countries when this list is compiled, rather than the team name, as used on the current database.
- Update from Kira regarding the upcoming UC ToT course in Russia, she expressed her disappointment on the response from the INSARAG AEME region regarding the request for instructors, the course is proceeding after a call went out to all three regions through the TWG. Russia are looking forward to including ICMS in this course.
- Update and overview of the Guidelines Review Group was given by Paul Burns. The concept of an IEC/R handbook has been developed and presented to the GRG. Volume II manual C will provide the framework for the IEC/R where the handbook will provide operational instructions. An advantage of the handbook concept is that this could be updated as new good practices are adopted. Paul asked if the TWG could meet with the GRG to explain the IEC/R handbook.
- TWG meeting with GRG for discussion on Manual C and proposed handbook; this was well received. Also discussed was the concept of separate IEC and IER classification checklists, pre-greening and the removal of the colours from the checklist. GRG members were unaware that the Secretariat had directed the TWG to remove the colours for assessment, and including expanded advisory notes. This meeting was beneficial as it provided greater understanding of each groups work.
- The GRG also were interested in the Team Leaders, Mentors training and asked if it was possible to develop online training. The chair of the TWG explained that the resources are not available at this time to develop an online course, but asked who had ideas or possible solutions for this.
- The group discussed progress on the development of a 'Exercise Design Handbook' which will be used for IEC/R classification, and team annual exercises. Suggestions for inclusion, and the location of the exercise handbook as an Annex within Manual C were suggested. Development will continue.

Day Two – Mon 7th Oct

- Revisions and updates were made to the Team Leaders, Mentors and Secretariat representative course documentation, this work commenced with the completion of the course information sheet.

- Meeting with Sabastian Rhodes Stampa
 - TWG expressed the difficulties with reaching out to the Secretariat to gain support to acquire instructors to deliver the program.
 - Best practices – TWG commented on the lack of collecting and sharing of the best practices identified by classifiers during IEC/Rs and listed in the checklist. The Secretariat has spoken about socialising these practices with the INSARAG community for many years. however, to date there is still no progress.
 - Sabastian introduced the thought of how in the future could INSARAG look at more flexible response to other than building collapse disasters.
 - The TL Mentors course requires a link into the secretariat with assistance provided to select participants. This will now be filled by Lucien Jaggi.
- Discussion with IMWG regarding proposed reporting and information sharing changes:
 - Suggested revision to the Team Fact Sheet information on the VO as the information captured on the new Data Collection Tool (DCT) will be the true source of information for the LEMA, RDC and UCC. The basic information to be captured on the VO to include Team name, number of personnel and dogs, time and point of arrival. Additional harmonisation is needed to ensure this is understood by the UNDAC network before implementation.
 - As part of this, The TWG spoke by phone with Thomas Peter and Lorena Abalos to ask if it is possible to change the Team fact sheet in the VO. They advised that this is possible, once all details have been agreed.
 - The IMWG raised the topic of a revised triage category flowchart, which reduces the number of categories from six to four. The TWG were in agreement that this change was easier to follow, and should be submitted to the GRG for consideration and inclusion into the guidelines.

Day Three – 8th Oct

- Continued work to complete the TL Mentors course information package including the course timetable.
 - TWG will complete the timetable in the next two weeks and email TWG members with course sessions that they are to review in the coming months.
- It was agreed that the course information package and instructions should be provide to the Secretariat by the first week in November so they can send it out to the Policy and Operations focal points for nominations.
- Nominations for the TL/M course should be finalised before the 1st Dec to allow personnel to gain approvals for travel.
- The Oman Team Leaders Mentors course will be a four-day program 10th - 13th February 2020 this will be for 24 participants.
- The dates - Second Team Leader, Mentor course planned for June 2020 Netherlands are still to be confirmed.
- TLM Refresher planned for 5th to 9th October 2020 in Poland

Staff Availability for delivery of February 2020 TLM course	
Paul Burns	Confirmed
Kira Chebakova	
Rob Norman	
Jacob Bolwinkel	
Terje Skavdal	
Tsukasa Katsube	

Graeme Hall	
Dewey Perks	
Trevor Glass	
Secretariat Representative (TBC)	
Peter Goxharaj	Potentially
Arjan Stam	
John Cawcutt	
John Denny	
Paul Lawless	
Joe Kaleda	
IMWG	
Medical WG	
GRG	

ACTION	Responsible	Reason / Outcome	Deadline
Develop a Guidance Note on access, and storage system for the UCC training package	Graeme Hall	To address updates and control of content through INSARAG.org Update ICMS information in UCC course.	
UC Trainers Records of personnel and quality control	Rob, Tsukasa, Graeme'	Options to get the required information on trained personnel, and available facilitators for regional course delivery	
Draft Exercise Design Handbook	Tsukasa, Graeme, Peter G.	Preparation of draft version required for ahead of Team Leaders meeting for review	Sept 30th
Addition of 'Unique Patient Identifier' from Patient Treatment form, onto Victim Extrication Form	Rob	To ensure that there is a consistent chain of care, and recording of casualties from the point of rescue to definitive medical care.	
Production of EXCON training course for ERE	Dewey	Courses have been delivered in the Americas region, DP to look at standardising these, and sharing more widely.	
Rationalisation of Manual C and modification of Annex A	Dewey and Paul	To facilitate frequent review and update of the Checklist outside of Guidelines Review. Ongoing	
Review and revision of UC Manual	Rob and Kira	To update considering IM updates. Ongoing	
Proposal for publishing Best Practice on INSARAG.Org	Confirm with GRG	To ensure sharing of best practice as widely as possible. Updates a TL meeting? Best Practice section on current Checklist. Ongoing	

- The INSARAG Calendar was reviewed with regards to the number of meetings and exercises that would require the attendance of TWG members, or where the work of the group may be shared with the wider INSARAG network, this was subsequently used to populate the 2019/20 TWG work plan

TWG 2019/20: Work plan	Development of updated TL/M course	Development Exercise Design Handbook	Review Manual C content, including ToR, IEC/R checklist and Annexes
Regional meeting: AEME (Italy) 24 – 25 October 2019	Present “TWG updates – Regional meeting” update ppt		
Regional meeting: America’s (Argentina) 6-8 November 2019	Present “TWG updates – Regional meeting” update ppt		
ISG meeting: Geneva 3-7 Feb 2020			
Workshop delivery: Muscat, Oman 8-16 Feb 2020	Deliver TLM workshop		
Second Team Leader, Mentor course planned for June 2020 Netherlands			
Team Leader, mentor Refresher planned for 5th to 9th October 2020 in Poland			

Acknowledgement:

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