



TO: Sebastian Rhodes Stampa
ERS- INSARAG Secretariat

FROM: Dewey Perks
INSARAG TWG Chair

SUBJECT: TWG Meeting July 2020 - Minutes

DATE: 8th July 2020

TWG

- Jacob Bolwinkel (DEN)
- Kira Chebakova (RUS)
- Peter Goxharaj (GER)
- Tsukasa Katsube (JPN)
- Paul Lawless (GBR)
- Dewey Perks – Chair (USA)
- Josh Turner (AUS)

Ex Officio

- Rob Norman (GBR) Representative of the IMWG
- Paul Burns (NZL) Representative of INSARAG Team Leaders and GRG
- Trevor Glass (RSA) Representative of the MWG
- Arjan Stam (NED) Representative of INSARAG Team Leaders and LTWG; Regrets could not attend
- John Cawcutt (AUS) Representative of INSARAG Leadership Training
- John Denny (AUS) Representative of INSARAG Leadership Training
- Sean Moore (GBR) Representative of INSARAG Leadership Training; Regrets could not attend

INSARAG Secretariat Representative

- Lucien Jaggi (SUI)

The TWG convened its remote meeting using a video conference platform provided by JICA-JDR due to the situation around the world with COVID. Dewey Perks welcomed all participants and apologized for the inconvenience to colleagues in the AP region for the lateness of the call.

1. Welcome new member –

Joshua Turner introduced himself to the TWG, as its newest member. “JT” as he is known to friends comes to the TWG as a resident of Sydney, Australia, and has

worked for Fire and Rescue NSW for over 25-years, where he is also a member of AUS-2.

As JT comes onboard, the TWG recognizes that Graeme Hall is leaving the group. Graeme is thanked for his dedication and professionalism and is praised for his key actions in the development and delivery of the UC training program.

ACKNOWLEDGEMENT: That the INSARAG Secretariat thank the Policy and Operations Focal Points of Australia for the major contributions made by Graeme Hall during his time on the TWG.

2. INSARAG update to include Global Meeting, IEC/R scheduling and classifier roster review:

All IER's and IEC's have been postponed for the year 2020, and most teams are working to determine when their activities will be. The ISG has placed importance to prioritize IECs first when the classification system restarts. Saudi Arabia are still hoping to do their reclassification in December of this year, but this is pending. A concept of regional bubbles is being looked at for example New Zealand and Australia, as well as within the EU.

The Secretariat is working to place an interactive calendar on the VO, which will allow countries, teams, and the network to announce training and meetings.

As per our discussions during the last meeting in Oman, the Secretariat is working to create a group project (rather than a separate Working Group) to review the current roster of classifiers. The TOR are being developed and the focus will be to ensure that all classifiers meet the TOR for the position as described in the INSARAG Guidelines.

The INSARAG Global Meeting to be hosted by Poland has been postponed until at least October 2021. The Secretariat is exploring whether holding regional meetings virtually can be done, and is also looking how to officially roll-out the 2020 INSARAG Guidelines using a webinar format. The 2020 Guidelines will be effective as of 1 January including the IEC-R Checklist prepared by this group have been posted to www.insarag.org.

A request has come from the Union-Civil Protection Mechanism (U-CPM) to utilize the INSARAG classification system during its Modex activities. The U-CPM is developing a Handbook that will be in harmony with the INSARAG classification system to lessen the chances of incompatibility. The TWG is also developing an Exercise Handbook so it is suggested that the TWG work with U-CPM and INSARAG to deconflict issues.

ACTION: That the Secretariat ensures the TWG is a part of the discussion with the U-CPM.

OCHA ERSB/ERS Staff Changes: Christophe Schmachtel (INSARAG Americas Focal Point) will soon leave for a 1 or 2 year sabbatical. Rudi Muller ERSB Head is retiring on or about 1 October.

ACKNOWLEDGEMENT: The TWG thanks both Christophe and Rudi for shepherding the way and continuing to develop the INSARAG and UNDAC systems.

A new folder is now on the TWG G-Drive called July 2020 VTC. This folder also contains organisational charts and other OCHA ERS documents for all to view.

ACTION: The chair asks that someone look at this folder and determine whether additional folders should be added to the drive, such as ISG documents, ERS documents, Secretariat reports to make things easier to locate.

3. INSARAG Guidelines and Manual C / Current Status

Paul Burns reported that the Guidelines and Manual C have been completed; he now has only the Handbook to complete. The Handbook should be ready for review by mid-August, hopefully in time for the next TWG meeting.

ACTION: Paul should call on this group to help him in any fashion he needs. This will also require a review of the Classifier Terms of Reference. Dewey will assist Paul with this action and report back to this group.

4. Exercise Design Handbook

Tsukasa is leading the development of an Exercise Preparation Handbook, as was mentioned earlier.

ACTION: Peter and others will assist Tsukasa with this project.

5. IEC-R Leadership Course in Netherlands

It has been decided to postpone the proposed November 2020 IEC-R Leadership Course in Netherlands. This decision was reached after considering the many unknown factors related to the pandemic.

CONSIDERATION: USAR.NL suggested holding the course either before or after the 2021 HNPW meetings, scheduled for May 2021. The chair will continue dialogue with USAR.NL and announce a decision not later than January 2021.

6. INSARAG Status Report Update:

John Denny and Sean Moore were tasked by the Secretariat to conduct an analysis of the "State of the INSARAG Classification system". Feedback from the Secretariat will be received next week, and he will incorporate any changes.

The report, which contains 20 recommendations, will then be circulated to the key stakeholders being the regional chairs and working groups for feedback and it will be due by the beginning of August. Once all these changes are incorporated it will go out to the entire INSARAG Community.

There will be a need to prioritise the recommendations and those that are easier to achieve have had homework done on them already. Most feedback was about the classifiers and consequently there are training related issues. The analysis suggests that dedicated training and induction for all future classifiers be done, and that classifiers should be required to attend this training program. A “trainee” should then go through an IEC (preferred over an IER) before being added to the roster as a classifier.

UPDATE: This report has now been circulated to members of the ISG.

7. National Coordination Training courses (AP and AM):

In the Americas (AM) region, Christophe Schmachtel has taken the lead on the development of a USAR Coordination training package focused on the national level, mainly to provide training for a country that could be a recipient of international assistance; UC Course training materials are being used for this development. Recently Australia announced that it has a similar idea that could be used in the AP region.

ACTION: The TWG recommends that a single course be developed (for quality and consistency), which can then be tailored to the target audience. JT and Tsukasa will coordinate with Australia, and Dewey will do the same for the Americas.

UPDATE: Framework materials from the Americas region have now been shared with this group and Australia.

8. ERE Revision Workshop and National Accreditation WG

Peter updated the group regarding the exercise workshop and there seems there is a building of two opinions within the group. One opinion is to open the ERE to more actors, not only for a full proof of the national response mechanism (i.e. more a disaster response focus than earthquake), but also for interaction with all the different actors for more realism.

The other view is aware of the risks that an “update” will bring for EXCON, budget, management, and organisation. Nonetheless even this view demands more realism, better preparation, and strict use of countries being host with national earthquake risk only.

ACTION: Peter will continue with the next phase of this workshop; please let the chair know if you would like to backstop him.

The National Accreditation WG has been formed, but has had no actions yet.

9. Upcoming Training Event by Region including UC course and online training:

The Americas region has only the development of coordination training for other countries going on now.

In a general discussion, the issue of how training, especially UC training is planned and delivered was raised. For several years, the TWG has expressed the importance that any INSARAG-branded training be announced during regional meetings or the ISG meeting, and then added to the official ERS Activity Calendar, maintained by the Secretariat. There seems to be a recurring problem of “one-offs” being conducted that are not on the calendar and are not properly advertised to the region or global INSARAG network.

Using UC training in this example, the “conductor of the training” must ask the INSARAG Secretariat for permission to conduct a course, provide a list of who will conduct the training (Lead and Adjunct), and receive the most current training materials for quality assurance.

It is especially important to remember that there are several ways that INSARAG-branded training is done. For example:

- Within the team, or within the country. Several teams now have enough qualified trainers to conduct INSARAG-branded training. The host has the option to invite other participants, but it is not required.
- Arranged by the Mentor for a team preparing for an IEC or IER. The team (and Mentor) has the option to invite other participants, but it is not required. The host must closely coordinate with the INSARAG Secretariat to ensure that selected trainers remain available for INSARAG regional training.
- Scheduled by the INSARAG Secretariat as part of the annual ISG work plan. These will always be delivered in a regional context, but opened to other regions if there are vacancies.

ACTION: the chair and the INSARAG Secretariat Representative will discuss this in greater detail with the ERS.

The UC Course scheduled for Iceland in 2020 will not be possible because of COVID.

New Zealand has a local course for technicians in November 2020, which will unfortunately will not be open to others due to the pandemic.

Saudi Arabia ran an internal pilot Simex to support their intention to try and go ahead with their reclassification in December. SASART will conduct an additional

virtual exercise the week of 15 July, and has cordially invited members of this group to join as Observers.

10. Other Business

There was consensus that this was a much-needed meeting but that the size of the agenda was too large for a 1.5 hour conference call. The chair will attempt to do a better job of arrangements on future calls.

The next TWG meeting will be held on 12 August; the platform will again be graciously arranged by JICA/JDR.

11. Meeting Agenda Used on 8 July 2020

- (1) How are you doing these days since Feb: **DP** to start
- (2) New member JT's introduction to the group: **JT**
- (3) INSARAG update to include Global Meeting, IEC/R scheduling and classifier roster review: **LJ and DP**
- (4) INSARAG Guidelines and Manual C / status: **PB**
- (5) IEC Leadership Course in Netherlands: **DP**
- (6) INSARAG Status Report Update: **JD and SM**
- (7) National Coordination Training courses (AP and AM): **DP, TK, and JT**
- (8) ERE Revision Workshop and National Accreditation WG: **PG**
- (9) Upcoming Training Event by Region: **All**
- (10) Updates from other WGs: **AS, PB, TG, and RN**
- (11) AOB and Next Steps

12. Provisional Agenda for 12 August 2020

- Is the JDR ZOOM platform working for us?
- IEC-R report Discussion
- IEC and IER Calendar - Is a 2-year extension enough?
- SASART Exercise Discussion
- ICMS Update
- ERE Discussion
- Classifier Review Project
- Exercise Design Handbook
- Regional Coordination Training
- Reports from other WGs
- Regional Updates
- EU and INSARAG