MINUTES OF THE

IMAS REVIEW BOARD MEETING FEBRUARY 2019

Date: Monday 4th February, 2019
Time: 08:30-16:45,
Location: Conference Room, 6th Floor GICHD

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

IMAS Action Points 2019

Action Point	Responsible	Suggested deadline
Review, update and distribute IMAS 09.41 for a general vote (12 month provisional approval)	Secretary	Feb 19
Update IMAS 04.10 to include approved terms, upload to IMAS website	Secretary	March 19
Provide a report on all instances of the term 'search' in IMAS	Secretary	April 19
Review 28 terms recommended for removal from IMAS 04.10, distribute for Boards consideration	Secretary	March 19
Update IMAS 09.31 IEDD and upload to IMAS website	Secretary	Feb 19
Convene Competencies WG and finalize T&EP 09.31/01/2109	Competency WG	April 19
Update IMAS 07.14 Risk Management and circulate for general vote/adoption	GICHD	Feb 19
Update 'Operational Threat Assessment' diagram in Annex C to IMAS 07.14	Risk/Threat WG	Feb 19
Update IMAS 07.11, IMAS 08.10 and IMAS 08.20, upload to IMAS website	Secretary	Feb 19
Consider Building Survey material for IMAS 08.10, submit for electronic general vote/adoption	Building WG	March 19
Update IMAS 09.13 Building Clearance, upload to IMAS website	Secretary	Feb 19
Editorial update of new IMAS 12.10, circulate for general vote/adoption	Secretary	Dec 18
Convene Victim Assistance Working Group	HI	March 19
Update IMAS 05.10, upload to IMAS website	Secretary	Feb 19
Update minimum data requirements annex C to IMAS 05.10 and circulate for feedback	GICHD	Feb 19
Provide feedback on updated IMAS 10.40	Full Board	March 19
Confirm Steering Group mandate for revision of IMAS 10.60	Chair	March 19
Provide feedback on updated IMAS 10.60	Full Board	March 19
Provide feedback on TNMA 07.10/01 'Residual Risk Management'	Full Board	March 19
Complete draft TNMA 07.10/02 'All Reasonable Effort'	GICHD	March 19
Develop new IMAS Human Remains/Forensic Science	ICRC	Feb 20
Confirm Steering Group mandate for new IMAS Human Remains	Chair	March 19
Convene ADS WG and assign responsibilities	GICHD	Feb 19
Consider proposal for TNMA KPIs	Full Board	Feb 19
New IMAS Website to go live	Secretary	Feb 19

Detailed meeting minutes

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 confirmed that since the last meeting in November 2018 both the IMAS Steering Group and the Interagency Coordination Group for Mine Action (IACG-MA) had been convened. These high-level bodies had been asked to consider the backlog of new IMAS and updated standards that had built up since the last Steering Group meeting in 2012. All the documents presented were received positively, 10 new IMAS/major revisions were formally adopted by the IACG-MA in December 2018, and minor amendments to other standards were also approved. As such there are currently no 'draft' IMAS[1].

2. Minutes IMAS Review Board Meeting November 2018

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

https://www.mineactionstandards.org/fileadmin/MAS/documents/review-board/minutes/20190128_Minutes_IMAS_Review_Board_Meeting_Nov_2018_FINAL.pdf

The Secretary of the Review Board, Mr. Rory Logan confirmed that 18 of the 19 action points agreed in November had been actioned, the one outstanding issue relates to the circulation of updated interim IMAS 09.41 *"Accreditation testing of animal detection systems and handlers"* which will be provided before the end of the month. **(Action Point)**

3. Terminology Working Group (IMAS 04.10)

The focal point Mr. Calvin Ruysen (HALO Trust) reported that the working group has held two meetings since the Board met in November. Mr. Ruysen then presented a series of recommendations from the working group. Following a short deliberation by the members, the following points were agreed: **(Action Point)**

- The terms: 'humanitarian principles', 'switch', 'safe waiting periods', remote action', 'semi-remote action', and 'positive action' were defined and adopted into IMAS;
    - The term 'humanitarian principles' will include a footnote to reference the UN resolutions that endorse these principles.
- New definitions were adopted for the terms 'render safe procedure' and 'mine action';
- The definition of mine action would include a footnote referencing the 2030 Agenda for Sustainable Development;
- A revised description of mine action would be inserted into IMAS 01.10;
- The terms 'neutralize' and 'neutralization' would be removed from the IMAS glossary.

The focal point further recommended:
- That a new working group is convened in order to deliberate on the term 'search'. This term appears in various different standards and can perhaps be interpreted differently across the framework. The value of such an initiative was discussed and after a short discussion it was agreed that in the first instance, the Secretary would be tasked to

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[1] The one exception being IMAS 04.10 Glossary of terms, definitions and abbreviations.

compile a report on all uses of the term 'search' to be submitted to the Board for further consideration; **(Action Point)**
- That the Board considers 28 other terms recommended for removal from the glossary (submitted to the Secretary in July); **(Action Point)**
- That certain terms (including specific EOD/technical terms) that are only used in a single chapter be defined in the chapter but not included in IMAS 04.10 *"Glossary of mine action terms, definitions and abbreviations"*. (approved)

The Board agreed to extend the Terminology working group's mandate into 2019. All new/revised definitions can be found in Annex B.

4. Improvised Explosive Device Disposal (IMAS 09.31)

The Secretary presented IMAS 09.31 *"Improvised Explosive Device Disposal"* which had been circulated to the Board on 21st January. The standard had been updated based on direction provided by the Board in November, and then shared with the IEDD working group for final comment (leading to further minor amendments). The Board adopted IMAS 09.31 pending the following additional amendments: **(Action Point)**
- The standard should be updated taking into account decisions made during the terminology session;
- Section 5.2 remove the word 'no' from 'no manual neutralization techniques';
- Section 5.3 reference to deliberate targeting of operators supplemented with 'sufficient security in place';
- Section 7.1 minor updates relating to qualification levels;
- Section 9.1 on NMAA responsibilities the term 'should' to be replaced with 'shall';
- Section 9.2 (c) clarify equipment required is for 'all tasks undertaken'.
- Minor additional inclusions suggested for Annex B 'Operational Equipment'.

A presentation was then provided by the IEDD Competency working group's focal point Mr. Roly Evans (GICHD) who provided an update on the process for the development of T&EP 09.31/01/2019. The presentation included potential next steps for its adoption. The competency matrix developed in 2018 currently includes 319 competencies divided over IMAS IEDD Levels 1, 2, 3 and 3+. A draft T&EP in word format was provided for reference. The Board agreed that the current draft framework is well developed and that it should be possible for the working group to reach consensus and complete the exercise relatively quickly. Mr. Evans was asked to convene a further meeting of the working group to agree on the final matrix (including prerequisite IMAS EOD qualifications) and consider/update the draft word T&EP. **(Action Point)**

5. IMAS Risk Management/IED Threat Assessment (IMAS 07.14)

The working group focal point Mr. Rob White (GICHD) introduced GICHD consultant Mr. David Hewitson who presented a draft IMAS 07.14 "*Risk Management in Mine Action*". The draft standard had been completed and provided to the Board on 31st January (less than a week before the meeting). Mr. Hewitson provided an overview of the chapter, including the thinking behind the standard, its placement in Series 7 of the IMAS framework and its level of consistency with/relationship to relevant ISO standards. Several comments were provided by members and after an exchange of views it was agreed that a revised version, taking into account this feedback, would be distributed by the Secretary for a general vote via email. The deadline for final adoption (including necessary updates and voting process) was set for the end of May. **(Action Point)**

Mr. White then presented Annex C *"Threat Analysis and Threat Assessment in Environments Affected by Improvised Explosive Devices"* which has been updated by the working group based on direction provided by the Board in November. This document was adopted by the Board pending an update to the 'Operational Threat Assessment' diagram found on page 9. This material will be included as an annex to IMAS 07.14 once it is adopted. **(Action Point)** It was agreed that IMAS 07.14 would be included as a normative reference in IMAS 09.31.

6. Survey and Land Release Working Group

The focal point Mr. Calvin Ruysen (HALO Trust) provided a presentation outlining the group's progress. The working group has held two meetings since November, and as a result, has provided a series of recommendations to the Board. Following some discussion by the members, the following was agreed: **(Action Point)**

- The definition for explosive ordnance (EO) would be included in the relevant section of three (3) IMAS relating to the Land Release process (IMAS 07.11, IMAS 08.10 and IMAS 08.20);
- Two (2) recommended minor amendments were agreed for IMAS 07.11;
- Two (2) recommended minor amendments were agreed for IMAS 08.10,
- Alternative wording for IMAS 07.11, 5.2 'principle' (j) will be developed by UNMAS and submitted to the Chair (for consideration as a minor change).

It was agreed that there is utility in providing additional text on building survey in IMAS 08.10 *"Non-Technical Survey"*, however, some members felt that the material recommended for inclusion as the new section 8.4 'Building and Infrastructure' could be refined further. The Board agreed that it would be appropriate to task the Building Clearance working group to look at this paragraph and provide an updated text that could be sent for an electronic general vote. The deadline for adoption (including necessary updates and voting process) was set for the end of May. **(Action Point)** Having completed its mandate, the Land Release working group will stand down.

7. Building Clearance (IMAS 09.13)

The GICHD's Ms. Tammy Hall opened this session on behalf of the group's focal point Mr. Nick Bray (GICHD). Ms. Hall provided an overview of the process through which IMAS 09.13 *"Building Clearance"* had been further developed by the working group since November. The group met twice to consider updates, and members reviewed the document remotely. Whilst every effort had been made to include all feedback provided, it had not been possible as in some cases individual comments contradicted one another. The draft sent to the Board on 29th January is the result of a collaborative effort over a period of many months. Following a short series of discussions the Board adopted IMAS 09.13 pending the following minor amendments: **(Action Point)**

- Section 4.2 bullet three change 'that an area is free from EO contamination' to 'that a building is free from EO contamination';
- Section 5.2 change term 'building has been released' to read 'building has been cleared';
- Section 5.8 'Unmanned Aerial Systems' should be renamed 'Unmanned Systems' and reworded to reflect potential for use of land based remotely operated devices;
- Annex B 'UAS' to be changed to 'US', as above;

- Complete minor typographical corrections.

The sector is likely to learn important lessons as operators gain experience working in complex environments, including in urban and peri-urban settings. Issues such as non-explosive threats, actions on identifying human remains, and the use of technical survey in buildings were all mentioned during the discussion, and it is understood that in the future, the Board may be asked to supplement the guidance provided in the Building Clearance standard with associated Technical Notes.

8. Risk Education Working Group (IMAS 12.10)

The GICHD's Ms. Tammy Hall provided a brief update on behalf of the working group's focal point Hugues Laurenge (UNICEF) who was unable to attend the meeting. The Board was provided with a working draft update of IMAS 12.10 *"Mine Risk Education".* The draft includes a number of changes and comments suggested by working group members. The remaining work required is largely editorial, as such the Board tasked the Secretary to finalize the update based on the work already undertaken. Following a final check by the focal point, this update will then be circulated to the Board for an electronic general vote. The deadline for adoption (including necessary updates and voting process) was set for the end of May. **(Action Point)**

9. Victim Assistance (IMAS 13.10)

Humanity and Inclusion's Ms. Elke Hottentot provided a presentation on the draft IMAS 13.10 *"Victim Assistance"* which was circulated to the Board on 23rd January. Ms. Hottentot noted that the document had been drafted based on the proposal approved by the Board in February 2018. At present this standard is noticeably different in tone from other standards in the framework, which Ms. Hottentot advised is as a result of the theme it covers. The Chair noted that the issue of an IMAS on Victim Assistance has been raised many times over the years, with limited follow up. The document presented therefore represents significant progress on the matter for which HI is to be congratulated; a number of members seconded this view.

During subsequent discussions it became clear that the Board would like to see the standard distilled down into something more resembling other IMAS. The final version should be a place where specifications and requirements for VA activities are defined. It should not be a platform to advocate for VA support. The Board agreed to form a new working group with a 12 month mandate to develop IMAS 13.10. The working group will be co-chaired by Gary Toombs and Elke Hottentot (both HI) and be open to interested VA experts as well as Board members. **(Action Point)** A sign-up sheet was distributed during the meeting, the list of member-volunteers can be found in Annex C.

10. Information Management (IMAS 05.10)

The GICHD consultant Mr. Henrik Rydberg presented the revised IMAS 05.10 *"Information Management for Mine Action"*. This standard had been updated based on directions provided by the Board in November. The Board adopted the updated IMAS 05.10 pending the following additional amendments: **(Action Point)**

- Section 5.1 'Macro-structure of a mine action programme' needs to be re-structured so that it is in line with Section 9 'Responsibilities';
- In Section 6.4 reference to minimum data requirements to reflect the associated annex rather than an associated TNMA;

- Section 7.1 the bullet point on confidentiality of personal information should also reference consent to use said information;
- Section 7.3 'other relevant minority groups; to be replaced with 'other relevant diversity dimensions';
- Section 8.1 replace 'reasonable' with 'relevant and accurate';
- Section 9.1 replace 'shall' with 'should';
- Section 9.2 incorporate reference to international norms/GDPR;
- Include IMAS 09.13 in Annex A as a normative reference.

The Board also discussed draft Annex C - *"Minimum Data Requirements for Mine Action"*. This document has also been updated based on feedback provided since November. A number of members still have questions and would like to request additional revisions. It was also clarified that in practice, most stakeholders would collect far more data than is included in the annex, which is simply a means of ensuring that the minimum requirements for reporting obligations and macro-analysis are captured and available to national authorities. An updated draft will be circulated to the Board for an electronic general vote. The deadline for adoption (including necessary updates and voting process) was set for the end of May. **(Action Point)**

11. Medical Support to Demining Operations (IMAS 10.40)

The Board was provided with an updated draft IMAS 10.40 *"Medical support to demining operations"* but members were not asked to adopt the draft at the meeting. The ICRC's consultant Mr. Dan Perkins provided a presentation on the thinking behind the revised standard. Members are now asked to review this draft and provide feedback through the Secretary. The Board aims to have a reviewed draft ready for approval by July. **(Action Point)** The ICRC's Mr. Erik Tollefsen advised the Board that the World Health Organization (WHO) is currently developing competency standards for pre-hospital care. Once these are completed, the ICRC plans to recommend that they are reviewed by the Board for potential inclusion as an annex to IMAS 10.40.

Mr. Perkins' presentation also covered the interrelationship between IMAS 10.40 and IMAS 10.60 *"Reporting and Investigation of demining incidents"*. The importance of accurate, standardized data on accidents was referenced, and the ICRC also presented a proposed update of IMAS 10.60 to the Board. The updated IMAS 10.60 recommends that accident data be centralized in the newly developed demining Accident and Incident Database (AID), which is managed by the Centre for International Stabilization and Recovery (CISR) at James Madison University. This database is managed by the JMU's Ms. Heather Holsinger who was introduced to the Board and welcomed by the Chair. Following this presentation the Chair thanked ICRC for their efforts on both these important issues. Whilst it was agreed that the proposed revision of IMAS 10.60 was a positive step, it was noted that a mandate to update this standard had not been formally requested or provided. The Chair will seek advice from the IMAS Steering Group regarding how to proceed. **(Action Point)**

NPA's Mr. Hans Risser presented progress made by the Medical working group on the proposed TNMA 10.40/01 on medical support. A physical meeting was held in Manchester on the 10th of January, followed up by remote deliberations via email. A sticking point remains the inclusion of certain competencies which appear in the annexes as those that 'may' be considered for medical staff. The Chair reminded the Board that the term 'may' in IMAS is used to indicate a possible method or course of action, it does not denote requirements, specifications or preferred courses of action. As the working group was unable to reach full consensus the Board was asked to consider two different versions of the document (named

TNMA/10.40v8 and TNMA/10.40v9A). Following a discussion, the Board adopted TNMA10.40/v9A (in which additional competencies that 'may' be considered are included) via a simple vote[2]. It is understood that the Board may elect to replace this TNMA with WHO standards once they are developed.

12. Other IMAS Updates

The Secretary provided progress updates on the following issues:

- Draft TNMA/07.10/01 "*Residual Risk Management*" was provided to attendees in their printed packs and flash drives. Members and observers are asked to provide feedback ahead of an electronic general vote. **(Action Point)**
- Draft TNMA/07.10/02 *"All Reasonable Effort"* is currently being developed by the GICHD. It is anticipated that the first draft will be circulated by the end of March 2019. **(Action Point)**
- A ToR for the ADS working group was provided (and agreed by the Board). The GICHD's Tammy Hall confirmed that the GICHD will act as the group's focal point. It was agreed that the first meeting should be convened ASAP. **(Action Point)**
- The ICRC has submitted a proposal for a new IMAS on "The management of human remains in weapons contaminated areas and the interdependence of forensic science and demining expertise" the Board supported this initiative. The Chair noted that new IMAS should be sanctioned by the Steering Group, and as they will not meet until May, the Chair will forward a notification informing the Steering Group of the Board's intention to start work on this standard. **(Action Point)**
- The GICHD has submitted a proposal to develop a TNMA on Key Performance Indicators for mine action. As this proposal had not previously been seen by the Board, the Chair asked that members review the proposal and indicate whether they support the initiative. Responses should be sent to the Secretary within two weeks. **(Action Point)**
- The Secretary presented the new IMAS Website. Following the Board's request in November minor adjustments had been made and a link circulated to the Board on 7th January for final comment. As no further feedback has been received, the website will go live in February. The Chair noted that, following a consultation with UNMAS New York, the UN wreath should be re-inserted into the new IMAS logo. **(Action Point)**

13. AOB

- The HALO Trust's Mr. Calvin Ruysen confirmed that he will be stepping down as the organization's member on the Board. The Chair and the Board thanked Mr. Ruysen for his service as a member and recognized his considerable efforts as the focal point for two of the IED working groups over the past twelve months. The HALO Trust has nominated Mr. Adam Jasinski to take his place with immediate effect.

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

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[2] The HALO Trust supported TNMA 10.40/01v8 but did not support TNMA10.40/01v9A

Annex A – Overview of IMAS workplan

Title	IMAS Series	Mandate provided
New IMAS Chapters		
IMAS Risk Management	7	Feb 2017
IMAS Victim Assistance	13	Feb 2018
IMAS Human Remains / Forensic Science.	TBC	Feb 2019
IMAS Chapters to be revised		
IMAS 10.40 Medical Support	10	Feb 2017
IMAS 12.10 Risk Education	12	Feb 2018
IMAS 09.41 ADS Accreditation and Testing (temporary)	9	July 2012
IMAS ADS Series	7, 9	Nov 2018
IMAS 10.60 Accident Investigation	10	TBC
IMAS 08.10 Non-Technical Survey	8	Feb 2019
New TNMA under development		
07.10/01 Residual Risk Management	7	Feb 2016
07.10/02 All Reasonable Effort	7	Feb 2018
Other		
Annex to 05.10 – Minimum data requirements	5	Feb 2016
Annex C to IMAS 07.14 – Threat		Feb 2018
Consider TNMA KPIs		TBC
IMAS Website update		
IMAS 01.10 (Governance Review of IMAS)	All	Dec 18

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

Annex C – Victim Assistance working group

Name	Organization	Contact email
Gary Toombs	HI (Co-Chair)	gtoombs@hi.org
Elke Hottentot	HI (Co-Chair)	e.hottentot@hi.org
Suzanne Fiederlein	CISR	fiedersl@jmu.edu
Gregory Cathcart	ISU APMBC	g.cathcart@apminebanconvention.org
Chris Loughran	MAG	Chris.loughran@maginternational.org
Sebastian Kasack	MAG	Sebastian.kasack@maginternational.org
Louis Maresca	ICRC	lmaresca@icrc.org
Havard Bach	APOPO	Havard.bach@apopo.org
Ariana Calza Bini	GMAP	a.calza-bini@gmap.ch
Adam Jasinski	HALO Trust	adam.jasinski@halotrust.org
Murf McCloy	PM/WRA	McCloyM@state.gov
Tammy Hall	GICHD	t.hall@gichd.org