3rd MEETING OF THE INSARAG Guidelines Review Group (GRG) 2018-2020

CO-CHAIRS' SUMMARY
Geneva, Switzerland, 4 to 8 Feb 2019

OCHA

INSARAG Preparedness – Response

BACKGROUND

The INSARAG Steering Group (ISG), at its meeting in 2018 and 2019, endorsed the following GRG decisions:

ISG 2018
1. *Co-Chairs from different regions to lead the GRG with technical experts and meeting the ToRs shared with the network.*
2. *Invite previous GRG members and with support from their respective organisations to ensure continuity of institutional knowledge and experience is maintained.*
3. *Chairs of existing Working Groups will be co-opted members and engaging with relevant partners and agencies when needed.*
4. *The GRG will take into account the suggestions from 2017 regional discussions and widely consult with the Regional and Team leader groups physically in the respective meetings and on-line, and report back to the ISG.*
5. *A Technical Reference Resource Library will be considered by the GRG.*
6. *The tenure of the GRG will be from 2018 to 2020 -with the launch of the Revised version 2020 to coincide with the INSARAG Global Meeting in 2020.*

ISG 2019
1. *The guidelines review had transited into Phase 2 and the GRG would be reorganised into thematic groups to commence looking into the individual volumes and integrate the proposed amendments and inputs gathered from Phase 1.*
2. *The GRG had finalised on features of the Technical Reference Resource Library and would be discussed with the respective regional and Team Leader groups for feedback.*
3. *The GRG had engaged Mr David Woods as its technical writer and Version 1.0 of the review guidelines would be ready by July 2019 for feedback from the respective regional, Team leader groups.*
4. *The GRG would continue to consolidate suggestions and inputs from regional and Team leader groups physically in the respective meetings and on-line.*
5. *Version 2.0 of the reviewed guidelines would be finalised with co-chairs and WG leaders in Feb 2020 and would be reported back to ISG for endorsement during the ISG 2020 meeting in Mar/Apr 2020.*

Since its formation in 2017, GRG 2020 has actively engaged the INSARAG community through the following platforms as outlined in Table 1.

Table 1: Engaged INSARAG Platforms

1. Teleconference - Mar and Nov 2018	3. Team Leader Meeting - Sep (Romania) 2018
2. GRG Meeting - Apr (Switzerland) and Sep (Romani2a) 2018	4. Regional Meeting - Aug (Tokyo), Oct (France) and Nov (Mexico)

The 3rd GRG Meeting in Geneva was conducted back to back with the ISG 2019 Meeting in Geneva, Switzerland during the Humanitarian Network Partnership Week from 4 to 8 Feb 2019.

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MEETING PARTICIPANTS

The meeting was attended by 16 participants representing the three regions, other working groups and relevant organisations. The meeting was facilitated by the Emergency Response Support Branch (ERSB) in its capacity as the INSARAG Secretariat. Refer to Table 2 for the participant list.

Table 2: 3rd GRG Meeting Participants List

Co-Chairs (2)		
1. David Sochor from *Switzerland*		2. Anwar Abdullah from *Singapore*
Technical Members from three regions (9)		
Americas	**Africa – Middle East- Europe**	**Asia-Pacific**
1. Sebastian Mocarquer from *Chile* 2. Johnny Ramirez Zumbado from *Costa Rica* 3. Silvia Ballen from *Colombia*	1. Mohamed Alshahrani from *Saudi Arabia* 2. Belit Tasdemir from *Turkey* 3. Samghouli Soufian from *Morocco* (absent) 4. Martin Evers from *Netherlands* 5. Vasily Evseev from *Russia* 6. Firas Falah Obaid Abu Al Sondos from *Jordan* 7. Annika Coll from *Spain*	1. Chen Hong from *China* 2. Paul Bailey from *Australia* 3. Paul Burns from *New Zealand* (absent)
Co-opted Members (3)		
1. Dewey Perks from TWG (absent)		4. Ove Syslak from IRO
2. Arjan Stam from LTWG		5. Ian Duncan from *New Zealand*
3. Anthony Macintyre from MWG (absent)		6. Peter Wolff from *Germany* (absent)
INSARAG Secretariat and support to Co-chairs (2)		
1. Winston Chang from ERSB (absent)		2. Marie Mure from ERSB
3. Benjamin Lim from Singapore (Support to co-chairs)		

OPENING ADDRESS

Mr Jesper Holmer Lund, Chief OCHA Emergency Response Services Branch, opened the 3rd GRG Meeting. He shared on the major achievements which the INSARAG had achieved over 2018 like the INAP and USAR Coordination (UC) which enhanced the disaster response capacity of local and international USAR teams. He also stated that UN OCHA and INSARAG would continue to bolster partnerships, integrate humanitarian response with USAR and enhance it's beyond the rubble capability

Mr Anwar (Singapore) updated the meeting on the progress achieved by the GRG since 2018 and highlighted that the **GRG had transited into Phase 2 of the guidelines review since the Team Leaders Meeting last year in Bucharest**, as well as sharing on feedback received from the engagement session from the Asia Pacific Regional Meeting. Mr David Sochor (Switzerland) and Mr Sebastian Mocarquer (Chile) shared on the feedback received from the engagement sessions during the AEME and Americas Region Meeting. For information on the guidelines re view phases, refer to Table 3.

2020 INSARAG GUIDELINES REVIEW
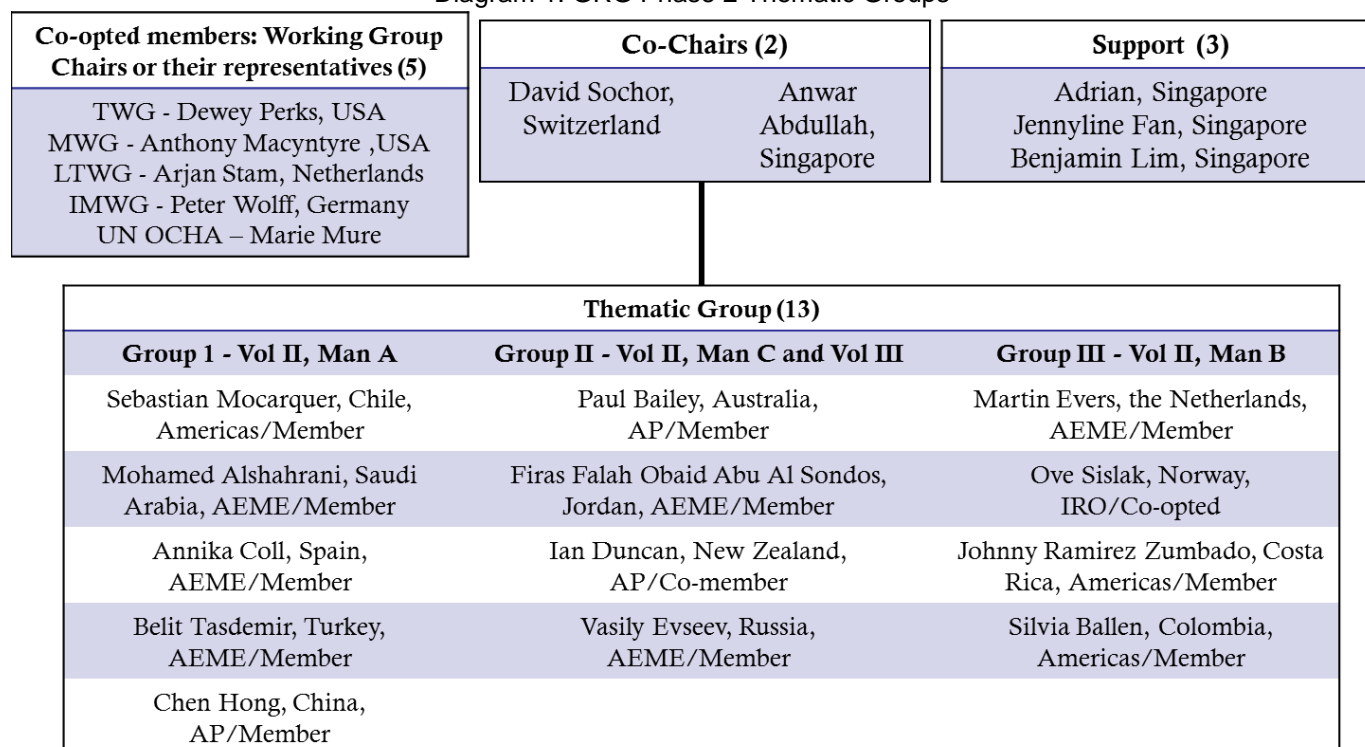
Reorganised Thematic Groups and Document Keepers

Noting the transition to Phase 2, the meeting agreed on: (i) the reorganised Thematic Groups and (ii) the appointment of document keepers for each of the Volume/Manual (including the technical reference library) as outlined in Table 3 and Diagram 1 below.

The meeting also noted that the re-organised Thematic Groups would commence looking into the individual volumes and harmonise Phase 1 inputs. Any revision to the documents (with the changes tracked) would need to be submitted to them for uploading onto the UNDAC Mission Software (through Luigi Bruno, OCHA) - *All revisions (including changes to checklists or annexes) would be included into the relevant volumes and manuals accordingly.*

Table 3: GRG Phase 2 Document Keepers

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)

Diagram 1: GRG Phase 2 Thematic Groups

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

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		

Engagement of Review Writer

The meeting welcomed the introduction of Mr David Woods (Ireland) as the official guidelines technical writer. Mr David Woods was invited by Mr David Sochor (Switzerland) to ensure consistency in the version of the Guidelines.

Amendments to Guidelines (Endorsed by ISG 2019)

The meeting was organised into discussion groups led by the respective document keepers to collate on the proposed amendments to the guidelines. **The proposed amendments below were subsequently presented by Mr David Sochor (Switzerland) and endorsed during the ISG 2019 meeting as outlined in Table 4 below.**

Table 4: ISG 2019 Endorsed Amendments to Guidelines

S/N	Changes
Guidelines Format Revision	
1	The GRG proposed that the following items should be separated from the Guidelines to be placed under "Guidance Notes" section of INSARAG.org: ▪ Checklists (e.g. NAP verification checklist from Vol II, Manual A, IEC/R checklist from Vol II, Manual C) ▪ Forms ▪ Vol III (Operational Field Guide) ▪ Manuals (e.g. UCC) The abovementioned items would remain as an integral part of the Guidelines and the separation was meant to facilitate a more flexible and quicker content review and revision process, separately from the Guidelines.
Volume I (Policy)	
1	The GRG informed on the implementation of ISG 17 & 18 decisions on NAP/INAP, Classified Light Teams, UCC within Vol I.
2	The GRG proposed on the revision to the Focal Point structure as outlined below. ▪ National Policy Focal Point – Strategic ▪ National Operational Focal Point – Operational ▪ USAR Team Focal Point (New) – Tactical The GRG also shared that there has to be further refinement and clarity to the requirements and qualifications which each Focal Point has to meet before being considered for the role
3	The GRG also shared that the addition of the three strategic objectives of 2020-2025 under Annex C ▪ Reinforcing Quality Standards, ▪ Advancing Flexible Assistance, ▪ Enhancing Preparedness and Bolstering Partnership →these to be considered for the GRG 2025 after endorsement by ISG 2020
Volume II, Manual A (Capacity Building)	
1	The GRG shared on the implementation of the ISG 17 and 18 decisions on NAP/INAP and Classified Light Teams ▪ Adopted the endorsed manual as an integral part of Manual A, including relevant checklists ▪ Updated the USAR Light Team description to reflect the Classified Light Teams concept ▪ Updated the team structure and description across the manual
2	The GRG also shared that the Thematic Group would conduct a general review of Manual A to ensure that the format remains consistent and content up to date (e.g. UCC)
Volume II, Manual B (Operations)	
1	The GRG informed on the implementation of ISG17 and 18 decisions on Beyond the Rubble, UC, Classified Light Teams (e.g. transition from provisional OSOCC to UCC)
2	The GRG updated on the addition of medical information from the "Medical Guidance Notes" section. The information would be added where relevant under "USAR detailed operations chapter 3".

3	The meeting also shared that the Thematic Group would conduct a general review of Manual B to ensure that the format remains consistent and content up to date (e.g. transition from FCSS to ESRB)
Volume III, Manual C (IEC/R)	
1	The GRG shared that the IEC/R Checklist and Manual would be updated to reflect inputs gathered from Training WG, Light Team WG, Information Management WG and Medical WG
Volume III, Operational Field Guide	
1	The GRG shared on the implementation of ISG18 decisions on UC (e.g. transition from provisional OSOCC and all references to UCC would be added where required)
2	The GRG informed that all diagrams from original version would be retained and that all content within the volume would be kept up to date and enhanced in detail to provide additional guidance on the minimum standards which USAR teams should adhere to and improve upon where possible.
3	It was discussed to move the Operational Field Guide out of the Guidelines and retain it within the Guidance Notes

Technical Reference Resource Library (Endorsed by ISG 2019)

The meeting came to a common consensus on the Technical Reference Resource Library features as outlined in Table 5 below. The features were subsequently presented by Mr Anwar (Singapore) and endorsed during the ISG 2019. The meeting also agreed that the endorsed features would be shared during the respective 2019 regional and Team Leader Meeting for feedback.

On the deliberation if the library should have a **discussion platform**, the meeting agreed that they would leverage on **the INSARAG Facebook page as a trial discussion platform to measure the level of enthusiasm for the discussion platform.**

Table 5: ISG 2019 Endorsed Features of Technical Reference Library

Function/Purpose	1. Knowledge repository and Discussion platform
	2. It is recommended 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. The section would comprise of the five USAR components.
	    c. Existing platforms such as the INSARAG Facebook page would be trialled as a discussion platform.

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)

Open Door GRG Review Discussion Session

The meeting hosted an open door session to obtain feedback on the guidelines amendments and technical reference library. The collated feedback is as outlined in Table 6 below.

Table 6: Collated feedback from GRG Open Door Session

S/N	Feedback/Response
1	General consensus that the changes made by the GRG were sufficient.
2	General consensus that a knowledge repository platform was required to enable information sharing with the USAR community.
3	The audience suggested there has to be a mechanism which enabled the reader to seek inputs and advice on the shared material. The GRG members informed that the INSARAG Facebook page would be trialed as an interim discussion platform as a measure of its demand. Audience members were also advised that they could to discuss with the Operational Focal Points.
4	The audience suggested that the endorsement and material sharing workflow (i.e. who would upload the material unto INSARAG.org? could there be more than one endorser?) could be enhanced. The GRG members noted the feedback and informed that more details on the platform would be shared for inputs (during regional and Team Leader's meetings) upon endorsement by ISG 2019.

GRG Discussion on ISG 2019 6 Endorsed Items

The meeting discussed on the potential impact of items endorsed during ISG 2019 on the Guidelines: (i) NAP/INAP, USAR Coordination, (ii) Information Management Implementation, (iii) International Light Team IEC, (iv) Strengthening the INSARAG and IEC/R Quality Assurance system (v) Global INSARAG Strategy 2020 to 2025 and (vi) the presentation by co-chairs Mr Anwar Abdullah (Singapore) and Mr David Sochor (Switzerland) INSARAG Guidelines Review Version 2020. For more information on the ISG's decision, refer to Annex B.

On the endorsement of **LTWG's proposal** for USAR teams to be able to demonstrate the capacity to downsize (i.e. heavy to medium, medium to light). The meeting agreed that LTWG would need to clarify on how should the teams should demonstrate the capacity (i.e. teams would need to demonstrate the ability to downsize to light or medium teams during their IER).

The meeting also agreed that more conversation was needed for advancing **flexible assistance** - highlighted in the concept note for the Global Meeting in 2020. GRG members agreed that the guidelines should mention the deployment of USAR teams for non-USAR operations as part of bilateral co-operations in Vol I and Vol II, Manual A

On the endorsement of **Global INSARAG Strategy 2020 to 2025** to strengthen partnership, GRG deliberated that some basic information on how INSARAG would interact with its partners (UNESCO, Interpol etc.) should added be into the Guidelines.

The meeting also noted Japan's suggestion on the need to enhance the information on a country's **receiving mechanism**. Mr Anwar (Singapore) informed that the JPN team would share their inputs through Mr David (Switzerland) for the GRG consideration.

On the endorsement of **Strengthening the INSARAG and IEC/R Quality Assurance system**, the meeting noted that the IEC/R checklist would be separated into two separate checklists with distinction between the different classifications as outlined below. The meeting also noted that TWG would share more information on the progress of the checklist for implementation into "Guidance Notes" section
1. IEC – Light, Medium, Heavy
2. IER – Light, Medium, Heavy

The meeting agreed to **maintain a document which contains: (i) a summary on the changes made for each volumes for the transitional Guidelines Review Group and (ii) a feedback segment**. The deck of slides would be shared / presented along with draft Version 1.0 for feedback. The deck would also serve as a useful reference materials and progress report to share with the Regional Meetings and Team Leader.

Deliverables and Milestones

The meeting deliberated and agreed on the updated GRG deliverables and milestone as outlined in Table 7 and Table 8 as outlined below.

Table 7: GRG 2018 to 2020 Deliverables

Phase 1 (Apr – Sep 18)	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.
	 2. Discussion on "Technical Reference Resource Library"
	 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 in Feb 2020

Phase 3 (Feb – Jun 20)	1. Implementation of Guidelines 2020 after endorsement from ISG in Mar/Apr 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. Individual meeting summaries will serve as written progress reports to update ISG and Regional Chairs 2. A standard proposal/report will be put up for reporting during ISG and regional meetings 3. Regional focal points within the GRG will be appointed to represent GRG for all INSARAG major events

Table 8: GRG 2018 to 2020 Milestones

Activity	Deadline	Timeline											
		2018				2019				2020			
		1	2	3	4	1	2	3	4	1	2	3	4
GRG workplan (Phase 1) – Completed ▪ 1st GRG meeting (Geneva), 16 to19 Apr 2018 ▪ 2nd GRG meeting (Back to back with TL meeting in Romania), 16 to 21 Sep 2018 ▪ Teleconference meeting for update on the proposals, 20 Nov 2018	Completed												
GRG workplan (Phase 2) ▪ 3rd GRG meeting (back to back with ISG 2019 in Geneva) 4 to 9 Feb 2019 ▪ Technical Writer to begin work from Mar 2019 onwards ▪ All thematic groups to complete revision of their respective volumes by 13 May 2018, in preparation for final discussion during the 4th GRG meeting. ▪ First draft (Version 1.0) to be ready by mid July 2019 (after 4th GRG meeting in Singapore, 12-14 Jun 2019) and circulated to	Feb 2020												

GRG members /Team Leaders/Regional Troikas/Partners by early Aug 2019 (before APRM 19 meeting in Australia, 15-16 Aug 2019) ▪ Discussion of draft (Version 1.0) during Team Leaders meeting (back to back with 5th GRG meeting) in Chile, 6 to 13 Oct 2019 ▪ Final inputs from Team Leaders/Regional/Partners by Dec 2019 ▪ Draft (Version 2.0) to incorporate all inputs by end Jan 2020 ▪ Final discussion with Co-Chairs and WG leaders in Feb 2020 to finalise draft (Version 2.0) ▪ Final presentation (Version 3.0) to ISG in Apr 2020													
Technical Reference Library (Phase 2) ▪ Platform's features finalised during 3rd GRG meeting and endorsed by ISG 19 ▪ GRG to seek feedback on endorsed features from the relevant regional and Team Leader meetings.	Feb 2020												
Engagement of Technical Writer (Phase 2) ▪ Engagement of David Woods to ensure consistency in the final outcomes of the guidelines	Up till the endorsement of the guidelines												
Launch of Guidelines 2020 ▪ Upon ISG endorsement of the Guidelines 2020 in Mar/Apr 2020, GRG will implement new guidelines ▪ Official launch of the guidelines during the global meeting in Poland, 4 to 9 Oct 2020 ▪ Establishment of transitional Guidelines Review Group	Jun/ Aug 2020												
Translations and technical platforms ▪ Engage regions to offer translation of new guidelines (after endorsement of Guidelines) ▪ Secretariat and regional level can explore other technical platforms for the Guidelines ▪ Transitional GRG to carry on this part of the works	TBC												
GRG representation in all the INSARAG meetings, SIMEX, courses, IEC/R ▪ Deliver progress reports on GRG's work and outcomes to the INSARAG Regional and Steering Groups and Team Leaders on a regular basis	Ongoing												

DELIVERABLES BEFORE 4th GRG MEETING IN SINGAPORE

1. All thematic groups to complete revision of their respective volumes by 13 May 2019, in preparation for final discussion during the 4th GRG meeting in Singapore, 12 to 14 Jun 2019.
2. UN Secretariat to extend invitation to all GRG members and the Leader of the Working Groups to attend the 4th GRG meeting in Singapore.

Geneva, 8th Feb 2019