



INSARAG Guidelines 2026

Appendix 5.14: Standard Meeting Agenda

Endorsed and approved by the INSARAG Steering Group on 10 March 2026

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Abbreviations

BoO	Base of Operations
ERS	Emergency Response Section
EMT	Emergency Medical Team
GDACS	Global Disaster Awareness and Coordination System
GRG	Guidelines Review Group
HNPW	Humanitarian Networks and Partnerships Week
HNS	Host Nation Support
IEC	INSARAG External Classification
IER	INSARAG External Reclassification
IMTST	Information Management Technical Support Team
IRNAP	INSARAG-Recognised National Accreditation Process
INSARAG	The International Search and Rescue Advisory Group
ISG	INSARAG Steering Group
LEMA	Local Emergency Management Authority
NAP	National Accreditation Process
NGOs	Non-governmental organisations
OCHA	United Nations Office for the Coordination of Humanitarian Affairs
OSOCC	On-Site Operations Coordination Centre
RDC	Reception and Departure Centre
RSB	Response Support Branch
UCC	USAR Coordination Cell
USAR	Urban Search and Rescue
UN	United Nations
UNDAC	United Nations Disaster Assessment and Coordination
VOSOCC	Virtual On-Site Operations Coordination Centre

1 Standard Meeting Agenda

Standard meeting agenda checklist 	
(Standard meeting agenda checklist to be used in meetings within OSOCC/UC/SC)	
A General information	
A.1	Date [DD-MMM]
A.2	Time [hh:mm]
A.3	City
A.4	Sector
A.5	Place/venue
A.6	Meeting purpose
A.7	Meeting coordinator (Name/Organization)
B General overview	
B.1	Situation
B.1.1	Safety
B.1.2	Security
B.1.3	Situation in general
B.1.4	Situation in detail
B.2	Activities (Field/Internal)
B.2.1	Activities concluded
B.2.2	Activities on going
B.2.3	Activities planned
B.3	Resources
B.3.1	Available resources
B.3.2	Incoming resources
C Analysis	
C.1	Summary
C.2	Priorities
D Planning way ahead	
D.1	Proposals for actions
D.2	Instructions
D.3	Any other business
D.4	Questions
E Next meeting	
E.1	Date [DD-MMM]
E.2	Time [hh:mm]
Z Form completed by: Z.1 Name Z.2 Title/Position	