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**UNITED NATIONS**

**Framework for**

**Mine Action Planning**

**And Rapid Response**

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## CONTENTS

<u>Section</u>	<u>Page</u>
Introduction	2
Part One – The Policy Framework	3
Part Two – Threat Monitoring	6
Part Three – The Planning Forum	8
Part Four – Contingency Planning	9
Part Five – Operational Planning	11
Part Six – The Fact Finding Team	14
Part Seven – The Implementation Framework	16
Part Eight – Logistics and Finance	22
Part Nine – Agency Responsibilities	23
<u>List of Annexes</u>	27

## **INTRODUCTION**

1. This Framework for Mine Action Planning and Rapid Response (previously referred to as the Rapid Response Plan (RRP)) was produced as part of the UN's Mine Action Strategy (Objective 2.1) during 2001 – 2002. It was developed in order to facilitate the rapid deployment of appropriate mine action capacities when required as part of emergency humanitarian or peacekeeping operations, and it formed the basis of the UN's Mine Action response in Iraq in 2003. This version is a revision of the framework that has been in use until now, and incorporates the lessons learned from its use in Iraq.
2. The framework consists of two parts: the Planning and Implementation Framework (this document), and an Operational Manual (to be compiled).

### **The Planning and Implementation Framework**

3. This document describes the overall framework in which a mine action response will be planned and initiated. It outlines the following:
  - a. The Policy Framework - the rationale and aims for the plan,
  - b. Threat Monitoring,
  - c. The Planning Forum,
  - d. Contingency Planning,
  - e. Operational Planning and the Authority to Deploy,
  - f. The Fact Finding Team,
  - g. The Implementation Framework – the various components involved in implementing a mine action response,
  - h. Logistics and Finance, and
  - i. Agency Responsibilities.

### **The Operational Manual**

4. The operational manual will be compiled from the lessons learned from previous deployments. It will include amongst other things: lists of equipment and supplies; procedures for establishing the offices for fact-finding or coordination teams; definition of priority activities for the first months, and model documents and procedures for application of the International Mine Action Standards (IMAS), accreditation and quality assurance of operators and the rosters of personnel on standby.
5. The operational manual will be subject to ongoing review on the basis of experience derived from each deployment and the requirement to continuously update arrangements with mine action partners.

# UN FRAMEWORK FOR MINE ACTION PLANNING AND OPERATIONAL RESPONSE

## PART ONE – THE POLICY FRAMEWORK

### References:

- A. The United Nations Mine Action Policy
- B. Inter-Agency Contingency Planning Guidelines for Humanitarian Assistance
- C. DPKO Integrated Mission Planning Process
- D. The Price of Preparedness – An Evaluation of the UN Mine Action Plan and its Implementation in Iraq, 2003
- E. Rapid Response Workshop Report, 2004
- F. UNMAS Mine Action Programming Handbook
- G. UNHCR Handbook for Emergencies
- H. WFP Contingency Planning Guidelines

### **Definition- What is a mine action emergency?**

6. A mine action emergency is defined as a situation where the presence of landmines and/or explosive remnants of war (ERW)<sup>1</sup> have significant implications for a humanitarian or peacekeeping operation, and/or the local population, and where the need for mine action exceeds the capacity available within the affected country. This shortfall could be in management and coordination capacity, operational capacities (MRE, survey or clearance organisations), or the logistical or financial resources available to address the problem.

7. In many cases, threats to the freedom of movement and/or security of populations in a mine-affected country, whether they be internally displaced persons (IDP) or refugees, may be a factor that contributes to classifying the situation as a mine action emergency. Emergencies may arise in countries where there is an existing mine action programme or in countries where there is no mine action capability.

### **Rationale – Why a rapid mine action response is required**

8. When a mine action emergency occurs, a rapid response is often required. An example is the situation in Kosovo in 1999, when refugees began spontaneously streaming back to their homes, in spite of appeals from the UN High Commissioner for Refugees to do so as part of a planned repatriation. Many areas of Kosovo had been contaminated with mines and unexploded munitions since the refugees had left their homes. An immediate response was required, to

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1 ERW is defined as Unexploded Ordnance (UXO) and abandoned explosive ordnance.

provide mine risk education (MRE) to the returnees and to mark and clear essential land as quickly as possible.

9. Within the United Nations, the United Nations Mine Action Service (UNMAS) is responsible for ensuring an “effective, proactive and coordinated response to landmine contamination” in both humanitarian emergency situations, and in support of peacekeeping operations. In Kosovo, UNMAS quickly deployed personnel and equipment, with the support of many partners. In this high-profile emergency, resources were made available unusually quickly. Even so, if a rapid response capability had been available, reaction time could have been shortened.

10. It is this experience, and subsequent events in Eritrea, South Lebanon and Iraq, which have confirmed the need for a standing framework for mine action planning and response. The requirement was recognized in the UN Mine Action Strategy 2001-2005 (Objective 2.1), and UNMAS was requested to coordinate the development of the framework by the end of 2002. A first draft framework was developed and issued in December 2002, and used as a basis for planning and implementing the UN’s mine action response in Iraq in 2003. To ensure this remains relevant, effective and timely, an evaluation has been conducted of the mine action response to the Iraq conflict. The lessons learned from that experience have been incorporated into this revised framework.

#### **Aim – What the framework intends to achieve**

11. The aim of the framework is to:
  - a. define the process for identifying and analysing potential emergency mine action situations, and
  - b. facilitate planning for, and the rapid deployment of, appropriate mine action resources, in order to address the immediate mine action priorities of humanitarian agencies and/or a peacekeeping mission, and the local communities or vulnerable groups.

#### **Objectives – What the framework will focus on**

12. The objectives of the framework are to enable the UN to:
  - a. Conduct effective inter-agency threat monitoring of situations that may potentially require a mine action response.
  - b. Undertake planning with UN partners, NGOs and the Government/National Mine Action Authority in the country of concern.
  - c. Effectively plan and coordinate the mine action response in consultation with members of the UN Country Team, the Inter-Agency Coordination Group for Mine Action (IACG-MA), and the Steering Committee on Mine Action (SCMA).
  - d. Rapidly deploy the appropriate mine action resources to support the efforts of humanitarian and/or peacekeeping organisations.

- e. Mitigate the immediate impact of mines/ERW on local communities and vulnerable groups.
  - f. Collect information on the mine and ERW situation to assist with the development of a longer term national plan.
13. A chart of the key activities involved in the planning and implementation of a response plan is shown in Annex A.

### **Measurements of Success**

14. Measurements of success must take into account the preparation and planning as much as the actual implementation of a response. Depending on the scale of the problem, success of the framework can thus be measured against all or some of the following criteria:
- a. Effective threat monitoring has been conducted (*no surprises!*).
  - b. Collaborative inter-agency planning has been conducted, and the mine action response is:
    - (1) Appropriate for the needs of the SRSG and/or Humanitarian/Resident Coordinator, and the affected population; and
    - (2) Coordinated between mine action partners (national authorities, UN, NGOs/Commercial operators, military peacekeeping forces etc).
  - c. Appropriate capabilities are identified, resource mobilisation initiated and an operational response is deployed.
  - d. A coordination body will have been strengthened or established (as applicable).
  - e. The immediate impact of mines/ERW on the local population and vulnerable groups is reduced, in accordance with the objectives laid down in the relevant operational plan.
  - f. A plan is developed that will focus on either:
    - (1) completion of the response and closure of the programme; or
    - (2) transferring responsibilities to an appropriate national mine action authority.

## **PART TWO – THREAT MONITORING**

15. A critical element in the ability to respond effectively to emergency situations is the ability to forecast when such a response will be necessary. As mines and ERW are a product of armed conflict, mine action emergencies often become evident well before the cessation of hostilities. Indeed, it may well be possible to initiate some activities prior to any peace agreements being signed. The aim of threat monitoring is to generate accurate information that can be used to inform the planning process, and therefore enhance the ability to deploy a timely and appropriate response.

### **The Conduct of Threat Monitoring**

16. Threat monitoring involves maintaining a global watch on potential flashpoints or areas of concern. Threat monitoring may entail regular meetings, teleconferences or other contact between the members of the wider mine action community, in order to keep abreast of developments and to share information. This is a continuous process and relies on good cooperation between multiple agencies. Sources of information include but are not limited to:

- a. Governments of mine-affected countries,
- b. UN agencies, including Country Teams and regional offices of UN agencies,
- c. Mine action operators,
- d. Relief / Development NGOs,
- e. ICRC,
- f. Affected populations, Internally Displaced Persons (IDPs), refugees, locals living in the affected area(s), protagonists (including Non-State Actors (NSAs)),
- g. ICBL and Landmine Monitor, and
- h. Various other sources of information, such as news media, foundations and academic institutions.

17. UNMAS will be the focal point for mine action threat monitoring and will maintain contact with a wide range of agencies to facilitate the exchange of information. Within UNMAS the focal point for threat monitoring is the Planning Officer, who reports to the Chief of Programme Support Section.

### **Threat Monitoring Reports**

18. UNMAS will compile a Country Profile for those countries which have a mine or ERW problem and which do not have a known mine action programme (UN or National). This profile will serve as the foundation for contingency and/or operational planning. The information gathered may be incomplete but will nonetheless assist in determining the extent and type of

any potential mine action response, and will help develop relationships within the country and with interested parties, in advance of any mine action response.

19. In order to keep the members of the IACG-MA and SCMA informed, UNMAS will produce regular Threat Monitoring Updates. The updates will present a broad assessment of the level of risk, or threat, presented by landmines and ERW in mine affected countries. These will be distributed at the regular meetings of the IACG-MA and SCMA. The reports will be stored and accessible on the E-Mine database.

### **Triggers for the Commencement of Planning**

20. Certain developments or events may trigger the need for the commencement of contingency or operational planning. Such “triggers” are:

- a. An outbreak of armed violence or conflict, involving the use of mines or munitions likely to result in the presence of ERW.
- b. The collapse or failure of a existing national mine action programme (or components of it) prior to the completion of mine/ERW clearance in a country.
- c. The sudden movement or forced repatriation of a refugee population into an area known to be contaminated with mines/ERW and where the existing national capacity is unable to cope with the increased need for mine action.
- d. A change in the mine action situation within a country which may be beyond the capacity of the national institutions to deal with.

21. More detail on the Threat Monitoring report formats is contained in Annex B.

### **PART THREE – THE PLANNING FORUM**

22. The decision to commence contingency planning will be made by the IACG-MA. At this time, a Mine Action Planning Group (MAPG) will be convened in order to undertake:

- a. Contingency Planning,
- b. Operational Planning, and
- c. Preparations for the deployment of a Fact Finding Team (FFT), if required.

#### **Membership of the MAPG**

23. During the contingency planning process, membership of the MAPG consists of representatives from the IACG-MA, and any invited NGOs that are active in the country of concern. In the operational planning stage membership is expanded to include representatives from the SCMA, so as to include all organizations that may be considering or planning activities in the particular country. The MAPG will be chaired by UNMAS; the Planning Officer will chair the Group during the Contingency Planning process, and the Chief of Programme Support will take over as chair during the Operational Planning process.

24. Further detail on the MAPG is contained in Annex C.

## **PART FOUR – CONTINGENCY PLANNING**

25. Contingency planning is: ‘A forward planning process, in a state of uncertainty, in which scenarios and objectives are agreed, managerial and technical actions defined, and potential response systems put in place in order to prevent or better respond to, an emergency’ [UNHCR Handbook for Emergencies].

26. Contingency planning is a fundamental part of effective emergency response. Failure to develop contingency plans will result in delays in the implementation of a response when it is most required. Early warning of a potential emergency through the threat monitoring process should trigger the contingency planning process. This early warning can be raised by any member of the IACG-MA or by the UN Country Team in the area of concern. Ideally, contingency planning should take place before any formal request for initiation is received.

27. The planning should be integrated into the wider inter-agency planning forums for emergencies. These forums provide the UN with the ability to bring together those responsible for political analysis, military operations, mine action, civilian police, electoral assistance, human rights, development, humanitarian assistance, refugees and displaced persons, public information, logistics, finance and recruitment. They include:

- a. The Integrated Mission Planning Process (IMPP) used by DPA and DPKO,
- b. Humanitarian planning chaired by OCHA, and
- c. Contingency Planning Working Groups led by Humanitarian/Resident Coordinators.

28. This process equates to the Development of UN Strategy and Development of Functional Strategies (or Levels Two and Three) stages of the IMPP (Threat Monitoring is Level One of the IMPP). UNMAS will provide the mine action input to the IMPP where appropriate.

### **The Contingency Planning Process**

29. The contingency planning process for mine action should assess the potential requirements for mine action support in an emergency situation, weighed against the available and/or potential national capacities, and then assess the likely support required from the UN mine action agencies and the wider mine action community to fill the capability gaps. This should result in the development of several options (contingency plans) which in turn allows any response to be timely and appropriate, with little chance of surprise or disruption.

30. One of the key aspects of contingency planning is the development of relationships with other agencies, organisations and governments. Contingency planning enables an assessment to be made of potential implementing partners, their capabilities and resources and can establish viable partnerships which may be crucial if a plan is implemented at a later stage.

31. The planning shall be inclusive and involve all the key agencies represented in the MAPG. It requires good liaison with other UN agencies and the humanitarian sector, so that any plans developed meet the needs of those actors. It should take into account the current situation (political, military, humanitarian, economic), expected developments, and capacities present in

the country of concern (including any national mine action capacity and NGOs or commercial companies present).

32. An outline of the contingency planning process is contained in the MAPG notes in Annex C.

33. The aim of this process is to produce contingency plans that contain the following (as appropriate):

- Scenario outline
- UN Humanitarian objectives
- UN Peacekeeping objectives
- Assumptions and Limitations
- The Mine Action Assessment –
  - Mine/UXO situation
  - Possible Mine Action requirements
  - National Mine Action capacities
  - International Mine Action capacities in-country, or nearby
  - Gaps in MA capacities
- Contingency Plan(s) for Mine Action –
  - Who can do what, where and when.

34. The Contingency Plan should be shared with the relevant UN Country Team, and should be integrated with, and complementary to, contingency plans developed in the affected country. A suggested format for a Contingency Plan is enclosed as Annex D.

35. The MAPG shall brief the Director and Chief of Programme Support of UNMAS on the plans developed, and shall then present them to the IACG-MA. This is to ensure that the key agencies are advised of the potential options for mine action should the situation deteriorate.

### **Review of Contingency Plans**

36. Once contingency plans are produced, they should be reviewed regularly to keep pace with any changes in the situation. This should occur as part of the ongoing Threat Monitoring process, and may occur at regular intervals or in accordance with certain benchmarks, as defined by the MAPG. Any significant change in a situation may be advised to the members of the MAPG by any member of the Group, or by the UN Country Team.

## **PART FIVE – OPERATIONAL PLANNING**

37. Operational planning is the development of a plan for the mine action response to an emergency. It should take account of the contingency planning process and the options which have been developed. The operational plan defines priorities, objectives, roles and responsibilities, administrative and logistical arrangements and resource mobilization arrangements for the implementation of a mine action response in the area of concern.

### **Commencement of Operational Planning**

38. The decision to commence operational planning will be made by the IACG-MA, once a formal request for assistance has been received. A request would normally originate from:

- a. The Government of the mine-affected country,
- b. The Special Representative of the Secretary-General,
- c. The UN Resident or Humanitarian Coordinator, or
- d. The UN Integrated Mission Task Force (IMTF) prior to the establishment of a peace support operation.

39. Such requests will usually come after consultation among the UN Country Team in the affected country. In particular, the Resident Coordinator/Humanitarian Coordinator and representatives of OCHA, UNHCR, WFP and UNICEF will have been consulted regarding the overall humanitarian environment, the situation of refugees and IDPs, and the particular needs of women, children or other vulnerable groups for MRE.

40. This process equates to the Development of a Mission Plan (or Level Four) stage of the IMPP.

### **The Process of Operational Planning**

41. The operational planning process should involve the following steps:
- a. Reviewing existing contingency plans. If the contingency planning process has been timely and thorough, one of the contingency plans should be able to be developed into an operational plan.
  - b. Assessing problems, needs and resources – have any of them changed since the contingency planning was done? Is there any other new information? If information is scarce, a FFT may be deployed (see Part Six – The Fact Finding Team).
  - c. Setting overall goals.
  - d. Clarifying planning assumptions.
  - e. Determining courses of action to reach the overall objective/goal.

- f. Allocation of roles and responsibilities.
  - g. Determining coordination mechanisms.
  - h. Determining monitoring mechanisms.
  - i. Recording and disseminating the plan, monitor and adjust as required.
42. An outline of the operational planning process is contained in the MAPG notes in Annex C.
43. The aim of this process is to produce an operational plan that contains the following:
- Scenario outline
  - UN Humanitarian objectives
  - UN Peacekeeping objectives
  - Assumptions and Limitations
  - The Mine Action Assessment –
    - Mine/UXO situation
    - Mine Action requirements
    - National Mine Action capacities
    - International Mine Action capacities in-country
  - The Implementation Plan for Mine Action –
    - Objectives
    - Coordination Mechanism
    - Mine Action Capabilities:
      - Implementing Agencies (include relevant Country Offices)
      - Locations
      - Roles and Responsibilities
    - Administration (including contracts)
    - Logistics
    - Resource Mobilisation
    - Monitoring Mechanism
    - Dates/Timings
    - Outline Transfer Plan
44. A suggested format for an Operational Plan is enclosed as Annex E.
45. In order to assist the transition from planning to implementation, the Mine Action Coordination Team (MACT) Team Leader will be recruited as soon as possible and will join the MAPG in the operational planning process. This will involve the Team Leader travelling to UN

Headquarters and working with relevant UN agencies prior to deploying with the other MACT staff to the affected country.

46. The MAPG and the Team Leader shall present the developed plan to the IACG-MA.

### **Authority to Deploy**

47. When the IACG-MA is briefed on the operational plan, the Director UNMAS will request approval to initiate the response plan. If the Director of UNMAS decides that elements should be dispatched before such a meeting can be held, the Director will inform the IACG-MA before they depart.

### **Review of Operational Plans**

48. Once an operational plan is produced and the implementation process has begun, it should be reviewed regularly to keep pace with any changes in the situation. This should occur as part of the implementation process, headed by the relevant UNMAS Programme Officer.

## **PART SIX – THE FACT FINDING TEAM**

49. If there is not sufficiently detailed information available to develop a satisfactory operational plan, and there is no other in-country organisation or mechanism that may be able to contribute such information, then the MAPG should request the deployment of a Fact Finding Team (FFT). The information gained by the FFT will then be used in the operational planning process. The FFT will report to the Chief of Programme Support, UNMAS.

### **Composition of Team**

50. The FFT will be organised and deployed by UNMAS, in consultation with the members of the MAPG. Staff for the FFT will be drawn from a number of agencies including potential implementing partners, and locations, including field staff where available. If possible, the MACT Team Leader should lead the FFT. It will normally consist of three to four staff experienced in the following fields:

- a. Mine clearance operations,
- b. Victim Surveillance,
- c. Mine Risk Education, and
- d. Administration, logistics, and finance.

### **Aim**

51. To gather critical information, including supporting materials as appropriate, in order to enable detailed operational planning to occur.

### **Objectives and Tasks**

52. The FFT will report on aspects of mine action to the extent possible in the time available. Information shall include detail on the mine/ERW threat, existing and potential mine action capacities, the operating environment, administrative, logistics and finance issues. The FFT will deploy for 7-14 days. Guidelines on the terms of reference are contained in Annex F.

### **Administrative Arrangements**

53. UN agency offices in the mission area should be contacted prior to the FFT mission and arrangements made via the office of the senior UN official requesting the deployment. Administrative arrangements that should be in place prior to the mission include:

- a. Contacts and arrangements for planned meetings with local authorities, agencies and other parties involved.
- b. FFT Mission timetable and itinerary.

- c. Transportation issues, including vehicle rental, fuel, maintenance and spares.
  - d. Internal and external communications.
  - e. Local maps.
  - f. Guides and interpreters.
  - g. Requisite clearances for internal travel.
  - h. Security information/escorts.
  - i. Accommodation.
  - j. Medical preparations and vaccinations.
54. A list of the equipment for the FFT is included at Annex G.

#### **FFT Mission Report**

55. All relevant information should be communicated back to UN Headquarters to allow coordinated planning to occur. Communications equipment (preferably including satellite communications capable of data transmission) will be provided to the team. The final report shall be completed within 48 hours of the completion of the mission.

## **PART SEVEN – THE IMPLEMENTATION FRAMEWORK**

### **Components**

56. The framework incorporates a core coordination component together with a number of optional operational components. The aim of the coordination component will be to ensure that a coordination element within the mine-affected country is established or reinforced as soon as possible, with appropriate personnel and equipment, to ensure the proper utilization of limited mine action resources.

57. The optional operational components cover a variety of mine action activities, and will be available for deployment at short notice to meet immediate priorities or to cover an existing capability gap within the mine-affected country.

### **The Coordination Team**

58. The UN will coordinate its mine action response through a Mine Action Coordination Team (MACT). In cases where a national mine action authority and/or UN coordinating mechanism already exists, the MACT will be designed to offer support and assistance to the authority and supplement the capacity of the existing body.

59. However, in certain situations and at certain times it may be necessary and appropriate for the UN to assume some or all of the responsibilities, and to fulfill some or all of the functions, of a national mine action authority including the coordination of the mine action programme. In such cases, it is the MACT that will initially assume these responsibilities and carry out these functions.

60. The comparative tasks of the MACT for either of these two situations are listed in Annex H.

### **Staffing of the MACT**

61. The MACT will normally deploy as soon as possible after the decision to deploy has been made. Personnel will be on standby through a variety of mechanisms and normally recruited on standard contracts through UNOPS. Personnel for the MACT will be recruited from NGOs, UNHQ, UN mine action programmes, the UNOPS consultant roster and national staff. For some posts it may be possible for donors and NGOs to make in-kind contributions.

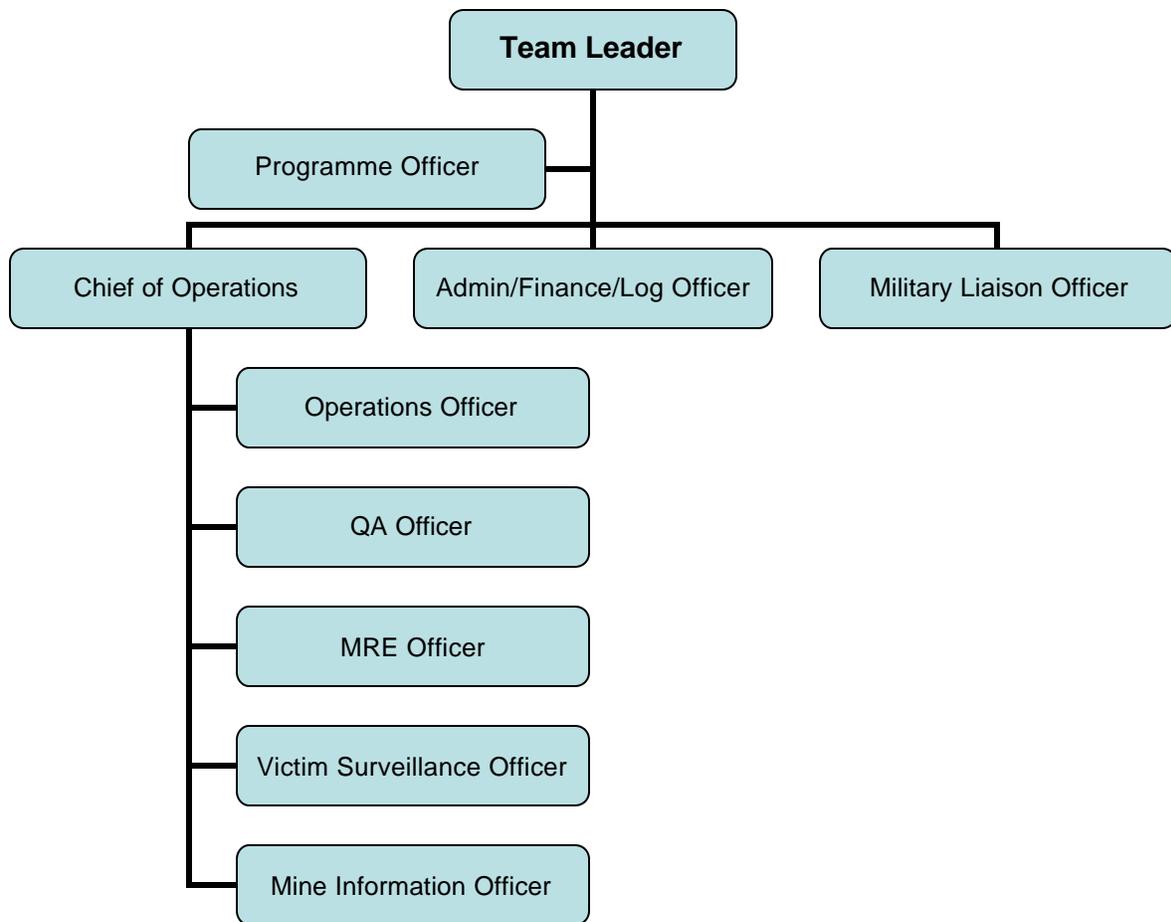
62. The MACT will be staffed according to the situation, and will normally include all or some of the following appointments:

- a. Team Leader<sup>2</sup>.
- b. Chief of Operations.
- c. Operations Officer.

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2 All staff of the MACT will be normally recruited through UNOPS, except the military liaison officer.

- d. Quality Assurance Officer.
  - e. Victim Surveillance Officer.
  - f. MRE Officer.
  - g. Mine Information Officer.
  - h. Programme Officer.
  - i. Administration/Logistics/Finance Officer.
  - j. Military Liaison Officer<sup>3</sup>.
63. An indicative team structure is shown in the following chart:



<sup>3</sup> Liaison function from the MACT to a peacekeeping or other military force.

64. In many cases, the most suitable candidate for a particular position may already be employed elsewhere. In order to maximise the opportunity for such people to be recruited, the MACT will initially deploy for a set period of 90 days, thereby allowing sufficient time for more long-term recruitment to take place. After this 90 day period, the MACT will be in a position to handover its responsibilities to a MACC or other coordination body.

### Equipment

65. The team will deploy with all the necessary equipment<sup>4</sup> to allow it to function effectively, and will have the capacity to establish an information database based on the Information Management System for Mine Action (IMSMA) developed by the Geneva International Centre for Humanitarian Demining (GICHD). The equipment and logistical support required for the coordination element will be provided through a Standby Agreement (SBA) or contract with a logistics partner.

66. Critical equipment<sup>5</sup> for one deployment will be held by the logistics partner, with arrangements in place for the rapid purchase of equipment and funds available for a second deployment. The current list of equipment for a MACT is contained in the Operational Manual.

### Reporting Mechanism

67. In each case where a response is implemented one of the UN agencies will be nominated as the lead UN agency for mine action. The lead UN agency will be responsible for providing reports as required to the IACG-MA through UNMAS. On arrival in country, any UN mine action capacity will work under the supervision of the senior UN official responsible for coordination of emergency response. Terms of reference drafted for any deployed element will detail the exact relationship between the lead agency, the deployed elements and the requesting UN official.

## **Optional Operational Components**

68. Each mine action situation requires a unique solution and an appropriate response will be determined. In the case of an existing mine action programme, appropriate operational assets may be deployed to fill any gaps in the national capacity. Where no national programme exists, a greater range of capacities may be required until an appropriate national capacity is developed. In either case, the deployed capacities would be coordinated by the relevant national authority or coordinating body, whether an indigenous authority or a UN-established MACT.

69. Operational components considered are:

- a. Emergency Survey. Defining the scope of the landmine and ERW hazard in a post-conflict situation is an essential element of any mine action programme. In the absence of sufficient information, an Emergency Survey can provide a vital tool with which to commence planning and priority setting. In conjunction with existing geographical

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4 Equipment required by the MACT, will be transported from a logistics base to the emergency, preferably by air.

5 Critical equipment is defined as equipment that cannot be purchased or obtained in sufficient time.

information and victim surveillance information, an Emergency Survey will provide the initial data for the information database, and will assist in determining the type and quantity of the assets required to address the problem. The data collected must be in a format appropriate for entry into IMSMA and follow the guidelines developed by the Survey Working Group. Where information on the threat and the number of victims does exist, this survey can confirm the accuracy of the information and/or refine it. Technical Survey may also be required as part of the Emergency Survey, especially when the ability to define and mark areas may contribute significantly to the reduction of risk, or where it is likely that clearance may not be implemented for some time. The Emergency Survey process may also provide the medium for MRE information to be disseminated in a timely, consistent and coordinated manner. This should only occur as part of the overall MRE strategy.

- b. Mine Risk Education. In an emergency situation, the chief task of a MRE programme is to reach the maximum number of people at risk with basic safety messages, in the shortest possible time. It will therefore concentrate initially more on providing information than on seeking to educate. This may occur as part of the Emergency Survey, or it may need to occur as a discrete activity and even in a separate location. In situations where MRE is required as a stand-alone activity, MRE teams will need to be deployed. This may be particularly required for Refugee/IDP locations.
- c. EOD Teams. In addition to the threat posed by landmines in post conflict situations, there will also usually be a threat from items of ERW. EOD teams will address the threat posed by a wide range of explosive hazards, including anti-personnel and anti-tank landmines, isolated items of UXO, caches of abandoned munitions, and larger areas of land contaminated by area weapons such as cluster munitions.
- d. Manual Clearance/Explosives Detection Dog teams. In many post-conflict situations there will be an urgent demand for large areas of land to be confirmed as free from explosive hazards. High-priority activities such as refugee repatriation, the return of IDPs, or the establishment of military demobilisation areas, can drive this demand. Explosives Detection Dogs (EDD) are particularly effective at confirming that an area is free from mines or other explosive hazards, as well as being well suited to quality assurance tasks. Additionally, there may be a requirement for traditional manual clearance capacity to be available.
- e. Route clearance equipment. Many agencies need to provide services by road during an emergency situation especially food, medical support, refugee repatriation and movement of peacekeeping forces or observers. There may therefore be a need for some specialised route clearance or verification capacity to be deployed, in order to provide the necessary access to deliver these vital services.
- f. Mechanical equipment. As with EDD, mechanical equipment provides the ability to assist in the verification of land as mine free, as well as in area reduction, quality assurance, and some clearance tasks. Mechanical equipment also provides a vegetation clearance capability. Mechanical equipment is best used as part of a combined approach. To deploy this equipment quickly, it must be air portable and suitable for local conditions (e.g., spare parts, maintenance facilities, road and bridge infrastructure, ground transportability).

- g. Multi-Skilled Mine Action Teams. At times, the situation may dictate that multi-disciplinary or multi-skilled teams, having an integrated range of capabilities such as EOD, Survey and MRE, may be more effective in certain situations. This will be determined by the overall needs assessment.

## **Information Management**

70. One of the most important issues to address in a mine action-related emergency is that of information management. Receiving, processing, analysing, prioritising and disseminating the profusion of information that such an emergency generates is critical to the success of a mission. The inclusion of inaccurate or unreliable information at this stage can adversely impact the effectiveness of the emergency response and create a distorted baseline for future operations.

71. For mine action information management, the UN and all major mine action NGOs use the Information Management System for Mine Action (IMSMA), developed by the GICHD, as a standard database and GIS system. Where there is no existing database in the emergency area, IMSMA will be utilised as part of this response plan in support of any deployment, both by the FFT and the MACT. The relevant hardware and software will be purchased and configured for each scenario immediately prior to any deployment. This will ensure that the appropriate language, keyboard and other country-specific information is correct. Where there is an existing non-IMSMA database, this will continue to be utilised, with a view to upgrading to IMSMA when feasible to do so.

## **Contractual Arrangements**

72. It is recognised that in some circumstances existing arrangements between specific agencies and mine action providers may meet the needs for mine action. An example of this is the “WFP model”, where WFP has a Standby Agreement with Fondation Suisse de Deminage (FSD) to provide mine action capacity in support of WFP operations. In such cases it is expected that any dedicated capacity will support its client agency within the coordination framework of the overall mine action response.

73. For the majority of situations it is likely that a number of implementing agencies will participate in a mine action response, based upon the determination of the range of capacities required, balanced against those available (from within the country of concern, and from elsewhere in the global mine action community).

74. To enable the deployment of operational capabilities as part of any response plan, UNMAS, in conjunction with UNOPS, UNDP and UNICEF, will establish a list of pre-qualified implementing partners. These will be mine action NGOs and commercial companies who have proven experience in one or more areas of the operational capabilities. These organizations will also be those who have indicated a willingness to be involved in either the planning process and/or the implementation of a response.

75. Once operational planning commences, NGOs and commercial companies will be requested to provide proposals in response to Statements of Work (SoW) for the optional operational capabilities, as well as for candidates to staff the MACT. The proposals will be

evaluated, considering both technical and financial issues, and appropriate implementing partners will be awarded contracts for the initial implementation, provided funds are available.

## **PART EIGHT – LOGISTICS AND FINANCE**

### **Logistics**

76. The equipment required in support of the FFT will be held at UNMAS and signed out from the UNMAS Planning Officer in the event that a fact finding mission is required. The table of suggested equipment for the FFT is contained in Annex G.

77. Critical equipment to be deployed in support of the MACT will be held by a logistics provider. UNOPS currently has a Standby Arrangement with Swedish Rescue Services Agency (SRSA) as the logistics provider in support of any deployment of a MACT. The agreement includes the provision of accommodation, vehicles support and medical support. Included in this is the provision of staff to deliver and maintain such support. Other equipment, such as computer equipment, will be purchased just prior to a deployment. This is to ensure that it is not obsolete, and that it is appropriate for the location to which it is to be deployed.

78. Further information on the logistics support for a MACT, in-country logistics procedures and the table of equipment for the MACT is contained in the Operational Manual. Equipment that is deployed will either be handed over to the follow on capability or returned to the logistics provider for the next deployment.

### **Finance**

79. Elements of the operational response will be funded via contributions to the Voluntary Trust Fund (VTF) for Assistance in Mine Action. Funding for fielding the FFT and MACT will be provided to the extent possible from resources in the VTF earmarked for Rapid Response. These funds will need to be replenished during deployment of each response.

80. Funding for the operational capabilities will not normally be available from existing funds in the VTF and will therefore be sought from the donor community. A donor meeting will be convened at the earliest opportunity for each specific emergency in order to mobilise the resources necessary for these capabilities. When the MACT is deployed as part of a peacekeeping operation, the Mission Budget may meet some or all of the costs.

81. Earmarked resources in the VTF should normally be sufficient to fund the deployment of two FFTs and MACTs, should a mine action emergency occur concurrently in a second country.

82. Operations require a local cash and payment facility (imprest account) and at least three UN staff are required to operate an imprest account.

## **PART NINE – AGENCY RESPONSIBILITIES**

### **UNMAS**

83. The United Nations Mine Action Service has overall responsibility for the development, implementation and coordination of the framework. It has the following specific responsibilities:
- a. Coordinate mine action planning activities, including the provision of threat monitoring to mine action partners, at UN headquarters in response to humanitarian emergencies or in support of peacekeeping operations.
  - b. Provide mine action input to the IMPP and IMTF as required.
  - c. As part of the Framework Team for Coordination, provide mine action input.
  - d. Conduct resource mobilisation for all aspects of the framework and provide a donor brief and update.
  - e. Select personnel for the FFT and MACT in conjunction with UNICEF/UNOPS/UNDP and implementing partners, and provide training for the implementation of the operational plan.
  - f. Determine, in conjunction with UNOPS, equipment requirements for the FFT and MACT.
  - g. Provide, deploy and support staff for the FFT, as required.
  - h. Advise UNOPS of specific requirements for mobilisation of optional operational capabilities.
  - i. In cooperation with UNOPS, review the proposals submitted by mine action operators.
  - j. Promote and provide guidance on IMAS as the foundation for establishing mine action programmes.
  - k. In conjunction with UN agencies and all concerned stakeholders, develop a plan to transfer responsibilities for the mine action programme to the national authorities, based on agreed milestones.
  - l. In conjunction with UN agencies and all concerned stakeholders, effect the administrative transfer of equipment and funds, as appropriate, to the relevant UN agencies supporting the national programme.

### **UNICEF**

84. The United Nations Children’s Fund has the following responsibilities:
- a. Participate in the mine action planning process.
  - b. Assist in the development and coordination of the overall MRE strategy.

- c. Provide input into the overall victim assistance strategy.
- d. Provide staff to the FFT, as required.
- e. Provide, or assist with the selection of, appropriate staff for the MACT, as required.
- f. Facilitate coordination with UNICEF Country Offices (if present in the affected country) in order to assist with the implementation of the relevant MRE strategy.
- g. In conjunction with UN agencies and all concerned stakeholders, assist in the development of a plan to transfer responsibilities for the mine action programme to the national authorities, based on agreed milestones.
- h. In conjunction with UN agencies and all concerned stakeholders, assist in the administrative transfer of equipment and funds, as appropriate, to the relevant UN agencies supporting the national programme.

## **UNDP**

85. The United Nations Development Programme has the following responsibilities:
- a. Participate in the mine action planning process.
  - b. Initiate, where appropriate, planning for longer-term institution and capacity building activities.
  - c. Provide staff to the FFT, as required.
  - d. Provide, or assist with the selection of, appropriate staff for the MACT, as required.
  - e. Assist in the provision of in-country support and liaison if there is a resident UNDP country office.
  - f. Coordinate deployment of response assets in countries where UNDP is the UN's lead agency for mine action.
  - g. In conjunction with UN agencies and all concerned stakeholders, assist in the development of a plan to transfer responsibilities for the mine action programme to the national authorities, based on agreed milestones.
  - l. In conjunction with UN agencies and all concerned stakeholders, assist in the administrative transfer of equipment and funds, as appropriate, to the relevant UN agencies supporting the national programme.

## **DPKO**

86. The Department of Peacekeeping Operations has the following responsibilities:
- a. Ensure the participation of UNMAS in all IMPP and IMTF processes, when appropriate.
  - b. Include provision for mine action coordination in the budgets of peacekeeping operations, when appropriate.
  - c. Participate in the mine action planning process.
  - d. Provide appropriate support to the FFT and MACT when part of a peacekeeping operation.

## **OCHA**

87. The Office for Coordination of Humanitarian Affairs has the following responsibilities:
- a. Participate in the mine action planning process.
  - b. Provide in country support and liaison in countries where a Resident Coordinator is present.
  - c. Ensuring that Mine Action is considered during planning for humanitarian emergencies and effective liaison is conducted with the IACG-MA and MAPG.

## **UNHCR**

88. The United Nations High Commissioner for Refugees has the following responsibilities:
- a. Participate in the mine action planning process.
  - b. Identification of the needs of refugees and displaced populations within the mine action plan.
  - c. Assist in the development of appropriate MRE programmes for refugee camps.
  - d. Provide in country support and liaison in countries where UNHCR is present.

## **WFP**

89. The World Food Programme, apart from its primary humanitarian responsibilities, has entered into a SBA with the Swiss Foundation for Mine Action (FSD). This important relationship provides WFP with mine action support for the preparation and conduct of its mission. WFP has the following responsibilities:

- a. Participate in the mine action planning process.
- b. Provide appropriate support to the FFT and MACT.

- c. Mobilise its standby partner for planning, training, survey, Explosive Ordnance Disposal (EOD) and mine clearance activities.
- d. Coordinate its mine action activities through UNMAS and the FFT/MACT as appropriate.

## **UNOPS**

- 90. The United Nations Office for Project Services has the following responsibilities:
  - a. Participate in the mine action planning process.
  - b. Select personnel for the FFT and MACT in conjunction with UNMAS/UNICEF/UNDP and implementing partners and provide training for the implementation of the operational plan.
  - c. Contract those personnel required from outside the UN system for the MACT.
  - d. Determine, in conjunction with UNMAS, equipment requirements for the FFT and MACT.
  - e. Arrange rapid purchase of those items of equipment not held by UNMAS for the FFT.
  - f. Arrange rapid purchase mechanisms for those items of equipment not held by the logistics provider for the MACT.
  - g. Conduct when required, an emergency tendering process for operational capabilities to implement the mine action response.
  - h. In cooperation with UNMAS, review the proposals submitted by mine action operators.
  - i. Establish contracts or other appropriate arrangements with various NGO, governmental and commercial mine action partners for the optional operational capabilities.
  - j. Establish an agreement for the logistics provider.
  - k. Conduct periodic reviews of service providers contracted.
  - l. In conjunction with UN agencies and all concerned stakeholders, assist in the administrative transfer of equipment and funds, as appropriate, to the relevant UN agencies supporting the national programme.

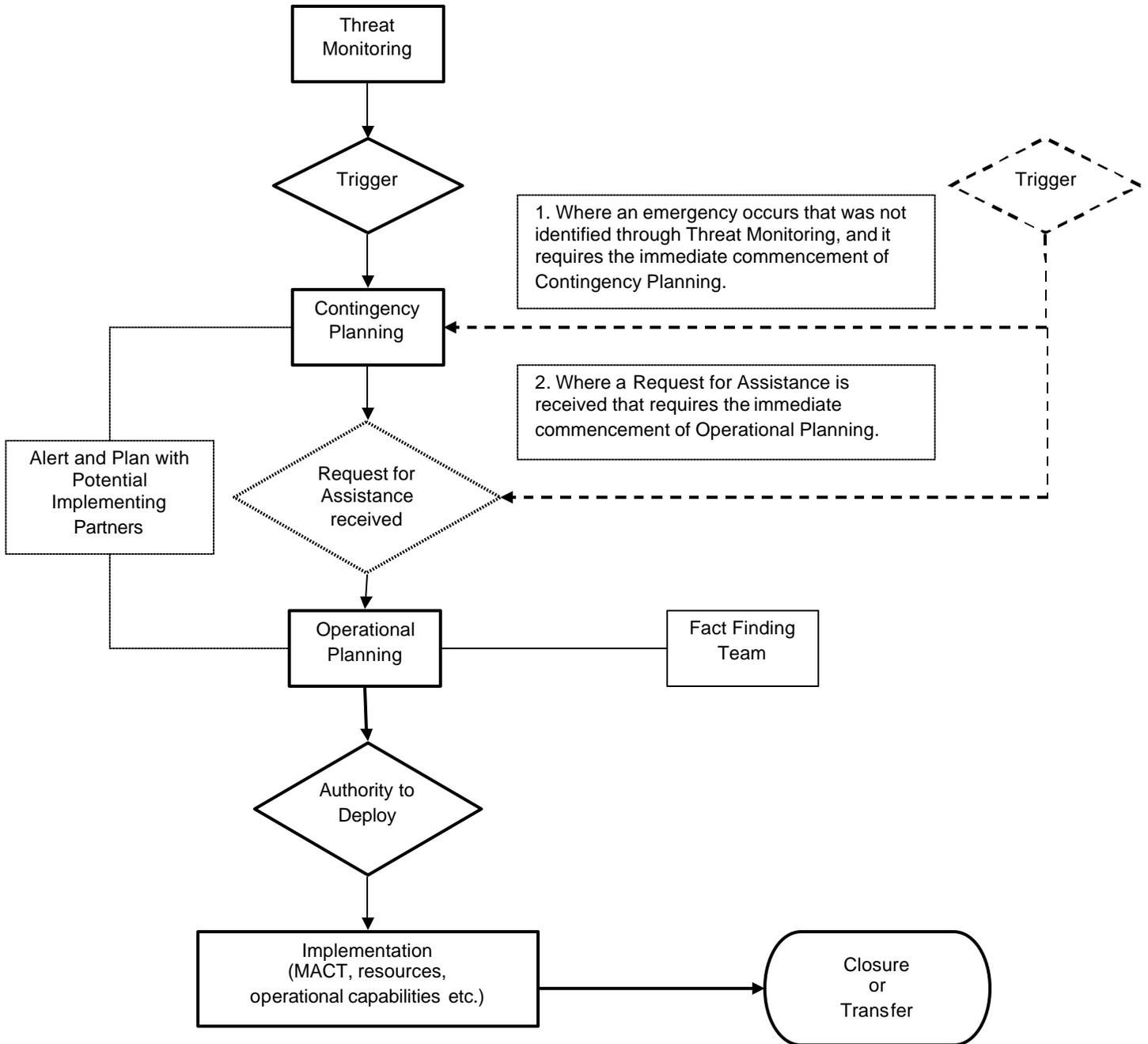
## **LIST OF ANNEXES**

- A. Mine Action Rapid Response – Sequence of Key Activities
- B. UN Mine Action Threat Monitoring Report Formats:
  - 1. Country Profile
  - 2. Threat Monitoring Update
- C. The Mine Action Planning Group (MAPG)
- D. Contingency Plan Format
- E. Operational Plan Format
- F. Fact Finding Team – Terms of Reference
- G. Fact Finding Team – Table of Equipment
- H. Comparison of Tasks, MACT

**MINE ACTION RAPID RESPONSE – SEQUENCE OF KEY ACTIVITIES**

**Normal Sequence**

**Possible Alternate Sequence**



**ANNEX B TO**  
**UN FRAMEWORK FOR**  
**MINE ACTION PLANNING AND**  
**OPERATIONAL RESPONSE**  
**DATED 08 NOVEMBER 2004**

**THREAT MONITORING REPORT FORMATS**

1. Attached are the formats for a Country Profile and a Threat Monitoring Report.

## **COUNTRY PROFILE:** \_\_\_\_\_

**Last Updated:** \_\_\_\_\_

### **History**

Background on the country and its formation (reasons for present conflict and/or existence of mine contamination)

### **Landmines**

Scope of Problem:

- Humanitarian and socio-economic impact
- Type of mines and UXO (manufacturer and description)
- Quantity (number deployed and stockpiled)
- Location (where planted, date commenced and by which group/s)
- Casualties (number killed or injured - any statistical data)
- Victims (refugees, displaced peoples and any statistics)

Country Response:

- National office for de-mining (names and contact details, if exists)
- Resources available (manpower, material, finance)
- Coordinating mechanisms (what and how to contact)

Existing Mine Action Activities (you need to know who is doing what, where, how and points of contact):

- Mine Clearance
- Mine Risk Education
- Victim Assistance
- Stockpile reduction
- Advocacy

### **People**

- Population (rural and urban)
- Ethnic groups (type, size and relevant influence)
- Languages (home, national and understanding of major international language)
- Religion
- Culture (dress code, public behaviour and manners)

### **Geography**

- Total land area
- Urban settlements (capital and major towns)
- Terrain (mountainous, jungle, savannah, etc.)
- Climate (seasons and weather extremes)
- Time zone/s
- Neighbouring countries (alliances, trade agreements, relationships)
- Maps (obtain any digital or paper maps available)

## **Political**

- Type of government (democratic? autocratic? military?)
- Administrative divisions (provinces, states and local governments)
- Public holidays

## **Military**

- Focal point for mine warfare (name and contact details)
- Branches of service and size (army, navy, air force, etc.)

## **Travel**

- Entry points and carriers
- Immigration requirements (visa, vaccinations, letter of attestation, etc.)
- Driving (which side of the road, license requirements, insurance, etc.)
- Hotel accommodation and standards

## **Economy**

- Industries (manufacturing, plants, etc.)
- Agricultural (crop types, location and quantity)
- Economic indicators (GDP, inflation, defence expenditure)
- Currency (type and foreign exchange laws)
- Banks (availability and reliability)

## **Telecommunications**

- Telephone and fax (regulations and availability)
- Internet (providers and reliability)
- Cellular phones (area coverage and fees)
- Radio networks (HF or VHF, what are existent and legal requirements?)

## **Logistics**

- Road (access routes to mine sites. surface type and condition)
- Air (major airports, heliports, location, national carriers and frequency of service)
- Sea (ports, capacity and infrastructure)
- Rail (destinations and frequency)
- Customs (official requirements, average delays, taxes and duties)

## **Health Systems**

- Hospitals
- Rural health systems (hospital, clinics, doctors)
- Evacuation capacities (Air, road ambulance)
- Major medical facilities available in neighbouring countries

## **Security**

- Personal (general conditions)
- National (constraints on movement, travel passes and no-go areas)
- United Nations (UNSECOORD) advisories
- MOSS updates and requirements

## **United Nations**

Name and contact details of:

- UN Humanitarian Coordinator and staff (if present);
- UN Resident Coordinator and staff
- UNDP Resident Representative and staff;
- UNOPS Project Coordinator
- UNICEF Representative and programme staff (Mine Risk Education);
- WHO Representative and staff
- WFP Director of Operations and staff;
- UNHCR Representative and refugee coordinator;
- WORLD BANK Representative and staff.

### **International and National Organizations**

Name and contact details of:

- Regional Organizations (EU, OAS, NATO, etc.)
- Embassies and consulates (relevant to mine action or interested in this particular country)
- ICRC Head of Mission.
- Major international NGOs involved with mine action
- National NGOs, at least the national Red Cross Society;
- National Mine Action Agency;
- Donors (present in country or interested)

The most important sources will be the UN/ICRC/NGO offices in the country. Ask for their assistance in pooling all available information.

## MINE ACTION THREAT MONITORING REPORT

### 1. PLANNED MISSIONS

**COUNTRY:**

**APMBT: Date signed/ratified/acceded**

Nature of threat:

UN mine action:

Non-UN mine action:

Assessment Status:

### 2. SITUATION UNDER ACTIVE REVIEW

**COUNTRY:**

**APMBT: Date signed/ratified/acceded**

Nature of threat:

UN mine action:

Non-UN mine action:

Assessment Status:

### 3. ACTION DEPENDENT ON POLITICAL/SECURITY DEVELOPMENTS

**COUNTRY:**

**APMBT: Date signed/ratified/acceded**

Nature of threat:

UN mine action:

Non-UN mine action:

Assessment Status:

**4. OTHER MINE AFFECTED COUNTRIES**

**COUNTRY:**

**APMBT: Date signed/ratified/acceded**

Nature of threat:

UN mine action:

Non-UN mine action:

Assessment Status:

**THE MINE ACTION PLANNING GROUP (MAPG)**

1. The composition and responsibilities of the MAPG are detailed below:

<b>PHASE: CONTINGENCY PLANNING</b>			
<b>Chair of the MAPG</b>	<b>Composition</b>	<b>Activities</b>	<b>Remarks</b>
UNMAS Planning Officer	1. Representatives of the IACG-MA Agencies 2. NGOs active in the country of concern	1. UNMAS convenes the MAPG	1. Chair to arrange appropriate planning room and briefing/planning materials (maps etc).
		2. UNMAS briefs the MAPG	Purpose: 1. Update the group on the situation. 2. Advise group of UNMAS intention.  Brief to include: 1. Overview of the situation. 2. UN Intent (Peacekeeping/Humanitarian Mission). 3. Factors to be assessed. 4. Timeframe for planning (how much time is available; when do contingency plans need to be prepared by).
		3. The Group conducts contingency planning.	1. Collaborative process, requiring input from all agencies. 2. Consultation with humanitarian agencies, DPKO, NGOs to occur.
		4. The appreciation/planning process and any developed plans are recorded in writing.	1. Chair retains all plans and notes.
		5. MAPG briefs Director UNMAS and Chief of Programme Support UNMAS .	1. Make adjustments as directed.
		6. MAPG briefs IACG-MA.	1. Make adjustments as directed.
		7. Continue monitoring of the situation.	1. By all MAPG members, coord by the Chair.

<b>PHASE: OPERATIONAL PLANNING</b>			
<b>Chair of the MAPG</b>	<b>Composition</b>	<b>Activities</b>	<b>Remarks</b>
Chief of Programme Support (CPS), UNMAS	1. Representatives of the SCMA Agencies (includes those members of the MAPG involved in the contingency planning process). 2. NGOs active in the country of concern.	1. UNMAS convenes the MAPG	1. UNMAS Planning Officer to become principal staff officer for the operational planning process. 2. Planning Officer to arrange appropriate planning room and briefing / planning materials (maps etc).
		2. UNMAS briefs the MAPG	Purpose: 1. Update the group on the situation. 2. Advise group of UNMAS intention.  Brief to include: 1. Overview of the situation. 2. UN Intent (Peacekeeping/Humanitarian Mission. 3. Factors to be assessed. 4. Review of contingency plans developed. 5. Timeframe for planning (how much time is available; when does the operational plan need to be prepared by).
		3. The Group conducts operational planning.	1. Collaborative process, requiring input from all agencies. 2. Consultation with humanitarian agencies, DPKO, NGOs to occur. 3. MACT Team Leader to join MAPG if available.
		4. Deploys FFT if required.	1. FFT team reports to CPS. 2. MACT Team leader to lead FFT if available.
		5. The appreciation/planning process and operational plan are recorded in writing.	1. Planning Officer retains all plans and notes.
		6. CPS briefs Director UNMAS.	1. Make adjustments as directed.
		7. Director/CPS briefs IACG-MA.	1. Make adjustments as directed.
		8. Implements plan upon authority to deploy being given.	1. If UNMAS is lead agency, then CPS oversees implementation of the plan, in conjunction with relevant UNMAS Programme Officer. 2. Planning Officer resumes Threat Monitoring duties.

## **CONTINGENCY PLAN FORMAT**

### **SCENARIO OUTLINE**

- Geographical Area:
- Political Situation:
- Military Situation:
- Humanitarian Situation:
- Mine/UXO situation (the threat):

### **UN HUMANITARIAN OBJECTIVES**

### **UN PEACEKEEPING OBJECTIVES**

### **ASSUMPTIONS AND LIMITATIONS**

### **THE MINE ACTION ASSESSMENT**

- Possible Mine Action needs
- National Mine Action capacities
- International Mine Action capacities in-country
- Gaps in MA capacities
  - Coordination
  - Operational Capabilities
- Resources
  - Financial
  - Logistics

**CONTINGENCY PLAN(S) FOR MINE ACTION:** (Who can do what, where and when)

**Option 1**

<b>Lead Agency:</b>			
<b>Coordination</b>			
MACT	Location:	Details/Remarks:	
RMACT	Location 1:	Details/Remarks:	
	Location 2:	Details/Remarks:	
	Location 3:	Details/Remarks:	
<b>Operational Components</b>			
<b>Capacity</b>	<b>Locations</b>	<b>Implementing Agency</b>	<b>Details/Remarks</b>
<b>MRE</b>			
<b>Survey</b>			
<b>Clearance - Manual</b>			
<b>MDD</b>			
<b>Mechanical</b>			
<b>EOD</b>			
<b>Multi-Skilled Teams</b>			
<b>Resources</b>			
<b>Type</b>	<b>Requirements</b>	<b>Potential Donors / Sources</b>	<b>Details/Remarks</b>
<b>Financial</b>			
<b>Logistics</b>			

**DESCRIPTION:** (A brief word description of the Contingency Plan, including any significant detail not mentioned on the Table)

**NOTE:** For each country/region of interest, a number of contingency plans/scenarios should be developed. The above format should be used for all the developed contingency plans.

**OPERATIONAL PLAN – FORMAT**

**SCENARIO**

**COUNTRY DETAILS:**

- Geographical Area:
  
- Political Situation:
  
- Military Situation:
  
- Humanitarian Situation:

**UN HUMANITARIAN OBJECTIVES**

**UN PEACEKEEPING OBJECTIVES**

**ASSUMPTIONS AND LIMITATIONS**

**THE MINE ACTION ASSESSMENT**

- Mine/UXO situation (The Threat)
  - The Use and Locations of Mines/UXOs
  
  - Effects of Mines/UXO on the Population/Vulnerable Groups

- Assessed Impact of Mines/UXO on Humanitarian and Peacekeeping Organisations
- Mine Action needs
- National Mine Action capacities
- International Mine Action capacities in-country
- Mine Action Gaps
  - Coordination
  - Operational Capabilities
  - Financial
  - Logistics

#### **THE IMPLEMENTATION PLAN FOR MINE ACTION:**

- Objectives
- Coordination Mechanism:
  - Requirements
  - Locations
  - Roles and Responsibilities
- Operational Capabilities:
  - Implementing Agencies
  - Locations
  - Roles and Responsibilities
- Administration (including contracts)
- Logistics

- Resource Mobilisation
- Monitoring Mechanism
- Dates/Timings
- Outline Transfer Plan

## **FACT FINDING TEAM – TERMS OF REFERENCE**

### **Background**

1. Information should be provided to the FFT prior to departure including background of the mine-affected country, scope of the landmine problem (if known), any information from NGOs and UN partners on their plans for the emergency and any GIS products available.

### **Objectives and Tasks**

2. Based on the planning conducted at HQ level the following is a list of information requirements:

Existing Mine Action Capacity. Report on the following existing capacity issues:

- The national mine action structure.
- The physical resources available for mine action, including personnel.
- UN involvement by agency and function.
- International or national mine action NGOs operating in theatre.
- Commercial organisations operating in theatre.
- Existing databases/information management systems used.
- Feasibility of partnership with existing organisations.

Mine Action Operations. Report on the following operational issues:

- Location of areas known or suspected to be contaminated.
- Any mine/bomb records available.
- The type of mines/UXO used (to the extent possible).
- The mine laying techniques and doctrine used.
- The mine marking systems / methods used.
- Soil type in contaminated areas (to the extent possible).
- Contaminated areas suitable for the use of mine detection dogs.
- Contaminated areas suitable for the use of mechanical equipment.
- MRE capacity available.
- Key audience for MRE.

Victim Surveillance/Assistance. Report on the following issues regarding victims and services for victims:

- Data collection, including the number of recent victims, locations of incidents and any trends in victim data.
- Emergency medical care.
- Continuing medical care.

- Physical rehabilitation, prostheses and assistive devices.
- Psychological and social support.
- Employment opportunities and economic integration.
- Capacity building and sustainability.
- Legislation and public awareness.
- Access.

Physical Environment. Report on the following physical environment issues as they relate to future mine action operations:

- Terrain.
- Weather (temperatures, rainfall, seasons, and wind).
- Transportation infrastructure (roads, rail, air, water).
- Health hazards (disease, flora, fauna, and heat).
- Security situation (personnel, equipment).

Administration, Logistics and Finance. Report on the following admin, logistics and finance issues:

- Availability, suitability, location, and cost of working and living accommodation.
- Availability and cost of vehicles (purchase and rental).
- Availability and cost of food and potable water.
- Availability and cost of utilities (telephone, electricity, water, internet).
- Human resources available and typical costs.
- Availability and cost of fuel, oil and lubricants.
- Availability, suitability and cost of medical facilities.
- Points of entry, capacities and costs.
- Customs issues (import duty, procedures etc.)
- Availability and suitability of banking facilities.
- Currency and foreign exchange information.
- Suitability of local communication infrastructure (telephone, VHF, HF, cellular coverage).

Other. Report on any other issues relevant to future mine action operations, including:

- Cultural issues.
- Integration with peacekeeping or military mission.
- Likely operational tasks based upon current or future activities involving UN (refugee or IDP movement, food distribution etc.)
- Contact information of all relevant personnel encountered on mission.
- Any other issues.

### **Conclusions and Recommendations**

3. Based on information gained the FFT should endeavour to offer at least two courses of action and provide recommendations on the best course of action.

**ANNEX G TO  
UN FRAMEWORK FOR  
MINE ACTION PLANNING AND  
OPERATIONAL RESPONSE  
DATED 08 NOVEMBER 2004**

**FACT FINDING TEAM – TABLE OF EQUIPMENT**

Item No	Item Category	Item Description	Example	Quantity
1	Comms	Thuraya/ Iridium		1
2	Comms	Cellular Telephone,	Motorola, Timeport	3
3	Comms	Motorola Handheld radio with extra battery, charger and programming software, cable and rib box	Motorola	3
4	Computer, Laptop	Brand name, 256MB RAM, 20GB HD, 15" screen, USB ports, internal CD and ZIP-drive, Office 2000 Pro, Windows 2000 Pro, internal 10/100Mbps network, Spares, complete with 64MB memory sticks	Compaq Armada E500	3
5	Computer, Printer	Lightweight Portable, Colour		1
6	Navigation	Handheld GPS, incl external antenna, vehicle cig lighter adapter, vehicle mount & programming kit	Garmin 12XL	2
7	Navigation	Binoculars, compact, rubber coated, min magnification 17x	Busnell	1
8	Navigation	Medium size torch, robust.	Maglite	1
9	Navigation	Prismatic Compass		3
9	Navigation	Laser Range Finder		1
10	Protective	Body protective clothing and helmet with visor		1
11	Protective	Mine detector, prodder and trowel	EB420H / 420GC	1
12	Media	Digital Camera, Floppy/CD or USB based, >3 Megapixel, >5x optical zoom	Cannon PowerShot Pro90	2
13	Medical	Trauma Kit		2

**COMPARISON OF TASKS:**

**MACT PERFORMS THE DUTY OF A NATIONAL MINE ACTION AUTHORITY, AND**

**MACT PROVIDES SUPPORT TO A NATIONAL MINE ACTION AUTHORITY**

<b>MACT Tasks when the UN assumes responsibility as the National Mine Action Authority</b>	<b>MACT Tasks in support of a National Mine Action Authority/existing coordination agency</b>
<ol style="list-style-type: none"> <li>1. Establish a functioning facility for the coordination body and the follow on organisation,</li> <li>2. Establish liaison with government, local and military authorities as appropriate.</li> <li>3. Establish liaison and reporting with the UN Humanitarian Coordinator or other appropriate UN official</li> <li>3. Coordination with capabilities in country to risk mitigate mine/UXO incidents,</li> <li>4. Establishing a functioning coordination mechanism (such as coordination meetings, communications etc),</li> <li>5. Population of a database with known mine information,</li> <li>6. Establish and implement an accreditation mechanism.</li> <li>7. Implementation of an operational tasking mechanism,</li> <li>8. A completed work plan for the immediate emergency phase,</li> <li>9. Establishment of a basic communications network,</li> <li>10. Production of project proposals,</li> <li>11. Implementation of a standard SOP,</li> <li>12. Completion of a national standards framework,</li> <li>13. Establishment of a coordinated mine risk education campaign, and</li> <li>14. Establishment of a victims identification mechanism, determine information requirements of victim service providers and establish a victim referral mechanism in conjunction with the local authorities and service providers.</li> <li>15. Establish a Landmine Safety training regime for the benefit of UN, NGO and International organisation staff.</li> </ol>	<ol style="list-style-type: none"> <li>1. Establish a functioning facility for the coordination body and the follow on organisation</li> <li>2. Provide support to capabilities in country to risk mitigate mine/UXO incidents,</li> <li>3. Provide support to the functioning coordination mechanisms,</li> <li>4. Assist in populating the existing database,</li> <li>5. Assist in the establishment of an accreditation mechanism,</li> <li>6. Provide support to the operational tasking mechanism,</li> <li>7. Assist in drafting a work plan for the immediate emergency phase,</li> <li>8. Provide support to the existing communications network,</li> <li>9. Assist in the production of project proposals,</li> <li>10. Assist in implementing a standard SOP,</li> <li>11. Assist in drafting national standards,</li> <li>12. Support the existing mine risk education campaign, and</li> <li>13. Assist in the establishment of a victims identification mechanism, determine information requirements of victim service providers and establish a victim referral mechanism in conjunction with the local authorities and service providers.</li> <li>14. Assist in the establishment of a Landmine Safety training regime for the benefit of UN, NGO and International organisation staff.</li> </ol>