

# Guidance Note for Teams Preparing for INSARAG External Re-Classifications(IER) from 1 January 2017 v27Oct2016



The following process aims to provide guidance for all teams due for IER from January 2017 onwards. The INSARAG Secretariat can be contacted at [insarag@un.org](mailto:insarag@un.org), for further information as necessary.

Definitions:

**Team:** The Policy and/Operations Focal Point of the team being reclassified;

**Mentor:** A qualified mentor selected by the team;

**IER Classifiers:** The IER Team of classifiers – IER Team Leader (TL) and IER classifiers; and

**FCSS:** OCHA-FCSS as the INSARAG Secretariat

	Date	Event	Stakeholder in charge	Note
1	30 months before IER	Selection of Mentor	Team	<ul style="list-style-type: none"> <li>The Team selects their mentor, based on the INSARAG Guidelines Volume II, Manual C, and informs FCSS.</li> </ul>
2	24 months before IER	Book a provisional IER Exercise date	Team, Mentor, FCSS	<ul style="list-style-type: none"> <li>FCSS, in discussions with the team and its Mentor will register a “tentative” date (week) for IER.</li> <li><u>In principle, FCSS will plan for up to 2 IEC/Rs per month, taking into account global INSARAG activities and IECs.</u></li> </ul>
3	12 months before IER	Completed the draft Comprehensive Portfolio of Evidence (C-PoE) and Mentor’s Report	Team, Mentor, FCSS	<ul style="list-style-type: none"> <li>The Team will submit to FCSS the Pre-IER Self-Assessment Checklist (Annex K) and a Mentor’s Assessment Report (Annex H). A draft C-PoE is also required to be made available for review.</li> <li>The Mentor will advise all stakeholders if the team is ready for the planned IER date.</li> </ul>
4	12 months before IER	Selection of the IER Team Leader and Classifiers	FCSS, IER Classifiers, and Focal Points	<ul style="list-style-type: none"> <li>A qualified IER Team Leader (TL) who is nominated by their respective sponsoring agency, is selected by FCSS.</li> <li>Qualified IER Classifiers are selected as follows:                             <ul style="list-style-type: none"> <li>FCSS sends a “Call for Classifiers” invitation to the Policy and Ops Focal Points of IEC-classified teams. Those nominated will completed IEC/IER Classifiers Application Form (Annex D) and upload this (for transparency) in the VO platform within 2 weeks. <u>This invitation/selection process may be conducted twice a year, dividing IEC/Rs in first and second half: January and June.</u></li> </ul> </li> </ul> <p>FCSS will select Classifiers that meets <u>all the 5 components</u> (management, search, rescue, medical, and logistics). FCSS may add one new classifier as “in-training” for each IER. (New classifiers could participate in the first IEC/R as “in-training”) Focal points are strongly encouraged to nominate suitable classifiers to participate and widen the pool of classifiers. Anyone nominated for these critical positions must follow the instructions found in Volume II, Manual C.</p>

				<ul style="list-style-type: none"> <li>FCSS will make the final selection and share the list of IER Classifiers (including e-mail addresses) with the Team, Mentor and IER TL.</li> </ul>
5	12 months before IER	Open Virtual OSOCC discussion	FCSS and Team	<ul style="list-style-type: none"> <li>FCSS opens Virtual OSOCC discussion, and gives Administrator Rights to the Team.</li> </ul>
6	9 months before IER	Uploading of the Portfolio of Evidence (PoE) and other documents on the VO	Team and Mentor	<ul style="list-style-type: none"> <li>The Team uploads the finalized PoE and other relevant documents on the VO (under Background tab). <u>If the team does not complete this 9 months before the tentative IER date, the IER will be postponed after consultation with FCSS, IER TL and Mentor.</u></li> <li>If there is restricted information, which the team feels it does not want to make public, the team will instead send the documents directly to the IER TL, copying the Mentor and FCSS. Alternatively, a private discussion on the VO can be created by FCSS for this purpose.</li> <li>The Mentor will follow up with the team to ensure timely submission of the PoE.</li> </ul>
7	6 months before IER	Review of PoE	IER Classifiers	<ul style="list-style-type: none"> <li>The IER Classifiers review the PoE documents and submits questions to the IER TL. The TL compiles this into a single document and <u>sends it to the Team</u>, copying the Mentor and FCSS. Critical questions should be answered during the next planned teleconference.</li> </ul>
8	6 months before IER	Teleconference	Team, Mentor, IER Classifier TL and Secretariat Representative (if available)	<ul style="list-style-type: none"> <li><u>The Team organizes a teleconference</u>, and invites the Mentor, IER TL and FCSS Secretariat Representative*. During the teleconference, the Team will have the lead and manage the teleconference.</li> <li><b>The decision on “GO” or “NO GO” will be made here by the IER TL.</b></li> <li>“Pre-greening” may also be discussed here and agreed mutually between the IER TL, Mentor and Team.</li> <li>Model Teleconference Agenda: <ul style="list-style-type: none"> <li>Updates from the Team and Mentor</li> <li>Questions/clarifications from IER TL</li> <li>Discussions on Pre-greening (IER TL and Mentor)</li> <li>Administrative information including whether there will be an Observers Program will be presented by the Team</li> <li>Next Steps including additional teleconferences</li> <li>Any other Business (AOB)</li> </ul> </li> <li>Should additional teleconferences be deemed necessary by the IER TL (e.g. clarifying issues on the exercise scenarios), it will be arranged by the Team. The INSARAG Secretariat Representative*, if one is nominated, may participate in this call.</li> </ul> <p><i>* FCSS where possible, will make arrangements to nominate suitable individuals, as endorsed by the INSARAG Steering Group (ISG 2009), to act on behalf of the Secretariat, in accordance to the criteria stated</i></p>

				<p><i>in the INSARAG Guidelines Volume II, Manual C (Annex C).</i></p> <p><i>FCSS may also be present at selected IER's and all stakeholders will be informed well in advance on these arrangements.</i></p> <p><i>If necessary, the Team undergoing IER may be required to consider funding the travel and in-country arrangements of an appointed private consultant nominated to represent FCSS.</i></p> <p><i>The IER TL will step in – a dual-role capacity, and act also as the Secretariat Representative if the initial representative is not available.</i></p>
9	4 months before IER	Uploading Administrative Information on the VO	Team	<ul style="list-style-type: none"> <li>The team will upload the Administrative Information (including Observer Program details) on the VO.</li> <li>The Mentor <b><u>will ensure this is done.</u></b></li> </ul>
10	1 month before the IER	Sending Certificate to the IER TL	FCSS and IER TL	<ul style="list-style-type: none"> <li>FCSS will send the IER Certificate to the IER TL (or the Secretariat Representative if confirmed)</li> <li>All members of the IER Team fully register their travel details in the VO, along with Observers registration. All logistics requirements are fully coordinated by the Team.</li> <li>The Mentor will ensure this is arranged.</li> </ul>
IER Exercise Week			All Stakeholders	Full 36 hour exercise in accordance with the INSARAG Guidelines. Full logistical support provided by the Team for the IER Team.

Following the IER, the IER TL is expected to share the draft IER Report (including Advisory Note) with FCSS within 3 weeks. FCSS will ensure these documents are shared with the Team's Focal Points, with a copy to the Regional and Global Chairs within 30 days of the IER. The USAR Directory and INSARAG Web page will be updated by FCSS reflecting the Team's new IEC validity date. Any appeals to the final decision of the IER Team will follow procedures highlighted in the INSARAG Guidelines Volume II, Manual C, and Section 5.3 IEC/R Appeals Process.

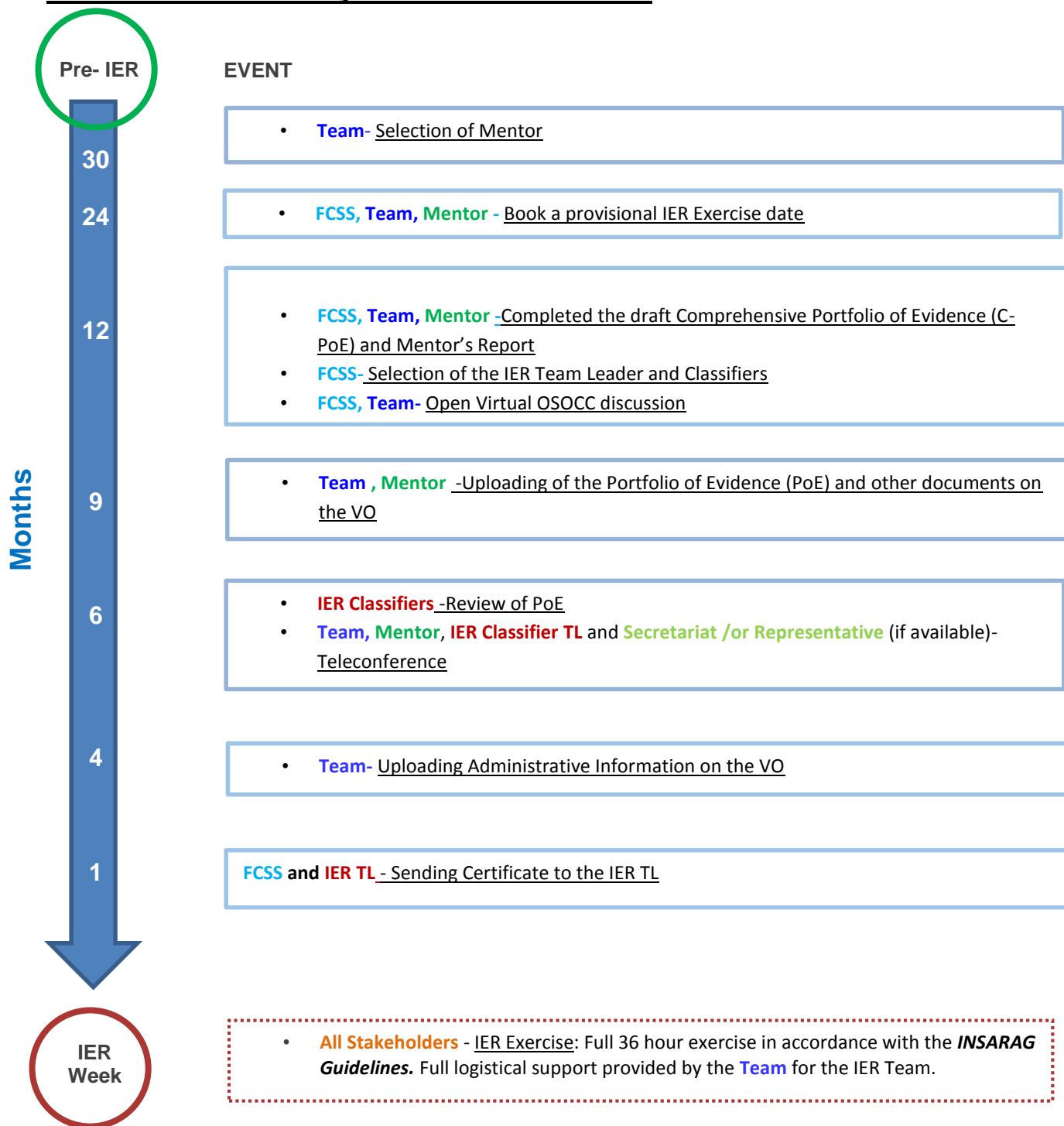
A Timeline Visual of the IER process is provided in **Annex A**.

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*Drafted by the INSARAG Secretariat following consultations with the global, regional and Working Group Chairs and Networks and the Team Leaders Meeting 2016. Version 27October2016.*

# IER Process Summary Timeline of Activities

## Annex A



**Secretariat** - Following the IER, the IER TL is expected to share the draft IER Report (including Advisory Note) with FCSS within 3 weeks. FCSS will ensure these documents are shared with the Team’s Focal Points, with a copy to the Regional and Global Chairs within 30 days of the IER. The USAR Directory and INSARAG Web page will be updated by FCSS reflecting the Team’s new IEC validity date. Any appeals to the final decision of the IER Team will follow procedures highlighted in the INSARAG Guidelines Volume II, Manual C, and Section 5.3 IEC/R Appeals Process.