

Afghanistan Mine Action Standards - AMAS 03.02

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Mine Action Planning and Prioritization

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1. Introduction

Planning and prioritization in mine action are based on collection, assessing, analysis and processing of information. Planning also includes identification of the most suitable course of actions to proceed, and formulation of the detailed method through which mine actions tasks are to be carried out and appropriate response to be provided. Planning and prioritization in mine action require accurate and timely information on the type, scale and impact of Explosive Ordnance (EO) hazards, and the importance and urgency needed in provision of response. The sources of information for mine action planning and prioritization, include but not limited to non-technical survey, assessment missions, technical surveys, inputs from government related ministries/humanitarian agencies and ongoing mine action projects provided that the national strategies, obligations and stakeholders' requirements are considered.

Information gathering is a continuous process through any relevant means, relating to EO accidents, incidents, impact and other EO related data. The planning and prioritization process effectively start with analysis of up to date information recorded in Information Management System for Mine Action (IMSMA).

2. Scope

This AMAS covers the requirements and guidelines for planning and prioritization of mine action activities in Afghanistan in accordance with Anti-Personnel Mine Ban Treaty (APMBT) obligations of the government of Islamic Republic of Afghanistan.

3. Anti-Personnel Mine Ban Convention (APMBC)

The Anti-Personnel Mine Ban Treaty/Convention entered into force in March 1999 and has a clear humanitarian goal and seeks to put an end to the suffering caused by Anti-Personnel (AP) landmines. In order to achieve this goal, the Convention is comprehensive in prohibiting the use, stockpiling, production and transfer of AP landmines and calling for the destruction of all stockpiles, the clearance of all mined areas and assistance for landmine victims. Islamic Republic of Afghanistan has signed and became member state of this convention in March 2003, and is committed to clear all known AP contaminated land in 10 years, but due to many constrains, Afghanistan did not achieve the deadline, and therefore, another 10 years extension request has been prepared and submitted to state parties. Based on the second 10 years work plan Mine Action Program of Afghanistan (MAPA) is committed to clear all known EO hazards by March 2023. Other types of contamination such as ERW and AV have also been included in the work plan as they are cause civilian casualty.

4. Afghanistan APMBT Extension Request and Work Plan

Afghanistan signed and ratified APMBC in March 2003, obliged to clear all known AP contaminated areas in ten years. But multiple factors have impeded compliance with the treaty and the requirement of complete removal of all known AP landmines within given period of time from ratification. These factors including but not limited to; under funding, insecurity and ongoing conflicts, Anti-Vehicle (AV) landmines and ERW

contaminated areas with high priority of clearance, limited technology, and lack of records and maps of contaminated areas, nuisance minefields especially AV contamination where land release is challenging and mostly require complete clearance, more time and resources. In addition, new EO hazards reporting continued despite several nationwide surveys undertaken; many contaminated areas remained hidden due to the lack of information, lack of urgent requirement for land use and insecurity increased the scope of EO problem in Afghanistan. In order to remove remaining EO contamination, Mine Action Programme of Afghanistan (MAPA) prepared and submitted a ten years extension request to the APMBC state parties in 2012 starting from 2013, which had been approved. Part of the extension request, all known EO hazards have been arranged and organized in projects considering their level of impact, priority and accessibility from the security point of view.

4.1. Management of APMBC Work Plan

In the context of this AMAS, Management of APMBC Work Plan means developing, updating and keeping track of Afghanistan's extension request work plan and communicating it to the relevant stakeholders. All known and recorded EO hazards shall be arranged in projects based on their impact and priority. The projects comprised of high impact hazardous areas should be planned for first years, medium and low impact for following years respectively. As such, all known and recorded EO hazards shall be categorized based on their level of impact on communities, land users and beneficiaries.

Certain indicators are set for the type of impact that EO hazards have on the communities and other land users. Each indicator is scored based on the level of its impact and urgency for clearance. The allocated scores should be summed up and the ultimate level of impact of the individual hazards should be identified as; very high, high, medium and low - refer to Annex A of this AMAS for further details.

Impact analysis is crucial in ensuring that all recorded EO hazards are defined as very high, high, medium and low, grouped in certain projects based on their impact level and priority, and planned for land release operations within the framework of national mine action strategies and Afghanistan APMBC obligations.

On behalf of the Mine Action Programme of Afghanistan (MAPA), planning committee comprised of DMAC and IPs; should ascertain criteria/indicators and apply impact scoring to the EO hazards and then arrange them in projects based on their impact level and priority for clearance. This process should take place in consultation with mine action stakeholders including donors of the programme and should be facilitated by DMAC Planning department. The APMBC work plan shall be reviewed by the assigned planning committee on yearly basis preferably during the middle of the year.

IMSMA provides up to date Non-Technical Survey (NTS) information as input for better management of the work plan. APMBC work plan shall be reviewed and updated on yearly basis, however, for its better tracking and updating, DMAC Planning department should conduct periodic review to ensure any new changes in terms of clearance, cancellation and NTS information are adopted and the work plan is updated. All the released (cleared & cancelled) EO hazards shall be removed from the work plan as soon as related information is updated in IMSMA and planning department has been notified. The up to date work plan shall always be communicated to the stakeholders. The following factors should be considered when conducting review:

- 1) Add newly surveyed and approved EO hazards into the nearest and compatible projects;
- 2) Remove cleared and cancelled hazards from the projects.

- 3) Review and update the structure of each project in consultation with the IPs and DMAC Regional Offices (ROs).
- 4) Based on the inputs of ROs & IPs, update the security situation & accessibility of projects hazards
- 5) Update the cost per team and average monthly productivity rate, considering the recent year figures.
- 6) Review the hazard impact indicators and classification, and provide the required changes/improvement

The Regional Offices shall conduct fresh visit of the upcoming year's APMBC projects' hazards and provide up to date information about the status of hazards, direct/indirect beneficiaries, accessibility and future use of the hazard after clearance. This will help the DMAC planning and programme department to select projects/hazards for coming years planning and any potential funding during the year. See annex B for definition of direct and indirect beneficiaries to be considered during pre-plan visit of the recorded hazards.

4.2. Changes in Impact Scoring of Recorded EO Hazards

The APMBC work plan shall be maintained flexible to adopt necessary changes based on new priorities, Update/fresh NTS information, donors and stakeholders' requirements. Impact scores should be updated when an impact indicator require to be changed, new scores should be applied and the impact level of related EO hazards shall be updated. The following factors be considered:

- a) Civilian Accident: EO recent two year's accident within recorded hazards and/or because of the recorded hazards, confirmed by DMAC Regional Office, should acquire pre-determined additional scores for each accident.
- b) Authority Request: Local authority request for removal of EO hazards, confirmed by DMAC RO, should acquire its allocated additional scores.
- c) IDPs Movement and Camping: Location of IDPs camps and also their movement within 5 km zone of the EO hazards pose a direct risk to them, therefore, such hazards should be given its allocated additional scores. Information about IDPs camps may be received from the Ministry of Refugees and Repatriation (MoRR), relevant provincial line ministries and UNHCR. DMAC Planning and Management Information System (MIS) departments should assess the location of IDPs and their proximity to hazards.
- d) Health Centre: Health Centres provide immediate first aid assistance and casualty stabilization services to the EO victims, therefore, their availability close to EO hazards reduce and prevent the complication of accidents on casualties. Inverse, far away location of health centres or lack of them increases the risk of more complications and threat to the life of victims. Based on this fact, a distance of 10 km is accepted the maximum. Hazards with more than 10 km distance from health facility should get additional score. Update information about the location and capacity of health centres should be obtained from the Ministry of Public Health (MoPH) on yearly basis by DMAC Planning department.
- e) Resurvey: The recorded hazards are subject to resurvey to update their status, in case of any changes in terms of blockage, population and or other factors that affect the level of impact; the hazards should be up dated and scored in accordance with new changes.

4.3. Impact Classification

The impact scores from the assigned criteria are summed up making a total score for each EO hazards. Based on total scores for each hazardous area, they should be classified to very high, high, medium and low impacts. See Annex C to this AMAS for further details.

4.4. Arrangement of the Projects within APMBC Work Plan

All recorded EO hazards should be organized and grouped into projects in a logical and practical manner, and based on certain criteria, having unique name and IMSMA ID. The projects should be included in APMBC Work Plan and recorded in IMSMA to facilitate their inclusion in annual operational plan and be easily manageable. The following factors should be applied:

4.4.1 Geographical Considerations:

- 1) Hazards from the same province;
- 2) Hazards from the same or adjacent districts;
- 3) Side by side AP hazards;
- 4) Access ways such as mountains, rivers, seasonal consideration and any other blockages should be considered in separation of projects;
- 5) Different hazards located on the same hillside and mountain should be sorted in one project to avoid possible wash down of EO and recontamination of cleared lower parts;
- 6) Hazards having walking distance of more than two hours should be sorted in separate project and moved at end of project list in in-case the size of hazard covers more than 10% of the related MBT project area. Other than that it should be kept at the same project.
- 7) Weather and climate conditions should be considered when grouping hazards into projects (winter/summer seasons considerations) while proposing projects for donor funding.

4.4.2 Impact/Ranks Consideration:

- 1) Hazards having the same or close by ranks such as (1 or 1 + 2, 2 or 2 + 3, 3 or 3 + 4) at the same geographical area should be sorted in one project.
- 2) Hazards with different ranks located in same geographical area with having total size of more than 1 sq. km, should be sorted into more projects/sub-projects based on their rank and proximity. If the total size of hazards is less than 1 sq. km and there are no more hazards in related district or nearby districts, should be grouped in one project, regardless of their ranks.

4.4.3 Type of Devices:

The Anti-Vehicle (AV) contaminated hazards (CHA & SHA) should be sorted in separate projects/sub-projects for further NTS and TS intervention.

The hazards having AIM should be sorted in separate projects, but if in a specific geographical area there is only one or two hazards with device types of AIM or AV they could be included in the project with multiple device type, no need to create standalone project for a small area of AIM/AV.

4.4.4 Security consideration:

The issue of accessibility and hard to reach due to security or any other reason shall be considered and updated in project list as a result of annual review of the project list by MBT committee (MAPA planning TWG), but the projects to be sorted based on its impact level from very high to low

4.5. Prioritization of Projects within APMBC Work Plan

All the projects should be prioritized and arranged in a logical sequence within the work plan and this priority series should be based on the level of impact of EO hazards within the projects. The following should be applied:

- 1) Projects comprised of more high impact hazard areas than the total size of medium and low impact ones, should be classified as high priority projects within the work plan.
- 2) The same should apply with projects comprised of medium and low impact hazards.
- 3) Donor preference should also be considered as a factor in prioritization of the projects, this helps the programme not to lose funding opportunities. Such projects should be prioritized and planned for the year that donor confirmed to provide funds.
- 4) Projects should be sorted based on its impact in a chronological order starting from the highest impact to the lowest for planning and clearance, while its accessibility issue shall also be updated on a separate column for consideration.

4.5.1 EO Hazards Prioritization in the Field

As part of the awarded projects in the field level, Implementing Partners (IPs) in close consultation with communities shall undertake the prioritization of individual hazards. The priorities of the communities should be considered as a main factor in planning stage of land release operations. There may be situation where communities require certain hazards to be replaced with already planned ones, in this case, the IPs shall communicate the issue with DMAC Planning department and regional office, once all agreed, the "Requirements of Hazards Amendment" as described in section below shall be applied and priority hazards included in the projects.

There may be situations where communities put certain conditions on IPs which can create constraints against land release operations. In order to avoid such situations, the IP shall convene comprehensive community liaison with the community elders and councils and inform them about the current situation, limitations and possibility of postponing demining operations there. If the community still insisting on their unnecessary conditions, all the hazards or some of them should be planned for later years of the work plan until the communities get agree with land release operations without any conditions or other arrangements are made to change the circumstances.

4.6. Requirements of Hazards Amendment

There may be rare situations where IPs may not be able to release certain hazards in their projects, due to changes in security situation, natural events, and changes in communities' priority to replace certain planned hazards with unplanned ones, in such cases mentioned hazards need to be replaced and the hazard list of related projects should be amended. In addition, the cancellation and or reduction in size of

certain hazards during land release process and or early completion of the planned hazards within a project also require allocation of like for like, equivalent/equitable, or more hazards and amendment of related hazard list.

The amendment shall be processed with the following steps:

- 1) The IP shall first raise the issue with DMAC Planning and Programme (P&P) department with their justification.
- 2) DMAC P&P department refer the issue to the related Regional Office
- 3) The DMAC related RO should analyse the situation, conduct field assessment, do their reasonable efforts to solve the problem and support the related IP to continue their work at its planned area.
- 4) If the problem not solved, then the IP in consultation with DMAC related RO shall select open priority hazards from the current or next year and ensure that they are not reserved by other IPs as part of another project and donor.
- 5) The new hazardous areas surveyed by demining organizations shall not be added by the demining organization to their ongoing demining project, regardless of being funded by VTF or bilaterally funded; unless strong justifications are provided and agreed by DMAC.
- 6) Newly identified hazardous areas claimed by locals and then surveyed by an accredited NTS teams should not be immediately planned for clearance operations unless there is an urgent need and its confirmed by DMAC related regional office.
- 7) If there is no accessible priority hazard available at the same region, then the IP in consultation with DMAC ROs in other regions shall select the required hazard/s
- 8) The IP and DMAC RO shall make sure that the selected hazards for replacement has the same scope of problem.
- 9) In case the hazard is part of any other project or IP's plan as contingency or with un-confirmed fund, the issue should be communicated with related IP.
- 10) The IP shall make sure that the intended hazards for replacement do not have any problem, to avoid repeating amendment process.
- 11) Certain donors may require to be consulted and get their agreement about the replacement of hazards. Such donors should be consulted and their agreement is obtained.
- 12) Once the regional office agreed on amendment of hazards, the planning department provides an amendment letter to the IP and update the IMSMA as agreed and approved. The IP is then authorized to proceed with land release operation on amended hazards.

The same steps shall be considered for changes into the survey, EORE and VA projects in-case of amendment needed.

In-case the DMAC RO situation analysis states that the amendment is proposed based on one or some of the following reasons:

- Poor community liaison
- Poor planning:
 - Setting non-achievable productivity rate
 - Assigning improper tools and equipment
 - No consideration of climate and etc.

In consultation with the related project donor either the related IP may be exempted from the upcoming project bedding for a specific period or,

The related IP shall lose considerable scores in their NGO/related project balanced scorecard (BSC) for the related quarter.

On the contrary, if the amendment is based on cancellation and or reduction by IP, DMAC P&P and the ROs shall facilitate amendment process especially for the replacement of cancelled and reduced area and support the related IP. Annex D shows the process map for hazard/project amendment

5. Planning and Prioritization of EO Risk Education and Victim Assistance

5.1. EO Risk Education:

Planning and prioritization of EO RE require assessing the most suitable approaches that will be needed. RE delivery shall be assessed to ensure that the most at-risk groups and then the entire population within impacted communities including men, women, boys and girls are covered.

The delivery of RE sessions can follow different approaches according to the at-risk groups targeted, for instance:

- Community-based RE (either direct or through community volunteers)
- Sessions in Encashment centres, Zero Points, Transit Centres
- Mass media campaigns

Demining personnel and other humanitarian entities' support to the dissemination of safety messages could also be assessed during the planning phase.

Involvement of government-related Ministries like education, public health, religious affairs and ministry of refugees and returnees in delivery of RE needs to be assessed as well.

The prioritization for RE through direct sessions shall be based on the impact of EO hazards on the communities on a logical sequence, the EO impact data should be obtained from IMSMA database, followed by a prioritization and planning exercise by DMAC planning, and EO RE departments in consultation with RE IPs. The following sequence of prioritization should be applied:

- a) Communities with very high impact, with no RE record;

- b) Communities with high impact, with no RE record;
- c) Communities with medium impact, with no RE record;
- d) Communities with very high impact and less than 50% of population received RE;
- e) Communities with high impact and less than 50% of population received RE;
- f) Communities with medium impact and less than 50% of population received RE;
- g) Communities with very high impact and more than 50% of population received RE;
- h) communities with high impact and more than 50% of population received RE;
- i) Communities with low impact, with no RE record; and
- j) Communities with low impact with RE record.

EO RE through encashment centres, transit centres, and zero points should be prioritized in consultation with the ministry of refugees and returnees, UNHCR, IOM and related IPs.

For effective planning and prioritization, communities are given different scores based on a specific criterion that are listed as annex E to this document.

Please refer to annex F to this document for classification of EO affected communities as per RE need.

DMAC Planning department in consultation with EO RE department, should arrange the list of priority EO impacted communities for RE. See section 6 below for annual operational plan.

Implementing Partner may need to replace certain planned communities with unplanned ones where urgent need of RE is deemed necessary. The IPs should provide specific evidence and justification and follow amendment process with DMAC Planning department and related regional office.

5.2. Victim Assistance:

All projects shall plan and design in line with the National Disability Inclusion Strategy 2030 goals, National Disability Annual Action Plan and provincial development plans.

Planning and prioritization for Victim Assistance activities shall be started 3 months in advance to next operational year. This process should be started by DMAC Victim Assistance department in consultation with planning department and related ministries within government; Ministry of Martyrs and Disability Affairs (MMD), Ministry of Public Health (MoPH), Ministry of Education (MoE), Office of Technical, Vocational and Educational Training (TVET) and other relevant ministries. See Annex G to this AMAS for more details.

6. Development of Annual Operational Plan

After the completion of APMBC work plan review and updating, the planning process for the upcoming year should be started. DMAC Planning and Programme (P&P) department shall share all the open projects with the IPs to select the projects for demining, from the coming two years project list. Once the IP selected projects, they shall share the list with planning department to make sure that the priority projects are selected and to de-conflict the hazards and projects between IPs, if required.

The IPs should select open APMBC projects or part of them from the coming two years. They may also select high priority hazards from later years of the work plan. However, if medium and low priority hazards are selected from the later years, they need to provide sufficient justification. The IPs should not select multiple hazards from different projects without proper reason, otherwise, such selection may not be accepted as it creates problem in management of the projects.

Once the projects selection process completed and DMAC Planning department agreed upon, the IPs shall conduct field assessment and develop proposals and submit them to DMAC P&P department for review and approval. P&P department shall conduct a comprehensive review of the proposals through Proposal Review Team (PRT) and notify each IP about any concern and required revision. P&P department shall then provide endorsement letters in support of the proposal submission to its intended donor and share with the related IP and at the same time, link the proposed hazards and projects to related IPs in IMSMA database. P&P department should then reflect related projects in Annual Operational Plan. See Annex H to this AMAS for Annual Operational Planning Cycle.

For EO Risk Education, DMAC Planning department shall share the updated impacted communities' list with related IPs to plan and propose RE projects based on the priority as covered in section 5 of this AMAS. The IPs shall develop proposals and submit to the planning department to evaluate the priority of projects and suitability of the RE approaches. Once DMAC PRT and the planning department accept the proposals, the same process of planning like that of demining operations, should be applied.

For the VTF donors, once UNMAS receive funding opportunities from the donors, planning department in consideration of the amount of fund, shall come up with some projects as options from the MBT projects, considering their priorities and importance such as civilian casualties, high number of beneficiaries, releasing province, districts and or communities and also available development intervention and the importance of future use of the land after clearance. Then should share the list with related regional office to assess the condition of hazards, possible changes and the accessibility of hazards. After feedback from the ROs, planning department shall present the options to the UNMAS and DMAC Project and Partner Selection Panel (PPSP) for further decision on the selection of most important and suitable projects. This shall be applied to the EO Risk Education and Victim Assistance project as well, provided that the related departments shall be involved in providing the projects' options for PPSP. Once the required projects are identified and agreed, UNMAS shall inform the donor and then launch a Call for Proposal (CFP) for the interested IPs to apply.

The IPs in close coordination with DMAC regional office shall conduct a joint assessment of the hazards and prepare the report then shall develop their proposals as per CFP requirement. UNMAS & DMAC representative should then review the proposals as per UNOPS evaluation process and notify the winner of grant, the planning department should then link related hazards and projects in IMSMA database with confirmed fund for the winner IPs.

The IPs shall submit their proposals and work plan developed for mine action projects, to DMAC P&P department for technical and cost review, and endorsement prior submission to their intended donors. In case any IP has global proposal for more than one country including Afghanistan, then they shall provide the summary of their project proposal concerning Afghanistan in the standard format introduced by DMAC. DMAC then will reserve the hazards and project scope for the intended IP with no fund.

Once the IP signed agreement of the project with their bilateral donor they shall submit a copy of their final proposal and work plan with DMAC P&P Dept, then DMAC should create grant and share standard project name compatible with IMSMA for further use by IPs during reporting, and reserve the hazard/project scope in IMSMA with yes fund.

Mine Action IPs can reserve EO priority hazards as part of the projects, considering the following requirements:

6.1. Hazard Reservation with Confirmed Fund:

- a) IPs with available/confirmed fund can select hazards from the current year's open APMBC work plan.
- b) IPs can reserve hazards from next year's APMBC work plan, provided that the hazards are high and medium impact.
- c) Justification is needed for other than the above.
- d) IPs to consider their capacity and reserve hazards where they are able to address the reserved projects in appropriate duration.

6.2. Hazard Reservation without Confirmed Fund:

- a) Hazards may be allocated to the IPs, from the current or future years of work plan without confirmed fund, but the possibility of funding is high or IP is in contact with a potential donor to fund the projects.
- b) Around 10 percent of the total planned projects may be reserved for the contingency plan of the IPs with no fund.
- c) The DMAC planning department may reserve the hazards for the IPs with "no fund" until the fund is confirmed.
- d) The relevant IP shall provide update on funding situation of the project within 6 months starting from the reservation of hazards, if the project not funded the DMAC Planning department shall change reservation of hazards back to normal status, to be open for any other funding opportunity.

6.3. Hazard Reservation for Multiyear Donors:

If IPs need to reserve certain hazards and projects for multiyear donors, the IPs work plan shall match with APMBC work plan in terms of the project year considering specific selection of hazards and area for each targeted year

DMAC part of the multi-year project with confirmed fund, reserve the scope of project for the current year with yes fund in database, and the remaining years will be kept with no fund. Considering the priority of hazards, it is possible to allocate hazards for the remaining to other available fund.

6.4. Specific Requirements:

- a) Hazards reported by IP to have confirmed fund, should be reserved in related project of the IP up to the end of the year or project duration. However, if at the end of the planned year or project duration, it is found that the hazard is not cleared, this should be counted in Balanced Scorecard and IP will lose scores.
- b) Reserved hazards with unconfirmed fund may be allocated to other IPs with evidence of available funds, but the first IP should be informed on allocation of the hazard to other IP/donor with confirmed funds.
- c) The IPs shall not start operation on any hazards prior to completing the planning process (amendment letter). In-case it happens, the IP will lose score in its balanced scorecard managed by DMAC, and its report shall not be processed in IMSMA
- d) IPs shall not include their newly surveyed hazards in current projects, unless there is a proper justification and hazards amendment are approved by DMAC.

7. Planning of Non-technical Survey (NTS) operation:

Survey plays a fundamental role in identifying the scope of the EO contamination. NTS is the process of information gathering through which evidence-based decisions are made about newly reported and previously recorded hazardous areas. MAPA shall conduct NTS by accredited survey teams for at least the following reasons:

1. Targeted survey to identify the status of any requested area or accident site.
2. Systematic survey of targeted districts based on project scope, and
3. Resurvey of already recorded hazards on regular basis to refresh database on any changes brought in the status of recorded hazards.

Survey teams shall record any area that has direct evidence as Confirmed Hazard Area (CHA), other than that it should be recorded as Suspected Hazard Area (SHA).

DMAC shall conduct a pre-planning assessment of the targeted hazards, which are part of the current or next year mine ban treaty (MBT) work plan to make sure the hazards are valid and accessible. As soon as a project is launched by any donor for competitive bedding purpose, the IPs willing to apply for it need to conduct a field assessment of the project scope to make sure the target areas are ready for operation, and develop their proposal based on field situation. This also applies for any IP who want to propose any project for their bilateral donor funding.

In case during the pre-planning assessment or field visit it is observed that any hazard area size is changed, or the hazard no more exist, DMAC related regional office shall assign a NTS team to resurvey the hazard and or if it require to be cancelled, process cancellation form and submit to MIS for updating the information. In case area size of an already recorded hazard require increasing more than 30%, the NTS team shall contact the related RO for them to have a look the situation and advice.

DMAC recommends having NTS teams equipped with explosive and EOD expert as well as medic in their structure to destroy any spot ERW during their NTS operation. This will avoid civilian casualties for delayed action and duplication of efforts of sending EOD team for the same purpose in the area. If due to security reason it is not possible to transport explosive items to the target area, then a normal NTS should be enough to do the survey.

NTS teams are responsible to cover at least the followings during their normal operation in field:

1. Properly record all remaining EO contamination.
2. Resurvey of previously recorded hazard for updating its status within the national mine action database
3. Identify any spot ERW in the area, destroy it in situ or if they do not have required capacity for destruction, record it and report to DMAC for tasking EOD team.
4. Update the list of civilian victims due to EO and report the missing ones by filling the related IMSMA victim form and report to DMAC. Make sure the civilian casualties within any recorded hazards or its

initiated from the recorded hazard is properly linked to the hazard ID which is the requirement for prioritization.

5. Process cancellation form for any already recorded hazards in case the hazard meets the cancellation criteria
6. Receive pending requests from DMAC related RO to their target area and conduct the required assessment.
7. Conduct non – formal EORE for the communities where contamination exist/EO accident happened and there is no EORE conducted recently.

The IP implementing survey project shall stick to the entire requirement for their project selection, project management and amendment into their project scope if needed as stated in related topics in this AMAS.

DMAC related regional office (RO) task the Quick Response Teams (QRT). The top priorities for QRT operation is to reduce the civilian casualties through the following approaches in priority orders:

1. Removal of spot ERW by targeted operation or systematic village-by-village search.
2. Assessment of the requested areas and recording of new EO contamination or contamination left from the previous surveys.
3. Resurvey of the recorded hazards as tasked by DMAC related ROs, and assessment of the already recorded SHA and IHA to either change them to CHA or cancel if suitable.
4. Assessment of the civilian casualties and data collection on the casualties. Meanwhile, follow up action for prevention of further casualties in the same or adjacent areas.
5. Pre-planning assessment of the target areas based on MBT work plan.
6. Providing risk education to the affected communities if needed.
7. Clearance of small hazards up to 5,000 sq. m available in the system
8. Marking of accessible boundaries of EO hazards

DMAC planning and program department is the primary point of contact for the planning issues of survey operation, while DMAC OPS dept. will take the advisory role and P&P Dept. would contact them if needed.

8. Project management

Once the project received funding and is ready to be implemented by the IP in accordance with the approved work plan, the following steps must be adhered by IP:

1. Share the project documents (final proposal, work plan, budget and if possible agreement) with DMAC plan and program department.
2. Ask DMAC QM department for operational accreditation
3. Ask DMAC for introduction letter to the relevant provincial authorities and provincial directorates of Ministry of Economy and submit the letter to them.
4. Inform DMAC related regional office where the project is to be implemented prior to starting work and keep/maintain close coordination.
5. Contact DMAC planning department for any changes in the scope of project due to community requests, weather, security etc.
6. In case the size of the area to be cleared changes that can affect the project scope at the end, the IP must revise the project's work plan and get agreement of both DMAC HQ and donor in early stages.
7. If due to any reason the whole or part of the project need to be moved to other provinces, or the project is cancelled due to any other reason, in both cases the IP needs to inform (in writing) both DMAC and through a letter from DMAC, the provincial authorities of the project situation.

8. If the IP interchange planned hazards/communities among projects, or bring any changes to the planned (funded) project, they need to provide DMAC P&P Dept. with revised proposals and work plans for both projects. The revised proposal has to be approved by the project donor.
9. If IP move resources from one project to others, they shall contact DMAC P&P dept. and get the relocation letter designed for this purpose prior relocation, and meanwhile, get agreement of their related donor as well.
10. In case the IP cannot start the project in its due time due to any reason, they shall inform DMAC P&P dept. through email and submit a revised work plan as soon as they start work. This also applies for when suspending or resuming projects.

9. Average monthly clearance productivity

DMAC P&P department in consultation with the IPs shall analyse the average monthly productivity rates of different teams such as manual demining teams, mechanical demining unit, mine detection dogs and other types of teams using their recent year's achievement countrywide. For further precision consider the recent two or three years achievement and calculate its average productivity per day and month, then to be used for cost calculation of the MBT projects and shall also be used as reference document for evaluation of projects proposals for funding. Meanwhile, for better data, it is recommended that DMAC in consultation and support of the IPs conduct physical trails in different land type and terrains to get more realistic productivity figures for the programme.

While, for each specific project considering the terrain situation the IP during the assessment shall determine achievable productivity rate and consider it in their proposal for further use during the implementation of project. A copy of the monthly average-productivity-rate format is attached as annex I to this document.

10. Community liaison

DMAC ROs shall conduct a fresh visit of the targeted hazards part of current and next year MBT work plan to make sure the hazard is still valid and accessible. Fill and process pre-plan assessment form for further entry into IMSMA, through which the project should be selected for funding. While as per donor agreement a joint visit of the project hazards shall also be conducted by the interested IPs in close coordination with DMAC related RO as soon as the project is launched for open tendering to re-assure applicability of the project and develop their proposal based on information gathered in this visit.

The winner of the project is responsible to conduct robust community liaison for humanitarian access to the project area, while DMAC and UNMAS (for VTF projects) extend their support as much as they can

11. Reporting

Teams location report:

IPs shall provide DMAC P&P Dept with their teams and base camps location report using the standard reporting format on monthly basis two days before the start of next month. DMAC consolidate all IPs location report, submit to the national and international military offices at first day of each month in

order for them to know about the location of mine action teams and assets, and distinguish during their military operation. Annex J shows the format for teams' location report

Workforce report:

The mine action humanitarian and commercial IPs shall also provide DMAC P&P dept. with the list of their workforce on quarterly basis within 10 days at start of the quarter, so that DMAC should consolidate the MAPA workforce matrix and reflect it in the fact sheet. Annex K show the standard format for the workforce quarterly report

End of project report:

As soon as the IP completed their project, they shall submit their project final report to DMAC P&P Dept for review and endorsement, and then submit the report to their project donor with DMAC endorsement.

The IP shall make sure all its planned hazards, targeted communities and project objectives are properly achieved and reported to DMAC ROs for verification and then to MIS IMSMA for entry.

Please refer to annex L to see some planning relevant terms, definitions and the list of main types of planning used in context of mine action program of Afghanistan.