

## **INSARAG Training Working Group**

### **Terms of Reference (TOR)**

#### **1. Introduction**

This document outlines the Terms of Reference for the INSARAG Training Working Group (TWG).

#### **2. Responsibilities**

The TWG will:

- Act in an advisory/support capacity to support the INSARAG Secretariat and USAR Teams.
- Establish an annual work program and objectives, in consultation with INSARAG Secretariat.
- Attend a range of meetings to discuss current and impending issues on training, and feedback where necessary.
- Provide a Chairman's summary following meetings and or on a quarterly basis, or as requested.
- Identify training gaps in consultation with INSARAG (the Steering Group, the Secretariat, the INSARAG Team Leaders' Meeting and Working Groups), UNDAC and the wider disaster response community.
- Design and implement training standards for the approval of the INSARAG community.
- Review existing international training standards and methodologies, and whenever appropriate make recommendations to the Secretariat.
- Scrutinise and act on operational reports and inputs from training and exercising events, as required.
- Identify and disseminate best practises whenever possible.

#### **3. Governance**

The TWG is accountable to the INSARAG Steering Group and will take directions through the Secretariat.

#### **4. Working Methodology**

- The TWG will hold a minimum of three meetings annually, unless there is an urgent requirement, as directed by the Co-Chairs.
- Meetings will be held at locations that will provide equitable distribution across the three (3) regions or as directed by the Secretariat.

- Agenda items will be requested at least two weeks prior to the meeting.
- Administration will be undertaken as directed by the Co-Chairs.
- Minutes will be produced within 2 weeks of meetings.
- Minutes will be verified at the following meeting.
- Minutes will be published on the INSARAG website.

## **5. Membership**

- The Co-Chairs of the TWG will be appointed by the INSARAG Steering Group.
- Members will be selected to the group following expressions of interest for any vacant positions. The Secretariat in consultation with the Co-Chairs of the TWG will select the most appropriate individuals.
- Membership of the group will be limited to no more than three individuals from each region to ensure a global perspective is maintained.
- Members of other relevant organizations may be considered for associate membership.

Members of the INSARAG community interested in participating in the TWG are expected to meet the following selection criteria:

- Must be formally endorsed and funded by their home organisation.
- Be recognised by their home organisation as a leading expert in a field that meets the purpose of the TWG in order that it will best serve the continued professional development of the INSARAG community.
- Have a comprehensive knowledge of the INSARAG methodology.
- Have an understanding of the UNDAC methodology.
- Be trained in USAR Coordination.
- Have the ability to read, write and speak functional English.
- Attend all scheduled Working Group meetings.

## **6. TWG Review**

The requirement for the TWG is subject to a review by the INSARAG Steering Group at its annual meeting.