

**Minutes of the Survey Working Group**  
31 May 2002 – Geneva, Switzerland

Attendees: Peter Alm (Swedish Rescue Services Agency), Martin Barber (UNMAS), Bill Barron (VVAf), Bo Bischoff (DDG), Martin Donoghue (UNMAS, note taker), Charles Downs (UNOPS), Eric Fillipino (GICHD), Bob Eaton (SAC), Judy Grayson (UNDP), Tammy Hall (UNMACA, Afghanistan), Bill Howell (HI/France), Koen Baetens (HI/Belgium), Tim Lardner (CMA), Alastair McAslan (CMA), Sebastian Kasack (Medico International), Per Negaard (NPA), Fredrik Pålsson, (DDG), Jean-Baptiste Richardier (HI/France, Chair), and Sara Sekkenes (NPA).

The following minutes were read to and approved by the Survey Working Group on 31 May 2002:

SWG-02-09 The Survey Working Group approves the following policy on membership:

Membership in the Survey Working Group consists of the founding members and entities implementing or assisting in implementation of a Landmine Impact Survey or part thereof or a serious intention to do so. This includes training, planning, oversight/management/quality assurance, implementation, and integration. There shall be no distinction in membership between founding members and new members. The SWG members will decide on admission of new members. Observers may be invited on an ad hoc basis by any three members.

SWG-02-10 The Survey Working Group recommends that the Survey Action Center Board of Directors modify the Board Policy of Partner Selection to include written submission of proposed staffing arrangements with particular reference to participation in prior Landmine Impact Surveys..

SWG-02-11 The Survey Working Group agrees that the certification process involves all Survey Working Group protocols.

SWG-02-12 The Survey Working Group accepts the Cranfield Mine Action offer to review the current certification practice and circulate comments and, possibly, proposals for improved practice.

SWG-02-13 The Survey Working Group requests that UNMAS review the Terms of Reference for the Quality Assurance Monitor and circulate for comment any changes it feels are required.

SWG-02-14 The Survey Working Group asks Charles Downs to produce a Terms of Reference for the Steering Committee and to share the draft with the SWG.

SWG-02-15 The Survey Working Group appoints Charles Downs as member of the Evaluation Steering Committee. The SWG asks the SAC Board of Directors to appoint one member. The SWG asks Geneva International Center for Humanitarian Demining and Cranfield Mine Action to consult and to appoint one of their members to the Evaluation Steering Committee.

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