



LIS Advisory 3 –

Survey Overview

Purpose

This advisory introduces the survey process as conceived originally by the Survey Working Group.

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- The International Standards for Humanitarian Mine Clearance Operations are now superseded by the International Mine Action Standards (IMAS).

Attachments

None

Editing

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THE NEED – STRUCTURE AND IMPLEMENTATION

After almost a decade of humanitarian mine action, the global landmine problem remains poorly defined. A fair amount is known about the suspected location of mine fields, but little is known about the socio-economic impact of landmines upon communities. Without information about this impact, it is impossible to develop effective strategies that seek to minimise the human and economic costs that these weapons inflict. If the terror of landmines must be contained within several years, as envisioned by the Ottawa Treaty, rather than in decades as assumed in the early days of mine action programs, then better information is an immediate and unavoidable requirement.

A Global Landmine Survey [Level One Impact Survey] will provide:

- accurate information for strategic planning & resource mobilisation:
 - clearly defined needs and programme requirements;
 - informational tool for planning support and reporting;
- baseline data to measure progress and support country Mine Action Centres:
 - clear measures of performance;
 - well supported comprehensive quality assurance;
- a platform to support multi-sector programming and research efforts.

In a unique cooperative effort, the NGO community, in collaboration with the United Nations Mine Action Service (UNMAS) and the Geneva International Centre for Humanitarian Demining (GIC), established the Survey Working Group in May 1998. The Survey Working Group (SWG) facilitates the international coordination of resources and expert personnel for the completion of Level One Impact Surveys.

The Survey Working Group charged the Vietnam Veterans of America Foundation (VVAFA) to establish a Survey Action Center, and to manage and serve as fiscal agent for SAC in the implementation of the Global Landmine Survey Program.

OBJECTIVE

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

-- The objective as defined by the Survey Working Group, Brussels, June 98.

DEFINITION

Level One Impact Survey

This Survey identifies the general outline of the landmine problem, at the community level, through rapid rural appraisal techniques developed by NGOs and international institutions for general development and emergency programs. It focuses upon community knowledge and the perception of the social and economic impact of landmines within their communities, and the general location of contaminated or suspected areas. Trained enumerators from the local area carry out this Survey with no specialized mine action training other than mine awareness training.

Through a controlled group interview process, the interviewers will gather information about mine victims, suspected mined areas, and the socio-economic impact of these mined areas. Because they lack the technical expertise to enter mined areas or assist victims, the enumerators will stop their enquiries at the community interview level. However, enumerators will undertake a visual proximity verification of the reported mined areas from a safe area.

This information is collated and entered into the Information Management System for Mine Action (IMSMA), developed by the Geneva International Centre for Humanitarian Demining for the UNMAS. IMSMA allows economic and geographic data to be integrated into Geographic Information Systems (GIS) that allows for analysis and interpretation. An indexing system will provide a community risk profile based on three negative categories – victims, blockage of economic assets, and blockage of infrastructure - and one positive factor - mine awareness programs in the community. The architecture for the indexing system will be open so that national and regional groups, or groups with a particular sector interest, can modify the system to meet their individual needs.

The completed Survey will provide data for the development of priorities and improved planning in the context of existing mine action programmes, and on overall national priorities and operational plans where no programs yet exist. The data will also provide a baseline against which to measure progress. The information provides policy-makers at the national and international level with information at the village level on the social and economic impact of landmines on the lives and livelihoods of affected communities. Through this process, a ranking of problem areas can be identified geographically and mapped, thus permitting policy-makers to focus efforts in the most affected areas first. These surveys enable mine action specialists to specifically target programs for training, mine awareness, marking, technical surveys (Level Two), clearance and victim assistance.

INSTITUTIONAL MECHANISM

In a unique cooperative effort, the NGO community, in collaboration with the United Nations Mine Action Service (UNMAS) and the Geneva International Centre for Humanitarian Demining and key donors, established an institutional mechanism in

1998, specifically designed to facilitate the coordination of resources. The primary organizations committed to Level One Mine Surveys have joined in a collaborative arrangement to act as a resource multiplier to facilitate the survey process. The institutional mechanism consists of four basic components.

Survey Contact Group (SCG)

The Survey Contact Group is an open mailing list of a wide range of international organizations, NGO's and doors. A periodic e-mail newsletter keeps the group informed of Survey activities.

Survey Working Group (SWG)

The Survey Working Group advocates the standardisation of Level One Impact Survey, and facilitates strategic planning to implement surveys among NGOs; UN, donors and mine-affected countries. This group will review standards, principles, and policies on survey issues.

The core members of the Survey Working Group are:

Association for Aid and Relief (AAR)	Japan
Geneva International Center for Humanitarian Demining (GIC)	Switzerland
Handicap International (HI)	Belgium & France
Landmine Survivors Network (LSN)	USA
Medico International (MI)	Germany
Mines Advisory Group (MAG)	United Kingdom
Mine Clearance Planning Agency (MCPA)	Afghanistan
Norwegian Peoples Aid (NPA)	Norway
United Nations Mine Action Service (UNMAS)	United Nations
Vietnam Veterans of America Foundation (VAAF)	USA

Survey Executive (SE)

The Survey Executive consults and reports to the Survey Working Group, providing guidance to and reviewing the process of ongoing surveys and the Survey Action Center. The Survey Executive meets on a regular basis to plan future Survey initiatives. The Survey Executive is comprised of the following members: Handicap International, Landmine Survivors Network, Mine Clearance Planning Agency, Norwegian Peoples Aid, and the Vietnam Veterans of America Foundation.

Survey Action Center (SAC)

The SAC is managed by the Vietnam Veterans of America Foundation and acts as the focal point for resource planning and mobilisation. The SAC raises funds to implement or sub-contract Level One Impact Surveys. The SAC implements Survey Working

Group policies, standards and Survey Executive decisions and regularly reports on progress to the Survey Executive and Survey Working Group.

Funding Mechanisms

The Global Landmine Survey initiative is an international effort with funding for surveys coming from a wide range of governments, international organizations, and foundations. GLS donors have an array of mechanisms that they can use to provide funds to the survey. These mechanisms include providing direct contributions to the Survey Action Center or to an implementing NGO, providing a bilateral contribution of in-kind services from one state to another, or using one of the various U.N. trust fund mechanisms. The United Nations Foundation has put in place a one-to-three matching program for funds routed through the Foundation and into the United Nations Fund for International Partnerships (UNFIP). In most cases, several funding mechanisms are used simultaneously to support a survey. Although this may increase the administrative and reporting challenges, multi-funding sources allow a greater degree of flexibility, enabling the Survey Action Center or the United Nations to build multi-donor packages. The following sources have provided funding for the Global Landmine Survey Program:

US State Department	\$ 7,032,000
United Nations Foundation (1:3 challenge match)	\$ 4,000,000
Canada —CIDA & DFAIT	\$ 4,000,000
European Commission	\$ 1,700,000
United Kingdom —DFID	\$ 880,000
Foundations (Rockefeller, J & C MacArthur, Compton)	\$ 500,000
Japan	\$ 450,000
Norway —Ministry for Foreign Affairs	\$ 380,000
VVAF	\$ 300,000
Australia	\$ 115,000
Germany	\$ 100,000
Finland	\$ 92,000
World Bank	\$ 20,000

THE SURVEY PROCESS

A Level One Impact Survey is conducted in different phases. These phases and their component activities are presented in a general chronological order, which corresponds to the task/sub-task matrix of the Certification Guidelines. A number of activities (or tasks) will occur within each phase, although in some cases a given task may continue throughout two or more phases. This general process may be modified as required by the particular conditions encountered in any given country, particularly if that country has a pre-existing mine action program.

PHASE 1: PLANNING, PREPARATION AND OFFICE ESTABLISHMENT

UN Assessment Mission

The United Nations Mine Action Service (UNMAS) is currently conducting a series of assessments in mine-afflicted nations to determine the nature of the problem and affirm the host nation's support for humanitarian mine action. The recommendations provided by UNMAS assessment missions indicate the need for Level One Impact Survey. UNMAS begins the process to promote the establishment of a sustainable national mine action programme.

A UN Assessment Mission is an expected precursor to humanitarian mine action interventions for Mine/UXO affected countries. The assessment mission will examine first the "need" for mine action and the "utility" of mine action within a country's existing institutional mechanisms. This mission will explicitly call for the execution of a Level One Impact Survey when it is justified. An assessment mission report calling for the conduct of a survey is the first step in the process.

Advance Survey Mission

UNMAS formally requests that the Survey Action Center mobilize an Advance Survey Mission to the identified mine affected country. The Advance Survey Mission establishes contacts with national authorities, in-country NGOs and the UN to develop the working relationships needed to execute a Level One Impact Mine /UXO Survey. In addition to confirming the "need" and "utility" for a survey, this mission will also examine the "feasibility" for the actual execution of the survey.

The purpose of an Advance Survey Mission is to develop the contacts and information required to plan for the actual survey. This mission will coordinate closely with National Authorities. Critical planning information is gathered and capacity assessment made of organizations and resources, which may be capable of supporting a survey. Using this collected information, the Survey Action Center prepares a country proposal and develops the initial survey operations plan. In some cases information may suggest that a survey is not appropriate and activities will stop, or be delayed.

Operational Set up and Establishment of Country Presence

Upon the approval and funding of the impact survey, an operational base will be prepared to support the survey team, complete with temporary offices and a communications system.

An open and transparent recruitment and selection process must be undertaken to attract and retain competent local & international staff. Ideally, each country survey team will include members with a wide range of skills including social science methodology, information management and technical mine expertise. Final selection of staff is the responsibility of the implementing survey team.

Collection of Expert Opinion

The survey team should begin the systematic collection of informed opinion of national “experts” familiar with the mine contamination problem. This should be done by using a standardised interview format and should involve a broad cross-section of agencies and individuals representing diverse interests and regions. The EOC process should build on the contacts established during the advance survey mission and should produce a basic understanding of areas within the country suspected of having mine/UXO contamination. This is an ongoing activity and will be repeated as needed throughout the survey, especially as the actual enumerator teams move into new areas or regions. The expert opinion could also be collected through mailing of forms to various organisations across a country.

Meetings with Stakeholders

The global survey instrument and methodology will be discussed with local stakeholders -- including relevant government bodies, mine action NGOs, and experienced social scientists -- to ensure that it meets local requirements and cultural sensitivities. This could be done through extensive consultation with relevant local experts. A workshop should be held to fine tune the survey instrument and methodology meeting local needs.

PHASE 2: PROJECT EXPANSION AND SURVEY INSTRUMENT REFINEMENT

Training

Based on the selection process and the level of academic and professional skills of the survey staff recruited, a training programme must be developed. The aim of the training programme must teach survey-related skills and knowledge to reinforce the survey process. The team training should be based on the expected outputs and requirements of the survey mission.

Conduct Pre- and Pilot Tests

Following the survey training stage, a pre-test of the survey instrument itself must be conducted to determine its utility and cultural acceptability. Likewise a pilot test must be conducted of the entire survey process to analyse management, logistics and administrative systems and planning assumptions.

This is a critical stage in the survey process: decisions made at this juncture must be well documented to support the full survey. A complete review and analysis of the pilot test results and adjustment of the survey process must be completed before finalising the National Level One Impact Mine /UXO Survey implementation plan.

Develop Survey Sampling Methodologies

The refined survey process must be used to develop methodologies for conducting both a sample survey as well as a sampling to check for false negatives. These will be used to build a predictive model of the survey results as well as to build a measure of confidence regarding survey findings.

Revise Operational Plan

Prior to actually conducting the survey, information gained during the testing exercises must be used to revise and update the final operations plan. This will be done in-country and will involve input from national authorities, survey implementing agency personnel, the UN and other stakeholders.

PHASE 3: DATA COLLECTION, PROCESSING AND VERIFICATION

Administer and Manage Level One Impact Mine /UXO Survey

The conduct of the Level One Impact Survey must take place under contractual agreements and in close collaboration with national authorities. An independent Quality Assurance Monitor will evaluate the survey.

The survey must be conducted in accordance with SWG and UN policies. There will be a results-based management system established to track team assignments and outputs, rigorous field supervision and extensive quality controls on data editing and entry.

Community Group Interviews:

The field supervisors are to visit mine-affected areas prior to the survey teams and make overall arrangements for communities to be surveyed. The teams will conduct a group interview of the key informants within a community. The questionnaire will be

administered to register the information of the group. The group interview will be conducted based on participatory approaches.

Visual Verification of Mined Areas

Reported mined areas will be visually verified from a safe area. Strict procedures are in place to ensure that enumerators do not take unnecessary risks. Visual verification will not only improve the quality of the data but will also provide relevant data for subsequent technical (Level II) survey.

Supervision and Field Editing

Field operations will be regularly monitored and supervised. Trained local supervisors, appointed for specific areas/regions, will ensure quality information is gathered. International staff will also conduct regular field visits. All data will be checked and edited by a full time data editor, as close to the field as possible, prior to entry into databases.

Quality Assurance Monitoring

Survey quality is assured by a Quality Assurance Monitor who records and documents survey progress in accordance with the UNMAS Certification Guidelines.

To ensure high quality of the survey process and results, an independent Quality Assurance Monitor (QAM) will monitor and document all critical activities of the survey for corrective actions. The QAM's reports will also serve as an instrument for certification of the survey results.

PHASE 4: DATA ANALYSIS. PRESENTATION AND HAND-OVER

Data Analysis:

The objective analysis of data collected during the survey is vital to ensure acceptance of the survey results. The analysis of data, and the way impact weighting is applied, must be transparent, logical and understandable. The analysis of data must meet the informational needs of the national authorities.

Handover

As part of completing the survey, the survey team must present its preliminary findings, maps and data to national authorities and other stakeholders in the country. This will be done not only to share the survey results, but to gather comments and input prior to publishing the final report and electronic release of the data.

Prior to departing the country, the survey team must provide all information to mine action agencies involved with the implementation of the national strategic plan. This information is extensive and will include data, maps and a draft written report.

Reports

The Survey Team must produce a final report as a product for the national authorities in order to allow them to continue the mine action process. This report must focus on an objective presentation and analysis of the data gathered in the survey. The survey team leader will also produce a more subjective report providing commentary and recommendations for how future mine action programs should be conducted.