Annex B
Shifting of selected Annexes, Forms and Checklists

Moving of Selected Documents from Guidelines to Guidance Notes (GN) / TRL

<u>Recap from ISG 2019</u>

- **Selected Guideline Annexes in the form of <u>Checklists (e.g. NAP verification checklist, IEC/R checklist) & Forms</u> and INSARAG Manuals (e.g. UCC) from the Guidelines and be placed under "Guidance Notes" section of INSARAG.org.**

- **The abovementioned items are an integral part of the Guidelines and the move would facilitate a more flexible and quicker content review and revision (on-demand / yearly review rather than on a five year cycle)**

'Guidance Notes' Sub Categories

Category
Checklists
Guidelines Annex
Manuals
All

➡

IEC
IER
IRNAP
Others
All

Category
Checklists
Guidelines Annex
Manuals
All

➡

Volume 1
Volume 2, Man A
Volume 2, Man B
Volume 2, Man C
Volume 3
Forms
All

Category
Checklists
Guidelines Annex
Manuals
All

➡

UCC
Information Management
V/OSOCC
Others
All

Moving of Selected Documents from Guidelines to Guidance Notes (GN) / TRL

To smoothen the transition for the reader, the following initiatives shall be implemented across all documents.

1. **Under the <u>Content Page of every Volume / Manual</u>**

   <u>Annexes</u> that are in the Guidance Notes under INSARAG.org shall be indicated as follow:

   - **Annex XX : YYYY – In GN under <Category>, <Sub-category>**

   <u>Forms and Checklists</u> that are in Guidance Notes under INSARAG.org shall be indicated as follow:

   - **Form XX : YYYY – In GN under <Guidelines Annex>, <Forms>**
   - **Checklist XX : YYYY – In GN under <Checklists>, <Sub Category>**

   *Does not apply to annexes that have been moved to the Technical Reference Library

   *Refer to Man C and B for examples

Moving of Selected Documents from Guidelines to Guidance Notes (GN) / TRL

To smoothen the transition for the reader, the following initiatives shall be implemented across all documents.

2. **Under the <u>Content Page of every Volume / Manual</u>, the following paragraph shall be included.**

   Selected annexes, checklists and forms from the 2015 Guidelines have been shifted to the Guidance Notes (GN) or Technical Reference Library (TRL) section in INSARAG.org.

   *Refer to Man C and B for examples

Example - *For illustration only*

Annexes	**33**
Annex A: Terms of Reference for INSARAG Focal Points	33
Annex B: Terms of Reference for INSARAG Global Chair, Regional Chairs and Vice-Chairs (Troika)	35
Annex C: Strategic objectives for the INSARAG Global Meeting 2020, and considerations for INSARAG Strategy 2020-2025 and beyond	37
Annex D: Major changes to the INSARAG Guidelines from 2015 to 2020	38

Assume Annex B has been identified as the Annex to be moved to Guidance Notes

Example - *For illustration only*

Annexes	**33**
Annex A: Terms of Reference for INSARAG Focal Points	33
Annex B: Strategic objectives for the INSARAG Global Meeting 2020, and considerations for INSARAG Strategy 2020-2025 and beyond	35
Annex C: Major changes to the INSARAG Guidelines from 2015 to 2020	37
Annex D: Terms of Reference for INSARAG Global Chair, Regional Chairs and Vice-Chairs (Troika)	**In GN under "Guidelines Annex", "Vol 1"**

- Push to the identified annex to after the final annex which is in the Guidelines
- Rename the annex

Example - *For illustration only*

Annexes	**33**
Annex A: Terms of Reference for INSARAG Focal Points	33
Annex B: Strategic objectives for the INSARAG Global Meeting 2020, and considerations for INSARAG Strategy 2020-2025 and beyond	35
Annex C: Major changes to the INSARAG Guidelines from 2015 to 2020	37
Annex D: Terms of Reference for INSARAG Global Chair, Regional Chairs and Vice-Chairs (Troika)	**In GN under "Guidelines Annex", "Vol 1"**
Selected annexes, checklists and forms from the 2015 Guidelines have been shifted to the Guidance Notes (GN) or Technical Reference Library (TRL) section in INSARAG.org.	

- ▪ Add the paragraph at the bottom

Moving of Selected Documents from Guidelines to Guidance Notes (GN) / TRL

To smoothen the transition for the reader, the following initiatives shall be implemented across all documents (by the end of the 7th GRG meeting).

3. **Reference from the Guidelines to GN/TRL shall be standardised as follow:**

   - Refer to **<u>Annex ####</u>** under "Category", "Sub-Category" of the Guidance Notes, insarag.org for more information.

   - Refer to **<u>"Form Name"</u>** under "Guidelines Annex", "Forms" of the Guidance Notes, insarag.org for more information.

   - Refer to **<u>"Checklist Name"</u>** under "Checklist", "Sub-Category" of the Guidance Notes, insarag.org for more information.

   - Refer to **<u>"Document Name"</u>** under "Category", "Sub-Category" of the Technical Reference Library, insarag.org for more information.

   Note: All references to the Annexes shall be **<u>bolded and underlined</u>** (i.e. refer to **<u>Annex A</u>**)

Moving of Selected Documents from Guidelines to Guidance Notes (GN) / TRL

To smoothen the transition for the reader, the following initiatives shall be implemented across all documents (by the end of the 7th GRG meeting).

4. **Reflection of documents moved to GN/TRL in the 'Table of Changes' Annex of each Vol / Man**

   *Refer to Man C and B for examples

#	**Annexes** • Introduction of 'Tables of Changes to the INSARAG Guidelines from 2015 to 2020' as the new Annex C to capture the updates made from the 2015 guidelines. • From the 2015 Guidelines o "Name of 2015 Annex #" has been moved to "Category", "Sub-Category" of the \<GN\> or \<TRL\> with the title "Name of 2020 Document"

Example – *For illustration only*

Each Regional Group is governed by a troika system where there is a Chair and two Vice-Chairs and made up of the incoming Chair and the outgoing Chair. They have a one-year tenure and represent the region at the Steering Group. Member States and Member Organisations are represented in the Regional Groups through their INSARAG Policy and Operational Focal Points, as well by the USAR Team Focal Points **(see details in Annex B).**

Each Regional Group is governed by a troika system where there is a Chair and two Vice-Chairs and made up of the incoming Chair and the outgoing Chair. They have a one-year tenure and represent the region at the Steering Group. Member States and Member Organisations are represented in the Regional Groups through their INSARAG Policy and Operational Focal Points, as well by the USAR Team Focal Points (Refer to **Annex D** under "Guidelines Annex", "Volume 1" of the Guidance Notes, insarag.org for more information)

Example – If moved to TRL - *For illustration only*

Each Regional Group is governed by a troika system where there is a Chair and two Vice-Chairs and made up of the incoming Chair and the outgoing Chair. They have a one-year tenure and represent the region at the Steering Group. Member States and Member Organisations are represented in the Regional Groups through their INSARAG Policy and Operational Focal Points, as well by the USAR Team Focal Points **(see details in Annex B).**

Each Regional Group is governed by a troika system where there is a Chair and two Vice-Chairs and made up of the incoming Chair and the outgoing Chair. They have a one-year tenure and represent the region at the Steering Group. Member States and Member Organisations are represented in the Regional Groups through their INSARAG Policy and Operational Focal Points, as well by the USAR Team Focal Points **(Refer to "Terms of Reference for INSARAG Global Chair, Regional Chairs and Vice-Chairs (Troika)" under <Category> / <Sub - Category> of the Technical Reference Library, insarag.org for more information)**

Example - *For illustration only*

#	**Annexes** • Introduction of '**Tables of Changes to the INSARAG Guidelines from 2015 to 2020**' as the new Annex C to capture the updates made from the 2015 guidelines. • From the 2015 version, "Annex B: Terms of Reference for INSARAG Global Chair, Regional Chairs and Vice-Chairs (Troika)" has been moved to Guidance Notes under Guidelines Annex, Volume 1 with the title "Annex D: Terms of Reference for INSARAG Global Chair, Regional Chairs and Vice-Chairs (Troika)"

Moving of Selected Documents from Guidelines to Guidance Notes (GN) / TRL

Identification of Annex/Checklist/Form to be separated from Guidelines	Completed by the Document Keepers and indicated under the Table of Changes
Update to Content Page	▪ To be done by Technical Writer ▪ Completed for Man C & B ▪ Pending format alignment by Technical Writer
Formatting of Annex to be consistent	
Annex/Checklist/Form Separation from Guidelines for upload into the Guidelines	
Reference <u>within</u> the Guidelines to GN/TRL	To be done by Technical Writer
Update to Table of Changes **#** **Annexes** • Introduction of '**Tables of Changes to the INSARAG Guidelines from 2015 to 2020**' as the new Annex C to capture the updates made from the 2015 guidelines. • From the 2015 version, "Annex B: Terms of Reference for INSARAG Global Chair, Regional Chairs and Vice-Chairs (Troika)" has been moved to Guidance Notes under Guidelines Annex / Volume 1 with the title "Annex D: Terms of Reference for INSARAG Global Chair, Regional Chairs and Vice-Chairs (Troika)"	▪ **Completed by Document Keepers and included into the Guidelines as a new Annex**