



13/10/2019

Team Leaders Chile

IMWG –Tasking Meeting Minutes



Minutes of Informal meeting held Santiago Chile 11th October 2019

Purpose

To put in place a 4 month plan to ensure that all aspects of the ICMS program that are required to be completed for a January 1, 2020 are assigned to group members so that we can ensure completion in time for delivery.

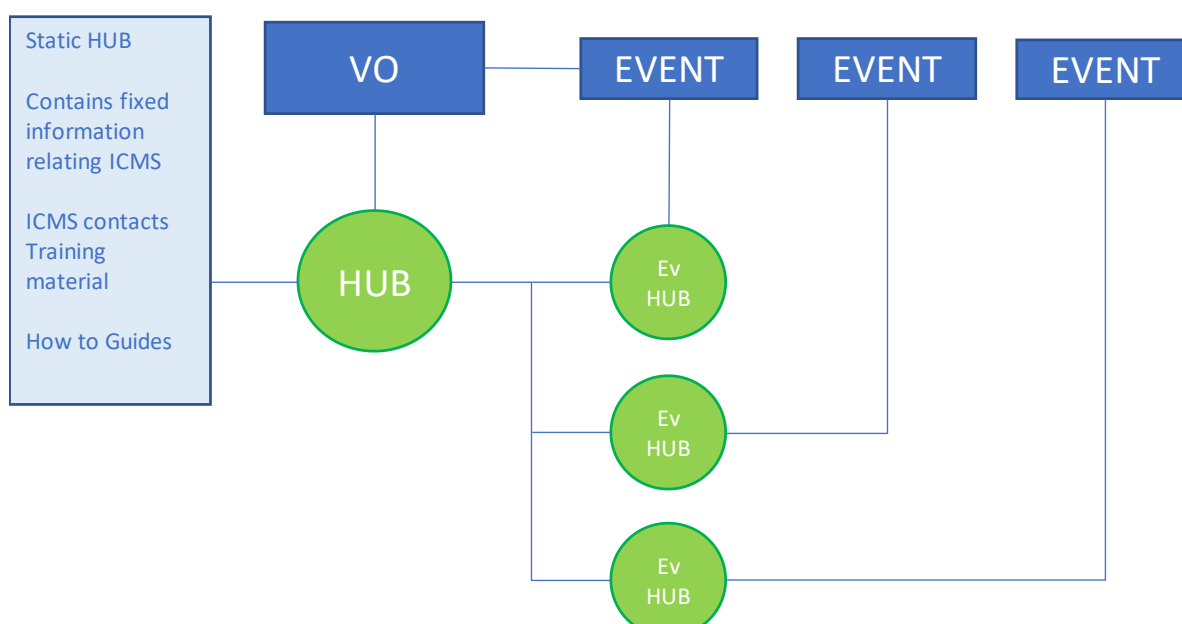
Elements

Specific elements for completion:

1. ESRI HUB landing page(s)
2. Communication (ICMS Stand up)
3. ICMS tidy up
4. Stand up a set of ICMS instances for immediate use
5. Training Material development and production
6. Training program
7. Follow up on licence sponsorship
8. Licence management
9. Change request procedure
10. GRG – Manuals
11. Scope out new options for stage 3
12. Introduction of system to partners (Non USAR)
13. Produce an agenda for meetings and training

1. ESRI HUB landing Pages

- Development of both static and instance/event HUB pages
- Static page contains static information and is linked to VO
- Instance/event HUB is created for each instance and event instances are linked back to VO event, located in ICMS Tab on VO event page



Assigned to: Aidan (AE) & Jeff (JMa)

2. Communication methodology and ICMS activation system (IMWG)

- Develop a deployment system and process for IMWG members to stand up and deploy the ICMS for any requirement (Event, Training etc)
- Develop ICMS formal contact email (g-mail if no UN is available)
INSARAG.IMWG@gmail.com

Assigned to John (JMo)

3. Tidy up ICMS for final production version 1.0

- Make all changes and tweaks from TLM conference
- This is a high dependency task (4 & 5)

Assigned to: AD

4. Stand-up a set of instances for immediate use

- ID all training methodology required

5. Training Material

- ID all training methodology required
- Develop training Cards for each (Trello)
- Format and update technical training manual
- Format and update Field Ops Guide (Cook Book)
- Develop a series of video clips per training card (Function)
- Approach FENZ training to seek support for development and funding of ICMS manuals
- Develop a system for training injects for table top and field exercises using ICMS (EXCON)

Assigned to: JMa, Solvieg (SV), JMo

6. Training Program

- ID all training requirements for the 2020 year
- ID all training events that IMWG need to attend to deliver training
- ID all events that we can combine ICMS training with existing events(ERE, UCC, Team training)

Assigned to: Martijn Boer (MB)

7. Sponsorship follow up

- Follow up with ELM
- Follow up with ESRI

Assigned to: PW, JMa

8. Licence Management

- Develop initial licence issuance model
- INSARAG Classified teams – 2 x Licences (UCC & TEAM)
- INSARAG Family (UNCLASS) 1 x Licence (TEAM with Dashboard View)
- Training Requests – as required
- EXCON acc?

- ** Note possibly easier to give all teams 2x Acc's

Assigned to: JMo, MB

9. Change Request Procedures

- Develop a change request process
- Develop a Trello board to manage this process

Assigned to: JMo, JMa

10. GRG Manuals

- Identify where in the manuals the term Information Management should appear and liaise with GRG

Assigned to: Peter (PW)

11. Scope out Stage 3 Project

- Identify key outputs from the stage 3 project
- Identify enhancements for stage 3
- Develop project plan
- Identify resources required
- Set timelines and expectations

Assigned to: All (AE, JMa, JMo, MB, PW, SV, TK)

12. ICMS Introduction to Partners agencies

- Identify key partner agencies (UNDAC etc)
- Develop a communication plan around introducing ICMS to this agencies
- Capture feedback and needs
- Set scope of work around this feedback to manage expectations

Assigned to: PW, MB

13. Produce and agenda for meetings and travel 2020

- Identify all meetings and training sessions the IMWG will need to attend
- Identify (ASAP) who will attend what
- Include any early releases of ICMS to teams undergoing IEC/R

Assigned to: MB, PW

Conclusion

From this document we will formulate a project plan that will provide guidance and expectations for the delivery and support requirements for each section.

We have an all in mind set, with this process however we can ensure that the collations and reporting of progress is managed by specific team members.

Our goal is to have all the above completed for 1 Jan 2019, the official release to INSARAG.