Annex D7: IEC/R Application Phase 2

IEC/R APPLICATION

Phase 2

COMPREHENSIVE PORTFOLIO OF EVIDENCE

TEAM NAME:

LEVEL OF CLASSIFICATION: **MEDIUM** ☐   **HEAVY** ☐

DATE OF SUBMISSION:

Day / Month / Year

Application Submission Instructions

1. The application is to be printed as a hard copy, signed by the INSARAG Policy and Operational Focal Point, and posted via registered mail to:

   Attention:

   INSARAG Secretariat
   IEC/R Applications
   UN Office for the Coordination of Humanitarian Affairs (OCHA)
   Response Support Branch (RSB)
   Emergency Response Section (ERS)
   Palais des Nations
   CH 1211 Geneva 10, Switzerland

2. The application is also to be emailed to: insarag@un.org. This is to enable the POE to be circulated among the IEC team members.
3. The application is required to reach the INSARAG Secretariat a minimum of six months ahead of the proposed date for the IEC.
4. The INSARAG Focal Point is required to follow up with the INSARAG Secretariat to ensure the application has been received.
5. This application must be completed in English. Where this is not possible, a covering letter in English must accompany any non-English documents briefly explaining its contents.
6. The Comprehensive Portfolio of Evidence is an expansion of the already approved Abbreviated Portfolio of Evidence

Contents

INSARAG Country Focal Point

INSARAG Country Focal Point	
(Complete details of INSARAG Focal Point below ONLY if the details have changed since the submission of the Abbreviated POE. If there has been no change, state NO CHANGE).	
Name:	
Organisation:	
Position:	
Contact Details:	
Address:	
Telephone (w):	
Fax:	
Email:	

Letter of Approval

(Official letter on organisation stationary signed by the INSARAG Focal Point approving the IEC bid on the proposed date).

(Insert here)

IEC Mentor

IEC Mentor	
(Complete details of IEC Mentor below ONLY if the details have changed since the submission of the Abbreviated POE. If there has been no change, state NO CHANGE).	
Name:	
Organisation:	
Position:	
Contact Details:	
Address:	
Telephone (w):	
Fax:	
Email:	

Directory of International SAR Teams

Complete the Directory of International SAR Teams (Annex B) and insert it here.

Pre-IER Self-Assessment Checklist

Pre-IER Self-Assessment Checklist

	Clarification	Yes/No
1. Preparedness		
1.1 Has the team conducted an annual simulation exercise?	The classified team is required to conduct an annual simulation exercise.	
1.2 Has the team participated in the Team Leaders Meeting?	At least two-thirds of attendance is required.	
1.3 Has the team participated in the Regional Meeting and Exercise?	At least two-thirds of attendance is required.	
1.4 Has the team participated in the Steering Group Meeting?	If not, the reason must be attached.	
2. Follow-up		
2.1 Has the team improved the issues that were "Yellow" in the previous IEC/R?	Document, which explains how the team improved the issues, must be submitted.	
2.2 Has the team maintained its capacity, which was mentioned in the POE submitted in the previous IEC?	Mentor should check if the team has maintained its capacity for international deployment.	
2.3 Has the team introduced new training and equipment?	Mentor should check if the team has tried to improve its capacity by introducing new methods.	
3. Deployment		
3.1 Was the team deployed in the classified (Light/Medium/Heavy) capacity	If not, the reason must be attached. If there were no major disasters requiring international USAR deployment this point is not applicable.	

Remarks by the National Focal Point

(Date, Signature)

Remarks by Mentor

(Date, Signature)

USAR Team Fact Sheet

Download USAR Team Fact Sheet from the VOSOCC, complete it and insert it here.

USAR Team Organogram

(The composition of the team is required to comply with the requirements stipulated in Chapter G of the INSARAG Guidelines).

(Insert here)

Evidence to Demonstrate Active Participation in INSARAG Events

INSARAG Event	Date	Nature of Participation

Government USAR Team

(If the USAR Team is a government team, evidence to support that the USAR team forms part of their government's plan for the delivery of international humanitarian relief).

(Insert here)

If NGO USAR Team state ***Not Applicable.***

NGO USAR Team

(If the USAR Team is a NGO, evidence to support that the USAR team can deploy in a self –sufficient manner with the capacity required by the level of classification being sought, for the duration required by the INSARAG Guidelines as determined by the level of classification).

(Insert here)

If Government USAR Team state ***Not Applicable.***

USAR Teams Composed of Multiple Organisations

 (For USAR teams comprised of multiple organisations, the team must provide supporting documentation that clearly stipulates that these organisations are included in the composition of USAR team and have the full endorsement of the Government. If the USAR team is composed from a single agency state NOT APPLICABLE).

(Insert here)

USAR Team Redundancy Plan

(USAR team complete membership roster, including team redundancy plan).

(Insert here)

Evidence of National and International Deployments

Incident	Date	National or International	Capacity in which Deployed (i.e. no of personnel; dogs, equipment).

Copy of Most Recent Post Mission Report

(Submit a copy of the most recent international deployment Post Mission Report submitted to the INSARAG Secretariat following the deployment. If the team has not deployed internationally, submit a copy of the most recent national deployment After Action report).

(Insert here)

Details of the International Mobilisation and Transport Plan

(Submit a copy of the international mobilisation and transport plan. Specifically, include copies of agreements with the aircraft provider or vehicle provider. The transport plan must include return travel).

(Insert here)

Details of Equipment Loading Plans

(Submit a copy of the loading plans as determined by the aircraft / vehicles employed for deployment including the Shippers Declaration for Dangerous Goods requirements).

(Insert here)

USAR Team Training Plan

(Details of the USAR team's ongoing training programs including international deployment training).

(Insert here)

Emergency Medical Evacuation Plan

(Details of arrangements for the medical evacuation of a team member while on international deployment).

(Insert here)

Evidence to demonstrate Self-sufficiency for Duration of Deployment

Evidence to support that the team is self-sufficient for the duration of deployment as required by the level of classification being sought. This must include access to the following for the required duration of deployment:

- Food
- Water
- Shelter
- Sanitation
- Primary medical and veterinary care
- Re-supply plan
- Transport
- Consumables as required by team and its cache
- Communication
- Cache maintenance

(Insert here)

Details of the IEC Programme

The IEC Programme is required to be submitted to the INSARAG Secretariat as part of the Comprehensive POE. Regardless of the level of classification being sought, the INSARAG Secretariat recommends the following IEC Programme.

Day 1:

- IEC Classifiers internal meeting and briefing by IEC Team Leader.
- IEC Classifiers members' introduction.
- Review of IEC schedule.
- IEC member tasking from IEC Team Leader.
- Develop IEC work schedule.
- Review IEC Checklist.
- Review POE.
- Prepare for meeting with USAR Team and other relevant stakeholders on Day 2.
- Orientation and familiarisation for IEC Classifiers-in-Training.
- Walk-through of the FIELDEX props.
- IEC Classifiers visit the FIELDEX venue and review scenarios to ensure the exercise will enable the USAR team to:
    - Work in a simulated real-life environment in a constantly evolving 36-hour exercise.
    - Demonstrate all the technical skills required by the IEC Checklist.
    - Demonstrate the technical capacity commensurate with the level of classification being sought.

Day 2:

- IEC Classifiers meeting with the representatives from the USAR team management, representatives from its sponsoring agency and the IEC Mentor. There should be sufficient time allocated for a detailed review. The IEC Team Leader may request this session to be extended if required. The following events should be scheduled:
    - IEC briefing by host organisation.
    - Open forum discussion regarding the POE.
    - Question and Answer session including e.g. Mobilisation procedures.
- Implementation of the USAR team's redundancy plan.
- Most recent USAR Training exercise.
- Latest medical evaluation for team members.
- Details on post mission debriefing (if the team has been deployed on mission).
- Medical repatriation procedures.
- Random review of team documentation as deemed appropriate by the IEC Classifiers e.g., SOP, personnel training records, vaccination records, logistical inventory.
- IEC Classifiers visit the USAR Teams logistics base.

Day 3:

- Simulation exercise begins at a time determined by the EXCON.
- Simulation exercise continues for a minimum of 36 hours.

Day 4:

- Conclusion of the simulation exercise.

Day 5:

- Conduct any follow up meetings or interviews that may be required.
- Drafting IEC Report.
- Verbal announcement of the IEC Result.
- Debriefing of the USAR team.

(Insert here)

Details of IEC Simulation Exercise

(Details of the IEC simulation exercise to demonstrate that the exercise is constantly evolving over a minimum of a 36-hour period and that the scenarios will enable the IEC Classifiers to assess all the technical capacity as determined by the IEC Checklist).

Include photographs of the scenario sites.

Observation of a 36-hour (minimum) constantly evolving scenario based USAR exercise. The exercise is to be conducted over a minimum of the exercise is 36 hours, divided as follows:

The first 6 hours are used for the Response Capacity Evaluation which includes:

Alert and Activation

- Recall of the USAR team.
- Pre-deployment medical screening.
- Pre-deployment logistics check.
- Pre-deployment personal equipment issue.
- Pre-deployment briefings.
- Departure customs and immigration.
- Getting to the point that the USAR team is ready to "board the aircraft."

The clock restarts when you arrive at simulated border crossing point, you have 1 hour to complete border crossing activities.

The remaining 29 hours are used for the Technical Capacity Evaluation which includes:

- Set up and operation of the RDC and OSOCC (Personnel assigned to RDC and OSOCC are "out of play" until they have demonstrated proficiency at what is required for the RDC and OSOCC functions. This is for a minimum of two hours for the RDC and two hours for the OSOCC.
- Set up and operation of the BoO.
- Reconnaissance operations.
- USAR operations.
- Demobilisation.

(Insert here)

Any Other Information

(Additional information relevant to USAR activities of the team).

(Insert here)

Recommendation of Mentor

Recommendation to Proceed with IEC

Name:

Signature:

Date:

(Insert here)