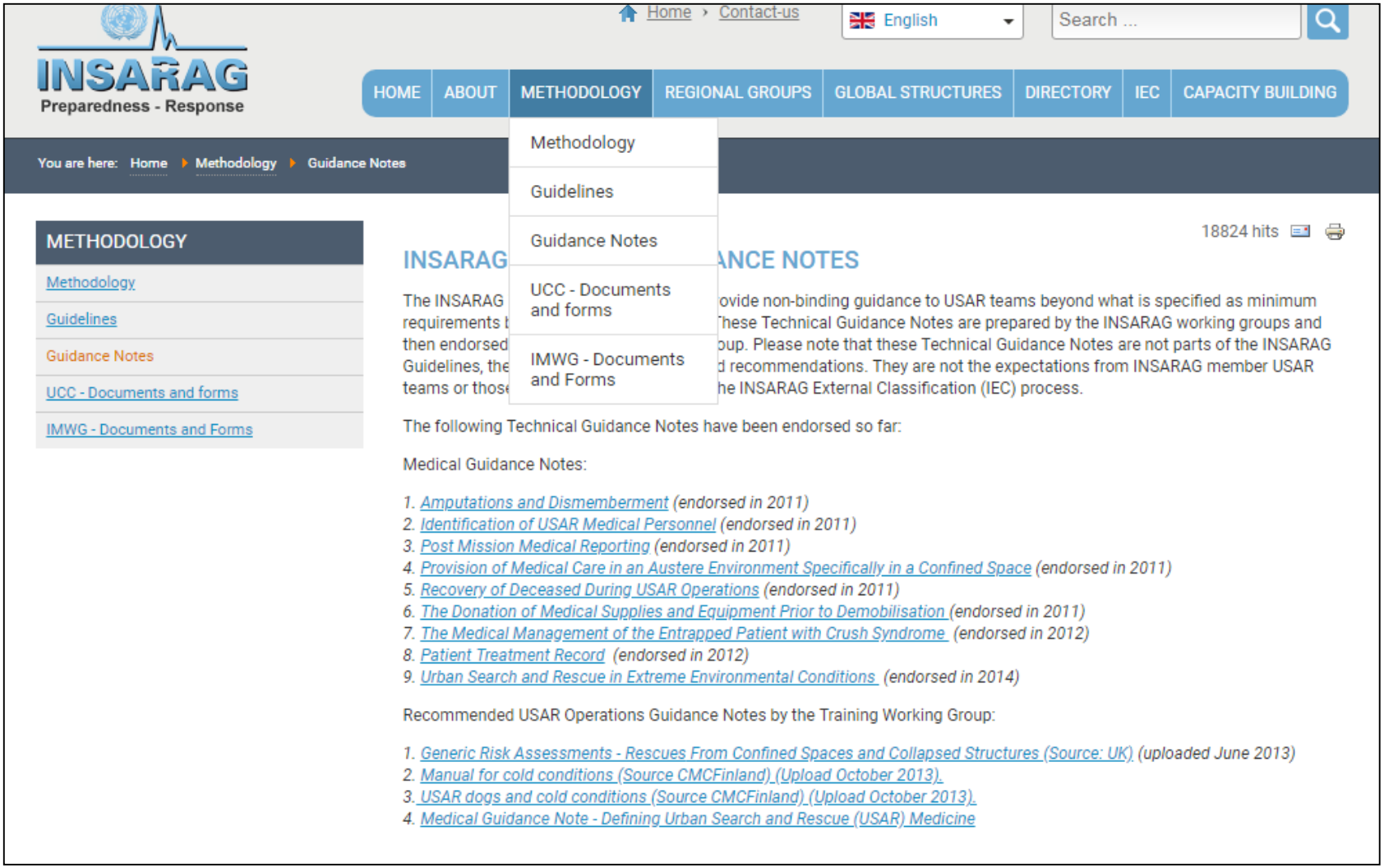
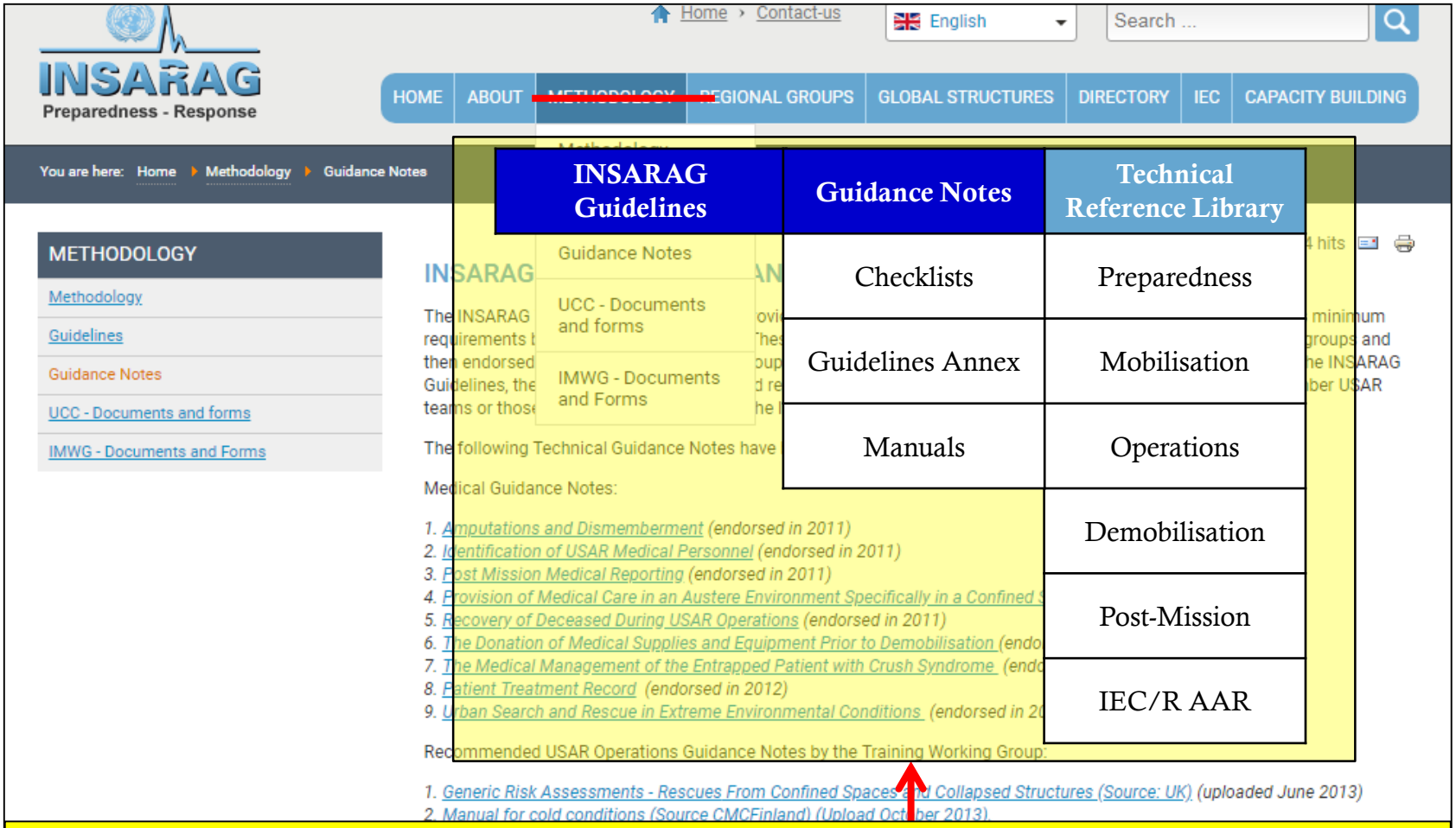
Annex C
Updates to INSARAG.org (INSARAG Guidelines, TRL, Guidance Notes)

Current INSARAG Webpage



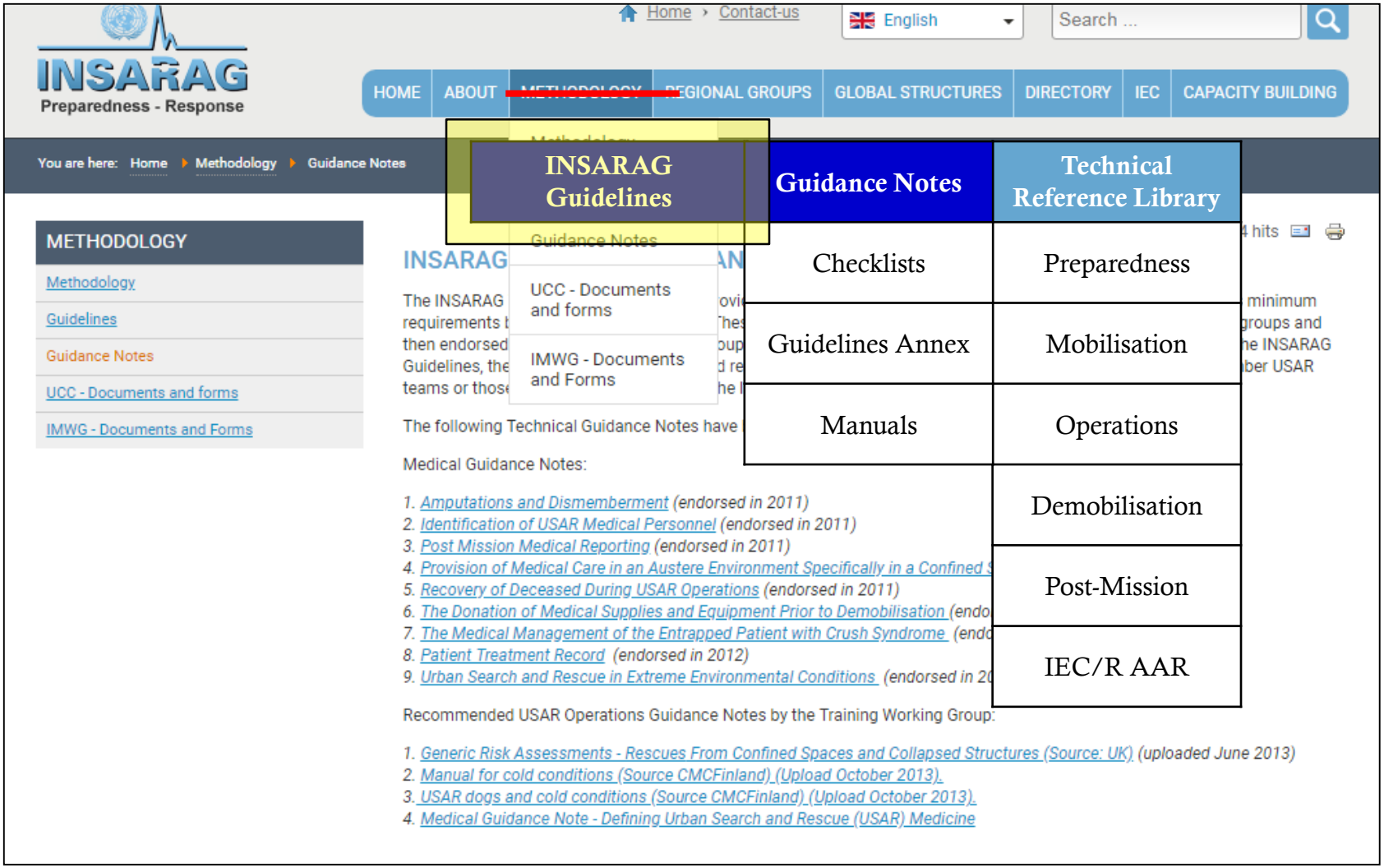
Proposed INSARAG.org Layout



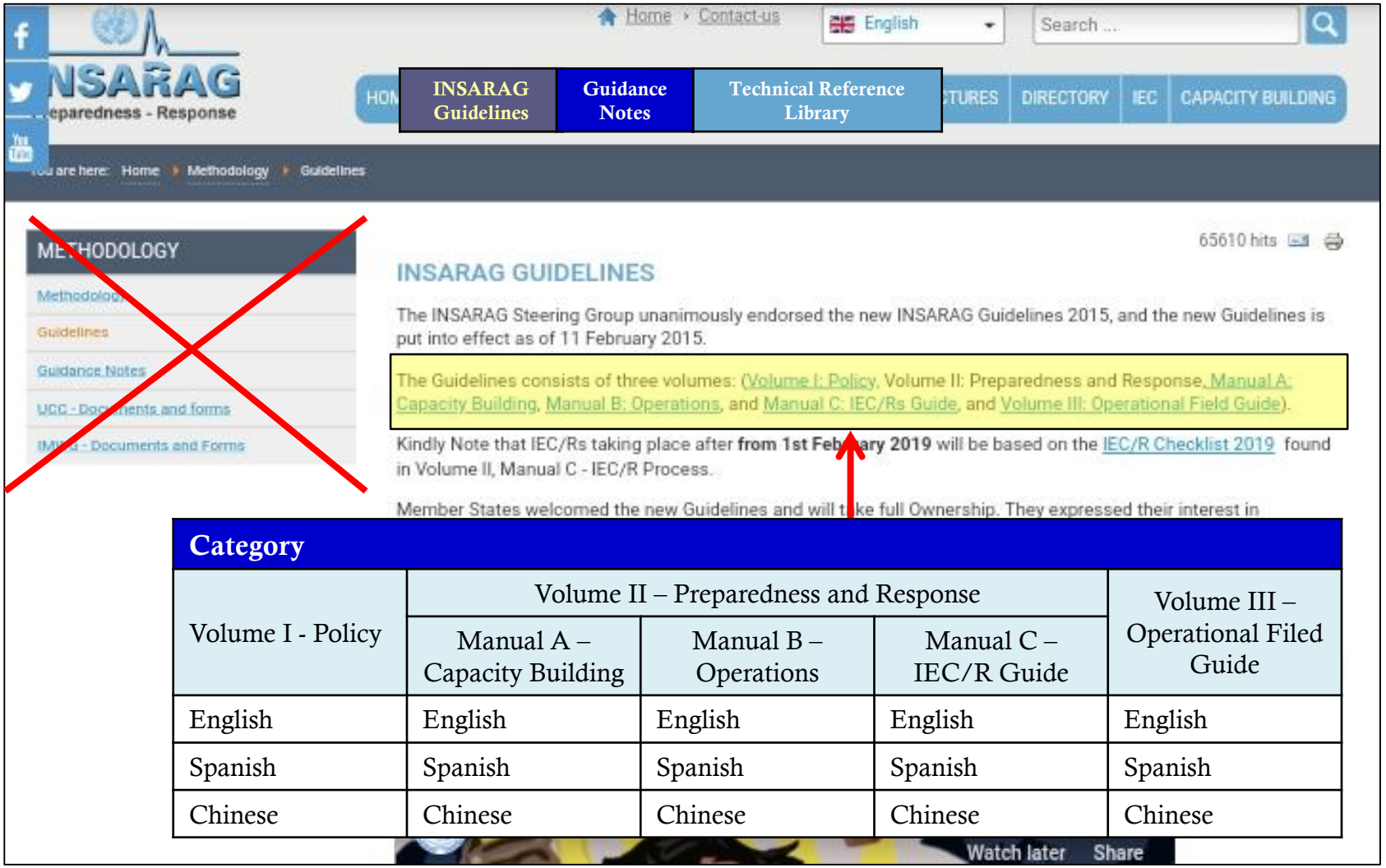
1. **"Methodology" Tab would be removed**
2. **<u>Three new tabs</u> to reflect the endorsed concept by ISG 2019 would be inserted as a second row**
3. **Tabs relating to the Guidelines and ISG endorsed materials will also be colour coded differently to facilitate user navigation**

INSARAG Guidelines
Navigation

INSARAG Guidelines Navigation

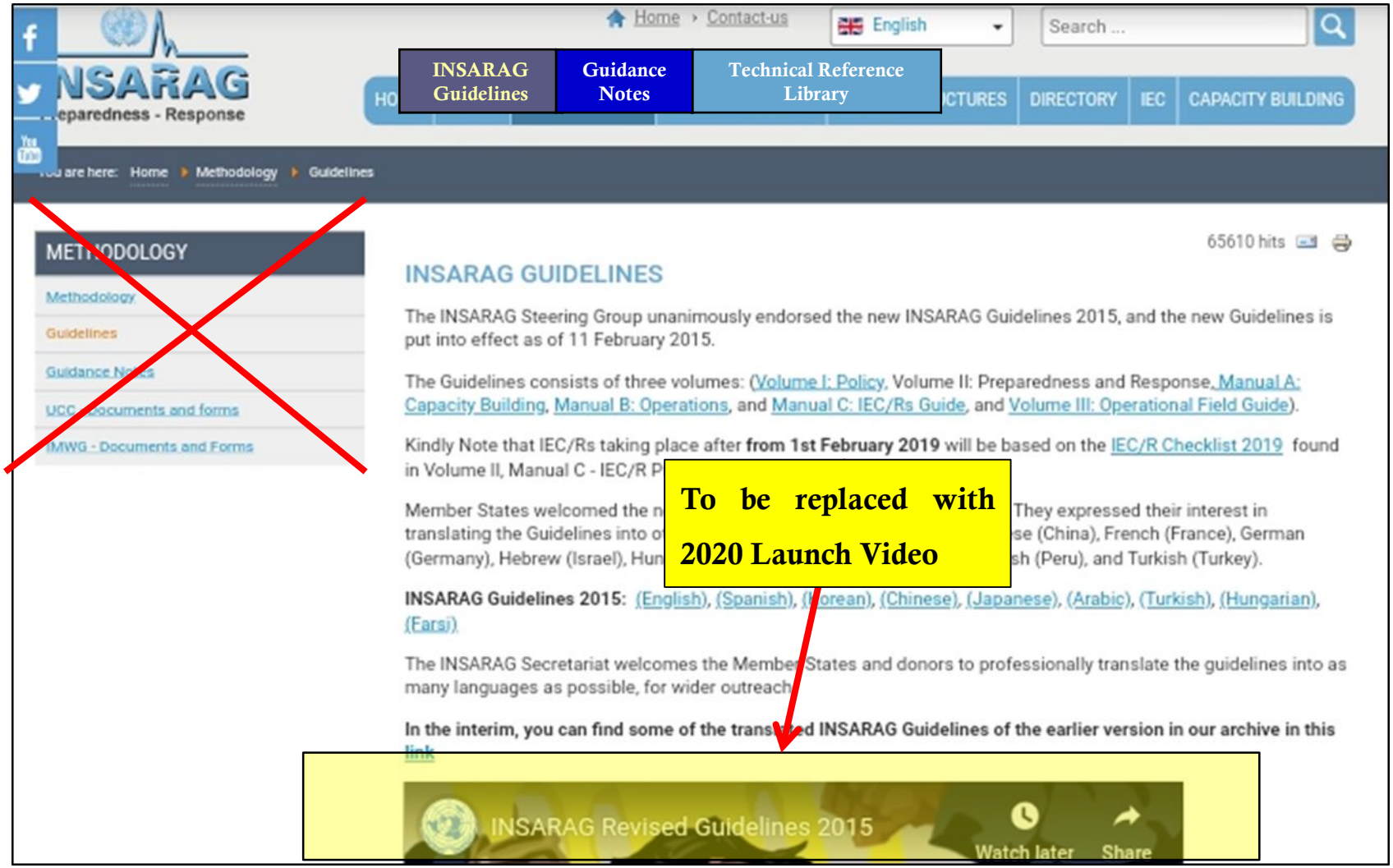


INSARAG Guidelines Navigation



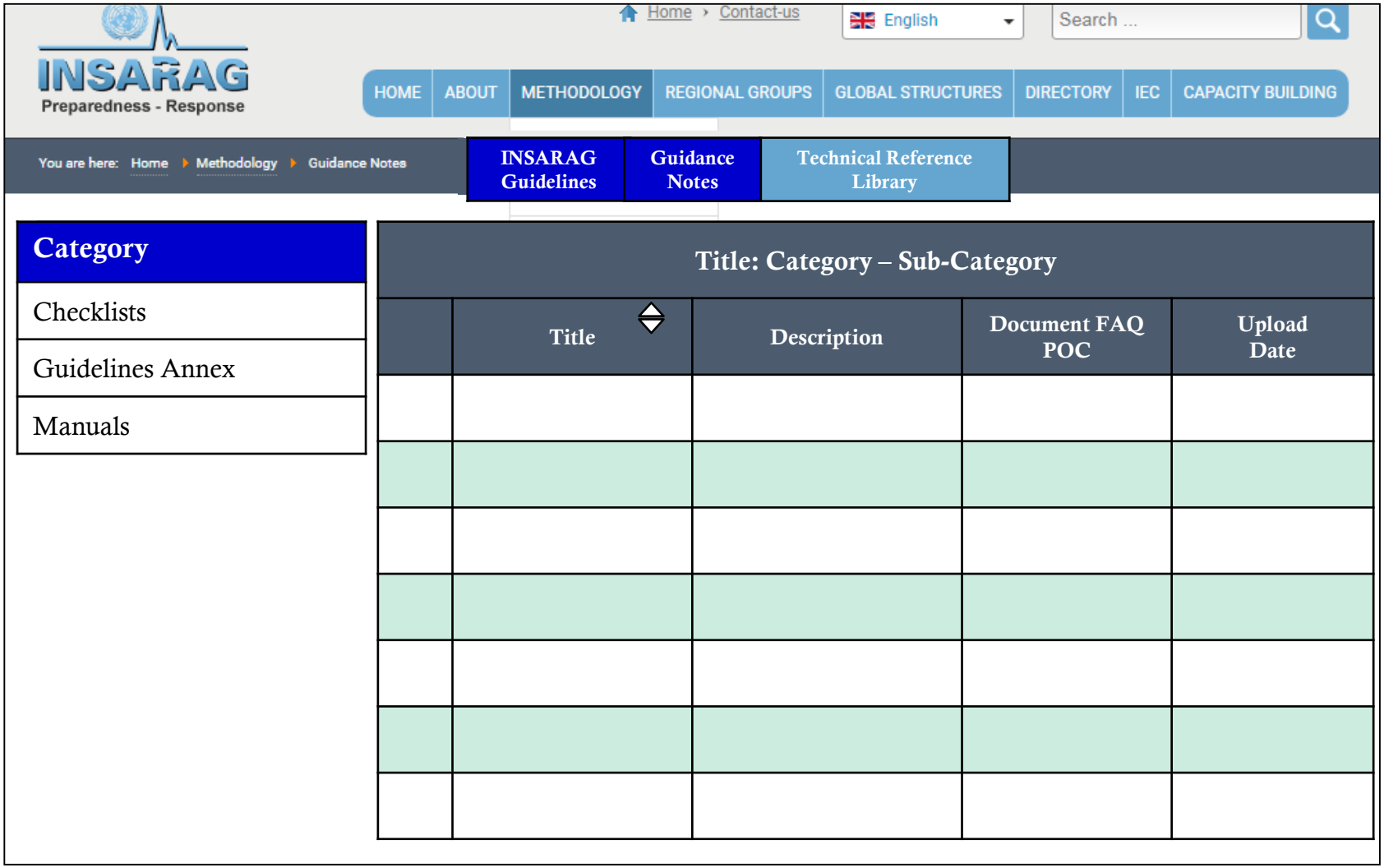
Category				
Volume I - Policy	Volume II – Preparedness and Response			Volume III – Operational Filed Guide
	Manual A – Capacity Building	Manual B – Operations	Manual C – IEC/R Guide	
English	English	English	English	English
Spanish	Spanish	Spanish	Spanish	Spanish
Chinese	Chinese	Chinese	Chinese	Chinese

INSARAG Guidelines Navigation



Guidance Notes Navigation

‘Guidance Notes’ Layout



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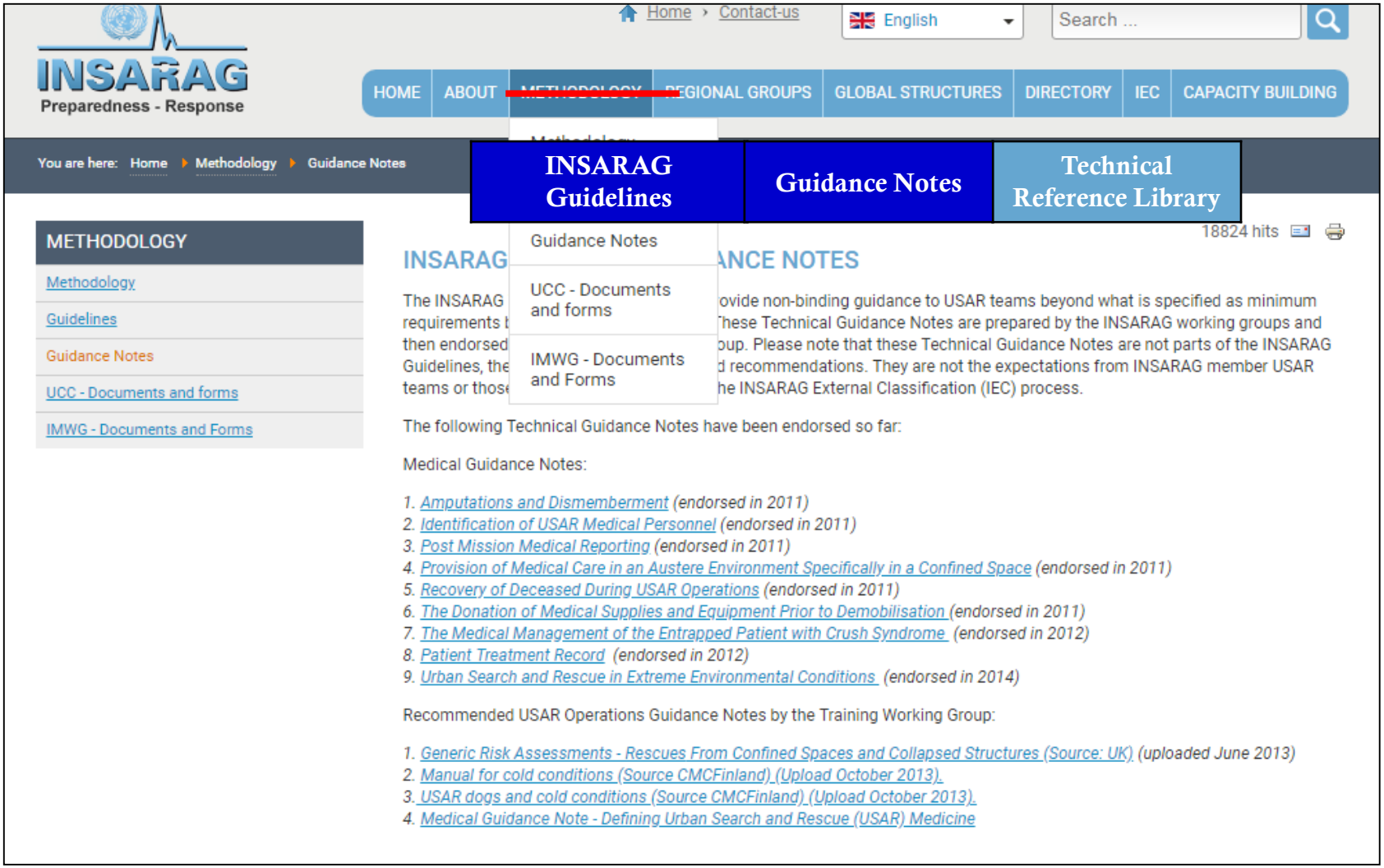

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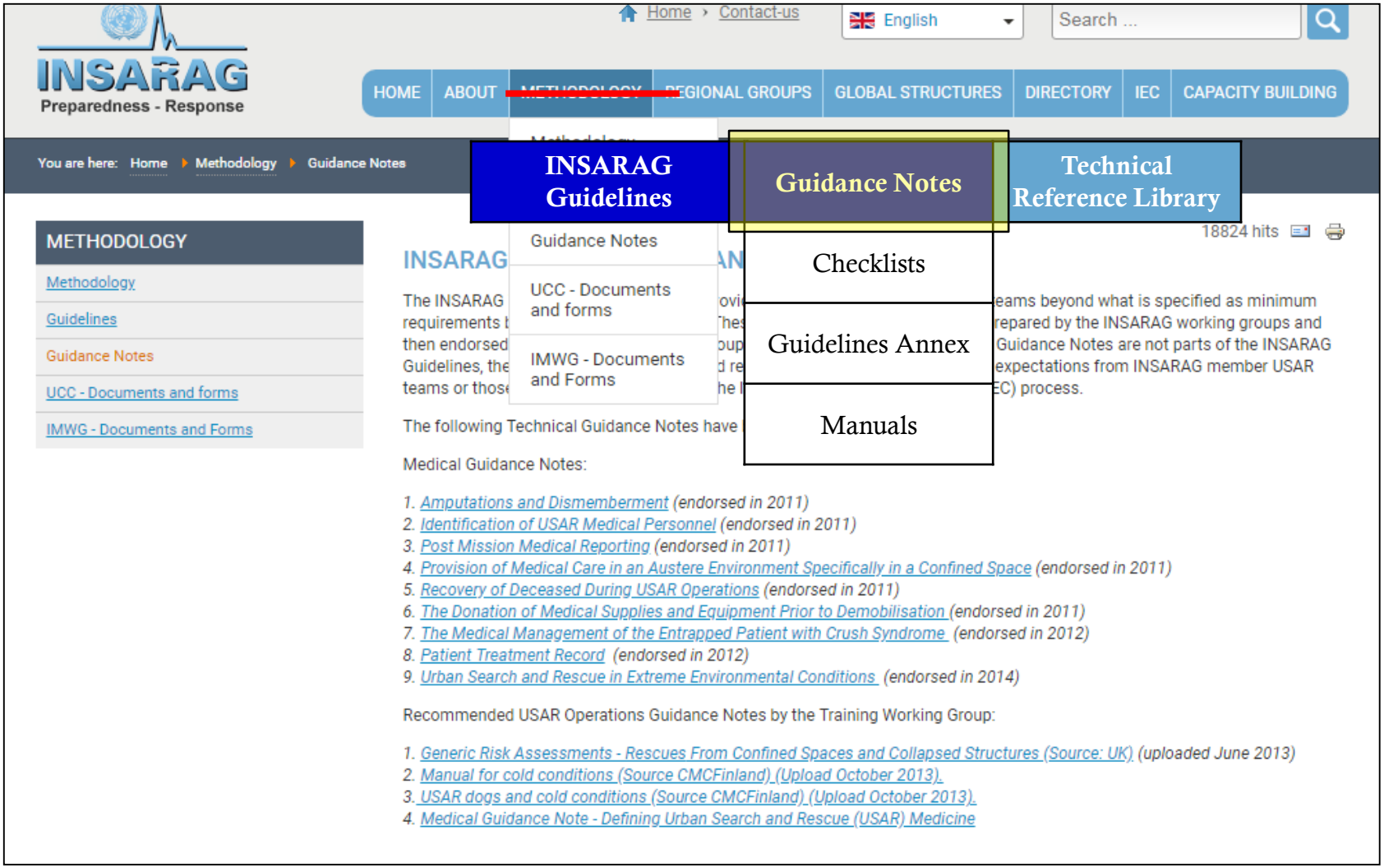

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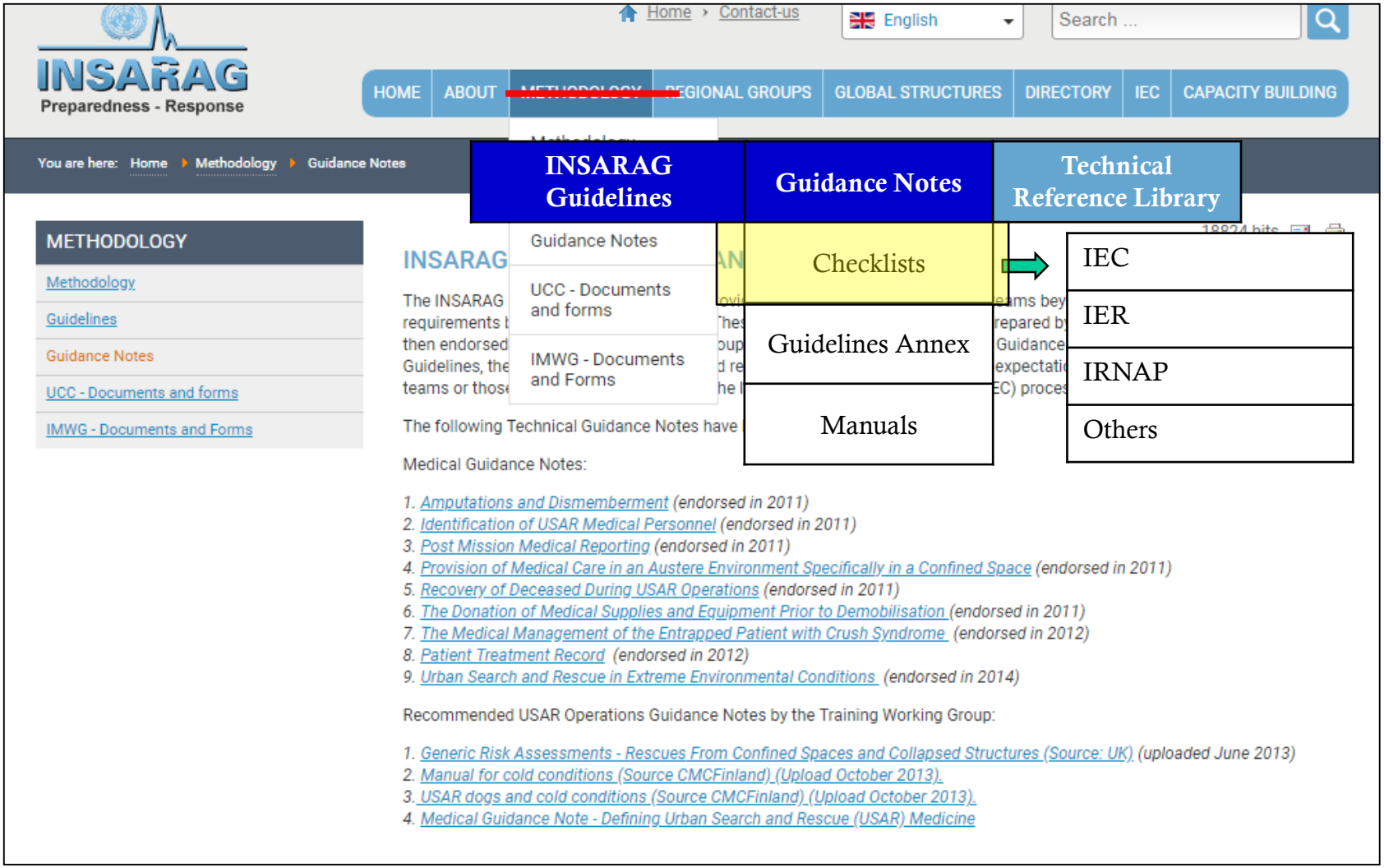

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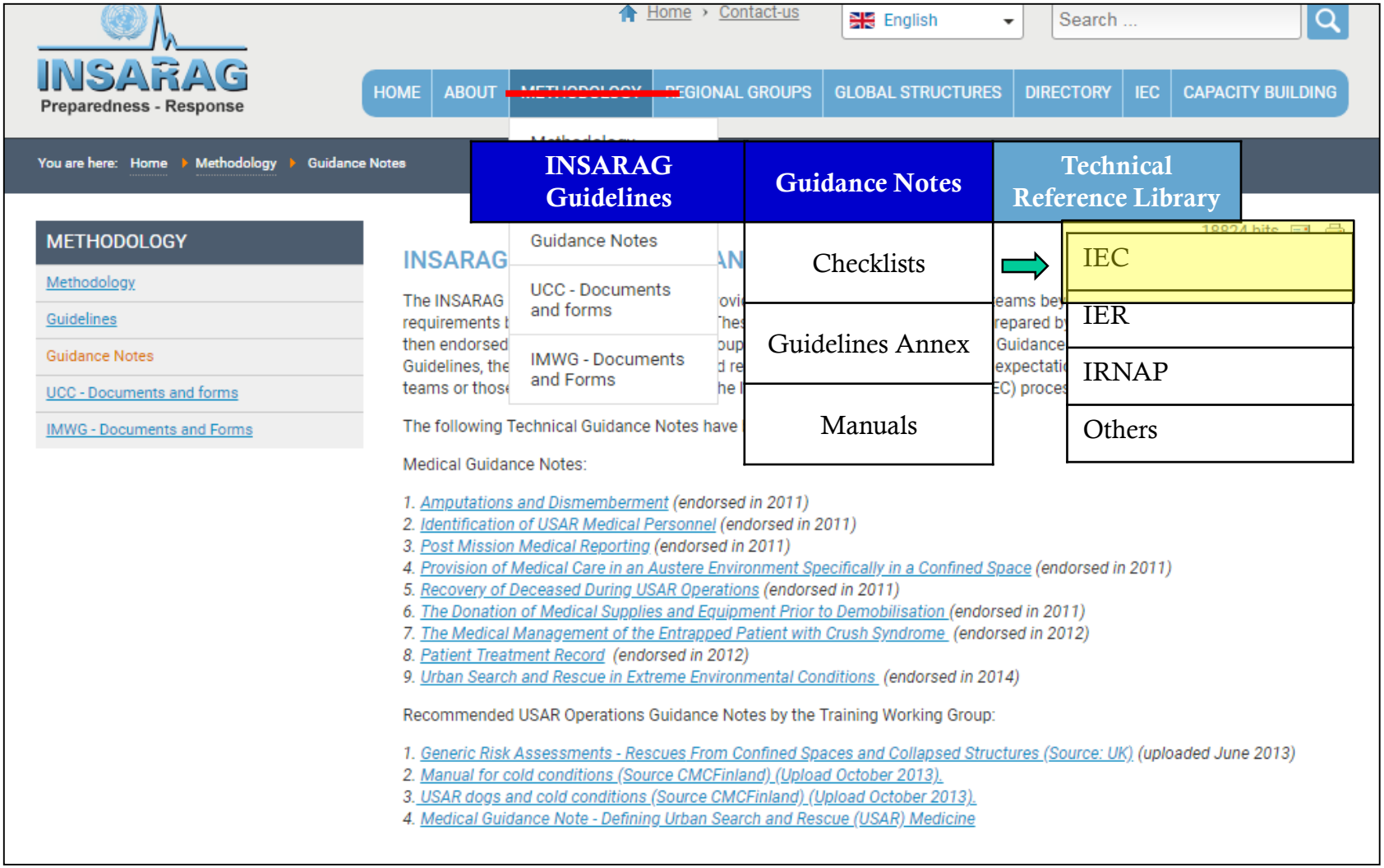

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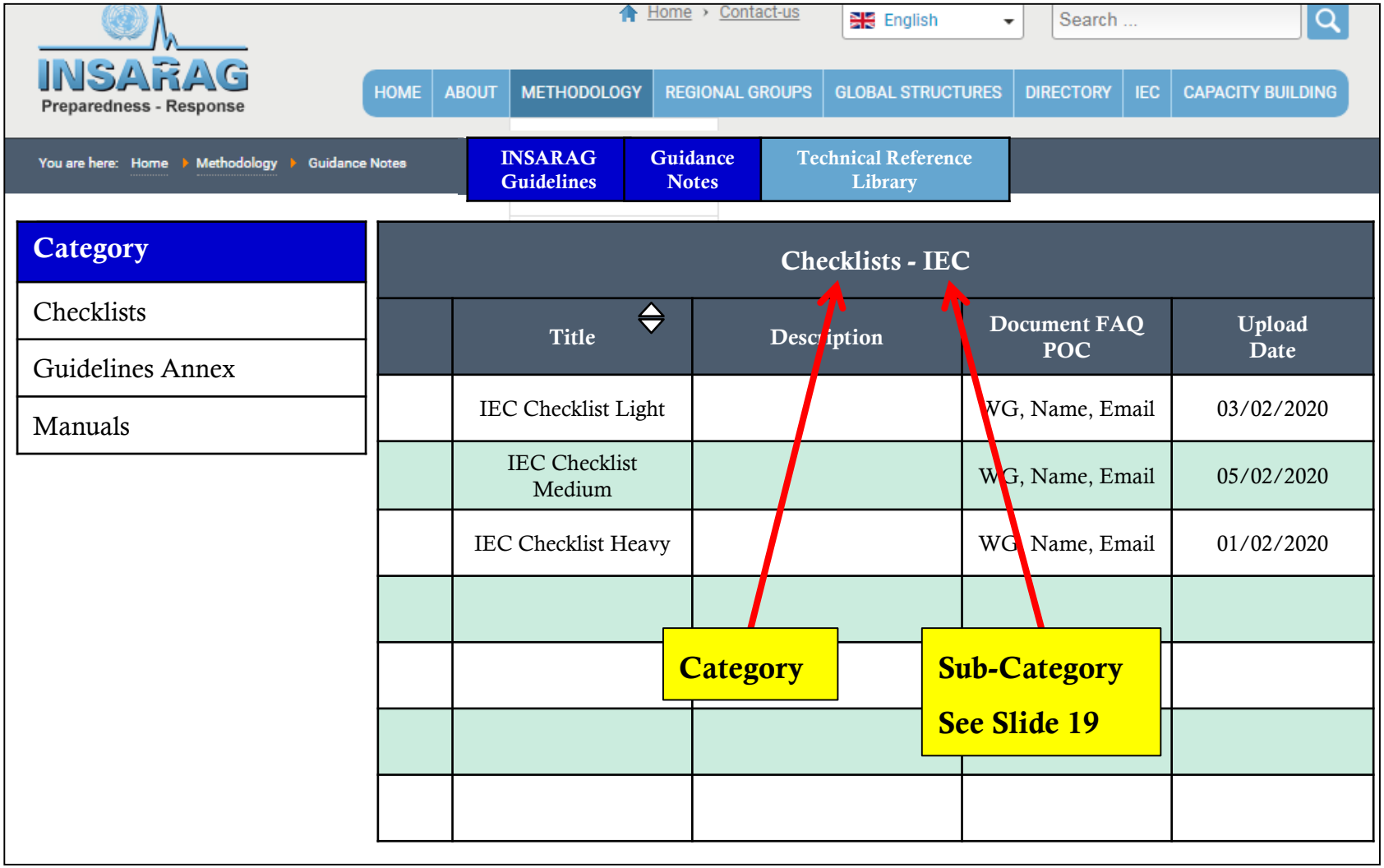

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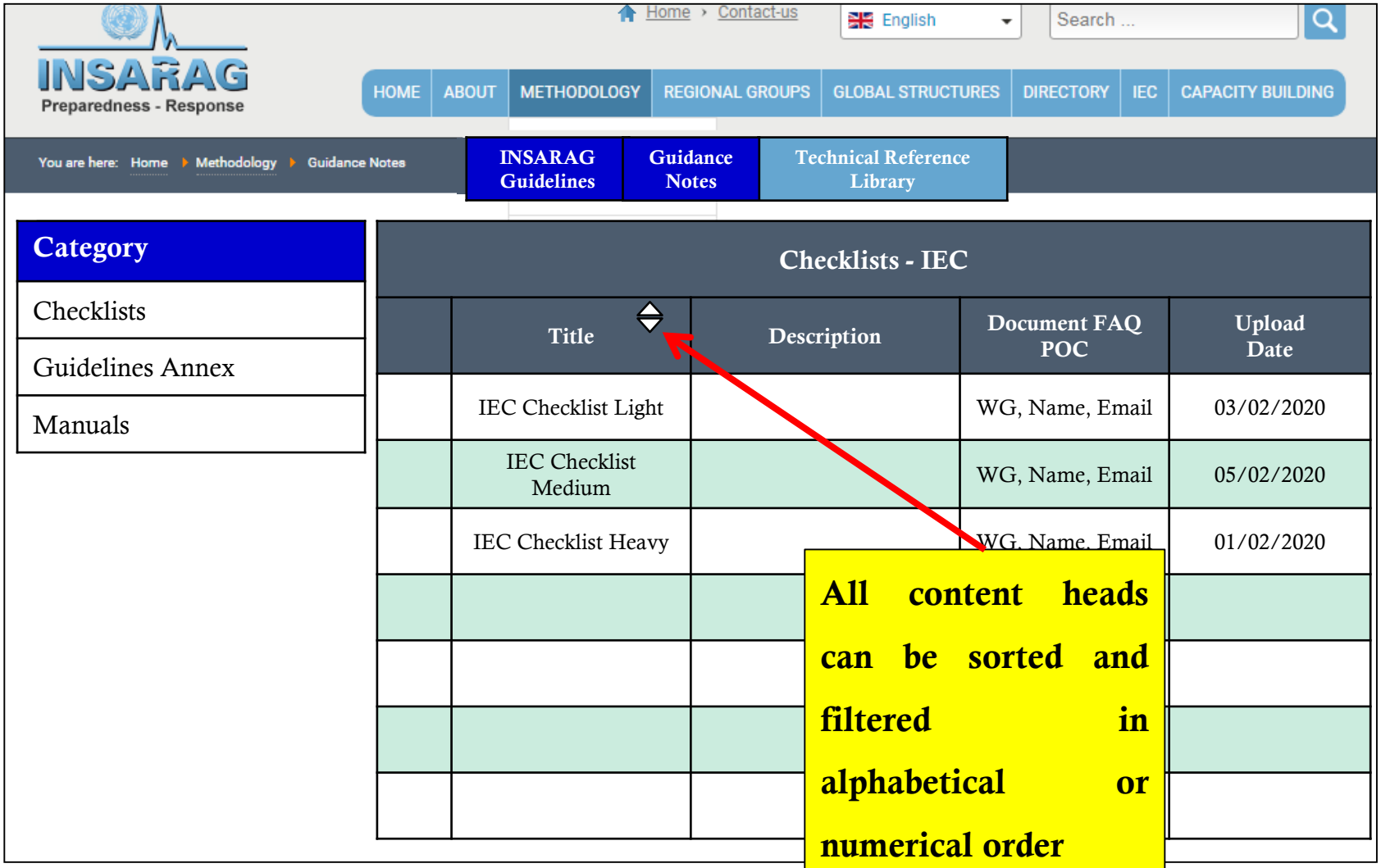

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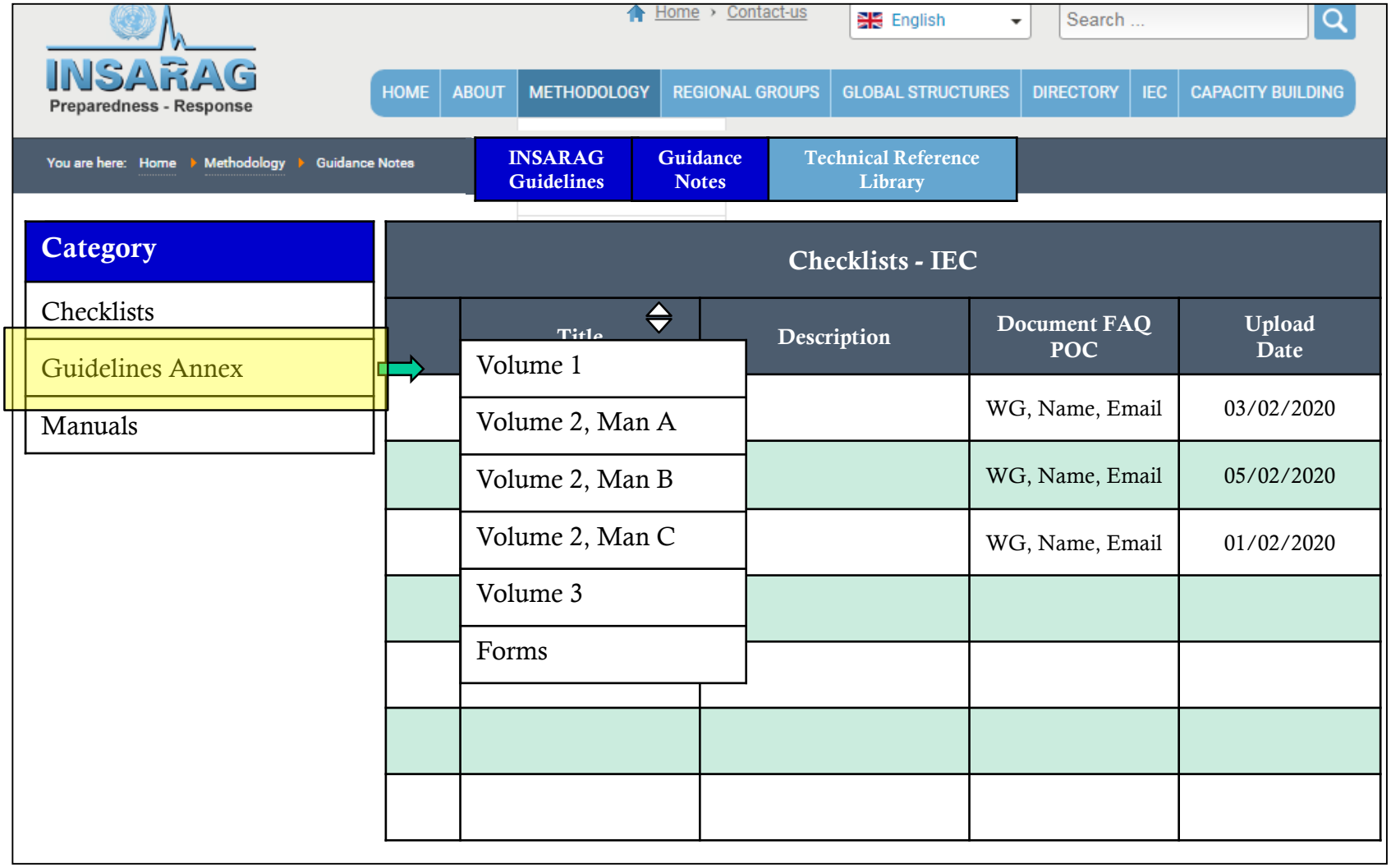

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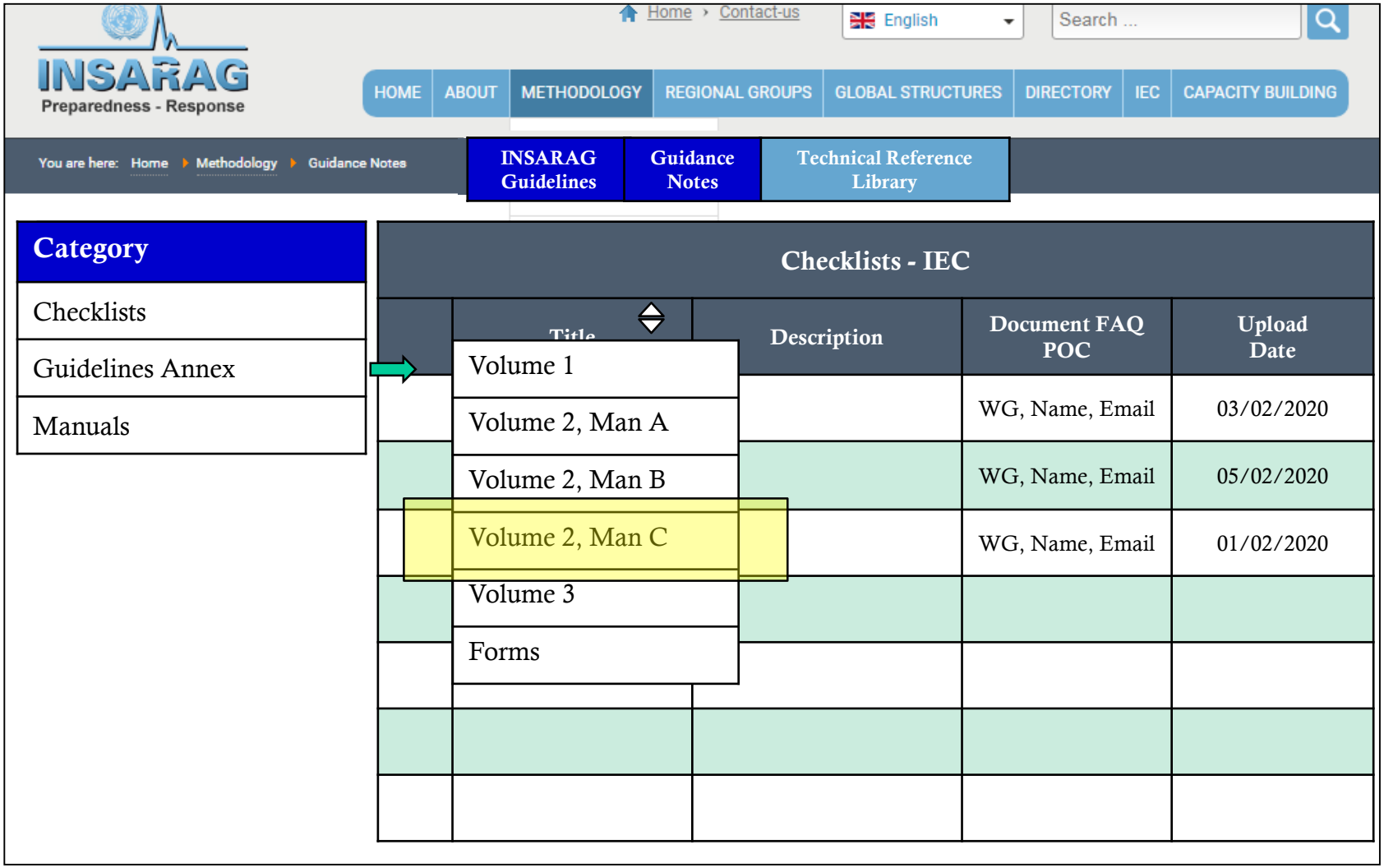

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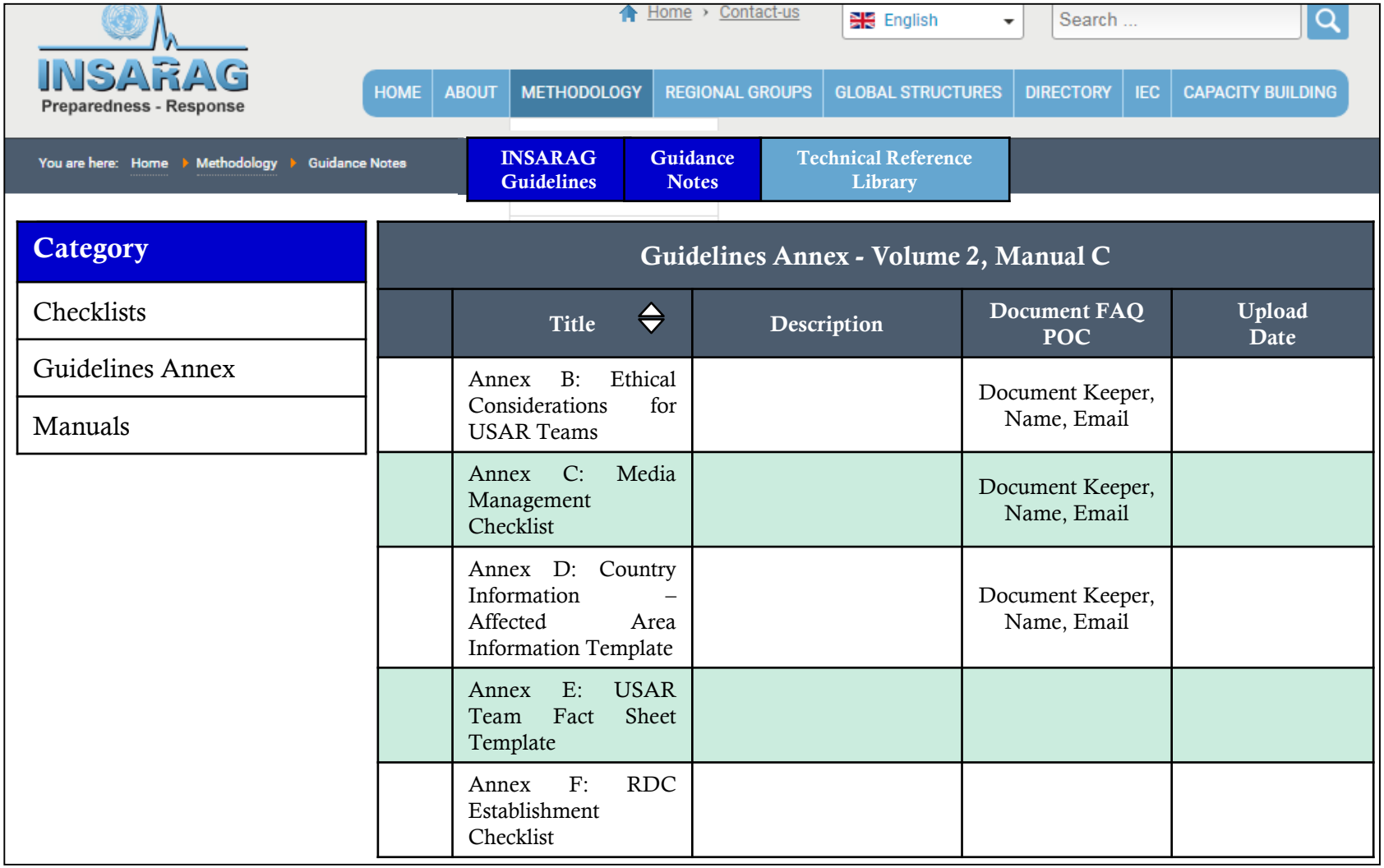

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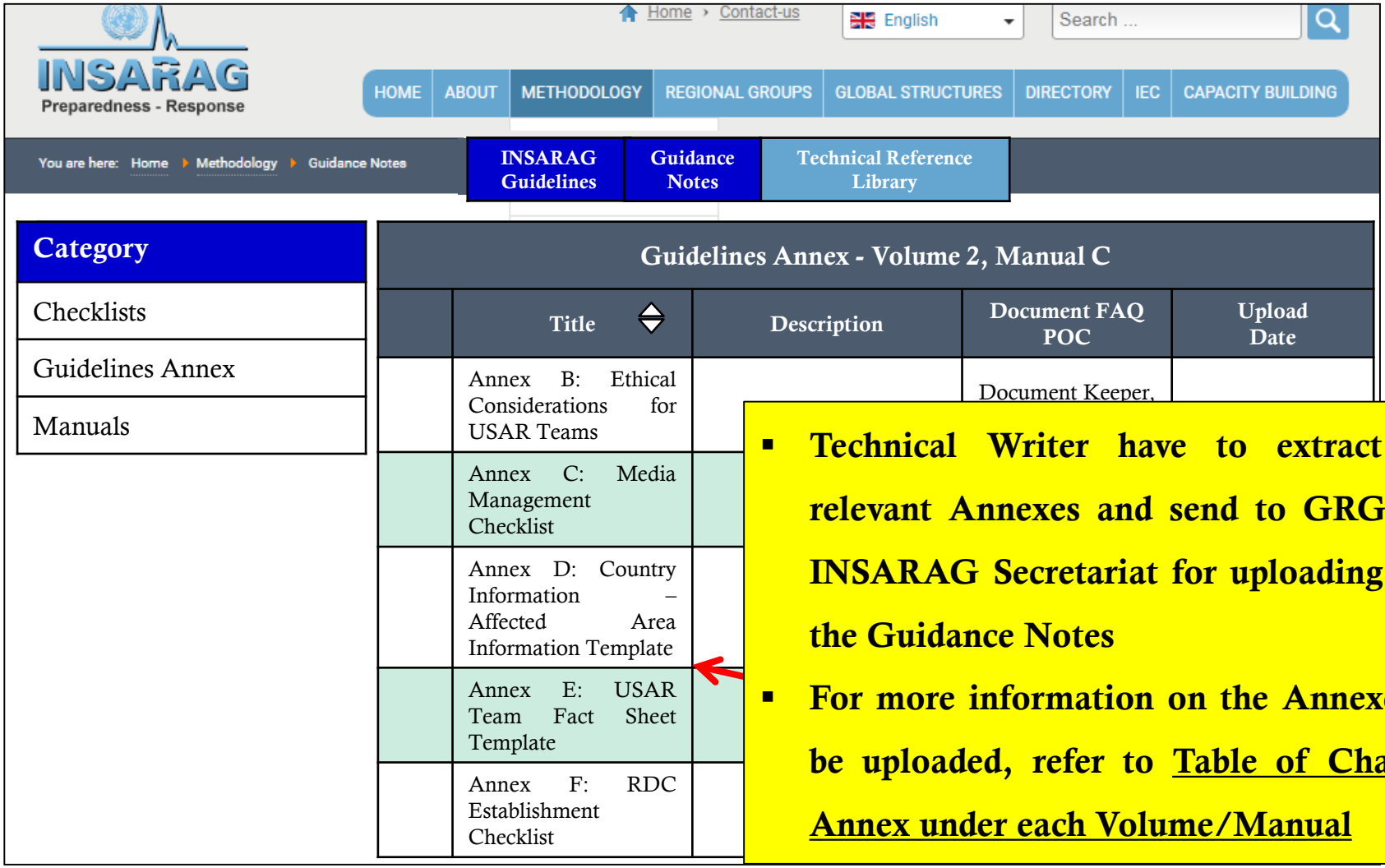


- **Technical Writer have to extract the relevant Annexes and send to GRG and INSARAG Secretariat for uploading into the Guidance Notes**
- **For more information on the Annexes to be uploaded, refer to Table of Changes Annex under each Volume/Manual**

‘Guidance Notes’ Sub Categories

Category
Checklists
Guidelines Annex
Manuals

IEC
IER
IRNAP
Others

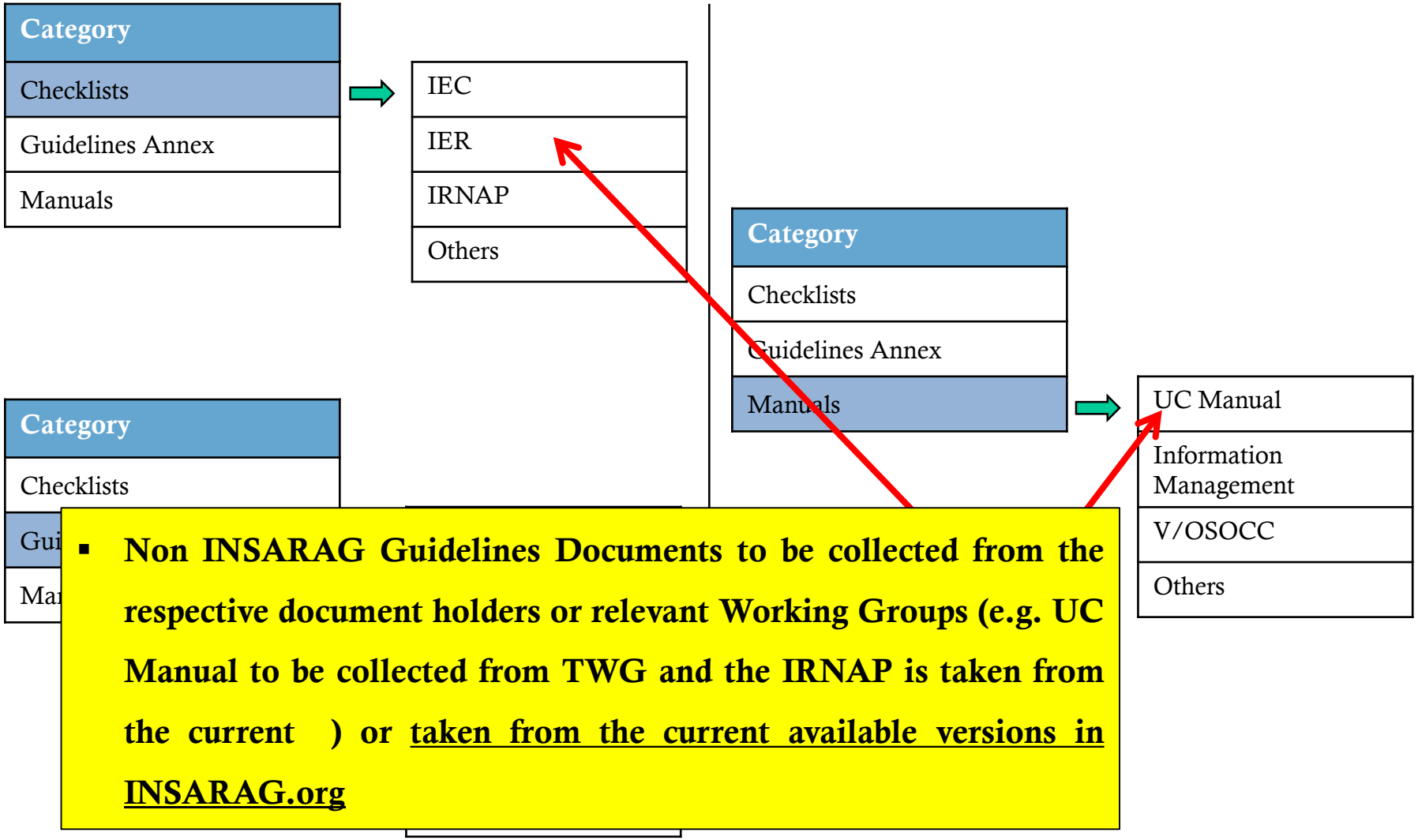
Category
Checklists
Guidelines Annex
Manuals

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

Category
Checklists
Guidelines Annex
Manuals

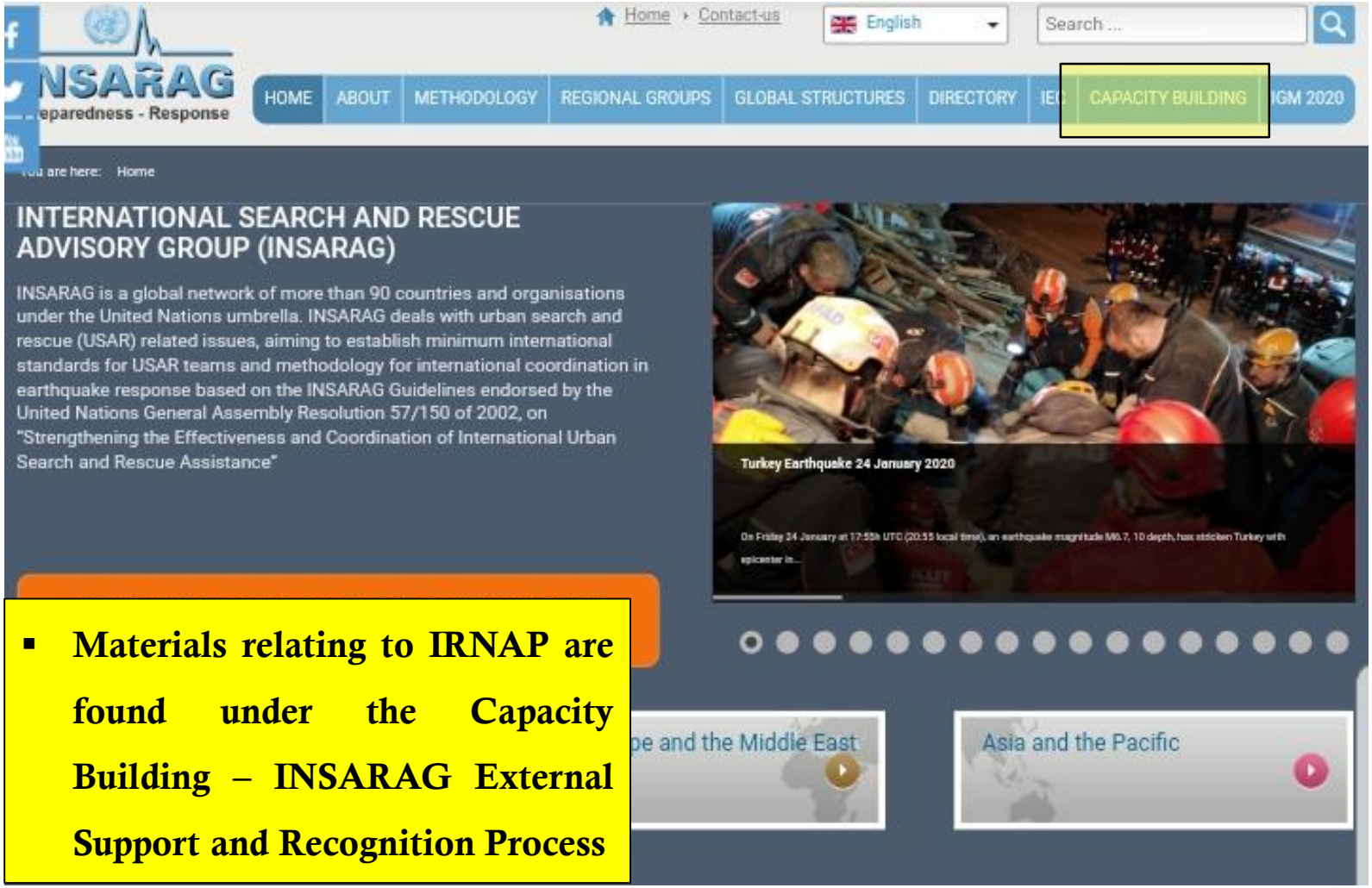
UC Manual
Information Management
V/OSOCC
Others

‘Guidance Notes’ Sub Categories



‘Guidance Notes’ Sub Categories

Example – Movement of IRNAP materials



- **Materials relating to IRNAP are found under the Capacity Building – INSARAG External Support and Recognition Process**

‘Guidance Notes’ Sub Categories

Example – Movement of IRNAP materials

Home › Contact-us | English | Search ...

INSARAG – Preparedness - Response

HOME | ABOUT | METHODOLOGY | REGIONAL GROUPS | GLOBAL STRUCTURES | DIRECTORY | IEC | CAPACITY BUILDING | IGM 2020

You are here: Home › Capacity Building › National Accreditation Process

CAPACITY BUILDING

- Capacity Building
- National Accreditation Process
  - INSARAG External Support and Recognition Process
- First Responder Training
- Assessment Missions
- Capacity Building Directory
- Earthquake Exercise Package
- Reference/Document

36159 hits

NATIONAL ACCREDITATION PROCESS

The INSARAG Guidelines 2015 include a complete manual on strengthening national and local capacity building (Vol. II, Manual A) and recommend countries **to establish a national USAR team accreditation mechanism** to allow a country to *"manage, monitor and establish the same standards officially and adhere closely to the INSARAG standards and guidance in developing its USAR national response systems"*. This process has been worked on particularly since 2014 in a workshop carried out in Chile on "The creation of a national USAR team accreditation process" and many of the lessons learned in the Americas region in the past few years have been incorporated.

The INSARAG Americas Regional Group presented a proposal on this topic to the INSARAG Steering Group in 2016, who in turn requested the Regional Group to lead the initiative to *"design a peer revision/certification process of national USAR team accreditation processes, which confirms to the requesting country that it is complying with the minimum standards for national USAR team accreditation processes"* and present recommendations back to the Steering Group in 2017.

A National Accreditations Working Group was created in 2016, led by the Americas Regional Group with participation from other interested countries, and the proposal developed and consulted globally throughout 2016 was endorsed by the INSARAG Steering Group in 2017.

Classification vs Accreditation

The INSARAG Guidelines 2015 make the difference between the IEC classification – a process amongst peers, designed by the INSARAG community for the verification of the achievement of the standards for teams with an international deployment mandate; and the accreditation, a process which is by definition at the national level and through which the achievement of national standards is certified by an accrediting entity, in other words, the competent national authorities.

National accreditation process

The USAR response framework of INSARAG shows a structure, which aims to ensure **interoperability** between different levels of USAR response and determines that *"it is vital that working practices, technical language and information are common and shared through all levels of the USAR response framework"* (INSARAG Guidelines, Vol I, 2.1). Therefore, the standards developed for the accreditation of national teams **must be aligned with** the INSARAG methodology and therefore should be recognized within this same framework.

The 2015 INSARAG Guidelines provide a very general guidance on the establishment of a national USAR team accreditation process.

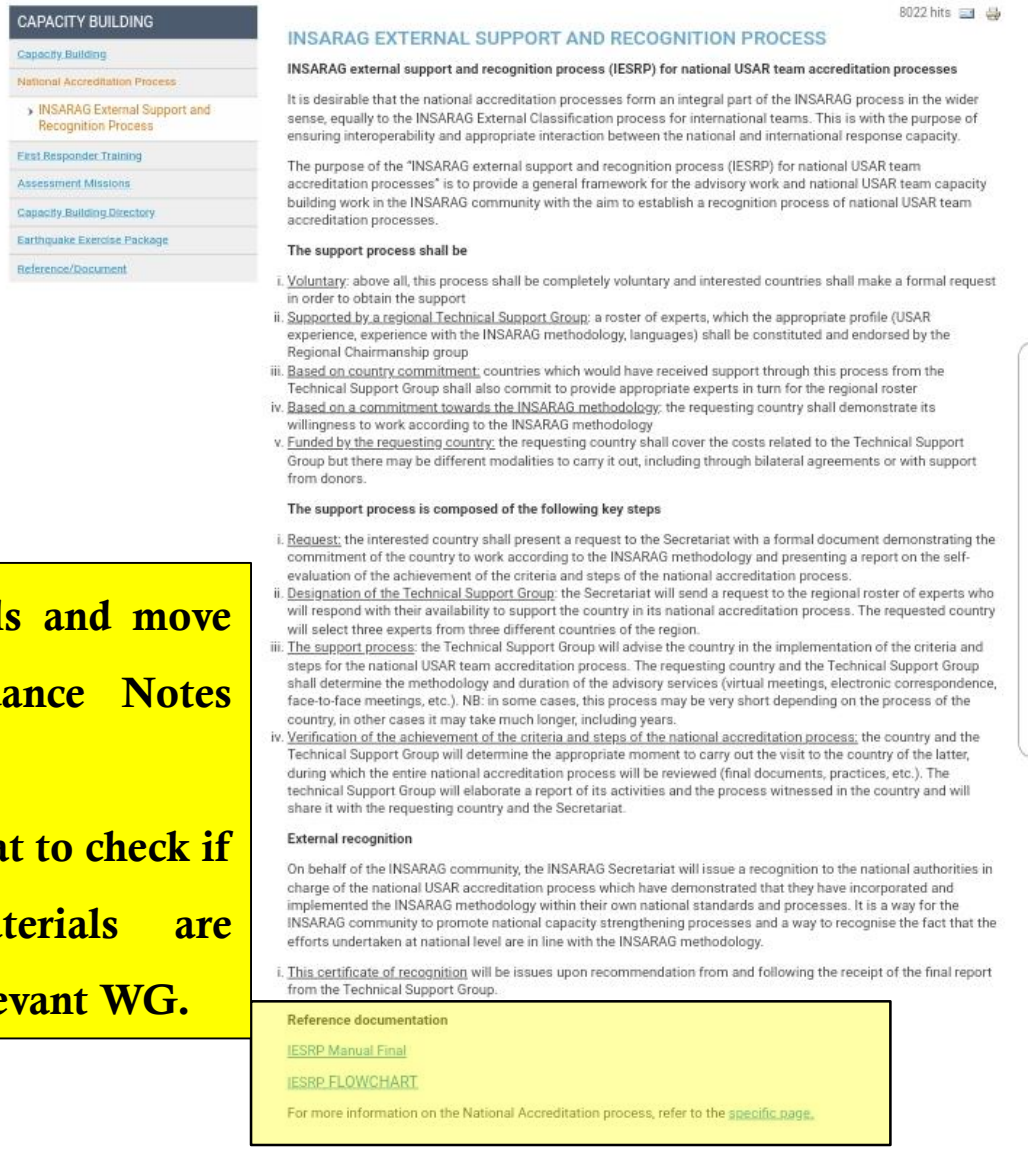
In addition to the Guidelines, here are additional and more detailed directions and tools for the design and implementation of a national accreditation process. This guidance will be incorporated in the next update of the INSARAG Guidelines, as endorsed by the INSARAG Steering Group in 2017.

NOTE: By definition, the national standards and processes shall be elaborated and promulgated at national level by the competent authority. This guidance is designed to promote the use of the INSARAG methodology by national authorities for its national teams and the national USAR response.

- Recommended minimum criteria and steps for the national USAR team accreditation processes. – These shall serve as guidance to national authorities who are in the process of establishing a national USAR team accreditation process.
- National standards: This is an updated version of Annex C of Manual A of the INSARAG Guidelines: "Capacity assessment checklist for national USAR team". This updated version is more explicit with regards to standards applicable for light teams. They also include actual standards/ requirements on the national disaster management system (LEMA) with regards to the activation and coordination procedures for the national response.
- Supporting documentation: the following are a series of formats for the supporting documentation that national teams may wish to use in order to demonstrate that they are achieving the national standards.

‘Guidance Notes’ Sub Categories

Example – Movement of IRNAP materials



CAPACITY BUILDING

- Capacity Building
- National Accreditation Process
  - INSARAG External Support and Recognition Process
- First Responder Training
- Assessment Missions
- Capacity Building Directory
- Earthquake Exercise Package
- Reference/Document

8022 hits

INSARAG EXTERNAL SUPPORT AND RECOGNITION PROCESS

INSARAG external support and recognition process (IESRP) for national USAR team accreditation processes

It is desirable that the national accreditation processes form an integral part of the INSARAG process in the wider sense, equally to the INSARAG External Classification process for international teams. This is with the purpose of ensuring interoperability and appropriate interaction between the national and international response capacity.

The purpose of the "INSARAG external support and recognition process (IESRP) for national USAR team accreditation processes" is to provide a general framework for the advisory work and national USAR team capacity building work in the INSARAG community with the aim to establish a recognition process of national USAR team accreditation processes.

The support process shall be

i. Voluntary: above all, this process shall be completely voluntary and interested countries shall make a formal request in order to obtain the support
ii. Supported by a regional Technical Support Group: a roster of experts, which the appropriate profile (USAR experience, experience with the INSARAG methodology, languages) shall be constituted and endorsed by the Regional Chairmanship group
iii. Based on country commitment: countries which would have received support through this process from the Technical Support Group shall also commit to provide appropriate experts in turn for the regional roster
iv. Based on a commitment towards the INSARAG methodology: the requesting country shall demonstrate its willingness to work according to the INSARAG methodology
v. Funded by the requesting country: the requesting country shall cover the costs related to the Technical Support Group but there may be different modalities to carry it out, including through bilateral agreements or with support from donors.

The support process is composed of the following key steps

i. Request: the interested country shall present a request to the Secretariat with a formal document demonstrating the commitment of the country to work according to the INSARAG methodology and presenting a report on the self-evaluation of the achievement of the criteria and steps of the national accreditation process.
ii. Designation of the Technical Support Group: the Secretariat will send a request to the regional roster of experts who will respond with their availability to support the country in its national accreditation process. The requested country will select three experts from three different countries of the region.
iii. The support process: the Technical Support Group will advise the country in the implementation of the criteria and steps for the national USAR team accreditation process. The requesting country and the Technical Support Group shall determine the methodology and duration of the advisory services (virtual meetings, electronic correspondence, face-to-face meetings, etc.). NB: in some cases, this process may be very short depending on the process of the country, in other cases it may take much longer, including years.
iv. Verification of the achievement of the criteria and steps of the national accreditation process: the country and the Technical Support Group will determine the appropriate moment to carry out the visit to the country of the latter, during which the entire national accreditation process will be reviewed (final documents, practices, etc.). The technical Support Group will elaborate a report of its activities and the process witnessed in the country and will share it with the requesting country and the Secretariat.

External recognition

On behalf of the INSARAG community, the INSARAG Secretariat will issue a recognition to the national authorities in charge of the national USAR accreditation process which have demonstrated that they have incorporated and implemented the INSARAG methodology within their own national standards and processes. It is a way for the INSARAG community to promote national capacity strengthening processes and a way to recognise the fact that the efforts undertaken at national level are in line with the INSARAG methodology.

i. This certificate of recognition will be issues upon recommendation from and following the receipt of the final report from the Technical Support Group.

Reference documentation

IESRP Manual Final

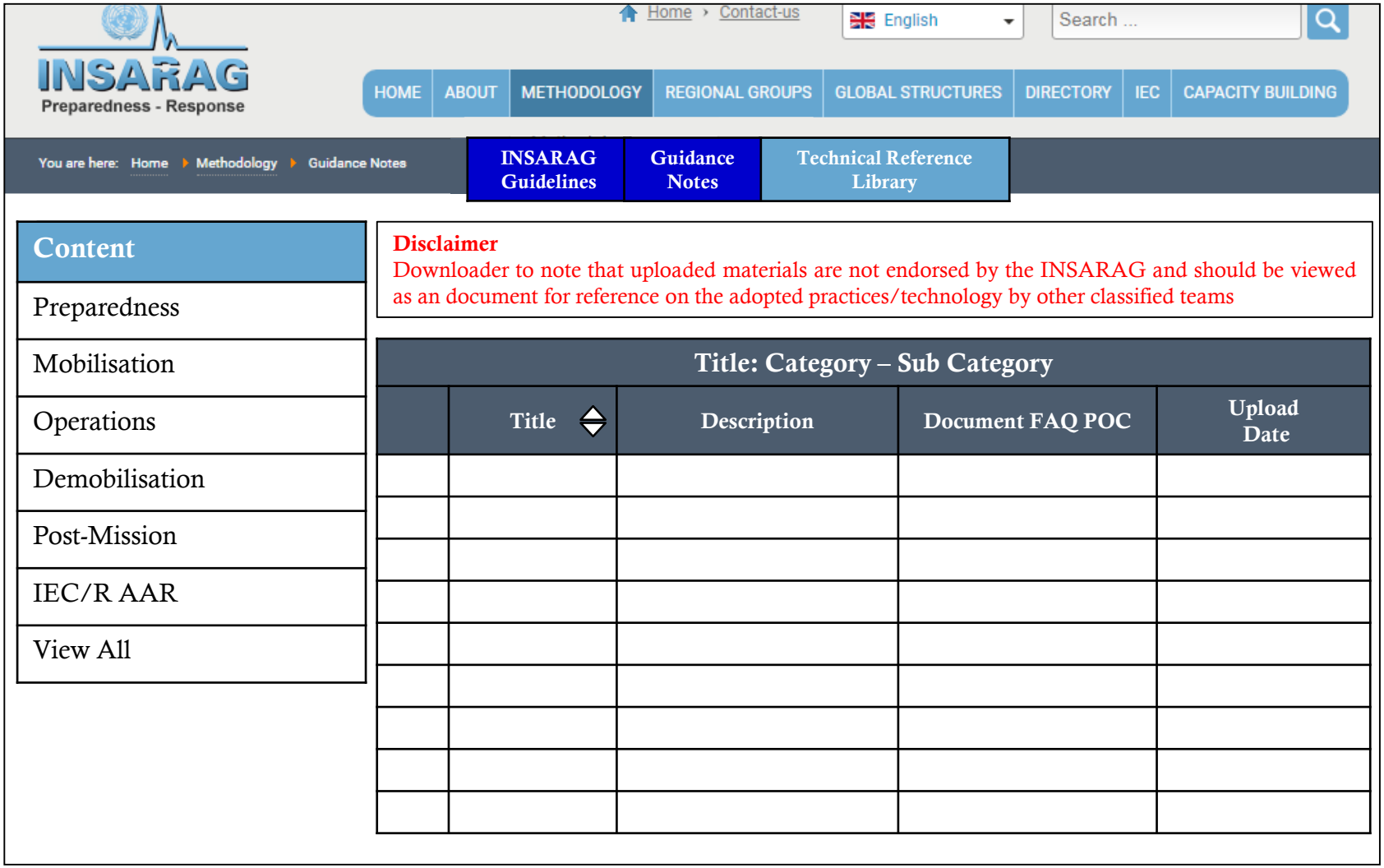
IESRP FLOWCHART

For more information on the National Accreditation process, refer to the specific page.

- **Extract the Materials and move them to the Guidance Notes section**
- **INSARAG Secretariat to check if the extracted materials are accurate with the relevant WG.**

Technical Reference Library Navigation

‘Technical Reference Library’ Layout



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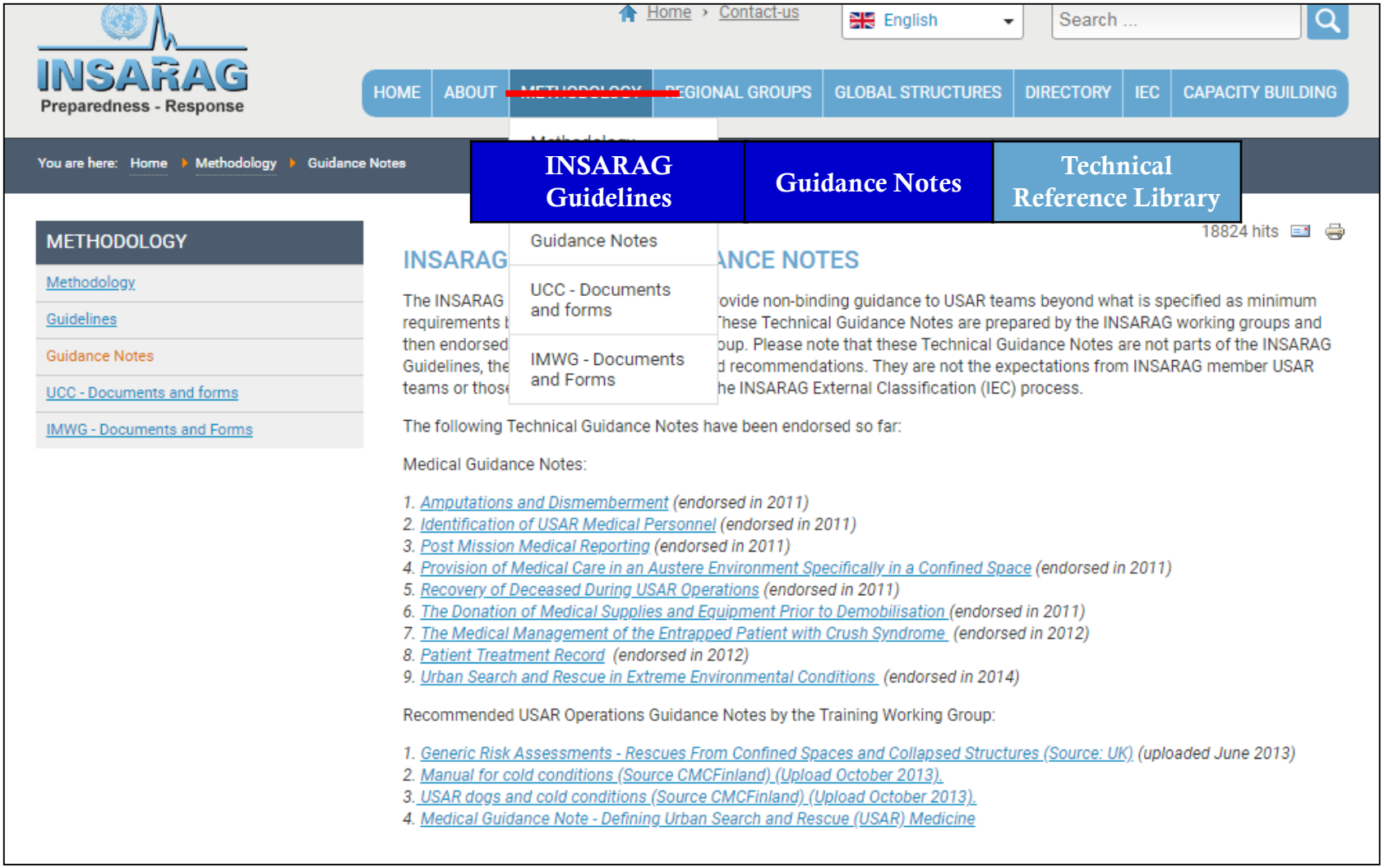

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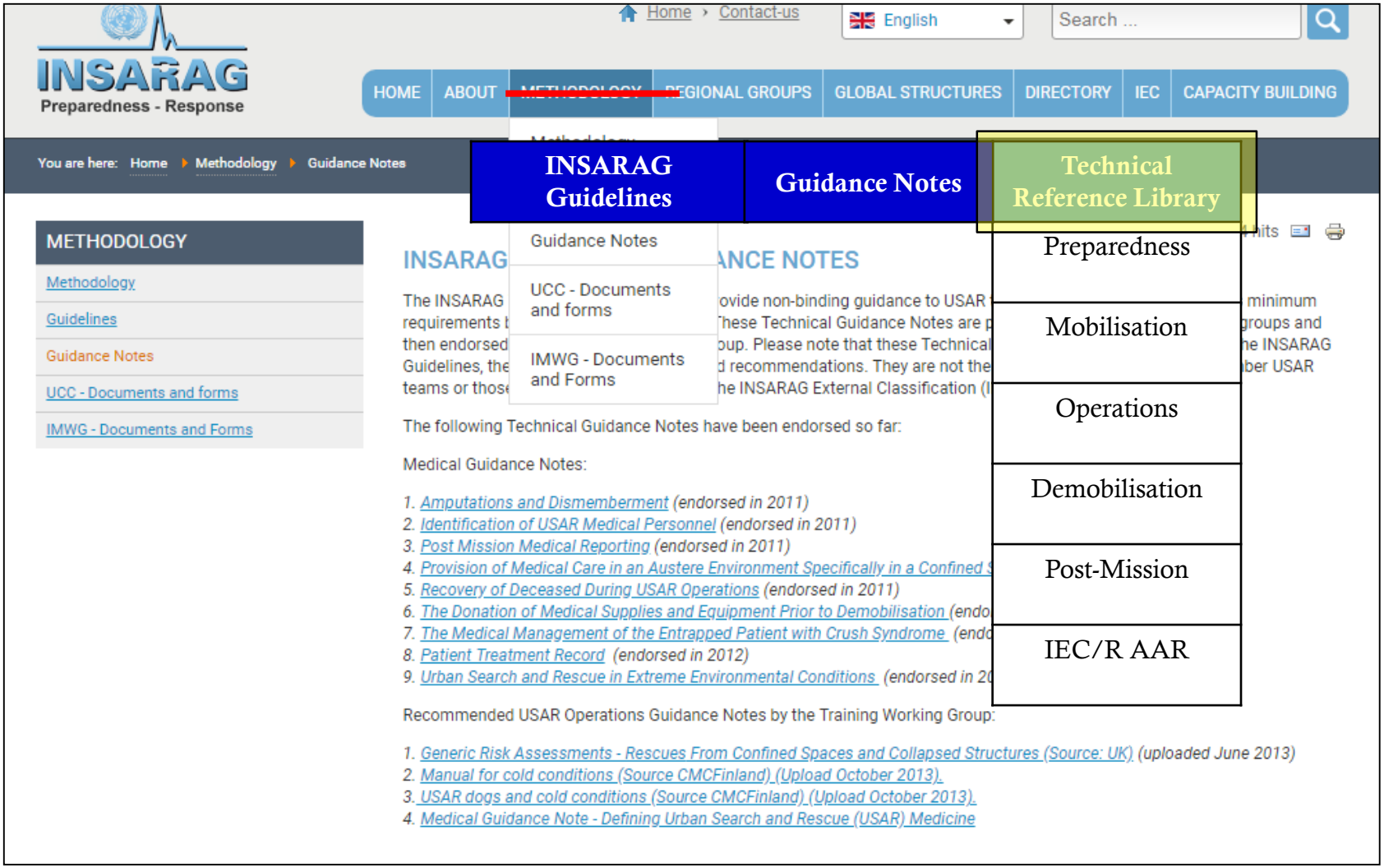

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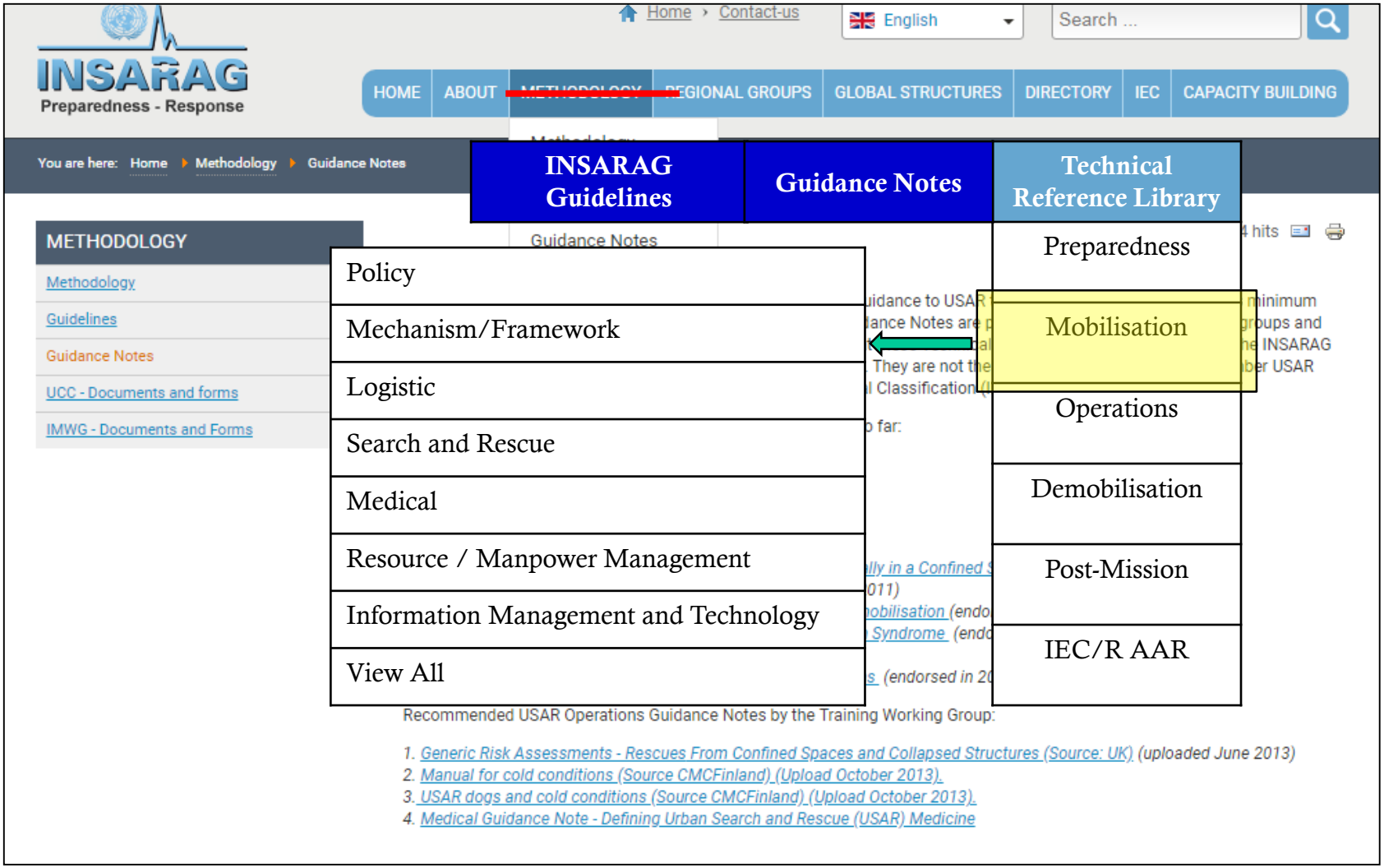

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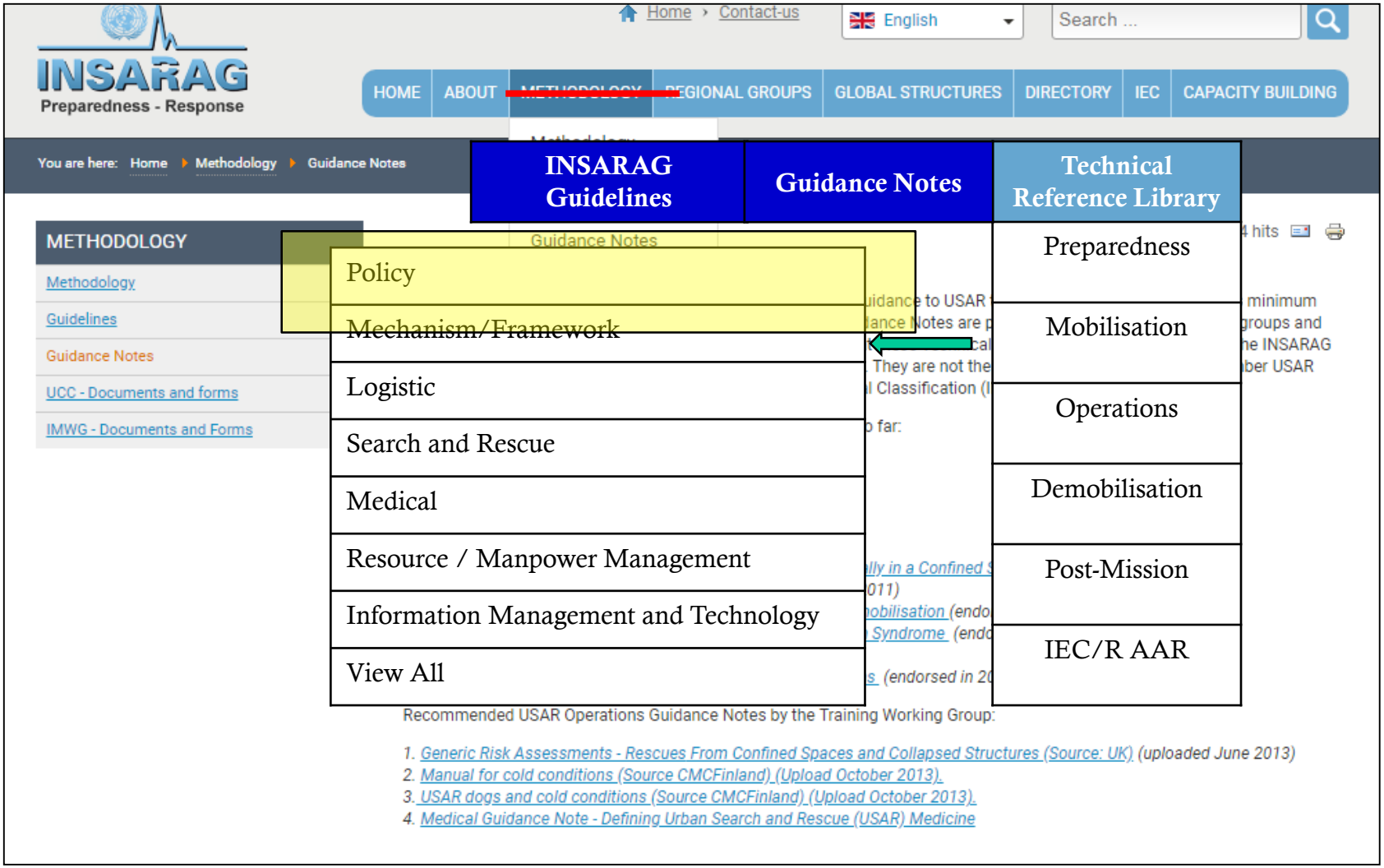

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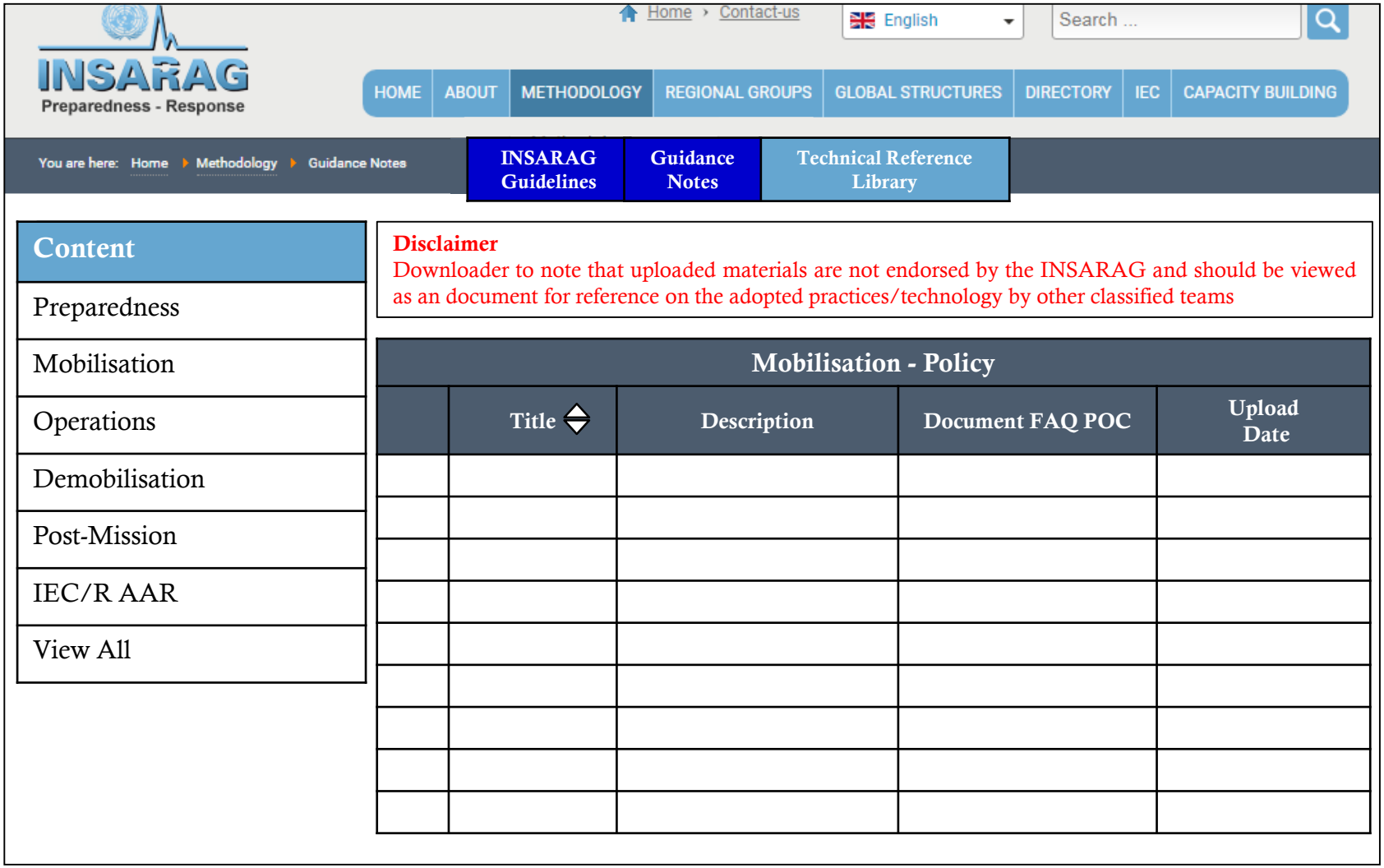

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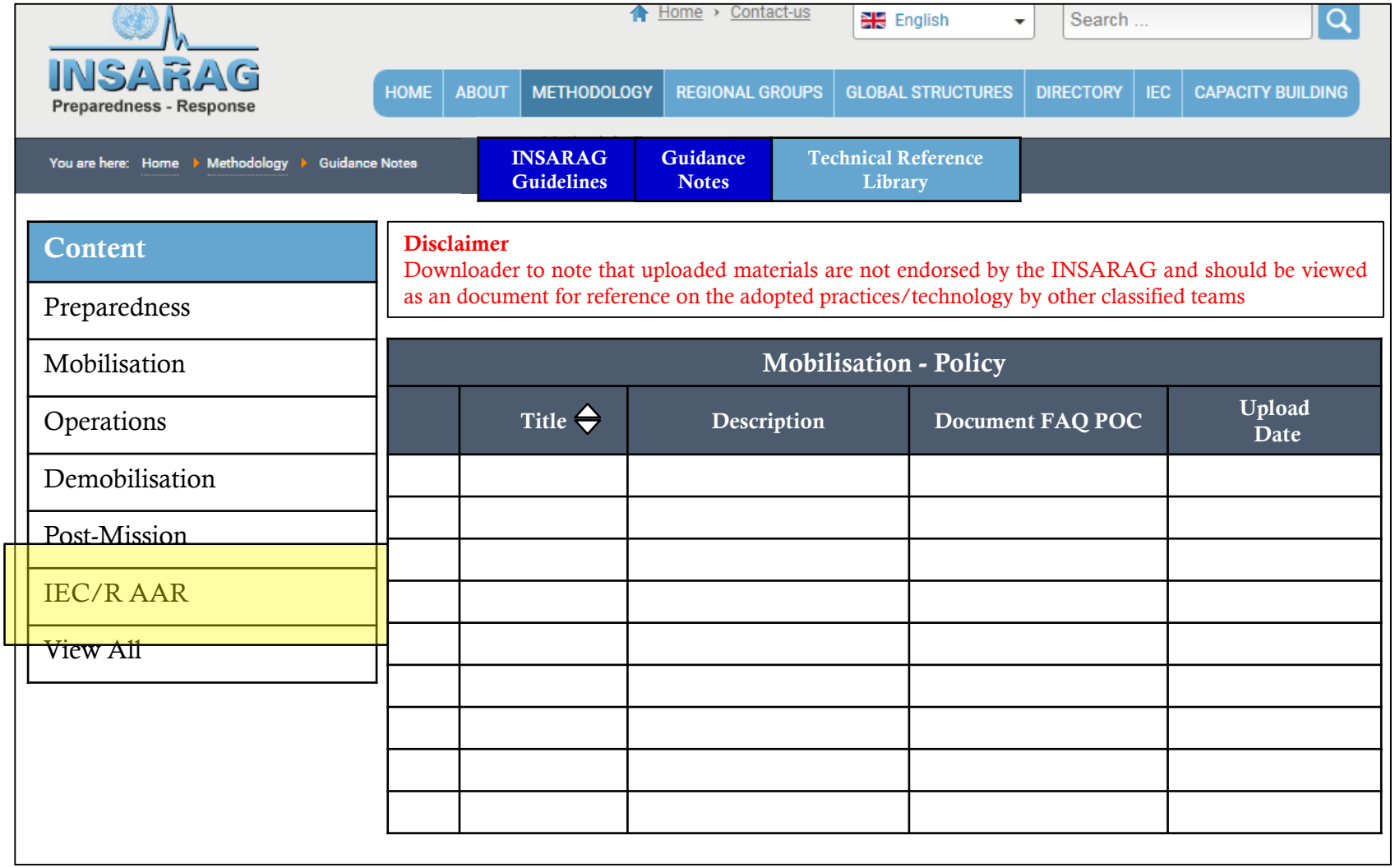


‘Technical Reference Library’ Sub Categories

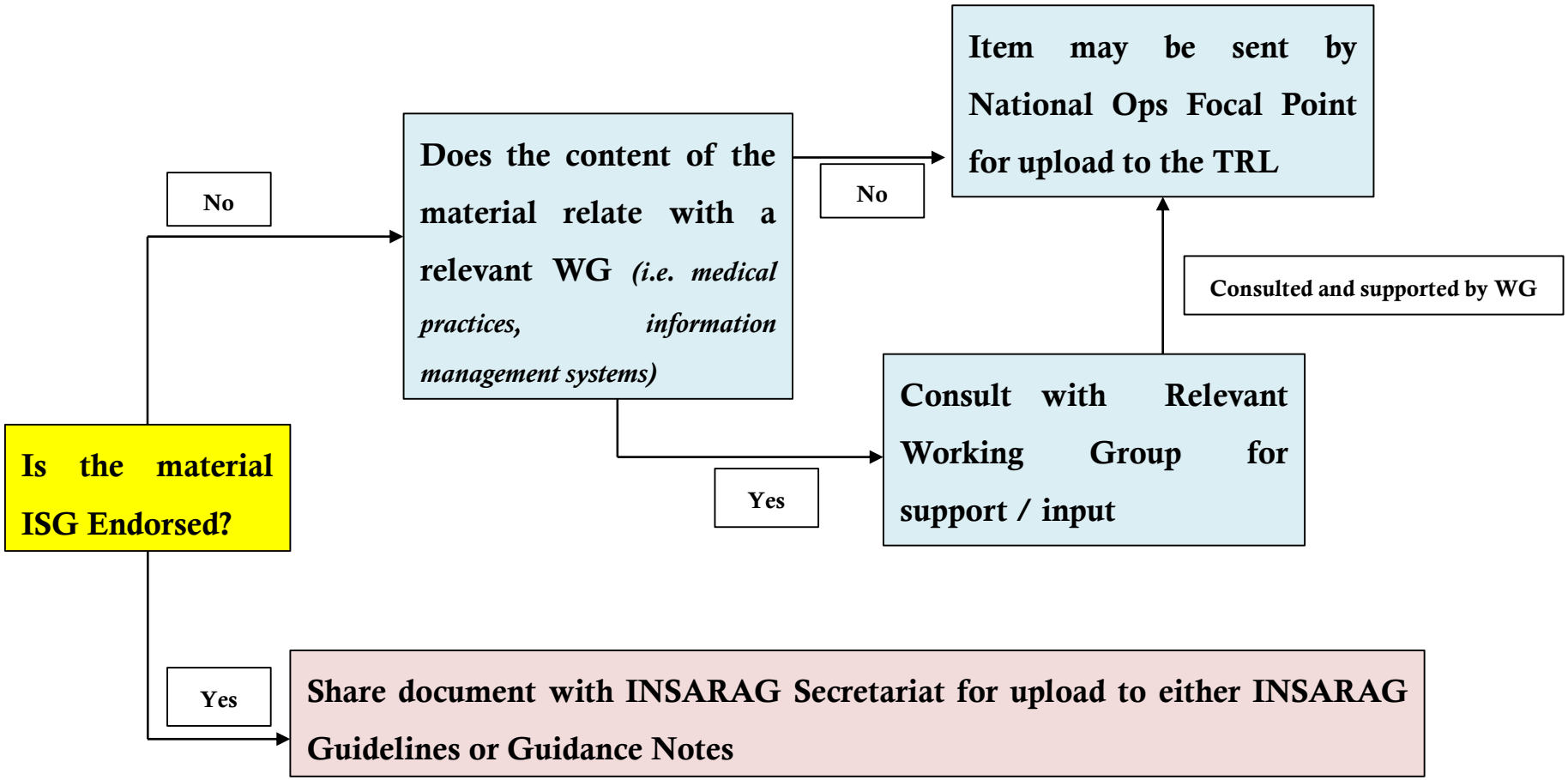
Content
Preparedness
Mobilisation
Operations
Demobilisation
Post-Mission
IEC/R AAR

Policy
Mechanism/Framework
Logistic
Search and Rescue
Medical
Resource / Manpower Management
Information Management and Technology

1. **Policy**
2. **Mechanism / Framework**
3. **Logistics**
4. **Search and Rescue**
5. **Medical**
6. **Resource / Manpower Management**
7. **Information Management and Technology**

Universally applied to all categories EXCEPT for “IEC/R AAR” which would not have any sub - categories

Document Upload Workflow



Document Review Process

ISG Endorsed

Guidelines
To be reviewed every 5 years

Guidance Notes
Annexes
Checklists
Manuals

1. These items still belong to the Guidelines and must be endorsed by ISG.
2. Only available as soft copies online in INSARAG.org.
3. Content will be reviewed when necessary.

Technical Reference Library

Knowledge repository for best practices

1. Can be contributed by INSARAG Classified Teams and Teams undergoing Classification through their respective National Operational Focal Points
2. Specific contributions must be cleared by the related INSARAG Working Group
3. Can also be contributed by INSARAG Working Group

End