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   | Mr. Sebastian Rhodes Stampa  
Chief Emergency Response Section (ERS) and INSARAG Secretary |

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

INSARAG Secretariat Admin Team:
Cecile Thibaud, Admin, Asia Pacific Region
Martin Perez, Admin, Americas Region
Johanna Medina, Admin, Africa & Middle East Region

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

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<tr>
<th>Session</th>
<th>Agenda Item</th>
<th>Time</th>
<th>Details</th>
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<tr>
<td>1</td>
<td>Opening Remarks</td>
<td>15 mins</td>
<td>MC invites the meeting to order and introduces the agenda and speakers in this order.</td>
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<td></td>
<td><strong>a) Incoming INSARAG Global Chair</strong>  &lt;br&gt; Ambassador Dominik Stillhart (5mins)</td>
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<td><strong>b) Keynote address by Chief RSB OCHA Geneva</strong>  &lt;br&gt; Ms. Sarah Muscroft (5mins)</td>
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<td></td>
<td><strong>c) Secretary of INSARAG</strong>  &lt;br&gt; Mr. Sebastian Rhodes Stampa (5mins)</td>
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<td>2</td>
<td>Briefing by Regional Chairs</td>
<td>25 mins</td>
<td>MC invites Regional Chairs (Max 8 mins each with translation included, if any)</td>
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<td></td>
<td>Statements on key areas in their Regional Workplans.</td>
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<td><strong>Regional Chairs 2024</strong>  &lt;br&gt; AEME: Romania, Americas: Ecuador, AP: Pakistan</td>
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<td>3</td>
<td>Working Group Developments</td>
<td>25 mins</td>
<td>MC opens the floor to WG Co-Chairs for brief updates and any statements (one representative per working group to</td>
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<td><strong>Open the floor to Working Group Co-Chairs who are invited to speak on key developments in their working groups.</strong></td>
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<td></td>
<td><strong>i. Guidelines Review Group</strong> (Martin Evers and John Cawcutt)</td>
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</table>
ii. **Training Working Group** (Dewey Perks)
iii. **Medical Working Group** (Anthony Macintyre and Hector Fuentes)
iv. **Information Management Working Group** (Peter Wolff and Jeff Maunder)
v. **Capacity Building Working Group** (Wahyudi and Sebastian Mocarquer)
vi. **IEC/R Working Group** (Annika Coll and David Sochor)
vii. **Flood Response Working Group** (Russell Gauden, Jeremy Stubbs and Jose Solla)

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).

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**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.

The INSARAG Steering Group (ISG) Meeting is on 07 May 2024 from 0900-1700h.

**Key Agenda Items:**
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.

Exhibition space: RSB/ERS Exhibition tent and AAR Report Launch 07-09 May.

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**Upcoming INSARAG Activities 2024** (calendar of global and regional activities) and Closing by Global Chair.

INSARAG Global Chair to provide closing remarks (7mins).

Meeting Ends.

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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