

TO: Jesper Lund,

 INSARAG Secretariat

FROM: Dewey Perks

 INSARAG TWG Chair

SUBJECT: TWG Workshop: December 2018 – Summary Notes

DATE: 10 – 13 December 2018

The INSARAG Training Working Group (TWG) held a workshop in Berlin, Germany in December 2018. The time was used to complete work assigned it by the ISG for 2018, and to prepare a work plan for 2019.

Members attending were:

* Dewey Perks – Chair (United States)
* Jacob Bolwinkel (Denmark)
* Tsukasa Katsube (Japan)
* Peter Goxharaj (Germany)
* Kira Chebakova (Russia)
* Rob Norman (United Kingdom) Information Management Working Group (IMWG)
* Arjan Stam (Netherlands) Representative of INSARAG Team Leaders/ Guideline Review Group
* Paul Burns (New Zealand) Representative of INSARAG Team Leaders/ Guideline Review Group
* Olga Prorovskaya (OCHA) INSARAG Secretariat
* NOT ABLE TO ATTEND: Graeme Hall (Australia)

Welcoming remarks were made by Dewey Perks explaining the ground rules for the meeting and welcoming all participants on behalf of Manuel Bessler, INSARAG Global Chair.

Berlin Meeting hours

* + Monday December 10 – Meeting 13:00 to 17:00
	+ Tuesday December 11 – Meeting 08:30 to 18:00
	+ Wednesday December 12 – Meeting 08:30 to 18:00
	+ Thursday December 13 – Meeting 08:30 to 18:00

Initial discussions regarding;

* The ongoing relationship between the TWG and the IMWG and clear overlaps
* The hosting of INSARAG Classifications within EU Modex exercises
* Delivery of UC Courses and which of these courses would be delivered in a Training of Trainer (ToT) format. Planned courses for 2019 include -
	+ USA – ToT: 25 February - 1 March
	+ New Zealand – ToT: March/April (dates TBC)
	+ Sicily – was discussed, realizing it is not on the AEME Work Plan
	+ Russian Federation – ToT: July (dates TBC)
	+ Netherlands – ToT: November (dates TBC)

To assist the TWG in performing an analysis of currently rostered UC Trainers, the Secretariat provided a list of people who have been trained in the UC methodology. After discussion with the Secretariat, it will provide the TWG with a roster of trainers, and not just those trained. With this request, the Secretariat was asked to provide information regarding trainers including additional detail such as names of personnel, with detail of courses they may have delivered. This is to supplement the limited information currently held regarding the numbers of available UCC trained personnel in each region.

***ACTION:*** INSARAG Secretariat

* A significant amount of time during the meeting was dedicated to the IEC-R Team Leaders and Mentors course, including the location. The TWG reached consensus that the location should offer suitable classroom, training grounds, support staff, and meet UN requirements for daily subsistence allowance (DSA). A major determining factor is the ability of course participants to reach the location in an economical and time efficient manner. The TWG has reviewed the 2014 course material, which was further reviewed throughout this workshop. A decision needs to be made regarding the target audience for the revised Team Leaders course, with the focus being on participants who will actually undertake the role.

Statistics of 2012/14 TL/Mentor courses conducted in April 2018 revealed:

* 48 participants attended 2 courses
* 15 successful graduates have since been both Classification Team Leaders (CTL) and mentors
* 9 have just been mentors
* 2 have just been Classifier TLs
* **22 have done neither**
* 14 Classifications since 2014 have been overseen by “untrained” CTL and/or Mentors
* Based on this information, the TWG suggested focusing on the “have done neither” list of Classifiers to ensure those being used in the Team Leader and/or Mentor positions received the training.

***ACTION:*** Secretariat and TWG

The TWG discussed that approach with Jesper Lund and Winston Chang by teleconference during the workshop. The TWG also designed the template seen below to be able to track decisions.

Location – Middle East

Date – 14 – 23 November

Venue - TBD

Instructor Recce - 8-12 April

Selection of Facilitators – TWG, IM, Secretariat

Selection of Participants – Initial focus on those personnel identified as undertaking the role during 2019, but has currently not undertaken the course

Development of Content

* Library of Classification Reports – Request from Classified teams with Permission to share as case studies during the course.
* Suggested content from existing Team Leaders / Mentors using information received from the GRG.
* Assumption that all TWG members will attend, with allocation of Work Packages
* Recommendation that Course Attendees and Staff will not impact Morocco IER

***ACTION:*** Secretariat, TWG and IMWG

The potential to add a day to the Team Leaders meeting for TLs and Mentors was discussed. Mr Lund likes the idea, but would want confirmation on the volume of content to ensure it was enough to require a day of training. Content review is currently underway and consultation of current IEC/R Team Leaders may assist with this.

* IEC/R Team Leader obligation is to ensure that feedback on how to ‘improve’ is communicated
* Formalised feedback from IEC/R Team Leaders following a classification is supported (for example an informal performance evaluation).
* Consideration to be given to NAP and Light Team Classifiers
* The Secretariat informed that the TL/Mentor course will remain the purview of the TWG, that the course not be delivered in a ToT format, and that the TWG will form the core of all course deliveries.
* The TWG will maintain the course in its reference library. The official version will be maintained by the Secretariat, and not posted to www.insarag.org.

***ACTION:*** Secretariat and TWG

* Discussions were undertaken on INSARAG Earthquake Response Exercises (ERE) planned for 2019:
	+ Azerbaijan: dates TBC (AEME)
	+ Cuba: 16-20 September (AM)
	+ Thailand: 5-13 December (AP)

The group reviewed the Americas (AM) Region ERE Excon course concept note and discussed the benefit of wider considerations for the development of the course in other regions. The AM region has found this training to be very beneficial, and is seeing a marked improvement in the way in which local training, as well as the regional ERE will be planned, staffed and supported. Each region will need to determine whether to follow this example, and inform on the commitment that would be required from donors or sponsors to allow trained-Excon cadre to deliver EREs. The Secretariat would maintain the register of trainers in exactly the same way as has been requested with USAR Coordination Course trainers.

***ACTION:*** Secretariat and Regional Chairs

* Work continued to review and update the INSARAG Guidelines, Volume II: Preparedness and Response, Manual C: INSARAG External Classification and Reclassification. The Guidelines Review Group representative Mr Paul Burns attended the meeting as he is responsible for the Manual C in the GRG. He explained the expected timeline for a draft of Manual C.

One area of focus for the meeting was consideration of the growing number of checklist points as previously highlighted by Jesper, and it was determined that;

* The Checklist could be rationalised to a score of major indicators with the specific checklist point in the explanation for the major indicators. Discussion around what these may consist of included, key areas from after action reports of deployments and a USAR Team’s Annual exercise, the inclusion of activities carried out during operational deployments, and any contribution from a USAR Team towards EXCON staff as part of international training or exercises.
* The TWG felt that the yellow indicators and the wider colours system can be replaced, but requires a robust Advisory Note given to teams carry enough emphasis, which is correctly interpreted, and actioned as intended. The competitive nature of the ‘score’ of number of yellows, can have negative implications for a USAR Team in subsequent reclassifications, where the ‘number of yellows’ becomes more significant than the performance. The area requiring development in which the Yellow has been awarded, does not receive enough focus under the current system. The strengthening of the Advisory Note status and content should be an area for development of the TWG.
* A Peer review process for mentors should be developed to strengthen the mentor program in providing feedback to the USAR Teams and INSARAG Secretariat. Consideration to be given to Advisory Note production and/or formatting to assist IEC/R Team Leaders who do not have English as a first language. This could include a library of standard definitions to ensure consistent use of language, and its intended meaning.
* In relation to the revision of the Manual C, the TWG felt that it needs further emphasize on IEC teams to conduct their annual simulation exercise for the purpose of continuous efforts on USAR capacity development and agreed that a producing a guidance on “how to improve exercise” as an annex of the manual would be beneficial for a USAR Team. This discussion also pointed out that this guidance would have positive influence to the National Accreditation Process and have relevancy to Volume II Manual A, Capacity Building.

***ACTION:*** Secretariat, Regional Chairs, All WGs

Further telephone conferences were carried out with Mr Lund and Mr Chang in order to seek clear direction from the Secretariat.

* UC training courses and the maintenance of a list of Trainers details, who should have support and commitment from their organisations to assist in the delivery of the UC package.
* The current list held by the Secretariat does not give details of trainers, merely the number of staff who is considered UC Trained. For the future delivery of the UC Course, this is required information.
* Some teams are showing as Zero on the current UC Trained database and clarification was sought on whether this indicated they didn’t respond to the survey, or actually have zero trained staff.
* ERSB to collate the list of trainers names, and Jesper confirmed the requirement to run further UC ToT courses
* It was requested by TWG that the Olympic code be used for host countries when this list is compiled, rather than the team name, as used on the current database.

***ACTION:*** Secretariat and TWG

* Clarification was sought on any preferences for different Checklists based on classification types.
* No preference was expressed on separate lists for classification types, but there should be a separate list for Classification and Re-Classification
* A focus on Key components for all Classifications, to be supplemented with specific Reclassification points based upon previous results.
* Any changes to the Checklist to be clarified in a one-page statement giving the reason and expected outcome of each change. This will be hosted on INSARAG.org.

***ACTION:*** Secretariat and TWG

* What are the UNDAC requirements in relation to UC methodology
* Requirement for the UNDAC courses to have an understanding and awareness of UC methodology in order to be the link between UCC & OSOCC. Jesper suggested that UNDAC Team members should not be able to be an OSOCC manager, without completing a UCC course.

***ACTION:*** Secretariat and TWG

* TWG believes there is a requirement to revise the ERE Course Package, which has been in use since 2014, to include UC methodology, and that this should be addressed within the EXCON Training workshops for trainers in all 3 regions.

***ACTION:*** ISG and Secretariat

* The workshop believes there is a formal opportunity to share a best practice list from IEC/R Advisory Notes.
* How do we identify them, and where do we post them? The TWG feels that it perhaps has not explained the intent clearly enough. By this, it is not intended to post the entire Advisory Note, but rather to make notations such as -
	+ The Pickaplace USAR Team equipment management system was recognised as a Best Practice. USAR Teams wishing to learn more about this system should contact the Pickaplace USAR Team.
* Once permission is obtained, these would be complied by the Secretariat and hosted on INSARAG.org.

***ACTION:*** Secretariat and TWG

* The TWG suggested that Manual C could be taken out of the Guidelines again, to ensure that it could be updated in line with any amendment to the Checklist located in Annex A.

Jesper believes that Manual C should remain in place to assist with the planning process ahead of Classifications. TWG agreed that Manual C could be revised to reflect the requirement to continually update the Checklist at Annex A, outside of Guidelines review. This would involve removing the checklist from the Annex, and posting it to a different location, such as INSARAG.org. Manual C would remain in place as the overarching strategy document

***ACTION:*** Secretariat and TWG

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| **ACTION**  | **Responsible** | **Reason / Outcome** | **Deadline** |
| Rationalisation of Manual C and modification of Annex A | Dewey P, and Paul B | To facilitate frequent review and update of the Checklist outside of Guidelines Review | January 14th- 21st |
| Review and revision of UC Manual | Rob N, Kira C, and Graeme H | To update considering IM updates | January 14th- 21st |
| Proposal for publishing Best Practice on INSARAG.Org | Confirm with GRG | To ensure sharing of best practice as widely as possible. Updates a TL meetings? Best Practice section on current Checklist |  |
| Review of previous TLM course feedback to identify key learning. | Jacob B, Tsukasa K, and Graeme H |  |  |
| Draft Exercise Planning Guidance document  | Tsukasa K, Peter G, and Graeme H | To assist in the development and standardisation of exercises. ‘How to Plan an Exercise’ |  |
| Develop progression plan from Classifier to Team Leader | Dewey P, and Paul B |  |  |

* The INSARAG Calendar was reviewed with regards to the number of meetings and exercises that would require the attendance of TWG members, or where the work of the group may be shared with the wider INSARAG network, This was subsequently used to populate the 2019 TWG workplan

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| **TWG 2019:****Work plan****(pending ISG approval)** | **Development of updated TL/M course** | **Assist in the development of Excon Development Workshop**  | **Review Manual C content, including ToR and IEC/R checklist** |
| Preliminary meeting and location recce:8-12 April 2019  | Revise 2014 course.Update workshop contents.Work allocation. |  | Recommend changes to checklist and Manual C. |
| AP Regional Meeting, (Australia)15-16 August 2019 | Present “TWG updates – Regional meeting” update ppt |
| Team Leaders and Working Groups Meeting, Chile.October 6-11 | Finalise course contents and program.Commence scoping for venue and participants. | Develop IER checklist final draft. | Finalise recommended changes to checklist and Manual C.Hand over Manual C changes to GRG. |
| Finalise ppt x 2 (“Team Leaders meeting” and “Regional meetings”) |
| Regional meeting:AEME (Italy)October 2019 TBC | Present “TWG updates – Regional meeting” update ppt |
| Regional meeting:America’s (Argentina)5-7 November 2019 | Present “TWG updates – Regional meeting” update ppt |
| Workshop delivery:??Venue TBA?? | Deliver TLM workshop |
| ISG meeting: Geneva 2020 |  |  |  |

TWG Work Plan in 2019:

* TWG will meet at least three times in 2019. This includes, preliminary meeting for TLM Course in April (location TBC), back-to-back with the October Team Leaders Meeting in Chile, and back-to-back with the TLM workshop delivery in November (location TBC).
* TWG members are expected to attend their respective INSARAG Region meeting to represent TWG.

Acknowledgement:

* This TWG workshop was held in a regional office of Technisches Hilfswerk (THW), in Berlin, Germany. Including the meeting facility, transportations, accommodation and other supports, the TWG expresses its deep appreciation to THW for the support.
* Special appreciation is extended to Mr. Albrecht Broemme, President of THW, who visited the meeting and shared his thoughts on the INSARAG future direction with the members.
* Particular appreciation is extended to Peter Goxharaj for the exceptional and time consuming work he did to make the workshop a success.
* Paul Burns, Arjan Stam, and Rob Norman joined the TWG workshop in Berlin. Each shared their profound knowledge to enrich the relevant discussion involving inclusion of IM contents in UC course and UC Manual, further development of the TL/Mentor/INSARAG Representative Course, and revision of the INSARAG Guidelines Volume II, Manual C and associated Checklists. The TWG expresses appreciation to them and to the Governments of the Netherlands, New Zealand, and United Kingdom for making them available to assist the TWG in completing its work.