5ᵗʰ INSARAG Guidelines Review Group Meeting

INSARAG
Preparedness – Response

Timeline

Phase 1 (Apr – Sep 18) **Completed**	1. GRG working Group to form **thematic groups** to conduct a horizontal review and integrate ISG decisions and topics into the Volumes (Topic by Topic) 2. Conduct break out session on "Technical Reference Resource Library" at TL meeting in Nov 2018, Romania and draft concept paper

Phase 2 (Sep 18 – Feb 20)	1. Reorganised Thematic Group to conduct a vertical review of the single Volumes (Volume/Manual by Volume/Manual) and harmonise amendments and inputs (gathered from Phase 1) endorsed by ISG into the existing guidelines. - **completed**
	2. Discussion on "Technical Reference Resource Library" - **ongoing**
	3. Engage technical writer and draft engagement/implementation plans
	    a. **Draft Version 1.0 to be discussed during Team Leader Meeting in Chile, Oct 2019**
	    b. Draft Version 2.0 to be finalised with Co-Chairs and WG leaders before ISG 2020
	    c. Draft Version 3.0 to be submitted for approval by ISG 2020

Phase 3 (Feb – Jun 20)	1. Implementation of Guidelines 2020 after endorsement from ISG 2020 2. Engage regions on the language translation, training and dissemination of the Guidelines 2020 3. Official launch of Guidelines 2020 in Global meeting in Oct 2020 (Poland)
Others	1. Meeting summaries to serve as written progress reports to update ISG and Regional Chairs 2. A standard proposal/report to be put up for reporting during ISG & regional meetings 3. Regional focal points within the GRG will be appointed to represent GRG for all INSARAG major events

AGENDA

Day 1 – 5 Oct 2019
Guidelines Review Group Meeting

Time	Agenda item
1700 – 2000hr	Prep CO-Chair Meeting with UN OCHA and Organizers

Day 2 – 6 Oct 2019
Guidelines Review Group Meeting

Time	Agenda item
0900 – 0930hr	Welcome Note by GRG Co-chairs & UNOCHA Secretariat
0930 – 1000hr	Stocktake of 4th GRG Meeting in Singapore
1030 – 1230hr	Progress updates from thematic groups
1230 – 1330hr	Lunch
1330 – 1530hr	Meeting with TWG on Vol I Manual C (to be confirmed)
1600 – 1700hr	Progress updates from thematic groups
1700 – 1800hr	Wrapping up

AGENDA

Day 3 – 7 Oct 2019
Guidelines Review Group Meeting

Time	Agenda item
0900 – 1000hr	Discussion: Finalizing which documents to go to Guidance Notes and Technical Reference Library
1000 – 1030hr	Tea Break
1030 – 1230hr	Discussion: Infographics within the guidelines
1230 – 1330hr	Lunch
1330 – 1530hr	Preparation for round robin discussions for Team Leaders' Meeting
1530 – 1600hr	Tea Break
1600 – 1700hr	Preparation for round robin discussions for Team Leaders' Meeting
1700 – 1800hr	Wrapping up

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AGENDA

Day 4 – 8 Oct 2019
Guidelines Review Group Meeting

Time	Agenda item
0900 – 1000hr	Drafting of survey form
1000 – 1030hr	Tea Break
1030 – 1230hr	Discussion: GRG implementation and sustainability plans; which includes organization and form timetable of the global consultation process, involvement and responsibility of the regional troikas
1230 – 1300hr	Lunch
1300 – 1800hr	ESRI Workshop – introduction to New INSARAG dashboard, survey 123 overview on the new data collection tool, practical demonstration, analytics and data interpretation, short experience discussion, INSARAG information management system (IIMS), feedback
1600hr	Facilitators meeting
1900hr	Welcome reception for TL participants (Patagonia room)

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AGENDA Day 5 – 9 Oct 2019 Team Leaders' Meeting

Time	Agenda item
0800 – 0900hr	Registration (Gran Aysen Foyer)
0900 – 0930hr	Session 1: Official Opening (Gran Aysen)
0930 – 1000hr	Session 2: Introduction of Participants and Adoption of the Agenda, Group Photo
1000 – 1030hr	Tea Break
1030 – 1050hr	Session 3: INSARAG Global Updates and Key Developments
1050 – 1205hr	Session 4: INSARAG Working Groups Updates (15 mins per report by Working Groups Chairs and/or Representatives of the following groups) Training (TWG) Medical (MWG) Light Teams (LTWG) Information Management (IMWG) **Guidelines Review Group (GRG)**
1205 – 1300hr	**Session 5: INSARAG Working Groups Updates – INSARAG Guidelines Volume I in plenary** (Working Groups Chairs and/or Representatives of INSARAG Guidelines Review Group GRG)
1300 – 1400hr	Lunch break
1430 – 1735hr	**Session 6: Guidelines' review (Break-out)** (Participants divided into 4 groups rotating in 4 rooms. 40 mins per topic, 5 mins to change rooms) **Topic 1: Volume II. Manual A Topic 2: Volume II. Manual B** **Topic 3: Volume II. Manual C Topic 4: Volume III**
1540 – 1610hr	Tea break
1740hr	Back to plenary: Summing Up

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AGENDA Day 6 – 10 Oct 2019 Team Leaders' Meeting

Time	Agenda item
0900 – 0930hr	Session 7: Chile's disaster response arrangement
0930 – 1000hr	Session 8: Preparing for the First Light Team IEC in 2020 - @Fire Germany
1000 – 1030hr	Session 9: Virtual training of ASR2 (Martin Evers)
1030 – 1100hr	Tea Break
1100 – 1145hr	Session 10: From KOBO to ESRI – overview, lessons and discussion
1145 – 1300hr	Session 11: IEC/R System – Panel Discussion Panel Discussion to explore ways to manage the IEC/R Process better and ensure Uniform Quality Assurance (Selected panelists from all regions)
1300 – 1400hr	Lunch break
1330 – 1605hr	Session 12: INSARAG Global Meeting 2020-2025 Key Directions (Break-out) (Participants divided into 3 groups rotating in 3 rooms. 40 mins per topic, 5 mins to change rooms) Topic 1: Strengthening quality standards (Argentina) Topic 2: Advancing flexible assistance (Italy) Topic 3: Enhancing Preparedness and bolstering partnerships (Australia) Tea Break from 1540 – 1610hr
1700 - 1730hr	Back to plenary: Summing Up
1830hr	Official Dinner

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AGENDA
Day 7 – 11 Oct 2019 Team Leaders' Meeting

Time	Agenda item
0900 – 1030hr	Session 13: Technical topics (45 mins per topic) Topic 1 – New Technology used to predict aftershocks and landslides (David Wald, USGS) Topic 2 – Technical session by meeting sponsor Topic 3 – National Accreditation process
1030 – 1100hr	Tea break
1100 – 1230hr	Session 14: Discussion in Plenary - Questions, Suggestions and Assignments to the WGs, Announcements by Member States, Development of TL Meeting Summary and Closing Statements
1230hr	End of Team Leaders' Meeting

AGENDA

Day 8 – 12 Oct 2019
Guidelines Review Group Meeting

Time	Agenda item
0900 – 1030hr	Consolidation of inputs from TL meeting
1030 – 1100hr	Tea Break
1100 – 1230hr	Breakout Grp to address inputs/comments from TL meeting
1230 – 1330hr	Lunch Break
1330 – 1630hr	Break out Grp to work on respective Vol/Manual
1630hr	Wrapping Up

Day 9 – 13 Oct 2019
Guidelines Review Group Meeting

Time	Agenda item
0900 – 1030hr	Break out Grp to work on respective Vol/Manual
1030 – 1100hr	Tea Break
1100 – 1230hr	Break out Grp to work on respective Vol/Manual
1230 – 1330hr	Lunch Break
1330 – 1530hr	Discussion: • Key Objectives of Next Meeting in the Netherlands • Draft Implementation plan Chairpersons' summary

Welcome Note from Co-chairs and OCHA

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Recap of Approved Items from ISG 2019

Updates to INSARAG Guidelines

1. The revised Guidelines will maintain a document that provides a summary on the changes made within each volume and a feedback channel.

2. Key changes incorporated includes:

   a. The inclusion of the 6 major topics (IER Pre-Greening Process, INAP, UCC, Information Management, Classified Light Teams, Beyond the Rubble); and

   b. the separation of the following items.

      i. Checklists (e.g. NAP verification checklist, IEC/R checklist), Forms, Vol III (Operational Field Guide), Manuals (e.g. UCC) from the Guidelines would be placed under "Guidance Notes" section of INSARAG.org.

      ii. The abovementioned items remain as an integral part of the Guidelines

      iii. The change aims to facilitate a quicker and more flexible content review and revision process.

Recap of Approved Items from ISG 2019

Technical Reference Library

1. General consensus from the Regional and the Team Leader meetings on the need to create an official platform for the exchange of information and best practices.

2. The platform would be located within INSARAG.org as follows:

    a. INSARAG endorsed documents like the UCC manual would be placed under the "Guidance Notes" section of INSARAG.org

    b. A new section termed as "Technical Reference Library" under INSARAG.org would be created to act the knowledge repository for Best Practices. The section would comprise of the five USAR components.

3. GRG would share these developments for feedback during the respective 2019 regional and Team Leader Meeting.

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Transition to Phase 2

Reorganisation of Phase 1 Thematic Group

Co-opted members: Working Group Chairs or their representatives (5)	Co-Chairs (2)		Support (3)
TWG - Dewey Perks, USA MWG - Anthony Macyntyre ,USA LTWG - Arjan Stam, Netherlands IMWG - Peter Wolff, Germany UN OCHA – Marie Mure	David Sochor, Switzerland	Anwar Abdullah, Singapore	Adrian, Singapore Jennyline Fan, Singapore Benjamin Lim, Singapore

Phase 2 Thematic Group (13)

Group 1 - Vol II, Man A	Group II - Vol II, Man C and Vol III	Group III - Vol II, Man B
Sebastian Mocarquer, Chile, Americas/Member	Paul Bailey, Australia, AP/Member	Martin Evers, the Netherlands, AEME/Member
Mohamed Alshahrani, Saudi Arabia, AEME/Member	Firas Falah Obaid Abu Al Sondos, Jordan, AEME/Member	Ove Sislak, Norway, IRO/Co-opted
Annika Coll, Spain, AEME/Member	Ian Duncan, New Zealand, AP/Co-member	Johnny Ramirez Zumbado, Costa Rica, Americas/Member
Belit Tasdemir, Turkey, AEME/Member	Vasily Evseev, Russia, AEME/Member	Silvia Ballen, Colombia, Americas/Member
Chen Hong, China, AP/Member		

Transition to Phase 2

Document Keepers

1. All revisions to the volumes/manuals (with the changes tracked) to be submitted to appointed Document Keepers for consolidation and uploading onto the UNDAC Mission Software *(through Miss Marie Mure, UN Secretariat) – Summary of revisions (including changes to checklists or annexes) would be included into Annex B*

Volumes		Document Keepers
Volume I		David Sochor (Switzerland)
Volume II	Manual A	Sebastian Mocarquer (Chile)
	Manual B	Martin Evers (Netherlands)
	Manual C	Paul Burns (New Zealand)
Volume III		Paul Bailey (Australia)
Technical Reference Library		Anwar Abdullah (Singapore)

2. Implementation of Technical Reference Library in INSARAG.org to be discussed during Regional and Team Leader meetings for feedback.

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Transition to Phase 2

Engagement of Technical Writer – David Woods

1. Engaging Technical Writer David Woods to ensure consistency in the final versions of the guidelines

2. Engagement timeline as follow:

S/N	Engagement Period	Action by Technical Writer	Remarks
1	Mar to Apr 2019	To begin work on Volume I	
2	July to Sept 2019	To complete first draft (Version 1.0)	a. Work begins after 4th GRG meeting – *Document Keepers to submit returns by 30th June 2019.* b. Version 1.0 to be circulated to GRG members /Team Leaders/Regional Troikas/Partners by 9th Aug 2019 c. Discussion of draft (Version 1.0) during Regional and Team Leader meeting (back to back with 5th GRG meeting) in Chile, 6 to 13 Oct 2019 d. Consolidation of inputs from Team Leader/Regional/Partners by Dec 2019 - *Document Keepers to submit returns by 6th Dec 2019.*
3	Dec 2019 to Jan 2020	To complete second draft (Version 2.0)	a. Version 2.0 to be completed by Jan 2020 for final discussion between Co-chairs and WG Chairs - *Document Keepers to submit returns by 7th Feb 2019.*
4	Feb to Apr 2020	To complete final draft (Version 3.0) for endorsement by ISG in Apr 2020	a. Version 3.0 to be ready by Mar 2020

Transition to Phase 2

Summary of amendments to be captured within an Annex of each Vol/Man

Version 1

S/N	Amended Topic/Subject/Segment	Revision Date
1	Focal Points ■ Introduction of USAR Team Focal Point as the third category of Focal Point ■ The USAR Team FP is the POC for the USAR Team and ensures that the INSARAG Methodology and Minimal standards are implemented, including preparedness and Response (incl. IEC/R) ■ The USAR Team FP is as well the POC to the already existing "national" Policy- and Operational Focal Point ■ The hierarchy is not changed (in descending order): Policy Focal Point (National) - Operational Focal Point (National) - USAR Team Focal Point (Team/Organization)	May 2019
2	Terms of Reference ■ Designation of countries being members of INSARAG have been changed into "member states" ■ Organizations belonging to the INSARAG network have been changed into "member organizations" ■ Countries not belonging to the INSARAG network have been kept as "countries", such as "affected country"	May 2019

Transition to Phase 2

Summary of amendments to be captured within an Annex of each Vol/Man

Version 2

Major Changes to Note

S/N	Amended Topic/Subject
1	Included updated references to light teams
2	Expanded the NAP description
3	Included the INSARAG Recognition of National Accreditation process
4	Updated references to USAR Coordination

Detailed Table of Changes (exclude format or grammar changes)

S/N	Amended Topic/Subject	Amended Paragraph	Description
1	Chapeau	Overview Manual B, Paragraph 2	Updated reference to USAR Coordination Manual
2	Abbreviations		Included INAP and NAP
3	Introduction	Paragraph 3	Updated to Abu Dhabi declaration
4	Introduction	Paragraph 7	Updated reference to Light USAR teams

Clarifications on Receiving Mechanism

1. **Insertion of <u>(non-prescriptive)</u> information on receiving mechanism as follow:**

    a. Establishment of Communication Protocols by Affected States

    b. Gaps and Harmonization of Coordination Methodologies

2. **Item was highlighted by Japan during ISG 2019 and is a good-to-know information as it is supported by the UN General Assembly (GA) Resolution, 57/150 for Member States to adopt as reflected in the extracted clause :-**

    "Emphasizing the importance of timely, coordinated and technically sound international assistance provided in close coordination with the receiving State, in particular in the field of urban search and rescue following earthquakes and other events resulting in structural collapse"

3. **To be discussed during Breakout Session**

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Clarifications on Receiving Mechanism

Establishment of Communication Protocols by Affected States

a. Concern that still some international responders do not comply with the guidance of affected states.

b. It is necessary for responders to reaffirm their commitment to respect the sovereignty of the affected states, as articulated in the Guiding Principles of the UN GA Resolution 46/182 in 1991, the GAResolution 57/150 in 2002, as well as in the Sendai Framework for Disaster Risk Reduction 2015-2030.

c. On the other hand, the responsibility of the affected state is reaffirmed in the resolution (57/150) that "the affected State has the primary role in the initiation, organization, coordination and implementation of humanitarian assistance within its territory".

Clarifications on Receiving Mechanism

Gaps and Harmonization of Coordination Methodologies

a. It has been identified that some countries have often developed their own response system and a series of related coordination methodologies which are not always consistent with the INSARAG coordination system.

b. It is, therefore, necessary that USAR teams realize that they may not be allowed to use the familiar coordination system only when they land on the field and they may have to quickly adopt themselves to the local coordination methodology.

c. To facilitate swift USAR activities, it is important for all the USAR teams to

   i.   Understand the gap analysis and harmonization required between the established INSARAG and local coordination methodology

   ii. Understand that the familiar coordination methodology may not be applied.

   iii. The INSARAG community should also try to encourage its member states to actively participate in INSARAG activities such as Earthquake Response Exercises (ERE).

Recap from 4ᵗʰ GRG Meeting in Singapore

<u>Deliverables</u>

1. Proposed Guidelines Amendment Template would be added as a new Annex under each Volume/Manual. The template consists of two tables: (i) the first table summarises the major amendments/changes and (ii) the second table provides a detailed account of the amendment/changes (i.e. which paragraph or section) made to the specific Volume/Manual.

2. Thematic groups to keep the Guidelines Amendment Template up to date on changes implemented.

3. Thematic groups need to identify diagrams in the guidelines which need to be updated

4. Presentation slides for presentation at the 2019 Regional and TL meeting (already circulated and presented at the A-P regional meeting)

Recap from 4th GRG Meeting in Singapore

Principal considerations for review

1. Enhancements should be a consistent and gradual process that takes into account the latest technological developments and is aligned with the needs of its current environment – it should be an evolution rather than a revolution

2. The Guidelines should provide guidance on what is required and prescriptive on how the USAR Teams and countries can build their own national/international response mechanism - it should be an easy reference for policy and decision makers as well as USAR Teams to develop the necessary capabilities, capacity and mechanisms.

3. Content captured across the different Volumes and Manuals should be consistent and kept up to date with inputs from the other Working Groups (WG). It should also remain as lean as possible and as voluminous as necessary

4. All amendments / changes to the Guidelines must have been endorsed by the ISG. All other proposals should be surfaced through official channel (i.e. Regional and Team Leader Meetings) for deliberation and shared with the transitional GRG for their follow up.

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Recap from 4th GRG Meeting in Singapore

Other considerations

1. IMWG and TWG were working together to revise the Triaging Process and enhancing its application as an electronic copy. The meeting opined that the consideration has to be undertaken on the value of keeping the form relevant as either a printed or electronic copy. They added that leaning too heavily on the electronic version could act as a barrier of entry and its effectiveness would be impacted under scenarios where the IM platforms are not available. The meeting agreed that upon agreement between GRG and the 2 WG, the updated process should be provided to the relevant document keeper for addition into Guidelines before the end of June prior to handing over to the Technical Writer to draft Version 1.0.

2. OCHA requested for GRG to draft a survey form to obtain feedback from the INSARAG community on what information they would often refer and would prefer to be included in the guidelines. The proposed survey would comprise of 4 to 5 questions and OCHA would assist in designing the survey. GRG to assist in proposing the questions to be included in the survey.

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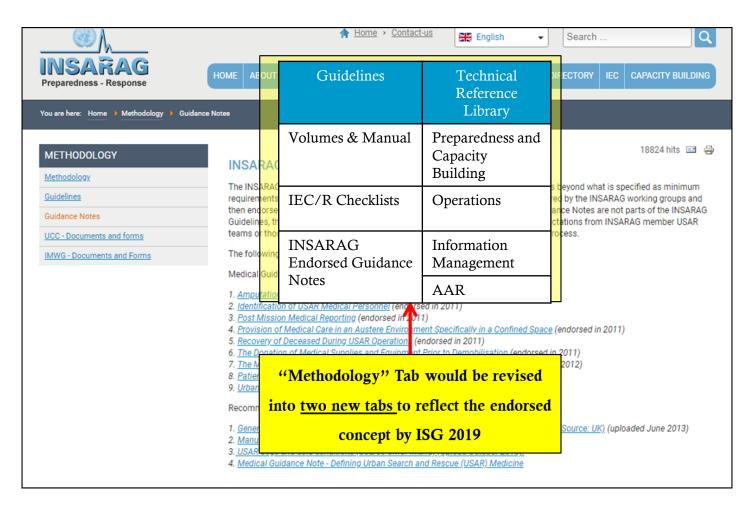
Recap from 4ᵗʰ GRG Meeting in Singapore

Technical Reference Library

1. The meeting discussed that a disclaimer should be added under the TRL for both downloader and uploader to acknowledge that the information provided or downloaded for reference is not endorsed by the INSARAG. Contact information of the uploader or a suitable should also be included in each document uploaded into the TRL.

Function/Purpose	1. **Knowledge repository**
	2. **To leverage on INSARAG.org to facilitate the introduction of the Technical Reference Library as follow:**
	    a. **INSARAG endorsed documents like the UCC manual would be placed under the "Guidance Notes" section of INSARAG.org**
	    b. **A new section termed as "Technical Reference Library" under INSARAG.org would be created to act the knowledge repository for Best Practices**

Access Control	**Contribute** 1. **All Classified/Undergoing IEC teams; or respective Operational Focal Point (national).** 2. **All contributions must be endorsed by the respective Operational Focal Point (national)** **View – wider INSARAG community**
Platform Management	**Library to be managed and facilitated by INSARAG Secretariat, UN OCHA, assisted by the respective Operational Focal Point (National)**

Navigation Overview

Thank You