



# INSARAG Guidelines Review Group – 12 April 2023

## First Meeting of the INSARAG Guidelines Review Group 2023

Remote Meeting

0830 – 0930 (CEST)

Wednesday, 12 April 2023

**Attendees:** John Cawcutt, Martin Evers, Winston Chang, Marie Mure, Daniel Eike, and Lorenna Dib

### Key Action Points

1. Co-Chairs to discuss and draft a 2 -year timeline /road map to present at the ISG breakout session on Quality Assurance.
2. Co-Chairs to share a first letter and the minutes of this meeting with all members, Secretariat to be invited, can assist to organize.
3. Co-Chairs agree on the first in person meeting hosted back to back with the AP ERE.
4. Co-Chairs to consult the WG Co-chairs and confirm their “ownership of the volume” assigned (table below).
5. Co-Chairs to define and rope in their own organizational staff to support the GRG work – and inform the Secretariat in the next meeting.

### Guidelines Details:

Volume	Topic	Associated Working Group	GRG Member Assigned as WG Liaison
<a href="#">Volume I</a>	Policy	Co-Chairs, Sec, Global Chair	Co-Chairs to discuss, consult the GRG and nominate
<a href="#">Volume II, Manual A</a>	Capacity Building	NAWG or renamed from this ISG: Capacity Building WG	
<a href="#">Volume II, Manual B</a>	Operations	TWG/MWG/All	
<a href="#">Volume II, Manual C</a>	INSARAG External Classification & Reclassification	TWG/IEC/R WG	
<a href="#">Volume III</a>	Operational Field Guide	IMWG	

### **Secretariat facilitated discussions on the GRG proposed next steps:**

- 1) Members and WGs to conduct an overall review of each existing volume, and any feedback from the T-GRG in the past 3 years.
- 2) Members to discuss at the ISG -new topics and issues from Türkiye and Syria earthquakes and decide if new topics or chapters or volumes are needed.
- 3) Conduct regional consultations at all 3 Regional Meetings.
- 4) Determine frequency of virtual and in-person meetings.
- 5) TL meeting 2024 breakout group consultations
- 6) ISG progress reporting
- 7) Cycle repeats for 2024-25 – for endorsement, or if more time needed, 2026, to coincide with Global Meeting (and Winston's impending retirement!).
- 8) Co-chairs to review and possibly share with their members in the "first message"

### **Meeting Summary**

- Guidelines are only reviewed every 5 years and there is much work to do, especially in the aftermath of the largest response in INSARAG's history.
- The GRG will develop and prepare the INSARAG Guideline Version 2025 for endorsement at the 2026 Global Meeting
- While we will be guided by what the network wants there will be different views that require ongoing management so genuine consultation with stakeholders and Working Groups will be essential.
- In many cases the Working Groups are the 'owners' of the information and our role is to ensure the harmonisation of included information.
- Among other things the Guideline review will need to consider:
  - Operationally
    - Inclusion of the learnings from the recent Türkiye / Syria response.
    - The various Working Group change requests. (TWG, MWG, IMWG, Flexible Response WG etc).
  - Policy
    - Guidance on response to complex emergencies (Example – Syria)
    - Guidance on Flexible Response
  - Design / Framework – How do we ensure that the 2025 Guidelines are accessible and contemporary? (On-line version)

## Meetings

- The Secretariat will be in contact in the next few weeks to establish our first video conference to discuss the review methodology and roadmap going forward.
- It is expected that we will meet on-line approximately once per month for updates and twice per year face-to-face.
- For 2023 the first face-to-face meeting is planned for Brisbane, Australia 21-25 August to coincide with the AP ERE.
- The second meeting will be at the AEME regional meeting/Türkiye AAR in Qatar in October.
- Going forward (2024 - onward) the face to face meetings are to be at the ISG and the Team Leaders meeting each year.
- It is also intended to have a Co-Chair or GRG representative at each regional meeting.

## Annex I

### Summary of Meeting Transcript

1. Winston Chang brought up the **previous GRG, highlighting its success**. He also discussed the limitations of the secretariat, mentioning that while they will attend meetings, they cannot monitor progress and must rely on the teams to provide support.
2. The conversation then shifted to the situation in NW Syria, with Winston Chang mentioning the **criticism of the response and the challenges faced by INSARAG in responding to complex emergencies**.
3. There was also a discussion of the relationship between INSARAG and UNDAC, with John Cawcutt noting the need for better coordination.
4. Martin Evers then gave his opening statement as co-chair of the GRG, discussing the **need to focus on strengthening the network and improving coordination**. He also discussed the importance of flexible responses and the need to ensure that teams are fit for purpose.
5. The meeting **participants discuss the process of reviewing INSARAG guidelines**. Winston Chang reflects on previous reviews and notes that translators were the only ones who gave feedback as they read every single word. The review covers the whole methodology and doctrine of INSARAG, which is now in three volumes with a potential fourth volume in the future? The review framework is consulted widely to determine the scope of the review, including whether to review existing formats. Co-opted working groups are essential for ensuring the review methodology is feasible and suitable for different interests and regions.
6. **Regarding flexible response**, the network's purpose is to provide help and support to each other, and they need to be fit for purpose for different types of disasters such as floods, fires, and rescues in challenging environments.
7. **Regarding complex emergencies**, the network needs to provide an answer to situations where rescuers could face danger, such as being kidnapped or shot at by rebels.

8. The network should consider creating a **directory of teams with specific skills**, such as water or mountain rescue, is needed to help provide assistance efficiently.
9. It was noted that there are concerns that **different regions have different needs and interests**, and some voices may be louder than others.
10. The **INSARAG system has taken many years to develop and is continually evolving**, and it is necessary to determine the system's effectiveness and whether changes are needed.
11. Martin and Marie **highlighted the importance of accessibility in the guidelines** and the need for a web-based format rather than PDF.
12. The need to **maintain relevancy for changing environments** and types of disasters, such as climate change.
13. The importance of the **design and framework of the guidelines** in driving their future.
14. The need to **identify what the network needs** and which working groups are still active.
15. Regarding future action items for the GRG, it was suggested to **get GRG together as much as possible**, including an online meeting and convening in Brisbane at the end of August; scheduling a teleconference with the team in the next couple of weeks; sorting out how they want to work and exchanging views before confronting the team; sending a joint statement on their behalf to everyone, welcoming them and mentioning what they are going to work on and the likelihood of a meeting.

## Annex II

### Working Group Details (as of 12 April 2023, INSARAG website)

Working Group	WG Co-Chair/Chair	Secretariat	Representative	and Support
Guidelines Review Working Group	David Lewis – Australia <a href="mailto:David.Lewis@fire.nsw.gov.au">David.Lewis@fire.nsw.gov.au</a> Martin Evers – Netherlands <a href="mailto:martin.evers@vrh.nl">martin.evers@vrh.nl</a>	Winston Geneva	Chang <a href="mailto:Changw@un.org">Changw@un.org</a>	–
IEC/R Working Group	Annika Coll – Spain <a href="mailto:annika.coll@madrid.org">annika.coll@madrid.org</a> Dewey Perks – USA <a href="mailto:dperks@usaid.gov">dperks@usaid.gov</a>	Stefania Geneva Mure (Geneva) planning)	Trassari <a href="mailto:trassari@un.org">trassari@un.org</a> (Geneva) <a href="mailto:mure@un.org">mure@un.org</a>	– (Marie roster)
Information Management Working Group	Peter Wolff – Germany <a href="mailto:peter.wolff@evonik.com">peter.wolff@evonik.com</a> Jeff Maunder – New Zealand <a href="mailto:Jeff.maunder@fireandemergency.nz">Jeff.maunder@fireandemergency.nz</a>	Jose Maria Garcia – Geneva Jaggi – Geneva	<a href="mailto:Garcia40@un.org">Garcia40@un.org</a> <a href="mailto:jaggi@un.org">jaggi@un.org</a>	– Lucien
Medical Working Group	Dr. Anthony Macintyre – USA <a href="mailto:macintyr@email.gwu.edu">macintyr@email.gwu.edu</a> Hector Fuentes – hector.fuentes@health.qld.gov.au	Clement Nairobi	Kalonga <a href="mailto:clement.kalonga@un.org">clement.kalonga@un.org</a>	–
National Accreditation Working Group	Chen Hong – China <a href="mailto:chenhongicd@163.com">chenhongicd@163.com</a> Sebastian Mocarquer – Chile <a href="mailto:smocarquer@bomberos.cl">smocarquer@bomberos.cl</a>	Haruka Bangkok	Ezaki <a href="mailto:Haruka.ezaki@un.org">Haruka.ezaki@un.org</a>	–

Training Working Group	Tsukasa Katsube- Japan <a href="mailto:Katsube.tsukasa.3@jica.go.jp">Katsube.tsukasa.3@jica.go.jp</a> Dewey Perks – USA <a href="mailto:dperks@usaid.gov">dperks@usaid.gov</a>	Lucien Jaggi – Geneva <a href="mailto:jaggi@un.org">jaggi@un.org</a>
Flexible Response Working Group	Paolo Vaccari – Italy <a href="mailto:Paolo.Vaccari@protezionecivile.it">Paolo.Vaccari@protezionecivile.it</a> Paul Baxter – Australia <a href="mailto:Paul.baxter@fire.nsw.gov.au">Paul.baxter@fire.nsw.gov.au</a>	Winston Chang – Geneva <a href="mailto:Changw@un.org">Changw@un.org</a>
Global Position	Thomas Zeiter – Switzerland <a href="mailto:Thomas.zeiter@eda.admin.ch">Thomas.zeiter@eda.admin.ch</a> Otty Rusinarsetyo – Indonesia <a href="mailto:otty.rs@gmail.com">otty.rs@gmail.com</a>	Haruka Ezaki – Bangkok <a href="mailto:Haruka.ezaki@un.org">Haruka.ezaki@un.org</a>
DACC	Solveig Thorvaldsdottir – Iceland <a href="mailto:solveig@rainrace.com">solveig@rainrace.com</a> Mark Scorer – UK/SARAIID <a href="mailto:mark.scorer@saraid.org.uk">mark.scorer@saraid.org.uk</a>	Ana Maria Rebaza – Panama <a href="mailto:rebaza@un.org">rebaza@un.org</a>
Response to Cultural Heritage	Jing Wang – China <a href="mailto:archskey2008@126.com">archskey2008@126.com</a> Aparna Tandon – ICCROM, UNESCO <a href="mailto:aparna.tandon1@gmail.com">aparna.tandon1@gmail.com</a>	Clement Kalonga – Nairobi <a href="mailto:clement.kalonga@un.org">clement.kalonga@un.org</a>

INSARAG Secretariat, 12 April 2023