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Monitoring of mine risk education programmes and projects

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Foreword

In July 1996, international standards for humanitarian mine clearance programmes were proposed by working groups at a conference in Denmark. 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 into *International Standards for Humanitarian Mine Clearance Operations*. A first edition of these standards was issued by the UN Mine Action Service (UNMAS) in March 1997.

This IMAS reflects changes to operational procedures, practices and norms that have occurred over the past three years. The scope of these standards has been expanded to include the other components of mine action, in particular those of mine risk education and victim assistance.

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 is the office within the United Nations Secretariat responsible for the development and maintenance of international mine action standards (IMAS).

The work of preparing, reviewing and revising these standards 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/>. IMAS will be reviewed at least every three years to reflect developing mine action norms and practices, and to incorporate changes to international regulations and requirements.

Introduction

Monitoring is a process of tracking and measuring progress and change¹. It should not be limited to measuring and reporting on the achievement of set implementation objectives (progress), but should trigger the evaluation and revision process to reflect changing needs of the affected communities and/or local circumstances (change).

Monitoring should be conducted both internally by the MRE implementing organisation and externally by or on behalf of the national mine action authority. Monitoring shall involve an assessment of the implementing organisation's capabilities (people, procedures, materials and methods) and how these capabilities are being applied. Monitoring should also involve an assessment of the social and physical environment in which MRE takes place: noting changes in priorities, the nature of the mine/UXO threat, target groups, behaviour and so on. External monitoring should complement the MRE organisation's own internal quality management processes - but it should never replace the organisation's responsibility for ensuring the proper application, suitability and effectiveness of its MRE programme or project.

Monitoring functions are an essential component of any project cycle, and should be carried out continuously by all organisations involved in the implementation of mine risk education. Monitoring at the operational level ensures that programmes and projects are operating according to established plans and standards and that methods and methodologies are regularly updated.

Most national mine action authorities apply some form of external monitoring of demining organisations but to a lesser extent with MRE organisations and operations. The form and extent of such monitoring varies from country to country, but the aim should be similar – to confirm that MRE organisations are implementing projects according to the approved plan and the terms of their accreditation, including the application of approved operational procedures and the provision of agreed outputs. Monitoring essentially involves observation, recording and reporting. Monitoring is essential for evaluation to take place.

This standard provides an internationally consistent framework for the monitoring of MRE programmes and projects.

1. *International Guidelines for landmine and unexploded ordnance awareness education*, UNICEF

Monitoring of mine risk education programmes and projects

1 Scope

This standard provides guidelines for monitoring mine risk education (MRE) programmes and MRE projects.

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 and definitions

In the IMAS series of standards, the words 'shall', 'should' and 'may' are used to indicate the intended degree of compliance. This use is consistent with the language used in the International Organization for Standardisation (ISO)'s standards and guidelines.

- 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 educational 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 '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 'national mine action authority or authorities' 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 national mine action authority. 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 national mine action authority. In such cases the UN should provide appropriate technical support including suitably qualified personnel, experienced in mine risk education.

The term 'monitoring body' refers to an organisation, normally an element of the national mine action authority, responsible for the management and implementation of a national monitoring system.

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.²

2. In mine action, the method of defining the objective, the means of achieving the objective and the resources needed is 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 and definitions used in this Guide is given in Annex B. A complete glossary of all the terms and definitions used in the IMAS series of standards is given in IMAS 04.10.

4 Monitoring

Monitoring is defined as the periodic oversight of a process, or the implementation of an activity, which seeks to establish the extent to which input deliveries, work schedules, other required actions and targeted outputs are proceeding according to plan, so that timely action can be taken to correct the deficiencies detected. Monitoring is a process of tracking or measuring what is happening. Monitoring includes the following:

- a) Internal monitoring of systems and operational procedures in relation to the implementation plan for the project.
- b) External monitoring of organisations to ensure that they are consistent with the terms of accreditation; and
- b) Monitoring change in the mine/UXO threat and the environment (i.e. changes to initial assumptions regarding target groups, the mine/UXO threat or the broader country context, such as the security situation).

5 General principles

Monitoring is a "critical management tool"³, at all levels, and an essential part of the MRE project cycle. Monitoring systems should be included in the project plan and built to be sustainable. Monitoring is essential for evaluation to take place. Monitoring should take into consideration both the progress made by MRE organisations against stated project objectives; and the change in nature of the environment and the threat from mines and UXO. These are described in more detail below.

5.1 Monitoring progress

Monitoring the progress of MRE projects will ensure that accredited organisations maintain the necessary competency to implement an effective MRE project according to their approved plan and accreditation. Monitoring should be conducted internally by the MRE organisation as part of its internal quality management processes and externally by the national mine action authority, or an organisation acting on its behalf.

5.1.1 Internal monitoring

The MRE organisation should monitor its own project progress, ensuring the application of safe, effective and efficient operational procedures in accordance with the objectives stated in the plan. Monitoring progress involves an examination of the MRE organisation's capability (people, equipment and procedures) and observation on how this capability is being applied.

Likewise, the national mine action authority should monitor MRE within its own national mine action programme.

5.1.2 External monitoring

External monitoring together with accreditation, provides the national mine action authority and donors with the necessary confidence that the MRE activities have been carried out safely and effectively, using appropriate messages, methodologies and techniques in accordance with the approved project plan and, where applicable, the MRE organisation's contractual obligations.

3. Source: UNICEF, *Programme Policy and Procedures Manual*, 2001

External monitoring complements the MRE organisation's own internal monitoring. It effectively 'monitors the monitors', verifying that the MRE organisation's internal quality management processes are appropriate and are being applied. It should not replace the MRE organisation's responsibility for ensuring the application of safe, effective and efficient operational procedures.

Monitoring should be used, particularly at the beginning of an MRE project as on-site verification, which is part of the accreditation of an MRE organisation. Guidance on accreditation of MRE organisations is given in IMAS 07.31.

5.2 Monitoring change

Most mine action projects are conducted within a changing environment. Some of these changes may be due to external factors, such as an influx of returnee populations or the recurrence of mine-laying in certain areas. Others may be caused by mine action interventions. And some changes may be needed to initial planning assumptions following the collection and assessment of more data.

Within this dynamic environment there will be some significant changes in the knowledge, attitude and behaviour of target groups. MRE projects should routinely monitor these changes, and compare them against baseline survey information, such as data obtained from the initial data collection and needs assessment.

Change should be monitored by the national mine action authority at the national level and by the MRE implementing organisations in their areas of operation.

6 General requirements

6.1 Monitoring systems

The national mine action authority shall appoint a 'monitoring body',⁴ responsible for the management and implementation of a national monitoring system. Equally MRE organisations should ensure the development of appropriate internal monitoring mechanisms and systems. Both the monitoring body and internal monitoring mechanisms are responsible to monitor MRE process and progress against the terms of accreditation and against project work-plans and objectives, as well as changes in the MRE environment (see clause 5.2).

The role and responsibilities of the monitoring body, in regard to external monitoring, should be defined in the contract or other formal agreement between the mine action authority and MRE organisations.

6.1.1 Reporting

The national mine action authority shall develop a reporting system for the reporting of MRE activities and should involve MRE implementing organisations in the process of developing the system.

MRE implementing organisations shall fulfil the requirements of the reporting system and report on MRE activities accordingly.

The national mine action authority should compile the reports and should ensure that the information collected is shared with relevant stakeholders.

6.1.2 Site visits to MRE organisations

Site visits should be well prepared. Prior to any visits the monitoring body should have read

- a) all relevant documentation including the contract and accreditation agreements;
- b) documented management practices and operational procedures;

⁴ In many circumstances the monitoring body may consist of the same personnel as the accreditation body.

- c) MRE activity reports from previous visit reports by the monitoring body;
- d) any other information which may be relevant and assist the monitoring body develop a plan and programme for its site visit.

Prior to the visit, the monitoring body should inform the MRE organisation of the objectives and programme, and any preparation required (such as ensuring the availability of certain documents or key staff). The actual date and timings of site visits may be given in advance or visits may be unannounced. Both have advantages and disadvantages. Unannounced visits tend to observe MRE organisations in their normal working mode, but such visits may be disruptive and key members of staff may be absent. Announced visits tend to be more productive and less disruptive, but some problems may be hidden from the monitoring body. A combination of both may be appropriate.

6.2 External Monitoring

6.2.1 General

The national mine action authority shall monitor the MRE organisation and/or MRE 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 planned 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 national mine action authority and the MRE organisation during the accreditation process.

On-site monitoring should include:

- a) visits to management, logistic and administrative offices;
- b) observing staff and volunteer training;
- c) visits to MRE workplaces within communities, such as schools, churches, theatres, and residential areas affected by local demining activities;
- d) observing MRE activities in progress;
- e) observing the level of community involvement within the community liaison function, and assessing its impact on demining activities in progress;
- f) recording evidence of behaviour changes;
- g) and if appropriate, observing the field testing and evaluation of MRE materials.

6.2.2 Training of MRE staff

Staff and volunteer training should be monitored to ensure that participants are developing an accurate and thorough understanding of the material covered. If needed, appropriate changes should be made to the training

6.2.3 Workplace safety

IMAS 10.10 provides guidance on safety and occupational health in mine action. It is relevant to all mine actions organisations, including MRE organisations.

Monitoring activities should not expose data collection teams or the community to unnecessary risk. This includes the risks associated with mines and UXO and the risk associated with investigating/ sharing information on sensitive issues. In particular, MRE personnel who are conducting community liaison activities around a demining worksite, shall not enter the worksite area or direct other people to do so.

All monitoring staff shall have landmine safety training before conducting monitoring.

The importance of gathering and using information deriving from the local community knowledge about the level of danger in an area should be recognised.

MRE organisations shall consider safety aspects in their internal monitoring of activities.

An individual monitor shall have the responsibility to stop operations at the workplace if individual safety or the safety of the MRE team or other individuals has been placed at risk. The monitor shall record the reasons for doing so, compile any evidence and immediately inform the monitoring body and the MRE organisation headquarters. Operations should only then recommence once all the safety faults have been rectified.

6.2.4 Community liaison

Community liaison is an integral part of the demining process and as such should be assessed by the same body that monitors demining. (See IMAS 07.40)

6.2.5 MRE materials

The monitoring body should continually assess the suitability and effectiveness of MRE materials in accordance with national and IMAS. When materials are used by MRE organisations they should be monitored to ensure they are the same as those which were accredited.

6.2.6 MRE activities

When monitoring MRE organisations, the monitoring body should observe MRE activities to ensure that they are consistent with the MRE organisations SOPs and/or project plan, which were submitted as part of the accreditation process. Where specialist methods are being used, such as the use of child to child teaching techniques, the monitoring body shall include staff with the necessary specialist knowledge.

6.3 Reporting

The monitoring body shall provide reports to the national mine action authority in accordance with the national reporting system and make recommendation as necessary (see paragraph 6.1.1) Wherever possible, the head of the monitoring body should debrief the head of the organisation or sub-unit being monitored, on site, prior to departure, drawing attention to any major concerns, particularly those involving safety. A monitoring report should be completed at the site, and the MRE organisation should be invited to comment and propose corrective actions.

6.4 Corrective action

If no consensus can be found during an external visit, the monitoring body should prepare and submit a written report in accordance with national standards. Ideally, this should be within five working days. Reports should be copied to the monitored MRE organisation. Reports should normally be 'in-confidence' at this stage, especially if they criticise the MRE organisation's management and/or operational activities.

Any problems identified by the monitoring body should be addressed by the MRE organisation. If the problems are sufficiently serious, the MRE organisation should be invited to present its corrected management or operational procedures to the national mine action authority, and demonstrate that it is in full compliance with the stated requirements.

7 Process

Internal and external monitoring and the monitoring of change should be an on-going process. The development of monitoring systems should be guided by the following principles:

- a) Monitoring systems should be kept simple to be sustainable;
- b) Data collection should be focused on those activities and aspects of the project that may have an impact on achieving the desired end state;

- c) In order to be useful, data collection and analysis should feed into decision-making events, such as management meetings, periodic reviews, programme and funding cycles, and national events outside the context of the project.

To ensure that monitoring continues throughout the MRE project cycle, adequate resources should be given for monitoring at the inception of all MRE projects. The monitoring plan should be developed during the planning phase.

Data gathered during the monitoring process should be compared with baseline survey data and MRE project's objectives. This should be achieved by:

- a) monitoring all elements of the process (i.e. inputs, outputs and impact) at regular intervals;
- b) ensuring indicators are easily measurable and do not incur unnecessary costs.

Monitoring functions should not be limited to measuring the achievement of set objectives, but should trigger evaluation and revision processes when it becomes necessary to reassess such objectives.

Monitoring should lead to action, and recommendations arising from monitoring activities should be used to revise and plan activities to improve performance in the short term and influence the impact of the project in the longer term.

8 Guiding principles

As explained in the "Guide for the Management of Mine Risk Education" (IMAS 07.11), the series of standards for MRE are based on a set of requirements or principles for MRE, which are considered at each phase of the project cycle and provide a framework for the layout of the standards. Each of these requirements are addressed in turn below to provide guidance for the monitoring of MRE.

8.1 Stakeholder involvement

A broad range of stakeholders, including communities, civil protection, Red Cross and Red Crescent societies, non-governmental organisations, government agencies, institutions and donors, may be involved directly and indirectly in the monitoring process.

8.2 Coordination

Monitoring should take advantage of existing data collection systems as much as possible.

- a) Data collection systems should be integrated to include mine action specific systems as well as those from other sectors, such as health education, social services, and law enforcement;
- b) The creation of parallel monitoring systems that duplicate information collection and analysis activities should be avoided. Ad-hoc external parallel information systems may undermine sub-national or national co-ordination. This is particularly relevant in the emergency phase.

8.3 Integration

An ongoing integrated monitoring system shall be established at the national level. Such a system:

- a) should ensure that the national mine action programme continues to be responsive to the needs and priorities of the affected population, taking into account changes in mine action activities as well as external changes;
- b) may promote the integration of monitoring activities across different sectors (e.g. health, education, public works);

- c) shall include a quality management process run by the national mine action authority that not only focuses on the quality of the projects being implemented, but also ensures the integration of other mine action and humanitarian activities with mine risk education to ensure that risks are reduced to communities through the provision of adequate assistance in terms of clearance, marking or MRE. (Monitoring, for example, that community liaison is taking place before, during and after demining and putting in place an information exchange system at the national level to ensure that information generated through monitoring is captured and shared.)
- d) should ensure that information on mine incidents/victims deriving from monitoring is linked to mine action and other development activities, either to confirm the presence of dangerous areas or to add to the known database of dangerous areas.

8.4 Community participation and empowerment

The affected communities should be actively involved in monitoring, wherever possible, to provide feedback on the effectiveness of the MRE activity. In order to ensure such involvement:

- a) Monitoring tools should be designed in a way that takes into account the community's concerns and experiences;
- b) Tools should be put in place for gathering information on MRE initiatives established by the community itself;
- c) Monitoring activities, may use community-based reporting systems, as a tool to further empower affected communities and grant them ownership of the MRE project. The development of measurement indicators and collection of data by members of affected communities should enable the objectives and appropriateness of the MRE project to be reviewed at the community level. A supporting system should be established by the monitoring organisation to ensure that community based reporting systems are adequate, reliable and sustainable.

8.5 Information management and exchange

Methods and tools chosen for monitoring should be transparent and should ensure the validity, reliability and objectivity of the results. In this regard:

- a) Data collection and other monitoring activities should be limited to those that are directly relevant to project needs, for example in terms of coverage and level of detail;
- b) Monitoring should be objective, and the analysis and gathering of data should not be influenced by special interest groups;
- c) Ongoing quality control of information delivery (by animators, MRE committees, etc.) should be practised and should examine the appropriateness, relevance, effectiveness, and coverage of such activities.

Data analysis should be kept as simple as possible. Analysis for monitoring should generally be descriptive and straightforward. Clear procedures and methods should be established to ensure that data from different sources can be understood by all relevant parties.

Information that is relevant for the national mine action plan should be shared with the coordinating bodies and through established systems, such as national information management systems. The following points should be considered with regard to information management as it pertains to monitoring at the national level:

- a) National authorities should establish and manage integrated information management systems for mine action (e.g., IMSMA) that facilitate monitoring processes;
- b) Implementing agencies should regularly share information from their monitoring systems;
- c) Results from different projects' monitoring efforts should be integrated to provide a national indication of total results;
- d) Geographical Information Systems (GIS) systems may be employed to facilitate integration and use of data if the capacity exists;

- e) Agencies should have access to the information contained in national databases. Issues of confidentiality and security should be taken into account when disclosing data.

8.6 Appropriate targeting

Monitoring (both at the project and national level) should assess if appropriate targeting is being achieved and maintained. The following should be considered:

- a) The target groups identified during the assessment and planning phases should be reviewed (and changed, if necessary) as part of the monitoring process;
- b) Careful consideration should be given to which target groups need to be examined during the monitoring process (e.g., during data collection, analysis, and reporting);
- c) Data should be disaggregated by gender, age, occupation, geographic region and any other relevant categories;
- d) Monitoring should help ensuring that coverage is appropriate, both geographically and in terms of the affected population;
- e) Monitoring systems should assess the level of comprehension of MRE messages by the various target groups to ensure it is appropriate;
- f) Village demining activities should be monitored at the community level and at the national level by the national mine action authority to identify trends and needs of the community;
- g) Monitoring activities should take into consideration the needs and experiences of mine/UXO survivors;
- h) Monitoring should take into account information about victims and mine/UXO incidents. It may be necessary to directly interview survivors, families and communities in order to obtain this data. However, when possible, the monitoring process should draw from existing information in order to avoid subjecting survivors to unnecessary interviews and stress;
- i) Where appropriate, monitors should make findings on survivors available to agencies and institutions tracking and providing services to survivors;
- j) Monitoring may make recommendations on reviewing and improving messages related to survivors in co-ordination with service providers.

8.7 Education

MRE methodologies, tools, materials and messages should be continuously revised according to the results of monitoring activities to ensure that they remain appropriate and relevant.

8.8 Training

See Clause 6.2.2

9 Areas of Responsibility

Where specific roles and responsibilities are not identified, the reader should refer to IMAS 07.11: *Guide for the management of mine risk education*.

9.1 United Nations

If requested, United Nations agencies shall support national mine action authority in developing standards for monitoring and, where applicable, shall make available information needed for national monitoring systems.

In certain situations and at certain times the UN may assume some or all of the responsibilities, and fulfil some or all of the functions, of a national mine action authority, including the responsibility for monitoring.

9.2 National mine action authority

The national mine action authority, or an organisation acting in this capacity, shall monitor the national programme and its own activities and in doing so:

- a) shall ensure that the national plan is respected and carried out by all institutional and implementing partners;
- b) should ensure that the information deriving from monitoring is acted upon when necessary (e.g. by triggering revision mechanisms / evaluation);
- c) shall monitor the changes in the national mine action context and facilitate the exchange of resulting information;
- d) shall establish national information systems (e.g. IMSMA or other appropriate database) that can be updated with information from monitoring reports from organisations;
- e) shall monitor changes in the general operating environment by collecting, analysing and disseminating information deriving from MRE surveillance systems and from other relevant sectors (e.g. victim assistance);
- f) should put in place mechanisms, including the appointment of a 'monitoring body', to monitor the activities of implementing organisations;

Note: Information to be gathered from such mechanisms may include: where and when the organisations are implementing activities, what kind of projects they are implementing, and what is the level of integration with other mine action activities. This monitoring should include quality assurance assessments of the messages and methodology of organisations;

- g) should ensure that all MRE implementing organisations have appropriate monitoring systems in place;
- h) shall monitor the integration of mine action activities, to establish, for example, if MRE takes place before, during and after demining within the community liaison function;
- i) shall ensure the correct handling of reports and respect both principles of transparency and of confidentiality, and provide feedback on information from monitoring systems;
- j) shall release monitoring information in accordance with ethical guidelines.

9.3 Mine risk education organisations

The organisation undertaking mine risk education:

- a) shall develop at the outset of every project, and implement throughout the course of the project, a detailed plan for monitoring (both internal monitoring and monitoring change in the area of its responsibility), which should be in accordance with recognised standards;
- b) should allocate sufficient time, human and financial resources when planning and budgeting for a MRE project to ensure that the monitoring plan can be implemented as planned;
- c) shall ensure that it undertakes rigorous internal quality management of its own activities, and quality control of its outputs throughout the monitoring process;
- d) should facilitate external monitoring of its operations;
- e) shall ensure that the results of monitoring are disseminated as appropriate;
- f) should ensure appropriate follow-up action is taken on the monitoring findings;
- g) should share information of general interest, which arises from the monitoring, through information systems, databases, and fora in place to co-ordinate MRE and mine action activities;
- h) should ensure that relevant stakeholders are involved in the monitoring process;
- i) should provide adequate support and training when employing staff for monitoring, to ensure professional results.

9.4 Donor(s)

When funding MRE projects, donors:

- a) should ensure that project proposals include sound and detailed monitoring plans;
- b) should provide the necessary resources to enable the implementing organisation to conduct comprehensive and effective monitoring;
- c) should recognise that monitoring may recommend changes to their funded activities, and should enable such changes to be readily made;
- d) may monitor projects and programmes funded directly by them.

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 and definitions
- c) IMAS 07.11 Guide for the management of mine risk education
- d) IMAS 07.31 Accreditation of MRE organisations and operations
- e) IMAS 07.40 Monitoring of demining operations
- f) IMAS 08.10 General mine action assessment
- g) IMAS 08.50 Data collection and needs assessment for mine risk education
- h) IMAS 10.10 Safety and occupational health: general requirements
- i) IMAS 12.10 Planning for mine risk education programmes and projects
- j) IMAS 12.20 Implementation of mine risk education programmes and projects
- k) 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). National employers, mine action authorities, and other interested bodies and organisations should obtain copies before commencing mine action programmes.

Annex B **(Informative)** **Terms and Definitions**

B.1

community mine action liaison

community 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.

B.2

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.3

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.

B.4

IMSMA

the information management system for mine action (IMSMA)

Note: This is the UN's preferred information system for the management of critical data in UN-supported field programmes and at the UN headquarters in New York. IMSMA consists, essentially, of two modules: the Field Module (FM) and Global Module (GM). The FM provides for data collection, information analysis and project management. It is used by the staff of mine action centres at national and regional level, and by the implementers of mine action projects – such as MRE organisations. The GM refines and collates data from IMSMA FMs (and other field-based information systems) and provides the UN and others with accurate, aggregated information for the strategic management of mine action.

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. [Mine Ban Treaty]

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) mine risk education;
- b) humanitarian demining, ie. mine and UXO survey, mapping, marking and (if necessary) clearance;
- c) victim assistance, including rehabilitation and reintegration;
- d) stockpile destruction; and
- e) advocacy against the use of anti-personnel mines.

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, quality management and the application of effective, appropriate and safe equipment.

B.7 mine awareness

see mine risk education.

B.8 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)]

B.9 mine risk education (MRE)

educational 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.10 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.

B.11 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.12

national mine action authority(ies)

the government department(s), organisation(s) or institution(s) in each mine-affected country charged with the regulation, management and coordination of mine action. In most cases the national mine action centre (MAC) or its equivalent will act as, or on behalf of, the 'national mine action authority'. 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 national mine action authority.

B.13

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 law, 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.14

risk

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

B.15

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.

B.16

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.17

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.

UNICEF is the designated focal point for MRE, within the guidelines of UNMAS overall.

B.18

victim (landmine/UXO)

see *survivor*.

B.19

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.