



TO: Sebastian Rhodes Stampa
INSARAG Secretariat

FROM: Peter Wolff
INSARAG IMWG Chair

SUBJECT: IMWG Meeting: Chile 2019– Summary Notes

DATE: 6th to 11th October 2019

The INSARAG Information Management Working Group (IMWG) held met in Chile ahead of the 2019 Team Leaders Meeting. The time was used to complete work assigned it by the ISG for the implementation if an Information and Coordination Management System, and to prepare a work plan for 2020.

Members attending were:

- Peter Wolff – Chair (Germany)
- Martijn Boer (The Netherlands)
- Jeff Maunder (New Zealand)
- Aidan Elliot (New Zealand)
- John Morrison (United States)
- Robert Norman (United Kingdom)
- Solveig Thorvaldsdottir (Iceland)
- Chew Keng Tok (Singapore)
- Alistair Wilkie (UK- Map Action)
- Steven Bayer (Germany)

Welcoming remarks were made by Martijn Boer explaining the ground rules for the meeting and welcoming all participants.

Dewey Perks wanted to place on record his thanks to the group for facilitation of the use of the ESRI data collection tool during the recent US deployment to the Bahamas, with specific mention to Fire Emergency New Zealand.

Initial discussions regarding agenda topics for the meeting;

- Demo of current updates to the IM group
- Tooling up a deployment HUB and seeing how we can link it to the VO as well as training material
- Making presentation for the workshop (Practical issues, user instructions) on Tuesday
- Finish presentation for the update of the IMWG Wednesday session 4
- Finish presentation for session 10, What come next, from Kobo to ESRI on Thursday.
- Training program 2020/2021 (update for TL presentation)

- Training Material
- How to get partners on board such as OSOCC, UNDAC, MODEX
- Form refresh
- ICMS next phase; ASR1, squad tasking, humanitarian reporting, summary reports, logistics.
- Timeline 2020/2021
- Discuss how to deal with non-classified teams.
- Renaming, ESRI – ARCGIS to just ICMS; System is ICMS, DCT and Dashboard are the two component parts (INSARAG Coordination Management System)
- Future use of the VO within INSARAG, and Fact Sheet provision.
- Guidelines 2020- ensure consistent reference to ICMS

Aidan and Jeff demonstrated updates that have been made to the system, including options for a deployment HUB and how this could be linked to the VO, along with hosting of training material. This included the use of the Survey 123 and Explorer applications, and the Dashboard, with updates being made to the Dashboard.

Discussion surrounding the licensing of non-classified teams. Outcome would be to utilize the team's INSARAG participation as a guideline for whether those team's get accounts. UCC should be able to hand out accounts for unclassified SAR teams (SAR-11, SAR-12, etc). Referral to TWG for UCC training course enhancements.

Planning for Tuesday workshop to teams including;

- Overview of the system; Collector (No different to KOBO), Dashboard, Licencing, Timeline from Jan 2020 (ESRI from July 20)
- System requirements on phones or tablets
- Apps required and account access
- Form download to your device for specific deployment/mission
- Team accounts & UCC accounts
- Response based example of information/forms required to be completed
- Team based QA of information

Topics for discussion with Team Leaders on Thursday

- Overview of ICMS (for those who did not attend on Tuesday)
- The value in any ongoing requirement to complete full information from USAR Team Factsheets on the VO?
- New triage structure
- Questions from Tuesday Workshop
- Current status for immediate use during a deployment
- Change control methodology
- Next steps (option for multi-language support)
- Training Programme

Monday 7th October

Review of recommended INSARAG form changes to various forms; (See John for detail of each form change, if required)

- USAR Team Fact Sheet
- Worksite Triage
- Worksite Report
- Victim Extrication
- NEW- Humanitarian Needs Identification Form

Martin Evers from GRG presented to the group, the current situation regarding Manual B, and the large number of annexes, including the USAR forms, which are due to be located on INSARAG.org, rather than written directly into the Guidelines.

During this discussion, it was explained that for the 2020 Guidelines, there will be minor changes to the current forms to align them with the electronic based ICMS system (INSARAG Coordination Management System)

It was explained that the Demobilisation form would be removed as a separate form, with the relevant information added to the Team Fact Sheet, and that a new form for Humanitarian Needs Assessment would be introduced.

ACTIONS	Responsible	Reason / Outcome	Deadline
Change Control		Ongoing changes made to the system, invalidates any published documentation and training material, and therefore needs careful management	
Update of current training material		As above, changes have already been made to the system with impacts current documentation. Further training material is required with regards to dashboard filters and stacked elements and paper based supporting systems	
Update to the current UC Training Package		The current UC package held by TWG refers to IIMS rather than ICMS, along with ongoing updates from IMWG	
Deployment of the ICMS system		Development of the ongoing policy to deploy ICMS in the event of sudden onset disaster	

- The INSARAG Calendar was reviewed with regards to the number of meetings and exercises that may require the attendance of IMWG members, or where the work of the group may be shared with the wider INSARAG network, this was subsequently used to populate the 2020 IMWG workplan

IMWG 2020: Work plan	Development of ICMS training material	Support to UC Training Courses	Support to Regional ERE's
UCC ToT AEME, Moscow Region 21-25 October 2019			
	Steven Bayer		
Regional meeting: AEME (Italy) October 2019 TBC 24-25 October	Present "TWG updates – Regional meeting" update ppt Rob and Martijn		
ERE AEME Baku, Azerbaijan 3-8 November	Rob & Map Action attending		
Regional meeting: America's (Argentina) 5-7 November 2019	Present "IMWG updates – Regional meeting" update ppt None from IMWG will present.		
UCC Course Valabre, France 9-13 December	Course showing on the VO, but IMWG have not been asked to support		
Asia Pacific Earthquake Regional Exercise 11- 13 December	Attendance from Jeff and Martijn is planned. Map Action attending.		
ISG/HNPW meeting: Geneva 2020 February	UCC / OSOCC stand and UNDAC meeting input Peter, Martijn, Rob, Steven		
2020 Team Leader and Mentor Course in Muscat, Oman - February	Rob attending		
UCC course Iceland MARCH /APRIL TBC			
IER Swiss June 2020	Peter, Martijin Steven		

Provisional INSARAG 2020 Calendar of events from Marie Mure. Many events not yet confirmed, but may require a presence from IMWG.

March	TBC	UCC Course, Americas	Venue? CS
	TBC	Information Management Course, AEME	Venue? MV
	TBC	ERE Recce Asia Pacific	WC
April	1-4 (TBC)	IERR ICE-SAR (Medium), Iceland	MV
	6-10	IERR U SAR (Heavy), Morocco	MV
	TBC	Guidelines Review Group Meeting (Finalizing the guidelines before IGM), Europe	WC
	TBC	ERE Recce AEME	MV
	TBC	ERE Recce Americas	CS
May	4-8	IERR NZL 1 (Heavy), New Zealand	WC
	25-29	IERR CZERT (Heavy), Czech Republic	MV
	TBC	Information Management Course, Americas	Venue? CS/JMG
June	4-7	IERR B-FAST (Medium), MODEX Austria	MV
	7-10	IEC PUI French NGO (Medium), @Fire Light German NGO (Light), Swiss Rescue (Heavy), Switzerland	MV/WC/SRS
	TBC	Mid-year Teleconference, Bern Meeting Global Chair and Teleconference Regional Chairs	WC
	TBC	Training Working Group (TWG) Meeting, Middle East	LJ
July	TBC	Team Leader and Mentor Course; Netherlands TBC	
	13-16	IERR EDRT (Medium) MODEX, Estonia	MV
	TBC	Information Management Course, AP	Venue? WC
August	TBC	Team Leaders/Mentors course	Venue? WC/LJ/JM
	TBC	ERE, Asia Pacific, China	WC/LJ
	TBC	UCC Course, AEME	Venue? MV
September	TBC	UC ToT course, Global/EU	Venue? WC
	1-4	IERR AMUSAR (Medium), Armenia	MV
	TBC	ERE, AEME	Venue? MV
	TBC	USAR IEC, Fairfax, Virginia	CS
	20-2	IERR DEMA (From Heavy to Medium), Denmark	MV

October	4-9 12-16	3rd INSARAG Global Meeting, Poland (Working group Meetings, Team Leaders Meeting, Regional Group Meetings) IERR EMERCOM (Medium), Russia	MV
November	TBC 9-13	JIP joint simulation exercise - November 2020 IEC U SAR (Medium), Azerbaijan	MV WC/SRS
December	TBC TBC 6-10	UCC Course, Asia Pacific ERE, Americas IER SA SART (Heavy), Saudi Arabia	Venue? WC Venue? CS WC/SRS

IMWG Work Plan in 2020:

- IMWG will meet at least 2 times in 2020. In addition, there should be a representative at most of the classification and MODEX
- IMGW members are expected to attend their respective INSARAG Regional meeting to represent IMGW

Acknowledgement:

- This meeting was held in Chile Including the meeting facility, transportations, accommodation and other supports, the IMWG expresses its deep appreciation to Bomberos Chile for the support.
- Special appreciation to Jeff and Aidan from NZ Firefighter for there preparation of the training account.