

**AGENDA FOR TEAM LEADERS MEETING
28 FEBRUARY - 2 MARCH 2023
SINGAPORE**

DRAFT 04/01/2023

ARRIVAL: MONDAY, 27 FEBRUARY 2023

Time	Activity	Presenters	Venue	Remarks
All day	Arrival of TL participants	SCDF leads		

DAY 1: TUESDAY, 28 FEBRUARY 2023

DAILY HOTEL PICK-UP 08:00, PLEASE REFER TO ADMINISTRATIVE NOTE

Time	Activity	Presenter	Venue	Remarks
0830 -0900	Registration of Participants	SCDF	SCDF	Registration booth
0900 - 0930	Session 1 Official Opening	MC, SCDF Sr Officer, OCHA INSARAG Sec.	Plenary Hall	
0930-1000	Session 2 Introduction of Participants, Adoption of the Agenda and Group Photo	MC, Host Country	Plenary Hall	
1000-1030	Tea/Coffee Break	MC	Sports Hall	MC from SCDF to announce.
1030-1115	Session 3 INSARAG Global Updates and Key Developments, IEC/R Workplan Updates	INSARAG Sec. WC MM IEC/R WG Co-Chairs	Plenary Hall	
1115-1300	Session 4 INSARAG Working Group Updates <i>1. Flexible Response (FRWG)</i> - Co-Chairs: Mr. Paolo	<i>Report by Working Group Co-Chairs and/or Representatives of the WG</i>	SCDF HQ Allo Mess	4 Break out rooms 1 st Break out Room: WG 1

Time	Activity	Presenter	Venue	Remarks
	<p>Vaccari (ITA), Mr. Paul Baxter (NZ)</p> <p>2. <i>IEC/R Review</i> - Co-Chairs: Ms. Annika Coll (ESP), Mr. Dewey Perks (USA)</p> <p>3. <i>Information Management (IMWG)</i> - Co-Chairs: Mr. Peter Wolff (GER), Mr. Jeff Maunder (NZ)</p> <p>4. <i>Medical (MWG)</i> – Co-Chairs: Mr. Antony Macintyre (USA) and Hector Fuentes (Aust.).</p> <p>5. <i>National Accreditation WG</i> - Co-Chairs: Mr. Sebastian Mocarquer (CHL), Ms. Chen Hong (CHN)</p> <p>6. <i>Training WG</i> - Chair: Mr. Dewey Perks (USA)</p> <p>7. <i>Transitional Guidelines Review</i> – Co-Chairs: Martin Evers (NL), Mr. David Lewis (AUS)</p>	<p><i>Total 105mins, remaining time for Q and A.</i></p> <p><i>Participants will rotate in the 4 sessions (coordinated by SCDF 20 min per group and 5 minutes to rotate)</i></p>		<p>2nd Break out Room: Working Groups 2 and 6</p> <p>3rd Break out Room: Working Groups 3 and 7</p> <p>4th Break out Room: Working Groups 4 and 5</p>
1300-1400	<i>Lunch Break</i>	SCDF		
1400-1445	<p>Session 5 Quality Standards: a) IER Review</p>	Dewey Perks, Annika Coll	In Plenary	
1445-1530	b) New Guidelines Review Group	TGRG /GRG		
1530-1600	Tea/ Coffee Break	SCDF		
1600 -1700	<p>Session 6 Localisation –</p>		In Plenary	
1600-1630	a) IRNAP Updates, TSG and TRG expectations	Sebastian Mocarquer and Chen Hong or Rep.		
1630-1700	b) First Responders package	TWG/Peter Goxaraj.		

Time	Activity	Presenter	Venue	Remarks
1700-1730	Session 7 Technologies: ICMS 2.0	IMWG Leads: Peter W. and Jeff M.	In Plenary	
1730-1800	Session 8 Key Improvements UC Manual V2.0	TWG Leads	In Plenary	
1830-2000	Official Dinner _ CDA			
2030	<i>Return to hotel</i>	MC to announce		

DAY 2: WEDNESDAY, 1ST MARCH 2023

Time	Activity	Presenters	Venue	Remarks
0900 - 0915	Information on facilitators, ToR for the sessions		2x Facilitators, 1x note taker per group – Assigned and led by Working Groups	No fixed coffee break, instead “coffee to go”
0915- 1800	Session 9 Discussions on Technical Topics in Breakout Sessions Group 1: IEC/R “The Future”	IEC/R WG and TWG	<i>Participants will be assigned to 8 groups which will be led by an assigned group leader.</i>	
	Group 2: Search Methodology “How to improve”	TWG/T- GRG	<i>The participants will be rotating from group 1 to 8, with 10 minutes for groups to move to the rooms and 45 minutes per session.</i>	
	Group 3: ASR2 “How to train”	TWG/T- GRG/IMWG	Host country coordinates and INSARAG WGs and Secretariat support.	
1300-14- 00	<i>Lunch Break</i>			

Time	Activity	Presenters	Venue	Remarks
Continue	<p>Group 4: <i>INSARAG Working Groups “ToR Composition”</i></p> <p>Group 5: <i>UC Training Package “Overview”</i></p> <p>Group 6: <i>Various Team Motivation, Role of TL,</i></p> <p>Group 7: <i>Flexible Response Consultations – (Global Position, DACC, Cultural Heritage)</i></p> <p>Group 8: <i>Post Traumatic Stress Disorder in USAR Team Personnel (PTSD)</i></p>	<p>WG Co-Chair or members to be identified – 1 each per WG.</p> <p>TWG</p> <p>TBC-IEC/RWG led</p> <p>FRWG</p> <p>MWG</p>		No fixed coffee break, instead “coffee to go”
1800	<i>Return to Hotel and free evening</i>	SCDF		MC to announce.

DAY 3: THURSDAY, 2 MARCH 2023

Time	Activity		Venue	Remarks
0900-1030	<p>Session 10</p> <p>Plenary Discussions and Summary of Key Outcomes from the Breakout Sessions _ All Facilitators and note takers.</p>	Moderated by HE and SCDF	Plenary hall	
1030 – 1100	Tea/Coffee Break		SCDF	
1100-1130	<p>Closing Discussion in Plenary</p> <p>1. Questions, Suggestions and Assignments for the WG 2. Announcements by Member States 3. INSARAG Calendar 2023 4. Development of TL Meeting Summary 5. Closing Statements</p>	Host Country, Secretariat -WC	Host Country and Secretariat	
1130-1530	SCDF showcases new technologies and CD Academy latest training facilities	SCDF to Advise		

Time	Activity		Venue	Remarks
1230-1330	<i>Lunch Break</i>		SCDF	
1530	<i>Bilateral meetings and/or return to Hotel</i>		SCDF	
