

Annex C.1 Terms of Reference/Person Specification (TORPS)

INSARAG Secretariat Representative

1. Tasks

1.1	Main Task	<p>The INSARAG Secretariat Representative is recognised as the representative of FCSS to the USAR team undergoing classification, the team’s mentor, the IEC team and the INSARAG Steering Group.</p> <p>In order to ensure objectivity, the INSARAG Secretariat representative stands as an independent entity and does not form part of the IEC team.</p> <p>In the unlikely event of dispute, the FCSS representative will arbitrate/facilitate negotiations to attempt to resolve the dispute.</p> <p>In the case of an unresolved dispute, the FCSS representative will capture all relevant facts and information for referral to the Technical Review Group.</p>
1.2	Detailed Tasks	<p>Phase 1</p> <ul style="list-style-type: none"> • USAR team contacts the INSARAG Secretariat informing it of the intention to request an IEC • The INSARAG Secretariat will engage in dialogue with the country requesting an IEC in order to make an assessment as to whether the IEC is the most effective way forward for their development • The INSARAG Secretariat makes available a list of suitable mentors? to the USAR team • Provides the team a copy of the IEC/IER Handbook • Provides a timeline • Review the Abbreviated Portfolio of Evidence (POE) within 90 days of receipt • Based on result of the Abbreviated POE, INSARAG Secretariat recommends "Go / No Go". If "Go", INSARAG Secretariat allocates a provisional date • Regular liaison with the USAR team’s mentor to monitor planning and preparation progress to ensure the team is on track <p>Phase 2</p> <ul style="list-style-type: none"> • Identifies an IEC Team Leader 12 months prior to the provisional IEC date • Receives the Comprehensive POE from the USAR team 9 months prior to the provisional IEC date • Ensures that the IEC Team Leader receives a copy of the Comprehensive POE • Ensure the IEC Team Leader receives the USAR team and it’s mentor’s contact details • IEC Team Leader has 90 days to review the Comprehensive POE and submit comments to the INSARAG Secretariat • IEC Team Leader recommends "Go / No Go" to INSARAG Secretariat • If the IEC Team Leader recommends “Go”, the date is finalised. If the IEC Team Leader recommends “No Go” the INSARAG Secretariat is to postpone the provisional IEC date based on the work required to ensure the USAR team is adequately prepared. • If it is agreed that the USAR Team is approved to go forward, the remaining IEC Team is named 6 months prior to the IEC date • Regular liaison with the USAR team’s mentor to monitor planning and preparation progress to ensure the team is on track

		<p>Phase 3</p> <ul style="list-style-type: none"> • Coordinate administrative and logistical requirements with the IEC host • Ensure IEC team is aware of all the administrative and logistic arrangements • Ensure that the IEC is carried out in accordance with the IEC/IER Handbook • Ensure that the IEC is conducted in accordance with the minimum standards as determined by the INSARAG Guidelines • Perform the role of arbitrator/facilitator between the IEC Classifiers and the USAR team or its sponsoring organisation should the need arise • Provides input on behalf of the INSARAG Secretariat as required • Ensure the IEC team completes the required final report within 30 days of the completion of the IEC • Provide a successful USAR team with its certificate and badges within 45 days of the completion of the IEC • If the team is unsuccessful facilitate discussions with the IEC team, USAR team and host country on the appropriate next steps • Participates in any duties as requested by UN OCHA
2. Qualification		
2.1	Requirements (essential)	<ul style="list-style-type: none"> • The INSARAG Secretariat representative will either be an employee of FCSS or an individual endorsed by the Chief of FCSS as a representative of the INSARAG Secretariat • Comprehensive and detailed knowledge of the UN system, INSARAG, UNDAC, USAR deployments and humanitarian aid in general • Being deployable once a year • Time available to commit to the IEC • Intercultural competencies • English: good oral and written knowledge
2.2	Requirements (desirable):	<ul style="list-style-type: none"> • N/A
3. Roles and Responsibilities		
3.1	Competences	<p>The FCSS Representative has the authority to</p> <ul style="list-style-type: none"> - stop the IEC process before IEC and/or during IEC (safety, security, disruption) - take a classifier out of the team in case of misbehaviour, lack of competence, etc. <ul style="list-style-type: none"> • In the case of unresolved problems, FCSS representative should initiate the Technical Review Group procedure
3.2	Obligations	<ul style="list-style-type: none"> • The INSARAG Secretariat Representative must remain neutral and objective • Represent in INSARAG Steering Group and the INSARAG Community to ensure the INSARAG standards and methodology are upheld
4. Remarks		
		<ul style="list-style-type: none"> • N/A

Annex C.2 Terms of Reference/Person Specification (TORPS)

IEC Team Leader (TL)

1. Tasks

1.1	Main Task	<p>To ensure a fair and impartial IEC for the team undergoing classification.</p> <p>To provide leadership of the IEC team members before, during and after the IEC.</p> <p>To form the decision, based on consensus, of the peer review outcome and to objectively justify.</p>
1.2	Detailed Tasks	<p>Phase 1: N/A</p> <p>Phase 2:</p> <ul style="list-style-type: none"> • Accept nomination as IEC Team Leader • Liaise with INSARAG Secretariat, including regular updates on the USAR team’s state of readiness to successfully complete the IEC at the desired classification level; • Liaise with host country IEC Focal Point; • Liaise with the IEC Mentor; • Perform a review of the Abbreviated Portfolio of Evidence (POE) • Provide guidance to the selected IEC classifiers; • Distribute the Comprehensive POE to the IEC team once it is available; • Coordinate the review and/or discussion of any matters arising during the POE review with the host country IEC Focal Point and the IEC Mentor; • Inform the INSARAG Secretariat that the IEC Classifiers have provided approval to proceed with the IEC once all relevant matters pertaining to the POE have been satisfactorily resolved; • Coordinate the arrival of the IEC Classifiers in the host country to ensure all members arrive in good time for the commencement of the IEC; • Agrees to the IEC program, schedule and specific exercise plan. <p>Phase 3</p> <ul style="list-style-type: none"> • Lead the IEC team during all formal meetings and events; • Provide guidance and support to IEC Classifiers as may be required; • Liaise and coordinate activities with the USAR team being classified; • Liaise and coordinate activities with the INSARAG Secretariat representative; • Ensure all IEC Classifiers are familiar with their assigned tasks as well as the applied IEC Checklist; • Conduct an IEC Classifiers briefing prior to the start of the IEC; • Conduct a walk-through of the exercise site and review the simulation exercise scenario to ensure it will enable the IEC Classifiers to observe all the technical aspects required by the IEC Checklist; • Ensure the IEC Classifiers remain objective and adhere to the minimum standards required by the INSARAG Guidelines; • Ensure IEC Classifiers do not attempt to use the IEC as an opportunity to promote their home country’s methodologies as the only way of operation; • Develop a work schedule to ensure that the IEC Classifiers observe the key areas of operation they have assigned; • Coordinate and facilitate any meetings or discussions that may be required during the IEC; • Meet regularly with the EXCON Director and IEC Mentor to brief current status and to answer questions; • Conduct a daily IEC Classifiers debrief; • Coordinate the completion of the IEC Report; • To present the provisional report to the USAR team being classified.

		<ul style="list-style-type: none"> • Deliver the Final Report within 30 days to the INSARAG Secretariat; • Remain ready to answer quality assurance questions that may come from the Technical Review Committee
2. Qualification		
2.1	Requirements (essential)	<ul style="list-style-type: none"> • Be available once a year; • Guarantee that your employer will support the time required to prepare for the IEC; • Comprehensive knowledge of INSARAG methodology; • Good understanding of the UNDAC system; • Strong communicator with negotiation skills; • Organisational skills; • Able to build and lead a team; • Intercultural competencies; • Language skills: <ul style="list-style-type: none"> - English: good oral and written skills; - Preferable to know other languages. • Physical readiness; • Knowledge of all aspects of a USAR Team (Management, Search, Rescue, Medical, Logistics); • Must have USAR classified team management experience (Level: USAR TL/deputy TL of a classified USAR team); • International operational USAR experience; • Participation in at least two previous IECs • Political sensitivity.
2.2	Requirements (desirable):	<ul style="list-style-type: none"> • Member of a classified USAR Team; • Good knowledge of: UN system and humanitarian aid in general; • An active INSARAG member.
3. Roles and Responsibilities		
3.1	Competences/rights	<ul style="list-style-type: none"> • The IEC TL has the authority to <ul style="list-style-type: none"> - stop the IEC process (safety, security, disruption), but not the exercise; - take a classifier out of the team in case of misbehaviour, lack of competence, etc.; - modify the exercise in conjunction with EXCON to complete all checklist items. • Ensure the exercise facilitates the IEC process; • To seek guidance from the INSARAG Secretariat representative In case of disagreement/ misunderstanding.
3.2	Obligations	<ul style="list-style-type: none"> • See tasks (§1)
4. Remarks		
		<ul style="list-style-type: none"> • The IEC TL is appointed by OCHA/FCSS.

Annex C.3 Terms of Reference/Person Specification (TORPS)

Mentor (of a team which undergoes an IEC)

1. Tasks

1.1	Main Task	<p>The objective is to maximising the probability of success for the USAR team which undergoes IEC</p> <p>The IEC Mentor has the responsibility of recommending to the INSARAG Secretariat whether the IEC should go ahead as planned or whether it should be postponed</p> <p>The role of the Mentor is to “coach” the team with regard to its preparation for its IEC.</p>
1.2	Detailed Tasks	<p>a) Phase 1+2</p> <ul style="list-style-type: none"> • Accept the role as a mentor; • Conduct an assessment of the USAR team’s state of readiness, map this against the requirements of the IEC and identify any gaps that require corrective action; • Based on the findings of the above, in conjunction with the USAR team management, map out a strategy that will enable the USAR team to address any gaps identified within the required timeline; • Work with the USAR team, as required, to implement the preparation strategy; • Provide technical guidance on SOP, resourcing, equipment requirements and operational techniques as required; • Provide a link to the INSARAG Secretariat and ensure it is kept up to date regarding the progress and status of the team; • If it appears that the team is likely to be unsuccessful in its bid, the IEC Mentor has the responsibility to notify the USAR team management, its sponsoring organisation and the INSARAG Secretariat as soon as possible so that an appropriate course of action can be determined; • Liaise with the IEC Team Leader as required; • Liaise with the USAR team’s sponsoring organisation as required; • Liaise with the head of the IEC Exercise Control (EXCON) team; • Provide guidance on the compilation of the Abbreviated POE and main POE; • Review the POE prior to it being submitted to the INSARAG Secretariat to ensure it meets all requirements. If there are any shortfalls in the POE, work with the USAR team to address any issues identified; • Provide guidance on the design of the IEC simulation exercise to ensure it is constantly evolving over a minimum of a 36 hour period and that the scenarios will enable the IEC Classifiers to observe all of the technical requirements of the IEC Checklist; • Be present during the IEC to provide any clarity on input provided by the IEC mentor as may be required; <p>b) During phase 3</p> <ul style="list-style-type: none"> • Provide support to INSARAG Secretariat, IEC TL, EXCON and the USAR team as may be required; • Clarification and explanation to the IEC Team about any local issues; • Clarification and explanation to the USAR Team about the IEC process; • Available to be part of any meetings or discussions that may be required during the IEC. <p>c) After IEC (IEC process: phase 3)</p> <ul style="list-style-type: none"> • none

2. Qualification

2.1	Requirements	<ul style="list-style-type: none"> • Guarantee that your employer will support the time required to prepare
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	(essential)	<p>for the IEC;</p> <ul style="list-style-type: none"> • Good knowledge of INSARAG methodology, sound understanding of the UNDAC system; • Comprehensive knowledge of INSARAG methodology; • Good understanding of the UNDAC system • Strong communicator with negotiation skills • Organisational skills • Responsible-minded • Able to build and coach a team • Intercultural competencies • Language skills <ul style="list-style-type: none"> - English: good oral and written knowledge - Preferable to know other languages • Flexibility • Psychological and physical readiness • Experienced/good knowledge of training methodologies • Must have USAR classified team management experience (Level: USAR TL/deputy TL of a classified USAR team) • International operational USAR experience; • Knowledge of all aspects of a USAR Team (Management, Search, Rescue, Medical, Logistics), including Training facilities, Home Base, Log • Political sensitivity
2.2	Requirements (desirable):	<ul style="list-style-type: none"> • Member of classified IEC Team • Good knowledge of: humanitarian aid principles • An active INSARAG member
3. Roles and Responsibilities		
3.1	Competences/rights	<ul style="list-style-type: none"> • None
3.2	Obligations	<ul style="list-style-type: none"> • See tasks (§1)
4. Remarks		
		<ul style="list-style-type: none"> • The mentor is appointed by team preparing for the IEC; • The IEC mentor role can also be and taken by a classified team, rather than by an individual; • The IEC Mentor takes on a significant responsibility when providing his services. The commitment required should not be underestimated as it may be significant, depending on the degree of readiness of the USAR team in question.

Annex C.4 Terms of Reference/Person Specification (TORPS)

IEC Management Classifier (MC)		
1. Tasks		
1.1	Main Task	Assess the management capabilities and capacity of the organisation being classified to ensure compliance with the minimum standards as defined in the IEC/IER Handbook.
1.2	Detailed Tasks	<p>a) Before IEC</p> <ul style="list-style-type: none"> • Maintain familiarity with the INSARAG Guidelines specific to Management • Maintain familiarity with the INSARAG IEC/IER Handbook specific to Management • Be proactive in maintaining their personal knowledge of equipment, techniques and procedures, relative to their area of expertise • Participate in the IEC/IER training (if available) • Review the Portfolio of Evidence and give comments relative to Management • Review the original IEC Report if s/he is a classifier for the IER, specifically the advisory note • Address queries to the team leader for clarification <p>b) During IEC</p> <ul style="list-style-type: none"> • Prior to the exercise, gain an understanding of the parameters and objectives of the exercise relating to management operations • Check the exercise site and timetable to ensure that the exercise will provide sufficient opportunity for the team being classified to demonstrate compliance with the IEC/IER Checklist • Observe all the component parts of the management process and check these against the requirements listed in the IEC/IER Checklist • Interact with members of the team being classified to determine competence and compliance against the requirements listed in the IEC/IER Checklist • Be receptive to tactics other than your own – questions to ask include: <ul style="list-style-type: none"> ○ Does it effectively accomplish the task in a timely manner? ○ Are safety principles maintained? • Continually review the safety of participants and be prepared to request the exercise controllers to stop or restrict operations • Document all observations and communicate these to the IEC team leader • Contribute to and participate in the presentation of the Interim Report <p>c) After IEC</p> <ul style="list-style-type: none"> • Contribute to the Final Report
2. Qualification		

2.1	Requirements (essential)	<p>GENERIC</p> <ul style="list-style-type: none"> • Sponsorship from donor country or organisation, prepared to support the IEC/IER process • Have the ability to attend at least one Classification each year • Has time available to prepare for a Classification • Be available for deployment lasting at least 5-6 days • Has a significant level of understanding of INSARAG methodology and its application • Be a subject matter expert (SME) in their specific area of expertise • Has attended an INSARAG IEC/IER Classifiers training course • English: good oral and written knowledge • Physically fit – capable to work around the clock in adverse conditions (i.e. on a rubble pile or in a demanding environment) • Has an awareness of the hazards and risks of the USAR environment and the personal safety and mitigating actions required <p>SPECIFIC</p> <ul style="list-style-type: none"> • Have knowledge and understanding of: <ul style="list-style-type: none"> ○ The principles of incident command within the structure of a USAR team ○ Each of the management functional areas ○ The process for information management including the use of the Virtual OSOCC ○ The continued updating of the Team's plan of action • Have an ability to interact with the management structures of USAR teams, the OSOCC and LEMA
2.2	Requirements (desirable):	<ul style="list-style-type: none"> • Current or previous member of classified IEC Team • Has international operational experience • Basic IT skills and operation of GPS and radio • Has the ability to function within a group and demonstrate strong interpersonal skills. Specifically: <ul style="list-style-type: none"> • Able to Communicate • Able to Cooperate • Possess Negotiation skills • Able to Resolve Conflict • Impartiality • Objective and neutral • Politically and culturally aware
3. Roles and Responsibilities		
3.1	Competences	
3.2	Obligations	<ul style="list-style-type: none"> • Submits a comprehensive and up-to-date CV or Biography to FCSS
4. Remarks		

Annex C.5 Terms of Reference/Person Specification (TORPS)

IEC Logistics Classifier (LC)		
1. Tasks		
1.1	Main Task	Assess the logistical capabilities and capacity of the organisation being classified to ensure compliance with the minimum standards as defined in the IEC/IER Handbook.
1.2	Detailed Tasks	<p>a) Before IEC</p> <ul style="list-style-type: none"> • Maintain familiarity with the INSARAG Guidelines specific to Logistics • Maintain familiarity with the INSARAG IEC/IER Handbook specific to Logistics • Be proactive in maintaining their personal knowledge of equipment, techniques and procedures, relative to their area of expertise • Participate in the IEC/IER training (if available) • Review the Portfolio of Evidence and give comments relative to Logistics • Review the original IEC Report if s/he is a classifier for the IER, specifically the advisory note • Address queries to the team leader for clarification <p>b) During IEC</p> <ul style="list-style-type: none"> • Prior to the exercise, gain an understanding of the parameters and objectives of the exercise relating to logistics operations • Check the exercise site and timetable to ensure that the exercise will provide sufficient opportunity for the team being classified to demonstrate compliance with the IEC/IER Checklist • Observe all the component parts of the logistics process and check these against the requirements listed in the IEC/IER Checklist • Interact with members of the team being classified to determine competence and compliance against the requirements listed in the IEC/IER Checklist • Be receptive to tactics other than your own – questions to ask include: <ul style="list-style-type: none"> ○ Does it effectively accomplish the task in a timely manner? ○ Are safety principles maintained? • Continually review the safety of participants and be prepared to request the exercise controllers to stop or restrict operations • Document all observations and communicate these to the team leader • Contribute to and participate in the presentation of the Interim Report <p>c) After IEC</p> <ul style="list-style-type: none"> • Contribute to the Final Report
2. Qualification		
2.1	Requirements (essential)	<p>GENERIC</p> <ul style="list-style-type: none"> • Sponsorship from donor country or organisation, prepared to support the IEC/IER process • Have the ability to attend at least one Classification each year • Has time available to prepare for a Classification • Be available for deployment lasting at least 5-6 days • Has a significant level of understanding of INSARAG methodology and its application • Be a subject matter expert (SME) in their specific area of expertise • Has attended an INSARAG IEC/IER Classifiers training course • English: good oral and written knowledge • Physically fit – capable to work around the clock in adverse conditions (i.e. on a rubble pile or in a demanding environment)

		<ul style="list-style-type: none"> Has an awareness of the hazards and risks of the USAR environment and the personal safety and mitigating actions required
		<p>SPECIFIC</p> <p>Experienced logistics manager or logistics technician who can demonstrate a knowledge and understanding of:</p> <ul style="list-style-type: none"> Logistical documentation and databases for the management of equipment, including: <ul style="list-style-type: none"> Manifests, load plans and declaration of dangerous goods Customs and immigration procedures IATA policy and procedure for Shippers Declaration of Dangerous Goods Storage/maintenance/transportation before departure All transport arrangements for a USAR team (personnel and equipment) from home base to the area of operations and return All aspects of BoO management relative to logistics
2.2	Requirements (desirable):	
3. Roles and Responsibilities		
3.1	Competences	
3.2	Obligations	<ul style="list-style-type: none"> Submits a comprehensive and up-to-date CV or Biography to FCSS
4. Remarks		

Annex C.6 Terms of Reference/Person Specification (TORPS)

IEC Search Classifier (SC)		
1. Tasks		
1.1	Main Task	Assess the search capabilities and capacity of the organisation being classified to ensure compliance with the minimum standards as defined in the IEC/IER Handbook.
1.2	Detailed Tasks	<p>a) Before IEC</p> <ul style="list-style-type: none"> • Maintain familiarity with the INSARAG Guidelines specific to Search • Maintain familiarity with the INSARAG IEC/IER Handbook specific to Search • Be proactive in maintaining their personal knowledge of equipment, techniques and procedures, relative to their area of expertise • Participate in the IEC/IER training (if available) • Review the Portfolio of Evidence and give comments relative to search • Review the original IEC Report (if the classification is an IER), specifically the advisory note • Address queries to the team leader for clarification <p>b) During IEC</p> <ul style="list-style-type: none"> • Prior to the exercise, gain an understanding of the parameters and objectives of the exercise relating to search operations • Check the exercise site and timetable to ensure that the exercise will provide sufficient opportunity for the team being classified to demonstrate compliance with the IEC/IER Checklist • Observe all the component parts of the search process and check these against the requirements listed in the IEC/IER Checklist • Interact with members of the team being classified to determine competence and compliance against the requirements listed in the IEC/IER Checklist • Be receptive to tactics other than your own – questions to ask include: <ul style="list-style-type: none"> ○ Does it effectively accomplish the task in a timely manner? ○ Are safety principles maintained? • Continually review the safety of participants and be prepared to request the exercise controllers to stop or restrict operations • Document all observations and communicate these to the team leader • Contribute to and participate in the presentation of the Interim Report <p>c) After IEC</p> <ul style="list-style-type: none"> • Contribute to the Final Report
2. Qualification		
2.1	Requirements (essential)	<p>GENERIC</p> <ul style="list-style-type: none"> • Sponsorship from donor country or organisation, prepared to support the IEC/IER process • Have the ability to attend at least one Classification each year • Has time available to prepare for a Classification • Be available for deployment lasting at least 5-6 days • Has a significant level of understanding of INSARAG methodology and its application • Be a subject matter expert (SME) in their specific area of expertise • Has attended an INSARAG IEC/IER Classifiers training course • English: good oral and written knowledge • Physically fit – capable to work around the clock in adverse conditions (i.e. on a rubble pile or in a demanding environment) • Has an awareness of the hazards and risks of the USAR environment

		and the personal safety and mitigating actions required
		<p>SPECIFIC Experienced search manager or technician who is well versed in overall search management, methodologies and techniques including:</p> <ul style="list-style-type: none"> • Search coordination and integration • The use of: <ul style="list-style-type: none"> ○ Cameras ○ Listening devices • Detailed knowledge of scene assessment techniques, including mapping and information management relative to search operations • Overall understanding of USAR operations, tactics and safety considerations • Has a significant understanding and underpinning knowledge and experience for welfare, security and safety for all search dog operations
2.2	Requirements (desirable):	<ul style="list-style-type: none"> • Current or previous member of classified IEC Team • Has international operational experience • Basic IT skills and operation of GPS and radio • Has the ability to function within a group and demonstrate strong interpersonal skills. Specifically: <ul style="list-style-type: none"> • Able to Communicate • Able to Cooperate • Possess Negotiation skills • Able to Resolve Conflict • Impartiality • Objective and neutral • Politically and culturally aware
3. Roles and Responsibilities		
3.1	Competences	
3.2	Obligations	<ul style="list-style-type: none"> • Submits a comprehensive and up-to-date CV or Biography to FCSS
4. Remarks		

Annex C.7 Terms of Reference/Person Specification (TORPS)

IEC Rescue Classifier (RC)

1. Tasks		
1.1	Main Task	Assess the rescue capabilities and capacity of the organisation being classified to ensure compliance with the minimum standards as defined in the IEC/IER Handbook.
1.2	Detailed Tasks	<p>a) Before IEC</p> <ul style="list-style-type: none"> • Maintain familiarity with the INSARAG Guidelines specific to Rescue • Maintain familiarity with the INSARAG IEC/IER Handbook specific to Rescue • Be proactive in maintaining their personal knowledge of equipment, techniques and procedures, relative to their area of expertise • Participate in the IEC/IER training (if available) • Review the Portfolio of Evidence and give comments relative to search • Review the original IEC Report if s/he is a classifier for the IER, specifically the advisory note • Address queries to the team leader for clarification <p>b) During IEC</p> <ul style="list-style-type: none"> • Prior to the exercise, gain an understanding of the parameters and objectives of the exercise relating to rescue operations • Check the exercise site and timetable to ensure that the exercise will provide sufficient opportunity for the team being classified to demonstrate compliance with the IEC/IER Checklist • Observe all the component parts of the rescue process and check these against the requirements listed in the IEC/IER Checklist • Interact with members of the team being classified to determine competence and compliance against the requirements listed in the IEC/IER Checklist • Be receptive to tactics other than your own – questions to ask include: <ul style="list-style-type: none"> ○ Does it effectively accomplish the task within a timely manner? ○ Are safety principles maintained? • Continually review the safety of participants and be prepared to request the exercise controllers to stop or restrict operations • Document all observations and communicate these to the team leader • Contribute to and participate in the presentation of the Interim Report <p>c) After IEC</p> <ul style="list-style-type: none"> • Contribute to the Final Report
2. Qualification		
2.1	Requirements (essential)	<p>GENERIC</p> <ul style="list-style-type: none"> • Sponsorship from donor country or organisation, prepared to support the IEC/IER process • Have the ability to attend at least one Classification each year • Has time available to prepare for a Classification • Be available for deployment lasting at least 5-6 days • Has a significant level of understanding of INSARAG methodology and its application • Be a subject matter expert (SME) in their specific area of expertise • Has attended an INSARAG IEC/IER Classifiers training course • English: good oral and written knowledge • Physically fit – capable to work around the clock in adverse conditions (i.e. on a rubble pile or in a demanding environment) • Has an awareness of the hazards and risks of the USAR environment

		<p>and the personal safety and mitigating actions required</p> <p>SPECIFIC Experienced rescue manager or rescue technician who can demonstrate:</p> <ul style="list-style-type: none"> • Detailed understanding of Search and Rescue operations, tactics and safety considerations. • Knowledge and understanding of a variety of rescue tools, techniques, their safe use and maintenance. • Knowledge and understanding of how to break, breach and remove reinforced concrete floors, walls, columns and beams, using clean and dirty techniques. • Knowledge and understanding of how to construct mechanical and timber shoring systems. • Knowledge and understanding of how to stabilise building components using a variety of cribbing and wedges. • Knowledge and understanding of hot cutting techniques to be able to cut different types of metal, structural steel and reinforcing bar. • Knowledge and understanding of confined space operations. • Knowledge and understanding of how to lift, rig and move heavy loads using manual and mechanical techniques. • Knowledge and understanding of technical rope rescue operations. • Understanding of all team functions as they relate to rescue
2.2	Requirements (desirable):	<ul style="list-style-type: none"> • Current or previous member of classified IEC Team • Has international operational experience • Basic IT skills and operation of GPS and radio • Has the ability to function within a group and demonstrate strong interpersonal skills. Specifically: <ul style="list-style-type: none"> • Able to Communicate • Able to Cooperate • Possess Negotiation skills • Able to Resolve Conflict • Impartiality • Objective and neutral • Politically and culturally aware
3. Roles and Responsibilities		
3.1	Competences	
3.2	Obligations	<ul style="list-style-type: none"> • Submits a comprehensive and up-to-date CV or Biography to FCSS
4. Remarks		

Annex C.8 Terms of Reference/Person Specification (TORPS)

IEC Medical Classifier (MedC)

1. Tasks

1.1	Main Task	Assess the medical capabilities and capacity of the organisation being classified to ensure compliance with defined in the IEC/IER Checklist.
1.2	Detailed Tasks	<p>a) Before IEC</p> <ul style="list-style-type: none"> • Maintain detailed knowledge of the INSARAG Guidelines specific to Medical • Maintain detailed knowledge of the INSARAG IEC/IER Handbook specific to Medical • Be proactive in maintaining their personal knowledge of equipment, techniques and procedures, relative to their area of expertise • Participate in the IEC/IER training (if available) • Review the Portfolio of Evidence and give comments relative to Medical • Review the original IEC Report if s/he is a classifier for the IER, specifically the advisory note • Address queries to the team leader for clarification <p>b) During IEC</p> <ul style="list-style-type: none"> • Prior to the exercise, gain an understanding of the parameters and objectives of the exercise relating to medical operations • Check the exercise site and timetable to ensure that the exercise will provide sufficient opportunity for the team being classified to demonstrate compliance with the IEC/IER Checklist • Observe all the component parts of the medical process and check these against the requirements listed in the IEC/IER Checklist • Interact with members of the team being classified to determine competence and compliance against the requirements listed in the IEC/IER Checklist • Be receptive to techniques other than your own national standards – questions to ask include: <ul style="list-style-type: none"> ○ Does it effectively accomplish the task? ○ Are safety principles maintained? ○ Does it adhere to humanitarian principles? • Continually review the safety of participants and be prepared to request the exercise controllers to stop or restrict operations if it becomes necessary from a safety perspective • Document all observations and communicate these to the team leader • Contribute to and participate in the presentation of the Interim Report <p>c) After IEC</p> <ul style="list-style-type: none"> • Contribute to the Final Report

2. Qualification

2.1	Requirements (essential)	<p>GENERIC</p> <ul style="list-style-type: none"> • Sponsorship from donor country or organisation, prepared to support the IEC/IER process • Have the ability to attend at least one Classification each year • Has time available to prepare for a Classification • Be available for deployment lasting at least 5-6 days • Has a significant level of understanding of INSARAG methodology and its application • Be a subject matter expert (SME) in their specific area of expertise • Has attended an INSARAG IEC/IER Classifiers training course • English: good oral and written knowledge • Physically fit – capable to work around the clock in adverse conditions (i.e. on a rubble pile or in a demanding environment) • Has an awareness of the hazards and risks of the USAR environment and the personal safety and mitigating actions required <hr/> <p>SPECIFIC</p> <ul style="list-style-type: none"> • Be currently licensed or registered with an appropriate authority to practice clinically • Have a minimum of 5 years experience working in an emergency department and or pre-hospital care environment • Be formally associated with your home country's USAR teams medical personnel • Must have a minimum of three years USAR experience • Trained to be able to operate in and around collapsed structures.
2.2	Requirements (desirable):	<ul style="list-style-type: none"> • Current or previous member of classified IEC Team • Has international operational experience • Has the ability to function within a group and demonstrate strong interpersonal skills. Specifically: <ul style="list-style-type: none"> • Able to Communicate • Able to Cooperate • Possess Negotiation skills • Able to Resolve Conflict • Impartiality • Objective and neutral • Politically and culturally aware
3. Roles and Responsibilities		
3.1	Competences	<p>The Medical Classifier needs to have the competencies to evaluate the following:</p> <ul style="list-style-type: none"> • Emergency medical evacuation & repatriation planning and procedures; • Pre-deployment medical screening process; • Emergency medical care in collapsed structures including confined spaces from the time of access, during extrication to time of hand over; • Aspects of medical rescue including patient packaging and extrication in coordination with rescue technicians • Primary Care • Health Monitoring of individuals and the BoO; • Emergency veterinary care in collaboration with the search dog handlers; • Methods for monitoring and maintaining psychological wellbeing of team members; • Procedures and processes for dealing with serious injury or fatality amongst team members.
3.2	Obligations	<ul style="list-style-type: none"> • Submits a comprehensive and up-to-date CV or Biography to FCSS • Conduct the classification according to the minimum standards as described in the INSARAG Guidelines
4. Remarks		
		<ul style="list-style-type: none"> • Demonstrated ability to work and function within a multi-lingual/cultural environment • Demonstrated ability to work and function in varying weather

		conditions and live scenario environments
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