

2013 ANNUAL MEETING OF THE INSARAG Steering Group

Annex D – INSARAG Guidelines Review Terms of Reference(ToRs)

Version 24 August 2012



BACKGROUND

The United Nations General Assembly Resolution 57/150 of 2002 on “*Strengthening the effectiveness and coordination of international urban search and rescue assistance*” endorsed the INSARAG Guidelines as the reference document for the coordination of international urban search and rescue (USAR) assistance. These Guidelines is a living document and revised regularly with the evolving methodology in USAR and the lessons learned from major emergencies.

While the revision periods of the INSARAG Guidelines varied over the years; there has been a need to determine a regular time frame for these revisions. The INSARAG Steering Group, at its meeting in 2011, endorsed that “*A complete review of the INSARAG Guidelines will be carried out once every 5 years, with the next review coinciding with the Second INSARAG Global Meeting in 2015*”. In order to finalize the complete review by 2015, it is necessary to commence the process already in 2013. This paper suggests a road map for the INSARAG Guidelines review process.

METHODOLOGY

It is suggested to establish a Review team to be responsible for the update of the INSARAG Guidelines. The Review team composition will reflect the regional set-up of INSARAG.

As the current INSARAG Guidelines include topics on policy and operational issues, the Review team will be composed of policy and technical/operational level experts.

The Review team will be responsible for the overall review process. This team will be supported by consultants or experts provided by the INSARAG members. The Review team will draw support from the Secretariat and existing Working Groups as required.

The Review team will consist of two members from each of the three INSARAG regions and two representatives selected by the Team Leaders in addition to the Chair selected by the INSARAG Steering Group.

WORKING METHOD

The Review team is expected to meet 2 times a year at locations that will provide equitable distribution across the 3 regions of INSARAG and preferably coinciding back to back with the major INSARAG events. The Review team will also need to work remotely and through telephone/video conferences between meetings as required for the progress of the work. The work of the Review team will be supported by the INSARAG Secretariat and it should also draw on the capacity of the INSARAG Working Groups.

REPORTING

The Review team should deliver written progress reports on their work and outcomes to the INSARAG Steering Group on a regular basis through the INSARAG Secretariat. The Review team is also expected to consult with INSARAG Regional Meetings and INSARAG Team Leaders Meetings and INSARAG Working Groups. The Review team may be requested to share the progress of its work at relevant INSARAG events.

EXPECTED OUTCOME

The expected outcome is a revised version of the INSARAG Guidelines by 2015 taking into account the development and changes in the methodology and structure of INSARAG. The new Guidelines should aim to better categorize what should be dealt with as a) policy issues and b) technical issues.

SCOPE OF WORK

The review process should take into account the most current version of the IEC/IER Handbook and other relevant documents produced by the INSARAG Working Groups and discussions on the INSARAG governance initiated at the Steering Group meeting in 2012.

PROCESS

The process of the INSARAG Guidelines review is described at the table and the timeframe below.

Phases	Work	Milestone Event(s)
Phase 1 (2012)	<ul style="list-style-type: none"> Development of the ToR and details of the review process Discussion of the process and options at the INSARAG regional meetings 	<i>INSARAG Regional Meetings in 2012</i>
Phase 2 (end February 2013)	<ul style="list-style-type: none"> Endorsement of the review process ToR at the INSARAG Steering Group Meeting 	<i>INSARAG Steering Group Meeting in 2013</i>
Phase 3 (end February 2014)	<ul style="list-style-type: none"> Nomination of review members Initial meeting March 2013 Development of the core deliverables Sharing the core deliverables for feedback at the Regional Meetings and Team Leaders Meeting Endorsement of the deliverables at the INSARAG Steering Group Meeting 	<i>INSARAG Regional Groups by end of February 2013</i> <i>INSARAG Team Leaders Meetings in 2013</i> <i>INSARAG Team Leaders Meetings in 2013</i> <i>INSARAG Steering Group Meeting in 2014</i>
Phase 4 (end February 2015)	<ul style="list-style-type: none"> Finalization of all deliverables Sharing all the deliverables for feedback at the Regional Meetings and Team Leaders Meeting and with all the INSARAG members Endorsement of all the deliverables at the INSARAG Steering Group Meeting 	<i>INSARAG Regional Meetings in 2014</i> <i>INSARAG Team Leaders Meeting in 2014</i> <i>INSARAG Steering Group Meeting in February 2015</i>
Phase 5 (end INSARAG Global Meeting in 2015)	<ul style="list-style-type: none"> Printing of the revised INSARAG Guidelines and sharing through relevant digital platforms. Revising the related training, exercises and any products, platforms and methodology of INSARAG Announcement and distribution of the revised INSARAG Guidelines at the INSARAG Global Meeting 	<i>INSARAG Global Meeting in 2015</i>

