

IMAS 04.10

Second Edition
01 January 2003
Amendment 11, 17 January 2023

Glossary of mine action terms, definitions and abbreviations

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Contents

Contents	iii
1. Scope	1
2. References	1
3. Terms, definitions and abbreviations	2
[A]	2
[B]	4
[C]	5
[D]	9
[E]	11
[F]	14
[G]	15
[H]	16
[I]	18
[K]	21
[L]	21
[M]	22
[N]	24
[O]	25
[P]	26
[Q]	29
[R]	29
[S]	31
[T]	34
[U]	36
[V]	36
[W]	37
Annex A Guidance for the management of terminology in IMAS.....	39
Amendment record.....	45

Foreword

International standards for humanitarian demining programmes were first proposed by working groups at an international technical conference in Denmark, in July 1996. Criteria were prescribed for all aspects of demining, standards were recommended and a new universal definition of 'clearance' was agreed. In late 1996, the principles proposed in Denmark were developed by a UN-led working group and the International Standards for Humanitarian Mine Clearance Operations were developed. A first edition was issued by the UN Mine Action Service (UNMAS) in March 1997.

The scope of these original standards has since been expanded to include the other components of mine action and to reflect changes to operational procedures, practices and norms. The standards were re-developed and renamed as International Mine Action Standards (IMAS) with the first edition produced in October 2001.

The United Nations has a general responsibility for enabling and encouraging the effective management of mine action programmes, including the development and maintenance of standards. UNMAS, therefore, is the office within the United Nations responsible for the development and maintenance of IMAS. IMAS are produced with the assistance of the Geneva International Centre for Humanitarian Demining.

The work of preparing, reviewing and revising IMAS is conducted by technical committees, with the support of international, governmental and non-governmental organisations. The latest version of each standard, together with information on the work of the technical committees, can be found at <http://www.mineactionstandards.org/>. Individual IMAS are reviewed at least every three years to reflect developing mine action norms and practices and to incorporate changes to international regulations and requirements.

Glossary of mine action terms, definitions and abbreviations

1. Scope

This Glossary provides a summary of key technical mine action terms, definitions and abbreviations used within IMAS and, where relevant, Technical Notes for Mine Action (TNMA) and Test and Evaluation Protocols (T&EP). If two or more alternative definitions are in common use, then both are given in this glossary (either as a separate definition or a note within the definition).

Note Definitions can change and new definitions may be added to this IMAS. In order to set the definitions in time, new definitions or changed definitions will have the relevant date in the brackets below the word or term to be defined. All other definitions are assumed to have been included in the second edition of IMAS 04.10 dated 01 January 2003.

2. References

The following normative documents contain provisions, which, through reference in this text, constitute provisions of this part of the standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this part of the standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid ISO or EN:

- a) IATG 01.40, Glossary of terms, abbreviations and definitions;
- b) ISO 3166, Codes for the representation of names of countries;
- c) ISO 9000:2000, Quality management systems – Fundamentals and vocabulary;
- d) ISO 14000:2004, Environmental management systems – Requirements with guidance for use;
- e) ISO 10241, International terminology standards - Preparation and layout;
- f) ISO Guide 51, Safety aspects - Guidelines for their inclusion in standards;
- g) ISO/IEC Guide 2, Standardization and related activities - General vocabulary;
- h) ISO/IEC Directives Part 2, Methodology for the development of International Standards;
- i) ISO/IEC Directives Part 3, Rules for the structure and drafting of International Standards;
- j) ISO Standards Handbook, Quantities and units;
- k) OHSAS 18001:1999, Occupational health and safety management systems - Specifications;
- l) OHSAS 18002:2000, Occupational health and safety management systems - Guidelines for the implementation of OHSAS 18001;
- m) ILO R164 - Occupational safety and health recommendation 1981;
- n) ILO C155 - Occupational safety and health convention 1981;
- o) AAP-6, NATO glossary of terms and definitions;

- p) AOP 38 Specialist glossary of terms and definitions on ammunition safety;
- q) Anti-personnel Mine Ban Convention (APMBC);
- r) Convention on Certain Conventional Weapons (CCW), amended protocol II and protocol V;
- s) Convention of Cluster Munitions (CCM); and
- t) United Nations - Gender guidelines for mine action programmes (UNMAT).

3. Terms, definitions and abbreviations

[A]

abandoned cluster munitions

(2009)

cluster munitions or explosive sub-munitions that have not been used and that have been left behind or dumped, and that are no longer under the control of the party that left them behind or dumped them. They may or may not have been prepared for use. [CCM]

abandoned explosive ordnance

AXO

(2005)

explosive ordnance that has not been used during an armed conflict, that has been left behind or dumped by a party to an armed conflict, and which is no longer under control of the party that left it behind or dumped it. Abandoned explosive ordnance may or may not have been primed, fuzed, armed or otherwise prepared for use. [CCW protocol V]

acceptance

(2005)

the formal acknowledgement by the **sponsor**, or the sponsor's nominated representative that the **equipment** meets the stated requirements and is suitable for use in **mine action** programmes. An acceptance may be given with outstanding caveats.

access lane

a marked passage leading through a **hazardous area** that has been cleared to provide **safe** movement to a required point or area.

accident

an undesired event which results in **harm**.

Note: Modified from definition in OHSAS 18001:1999.

accreditation

(2009)

the procedure by which a **mine action organization** is formally recognised as competent and able to plan, manage and operationally conduct mine action activities safely, effectively and efficiently.

Note: For most mine action programmes, the **NMAA** will be the body which provides accreditation. International organisations such as the United Nations or regional bodies may also introduce accreditation schemes.

Note: ISO 9000 usage is that an '**Accreditation**' **body** accredits the 'Certification or Registration' bodies that award ISO 9000 certificates to organisations. The usage in IMAS is completely different to this, and is based on the main definition above, which is well understood in the mine action community.

accreditation body

an organisation, normally an element of the **NMAA**, responsible for the management and implementation of the national **accreditation** system.

advocacy

*in the context of **mine action**, the term refers to.....* public support, recommendation or positive publicity with the aim of removing, or at least reducing, the **risk** from, and the **impact** of, **mines** and **ERW**.

agreement

(2004)

an alternative term for a contract. An agreement includes all the crucial elements of a **contract**.

Note: Definition when used in a legal sense.

all reasonable effort

(2013)

describes what is considered a minimum acceptable level of effort to identify and document **contaminated areas** or to remove the presence or suspicion of **explosive ordnance**. All reasonable effort has been applied when the commitment of additional resources is considered to be unreasonable in relation to the results expected.

Amended Protocol II

APII

Amended Protocol II (APII) to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons which May be Deemed to be Excessively Injurious or to have Indiscriminate Effects [CCW].

Note: It prohibits the use of all undetectable **anti-personnel mines** and regulates the use of wider categories of **mines**, **booby-traps** and other devices. For the purposes of the IMAS, Article 5 lays down requirements for the **marking** and **monitoring** of **mined areas**. Article 9 provides for the recording and use of information on **minefields** and mined areas. The Technical Annex provides guidelines on, inter alia, the recording of information and international signs for minefields and mined areas.

ammunitions

see **munition**

anti-handling device

a device intended to protect a **mine** and which is part of, linked to, attached or placed under the mine and which activates when an attempt is made to tamper with or otherwise intentionally disturb the mine. [APMBC]

Anti-Personnel Mine Ban Convention

APMBC

Ottawa Convention

Mine Ban Treaty

Note: Provides for a complete ban on the use, stockpiling, production and transfer of anti-personnel mines (**APMs**) and on their destruction. For the purposes of **IMAS** documents, Article 5 of the APMBC lays down requirements for the destruction of APMs in mined areas. Article 6 details transparency measures required under the Treaty including information on the location of mined or suspected **mined areas** and measures taken to warn the local population.

anti-personnel mine

APM

a **mine** designed to be exploded by the presence, proximity or contact of a person and that will incapacitate, injure or kill one or more persons. [APMBC]

Note: APM include improvised explosive devices that fit the above definition.

anti-tank mine

ATM

anti-vehicle mine

AVM

(2018)

a **mine** designed to be exploded by the presence, proximity or contact of a vehicle.

Note: Mines designed to be detonated by the presence, proximity or contact of a vehicle as opposed to a person that are equipped with anti-handling devices, are not considered APM as a result of being so equipped.

Note: ATM/AVM include improvised explosive devices that fit the above definition.

applied research

research focused at clearly defined problems and market opportunities.

Note: Its principal purpose is to establish the feasibility of applying technology to solve a clearly defined problem, within defined parameters such as cost, time and **risk**.

armed

(2009)

the state of a mine or explosive ordnance when all elements of the fuzing train are in line and capable of initiation/firing by applied energy.

audit

(2006)

an assessment of the adequacy of management controls to ensure the economical and efficient use of resources; the safeguarding of assets; the reliability of financial and other information; the compliance with regulations, rules and established policies; the effectiveness of risk management; and the adequacy of organisational structures, systems and processes.

[B]

battlefield

(2007)

refers to an area in which **ERW** including **UXO** and **AXO** have been found. This may include former **battle areas**, defensive positions and sites where air delivered or artillery **munitions** have been left, fired or dropped.

battle area clearance

BAC

(2005)

the systematic and controlled clearance of hazardous areas where the hazards are known not to include **mines**.

benchmark

(2004)

*in the context of **humanitarian demining**, the term refers to.....* a fixed point of reference used to locate a marked and recorded **hazard** or **hazardous area**. It should normally be located a short distance outside the hazardous area.

Note: A benchmark may not be necessary if the **reference point** is sufficiently close to the perimeter of the **hazardous area**.

bomb live unit

BLU

(2004)

part of the nomenclature of a type of submunition e.g. BLU 26 or BLU 97.

bomblet
see **submunition**.

booby trap
an **explosive** or non-explosive device, or other material, deliberately placed to cause casualties when an apparently harmless object is disturbed or a normally safe act is performed. [AAP-6]

boundary lane
a **cleared lane** around the perimeter of a **hazardous area**.

box
(2005)
a squared area that is developed for the purpose of being searched by **MDDs**.

Note: A box normally measures 10m x 10m, but other sizes may be preferred.

briefing area
(2004)
in the context of humanitarian demining ... a clearly identifiable **control point** intended to be the first point of entry to a **demining worksite**.

Note: The briefing area contains a plan of the **minefield** and its current level of clearance, at a scale large enough for briefing purposes, showing the location of control points (car park, first aid point, explosive storage areas, the areas where **mine clearance** work is progressing and distances), and where safety equipment is issued to **visitors**.

burning site
(2005)
an area authorised for the destruction of **munitions** and **explosives** by burning.

[C]

cancelled area
cancelled land
(2013)
A defined area concluded not to contain evidence of explosive ordnance contamination following the non-technical survey of a **SHA/CHA**.

casualty
(see **direct victim**)

competence
competency
combination of knowledge, skills and attitudes necessary to perform a task

CCM
the 2008 Convention on Cluster Munitions
(2009)
the CCM prohibits all use, stockpiling, production and transfer of Cluster Munitions. Separate articles in the Convention concern assistance to victims, clearance of **contaminated areas** and destruction of stockpiles.

CCW
the 1980 Convention on Certain Conventional Weapons
(2007)
The 1980 Convention on Conventional Weapons

Note: The 1980 Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May be Deemed to be Excessively Injurious or to Have Indiscriminate Effects as amended on 21 December 2001. It has five parts, or "protocols." Only two of them are related to mine action. **Amended Protocol II** deals with landmines, booby-traps and other devices, and **Protocol V** deals with the problem of **explosive remnants of war (ERW)**.

CEN
Committee European Normalisation

CEN is the European Committee for Standardisation.

Note: The mission of CEN is to promote voluntary technical harmonisation in Europe in conjunction with worldwide bodies and its European partners. European standards (referred to as EN (Europe Normalisation) form a collection which ensures its own continuity for the benefit of users.

CWA
CEN Workshop Agreement
(2007)

an agreement developed by a CEN Workshop, which reflects the consensus of identified individuals and organizations responsible for its contents.

certification committee

a committee appointed by UNMAS to regularly review compliance of the **impact** component of the **GMAA** process with the UN certification guidelines based on the reports of the UN **quality assurance** monitor from the field.

Note: Acceptance of the findings of the impact component of the GMAA of a specific country by the international community is dependent on its certification by the UN certification committee.

clearance

(2018)

*in the context of **mine action**, the term refers to tasks or actions to ensure the removal and/or the destruction of all Explosive Ordnance from a specified area to a specified depth or other agreed parameters as stipulated by the NMAA/Tasking Authority.*

cleared area

cleared land (m²)

(2013)

A defined area cleared through the removal and/or destruction of all specified **Explosive Ordnance** hazards to a **specified depth**.

cleared lane

safety lane

the generic term for any lane, other than a **boundary lane**, cleared by a survey or clearance team to the international standard for **cleared land**. This may include **access lanes** outside the **hazardous area** or cross/verification lanes inside a hazardous area.

cluster bomb unit

CBU

an expendable aircraft store composed of a dispenser and **submunitions**. [AAP-6]

a bomb containing and dispensing submunitions which may be **mines** (anti-personnel or anti-tank), penetration (runway cratering) bomblets, fragmentation bomblets etc.

cluster munition

(2009)

Note: The following definition of cluster munition is for political purposes as defined in the CCM. From a technical point of view cluster munitions are included in the overall definition of **ERW**.

Cluster munition refers to a conventional munition that is designed to disperse or release explosive submunitions each weighing less than 20 kilograms, and includes those explosive submunitions. (CCM)

It does not include the following:

- a) a munition or submunition designed to dispense flares, smoke, pyrotechnics or chaff; or a munition designed exclusively for an air defence role;
- b) a munition or submunition designed to produce electrical or electronic effects;
- c) a munition that in order to avoid indiscriminate area effects and the risks posed by unexploded submunitions, has all of the following characteristics:
 - (i) each munition contains fewer than 10 explosive submunitions;
 - (ii) each explosive submunition weighs more than four kilograms;
 - (iii) each explosive submunition is designed to detect and engage a single target object;
 - (iv) each explosive submunition is equipped with an electronic self-destruction mechanism;
 - (v) each explosive submunition is equipped with an electronic self-deactivating feature;

cluster munition contaminated area

(2009)

an area known, or suspected, to contain cluster munition remnants. (CCM)

collaboration

*in the context of **mine action equipment procurement**, the term refers to.....* an activity which applies solely to the procurement of common **equipment** by two or more organisations.

command

(2018)

a type of switch that is initiated by the user in order to control the moment of initiation.

commercial off the shelf

COTS

*in the context of **mine action equipment procurement**, the term refers to.....* an **equipment** that is available direct from the manufacturer and requires no further development prior to introduction into service apart from minor modifications.

commonality

*in the context of **mine action equipment procurement**, the term refers to.....* a state achieved when groups of individuals or organisations use common procedures and/or **equipment**.

community liaison

See **community mine action liaison**

(2009)

liaison with men and women in **explosive ordnance** affected communities to exchange information on the presence and **impact of mines** and, or **ERW**, create a reporting link with the **mine action** programme and develop **risk reduction** strategies. Community liaison aims to ensure that the different community needs and priorities are central to the planning, implementation and **monitoring** of mine action operations.

Note: Community liaison is based on an exchange of information and involves men, women, boys and girls in the communities in the decision making process, (before, during and after **demining**), in order to establish priorities for mine action. In this way mine action programmes aim to be inclusive, community focused and ensure the maximum involvement of all sections of the community. This involvement includes joint planning, implementation, monitoring and **evaluation** of projects.

Note: Community liaison also works with communities to develop specific interim safety strategies promoting individual and community behavioural change. This is designed to reduce the impact of mines and, or ERW on individuals and communities until such time as the **hazard** is removed.

compatibility

*in the context of **mine action equipment procurement**, the term refers to....* the capability of two or more components or sub-components of **equipment** or material to exist or function in the same environment without mutual interference.

concept formulation

the first stage in the **procurement** process, and covers the period of the emergence of the idea to the initial SON.

confirmed hazardous area

CHA

(2013)

refers to an area where the presence of explosive ordnance contamination has been confirmed on the basis of direct evidence of the presence of **explosive ordnance**.

contaminated area

(2009)

*in the context of **mine action**, the term refers to ...* an area known or suspected to contain **explosive ordnance**.

contract

(2009)

a formal legally binding agreement with specific terms between two or more entities in which there is a promise to do something in return for a valuable benefit known as a consideration.

contractor

(2009)

any organisation (governmental, non-government or commercial entity) contracted to undertake a mine action activity. The organisation liable under contract responsible for the conduct of the overall contract is referred to as the 'prime contractor'. Other organisations or parties the prime contractor engages to undertake components of the larger contract are referred to as 'sub-contractors'. Sub-contractors are responsible to the prime contractor and not to the principal.

control area or point

(2004)

all points or areas used to control the movements of visitors and staff on a **demining worksite**.

cost-effectiveness

an assessment of the balance between a system's performance and its whole life costs.

cost-plus contract

(2004)

a contract in which the contractor is reimbursed all costs incurred in undertaking a specific scope of work and is paid an additional lump sum or fixed percentage of the reimbursable costs.

counter IED

(2018)

C-IED is a government process specifically designed to reduce or eliminate the threat posed by improvised explosive devices. It is generally framed around three pillars of activity: attacking the network; defeating the device; preparing the force. Whilst prepare the force and defeat the device may relate to humanitarian mine action, attack the network does not as this would compromise the neutrality of the Humanitarian Mine Action community. As such, C-IED cannot be considered Mine Action.

critical non-conformity

(2004)

the failure of a 1.0m² unit of land during **inspection** to meet the stated **clearance** requirements. IMAS identifies two types of critical non-conformities:

- a) the discovery of **Explosive Ordnance**; and
- b) other critical non conformities as defined by NMAA.

[D]

decontamination

a process of removing undesired contamination from test items, tools and accessories that are used when preparing a field test. (Definition for **ADS** use only).

deflagration

(2009)

a technical term describing subsonic combustion that usually propagates through thermal conductivity [(hot burning material heats the next layer of cold material and ignites it (AOP 38)].

demilitarisation

(2009)

the act of removing or otherwise nullifying the military potential of a munition. Demilitarization is a necessary step for military items prior to their release into a non-military setting (AOP 38).

the process that renders **munitions** unfit for their originally intended purpose.

deminer

(2009)

a man or woman qualified and employed to undertake **demining** activities on a **demining worksite**.

demining

humanitarian demining

activities which lead to the removal of **Explosive Ordnance hazards**, including **technical survey**, mapping, **clearance**, **marking**, post-clearance documentation, **community mine action liaison** and the **handover** of **cleared land**. Demining may be carried out by different types of organisations, such as NGOs, commercial companies, national **mine action** teams or military units. Demining may be emergency-based or developmental.

Note: in **IMAS** standards and guides, explosive ordnance **clearance** is considered to be just one part of the demining process.

Note: in IMAS standards and guides, demining is considered to be one component of mine action.

Note: in IMAS standards and guides, the terms demining and humanitarian demining are interchangeable.

demining accident

an **accident** at a **demining workplace** involving an Explosive Ordnance **mine**, and or **ERW hazard** (c.f. **mine accident**).

demining accident response plan

a documented plan developed for each **demining workplace** which details the procedures to be applied to move **victims** from a **demining accident** site to an appropriate treatment or surgical care facility.

demining machine

(2009)

*in the context of **mine action***, the term refers to a unit of mechanical equipment used in demining operations.

demining incident

an incident at a **demining workplace** involving an **Explosive Ordnance hazard** (c.f. **mine incident**).

demining organisation

refers to any organisation (government, NGO, military or commercial entity) responsible for implementing demining projects or tasks. The demining organisation may be a prime contractor, subcontractor, consultant or agent.

demining sub-unit

(2004)

an element of a **demining organisation**, however named, which is operationally accredited to conduct one or more prescribed **demining** activities, such as **technical surveys**, manual **clearance**, **EOD** or the use of **ADS** teams.

demining worker

(2009)

all employees, male and female, who work at a **demining worksite**.

demining worksite

(2004)

any workplace where **demining** activities are being undertaken.

Note: Demining worksites include workplaces where survey, **clearance** and **EOD** activities are undertaken including centralised disposal sites used for the destruction of explosive ordnance identified and removed during clearance operations.

Note: Survey, in relation to a demining worksite includes general survey undertaken to identify mine, and or ERW hazards and hazardous areas.

demolition

DML

destruction of structures, facilities or material by use of fire, water, **explosives**, mechanical or other means (AAP 6).

demolition ground

(2004)

an area authorised for the **destruction** of **munitions** and **explosives** by **detonation**.

destroy in situ

destruction in situ

blow in situ

(2009) the **destruction** of any item of ordnance by **explosives** without moving the item from where it was found, normally by detonating an **explosive** charge alongside.

destruction

(2004)

the process of final conversion of **munitions** and **explosives** into an **inert** state whereby they can no longer function as designed.

destruction organisation

(2004)

refers to any organisation (government, military or commercial entity) responsible for implementing **stockpile destruction** projects or tasks. The destruction organisation may be a prime contractor, subcontractor, consultant or agent.

detection

(2004)

*in the context of **humanitarian demining**, the term refers to....* the discovery by any means of the presence of **Explosive Ordnance**.

detonator

a device containing a sensitive **explosive** intended to produce a **detonation** wave. [AAP-6]

direct victim

casualty

person killed, injured and/or impaired as a result of an accident with EO

Note 1 to entry: "direct victim" is a subgroup of "victim".

disarm

the act of making a **mine** or **explosive ordnance** safe by removing the **fuze** or igniter. The procedure normally removes one or more links from the firing chain.

dispenser

(2009)

a container or device which is used to carry and release submunitions. (AAP-)

disposal site

destruction site

(2009)

an area authorised for the destruction of **munitions** and **explosives** by **detonation** and/or burning.

DNT

Dinitrotolulene

(2005)

a residual product of **TNT** manufacture, and a breakdown product of TNT decay. It is normally present in varying amounts in any explosive device containing TNT. The vapour pressure of DNT is much higher than that of TNT, and under some conditions it may be easier to detect DNT than TNT.

drill munition

(2005)

an **inert** replica of a **munition** specifically manufactured for drill, display or instructional purposes.

durability

the ability of an item or material to continue to perform its required function under stated conditions as time progresses. Durability is a function of reliability with time.

Note: Durability involves resistance to degradation, corrosion, cracking, de-lamination, thermal shock, wear and the effects of foreign object damage.

[E]

efficiency

measure of how economically resources/inputs (funds, expertise, time, etc.) are converted to results (outputs and outcomes).

effectiveness

extent to which the intervention's objectives were achieved, or are expected to be achieved, taking into account their relative importance

ensemble

the group of protective clothing designed to be worn as a protective measure.

environment

surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation. [ISO 14001:2004 (E)]

environmental aspects

element of an organisation's activities or products or services that can interact with the **environment**. [ISO 14001:2004 (E)]

environmental factors

factors relating to the environment and that influence the transportation of odour from the **mine**, the **detection** of the target odour or the ability of people and dogs to work safely and effectively. (i.e. Wind, rain, temperature, humidity, altitude, sun and vegetation). (Definition for **ADS** use only).

environmental impact

(2006)

any change to the **environment**, whether adverse or beneficial, wholly or partly resulting from an organisation's **environmental aspects**. [ISO 14001:2004 (E)]

environmental impact assessment

EIA

(2007)

*in the context of **mine action**, the term refers to* the process of identifying, predicting, evaluating and mitigating the biophysical, social, and other relevant environmental effects of **mine action** activities prior to decisions being taken and commitments made.

environmental management system

EMS

(2006)

part of an organisation's management system used to develop and implement its environmental policy and manage its environmental aspects. [ISO 14001:2004 (E)]

environmental policy

(2006)

overall intentions and direction of an organisation related to its environmental performance as formally expressed by top management. [ISO 14001:2004 (E)]

equipment

a physical, mechanical, electrical and/or electronic system which is used to enhance human activities, procedures and practices.

European Normalisation

EN

(2005)

See **CEN (Committee European Normalisation)**

evaluation

(2009)

*in the context of **equipment test and evaluation**, the term refers to* the analysis of a result or a series of results to establish the quantitative and qualitative **effectiveness** and worth of software, a component, equipment or system, within the environment in which it will operate.

an assessment, as systematic and objective as possible, of an on-going or completed project, programme or policy, its design, implementation and results. The aim of an evaluation is to determine the relevance and fulfilment of objectives, developmental efficiency, effectiveness, **impact** and **sustainability**. An evaluation should provide information that is credible and useful, enabling the incorporation of lessons learned into the decision-making process of both recipients and donors. [DAC:1991]

Note: Definition from Principles for Evaluation of Development Assistance, Organisation for Economic Cooperation and Development, DAC, 1991.

in the context of programmes, the term refers to a process that attempts to determine as systematically and objectively as possible the merit or value of an intervention.

Note: The word 'objectively' indicates the need to achieve a balanced analysis, recognising bias and reconciling perspectives of different stakeholders (all those interested in, and affected by programmes, including both male and female beneficiaries as primary stakeholders) through use of different sources and methods.

Note: Evaluation is considered to be a strategic exercise.

Note: Definition when used in relation to programmes. (*UNICEF Policy and Programming Manual*)

excavation

(2009)

procedures employed in the process of **demining** whereby ground is removed to detect or confirm the presence of sub-surface **Explosive Ordnance**.

explosive materials

components or ancillary items used by **demining organisations** which contain some **explosives**, or behave in an explosive manner, such as **detonators** and **primers**.

explosive ordnance

EO

(2018)

interpreted as encompassing **mine action's** response to the following munitions:

- Mines
- Cluster Munitions
- Unexploded Ordnance
- Abandoned Ordnance
- Booby traps
- Other devices (as defined by CCW APII)
- Improvised Explosive Devices*

Note: **Improvised Explosive Devices (IEDs)** meeting the definition of **mines**, **booby-traps** or other **devices** fall under the scope of mine action, when their **clearance** is undertaken for humanitarian purposes and in areas where active hostilities have ceased.

explosive ordnance boundary marker

EO boundary marker

object, other than EO signs, used to identify the perimeter of a suspected hazardous area or confirmed hazardous areas

explosive ordnance disposal

EOD

(2005)

the **detection**, identification, **evaluation**, **render safe**, recovery and **disposal** of EO. EOD may be undertaken:

- a) as a routine part of **mine clearance** operations, upon discovery of **EO**;
- b) to dispose of ERW discovered outside **hazardous areas**, (this may be a single item of ERW, or a larger number inside a specific area); or
- c) to dispose of **EO** which has become hazardous by deterioration, damage or attempted **destruction**.

explosive ordnance marking

EO marking

emplacement of a measure or combination of measures, including EO signs, EO boundary markers and physical barriers, to indicate the location of a spot hazard or the boundary of a suspected or confirmed hazardous area to provide a clear warning of EO danger to civilians

explosive ordnance risk education

EORE

refers to activities which seek to reduce the risk of injury from EO by raising awareness of women, girls, boys and men in accordance with their different vulnerabilities, roles and needs, and promoting behavioural change. Core activities include public information dissemination, education and training.

explosive ordnance risk education operator

EORE operator

refers to any organisation, including governmental, non-governmental, civil society organisations (e.g., women's organisations, youth organisations, red cross and red crescent societies etc.), commercial entities and military personnel (including peace-keeping forces), or practitioner, which is responsible for implementing EORE projects or tasks. The EORE operator may be a prime contractor, subcontractor, consultant or agent.

explosive ordnance risk education team

EORE team

refers to an element of an organisation, however named, that conducts one or more prescribed EORE activities such as an EORE needs assessment, public information project, a school-based education project or a community mine action liaison project evaluation.

explosive ordnance sign

EO sign

visual notice giving information in a written and/or symbolic form which is designed to provide warning to the public of the presence of suspected or confirmed hazardous area or spot EO hazard

explosive remnants of war

ERW

(2005)

Unexploded Ordnance (UXO) and Abandoned Explosive Ordnance (AXO). [CCW protocol V].

explosives

a substance or mixture of substances which, under external influences, is capable of rapidly releasing energy in the form of gases and heat. [AAP-6]

explosive submunition

(2009)

a conventional **munition** that in order to perform its task is dispersed or released by a **cluster munition** and is designed to function by detonating an explosive charge prior to, on or after impact. [CCM]

[F]

failed cluster munition

(2009)

a cluster munition that has been fired, dropped, launched, projected or otherwise delivered and which should have dispersed or released its explosive **submunitions** but failed to do so. [CCM]

failure

an event in which any system, **equipment**, components or sub-components does not perform as previously specified.

Note: Failures may be classified as to cause, degree, relevance, dependence and responsibility.

feasibility study

FS

a study to establish the feasibility of the **statement of tasks and outputs (STO)** in terms of technology, costs and time.

field editor

an individual whose main responsibility is to ensure accuracy, consistency, readability and clarity of the information gathered by enumerators in the field.

Note: The field editor must work closely with the survey teams in order to ensure that the review process is done shortly after the survey has been completed and while the teams are in the same general vicinity as the community being reviewed.

fixed price contract

(2004)

a contract in which a **contractor** is paid a fixed price to undertake a specific scope of work or to provide a specific number of assets (demining teams, **ADS** teams or mechanical equipment) over an agreed time-frame. The fixed price covers the whole of the works, supplies and services to be provided by the contractor.

force majeure

(2009)

a common clause in **contracts** which essentially frees both parties from liability or obligation when an extraordinary event or circumstance occurs that is beyond the control of the contracting parties.

full development

FD

the procedure containing all of the engineering processes, **trials** and **tests** necessary to establish the final detailed design to enable full production to commence.

fuze

a device which initiates an **explosive** train. [AAP-6]

[G]

gender analysis

(2009)

the study of the differences in men's and women's roles as well as their different access to and control over resources. It is a tool for improving the understanding of how the differences between men and women influence their opportunities and problems and can identify the challenges to participation in development.

gender equality

(2009)

the equal rights, responsibilities and opportunities of men and women and implies that the interests, priorities and needs of both are taken into consideration equally.

gender mainstreaming

mainstreaming a gender perspective

(2009)

refers to the process of assessing the different implications for women and men of any planned action, including legislation, policies or programmes, in all areas and at all levels. It is a strategy for making the concerns and experiences of both women and men an integral dimension of the design, implementation, monitoring and evaluation of policies and programmes in all political, economic and societal spheres so that women and men benefit equally and inequality is not perpetuated. [UNMAT 2005]

gender sensitive

see **gender equality**

(2009)

A gender sensitive approach to **mine action** takes into consideration the different impact landmines have on men, women, boys and girls. The ultimate aim of gender sensitive mine action is to conduct mine action in such a way that respects and is based on gender equality.

general mine action assessment

GMAA

(2003)

the continuous process by which a comprehensive inventory can be obtained of all reported and/or suspected locations of **Explosive Ordnance** contamination, the quantities and types of **explosive hazards**, and information on local soil characteristics, vegetation and climate; and assessment of the scale and **impact** of the landmine and ERW problem on the individual, community and country.

generic requirement

the performance and environmental characteristics which will be common to all planned uses of the proposed **equipment**.

georeferencing

a process whereby graphic coordinates or other indirect referencing codes are added to tabular data in order to allow simple comparison, compilation and analysis of disparate datasets based on common locations.

geographical information system

geospatial information system

(GIS)

an organised collection of computer hardware, software, geographic data, and personnel designed to efficiently capture, store, update, manipulate, analyse, and display all forms of geographically referenced information.

Note: GIS allows a user to graphically view multiple layers of data based on their geographic distribution and association. GIS incorporates powerful tools to analyse the relationships between various layers of information.

ground preparation

(2009)

preparing of ground in a **confirmed** or **defined hazardous area** by mechanical means by reducing or removing obstacles to clearance e.g. tripwires, vegetation, metal contamination and hard soil to make subsequent **clearance** operations more efficient. Ground preparation may or may not involve the detonation, destruction or removal of **landmines**.

group interview

(2009)

the conduct of a formal interview with a group of **key informants**, both men and women, in an impacted community, on what to survey within that community.

[H]

handover

(2009)

the process by which the beneficiary (for example, the **NMAA** on behalf of the local community or land user) receives and accepts land which was previously suspected of containing an explosive hazard but which has subsequently had this suspicion removed, or reduced to a tolerable level, either through **non-technical survey**, **technical survey** or **clearance**.

handover certificate

(2009)

documentation used to record the handover of land which was previously suspected of containing an explosive hazard but which has subsequently had this suspicion removed or reduced to a tolerable level.

hardware

equipment with physical size and mass; as opposed to **software**.

harm

physical injury or damage to the **health** of people, or damage to property or the environment. [ISO Guide 51:1999(E)]

harmful event

(2004)

occurrence in which a **hazardous situation** results in **harm**. [ISO Guide 51:1999(E)].

hazard

potential source of **harm**. [ISO Guide 51:1999(E)]

hazard area

hazardous area

(2009)

a generic term for an area perceived to have **mines** and, or **ERW**.

hazard marker

object(s), other than **EO signs**, used to identify the limits of a **mine** and **ERW hazard area**. Hazard markers shall conform to the specification established by the **NMAA**.

hazardous situation

(2004)

circumstance in which people, property or the environment are exposed to one or more **hazards**. [ISO Guide 51:1999(E)].

health

(2004)

*in relation to **work**, the term refers to* not merely the absence of disease or infirmity, it also includes the physical and mental elements affecting health, which are directly related to safety and hygiene at work. [ILO C155]

high risk area

(2009)

an identifiable area that is typically mined in a **Confirmed Hazardous Area**, or an area that is described by a **non-technical survey** as being more likely to be mined, or contain **ERW** than others.

homemade explosive

(2014)

a combination of commercially available ingredients combined to create an explosive substance.

human remains

fleshed or unfleshed, partially or fully skeletonized body or part of a body of deceased people

humanitarian demining

see **demining**

Note: In **IMAS** standards and guides, the terms demining and humanitarian demining are interchangeable

humanitarian principles

(2019)

a set of principles that guides humanitarian action, which include the principles of humanity, neutrality, impartiality and independence.

Note: See IMAS 01.10 (6.2) for more on humanitarian principles in mine action. These principles are endorsed in UN resolutions 46/182 and 58/114 and considered the foundation for humanitarian action [UNOCHA].

[1]

indirect victim

family members of direct victims, as well as individuals and communities affected by EO

Note to entry: "Indirect victim" is a subgroup of "victim".

International Ammunition Technical Guidelines

IATG

(2012)

Note: IATG are referred to as appropriate within IMAS and are of relevance to demining organizations for the storage, transport and logistics disposal of ammunition. IATG also provide guidance on the EOD clearance of ammunition storage areas after explosion.

improvised explosive device

IED

(2013)

a device placed or fabricated in an improvised manner incorporating explosive material, destructive, lethal, noxious, incendiary, pyrotechnic materials or chemicals designed to destroy, disfigure, distract or harass. They may incorporate military stores, but are normally devised from non-military components [IATG 01.40:2011].

Note: An IED may meet the definition of a mine, booby trap, and/or other type of explosive ordnance depending on its construction. These devices may also be referred to as improvised, artisanal, or locally manufactured mines, booby traps, or other types of explosive ordnance.

IED Disposal

IEDD

(2014)

the location, identification, **rendering safe** and final disposal of IEDs

impact

(2009)

*in the context of **mine action**, the term refers to the level of social and economic suffering experienced by the community resulting from the harm or risk of harm caused by **explosive ordnance hazards** and hazardous areas.*

Note: **Impact** is a product of:

- a) the presence of explosive ordnance hazards in the community;
- b) intolerable risk associated with the use of infrastructure such as roads, markets etc;
- c) intolerable risk associated with livelihood activities such as use of agricultural land, water sources etc; and
- d) number of victims of **mine** and **ERW incidents** within the last two years.

Note: *in the context of **mine action evaluation**, the term refers to the positive and negative, primary and secondary long-term effects produced by an intervention, directly or indirectly, intended or unintended. The term 'final **outcome**' may be substituted.*

impact free

(2004)

a term applied to countries that may still have **mines** but where the **mined areas** are not having a negative socio-economic **impact** on communities, e.g. the mines may be in remote, marked and unpopulated areas.

Note: In most cases, “impact free” should be considered in a static sense (i.e. impact free at this point in time) because changes in socio-economic patterns may bring people into contact with mines/ERW that previously had no impact

impact survey

(2009)

an assessment of the socio-economic **impact** caused by the actual or perceived presence of **mines** and **ERW**, in order to assist the planning and prioritisation of **mine action** programmes and projects.

IMSMA

Information Management System for Mine Action

(2007)

Note: This is the United Nation's preferred information system for the management of critical data in UN-supported field programmes. IMSMA provides users with support for data collection, data storage, reporting, information analysis and project management activities. Its primary use is by the staff of **MACs** at national and regional level, however the system is also deployed in support of the implementers of **mine action** projects and **demining organizations** at all levels.

incident

(2004)

an event that gives rise to an **accident** or has the potential to lead to an accident.

inert

a munition that contains no **explosive**, pyrotechnic, **lachrymatory**, radioactive, chemical, biological or other toxic components or substances.

Note: An **inert munition** differs from a **drill** munition in that it has not necessarily been specifically manufactured for instructional purposes. The inert state of the munition may have resulted from a **render safe procedure** or other process to remove all **hazardous** components and substances. It also refers to the state of the munition during manufacture prior to the filling or fitting of explosive or hazardous components and substances.

informal demining

(2009)

self-supporting **mine** and/or **ERW clearance** and **hazardous area** marking, normally undertaken by local inhabitants, on their own behalf or the behalf of their immediate community. Often described as a *self-help initiative or spontaneous demining*, informal demining usually sits outside or in parallel with formal mine action structures, such as *demining* undertaken by military or *humanitarian demining* such as is supported by the UN, international and national non-governmental organisations, private enterprise and governments, among others.

Note: Informal demining is sometimes referred to as “village demining”.

inspection

(2004)

the observation, measurement, examination, testing, **evaluation** or gauging of one or more components of a product or service and comparing these with specified requirements to determine conformity.

inspection body

an organisation which conducts post-clearance **QC** on behalf of the **NMAA** by applying **random sampling** procedures, or other appropriate and agreed methods of **inspection**.

insurance

(2009)

an arrangement for financial compensation in the event of damage to or loss of (property, life of a person) to an individual or organization to predetermined levels and due to specific listed circumstances.

Note: Insurance should include appropriate medical, death and disability coverage for all personnel as well as third party liability coverage.

Note: Such insurance need not necessarily have to be arranged through an insurance broker or company, unless otherwise required by contractual arrangements. Self-insurance (underwriting) schemes, provided they are formally constituted on accepted actuarial principles and provide adequate cover, may be an acceptable alternative.

integrated mine action and development (linking mine action and development)

(2009)

(1) Efforts to enhance the contribution that mine action makes to socio-economic development and poverty reduction, particularly in contexts where contamination by **landmines** and **ERW** impedes post-conflict reconstruction and development.

(2) Efforts by development actors, working with mine action organizations, to actively promote the development of mine-affected communities and regions.

intended use

use of land following **demining** operations.

Note: Intended use: use of a product, process or service in accordance with information provided by the supplier. [ISO Guide 51:1999(E)]

Note: Intended land use should be included in the **clearance** task specification and clearance task **handover** documentation.

interchangeability

*in the context of **mine action equipment procurement**, the term refers to....* a condition which exists when two or more items of **equipment** possess such functional and physical characteristics as to be equivalent in performance and durability, and are capable of being exchanged for one another without alteration of the items themselves, or of adjoining items, except for adjustment, and without selection for fit and performance.

intermediate point

(2004)

survey markers used between **turning points** that are more than 50m apart.

International Mine Action Standards

IMAS

(2009)

documents developed by the UN on behalf of the international community, which aim to improve safety, quality and efficiency in mine action by providing guidance, by establishing principles and, in some cases, by defining international requirements and specifications.

Note: They provide a frame of reference which encourages, and in some cases requires, the sponsors and managers of mine action programmes and projects to achieve and demonstrate agreed levels of effectiveness and **safety**.

Note: They provide a common language, and recommend the formats and rules for handling data which enable the free exchange of important information; this information exchange benefits other programmes and projects, and assists the mobilisation, prioritisation and management of resources.

International Organisation for Standardization (ISO)

A worldwide federation of national bodies from over 130 countries. Its work results in international agreements which are published as ISO **standards** and **guides**. ISO is a NGO and the standards it develops are voluntary, although some (mainly those concerned with **health, safety** and

environmental aspects) have been adopted by many countries as part of their regulatory framework. ISO deals with the full spectrum of human activities and many of the tasks and processes which contribute to **mine action** have a relevant standard. A list of ISO standards and guides is given in the ISO Catalogue [www.iso.ch/info/catinfo/html].

Note: The revised mine action standards have been developed to be compatible with ISO standards and guides. Adopting the ISO format and language provides some significant advantages including consistency of layout, use of internationally recognised terminology, and a greater acceptance by international, national and regional organisations who are accustomed to the ISO series of standards and guides.

intrusive machine

(2007)

*in the context of **mine action**, the term refers to a **machine** designed to work inside a **hazardous area**, while the term '**non-intrusive machine**' refers to those designed to operate from a **cleared or known safe area**, with its **mechanical tool** working in the **hazardous area**.*

investment appraisal

the process of defining the objectives of expenditure, identifying the alternative ways of achieving those objectives and assessing which way is likely to give best value for money.

[K]

key informants

(2009)

all men, women and children who have relatively good knowledge on the hazardous areas in and around their community.

Note: Key informants may include, but are not limited to, community leaders, mine-affected individuals, schoolteachers, religious leaders etc.

[L]

lachrymatory ammunition

lachrymatory **ammunition** contains chemical compounds that are designed to incapacitate by causing short-term tears or inflammation of the eyes.

land release

(2013)

*in the context of **mine action**, the term describes the process of applying "all reasonable effort" to identify, define, and remove all presence and suspicion of **Explosive Ordnance** through **non-technical survey**, **technical survey** and/or **clearance**. The criteria for "all reasonable effort" shall be defined by the **NMAA**.*

letter of agreement

(2004)

a simpler form of contract that states the essentials of the agreement without including all the details. It may be used as a precursor to a formal contract or, in some cases, may be used in place of a more formal contract.

licence

(2004)

*in the context of **mine action**, the term refers to..... a certificate issued by a **NMAA** in relation to the capacity or capability of a facility, for example a demolition site may be licensed for certain explosive limits and explosive storage areas may be licensed for certain types and quantities of munitions. **Demining organisations** receive organisational or operational **accreditation** from an accreditation body authorised by a **NMAA**.*

linking mine action with development

LMAD

(2009)

see **integrated mine action and development**

local requirement

the performance and characteristics of the proposed **equipment** which reflect local environmental conditions, operating procedures and operational requirements.

logistic disposal

(2004)

*in the context of **mine action**, the term refers to the removal of **munitions** and **explosives** from a **stockpile** utilising a variety of methods, (that may not necessarily involve **destruction**). Logistic disposal may or may not require the use of **RSP**.*

lot size

*in the context of **humanitarian demining**, the term refers to an area (comprising a number of 1.0m² units of **cleared land**) offered for **inspection**.*

[M]

magazine

(2013)

In the context of **mine action**, the term “magazine” refers to any building, structure, or container approved for the storage of explosive materials c.f. explosive storehouse. [IATG 01.40]

maintainability

(2009)

the ability of an **equipment**, component or sub-component under stated conditions of use, to be retained or restored to a specific condition, when maintenance is performed by staff having specific skill levels, under stated conditions and using prescribed procedures and resources.

mechanical demining operations

(2007)

refers to the use of **machines** in demining operations and may involve a single **machine** employing one **mechanical tool**, a single machine employing a variety of tools or a number of machines employing a variety of tools.

mechanical tools

(2007)

the working component(s) attached to a **machine**, such as flails, tillers, sifters, rollers, excavators, ploughs, magnets etc. A single machine may utilise a number of different **tools**, which may be fixed or interchangeable.

medical support staff

(2009)

men and women employees of **demining organisations** designated, trained and equipped to provide first aid and further medical treatment of **demining** employees injured as a result of an **accident**.

memorandum of understanding

MOU

a document used to facilitate a situation or operation when it is not the intention to create formal rights and obligations in international law but to express commitments of importance in a non-binding form.

mine

munition designed to be placed under, on or near the ground or other surface area and to be exploded by the presence, proximity or contact of a person or a vehicle. [APMBC]

mine accident

an accident away from the **demining workplace** involving a **mine** or **ERW** hazard

See **demining accident**).

mine action

(2009)

activities which aim to reduce the social, economic and environmental **impact** of **mines**, and **ERW** including **unexploded submunitions**.

Note: Mine action is not just about demining; it is also about people and societies, and how they are affected by **landmines** and **ERW** contamination. The objective of mine action is to reduce the risk from **landmines** and **ERW** to a level where people can live safely; in which economic, social and health development can occur free from the constraints imposed by **landmine** and **ERW** contamination, and in which the victims' different needs can be addressed. Mine action comprises five complementary groups of activities:

- a) EORE;
- b) humanitarian demining, i.e. mine and ERW survey, mapping, marking and clearance;
- c) victim assistance, including rehabilitation and reintegration;
- d) stockpile destruction; and
- e) advocacy against the use of APM.

Note: A number of other enabling activities are required to support these five components of mine action, including: assessment and planning, the mobilisation and prioritisation of resources, information management, human skills development and management training, **QM** and the application of effective, appropriate and safe equipment.

mine action centre

MAC

national mine action centre

NMAC

mine

action

coordination

centre

MACC

(2009)

organisation that, on behalf of the national mine action authority, typically is responsible for planning, coordination, overseeing and in some cases implementation of mine action projects. The NMAC/MAC/MACC acts as the operational arm of the NMAA.

Note: Note: In the absence of a NMAC, it may be necessary and appropriate for the UN, or some other body, to assume some or all of the responsibilities of the NMAC.

mine action organisation

(2009)

refers to any organisation (government, military, commercial or NGO/civil society) responsible for implementing **mine action** projects or tasks. The **mine action** organisation may be a prime **contractor**, subcontractor, consultant or agent.

mine awareness

(2004)

see **explosive ordnance risk education (EORE)**.

mine clearance

the clearance of **mines** and **ERW** from a **specified area** to a predefined standard.

mine detection dog

MDD

a dog trained and employed to detect **mines**, **ERW** and other **explosive** devices.

mine free

(2004)

a term applied to an area that has been certified as clear of mines to a specified depth. Also applied to a country or an area that has not had a mine contamination problem.

mine incident

an incident away from the demining workplace involving a **mine** or **ERW** hazard

See **demining incident**.

mine risk

(2004)

the probability and severity of physical injury to people, property or the environment caused by the unintentional **detonation** of a mine or **ERW**. [ISO Guide 51:1999(E)]

mine risk education

MRE

see **explosive ordnance risk education (EORE)**.

mine risk reduction

(2004)

those actions which lessen the probability and/or severity of physical injury to people, property or the environment. [Adapted from ISO Guide 51:1999(E)]

Note: Mine risk reduction can be achieved by physical measures such as **clearance**, fencing or marking, or through behavioural changes brought about by **EORE**.

mined area

an area which is dangerous due to the presence or suspected presence of **mines**. [APMBC]

minefield

an area of ground containing **mines** laid with or without a pattern. [AAP-6]

monitoring

(2009)

refers to a continuing function that uses systematic collection of data on specified indicators to provide management and the main stakeholders of an on-going project, programme or policy with indications of the extent of progress and achievement of objectives, and progress in the use of allocated funds. [OECD/DAC]

monitoring body

an organisation, normally an element of the **NMAA**, responsible for management and implementation of the national **monitoring** system.

munition

a complete device charged with **explosives**, propellants, pyrotechnics, initiating composition, or nuclear, biological or chemical material for use in military operations, including **demolitions**. [AAP-6]

Note: *in common usage, the term 'munitions' (plural) refers to military weapons, ammunition and equipment.*

[N]

national authority

(2004)

*in the context of **stockpile destruction** the term refers to the government department(s), organisation(s) or institution(s) in each country charged with the regulation, management and coordination of stockpile destruction.*

national mine action authority

NMAA

(2009)

government entity, often an inter-ministerial committee, in an EO-affected country charged with the responsibility for broad strategic, policy and regulatory decisions related to mine action

Note: In the absence of an NMAA, it may be necessary and appropriate for the UN, or some other body, to assume some or all of the responsibilities of an NMAA.

non-permissive environment

(2018)

In the context of humanitarian mine action: an operational area during a specified time period where there is a humanitarian need, where access is not possible, or where consent is not provided by relevant stakeholders, preventing mine action activities to take place according to the humanitarian principles and within the framework of international humanitarian law. (opp. Permissive environment)

non-sparking material

(2004)

material that will not produce a spark when struck with tools, rocks, or when the material itself strikes hard surfaces.

non-technical survey

(2013)

refers to the collection and analysis of data, without the use of technical interventions, about the presence, type, distribution and surrounding environment of **explosive ordnance** contamination, in order to define better where **explosive ordnance** contamination is present, and where it is not, and to support **land release** prioritisation and decision-making processes through the provision of evidence.

[O]

operational analysis

OA

see **operational research**

(2009)

a field of research that applies scientifically based quantitative and qualitative analysis to assist management decisions relating to operations.

operational research

see **operational analysis (OA)**

output

(2009)

*in the context of **mine action evaluation**, the term refers to the products, capital goods and services which result from a mine action intervention. Outputs may also include changes resulting from the intervention which are relevant to the achievement of outcomes (such as the development of local capacities).*

outcome

(2009)

*in the context of **mine action evaluation**, the term refers to the likely or achieved short-term and medium-term effects of an intervention's outputs. Outcomes are related to the 'effectiveness' of an intervention.*

[P]

particle board

(2009)

a composition board made of small pieces of wood, bonded together frequently used as profile boards for testing soil penetration by **demining machines**.

permissive environment

(2018)

In the context of humanitarian mine action: an operational area during a specified time period where there is a humanitarian need, where access remains possible, and where consent is provided by relevant stakeholders, allowing mine action activities to take place according to the humanitarian principles and within the framework of international humanitarian law. (opp. Non-permissive environment)

Note: Reference can be made to IMAS 01.10: 6.2 Humanitarian Principles: In its response to explosive ordnance, mine action is first and foremost a humanitarian concern. Framing of the standards and their application as part of any humanitarian response shall reflect the fundamental humanitarian principles of humanity, impartiality, neutrality and independence

personal protective equipment

PPE

all equipment and clothing designed to provide a reasonable degree of protection, which is intended to be worn, or held by an employee when conducting specific activities, and which protects them against one or more risks to their safety or health

pilot test

a process ahead of the commencement of wide range data collection to ensure that all survey project elements, such as team deployment, data collection, reporting and administration, are functioning as planned.

policy

(2009)

defines the purpose and goals of an organisation, and articulates the rules, standards and principles of action that govern the way in which the organisation aims to achieve these goals.

positive action

(2019)

refers to any action taken by the operator that will disturb, move, render safe, destroy or introduce any outside influence on EO.

Note: This includes actions such as X-ray or any other activity that may change the state of the EO.

post clearance assessment

(2009)

surveys to assess the effectiveness and efficiency of **mine action planning, priority setting**, and implementation processes, aiming to enhance the productivity and effectiveness of **mine action**, monitor post-clearance land use, ensure priority-setting processes are clear, transparent and carried out correctly, and help identify problems faced by communities in transforming the outputs of **mine action** (e.g. cleared land) into sustainable developmental outcomes.

post clearance inspection

(2004)

*in the context of **humanitarian demining**, the term refers to the process of measuring, examining, testing or otherwise comparing a sample of **cleared land** against the **clearance** requirements.*

post design services

PDS

further services such as on-going development and modification of **equipment**, subsequent to the **acceptance** of the **equipment**.

Note: PDS may be used after the initial contract in order to update the equipment in response to changing circumstances and requirements.

preliminary development

PD

(2004)

the planning, design and engineering work necessary to explore areas of technical uncertainty and to provide detailed estimates of duration and cost before the decision to proceed to **full development** is made.

Note: During PD a relatively flexible relationship should exist between the technical specification and the operational requirements.

preliminary study

a study to give an indication of the practicability of an idea in terms of technological possibilities and cost.

pre-test

a process at the start of a survey to validate clarity and appropriateness of the selected survey instrument.

primer

a self-contained **munition** which is fitted into a cartridge case or firing mechanism and provides the means of igniting the propellant charge.

principal

(2004)

the entity that contracts another entity to undertake the required **mine action** activity. The principal may be a **donor**, an **NMAA**, an organisation acting on behalf of the NMAA, a commercial organisation or any entity that desires mine action to be conducted and engages a mine action organisation to do so.

priority-setting

(2009)

the process of deciding which tasks should be undertaken first, given limited resources and time. Priority-setting applies to all aspects of **mine action** (**EORE**, **land release**, **stockpile destruction**, and advocacy).

procurement

the process of research, development and production or purchase which leads to an **equipment** being accepted as suitable for use, and continues with the provision of spares and **Post Design Services** (PDS) throughout the life of the equipment.

prodding

a procedure employed in the process of **demining** whereby ground is probed to detect the presence of sub-surface **mines** and/or **ERW**.

See **sapping**.

programme

(2009)

a group of **projects** or activities which are managed in a co-ordinated way to deliver benefits that would not be possible or as cost effective were the projects and/or contracts managed independently.

project

(2004)

an endeavour in which human, material and financial resources are organised to undertake a unique scope of work, of given specification, within constraints of cost and time, so as to achieve beneficial change defined by quantitative and qualitative objectives.

project management

(2004)

the process by which a project is brought to a conclusion.

propellant

deflagrating **explosive** used for propulsion.

a substance that is used to move an object by applying a motive force. This may or may not involve some form of chemical reaction. It may be a gas, liquid, or, before the chemical reaction, a solid. Chemical propellants are most usually used to project **ammunition warheads**.

a substance on its own or in a mixture with other substances that can be used for the chemical generation of gases at the controlled rates required for propulsive purposes.

Note: Propellants can also be used as components of gas generators or other items.

protective measure

means used to reduce **risk**. [ISO Guide 51:1999(E)]

Protocol V

(2007)

Protocol V to the **CCW** on **Explosive Remnants of War**

Note: Under Protocol V, States Parties and parties to armed conflict are required to take action to clear, remove or destroy **ERW** (Art. 3), and record, retain and transmit information related to the use or abandonment of **explosive ordnances** (Art. 4). They are also obligated to take all feasible precautions for the protection of civilians (Art. 5) and humanitarian missions and organizations (Art. 6). States Parties in a position to do so should provide cooperation and assistance for marking, clearance, removal, destruction, and victim assistance, among other things (Art. 7 & 8). Protocol V entered into force on 12 November 2006.

prototype

an **equipment**, component or sub-component built as nearly as possible to the final design and build standard.

Note: Prototypes are used to aid development of the final production standard and/or to demonstrate performance or specification compliance.

proximity verification

an activity to observe **explosive ordnance hazard areas** reported during the community interview.

Note: Observation must be done from a safe area and in accordance with the relevant protocols.

public education

(2009)

the process aimed at raising general awareness of the **hazards of mines** and **ERW**; through public information, formal and non-formal education systems.

Note: Public education is a mass mobilisation approach that delivers information on mine and ERW hazards. It may take the form of formal or non-formal education and may use mass media techniques. There may be a difference in access to education between men, women, boys and girls, which may affect the outreach of the mine awareness message and may call for the adoption of different educational means, message and material.

Note: In an emergency situation, due to time constraints and the lack of available data, it is the most practical means of communicating safety information. In other situations it can support **community liaison**.

public information dissemination

(2004)

information concerning the **mine** and **ERW** situation, used to inform or update men, women and children. Such information may focus on particular issues, such as complying with mine ban legislation, or may be used to raise public support for the mine action programme. Such projects usually include risk reduction messages, but may also be used to reflect national mine action policy.

quality

degree to which a set of inherent characteristics fulfils requirements. [ISO 9000:2000]

[Q]

quality assurance

QA

(2005)

part of **QM** focused on providing confidence that quality requirements will be fulfilled. [ISO 9000:2000]

Note: The purpose of QA in **humanitarian demining** is to confirm that management practices and operational procedures for demining are appropriate, are being applied, and will achieve the stated requirement in a safe, effective and efficient manner. Internal QA will be conducted by **demining organisations** themselves, but external inspections by an external **monitoring body** should also be conducted.

quality control

QC

part of QM focused on fulfilling quality requirements. [ISO 9000:2000]

Note: QC relates to the *inspection* of a finished product. In the case of **humanitarian demining**, the 'product' is **safe cleared land**.

quality management

QM

coordinated activities to direct and control an organisation with regard to **quality**. [ISO 9000:2000]

[R]

random sampling

selection of **samples** by a process involving equal chances of selection of each item. Used as an objective or impartial means of selecting areas for **test** purposes.

raster data

the use of an imaginary grid of cells to represent the landscape. Point features are stored as individual column/row entries in a grid; lines are identified as a set of connected cells; and areas are distinguished as all of the cells comprising a feature.

RDX (1, 3, 5-triazacyclohexane)

(2005)

RDX is another military explosive which is used extensively as an **explosive** in many **munitions** formulations. RDX is relatively insensitive; it has a high chemical stability, although lower than that of **TNT**. RDX is never handled pure and dry because of the danger of accidental **explosion**. It is used as a component in explosive mixtures, especially plastic explosives.

reasonably foreseeable misuse

(2004)

use of a product, process or service in a way not intended by the supplier, but which may result from readily predictable human behaviour. [ISO Guide 51:1999(E)]

recognition piece

(2004)

A metal piece, which is placed under test items to make them recognisable with a metal detector.

reduced land

(2013)

A defined area concluded not to contain evidence of **explosive ordnance** contamination following the technical survey of a **SHA/CHA**.

reference point

landmark

a fixed point of reference some distance outside the **hazard(ous) area**. It should be an easily recognised feature (such as a cross-roads or a bridge) which can be used to assist in navigating to one or more **benchmarks**.

Note: Internationally these are often also referred to as Geodetic Points when they refer to a pre-surveyed location such as a trig point.

referral

<mine action> delivery of information on available services to **victims**

referral mechanism

<mine action> a system for identifying, protecting and assisting people injured by EO, survivors, other persons with disabilities and indirect victims and connecting them to needed victim assistance services (or providing them with “information on available services”)

Example: For instance, making a referral to medical care or psychosocial support for an indirect victim expressing need for care.

relational database management system

RDMS

as opposed to a single table with numerous fields for each record entered, a RDMS uses identification codes to link multiple tables of data. The codes used establish the relationship between data tables. RDMS are very effective in managing large amounts of data and permitting detailed queries to determine the relationship among data compiled against different records.

relevance

(2009)

*in the context of **mine action evaluation**, the term refers to...*the extent to which the objectives of a project, programme or policy are consistent with beneficiary requirements, country needs, global priorities, and donor policies.

reliability

the ability of an **equipment**, component or sub-component to perform a required function under stated conditions for a stated period of time.

reliable (mine action) information

(2009)

information deemed acceptable by the **NMAA** for the conduct of **demining** operations.

remote action

(2019)

positive actions that can be carried out without the need for an EOD operator to leave the EOD Control Point (CP) and approach suspected EO.

render safe procedure

RSP

(2019)

the application of EOD methods and tools on EO to interrupt functions or separate components to prevent an unacceptable detonation.

Note: The term permanent neutralisation is sometimes used interchangeably here.

Note: EO is said to be “neutralised” when it has been rendered, by external means, incapable of firing on passage of a target, although it may remain dangerous to handle.

residual contamination

(2016)

refers to contamination which gives rise to residual risk

residual risk

the risk remaining following the application of all reasonable effort to identify, define, and remove all presence and suspicion of explosive ordnance through non-technical survey, technical survey and/or clearance.

risk

combination of the probability of occurrence of **harm** and the severity of that **harm**. [ISO Guide 51:1999(E)]

risk analysis

systematic use of available information to identify **hazards** and to estimate the **risk**. [ISO Guide 51:1999(E)]

risk assessment

overall process comprising a **risk analysis** and a **risk evaluation**. [ISO Guide 51:1999(E)]

risk evaluation

process based on **risk analysis** to determine whether the **tolerable risk** has been achieved. [ISO Guide 51:1999(E)]

risk reduction

actions taken to lessen the probability, negative consequences or both, associated with a particular **risk**.

[S]

safe

(2009)

the absence of risk. Normally the term tolerable risk is more appropriate and accurate.

Note: *in the context of munitions*, the term **safe** is related to the “safe position” of a **fuze**.

safe waiting period

(2019)

waiting times which an operator must allow to elapse prior to making a manual approach, including approaches after conducting a remote or semi-remote positive actions.

Note: The term “soak time” is sometimes used interchangeably here.

safety

the reduction of risk to a tolerable level. [ISO Guide 51:1999(E)]

sample

*in the context of **humanitarian demining**, the term refers to.....* one or more 1.0m² units of land drawn at random from a lot.

sample size

*in the context of **humanitarian demining**, the term refers to.....* the number of 1.0m² units of land in the **sample**.

sampling

*in the context of **humanitarian demining**, the term refers to.....* a defined procedure whereby part or parts of an area of **cleared land** are taken, for testing, as a representation of the whole area.

sampling plan

*in the context of **humanitarian demining**, the term refers to.....* a specific plan that indicates the number of 1.0m² units of land from each lot which are to be inspected (**sample size** or series of sample sizes) and the associated criteria for determining the acceptability of the lot (acceptance and rejection numbers).

scent

a distinctive odour.

secondary fragmentation

in an **explosive** event, fragmentation which was not originally part of the **explosive ordnance**.

self-destruction mechanism

(2009)

an incorporated automatically-functioning mechanism which is in addition to the primary initiating mechanism of the munition and which secures the destruction of the munition into which it is incorporated. [CCM]

self-neutralisation

action generated by means of a device integral to a **mine**, which renders the mine inoperative, but not necessarily **safe** to handle. In landmines, this process may be reversible. [AAP-6]

semi-remote action

(2019)

positive actions that require the EOD operator to leave the EOD Control Point (CP) and approach the immediate vicinity of the EO in order to place an EOD tool which is then operated/activated remotely once the EOD operator has returned to the CP.

sex and age disaggregated data

SADD

(2009)

collection of data which includes details on sex and age, knowing who is affected – men or women, boys or girls - and who among them is the most at risk, and so prevents the services provided from being off target. Data on the population affected by the crisis should always be broken down by age and sex and other relevant factors such as ethnicity or religion.

specified area

*in the context of **humanitarian demining**, the term refers to* that area for which mine or **ERW** clearance activity has been contracted or agreed, as determined by the **NMAA** or an **organisation** acting on its behalf.

specified depth

*in the context of **humanitarian demining**, the term refers to* the depth to which a **specified area** is contracted or agreed to be cleared of **mine** and **ERW hazards**, as determined by the **NMAA** or an **organisation** acting on its behalf.

specified quality limit

SQL

*in the context of **humanitarian demining**, the term refers to an indication of the **quality** required from **clearance** operations.*

Note: For acceptance **sampling** purposes, the SQL is a specified borderline between what can be considered reasonable as a process average and what cannot. It has to be attainable by the producer (**demining organisation**) but tolerable to the consumer (**NMAA** or contracting agency).

Note: In the case of **mine** and **ERW clearance**, the SQL indicates the average contamination (in terms of non-conforming items per square metre) following a lengthy and steady process run.

sponsor

the sponsor of an **equipment trial** is the authority requiring the trial to be carried out.

Note: This is most likely to be an international organisation, national **MAC**, **donor** or **demining organisation**.

standard

documented agreement containing technical specifications or other precise criteria to be used consistently as rules, guidelines, or definitions of characteristics to ensure that materials, products, processes and services are fit for their purpose.

Note: **Mine action standards** aim to improve safety and efficiency in mine action by promoting the preferred procedures and practices at both headquarters and field level. To be effective, the standards should be definable, measurable, achievable and verifiable.

standard operating procedures

SOP

instructions which define the preferred or currently established method of conducting an operational task or activity.

Note: Their purpose is to promote recognisable and measurable degrees of discipline, uniformity, consistency and commonality within an organisation, with the aim of improving operational effectiveness and safety. SOPs should reflect local requirements and circumstances.

standing operating procedures

SOP

see **standard operating procedures (SOPs)**

statement of operational need

SON

(2004)

the document that describes the **user's** operational needs.

Note: The SON should be prepared by the user who has identified the need, or by a **sponsor** acting on a user's behalf.

statement of requirement

SOR

the document that provides a detailed statement of the characteristics and performance expected of the equipment, based on the preferred solution.

statement of tasks and outputs

STO

the document that articulates the **user's** needs in broad terms, giving the tasks of the **equipment** and the key characteristics, with the emphasis on the output required rather than the means of achieving it, so as to enable full consideration of alternative solutions.

stockpile

*in the context of **mine action**, the term refers to a large accumulated stock of **EO**.*

stockpile destruction

(2009)

the physical destructive procedure towards a continual reduction of the stockpile of explosive ordnance.

submunition

any **munition** that, to perform its task, separates from a parent munition. [AAP-6]

mines or munitions that form part of a **CBU**, artillery shell or missile payload.

survey marker

(2004)

a durable and long lasting marker used to assist in the management of marked and **cleared land** during **demining** operations.

survivor

(2012)

a man, or a woman or a child who has suffered harm as a result of a **mine**, **ERW** or **cluster munition accident**.

survivor assistance

see **victim assistance**

suspected hazardous area

SHA

(2013)

an area where there is reasonable suspicion of **explosive ordnance** contamination on the basis of indirect evidence of the presence of **mines/ERW**.

sustainability

(2009)

*in the context of **mine action evaluation**, the term refers to the continuation of benefits from a **mine action intervention** after major assistance has been completed.*

switch

(2019)

a device for making, breaking or changing a connection [UNMAS IED Lexicon]

Note: a single switch can have multiple functions i.e. arming and firing

systematic investigation

(2013)

a systematic process of applying **technical survey** in a **SHA/CHA**. It is typically used where there are no areas within the SHA/CHA that are more likely to contain **mines/ERW**, than others.

[T]

targeted investigation

(2013)

the investigation during technical survey of certain areas within a **SHA/CHA** that are more likely to contain **mines/ERW**.

task identification number

task ID

a unique number used to designate a **hazardous area**. Task identification numbers shall be allocated by the **NMAA**.

technical survey

(2013)

refers to the collection and analysis of data, using appropriate technical interventions, about the presence, type, distribution and surrounding environment of **explosive ordnance** contamination, in order to define better where explosive ordnance contamination is present, and where it is not, and to support **land release** prioritisation and decision-making processes through the provision of evidence

test

determination of one or more characteristics according to a procedure. [ISO 9000:2000]

test and evaluation

T&E

activities associated with the testing of hardware and software.

Note: Activities include the formation and use of procedures and standards, the reduction and processing of data and the assessment and evaluation of **test** results and processed data against criteria such as defined **standards** and specifications.

test site

(2005)

the site at which a series of test boxes or lanes are prepared for the purpose of operational accreditation testing of **mine detection dog(s)**.

theft resistant

(2004)

construction designed to deter and/or delay illegal entry into facilities used for the storage of explosives.

time

(2018)

A type of switch that functions after a period of time.

TNT (2, 4, 6 Trinitrotoluene)

one of the most widely used military high **explosives**. TNT is very stable, non-hygroscopic and relatively insensitive to impact, friction, shock and electrostatic energy. TNT is the most widespread type of explosive used in **mines** and **munitions**.

tolerable risk

risk which is accepted in a given context based on current values of society. [ISO Guide 51:1999(E)]

training

distinct set of teaching and learning activities, designed to attain defined learning objectives

trial

a series of **tests** organised in a systematic manner, the individual results of which lead to an overall evaluation of a component, **equipment** or system.

triangulation

(2009)

*in the context of **mine action evaluation** the term refers to* the use of multiple theories, sources or types of information, or types of analysis to verify and substantiate an assessment. The sources of information may not necessarily be people but include documents, maps, photographs, satellite imagery etc.

turning point

(2004)

a fixed point on the ground which indicates a change in direction of the perimeter of the **hazardous area**. It shall be clearly marked and recorded. Buried metal objects should be used to mark all turning points for permanent future reference.

[U]

unexploded bomblet

(2009)

an explosive bomblet that has been dispersed, released or otherwise separated from a dispenser and has failed to explode as intended. [CCM]

unexploded ordnance

UXO

explosive ordnance that has been primed, fuzed, armed or otherwise prepared for use or used. It may have been fired, dropped, launched or projected yet remains unexploded either through malfunction or design or for any other reason.

unexploded submunition

(2009)

an explosive submunition that has been dispersed or released by, or otherwise separated from, a cluster munition and has failed to explode as intended. [CCM]

unit rate

(2004)

the rates agreed and accepted for specific priced activity items and quantities stated in a **contract**.

United Nations Mine Action Service

UNMAS

(2004)

the focal point within the UN system for all mine-related activities.

Note: UNMAS is the office within the UN Secretariat responsible to the international community for the development and maintenance of **IMAS**.

Note: UNICEF is the focal point for **EORE**, within the guidelines of UNMAS overall coordination.

user

(2009)

a man or a woman or an organisation that will operate the equipment.

Note: For the purpose of mine action, the user could also be defined as 'a composite body of informed and authoritative opinions on the needs of national commercial and NGO users, today and in the future'.

[V]

validation

the act of ratification that takes place after a process of **verification**.

vector data

the use of X, Y coordinates to locate three basic types of landscape features; point, line and areas.

Note: Points (towns, incident locations etc) are represented by a single pair of X, Y coordinates. Lines (roads, rivers etc) are represented by a series of X, Y coordinate points connected in order. Areas or polygons (lakes, boundaries etc) are represented by a set of X, Y coordinates closing on itself and implying its interior.

verification

confirmation, through the provision of objective evidence that specified requirements have been fulfilled. [ISO 9000:2000]

victim

<mine action> persons, either collectively or individually:

- who have experienced physical, emotional and/or psychological injury, economic loss;
- whose recognition, enjoyment or exercise of their human rights on an equal basis with others has been hindered; or
- whose full and effective participation in society has been restricted by an accident with a confirmed or suspected presence of explosive ordnance.

Note 1 to entry: Victims include people killed, injured and/or impaired, their families, and communities affected by EO.

Note 2 to entry: The term “victim” carries legal significance with respect to the APMBC, CCW and CCM.

victim assistance

VA

<mine action> **broader** and **specific efforts** to address the needs and rights of victims

victim assistance broader efforts

VA broader efforts

efforts undertaken by sectors other than the mine action sector, including delivery of VA services, data collection, coordination, laws and policies

victim assistance services

VA services

<mine action> services including:

- emergency and continuing medical care;
- rehabilitation;
- psychological and psycho-social support;
- socio-economic inclusion

victim assistance specific efforts

VA specific efforts

efforts undertaken by the mine action sector to contribute to facilitating access to VA services

victim operated

(2018)

A type of switch designed to be initiated by a victim’s presence, proximity, contact or activity causing a device to function that may injure or kill one or more persons.

visitor

(2004)

for the purposes of IMAS, a person who is neither a member of the **demining organisation**, nor a **demining worker** accredited by the **NMAA**.

Note: In circumstances where the **NMAA** does not have an **accreditation** system the demining organisation should determine the status of non-employees.

[W]

white phosphorous (WP)

(2004)

a chemical smoke screening agent which burns in contact with air, (with serious **anti-personnel** affect if the phosphorous comes in direct contact with people).

workplace

all places where employees need to be or to go by reason of their work and which are under the direct or indirect control of the employer. [ILO R164]

Annex A (normative)

Guidance for the management of terminology in IMAS

1 Scope

This document establishes guidelines for the management of terminology within the IMAS framework.

It is also intended to guide national mine action authorities in the management of terminology.

Note: This document is based on the English language. Some of this guidance may need to be adapted to the specific rules applicable to other languages.

2 Terms and definitions

For the purposes of this document, the terms and definitions given in IMAS 04.10 (and the following) apply.

2.1

management of terminology

process of documenting terms and definitions in a systematized and orderly fashion

2.2

term

verbal designation of a concept in a specific domain or subject

2.3

domain

field of special knowledge

Note to entry: If a domain is subdivided, the result is again a domain albeit at a higher level of detail.

EXAMPLE Land release and explosive ordnance risk education are domains of mine action

EXAMPLE Clearance, animal detection systems, mechanical demining are domains of land release.

2.4

circular definition

explanation of a term that relies on reference to the term itself or a close synonym

2.5

synonyms

different terms which designate the same concept or refer to the same definition

EXAMPLE 'Ammunition' and 'munition' are synonyms.

2.6

quasi-synonyms

different terms which have almost identical definitions

EXAMPLE Within IMAS ‘demining’ and ‘land release’ are quasi-synonyms

2.7

homonyms

terms that are written and pronounced identically but have different definitions

EXAMPLE ‘Can’ meaning ‘be able’ and ‘can’ meaning ‘put something in a container’ are homonyms

2.8

homophones

terms that are phonetically identical but written differently

EXAMPLE ‘Peace’ and ‘piece’ are homophones

2.9

homographs

terms that are written identically but pronounced differently

EXAMPLE ‘Lead’ has two different meaning depending on its pronunciation

2.10

antonym

term representing an opposite concept of that represented by another term

EXAMPLE ‘permissive’ and ‘non-permissive’.

3 General requirements for the management of terms

Oxford English spelling shall be used for terms and definitions.

Only terms designating a concept specific to mine action shall:

- be defined;
- be recorded in IMAS 04.10 with its definition and abbreviated form where applicable.

One term should correspond to one concept and one concept should correspond to one term. Every effort shall be made to avoid the use of a single term for multiple concepts, or of multiple terms for a single concept.

A term defined in IMAS 04.10 shall not be used to designate a different concept in an IMAS chapter, Technical Note for Mine Action (TNMA) or Test & Evaluation Protocol (T&EP).

A term contains one or more words, for example ‘accreditation’, ‘mine action’, ‘explosive ordnance risk education’.

Homonyms, homophones and homographs should be avoided when developing terms and definitions. For example, within IMAS the term clearance is defined and understood as tasks or actions to ensure the removal and/or the destruction of all Explosive Ordnance from a specified area to a specified depth or other agreed parameters as stipulated by the NMAA/Tasking

Authority. The use of the term clearance to refer to an official permission that is given to somebody before they can work somewhere, have particular information, or do something they want to do should be avoided.

Every effort shall be made to avoid contradictions occurring in terminological entries across IMAS chapters, TNMA and T&EPs.

Only the concepts relevant to the domain, subject or scope of IMAS chapters, TNMA and T&EPs shall be defined within a document. For example, when developing or revising an IMAS document, an already defined term shall not be used with a different meaning.

Synonyms and quasi-synonyms should be harmonized.

4 General requirements for the management of definitions

A definition shall be such that it can replace the term in context (principle of substitution). As such, a definition should take the form of a single phrase.

Additional information may be included in a Note to entry or an Example.

Definitions should not:

- be circular (for example, a confirmed hazardous area refers to an area where hazards have been confirmed).
- be negative (for example, a confirmed hazardous area is a hazardous area that is not a suspected hazardous area).
- indicate a requirement, method or specification that is to be applied, to conform to IMAS. Precisely, it should not contain the term “shall”.
- indicate a preferred requirement, method or specification. Precisely, it should not contain the term “should”.
- indicate a possible method or course of action. Precisely, it should not contain the term “may”.

Where relevant, gender-neutral terms shall be used instead of their gendered equivalent. For example, “staff” rather than “manpower”. Where relevant, the use of gendered pronouns, e.g., he/his or she/her shall be avoided.

IMAS 04.10 is the terminology standard for the IMAS framework. Each IMAS chapter, TNMA and T&EP contains a “Terms and definitions” clause.

When a concept is already defined and designated by a term contained in IMAS 04.10, this term and definition shall be used in relevant IMAS chapters, TNMA and T&EPs. The person or group responsible for the review, revision or development of an IMAS document shall verify if the terms and definitions needed are not already included in IMAS 04.10.

When a new or revised term and/or definition specific to mine action is approved by the IMAS governance system, the term shall then be included in the IMAS 04.10.

All terms and definitions contained in IMAS 04.10 are understood to apply to mine action. If a particular term or definition applies to a specific domain within mine action, then this should be explicitly indicated. In general, self-explanatory terms existing beyond mine action should not be included in IMAS 04.10. Terms existing beyond mine action may be included in specific IMAS chapters, TNMA or T&EP if they contribute to the clarity of the considered document. For

example, the definition of the terms ‘employer’ and ‘employee’ in IMAS 10.10 helps to clarify their respective responsibilities relating to safety and occupational health.

5 Storing of terms and definitions in IMAS 04.10

5.1 Terminology entries

Defined terms designating a concept specific to mine action or to one of its domains, i.e. a specific component of mine action such as explosive ordnance risk education or animal detection systems, shall be entered in IMAS 04.10.

Terms shall be entered in alphabetical order. They constitute entries. An entry number is attributed to each term. The order of the entry number shall follow the order of the terms.

5.2 Structure and format of terms and definitions

Terms and definitions are written according to the following convention.

Component parts	Example	Formatting guidelines
entry number	3.198	<ul style="list-style-type: none"> • Written in bold. • Each term is attributed an entry number.
term	<p>blind testing</p> <p>national mine action authority NMAA</p>	<ul style="list-style-type: none"> • Written in bold, lowercase letters. • No punctuation (e.g. no full stop). • An acronym of the term may be added directly below the term. Acronyms are written in uppercase
definition	<ADS> procedure to determine the ability of an animal to locate a test target, the location of which is unknown by the ADS handler	<ul style="list-style-type: none"> • The domain, or area of mine action, can be added before a definition. • Definitions are written in lowercase letters. acronyms are written in uppercase letters. • Definitions should not begin with an article (e.g. “a”, “the”) nor end with a full stop.
Note to entry	Note 1 to entry: Anti-personnel Mines include improvised explosive devices that fit the above definition.	<ul style="list-style-type: none"> • Notes to entry can be added to provide further information about a term. • There may be multiple notes to entry. Each

		<p>should be numbered: E.g.</p> <ul style="list-style-type: none"> • Note 1 to entry: • Note 2 to entry: ...
Example	EXAMPLE: cleared land is an output of mine action.	<ul style="list-style-type: none"> • Examples can be added below definitions.

Legacy terms and definitions written using a different style and format, that were written prior to this guidance, will continue to be used in IMAS.

5.3 Amendments

Amendments to IMAS 04.10 shall be classified according to the following four categories:

- New terminology – relating to terms to be added to IMAS 04.10 and were therefore previously not included in the document.
- Deleted terminology – relating to terms that are considered by the mine action sector to be obsolete. For example, defined hazardous area is a obsolete term.
- Changed definitions – relating to existing terms within IMAS 04.10 which require modification.
- Changed term – relating to existing definition within IMAS 04.10 which require modifications, based on established evolutions within the mine action sector.

6 Use of terms and definitions in IMAS chapters, TNMA and T&EP

Only the concepts relevant to the domain, subject or scope of the considered IMAS chapter, TNMA or T&EP shall be defined. A term that is not used in an IMAS chapter, TNMA or T&EP shall not be entered in Clause 3 Terms and definitions. General, self-explanatory terms existing beyond mine action should not be included. For example, it is not necessary to include the term management and its definitions in IMAS chapters dealing with quality management or risk management.

If a concept specific to mine action or one of its domains is already designated by a defined term registered in IMAS 04.10, the entity responsible for the review, revision or development of an IMAS, TNMA or T&EP shall use it.

If a concept specific to mine action or one of its domains is not designated by a defined term, the entity responsible for the review, revision or development of an IMAS shall choose a term and define it.

If the entity responsible for the review, revision or development of an IMAS considers that an existing term and definition needs to be changed, it should provide the IMAS Review Board with the information concerning the modification proposed.

The entity responsible for the review, revision or development of an IMAS shall not draft a new definition deviating or contradicting an existing standardized definition unless the definition has become partially or entirely outdated.

The responsible entity shall clearly report any suggested new term and definition or modification to an existing term or definition to the IMAS Review Board.

When an IMAS chapter, TNMA or T&EP is adopted, the IMAS Review Board Secretary shall enter any new term specific to mine action or to one of its domains in IMAS 04.10.

7 Responsibilities

7.1 The IMAS Review Board Secretary shall ensure that:

- a) new terminology will be entered into IMAS 04.10;
- b) deleted terminology will be removed from IMAS 04.10 and archived in a repository;
- c) changed definitions will be amended in all IMAS documents, where the definitions are present;
- d) changed terms will be amended in all IMAS documents, where the terms are present.

7.2 The national mine action authority (NMAA) should ensure that:

- a) there is a clear terminology for mine action activities;
- b) this terminology is aligned with IMAS terminology;
- c) any country-specific term is defined in accordance with this IMAS;
- d) this terminology is available to mine action organizations.

In cases where a language other than English is used when adopting an IMAS term, the NMAA shall ensure identical technical content in the definition.

In cases where a language other than English is used, the terms and definitions:

- may be literal translations;
- shall not be freely translated, thereby giving rise to ambiguities;
- should observe the linguistic rules and conventions of the considered language.

Amendment record

Management of IMAS amendments

The IMAS series of standards are subject to formal review on a three-yearly basis, however this does not preclude amendments being made within these three-year periods for reasons of operational safety and efficiency or for editorial purposes.

As amendments are made to this IMAS 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 IMAS by the inclusion under the edition date of the phrase *'incorporating amendment number(s) 1 etc.'*

As the formal reviews of each IMAS are completed new editions may be issued. Amendments up to the date of the new edition will be incorporated into the new edition and the amendment record table cleared. Recording of amendments will then start again until a further review is carried out.

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

Number	Date	Amendment Details
1	01 Dec 2004	<ol style="list-style-type: none"> 1. Formatting changes. 2. Minor text editing changes. 3. Substantive changes: <ol style="list-style-type: none"> a) <u>New definitions</u>: Abandoned Explosive Ordnance (AXO); agreement; air sampling machine; audit; Bomb Live Unit (BLU); buffer zone; CEN Workshop Agreement (CWA); contract; contractor; cost-plus contract; demining worker; demining worksite; destruction organisation; ductility; education; emanation; epidemic disease; filter box; filter cartridge; filter container; fixed price contract; flexible tube or pipe; force majeure; ground preparation; ground processing; harmful event; hazardous situation; historical verification; IATA; i/m; i/v; impact free; inspection; Landmine Impact Survey (LIS); letter of agreement; mechanical application; Mine Action Coordination Centre (MACC); mine action organisation; mine awareness; mine free; mine risk; mine risk reduction; mine safe; Mine Threat Level (MTL); MRE organisation; MRE partner; national authority; positive, negative and blank filters; post clearance inspection; preventative maintenance; principal; programme; project; project management; proposal; public information dissemination; quarantine; reasonably foreseeable misuse; recognition piece; reliable (mine action) information; s/c; steel; target substance; tender; tender process; test site; theft resistant; toughness (tensile); unit rate; village demining; visitor; weather resistant; White Phosphorous (WP). (72 definitions). b) <u>Deleted definitions</u>: expert opinion; mechanically-assisted clearance; public information. c) <u>Changed definitions</u>: accreditation; area reduction; benchmark; box; briefing area; burning ground; cancelled area (note only); cleared area (note only); community liaison (and note); control area or point; critical non-conformity; demilitarisation (note only); deminer; demining sub-unit; demolition ground; destruction; detection; disposal site; drill; General Mine Action Assessment (GMAA) (and note); health; inspection; IMSMA (note only); incident (change to the reference only); inert; intermediate point; licence; logistic disposal; magazine; mine action; Mine Risk Education (MRE); monitoring; non-sparking material; Preliminary Development (PD) (note only) (includes a 'must' changed to 'should'); Quality Assurance (QA); Statement of Operational Need (SON); survey marker; survivor (landmine/ERW); technical survey; threat; turning point; United Nations Mine Action Service (UNMAS) (note only); usable area (note only); victim; victim assistance.
2	23 Jul 2005	<ol style="list-style-type: none"> 1. Clause 1, change to scope. 2. Clause 2, new sub clause n). 3. <u>New definitions</u>: Battle Area Clearance (BAC); European Normalisation (EN); Explosive Remnants of War (ERW). (3 definitions). 4. <u>Deleted definitions</u>: air sampling machine; buffer zone; ductility; emanation; epidemic disease; filter box; filter cartridge; filter container; flexible tube or pipe; historical verification; i/m; i/v; I.A.T.A; mine safe; mine threat levels; organiser; positive, negative and blank filters; preventative maintenance; quarantine; s/c; target substance; toughness; weather resistance; undesirable scent; usable area. (25 definitions).

		5. <u>Changed definitions</u> : Abandoned Explosive Ordnance (AXO); acceptance; box; burning site; contractor; DNT (Dinitrotolulene); drill munition; Explosive Ordnance Disposal (EOD); handover; Mine Risk Education (MRE); Quality Assurance (QA); RDX (1,3,5-triazacyclohexane; test site.
3	01 Aug 2006 01 Dec 2007	<ol style="list-style-type: none"> 1. Minor changes/additions to the first and second paragraph of the foreword. 2. <u>New definition</u>: environment; environmental aspects; environmental impact; Environmental Management System (EMS); environmental policy; gender mainstreaming; Suspected Hazardous Area (SHA). (7 definition). 3. <u>Deleted definitions</u>: ground processing; fragmentation hazard zone; mechanical application; mine threat; and threat. (5 definitions). 4. <u>Changed definitions</u>: audit; and an additional definition for 'evaluation' added. 5. Inclusion of the term 'ERW'. 6. Removal of the term 'threat' from throughout the glossary. 7. CWA & IMSMA definitions modified. 8. <u>New definitions</u> battlefield, CCW, environmental impact assessment, intrusive machine, machine, mechanical demining operations, mechanical demining unit, mechanical tools. 9. A note added to Clause 1 "scope" – amended and new definition include a date.
4	30 Jun 2009	<ol style="list-style-type: none"> 1. New or changed definitions that have the "2009" in the brackets below the word or term defined. 2. Definitions removed: alienation, area reduction, development, detonation, education, guide, level 2 survey, proposal, pure research, reduced area, research, sapping, steel, tender and tender process.
5	01 Aug 2012	<ol style="list-style-type: none"> 1. Updated to include definition of IATG, 2. Updated definition of survivor and victim. 3. Deleted definitions; donor, mechanical demining unit, standards (repeated), temporary marking system 4. Minor typographical amendments.
6	8 May 2013	<ol style="list-style-type: none"> 1. Reviewed for the impact of new land release IMAS 2. Definitions modified; SHA, CHA, TS, NTS, Clearance, LR, all reasonable effort, Targeted investigation, systematic investigation, cancelled land, cleared land, Magazine 3. New definitions: reduced land and IED 4. Deleted definitions; DHA 5. Amendment No included in the title and header.
7	11 Aug 2014	<ol style="list-style-type: none"> 1. <u>Modified definitions</u>: residual risk 2. <u>New definitions</u>: Command Activated IED, Counter IED, Home Made Explosive, IED Disposal, Time Activated IED, Radio Controlled IED (RCIED), Pressure Plate IED (PPIED), Propellant, Vehicle Borne IED (VBIED), Victim Operated IED (VOIED).
8	27 July 2018	<ol style="list-style-type: none"> 1. Scope updated 2. <u>Modified definitions</u>: anti-personnel mine, Improvised Explosive Device, Counter IED, clearance, explosive ordnance 3. Replaced 'mine/ERW' with 'explosive ordnance' in the following definitions; All reasonable effort, cancelled land, community liaison, confirmed hazardous area, impact, non-technical survey, proximity verification, reduced, residual risk, secondary fragmentation, technical survey 4. <u>New definitions</u>: anti-tank/vehicle mine, command, time, victim operated, residual contamination 5. Definitions removed: Command Activated IED, Time Activated IED, Radio Controlled IED (RCIED), Pressure Plate IED (PPIED), Propellant, Vehicle Borne IED (VBIED), Victim Operated IED (VOIED).
9	15 Feb 2019	<ol style="list-style-type: none"> 1. <u>New definitions</u>: humanitarian principles, switch, safe waiting periods, remote action, semi-remote action, positive action. 2. <u>Modified definitions</u>: render safe procedure, mine action. 3. <u>Definition removed</u>: neutralise.
10	22 Jun 2022	<ol style="list-style-type: none"> 1. Amendment to NMAA and NMAC definition
11	17 Jan 2023	<ol style="list-style-type: none"> 1. Addition of Annex A 2. Correction in numbering 3. Term 'EORE' added according to 12.10 4. Term 'EORE operator' replaced 'MRE organization' 5. Term 'EORE team' replaced 'MRE partner' 6. Term 'competency/competence' added 7. Term 'training' added 8. Term 'explosive ordnance marking' added 9. Term 'explosive ordnance sign' added and replaced 'hazard sign' and 'mine sign' 10. Term 'explosive ordnance boundary marker' added and replaced 'marking' 'marking system' and 'marking hazard system' 11. Term 'human remains' added 12. Term 'VA specific efforts', 'VA services', 'VA broader efforts', 'direct victim', 'indirect victim', 'referral' and 'referral mechanism' added