

Mine Action Area of Responsibility Work Plan 1 April 2020 – 31 March 2022*

Vision

A world in which people living in humanitarian emergencies are protected from explosive ordnance and needs of victims are realized.

Goal

The mine action area of responsibility is to be a partnership of organizations in both headquarters and in-country settings that works together towards a shared goal of ensuring predictable, well-coordinated and equitable provision of all pillars of humanitarian mine action for populations affected by explosive ordnance in humanitarian crises.

Objective 1: Strengthen headquarters MA AoR partnerships and tools to enhance mine action coordination in humanitarian contexts		The purpose of this objective is to get the basics right, to focus on the MA global coordination structure, management documents, membership and headquarters level partnerships, fora and humanitarian coordination mechanism, primarily based in Geneva			
Outputs	Activities	Baseline	Target	Lead	Budget
1.1 Strengthened Geneva Global Mine Action Area of Responsibility (MA AoR) coordination	1.1.1 Select INGO co-coordinator	1 x Co-coordinator 15%	1 x Co-coordinator 50%	UNMAS Geneva	Partially Funded
	1.1.2 Resource mobilize for team structure below	Partially funded by UNMAS	Fully funded by UNMAS and partners	UNMAS Geneva	See Team Budget Below (page 10)
	1.1.3 Recruit vacant positions	UNMAS Geneva positions fulfill AoR Roles	MA AoR team positions filled	UNMAS Geneva	See Team Structure Below (page 10)

1.2 Governance documents to strengthen the MA AoR	1.2.1 Standard Operating Procedures on MA AoR	No SOPs	1 x SOPs	UNMAS Geneva	Fully Funded
	1.2.2 Coordinate implementation of the work plan	Work plan in place	Work plan implemented	UNMAS Geneva Co-Coordinator	Fully Funded
	1.2.3 Review revising the membership structure	All members have the same status	Assessment of whether members should be defined and classified as E.G. "members", "affiliates" and "observers"	UNMAS Geneva Co-Coordinator	Fully Funded
1.3 Annual meeting with field coordination teams	1.3.1 Organize one annual retreat (e.g. in the margins of the GPC Protection Conference)	2 x annual retreats	2 x annual retreats	UNMAS Geneva Co-Coordinator	Travel DSA USD 18,000 (for HQ only) Coffee breaks: <i>TBC</i>
1.4 Thematic mine action fora and working groups strengthen mine action responses	1.4.1 Engage with EORE AG on implementation of its work plan	EORE work plan begins in 2020	Engage with work plan on areas relevant to the MA AoR	UNMAS Geneva Co-Coordinator	Fully funded
	1.4.2 Review option of VA WG Coordinator	No VA WG	1 x VA WG	UNMAS Geneva Co-Coordinator	Not funded
1.5 Improved cooperation with clusters and AoRs in Geneva	1.5.1 Establish minimum collaboration framework with CP AoR, Protection and Education clusters to protect children from explosive ordnance based on results from ProCap's project.	ProCap assessment not completed No systematic collaboration framework	ProCap Assessment completed 1x systematic collaboration framework	ProCap Coordinators of MA/CP AoRs	Fully Funded
	1.5.2 Engage with Health Cluster on research project to better understand intersectoral coordination between protection and health humanitarian response.	1 x research project ongoing.	1 x research project completed.	Health Cluster UNMAS Geneva Co-Coordinator	Fully Funded

	1.5.3 Engage with HLP AoR on implementing HLP guidance doc.	HLP guidance for Iraq and Syria.	Lessons learnt and next steps on HLP and mine action.	HLP AoR UNMAS Geneva Co-Coordinator	TBC
	1.5.4 Finalize and pilot the Field Companion on mine action for DTM.	DTM does not include MA.	DTM MA Field Companion finalized and trialed.	IOM UNMAS Geneva Co-Coordinator	Fully funded
	1.5.5 Enhance cooperation with CCM Cluster.	Check list for camp managers on MA issues.	To train camp managers on EO risk mitigation in relation to camp management.	IOM UNMAS	USD 10,000 Travel to CCM annual meeting
1.6 Headquarters level mine action partnerships strengthened	1.6.1 Provide a forum for MA AoR members to support predictable and well-coordinated humanitarian mine action	Six meetings per annum.	Six meetings per annum.	UNMAS Geneva Co-Coordinator	Fully funded
1.7 Increase partnerships between MA AoR and humanitarian networks	1.7.1 Engage in OCHA fora (such as GCCG, IASC Task Teams) either directly or through GPC	Currently attend on ad hoc basis	Attend fora when relevant to the AoR or provide inputs to GPC representative	UNMAS Geneva Co-Coordinator	Fully Funded
	1.7.2 Participate in HNPW in May 2021	Attended HNPW in 2020.	Participate in one event in 2021 HNPW	UNMAS Geneva Co-Coordinator	Fully Funded
1.8 MA AoR is fully integrated into the Global Protection Cluster	1.8.1 Participate in GPC activities and fora (e.g. monthly AoR meetings, GPC retreats, GPC SAG)	Currently attend relevant GPC fora	Relevant GPC meetings attended	UNMAS Geneva Co-Coordinator	Fully funded
	1.8.2 Engage with GPC work planning process	Work plan for 2020-2024 strategy to be developed in 2020	Fully engage in work planning process	UNMAS Geneva Co-Coordinator	Fully Funded
1.9 Information Management tools and systems are strengthened	1.9.1 Conduct a mapping of humanitarian data sources against the MA analysis framework.	Draft Analysis framework	Completed Analysis Framework, including data sources	GICHD	Fully funded

	1.9.2 Conduct a mapping of the high-level analysis frameworks that govern overall humanitarian response in a given country and that the mine action sector should be systematically contributing to.	No mapping completed.	Mapping completed.	GICHD	Fully funded
	1.9.3 Conduct a mapping of information required by the humanitarian sector from the mine action sector and propose a few information services that the MA sector could provide through HDX.	No mapping completed.	Mapping completed.	GICHD	Fully funded
	1.9.4 Conduct a review of existing good practice in terms of information sharing to inform systematization.	No review completed.	Review completed.	GICHD	Fully funded
	1.9.5 Inclusion of MA in broader GPC IM initiatives and in Information and Analysis Working Group (IAWG).	Participate in GPC Protection Information Management (PIM) forum.	GICHD attends on ad hoc basis.	GICHD and/or IMAO attends every meeting and contributes to GPC IA WG	Fully funded

Objective 2: Support humanitarian in-country mine action coordinators to facilitate coherent mine action in humanitarian responses		The purpose of this objective is to identify and provide the support in-country coordinators require from the global AoR in Geneva			
Outputs	Activities	Baseline	Target	Lead	Budget
2.1 Support to new in-country coordinators	2.1.1 Provide induction material to new in-country MA coordinators.	1 x coordinator induction package.	Update and share 1 x coordinator induction.	UNMAS Geneva Co-Coordinator	Fully funded
	2.1.2 Training for new in-country coordinators.	Ad hoc formal training meeting / skype call.	Organize 1 x skype call with new in-country coordinators and co-coordinators. If feasible, facilitate Geneva mission.	UNMAS Geneva Co-Coordinator	Travel funded by Field Programme
	2.1.3 Maintain database / contact list of in-country coordinators and co-coordinators.	1 x Contact list of coordinators.	1 x contact list of coordinators /co-coordinators.	UNMAS Geneva	Fully funded
	2.1.4 Engage with GPC in development of a Protection Training Plan.	Individual training courses available.	1 x GPC training plan.	GPC UNMAS Geneva Co-Coordinator	Fully funded
2.2 Clarity role of in-country cluster coordination	2.2.1 Clarify in-country coordinator role through TOR or work plan.	Most in-country coordinators' TORs do not include MA sub-cluster coordination role.	1 x Coordinator TORs include the six core functions listed in the IASC Reference Module on Cluster coordination.	UNMAS Geneva Co-Coordinator	Fully funded
2.3 MA AoR standby capacity	2.3.1 Deploy surge support when required.	No dedicated surge capacity.	Dedicated surge capacity for several deployments.	UNMAS Geneva GPC	USD 150,000
	2.3.2 Explore options for standby deployment partnership.	No standby partner.	One standby partnership in place	UNMAS Geneva Co-Coordinator	Fully funded
2.4 Functioning support to coordination (help-desk)	2.4.1 Establish and inform in-country coordinators about the help desk function.	Helpdesk contacts available on GPC website.	Active helpdesk with 90% of field questions receiving a complete and satisfactory response.	IMAO	Not funded

2.5 Strengthened coordination capacity: training material and guidance in place	2.5.1 Make guidance on AAP accessible.	No guidance shared.	1 x guidance shared.	UNMAS Geneva Co-Coordinator	Fully funded
	2.5.2 Provide guidance on disability inclusion and VA.	Some guidance in place.	1 x guidance provided.	UNMAS Geneva Co-Coordinator	Fully funded
	2.5.3 Clarify support needed on PSEA awareness.	No activity through MA AoR	2 x Training courses provided.	GMAP / UNMAS Geneva	TBC
	2.5.4 Provide briefing on GBV.	No guidance in place.	1 x briefing provided.	UNMAS Geneva Co-Coordinator GBV AoR	TBC
	2.5.5 Share information on localization.	No information shared.	1 x information shared.	UNMAS Geneva Co-Coordinator	TBC
	2.5.6 Share gender and diversity training opportunities with field coordinators.	In-country coordinators unaware of gender and diversity training opportunities.	In-country coordinators aware of gender and diversity training opportunities.	UNMAS Geneva Co-Coordinator GMAP	Fully funded
2.6 List of key documents for mine action in-country coordinators	2.6.1 Undertake stock-take of sub-cluster ToRs.	No overview of sub-cluster TORs	1 x list of TORs MASC have in place	UNMAS Geneva Co-Coordinator	Fully funded
	2.6.2 Provide generic sub-cluster TORs.	No generic sub-cluster TORs	1 x generic sub-cluster TORs	UNMAS Geneva Co-Coordinator	Fully funded
2.7 Mine action in-country coordinators receive support on HPC issues	2.7.1 Collate best practices of PIN methodologies applied to 2020 HNOs together with GPC IM.	No analysis of PIN	1 x PIN analysis and best practices document	Consultant	Fully funded
	2.7.2 Develop knowledge and understanding of Activity Based Costing (ABC).	Limited experience of ABC within AoR	Support programmes with ABC and share best practices from ABC HRP (DRC, Myanmar, Afghanistan and Yemen)	UNMAS Geneva Co-Coordinator	Fully funded
	2.7.3 Provide support to in-country coordinators in using OCHA platforms such as FTS, hum-insight.org	support provided infrequently	IMAO provides support to in-country coordinators	IMAO	Not funded.

2.8 Mine action in-country coordinators are aware of developments in mine action and wider humanitarian discussion	2.8.1 Disseminate news and updates on HQ level dialogues, initiatives, that could impact or be useful to in-country coordinators	Done on ad hoc basis and during coordination meetings	Disseminate relevant documents to in-country coordinators	UNMAS Geneva Co-Coordinator	Fully funded
	2.8.2 Update in-country coordinators on ongoing Nexus developments	Send relevant materials	Send relevant materials on Nexus	UNMAS Geneva Co-Coordinator	Fully funded
	2.8.3 Maintain MA AoR site on the GPC website and www.unmas.org	AoR pages updated on ad hoc basis	Conduct 1 annual review/update of AoR website	UNMAS Geneva Co-Coordinator GPC	Fully funded

Objective 3: Strengthen advocacy, policy and integrated approaches with key donors and stakeholders for mine action to be represented in the Humanitarian Programme Cycle		The purpose of this objective is to strengthen engagement with donors so that mine action is well represented in relevant aspects of the humanitarian system and HPC documents			
Outputs	Activities	Baseline	Target	Lead	Budget
3.1 Mine action is appropriately reflected within the humanitarian programme cycle	3.1.1 Engage with OCHA and GPC so that HPC processes and documents reflect mine action.	No baseline exists	100% of relevant HNO/HRP reflect MA where there are MA AoRs	UNMAS Geneva Co-Coordinator	Partially funded
	3.1.2 Promote use of correct mine action terminology is used in humanitarian documents.	No baseline exists	Humanitarian docs include correct terminology	UNMAS Geneva Co-Coordinator	TBD
	3.1.3 Advocate for mine action projects to be reflected accurately in OCHA systems (e.g. hum-insight.org).	No baseline exists	100% are recorded as per GPC/AoR agreed policy	UNMAS Geneva Co-Coordinator	Not funded
	3.1.4 Mine action indicators are standardized and incorporated in OCHA tools.	5 Indicators on the indicator registry	1 x standardized list of indicators in line with Minimum Data Requirements	UNMAS Geneva Co-Coordinator	Not funded
3.2 Advocate for mine action needs to be reflected in IASC and OCHA policy development	3.2.1 Engage directly or through GPC rep. so that mine action interests are incorporated in OCHA policy developments and are implementable in the field.	Engagement is on ad hoc basis	Mine action views are presented in JIAG, GIAF, GCCG, and other such fora	UNMAS Geneva Co-Coordinator	Fully funded
3.3 Donors engaged with AoR	3.3.1 Identify two donors who will provide sustainable support to MA AoR.	No donors	2 donors identified	UNMAS Geneva Co-Coordinator	Fully funded
	3.3.2 Contribute to new GPC Donor and Member States Liaison WG and Advocacy Reference Group.	GPC establishing new WG	Ensure AoR represented on new Working Group and Reference Group	UNMAS Geneva Co-Coordinator	Fully funded
	3.3.3 Specific donor briefings convened.	One briefing on MA AoR to MASG	Donor briefings are convened	UNMAS Geneva Co-Coordinator	Partially funded

3.4 Increase awareness of mine action AoR	3.4.1 Create page on mine action AoR on humanitarianinresponse.info.	No page exists	1 x page on MA AoR	UNMAS Geneva Co-Coordinator	Fully funded
	3.4.2 Update page of MA AoR on GPC website	Outdated information	Page updated quarterly	UNMAS Geneva Co-coordinator	Fully funded



Target MA AoR Team**

Position	Budget (annual)
Chief, UNMAS Geneva (25%)	Funded
MA AoR Global Coordinator (100%)	US\$ 216,000
MA AoR Co-Coordinator (50%)	US\$ 75,000
Information Management and Analysis Officer (P3)	US\$ 178,000
Humanitarian Affairs Officer or MA Operational Specialist (P3) - Help Desk	US\$ 178,000
Associate Humanitarian Affairs Officer (P2)	US\$ 147,000
Intern (100%)	-
Total	US\$794,000

* Several of the face-to-face planned activities may be postponed or conducted online due to the COVID-19 restrictions

** Currently the Chief (25%) and Liaison Officer (75%) of the UNMAS Geneva office fulfill the MA AoR Global Coordination function. Until May 2020, co-ordination was ensured by HI, and as of June 2020 by DDG (details to follow).