5th MEETING OF THE INSARAG Guidelines Review Group (GRG) 2018-2020

CO-CHAIRS' SUMMARY
Santiago, Chile, 6 to 8 and 12 Oct 2019

**OCHA**

INSARAG
Preparedness – Response

BACKGROUND

1. The guidelines review had transited into Phase 2 and the GRG was organised into Thematic Groups to look into the individual volumes and manuals and integrate the proposed amendments and inputs gathered from Phase 1. Document keepers for each of the Volume/Manual (including the technical reference library) were appointed as outlined in **Table 1** below.

Table 1: GRG Phase 2 Document Keepers

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

2. The GRG had finalised on features of the Technical Reference Library and would discuss 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 had been circulated to the INSARAG community through INSARAG.org for feedback. The document submission workflow with the technical writer as outlined in **Figure1** below.

Figure 1: Document Submission Workflow
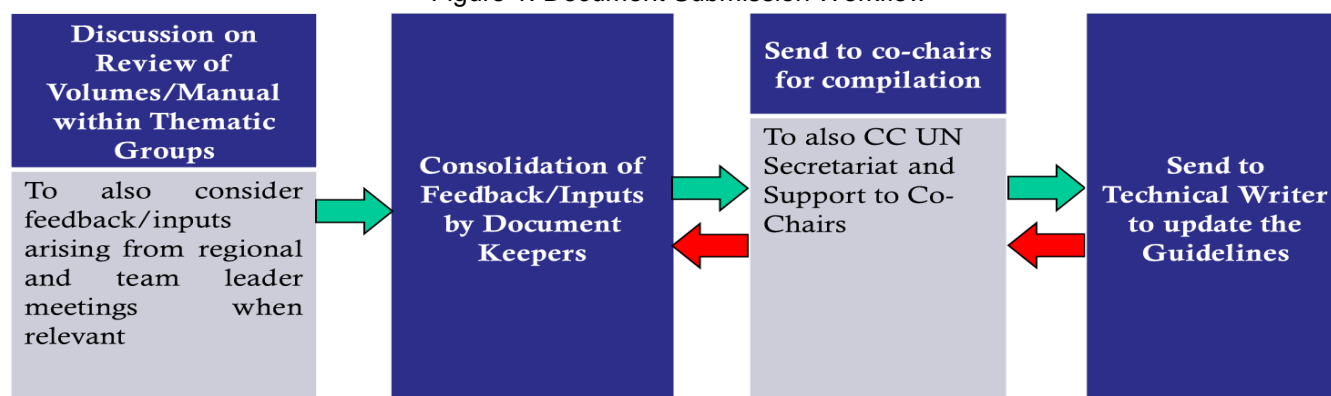
4. The GRG would continue to consolidate suggestions and inputs from regional and Team leader groups physically in the respective meetings and through online platforms.
5. The draft version 2.0 of the reviewed guidelines would be finalised with Co-Chairs and WG leaders during the 6th GRG meeting in The Hague, the Netherlands from 9 to 12 Dec 2019.
6. The version 3.0 would be finalised and reported back to ISG for endorsement during the ISG 2020 meeting in Feb 2020.

Since its formation in 2017, GRG 2020 has actively engaged the INSARAG community through the following platforms as outlined in **Table 2** . The upcoming events are highlighted in red.

www.unocha.org
The mission of the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors.
Coordination Saves Lives

Table 2: Engaged INSARAG Platforms

1. **Teleconferences** - Mar and Nov 2018, Jul and Sep 2019	3. **Team Leaders Meetings** - Sep 2018 (Romania), Oct 2019 (Chile)
2. **GRG Meetings** - Apr 2018 (Switzerland), Sep 2018 (Romania), Feb 2019 (Switzerland), Jun 2019 (Singapore), Oct 2019 (Chile), Dec 2019 (the Netherlands), Feb 2020 (Switzerland)	4. **Regional Meetings** - Aug 2018 (Tokyo), Oct 2018 (France) and Nov 2018 (Mexico), Aug 2019 (Australia), Oct 2019 (Italy) and Nov 2019 (Argentina)

The 5th GRG Meeting was held in Santiago, Chile from 6 to 8 and 12 Oct 2019, concurrently with the Team Leaders' meeting, which was held from 9 to 11 Oct 2019.

MEETING PARTICIPANTS

The meeting was attended by 14 participants representing the three regions and relevant organisations. The meeting was facilitated by the Emergency Response Section (ERS) of the Response Support Branch (RSB) in its capacity as the INSARAG Secretariat. Refer to **Table 3** for the participant list.

Table 3: 5th GRG Meeting Participants List

Co-Chairs		
1. David Sochor from *Switzerland*		2. Anwar Abdullah from *Singapore*
Technical Members from three regions		
Americas	**Africa – Middle East- Europe**	**Asia-Pacific**
1. Sebastian Mocarquer from *Chile* 2. Silvia Ballen from *Colombia* 3. Johnny Ramirez Zumbado from *Costa Rica*	1. Annika Coll from *Spain* 2. Martin Evers from *the Netherlands* 3. Belit Tasdemir from Turkey	1. Paul Bailey from *Australia* 2. Chen Hong from *China* 3. Paul Burns from *New Zealand*
Co-opted Members		
1. Ove Syslak from IRO		
INSARAG Secretariat and support to Co-chairs		
1. Marie from ERS		2. Adrian Chong from Singapore (Support to co-chairs)

OPENING ADDRESS

The GRG co-chairs, Mr David Sochor (Switzerland) and Mr Anwar Abdullah (Singapore) updated the meeting on the endorsed changes from the ISG 2019 and progress achieved by the GRG since the 4th GRG meeting in Singapore. One of the major endorsed changes would be the separation of the following items from the Guidelines: (i) Checklists (e.g. NAP verification checklist, IEC/R checklist) (ii) Forms (iii) Vol III (Operational Field Guide) and (iv) Manuals (e.g. UC Manual) from the Guidelines, all of which would be made available in soft copy and placed under "Guidance Notes" section of INSARAG.org. The abovementioned items remain as an integral part of the Guidelines and hence, will be binding.

The meeting agreed on the review's timeline (refer to **Table 4** for the timeline) which paves the way towards the Guideline's endorsement in ISG 2020 and its eventual launch during the INSARAG Global Meeting 2020 in Poland in Oct 2020.

Table 4: GRG Review 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. Consultation with regions and partners – **ongoing**
	 4. Engage technical writer and draft engagement/implementation plans - **ongoing**
	    a. **Draft Version 1.0 to be discussed during Team Leader Meeting in Santiago, Chile, Oct 2019**
	    b. Draft Version 2.0 to be finalised with Co-Chairs and WG leaders during **6th GRG meeting in The Hague, the Netherlands** 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

UPDATES ON GUIDELINES

Volume I

Mr David Sochor (Switzerland), presented on the amendments made to Volume I as reflected below.

1. Focal Points
    a. Introduction of USAR Team Focal Point as the third category of Focal Point
    b. 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)
    c. The USAR Team FP is as well the POC to the already existing "national" Policy- and Operational Focal Point
    d. The hierarchy is not changed (in descending order): Policy Focal Point (National) - Operational Focal Point (National) - USAR Team Focal Point (Team/Organization)
2. Terms of Reference
    a. Designation of countries being members of INSARAG have been changed into "member states"
    b. Organizations belonging to the INSARAG network have been changed into "member organizations"
    c. Countries not belonging to the INSARAG network have been kept as "countries", such as "affected country"
3. Annexes
    a. Introduction of TORs for "USAR Team Focal Point" under Annex A
    b. Addition of Annex C as place holder for topics to be discussed by the Regions and Team Leaders and endorsed by ISG in 2020. These topics will be taken into consideration for GRG 2025
    c. Addition of Annex D to capture the updates made from the previous Guidelines
4. Updated references to USAR Coordination (i.e. removed references to provisional OSOCC)
5. Introduced classified 'Light teams'
6. Introduced the Technical Reference Library
7. Included information on the review process of the Guidelines
8. Introduced "National Receiving Mechanism"

Volume II, Manual A

Mr Sebastian Mocarquer (Chile), presented on the amendments made to Volume II, Manual A as reflected below.

1. Expanded the National Accreditation Process (NAP) description
2. Included the INSARAG Recognised National Accreditation Process (IRNAP)
3. Updated references to USAR Coordination (i.e. removed references to provisional OSOCC)
4. Updated references to Light Teams
5. Information pertaining to a country's national receiving mechanism would be expanded within Vol II manual A. The expansion would be non-prescriptive and guide policy makers on: (i) the establishment of communication protocols and (ii) harmonisation of coordination methodologies.

Volume II, Manual B

Mr Martin Evers (the Netherlands), presented on the amendments made to Volume II, Manual B as reflected below.

1. Updated references to USAR Coordination (i.e. removed references to provisional OSOCC)
2. Introduced 'Beyond the Rubble' concept
3. Introduced classified 'Light teams'
4. Added information on the USAR Medical Guidance Note
5. Introduced updated terminology (e.g. ERS of RSB for FCSS)
6. Adjusted team designator to two-digit numbers for classified teams (e.g. NED-01)

Volume II, Manual C

Mr Paul Burns (New Zealand), presented on the amendments made to Volume II, Manual C as reflected below.

1. All checklists are shifted to INSARAG.org,
2. Updated references to USAR Coordination (i.e. removed references to provisional OSOCC)
3. Introduced classified 'Light teams'
4. Incorporated Inputs from Light Team WG, Information Management WG and Training WG into one master document
5. Expanded Annex A to reflect that checklists are living documents
6. Expanded description of classifier's role to include UCC
7. Updated IEC exercise section

Volume III

Mr Paul Bailey (Australia), presented on the amendments made to Volume III as reflected below:

1. Updated references to USAR Coordination (i.e. removed references to provisional OSOCC).
2. Re-formatted the document with a new and refreshing outlook as the volume.
3. Volume III would be transformed into an electronic copy while remaining as an integral part of the Guidelines.
4. Updated information captured within descriptors across all elements.
5. Updated information within Section 8 on Hazmat operations.
6. Introduced information on the protection of women and vulnerable communities within Annexes.
7. Two of the diagrams would be removed.

Technical Reference Library

Mr Anwar Abdullah (Singapore) presented on the proposed format of the Technical Reference Library (TRL) and the INSARAG Endorsed Documents in INSARAG.org based on endorsed concept in ISG 2019 as reflected in **Table 5** below. The meeting agreed on the proposed general overview of the TRL in INSARAG.org as reflected in **Figure 2** below. The meeting agreed that the proposed format should be presented for deliberation during the Regional and TL Meetings. There should be an explanatory note on the structure of the new Guidelines to explain the relationship and differences between Guidance Notes and TRL. The note should also explain the creation and approving processes of Guidance Notes and TRL, as well as roles and responsibilities for quality control of the content. The

drafting of the explanatory note would be further discussed at the next GRG meeting. Guiding principles for the guidelines, guidance notes and TRL would be drafted and circulated to GRG members and working group leaders after deliberation at the next GRG meeting.

Table 5: ISG 2019 Endorsed Concept of Technical Reference Library

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)**

Figure 2: Overview of the Technical Reference Library and guidelines in INSARAG.org
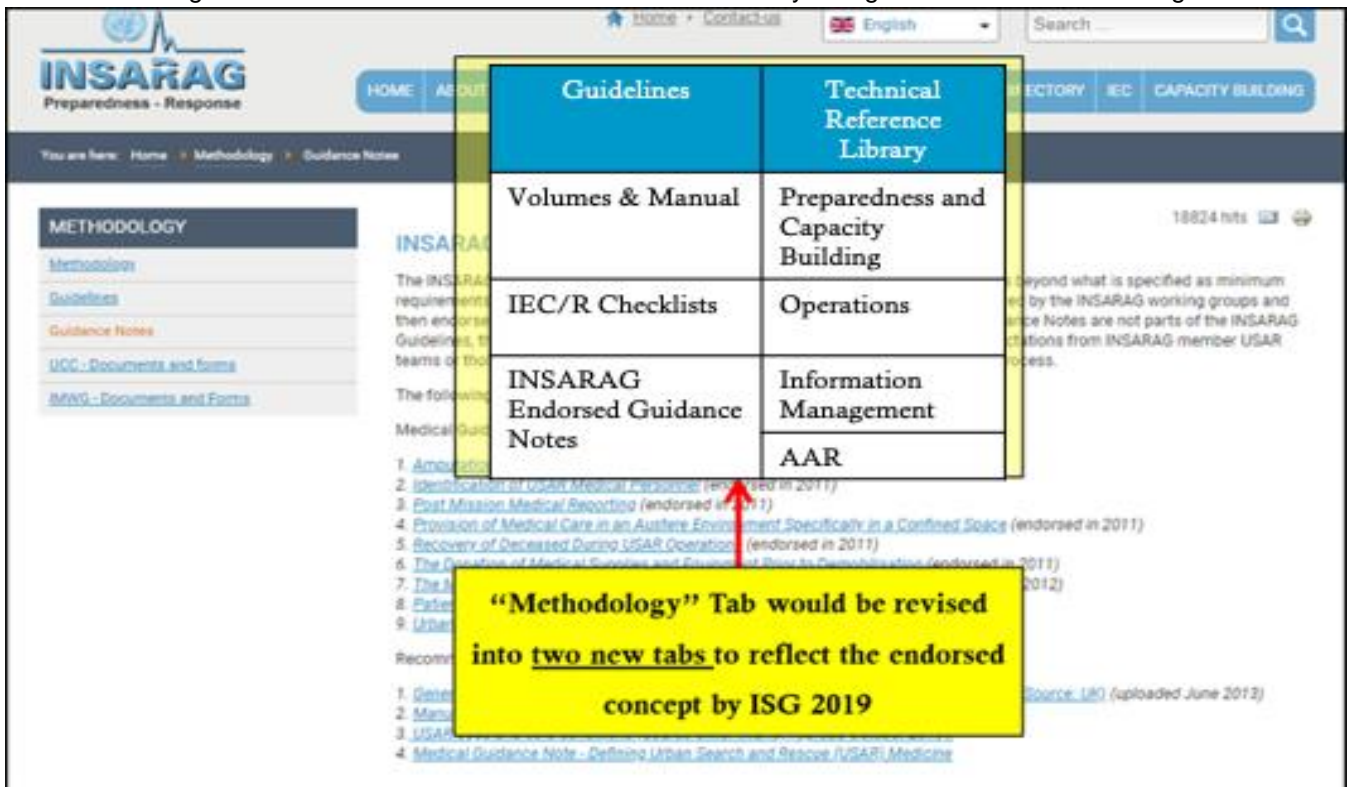
Proposed items to be shifted to Guidance notes and TRL

The thematic groups discussed and collated the list of items in the individual volumes and manuals to be shifted to the Guidance notes and TRL. The proposed items would be discussed and finalised in the next GRG meeting.

Meeting also discussed about the creation of the classification handbook from Vol III Manual C and whether the handbook would add value to the current manual. Meeting agreed that this proposal should be discussed further with the Working Group chairs and INSARAG secretariat.

Enhancement of Infographics in the guidelines

Mr Anwar shared with GRG on the proposed changes of infographics in the guidelines. The meeting agreed with majority of the proposed changes and provided recommendations and inputs. Singapore would incorporate the recommendations and circulate a second draft of the proposed changes to GRG members by **end of Oct 2019** for GRG's consideration and further inputs. The proposed changes in infographics would be further discussed in the next GRG meeting.

MEETING BETWEEN GRG AND TRAINING WORKING GROUP (TWG)

The GRG arranged a meeting with the TWG to clarify on several issues pertaining to Volume II Manual C and the **Table 6** below outlined the salient points that were raised for discussion during the meeting.

Table 6: Salient points from GRG-TWG meeting

S/N	Discussion Topic	Feedback	Follow-up
1.	**Pre-greening**		
a.	Inclusion of a chapter in the guidelines to describe the process of "pre-greening"	TWG shared there will not be "pre-greening" as items 1 to 6 on the IEC checklist would be moved to the TOR of mentors. ISG has agreed to put these items under the mentor's responsibility.	TWG to elaborate this in the manual and the TOR for mentors. Address this also in the training of mentors to prepare them for this role and responsibility.
2.	**IEC/R**		
a.	IEC/R handbook	Meeting agreed that the Vol II Manual C will look into the strategic issues of IEC/R, while the handbook will look into the specific operational aspect of IEC/R.	
b.	Distinction between IEC and IER	TWG shared several distinctions between IER and IEC, such as the timeline, commitment of mentor and classifiers.	TWG to develop a matrix to show the distinction between IEC and IER to be incorporated in the Manual.
c.	Checklist	There will be six checklists. TWG has developed and will review the IEC and IER check lists for medium and heavy teams while the LTWG will develop and review the IEC and IER checklists for Light teams.	
3.	**Assessment/evaluation of mentors and classifiers**		
a	Training courses	TWG has been tasked to review the conduct of training courses for mentors and classification team leaders/ secretariat representatives. Refresher courses have been planned by TWG. Meeting discussed about having online courses.	

S/N	Discussion Topic	Feedback	Follow-up
b	Management of mentors and classifiers	Meeting discussed about the need to review the criteria of mentor/ classifiers and the selection of classifiers by secretariat.	Secretariat to look into the management of classifiers and mentors. • Classifiers qualifications must be clearly stated and understood. • Classifiers' application must be reviewed and endorsed by relevant Focal Points to ensure that the requirements are met. • Secretariat must oversee that requirements are met. • Classifiers' selection and appointment must be well understood and transparent to the network. • Classifiers' and mentors' evaluation must be completed and fed back into the classifiers' next appointment. • Classifiers' and mentors' records should be kept updated.
4.	**Post IEC/IER reporting**		
a.	Review of post-IEC/IER evaluation tools (e.g. checklist assessment, advisory note, etc.)	GRG and TWG will consult TL meeting in 2019 on the current checklist assessment and the reporting of the IEC/R.	Report the feedback of the TL meeting to ISG/ secretariat.

KEY INPUTS FROM TL MEETING

The members of the GRG engaged the team leaders in breakout discussions regarding Volume II Manual A, B, C and Volume III of the guidelines and the key inputs are as follows:

1. The majority of the participants requested for more clarity and justifications for the separation in different categories (guidelines, guidance notes, technical reference library)*; i.e. what type of content goes where and clearer endorsement process.*
2. With the rising number of documents, a major concern was ensuring consistency, accessibility and ease to use. Some team leaders suggested for an electronic document management system; e.g. an update of the INSARAG app.
3. The following are the comments for the individual volumes/manuals:

Volume II/Manual A

Query/Subject	Meeting Remarks/Suggestions
On overall concept	Some team leaders suggested for clearer messaging on the actual purpose of the NAP, IRNAP and how it relates to the IEC (i.e. NAP as prerequisite), especially the classified light team concept.

National Accreditation Process (NAP)	Some suggested to clearly state the need for the conduct of a final exercise for a team to undergo a NAP. The question on whether coordination capacities at national level (UCC, RDC) should be included in Manual A was raised by some TLs.
INSARAG Recognised NAP	Some suggested for a national accreditation exercise to be observed. To ensure quality assurance, some suggested to establish a clear mechanism/ procedure. Some asked for more details on the steps of the process, TSG roster, requirements for members and flowchart to explain the process. Some suggested to include experience sharing.
Tools	Some suggested to provide more tools for the implementation of the NAP (i.e. NAP handbook, checklists, templates for implementation plans.

Volume II/Manual C

Query/Subject	Meeting Remarks/ Suggestions
On breaking down of parts of the content of Volume C into a classification handbook under the category of "guidance notes".	Most team leaders were supportive.
Post-IEC/R reporting	Opinions were mixed on the use of colour coding system. While some were in favour, others felt that it has fulfilled its need and should be replaced. Regional groups were encouraged to discuss this, and recommendations would be made to the GRG.
Reporting timeline once IEC/R exercise is done	There were suggestions for the classification package to be finished and submitted in not more than 30 days. Suggestions, draft to be presented before departure. The report to be submitted to secretariat 7 days later and the final report to be given to team 7 days later.

Volume III

Query/Subject	Meeting Remarks/ Suggestions
On the use of volume III	Most said they used Vol III but not necessarily in the way it was originally intended to be used. Vol III was used more as a reference and as inputs for their own field manuals/SOPs.
Content	Some suggested to split the guide by roles or functions or phases. There were suggestions to include new content such as shoring, forms to illustrate collapse patterns and ops safety considerations. Most team leaders agreed that there should be more pictures/ infographics instead of texts in the guide and some suggested to have colour coding for different sections.
Format	Some suggested to have an editable version for team to input details such as contact info and BOO map. There were also suggestions to develop Vol III into a mobile application which enabled the content to be personalised/ customised to individual needs.

Any Other Matters

Meeting agreed to not develop a survey form to get further inputs for the GRG as the current engagement platforms with the INSARAG community (ISG, regional and team leaders' meetings and online platforms) were sufficient to receive feedback and inputs. Mr Sebastian suggested during the meeting that GRG could consider conducting a satisfaction survey with the community to understand if the GRG process could be improved when the guidelines is completed and implemented.

Meeting reviewed the tables in Volume II Manual A on the manpower requirements of UCC/RDC to be in line with IEC/R checklists. Mr David would be drafting a paragraph to explain the rationale of the requirements stated.

On the proposed changes to the post IEC/R reporting, meeting agreed that this issue would be discussed during the upcoming regional meetings and the inputs would be discussed further at the next GRG meeting. The proposed changes would require endorsement by the ISG before it could be updated in the guidelines.

Mr Paul Bailey presented the proposal to enhance the current colour coding (green, yellow and red) differentiation mechanism applied to the INSARAG classification and reclassification system. The three proposed options included
   I.   Retaining the current colour coding and advisory notes system,
   II.   Changing the current colour coding system whereby;
       a.   GREEN will indicate that a team has EXCEEDED the INSARAG Minimum Standard for USAR Operations. Items coded as Green should be considered as an "INSARAG Best Practice" and not simply meeting of the minimum standards.
       b.   YELLOW will indicate that a team has met, but not exceeded, the INSARAG Minimum Standard for USAR Operations. Items coded Yellow will have advisory notes attached that indicate where a team could improve its processes and procedures.
       c.   RED will indicate that a team does not meet the INSARAG Minimum Standard for USAR Operations. Items coded Red will indicate where a team must improve its processes and procedures.
   III.   Remove the colour coding system and replace with advisory notes.

The detailed proposal would be attached as **Annex A.**

DELIVERABLES FROM 5TH GRG MEETING

1. All document keepers are to incorporate feedback gathered from the TL breakout sessions and submit their returns by 6th Dec 2019.
2. The Secretariat to the Co-chairs would prepare and share the updated presentation slides for presentation at the next two regional meetings in Italy and Argentina 2019.
3. INSARAG Secretariat to extend invitation to all GRG members and the Chairs of the Working Groups to attend the 6th GRG meeting in the Netherlands to discuss the feedback gathered from TL and regional meetings on the guidelines. The deadline of the feedback and consultation process is 30th Nov 2019.
4. Thematic groups to identify specific annexes, checklists and forms which would be shifted to 'Guidance Notes' and TRL in INSARAG.org.
5. Thematic groups are to continue observing Phase 2's timeline as outlined in **Table 4** above.
6. Thematic groups to keep the Guidelines Amendment Template up to date on changes implemented.
7. Thematic groups to continue to identify infographics which need to be updated.

MILESTONES FOR 6TH GRG MEETING IN THE NETHERLANDS – 9 to 12 Dec 2019

1. The tentative proposed agenda is as follow:
   a.   Stock take of progress of the guidelines review and feedback gathered from the TL and regional meetings.
   b.   Discussion on post IEC/R reporting. Invitation of other Working Group chairs and INSARAG secretariat representative would be required.
   c.   Discussion on implementation of the Vol III Operations Field Guide and INSARAG.org (app development).
   d.   Thematic groups to discuss on the implementation of the technical reference library, explanatory note and draft guiding principles.
   e.   Discussion on the proposed changes to infographics.
   f.   Discussion on guidelines implementation and engagement plan following endorsement in Feb 2020.
   g.   Discussion on the roadmap of the guidelines and transitional guidelines review group.

Chile, 12 Oct 2019