

Technical Note 01.10 / 01

Version 4.0

Guide to Technical Notes for Mine Action

*Technical notes
for mine action*



TNMA

Warning

This document is distributed for use by the mine action community, review and comment. Although in a similar format to the International Mine Action Standards (IMAS) it is not part of the IMAS Series. It is subject to change without notice and may not be referred to as an International Standard.

Recipients of this document are invited to submit, with their comments, notification of any relevant patent rights of which they are aware and to provide supporting documentation. Comments should be sent to mineaction@un.org with a copy to technical@gichd.ch.

The contents of this document have been drawn from a range of open source information, and have been technically validated as far as reasonably possible. Users should be aware of this limitation when utilising the information contained within this document. **They should always remember that this is an advisory document only; it is not an authoritative directive.**

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Foreword

Management practices and operational procedures for humanitarian mine action are constantly evolving. Improvements are made, and changes are required, to enhance safety and productivity. Changes may come from the introduction of new technology, in response to a new mine or UXO threat, and from field experience and lessons learned in other mine action projects and programmes. This experience and lessons learned should be shared in a timely manner.

Technical Notes provide a forum to share experience and lessons learned by collecting, collating and publishing technical information on important, topical themes, particularly those relating to safety and productivity. Technical Notes complement the broader issues and principles addressed in International Mine Action Standards (IMAS).

Technical Notes are not formally staffed prior to publication. They draw on practical experience and publicly-available information. Over time, some Technical Notes may be 'promoted' to become full IMAS standards, while others may be withdrawn if no longer relevant or if superseded by more up-to-date information.

Technical Notes are neither legal documents nor IMAS. There is no legal requirement to accept the advice provided in a Technical Note. They are purely advisory and are designed solely to supplement technical knowledge or to provide further guidance on the application of IMAS.

Technical Notes are compiled by the Geneva International Centre for Humanitarian Demining (GICHD) at the request of the United Nations Mine Action Service (UNMAS) in support of the international mine action community. They can be found on <http://www.mineaction.org/>

Introduction

Technical Notes are designed to supplement IMAS. Although they use the same format as IMAS for consistency and ease of use, their status is different. They should not be used as an alternative to IMAS, but are better used to make technical information or experience available to the user community. If, when drafting a TNMA, it is apparent that the subject should become an IMAS it should be passed to the IMAS Review Board for development as an IMAS and circulated for comments in draft form in the normal way.

This Technical Note explains the background, development, dissemination and implementation of Technical Notes within the humanitarian mine action community.

Guide to Technical Notes for Mine Action

1. Scope

This Technical Note defines the role of Technical Notes, and establishes the guiding principles for their proper and appropriate use by the following:

- a) international organisations;
- b) national mine action authorities;
- c) donors; and
- d) mine action organisations

They may assist in the planning and implementation of mine action activities at headquarters and field level.

2. Terms and definitions

A Technical Note is an advisory document to accompany or supplement an International Mine Action Standard (IMAS). It provides principles, advice and information relevant to a specific IMAS or technical subject.

Terms and definitions referred to in this Technical Note are at Annex A. The majority of terms and definitions used within Technical Notes will be identical to those in IMAS 04.10 - Glossary. Where there is a new term it will be clearly indicated and, where appropriate, included in the next revision of IMAS 04.10.

3. Purpose

Technical Notes are developed to improve safety and efficiency in mine action by providing guidance on technical issues or the interpretation of specific IMAS.

They are designed to enable the free exchange of important information, which may then be used to the benefit of all mine action programmes. They may assist in the refinement of a demining organisation's SOPs, but are not themselves an SOP.

4. Conformance

In Technical Notes, the words 'should' and 'may' are used to convey the intended degree of compliance. This use is consistent with the language used in ISO standards and guides.

In IMAS, 'shall' is used to indicate requirements, methods or specifications that are to be applied in order to conform to the standard. This term is **NOT** used in Technical Notes, as their contents are purely advisory.

'Should' is used to indicate the preferred requirements, methods or specifications. 'May' is used to indicate a possible method or course of action.

5. Formulation and compilation

Technical Notes are compiled by the GICHD at the request of UNMAS in support of the international mine action community. Any requests or suggestions for the compilation of a Technical Note should be sent to mineaction@un.org, copied to technical@gichd.ch.

Technical Notes are numbered to accompany the relevant IMAS that they either directly support, or provide technical information within a functional area covered by that IMAS.

6. Dissemination

Technical Notes are published at <http://www.mineaction.org/>.

Interested organisations can receive Technical Notes, as soon as they are published by registering with the JMU on technotes@jmu.edu. On receipt of a new Technical Note from the GICHD author, the JMU will then auto e-mail a copy to all organisations who have registered an interest.

Organisations without e-mail, or with unreliable e-mail, may receive their copies by fax from JMU. They should register for this service with JMU on (+1) (540) 568 8176. This dissemination method will use an electronic fax system.

7. Review and revision

Technical notes will be reviewed and revised on an annual basis. Only those technical notes that appear on the <http://www.mineaction.org/> website should be considered to be extant technical notes. A summary of the technical notes issued at the same time as this one is at Annex B.

8. Legal requirements

Technical Notes are neither legal documents nor IMAS. There is no legal requirement to accept the advice provided in a Technical Note. They are purely advisory and are designed solely to supplement technical knowledge or explain interpretation of IMAS.

9. Responsibilities

9.1. United Nations

The United Nations, as the custodians of the IMAS, have a responsibility to ensure that, where necessary, the relevant IMAS is supported by an explanatory Technical Note. They should also instigate the compilation of a Technical Note on receipt of lessons learned from field operations, or discovered as the result of an assessment mission.

9.2. National mine action authorities

National Mine Action Authorities should ensure that the managers of all local demining teams, NGOs or commercial companies are aware of the existence of this Technical Note.

9.3. Demining organisations

The management of local demining teams, NGOs or commercial companies should evaluate this Technical Note and incorporate the recommendations into their SOPs where necessary and appropriate. Where no national mine action authority exists, the management of demining organisations should ensure that all demining teams are aware of the recommendations contained in this Technical Note.

9.4. Geneva International Centre for Humanitarian Demining (GICHD)

The GICHD is responsible for the compilation, authorship and technical accuracy of the Technical Notes. The Technical Notes can be instigated by UN MAS, the GICHD or by request of a field operation.

9.5. JMU Humanitarian Demining Information Centre (HDIC)

On receipt of a Technical Note from the GICHD, the James Madison University (JMU) HDIC is responsible for the immediate dissemination of Technical Notes to those international organisations, national mine action authorities, demining organisations and NGOs who have registered for a copy. The TNMA should be published in such a way that it is accessible through <http://www.mineaction.org/>.

Annex A (Normative) Terms and definitions

A.1.1.

demining

the survey and subsequent clearance of contaminated land by the detection, removal or destruction of all mine and UXO hazards. Demining may be carried out by different types of organisations, such as NGOs, commercial companies, national mine action teams or military units. Demining may be emergency-based or developmental.

A.1.2.

demining organisation

refers to any organisation (government, NGO, military or commercial entity) responsible for implementing demining projects or tasks. The demining organisation may be a prime contractor, subcontractor, consultant or agent.

A.1.3.

standing operating procedures (SOPs)

standard operating procedures

instructions which define the preferred or currently established method of conducting an operational task or activity. Their purpose is to promote recognisable and measurable degrees of discipline, uniformity, consistency and commonality within an organisation, with the aim of improving operational effectiveness and safety. SOPs should reflect local requirements and circumstances.

A.1.4.

United Nations Mine Action Service (UNMAS)

the focal point within the UN system for all mine-related activities. UNMAS is the office within the UN Secretariat responsible to the international community for the development and maintenance of International Mine Action Standards (IMAS)

Annex B (Informative) Summary of technical notes

REFERENCE	TITLE	DATE
TN 01.10 / 01	Guide to Technical Notes	21 November 2002
TN 07.30 / 01	Accreditation Documentation	30 November 01
TN 08.20 / 01	PMN 3 - Technical Description	01 April 01
TN 09.10 / 01	PROM Detection Warning	01 August 01
TN 09.30 / 01	EOD Clearance of Armoured Fighting Vehicles	01 March 01
TN 09.30 / 02	Clearance of Depleted Uranium (DU) Hazards	21 November 2002
TN 09.30 / 03	Guidance for Liquid Propellants	08 January 02
TN 09.30 / 04	Fuel Air Explosive Systems	30 November 01
TN 09.30 / 05	YM-1B APM	16 July 2002
TN 09.50 / 01	Mechanical Guide	19 January 02
TN 10.10 / 01	Environmental Management	01 October 01
TN 10.20 / 01	Estimation of Explosion Danger Areas	01 March 01

The dates shown above relate to the latest issue of that particular TNMA. The first issue may well have been promulgated some time ago.