

## 2013 ANNUAL MEETING OF THE INSARAG Steering Group

### Annex C – Decisions on the Governance of INSARAG



Reference	Issue		Recommendation	ISG Decision
<b>1. Chair</b>				
<b>1.a.</b>	Global Chair	Criteria	Holds ambassador or equivalent appointment with a significant level of seniority in his/her organization and preferably in humanitarian and/or disaster response areas. It would be an added advantage if the candidate has access at a political level.	<b>Accepted.</b>
	Global Chair	Tenure	Four years with the possibility of two re-elections.	<b>Accepted.</b>
<b>1.b</b>	Regional Chair	Criteria	The troika approach for continuity is recommended. While different approaches have been discussed and are in place, the model of the Americas (continuity; training for the less experienced) has been acknowledged as being the most recommendable. To facilitate seamless transitioning and sharing of institutional knowledge, the outgoing chair could play an advisory role to incoming chairs.	<b>Accepted.</b> <ul style="list-style-type: none"> <li>Regions retain the flexibility to adapt and customize accordingly to their respective needs.</li> </ul>
	Regional Chair	Tenure	Calendar year: 01 January-31 December	<b>Accepted.</b>
<b>1.c.</b>	Working Group Chair	Criteria	Candidate for the chairs of the WGs is a proven expert in the respective subject matter, and selected by the members of the Working Group, in consultation with the INSARAG Secretariat	<b>Accepted.</b>
	Working Group Chair	Tenure (continuous WG)	Three years. Re-election is not recommended unless requested by the INSARAG Steering Group.	<b>Accepted.</b> <ul style="list-style-type: none"> <li>To ensure institutional knowledge and continuity is maintained.</li> </ul>
	Working Group Chair	Tenure (ad-hoc WG)	Until completion of project and no longer than three years for an ad-hoc WG.	<b>Accepted.</b> <ul style="list-style-type: none"> <li>To identify clear beginning and end points.</li> </ul>

Reference	Issue	Recommendation	ISG Decision
<b>2. Membership</b>			
<b>2.a.</b>	Steering Group Membership	<p>Reduce the size of the INSARAG Steering Group, yet recognising the need for more participation from the wider INSARAG membership, by including representatives from the Team leaders.</p> <p>Membership is <b>recommended</b> as follows:</p> <ul style="list-style-type: none"> <li>• Global Chair;</li> <li>• Regional Chairs and Vice Chairs potentially accompanied by two more countries per region;</li> <li>• Two representatives from the Team Leaders;</li> <li>• Working Group Chairs;</li> <li>• IFRC;</li> <li>• OCHA;</li> <li>• INSARAG Secretariat.</li> </ul> <p>Any other relevant stakeholders may be invited as observers on a case-by-case basis.</p>	<b>The ISG membership is to continue as recommended with participation of Focal Points from IEC Member Countries. This includes NGOs and relevant Agencies.</b>
<b>2.b.</b>	Regional Group Membership	<ul style="list-style-type: none"> <li>• Global Chair (if available)</li> <li>• Regional Chair and Vice Chair(s)</li> <li>• INSARAG focal points of member countries and organizations</li> <li>• IFRC</li> <li>• INSARAG Secretariat</li> <li>• OCHA</li> <li>• Regional Antenna (for Africa/Europe/Middle East group)</li> </ul> <p>In addition, regional organizations and the INSARAG WGs may be invited. Each RG is free to invite observers to participate in the meeting.</p>	<p><b>Accepted.</b></p> <ul style="list-style-type: none"> <li>• IFRC requests for greater consultations before committing to any formal engagement.</li> </ul>
<b>2.c.</b>	Working Group Membership	<ul style="list-style-type: none"> <li>• WG Chair</li> <li>• Two-to-three members from each region</li> <li>• Temporary associated experts identified as required who have the relevant experience and qualifications to address specific issues</li> <li>• The WGs are supported by a representative from the INSARAG Secretariat</li> </ul>	<b>Accepted.</b>
<b>2.d.</b>	Membership of Team Leaders meeting	Open to all TLs of USAR teams (from governmental and non-governmental organisations) registered in the USAR Directory or their representatives and INSARAG operational focal points. INSARAG WGs and relevant stakeholders are invited to the INSARAG TL meetings	<b>Accepted.</b>
<b>2.e.</b>	Membership of INSARAG: Countries and organizations	The membership is open to both assisting countries and assistance receiving countries. A country may become an INSARAG member through the identification of national INSARAG focal points.	<b>Accepted.</b>

### 3. Decision Making

3.a.	Levels of Decision Making		<p>Accepted.</p> <ul style="list-style-type: none"> <li>• Entry point – INSARAG Secretariat, in consultation with the INSARAG Chair.</li> <li>• Responsible for identifying and raising up issues to the appropriate level/group;</li> <li>• Change “political” to “policy” in the diagram.</li> </ul>
3.b.	Meeting Cycle	<p>Feb: INSARAG Steering Group</p> <p>Apr – Aug: Earthquake Response Exercise, USAR Team Leaders Meeting</p> <p>Sep – Dec: Regional Group Meetings</p>	Accepted.

### 4. Methodology

4.a.	INSARAG Guidelines	<p>The next revised edition of the Guidelines is due for 2015. It is therefore appropriate to propose a Guidelines Working Group in 2013 and for the ISG 2013 to appoint a Chair.</p> <p>Proposed composition of a Guidelines WG:</p> <ul style="list-style-type: none"> <li>• Chairperson,</li> <li>• Two members from each region (USAR policy),</li> <li>• Two technical/operational USAR experts proposed by the TL Meeting,</li> <li>• INSARAG Secretariat and/or, as required, consultants / associated temporary experts.</li> </ul>	<p>Accepted.</p> <ul style="list-style-type: none"> <li>• Synchronize INSARAG Guidelines and IEC/IER Handbook through 5 year cycles.</li> <li>• Take chapter on IEC/IER out of INSARAG Guidelines (except a short explanation) and refer to the IEC/IER Handbook in the next revision.</li> </ul>
4.b.	Technical Guidance Notes	<p>Technical guidance notes are updated whenever necessary. These notes are prepared by INSARAG WGs and endorsed by the INSARAG Team Leaders in their annual meetings.</p>	Accepted.
4.c.	IEC/IER Handbook	<p>It is recommended that the update and review be done every three years.</p>	<p>As with 4a., adopt a 5 year revision cycle and provide constancy for IEC/R teams.</p>

<b>5. Funding</b>			
<b>5.a.</b>	INSARAG membership	The basic principle of a country's / organization's participation in INSARAG is that it be committed to provide the necessary financial support for their participation. Support to developing countries' participation is encouraged.	<b>Accepted.</b>
<b>5.b.</b>	IECs and IERs	USAR teams and their sponsoring organizations going through the IEC/IER process are required to cover the costs as identified in the IEC/IER Handbook.	<b>Accepted.</b>
<b>5.c.</b>	Capacity building	Any capacity building activities should be funded on a bilateral basis by the countries or organizations interested in those particular activities. Pooling of funds or joint planning of capacity building activities are highly recommended.	<b>Accepted.</b>
<b>5.d.</b>	INSARAG Secretariat	In light of the growing workload of the INSARAG Secretariat, INSARAG member countries and organisations are strongly encouraged to support the work of the INSARAG Secretariat. It is also recommended to continue and maintain FCSS resources so that it can operate effectively.	<b>Accepted.</b>