

# IMAS Mine Risk Education Best Practice Guidebook 12

## **GLOSSARY OF TERMS AND RESOURCES**

*International  
mine action standards*



*United Nations*

# **IMAS**

# **IMAS Mine Risk Education Best Practice Guidebook 12**

## **GLOSSARY OF TERMS AND RESOURCES**

*Geneva, November 2005*

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## Foreword

Over the last few years the mine action community has taken major steps towards professionalising its mine risk education (MRE) projects and programmes. A central element in that process has been the development of international standards for MRE by UNICEF, within the framework of the International Mine Action Standards (IMAS), maintained by the United Nations Mine Action Service (UNMAS). In October 2003, UNICEF completed seven MRE standards, which were formally adopted as IMAS in June 2004.

The MRE component of the IMAS outlines minimum standards for the planning, implementing, monitoring and evaluation of MRE programmes and projects. The IMAS are largely prescriptive, advising operators, mine action centres, national authorities and donors on *what* is necessary for the development and implementation of effective MRE programmes. They do not, however, guide stakeholders on *how* they might adapt their programmes and projects to be more compliant with the standards.

To facilitate the implementation of the MRE standards in the field, UNICEF entered into a partnership with the Geneva International Centre for International Demining (GICHD) to develop this series of *Best Practice Guidebooks* to provide more practical advice on how to implement the MRE standards. A total of 12 Guidebooks have been developed, using expertise from a variety of different people, countries and contexts. The Guidebooks address a wide range of areas covered by the MRE IMAS, including:

- ◆ How to support the coordination of MRE and the dissemination of public information;
- ◆ How to implement risk education and training projects;
- ◆ How to undertake community mine action liaison; and
- ◆ What elements should be considered to implement effective MRE projects in emergencies.

The primary aim of these Guidebooks is to provide practical advice, tools and guidance to undertake MRE programmes that are compliant with IMAS. They are

also meant to provide a framework for a more predictable, systematic and integrated approach to risk education, and are intended for use by anyone engaged in planning, managing or evaluating mine risk education programmes and projects, such as government ministries, mine action centres, United Nations agencies and bodies, and local and international organisations. Donors may also find them useful in assessing proposals for mine risk education projects and programmes.

But while the Guidebooks seek to provide practical advice for the design, implementation, monitoring and evaluation of programmes and projects, they remain general in nature and will need to be adapted to each new situation in its specific cultural and political context. UNICEF and the GICHD hope that they will prove a useful tool in making mine risk education more effective and efficient.

In addition to being distributed in hard copy, the *Best Practice Guidebooks* can be downloaded free of charge from the Internet at [www.mineactionstandards.org](http://www.mineactionstandards.org) as well as the GICHD website [www.gichd.ch](http://www.gichd.ch) and the UNICEF website [www.unicef.org](http://www.unicef.org).

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# Introduction

## Introduction to the Series

According to the IMAS, the term “mine risk education” refers to “*activities which seek to reduce the risk of injury from mines and ERW by raising awareness and promoting behavioural change, including public information dissemination, education and training, and community mine action liaison.*”<sup>1</sup> MRE is one of the five components of mine action. The others are: *demining* (i.e. mine and explosive remnants of war [ERW] survey, mapping, marking and clearance); *victim assistance*, including rehabilitation and reintegration; *advocacy* against the use of anti-personnel landmines; and *stockpile destruction*.<sup>2</sup>

The first two editions of the IMAS – in 1997 and 2000 – did not include MRE-specific standards and guides. In 2000, the United Nations Mine Action Service, the focal point for mine-related activities within the UN system, requested UNICEF to develop international standards for MRE. UNMAS is the office within the UN Secretariat responsible for the development and maintenance of international mine action standards. UNICEF is the primary actor within the UN in undertaking mine risk education.

In October 2003, UNICEF completed a set of seven MRE standards, which were formally adopted as IMAS in June 2004. The seven standards are as follows:

- ♦ *IMAS 07.11: Guide for the management of mine risk education;*
- ♦ *IMAS 07.31: Accreditation of mine risk education organisations and operations;*
- ♦ *IMAS 07.41: Monitoring of mine risk education programmes and projects;*
- ♦ *IMAS 08.50: Data collection and needs assessment for mine risk education;*
- ♦ *IMAS 12.10: Planning for mine risk education programmes and projects;*
- ♦ *IMAS 12.20: Implementation of mine risk education programmes and projects;* and

- ♦ *IMAS 14.20: Evaluation of mine risk education programmes and projects.*

To facilitate the implementation of the MRE standards in the field, in 2004 UNICEF contracted the Geneva International Centre for International Demining to develop a series of best practice guidebooks for MRE programmes and projects.<sup>3</sup> The following 12 *Best Practice Guidebooks* have been developed:

- ♦ *1: An Introduction to Mine Risk Education;*
- ♦ *2: Data Collection and Needs Assessment;*
- ♦ *3: Planning;*
- ♦ *4: Public Information Dissemination;*
- ♦ *5: Education and Training;*
- ♦ *6: Community Mine Action Liaison;*
- ♦ *7: Monitoring;*
- ♦ *8: Evaluation;*
- ♦ *9: Emergency Mine Risk Education;*
- ♦ *10: Coordination;*
- ♦ *11: The Collected IMAS on Mine Risk Education;* and
- ♦ *12: Glossary of Terms and Resources.*

The *Best Practice Guidebooks* seek to address the particular needs of MRE as an integral part of mine action. Each Guidebook is intended to serve as a stand-alone document, although some include cross-references to other Guidebooks or to other sources.

## Introduction to Guidebook 12

This Guidebook, number 12 of the Series, contains a glossary of terms and acronyms and a list of selected resources for MRE in support of all the IMAS Best Practice Guidebooks.

## Layout of the Guidebook

**Section 1** of the Guidebook includes IMAS definitions of key terms.

**Section 2** includes a glossary of acronyms.

**Section 3** contains a list of resources for mine risk education projects and programmes, including a selected bibliography and key websites.

**Section 4** provides details of selected organisations involved in MRE capacity-building and supporting the coordination of mine action.

## Endnotes

<sup>1</sup> IMAS 04.10, Second Edition, 1 January 2003 (as amended on 1 December 2004), 3.157.

<sup>2</sup> *Ibid.*, 3.147.

<sup>3</sup> For the purpose of the IMAS and these Guidebooks, a project is defined as an activity, or series of connected activities, with an agreed objective. A project will normally have a finite duration and a plan of work. An MRE programme is defined as a series of related MRE projects in a given country or area.

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# 1. IMAS definitions of key terms

## Abandoned Explosive Ordnance (AXO)

**explosive ordnance** that has not been used during an armed conflict, that has been left behind or dumped by a party to an armed conflict, and which is no longer under control of the party that left it behind or dumped it. Abandoned explosive ordnance may or may not have been primed, fuzed, armed or otherwise prepared for use. (CCW protocol V)

## accreditation

the procedure by which a **demining organisation** is formally recognised as competent and able to plan, manage and operationally conduct mine action activities safely, effectively and efficiently.

Note: For most mine action programmes, the **NMAA** will be the body which provides accreditation. International organisations such as the United Nations or regional bodies may also introduce accreditation schemes.

Note: ISO 9000 usage is that an '**Accreditation**' body accredits the 'Certification or Registration' bodies that award ISO 9000 certificates to organisations. The usage in IMAS is completely different to this, and is based on the main definition above, which is well understood in the mine action community.

## accreditation body

an organisation, normally an element of the **NMAA**, responsible for the management and implementation of the national **accreditation** system.

## advocacy

*in the context of mine action, the term refers to ... public support, recommendation or positive publicity with the aim of removing, or at least reducing, the **threat** from, and the **impact** of, **mines** and **UXO**.*

## Amended Protocol II (APII)

Amended Protocol II (APII) to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons which May be Deemed to be Excessively

Injurious or to have Indiscriminate Effects (CCW).

Note: It prohibits the use of all undetectable **anti-personnel mines** and regulates the use of wider categories of **mines**, **booby traps** and other devices. For the purposes of the IMAS, Article 5 lays down requirements for the **marking** and **monitoring** of **mined areas**. Article 9 provides for the recording and use of information on **minefields** and mined areas. The Technical Annex provides guidelines on, inter alia, the recording of information and international signs for minefields and mined areas.

**ammunition**

see **munition**

**anti-handling device**

a device intended to protect a **mine** and which is part of, linked to, attached or placed under the mine and which activates when an attempt is made to tamper with or otherwise intentionally disturb the mine. [MBT]

**Anti-Personnel Mine Ban Convention (APMBC)**

Ottawa Convention

Mine Ban Treaty (MBT)

Note: Provides for a complete ban on the use, stockpiling, production and transfer of anti-personnel mines (**APMs**) and on their destruction. For the purposes of **IMAS** documents, Article 5 of the APMBC lays down requirements for the destruction of APMs in mined areas. Article 6 details transparency measures required under the Treaty including information on the location of mined or suspected **mined areas** and measures taken to warn the local population.

**anti-personnel mines (APM)**

a **mine** designed to be exploded by the presence, proximity or contact of a person and that will incapacitate, injure or kill one or more persons.

Note: Mines designed to be detonated by the presence, proximity or contact of a vehicle as opposed to a person that are equipped with anti-handling devices, are not considered APM as a result of being so equipped. [MBT]

**area reduction**

the process through which the initial area indicated as contaminated (during any information gathering activities or surveys which form part of the **GMAA** process) is reduced to a smaller area.

Note: Area reduction may involve some limited **clearance**, such as the opening of access routes and the **destruction** of **mines** and **UXO** which represent an immediate and unacceptable **risk**, but it will mainly be as a consequence of collecting more reliable information on the extent of the **hazardous area**. Usually it will be appropriate to mark the remaining hazardous area(s) with **permanent** or **temporary marking systems**.

Note: Likewise, area reduction is sometimes done as part of the clearance operation.

**battle area clearance (BAC)**

the systematic and controlled clearance of hazardous areas where the **threat** is known not to contain **mines**.

**bomblet**

see **submunition**.

**booby trap**

an **explosive** or non-explosive device, or other material, deliberately placed to cause

casualties when an apparently harmless object is disturbed or a normally safe act is performed. [AAP-6]

### **cleared area**

cleared land

an area that has been physically and systematically processed by a **demining organisation** to ensure the removal and/or **destruction** of all **mine** and **UXO hazards** to a **specified depth**.

Note: IMAS 09.10 specifies the **quality system** (i.e. the organisation, procedures and responsibilities) necessary to determine that land has been cleared by the demining organisation in accordance with its contractual obligations.

Note: Cleared areas may include land cleared during the **technical survey** process, including **boundary lanes** and **cleared lanes**.

### **cluster bomb unit (CBU)**

an expendable aircraft store composed of a dispenser and **sub-munitions**. [AAP-6]

a bomb containing and dispensing sub-munitions which may be **mines** (anti-personnel or anti-tank), penetration (runway cratering) bomblets, fragmentation bomblets etc.

### **community liaison**

community mine action liaison

liaison with **mine/UXO** affected communities to exchange information on the presence and **impact** of mines and UXO, create a reporting link with the **mine action** programme and develop **risk reduction** strategies. Community mine action liaison aims to ensure community needs and priorities are central to the planning, implementation and **monitoring** of mine action operations.

Note: Community liaison is based on an exchange of information and involves communities in the decision making process (before, during and after **demining**), in order to establish priorities for mine action. In this way mine action programmes aim to be inclusive, community focused and ensure the maximum involvement of all sections of the community. This involvement includes joint planning, implementation, monitoring and **evaluation** of projects.

Note: Community liaison also works with communities to develop specific interim safety strategies promoting individual and community behavioural change. This is designed to reduce the impact of mines/UXO on individuals and communities until such time as the **threat** is removed.

### **deminer**

a person qualified and employed to undertake **demining** activities on a **demining worksite**.

### **demining**

humanitarian demining

activities which lead to the removal of **mine and UXO hazards**, including **technical survey**, mapping, **clearance**, **marking**, post-clearance documentation, **community mine action liaison** and the **handover** of **cleared land**. 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.

Note: in IMAS standards and guides, **mine** and **UXO clearance** is considered to be just one part of the demining process.

Note: in IMAS standards and guides, demining is considered to be one component of mine action.

Note: in IMAS standards and guides, the terms demining and humanitarian demining are interchangeable.

### **demining accident**

an **accident** at a **demining workplace** involving a **mine** or **UXO hazard** (c.f. **mine accident**).

### **demining incident**

an incident at a **demining workplace** involving a **mine** or **UXO hazard** (c.f. **mine incident**).

### **education**

the imparting and acquiring over time of knowledge (awareness or possession of facts, ideas, truths or principles), attitude and practices through teaching and learning. [Oxford Concise English Dictionary]

### **evaluation**

the analysis of a result or a series of results to establish the quantitative and qualitative effectiveness and worth of software, a component, **equipment** or system, within the environment in which it will operate.

Note: Definition when used in context of equipment test and evaluation.

a process that attempts to determine as systematically and objectively as possible the merit or value of an intervention.

Note: The word 'objectively' indicates the need to achieve a balanced analysis, recognising bias and reconciling perspectives of different stakeholders (all those interested in, and affected by programmes, including beneficiaries as primary stakeholders) through use of different sources and methods.

Note: Evaluation is considered to be a strategic exercise.

Note: Definition when used in relation to programmes. (*UNICEF Policy and Programming Manual*)

### **explosive ordnance (EO)**

all munitions containing **explosives**, nuclear fission or fusion materials and biological and chemical agents. This includes bombs and warheads; guided and ballistic missiles; artillery, mortar, rocket and small arms **ammunition**; all **mines**, torpedoes and depth charges; pyrotechnics; clusters and dispensers; cartridge and propellant actuated devices; electro-explosive devices; clandestine and improvised explosive devices; and all similar or related items or components explosive in nature. [AAP-6]

### **explosive ordnance disposal (EOD)**

the **detection**, identification, evaluation, **render safe**, recovery and **disposal** of EO. EOD may be undertaken:

- a) as a routine part of **mine clearance** operations, upon discovery of the **UXO**.
- b) to dispose of **UXO** discovered outside **mined areas**, (this may be a single **UXO**, or a larger number inside a specific area).
- c) to dispose of **EO** which has become **hazardous** by deterioration, damage or attempted **destruction**.

### **explosive remnants of war (ERW)**

Unexploded Ordnance (**UXO**) and Abandoned Explosive Ordnance (**AXO**). (CCW protocol V).

### **fuze**

a device which initiates an **explosive** train. [AAP-6]

### **general mine action assessment (GMAA)**

the continuous process by which a comprehensive inventory can be obtained of all reported and/or suspected locations of **mine** or **UXO** contamination, the quantities and types of **explosive hazards**, and information on local soil characteristics, vegetation and climate; and assessment of the scale and **impact** of the landmine problem on the individual, community and country.

### **GIS**

geographical (or geospatial) information system

an organised collection of computer hardware, software, geographic data, and personnel designed to efficiently capture, store, update, manipulate, analyse, and display all forms of geographically referenced information.

Note: GIS allows a user to graphically view multiple layers of data based on their geographic distribution and association. GIS incorporates powerful tools to analyse the relationships between various layers of information.

### **guide**

an IMAS guide provides general rules, principles, advice and information.

### **handover**

the process by which the beneficiary (for example, the **NMAA** on behalf of the local community or land user) accepts responsibility for the **cleared area**. The term “**alienation**” is sometimes used to describe a change of ownership of the land which accompanies the handover of a cleared area.

### **handover certificate**

documentation used to record the **handover** of **cleared land**.

### **humanitarian demining**

see **demining**. (In IMAS standards and guides, the terms demining and humanitarian demining are interchangeable.)

### **impact**

the level of social and economic suffering experienced by the community resulting from the **harm** or **risk** of harm caused by **mine** and **UXO hazards** and **hazardous areas**.

Note: **Impact** is a product of:

- a) the presence of mine/UXO hazards in the community;
- b) **intolerable risk** associated with the use of infrastructure such as roads, markets etc;
- c) intolerable risk associated with livelihood activities such as use of agricultural land, water sources etc; and
- d) number of victims of **mine** and **UXO incidents** within the last two years.

### **impact survey**

see **landmine impact survey (LIS)**

**IMSMA**

the Information Management System for Mine Action (IMSMA)

Note: This is the United Nation's preferred information system for the management of critical data in UN-supported field programmes. The Field Module (FM) provides for data collection, information analysis and project management. It is used by the staffs of **MACs** at national and regional level, and by the implementers of **mine action** projects – such as **demining organisations**.

**incident**

an event that gives rise to an **accident** or has the potential to lead to an accident.

**International Mine Action Standards (IMAS)**

documents developed by the UN on behalf of the international community, which aim to improve safety and efficiency in **mine action** by providing guidance, by establishing principles and, in some cases, by defining international requirements and specifications.

Note: They provide a frame of reference which encourages, and in some cases requires, the sponsors and managers of mine action programmes and projects to achieve and demonstrate agreed levels of effectiveness and **safety**.

Note: They provide a common language, and recommend the formats and rules for handling data which enable the free exchange of important information; this information exchange benefits other programmes and projects, and assists the mobilisation, prioritisation and management of resources.

**key informants**

individuals who have relatively good knowledge on the **hazardous areas** in and around their community.

Note: Key informants may include, but are not limited to, community leaders, mine-affected individuals, schoolteachers, religious leaders etc.

**landmine impact survey (LIS)****impact survey**

an assessment of the socio-economic **impact** caused by the actual or perceived presence of **mines** and **UXO**, in order to assist the planning and prioritisation of **mine action** programmes and projects.

**level 2 survey**

the term previously used for a **technical survey**.

**marking**

emplacement of a measure or combination of measures to identify the position of a **hazard** or the boundary of a **hazardous area**. This may include the use of signs, paint marks etc, or the erection of physical barriers.

**mine**

**munition** designed to be placed under, on or near the ground or other surface area and to be exploded by the presence, proximity or contact of a person or a vehicle. [MBT]

**mine accident**

an accident away from the **demining workplace** involving a **mine** or **UXO** hazard (c.f. **demining accident**).

### mine action

activities which aim to reduce the social, economic and environmental **impact** of **mines** and **UXO**.

Note: Mine action is not just about demining; it is also about people and societies, and how they are affected by landmine contamination. The objective of mine action is to reduce the risk from landmines to a level where people can live safely; in which economic, social and health development can occur free from the constraints imposed by landmine contamination, and in which the victims' needs can be addressed. Mine action comprises five complementary groups of activities:

- a) MRE;
- b) humanitarian demining, i.e. mine and UXO survey, mapping, marking and clearance;
- c) victim assistance, including rehabilitation and reintegration;
- d) stockpile destruction; and
- e) advocacy against the use of APM.

Note: A number of other enabling activities are required to support these five components of mine action, including: assessment and planning, the mobilisation and prioritisation of resources, information management, human skills development and management training, **QM** and the application of effective, appropriate and safe equipment.

### mine action centre (MAC)

#### mine action coordination centre (MACC)

an organisation that carries out **MRE** training, conducts reconnaissance of **mined areas**, collection and centralisation of mine data and coordinates local (**mine action**) plans with the activities of external agencies, of (mine action) NGOs and of local **deminers**. [UN Terminology Bulletin No. 349] For national mine action programmes, the MAC/MACC usually acts as the operational office of the **NMAA**.

#### mine action coordination centre (MACC)

see **mine action centre (MAC)**

### mine action organisation

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

### mine awareness

see **mine risk education (MRE)**.

### mine clearance

the clearance of **mines** and **UXO** from a **specified area** to a predefined standard.

### mine detection dog(s) (MDD)

a dog trained and employed to detect **mines**, **UXO** and other **explosive** devices.

### mine free

a term applied to an area that has been certified as clear of mines to a specified depth. Also applied to a country or an area that has not had a mine contamination problem.

### mine incident

an incident away from the demining workplace involving a **mine** or **UXO** hazard (c.f. **deminig incident**).

### mine risk

the probability and severity of physical injury to people, property or the environment caused by the unintentional **detonation** of a mine or UXO. [Adapted from ISO Guide 51:1999(E)]

### mine risk education (MRE)

activities which seek to reduce the risk of injury from mines/ERW by raising awareness and promoting behavioural change including **public information dissemination**, **education** and training, and **community mine action liaison**.

### mine risk reduction

those actions which lessen the probability and/or severity of physical injury to people, property or the environment. [Adapted from ISO Guide 51:1999(E)] Mine risk reduction can be achieved by physical measures such as **clearance**, fencing or marking, or through behavioural changes brought about by **MRE**.

### mine sign

a sign which, when placed as part of a **marking system**, is designed to provide warning to the public of the presence of **mines**.

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### mine threat

mine and UXO threat

an indication of the potential **harm** from the number, nature, disposition and detectability of **mines** and **UXO** in a given area.

### mined area

an area which is dangerous due to the presence or suspected presence of **mines**. [MBT]

### minefield

an area of ground containing **mines** laid with or without a pattern. [AAP-6]

### monitoring

*in the context of **mine action**, the term refers to ..... the authorised observation, inspection or assessment by qualified personnel of worksites, facilities, equipment, activities, processes, procedures and documentation without taking responsibility for what is being monitored. Monitoring is usually carried out to check conformity with undertakings, procedures or standard practice and often includes recording and reporting elements.*

*in the context of **MRE**, the term refers to ...the process of measuring or tracking what is happening. This includes:*

- a) measuring progress in relation to an implementation plan for an intervention – programmes/ projects/activities, strategies, policies and specific objectives.
- b) measuring change in a condition or set of conditions or lack thereof (e.g., changes in the situation of children and women or changes in the broader country context).
- c) definition from UNICEF Policy and Programming Manual.

### monitoring body

an organisation, normally an element of the **NMAA**, responsible for management and implementation of the national monitoring system.

### MRE organisation

any organisation, including governmental, non-governmental, civil society

organisations (e.g. women's union, youth union, Red Cross and Red Crescent societies), commercial entities and military personnel (including peacekeeping forces), which is responsible for implementing MRE projects or tasks. The MRE organisation may be a prime contractor, subcontractor, consultant or agent. The term 'MRE sub-unit' refers to an element of an organisation, however named, that is accredited to conduct one or more prescribed MRE activities such as a public information project, a schools-based education project or a community mine action liaison project evaluation.

### **MRE partner**

an institution or agent within the mine-affected community who is able to work with an MRE organisation to facilitate, establish and implement an MRE project.

### **munition**

a complete device charged with **explosives**, propellants, pyrotechnics, initiating composition, or nuclear, biological or chemical material for use in military operations, including **demolitions**. [AAP6]

Note: In common usage, 'munitions' (plural) can be military weapons, ammunition and equipment.

### **national mine action authority (NMAA)**

the government department(s), **organisation(s)** or institution(s) in each mine-affected country charged with the regulation, management and coordination of **mine action**.

Note: In most cases the national **MAC** or its equivalent will act as, or on behalf of, the NMAA.

Note: In certain situations and at certain times it may be necessary and appropriate for the UN, or some other recognised international body, to assume some or all of the responsibilities, and fulfil some or all the functions, of a NMAA.

### **personal protective equipment (PPE)**

all equipment and clothing designed to provide protection, which is intended to be worn or held by an employee at work and which protects him/her against one or more **risks** to his/her **safety** or **health**.

### **policy**

defines the purpose and goals of an organisation, and it articulates the rules, standards and principles of action which govern the way in which the organisation aims to achieve these goals.

Note: Policy evolves in response to strategic direction and field experience. In turn, it influences the way in which plans are developed, and how resources are mobilised and applied. Policy is prescriptive and compliance is assumed, or at least is encouraged.

### **post clearance inspection**

*in the context of **humanitarian demining**, the term refers to ...the process of measuring, examining, testing or otherwise comparing a sample of **cleared land** against the **clearance** requirements.*

### **pre-test**

a process at the start of a survey to validate clarity and appropriateness of the selected survey instrument.

### **prodding**

a procedure employed in the process of **demining** whereby ground is probed to detect the presence of sub-surface **mines** and/or **UXO** (c.f. **sapping**).

### programme

a group of projects or activities which are managed in a co-ordinated way, to deliver benefits that would not be possible were the projects and/or contracts managed independently.

### project

an endeavour in which human, material and financial resources are organised to undertake a unique scope of work, of given specification, within constraints of cost and time, so as to achieve beneficial change defined by quantitative and qualitative objectives.

### project management

the process by which a project is brought to a successful conclusion.

### public education

the process aimed at raising general awareness of the **mine** and **UXO** threat; through public information, formal and non-formal education systems.

Note: Public education is a mass mobilisation approach that delivers information on the mine/UXO threat. It may take the form of formal or non-formal education and may use mass media techniques.

Note: In an emergency situation, due to time constraints and the lack of available data, it is the most practical means of communicating safety information. In other situations it can support **community liaison**.

### public information dissemination

information concerning the **mine** and **UXO** situation, used to inform or update populations. Such information may focus on particular issues, such as complying with mine ban legislation, or may be used to raise public support for the mine action programme. Such projects usually include risk reduction messages, but may also be used to reflect national mine action policy.

### quality assurance (QA)

part of **QM** focused on providing confidence that quality requirements will be fulfilled. [ISO 9000:2000]

Note: The purpose of QA in **humanitarian demining** is to confirm that management practices and operational procedures for demining are appropriate, are being applied, and will achieve the stated requirement in a safe, effective and efficient manner. Internal QA will be conducted by **demining organisations** themselves, but external inspections by an external **monitoring body** should also be conducted.

### quality control (QC)

part of **QM** focused on fulfilling quality requirements. [ISO 9000:2000]

Note: QC relates to the *inspection* of a finished product. In the case of **humanitarian demining**, the 'product' is **safe cleared land**.

### quality management (QM)

coordinated activities to direct and control an organisation with regard to **quality**. [ISO 9000:2000]

### random sampling

selection of **samples** by a process involving equal chances of selection of each item.

Used as an objective or impartial means of selecting areas for **test** purposes.

### **research**

the systematic inquiry, examination and experimentation to establish facts and principles.

### **residual risk**

*in the context of **humanitarian demining**, the term refers to ..... the risk remaining following the application of all reasonable efforts to remove and/or destroy all **mine** or **UXO hazards** from a **specified area** to a **specified depth**. [Modified from ISO Guide 51:1999]*

### **risk**

combination of the probability of occurrence of **harm** and the severity of that **harm**. [ISO Guide 51:1999(E)]

### **risk assessment**

overall process comprising a **risk analysis** and a **risk evaluation**. [ISO Guide 51:1999(E)]

### **risk reduction**

actions taken to lessen the probability, negative consequences or both, associated with a particular **risk**.

### **specified depth**

*in the context of **humanitarian demining**, the term refers to ..... the depth to which a **specified area** is contracted or agreed to be cleared of **mine** and **UXO hazards**, as determined by the **NMAA** or an **organisation** acting on its behalf.*

### **standard**

a standard is a documented agreement containing technical specifications or other precise criteria to be used consistently as rules, guidelines, or definitions of characteristics to ensure that materials, products, processes and services are fit for their purpose.

Note: **Mine action standards** aim to improve safety and efficiency in mine action by promoting the preferred procedures and practices at both headquarters and field level. To be effective, the standards should be definable, measurable, achievable and verifiable.

### **standard operating procedures (SOPs)**

#### **standing operating procedures (SOPs)**

instructions which define the preferred or currently established method of conducting an operational task or activity.

Note: 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.

### **standards**

requirements, specifications or other precise criteria, to be used consistently to ensure that materials, products, processes and services are fit for their purpose.

Note: **Mine action standards** aim to improve safety and efficiency in mine action by promoting the preferred procedures and practices at both headquarters and field level.

### **standing operating procedures (SOPs)**

see **standard operating procedures (SOPs)**.

**stockpile**

in the context of *mine action*, the term refers to ..... a large accumulated stock of **EO**.

**stockpile destruction**

the physical destructive procedure towards a continual reduction of the national **stockpile**.

**submunition**

any **munition** that, to perform its task, separates from a parent munition. [AAP-6] **mines** or munitions that form part of a **CBU**, artillery shell or missile payload.

**survivor (landmine/UXO)**

persons either individually or collectively who have suffered physical, emotional and psychological injury, economic loss or substantial impairment of their fundamental rights through acts or omissions related to the use of mines and UXO. Mine survivors or victims include directly impacted individuals, their families, and communities affected by landmines and UXO.

**survivor assistance**

see **victim assistance**

**technical survey**

previously referred to as a Level 2 survey  
the detailed topographical and technical investigation of known or suspected **mined areas** identified during the planning phase. Such areas would have been identified during any information gathering activities or surveys which form part of the **GMAA process** or have been otherwise reported.

**unexploded ordnance (UXO)**

EO that has been primed, fuzed, armed or otherwise prepared for use or used. It may have been fired, dropped, launched or projected yet remains unexploded either through malfunction or design or for any other reason.

**United Nations Mine Action Service (UNMAS)**

the focal point within the UN system for all mine-related activities.

Note: UNMAS is the office within the UN Secretariat responsible to the international community for the development and maintenance of **IMAS**.

Note: UNICEF is the focal point for **MRE**, within the guidelines of UNMAS overall coordination.

**victim**

an individual who has suffered harm as a result of a **mine** or **UXO accident**.

Note: In the context of **victim assistance**, the term victim may include dependants of a mine casualty, hence having a broader meaning than survivor.

**victim assistance****survivor assistance**

refers to all aid, relief, comfort and support provided to victims (including survivors) with the purpose of reducing the immediate and long-term medical and psychological implications of their trauma.

**village demining**

self-supporting **mine** and/or **UXO clearance** and **hazardous area** marking, normally undertaken by local inhabitants, on their own behalf or the behalf of

their immediate community. Often described as a *self-help initiative or spontaneous demining*, village demining usually sits outside or in parallel with formal mine action structures, such as *demining* undertaken by militaries or *humanitarian demining* such as is supported by the UN, international and national non-governmental organisations, private enterprise and governments, among others.



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## 2. Glossary of acronyms

|       |  |
|-------|--|
| AMAC  | area mine action centre                                  |
| AO    | abandoned ordnance                                       |
| AXO   | abandoned explosive ordnance                             |
| BHMAC | Bosnia and Herzegovina Mine Action Centre                |
| CBMRE | community-based mine risk education                      |
| CBMRR | community-based mine risk reduction                      |
| CBO   | community-based organisation                             |
| CCW   | Convention on Certain Conventional Weapons               |
| CDC   | Centers for Disease Control                              |
| CLT   | community liaison team                                   |
| CMAA  | Cambodian Mine Action Centre Victim Assistance Authority |
| CMAC  | Cambodian Mine Action Centre                             |
| DCA   | Danish Church Aid  |
| DDC   | Danish Demining Group                                    |
| DPKO  | Department of Peacekeeping Operations (United Nations)   |
| EOD   | explosive ordnance disposal                              |
| EQUIP | Educational Quality Improvement Program                  |
| ERW   | explosive remnants of war                                |
| FGD   | focus group discussion                                   |
| GICHD | Geneva International Centre for Humanitarian Demining    |
| GIS   | geographic information system                            |
| GPS   | Global Positioning System                                |
| HALO  | Hazardous Area Life-Support Organisation                 |
| HI    | Handicap International                                   |

|         |   |
|---------|---|
| IACG-MA | Inter-Agency Coordination Group on Mine Action              |
| ICBL    | International Campaign to Ban Landmines                     |
| ICRC    | International Committee of the Red Cross                    |
| IDP     | internally displaced person                                 |
| IED     | improvised explosive device                                 |
| ILO     | International Labour Organisation                           |
| IMAS    | International Mine Action Standards                         |
| IMSMA   | Information Management System for Mine Action               |
| KAP     | Knowledge, Attitudes, Practices                             |
| KAPB    | Knowledge, Attitudes, Practices and Beliefs (or Behaviour)  |
| LFA     | logical framework analysis                                  |
| LSP     | Landmine and ERW Safety Project                             |
| MAC     | mine action centre  |
| MACG    | Mine Action Consultative Group (Afghanistan)                |
| MAG     | Mines Advisory Group  |
| MAPA    | Mine Action Programme for Afghanistan                       |
| MoU     | Memorandum of Understanding                                 |
| MoEYS   | Ministry of Education Youth and Sports (CAMBodia)           |
| MRE     | mine risk education   |
| MREC    | Mine Risk Education for Children (Cambodia)                 |
| MREWG   | Mine Risk Education Working Group                           |
| NGO     | non-governmental organisation                               |
| NMAA    | national mine action authority                              |
| NPA     | Norwegian People’s Aid                                      |
| ORSA    | Office of Rehabilitation and Social Affairs (Ethiopia)      |
| PLA     | participatory learning and action                           |
| PRA     | participatory rapid appraisal                               |
| PIO     | International Peace Research Institute                      |
| RaDo    | Relief and Development Organisation                         |
| RBM     | results-based management                                    |
| RTF     | rehabilitation task force                                   |
| SAC     | survey action center  |
| SOP     | standard operating procedure                                |
| ToT     | training of trainers  |
| UK      | United Kingdom  |
| UN      | United Nations  |
| UNDP    | United Nations Development Programme                        |
| UNDSS   | United Nations Department of Safety and Security            |
| UNHCR   | Office of the United Nations High Commissioner for Refugees |

|        |  |
|--------|--|
| UNICEF | United Nations Children’s Fund                     |
| UNMACA | United Nations Mine Action Centre for Afghanistan  |
| UNMAS  | United Nations Mine Action Service                 |
| UNOPS  | United Nations Office of Project Services          |
| US     | United States of America                           |
| USAID  | United States Agency for International Development |
| UXO    | unexploded ordnance                                |
| VVAF   | Vietnam Veterans of America Foundation             |
| WFP    | World Food Programme                               |
| WG     | working group                                      |
| WHO    | World Health Organization                          |



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## Selected key websites with MRE resources

- Child-to-Child Trust  
[www.child-to-child.org](http://www.child-to-child.org)
- E-MINE (Electronic Mine Information Network)  
[www.mineaction.org](http://www.mineaction.org)
- Federation of American Scientists (for details of weapons systems and their use)  
[www.fas.org](http://www.fas.org)
- GICHD  
[www.gichd.ch](http://www.gichd.ch)
- Handicap International  
[www.handicap-international.org](http://www.handicap-international.org)
- ICBL (International Campaign to Ban Landmines)  
[www.icbl.org](http://www.icbl.org)
- IMAS (International Mine Action Standards)  
[www.mineactionstandards.org](http://www.mineactionstandards.org)
- Landmine Monitor  
[www.icbl.org/lm](http://www.icbl.org/lm)
- MAIC (Mine Action Information Center at James Madison University, US)  
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[www.mag.org.uk](http://www.mag.org.uk)

Save the Children Sweden

*[www.childrightsbookshop.org](http://www.childrightsbookshop.org)*

UNICEF

*[www.unicef.org/emerg/index\\_landmines.html](http://www.unicef.org/emerg/index_landmines.html)*

The Mine Risk Education Discussion Group is a network of mine risk educators around the world sharing info and communicating MRE issues over the Internet. There are generally organised two or three meetings a year in connection with the Intersessional Standing Committees and Meetings of the State Parties of the Anti-Personnel Mine Ban Convention. To become a member of the group contact UNICEF on the following email: *[landmines@unicef.org](mailto:landmines@unicef.org)*.



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## 4. Organisations involved in capacity-building and supporting coordination

### 4.1 United Nations agencies

#### 4.1.1 UNMAS

UNMAS is a division of the Department of Peacekeeping Operations (DPKO), and is the focal point for mine action in the United Nations system. It seeks to ensure an effective, proactive and coordinated United Nations response to landmine contamination through collaboration with United Nations departments, agencies, funds and programmes.

UNMAS chairs the Inter-Agency Coordination Group on Mine Action (IACG-MA) and the Steering Committee for Mine Action at the working level, provides the secretariat for both bodies, and coordinates the preparation of the Secretary-General's report to the General Assembly on assistance in mine action and represents the United Nations Secretariat during the General Assembly deliberations on the item.

It coordinates the United Nations input to the Standing Committees of the Anti-Personnel Mine Ban Convention and meetings of the Convention on Certain Conventional Weapons. It coordinates threat-monitoring and inter-agency assessment missions. UNMAS coordinates the development and monitoring of all United Nations mine action policy and strategy documents. UNMAS also ensures that mine action concerns are raised and addressed in all relevant United Nations fora.

In United Nations-managed programmes, UNMAS coordinates the planning for the transfer of programme management responsibilities to national authorities. In cooperation with other United Nations mine action team members, UNMAS may advise governments on the development of national and local mine action institutions and legislation and assist in the development of a capacity- and institution-building plan.<sup>1</sup>

### 4.1.2 UNDP

The United Nations Development Programme provides comprehensive support to national mine action programmes in the full range of mine action activities, at the request of mine-affected States. Through its country offices and the Mine Action Team of its headquarters-based Bureau for Crisis Prevention and Recovery, UNDP assists mine-affected countries to establish or strengthen national/local mine action programmes to undertake all elements of mine action.

UNDP Country Offices coordinate UNDP's mine action efforts, and support coordination efforts among the mine action and wider development community, at the country level in accordance with arrangements laid down in the 2005 United Nations policy. UNDP's Mine Action Team coordinates UNDP's global mine action efforts which involves liaising with other parts of the organisation and partners such as other IACG-MA members, the donor community, regional organisations, domestic and international NGOs, and the private sector in order to address the full range of humanitarian and development consequences of landmine and ERW contamination.<sup>2</sup>

### 4.1.3 UNICEF

UNICEF is a primary UN actor in MRE. It is responsible for developing international standards and guides on MRE, and resource mobilisation. UNICEF also provides technical support to coordinating bodies and implementing organisations.

UNICEF works in MRE at the international level and through its country programmes. UNICEF may on occasion form part of the UN mine action coordinating body. In addition to MRE, UNICEF supports victim assistance, including victim surveillance, and conducts advocacy. The UNICEF Landmines Team has offices in New York.

### 4.1.4 Other UN bodies

The **Office of the United Nations High Commissioner for Refugees** (UNHCR) may also implement MRE through implementing partners for refugees who may be at risk either in the host country or when they return home.

The **World Health Organization** (WHO) has the mandate for victim assistance. WHO supports the development of policies and standards for mine action information and information systems insofar as they relate to victim assistance.

The **United Nations Office of Project Services** (UNOPS) is a principal provider of mine action technical and management services within the UN system.

## 4.2 Other international organisations engaged in mine action

It is not possible to provide information on all the organisations involved in supporting MRE programmes. However, there are a number of possibilities for

support both to national coordination bodies, and in the implementing of MRE programmes. International NGOs may implement MRE directly, or they may support national partners.

### 4.2.1 Academic and technical institutions

#### Geneva International Centre for Humanitarian Demining (GICHD)

*www.gichd.org*

The GICHD conducts research, provides operational assistance through guides, training, workshops, and assessments, often on behalf of the United Nations. National governments may also make direct requests for assistance. GICHD has a budget to cover its own costs of providing such support. GICHD also works in support of the Anti-Personnel Mine Ban Convention, hosting an Implementation Support Unit. It aims to contribute to the formulation and development of coherent strategies and procedures in mine action. GICHD develops the IMSMA system in cooperation with UNMAS and other users.

#### Cranfield University

*www.rmcs.cranfield.ac.uk*

Cranfield Mine Action is incorporated within the Cranfield University Resilience Centre. The purpose of Centre is *“to improve the capacity of organisations to respond to emergency and disruptive challenges – whether natural, accidental or deliberate – through the provision of relevant education, training, research and operational support”*.

#### James Madison University

*www.hdic.jmu.edu*

The Mine Action Information Center at James Madison University has the mandate to collect, process, analyse and disseminate information for mine action. It also hosts conferences and publishes the Journal of Mine Action. It maintains a website with resources for mine action professions. It also conducts studies and surveys.

#### PRIO (International Peace Research Institute, Oslo)

*www.prio.no*

PRIO's Assistance to Mine-Affected Communities project (AMAC) undertakes studies of communities affected by landmines, with the aim of exploring the potential offered by local resources and local competence in humanitarian mine action (HMA). AMAC works in close partnership with HMA practitioners, both in order to learn from their experiences and to engage in a dialogue that can have an immediate impact on their field operations.

### 4.2.2 The Red Cross Movement

#### International Committee of the Red Cross (ICRC)

*www.icrc.org*

The ICRC has a mine action unit, which works in partnership with national Red Cross and Red Crescent societies to implement mine risk education and victim

assistance services. ICRC provides funding and training to support national society volunteer programmes.

Its objectives are:

- ♦ To reduce the risk of civilian casualties in the mine-contaminated areas;
- ♦ To reinforce existing MRE programmes in an effective manner;
- ♦ To encourage and promote MRE as a national society activity in mine-affected countries;
- ♦ To carry out assessments and surveys to determine the feasibility of and need for additional projects and, if appropriate, to support them; and
- ♦ To actively engage in advocacy of the Anti-Personnel Mine Ban Convention.

The ICRC also has a Mines/ Arms Unit within its Legal Division which has responsibility for all legal issues relating to conventional and non-conventional weapons.

### 4.2.3 **International non-governmental organisations (including MRE)**

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#### **Danish Church Aid**

*www.dca.dk*

DanChurchAid (DCA) conducts demining, mine risk education and broader rehabilitation and development programmes.

#### **Danish Demining Group (DDG)**

*www.danishdemininggroup.dk*

DDG conducts demining and mine risk education.

#### **HALO Trust**

*www.halotrust.org*

The HALO Trust is a British mine action organisation that conducts demining programmes and some MRE.

#### **Handicap International (HI)**

*www.handicap-international.org*

Handicap International France and Handicap International Belgium, in particular, provide support to landmine survivors through orthopaedic and rehabilitation projects. They also implement MRE and humanitarian demining and participate in landmine impact surveys.

#### **International Campaign to Ban Landmines (ICBL)**

*www.icbl.org*

The ICBL is a network of more than 1,400 NGOs in 90 countries working for a global ban on landmines. The ICBL's online Index on Landmines is a comprehensive guide to landmine resources on- and off the Internet.

#### **International Save the Children Alliance**

*www.savethechildren.org*

Within the International Save the Children Alliance, Save the Children

Sweden and Save the Children US, in particular, have been active in community-based MRE programmes for children.

#### **InterSOS**

*www.intersos.org*

InterSOS is an Italian NGO which conducts emergency relief work. It also conducts demining and mine risk education.

#### **Mines Advisory Group (MAG)**

*www.mag.org.uk*

Mines Advisory Group, a UK-based NGO, conducts mine action, including survey, clearance and mine risk education, and has a particular focus on community liaison in its work. As well as running its own programmes in several countries, MAG works with other partners, such as the UN and other development agencies. There is a focus on developing and assisting national capacities.

#### **Norwegian People's Aid (NPA)**

*www.npaid.org*

NPA is a humanitarian organisation which includes mine action among its many activities. It conducts clearance, MRE, victim assistance and advocacy.

#### **Survey Action Centre (SAC)**

*www.sac-na.org*

SAC implements the landmine impact surveys (LIS). These surveys will allow greater prioritisation of mine action efforts, including MRE, and further integration of the various mine action sectors.

#### **Vietnam Veterans of America Foundation (VVAf)**

*www.vvaf.org*

VVAf's Information Management and Mine Action Programme (iMMAP) provides technical assistance in identifying landmine clearance and other public health priorities in post-war environments. It conducts landmine impact surveys and provides technical support to information management departments of MACs. VVAf also has post-conflict rehabilitation programmes for people who suffer from disabilities.

There are also many local NGOs around the world engaged in many aspects of mine action, including MRE.

## **Endnotes**

<sup>1</sup> For further information on the roles and responsibilities of all United Nations agencies see United Nations (2005).

<sup>2</sup> *Idem*.





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