

7th MEETING OF THE INSARAG Guidelines Review Group (GRG) 2018-2020



CO-CHAIRS' SUMMARY
Switzerland, 3 to 7 Feb 2020



BACKGROUND

- Following ISG 2019, 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. The GRG had also engaged Mr David Woods as its technical writer.

Table 1: INSARAG Guideline Review 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 and David Lewis (Australia)
Technical Reference Library		Anwar Abdullah (Singapore)

- The GRG had actively consolidated suggestions and inputs from regional and Team leader groups in the respective meetings and through online platforms as reflected in **Table 2** below.

Table 2: Review Engagement/Activity Table

Teleconferences: Mar and Nov 2018, Jul and Sep 2019	Team Leaders Meetings: Sep 2018 (Romania), Oct 2019 (Chile)
GRG Meetings: Apr 2018 (Switzerland), Sep 2018 (Romania), Feb 2019 (Switzerland), Jun 2019 (Singapore), Oct 2019 (Chile), Dec 2019 (the Netherlands), Feb 2020 (Switzerland)	Regional Meetings: Aug 2018 (Tokyo), Oct 2018 (France) and Nov 2018 (Mexico), Aug 2019 (Australia), Oct 2019 (Italy) and Nov 2019 (Argentina)
Online Engagement Version 1.0 of the reviewed Guidelines was circulated on the 1 Aug 2019 to the INSARAG community through INSARAG.org for feedback. Following the consolidation of the inputs and suggestions, Version 2.0 was distributed on the 20 Jan 2020.	

- The GRG had also finalised the features of the Technical Reference Library (TRL) and Guidance Notes in INSARAG.org and had discussed with the respective regional and Team Leader groups for feedback.

MEETING PARTICIPANTS

- The 7th GRG Meeting was held in Geneva, Switzerland from 3 to 7 Feb 2020 in conjunction with the Humanitarian Network and Partnership Week (HNPW) 2020 and INSARAG Steering Group (ISG) 2020 Meeting. The meeting was attended by 10 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 and the Support to Co-Chairs. Refer to **Table 3** below for the participant list.

Table 3: 7th GRG Meeting Participants

Co-Chairs		
David Sochor from <i>Switzerland</i>	Anwar Abdullah from <i>Singapore</i>	
Technical Members from three regions		
Americas	Africa – Middle East- Europe	Asia-Pacific
Sebastian Mocarquer from <i>Chile</i>	Martin Evers from <i>Netherlands</i> Annika Coll from <i>Spain</i> Belit Tasdemir from <i>Turkey</i> Mohamed Alshahrani from <i>Saudi Arabia</i>	David Lewis from <i>Australia</i>
Co-opted Members		
Ove Syslak from <i>IRO</i>	Ian Duncan from <i>New Zealand</i>	
INSARAG Secretariat and Support to Co-chairs		
Winston Chang from <i>ERSB</i>	Benjamin Lim from <i>Singapore</i> (Support to co-chairs)	
Marie Mure from <i>ERSB</i>		

OPENING ADDRESS

- Mr Sebastian Rhodes Stampa, Chief Emergency Response Section of UN OCHA, opened the 7th GRG Meeting. He shared on the importance of the guideline's review and thanked the GRG for its ongoing dedication and hard work to enhance the credibility and precision of the INSARAG Guidelines. He added that the INSARAG Secretariat respected the thorough review process and would facilitate any disagreements following the endorsement of the Guidelines in ISG 2020.
- Mr Benjamin (Singapore), Support to Co-Chairs, updated the meeting on the updates made by the GRG since the circulation of Version 1.0 in 1 Aug 2019. He highlighted the key features added to the Guidelines as endorsed by the ISG 2018 and the ISG 2019 as reflected **Table 4** below.

Table 4: Key Features of the Guidelines

Key Features of Guidelines 2020
<ol style="list-style-type: none"> Integration of six major topics into the volumes/manual: (i) IER Pre-Greening Process (ii) INAP/IRNAP (iii) USAR Coordination (iv) Information Management Tools and (v) International Light Teams (vi) Beyond the Rubble The Guidelines will remain in three volumes but with the following differentiation <ul style="list-style-type: none"> ▪ Volume I and Volume II – Hardcopy and Softcopy (INSARAG.org) ▪ Volume III – Softcopy (INSARAG.org) Document separation from Guidelines to be placed under "Guidance Notes" section of INSARAG.org: (i) Manuals (i.e. UC Manual) (ii) Guidelines Annexes and (iii) Checklists and Forms (i.e. IEC/R Checklist) Development of a Technical Reference Library under INSARAG.org to capture best practices Introduction of 'Table of Changes' Annex across all Volumes and Manuals to capture the updates made from the 2015 Guidelines

GUIDELINES REVIEW TIMELINE

- Mr Anwar (Singapore), GRG Co-Chair informed the meeting on the review's timeline (refer to **Table 5** below 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 Warsaw Poland in Oct 2020.

Table 5: Guidelines Review Timeline

Phase 1 (Apr – Sep 18) 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 the six major 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) Ongoing	<ol style="list-style-type: none"> 1. Re-organised Thematic Group to conduct a vertical review of the single Volumes/Manual to harmonise amendments and inputs gathered from Phase 1 into the Guidelines – Completed 2. Concept of Guidance Notes and Technical Reference Library endorsed during ISG 2019 – Completed 3. Engage technical writer and draft engagement/implementation plans <ol style="list-style-type: none"> a. Version 1.0 circulated to the INSARAG Community for feedback in Aug to Dec 2019 – Completed b. Version 2.0 circulated to the INSARAG Community and the ISG for reference in 20 Jan 2020 – Completed c. Presentation of Version 2.0 to the ISG 2020 meeting in Geneva in Feb 2020 for endorsement – Completed 4. Develop TOR of Transitional GRG - Completed
Phase 3 (Feb – Oct 20)	<ol style="list-style-type: none"> 1. Final refinement of the approved Guidelines 2. Preparation for the launch of the INSARAG Guidelines 2020 during the INSARAG Global Meeting in Poland, 4 to 9 Oct 2020 which includes the following <ol style="list-style-type: none"> a. Implementing the Technical Reference Library and Guidance Notes in INSARAG.org Website b. Printing, translating and dissemination of Guidelines (i.e. physical copies, platforms, apps) 3. Assigned regional focal points will continue working with their respective regions during the regional meetings to discuss about the implementation strategies within the regions 4. Establish the Transitional GRG 5. Guidelines will be implemented on the 1 Jan 2021.

FEEDBACK FROM GLOBAL COMMUNITY AND FINALISED AMENDMENTS TO VERSION 2.0

8. Mr Benjamin (Singapore), Support to Co-Chairs, presented on the feedback received from Algeria, Poland, Singapore and the USA on the circulated Version 2.0. The GRG deliberated on the feedback and implemented the relevant inputs. Refer to **Annex A** for more information.

INTRODUCTION OF THE ‘TABLE OF CHANGES’ ANNEX

9. Mr Benjamin (Singapore), Support to Co-Chairs, presented on the proposed ‘Table of Changes Annex’ template which would be added as a new Annex under each Volume/Manual. He shared that the Annex would summarise the major amendments/changes to the Guidelines (i.e. movement of selected annexes, checklists and forms to the INSARAG Guidance Notes in INSARAG.org) facilitate readership. The GRG agreed on template and proceeded to implement the ‘Table of Changes’ as a new Annex across each Volume/Manual. Refer to **Annex B** for more information.

UPDATES ON THE FEATURES OF THE TECHNICAL REFERENCE LIBRARY AND GUIDANCE NOTES

10. Mr Benjamin (Singapore), Support to Co-Chairs, presented the proposed format of the Technical Reference Library (TRL) and the INSARAG Guidance Notes in INSARAG.org based on endorsed concept in ISG 2019 and discussion during the 6th GRG Meeting in the Netherlands as reflected in **Figure 1** below. He also shared on the general overview of the TRL and GN in INSARAG.org as reflected in the **Figure 2** below. Refer to **Annex C** for more information.
11. The GRG also met with the INSARAG Secretariat who would facilitate discussions with the INSARAG.org webmaster to begin development of the TRL and INSARAG Guidance Notes. The meeting agreed that the TRL and INSARAG Guidance Notes should be launched in parallel to the 2020 Guidelines during the IGM 2020 in Warsaw, Poland in Oct 2020.

Figure 1: Concept of the Technical Reference Library and Guidance Notes INSARAG.org

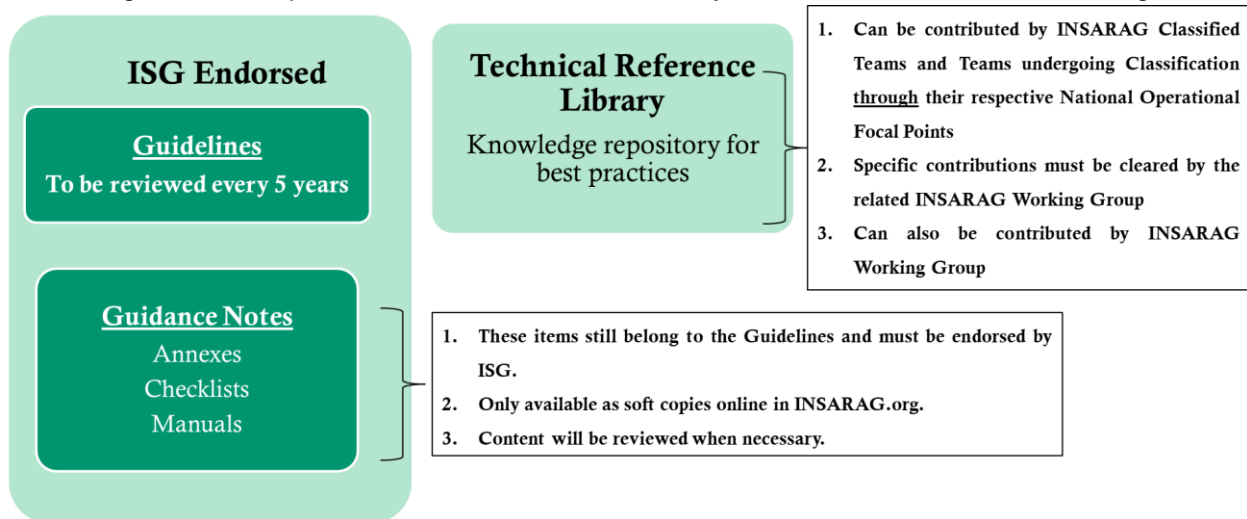


Figure 2: Preview of the Revised INSARAG.org Website

INSARAG Guidelines	Guidance Notes	Technical Reference Library
Volume I	Checklists	Preparedness
Volume II, Manual A	Guideline Annexes	Mobilisation
Volume II, Manual B	Manuals	Operations
Volume II, Manual C	MWG - Documents and Forms	Demobilisation
Volume III	Technical Guidance Notes have been reviewed and endorsed by the ISG	Post-Mission
		IEC/R AAR
		View All

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

TOR FOR THE TRANSITIONAL GRG (T-GRG)

12. The meeting agreed that the T-GRG shall Hand Over and Take Over (HOTO) from the GRG 2018-20 from IGM 2020 onwards to oversee the 2020 Guideline implementation and begin the 2020-25 review process. The Terms of Reference (TOR) for T-GRG was discussed and drafted in the table below.

13. The GRG also proposed for the INSARAG Secretariat to form the T-GRG to facilitate the HOTO before IGM 2020 and that the membership of the T-GRG should mirror the GRG 2018-20 composition. They highlighted however, that there had to be more active participation from the other Working Groups (WG) (i.e. Medical WG, Training WG etc.) to avoid the duplication of work and facilitate alignment in the continuous review of the INSARAG Guidelines to be relevant. The GRG proposed for the INSARAG Secretariat to facilitate this issue for the T-GRG.

Proposed TOR for Transitional GRG 2020-22

- a. Co-Chairs from different regions to lead the T-GRG with technical experts, region representation and meeting the TORs shared with the network.
- b. Invite previous GRG members and with support from their respective organisations to ensure continuity of institutional knowledge and experience is maintained.
- c. Representatives from the Working Groups must be represented during T-GRG meetings.
- d. The T-GRG will take into account of the suggestions from 2020 to 2022 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 in 2023 with proposed amendments for INSARAG Guidelines 2025.
- e. To incorporate the 2020-25 INSARAG objectives:
 - Reinforcing Quality Standards – led by the Americas Region;
 - Reinforcing Coordination – led by the Americas Region;
 - Advancing Flexible Assistance (Beyond Operation in Collapsed Structures – Dual-use concept) – led by the Africa-Europe-Middle East Region; and
 - Enhancing Preparedness and Bolstering Partnerships – led by the Asia-Pacific Region.
- f. To incorporate the following topics
 - International assistance arrangements in sudden onset emergencies – at which point and what types of international assistance could affect government ask for.
 - Institutionalise the Ownership Model to the Regional Troikas (e.g. representing the INSARAG Secretariat in IERs).
 - Implementing New Technologies and Information Management – Information Management Working Group Chair to lead.

RETURNS FROM ISG 2020 MEETING

14. The ISG 2020 meeting took place on the 6th Feb 2020 and the following items were proposed / endorsed.
- a. The ISG 2020 endorsed the 2020 INSARAG Guidelines – for another five years to 2025 and member states were encouraged to translate them to local languages for wider dissemination.
 - i. Colombia offered translation to Spanish
 - ii. Brazil offered translation to Portuguese
 - iii. Russia offered translation to Russian
 - iv. Saudi Arabia offered translation to Arabic.
 - v. France offered translation to French.
 - b. The ISG endorsed the launching of the 2020 INSARAG Guidelines during the IGM 2020 and its operationalisation from 1 Jan 2021 onwards. They added that tools within the updated Guidelines like the INSARAG Coordination Management System (ICMS) could be operationalised earlier where possible.
 - i. Singapore shared that it would facilitate the development of a video on the INSARAG Guidelines 2020 to complement its launch during the IGM 2020.
 - ii. The IMWG shared that it had updated the following forms and would share with the GRG for inclusion into the Guidelines: (i) Worksite Report Form, (ii) Team Fact Sheet, (iii) Victim Extrication Form, (iv) Humanitarian Needs Identification Form, (v) Resources Request form and (vi) Worksite Triage Form
 - iii. The TWG also shared that they would update the IEC/R Checklists based on the standards set by the revised Guidelines.

- c. The ISG has endorsed the implementation of the INSARAG Guidance Notes and Technical Reference Library (TRL). They added that all TRL topics will have to go through a review team or the relevant Working Group prior to its global sharing.
 - i. The Chairs of the Information Management Working Group (IMWG), Light Team Working Group (LTWG) and Medical WG (MWG) have noted the operationalisation of the TRL and INSARAG Guidance Notes in INSARAG.org and would facilitate its implementation.
- d. The ISG also endorsed the establishment of a Transitional GRG team to support the INSARAG Secretariat to maintain the currency of the Guidelines and to hand over to the next team in 2023. They welcomed countries and WGs to provide their recommendations / nominations.
 - i. Singapore offered to be part of the transitional GRG.
- e. The ISG proposed that the co-chair approach and a fixed term of 24-months for the co-chairmanship be applied across all WGs. The proposal would be discussed further with its outcome shared during the IGM 2020.
- f. The ISG proposed for the GRG Co-Chairs to share their knowledge and experience to other WGs through a one page document.

DELIVERABLES FROM 7TH GRG MEETING

- 15. Document keepers are to incorporate the feedback gathered on Version 2.0 and submit their returns by the 12th Feb 2020 to Mr Benjamin, Support to Co-Chairs along with the Co-Chairs and the INSARAG Secretariat cc'ed within.
- 16. Version 2.1 will be shared with the TWG for the Team Leaders / Mentor Training.
- 17. All policy comments from the ISG 2020 meeting onwards, will be shared with T-GRG for consideration in the next Guidelines review.
- 18. Documents to be updated / refined by June 2020 by the Technical Writer.
- 19. INSARAG Secretariat will begin discussion with the webmaster on the development of the TRL and INSARAG Guidance Notes and aims to provide the first preview of the website by Jul 2020.
- 20. The final version will be uploaded into the INSARAG.org by Aug 2020.

MILESTONES FOR 8TH GRG MEETING IN POLAND MEETING – 4 to 9 Oct 2020

- 21. The 8th GRG Meeting will be held back to back with the IGM 2020 in Poland.
- 22. The T-GRG would be invited by INSARAG Secretariat for knowledge sharing.
- 23. The proposed agenda is as follow:
 - a. Guidelines review process AAR; and
 - b. Review of Guidelines launching process

END

- 24. The Co-chairs would like to thank every member and secretariat of the GRG 2018-20 for all the hardwork, teamwork, commitment and understanding shown since the Working Group's formation in 2018.

Switzerland, 7 Feb 2020