INSARAG

INFORMATION MANAGMENT WORKING GROUP (IMWG)

Terms of Reference February 25 2023 (draft)

Purpose of the IMWG

These Terms of Reference (ToR) for the INSARAG Information Management Working Group, follow the guidance from the Recommendations on INSARAG Working Groups Governance, July 2020 and the experience gained from activities of the IMWG the past five years.

The purpose of the IMWG is to develop in coordination with members of the INSARAG network, deliver and promote the effective use of information management (IM) solutions across the INSARAG network in support of UN resolution UNGA 57/150 of 2002.

The purpose of the IM solutions is to support INSARAG network and its partners to manage USAR operations as outlined in the INSARAG guidelines and guidance notes (e.g., UC handbook and forms).

Members

The IMWG will be composed of the following members:

- INSARAG secretariate endorsed members
    - At least two representatives from each of the three INSARAG regions
- Technical members
    - These members are chosen and invited by the endorsed members to ensure the technical expertise needed within the group
- Partner members
    - These members are representatives of groups that contribute to/benefit from involved with IMWG, but do not a permanent membership, for example MAP action, the GIS is South America.
- *The ERS representative. What is their role? Why are they needed?*

The IMWG chairs shall be chosen from ERS endo group and endorsed by ERS. Co-Chairs come from different INSARAG regions. Co-chairs shall be assigned every three years. Co-Chairs do not need change every three years.

Members who leave the group will be replaced by another suitable member from the region and following consultations with the WG Chair in question, and the Regional Chair.

Governance

The IMWG will be accountable to the INSARAG Steering Group and will take directions through the Secretariat.
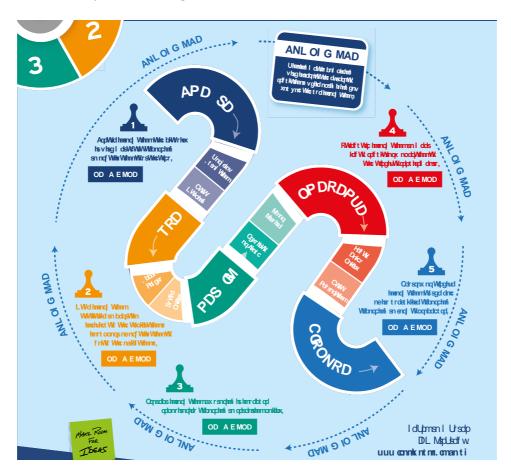
Terms

IMWG is a continuous working group, because IM within INSARAG is in continuous development.

The minimum term for membership is three years. There is no upper limit to membership due to the fact that it takes time for members to develop the knowledge base and skills needed to participate at the forefront of the development of the INSARAG information management and be qualified as INSARAG IM trainers.

Definition of Information Management

Information management is about the creation, use, retain, preserving and disposing of information, as depicted in the figure below

Therefore, the role of the IMWG is to guide how INSARAG takes steps to:

1. Create information and classify it with metadata according to organizational standards.
2. Make information available to certain individuals and applications in support of organizational goals and obligations.
3. Protect information by storing it in secure repositories according to retention policy.
4. Safeguard information to meet legal, regulatory, operational, and archival requirements.
5. Destroy or archive information at the end of it useful life according to formal procedure.

Responsibilities

To support the INSARAG network and its partners to manage USAR operations as outlined in the INSARAG guidelines and guidance notes (e.g., UC handbook and forms) the IMWG undertakes the following responsibilities:

1. Procedures
    1. Development of IM procedures within the INSARAG context, both paper-based IM and online platforms, such as ICMS.
    2. Developing procedures to support the application of INSARAG methodology, such as forms, flowcharts, etc.
2. Software
    1. Identify software for the building of INSARAG coordination information management systems
    2. Design and Build Software for INSARAG network purposes (e.g., like the ICMS)
    3. Ensure that the software addresses all stages of IM.
    4. Management of the platform hubs (websites)
3. Technology
    1. Research new possibilities in computer based data information that could be useful for INSARAG coordination and management, explains to the INSARAG net work and makes suggestions for new ideas.
    2. Researching and understanding latest technology and technological developments so INSARAG can use them to its best advantage, such as the use of UAC/Drones and software applications for imaging capturing.
4. Compatibility
    1. Work towards an INSARAG IM system that is compatible with INSARAG partners by liaising with partners on how we can share relevant information from our system to theirs, e.g., common data dictionary and common operating systems.
5. Documentation
    1. Write and maintain technical manuals for INSARAG information management.
6. Training and education
    1. Technical training material, e.g., online videos
    2. Develop training material for IM in conjunction with TWG
    3. Develop trainers through ToT courses in conjunction with TWG
    4. Assist during INSARAG IM training
7. Technical support on IMWG platforms
8. IEC/R support (checklist items, participating in IEC/Rs)
9. Dissemination of information

Deployments[1]

Currently, the IMWG is developing, maintaining, and deploying during operations the ICMS (INSARAG Information Management System) as the INSARAG IM software for USAR coordination.

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[1] While these operations procedures are valid for these 2023 ToR, future development of INSARAG software may lead to changes. If so, the ToR will be updated.

All INSARAG classified teams as well as a set of unclassified teams are given passwords to access the ICMS software both for training and during missions.

Technical members of the IMWG will at the beginning of response, create a ICMS instance, which is a link that teams and partners can access the ICMS dashboard/hub. The link is only valid for that event. Teams are being trained on how to find the link on the VOSOCC and use the ICMS.

Furthermore, the IMWG will setup and maintain an Operational Back Office Incident Support Group to support those deploying to the event in using ICMS appropriately.

Working Methodology

Working methodology outlines meetings, plans and contributions

1. IMWG meetings
    1. IMWG has monthly online meetings
    2. Meeting notes are shared with ERS and posted on www.insarag.org
    3. Yearly in-person meetings are held at the TLM
    4. IMWG members use opportunities to meet during other events
2. Yearly work plans and progress reports
    1. The IMWG will prepare annual work plans
    2. The IMWG provide the INSARAG Secretariat and the INSARAG network with a proposed work plan at the TLM for their comments and suggestions
    3. The IMWG presents a report on the annual January INSARAG call of WG.
3. IMWG members will attend and contribute to
    1. Yearly ISG meeting in Geneva
    2. Regional INSARAG meetings
    3. Regional EREs
4. IMWG members attend and/or support IEC/R events when possible. This includes talking to classification leads prior to IEC/Rs.
5. The IMWG will
    1. work closely with the TWG on matters of training and development of training material, including a training plan and training of trainers.
    2. consult with teams, other WGs, the secretariate, and partners as needed.

Team members organize their work, which is led by the co-chairs