MINUTES OF THE

IMAS REVIEW BOARD MEETING NOVEMBER 2018

Date: Tuesday 20th and Wednesday 21th November, 2018
Time: 08:30-16:45, 08.30-13.15
Location: Conference Room, 6th Floor GICHD

Meeting Chair: Mr Alan MacDonald, UNMAS
Meeting Secr: Mr Rory Logan, GICHD

IMAS Action Points Nov 2018 – Feb 2019

Action Point	Responsible	Suggested deadline
Complete IMAS Risk Management	GICHD	Feb 19
Substantially develop Threat Assessment Annex for IMAS RM	Threat WG	Feb 19
Update working draft IMAS 09.31 IEDD (see list below)	Build/IEDD WG	Dec 18
Circulate IMAS 09.31 IEDD for vote/adoption by email	Secretary	Dec 18
Substantially develop working draft IMAS 09.32 Building Clearance (see list below)	Build/IEDD WG	Feb 19
Update IMAS 04.10 to include approved terms	Secretary	Dec 18
Develop definitions for 'humanitarian principles', 'mine action' and 'switch'	Term WG	Feb 19
Chase final draft updated IMAS 12.10, circulate to RB	Secretary	Dec 18
Forward Building Survey material to LR WG	Secretary	Nov 18
Consider implications of IMAS 09.31 and 09.32 on wider Land Release framework	Land Release WG	Feb 19
Expand membership of medical WG	Medical WG	Dec 18
Re-convene and agree text for TNMA 10.40/01	Medical WG	Feb 19
Update working draft IMAS 05.10 Information Management (see list below)	GICHD	Feb 19
Incorporate minimum data requirements as a normative annex to IMAS 05.10	GICHD	Feb 19
Review and update IMAS 09.41 ADS accreditation and testing (see list below)	APOPO	Dec 18
Distribute updated IMAS 09.41 for a General Vote (12 month provisional approval)	Secretary	Dec 18
Distribute ToR for ADS WG	Secretary	Dec 18
Distribute new IMAS website link for comment	Secretary	Dec 18
Provide Feedback from IMAS Steering Group meeting on 27th December	Chair	Dec 18

Detailed meeting minutes

Day 1 Tuesday 20th November

1. Welcome and Introduction

The Chair of the International Mine Action Standards (IMAS) Review Board, Mr. Alan MacDonald, opened the meeting and welcomed all members, observers and guests. He noted the fact that this was an extraordinary meeting to consider the considerable work being undertaken by the various working groups, and provide direction from the Board where required.

The Chair also welcomed two new members who have been nominated to join the Board since the last meeting in July;

- Mr. Abdul Qudos Ziaee Zia has been nominated to represent the Afghan Directorate of Mine Action Coordination (joined September 2018), and
- Maj. Hans Renders of the Department of Operations & Training Division of the Belgian Military (joined November 2018).

2. Minutes IMAS Review Board Meeting July 2018

The minutes from the IMAS RB meeting in July 2018 were formally accepted and archived. They can be found on the link below:

https://www.mineactionstandards.org/fileadmin/MAS/documents/review-board/minutes/20180814_Minutes_IMAS_Review_Board_Meeting_Jul_2018_RB_FINAL.pdf

3. Recap of IMAS Workplan and Improvised Explosive Device (IED) progress to date

The Secretary provided a brief overview of the current workplan for the maintenance and development of the IMAS framework. The workplan includes the development of: four (4) new IMAS chapters and four (4) new TNMA; the revision of three (3) existing IMAS chapters; as well as the development of new terms and definitions and an upgrade of the IMAS Website (the full list is concluded as annex A). The Secretary also provided an account of the history of, and progress made, incorporating guidance on Improvised Explosive Device (IED) operations into the IMAS framework. The recent UN General Assembly resolution A/C.1/73/L.60 *"Countering the threat posed by improvised explosive devices"* (October 2018) which urges the IMAS Review Board to rapidly finalize the update with regards to IEDs, was also highlighted

4. Threat Assessment Working Group

The focal point Mr Rob White (GICHD) presented an outline of the process through which the Threat Assessment Working Group had been developing guidance on both; 'Threat Analysis', which is used to describe a breakdown of the security situation at the Programme national level or as part of a General Mine Action Assessment (GMAA), and 'Threat Assessment' which is used at the operational/task level to provide a detailed understanding of the specific threat posed, thus allowing operators to deploy appropriate clearance methodologies. Mr White pointed out that these concepts are not new to mine action, and that the work being done is effectively clarifying and more effectively codifying a threat/risk assessment process that is

generally undertaken ina mine action programme. The overall objective is to guarantee safety of staff and to inform clearance criteria following the redefinition of the term 'clearance' at the Review Board meeting in July 2018[1]. The working group recommended that the *"Threat Assessment and Threat Analysis"* document which is currently being drafted by the working group is included in the IMAS framework as an annex to the Risk Management IMAS which is also being developed.

Some members of the Board that had participated in working group discussions stressed that elements of the draft document still need to be clarified and that the processes being outlined should not be seen as a replacement for Non-Technical Survey (NTS) but should rather augment NTS as part of a dynamic assessment of each individual task or clearance site. Whilst a robust Threat Assessment is a pre-requisite for determining clearance criteria, it should not be seen in isolation as *the* means for determining these criteria. Determining the level of clearance required will be determined based on a combination of Threat Analysis, Threat Assessment, and NTS (supplemented by further Technical Survey where appropriate). The Chair stressed that draft document needs to be strengthened to more clearly explain this process to non-practitioners.

The Board agreed with the placement of this guidance, and set a deadline for completion of both the Risk Management IMAS and associated Annex on Threat Assessment/Threat Analysis. The documentation is to be finalized and circulated to the Board ahead of the next meeting in February 2019. **(Action Point)**

5. IMAS Improvised Explosive Device Disposal (IEDD)

The GICHD's Ms Tammy Hall opened the session on behalf of the working group focal point. Ms Hall referred to the working draft IMAS *"Improvised Explosive Device Disposal"* and presented an outline of the process and progress made by the group. The focal point Mr Nick Bray (GICHD), participating remotely from the field then provided an update on initial findings of the research mission he is currently undertaking in Iraq and Syria[2].

The working group and the Board are generally happy with the draft document that had been circulated, though detailed discussions were held over a number of specific points raised by members. The Board concluded that the standard should sit in IMAS Series 9 'Clearance' and could be approved if the following specific amendments are incorporated: **(Action Point)**

- The introduction should be re-written and include a more explicit explanation of both the reason for the new standard and cross referencing with other IMAS.
- The section on qualifications should be strengthened and expanded to incorporate the competency framework that was developed between February and July.
- The Test and Evaluation Protocol on IEDD competency standards should be completed, formatted and referenced in the IMAS.
- The section on Quality Control and Quality Assurance should be expanded and include clearer guidance to non-practitioners.
- Language on soak times following low order disposal should be updated.
- The term 'manual actions' will be replaced with 'manual neutralization techniques'.
- The responsibilities section should be updated to include reference to teams being properly equipped.

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[1] See IMAS RB minutes July 2018
[2] This initiative is part of a GICHD study into 'Urban Operations'

- There should be a comprehensive review of every instance of the terms 'shall', 'should' and 'may' to ensure that they are correct and appropriate throughout the document.

Based on the level of consensus the Chair urged the working group to rapidly incorporate the updates above and circulate a final draft IMAS 09.32 IEDD, for approval by email. The intention is that this revised document would be sent to the Board before 25th December. **(Action Point)**

6. IMAS Building Clearance

The GICHD's Ms Tammy Hall opened this session on behalf of the focal point. Ms Hall referred to the working draft IMAS *"Building Clearance"* that had previously been provided to the Board, and provided an overview of thinking and progress to date; IMAS guidance in terms of dealing with the particularities of urban areas is limited, consultations during a workshop in Erbil in May had confirmed that the clearance of buildings/searching of structures was presenting a particular challenge for operators in some contexts. The working group focal point, Mr Nick Bray (GICHD), advised that initial findings of an ongoing field research project into urban operations in Iraq and Syria indicate that at present, the way in which outputs are recorded and reported varies considerably between operators. Though operators are conducting threat analysis and threat assessment there is a gap in terms of documenting these processes. The survey process in urban environment can be far more complex than in a rural setting, which has an impact on the competencies required within survey teams.

This session was subject to detailed discussion over a number issues relating to the working draft IMAS. Key concerns included; setting of clearance criteria, quality assurance and quality control and the adequate explanation (for non-practitioners) of how these processes are addressed by the mine action sector. The Board generally agreed that a lot of good progress had been made, but that the material needed to be developed considerably before it could be put forward for adoption. The discussions lead to consensus on a number of the issues.

The next draft of the standard will: **(Action Point)**
- be placed in Series 9 of the IMAS framework;
- provide guidance on ensuring that a building is free from all types of Explosive Ordnance;
- be called 'Building Clearance', and will reference 'clearance' (rather than search) activities throughout, outline distinct levels of clearance, and;
  - o reference the activities that must be implemented in order to meet the different levels of clearance (which may be cross referenced from other standards);
  - o explain how these levels will be quality controlled/quality assured; and,
  - o incorporate relevant competencies (potentially taken from Level 1 of IEDD framework);
- clarify that the measurement of clearance outputs will be square meters (m^2);
- more clearly address criteria and responsibilities for;
  - o the assessment of structural integrity;
  - o permissions to enter a building/private property;
  - o the role of the national/tasking authority in reviewing building clearance implementation plans;
  - o post-clearance handover and liability.

The Board also instructed the working group to review and edit the introduction, **(Action Point)** as well as any sections which cross reference other processes (such as NTS, and Information

Management). Where there is sufficient guidance on a process in an existing chapter there is no need for long explanations within the IMAS on Building Clearance. **(Action Point)**

The Chair urged the working group to rapidly re-convene in order to update the working draft, IMAS 09.31 Building Clearance needs to be ready for review and adoption at the next meeting in February 2019.

7. Terminology Working Group

The focal point Mr Calvin Ruysen (HALO Trust) reported that the working group now comprises 16 members, he then provided an overview of the progress made since the last Board meeting in July. The group had been asked to develop and recommend definitions for the terms 'permissive' and 'non-permissive' environment[3]. Following some discussion definitions for these terms were agreed and approved for inclusion in IMAS 04.10 (See annex B). **(Action Point)**

At the working groups request the term 'humanitarian space' was also discussed. This term had been discussed in July, it does not currently appear anywhere in the IMAS framework[4]. The Chair reiterated the Boards decision that new terms are only defined and included in the IMAS Glossary once they are used in a current IMAS or TNMA. It was generally agreed that the UN OCHA definition of humanitarian space would be appropriate for IMAS in the event that the term is included in future. The working group also received a mandate to work on the definitions of 'humanitarian principles', 'mine action' and 'switch'. **(Action Point)**

The Board agreed to the principle that IMAS 04.10 "*Glossary of mine action terms, definitions and abbreviations"* would be updated whenever:
- A new term is defined in an new IMAS or TNMA that is adopted;
- An existing term is re-defined in a new or updated IMAS or TNMA that is adopted.

8. Mine Risk Education (MRE) Working Group

The GICHD's Ms Tammy Hall provided a brief update on behalf of the working group focal point Hugues Laurenge (UNICEF) who was unable to attend the meeting. Ms Hall reported that ICRC joined the group in September, steady progress has been made on a proposed update to IMAS 12.10 *"Mine Risk Education"*, which should be ready for consideration at the next Board meeting in February 2019. This may also lead to new terms being sent to the terminology working group for consideration. The Secretary will follow-up with the focal point for a final draft and circulate to the Board as soon as possible. **(Action Point)**

9. Land Release Working Group

The focal point Mr Calvin Ruysen (HALO Trust) reported that the working group has not met since the last Review Board meeting in July. The group plans to meet to discuss some proposed minor updates that were left outstanding. **(Action Point)** The Board mandated the group to consider the potential implications of the days earlier discussions on IEDD and Building Clearance IMAS chapters. Any additional material should be proposed in time for the next meeting in February 2019, at which time the working group can disband. The Secretary will forward material that has been developed on Building Survey for consideration in either IMAS 07.11 *"Land Release"* or IMAS 08.10 *"Non-Technical Survey"*. **(Action point)**

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[3] These terms are included in draft IMAS documentation under development
[4] The term does exist in current draft IMAS documentation relating to 'Threat Assessment'

Day 2 Wednesday 21th November

10. Next Steps

Those agreements made on day 1 were re-iterated and confirmed. All IMAS IED guidance currently under development should be ready for approval in time for the next Board meeting in February 2019.

11. Update on Medical TNMA

The focal point Mr Tony Belgrave (NPA) presented the progress made on the development of the draft TNMA 10.40/01 on Medical Support. Consensus has been reached on a number of important medical issues. There remains however an ongoing dispute regarding the inclusion of some of the guidance that relate to the provision of higher levels of care. There is a vocal member within the group that believes the current draft TNMA could actually be detrimental to the clinical systems in EO-affected countries. The HALO Trust's Mr Andrew Moore presented this alternative view which is, based on an assessment provided by the organizations Medical Board (see Annex C)[5]. There are currently two versions of TNMA 10.40/01; the draft developed by medical specialists within the working groups, and an alternative proposal supported by The HALO Trust's Medical Board. Subsequent discussion led to the following direction from the Chair:

- The working group membership should be expanded as much as possible, but as a minimum should include members that represent both National Mine Action Authorities and commercial companies. **(Action Point)**
- The working group should re-convene and attempt to reach consensus by merging the two proposed drafts. This should be done before the next meeting in February 2019. **(Action Point)**

The ICRC's Mr Eric Tollefsen reported that an update to IMAS 10.40 *"Medical support to demining operations"* is well underway; a draft should be ready for consideration at the next meeting.

12. IMAS 05.10 Information management for mine action, and associated TNMA 05.10/01, minimum data requirements

The GICHD's Mr Olivier Cottray provided a presentation of draft new addition of IMAS 05.10 *"Information management for mine action"* which has been previously circulated and updated based on the Boards feedback, as well as an associated draft TNMA *"minimum data requirements"* which has not yet been distributed. Mr Cottray reported that the draft standard has been written to be 'organizationally agnostic' (for use by any organization). Following some discussion the Board determined the following adjustments should be made: (**Action Point**)

- Include a section which references and outlines the macrostructure of a mine action programme and ownership of information;
- A section that outlines roles and responsibilities to ensure the standard conforms with the format of existing IMAS chapters';

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[5] A subsequent response to this assessment has been provided by the focal point for the medical working group and can be made available to members on request

- The term 'should' to be replaced by 'shall' in sections 5.1.1 (Programme Management Unit) and 5.1.2 (Operations Management Unit);
- Include bullet points on data quality, data protection, and confidentiality in section 7.1;
- Replace the term 'reasonable' with 'relevant and accurate' in section 8.1, and;
- Conduct a final review of section headings to ensure they are in line with roles and responsibilities that are outlined.

The draft TNMA was originally based on data requirements to meet disarmament treaty obligations (APMBC, CCM, and CCW); however following consultation with the ISU APMBC it has been adjusted to reflect broader best practices. The Board generally accepted that the TNMA was a good piece of work and, following some discussion decided that it should be elevated to a normative annex attached to IMAS 05.10. Some sections will need to be reviewed or removed, for example the ICRC offered to assist by providing a normative reference on the handling of personal data, and the ISU will provide input on timeframes for data collection. The Secretary will circulate the current draft TNMA for comment before it is incorporated into the updated IMAS 05.10. **(Action Point)**

13. IMAS 09.41 Animal Detection Systems (ADS) update

APOPO's Mr Havard Bach provided an overview of the history and process by which IMAS guidance on ADS was being updated. A draft 09.41 "*Accreditation testing of animal detection systems and handlers*" was circulated in July and received a number of comments/feedback. Some members of the Board contested the scope and content of the most recent draft 09.41. Following a frank exchange of views it was agreed that, with the inclusion of a series of minor revisions, the draft document would in a number of respects represent better guidance than the Mine Detection Dog standards that are currently available to the sector. The following changes are required: **(Action Point)**

- Conduct a review of the language used to ensure consistency with IMAS 09.40 (adopted in July 2018);
- Conduct a review to confirm that no important guidance has been lost in the process of streamlining ADS guidance from five chapters down to two;
- Review and revise the definition of 'Animal Detection Systems' to ensure it is consistent with the instructions provided in the standard;

The Chair advised that once these points are addressed an updated version of the standard will be sent to the full Review Board for a General Vote to provisionally adopt the document for a period of 12 months. The following actions would then be taken: **(Action Point)**

- The latest versions of IMAS 09.40 and IMAS 09.41 will be posted on the website as provisionally approved documents for a period of 12 months (not for SG approval);
- With the Exception of IMAS 09.44 *"Guide to occupational health and general dog care"*, older IMAS covering Mine Detection Dogs will be removed from the framework and archived;

Members were asked to sign up to an ADS working group that would be mandated to work on further revisions (including IED considerations) over a 12 month period (see Annex D). The Secretary will circulate a draft ToR for the working groups consideration. **(Action Point)**

14. Update on IMAS Website

The GICHD's Ms Sandra Bialystok presented an update on the IMAS website, which is currently being developed with funds from the US State Department (PM/WRA), Australia and Switzerland. Members were generally happy with the update but had comments on some of the page headings. It was agreed that the Secretary should circulate a link to the new website and request comments from members before it goes live. **(Action Point)**

15. Review Board working practices reviewed

The Chair informed the Board that the IMAS Steering Group is planning to meet on Tuesday 27th November 2018. He advised the members that the Steering Group would be considering whether to recommend (to the Inter Agency Coordination Group – Mine Action) that an independent consultant is commissioned to review the IMAS governance structure. The Board will be informed once a decision is made. **(Action Point)**

16. Any other business / Closing of the Meeting

Mr Siraj Barzani (IKMAA) pointed out that the gender division on the Review Board is sub optimal and asked the Chair whether there are any plans to address this. The Chair confirmed that this would be within the scope of a governance review, if conducted.

The Chair closed the meeting by thanking the Board members, observers and individual working groups for hard work and steady progress that has been made in 2018.

Alan MacDonald   Rory Logan
Chair IMAS RB   Secretary IMAS RB
UNMAS   GICHD

Annex A – Overview of IMAS workplan

Title	IMAS Series	Mandate provided
New IMAS Chapters		
IMAS Building Search/Clearance (including competencies)	9	July 2018
IMAS IEDD (including competencies)	9	July 2018
IMAS Victim Assistance	13	Feb 2018
IMAS Risk Management	7	Feb 2017
IMAS Chapters to be revised		
IMAS 10.40 Medical Support	10	Feb 2017
IMAS 05.10 Information Management	5	Feb 2016
IMAS 09.41 ADS Accreditation and Testing	9	July 2012
New TNMA under development		
07.10/01 Residual Risk Management	7	Feb 2016
07.10/02 All Reasonable Effort	7	Feb 2018
10.40/01 Medical Support	10	Feb 2018
Other		
Annex to 05.10 – Minimum data requirements	5	Feb 2016
New Terminology 'humanitarian principles', 'mine action', 'switch'	4	Nov 2018
IMAS Website update		

Annex B - Approved terms and definitions (excel sheet attached)

Annex C – HALO Medical Board Statement[6]

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[6] Available on request

Annex D – ADS working group

Name	Organization	Contact email
Calvin Ruysen	HALO	Calvin.ruysen@halotrust.org
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