



INSARAG Guidelines 2026

Appendix 4.7: A-Poe Template

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

Contents

Abbreviations	3
1 INSARAG Focal Points	6
2 Letter of Application	8
3 IEC Mentor	9
4 Directory of International USAR Teams	10
5 USAR Team Fact Sheet	11
6 USAR Team Organogram	12
7 Evidence to Demonstrate Active Participation in INSARAG Events	13

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



IEC APPLICATION

Phase 1

Abbreviated Portfolio of Evidence (A-POE)

TEAM NAME: _____

LEVEL OF CLASSIFICATION: MEDIUM ☐ HEAVY

DATE OF SUBMISSION: ____/____/____
(D) (M) (Y)

Application Submission Instructions

1. The application is to be printed as a hard copy, signed by the INSARAG Policy and Operational Focal Points, and posted via registered mail to:

Attention: INSARAG Secretariat

IEC Applications
UN Office for the Coordination of Humanitarian Affairs (OCHA)
Emergency Response Section
Response Support Branch
Palais des Nations
CH 1211 Geneva 10, Switzerland

2. The application is also to be emailed to: insarag@un.org
3. The INSARAG Operational Focal Point is required to follow up with the INSARAG Secretariat to ensure the application has been received.
4. This application must be completed in English.
5. Please note that the timeframe from receipt of the application to participation in a classification will take a minimum of two years. Therefore, teams are encouraged to factor this into their planning and timeframe.
6. The INSARAG Secretariat is responsible for allocating a provisional date once the Phase 1 application has been reviewed and found successful and a Mentor has been appointed.
7. A recent Mentor's Assessment Report (see Guidance Notes as Annex G: IEC Application Phase 1 under Vol II, Manual C – Guidelines Annex) is to be included with this package

***A USAR team undergoing a Reclassification is not required to submit an APOE

1 INSARAG Focal Points

(Complete details of INSARAG Policy Focal Point below).

Name: _____

Organization: _____

Position: _____

Contact Details:

Address: _____

Telephone (w): _____

Fax: _____

Email: _____

(Complete details of INSARAG Operational Focal Point below).

Name: _____

Organization: _____

Position: _____

Contact Details:

Address: _____

Telephone (w): _____

Fax: _____

Email: _____

(Complete details of INSARAG USAR Team Focal Point below).

Name: _____

Organization: _____

Position: _____

Contact Details:

Address: _____

Telephone (w): _____

Fax: _____

Email: _____

2 Letter of Application

(Official letter on organisation stationary from the INSARAG Policy Focal Point supporting the IEC application.)

(Insert here)

3 IEC Mentor

(Complete details of IEC Mentor below).

Name: _____

Organization: _____

Previous Mentor Experience: _____

Contact Details: _____

Address: _____

Telephone (w): _____

Email: _____

4 Directory of International USAR Teams

Complete the Directory of International USAR Teams (see Guidance Notes as Annex B: IEC Application Phase 1 under Vol II, Manual C – Guidelines Annex) and insert it here.

5 USAR Team Fact Sheet

Download USAR Team Fact Sheet from the VOSOCC, complete it and insert it here.

6 USAR Team Organogram

(The composition of the team is required to comply with the requirements stipulated in Capacity Building Handbook of the INSARAG Guidelines).

(Insert here)

7 Evidence to Demonstrate Active Participation in INSARAG Events

INSARAG Event	Date	Nature of Participation