

IMAS 08.50

First Edition
23 December 2003
Incorporating amendment number(s) 1, 2 & 3

Data collection and needs assessment for mine risk education

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Foreword

International standards for humanitarian demining programmes were first proposed by working groups at an international technical conference in Denmark, in July 1996. Criteria were prescribed for all aspects of demining, 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) with the first edition produced in October 2001.

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

An essential part of any Mine Risk Education (MRE) programme or project is the needs assessment and the development of a data collection system, which allows an MRE organisation to plan, implement, monitor and evaluate its activities.

The needs assessment should drive the planning of any MRE programme or project. "It is essentially the process of identifying and understanding a problem and planning a series of actions to deal with that problem."¹ The needs assessment should be built on data collected through wide consultation with many stakeholders, and may build on secondary, as well as primary sources of data, gathered from national authorities to members of the affected communities.

Although the needs assessment should precede the planning and implementation of an MRE programme or project, it is not a one-off activity but an on-going task to review the different needs, vulnerabilities and expectations of the affected community(ies).

It is important to consider the value and use of the information gathered to ensure that the programme or project stays focused on its purpose, i.e. MRE. However, other mine action and humanitarian programmes and projects may benefit from this information, and it should therefore be shared with them to avoid any duplication of effort.

The purpose of this standard is to promote a common and consistent approach to conducting a needs assessment and establishing a data collection system. It provides guidance for those organisations implementing MRE programmes and projects, as well as those who intend to link MRE with the General Mine Action Assessment (GMAA) process for mine action programme planning. This standard should be read in conjunction with IMAS 08.10 General mine action assessment.

1. Burnet Institute, *A Guide to Using Participatory Approaches to Plan, Monitor and Evaluate Mine/UXO Risk Reduction Education*, November 2001.

Data collection and needs assessment for mine risk education

1. Scope

This standard aims to promote a common and consistent approach to conducting a needs assessment and establishing a data collection system.

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 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; and
- 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 and ERW 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. In such cases the UN should provide appropriate technical support including suitably qualified personnel, experienced in MRE.

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

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.

2. 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'.

4. Needs assessment

The purpose of a needs assessment in MRE is to identify, analyse and prioritise the local mine and Explosive Remnants of War (ERW) risks, to assess the capacities and vulnerabilities of the communities, and to evaluate the options for conducting MRE. A needs assessment will provide the information necessary to make informed decisions on the objectives, scope and form of the resulting MRE project. It should provide a basis for decisions on priority needs and optimal response as well as a baseline reference for future monitoring and evaluation activities.

The needs assessment should take account of both primary and secondary information. Primary information involves data collected directly at the community level. Secondary information involves data derived from other sources, for example from the mine action database or other institutional and governmental sources. In order to avoid duplication, MRE organisations should recognise the potential of other actors as partners in exchanging information. This is particularly crucial in crisis and unstable contexts when time is limited and resources may be greatly stretched.

5. General principles

A community based and integrated needs assessment will form the basis of all MRE projects, allowing for informed planning, implementation, monitoring and evaluation of the entire MRE programme within the wider mine action programme.

The planning of every needs assessment should take into consideration the information already obtained as part of the GMAA process, such as that obtained by any emergency or Landmine Impact Survey (LIS) carried out, or other data recorded in the national mine action information management system. Planning should also consider information from other sources such as hospitals, humanitarian organisations and government departments.

The assessment plan should specify:

- a) the purpose of gathering the data;
- b) what data needs to be collected;
- c) how the data is to be collected and from where (e.g. choice of data collection methods, coverage, selection of key informants);
- d) who should collect the data and what training they will require;
- e) the timeframe in which the data should it be collected; and
- f) how the data is to be collated, verified, checked, stored etc.

Data collected should be analysed and interpreted in order to formulate findings and develop a strategy. Results should be shared with all the stakeholders involved in planning and the use of findings should be promoted.

The assessment plan should take into consideration the resources (e.g. human and financial resources) and time available. Opportunities for collaboration and information sharing across different organisations, (e.g. joint assessments) should be considered. Before conducting the needs assessment the MRE project manager should therefore evaluate whether the assessment should take the form, for instance, of a two day desk review or a three month activity including a field survey.

The needs assessment should also provide information that may help to assess to what extent a project will be sustainable. To achieve this, assessments should consider:

- a) the level of potential funding; including all resources from donors and international institutions, which should be available to sustain the project in the long term if required;
- b) the identification of suitable partners; and the potential for coordinating with other organisations for information sharing;
- c) the level of national cooperation; including government political and financial support, existing level of skills and knowledge and potential for capacity building and the existence or support for the development of national mine action standards; and
- d) the differentiation of needs according to the context; i.e. the context in which the project will be operating, such as on-going conflict, post conflict emergency, transition and rehabilitation or development.

6. Data collection

6.1. Ethics of data collection

The following basic principles should apply during data collection:

- a) when data is collected from secondary sources, the original source should be fully referenced as the owner of the data;
- b) where information is given in confidence the wishes of the respondent/data provider should be respected;
- c) interviewers should be careful not to raise the expectations of the target communities through their data collection activities by inadvertently implying mine action will commence immediately;
- d) care should be taken not to 'over-survey' communities, i.e. visit communities which have previously been visited by mine action organisations and ask similar questions; and
- e) interviewers should conform to basic ethics for conducting interviews, such as being polite, respectful and non-intrusive.

6.2. Data to be collected

The data collection and needs assessment provides the foundations upon which the plan can be developed. The data collected will allow the following to be determined:

- a) *target groups* (by collecting data on who is injured, who is taking risks, and who is affected by mines and ERW);
- b) *areas of work* (by collecting data on where people are injured, where are the hazards, etc);
- c) *messages* (and subsequently the activities) according to target groups (by assessing how people are injured and how they take risks);
- d) *approaches and methodologies* that are likely to induce behavioural change;
- e) *channels of communication* and the way the target groups communicate and learn;
- f) *institutional arrangement and partnerships* for providing MRE messages and an emergency response;

- g) *resources available and their allocation*; and
- h) *timeframe for the project* (by collecting data on the nature and size of the mine/ERW problem, and estimated timeframe for removing the impact).

Assessment should be objective and free of bias. The process of data collection and analysis should be transparent. To achieve this, a needs assessment shall:

- a) identify the priority problem by looking at the following issues:
 - (1) *prevalence* - is the mine/ERW problem widely spread or contained to certain geographical areas or types of land? Which areas are contaminated?
 - (2) *severity* - how serious is the problem? How does it impact on the people (physically, psychologically and economically)? Does it impact on everyone in their daily life or mainly on infrastructure, roads and transport for example?
 - (3) *selectivity* - does the mine/ERW problem affect particular groups more severely than others e.g. women, the poor, children, farmers, returnee populations etc. What is the status of mine/ERW survivors?
 - (4) *mine action response* - what level of response is required, complete clearance, selective clearance, marking, MRE, survivor assistance or another (non-mine action) humanitarian intervention?
 - (5) *community self help* - is there a level of self-help by the community in terms of sharing of warnings and safety messages, marking or village demining?
- b) analyse the problem in terms of the following factors:
 - (1) *environmental factors* - physical characteristics that expose people to risk, seasonal changes that increase risk, security changes that block access to areas or force people to risk areas.
 - (2) *mine action factors* - are mine action services able to respond adequately to the expressed needs of the community, is MRE sensitive to the needs of the target groups and accepted by them?
 - (3) *self-help factors* - to what extent does the community conduct 'self-help' practices, such as marking or village demining, and are they willing to share any information about or arising from this practice?
 - (4) *social factors* - social norms and practices, levels of support from relatives and wider social networks, interaction between different groups in the community, dominant role models in the community.
 - (5) *medical factors* - do the villagers have access to medical care, such as first aid and rehabilitation care? What are their emergency rescue procedures and do they have transportation to medical facilities?
 - (6) *cultural factors* - collectively held values (from religious convictions or other shared beliefs), which influence a society's response to its environment, determining for example what is good practice and behaviour?
 - (7) *individual factors* - levels of knowledge of safe behaviour around mines/ERW, individual behaviour, attitudes and beliefs, levels of literacy and education.
 - (8) *economic factors* - economic or livelihood pressures, access to economic resources.

- (9) *political and legal factors* - what opportunity does the community have to participate in decision-making, access to the legal system, and existence of supportive laws, regulations and policies.³

7. 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 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 principles are addressed in turn below to provide guidance for data collection and needs assessment for MRE programmes and projects.

7.1. Stakeholder involvement

The purpose of collecting data and assessing needs should be established in agreement with all relevant stakeholders, and results shared with them. This is particularly applicable for data collected from the affected communities themselves.

7.2. Coordination

In establishing the conditions that enable the effective management of mine action, a key responsibility of the NMAA or body acting on its behalf is to facilitate coordination. The GMAA process should provide a general framework to guide the activities (including needs assessment activities) of the organisations active in mine action. In addition, coordinated or joint data collection and needs assessments, specifically demining and victim assistance, should be encouraged.

In order to increase the potential for coordination, the NMAA should provide an inventory of all the organisations working in mine action and their specific activities.

Organisations conducting MRE projects should be committed to coordination, when collecting and analysing data for needs assessment. In particular, they:

- a) should use information from existing assessments, when available, to avoid unnecessary duplication. If using secondary data, it should be validated for currency and accuracy;
- b) should share the results of their own assessments. In particular, they should provide information; feedback to the NMAA; and
- c) may consider joint needs assessments.

In order to facilitate coordination project managers or persons responsible for the implementation of MRE should identify potential partners and discuss potential solutions with them. In doing so they should identify gaps and opportunities for partnerships and define the duration and purpose of partnerships. In this context the organisation should also consider the relevance of the chosen partner in the short, medium and long term (emergency, transition and rehabilitation and development contexts).

7.3. Integration

In order to ensure integration of MRE with other mine action activities, as well as those of other relevant sectors:

3. Burnett Institute, *A guide to Using Participatory Approaches to Plan, Monitor and Evaluate Mine/UXO Risk Reduction Education*, November 2001.

- a) a needs assessment should gather information not only from MRE and mine action organisations but also from other relevant organisations and authorities (e.g., police, health, social welfare and agriculture sectors, civil society organisations, hospitals and rehabilitation centres); and
- b) data on mine/ERW victims gathered through assessments should be reported according to a national standard (where one applies). Conversely, general data on mine/ERW victims, when needed, should be available at the NMAA, or other national institutions; and
- c) details of suspected mine/ERW contaminated areas gathered from assessment should be forwarded to the NMAA, which should make it available to all mine action organisations. Data forwarded to the NMAA about suspected areas should be as accurate and current as possible. Training (for example in map reading and giving grid references) may be required for the staff of MRE organisations to accurately record and understand the locations of suspected areas; and
- d) data collected by mine action organisations should be shared by the NMAA, where existing, or by implementing organisations directly, to relevant organisations from other sectors (such as health, social welfare, education, agriculture, transport, information) so they are aware and informed of mine and ERW hazards. This will assist in their forward planning for humanitarian assistance and socio-economic development.

7.4. Community participation and empowerment

Where possible, the process of needs assessment should actively involve the at-risk community. Methods to ensure community involvement and participation (in the assessment itself as well as in the proposed projects) should be a concern in planning a needs assessment.

Participatory approaches should be employed, where possible to assist in generating interest and ownership at the community level from the beginning of the MRE project. In order to ensure this:

- a) the target community, which may include local authorities, should be the focal point of the assessment;
- b) the assessment should be done with full participation of the community (although in an emergency context this may have to be done in a limited manner);
- c) the capacities of the communities and their interest and likely involvement in the foreseen project should be taken into consideration to determine the sustainability of the project; and
- d) The community should be involved in establishing the objectives of the assessment.

7.5. Information management and exchange

Organisations conducting MRE needs assessments:

- a) should draw on existing information already obtained from the GMAA process, such as that obtained by any emergency or LIS, technical survey or clearance records from the national mine action database, mine/ERW victim profiles and other studies assessing the capacities and vulnerabilities of the target communities;
- b) should use terminology and categorisation that is consistent with the national mine action information system and where applicable may use nationally designed data collection forms;

- c) should enter, or provide to the NMAA to be entered, all data collected in a national mine action information system, such as IMSMA, to facilitate information exchange; and
- d) should make use of all appropriate informants, such as the village committee, village elders, ex-combatants, women's groups, village deminers, teachers, out of school children and religious groups.

7.6. Appropriate targeting

The needs assessment should address the different needs, vulnerabilities and expectations of various groups and should be sensitive to culture, gender, age etc.

A review of existing community social networks, key community opinion leaders, local development committees, should be included in the needs assessment.

7.7. Education

The identification of local needs and capacities connected with education and message delivery should be considered when undertaking a needs assessment. Needs assessments should gather information relating to the existing skills, knowledge, attitudes, structures and practices that may be relevant for the intended projects (consider for example the different focus of public information or peer education projects). Information may be collected on:

- a) formal and non-formal education systems;
- b) existing local training/educational capacity;
- c) community learning strengths and weaknesses; and
- d) capacity for learner centred activities within the community.

The needs assessment should also collect the necessary information to understand what messages, curriculum and techniques may be more appropriate. In particular:

- a) community input should be sought in assessing local safety strategies. This particularly relates to villages and beneficiaries involved in designing safer village strategies as a part of projects conducting community mine action liaison;
- b) there should be an assessment of established first aid locations, available medical facilities and casualty evacuation procedures at the community level to assist in development of MRE messages; and
- c) established local ways of communicating should be assessed to ensure that the communications techniques are the most appropriate to ensure the message is understood.

The design of safety messages, and where applicable the curriculum, should be based on information collected during the needs assessment to enable the teaching of valid behaviours known to reduce mine/ERW risks. During the data collection process, the target groups have been identified and interviewed about their perception of the danger, vulnerability, needs, etc and messages will be elaborated based on this data. Through that process, target groups will have contributed to the elaboration of messages for themselves.

7.8. Training

The training provided to staff conducting needs assessment should ensure that members of staff:

- a) understand the reason for collecting the data and how it will be analysed;

- b) are aware of the safety standards that shall be applied when conducting assessments and are not put at unnecessary risk; and
- c) are provided with comprehensive and on-going training, particularly in relation to norms and ethical standards for collecting data and conducting a needs assessment.

8. Responsibilities

Where specific roles and responsibilities are not identified, the reader should refer to IMAS 07.11, Guide for the management of MRE.

8.1. United Nations

The United Nations:

- a) shall ensure MRE needs are assessed, and appropriate MRE provided in all new and existing UN mine action programmes;⁴
- b) should support the NMAA or mine action organisations operating in the absence of a NMAA to assess MRE needs; and
- c) shall support the NMAA, or mine action organisations operating in the absence of a NMAA, with the establishment of a mine action information management system, such as IMSMA.

8.2. National Mine Action Authority (NMAA)

The NMAA, or an organisation acting on its behalf:

- a) shall ensure MRE needs are assessed, by facilitating and where applicable coordinating and monitoring the data collection and needs assessment in accordance with national or international standards;
- b) shall establish a database as part of the national mine action information system for the management of data collected for the MRE needs assessment and for the data from subsequent coordination and monitoring of MRE activities. It should also ensure that this information is provided to all relevant stakeholders (at a minimum to mine action organisations);
- c) should share data collected by mine action organisations to relevant organisations from other sectors (such as health, social welfare, education, agriculture, transport, information) so they are aware and informed of mine and ERW hazards;
- d) shall ensure that all parties have access to assessment reports;
- e) shall facilitate donor funding of needs assessments, where applicable;
- f) should ensure that any national MRE needs assessment includes information on the planned activities and strategies of other organisations (both mine action and from other humanitarian and development sectors), as appropriate;
- g) should provide guidelines on needs assessments; and
- h) should publish and circulate assessment findings to other relevant organisations.

4. Goal 1.1 of the UNICEF Mine Action Strategy 2002/2005, p 9.

8.3. Mine Risk Education (MRE) organisation

The organisation undertaking MRE:

- a) should share data collected with the NMAA, where possible;
- b) should conduct its assessment in accordance with IMAS and/or national standards as applicable;
- c) should involve primary stakeholders (i.e. individuals and authorities within the at-risk community) in the assessment and should share relevant assessment information with them; and
- d) should disseminate information to other interested stakeholders (e.g. other key organisations and authorities).

8.4. Donors

Donor organisations:

- a) should incorporate funding for data collection and needs assessment in agreements with MRE organisations;
- b) should specify that the data collection and needs assessment is to be conducted in accordance with IMAS and/or national standards, where applicable in funding agreements with MRE organisations;
- c) should coordinate with other donors to avoid duplication; and
- d) may participate in assessments.

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 04.10 Glossary of mine action terms, definitions and abbreviations;
- b) IMAS 07.11 Guide for the management of mine risk education; and
- c) IMAS 08.10 General mine action assessment.

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, definitions and abbreviations

B.1.

community liaison

community mine action liaison

liaison with mine/ERW affected communities to exchange information on the presence and impact of mines and ERW, 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/ERW on individuals and communities until such time as the hazard is removed.

B.2.

demining

humanitarian demining

activities which lead to the removal of mine and ERW 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 ERW 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.

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]

B.4.

Explosive Remnants of War (ERW)

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

B.5.

guide

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

B.6.

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.

**B.7.
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.

**B.8.
Landmine Impact Survey (LIS)**

impact survey

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

**B.9.
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.10.
mine action**

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

Note: Mine action is not just about demining; it is also about people and societies, and how they are affected by landmine and ERW contamination. The objective of mine action is to reduce the risk from landmines and ERW to a level where people can live safely; in which economic, social and health development can occur free from the constraints imposed by landmine and ERW 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 ERW 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.11.

mine awareness

see Mine Risk Education (MRE).

B.12.

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.

B.13.

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 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.

B.14.

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.15.

public information dissemination

information concerning the mine and ERW 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.16.

risk

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

B.17.

survivors (landmine/ERW)

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 or the presence of ERW. Mine/ERW survivors or victims include directly impacted individuals, their families, and communities affected by landmines and ERW.

B.18.

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.

B.19.

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.

B.20.

victim

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

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

B.21.

village demining

self-supporting mine and/or ERW 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.

Amendment record

Management of IMAS amendments

The IMAS series of standards are subject to formal review on a three-yearly basis, however this does not preclude amendments being made within these three-year periods for reasons of operational safety and efficiency or for editorial purposes.

As amendments are made to this IMAS they will be given a number, and the date and general details of the amendment shown in the table below. The amendment will also be shown on the cover page of the IMAS by the inclusion under the edition date of the phrase *'incorporating amendment number(s) 1 etc.'*

As the formal reviews of each IMAS are completed new editions may be issued. Amendments up to the date of the new edition will be incorporated into the new edition and the amendment record table cleared. Recording of amendments will then start again until a further review is carried out.

The most recently amended IMAS will be the versions that are posted on the IMAS website at www.mineactionstandards.org.

Number	Date	Amendment Details
1	1 Dec 2004	1. Formatting changes. 2. Minor text editing changes. 3. Changes to terms, definitions and abbreviations where necessary to ensure that this IMAS is consistent with IMAS 04.10.
2	23 Jul 2005	1. Annex B, change to the definition of 'Mine Risk Education (MRE)' to be consistent with IMAS 04.10.
3	1 Aug 2006	1. Minor changes/additions to the first and second paragraph of the foreword. 2. Inclusion of the term 'mines and ERW '. 3. Removal of the term 'threat' from throughout the IMAS.