INSARAG

INFORMATION MANAGMENT WORKING GROUP (IMWG)

The information Management Working group (IMWG) is looking for additional technical support. The three main development roles to support development and operation of ICMS are:

1. **Python Programmer**: responsible for development and maintenance of code used to deploy, modify, analyze, archive, and delete ICMS instances.
    a. Experience working with the ArcGIS API for Python.
    b. Experience using Python in the ArcGIS Online environment.
    c. Experience working with ArcGIS Notebooks or Jupyter Notebooks.
    d. Working knowledge of error and exception handling methods and best practices.
    e. Working knowledge of object-oriented programming is preferred.
    f. Working knowledge of Agile development is preferred.

2. **Web Application Developer**: responsible for development and maintenance of ICMS front-end interfaces and data.
    a. Experience developing ArcGIS web apps and content in ArcGIS Online, including (but not limited to):
        i. ArcGIS Web AppBuilder
        ii. ArcGIS Experience Builder
        iii. ArcGIS Web Maps
        iv. ArcGIS Dashboards
        v. ArcGIS QuickCapture
        vi. ArcGIS Survey123
    b. Working knowledge of Arcade expression language is preferred.
    c. Working knowledge of Agile development is preferred.
    d. Experience with ArcGIS Pro is preferred.

3. **ICMS Operator**: responsible for day-to-day support user support of ICMS system.
    a. Experience administrating an ArcGIS Online Organization, including:
        i. Creating and maintaining Groups for controlled access to content
        ii. Creating new user accounts and resetting passwords.
        iii. Sharing content within an ArcGIS Online Collaboration Group
    b. Deploys ICMS instances for training teams, scheduled exercises, and incidents.
    c. Upgrades/replaces ICMS instances to release new features to end users.
    d. Archives data according to IMWG policies
    e. Shares data with stakeholders according to IMWG policies.
    f. Deletes legacy ICMS instances according to IMWG policies.
    g. Working knowledge of Agile development is preferred.

IMWG 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
   a. Development of IM procedures within the INSARAG context, both paper-based IM and online platforms, such as ICMS.
   b. Developing procedures to support the application of INSARAG methodology, such as forms, flowcharts, etc.
2. Software
   a. Identify software for the building of INSARAG coordination information management systems.
   b. Design and Build Software for INSARAG network purposes (e.g., like the ICMS)
   c. Ensure that the software addresses all stages of IM.
   d. Management of the platform hubs (websites)
3. Technology
   a. 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.
   b. 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
   a. 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
   a. Write and maintain technical manuals for INSARAG information management.
6. Training and education
   a. Technical training material, e.g., online videos
   b. Develop training material for IM in conjunction with TWG.
   c. Develop trainers through ToT courses in conjunction with TWG.
   d. Conduct ICMS trainings in all 3 Region.
   e. Assist during INSARAG UCC training.
7. Technical support on IMWG platforms
8. IEC/R support (checklist items, participating in IEC/Rs)
9. Dissemination of information