# INSARAG
# Guidelines Review Group Minutes
# 13-15 October 2023

**INSARAG Guidelines Review Group 2023**

**Doha, Qatar**

**Friday 13 October 2023– 0900- 1600**

**Saturday 14 October 2023- 0900-1600**

**Sunday 15 October 2023– 0900-1600**

**Attendees:** GRG Co-Chairs**:** Martin Evers (Netherlands) and John Cawcutt (Australia), **AP:** Safrizan Bin Suhaini (Malaysia); **AEME**: Martin Pavek (Czech Republic), Ciro Bolognese (Italy), Fahad Sultan (Qatar), Belit Tasdemir (Türkiye NGO), Ove Syslak (IRO, Search Expert, NGO), Yvonne Gutmann (Germany), Emmanuel Chapeau (France) **Americas**: Sara Rathbun (USA)

**Secretariat Representative**: Chief of the Emergency Response Section for UN OCHA Sebastian Rhodes Stampa (Day 2), 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. Fahad 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 AEME and Türkiye AAR to get the most benefit for those who travelled.

## 2. TASKS AND RESPONSIBILITIES GRG 2023-2025

- Support the dissemination and implementation of the INSARAG Guidelines.
- Implement the changes requested by the various INSARAG Working Groups and endorsed by TLM / ISG.
- Provide clarifications in relation to the INSARAG Guidelines.
- Identify and consider key issues for discussion during the current revision.
- Consider the process to contemporize the accessibility, integrity, consistency and administration of the Guidelines

## 3. DISCUSSION ON TURKEYE AAR RECOMMENDATIONS (13 October)
- Group reviewed each recommendation and noted a line-by-line acceptance or deferral of each AAR recommendation.

- Several points from the AAR overlapped with our current working group issues, and those were documented and combined. (18, 19, 21)
- **Request other WGs to share minutes with GRG to allow GRG to continue adjusting guidelines accordingly per their recommendations.**

## 4. COORDINATION WITH OTHER WGs REGARDING ACTION ITEMS (14 October)

- Training Working Group
- National Capacity Building Working Group
    i. Interest in shortening and reformatting Volume II
- Information Management Working Group
    i. Relabel recommendation for worksites
    ii. Form simplification
- Medical Working Group
    i. Crush syndrome treatment outline
- IER/IEC Working Group
    i. Classifier

## 5. UPDATED 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
    o Friday 13/10, 09:00 – 18:00 Working Group Meetings
    o Saturday 14/10, 09:00 – 18:00 Working Group Meetings
    o 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 – Ecuador (TBC)
- Q2 2024 INSARAG Steering Group, Geneva Switzerland - GRG to meet and work
    o Monday 6 May 2024 (GRG to meet)
    o Tuesday 7 May 2024 (ISG Meeting, GRG attending)
    o Wednesday 8 May 2024 (morning GRG meeting?/ afternoon possible Findings Report or ERE Forum)
    o Thursday 9 May 2024 (UNDAC meeting – no GRG meeting)
- Q3 2024 subsequent Regional Meetings - Regional delegation/co-chair present
- Q4 2024 GRG meeting (4 days) - Work on draft
- Q2 2025 Work on final draft with all WG?
- Q3/4 2025 Consult Regional Meetings
- Q1 2026 Team Leaders Meeting - Endorsement draft Guidelines 2025 – 2030 (Technical topics)
- Q2 2026 INSARAG Steering Group - Endorsement final draft Guidelines 2025 – 2030 (Policy topics)
- Q3 2026 Global Meeting - Publication of the INSARAG Guidelines 2025 – 2030

## Q4 2023
### Regional Meetings

*Working Group Cooperation Kick Off*

*(AP, AEME, Americas)*

## Q1 2024
### Team Leaders

*Progress Briefing*

*(Americas)*

## Q2 2024
### ISG

*Progress Briefing*

*(Geneva, SUI)*

## Q4 2024
### Regional Meetings

*Progress Briefing*

*AP- Pakistan, AEME - Romania, Americas - TBC*

## Q1 2025
### Team Leaders

*Progress Briefing*

## Q2 2025
### ISG

*After this meeting, WGs submit final inputs*

## Q4 2025
### Regional Meetings

*GRG visits regional meetings and discusses draft guidelines*

*(AP, AEME, Americas)*

## Q1 2026
### Team Leaders

*Endorsement of draft guidelines (operational)*

## Q2 2026
### ISG

*Endorsement of draft guidelines (policy and financial)*

*Geneva, SUI*

## Q3 2026
### Global Meeting

*Launch of the Guidelines*

*2026-2031*

## 6. 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<br><br>*Consult with Winston to get in contact with flexible response working group*<br><br>*IMWG connection* | 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<br><br>*Consultants are working on this, result will be shared with TWG, then at Team Leader meeting, then GRG to create Guidance Note* | ERE TR | Medium Mandatory | John C Yvonne |

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| 4 | Endorsement of the International ERE V2.0 and welcomes Peru's Virtual SIMEX | ISG 2021 | Consistency Check - GRG/TWG [NCBWG linkage] <br>* Consultants are working on this, result will be shared with TWG, then at Team Leader meeting, then GRG to create Guidance Note * | 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 | Vol I, insarag.org | Medium Mandatory | Martin E |
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| 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. <br><br>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 <br><br>*insarag.org inconsistencies, connect with the Sebastian* | 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 <br><br>*TWG/IMWG/MWG should be finished with update by November 2023* | 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 <br><br>Remove politics as far as reasonably possible <br>Due to rarity – then a 'light' touch should be applied <br>Clarify roles, responsibilities and expectations <br>Include multi – year 'appointment' to allow for longer term planning. | Vol I | High Mandatory | John Cawcutt Martin E |

| | | | Countries to apply – EOI – Allow bilateral changes if internal crisis arises<br>Not to complex – not disincentive Cascade<br>   Application – self selected<br>   Consensus – discussion (All Reg Meeting)<br>   Consensus – Troika (Favour of which country)<br>   Backstop – last resort | | | |
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| 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<br><br>*continuing to cross reference, NCBWG working on this also*<br>[~~potential~~ link to MWG] | 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<br>*If mapping needed, IMWG*<br>*Review by co-chairs?* | 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.<br><br>*in progress* | Vol I & II, B / GN (UC Manual) | TBC | Belit Sara Martin |
| 14 | VOSOCC / ICMS - Duplication | GRG 2023 | What information goes where?. Avoiding gaps and duplications<br><br>*IMWG working on this item* | IMWG/TWG | High Mandatory | Martin E Sara Ciro |
| 15 | Fact Sheets - deconflict | GRG 2023 | IMWG/TWG<br><br>*IMWG working on this item* | VOSOCC (Template, Factsheet), Paper / ICMS | High Optional | Martin E Sara Ciro |
| 16 | Completed Work definition | GRG 2023 | Clarification regarding a completed Worksite<br>[MWG re decision making process]<br>*TWG referral for Manual B + Vol III update later* | | Medium Optional | Fahad Ciro Martin E |
| 17 | UCC – Sectorisation and ASR 1 | GRG 2023 | Needs further clarification<br><br>*TWG work with IMWG ongoing* | | 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)<br><br>*TWG work with IMWG and MWG ongoing* | | High Optional | Ciro Lok LiLi |
| 19 | Management for the prioritisation of worksites. Triage of C category. (18 and 20 to do together) | GRG | *TWG work with IMWG and MWG ongoing* | | 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 referral* | | Medium Optional | Ciro LiLi |
| 21 | Probability assessment of survival – not accounted for in current process. (19 and 21 together) | GRG | *TWG and MWG referral* | | High Optional | Sara Ciro LiLi |
| 22 | ASR2 - Only one operational tactic / strategy regarding assessment and action. | GRG | Man B clarification  *TWG referral* [linked to 18-19] | | Medium Optional | Martin E |
| 23 | Coordination – UCC provision of numbering of worksites. | GRG | Consider numbering system based on international number – propose to **IMWG / TWG**  *TWG/IMWG completed, approval pending at Team Leader* | | High Optional | Ciro Martin E |
| 24 | Guideline structure – review | | Current 5 'books'. Can an on-line presence / cloud / search function etc  *in research * | | 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? *Researching with TWG IMWG?* Possibly added to UC handbook | | Low Optional | Emmanuel Patricio LiLi |
| 26 | UCC/SCC – What is minimal level for training in this? | GRG | NAP / IRNAP  *TWG and NCBWG referral* | | Low Optional | Emmanuel |
| 27 | Patch - Classification – "Classified since xxxx year" | GRG | Further information required – To identify history / maturity of team?  *In progress* | | 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 or TWG referral* | IEC/R WG / TWG | Low Optional | Ciro Martin P Yvonne |
| 30 | GRG Group online update on INSARAG.ORG | GRG | *in progress* Address broken links, etc. | | Medium Optional | John C |
| 31 | Flood Response WG | ISG | WG being finalized  *in progress* | TBC – Vol II | Mandatory | TBC |
| 32 | National Capacity Enhancement WG | ISG | | TBC – Vol II | Mandatory | Martin E John C |

7. **ACTION ITEMS**
- Items above are to be commenced with an update to be provided at the next GRG meeting to be advised **– Action All**
- Send matrix of tasks including priorities to TWG at Mr. Perks request **– Action John Cawcutt**

- Develop Timeline of work for other WGs to ensure submissions with enough time to change/update guidelines **– Action Martin Evers**
- Send MWG Word versions of Guidelines so they can make tracked changes – **Action Martin Evers**
- Develop a Presentation for GRG member use at Regional Meetings **– Action John Cawcutt**

## 8. CLOSING of MEETING

Co-chairs closed the meeting with next meeting to occur in - **Action: Co-Chairs**