Afghanistan Mine Action Standards - AMAS 08.01

Third Edition
February 2012

Information Management

Directorate for Mine Action Coordination (DMAC)
Post Box : 520 Kabul – Afghanistan
Website: www.dmac.gov.af

Contents

Information Management

1.   Introduction

Information is one of the crucial aspects for effective management of mine action programmes. Unless well-defined systems and procedures for the management of information are developed, maintained and implemented, operations will not run as efficiently and effectively as they should.

The scope of information management is vast. Information management involves the collection, recording, reporting, collation, analysis, use, dissemination and maintenance of information. It covers all phases and facets of mine action throughout the life of a programme. Information Management (IM) is the process of compiling and analyzing data, with the goal of producing accurate information.

2.   Scope

This AMAS details the standard guidelines for the management of mine action information in Afghanistan.

3.   Information Management System for Mine Action (IMSMA)

The DMAC Management Information System (MIS) section manages the IMSMA database for Afghanistan. This database uses the Information Management System for Mine Action (IMSMA) as Centralized Data Entry System, which has been adapted for the operations, systems and procedures used in Afghanistan.

The IMSMA provides the baseline data for the planning and co-ordination of mine action operations in Afghanistan. The information contained in this database should be available to all accredit mine action organisations on request. Requests for information shall be submitted to the **MIS Section** of the DMAC.

The IMSMA managed by the DMAC MIS section is the master database for all mine action information in Afghanistan. In addition to master database, DMAC maintains several other data collection add-on databases to IMSMA NG, in order to meet customer needs such as Quality Management, Stockpile, KAP (Knowledge, Attitude and Practice) Survey, Retained Mines, Planning database, Donor database, security database and Reporting tools. The add-ons are developed due to lack of this functionality in IMSMA NG.

4.   Maintenance of IMSMA Database

The quality of output information from IMSMA is depending on the quality of input data into it. The IMSMA shall be continually updated with information gathered through both formal and informal sources. The formal information gathering requirements are detailed in AMAS 09.02 of reporting which covers all standard IMSMA formats relating to mine action activities. The informal source of information may be military or other stakeholders of mine action activities that provide information through different means and features. This information requires further processing by mine action personnel.

Any informal data that is provided in a format other than the IMSMA standard, should be checked and verified by the ROs and then transposed into the IMSMA report and submit it to the DMAC MIS section.

It is the responsibility of all mine action organisations to provide timely and accurate input to the DMAC to ensure that the IMSMA remains current. DMAC shall make monthly updates of IMSMA available to all mine action organizations operating in Afghanistan.

5. IMSMA Data Entry Workflow

1) Data Quality Check: Before the entry into IMSMA, the report should be physically received and quality checked by the ROs to ensure that, it is complete and suitable for entry, and then submits it to the DMAC MIS section for entry to the IMSMA NG. However, some reports may be checked in DMAC relevant sections to ensure accuracy and suitability for entry in to IMSMA.

2) Data Verification: The DMAC MIS section shall confirm that the reports have not been previously entered into the database. The reports shall be properly entered and linked as per the IMSMA business rules, it is also necessary to determine the relevance of the reports with IMSMA standards. The MIS section shall check all the reports entered into IMSMA to ensure that they are the same with the hard copies received.

   Cross checking is crucial to the consistency of the database, and shall be performed by skilled personnel within MIS section, the Data Verification and output assistant and supervisor.

   The data verification process cross checks and reviews the characteristics of the data reported in terms of its accuracy, completeness and relevance including geographical and gazetteer information. Using the IMSMA GIS functionality, the MIS section shall confirm the accuracy of geographical locations of the hazards at regional and national level in coordination with operations.

3) Data Distribution: after the data entry at the DMAC HQ, all the ROs shall receive a complete update of IMSMA Export where mine action organizations and those who have contractual agreement with the DMAC should receive a read only copy of the update information for cross checking. All accredited mine action organization working in Afghanistan shall use IMSMA system and provide feedback to DMAC MIS section about any data discrepancies on timely manner.

6. Custody of Documentation

The DMAC is the custodian of all documentations relating to the conduct of mine action operations in Afghanistan.

The information to be provided relating to a demining worksite should be available in the task folder and maintained for the duration of operation by the mine action organisation. On completion of a hazard the information provided in the task folder should be included in the 'Task Completion Report' raised as part of the task handover process.

7. Demining Worksite Documentation

Data collection in mine action is mainly starting from the field level, therefore, all the demining teams shall maintain the documentation relating to the worksite to record the events and activities that occurred in the worksite. This includes but not limited to the following:

7.1 Daily Records

Daily key activities that occur on a demining worksite over the course of a day should be recorded and maintained by supervisors. The records may be reflected as facts in IMSMA standard reporting formats. The records include but not limited to the following:

a) Available equipment and assets on site;

b) Time inn/off the worksite including hours worked;

c) Details of any internal and external monitoring and sampling undertaken;

d) Records of mine and or ERW found/destroyed and their location;

e) Records of explosives used;

f) Accidents or incidents of any nature that affected the work;

g) Records of CASEVAC rehearsal carried out; and

h) Records of community liaison carried out.