

TO: Jesper Lund, Winston Chang

 INSARAG Secretariat

FROM: Peter Wolff

 INSARAG IMWG Chair

SUBJECT: IMWG Meeting and Netherlands IER

DATE: 23 – 27 January 2019

The INSARAG Information Management Working Group (IMWG) met in Tinglev, Denmark in January 2019. Members attending were:

* Peter Wolff – Chair (Germany)
* Jeff Maunder (New Zealand)
* Aidan Elliot (New Zealand)
* Martijn Boer (Netherlands)
* John Morrison (USA)
* Rob Norman (United Kingdom)
* KT Chew (Singapore)
* Dewey Perks (USA) Training Working Group Chair/Representative

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

Denmark Meeting hours

* + Wednesday January 23rd – Meeting 08:30 to 18:00
	+ Thursday January 24th - Meeting 08:30 to 18:00
	+ Friday January 25th to Sunday 27th January - Netherlands INSARAG Reclassification and MODEX Exercise

Initial discussions regarding;

* Review of the 2018 work conducted to implement a Data Collection Tool using KOBO
* The ongoing implementation of ESRI into INSARAG Guidelines
	+ Forms that require updating in line with ESRI, which will minimise the content and volume of forms
	+ The ability to document these ongoing updates within the Guidelines, as part of Annex A
* Upcoming Training events in 2019
	+ UC Train the Trainer in the USA in February
	+ Tunisia -DCT / UCC in April currently, but Peter Wolf has asked for this to be postponed
	+ Armenia (with Swiss Rescue) – 2 week training with 2 days of input on DCT
	+ New Zealand - ToT May
	+ Sicily – April (THW) ?
	+ Russian Federation - ToT July
	+ Netherlands – ToT November
* Upcoming Classifications potentially requiring ESRI input
	+ China IER in October
	+ Indonesia (Medium) In November
	+ Turkey (Light IEC) September
	+ Pakistan IEC ?
* Funding for the ESRI Licenses
* Next Phases- 3 / 4 / 5
* Manual System in the event of electronic/Wi-Fi failure

The meeting undertook a review of the Survey 123 and ESRI system including the UCC dashboard and the information displayed within it.

* Funding for the ESRI Licenses, which currently is $25K (USD) per year, over 5 years, for all INSARAG teams to have licenses to use the system. (Total $125K over 5 years) This is being facilitated through Eagle Technologies in New Zealand. One option may be that 5 of the member countries involved in the IMWG are able to donate 5K per year to fund initial licensing.
	+ ESRI > OCHA is the desired end state
	+ ESRI > Eagle Technologies > IMWG is the short-term implementation
* An in-depth discussion regarding the use of the dashboard to identify the availability of teams for assignment based upon the classification requirements for Heavy, Medium, and eventually light teams. This could be displayed within the Recon tab and would assist in proposing available teams to pending worksites. It was agreed that this would be an improvement to the functionality of the dashboard and would assist in assignment decisions.
* A number of best practices for data collection including the allocation of log ins, accounts based around individual teams of specific events, quality assurance processes for teams’ submissions (and the timeframe for this) and the use of UN ASIGN as a layer within the mapping system.
* Training Materials

24th January 2019

Meeting with Dewey Perks suggested the removal of content that is likely to change from Manual C, and placing it within an Annex.

There is a requirement for an agreement to be reached regarding the role of the dedicated coordination teams (UCC), and whether countries would be likely to deploy coordination staff, even if the USAR team were not deploying.

A major consideration is the funding for the system and it was suggested that ISG would be a good opportunity to highlight the required commitment over the next 5 years, to ensure the sustainability of the system into the future, when the UN will have addressed funding issues.

A conversation regarding the ability to ‘test the system to failure’ discussed the potential developments of ESRI, and increased level of assurance as operators become familiar with the system.

The ESRI system was demonstrated, and further discussion around content displayed in the dashboard, and information that is currently documented on the VO. A link to the dashboard could be placed on the VO, ensuring that all active teams would have access to the overview of the specific disaster. The system could be used to give a clear crossover point at which information is no longer uploaded directly to the VO, but could be viewed through the dashboard; which can be accessed vi a link on the VO.

The figure shown on the dashboard for ‘Missing’ needs to be considered within the training package. Initial estimates of missing will be high, and the figure show on the dashboard will reflect this. The missing figures will be rectified, as each of the worksite reports are updated.

The UCC needs to consider the aspects of information that are directly managed by them, as opposed to being under the auspices of the OSOCC

The rationalisation of the forms will be a steady transition into the digital system. Sector Summary form will come from the dashboard, and the demob form is no longer required. Is the detail on the Team Fact sheet such as the number of cylinders or litres of fuel required, when these items are not provided by the coordination facilities. The figures are never effectively utilised.

A programme of change should be demonstrated at the Team Leaders Meeting to review and update the forms

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

Review of UC Package for potential updates ahead of course delivery in 2019

The package was reviewed by session;

Session 2 – Course Preview

Slide 17, replace with the dashboard introduction. How do we capture the bigger picture info from LEMA, such as safety and security info that isn’t captured in the individual worksite reports? Potentially the VO or a messaging/chat system for priority messages \*Add this to the Assignment Briefing via Survey 123/dashboard

Session 5 – Mapping add some of the ESRI mapping content such as sectorisation, base maps and layers

Session 6 – Coordination

 Slide 2 replace references to OMT

 Slide 14 Add monitor dashboard

 Slide 23 Introduce Survey 123

Slide 24 Introduce Dashboard in comparison to OMT

Session 7

Slide 7 add dashboard references

Slide 8 add dashboard references to prioritise

Slide 16 use the dashboard instead of the OMT for the activity, ensuring that the amount of worksites and USAR teams are multiplied by a factor of 4 (number of groups) Dashboard is filtered to display by sector for each group. Add a new slide that talk about the S123 assignment form

Jeopardy

 Slide 18 Add dashboard in front of references to OMT

 Slide 22 Remove A to Z Airports reference

25th January 2019

Throughout the initial day of the exercise, the group gave an introduction and overview of the ESRI Information Management system to INSARAG classifiers, exercise control staff, and exercise trainers to ensure that the system would be fully integrated into the Modex.

Feedback from these groups was extremely positive, and the dashboard was used by all groups to maintain ongoing situational awareness for the duration of Modex

IMWG members attended the Reception and Departure Centre and Base of Operations during the exercise to offer support if required.

26th January 2019

The system was consistently monitored, and support was again given to all areas of the Modex. ESRI was used to facilitate the ‘timejump’ within the exercise, to ensure that sufficient data was available in the background for the exercise timeline.

27th January 2019

As a result of the success of the ESRI dashboard throughout the Modex, discussions were held with representatives of the European Commission and the Modex consortium, regarding future use of the system within the current Modex cycle, and the wider Civil Protection Mechanism.

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| **IMWG 2019:****Work plan** | **Deployment of ESRI as an operational tool** | **Review Guidelines and UCC manual for ESRI content** | **Development of Training Packages for ESRI** |
| Preliminary meeting:23-25 January 2019 Denmark | Field Test and Review the current status of ESRI as part of NL IER |  | Recommend changes to checklist and Manual C. |
| HNPW and ISGGenevaFebruary  | UCC stand as part of HNPWCommitment from ISG |  |  |
| UCC Train the TrainerUSAFebruary | Inclusion of ESRI as the DTC in the core syllabus |  |  |
| UCC Train the Trainer New ZealandMay | Feedback from US course and continued development of ESRI integration |  |  |
| GRGSingapore June  | Is attendance required? |  |  |
| AP Regional Meeting, (Australia)15-16 August 2019 | Present “IMWG updates – Regional meeting” update ppt |
| Team Leaders and Working Groups Meeting, Chile.October 6-11 | Final ESRI demonstration and one day training, Handbook and Licenses issued | Develop IER checklist final draft. | Finalise recommended changes to checklist and Manual C.Hand over Manual C changes to GRG. |
| Finalise ppts (“Team Leaders meeting” and “Regional meetings”) |
| Regional meeting:AEME (Italy)October 2019 TBC | Present “IMWG updates – Regional meeting” update ppt |
| Regional meeting:America’s (Argentina)5-7 November 2019 | Present “IMWG updates – Regional meeting” update ppt |
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Acknowledgement:

-IMWG was hosted by DEMA College Tinglev and USAR.NL as part of their INSARAG Classification process, including the meeting facilities, transportation, accommodation and other supports, IMWG express appreciation for this support.

of UK, Netherlands and New Zealand to make them available for the work of TWG.

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| **ACTION**  | **Responsible** | **Reason / Outcome** | **Deadline** |
| Update UC Manual to reflect the Planning Process and DCT  |  |  |  |
| ERE integration Americas-Sept, AEME-Sept, AP-December |  |  |  |
| UC Training Package updates |  | A number of updates are required to ensure the UC Course is current. |  |
| USAR Directory is not a functional tool, and requires updates |  |  |  |
| Joint INSARAG/UNDAC/IHP projects  |  | Greater collaboration across agencies to ensure common operating systems. |  |
| Checklist updates for IEC/R in relation to IM, to include a review of the management position. |  |  |  |
| Building marking review within the Guidelines |  | The use of the Suffix in building marking, seems to cause constant confusion, and is rarely used correctly |  |
| Exercise Control Training Programme |  | Links to TL/M workstream, and wider implementation |  |
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Peter Wolff

IMWG Chair