



LIS Operational Protocol P04 v 3 – Field Organisation

1.0 Purpose

1.1 The purpose of this protocol is to describe the organisation of survey work in the field and define the responsibilities of different members of a survey group.

2.0 Overview

2.1 This protocol describes how survey groups function as a unit during the community survey process. While interviewers are responsible for the community interviews, field supervisors and editors guide the actions of the interviewers, check their work, make decisions at the field level, and ensure that the process is conducted in an efficient, effective and thorough manner. Drivers and other workers that support the work of interviewers, supervisors and editors are also included in the field staff.

3.0 Responsibilities

3.1 Field Supervisors are responsible for overall administration of the survey group, supervision of field editors and interviewers, and for the tasks outlined in 5.2.

3.2 Field Editors are responsible for assisting field supervisors with administration, for translating and ensuring the accuracy of data, supervision and logistics, and for the tasks outlined in 5.3.

4.0 Definitions

4.1 Area Supervisor: If more than four SGs are operating in an area, an area supervisor may be appointed to coordinate their activities.

4.2 Field Editor: An individual whose main responsibility is to ensure accuracy, consistency, readability and clarity of the information gathered by interviewers in the field.

4.3 Field Supervisor: Head of the survey group, responsible for group's conduct

4.4 HQ staff: Individuals responsible for the implementation of the LIS in the target country. HQ staff develops survey tools, conducts pre- and pilot tests, trains field supervisors and field editors, keeps continuous contact with survey groups and SAC, and conducts monitoring and evaluation for the survey process. HQ staff is headed by the team leader and based in the national capital.

4.5 Interviewers: field staff responsible for conducting community interviews.

4.6 Survey Group: The SG is the base unit of the LIS. It carries out the daily operations at the community level necessary to complete the community interview. Typically, it consists of a Field Supervisor, a Field Editor and 3-6 two-person interviewer teams.

5.0 Instructions

5.1 Structure of the survey group

5.1.1 The survey group should consist of one field supervisor, one field editor, 3-6 two-person interviewer teams and as many drivers and other staff as necessary. **[cf. 6.1]**

5.2 Field Supervisors' tasks

5.2.1 Field supervisors will establish and maintain collaboration with civilian and military authorities. Due attention should be placed on obtaining and presenting required formal authorization, such as an appropriate letter from a higher level of authority.

5.2.2 Supervisors will conduct EOC at the district level if necessary. **[cf. P02 – EOC]**

5.2.3 Field supervisors will ensure that survey groups receive the support they need to complete their jobs, including transportation, logistics, and living arrangements. Field supervisors will set up the security arrangements for field staff and establish communication with official security agencies.

5.2.4 Field supervisors will ensure that all material (maps, questionnaires, etc) from an area of operations is completed, signed off and transferred safely to country HQ for entry into IMSMA before the survey group leaves for another area of operations.

5.2.5 Field supervisors will go on initial visits to suspected communities to arrange community meetings for interviewers. Based on these visits, supervisors will decide whether the community is the right size for an interview, or whether it should be divided or combined with other communities for interviews.

5.2.6 Field supervisors will arrange sets of community visits for interviewers based on the list of suspected communities in the area and on the sampling of false negatives **[cf. P07 – false negative sampling]**. Supervisors should adjust the list given by the survey headquarters from expert opinion collection if some suspected communities are inaccessible. The field supervisor must document the reasons for not arranging a visit to an identified or sampled community, and the team leader must approve this decision. **[cf. P07 – EOC]** Supervisors should keep headquarters up to date on the details of the schedule of these visits and their own initial visits to communities. Field supervisors should know the location of members of the survey group each day.

5.2.7 Field supervisors will sign off on field editors' edited community surveys and coding sheets, attaching notes on problems or suggestions for improvement, to send to survey headquarters. They will sample and re-interview some of the surveys for quality. Field supervisors, along with the rest of the survey group, will score communities [**cf. P08 – Impact Scoring**] and draw district maps with scored communities to be sent to survey headquarters.

5.2.8 Field supervisors must approve all output from the survey group before submission to survey headquarters.

5.3 Field Editors' Tasks

5.3.1 Field editors will transmit new geographical information to survey headquarters for inclusion in the survey's gazetteer and maps.

5.3.2 Field editors will check every questionnaire for accuracy, consistency, readability and clarity, and discuss them with interviewers at the weekly meetings. They should also check all GPS readings turned in by interviewers against maps.

5.3.3 Field editors should monitor visits to the suspected communities, and if a suspected community is not visited, they should discuss this with the field supervisor. Field editors, together with supervisors, should identify significant areas in the contaminated region that are currently not visited, and report this to survey headquarters.

5.3.4 Field editors will, with supervisors, fill out survey and interviewer team progress reports. Editors will conduct retraining, as necessary.

5.3.5 Field editors will manage and archive all community questionnaires – both from initial visits, interview questionnaires and false negative sampling forms. The field supervisors will arrange for the transfer of these documents to survey headquarters.

5.3.6 Editors will establish and monitor an inventory of the survey group's materials, including a system where items must be signed out and signed back in after use. They will order items needed from survey headquarters as stocks are depleted.

5.4 Timing and Location

5.4.1 Survey groups should create a work-plan that involves community visits, false negative sampling checks and regular daily or weekly planning meetings.

5.4.2 Survey groups should use the planning meeting to schedule the next period of work (including visits by interviewers), assist the field supervisor in scoring communities and add recently surveyed communities, along with their scores, to a district map.

5.4.3 Interviewers must be familiar with locator codes for each community they visit, which should be given out at the weekly meeting. They should also carry geographic information of that community to the community visit.

5.5 Field Organisation in Countries with Established Mine?UXO Action Programmes

5.5.1 In situations where the mine?UXO action framework has already established, survey headquarters will work with agencies executing the survey to create a system of field organisation that is compatible with current frameworks while also executing the tasks of the LIS fully and completely.

6.0 Rationale / Background

6.1 Different surveys, based on local circumstances, may have different structures. For example, during the Thailand survey, each field supervisor was assisted by two field editors. In Mozambique, the survey groups had to set up self-sufficient camps and required a full set of support workers because of dangerous living conditions. In Chad, the survey chose not to use field editors. In this case, the field supervisors assumed the field editors' responsibilities. [cf. 5.1.1]

6.2 The delegation of responsibilities from supervisors to editors and interviewers vary from one survey to another. In Thailand, field supervisors did not visit communities – interviewers made the initial contact with suspected communities – and instead were involved with working with military and civilian authorities.

7.0 Materials

7.1 Copies of the community questionnaire and modules, stationery, large pieces of paper and markers for mapping, project ID cards and / or letters, leaflets on the survey to be handed out, compasses, and GPS receivers. (required)

7.2 Digital cameras (optional)

8.0 Attachments

[NB: These are documents from different surveys, reports or old protocols that have been attached to this protocol in case they are found useful, interesting or relevant. They are purely optional reading.]

8.1 Field Organization Flowchart

8.2 Sample Materials list

9.0 Related Protocols and Advisories

9.1 P05 – Guidelines for interviewers

9.2 P07 – Sampling of False Negatives

9.3 P06 – Proximity verification

9.4 P08 – Impact Scoring

10.0 References

10.1 P04 -- Field Organisation is covered under objective 2.3 and output 8 on the generic timeline.

11.0 Revisions

11.1 Originally written by Aldo Benini 00 11 21

11.2 Edited by Dann Naseemullah 03 01 21

Attachments

1. Field Organisation Flowchart

MS Excel document Attached

2. A materials list for Mozambique

The Canadian International Demining Centre (CIDC) list for survey groups in Mozambique:

List of Locator Codes
copies of large-format local maps
copies of small-format regional maps
copy of national map
large blank sheets
colour markers
copies of locality questionnaire
copies of individual questionnaires
pens and pencils
erasers
white-out
stapler
sellotape
sheets of blank paper
clip binder
large sticky labels
small sticky labels
map overlays
easel
GPS receiver
batteries and recharger
compass
digital camera
two-way radio
water bottles
food
sleeping bag
flashlight
project cards
certificates of recognition