



# **International Mine Action Standards (IMAS)**

## **IMAS Management Structure**

### **General**

The highest level of endorsement of IMAS is at the Inter-Agency Coordination Group for Mine Action (at the Principal's level). Endorsement of IMAS at this level is noted in the Report of the Secretary General on Mine Action and authorizes IMAS to be published on the IMAS website as current documents.

A Steering Group provides Executive Direction to the IMAS Review Board (RB). This Group does not comment on technical input or changes to IMAS but will provide guidance and direction on more general issues of procedure.

The IMAS Review Board (RB) consists of individuals representing a broad collection of organisations/groups, donors and specialties, who themselves represent a broad cross section of the humanitarian mine action community. The RB identifies qualified organizations for membership and recommends them to the IMAS Steering Group for final approval.

A table of the specific responsibilities between the management structures involved in IMAS is at Appendix 1 to this Annex.

### **IMAS Review Board**

#### **1. General Conditions**

The RB is the highest level at which technical input to IMAS is debated and agreed and then forwarded, through the Steering Group, for final endorsement.

The RB is the official way that the cooperative basis, upon which the international mine action standards were originally written, and mine action is conducted today, can be maintained. As such it has a very responsible role to play.

#### **2. Chair and Secretary**

UNMAS is mandated to develop and maintain standards for mine action and has requested the GICHD to assist in this process. As such, the positions of Chair and Secretary are tied to UNMAS and GICHD respectively.

#### **3. Members**

Discrete organizations listed under clause 12.1 (IMAS 01.10) are members of the IMAS RB. Members shall agree to represent the views of the wider field user community and other stakeholders, including donors, without allowing personal or organisational self-interest to take precedence over the interests of the mine action community. The invited organisation is

requested to provide a qualified representative to represent that organisation. The organisation should ensure a qualified substitute is nominated in the event that the initial representative leaves the organisation or is unable to fulfill his/her responsibilities for a finite period. Other Members can be invited as individuals when his or her profile is applicable and beneficial to the Review Board.

Members of the RB can make suggestions for new or additional Members and can request a vote to terminate or extend a member's representation for whatever reason. Suggestions and requests should be sent to the Chair, through the Secretary, by e-mail or at RB meetings. Additional or new Members, extensions and end of membership, if not voluntary, will be put to all Members of the RB by e-mail and agreed upon by a General Vote (see below).

If the named representative cannot attend a Review Board meeting, and a substitute is provided by the parent organisation/group, the attending person will have the right of a proxy vote on behalf of the named Member.

The maximum number of members on the RB, if it is to remain effective and manageable, is 30. All changes to RB membership shall be submitted to the Steering Group for final endorsement.

RB Members, while selected as a representative from a functional group within mine action, are expected to officially represent that functional group. However, it is possible that the specific representative or Member may be asked by the RB to canvas the opinion of a selection of the functional group from which they have been selected, and for that opinion to be provided at a later meeting or at a later stage. For instance: A commercial company may be invited to be a Member of the RB. The individual selected to represent that company, should normally respond in a manner that reflects the company's opinion (or the views/interests of the parent company if authorized) but he/she does not represent the views of all commercial companies involved in mine action. The representative, in certain circumstances, may be requested to seek a wider response from other commercial companies.

All Members including the representatives of the organisations on the RB are expected to respond to requests for comment from the Chair or Secretary and to attend RB meetings etc. The Chair reserves the right to request a Member or organisation to leave the RB if there is frequent lack of response to requests for comment. If this is contested the question will be put to the Members of the RB for a General Vote.

#### **4. Non-affiliated members**

To ensure a wide representation of the demining community the Review Board will also contain members that are not specifically affiliated with any organisation. Whilst they may work or have worked with any mine action organisation, their membership does not presume any current affiliation. Non-affiliated members should have wide experience that is considered of benefit to the IMAS process in general and the Review Board in particular.

#### **5. Qualification**

Nominees for the Review Board should fit the following profile:

- Works for an organization listed in clause 12.1 (IMAS 01.10) with demonstrable experience and expertise in mine action;
- Has worked for at least seven years on mine action issues in one or preferably more components of mine action;
- Has experience with the field and practical application of IMAS and can familiarize his/herself quickly with the Rules for the Structure and Drafting of IMAS.
- Is capable of providing high quality, substantive commentary on draft new or amended IMAS in English within two weeks of receiving them; and

- Is a good team player and communicator especially in electronic media, capable of providing constructive comments and innovative solutions to problems.

## **6. Tenure**

The RB is mandated, in IMAS 01.10, to review IMAS at least once every three years and to suggest revision or new IMAS as necessary. When taken seriously this can be a time consuming task and so the opportunity for members to rotate off the RB should exist. Three years is therefore considered a reasonable normal working period for representation on the RB.

## **7. Specialists**

Specialists, representing specific areas of interest within humanitarian mine action, will be considered on an as required basis for a specific period. They will be invited, with assisted attendance if funds are available, to the RB meetings if, and when, required and will be requested to provide comment by e-mail when relevant. Specialists are not considered Members of the IMAS RB and cannot take part in the decision-making process.

## **8. Observers**

Observer status is available and, while comments are welcome from Observers, there can be no assisted attendance at RB meetings for Observers and they will not be asked or able to vote. The Chair will propose Observers for a General Vote by the RB.

## **9. Work procedures**

Normal routine RB work will involve responding to requests for comments from the Chair or Secretary of the RB. These will be requested by e-mail and directed to specific IMAS and TNMA or specific sections of them. Members are expected to respond in some way, within a specific time frame, to these requests, preferably by submitting constructive comment (which can be either agreement or disagreement) and, preferably, by providing alternative suggestions to the text as required. After one month, no comment will be assumed to be agreement but RB members can request an extension if required.

The Secretary of the RB will coordinate the responses and, having consulted the Chair, will either re-submit a revised text for consideration or incorporate the majority agreement into the IMAS for further administrative processing.

Once a year, funds permitting, there will be physical meeting of the RB. All Members will be invited to RB meetings. A RB meeting will be cancelled if more than half of the invited members cannot attend. At the meeting, issues of relevance will be more openly and directly discussed and, where relevant, a decision on the way to proceed will be made – see voting procedure below.

## **10. Voting/Decision making**

Before a decision is formally taken at a RB meeting it must be agreed whether the decision can be taken by a Simple Vote or should be considered by all members of the RB as a General Vote. A Simple Vote requires a majority view of the attending Members to carry the motion. Simple Votes are taken for matters generally considered to be routine and un-contentious that arise at, or during, the RB meeting. Contentious issues, or when one Member formally requests a General Vote, will be subjected to a General Vote. A request for a General Vote cannot be made after a Simple Vote because one or more members disagree with the result. A General Vote will involve every Member of the RB and must receive responses from more than two thirds of the full membership for the issue to be carried. If after, three attempts to obtain a response from a

Member, no response is forthcoming, an abstention will be assumed. Two thirds of those then responding must be in agreement for the issue in a General Vote to be carried.

Major safety issues will always be subjected to a General Vote.

After any vote has produced a decision there is to be a minimum of 6 months shall elapse before the same subject can be re-submitted for a vote.

In order to reduce unnecessary bureaucracy and administration minor decisions and corrections can be made by the Secretary and Chair in good faith and gauging the general opinion of the RB.

# **Terms of Reference for Members of IMAS Review Board**

## **1. Terms of Reference for the Chair of the IMAS Review Board.**

**How selected** - the Chair of the Review Board is nominated by the Director of the UN Mine Action Service and provided by the UN Mine Action Service.

**Tenure** - indefinite.

### **Responsibilities:**

- To Chair meetings of the RB, the dates of which are to be mutually agreed with the Secretary.
- To report to and to present relevant RB decisions of substance to the IMAS Steering Group for onward transmission to the Inter-Agency Coordination Group - Mine Action.
- To act as the Secretary of the IMAS Steering Group.
- To propose new Members.
- To provide guidance and advice as necessary to the Secretary.

## **2. Terms of Reference for the Secretary of the IMAS Review Board.**

**How selected** - the Secretary of the Review Board is nominated by the Director of the Geneva International Centre for Humanitarian Demining (GICHD) and provided by the GICHD.

**Tenure** - indefinite.

### **Responsibilities:**

- To plan and organize the annual meeting, in cooperation with the Chair.
- To produce the annual meeting agenda.
- To produce minutes of the physical meetings held. (The first drafts of the Minutes of the meetings are submitted to the Chair for initial approval and the second draft to the Members for their comment.)
- To publish the agreed Minutes on the IMAS website.
- To act as the point of coordination for all RB information circulation.
- To produce an annual Work Plan that ensures that each IMAS is reviewed at least once every three years.
- To circulate drafts and amendments to RB Members for comment and input as necessary and to coordinate replies.

- To amend IMAS in accordance with the recommendations of the RB.
- In conjunction with the Chairperson, to agree the content and publication of Technical Notes for Mine Action (TNMA).
- To procure funds as necessary to enable the RB to function.

### **3. Terms of Reference for the Members of the IMAS Review Board.**

**How selected** - initially by invitation of the Chair of the Review Board and by general agreement between the Chair and the Secretary and, where feasible, the other Members of the RB. The Steering Group will provide the final decision on selection.

**Tenure** – member of the RB is normally selected for a period of 3 years. This does not include organizations with permanent membership e.g. UNDP, UNICEF, UNOPS, UNMAS and GICHD. Members will be requested to leave the RB after repeated lack of response to requests for comment or failure to attend RB meetings. Members may be permitted to remain on the RB beyond three years if their contribution has been active and constructive, and they themselves are willing to remain. This decision will be the subject of an electronic simple vote and decided by a simple majority i.e. the decision of more than half of those responding.

#### **Responsibilities:**

- To accept, or comment on, the IMAS review programme published by the Secretary of the RB.
- To respond to requests, from the Secretary or Chair, for comment and input into drafts for new IMAS, revision drafts of existing IMAS, voting procedures etc.
- To provide informed comment based on experience.
- To provide constructive comment proposing detailed new text or clear concerns when responding to requests for comment rather than general statements of opposition.
- To seek peer input as appropriate and if possible.
- To attend RB meetings.

### Table of IMAS Management Structure

	<b>Role</b>	<b>Responsibilities</b>	<b>Composition</b>
<b>Inter-Agency Coordination Group for Mine Action (at the Principal's level)</b>	United Nations Authority. Policy Direction	<ul style="list-style-type: none"> <li>• Approval and endorsement of New IMAS</li> <li>• Approval and endorsement of major changes to existing IMAS</li> </ul>	DPKO (Chair) UNICEF WFP WHO DDA FAO UNOPS UNHCR UNDP OCHA WB OHCHR UNMAS (Sec)
<b>Steering Group (At the Director level)</b>	Executive Direction	<ul style="list-style-type: none"> <li>• Approval and endorsement of the Terms of Reference of the IMAS Review Board;</li> <li>• Executive decisions concerning the functioning of the Review Board;</li> <li>• Agree membership of the IMAS Review Board;</li> <li>• Direction to the Review Board on the initiation and the production of new IMAS, as required;</li> <li>• Consideration and approval of recommendations of the IMAS Review Board;</li> <li>• Submission of new IMAS, and major changes to existing IMAS, to the IACG-MA;</li> <li>• Monitor the production of Technical Notes for Mine Action.</li> </ul>	UNMAS (Chair & Sec) UNDP UNICEF UNOPS GICHD
<b>Review Board</b>	Technical Aspects and Advice	<ul style="list-style-type: none"> <li>• Represent the views of the wider field user community and other stakeholders, including donors;</li> <li>• Agree and publish the IMAS Review Programme;</li> <li>• Review existing IMAS in accordance with the IMAS Review Programme;</li> <li>• Provide technical advice to the Steering Group;</li> <li>• Provide comment, in a timely manner, on draft IMAS and amendments when requested;</li> <li>• Recommend to the Steering Group new IMAS for endorsement by the IACG;</li> <li>• Recommend additions to, and deletions from, the Review Board membership;</li> <li>• Consider which, if any, TNMA should be given IMAS status and vice versa;</li> </ul> <p>Note: the Chair and Secretary of the Review Board have the authority to make minor changes to IMAS which do not change the substantive content of the IMAS and include typographical and grammatical corrections and inconsistencies between IMAS.</p>	Members: UNMAS (Chair) Donor Reps Commercial Reps National Reps INGO Reps UNDP Rep UNOPS Rep UNICEF Rep Non-affiliated Rep GICHD (Secretary) Non Members: Subject Specialists, as required Observers