



TO: Sebastian Rhodes Stampa
ERS- INSARAG Secretariat

FROM: Tsukasa Katsube and Dewey Perks
INSARAG TWG Co-Chairs

SUBJECT: TWG Notes of December 2022 Meeting

DATE: 15 December 2022

TWG

- Joshua (JT) Turner (AUS) (Remote)
- Jacob Bolwinkel (DEN)
- Kira Chebakova (RUS); (Remote)
- Peter Goxharaj (GER)
- Tsukasa Katsube – Co-Chair (JPN)
- Dewey Perks – Co-Chair (USA)

Associate Experts

- Robert (Rob) Norman (GBR) Representative of the IMWG (Remote)
- Paul Burns (NZL) Representative of INSARAG Team Leaders and GRG (Remote)
- Trevor Glass (RSA) Representative of the MWG; Regrets
- Arjan Stam (NED) Representative of INSARAG Team Leaders (Remote)
- John Cawcutt (AUS) Representative of INSARAG Leadership Training (Remote)
- John Denny (AUS) Representative of INSARAG Leadership Training (Remote)
- Solveig Þorvaldsdóttir (Thorvaldsdóttir) (ISL) Representative of the UC Subgroup

INSARAG Secretariat Representative

- Marie Mure
- Lucien Jaggi (Remote)

The TWG convened in Bonn, Germany from 28 November – 2 December 2022; those not in-person joined using video conference platforms (Zoom) provided by JICA-JDR and Landsbjörg.

1. Meeting Format:

Participants agreed that the Zoom or Google Meet formats remain acceptable, and it will continue using these platforms as a backup, even after in-person meetings resume, or for ad hoc gatherings of the group. It should be considered that the TWG has existed since 1995 (longest serving WG for the Secretariat) and that its name “Training” is not always accurate. While the group does focus on training, it is often tasked by the Secretariat to work on other issues beyond training including Guideline revision of Volume II – Manual C and annual maintenance of the IEC-IER Checklist.

2. Co-Chairs:

The group is very happy to announce that Tsukasa Katsube has accepted the role of Co-Chair of the TWG.

3. Agenda:

Meeting participants agreed to the following Agenda.

- IEC/R Handbook
- IER Checklist
- Leadership Course
- INSARAG Working Group (WG) and Team Leader (TL) Meetings
- USAR Coordination Course
- HNPW Week (24-28 April)
- ERE
- Website INSARAG.org
- Review of the TOR of each WG

4. Meeting Discussions

The December meeting focused on the agenda items listed above. Other discussion points noted:

- **Old Issue Not Resolved** - The TWG again suggests the “IER in EU Modex Guidelines” be instead referred to as “IER in EU Modex Manual or Handbook”. It should also be moved to the ‘Guidance Note’ category on the INSARAG website, and not be listed as C.1 in Volume II – Manual C. This applies ONLY to European Teams and no application for other INSARAG regions. Doing this will lessen confusion within the INSARAG network, or comparison of importance to the INSARAG Guidelines.
 - **ACTION:** Secretariat and INSARAG Transition GRG
- **IER Handbook** – During a meeting held in Geneva in April 2022, the TWG raised the issue that an IEC-IER Handbook is needed. The 2020 version of the Guidelines contains most of the information used to conduct an IEC or IER, which means it cannot be revised until 2025. This creates issues when new changes are required based on lessons learned. Since IEC-IER Checklist has undergone an annual review since the Classification system started, and while it is deposited in the Guidance Note section on the INSARAG Guidelines, the ability to change it versus changing Manual is off-cycle. In April, The Secretariat asked that work on the IEC-IER Handbook be restarted, which is being led by Paul Burns, with the support of the TWG.
 - **ACTION:** The TWG will continue working on this with the intent to have it ready for review during the 2023 INSARAG TL meeting.
- **IER (and IEC) Checklist** – Referring to the April meeting in Geneva, the Secretariat requested the TWG to return to the subject of reclassifications to suggest different manners these can be conducted. The intent is not to “lessen the importance” but more to ensure quality within the classified teams. Each classified team is still expected to conduct an annual full-field exercise lasting 36 hours and that its Mentor be present when this is done. The TWG will begin to explore options that will lead to a separate IER Checklist.
 - **ACTION:** The TWG will continue working on this with the intent to have it ready for review during the 2023 INSARAG TL meeting.
- **Leadership Course** - Jacob Bolwinkel led the discussion on this topic. The TWG has contacted the Secretariat and USAR.NL (host) and suggested 20-24 March 2023. If a second course is needed, the TWG suggests the week of 20-24 November. Please note that a host will need to come forward IF a second course is needed.
 - **ACTION:** Secretariat, USAR.NL, and TWG

- **INSARAG WG and TL Meeting Agendas** – were reviewed with suggested changes added. These were returned to the Secretariat for review and distribution with the other WGs. TWG suggests that all the Working Groups consider and submit technical topics they think suitable for the Team Leaders Meeting. Behind this is the concern that the Team Leaders Meeting has become more in the style of “talking at, rather than speaking with” and is not engaging for the participants.
 - **ACTION:** Secretariat to distribute the TWG’s thinking for the meeting agenda
 - **SUGGESTION:** Secretariat to request all WGs to consider discussion topics.
- **USAR Coordination Training** – discussion was led by Kira Chebakova and Sólveig Thorvaldsdóttir, which first centred on lessons learnt from the September 2022 course delivered in Iceland. This was a very long discussion with many outcomes. Among these is that there is a need to do an ‘Introduction Course’ geared to all members of a USAR team, so all are familiar with what a team is expected to do during training and when deployed. The next level is the ‘Operators Course’ which is more focused on working within the OSOCC methodology (mainly the RDC and UCC), and lastly a ‘ToT course’ on how to deliver this training locally, nationally, regionally, and globally. The discussion also touched on the need for a roster of those who have completed the UC Course in the past, especially ToT courses. The concern is that this roster, which resides with the Secretariat, to be referenced when a proposed UC course needs qualified instructors. Additional discussion with the Secretariat is needed on how to also utilise these trained individuals to support regional EREs.
 - **ACTION: TWG** - Kira and Sólveig will prepare a paper to describe how the training will be designed
 - **ACTION: TWG** - The intent is to have this training package completed for ISG approval during the HNPW Week meeting.
 - **ACTION** – Secretariat to announce that UC training using the former training materials will stop as of 1 March. If the old material is used, it will be considered ‘Local Training’ and no INSARAG certificate will be issued.
 - **ACTION** – Secretariat to revisit the past UC Courses and consolidate the roster of those who completed for the future utilization.
 - **ACTION – INSARAG Calendar** - The TWG recommends that the Secretariat post only regional and global UC Training Courses on the INSARAG Activity Calendar to avoid confusion.
- **HNPW** - TWG members are encouraged to attend the in-person portions of the HNPW, but there will not be a formal TWG meeting that week.
- **ERE** – Discussion focused on lessons learnt during the 2022 regional EREs, and the recognized need to refresh the current ERE Package. The Secretariat is in the process of hiring a consultant to manage updating the package. When the draft is completed, the Secretariat will distribute it to the WGs for comment.
 - **ACTION** – Secretariat, Consultant, and WGs
- **INSARAG Website** – There was much discussion on how to make the website more user friendly.
 - **ACTION** – Secretariat to coordinate potential improvements during discussions with all WGs
- **WG TOR and Membership** – The TWG refreshed the group’s current (last done in 2014) and has circulated the document with members not in Bonn for comment. The TWG also has two vacancies from April 2023 onwards, and the Co-Chairs will discuss a selection process with the Secretariat.
 - **SUGGESTION** – The TWG suggests the Secretariat query all the WGs to refresh their TOR and determine whether they too have membership gaps.

Other Business:

This was the first time the TWG has met in-person since March 2020. The TWG would like to thank Technisches Hilfswerk (THW) for hosting this meeting. The TWG would also like to especially thank Peter Goxharaj for taking such special care of all those meeting in Bonn.

The TWG next meet in-person in February 2023 in Singapore. It will resume monthly virtual meetings in January 2023.