



INSARAG

Guidelines Review Group Minutes

18-20 August 2023

INSARAG Guidelines Review Group 2023

Brisbane, Queensland Australia

Friday 18 August 2023– Co-Chair Meeting only

Saturday 19 August 2023- 0800 – 1600hrs (AEST)

Sunday 20 August 2023– 0800 - 1600 hrs (AEST)

Attendees: GRG Co-Chairs: Martin Evers (Netherlands) and John Cawcutt (Australia), **AP:** Li Li (China), Safrizan Bin Suhaini (Malaysia) and Wee Keong (Singapore); **AEME:** Martin Pavek (Czech Republic), Ciro Bolognese (Italy), Fahad Sultan (Qatar), Belit Tasdemir (Türkiye NGO), Ove Syslak (IRO, Search Expert, NGO), **Americas:** Sara Rathbun (USA) & Patricio Fuentes (Chile); **Videoconference:** Emmanuel Chapeau (France) – (Day 1 & 2), Yvonne Gutmann (Germany) – (Day 2),

Secretariat Representative: Chief of the Emergency Response Section for UN OCHA Sebastian Rhodes Stampa (Day 1), Asia-Pacific regional focal point of UNDAC and INSARAG, OCHA Haruka Ezaki (Day 1)

1. OPENING and WELCOME by the CO-CHAIRS

- The Co-Chairs introduced themselves and welcomed the GRG members and INSARAG Secretariat to the meeting. Co-Chair John Cawcutt provided a 'Welcome to Country' and provided an overview of the facilities and an outline of the following days.
- The GRG meeting was held adjacent to the APERE and AFAC Conference to get the most benefit for those who travelled.
- INSARAG Secretariat Sebastian Rhodes Stampa thanked QFES for organizing the GRG meeting and acknowledged QFES and FRNSW in planning and delivering the APERE.
- Secretariat provided that INSARAG is a member state network and that the Guidelines belong to the members and that the Secretariat is there to support.
- He reinforced his thanks to the group for providing the commitment to make a difference and that ultimately its about trying to save lives more efficiently.
- The Secretariat advised that
- that the Group fro
- expressed their ability and willingness to support the GRG where needed and shared the ISG decisions taken during last week's ISG, especially the 2 items regarding the GRG:

2. TASKS AND RESPONSIBILITIES GRG 2023-2025

- Draft the 2025 revision of the INSARAG Guidelines in accordance with the INSARAG strategic agenda and the outcomes from the decision taken by the Team Leaders Meeting and the INSARAG Steering Group. And have these ready for decision making in the 2025 TLM and ISG
- Support and advice to INSARAG member states, member NGO's, and INSARAG Regions and Working Groups in the dissemination and implementation of the INSARAG Guidelines
- Encourage and oversee the process of translation, dissemination and implementation of the current INSARAG Guidelines
- Report and update the INSARAG Regions, the Team Leaders Meeting and the INSARAG Steering Group regarding the yearly updates of the Guidance Notes
- Provide clarifications in relation to the INSARAG Guidelines
- Support the INSARAG secretariat in the moderation of the INSARAG Guidelines c.a. and the Technical Reference Library
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- Identify and analyze key issues for discussion during the current revision
- Qualify arising challenges, decisions and processes and reflect with the existing INSARAG Guidelines
- Draft and coordinate the agenda for the modernization of the accessibility, integrity, consistency and administration of the INSARAG Guidelines
- Work closely and participate in the meetings of other WG's and the Team Leader's representatives where this is relevant, to ensure that various technical and operational issues are harmonized. Thus bolstering completeness, transparency, integrity and administrability of the INSARAG Guidelines
- Ensure to provide minutes of meetings in timely manner to the INSARAG Secretariat
- Ensure record and filing of the minutes meetings and key decision to facilitate the understanding of the revision process

3. TIMELINE FOR THE GRG 2023-2025

- August 18-23 2023 GRG meeting Brisbane, combined with AP ERE 2023
- October 2023 AEME Regional meeting and Türkiye After Action Review Qatar. GRG meeting. Meeting
 - Friday 13/10, 09:00 – 18:00 Working Group Meetings
 - Saturday 14/10, 09:00 – 18:00 Working Group Meetings
 - Sunday 15/10, 09:00 – 18:00 Working Group Meetings
- Q3 2023 subsequent Regional Meetings Regional delegation/co-chair present
- Q1 2024 Team Leaders Meeting - GRG to meet and work
- Q2 2024 INSARAG Steering Group - GRG to meet and work
- Q3 2024 subsequent Regional Meetings - Regional delegation/co-chair present
- Q4 2024 GRG meeting (4 days) - Work on final draft
- Q1 2025 Team Leaders Meeting - Endorsement draft Guidelines 2025 – 2030 (Technical topics)

- Q2 2025 INSARAG Steering Group - Endorsement final draft Guidelines 2025 – 2030 (Policy topics)
- Q2 2026 Global Meeting - Publication of the INSARAG Guidelines 2025 – 2030

4. ISSUES TO BE ADDRESSED AND PRIORITIES

GRG ISSUES						
No.	ITEM	RAISED BY	ACTION	DOCUMENT	PRIORITY	ASSIGNED
1	The ISG welcomes the Warsaw Declaration and encourages the Regional Groups to review and provide feedback to the Secretariat.	ISG 2020	Consistency Check – Include reference to the Warsaw Declaration into Vol 1	Vol 1 - Policy	Medium Mandatory	Martin E
2	Recognizing the call for an increasing degree of flexibility and agility by INSARAG, the network will lead consultations with its members and partners to define how “flexibility in response operations” can be implemented within INSARAG	ISG 2020	Obtain update from Flexible Response WG. Include guidance as required	Vol II, Man B Flex Resp TR	Medium Mandatory	Emmanuel LiLi
3	Recommend that the ISG endorses a review of the ERE in Geneva in 2020 with suitable experts from relevant stakeholders and facilitated by ERS and the Secretariat.	ISG 2020	TWG – process / include results Item 3,4,5 are similar	ERE TR	Medium Mandatory	John C Yvonne
4	Endorsement of the International ERE V2.0 and welcomes Peru’s Virtual SIMEX	ISG 2021	Consistency Check - GRG/TWG	Vol II, A / ERE Technical Reference	Medium Mandatory	John C Yvonne
5	Guidelines – are binding in nature, updated every five years and are governed by the INSARAG Steering Group. 2. Guidance Notes – are binding in nature, updated every year and are governed by the INSARAG Steering Group. 3. Technical References – are not binding in nature, they are updated continuously and are governed by the WGs.	ISG 2022	Clarification and terminology	Tech Ref Library	Medium Mandatory	Martin E
6	Agrees on a provisional endorsement of the	ISG 2022	Clarification – possibly adjust Insarag.org	Vol I	Medium Mandatory	John C Yvonne

	International ERE V2.0 and welcomes Peru's Virtual SIMEX					
7	The (Transitional) Guidelines Review Group will continue to consult widely with the network and at the Regional Meetings in 2022 and present a revised draft Guidance Note on international non USAR response arrangements.	ISG 2022	See Item 2	Vol II, B / GN non USAR response. Ref in II, B	Medium Mandatory	Ove Belit Martin E
8	The INSARAG Recognized National Accreditation Process (IRNAP) Technical Guidance Note is Endorsed.	ISG 2022	Consistency check – Guidance Note or Technical Reference	GN or TR	Medium Mandatory	Lok Patricio Emmanuel
9	The UC Manual V2.0 was endorsed	ISG 2022	Consistency check – Guidance Note or Technical Reference	GN / Vol II, B	Medium Mandatory	Sara LiLi
10	Consultations are being launched with the regional groups and the Guidelines Review Group (GRG) to review decision-making processes.	ISG 2023	Note – Limited to selection of Regional Chair. What / How is the process to select / elect? Secretariat also referring to consultant Remove politics as far as reasonably possible Due to rarity – then a 'light' touch should be applied Clarify roles, responsibilities and expectations Include multi – year 'appointment' to allow for longer term planning. Countries to apply – EOI – Allow bilateral changes if internal crisis arises Not to complex – not disincentive Cascade Application – self selected Consensus – discussion (All Reg Meeting) Consensus – Troika (Favour of which country) Backstop – last resort	Vol I	High Mandatory	John Cawcutt Martin E
11	The First Responders Program V2.0 is endorsed as the Community Responders Program, and the network is encouraged to reference this to strengthen localization efforts in their countries and regions.	ISG 2022	Consistency Check and cross reference in Vol II, A. May need Technical Reference	Vol II, A / TR	Medium Mandatory	Fahad Safrizan Yvonne

12	The guide on "USAR in Heritage Sites" is endorsed for the Technical Reference Library	ISG 2022	Consistency Check and cross reference in II, B. Possible Technical Reference	Vol II, B /TR	Medium Mandatory	Ciro (John C)
13	AAR Results – Turkiye / Syria Earthquake	AAR 2023	To be confirmed what type and how large the recommendations will be from the AAR.	Vol II, B / GN (UC Manual)	TBC	Belit Sara Martin
14	VOSOCC / ICMS - Duplication	GRG 2023	What information gets where?. Avoiding gaps and duplications	IMWG/TWG	High Mandatory	Martin E Sara Ciro
15	Fact Sheets - deconflict	GRG 2023	IMWG/TWG	VOSOCC (Template, Factsheet), Paper / ICMS	High Optional	Martin E Sara Ciro
16	Completed Work definition	GRG 2023	Clarification regarding a completed Worksite		Medium Optional	Fahad Ciro Martin E
17	UCC – Sectorisation and ASR 1	GRG 2023	Needs further clarification		Medium Optional	Ciro Martin P
18	ASR 2 Phase – Clarification	GRG	Guidance for Teams needing to pause during ASR 2 for local priority action. (Management of 'blitz' mode)		High Optional	Ciro Lok LiLi
19	Management for the prioritisation of worksites. Triage of C category. (18 and 20 to do together)	GRG			High Optional	Ciro Sara Lili
20	Data collection – to gather further information for non worksites?	GRG	ASR 2 phase. Ability to collect a lot of additional information not connected to a worksite. IMWG		Medium Optional	Ciro LiLi
21	Probability assessment of survival – not accounted for in current process. (19 and 21 together)	GRG	Review - TWG		High Optional	Sara Ciro LiLi
22	ASR2 - Only one operational tactic / strategy regarding assessment and action.	GRG	Man B		Medium Optional	Martin E
23	Coordination – UCC provision of numbering of worksites.	GRG	Consider numbering system based on international number – propose to IMWG / TWG		High Optional	Ciro Martin E
24	Guideline structure – review		Current 5 'books'. Can an on-line presence / cloud / search function etc		Low Optional	LiLi John C
25	INSARAG Guidelines for non-classified teams – One pager / take away package / online - ICMS	GRG	Can we develop a quick one pager regarding INSARAG Guidelines for non-classified Teams. Do they need to use ICMS?		Low Optional	Emmanuel Patricio LiLi
26	UCC/SCC – What is minimal level?	GRG	NAP / IRNAP		Low Optional	Emmanuel
27	Patch - Classification – "Classified since xxxx year"	GRG	Further information required – To identify history / maturity of team?		Low Optional	Emmanuel John C Belit
28	Team changes from Heavy to Medium classification	GRG	Why do you need to do a full IEC to change downward?	IEC/R WG / TWG	Low Optional	Ciro Martin P

						Yvonne
30	GRG Group on line update on INSARAG.ORG	GRG			Medium Optional	John C
31	Flood Response WG	ISG	WG being finalised	TBC – Vol II	Mandatory	TBC
32	National Capacity WG	ISG	WG being finalised	TBC – Vol II	Mandatory	TBC

5. ACTION ITEMS

- Items above are to be commenced with an update to be provided at the next GRG meeting in QATAR – **Action All**
- Establish a Google Drive or similar for sharing of information and documents – **Action Martin Evers / Secretariat**
- Develop Minutes of meeting and matrix of tasks including priorities – **Action John Cawcutt**
- Develop a Presentation for GRG member use at Regional Meetings – **Action Martin Evers**

6. CLOSING of MEETING

Co-chairs closed the meeting with next meeting to occur in QATAR 13-15 October 2023 - **Action: Co-chairs**