

# IMAS 07.31

First Edition  
23 December 2003  
Incorporating amendment number(s) 1 & 2

---

## Accreditation of mine risk education organisations and operations

---

---

Director,  
United Nations Mine Action Service (UNMAS),  
2 United Nations Plaza, DC2-0650  
New York, NY 10017  
USA

Email: [mineaction@un.org](mailto:mineaction@un.org)  
Telephone: (1 212) 963 1875  
Fax: (1 212) 963 2498

### **Warning**

This document is current with effect from the date shown on the cover page. As the International Mine Action Standards (IMAS) are subject to regular review and revision, users should consult the IMAS project website in order to verify its status at (<http://www.mineactionstandards.org/>, or through the UNMAS website at <http://www.mineaction.org>).

### **Copyright notice**

This UN document is an International Mine Action Standard (IMAS) and is copyright protected by the UN. Neither this document, nor any extract from it, may be reproduced, stored or transmitted in any form, or by any means, for any other purpose without prior written permission from UNMAS, acting on behalf of the UN.

This document is not to be sold.

Director  
United Nations Mine Action Service (UNMAS)  
2 United Nations Plaza, DC2-0650  
New York, NY 10017  
USA

Email: [mineaction@un.org](mailto:mineaction@un.org)  
Telephone: (1 212) 963 1875  
Fax: (1 212) 963 2498

## Contents

Contents .....	iii
Foreword .....	v
Introduction .....	vi
Accreditation of mine risk education organisations and operations .....	1
1. Scope .....	1
2. References .....	1
3. Terms, definitions and abbreviations .....	1
4. Accreditation .....	2
5. General Requirements .....	2
5.1. Basic considerations .....	2
5.2. The accreditation process .....	3
5.2.1. Application for accreditation .....	3
5.2.2. Desk (provisional) assessment of the application .....	3
5.2.3. On-site assessment .....	4
5.3. Extending or modifying an accreditation .....	5
5.3.1. Modification or changes in the management system .....	5
5.3.2. Modification or changes in the operational procedures .....	5
5.3.3. Changes to the Mine Risk Education (MRE) project .....	5
5.4. Monitoring .....	6
5.5. Suspension and termination of accreditation agreements .....	6
5.5.1. Suspension .....	6
5.5.2. Termination .....	6
6. Accreditation body - general obligations .....	7
6.1. General .....	7
6.2. Independence, impartiality and integrity .....	7
6.3. Confidentiality .....	7
6.4. Organisation and management .....	7
6.5. Management system .....	7
6.6. Personnel .....	8
6.7. Accreditation methods and procedures .....	8
6.8. Records .....	8
6.9. Appeals .....	8
7. Guiding principles .....	8
7.1. Stakeholder involvement .....	8
7.2. Coordination .....	8
7.3. Integration .....	8
7.4. Community participation and empowerment .....	9
7.5. Information management and exchange .....	9
7.6. Appropriate targeting .....	9
7.7. Education .....	9
7.8. Training .....	9
8. Areas of responsibility .....	9
8.1. United Nations .....	9
8.2. National Mine Action Authority (NMAA) .....	9
8.3. Accreditation body .....	10
8.4. MRE organisation .....	10

8.5. Donors.....	10
Annex A (Normative) References.....	12
Annex B (Informative) Terms, definitions and abbreviations .....	13
Annex C (Informative) The staffing process for accreditation .....	16
Amendment record.....	17

## Foreword

International standards for humanitarian mine clearance programmes were first proposed by working groups at an international technical conference in Denmark, in July 1996. Criteria were prescribed for all aspects of mine clearance, standards were recommended and a new universal definition of 'clearance' was agreed. In late 1996, the principles proposed in Denmark were developed by a UN-led working group and the International Standards for Humanitarian Mine Clearance Operations were developed. A first edition was issued by the UN Mine Action Service (UNMAS) in March 1997.

The scope of these original standards has since been expanded to include the other components of mine action and to reflect changes to operational procedures, practices and norms. The standards were re-developed and renamed as International Mine Action Standards (IMAS).

The United Nations has a general responsibility for enabling and encouraging the effective management of mine action programmes, including the development and maintenance of standards. UNMAS, therefore, is the office within the United Nations responsible for the development and maintenance of IMAS. IMAS are produced with the assistance of the Geneva International Centre for Humanitarian Demining.

The work of preparing, reviewing and revising IMAS is conducted by technical committees, with the support of international, governmental and non-governmental organisations. The latest version of each standard, together with information on the work of the technical committees, can be found at <http://www.mineactionstandards.org/>. Individual IMAS are reviewed at least every three years to reflect developing mine action norms and practices and to incorporate changes to international regulations and requirements.

## Introduction

Most National Mine Action Authorities (NMAA) already apply some form of accreditation procedures. The form and extent of such accreditation varies from country to country, but the aim is similar - to establish and confirm the quality of mine action organisations. The aim of this standard is to apply a similar accreditation requirement to the Mine Risk Education (MRE) component of mine action. This applies whether the organisation is conducting MRE within an integrated mine action programme or as a stand-alone activity. The goal is to promote a common and consistent approach that will encourage MRE organisations to develop and demonstrate a broadly similar quality of management practices and operational capabilities, regardless of their size or experience.

There are obvious operational, logistic and administrative advantages in combining the national accreditation and monitoring bodies into one overall 'quality assurance and control' body. This should be considered by the NMAA.

---

# Accreditation of mine risk education organisations and operations

## 1. Scope

This standard provides specifications and guidelines for the implementation of a system for the accreditation of Mine Risk Education (MRE) organisations and their operations.

## 2. References

A list of normative references is given in Annex A. Normative references are important documents to which reference is made in this standard and which form part of the provisions of this standard.

## 3. Terms, definitions and abbreviations

In IMAS, the words 'shall', '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:

- a) 'shall' is used to indicate requirements, methods or specifications that are to be applied in order to conform to the standard.
- b) 'should' is used to indicate the preferred requirements, methods or specifications.
- c) 'may' is used to indicate a possible method or course of action.

The term 'Mine Risk Education' (MRE) refers to activities which seek to reduce the risk of injury from mines/UXO by raising awareness and promoting behavioural change; including public information dissemination, education and training, and community mine action liaison.

The term 'National Mine Action Authority (NMAA)' refers to the government department(s), organisation(s) or institution(s) in each mine-affected country charged with the regulation, management and co-ordination of mine action. In most cases the national Mine Action Centre (MAC) or its equivalent will act as, or on behalf of, the 'NMAA'. 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 of the functions, of a NMAA.

The term 'MRE organisation' refers to 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 peace-keeping 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.

The term 'project' refers to an activity, or series of connected activities, with an agreed objective. A project will normally have a finite duration and a plan of work. The resources needed to successfully accomplish the objective will normally be defined and agreed before the start of the project.<sup>1</sup>

---

1. In mine action, the method of defining the objective, the means of achieving the objective and the resources needed are usually referred to as a 'project proposal' or 'project document'.

The term 'programme' implies the medium to long-term activities of an organisation in the fulfilment of its vision and strategic objective. A mine action programme consists of a series of related mine action projects. Similarly, an MRE programme consists of a series of related MRE projects.

A list of terms, definitions and abbreviations used in this Guide is given in Annex B. A complete glossary of all the terms, definitions and abbreviations used in the IMAS series of standards is given in IMAS 04.10.

## **4. Accreditation**

This standard makes a distinction between organisational accreditation and operational accreditation.

**Organisational accreditation** is the procedure by which an MRE organisation is formally recognised as competent and able to plan and manage MRE activities safely, effectively and efficiently. 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. Accreditation will be given to the in-country headquarters of an organisation for a finite duration, normally for a period of two to three years or as long as they remain operational or active.

**Operational accreditation** is the procedure by which an MRE organisation is formally recognised as competent and able to carry out particular MRE activities; this may sometimes be referred to as certification in order to distinguish between an organisation's accreditation to work in a country and its accreditation for certain distinct tasks. Each operational accreditation shall refer to the capabilities required to carry out a particular MRE function (or component) such as community liaison, public information dissemination, or education and training activities. The granting of such operational accreditation assumes that the capability will not change beyond the scope or intention of the original accreditation.

In most situations it will be appropriate to award accreditation in two stages. The first stage involves a provisional desk assessment by the NMAA or its agent based on documentary evidence presented by the MRE organisation, such as curricula, organisational charts, management and training qualifications and proven experience. The second stage involves an on-site assessment to confirm that, curricula, materials and procedures are being used as intended, and that MRE activities are being conducted in a safe, effective and efficient manner.

## **5. General Requirements**

### **5.1. Basic considerations**

The basic considerations for obtaining and retaining MRE accreditation are that:

- a) the applicant shall be competent to apply the general provisions of IMAS and/or relevant national standards and the specific provisions of the NMAA, including financial and insurance requirements;
- b) organisational accreditation will only be granted to a MRE organisation so long as it remains in conformity with IMAS and/or national standards and regulations; and
- c) operational accreditation will only be granted to an accredited organisation and its MRE sub-units, however named, which are within the scope of the operational accreditation agreement and are in conformity with IMAS and/or national standards and regulations.

Accreditation may in practice be incorporated in the tendering process for mine action contracts, especially where a two stage contractual process is being used, when organisational accreditation will become a major component of the pre-selection process.



## 5.2. The accreditation process

A summary of the accreditation process is shown in outline in Annex C, and is described in detail below.

### 5.2.1. Application for accreditation

The MRE organisation should submit an initial application in accordance with instructions issued by the NMAA or its agents.

### 5.2.2. Desk (provisional) assessment of the application

On receipt of the application and accompanying documentation from the MRE organisation, the NMAA shall confirm receipt of the application, and if necessary shall request the applicant to provide further information.

For organisational accreditation, the desk (provisional) assessment shall be carried out by the NMAA or its agents. This assessment should consider the applicant's:

- a) organisational structure and proposed representation in country, including arrangements to use sub-contractors and joint ventures. Recognition should be given to other existing accreditations held by the organisation.
- b) formal qualifications and practical experience of its management team gained on previous mine action programmes. Recognition should be given to the membership of relevant, recognised professional institutes or bodies.
- c) financial situation;
- d) freedom from any outstanding or pending legal actions, or any pending disputes with the contracting authority;
- e) planning and project management capabilities;
- f) logistic planning procedures, including equipment procurement, evaluation, maintenance and repair;
- g) financial planning and control procedures;
- h) information management systems and mapping;
- i) management training schemes and employee skills development programmes;
- j) safety and occupational health (S&OH) policy;
- k) insurance cover, both staff medical insurance and third party liability;
- l) Quality Management (QM) systems; and
- m) participation in other accreditation schemes which demonstrate the effectiveness of its quality management system.

For operational accreditation, the desk (provisional) assessment should consider:

- a) the sub-unit(s)'s organisational structure;
- b) human skills (formal qualifications and experience of its operational and support staff);

- c) operational procedures and guidelines (which will be referred to as SOPs). The nature of MRE organisations is such that it may be necessary or more appropriate to review project plans rather than SOPs. In such cases, the project review should assess whether:
- (1) the project reflects a consideration of all phases of the project cycle.
  - (2) the project is based on an adequate needs assessment.
  - (3) there is a consideration of stakeholders at the national, organisational and community level.
  - (4) the project is context specific and supported by an adequate information management system.
  - (5) the project has a clearly identified mission, objectives, activities and indicators.
  - (6) the educational component of the project adequately reflects consideration of organisational safety, safety messages and training, where applicable.
  - (7) the educational methodology and materials are appropriate.
  - (8) The norms identified in IMAS key principles are represented in the context of the project.
- d) worksite S&OH procedures and practices;
- e) previous accreditation or certification obtained by the sub-unit which demonstrate the effectiveness of its operational capabilities; and
- f) additional requirements of the NMAA (such as the use of sub-contractors and local staff).

If the NMAA is not satisfied that all the requirements for accreditation have been met, the MRE organisation should be informed as soon as possible, and reasons given for its unsuccessful application. Whenever possible, the applicant should be given the opportunity to take corrective action.

If the MRE organisation is unable to satisfy the requirements for accreditation and is unable to take corrective action within a reasonable time, then the application should be terminated and the MRE organisation should be informed.

### **5.2.3. On-site assessment**

The purpose of the on-site assessment is to confirm that the management practices and operational procedures proposed by the MRE organisation in its application are being applied in a safe, effective and efficient manner.

- a) The on-site assessment shall be carried out by the NMAA or its agents. The assessment should include:
  - b) visits to management and administrative offices or facilities;
  - c) visits to all sub-unit locations including proposed working areas;
  - d) observing sub-units in their final phase of training;
  - e) observing and recording the field testing and evaluation of materials and equipment;

- f) observing and recording actual MRE activities; and
- g) observing level of community involvement and mine action integration throughout the project life.

There will usually be a delay between the desk (provisional) assessment and the on-site (confirmatory) assessment. In this situation the NMAA should issue a provisional accreditation until the full accreditation process has been completed. Subject to the conditions of the provisional accreditation, it may be necessary for the MRE organisation to commence work prior to the on-site (confirmatory) assessment.

### **5.3. Extending or modifying an accreditation**

#### **5.3.1. Modification or changes in the management system**

If during the mine action programme the management of the MRE organisation intends, or is required to make major or significant changes (for whatever reason) to its management structure which could impact on its management capability, the NMAA or its agent may require an extension or revision of the accreditation. For this reason, the accredited organisation shall inform the NMAA of any substantial intended modification to its management system, or other changes that may affect compliance with its accreditation. The NMAA shall determine whether the announced changes require any form of re-assessment, either desk or on-site.

#### **5.3.2. Modification or changes in the operational procedures**

In the same way, the accredited organisation shall inform the NMAA of any intended modification to the operational procedures of one or more of its sub-units, or of the introduction of new or modified methodologies or materials. The NMAA or its agent shall determine whether the announced changes require a desk or on-site re-assessment.

If the changes are minor and are consistent with IMAS and/or national standards, then no further action should be necessary.

If the changes are significant, then the NMAA should consider conducting an on-site assessment. If the changes are substantial and the conditions and scope of the operational accreditation are no longer valid, then the NMAA should require the MRE organisation to request new operational accreditation as defined in clause 5.2 above.

#### **5.3.3. Changes to the Mine Risk Education (MRE) project**

The accredited organisation shall inform the NMAA of any intended changes to its plan. If the same operational procedures and the same programme of activities apply then no further action should be necessary.

If the changes are significant, then the NMAA should consider conducting an on-site assessment. If the changes are substantial and the conditions and scope of the original operational accreditation are no longer valid, then the NMAA should require the mine risk education organisation to request a new accreditation as defined in clause 5.2 above.

## **5.4. Monitoring**

The NMAA shall monitor the accredited MRE organisation and its sub-units to confirm that the management systems and operational procedures are consistent with the terms of the accreditation. Such monitoring should be random, non-intrusive and should not interfere with the conduct of the MRE activities. The frequency of monitoring should be dependent on the task and the previous performance of the MRE organisation; it should be agreed between the NMAA and the MRE organisation. Monitoring conducted by a NMAA should be more of a QA of the MRE methods and materials than of the impact and effectiveness of MRE in terms of the national mine action programme – which is addressed as part of national evaluation (see IMAS 14.20). The NMAA may appoint a body to carry out the monitoring on its behalf. Any monitoring body appointed by the NMAA shall be adequately staffed, equipped and trained to monitor the MRE organisation and its sub-units in an effective and appropriate manner. Monitoring of MRE organisations is covered in detail in IMAS 7.41.

The accredited organisation shall be informed of the results of all monitoring in a timely and appropriate manner.

## **5.5. Suspension and termination of accreditation agreements**

### **5.5.1. Suspension**

The NMAA may suspend an accreditation of a MRE organisation or one of its sub-units for a limited period, for example in the following cases:

- a) if monitoring shows non-compliance with the requirements of the accreditation agreement which is of a nature that would not warrant cancellation of the accreditation; or
- b) in the case of improper use of the accreditation agreement; or
- c) in the event of failure to disclose major and significant management or operational changes.

### **5.5.2. Termination**

The NMAA may terminate an accreditation in the following cases:

- a) if the accredited organisation goes out of business; or
- b) if the accredited organisation does not wish to prolong the accreditation agreement; or
- c) if the requirements or provisions of standards or laws are changed and the accredited organisation cannot or will not ensure compliance with the new requirements or provisions; or
- d) if monitoring reveals that non-compliance with the accreditation agreement is of a serious nature, such as repeated violations of the provisions for S&OH; or
- e) if inadequate measures are taken following the suspension of an accreditation.

Serious non-compliance may include the repeated failure to apply accredited management systems or operational procedures, the refusal to allow monitoring or inspection to take place, the interference with monitoring or inspections or the inclusion of inaccurate information in training or educational materials which may place the local population at unacceptable risk. Before the termination of an accreditation agreement, the NMAA shall determine measures to be taken to correct the inaccurate and/or misleading information previously provided to the community. The responsibility for doing so will either lie with the MRE organisation or the NMAA. The responsibilities should be specified in their contract.

## **6. Accreditation body - general obligations**

### **6.1. General**

The NMAA shall establish an accreditation body. The accreditation body, however named, shall have the necessary documentation that describes its responsibilities, the methods to be used in the accreditation process, and the technical scope of its activities.

### **6.2. Independence, impartiality and integrity**

The personnel of the accreditation body shall be free from any political, commercial, financial and other pressures, which might affect their judgement. Policies and procedures shall be implemented to ensure that persons or organisations external to the accreditation body cannot influence the results of inspections, evaluations or monitoring carried out by the accreditation body.

The accreditation body and its staff shall not engage in any activities that may conflict with their independence of judgement and integrity in relation to their inspection, evaluation or monitoring activities. All interested parties shall have access to the services of the accreditation body. The procedures under which the body operates shall be administered in a non-discriminatory manner.

### **6.3. Confidentiality**

The accreditation body shall ensure confidentiality of information obtained in the course of its activities. Proprietary rights shall be protected. In practice, the proceedings of the accreditation body will not be released to anyone but the NMAA, although reasons for non-compliance with accreditation requirements may be made known to applicants.

### **6.4. Organisation and management**

The accreditation body shall have an organisation that enables it to maintain the capability to perform its technical functions quickly and satisfactorily. The body shall have a person designated as responsible for managing the MRE accreditation process, who is suitably qualified, and is experienced in MRE and the operation of the accreditation process and who has overall responsibility for ensuring that the accreditation activities are carried out in accordance with IMAS and other relevant standards. This 'MRE' manager should if possible be a permanent employee, but in the early stages of a mine action programme may be a suitably qualified consultant.

The accreditation body shall develop and maintain documented procedures. Where the accreditation body also supplies inspection and monitoring services, the relationship between its functions shall be clearly defined.

### **6.5. Management system**

The accreditation body shall define and document its management system and procedures (including its internal QM systems) and shall ensure that its management policy is understood and its procedures are implemented and maintained at all levels in the organisation. Where its systems and procedures affect the conduct of the mine action programme, the working relationship between the body and the MRE organisation should be agreed, and may form part of the contractual arrangements.

The management of the accreditation body shall designate a person who, irrespective of other duties, shall have defined authority and responsibility for QA within the accreditation body. This person shall have direct access to the most senior executive of the NMAA.

## **6.6. Personnel**

The accreditation body shall have a sufficient number of permanent personnel with the range of expertise required to carry out its normal functions.

## **6.7. Accreditation methods and procedures**

The accreditation body shall establish and maintain procedures for desk assessments and inspections defined in the requirements of this standard and other relevant standards against which conformity shall be determined.

## **6.8. Records**

The accreditation body shall prepare and maintain records of all assessments and inspections, and any information needed to understand and interpret them. All records shall be safely stored for a period of at least five years, held secure and in confidence to the applicant, unless otherwise required by law.

## **6.9. Appeals**

The NMAA shall establish a fair and impartial system to enable MRE organisations to appeal against decisions of the accreditation body that it feels are unfair, or when new evidence comes to light.

The appeals system shall include the use of independent arbitration.

## **7. Guiding principles**

All IMAS are shaped by five guiding principles, as explained in IMAS 07.11, the *Guide for the management of MRE* and in more detail in IMAS 01.10, the *Guide for the application of IMAS*. In addition, the series of MRE standards are based on a set of requirements and principles for MRE which are considered for each phase of the project cycle and provide a framework for the layout of the standard. Each of these requirements is addressed in turn below to provide guidance for the accreditation of MRE organisations and operations.

### **7.1. Stakeholder involvement**

When reviewing an MRE organisation's project plan with a view to awarding accreditation, the accreditation body should establish whether the project plan shows that all relevant stakeholders will be involved in each stage of the MRE project cycle.

### **7.2. Coordination**

When reviewing an MRE organisation's project plan with a view to awarding accreditation, the accreditation body should establish whether the project plan states how the MRE organisation intends to co-ordinate its MRE activities with the relevant national and local government authorities, as well as with other mine action, humanitarian and development organisations.

### **7.3. Integration**

When reviewing an MRE organisation's project plan with a view to awarding accreditation, the accreditation body should establish whether the project plan states how the MRE organisation intends to integrate its activities within the wider national mine action programme, where one exists or with other planned and on-going mine action, humanitarian or development activities.

#### **7.4. Community participation and empowerment**

MRE organisations seeking accreditation should ensure a level of involvement in the MRE project by members of the affected communities. Plans should include strategies to develop the participation of affected communities in the prioritisation and planning process of all mine action activities.

#### **7.5. Information management and exchange**

A key element of any project is the management of information. MRE organisations seeking accreditation should have an information management system in place and demonstrate the capacity to develop and manage information.

MRE organisations should demonstrate their use of reliable secondary sources where possible to avoid duplication and excess data collection burden on affected communities.

#### **7.6. Appropriate targeting**

MRE organisations seeking accreditation should demonstrate that their project(s) will effectively address the needs of vulnerable groups and show clear objectives related to specific target groups.

#### **7.7. Education**

The accreditation process should ensure that all safe behaviour messages that are incorporated in MRE projects are appropriate, accurate and do not encourage unsafe behaviour.

An organisation seeking accreditation shall demonstrate the capacity to use educational tools and methodologies that meet certain basic standards regarding learning materials, learning methods etc. that are appropriate for the MRE activity planned, e.g. public information dissemination or schools based training. The requirement for a refreshment of educational skills should be assessed on a regular basis.

#### **7.8. Training**

MRE organisations seeking accreditation shall include a training plan for their staff and partner organisations. This should include training in S&OH, and landmine safety<sup>2</sup>.

### **8. Areas of responsibility**

#### **8.1. United Nations**

The United Nations, may in certain situations and at certain times assume some or all of the responsibilities, and fulfil some or all of the functions, of a NMAA, including the responsibility for accreditation. In such cases the UN should provide appropriate technical support including suitably qualified personnel, experienced in MRE.

#### **8.2. National Mine Action Authority (NMAA)**

The NMAA, or an organisation acting on its behalf shall:

- a) establish a system for the accreditation of MRE organisations and operations;
- b) specify the national standards and provide guidelines for the accreditation of MRE organisations and operations;

---

2. Landmine Safety Handbook, UNMAS.

- c) monitor the work of the accreditation body, ensure that the system is being applied in a fair and equitable manner, and that accreditation does not interrupt or delay MRE operations; and
- d) ensure appropriate follow-up action is taken on the accreditation body's recommendations.

The NMAA, or an organisation acting on its behalf, should:

- a) accredit and appoint an accreditation body; and
- b) conduct periodic external QA audits on the accreditation body.

### **8.3. Accreditation body**

The accreditation body shall:

- a) gain (from the NMAA) accreditation to operate as an accreditation body;
- b) accredit MRE organisations and their sub-units;
- c) assess applications in a timely manner, ensuring that delays do not impact unnecessarily on the operational effectiveness of the applicants. It may be appropriate to consider granting provisional accreditation if delay cannot be avoided; and
- d) accredit and make available documentation about site visits and inspections as required by the NMAA.

### **8.4. MRE organisation**

The organisation undertaking MRE shall:

- a) apply appropriate management practices and operational procedures to facilitate MRE;
- b) maintain and make available all necessary documentation, curricula, reports, records and other data on MRE activities to the accreditation body; and
- c) provide the accreditation body with access to all sites, buildings, activities and other facilities, which need to be visited as part of the monitoring requirement.

In the absence of a NMAA or authorities, the MRE organisation should assume additional responsibilities. These include, but are not restricted to:

- a) agree with the donor a system of accrediting the MRE organisations and operations in accordance with IMAS; and
- b) assist the host nation, during the establishment of a NMAA, in framing national standards for accreditation.

### **8.5. Donors**

When the contract or other formal agreement has been prepared by a donor organisation, it shall be responsible for including the national accreditation requirements. If a NMAA does not exist, then the donor should include accreditation requirements established by the UN or some other appropriate international body. In such cases the accreditation requirements should be based on this IMAS.



Donors should:

- a) validate the need for standards by including them in project specifications. This is particularly important in an emergency situation of direct allocation of funds to agencies from donors. In such a situation the donor should ensure the minimum accreditation standards are identified in the project proposal;
- b) consider accreditation before release of projects funds; and
- c) assist in the process of accreditation where possible.

## **Annex A (Normative) References**

The following normative documents contain provisions, which, through reference in this text, constitute provisions of this part of the standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this part of the standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid ISO or EN:

- a) IMAS 01.10 Guide for the application of IMAS;
- b) IMAS 04.10 Glossary of mine action terms, definitions and abbreviations;
- c) IMAS 07.11 Guide for the management of mine risk education;
- d) IMAS 07.42 Monitoring of MRE programmes and projects;
- e) IMAS 08.10 General mine action assessment;
- f) IMAS 08.50 Data collection and needs assessment for mine risk education;
- g) IMAS 10.10 Safety and occupational health - General requirements;
- h) IMAS 12.10 Planning for mine risk education programmes and projects;
- i) IMAS 12.20 Implementation of mine risk education programmes and projects; and
- j) IMAS 14.20 Evaluation of mine risk education programmes and projects.

The latest version/edition of these references should be used. GICHD hold copies of all references used in this standard. A register of the latest version/edition of the IMAS standards, guides and references is maintained by GICHD, and can be read on the IMAS website ([www.mineactionstandards.org](http://www.mineactionstandards.org)). National employers, mine action authorities, and other interested bodies and organisations should obtain copies before commencing mine action programmes.

## **Annex B** (Informative) **Terms, definitions and abbreviations**

### **B.1.** **audit**

a timely process or system inspection to ensure that specifications conform to documented quality standards. An audit highlights discrepancies between the documented standards and the standards followed and might also show how well or how badly the documented standards support the processes currently followed.

### **B.2.** **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 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.

### **B.3.** **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 organizations, 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.

### **B.4.** **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: IMAS 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.

**B.5.**

**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]

**B.6.**

**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.

**B.7.**

**mine awareness**

part of Mine Risk Education (MRE).

**B.8.**

**Mine Risk Education (MRE)**

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

**B.9.**

**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 peace-keeping 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 a mine action MRE 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 liaison project evaluation.

**B.10.**

**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.

**B.11.**  
**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 the 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.

**B.12.**  
**Unexploded Ordnance (UXO)**

explosive ordnance 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.

















**B.13.**  
**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.

## Annex C (Informative) The staffing process for accreditation

Process description	Responsibility		
	Mine risk education organisation	Accreditation body	Mine action Authority
Submit application for accreditation of mine risk education organisation and sub units			
Acknowledge receipt of application			
Conduct desk assessment based on information submitted with application			
Does application and supporting information meet the accreditation requirements?			
Notify applicant of additional information needed to process the application			
Applicant provides additional information			
Prepare plan for on-site visits and assessments			
Conduct on-site assessments			
Does mine risk education organisation meet the accreditation requirements?			
Advise the applicant of corrective action required			
Carry out corrective action to meet accreditation requirements.			
Complete assessments required for accreditation			
Does mine risk education organisation meet the accreditation requirements?			
Prepare and sign accreditation agreement			
Terminate application for accreditation			
Monitor mine risk education organisation and sub units for compliance with the accreditation agreement			

**Legend**

Document		Process		Decision	
Document (multiple)		Multiple responsibility		Connector	