

LIS Advisory 2 – Institutional Mechanism

Purpose

This advisory documents the original vision of the Survey Working Group in terms of the institutional arrangements for surveys. This is an important part of the institutional memory of SAC.

Terminology

- The Level One General Mine / UXO Survey is now called the Landmine Impact Survey (LIS).
- The International Standards for Humanitarian Mine Clearance Operations are now superseded by the International Mine Action Standards (IMAS).
- Survey Taskforce is now the Survey Action Center. The Survey Executive is now called the SAC Board, and the Survey Management is SAC itself.

Attachments

None

Editing

Original documents were written 00 01 19

Style editing by Dann Naseemullah 03 01 13

Note: The members of the Survey Working Group as of February 2003 are Association for Aid and Relief (Japan), Cranfield Mine Action (UK), Danish Demining Group (Denmark), the Geneva Int'l Centre for Humanitarian Demining (Switzerland), GeoSpatial International (Canada), Halo Trust (UK), Handicap Int'l (France and Belgium), Landmine Survivors' Network (USA), Medico Int'l (Germany), Mines Advisory Group (UK), Mine Clearance Planning Agency (Afghanistan), Norwegian People's Aid (Norway), Swedish Rescue Service Agency (Sweden), UN Mine Action Service, UN Development Programme, UNICEF, UN Office of Project Services, and the Vietnam Veterans of America Foundation (USA).

The SAC Board is made up of HI, MCPA and NPA.

OBJECTIVE

To facilitate prioritisation of human, material and financial resources supporting humanitarian mine action at the national, regional and global level through the completion of Level One General Mine/UXO Survey.

The Survey Working Group, including a Survey Task Force agrees to abide by the attached *Statement of Principles* (A01 – Brussels Principles and Standards ?).

Participating NGOs/UN agree to share their experience in a joint effort to achieve their common objective.

THE SURVEY CONTACT GROUP

Membership

The Survey Contact Group is composed of individuals, government, NGO and international organizations, involved with the Level One General Survey concept. The Survey Contact Group includes, but is not limited to, representatives of the Survey Working Group, the UN and the donor community.

Function & Responsibilities

The purpose of the Survey Contact Group is to facilitate the transparency and ongoing exchange of information on survey-related issues. The Survey Task Force (see below) will serve as the secretariat for the Survey Contact Group to ensure regular dissemination of reports and information.

THE SURVEY WORKING GROUP

Membership

The Survey Working Group currently consists of the Governmental/Non-Governmental Organizations and the United Nations: Geneva International Centre for Humanitarian Demining (GICHD), Handicap International (HI), Landmine Survivors Network (LSN), Medico International (MI), Mines Advisory Group (MAG), Mine Clearance Planning Agency (MCPA), Norwegian People's Aid (NPA), United Nations Mine Action Service (UNMAS), and Vietnam Veterans of America Foundation (VVAFA).

Members of the Survey Working Group accept and abide by the standards, principles, policies as defined by the UN *Standards for Humanitarian Mine Clearance Operations*, UNMAS United Nations Policy on Mine Action and Effective Coordination, and the Brussels Principles and Standards.

Functions & Responsibilities

General responsibilities of the Survey Working Group include:

- Advocate for standardised, high quality Level One General Surveys in Mine/UXO affected states;
- Facilitate strategic planning with NGOs, UN, Donors, and Mine/UXO affected states;
- Collect and provide existing data, documentation and analysis;
- Facilitate implementation of surveys to standards, and survey work and logistical support in each mined country;
- Share experience, information and staff resources;
- Review survey standards;
- Stimulate organisational cooperation;
- Provide input to the Terms of Reference for the UNMAS chaired Survey Certification Committee;
- Facilitate the appointment of a Survey Certification Committee in collaboration with UNMAS to review and make recommendations on the results of Level One General Survey on a case by case basis; and
- Meet on a bi-annual basis and take decisions by consensus.

SURVEY CERTIFICATION COMMITTEE

Membership

The Survey Certification Committee reviews the Level One General Surveys designated by the Survey Working Group and is chaired by UNMAS. The membership of the committee would be tailored to meet specific requirements of the survey undertaken. The membership would include National authorities, UN agencies, NGO's and stakeholders, as deemed appropriate.

Functions & Responsibilities

The committee reviews critical criteria such as to the following:

- survey procedures;
- survey standards;
- survey data;
- survey outputs.

The committee provides recommendations for certification to UNMAS.

SURVEY TASK FORCE

The Survey Task Force consists of two elements; the Survey Executive (SE) and Survey Management (SM). Combining the organizational strength, experience and resources of organizations committed to the Level One General Survey process.

SURVEY EXECUTIVE

Membership

The Survey Executive shall consist of five (5) members designated by the founding members of the Survey Working Group. These members are HI, LSN, MCPA, NPA, and VVAF.

Function & Responsibilities

The Survey Executive is responsible for policy guidance, standards & principles establishing terms of reference for the Survey Management.

The Survey Executive will establish a decision making process, based on consensus and backed up by majority voting. The Survey Executive has appointed a Survey Management agency, the Vietnam Veterans of America Foundation.

General responsibilities of the Survey Executive:

- Consult with and report to the Survey Working Group;
- Review progress of ongoing surveys, conducted under the Survey Working Group umbrella;
- Review the role of the Survey Management agency and propose additional work as needed;
- Provide guidance and review project proposals developed by the Survey Management and review survey standards;
- Provide/second specialist personnel to the Survey Management based on a clearly defined need of the Survey Management requirements; and
- Survey Executive will meet two to four times a year.

The terms of reference of the Survey Executive to delineate its authority, responsibility and accountability will be defined by the Survey Working Group.

SURVEY MANAGEMENT

Membership

One Agency nominated by the Survey Working Group will be appointed to establish and manage a Survey Task Force. The Survey Working Group has nominated and approved the Vietnam Veterans of America Foundation to be the Survey Management agency for the Survey Task Force. The Survey Management will comply with the standards,

principles and policies of the Survey Executive and the Survey Working Group. The Survey Management will be headquartered in Washington D.C.

Functions & Responsibilities

The general responsibilities of the Survey Management are to:

- Act as the focal point to the Survey Executive, Survey Working Group and Survey Contact Group for resource planning and mobilization;
- Act as a conduit for donor funding and selection of survey implementers;
- Raise funds to implement or sub-contract Level One General Survey's, and support the Survey Working Group, and Survey Task Force activities;
- Implement Survey Executive policy and enforce Survey Working Group Standards;
- Provide secretarial/administrative support for the Survey Working Group and Executive;
- Manage the organization and financing of project implementation; and
- Report on progress to the Survey Executive and Survey Working Group.

IMPLEMENTATION SCENARIOS

The above structure does not lead to a single approach to implementation of surveys – nor should it. In general, the implementation of Level One General Survey will probably fall into one of the following five patterns:

Option 1

Management

Under the coordination of the Survey Executive;
Under the direction of the Survey Management.

Funding

Arranged by the Survey Management

Implementation

Survey is implemented directly by the Survey Management

Option 2

Management

Under the coordination of the Survey Executive;
Under the direction of the Survey Management.

Funding

Arranged by the Survey Management

Implementation

Sub-contracted by the Survey Management to an implementing NGO

Option 3

- Management
 - Under the coordination of the Survey Executive
 - Under the participating management of the Survey Management
- Funding
 - Arranged by a NGO/Agency
- Implementation
 - Implemented by a NGO/Agency

Option 4

- Management
 - Under the coordination of the Survey Executive;
 - Under the participating management of the Survey Management
- Funding
 - Financed by a donor thru an NGO/Agency
- Implementation
 - Sub-contracted to and implemented by the Survey Management

Option 5

- Management
 - Independently managed by a NGO/Agency
- Funding
 - Independently arranged by a NGO/Agency
- Implementation
 - Independently implemented by a NGO/Agency

Survey Institutional Mechanism
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SURVEY CONTACT GROUP

Wide range of international organizations, NGO's and the donor community.

- Exchange information on survey related issues.
- Facilitate transparency.

Note* The Survey Task Force (see below) will serve as the secretariat for the Survey Contact Group ensure regular dissemination of reports and information.



SURVEY WORKING GROUP

GICHD, HI, LSN, MI, MAG, MCPA, NPA, UNMAS and VVAF

- Advocate standardized Level One General Surveys in Mine/UXO affected states;
- Facilitate Strategic Planning with NGO's, UN, Donors and Mine/UXO affected states;
- Collect and provide existing data, documentation and analysis ;
- Share experience, information, and staff resources ;
- Review survey standards ;
- Stimulation of organizational cooperation ;
- Provide input to the Terms of Reference for the UNMAS chaired Survey Certification Committee ;
- Facilitate implementation of surveys to standard ;
- Meet on a bi-annual basis and take decisions by consensus ; and
- Facilitate the appointment of a Survey Certification Committee in collaboration with UNMAS to review and make recommendations on the results of Level One General Survey on a case by case basis.

