



Proposed Terms of Reference

INSARAG National Capacity Building Working Group

(i) Background

- The National Accreditation Working Group (NAWG) was established in 2020 to assist member states and regional groups to support the INSARAG Recognized National Accreditation Processes (IRNAP), in line with the INSARAG Guidelines. This was the first time a dedicated INSARAG working group was established to support national capacity building.
- In 2021, INSARAG published its Strategic Plan for the period 2021-2026. In particular, the Strategic Objective 2: Localization considers enhancing frontline response coordination by localizing INSARAG methodology and concepts, for which specific objectives and plans were adopted.
- The INSARAG network is preparing for the quinquennial review of the INSARAG Guidelines in 2025, which provides an opportunity to update the INSARAG guidance on national capacity building, mainly through the review of Volume II, Manual A: National Capacity Building and related documents, to ensure that Strategic Objective 2 is achieved.
- Considering the objectives already achieved by the NAWG in the development of the IRNAP concept, training, and support to regional groups, the NAWG will transit into a new working group with a wider scope to adequately support national capacity building efforts, including IRNAP.

(ii) Name

- National Capacity Building Working Group (NWG).

(iii) Purpose

The purpose of the Working Group is to contribute to the Strategic Objective of Localization, developed by the INSARAG as part of its Strategic Plan for 2021-2026.

- To support the enhancement of the efficiency and effectiveness of frontline emergency response coordination by adapting and localizing the INSARAG coordination methodology and concepts to the context of member states.
- To promote capacity building at national and local levels and to strengthen community preparedness.
- To encourage sharing of expertise and good practices amongst countries and organizations for national capacity building and to foster integration of national and international USAR coordination.
- To give technical guidance on National Accreditation Process (NAP) process.
- To review and update the Technical Guidance Note on the IRNAP and support the INSARAG Guidelines review, particularly concerning National Capacity Building.

(iv) Specific terms of reference and responsibilities

- To develop further guidance for national capacity building in establishing a national USAR framework for disaster prone member states, according to the methodology outlined in Manual A.
- To develop and provide technical guidance to member states in developing national USAR capacity through implementing INSARAG assessment and coordination methodologies at national and local levels.
- To develop guidance for member states on how to request, receive international USAR teams, coordination mechanisms and integration of international USAR teams into national USAR operations.
- To support local capacity building through developing guidance on the development of methodologies that are tailored to the identified needs and the risk thresholds for local response capability, as outlined in Manual A. When requested by the INSARAG Secretariat, regional groups, or member states, provide guidance on the steps for a National Accreditation Process (NAP) process as outlined in Manual A, providing advice and methodological support.

- To review and make the necessary adjustments to the technical guidance note and its annexes on the INSARAG Recognized National Accreditation Process (IRNAP) that serves as a guide and encompasses the basic contents of the process adapted for the three regions and support the INSARAG Guidelines review, particularly concerning National Capacity Building.
- To provide support on methodological issues and interpretation of standards to the Technical Support Groups and Technical Recognition Groups (TSGs/TRGs) that are formed to give support to countries and ensure that the methodologies are applied the same in all three INSARAG Region.
- To consolidate and/or develop training for members of the TSG/TRG rosters that can be adapted and implemented at the level of each region.

(v) Duration

- 3 years.

(vi) Members

- This group would consist of 3 active members from each region, whose members must meet the following minimum criteria:
 - USAR Experience (USAR development and training).
 - Experience in operations / USAR coordination.
 - Extensive experience with the INSARAG methodology.
 - Experience with a national accreditation process, and / or with the INSARAG external classification process.
 - Proficient in English language.
- Members must be available to attend in person a minimum of 2 meetings in different regions and be self-funded.
- Each region will present its candidates, which will be selected by the INSARAG Secretariat, in consultation with the Regional Chairs.
- The WG will be led by two co-chairs appointed from this group, and from different regions, and the WG will serve for an initial period of 3 years and supported by the INSARAG Secretariat.
- The WG will appoint one member as secretary of the working group, responsible for keeping the documentation of the WG and presenting the results to the Secretariat.

(vii) Governance of the working group

- The WG reports to the INSARAG Steering Group and is required to present progress of its work in the three regional meetings as well as in the Team Leader's meeting.

(viii) Work method

- Face to face as well as virtual meetings.
- The face-to-face meeting shall coincide with global or regional INSARAG events or meetings.

(ix) Products

The main expected products of this working group will be:

- To update the INSARAG Guidelines Volume II, Manual A: Capacity Building, in coordination with the Guidelines Review Group.
 - To review the Technical Guidance Note on the IRNAP to guide the member states in the accreditation process.
 - To support the training of the TSG/TRG Experts of the member states.
 - To support the implementation of the First Responder Training Programme.
-