

**Draft Agenda for the
New Year Teleconference (NYT) of Global, Regional
and Working Group Co-Chairs
17 January 2024, 14h00-15h30
CET (UTC +1)**



INSARAG
Preparedness Response

1) Local times to connect to the meeting:

- Americas:
08h00 – 09h30 (UTC -5) Ecuador
10h00 – 11h30 (UTC -3) Brasil, Brasília
10h00 – 11h30 (UTC -3) Argentina
- Africa, Europe and Middle-East (AEME):
14h00 – 15h30 (UTC +1) Switzerland/ Czech Republic
15h00 – 16h30 (UTC +2) Romania
16h00 – 17h30 (UTC +3) Qatar
- Asia-Pacific (AP):
18h00 – 19h30 (UTC + 5) Pakistan
22h00 – 23h30 (UTC + 9) Japan
03h00 – 04h30 (UTC +13) New Zealand (next day)

2) Connection Details:

Meeting Information

Meeting Link [Click here to join the meeting](#)

Meeting ID: 394 819 432 992

Password: 2bVZ4s

3) NYT Chairperson's Summary and Chat box

- All Regional Focal Points are invited to contribute to the notetaking, especially your regional chair's reporting, coordinated by the Geneva Team led by Ms. Aurélie Boss and Ms. Janet Muthama. A SharedDrive link will be shared in advance for Regional Focal Points (RFPS) AND United Nations Volunteers (UNVs) inputs. Final review by the INSARAG Unit Head, the office of ERS, Mr. Sebastian Rhodes Stampa and Ambassador Dominik Stillhart.
- A link to the Chairperson's Summary will be shared within a week following the meeting for feedback. The chat box will be opened for questions for the duration of the meeting, monitored by the Geneva Team.

4) Meeting Objective

The INSARAG New Year Teleconference of Global, Regional and Working Group Chairs provides the opportunity for the INSARAG Regional Chairs 2024 to be officially introduced and to thank the outgoing Chairs of 2023. Regional Chairs will share their key regional strategic directions, workplans for 2024. The Working Group Co-Chairs are also invited to provide updates on their work. All speakers will kindly complete their statements in the allotted time given, to ensure the meeting does not run overtime, and to take into consideration the timings across all the regions.

The meeting will also update those present on new developments in INSARAG i.e., the ongoing INSARAG Governance Review, After Action Review (AAR) Report, on the Türkiye 2023 response, the Humanitarian Networks and Partnerships Weeks (HNPW) events in Geneva from 6-10 May 2024 and the INSARAG Steering Group (ISG) meeting on Tuesday 7 May, from 0900-1700h at the International Conference Center in Geneva (CICG).

5) Speakers and participants

Incoming Global Chair	Ambassador Dominik Stillhart INSARAG Incoming Global Chair, Deputy Director General of the Swiss Agency for Development and Cooperation, Head of Humanitarian Aid Department and Head of the Swiss Humanitarian Aid Unit (SHA)
Guest Speaker	Ms. Sarah Muscroft Chief of the Response Support Branch (RSB), OCHA Geneva
INSARAG Secretariat	<p>Mr. Sebastian Rhodes Stampa Chief Emergency Response Section (ERS) and INSARAG Secretary</p> <p>In attendance from the OCHA-INSARAG Secretariat: Regional Focal Points and UNVs Ana Maria Rebaza, Regional Focal Point, Americas Region Haruka Ezaki, Regional Focal Point, Asia Pacific Region Stefania Trassari, Regional Focal Point, Europe & CIS Region Clement Kalonga, Regional Focal Point, Southern Eastern Western and Central Africa (SEWC) Region Janet Mwikya Muthama, UNV, Southern Eastern Western and Central Africa (SEWC) Region Lucien Jaggi, Regional Focal Point, Middle-East and North-Africa (MENA) Region</p> <p>INSARAG Secretariat Admin Team: Cecile Thibaud, Admin, Asia Pacific Region Martin Perez, Admin, Americas Region Johanna Medina, Admin, Africa & Middle East Region</p> <p>Support Team: Aurélie Boss, Office of the INSARAG Secretariat Jiayi Qiu, Office of the INSARAG Secretariat Aida Baizakova, Office of the INSARAG Secretariat</p>

AEME Regional Chair - Romania	<p>Current Chair: Mr. Marius Dogeanu Head of Directorate General for Civil Protection Ministry of Internal Affairs, Romania</p> <p>Incoming Chair: Lieutenant General Vladimir Vlcek Chief Fire Officer and representatives of the Fire Rescue Service of the Czech Republic (FRS CR), Czech Republic</p> <p>Outgoing Chair: Colonel Staff Mubarak Sherida Al Kaabi, Commander and Head of Qatar International Search and Rescue Group (QSART), Qatar</p>
Americas Regional Chair – Ecuador	<p>Current Chair: Mr. Jorge Carrillo Risk Management Secretary, Ecuador</p> <p>Incoming Chair: Mr. Jose Solla Coordinator General for Humanitarian Cooperation Brazilian Cooperation Agency (ABC), Brazil Mr. Wolnei Wolff National Secretariat for Protection and Civil Defence, Brazil</p> <p>Outgoing Chair: Ambassador Eduardo Porretti, President of the White Helmets Commission, Argentina</p>
Asia-Pacific Regional Chair – Pakistan	<p>Current Chair: Mr. Muhammad Idrees Policy Focal Point for the National Disaster Management Agency (NDMA), Pakistan</p> <p>Incoming Chair: Mr. Kazuki Matsubara Director of Humanitarian Assistance and Emergency Relief Division International Cooperation Bureau, Ministry of Foreign Affairs, Japan</p> <p>Outgoing Chair: Mr. Paul Turner National Manager Response Capability Fire and Emergency, New Zealand</p>
Additional Speakers	<p>Master of Ceremony (MC): Mr. Winston Chang, INSARAG Unit Head and Global Lead, and; Ms. Aurelie Boss, Office of the INSARAG Secretariat</p> <p>HNPW Representative: Ms. Lorena Abalos, LEP/HNPW Secretariat</p>

6) Technical Working Group Co-Chairs, Chairs participating:

1. *Guidelines Review Group (Martin Evers (Netherlands) and John Cawcutt (Australia))*
2. *Training Working Group (Dewey Perks (United States of America))*
3. *Medical Working Group (Anthony Macintyre (United States of America) and Hector Fuentes (Australia))*
4. *Information Management Working Group (Peter Wolff (Germany) and Jeff Maunder (New Zealand))*
5. *National Capacity Building Working Group (Wahyudi (Indonesia) and Sebastian Mocarquer (Chile))*
6. *Quality Assurance - IEC/R Working Group (Annika Coll (Spain) and David Sochor (Switzerland))*
7. *Flood Response Working Group (Russell Gauden (United Kingdom), Jeremy Stubbs (Australia) and Jose Solla (Brazil))*

7) Agenda

Total time: 14h00-15h30 (90 mins)

Session	Agenda Item	Time	Details
1	Opening Remarks a) Incoming INSARAG Global Chair Ambassador Dominik Stillhart (5mins) b) Keynote address by Chief RSB OCHA Geneva Ms. Sarah Muscroft (5mins) c) Secretary of INSARAG Mr. Sebastian Rhodes Stampa (5mins)	15 mins	MC invites the meeting to order and introduces the agenda and speakers in this order.
2	Briefing by Regional Chairs Statements on key areas in their Regional Workplans. <i>Regional Chairs 2024</i> <i>AEME: Romania,</i> <i>Americas: Ecuador,</i> <i>AP: Pakistan</i>	25 mins	MC invites Regional Chairs (Max 8 mins each with translation included, if any)
3	Working Group Developments <i>Open the floor to Working Group Co-Chairs who are invited to speak on key developments in their working groups.</i> i. Guidelines Review Group (Martin Evers and John Cawcutt)	25 mins	MC opens the floor to WG Co-Chairs for brief updates and any statements (one representative per working group to

	<p>ii. Training Working Group (Dewey Perks)</p> <p>iii. Medical Working Group (Anthony Macintyre and Hector Fuentes)</p> <p>iv. Information Management Working Group (Peter Wolff and Jeff Maunder)</p> <p>v. Capacity Building Working Group (Wahyudi and Sebastian Mocarquer)</p> <p>vi. IEC/R Working Group (Annika Coll and David Sochor)</p> <p>vii. Flood Response Working Group (Russell Gauden, Jeremy Stubbs and Jose Solla)</p> <p>Secretariat and Global Lead summarize the session, with an update on WGs role in the AAR Report on the Türkiye and Syria Earthquakes (Winston Chang).</p>		<p>Speak, 3 mins each on key areas)</p>
4	<p>Update on the Humanitarian Networks and Partnerships Week (HNPW) – Held virtually from 29 April to 03 May and in person from 06 to 10 May 2024.</p> <p>The INSARAG Steering Group (ISG) Meeting is on 07 May 2024 from 0900-1700h.</p> <p>Key Agenda Items:</p> <ol style="list-style-type: none"> 1) Global Chair Transitioning 2) Key Global Updates and AAR and Governance Review Report - Way Forward 3) Regional Chairs Reporting 4) WGs Reporting 5) Breakout Consultations on the Governance Review and AAR Way Forward. <p>Exhibition space: RSB/ERS Exhibition tent and AAR Report Launch 07- 09 May.</p>	10 mins	<p><i>Head of the LEP/HNPW Secretariat, INSARAG Secretary and INSARAG Unit Head to update on ISG Issues and INSARAG's engagements throughout the week</i></p> <p>MC invites Lorena Abalos to speak (5-6 mins on HNPW 2024)</p> <p>MC invites Winston Chang on the ISG and Exhibition space.</p>
5	<p>Upcoming INSARAG Activities 2024 (calendar of global and regional activities) and Closing by Global Chair.</p> <p>INSARAG Global Chair to provide closing remarks (7mins).</p> <p>Meeting Ends.</p>	10 mins	<p>MC briefs all on the INSARAG calendar 2024 and closing by INSARAG Global Chair</p>

Total time: 85 Minutes – (5 mins buffer for AOB (max 90 mins))

8. Handouts

- 1) Regional Meeting Summaries and Regional Workplans available in <http://www.insarag.org>
 - 2) INSARAG Calendar 2024
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