



**Meeting of the INSARAG Regional Group
Africa/Europe/Middle East
Moscow, Russia
11-12 September 2012**

Chairman Summary and Work-Plan

The meeting of the INSARAG Regional Group Africa/Europe/Middle East was held in Moscow, Russia on 11-12 September 2012. The meeting was hosted by the Government of Russia, Ministry of the Russian Federation for Civil Defense, Emergencies and Elimination of Consequences of Natural Disasters (EMERCOM of Russia) in their capacity as the INSARAG Africa/Europe/Middle East Regional Group Chair and was supported by the INSARAG Secretariat of the United Nations Office for the Coordination of Humanitarian Affairs (OCHA Geneva).

The meeting was chaired by Mr. Alexey Avdeev, Chairperson of the INSARAG Africa/Europe/Middle East Regional Group, with the introductory comments made by Valery Shuikov, Acting Director for International Cooperation of EMERCOM of Russia and Head of the Russian National Emergency Response Corps., the Ministry of EMERCOM of Russia, Ambassador Toni Frisch, INSARAG Global Chairman and Ms Gesche Karrenbrock, UNHCR Representative to the Russian Federation on behalf of the United Nations Resident Coordinator. The meeting was attended by 69 participants from 31 countries and organizations. A list of participants is attached as Annex A.

The meeting included the following agenda items:

1. Review of Action Points from the INSARAG Africa Europe Middle East Regional Group Meeting of 2011
2. Reports on INSARAG Activities Worldwide since the last Regional Meeting
3. INSARAG External Classification (IEC) Updates and IEC/IER Handbook
4. INSARAG Governance Review Overview and Discussions
5. INSARAG Working Groups Update
6. USAR Capacity Building
7. Proposal for the way ahead for the Review of the INSARAG Guidelines 2015
8. Any Other Business
9. Announcement of the International Events by Member States
10. Election of the INSARAG Africa/Europe/Middle East Regional Group's Vice-Chair for 2013

The meeting agenda is in Annex B.

The discussions during the meeting resulted in recommendations for follow-up activities, as described in the work-plan of the INSARAG Africa/Europe/Middle East Regional Group for 2012/2013 given below.

1) Review of Action Points from the INSARAG Africa/Europe/Middle East Regional Group Meeting of 2011

The INSARAG Secretariat presented the key points from last year's Regional Meeting and the actions taken in the last year. The Regional Group appreciated the actions taken.

For Information: ALL

2) Reports on INSARAG Activities Worldwide since the Last Regional Meeting

The INSARAG Secretariat provided an update on INSARAG activities worldwide and the INSARAG Regional Chairman on the regional activities since the last Regional Meeting of 2011. The Regional Group appreciated the progress made in the region in line with the work plan of 2011/2012.

The INSARAG Regional Antenna presented its work plan for 2012/2013 and requested support from the Regional Group to be able to complete these activities. Germany expressed their appreciation for the development of the new work and cost plan for the Regional Antenna together with Sweden, Switzerland and Russia.

Russia requested that the INSARAG Secretariat have a dedicated person for ensuring the INSARAG web page was updated regularly. UAE offered their willingness to translate the web page into Arabic and to nominate a staff from UAE to support the web page work. The INSARAG Secretariat appreciated the offer from UAE and suggested that alternative ways of receiving support from the member states be discussed. The Secretariat reminded the group that there are many challenges due to the UN's administrative procedures of accommodating additional staff at the INSARAG Secretariat.

Regarding the UNDAC review process, UAE underlined the challenge of making UNDAC more relevant to some regions. The INSARAG Secretariat explained that the UNDAC review implementation looks into the possibilities of addressing this issue.

Nepal, representing the Asia-Pacific Regional Group, raised the importance of reaching out to the people living in rural areas in the countries of Asia/Pacific for USAR issues. The INSARAG Secretariat underlined that this is a part of a country's responsibility for disaster management and that Chapter G of the INSARAG Guidelines also addresses this issue. The importance of a systematic strengthening of local emergency response capacity was underlined, including a roll out and local adaption of the first responders training, which can be found in the capacity building section of the INSARAG web page.

Action: ALL / INSARAG Secretariat

3) INSARAG External Classification (IEC) Updates and IEC/IER Handbook

The INSARAG Secretariat provided an overview of the IEC and IER processes since the region last met, as well as the plan for the coming years; the Secretariat also introduced the 2012 version of the IEC/IER Handbook. The new version was appreciated as a useful resource for all the stakeholders in the IEC/IER process, especially that it is available on the INSARAG website. UAE offered to translate the IEC/IER Handbook 2012 version into Arabic.

This was followed by the IEC/IER experiences shared by FRF of Finland, NSRT of Oman and THW of Germany. The INSARAG Secretariat reminded the Regional Group that there had been some changes in the presentation of the IEC/IER certificates, meaning that certificates would now be presented during Regional Group Meetings or other INSARAG events, rather than at the end of an IEC/IER exercise.

IEC/IER certificates were presented by the Toni Frisch and Alexey Avdeev to FRF of Finland, NSRT of Oman and THW of Germany.

UAE suggested that it would provide a better learning opportunity if more shadow classifiers could participate in the IEC/IER exercises.

Action: UAE / INSARAG Secretariat

4) INSARAG Governance Review Overview and Discussions

The INSARAG Global Chairman and the INSARAG Secretariat provided an update on the INSARAG Governance Review and the outcomes of the first discussions from this year's INSARAG Steering Group Meeting in Geneva and Team Leaders Meeting in Australia. Afterwards the participants participated in five breakout groups to build off those discussions. The recommendations from the INSARAG Africa/Europe/Middle East Regional Group will be shared at the INSARAG Steering Group Meeting in 2013. The summary of these discussions and recommendations based on these five themes are:

<u>1. Chairmanship:</u>	<u>Areas to Discuss:</u>	<u>Recommendations:</u>
a) Global b) Regional c) Working Groups	a) Criteria b) ToRs c) Tenure	<u>Global Chair:</u> 1. Issues/Criteria -Funding -Broad international experiences -Ownership -Availability, flexibility, age -Term in office: mid to long term 2. Terms of Reference -Similar to present Chair 3. Need to prepare for next Chair -Define/frame the role/responsibilities of Global Chair with Regional Chairmanship, INSARAG Secretariat (more broadly with OCHA), international scene. 4. Term in office: -3 to 4 years (with possibility of re-election for a new term.) <u>Regional Chair:</u> 1. Issues/Criteria -Commitment - availability -Hand-on experiences -Funding (travel – face to face – SimExe, ...) -Communication (within/outside Reg. Group) -Gender balance 2. Terms of Reference (vs Guidelines) -Each group has ToRs – may be different -Responsibility to develop long(er) term vision / strategy -Working methodology within the troika -Troika: common agenda – sustainability – vision - strategy

		<p>-Co-chairmanship</p> <p>3. Term in office:</p> <p>- "Troika approach" with a 1 year in office for each position = 3 years commitment (vice, acting, past)</p> <p>4. Food for thought</p> <p>-Co-chair to be considered with countries with limited financial capacities</p> <p>-Regional organisations: could they play a role/have an impact by being more involved?</p> <p><u>Working Group Chair:</u></p> <p>1. Issues/Criteria</p> <p>-Expertise, understanding of the INSARAG USAR environment</p> <p>-Project driven</p> <p>-Keeping project framework/timeline (Expected outputs, outcomes, impact)</p> <p>2. Terms of Reference</p> <p>-By Team Leaders</p> <p>-Endorsed/approved by Regional groups / Steering group</p> <p>-Highlighting needs to keep work covering identified USAR needs</p> <p>3. Term in office</p> <p>-Minimum 1 year</p> <p>-Maximum 3 years or for specific project duration (x months)</p> <p>4. Venue recommendations</p> <p>-Back to back with Team Leaders meeting (once a year)</p> <p>-Limit face-to-face meeting (high cost, added value)</p> <p>-Use IT</p>
<p>2. Methodology</p> <p>a) Guidelines</p> <p>b) IEC/R Handbook</p> <p>c) Guidance Notes</p>	<p><u>Areas to Discuss:</u></p> <p>a) Frequency and Process of Revisions</p> <p>b) On-going and New Developments</p>	<p><u>Recommendations:</u></p> <ul style="list-style-type: none"> • Frequency <ul style="list-style-type: none"> – If it changes too often it will be challenging to translate, print and implement – To keep track of changes a notification system could be introduced (sms, e-mail) and the current versions should be available at one place at the INSARAG Web page • The INSARAG Guidelines and related documentation could be divided into the following sections/parts with respective revision minimum frequency; • IG Strategically and Political Section; 5 years • IG Operational Section (Field Operations Guideline); 2-3years <ul style="list-style-type: none"> – Generic content covering the Mgt, SaR, Log, Med. components • Technical Guidance Notes; when delivered, when necessary • IEC/R Handbook; 2-3 years (as Ops)

		<ul style="list-style-type: none"> Capacity Development Section; 5 years <p>Process of Implementing Lessons Identified:</p> <ul style="list-style-type: none"> Collect <ul style="list-style-type: none"> Post mission reports, After Action Review Meetings, IEC/R events, TL Meetings, etc. Analyze and Prepare <ul style="list-style-type: none"> FCSS, "TL Meeting facilitator", Relevant WG? Decide GO/No GO, ToR <ul style="list-style-type: none"> INSARAG Steering Group (ISG), TL Meeting (TLM) Develop <ul style="list-style-type: none"> WG Present to <ul style="list-style-type: none"> ISG, TLM Deliver to <ul style="list-style-type: none"> ISG, TLM Implement <ul style="list-style-type: none"> Trainings, INSARAG, Guidelines, Guidance Notes
3. Membership a) Steering Group b) National Level c) USAR Teams d) Working Groups	<u>Areas to Discuss:</u> a) Membership Criteria and Process b) ToRs for National Focal Points(Policy and Operational) c) ToRs for USAR Teams Focal Points a. (NGOs)	<u>Recommendations:</u> <u>Membership:</u> 1. Acknowledge the fact that they are Member States 2. Acknowledge the fact that the INSARAG-network has an actual status <ol style="list-style-type: none"> It is a broader network By consequence more opportunities and potential professionalism 3. Our network only functions when participants "bring" in support and capacity building National Focal Point: -National Focal Points are (by definition): government representatives -Sovereign rule, therefore no ToR -Stick to INSARAG G & M : 2 Focal Points, 1.Country Focal Point (CFP) (policy) 2.Operations Focal Point (OFP) (operational) <u>Membership Structure:</u> 1.Regional Meeting : only government representatives (max. 2) 2.Steering Group : both effective and inclusive, <ol style="list-style-type: none"> Day one: only government representatives Day two: broader circle: <ol style="list-style-type: none"> Classified Teams Classified Teams to be: filed plan of action at

		<p style="text-align: right;">secretariat</p> <p>3. By invitation from secretariat</p> <p>3.Team Leaders Meeting</p> <p>Focus :</p> <ol style="list-style-type: none"> 1.Operational professionalism 2.Sustainable knowledge <p>Invited: one team leader per team only:</p> <ol style="list-style-type: none"> 1.Classified Teams 2.Classified Teams to be (filed plan of action) 3.Other non-classified Teams (approval by chair) <p>4.Chair:</p> <ul style="list-style-type: none"> -Institutional memory -Structural policy promotion and initiation -Structural, regional and global 'linking-pin' -Troika -ToR (No free ridership, but commitment and demonstrate leadership)
<p><u>4. Decision Making</u></p> <p>a) Institutional Issues</p> <p>b) Policy Issues</p> <p>c) Operational Issues</p>	<p><u>Areas to Discuss:</u></p> <p>Which Stakeholder Group (ie. Steering Group, Regional Group, Team Leaders, Working Groups and Secretariat) will make these decisions</p>	<p><u>Recommendations:</u></p> <ul style="list-style-type: none"> • Extremely difficult to define levels of decision making based upon current structures. It is clear that stakeholder groups and individuals require TOR, and a mandate to take decisions on behalf of a larger peer group. • Decision making is linked to membership, methodology, and other discussion areas. • Clear consensus that TL group should have responsibility for operational decision making however this can only be undertaken after a financial and political impact assessment has been carried out. • Current TL meeting format would make this difficult to achieve. • Should be clear demarcation between meetings to ensure policy and political issues are discussed at the right level. • Definition of "consensus" based decision making.
<p><u>5. Funding</u></p> <p>a) IEC/IER processes</p> <p>b) Capacity building</p> <p>c) Participation in general (Meetings, Simulation exercises, working groups, IEC/IER etc.)</p>	<p><u>Areas to Discuss:</u></p> <p>Expectations from countries with teams wanting to go through the IEC/R process.</p>	<p><u>Recommendations:</u></p> <p>IEC teams preparing for IEC/R are strongly encouraged to participate as observers in current IEC/Rs.</p> <p>IEC teams are expected to send suitable classifiers for IEC/Rs to ensure the standards are well maintained.</p>

Action: Regional Chair / INSARAG Secretariat

Additional comments:

Methodology:

UAE underscored that the time period of 2-3 years revision of the IEC/IER Handbook is too short.

The Secretariat and the Chair of the TWG stressed that the IEC/IER Handbook needs to be a living document, and that the changes in the latest version were only minor to avoid ambiguities.

Membership:

Russia raised the point of ensuring that INSARAG remains inclusive and needs to consider how NGOs will be involved.

Switzerland suggested adding one day to the ISG meeting could make it unmanageable.

The UK suggested that a smaller ISG may be more feasible and include participation of the Regional Chairs, a representative from the Team Leader group and the WG Chairs. Russia offered the same opinion.

Chairmanship:

UAE requested clarification of the role between the future Global Chair and the INSARAG Secretariat.

Decision Making:

The Netherlands informed that it is sometimes difficult to distinguish between institutional and policy issues.

Russia suggested that the table used in the presentation shows that recommendations and decisions are done by the same bodies.

5) The Vision for 2013 by the Incoming Regional Chair

The incoming Regional Chair, Mr. Albrecht Broemme of THW Germany, addressed the meeting on his vision for the INSARAG Africa/Europe/Middle East Region in 2013 and beyond. He suggested the process for planning all preventive, organisational, tactical and strategic efforts are called the INSARAG Pyramid. This INSARAG Pyramid expresses clearly that any efficient humanitarian response consists of several subsequent levels:

- Prevention and self-protection at the bottom
- First Response units above
- National USAR teams in the middle and
- International heavy or medium USAR teams on request to be integrated in the national response at the top of the INSARAG Pyramid

The Regional Chair suggested that the Regional Group should aim its medium term activities as follows:

1. Integration (admission) of all states of Africa, Europe and the Middle East into the Regional Group

2. Facilitation of the preparedness of all member states of the Regional Group for the “day X”
3. Better dissemination of the INSARAG Methodology within the Region Africa/Europe/Middle East
4. Enhanced Collaboration with UN OCHA/FCSS and the INSARAG Steering Group

For Information: ALL

6) INSARAG Working Groups Update

The INSARAG Secretariat provided an overview of the recent changes in the INSARAG Working Groups (WG). On request of the INSARAG Steering Group in February 2012, the INSARAG Secretariat consulted the INSARAG Chairman and Chairs of the INSARAG WGs to suggest new compositions of the WGs. This new composition was based on allowing new participants, keeping the size at a reasonable level and ensuring the regional distribution. This suggestion was shared with all the members of the working groups and agreed on.

Reference to the discussions on the capacity building as an important pillar of INSARAG's governance at the INSARAG Steering Group Meeting of 2012, the INSARAG Secretariat presented the proposal for the establishment of a Capacity Building Working Group.

The chairs and representatives of the three INSARAG WGs presented their work as follows:

Training Working Group (TWG):

The Chairman of the TWG, Mr Dewey Perks, provided an overview of the outputs produced by the TWG and its current activities. One notable achievement is the delivery of the IEC/R Team Leaders and Mentors Pilot Training Course in the UK in June 2012. The TWG also supported in the review and finalisation of the IEC/R Handbook 2012.

The TWG continues to be a resource to the INSARAG webpage and in producing technical guidance notes. They continue to work with other working groups and provide assistance as needed.

In reference to a discussion on the development of training for UCC, TWG Chair explained that they plan to develop e-learning programmes.

Action: TWG / INSARAG Secretariat

Operations Working Group (OWG):

The Chairman of the OWG, Mr David Norlin, provided an overview of the work done by the OWG. The OWG was endorsed by the INSARAG Steering Group in February 2011 and have since drafted a series of coordination tools and concepts for the On-Site Operations Coordination Centre (OSOCC) and have tested the outputs during an exercise in USA and during the INSARAG Exercise in Indonesia in June 2012.

Germany raised the question about the staffing resource for the newly developed coordination tools (UCC) and underlined the importance of the success of INSARAG as a network of all the teams. The OWG Chair explained that the aim is to staff the UCC with personnel from incoming IEC teams. The TWG Chair explained that this is already outlined in the INSARAG Guidelines, meaning that each incoming INSARAG

USAR team is expected to provide liaison staff to assist in the OSOCC – this staff will now function in the UCC.

The Netherlands asked if the assessment of beyond the rubble phase was considered in the Assessment, Search and Rescue (ASR) levels developed by the OWG. The OWG Chair responded that it was not in the ASR levels as these are purely focused on the life-saving phase. FCSS pointed at the value of a more integrated assessment approach to add value to also the relief work that in most circumstances will start in parallel to the SAR phase.

Action: OWG / INSARAG Secretariat

Medical Working Group (MWG):

Ms Nihan Erdogan, INSARAG Secretariat, provided an overview of the outputs produced by the MWG and its current activities. The already existing final outputs produced by the MWG are available on the INSARAG website.

Action: MWG / INSARAG Secretariat

7) USAR Capacity Building

The Secretariat requested a feedback from the Regional Meeting on how to ensure a better coordination of USAR capacity building initiatives. Presentations were made by UK on behalf of the TWG, Germany and Russia on various first responders and capacity building activities.

In the discussion there was a consensus in the region that a WG for Capacity Building was not the best way forward and other arrangements to be considered (i.e. an annual workshop on capacity building activities in each region) such as having special sessions on USAR capacity building on the margins of Regional Group meetings with participation of interested donors and recipient countries.

Action: ALL / INSARAG Secretariat

8) Proposal for the way ahead for the Review of the INSARAG Guidelines 2015

The Secretariat presented a proposal for the way ahead for the Review of the INSARAG Guidelines in 2015, as requested by the INSARAG Steering Group. The meeting welcomed the proposal and was in consensus that this process was appropriate.

Action: ALL / INSARAG Secretariat

9) Any Other Business

There was not any other business.

10) Announcements of International Events by Member States in Africa/Europe/Middle East Regional Group

-Poland announced hosting a field exercise of INSARAG in April 2013. Germany and Russia expressed their support to this exercise.

-Azerbaijan announced their willingness of hosting an international OSOCC training course in 2013. The invited participants will be discussed with the INSARAG Secretariat.

-Germany announced their continuous support to the INSARAG Regional Antenna and a training programme for the Northern African countries.

-Switzerland announced hosting an international exercise in cooperation with the INSARAG TWG and OWG in March 2013, open to the participation of 12 skeleton teams.

- UAE offered to host the IEC/IER Team Leaders and Mentors Training in UAE and to translate the IEC/IER Handbook and Check-list into Arabic. They also stated their readiness to support with personnel for specific tasks. UAE also offered to translate the INSARAG Guidelines into Arabic.

-Russia and Ukraine announced the organisation of an INSARAG/UNDAC Training Course in Russian language, hosted in Ukraine in 2013.

Action: Poland / Azerbaijan / Germany / Regional Antenna / Russia / Ukraine / INSARAG Secretariat / UAE

11) Africa/Europe/Middle East Regional Group INSARAG Activities 2012/13

All INSARAG Africa/Europe/Middle East member countries were strongly encouraged to participate in these activities:

- Annual INSARAG USAR Team Leaders Meeting in the Netherlands in 2013 (week of 16 September 2013)

Action: ALL / INSARAG Secretariat

Election of Regional Chair/Vice-Chair

- As customary in the INSARAG Africa/Europe/Middle East Regional Group, the present Vice Chairman of the Regional Group, Germany, would take over the duties of Chairman of the Regional Group on 01 January 2013 for the year 2013.
- Poland was elected as the Vice Chairman of the Regional Group for 2013.

Action: Germany / Poland / INSARAG Secretariat

Next Regional Meeting

- The next INSARAG Africa/Europe/Middle East Regional Group meeting will be held in Tunisia (dates to be confirmed).

Action: Germany / Tunisia / INSARAG Secretariat

Acknowledgement

The INSARAG Secretariat and participants from the INSARAG Regional Group Africa/Europe/Middle East would like to express its deepest appreciation and thanks

to the Government of Russia, particularly the Ministry of EMERCOM for hosting and co-organising the meeting.

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