

BACKGROUND

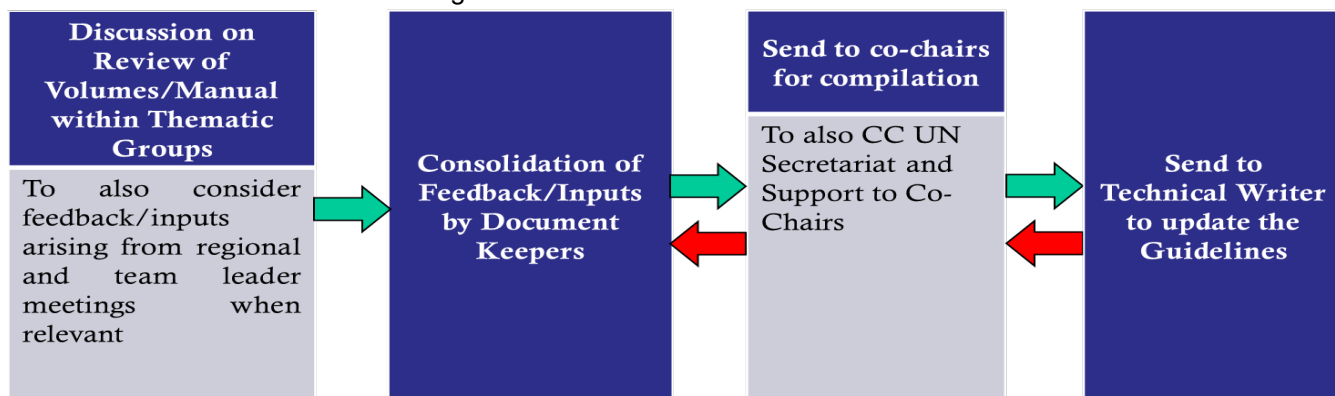
1. The guidelines review had transited into Phase 2 and the GRG was organised into Thematic Groups to look into the individual volumes and manuals and integrate the proposed amendments and inputs gathered from Phase 1. Document keepers for each of the Volume/Manual (including the technical reference 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 the features of the Technical Reference Library (TRL) and had 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 had been circulated to the INSARAG community through INSARAG.org for feedback. The document submission workflow with the technical writer as outlined in **Figure 1** below.

Figure 1: Document Submission Workflow



4. The GRG had consolidated 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 after the 6th GRG meeting in The Hague, the Netherlands (9 to 11 Dec 2019). Document keepers would submit the updated guidelines to the Co-chairs by **20 Dec 2019**. Infographics would be incorporated in an updated version, which would be sent to the technical writer by **23 Dec 2019** for final proof-reading. The final version 2.0 will be sent to the INSARAG Secretariat on **10 Jan 2020**. This version would be circulated by INSARAG secretariat on 15 Jan 2020.
6. Document keepers would need to capture all changes in the guidelines in the amendment tables using the template circulated earlier (will be attached with the co-chair's summary) and submit to co-chairs by **15 Jan 2020**.

7. ISG would endorse the final version of the guidelines 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.

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)
5. Online Platform – Guidelines version 1.0 was uploaded on INSARAG.org for comments and feedback	

MEETING PARTICIPANTS

The 6th GRG Meeting was held in the Hague, the Netherlands from 9 to 11 Dec 2019. The meeting was attended by 12 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: 6th GRG Meeting Participants List

<u>Co-Chairs</u>		
1. David Sochor from <i>Switzerland</i>	2. Anwar Abdullah from <i>Singapore</i>	
<u>Technical Members from three regions</u>		
Americas	Africa – Middle East- Europe	Asia-Pacific
1. Sebastian Mocarquer from <i>Chile</i>	1. Annika Coll from <i>Spain</i> 2. Martin Evers from <i>the Netherlands</i> 3. Belit Tasdemir from <i>Turkey</i> 4. Mohamed Alsharani from <i>Saudi Arabia</i> 5. Khormi Abdulelah from <i>Saudi Arabia</i> (observer)	1. Paul Burns from <i>New Zealand</i>
<u>Co-opted Members</u>		
1. Ove Syslak from IRO (<i>Norway</i>)		
<u>INSARAG Secretariat and support to Co-chairs</u>		
1. Martijn Viersma from ERS	2. Adrian Chong from <i>Singapore</i> (Support to co-chairs)	

OPENING ADDRESS

The GRG co-chairs, Mr David Sochor (Switzerland) and Mr Anwar Abdullah (Singapore) updated the meeting on the progress achieved by the GRG since the 5th GRG meeting in Chile. The meeting agreed on the proposed agenda and updated the guidelines review timeline (**Table 4**) which paves the way towards the Guideline's endorsement in ISG 2020 on 6 Feb 2020 and its eventual launch during the INSARAG Global Meeting 2020 in Poland from 4 to 9 Oct 2020.

Table 4: GRG Review timeline

Phase 1 (Apr – Sep18) Completed	<ol style="list-style-type: none"> 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 (Sep18 - Feb20)	<ol style="list-style-type: none"> 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 Library” – completed 3. Consultation with regions and partners – completed 4. Engage technical writer and draft engagement/implementation plans – ongoing 5. Draft Version 1.0 to be discussed during Team Leader Meeting in Santiago, Chile, Oct 2019 - completed 6. Draft Version 2.0 to be finalised after 6th GRG meeting in The Hague, the Netherlands, document keepers to submit the updated version to the co-chairs by 20 Dec and technical writer (David Woods) will send the final version 2.0 to Secretariat on 10 Jan 2020 - ongoing 7. Final version 2.0 to be submitted for approval by ISG 2020
Phase 3 (Feb – Oct20)	<ol style="list-style-type: none"> 1. Implementation of Guidelines 2020 (approved version) 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	<ol style="list-style-type: none"> 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

Meeting went through the comments and recommendations provided by the INSARAG secretariat, Americas and AEME regional meetings and other members of the INSARAG community. The proposed amendments made to Volume I are as reflected below:

1. Ensure gender neutral terms are used throughout the document
2. Changes and inclusions in abbreviations
 - a. Include Emergency Medical Teams (EMT)
 - b. Change INAP to IRNAP
 - c. Change ERSB to ERS of RSB
3. Change of INSARAG inception year to 1990
4. Aligned “Foreword” to the Warsaw declaration
5. Include Volume III in the introduction
6. Include a paragraph on “predictability” and humanitarian principles under the section on Values, operational norms and humanitarian principles. (2.4)
7. Change of the INSARAG structure table (2.5.1)
8. Include a paragraph on decision making process (2.5.1)
9. Amend the section on decision making in closed ISG meeting. The closed meeting would be a working meeting between the key representatives and decisions would be made by consensus during the ISG open meeting (2.5.2)
10. Include a section on the appointment of team leaders representatives for ISG during Team Leaders’ meetings (2.5.2)
11. Remove “and, by consequence, is recommended to be a USAR specialist” under the Operational Focal Point (2.6.2.2)

12. To replace “International” by “INSARAG classified teams”, “National” by “National accredited teams” and “Other teams” (2.6.3)
13. Update the part on MODEX and replace OAF by OAF/OBA (2.7)
14. Add “Technical Recognition Groups (TRG)” composed of USAR experts from the region with experience in national capacity strengthening, in addition to Technical Support Groups (TSGs) (3.5)
15. Include the IRNAP badge
16. Emphasise the importance for affected countries to provide information through VOSOCC or update the INSARAG secretariat (4.3)
17. Replace “airport reception centre” to RDC and to indicate that it is the affected member state’s responsibility for setting up the RDC, complemented by international teams.
18. Change the number of days for USAR teams to be self-sufficient from “seven to ten days” to “five to ten days” (4.3.4)
19. Include lessons learnt from major international exercises in conclusion (6)
20. Include reference of “Regional chairs and vice-chairs” as “Regional Troika”

Volume II, Manual A

Meeting discussed on the recommendations and the amendments made to Volume II, Manual A as reflected below:

1. Include a write-up on “Technical Recognition Group (TRG)” to be in line with IRNAP manual (guidance note)
2. Include a requirement for the TRG to observe the accreditation exercise
3. Include a description of responsibilities of stakeholders in the IRNAP process
4. Highlight the “staffing level suggested” in bold
5. Update the suggested number of K9 in the team composition tables.

Volume II, Manual B

Meeting discussed on the recommendations and the amendments made to made to Volume II, Manual B as reflected below:

1. Indicate which marking system is a must and which is optional
2. Changes in abbreviations
3. Indicate VOSOCC is managed by ERS
4. Remove extensive text on the use of VOSOCC
5. Include physical search in USAR team search
6. Update on ICMS
7. Adopt worksite triage methodology under INSARAG tools
8. Adjust the RCM to account for fatalities in non-worksite locations and report to LEMA

Volume II, Manual C

Meeting discussed on the recommendations and the amendments made to Volume II, Manual C as reflected below:

1. Include a reference to Manual A for the tables for suggested staffing numbers for Light, Medium and Heavy USAR teams
2. Update table 1 to ensure consistency on the technical capability
3. Change the figure 2 in section 3 on IEC/R cadre and classifiers
4. Include TORPS in the selection of classifiers
5. Include a matrix showing differences between the requirements for IEC and IER; particularly addressing the difference in the APOE
6. Remove duplicated section on timeline
7. Reformat the timeline for IEC/R using a gantt chart
8. Include section 10.1 on IEC/R checklist 2020 and 10.1.1 on colour coding
9. Reinstate pre-greening and role of mentors

Volume III

Meeting has informed Mr Paul Bailey on the timeline for the updates of the guidelines and he has agreed.

Technical Reference Library

Mr Anwar Abdullah (Singapore) presented on the explanatory note of TRL to explain the relationship of the TRL, Guidelines and Guidance notes (figure 2), the document submission workflow (figure 3), guiding principles and the proposed layout on INSARAG.org (figure 4). The meeting made some recommendations and agreed on the proposed explanatory note, which would be included as part of the guidelines. The GRG expects the INSARAG Secretariat to be the custodian of the TRL and this would be further discussed in the margins of the HNPW2020 in Geneva. The explanatory note is attached as an annex to this summary.

Figure 2: Diagram showing the relationship of the TRL, Guidelines and Guidance notes

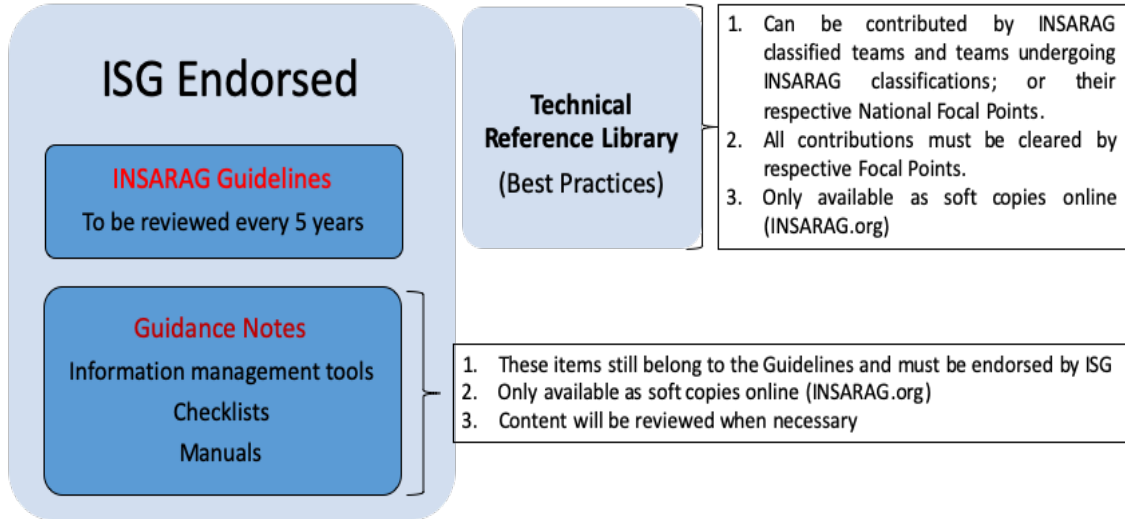


Figure 3: Diagram showing the document submission workflow for uploading of ISG endorsed documents (Guidelines and Guidance Notes) and non-binding documents on TRL

Document Submission Workflow

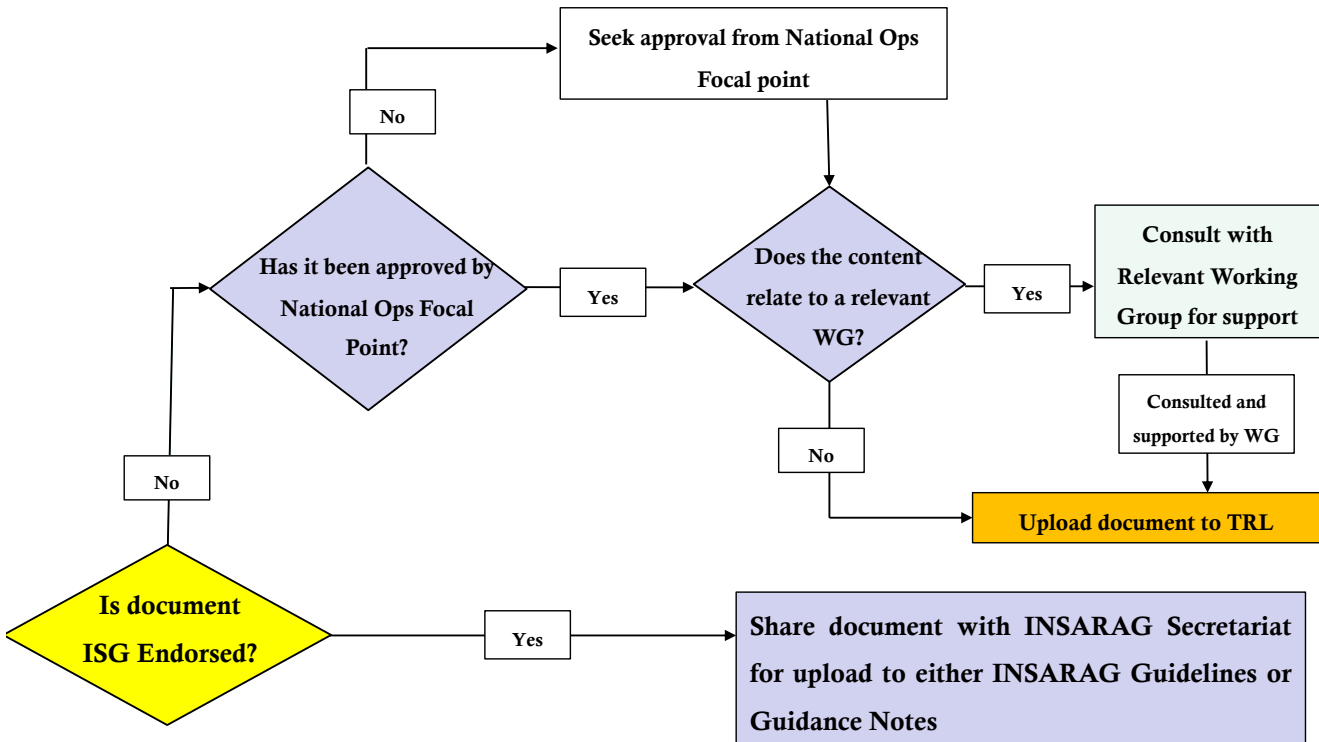


Figure 4: Proposed layout of Guidelines, Guidance Notes and TRL on INSARAG.org

INSARAG Guidelines

- Volume I
- Volume II, Manual A
- Volume II, Manual B
- Volume II, Manual C
- Volume III

Guidance Notes

- Information Management Tools
- Checklists
- Manuals

Technical Reference Library

- Preparedness
- Mobilisation
- Operations
- Demobilisation
- Post-Mission
- IEC/R AAR
- View All

Methodology

- Methodology
- Guidelines
- Guidance Notes
- UCC - Documents and forms
- IMWG - Documents and Forms

Endorsed Materials:

- Amputations and Dismemberment (endorsed in 2011)
- Identification of USAR Medical Personnel (endorsed in 2011)
- Post Mission Medical Reporting (endorsed in 2011)
- Provision of Medical Care in an Austere Environment (endorsed in 2011)
- Recovery of Deceased During USAR Operations (endorsed in 2011)
- The Donation of Medical Supplies and Equipment Prior to Demobilisation (endorsed in 2011)
- The Medical Management of an Entrapped Patient with Crush Syndrome (endorsed in 2012)
- Patient Treatment Record (endorsed in 2012)
- Urban Search and Rescue in Extreme Environmental Conditions (endorsed in 2014)

Callout Box:

- “Methodology” Tab would be revised into three new tabs to reflect the endorsed concept by ISG 2019
- Tabs relating to the Guidelines and ISG endorsed materials will also be colour coded differently to facilitate user navigation

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 amended infographics after 20 Dec 2019. Mr Sebastian requested Singapore to update the amended infographics from the other volumes in Vol I to ensure consistency.

Any Other Matters

As none of the other WG chairs were present, there was no discussion on the proposed changes to the post IEC/R reporting.

DELIVERABLES FROM 6TH GRG MEETING

- All document keepers would update the respective volumes and manuals and submit their returns by 20 Dec 2019.
- The Secretariat to the Co-chairs would make the necessary amendments to the infographics and incorporate them into the guidelines after 20 Dec 2019.
- The Secretariat to the Co-chairs would prepare and share the updated presentation slides for presentation at the ISG meeting in Geneva in Feb 2020.
- Thematic groups are to continue observing Phase 2’s timeline as outlined in **Table 4** above.
- Thematic groups to keep the Guidelines Amendment Template up to date on changes implemented and include the annexes/ content that would be moved to the Guidance notes/ TRL.

MILESTONES FOR 7TH GRG MEETING IN GENEVA, SWITZERLAND – 3 to 5 Feb 2020

- The tentative proposed agenda is as follow:
 - Stock take of progress of the guidelines review and preparing the presentation for update during the ISG meeting.

- b. Discussion on implementation of manuals and platforms (e.g. app development). GRG requests for representative from the INSARAG secretariat to be present during the discussion.
- c. Discussion on guidelines implementation and engagement plan following endorsement in Feb 2020.
- d. Discussion on the roadmap of the guidelines and drafting the TOR of transitional guidelines review group.
- e. AAR on GRG 2018 - 2020.
- f. Prepare recommendations to ISG on the way forward.

The Hague, the Netherlands, 11 Dec 2019