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Task Allocation Procedures

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Warning

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Task Allocation Procedures

4.1 Introduction

4.1.1 In the absence of an indigenous national coordinating body, the United Nations Mine Action Center for Afghanistan (MACCA) has the responsibility to undertake the management and coordination of mine action activities, as well as the establishment of the *Afghanistan Mine Action Standards* (AMAS) for all mine action activities, on behalf of the Government of the Islamic Republic of Afghanistan. Therefore, MACCA has developed procedures for the allocation of mine action tasks to organizations undertaking mine action within Afghanistan.

4.1.2 The task allocation procedures shall be implemented and managed by the Operations Section of MACCA working in conjunction with the Area Mine Action Centers (AMACs).

4.2 Scope

4.2.1 This chapter describes the process for allocating mine action tasks to mine action organizations operating within Afghanistan.

4.3 General

4.3.1 Generally, allocating of tasks for all mine action activities within Afghanistan shall be managed and coordinated by/with the Operations Section of MACCA, through the relevant AMAC and to the selected mine action organization. However, for specific contracted mine action tasks, task allocation may be directly between the client and the mine action organization. In these cases, the organization shall inform MACCA of the details of the contract and the scope and scale of mine action to be undertaken. Section 4.7 describes the sequence of action for the allocation of commercial tasks.

4.3.2 Liaison and coordination on individual tasks shall be between the AMAC and the tasked mine action organization. For contracted mine action, the mine action organization carrying out the task shall establish liaison with the local AMAC.

4.3.3 An annual mine action work plan, detailing nationwide mine action tasks to be undertaken shall be issued by MACCA for each AMAC. The work plan shall make exceptions for urgent tasking to meet high priority humanitarian needs or short-notice requirements of the Government or local authorities. The work plan shall be updated quarterly and any new tasks notified to MACCA will be incorporated.

4.3.4 Whenever possible during task allocation, or where tasks are handed over to a different mine action organization, an on-site briefing shall be conducted. Affected communities shall be invited to participate in on-site briefings or visits. MRE organizations may assist in liaison and coordination for task allocations.

4.3.5 The procedures for handing over completed tasks are detailed in Chapter 23 of the AMAS "Task Handover Procedure".

4.3.6 The catalyst for the identification and allocation of a mine action task may be:

- b) Information gathered during the Afghanistan Landmine Impact Survey (ALIS).
- c) A request from the Government of Afghanistan or local authorities.
- d) A commercial contract between a client and an accredited mine action organization. This includes mine action tasks contracted to NGOs by MACCA.

- e) An identified urgent humanitarian need.

4.4 Task Allocation Resulting From the ALIS

4.4.1 The ALIS completed in 2004 has classified the communities into High, Medium or Low Impact areas contaminated by mines or UXO, based on a scoring system of socio-economic blockages due to the presence of mines and UXO. This classification shall be taken into consideration during priority setting.

4.4.2 Based on the results of the ALIS, assessments and priority requirements of AMACs, MACCA shall produce an annual work plan of communities and hazardous areas to be targeted for mine action by AMAC area. This work plan shall be reviewed quarterly.

4.4.3 Quarterly, the AMAC, taking into account the mine action resources available in its region, shall review the priorities for the communities required to be worked in. They shall then arrange assessments and, where necessary, technical surveys to identify the demining tasks required and allocate them to individual mine action organizations allocated a unique task number and a task folder is issued. The section below, details the management of task folders.

4.4.4 Where demining tasks are identified, each individual task shall be allocated a unique task number and a task folder is raised. The sequence of action for the allocation of tasks is:

- a) AMAC analyses the updated ALIS and identifies tasks, based on affected communities, for a 12-months period (normally April – March) for each AMAC area.
- b) The AMAC determines the priority in which mine action will be conducted in each affected community.
- c) MACCA produces the mine action annual work plan for communities to be targeted and distributes it to the AMACs.
- d) MACCA allocates mine action resources to each AMAC for a period of 12 months (normally April – March).
- e) The AMAC uses its teams to conduct confirmation assessments to assess mine action tasks to identify the demining requirements to reduce or eliminate the impact on the communities. Confirmation assessment teams may include MRE and victim assistance teams as appropriate.
- f) The results of the confirmation assessments are submitted to the AMAC and reported to MACCA.
- g) Once the AMAC has determined its priorities, it shall allocate a unique task number to each planned demining task coupled with its task folder.
- h) Each AMAC identifies tasks for technical survey of those areas for which it is necessary.
- i) The results of the technical surveys are submitted to the AMAC and reported to MACCA.
- j) The AMAC allocates mine action tasks to individual mine action organizations and reports this allocation to MACCA.

- k) The mine action organizations undertake the required mine action. They provide progress reports to the AMAC and MACCA in accordance with the requirements of AMAS stated in the Reporting Chapter.
- l) For clearance tasks, once they are completed, the demining organization raises the necessary completion and handover documentation and submits it to the AMAC.
- m) The AMAC completes the required inspections of the cleared land and, if satisfactory, accept the land handover, on behalf of MACCA. A copy of the handover certificate is included with the task completion documentation and a copy is kept by the demining organization.
- n) The AMAC finalizes the task completion documentation and uploads the information in the IMSMA database. AMAC retains the 'master' copy.
- o) Six to 12 months after the work completion, the AMAC conduct, with its allocated teams, a Post Demining Impact Assessment (PDIA) of the community/area. The results of this assessment determine if any further demining is required. If more work is required the AMAC schedules this work in the work plan and informs MACCA.

4.5 Task Allocation to Address an Urgent Humanitarian Need

4.5.1 Tasks that fall into the category of 'urgent humanitarian need' are those needed to address a situation where a mine or UXO accident has occurred in the previous 24-hours, and there is a risk of more accidents, or alternatively where the presence of mines/UXO are precluding the population to conduct normal daily occupations.

4.5.2 The AMACs shall task, within 24 hours from the notification of the accident or the threat, the nearest team to assess the requirements of the resources needed to remove the danger or eliminate the impact. This may be EOD, marking, clearance, MRE or a combination of all these. The AMAC shall then task the necessary resources to carry out the work. Tasks in this category shall take priority over other mine action tasks.

4.5.3 A unique task number shall be allocated to each of the tasks and a task folder issued. All the requirements for reporting, handover documentation and task handover shall be the same as for other demining tasks as per AMAS.

4.6 Tasking in Response to a Request from the Government or Local Authority

4.6.1 Tasks that were not forecast in the annual work plan may be undertaken at the discretion of the AMAC in consultation with MACCA. If it is agreed that it is appropriate to undertake the task, the new task is included in the quarterly revision of the annual work plan.

The sequence of action for these tasks is as per the ALIS tasking, ref. above 4.4. paragraph.

4.7 Task Allocation of Commercial Contract

4.7.1 There will be occasions when demining is undertaken as part of a commercial contract between a client and an accredited mine action organization. Although the task is part of a commercial contract, MACCA is still responsible to ensure that it is conducted conforming to AMAS and that its outcomes are properly recorded.

The sequence of action to be followed for commercial contract tasking is:

- a) On identifying the need for a commercial demining contract, the contracted organization shall contact MACCA and inform it of the planned demining and its likely duration. The information provided shall be passed to the relevant AMAC by MACCA.
- b) Once a demining organization has been contracted, it shall contact the relevant AMAC and inform it of the scope, scale and likely duration of the task, the demining assets to be employed and any other relevant information required by the AMAC.
- c) Once it has the necessary information, the AMAC shall allocate a unique task number to the task, enter it into the work plan and issue a task folder. Details of the task shall be transmitted to MACCA.
- d) As the task is undertaken, the demining organization shall provide progress reports to the AMAC and MACCA in accordance with the requirements of AMAS Reporting Chapter.
- e) Once the clearance task is complete, concurrent with informing the client, the demining organization shall raise the completion and handover documentation and submit it to the AMAC.
- f) The AMAC shall complete the required inspections of the cleared land and, if satisfactory, accept the handover on behalf of MACCA. A copy of the handover certificate is included with the task completion documentation. Copies shall also be provided to the demining organization and the client.
- p) The AMAC finalizes the task completion documentation and uploads the information in the IMSMA database. AMAC retains the 'master' copy and if necessary or requested, a copy shall also be provided to the client.

4.8 Task Folders

4.8.1 The information to be provided for a demining task is presented in a task folder issued by AMACs, which shall be maintained by the demining organization responsible for the task, and for the entire duration of the task. The AMACs shall also maintain a duplicate task folder. If a task is handed over between demining organizations, the task folder shall be handed over as well. When a demining organization completes a task or a task is suspended, they shall return the task folder to the AMAC.

4.8.2 Details of the information included in a task folder for technical survey and clearance tasks are included in sections 7 and 8 below.

4.8.3 On completion of a clearance task, the key information provided in the task folder shall be included in the 'Task Completion Report' issued as part of the task handover process.

4.9 Confirmation and Post Demining Impact Assessments

4.9.1 Confirmation Assessments

4.9.2 The objective of confirmation assessments is to verify the detail of the SHAs provided by the ALIS or the requesting authority. The information to be provided by the AMACs to the confirmation assessment teams shall include:

- a) The location of the area to be assessed. Tasks resulting from the ALIS will be focused on communities.

- b) The expected scope and scale of mine/UXO contamination in the area to be assessed. This may be based on the ALIS information, accident and incident reports, previous clearance completion reports, minefield maps, historical data on combat activities, hospital records, local authority records or the work of other organizations. Where possible, a copy of information held by the AMACs shall be provided to confirmation assessment teams.
- c) The ALIS assessment of the level of impact on the local community from the mine/UXO contamination in the survey area.
- d) The deadline for completion of the assessment.
- e) Any restrictions or limitations on the assessment.
- f) Detail of the local authorities in the area to be assessed.
- g) Administrative arrangements for the assessment.

4.9.3 The outputs to be achieved by confirmation assessments are described in Chapter 9 of AMAS "Mine and UXO survey".

4.10 Post Demining Impact Assessment Task Allocation

4.10.1 The objectives of PDIA are to determine the effect of demining in lessening the impact of mines/UXO on local communities. PDIA will also determine if cleared land is being used for the purpose for which it was cleared. Generally, PDIA is carried out for measuring the outcomes of demining activities on communities. The PDIA will be carried out by Landmine Impact Assessment Teams (LIATs) tasked by AMACs.

4.10.2 PDIA will usually be carried out six to 12 months after completion of the demining task. The information to be provided by AMACs to PDIA teams is to include:

- a) The location of the area to be assessed.
- b) The original ALIS data and confirmation assessment.
- c) Detail of the demining conducted in the area to be assessed. This shall include copies of the completion reports.
- d) The deadline for completion of the assessment.
- e) Detail of the local authorities in the area to be assessed.
- f) Any restrictions or limitations on the assessment.
- g) Administrative arrangements for the assessment.

4.10.3 The outputs to be achieved by PDIA are shown in Chapter 9 of AMAS "Mine and UXO survey".

4.11 Technical Survey Task Allocation

4.11.1 Technical survey may be carried out based on a requirement identified by a confirmation assessment, as part of a development project to identify hazardous areas affecting the project or in support of Remote Explosive Scent Tracing (REST) operations to investigate suspected hazardous areas. Technical survey should be carried out as part of a combined survey-clearance operation or may be carried out as a stand-alone activity.

The following tasking information will be provided to the technical survey team in the task dossier:

- a) The objective of the technical survey.
- b) The location of the technical survey.
- c) All reports and data concerning the hazardous area to be surveyed. This should include copies of the ALIS information and [‘Confirmation Assessment Reports’](#) for the area concerned.
- d) Information on the scope and scale of suspected mine/UXO contamination.
- e) Detail of the local authorities in the survey area.
- f) Detail of the infrastructure in the area available to support the technical survey.
- g) The deadline for completion of the survey.
- h) Any restrictions or limitations on the survey.
- i) Administrative or coordination arrangements for the survey.

The outputs of technical survey are shown in Chapter 9 of AMAS “Mine and UXO survey”.

4.12 Clearance Task Allocation

4.12.1 The objective of clearance tasking is to destroy all mines and unexploded ordnances for the purpose to lower their impact on local communities or to allow development projects to proceed unhindered by mines and UXO.

4.12.2 The information to be provided by AMACs to demining organizations, prior undertaking the work, in the task dossier includes:

- a) ALIS information and ‘Confirmation Assessment Reports’.
- b) “MACCA IMSMA Minefield Report’. These are to include the unique task number.
- c) Geographic Information System (GIS) maps of the location of the mined/hazardous area.
- d) Demining worksite management documentation for sites where technical surveys were done.
- e) The specific area to be cleared.
- f) The depth of clearance to be achieved in relation to the original ground surface.

- g) Recommendation as to the types of demining assets to be used.
- h) Quality requirements for the task.
- i) The 'Land Use' and 'Inspection Level' categories to be applied for inspections.
- j) An estimated duration for the task.
- k) Any task-specific requirements.

4.13 EOD Task Allocation

4.13.1 There will be no specific task allocation for EOD activities carried out as part of a demining operation. On those occasions when a specific EOD task is necessary, the following information shall be provided:

- a) Location of the task.
- b) Where applicable, a description of the item(s). Sketches or photographs shall be provided when available.
- c) Where applicable, the proximity of the item(s) to populated areas.
- d) Where applicable, the risk posed by the item(s).
- e) Any restrictions or limitations on the task.
- f) Details of any contact person or authority.
- g) The priority of the task or a required task completion time or date.
- h) Support arrangements including co-ordination with guides or security personnel if applicable.
- i) Reporting requirements.
- j) Administrative arrangements.

4.14 MRE Task Allocation

4.14.1 There may be occasions when MRE tasks are to be conducted as part of a larger, coordinated mine action activity. In such cases, the following tasking information shall be provided:

- a) The specific objectives of the MRE.
- b) The location of the MRE.
- c) The target audience of the MRE.
- d) Any task-specific requirements in terms of educational methodologies or materials.
- e) Any restrictions or limitations on the MRE.

- f) Relevant information gained from confirmation assessments, technical surveys or other sources.
- g) The timeframe and duration for the conduct of the MRE.
- h) Details of the contact person or authority.
- i) Co-ordination arrangements.
- j) Administrative arrangements.

4.15 Abandoned Explosive Ordnance (AXO) Disposal or Stockpile Destruction Task Allocation

4.15.1 When Abandoned Explosive Ordnance (AXO) disposal or stockpile destruction tasks are required, the following information shall be provided by the responsible authority (in this specific case the identified tasking authority is the UNDP Afghan New Beginning Programme).

- a) The location of the abandoned ordnance or stockpile.
- b) The types and quantities of mines or ordnance to be destroyed.
- c) The storage and security arrangements under which the mines or ordnance are currently held.
- d) The proximity of the cache or stockpile to local population centres.
- e) The infrastructure in the location of the cache or stockpile.
- f) The timeframe and estimated duration of the task.
- g) Reporting requirements.
- h) Security arrangements to be put in place while the task is conducted.
- i) Details of the contact person.
- j) Environmental considerations.
- k) Any restrictions or limitations on the task.
- l) Coordination arrangements.
- m) Administrative arrangements.
- n) The location of the nearest permanent disposal site and any limitations on the operations to be conducted there.

4.16 Inspection Teams Task Allocation

4.16.1 When tasking inspection teams to carry out inspections, the AMAC shall provide them with:

- a) Copies of the information provided in the relevant task dossier.
- b) For completed tasks, copies of the 'MACCA IMSMA Completion Reports'.