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**Annex D5: IEC Application Phase 1**



**IEC APPLICATION**

**Phase 1**

**Abbreviated Portfolio of Evidence (A-POE)**

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**TEAM NAME:** \_\_\_\_\_

**LEVEL OF CLASSIFICATION:** LIGHT  MEDIUM  HEAVY

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**DATE OF SUBMISSION:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(D) (M) (Y)

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## 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](mailto: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 following the document template of "Annex D6 IEC-R Mentors Assessment Report" located in *Guidelines Annex > Volume II, Man C* of the Guidance Notes in [www.insarag.org](http://www.insarag.org) is to be included with this package

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

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## 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)

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### 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 using the document “Annex D2 - Directory of International Teams” located in *Guidelines Annex > Volume II, Man C* of the Guidance Notes in [www.insarag.org](http://www.insarag.org) 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 Volume II, Manual A of the INSARAG Guidelines).

(Insert here)

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**7. Evidence to Demonstrate Active Participation in INSARAG Events**

INSARAG Event	Date	Nature of Participation