

Meeting of the INSARAG Regional Group

Africa/Europe/Middle East

CHAIRMAN'S SUMMARY

Wiesbaden, Germany 11-12 December 2013



FIELD COORDINATION SUPPORT SECTION (FCSS)

Emergency Services Branch (ESB)

Introduction

The annual meeting of INSARAG Africa/Europe/Middle East Regional Group Meeting 2013 was held in Wiesbaden, Germany on the 11th and 12th December 2013, hosted by the Government of Germany. This meeting was jointly organized by the Technisches Hilfswerk THW (German Federal Agency for Technical Relief) and the Field Coordination Support Section (FCSS - INSARAG Secretariat), Office for the Coordination of Humanitarian Affairs (OCHA), Geneva.

Opening Remarks

The following made opening remarks:

Mr. Albrecht Broemme, President of Technisches Hilfswerk and the current INSARAG Africa Europe Middle East Regional Chair

Mr. Terje Skavdal, Chief of FCSS and Secretary of INSARAG

Mr. Albrecht Broemme expressed his thanks for the participants attending this meeting, particularly their flexibility in making themselves available following the cancellation of the meeting in Tunisia, due to sudden events beyond anybody's control. On behalf of THW and the organizers, he welcomed everyone to Germany, Wiesbaden and the meeting.

Mr. Terje Skavdal, in his opening remarks, and on behalf of the INSARAG Chairman, welcomed participants to the regional meeting. He advised the participants that there are a number of activities currently underway such as the Guidelines Review that will ensure the continued relevancy of INSARAG in the future. Mr. Skavdal, on behalf of OCHA and the participants, expressed appreciation and thanked the Government of Germany for organizing and hosting the meeting.

Participants Introduction and Adoption of Agenda

A total of **64 participants from 35 countries and organizations** attended the meeting (**See Annex A**).

The meeting adopted the agenda unanimously (**see Annex B**).

Wednesday, 11 December 2013 (Day 1)

The meeting presentations then followed:

1. A Review of Current Activities in the Philippines.

Due to the immediacy of the situation in the Philippines, a number of organizations including Pompiers de l'Urgence Internationale, ISAR Germany, Technisches Hilfswerk (THW) and Swiss Agency for Development and Cooperation (SDC) gave short update presentations to the meeting explaining their activities in the country following the recent typhoon Haiyan disaster.

The presentations affirmed the flexibility and adaptability of the INSARAG response system.

2. Review of Action Points from the INSARAG Africa/Europe/Middle East Meeting in 2012 in Moscow, Russia and on INSARAG Activities Worldwide and Governance Review Outcomes

Mr. Winston Chang, Mr. Terje Skavdal and the INSARAG Regional Chair, Mr. Broemme, updated the participants on the events that have taken place both globally and in the Africa, Europe and Middle East region respectively, since the 2012 AEME regional meeting in Moscow.

Areas reported on included the outcomes of the INSARAG Steering Group and UNDAC Advisory Board Meetings held in Geneva in February 2013, the 2012 meetings of three regional groups, and other regional events.

Within the AEME Region, important events included the further development of sub-regional groups, especially the initiatives of the members of Gulf Cooperative Council (GCC) and Jordan.

Mr. Terje Skavdal reminded the meeting that the AEME Region has already accepted the principle of the Troika Concept. Going forward, the AEME Region Troika system shall comprise a Chair (acting), Vice-Chair (in-coming Chair) and Immediate Past Chair (out-going Chair).

Mr. Winston Chang provided feedback from the recent Team Leaders Meeting held in the Netherlands. He advised the meeting about the Guidelines Review Team and the cooperation with the Team Leaders and also the proposed changes to operational guidance as being led by the Operations Working Group. Mr. Chang also updated participants about the INSARAG governance, the responsibilities of the various bodies and meetings and decision-making throughout the organization.

The meeting was advised about the recent signing of a Plan of Action between OCHA and The League of Arab States, which was signed in May 2013 and about the Memorandum of Understanding signed between INSARAG Secretariat and International Federation of Red Cross and Red Crescent Societies (IFRC) in November 2013. Mr. Skavdal described the establishment of the GCCJ Sub-Regional Group that will initially be led by the United Arab Emirates.

The participants were informed about the upcoming key events scheduled for 2014. The participants were also strongly encouraged to contribute relevant articles and information to the INSARAG Secretariat for posting to the INSARAG homepage: <http://www.insarag.org>.

Action: Member States, AEME Regional Chair, INSARAG Secretariat

3. INSARAG External Classification/Reclassification Process

The INSARAG Secretariat updated the meeting on the IEC/R developments in 2013 and planned activities for 2014. There are currently 36 classified teams including new teams from within the AEME Region, Jordan and Belarus.

Mr. Chang expressed appreciation for the support from IEC member countries for contributing suitable classifiers. He explained that the INSARAG Secretariat welcomes IEC teams to nominate suitable classifiers to participate as classifiers in 2014 and to contribute to the classifier 'reserve pool'.

Multiple teams per country requesting for classification

Mr. Skavdal expressed some concerns regarding the future challenges facing the IEC/R process. He explained that the AEME Region already contains over 80% of the global capacity of classified teams and that a number of countries have multiple teams capable of being classified. He explained his concern that using the current methodologies could overwhelm the system and may also result in donor fatigue. He expressed the Secretariat's desire that the AEME region should identify a mechanism for classification that would meet the needs of countries within the region but not overwhelm the current IEC/R system.

Action: Member States, AEME Regional Chair, INSARAG Secretariat

(The meeting agreed that Member States should review internal priorities and processes and ensure that only a 'reasonable number' of teams with the mandate to deploy internationally, apply for IEC so as not to strain the system – the AEME will consult the ISG meeting in 2014 for a decision)

Revisions to the IEC/R Handbook

The participants were also informed that progress of the revision of the IEC/R Handbook is managed by the TWG and the objective was to clarify issues pertaining to the checklist items. The TWG in consultation with the other working groups will develop these revisions and this will be available in the INSARAG website.

Action: Member States, AEME Regional Chair, INSARAG Secretariat

IER Proposal from AP Region

Mr. Kadir Maideen from Singapore gave an update on the challenges faced by Singapore's Operations Lionheart team during their recent IER classification. These challenges focused around the cost, availability of personnel and logistical problems associated with running a full-scale exercise. As a consequence of these challenges, Singapore has proposed some draft changes to the future of the IER system and Mr. Maideen outlined these proposals to the participants.

The Secretariat pointed out the value of IEC/R classification exercises as opportunities to test internal systems and capability (as part of every team's annual exercise, and as opportunities for mutual sharing and learning from both classifiers and the team being classified).

Action: AEME Chair (Poland) supported this idea and offered to host a workshop to review the Singapore proposals, together with the current approach of 'pre-greening' the IER checklist between the team, IEC Team Leader and Mentor. They will work closely with the TWG and recommend the new approach as part of the INSARAG Guidelines VOL II – IEC/R Handbook 2015 Version.

4. Regional USAR Capacity Building - Discussions

David Dickson on behalf of the INSARAG Secretariat gave an overview of the tenets of capacity building as outlined in the General Assembly Resolution 57/150, this effectively being the INSARAG mandate.

He introduced a number of presentations from the meeting participants that highlighted the capacity building work of regional partnerships involving Tunisia, Germany, Sweden, Kyrgyzstan and the CIS, Morocco and Switzerland and Jordan. All the partners shared on the lessons from their respective involvement in capacity building work. A very interesting interactive session with the meeting participants followed the presentations. (*The presentations are available from the INSARAG Secretariat*).

Action: Member States, AEME Regional Chair, INSARAG Secretariat

5. INSARAG Guidelines Review and Discussions

Ambassador Manuel Bessler, Chair of the Guidelines Review Group (GRG), regional GRG members Peter Wolff (Germany), Marwan Bader (Jordan) and the INSARAG Secretariat, provided an update on the work done thus far and presented their work plan.

The AEME Regional group welcomed this review and entered into a discussion with the GRG members present. The main GRG discussions are summarized as follows:

- Volumes I and II are distinctly separated by their content; Policy (Volume I) and Ops Guidance (Volume II). The Policy document will explain 'why' and the Ops Guidance document will explain 'how'
- Volume III or the "INSARAG Field Operations Guide" is a pocket book size document that contains operational content applicable for response. It will take into account the realities and practicalities of USAR tactical operations, including media management and safety, and cultural issues (in checklist format)
- The INSARAG Political and Operations Focal Points are strongly encouraged to share updates on this review and feedback from USAR teams at all levels as they will have an interest in any changes being proposed. There will be a window for first feedback on the new Volume I between the 6th and 24th January 2014, when the document will be available on the INSARAG.org website.
- The AEME participants were challenged to take ownership of the INSARAG Guidelines and should actively contribute to the review work
- The INSARAG Guidelines remain a living document and while the main revisions are conducted every 5 years, new changes that are accepted would be added as necessary
- Volumes I and II are equally important and serve various stakeholders. These include countries accepting international USAR assistance, those providing international assistance, and building USAR capacity at all levels as stated in GA 57/150
- The current version of the INSARAG Guidelines remains in force until the approval of the INSARAG Steering Group (ISG) in 2015.
- The anticipated roadmap includes the following milestones:
 - Feb 2014: "DRAFT Version" Volume I (Policy) discussed at ISG
 - End 2014: Update complete on Volume I and Volume II
 - Feb 2015: Adoption of the Guidelines by ISG
 - Oct 2015: Official release of the revised INSARAG Guidelines 2015 Vol I-III Versions

Action: Member States, AEME Regional Chair, INSARAG Secretariat
(Feedback on the INSARAG Guidelines from the AEME region may be channeled through the regional representatives: Peter Wolff (Germany) and Marwan Bader (Jordan) of the GRG, for consideration.)

6. Africa Europe Middle East Regional field exercise (POLEX)

Lt. Colonel Mariusz Feltynowski made a presentation to the meeting about the recent field exercise POLEX 2013. The exercise was designed to test and assess the whole mission cycle of USAR operations and involved a number of USAR teams from across the region including Poland, Germany, Romania, Czech Republic, Russia and Belarus.

The Day 1 meetings concluded at 16:50. The host country invited participants to the Official Dinner at the meeting venue at 19:00.

Friday, 20 November 2013 (Day 2):

7. Update from the INSARAG Working Groups:

Mr. Winston Chang of FCSS gave a presentation on behalf of all the 3 Working Groups.

Key updates include the drafting of a provisional medical guidance note on “USAR in Extreme Environments”, support to the GRG for review of the INSARAG Guidelines and collaboration with TWG and OWG in reviewing the IEC/R checklist. Additional information on the ongoing collaboration about minimum standards setting and future coordination of responding medical trauma/surgical teams was also mentioned.

The Operations Working Group (OWG) have officially finished their work on the USAR coordination handbook and have met for their last meeting at the Team Leaders Meeting earlier in September. The dedication and hard work of the OWG was much appreciated and the outputs would be further tested and refined in trainings and exercises. The GRG was tasked to continue working on feedback from the INSARAG community on the USAR coordination handbook and to include it in the INSARAG Guidelines VOL II – “USAR Coordination” in 2015.

Next, an overview of the planned activities of the Training Working Group (TWG) was presented. Key updates are: The TWG is represented in the GRG and will work on the conversion of Guidelines Chapter G to a “Capacity Building” Handbook and will facilitate USAR inputs to the UNDAC Handbook revision process. The USAR First Responder training package is completed and will shortly be available for the INSARAG community. The work on the IEC Handbook revision (with the aim to provide better clarity) is completed. Development of INSARAG ‘e-learning’ processes continues.

Action: AEME Member States, INSARAG Working Groups, INSARAG Secretariat
(The Chairman’s Summaries of the Working Group Meetings including their work plans will be made available on the Virtual OSOCC and INSARAG web site, or from the INSARAG Secretariat at insarag@un.org.)

8. INSARAG Strategy Paper 2014-17 and Discussions on INSARAG Africa Europe Middle East Regional Group Strategies and Priorities for 2014-17

On behalf of the INSARAG Chair, Amb. Toni Frisch, the meeting was informed by Mr Skavdal, the INSARAG Secretary, and the Regional Chair about the Strategies and Priorities that Toni Frisch has initiated and discussed at the INSARAG Steering Group Meeting in 2013. INSARAG has developed this in order to guide the organization forward and to move the organization to a more pro-active position rather than remaining as a purely reactive organization, and also to align INSARAG's strategies closer with OCHA and the regional strategies of OCHA's country and regional offices, that are INSARAG's close implementing partners.

The meeting then broke into two groups to discuss the two main INSARAG Goals in developing both National Capacity Building Strategies and International Response Strategies. The groups were tasked with developing practical activities, ideas and initiatives that the AEME Region can put into a Plan of Action for 2014 and beyond that will support the INSARAG goals and objectives.

Following lunch, the meeting were given presentations regarding the outcomes of the discussions of the working groups. Each presentation, National Capacity Building and International Response was well received and was discussed in plenary session by the whole meeting. The results of these discussions will be developed into a 'Plan of Action' that will assist the Regional Chair in the development of activities and priorities for next year.

Action: AEME Member States, AEME Chair (Poland), INSARAG Secretariat, OCHA Country and Regional Offices
(The discussions and outcomes on the INSARAG AEME Strategic Plan 2014-17 is included as Annex C.)

9. Development of the Africa Europe Middle-East Regional Work Plan 2013/14

FCSS shared the calendar of activities for 2014, highlighting the dates for IEC/Rs, IEC/R Team Leaders and Mentors Course (Abu Dhabi), AEME Regional Earthquake Exercise (Turkey) and Team Leaders Meeting (Qatar). A number of countries and organizations also announced national events and welcomed INSARAG's participation.

Action: AEME Member States, AEME Chair (Poland), INSARAG Secretariat, OCHA Country and Regional Offices
(The calendar of activities and registration details can be found in the VOSOCC)

10. Nomination of the next Chair and Vice-Chair for INSARAG Africa Europe Middle East in 2014

Poland was elected as the Chair of the INSARAG Africa Europe Middle East Regional Group for 2014. Major General Lesniakiewicz, Commander of the Polish State Fire Brigade accepted this role on behalf of Poland and welcomed participants to Krakow for the next regional meeting in October 2014. On behalf of the State Fire Service Mr Feltynowski was dedicated to fulfil this task.

In accordance with decisions in the Regional Group, the 2014 management Troika will comprise of the UAE as Vice-Chair (the in-coming host) and Germany as the Immediate Past Chair (out-going host). This meeting will be hosted by State Fire Service of Poland – both the date and venue will be provided later. Another thing comprised in the plan of the 2014 was

the meeting of the Chairs for three regions: Africa-Europe-Middle East, Americas, Asia/Pacific. All details will be given subsequently.

The relevant factor to be mentioned is that Poland will be the mentor for the Medium SAR team from Armenia that is going to prepare itself for IEC.

Mr Terje Skavdal presented an INSARAG plaque to Mr Broemme in appreciation for his work on behalf of the region.

Mr Terje Skavdal also received with appreciation the Arabic version of the IEC/R Handbook from Mr Al-Ansari of the UAE. This version will soon be available in the INSARAG web page.

Action: AEME Member States, Poland, UAE, Germany, INSARAG Secretariat

11. Acknowledgement

The INSARAG Chairman, Secretariat and members of the INSARAG Africa Europe Middle East (AEME) Regional Group would like to express their deepest appreciation and thanks to the Government of Germany and particularly the President, staff and volunteers of the Technisches Hilfswerk (THW), for hosting and supporting the meeting.

(The meeting adjourned at 14:15)

----- End of Chairman's Summary Report -----

(An IEC Introductory Session was conducted by the INSARAG Secretariat for 15 interested members of the AEME Group following this meeting with the aim to better explain the IEC process and requirements)

ANNEXES:

Annex A – Participant List

Annex B – Meeting Agenda

Annex C – Draft – Africa Europe Middle East Regional Group Strategy 2014-17

AGENDA

Version 4 December 2013

Tuesday, 10 December

- All day Arrival and Registration of INSARAG Africa Europe Middle East Regional Group Meeting participants
Host Country
- 19:00 – 21:00 Welcome Reception
Host Country, INSARAG Regional Chair

Wednesday, 11 December

- 9:00 – 9:30 **Official Opening**
Host Country, INSARAG Regional Chair, INSARAG Secretariat
- 9:30 – 10:00 **Introduction of Participants and Adoption of the Agenda**
INSARAG Secretariat
- 10:00 – 10:30 Tea/Coffee Break and Group Photo
Host Country
- 10:30 – 11:00 **Review of Current Activities in the Philippines**
- 11:00 – 11:30 **Review of Action Points from the INSARAG Africa/ Europe/ Middle-East Regional Group Meeting 2012 and Report on INSARAG Regional and Global Activities and Governance Review Outcomes**
INSARAG Regional Chair, INSARAG Secretariat
- 11:30 – 12:30 **INSARAG External Classification (IEC) Updates and Discussions**
INSARAG Secretariat, Training Working Group
- 12:30 – 13:30 Lunch Break
- 13:30 – 15:00 **Regional USAR Capacity Building – Discussion**
Member States, INSARAG Regional Chair, INSARAG Secretariat
- 15:00 – 15:30 Tea/Coffee Break
- 15:30 – 16:30 **INSARAG Guidelines Review Progress Report and Discussions**
Guidelines Review Group, INSARAG Secretariat
- 16:30 – 17:00 **Africa Europe Middle East Regional field exercise - POLEX 2013**
Poland
- 17:00 Adjourn
- 19:00 – 21:00 Official Dinner - hosted by Germany

Thursday, 12 December

- 9:00 -9:30 **INSARAG Working Groups Update**
Working Group Chairs / Representatives

- 9:30 – 10:00 **INSARAG Strategy Paper 2014-17, Strategies and Priorities**
INSARAG Global and Regional Chair
- 10:00 – 10:30 Tea/Coffee Break
- 10:30 – 12:00 **Breakout Discussions on INSARAG Africa Europe Middle East Regional Group Strategies and Priorities for 2014-17**
INSARAG Regional Chair, INSARAG Regional Vice-Chair, INSARAG Secretariat, Facilitators
- 12:00 – 13:00 Lunch
- 13:00 – 13:45 **Presentation of the INSARAG Africa Europe Middle East Regional Group Strategies and Priorities**
INSARAG Regional Chair, Breakout Groups
- 13:45 – 14:30 **Announcements of International Events by Member States**
Nomination of the Next Chair and Vice-Chair for INSARAG Africa Europe Middle East in 2014
Any Other Business
Development of the Draft Chairman's Summary
INSARAG Global Chair, INSARAG Regional Chair, INSARAG Secretariat
- 14:30 – 15:00 Official Closing
INSARAG Regional Chair and Vice-Chair, INSARAG Secretariat

End of INSARAG Africa Europe Middle East Regional Group Meeting

- 15:00 – 15:30 Tea/Coffee Break
- 15:30 – 16:30 **Optional Event:** INSARAG External Classification (IEC) and INSARAG External Reclassification (IER) Familiarisation Session – Voluntary participation for new participants wishing to enquire more information about the IEC and IER
INSARAG Secretariat, Facilitators
- Evening Optional evening activity organized by host

Friday, 13 December

- All Day Departure of participants

AEME Regional Implementation Plan Discussions



GOAL 1: Promote and support the building of more effective national USAR capacities and national response preparedness

| Objective | Africa Europe Middle East Region Implementation Plan – Discussions |
|---|--|
| Objective 1: Advocate for the use of the INSARAG operational and organizational guidelines for capacity building as reference for national capacity building | <ul style="list-style-type: none"> ✓ Identify capacity building organisations within the AEME region and establish lines of communication with each organisation. ✓ Encourage countries/organisations not yet in within the INSARAG family to register and also to join the Virtual OSOCC (VO). ✓ Communicate the benefits of self-assessment of existing capacity using INSARAG methodology. ✓ Publicise planned exercises (NATO/EUCP/UN-OCHA) across the AEME region and invite observers and managers from organisations involved in capacity building. ✓ Publicise the INSARAG methodology as widely as possible. ✓ Run a workshop or familiarization training once every year for countries/organisations new to the INSARAG methodology. ✓ Request the Secretariat to link the VO site and the INSARAG.org site. ✓ National teams are strongly urged to conduct a self-assessment referencing the capacity building chapter in the INSARAG guidelines. |
| Objective 2: Advocate for national ownership of capacity building efforts, and coordination of donor involvement, in line with national priorities | <ul style="list-style-type: none"> ✓ Identify countries/organisations planning capacity building projects and offer advice/assistance based on the INSARAG methodology. ✓ Identify donor partners and consider non-traditional donors such as commercial organisations who would benefit from improved local rescue and response capacity. |
| Objective 3: Share experiences and lessons learnt amongst countries and organizations on establishment of USAR capacity | <ul style="list-style-type: none"> ✓ Develop capacity-building sub-groups across this region based on the following languages; French /Russian/English/Arabic/German/Spanish. ✓ Task these sub-groups to develop standardised training documents and to share them within their language groups. ✓ Task sub-groups to develop a common technical vocabulary in each of the languages. |

| | |
|--|---|
| | <ul style="list-style-type: none"> ✓ Continue to share and improve information sharing about capacity building projects using as many media streams as possible. ✓ Utilise the planned Swiss Development Corporation (SDC) collaborative website that is planned to launch in 2014. ✓ Add French and Arabic versions of INSARAG.org through support of Member States in the AEME region. |
| Objective 4: Strengthen response preparedness of priority countries for potential international USAR response operations | <ul style="list-style-type: none"> ✓ Identify priority countries based on risk analysis and publicise this information widely. ✓ Increase awareness and advocate the concept of host nation support. ✓ Widely publicise and invite more participation in EQ response exercises held within the AEME region. ✓ Develop INSARAG 'response preparedness guidance' for countries utilizing the INSARAG and UNDAC methodologies. ✓ Strengthen response preparedness guidance using other relevant documents e.g. EUCP Host Nation Support Guidance. |
| Objective 5: Strengthen the collaboration coordination with all relevant partners including governmental and non-governmental organizations, the International Federation of the Red Cross and Red Crescent Societies | <ul style="list-style-type: none"> ✓ Encourage existing region members to write articles about successful capacity building and co-operation projects and publish them on INSARAG.org and in the wider disaster management media. |

GOAL 2: Increase the efficiency of international USAR preparedness and response efforts to emergencies that overwhelm national capacities.

| Objective | Africa Europe Middle East Region Implementation Plan – Discussions |
|---|--|
| Objective 1: Ensure high quality USAR assistance is provided in a timely, efficient and coordinated manner to affected Governments | <ul style="list-style-type: none"> ✓ Encourage pre-planning and coordination by assisting countries during the pre-deployment phase, identifying teams and equipment that may be required to be deployed. ✓ Improve the awareness of governments in disaster prone countries on the suite of emergency tools like INSARAG to ensure quick decision making on requests for international assistance when national resources are overwhelmed. ✓ Encourage the harmonizing of laws concerning receiving of assistance on a regional level. |
| Objective 2: Ensure INSARAG's methodology is updated, fit for purpose and | <ul style="list-style-type: none"> ✓ Continue and expand the practice of 'after-action' debriefs to include exercises, making the lessons |

takes on board lessons learnt

learned widely available.

- ✓ Better define in detail the relationship between INSARAG teams and the UN Cluster system, including possible INSARAG support to relevant clusters on the collection, analysis, storage and transfer of assessment information.

Objective 3: Ensure sustainability and cost-effectiveness of key INSARAG activities

- ✓ Increase the use of electronic means to transfer knowledge as a means of reducing costs. For instance, increase the use of digital media, including video conferences, social media and the INSARAG webpage.
- ✓ Consider the creation of sub-regional hubs to pool materials, training facilities and standards by teams in a region, for instance that initiated by the Arab States and Jordan.

Objective 4: Maximize the full potential value USAR teams bring to the disaster cycle, i.e. invoking beyond the rubble.

- ✓ Encourage INSARAG to press ahead urgently in the development of other roles beyond the USAR capacity as resources and governmental support allows.
- ✓ Publicise examples such as the Philippines deployment to serve as examples showing the flexibility of USAR teams.
- ✓ Encourage the internal development of more cost effective methods of assessing and reassessing USAR teams within the IEC/R system.

Objective 5: Ensure that INSARAG's role is recognized and valued in the international humanitarian and risk reduction agenda, including in the post-HFA framework

- ✓ All INSARAG members need to know what the other networks are and what they do. This could be included in relevant INSARAG Guidance documents.
- ✓ Use every opportunity to link INSARAG with the wider disaster risk reduction programmes.