

Minutes of the Survey Working Group
15 September 2002 – Geneva, Switzerland

Attendees: Alan Arnold (GICHD), Martin Barber (UNMAS), William Barron (VVAF), Kim Brandt (DDG), Polly Brennan (UNICEF), Joe Donahue (VVAF), Martin Donoghue (UNMAS, note taker), Bob Eaton (SAC), Eric Filippino (GICHD), Judy Grayson (UNDP), Bill Howell (HI/France), Dan Kelly (UNMACA/Afghanistan), Tim Lardner (CMA), Ian Mansfield (GICHD), Guy Rhodes (VVAF), Per Nergaard (NPA, Chair), and Jean-Baptiste Richardier (HI/France)

The following minutes were read to and approved by the Survey Working Group on 15 September 2002:

There was a general discussion of ISO 9000 and its possible relationship to Quality Assurance Monitoring, management of the SAC, and the UN Certification process.

SWG-02-16 The Survey Working Group asks SAC to edit the current SWG protocols to **ISO 9000** ISO 9000 format and to bring them to the SWG for consideration and approval.

SWG-02-17 Cranfield Mine Action will provide the SWG with specific information concerning **ISO 9000** ISO9000 registration and certification procedures.

At its last meeting the SWG appointed a Steering Committee for the evaluation of the Global Landmine Survey. The members are Charles Downs, Convener [UNOPS]; Alistair McAslan [CMA] and Mike Kendellen [SAC staff].

SWG-02-18 The Survey Working Group edited and approved the TOR drafted by Charles **Evaluation** Downs for the Steering Committee. The approved text follows:

Terms of Reference
for the
Steering Committee
for the
Evaluation of the Global Landmine Survey

The Evaluation of Landmine Impact Surveys completed by mid-2002 is being carried out to learn lessons that may assist to improve the conduct, quality of the product and effective utilization of the LIS. The Evaluation will be conducted by a suitable firm/institution or individuals selected to work under contract to the Survey Action Center.

The Steering Committee is established to facilitate the evaluation arrangements and the timely review of

draft materials. The Steering Committee shall consist of three members: Charles Downs, UNOPS, and one representative each from Cranfield Mine Action and the SAC Board of Directors.

The Steering Committee shall:

- Review and finalize the Statement of Work for the Evaluation
- Shortlist parties to be invited to submit proposals to conduct the evaluation
- Review and select proposals
- Arrange briefings for the selected contractor
- Review and comment on draft issues paper at conclusion of desk review phase
- Select field visit sites
- Review and comment on preliminary findings to consultants, SWG and SAC Board.
- Review and comment on draft final report

The Steering Committee chair will ensure that each draft report is circulated to all SWG members for information and comment, with a deadline for requested input. The Steering Committee will provide timely (within two weeks) unified comments on draft documents, incorporating comments received.

SWG-02-19 The Survey Working Group appoints an Emergency Survey Working Group of **Emergency Survey Protocol** Joe Donahue, Polly Brennan, Kim Brandt, Martin Donoghue and Per Nergaard, Bob Eaton will contact HALO Trust concerning participation in the ESWG. The ESWG will produce a draft protocol for consideration by the SWG.

Note taker: Bob Eaton