



# Guidelines Review Group

The INSARAG Guidelines are subject to ongoing development and improvement through a **5-year review cycle** which aims to **facilitate continuous improvement**.

Due to the considerable number of recommendations from the Türkiye/Syria AAR and the INSARAG Governance Review an extension of 12 months was approved by the ISG (2025-2026).

The 2026 revision of the INSARAG Guidelines will be in accordance with the strategic agenda delivered through the Team Leaders Meeting and the INSARAG Steering Group.

**To be prepared for approval at the 2026 Team Leaders Meeting and ISG.**

## Origin of items to address:

INSARAG Governance Review 2024 .....	2
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## Working Groups Glossary

<b>GRG</b>	Guidelines Review Group <u>Co-Chairs:</u> John CAWCUTT, Martin EVERS
<b>TWG</b>	Training Working Group <u>Co-Chairs:</u> Dewey PERKS / vacant
<b>MWG</b>	Medical Working Group <u>Co-Chairs:</u> Hector FUENTES, Anthony MACINTYRE
<b>IMWG</b>	Information Management Working Group <u>Co-Chairs:</u> Jeff MAUNDER, Peter WOLFF
<b>QAWG</b>	Quality Assurance IEC & IER Working Group <u>Co-Chairs:</u> Annika COLL, David SOCHOR
<b>NCBWG</b>	National Capacity Building Working Group <u>Co-Chairs:</u> Sebastian MOCARQUER, Wahyudi L. PUTRA
<b>SARFRWG</b>	Search and Rescue in Flood Response Working Group <u>Co-Chairs:</u> Russ GAUDEN, Jose SOLLA

The following tables list all items the GRG reviewed, giving a summary and an update on their current status.

**INSARAG Governance Review 2024**

(Full text can be found in the [INSARAG Governance Review 2024](#), Annex G)

<b>Rec. No.</b>	<b>SUMMARY</b>
1-2	Localisation <u>Status:</u> not / endorsed by ...
3	Complex Emergencies <u>Status:</u> not / endorsed by ...
4	Climate Change <u>Status:</u> not / endorsed by ...
5	Inclusion of humanitarian principles and definition <u>Status:</u> not / endorsed by ...
6	Review the Core Humanitarian Standard by INSARAG network organisations <u>Status:</u> not / endorsed by ...
7	Consider application of GA Res. 78/119 in USAR work <u>Status:</u> not / endorsed by ...
8	Leadership & Governance <u>Status:</u> not / endorsed by ...
9	Global Strategy 2025-2030 <u>Status:</u> not / endorsed by ...
<b>10</b>	<b>Quarterly inductions by RFPs for new PFP, OFP, TWP, WG-Chairs and Regional Chairs</b> <u>Status:</u> endorsed by Team Leaders (at TL Meeting 2025) <u>Draft by GRG:</u> <i>Induction session should be held by the Regional Focal Point for newly appointed Policy, Operational and Team Focal Points as well as new Working Group Chairs and Vice Chairs, Regional Chairs and Vice Chairs. This can be delivered by an online learning package and/or in person.</i>
11	Responsibility for decisions of participation for classified NGO teams <u>Status:</u> not / endorsed by ...
<b>12</b>	<b>Updating PFP ToR</b> <u>Status:</u> endorsed by Team Leaders (at TL Meeting 2025) <u>Draft by GRG:</u> <ul style="list-style-type: none"> <li>▶ <i>only PFPs can take decisions or endorse at INSARAG meetings where policy / financial impact decisions are required</i></li> <li>▶ <i>they can delegate decision making authority where necessary</i></li> <li>▶ <i>PFPs need policy and / or financial decision-making authority, able to make decisions during meetings based on either their own direct authority or through prior ministerial/high level approval of budgets, USAR strategy, etc</i></li> <li>▶ <i>they should reinforce compliance of national governmental teams with the INSARAG Guidelines</i></li> </ul>
<b>13</b>	<b>Change to gendered language within ToR</b> <u>Status:</u> endorsed by Team Leaders (at TL Meeting 2025) <u>Task for GRG:</u> <i>Change “he”/”his” to “they”/”them”</i>
<b>14</b>	<b>Including mandatory attendance at induction session for new focal points</b>

	<p><u>Status:</u> endorsed by Team Leaders (at TL Meeting 2025)  <u>Draft by GRG:</u> Attend the induction session for new focal points, led by Regional Focal Points.</p>
<b>15</b>	<p><b>Implementing a yearly meeting between PFPs, OPFs and TFPs</b></p> <p><u>Status:</u> endorsed by Team Leaders (at TL Meeting 2025)  <u>Draft by GRG:</u> Organize an online meeting at least once a year, among the PFPs, OPFs and TFPs from both governmental and NGO teams on issues pertaining to USAR and the INSARAG network.</p>
16	<p>Drafting ToR for Team Leader &amp; Team Focal Point</p> <p><u>Status:</u> not / endorsed by ...</p>
17	<p>Prioritisation recruitment of vacant positions</p> <p><u>Status:</u> not / endorsed by ...</p>
18	<p>Global Meeting</p> <p><u>Status:</u> not / endorsed by ...</p>
<b>19</b>	<p><b>Drafting ToR for for Incoming/Outgoing Regional Vice Chair</b></p> <p><u>Status:</u> endorsed by Team Leaders (at TL Meeting 2025)  <u>Draft by GRG:</u> The Outgoing Chair supports the Chair in preparing the regional work plan.  The Chair presents the regional work plan to the INSARAG network. In cooperation with the Vice-Chairs (incoming and outgoing chair), the Chair sets regional priorities for the year.  A video/teleconference should be held at least once a year between the Troika of the region and the INSARAG Regional Focal Point.</p>
20	<p>Planning Troika 5 years ahead</p> <p><u>Status:</u> not / endorsed by ...</p>
<b>21</b>	<p><b>Drafting ToR for Regional Focal Point</b></p> <p><u>Status:</u> endorsed by Team Leaders (at TL Meeting 2025)  <u>Proposal by GRG:</u> Modify Figure 1 and 2 with the position RFP;  Add to RFP in Vol.I, 2.5.2 "Assisting the Secretariat are the Regional Focal Points in each region. The Regional Focal Points act as a representation of the Secretariat to provide support to the Member States and member organizations in each region."</p>
22	<p>Creation of Regional Committees</p> <p><u>Status:</u> not / endorsed by ...</p>
23	<p>Creation of Regional Operational Meetings</p> <p><u>Status:</u> not / endorsed by ...</p>
24	<p>Creation of Regional Steering Group</p> <p><u>Status:</u> not / endorsed by ...</p>
25	<p>No formal split of the regions</p> <p><u>Status:</u> not / endorsed by ...</p>
26	<p>Adding additional Regional Focal Point (RFP) to Secretariat.</p> <p><u>Status:</u> not / endorsed by ...</p>
27	<p>Considering staffing through regions</p> <p><u>Status:</u> not / endorsed by ...</p>
<b>28</b>	<p><b>Update ToRs for PFPs and OFPs with emphasise on better communication</b></p>

	<p><u>Status:</u> endorsed by Team Leaders (at TL Meeting 2025)</p> <p><u>Draft by GRG:</u> <i>The INSARAG Focal Points whether policy, operational or team, are expected to communicate between each other to advise and share information about strategy / policy objectives and the financial commitment to USAR (on national level).</i></p>
<b>29</b>	<p><b>Update ToRs for OFPs and TFPs with emphasise on better communication</b></p> <p><u>Status:</u> endorsed by Team Leaders (at TL Meeting 2025)</p> <p><u>Draft by GRG:</u> <i>see recommendation 28 (28 &amp; 29 combined)</i></p>
30	<p>Team Leaders Meetings to be held in a hybrid format</p> <p><u>Status:</u> partly endorsed by Team Leaders (at TL Meeting 2025)</p> <p><u>Clarification:</u> Team Leaders Meetings shall be broadcasted; rejection of online/live interaction and participation</p>
<b>31</b>	<p><b>The Global Meeting to be discontinued; topics are addressed at the Team Leaders Meeting</b></p> <p><u>Status:</u> rejected by Team Leaders (at TL Meeting 2025)</p>
32	<p>Training for TFPs, Classifiers and Mentors at Team Leaders Meetings</p> <p><u>Status:</u></p>
33	<p>Multi-language, online training for Team Leaders, Classifiers and Mentors</p> <p><u>Status:</u> partly endorsed by Team Leaders (at TL Meeting 2025)</p> <p><u>Clarification:</u> support of online trainings; rejection of multi-language trainings on INSARAG level (can be translated on national level when needed)</p>
34	<p>Converting selected trainings held in presence to online trainings</p> <p><u>Status:</u></p>
35	<p>Securing skillset and requirements for nominated Working Group Members are met.</p> <p><u>Status:</u> endorsed by Team Leaders (at TL Meeting 2025)</p> <p><u>Clarification:</u> implementation to be discussed; interviews with applicants suggested; INSARAG Secretariat to guard requirements are met</p>
36	<p>Ensuring that proposed Working Group Members have the role enshrined in their day-to-day activities.</p> <p><u>Status:</u> partly endorsed by Team Leaders (at TL Meeting 2025)</p> <p><u>Clarification:</u> support of clarification that Working Group membership requires significant work; rejection of specific percentage enshrined in day-to-day activities.</p>
37	<p>Creating observer status in Working Groups.</p> <p><u>Status:</u> not / endorsed by ...</p> <p><u>Clarification:</u> ...</p>
38	<p>Ensuring balanced representation within of Co-Chairs</p> <p><u>Status:</u></p>
<b>39</b>	<p><b>Limiting the number of Working Groups to the number of RFPs, to ensure adequate support.</b></p> <p><u>Status:</u> rejected by Team Leaders (at TL Meeting 2025)</p>
40	<p>Change letter of endorsement by PFP with letter of acknowledgement for NGOs aiming for Classification.</p> <p><u>Status:</u></p>
41	<p>Correspondence between NGOs and INSARAG Secretariat do not go through national focal points</p> <p><u>Status:</u></p>

42	NGO TL / focal points can represent their region within the Regional Operational Meetings <u>Status:</u>
43	Accountability & Compliance <u>Status:</u>
44	Inclusion of internal investigations framework within INSARAG Guidelines <u>Status:</u>
45	Discussing implementation of soft and hard penalties <u>Status:</u> partly endorsed by Team Leaders (at TL Meeting 2025) <u>Clarification:</u> support of soft penalties; rejection of hard penalties "soft penalties" remain to be defined
46	Decision-Making Mandate & Responsibilities <u>Status:</u>
47	Amend the wording within section 2.6 to place the focus on building domestic/national capacity first <u>Status:</u>
48	Geographic, Diversity and Representation <u>Status:</u>
49	Strengthening women or non-binary/transgender representation within the INSARAG network <u>Status:</u>
50	Implementing positive discrimination policies in favour of achieving a greater gender balance within USAR teams. <u>Status:</u>
51	Integration of UN Resolution A/RES/78/119 <u>Status:</u>
52	Provide a balance of face-to-face and online meetings; investment of safed funds to facilitate online meetings <u>Status:</u> partly endorsed by Team Leaders (at TL Meeting 2025) <u>Clarification:</u> support of balance between face-to-face and online meetings; "balance" remain to be defined / one face-to-face and one online meeting per year

**After Action Analysis and Recommendations TUR/SYR**

Full text can be found in the [After Action Analysis and Recommendations for INSARAG Türkiye 2023](#).

Chapter	SUMMARY
3.1.1	Speed of mission activation
	<u>Status:</u> pending <u>Draft by ...:</u> ...
3.1.2	Flexibility / Adaptability and ASR level
	<u>Status:</u> pending <u>Draft by ..[TWG?]:</u>
3.1.3	Building Marking
	<u>Status:</u> accepted by Team Leaders (at TL Meeting 2024) <u>Draft by ..[IMWG?]:</u>
3.1.4	Triage and survivability in voids
	<u>Status:</u> pending <u>Draft by ..[TWG?]:</u>
3.1.5	New roles and strengthening roles
	<u>Status:</u> pending <u>Draft by ...:</u> ...
3.3.1	Connections with LEMA at every level
	<u>Status:</u> pending <u>Draft by ...:</u> NCBWG
3.3.2	UCC and LEMA connection
	<u>Status:</u> pending <u>Draft by ..[TWG?]:</u>
3.3.3	Working with LEMA
	<u>Status:</u> pending <u>Draft by ..[TWG?]:</u>
3.3.4	Managing expectations of LEMA support
	<u>Status:</u> pending <u>Draft by ...:</u>
3.3.5	Declaring End of International USAR operations
	<u>Status:</u> pending <u>Draft by GRG:</u>
3.3.6	Donation process
	<u>Status:</u> ...
3.3.7	Beyond the rubble
	<u>Status:</u> pending <u>Draft by ..[TWG?]:</u>
3.3.8	Training of LEMA here: drafting template on request of assistance

	<p><u>Status:</u> pending  <u>Draft by GRG:</u>                  Referred to NCBWG</p>
3.7	Safety and Security issues
	<p><u>Status:</u> pending  <u>Draft by ..[TWG?]:</u></p>
3.8	<p>Team responsibility                  here: drafting document regarding asbestos</p>
	<p><u>Status:</u> pending for review  <u>Draft by MWG:</u></p>
3.10.1	Compliance
	<p><u>Status:</u> pending  <u>Draft by ..[QAWG?]:</u></p>
3.10.2	IEC/R
	<p><u>Status:</u> pending  <u>Draft by ..[QAWG?]:</u></p>

## Further items

ORIGIN	SUMMARY
ISG 2020	Include Warsaw Declaration
	<u>Status:</u> completed <u>Draft by GRG:</u> ...
ISG 2020	Flexibility in response operations
	<u>Status:</u> ?? <u>Draft by ??:</u> ...
ISG 2020	ERE review
	<u>Status:</u> completed <u>Clarification:</u> no further action required by GRG
ISG 2022	Hierarchy of Guidelines, Guidance Notes & Technical Reference Library
	<u>Status:</u> endorsed by Team Leaders (at TL Meeting 2024) / pending <u>Clarification:</u> 1. Guidelines 2. Guideline Appendices (former "Guidance Notes") 3. Technical Reference Library (no change) Re-numbering of Guidelines form <i>Vol. I, Vol. II Man. A, Man. B, Man. C, Vol. III to Vol. 1, Vol. 2, Vol. 3, Vol. 4, Vol. 5</i> pends funding (external writer)
ISG 2022	Guidance Note for non-USAR teams
	<u>Status:</u> ?? <u>Draft by ??:</u> ...
ISG 2022	IRNAP Technical Guidance Note
	<u>Status:</u> pending <u>Draft by NCBWG:</u> IRNAP Guideline Appendece in progress
ISG 2022	UC Manual V2.0
	<u>Status:</u> ?? <u>Draft by ??:</u> ...
ISG 2022	Community Responder Training
	<u>Status:</u> pending endorsement through ISG 2025 <u>Reviewed by NCBWG:</u> renaming for easier understanding (First Responder vs. Community Responder)
ISG 2022	Inclusion of Heritage Site Guideline
	<u>Status:</u> ?? <u>Draft by ??:</u> ...
ISG 2023	Review decision-making process
	see items from <i>Governance Review 2024</i>
GRG 2023	VOSOCC / ICMS duplications
	<u>Status:</u> ?? <u>Clarification:</u> ...
GRG 2023	Deconflicting Team Fact Sheets
	<u>Status:</u> completed (?); not / endorsed by ... <u>Clarification:</u> ...
GRG 2023	UCC sectorisation and ASR 1
	<u>Status:</u> ?? <u>Clarification:</u> ...[TWG/IMWG?]



GRG 2023	one-pager on ICMS for unclassified teams
	<u>Status:</u> ?? <u>Clarification:</u> ...[TWG/IMWG?]
GRG 2023	minimum level UCC/SCC
	<u>Status:</u> ?? <u>Clarification:</u> ...[TWG?]
GRG 2023	INSARAG patch with year of first classification
	<u>Status:</u> endorsed by Team Leaders (at TL Meeting 2024)
GRG 2023	IEC/R for capacity change downwards
	<u>Status:</u> ?? <u>Clarification:</u> ...[QAWG?]
GRG 2023	Completed Worksite definition
	<u>Status:</u> completed <u>Clarification:</u> no further action / after consultation rejected
GRG 2023	Clarification on ASR 2 phase when interrupted by "blitz mode"
	<u>Status:</u> completed <u>Clarification:</u> no further action / after consultation rejected
GRG 2023	Review management of prioritisation / triage of category C
	<u>Status:</u> pending <u>Draft by TWG:</u> proposal of triage category C1 and C2
GRG 2023	Include probability assessment of survival
	<u>Status:</u> ?? <u>Clarification:</u> ...[TWG?]
GRG 2023	ASR 2: Clarification assessment and action tactic/strategy
	<u>Status:</u> ?? <u>Clarification:</u> ...[TWG?]
GRG 2023	Review of worksite ID system
	<u>Status:</u> ?? <u>Clarification:</u> ...[IMWG]
GRG 2023	Draft on-page regarding INSARAG / ICMS for non-classified teams
	<u>Status:</u> ?? <u>Draft by GRG?</u> ...
GRG 2023	Clarification on UCC/SCC minimum level for teams completing IRNAP/NAP
	<u>Status:</u> ?? <u>Clarification:</u> ...[TWG/NCBWG?]
GRG 2023	GRG online update on INSARAG.org
	<u>Status:</u> completed / ongoing