

7 March 2021

CHECKLIST FOR POLICY AND OPERATIONAL FOCAL POINTS BEFORE THEY SEND APPLICATIONS:

1. Operations Focal Point verify CV of potential candidates against TOR included in the INSARAG Guidelines and after positive verification send them to Policy Focal Point for final endorsement. Send only those candidates applications who meet the criteria.
2. Policy Focal Point to verify selected candidates against TOR and CVs and send the applications to the INSARAG Secretariat.
3. For rescue/medical/Search/management and logistic functions: apply for the position IN-TRAINING if the person would attend the IEC/IER for the first time. Own IEC/IER is not taken into consideration.
4. For rescue/medical/Search/management and logistic functions it is crucial that the candidate has an experience in designing the practical exercise for USAR as excon team member
5. If the candidate has participated in IEC already (as full classifier) You can send his/her application for the abovementioned functions for IER exercise. One should participate in the IEC exercise as classifiers before he/she applies for IER. It is recommended that only those Teams apply for IER exercises which had their own IER already at least once.
6. Before applying for IER exercise it is recommended that the classifier participate in the IEC as full classifier (not in training).
7. Check with INSARAG Secretariat the after IEC/IER evaluation of your candidate done by the IEC/IER Cadre TL. If it was positive (when candidate served as in-training classifier) apply for normal position. If it was not positive, apply for in-training position for the second time. If the classifier has participated in 2 exercises in row, as classifier in-training and still has not received positive evaluation by the IEC TL, do not send his/her application for the third time.

Checklist of points to be taken into consideration when nominating TL of IEC/IER

Check if the person meets the criteria set in Annex A, Vol II, Man C if INSARAG Guidelines and in particular:

- a. Is/was a member of classified USAR Team
- b. Is/Was TL or DTL of his/her USAR Team
- c. Has international operational experience as USAR team member (participated in the USAR missions or exercises. Workshops and conferences/meetings are not included).
- d. Attended TL/Mentors course.
- e. Participated as classifier (in-training function is not taken into consideration) in at least 3 exercises.
- f. It is suggested that expert participates first as deputy TL before he/she is selected as TL.
- g. It is recommended to check his/hers last IEC/IER evaluation report (done by TL or INSARAG rep in case of TL position). If it was positive – his application could be considered.
- h. It is suggested that expert is nominated as TL of IEC before he/she is nominated as TL for IER and for medium team classification before applying for heavy.

Checklist of points to be taken into consideration when nominating DTL of IEC/IER

Check if the person meets the criteria set in Annex A, Vol II, Man C if INSARAG Guidelines and in particular:

- a. Is/was a member of classified USAR Team.
- b. Is/Was TL or DTL of his/her own USAR Team.
- c. Has international operational experience as USAR team member (participated in the USAR missions or exercises. Workshops and conferences/meetings are not included).
- d. Participated as classifier (in-training function is not taken into consideration) in at least 2 exercises.
- e. It is suggested that expert participates first as management classifier before he/she is selected as DTL.
- f. It is recommended to check his/hers last IEC/IER evaluation report (done by TL). If it was positive – his application could be considered.

Checklist of points to be taken into consideration when nominating management classifier

Check if the person meets the criteria set in Annex A, Vol II, Man C if INSARAG Guidelines and in particular:

- a. Is/was a member of classified USAR Team
- b. Has international operational experience as USAR team member.
- c. Participated as classifier (in-training function is not taken into consideration) in at least 2 exercises.
- d. Has a working skills with ICMS system, UCC information flow and information management.
- e. It is recommended to check his/hers last IEC/IER evaluation report (done by TL). If it was positive – his application could be considered.

Checklist of points to be taken into consideration when nominating logistic, rescue, search and medical classifier

Check if the person meets the criteria set in Annex A, Vol II, Man C if INSARAG Guidelines and in particular:

- a. Is/was a member of classified USAR Team
- b. Has experience in management function in his USAR Team
- c. Has international operational experience as USAR team member.
- d. Participated as classifier (in-training function is not taken into consideration) in at least 1 exercise **as classifier in training**.
- e. It is recommended to check his/hers last IEC/IER evaluation report (done by TL). If it was positive – his application could be considered.

Checklist of points to be taken into consideration when nominating Secretariat Representative for IEC/IER exercise **from outside RSB**

1. Desirably this person should have experience as TL in IEC and IER. It is acceptable if he/she was at least 4 times TL.
2. It is recommended that he/she serves as National FP (Operations or Policy) or had such experience in the past.
3. He she should have participated in international missions and/or exercises as a member of USAR Team or UNDAC.

Checklist of points to be taken into consideration for Mentors

Check if the person meets the criteria set in Annex A, Vol II, Man C if INSARAG Guidelines and in particular

1. It is recommended that He/she has attended TL/Mentors course.
2. Is/was a member of classified USAR Team.
3. Has international operational experience as USAR team member (participated in the USAR missions or exercises.
4. Participated in INSARAG Meetings (TLs Meeting, Regional Meeting and/or ISG Meeting) no later than 2 years before accepting the role of mentor.
5. Preferably has an experience as TL/DTL for IEC/IER.
6. It is suggested y to be a mentor of the team for IEC before taking the role of a mentor for IER.
7. It is recommended that person should apply for mentorship of the team of same classification level or lower as his own team (for instance if the candidate belongs to medium USAR Team he/she should mentor only medium or light teams).