

Technical Note 01.10 / 01

Version 4.0
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Guide to Technical Notes for Mine Action

*Technical notes
for mine action*



TNMA

Warning

This document is distributed for use by the mine action community, review and comment. Although in a similar format to the International Mine Action Standards (IMAS) it is not part of the IMAS Series. It is subject to change without notice and may not be referred to as an International Standard.

Recipients of this document are invited to submit, with their comments, notification of any relevant patent rights of which they are aware and to provide supporting documentation. Comments should be sent to mineaction@un.org with a copy to imas@gichd.org.

The contents of this document have been drawn from a range of open source information, and have been technically validated as far as reasonably possible. Users should be aware of this limitation when utilising the information contained within this document. **They should always remember that this is an advisory document only; it is not an authoritative directive.**

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Foreword

Management practices and operational procedures for humanitarian mine action are constantly evolving. Improvements are made, and changes are required, to enhance safety and productivity. Changes may come from the introduction of new technology, in response to a new mine or UXO threat, and from field experience and lessons learned in other mine action projects and programmes. This experience and lessons learned should be shared in a timely manner.

Technical Notes provide a forum to share experience and lessons learned by collecting, collating and publishing technical information on important, topical themes, particularly those relating to safety and productivity. Technical Notes complement the broader issues and principles addressed in International Mine Action Standards (IMAS).

Technical Notes are not formally staffed prior to publication. They draw on practical experience and publicly-available information. Over time, some Technical Notes may be 'promoted' to become full IMAS standards, while others may be withdrawn if no longer relevant or if superseded by more up-to-date information.

Technical Notes are neither legal documents nor IMAS. There is no legal requirement to accept the advice provided in a Technical Note. They are purely advisory and are designed solely to supplement technical knowledge or to provide further guidance on the application of IMAS.

Technical Notes are compiled by the Geneva International Centre for Humanitarian Demining (GICHD) at the request of the United Nations Mine Action Service (UNMAS) in support of the international mine action community. They are published on the IMAS website at (www.mineactionstandards.org).

Introduction

Technical Notes are designed to supplement IMAS. Although they use the same format as IMAS for consistency and ease of use, their status is different. They should not be used as an alternative to IMAS, but are better used to make technical information or experience available to the user community. If, when drafting a Technical Note, it is apparent that the subject should become an IMAS it should be passed to the IMAS Review Board for development as an IMAS and circulated for comments in draft form in the normal way.

This Technical Note explains the background, development, dissemination and implementation of Technical Notes within the humanitarian mine action community.

Guide to Technical Notes for Mine Action

1. Scope

This Technical Note defines the role of Technical Notes, and establishes the guiding principles for their proper and appropriate use by the following:

- a) international organisations;
- b) national mine action authorities;
- c) donors; and
- d) mine action organisations

They may assist in the planning and implementation of mine action activities at headquarters and field level.

2. Terms and definitions

A Technical Note is an advisory document to accompany or supplement an International Mine Action Standard (IMAS). It provides principles, advice and information relevant to a specific IMAS or technical subject.

A complete glossary of all the terms, definitions and abbreviations used in the IMAS series and Technical Notes is given in IMAS 04.10.

3. Purpose

Technical Notes are developed to improve safety and efficiency in mine action by providing guidance on technical issues or the interpretation of specific IMAS.

They are designed to enable the free exchange of important information, which may then be used to the benefit of all mine action programmes. They may assist in the refinement of a demining organisation's SOPs, but are not themselves an SOP.

4. Conformance

In Technical Notes, the words 'should' and 'may' are used to convey the intended degree of compliance. This use is consistent with the language used in ISO standards and guides.

In IMAS, 'shall' is used to indicate requirements, methods or specifications that are to be applied in order to conform to the standard. This term is **NOT** used in Technical Notes, as their contents are purely advisory.

'Should' is used to indicate the preferred requirements, methods or specifications. 'May' is used to indicate a possible method or course of action.

5. Formulation and compilation

Technical Notes are compiled by the GICHD at the request of UNMAS in support of the international mine action community. Any requests or suggestions for the compilation of a Technical Note should be sent to mineaction@un.org copied to imas@gichd.org.

Technical Notes are numbered to accompany the relevant IMAS that they either directly support, or provide technical information within a functional area covered by that IMAS.

6. Dissemination

Technical Notes are published at www.mineactionstandards.org, although there is also a link from the UN E-Mine system (www.mineaction.org). They are also published in the IMAS CD produced by the GICHD annually. IMAS CD can be ordered through the GICHD website at www.gichd.org.

Interested organisations can receive Technical Notes, as soon as they are published, by registering at www.mineactionstandards.org.

7. Review and revision

Technical Notes will be reviewed and revised on an annual basis. Developing a new Technical Note or major amendment to an existing one is subject to the agreement of the IMAS Review Board. To suggest a topic for a new Technical Note or amendment to an extant one, the proposal and justification form available at www.mineactionstandards.org should be completed. Only those technical notes that appear on the IMAS website should be considered to be extant technical notes.

A summary of the Technical Notes issued is at Annex A.

8. Legal requirements

Technical Notes are neither legal documents nor IMAS. There is no legal requirement to accept the advice provided in a Technical Note. They are purely advisory and are designed solely to supplement technical knowledge or explain interpretation of IMAS.

9. Responsibilities

9.1. United Nations

The United Nations, as the custodians of the IMAS, have a responsibility to ensure that, where necessary, the relevant IMAS is supported by an explanatory Technical Note. They should also instigate the compilation of a Technical Note on receipt of lessons learned from field operations, or discovered as the result of an assessment mission.

9.2. National Mine Action Authorities

National mine action authorities should ensure that the managers of all local demining teams, NGOs or commercial companies are aware of the existence of this Technical Note.

9.3. Demining organisations

The management of local demining teams, NGOs or commercial companies should evaluate this Technical Note and incorporate the recommendations into their SOPs where necessary and appropriate. Where no national mine action authority exists, the management of demining organisations should ensure that all demining teams are aware of the recommendations contained in this Technical Note.

9.4. Geneva International Centre for Humanitarian Demining (GICHD)

The GICHD is responsible for the compilation, authorship and technical accuracy of the Technical Notes. The Technical Notes can be instigated by UNMAS, the GICHD or by request of a field operation.

Annex A (Informative) Summary of Technical Notes

REFERENCE	TITLE	AMENDMENT DATE
TN 01.10 / 01	Guide to Technical Notes	July 2013
TN 07.30 / 01	Accreditation Documentation	July 2013
TN 08.20 / 01	PMN 3 - Technical Description	July 2013
TN 09.10 / 01	PROM Detection Warning	July 2013
TN 09.30 / 01	EOD Clearance of Armoured Fighting Vehicles	July 2013
TN 09.30 / 02	Clearance of Depleted Uranium (DU) Hazards	July 2013
TN 09.30 / 03	Guidance for Liquid Propellants	July 2013
TN 09.30 / 04	Fuel Air Explosive Systems	July 2013
TN 09.30 / 05	YM-1B APM	July 2013
TN 09.30 / 06	Clearance of cluster munition – Lebanon	July 2013
TN 09.50 / 01	Guide to Mechanical Clearance	July 2013
TN 10.10 / 01	Management of human remains	July 2013
TN 10.10 / 02	Safety notes – general	July 2013
TN 10.20 / 01	Estimation of Explosion Danger Areas	July 2013
TN 10.20 / 02	Field Risk Assessment	July 2013

The dates shown above relate to the latest issue of that particular Technical Note. The first issue may well have been promulgated some time ago.

Amendment record

Management of Technical Notes amendments

Technical Notes (TN) are subject to review on an 'as required' basis. As amendments are made to this TN 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 TN by the inclusion under the version date of the phrase '*incorporating amendment number(s) 1 etc.*'

As reviews of TN are made new versions may be issued. Amendments up to the date of the new version will be incorporated into the new version and the amendment record table cleared. Recording of amendments will then start again until a further version is produced.

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

Number	Date	Amendment Details
1	01 Jul 2013	1. Inclusion of amendment No, date in the title and header. 2. Updated links and email addresses. 3. Removed Annex A definitions and inclusion of a reference to IMAS 04.10 in Clause 3. 4. Updated Annex B and relabelled it as Annex A. 5. Inclusion of amendment record.