

# **NATIONAL STANDARD 05.10**

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## **Guide for information management of demining operations in Mozambique**

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## **Introduction**

This Guide focuses on the management of information for demining operations in Mozambique.

Demining, as a generic term, is carried out by many different types of organisations, such as NGOs, commercial companies, national mine action teams or military units (when carrying out humanitarian demining). The demining may be emergency, community-based or developmental. Information comes from many sources and should be validated at each level to ensure the accuracy of content. The passage and archiving of this information is important to enable IND to provide the Mozambique Government the strategic management it requires.

Irrespective of the nature of the mine action activity, be it MRE, Victim Assistance, clearance operations the information from these activities requires validation and analysis. The analysis of the information will provide strategic planning and allocation of resources to tasks that will assist other national and provincial development plans to be implemented in order to achieve national objectives. The Mozambique national objective is to achieve by 2009 that the socio-economic impact of mines is reduced to a level where by mine/UXO are no longer affecting the development of the country, and the mine risk is reduced to manageable levels. Well-managed information process provides an invaluable part of the process. This NS provides the guidance for Demining agencies and IND in management of information.

## **Guide for the management of demining operations**

### **1. Scope**

This National Standard (NS) establishes principles and provides guidance for the effective management of information in demining operations in Mozambique.

### **2. References**

A list of normative references is given in Annex A. Normative references are important documents to which reference is made in this Guide and which form part of the provisions of this standard.

### **3. Terms and definitions**

A list of terms and definitions used in this standard is given in Annex B. The terms and definitions in this NS are in compliance with IMAS 04.10 (Glossary of mine action terms and abbreviations) and all terms that have been developed locally have been captured in NS 04.10 (Glossary of mine action terms and abbreviations in Mozambique).

The term 'national mine action authority or authorities' which usually refers to the government department(s), organisation(s) or institution(s) in each mine-affected country charged with the regulation, management and co-ordination of mine action is used. In Mozambique IND has been designated to fulfil these responsibilities with regard to the supervision and implementation of demining operations. IND acts on behalf of the Mozambique Government under a government decree 38/99 and 39/99 in the field of mine action in Mozambique, and therefore has the authority to manage the national mine action program.

The term 'demining agency' refers to any organisation (government, NGO or commercial entity) responsible for implementing demining projects or tasks. Demining organisations include headquarters and support elements, and comprise one or more sub-units. Demining organisations in the NS refer to those organisations that conduct demining activities in Mozambique, irrespective of the individual organisation relationship to the IND.

### **4. The information process**

The process indicates the general sequence and logical progression from information gathered from the fieldwork conducted through to the entering data into the IND IMSMA database. The information gathered provides the basis for future planning and further task prioritisation. Regular reporting on task progression enables IND to adjust the database information and priorities as necessary and reallocate priorities if required. Agencies have a responsibility to submit monthly reports in a punctual manner. This process enables IND to monitor the yearly work plan in order to manage the overall strategic plan, and report to Government on the progress. The information flow is a two-way system providing national and provincial government organisations, NGO and Commercial organisations valuable information on location of mine threat. The information on the IND database is available for distribution to demining agencies and developmental organisations.

#### **4.1. General Survey**

General and Impact survey is explained in NS 08.10.

#### **4.2. Technical Survey**

Technical survey is explained in NS 08.20.

#### **4.3 Clearance Operations**

Clearance operations are explained in the NS 08.40, NS 09.10, NS 09.41, and NS 09.50

#### 4.4 Information report stations and timelines

The effective management of demining programmes requires accurate, appropriate and timely passage of information. There are many sources of information – at local, national and international level, which have an application to the needs of programme planners, managers and the donor community. The bulk of the information comes from Demining agencies through routine reports.

IND has implemented the LMIS database system in the head office in Maputo and have two regional offices in Beira and Nampula. Demining agencies working in Cabo Delgado, Niassa, Nampula and Zambezia provinces report to the IND Nampula office. Demining agencies working in Tete, Manica and Sofala provinces report to the IND Beira office. Demining agencies working in Inhambane, Gaza and Maputo provinces report to the IND head office in Maputo.

The importance of demining agencies meeting report timelines cannot be understated. Historically this has been extremely poor in Mozambique. The report line timelines stipulated in this NS, paragraphs 5.1 to 5.8, are essential for IND to be able to plan and coordinate the program and specifically to be able to coordinate external QA activities and ensure that land handover is not unnecessarily delayed. If the reports are not hand delivered to either IND Maputo or IND regional offices then they should be faxed. If agencies have the capability to scan or pdf data then this should also be used.

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#### 4.5 External Quality Assurance reporting

External Quality Assurance (QA) reporting is an important part of the management of the program and is essential in order for IND to coordinate the placement of external QA teams in order for land handover to be completed in a timely manner.

All non-conformances are reported. Minor non-conformances should ideally be resolved at field level with the demining agency supervisor. Major non-conformances are reported within 5 working days by the QA supervisor (IND and or IND contracted representative) IND QA Coordinator and IND QA Manager. Critical non-conformances are reported within 1 day to the IND QA Coordinator and IND QA Manager whom forwards these reports to the IND Operations manager. See NS 09.20 for categories of non-conformances. The IND Operations Manager shall report all major non-conformances and critical non-conformances in writing both the IND Director and IND Deputy Director. Should either of these two persons be absent then the IND DEPI Manager shall inform the IND Director and or IND Deputy as soon as practical.

## **5.0 IMSMA reports**

### **5.1 IMSMA Forms**

IMSMA forms that are required to be used by demining agencies can be downloaded from the IND website [www.ind.gov.mz](http://www.ind.gov.mz). The forms may change from time to time. When IND makes changes to IMSMA forms IND will inform the agencies of the need to replace any form(s). Once IND has informed the agency it is the demining agencies responsibility to ensure the new forms are distributed within the agency. This includes agencies that do not reside in Mozambique on a permanent basis. It is the responsibility of demining agencies to ensure that the current forms are used to report to IND. IND will not longer accept data on old forms.

### **5.2 IMSMA General Survey Form**

General survey is the collation of information that provides the foundation of the IMSMA database. The information provides a general description of a Suspected Mined Area (SMA) and a history of any mine incidents. General survey information can be augmented by socio-economic survey, which take a wider perspective than General survey. General survey is an ongoing process and the information should be updated periodically to improve the information about SMA. See paragraph 5.8 for corrective action on inaccurate GPS readings.

### **5.3 IMSMA Task Form**

This form commences the tasking process for each task. IND issues the Task Form to the NGO and or commercial operator for Technical survey and Clearance tasks. It forms the authority for the demining agency to commence clearance and provides information to IND of the approximate commencement and completion date for a task in order for IND to coordinate the reporting process and external Quality Assurance. This form is required for all MF tasks.

There may be some instances where a Commercial operators may successfully bid for a task, and the government department responsible has not informed IND of its intention to commence the demining activity. In these cases the Commercial agency shall complete the form, less the shaded area, and submit it to IND, where IND will allocate the task a IMSMA ID number.

### **5.4 Recording of Miscellaneous Ordnance**

There may be some instances where an agency is informed of small EOD tasks whilst conducting another task. In these cases the GPS reading(s) shall be recorded of the site. What is important is to establish if the task is one that is recorded on the IND database or it is a new task. If the team do not have this information with them in the field then the GPS reading should be forwarded to their office in order for the cross-checking to be conducted with an IND office, to establish the IMSMA ID number. This should not hinder the task if it is of a small nature as the documentation can be completed retrospectively, and the agency does not need prior authority from IND.

If the EOD task is of a small nature, i.e. less than one days work in the case of NGO's then conduct the task and complete the Task Form and Completion Report retrospectively. For Commercial agencies if the task is outside the current contract the agency may decide to conduct the task as a gesture of good will, and the documentation can be submitted retrospectively. If a decision is made not to conduct the task then the GPS details should be recorded and submitted to IND in order to record the task on the database.

If the EOD task is of a medium to large task, i.e. more than one days work, then the GPS cross-checking should take place. If it is a new task that was previously unknown to either the agency and IND, then a Technical survey report should be completed and forwarded to IND. In the case of NGO's if the task has an ID number then this task should be reflected in the agency annual work plan and there should be a task form already generated. If not then this can be done retrospectively and the task can be commenced. The intention is not to impede the work, but make the process as simple as possible.

There will be occasions where the local population hand in items to agencies. Where possible it is important to record the GPS reading of where the items were originally located. If this is not possible then the items should be destroyed as part of the current task but in the IMSMA progress report narrative detail the items as destroyed but not located at the task site.

### **5.5 IMSMA Technical Survey Report**

This form is completed as a result of Technical survey being conducted. The information is detailed and provides much information as to what is needed to conduct future task clearance in terms of resources, time frame, and establishes the task specification. This report provides IND with the opportunity to revalidate and adjust priorities, if necessary, before valuable resources are committed to the MF.

As a result of the Technical survey the area changes either from a Suspected Mined Area (SMA) to a known minefield (MF); or the area is confirmed as no longer a SMA. In this case the demining agency will complete an IMSMA Completion report and an IND Suspected Mine Area Cancellation form (report). The IMSMA Completion report data is entered into the database and the area is deleted from future IND mapping. The IMSMA report is required within 5 working days of completion of the Technical survey. The IND Suspected Mine Area Cancellation form is also completed by the demining agency and the land is handed back to the provincial authorities and or landowner. See NS 08.30 for details on IND Operations department land handover documentation.

### **5.6 IMSMA Progress Report**

This report is completed at the end of each calendar month and records the area cleared and items located and destroyed for each MF task. This report forms the basis for IND to coordinate external QA activities (monitoring and sampling). This report shall be forwarded to IND head office or regional office within 3 working days after the last day of the month. This report is required for all MF tasks.

### **5.7 IMSMA Suspension Report**

This report is completed if for any reason a demining agency suspends a task. The report deadline is the same as the progress report. This report shall be forwarded to IND head office or regional office within 7 working days after the suspension of the task. This report is required for all suspended MF tasks.

### **5.8 IMSMA Completion Report**

This report is completed at the end of a task. This report shall be forwarded to IND head office or regional office within 7 working days after the completion of the task. This report is required for all MF tasks. There may be occasions with small tasks such as EOD tasks where the GPS reading has been taken from the reconnaissance meeting place with local population, not the actual site of the task. This needs to be corrected in the Completion report, and annotated in the narrative. IND will then adjust the position of the task on the database.

### **5.9 IMSMA Demining Agency Accident Report**

This report is completed by all Demining agencies that suffer a demining accident and the information is recorded in the IND database. This report shall be forwarded to IND head office or regional office within 5 working days of the accident. The report is to be completed in addition to the IND Incident report that is required by IND Operations department. See NS 10.60 for the IND incident/accident technical report, example terms of reference for inquiries and missed device inquiry report format.

### **5.10 IMSMA Civilian Mine/UXO Incident Report**

This report is completed for all non-Demining agency accidents that are known to have occurred in the vicinity of a MF task. This information is recorded in the IND database and is used by the IND Mine Risk Education (MRE) representative. This report is to be completed on occurrence and submitted to IND within 7 days of being informed of the incident.

### **5.11 IND Operations Department Land Handover and SMA Cancellation Reports**

See NS 08.30 for Land Handover and Suspected Mined Area (SMA) Cancellation Reports.

## **Annex A (Normative) References**

The following documents when referred to in the text of this standard, form part of the provisions of this standard.

- a) NS 02.10 Management of mine action
- b) NS 05.10 Information systems and communications
- c) NS 08.10 Impact survey
- d) NS 08.20 General survey
- e) NS 08.30 Technical survey
- f) NS 10.60 Reporting and investigation of demining incidents

The latest version/edition of these references should be used. IND, Maputo holds copies of all references used in this NS. A register of the latest version/edition of the NS and references is maintained by IND, Maputo, and can be found at the Operations Department in the headquarters. Demining organisations should obtain copies before commencing demining activities in Mozambique.

## **Annex B** (Informative) **Terms and Definitions**

**1.1. demining agency**

the demining organisation that conduct landmine clearance.

**1.2. process**

set of inter-related resources and activities which transforms inputs to outputs

**1.3. procedure**

specified way to perform an activity

**1.4. SOP**

a set of instructions, which define the preferred method of conducting an operational task or activity. Their purpose is to establish recognisable and measurable degrees of uniformity, consistency and commonality within an organisation, with the aim of improving operational effectiveness and safety. SOP should reflect local requirements and circumstances.

**1.5. IMSMA (Information Management System Mine Action)**

a database that facilitates management of mine action information. The database Filed Module is used at country level and records, evaluates, and visualises information. The Filed Module combines relational database and geographical information system (GIS) functionality, based on MS Access and ArcView software applications.