



MINUTES OF THE

IMAS REVIEW BOARD MEETING FEBRUARY 2020

Date:	Monday, 10 th February 2020
Time:	08:30-16:55 hours
Location:	Conference Room, 6 th Floor GICHD

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

IMAS Action Points

Action Point	Responsible	Suggested deadline
Incorporate additional footnote IMAS 05.10 Annex B and publish to IMAS website (to be reviewed after one year implementation).	Secretary	April 20
Update Draft IMAS 10.40 Ed.2 – circulate for electronic vote.	Secretary/ICRC	April 20
Update IMAS 13.10 Ed.1 and publish to IMAS website.	Secretary	April 20
Update IMAS 12.10 – circulate for electronic vote.	Secretary/UNICEF	April 20
Copy edit IMAS 07.31 and IMAS 09.41 and publish to IMAS website.	Secretary	April 20
Highlight ongoing ADS work to SG for comment.	Chair	Feb 20
Highlight proposed new streams of ADS work to SG for approval/endorsement.	Chair	Feb 20
Highlight ongoing IEDD/EOD work SG for comment.	Chair	Feb 20
Continue development of IMAS 10.60.	Accident TWG	August 20
Update IMAS Human Remains – circulate for electronic vote.	Secretary/ICRC	April 20
Address minor inconsistencies across IMAS framework.	Secretary	Dec 20
Update permissions/resolve issues with back-end of IMAS website.	Secretary	April 20
Continue development of TNMA KPI.	KPI TWG	July 20
Distribute draft TNMA ARE, determine location of global workshop.	GICHD TWG focal point	March 20
Publish TNMA 07.10/01 on the IMAS website.	Secretary	March 20
Inform members when IMAS compliance tool is ready.	Secretary	April 20

Detailed meeting minutes

1. Welcome and Introduction, approval of minutes

The Chair of the International Mine Action Standards (IMAS) Review Board, Mr. Alan MacDonald, opened the meeting and welcomed all members, observers and guests. The minutes from the IMAS RB meeting in February 2019 were formally accepted and archived. They can be found on the link below:





https://www.mineactionstandards.org/fileadmin/user_upload/Files/IMAS/Meeting_Minutes/2019 0305 Minutes IMAS Review Board Meeting Feb 2019 FINAL.pdf

2. Update on IMAS Governance Evaluation

The Chair provided a brief update on the recent IMAS Governance Evaluation which had been completed by Ernst and Young. In general, the evaluation team found that IMAS has been a success story. The evaluation provides recommendations to more effectively codify the various terms of reference, processes and procedures. Membership rotation should be strengthened, and particular attention should be given to improve gender balance on the IMAS Review Board. The Chair noted that the final report was under consideration by the IMAS Steering Group (SG) and had been shared with the Board for information.

Some initial comments have already been provided by Mr. Gareth Bex [see email to Chair/Secr dated 6th February 2020]. These were supported by the MASG, who focused on two points in particular:

- Whilst rotation of membership is important, the SG should be mindful of the fact that some organizations on the Board (such as the MASG) may only have one representative; and
- There should be no discussion regarding the GICHD Secretariat to the Review Board, which is functioning well.

3. IMAS 05.10 Annex B Minimum Data Requirements (GICHD)

The GICHD's Mr. Henrik Rydberg presented a normative annex *Minimum Data Requirements* to be attached to IMAS 05.10 *Information Management for Mine Action*. The document has been under development since 2017 and is based on broad consultation both within the Review Board and across the wider mine action sector. The annex is principally aimed at information management professionals, it lays out a basic data schema that can be used as the foundation for the development of new mine action databases/information management systems. The latest version includes additional recommendations from UNICEF, mainly relating to victim data and risk education.

The document was adopted by consensus pending the following updates: (Action Point)

• Section 2.8 'Accident' additional guidance on what is meant by accident/incidents to be included via a footnote referencing IMAS 10.60 *Reporting and Investigation of Demining Accidents and Incidents.* This will also include the separation of demining/workplace accidents and civilian accidents.

A review of the first year's implementation will be conducted at the Review Board meeting in 2021. (Action Point).

4. IMAS 10.40 Medical Support to Demining Operations (ICRC)

The ICRC's Dr. Mauro Dalla Torre and Mr. Daniel Perkins presented an updated second edition of IMAS 10.40 *Medical Support to Demining Operations*. This version incorporates feedback provided on the original draft circulated at the meeting in 2019. Additional feedback provided at the meeting included a recommendation from HALO Trust on the way that the roles and responsibilities of the NMAA are presented should be strengthened throughout the document. NPA questioned the inclusion of *WHO Standards for Pre-Hospital Care* as a normative reference in Annex A because the document is not yet finally approved and elements of it may not be appropriate to mine action operations.





Several specific changes were also highlighted:

- First paragraph of section 4.1.1 'Assessment' to be deleted as it duplicates text already included in Section 1 'Scope'.
- Section 4.4.2 'Moulage, rehearsal and casualty simulation' language needs to be updated/re-written/footnoted. It is important that IMAS cannot be interpreted as sanctioning demining staff entering unsafe ground under any circumstances.
- Section 5.1 'National Mine Action Authority' point a): reference to appropriate <u>health</u> authorities to be added.
- Section 5.1 'National Mine Action Authority' point g): to be re-written to reflect actual intention regarding equal medical insurance for male and female staff (which covers pregnancy).
- Section 5.3 'Donors' to be deleted. Relevant responsibilities to be transferred to the NMAA responsibilities section.

It was agreed that ICRC would update the relevant sections in consultation with the Secretariat. An updated version would then be circulated for an electronic vote before the end of April. (Action **Point**)

5. IMAS 13.10 Victim Assistance (HI - TWG)

The co-Chair of the VA technical working group (TWG), Mr. Gary Toombs (HI) presented the first edition IMAS 13.10 *Victim Assistance*. This document was first proposed in 2018, early drafts were substantially developed by the TWG in 2019, a draft IMAS was circulated to the Board in November 2019. HI also put forward some additional minor amendments.

Following a short discussion, the document was adopted pending the following updates:

- Paragraph 4 'Principles of Victim Assistance' to be re-written, particular attention to be paid to the principles of 'non-discrimination' and 'vulnerability'.
- Section 7.1.1 should be reviewed to make sure that language is consistent with what is included in the Introduction.
- Section 7.1.2 'National Mine Action Centre' incorporate reference to relevant <u>health</u> authorities in first bullet point.

These Changes will be made by the Secretary in consultation with relevant members before the document is published and sent forward to the SG. (Action Point)

6. IMAS 12.10 Explosive Ordnance Risk Education (UNICEF – TWG)

The RE TWG focal point Mr. Hugues Laurenge (UNICEF) presented an updated IMAS 12.10 now named *Explosive Ordnance Risk Education* (EORE). In February 2018, a TWG was established and mandated to review guidance on IEDs. Mr. Laurenge noted that 2019 was a watershed moment for Risk Education, which has been re-invigorated with the establishment of an EORE Advisory Group, and the inclusion of a dedicated section on risk education in the APMBC 'Oslo Action Plan'¹.

The TWG, with some assistance from the EORE Advisory Group, has both; completed this work, and conducted a more holistic review of the IMAS. This is the most substantial update of this IMAS since 2009.

¹ APLC/CONF/2019/5





Several members made specific comments relating to the document:

- Some members noted that in some cases there is a lack of clarity in terms of responsibilities linked to the 'shall' and 'should' statements.
- Section 4.1 Update to reflect EORE' contribution to safe environment.
- Section 4.3.4 Language on community liaison to be strengthened and put in line with the IMAS Glossary.
- Section 4.3.5 Additional emphasis to 'conflict sensitivity' and 'do no harm'
- Paragraph 13 'Responsibilities' will need to be updated to reflect the IMAS 'house style'.
- Section 13.3, cz) Covering NMAA accreditation will be reworded to avoid any confusion.
- Section 13.7 'Donors' will be removed completely at the request of Donor members.
- Annex A to include a reference to TNMA 12.10/01/2018 Risk Education for IED
- Annex A an additional reference was requested by ICRC: Increasing Resilience to Weapon Contamination through Behaviour Change: Risk Awareness and Safer Behaviour Guidelines for use by the Components of the International Red Cross and Red Crescent Movement (2019).
- Several additional minor amendments were submitted to the Secretariat in writing by PM/WRA.

The Board asked the Secretary to make the necessary amendments in consultation with the TWG focal point. The document will then be circulated for an electronic vote before the end of April. (Action Point)

7. Animal Detection Systems (GICHD - TWG)

The ADS TWG focal point, Mr. Stanislav Damjanovic (GICHD), provided a short overview of work on IMAS Animal Detection Systems (ADS) since the original mandate was provided in 2012. The current TWG was provided with a new ToR and a 12-month mandate to complete necessary updates in November 2018. The ADS TWG has met five times, including a two-day meeting in Geneva in October 2019. The group deliberately focused on updating existing guidance on ADS in ongoing operations and decided not to consider potential new applications as part of this mandate. The Board were presented with two draft standards for consideration and adoption: IMAS 07.31 Accreditation and Operational Testing of ADS and Handlers, and IMAS 09.41 Operational Procedures for ADS.

The Secretary noted that these final drafts had been submitted relatively recently, and if approved would require a final copy edit before being published and sent on to the SG. The TWG requested an extension of its mandate to the end of 2020 to complete work on two Test and Evaluation Protocols (T&EP) that it has been developing on; *Testing Procedures and Setting-up of Test Area,* and *Competences for the ADS Handlers and Trainers.*

The following additional recommendations were made for the Board's consideration:

- IMAS 09.40 to be cross/referenced and synchronized with other ADS related IMAS
- IMAS 09.44 to be reviewed by an appropriate TWG, with the necessary veterinary experience to add guidance on Mine Detection Rats.
- Consider the establishment of a new TWG to discuss other ADS applications such as; EDD, Use of EDD in IED Search and Building Search.
- ADS related Terminology revision and standardization across all IMAS chapters.

The HALO Trust requested additional time to consider the two new chapters, on the basis that the final drafts had only been provided the week before the meeting. Feedback from other members indicated that, following a comprehensive working group process, there was little





appetite for further delay on this issue, the documents were therefore adopted via a simple vote and will be published in draft following copy edit (Action Point). The Chair took note of the concern raised by HALO and committed to addressing it through revised rules of procedure that are likely to be drafted as a result of the governance evaluation.

The Chair also committed to put the recommendations for <u>new</u> streams of work forward to the SG, work on EDD in particular would need to be carefully thought through. He also noted that he would seek approval for <u>existing</u> streams of work, and that these would be unlikely to lose momentum because the SG are due to meet in two days on Wednesday 12th February. (Action **Point**)

8. T&EP 09.31 Improvised Explosive Device Disposal (IEDD)

The HALO Trust's Mr. Nick Torbett led discussion on a review of T&EP 09.31/01/2019 *Improvised Explosive Device Disposal Competency Standards* following its first year of application. He provided an overview of a training course that HALO ran in Georgia in May 2019. The course was developed based on T&EP 09.31 and was subject to both internal and external review. The key lessons learned included a need to:

- Balance field requirements with competency targets (e.g. requirement for training and testing on RSPs of multi switch IEDs with no access to energetics, and challenging practice and assessed tasks).
- Ensure consistency of instruction and messaging, which requires a course director and instructors that are suitably qualified and experienced.
- Revise some specific competencies (approximately 25-30 identified by HALO):
 - Re-wording of some terms that are overly specific or refer to particular contexts that may not be universally applicable
 - Evaluate requirement for some competencies where scope goes beyond IEDD
 - Consider requirement for competencies that are covered in the pre-requisite qualifications

Mr. Torbett also recommended that the Board consider reviewing T&EP 09.30/01/2014 *Explosive Ordnance Disposal Competency Standards*. The current document is not user-friendly and using it as the basis for training courses represents a sizeable workload. Following some discussion over course design, training qualifications, and country specific requirements, a number of members voiced support for a review of both T&EP's. It was suggested that the IEDD TWG be re-established and provided with a mandate to complete a review by the end of the year. The more general principle that technical documents and annexes should be subject to a 12-18 month review was also agreed.

The Chair noted that this request would also be presented to the SG as an existing stream of work, rather than a new proposal. (Action Point)

9. IMAS 10.60 Accident Investigation (GICHD- TWG)

The Accident TWG focal point, Mr. Roly Evans (GICHD), presented progress that had been made on a draft second edition of IMAS 10.60 *Reporting and Investigation of Demining Accidents and Incidents.* Work on this standard began in earnest in Q4 2019 and the working draft that was shared is not being put forward for approval at the meeting. The new edition will be longer than the existing version, will place greater focus on the sequence of the post-accident process, more emphasis on evidence/causal analysis, look carefully at the relevant roles and responsibilities and will attempt to more effectively standardize terminology. Mr. Evans reported that several





outstanding issues need to be discussed and that TWG members had been active and constructive thus far.

In general terms, the Board commended the good work to date and voiced support for a continued focus on this issue. A number of members raised specific issues that they would like the TWG to consider:

- Inclusion of reporting on 'near-misses'.
- Additional guidance on IED accidents and incidents.
- Guidance on how to handle the media/social media following an accident.
- Transport and treatment of non-national staff involved in an accident.
- Repatriation of human remains following fatality involving non-national staff.
- Information/guidance on cross-jurisdictional aspects in the case of a fatality.

Whilst this standard has links to a number of other IMAS, the Board was clear that work should not be held up for the sake of any other standards development. The TWG believes that a version of the document may be ready for approval via electronic vote by mid-2020. (Action Point)

10. IMAS Human Remains (ICRC)

The ICRC's Mr. Lou Maresca and Mr. Daniel Perkins presented a new working draft IMAS that builds on guidance provided in TNMA 10.10/01/2013 *Guidelines on the Management of Human Remains located during Mine Action Operations.* The document presented draws from a larger set of guidelines that ICRC has developed and which will be published later this year. The draft IMAS focusses on the principles that should underlie mine action and forensic interactions and is not a direct replacement of the TNMA or existing SOPs.

Several members made quite specific comments/requests;

- MAG asked for more guidance on the level of priority. From ICRC's perspective this 'hierarchy' is clear: ensuring operator safety is a primary consideration, as is public safety, followed by ensuring dignity of the dead.
- HALO believe that the document is too limited in scope and that what it attempts to do. It should be part of broader guidance not just forensic support. HALO are planning to submit detailed comments separately.
- IKMAA noted that certain aspects are managed by the state, outside the mine action sector, they fall within the purview of forensic experts and go well beyond the remit of mine action operators (excavation of mass graves for example).
- DMAC noted that Afghanistan do not have national standards on this issue; however, they do
 have a set of SOPs that were developed by an implementing partner, which they would be
 able to provide.
- PM/WRA have provided written feedback to the Secretariat for consideration. They noted in
 particular that donors do not have responsibility in this area and asked that the section on
 donor responsibilities to be removed.

The Chair asked any members who had additional feedback to submit it to the Secretariat within two weeks. The Secretary will then incorporate all feedback in consultation with ICRC. An updated version will be distributed for an electronic vote before the end April. (Action Point)





11. Secretariats Report

The Secretary provided a short presentation on the Secretariats' ongoing work in support of IMAS:

- An overview of the current IMAS Workplan was provided. The workplan was approved by the SG in May 2019, and following the mornings discussions it is well on track. At the direction of the Chair, no new proposals will be considered until the SG has deliberated on the external governance evaluation. Currently three proposals have been submitted to the Secretariat and are parked:
 - TNMA: Addressing Environmental Impact of Mine Action Activities. Reducing the Impact of Soil and Water Contamination during Disposal Activities.
 - Name of MRE (superseded if IMAS 12.10 update is approved).
 - TNMA: Countering Chemical Contamination.
- The public side of the new IMAS website has been up and running since March 2019. The 'back end' document management system, through which the Board will be able to access and review draft IMAS, is complete and is being piloted with support from four members. Feedback from the pilot will be used to fix any bugs ahead of an RB-wide rollout.
 - The Board noted that currently the online platform allows members to see all comments that have been made on a draft standard. There is a risk that this could lead to 'group think'. As such the Secretary was instructed to have the system adjusted so that all comments are only shown once a document review is closed. (Action Point).
 - One of the members involved in the pilot was unable access the system to review documents. This is to be followed up by the Secretariat. (Action Point)
- The website was recently fitted with an additional analytic component that was demonstrated. A range of new functions are available that will allow the secretariat to more effectively track website traffic. This includes a more accurate overview of which standards are being downloaded, and where from. It is anticipated that in future this tool will be used to help the Board determine which IMAS should be subject to regular formal review.
- NPA has identified several minor inconsistencies across the IMAS framework and has provided a report on these. The Secretary thanked NPA for this valuable support and noted that inconsistencies between IMAS would be addressed in 2020, this will include standardization/replacement of certain outdated terms such as 'Demining Organisation' across the series. The NPA report will be used as the basis for addressing such issues. (Action Point)

12. TNMA KPI

The GICHD's Mr. Roly Evans presented progress made on the TNMA *Key Performance Indicators*. The document focusses on operational/land release KPIs and work has been supported by a TWG since September 2019. Two important issues that have been highlighted during the process include; common counting rules for land release outputs and taking account of context. The RB looks forward to the next draft of the document.

13. TNMA ARE

The GICHD's Ms. Radwa Rabie, presented progress made on TNMA *All Reasonable Effort*. The mandate to develop this TNMA was provided in February 2018. The TNMA is designed to be applied to all mine action operations, but has been structured around seven guiding principles that were outlined in a document that was approved at the Ninth Meeting of States Parties to the





APMBC². Ms. Rabie advised that a draft would be ready to share with a smaller group of interested RB members by the end of March, she is then planning to hold a global ARE workshop in mid-2020 (location to be confirmed but Amman, Hanoi or Geneva were mentioned as possibilities). DMAC suggested that this workshop also incorporate in-depth discussion on liability. A number of members expressed interest in joining the smaller group that will conduct the first review. (Action Point)

14. TNMA Residual Risk Management Contamination (GICHD)

The GICHDs Mr. Rob White, presented the updated draft TNMA 07.10/01 *Residual Risk Management*. The document was sent to the Board in February 2019 and has been substantially updated based on feedback provided. The TNMA was adopted by consensus and will be published without any further changes. **(Action Point)**

15. IMAS and Compliance (Fenix)

Fenix Insight's Mr. David Hewitson presented a compliance tool that his company has developed. The tool allows its user to query the entire IMAS series to identify degrees of compliance ('shall', 'should' and 'may' statements) that relate to different stakeholder levels and associated with a particular standard, topic or keyword. The tool will allow stakeholders to quickly create checklists that they can use to determine any gaps in their own procedures and to confirm 'compliance' with IMAS. A basic version will be made available on-line for free. Fenix will commit to keeping the database up to date as new IMAS are published/revised. Depending on uptake from the field, there are further developments in the pipeline, such as versions with additional functionality which would be subscription based.

The RB was generally pleased with this private initiative. The Secretariat was asked to inform the members when the tool is ready, and to provide a link through which it can be accessed. At the Boards direction, a link may also be made available on the IMAS website. (Action Point)

16. Any other business / Closing of the Meeting

- NMAA members requested a meeting with the SG to discuss a recommendation made in the external governance evaluation that an NMAA representative join the Group. The Chair noted that a meeting during the NDM week would be hard to arrange, but that there would be other opportunities for NMAA representatives to meet with the Chair of the SG and raise this issue.
- Ms. Tammy Hall (GICHD), introduced two colleagues who requested voluntary peer review support for non-IMAS technical guidance on IEDs that the GICHD is developing.
- Mr. Gary Toombs (HI) asked that the issue of 'Conflict Sensitivity' be more prominently reflected in the next update of IMAS 01.10.
- The Secretary noted that Mr. Gareth Bex has stood down from the RB after serving as an independent member since 2018. The Chair thanked Mr. Bex for his support and input during what was a particularly busy time in terms of IMAS development.

The Chair closed the meeting by thanking the Board members, observers and technical working groups for the hard work and steady progress that was made over the last year.

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

² APLC/MSP.9/2008/WP.2.





Annex A – Overview of IMAS workplan (following 10th Feb meeting)

Completed and approved by IACG-MA Completed and approved by RB In progress

<u>Title</u>	IMAS	Mandate	Progress
	<u>Series</u>	provided	
New IMAS Chapters			
IMAS Risk Management	7	Feb 2017	Completed 2019. IACG-MA approved 27 June 2019
IMAS IEDD	9	Feb 2018	Completed 2019. IACG-MA approved 27 June 2019
IMAS Building Clearance	9	Feb 2018	Completed 2019. IACG-MA approved 27 June 2019
IMAS Victim Assistance	13	Feb 2018	Approved by RB pending minor edits
IMAS Human Remains / Forensic Science	TBC	Feb 2019	In progress
IMAS Chapters to be revised			
IMAS Information Management	5	Feb 2016	Completed 2019. IACG-MA approved 27 June 2019
IMAS 10.40 Medical Support	10	Feb 2017	Electronic vote April 2020
IMAS 12.10 Risk Education	12	Feb 2018	Electronic vote April 2020
IMAS 09.41 ADS Accreditation and Testing (temporary)	9	July 2012	Completed 2019
IMAS ADS Series	7, 9	Nov 2018	Two standards approved by RB pending copy edit
IMAS 10.60 Accident Investigation	10	May 2019	In progress
IMAS 08.10 Non-Technical Survey	8	Feb 2019	WG recommend no changes
New TNMA under development			
07.10/01 Residual Risk Management	7	Feb 2016	Approved by RB
07.10/02 All Reasonable Effort	7	Feb 2018	In progress
TNMA KPIs	7	May 2019	In progress
Other			
Annex to 05.10 – Minimum data requirements	5	Feb 2016	Approved by RB
Annex C to IMAS 07.14 – Threat	7	Feb 2018	Completed 2019. IACG-MA approved 27 June 2019
IMAS Website update		NA	Completed, pilot underway
IMAS 01.10 (Governance Review of IMAS)	All	Dec 18	Completed 2019.





Annex B – Remaining IMAS-mandated Technical Working Groups

Animal Detection Systems

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Key Performance Indicators

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Accident Investigation

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IEDD (TWG stood down/suspended in 2019)

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