

## **Sudan National Mine Action Standards**

### **Management and Maintenance of Sudan National Mine Action Standards (SNMAS)**

#### **Background**

Sudan National Mine Action Standards (SNMAS) are considered living documents, subject to changes and updating through a formal and timely review and amendment process; based on the new developments in mine action sector including changes in International Mine Action Standards (IMAS), development in mine action technology, and Sudan specific mine action requirements. It is therefore, decided by the Director of Sudan National Mine Action Centre (NMAC) to establish a formal Review Board (RB) in order to regularly review, revise and update the SNMAS to meet the requirements of mine action customers, beneficiaries, stakeholder and the Government of Republic of Sudan to meet its obligations of the International Convention of Ottawa; called Anti-Personnel Mine Ban Convention (APMBC).

The RB is mandated to officially review and recommend revision to SNMAS on a regular basis but the working period for representation on the RB is set to be for two years. It is, therefore, important and crucial for NMAC to present the structure of SNMAS RB.

It is expected and trusted that the members of RB will not only represent their own organization but professionally and constructively conduct the review on behalf of the mine action programme of Sudan.

#### **Introduction**

The first version of the SNMAS (so called NTSGs) was finalized in 2007 with joint efforts of United Nations Mine Action Office for Sudan National and International experts, national and International Mine Action Organizations in Sudan, in accordance with International Mine Action Standards (IMAS).

Since 2007 SNMAS are further reviewed and updated, the last edition has been produced in 2011 after a review process by a committee consisting of mine action experts from NMAC, UNMAS and mine action organizations, and 26 chapters have been finalized and released to mine action organizations in Sudan for application. A comprehensive review and updating of SNMAS taken place in 2018 and 2019 and a formal RB is established by NMAC director to review and update the last changes and amendments to SNMAS in line with IMAS and Sudan specific requirements.

#### **Review Board Nomination Process**

Initially all the Mine Action Organizations working in Sudan will be asked to nominate their representative, the list of nominees will then be circulated to them.

Each mine action organization is required to ensure a substitute is made available to attend RB meetings in the event that the initial representative is unable to fulfill his/her responsibilities for a short period of time. When this absence is for longer than two months then the organization should introduce a new representative with the same qualification and experience.

Members of the RB can make suggestions for new or additional members and can request a vote to terminate or extend a member's representation for valid reasons. Suggestion and

## **Sudan National Mine Action Standards**

requests should be sent to the Chair through the secretary, by email or during the RB meeting. Additional or new members, extensions or end of membership, if not voluntary, will be put to all members of the RB by email and agreed upon by a general vote.

### **SNMAS Review Board General Conditions**

The SNMAS review board (RB) is considered the highest level at which technical inputs to SNMAS are debated and agreed before being forwarded to the NMAC Director for his final endorsement. In the case where members of the RB do not reach a common agreement for a recommended amendment, then the issue should also be forwarded to the NMAC Director for his final decision in consultation with UNMAS Programme Manager.

### **NTSGs Review Board Representatives**

The SNMAS review board is to be composed of the following representatives:

- |   |                 |
|---|-----------------|
| 1) Chairman (NMAC Chief of Operations)                          | Insert the name |
| 2) Member UNMAS Technical Advisor                               | Insert the name |
| 3) Member UNMAS Operations Associate                            | Insert the name |
| 4) 2 x members from the National Mine Action Organization GAH   | Insert the name |
| 5) 2 x member from the National Mine Action Organization JASMAR | Insert the name |
| 6) 2 x member from the National Mine Action Organization NUMAD  | Insert the name |
| 7) Member from International Mine Action Organizations          | (If available)  |
| 8) Member from the Government National Standards Authority      | (tentative)     |
| 9) Secretary NMAC Head of QM Department                         | Insert the name |

Mine Action specialists will be consulted when dealing with the technical fields, including Mine Detection Animals, Mechanical Demining, Medical Support, EO RE and VA related standards.

### **Description of Appointments**

**Chairman:** NMAC as national mine action authority in Sudan, in consultation with UNMAS is mandated to develop and manage SNMAS. The positions of Chair and secretary are therefore, reserved for NMAC. In absence of chair, the secretary of RB should chair the RB meetings and is authorized to nominate a person from NMAC to carry on as secretary for a temporary period.

**Members:** RB members, while selected as a representative of mine action organizations are expected to provide professional and productive views, opinion and recommendations as members of the SNMAS RB considering the scope of mine and ERW problems in Sudan and new changes and development in mine action sector internationally, that affect the mine action sector in Sudan.

## **Sudan National Mine Action Standards**

Secretary: A secretary will also be appointed by NMAC and will be a technical and administrative member of the SNMA RB. If the secretary is absent, the RB Chair is to appoint a person among the RB members to handle secretary works for a limited period of time. If the non-attendance of the secretary goes longer than two months, the chair is to refer to the NMAC director and ask for a new secretary.

Specialist: Specialist, representing specific areas of interest within humanitarian mine action, will be considered on as required basis for a specific period. They will be invited with assisted attendance to the RB meetings. Specialists are not considered as permanent members of the SNMAS RB but can take part in the decision-making process on the specific period of time they are present in the RB meetings.

### **Tenure**

All members, including the representatives of the organizations on the RB, are expected to respond the requests for comment from the Chair or Secretary and to attend RB meeting regularly. The chair reserves the right to request a member to leave the RB if there is frequent lack of response to requests for comments. If this is contested the issue will be forwarded to the NMAC director to take final decision upon.

### **Working Procedures**

Normal routine RB works involve responding to requests for comments from the chair or secretary of the RB. These requests will be sent to the members through email or members are called for a meeting. If the requests for comments approach the members through email, they are expected to respond the request for comment in the same way, within a specific time frame preferably by submitting constructive comment (which can be either agreement or disagreement) and preferably, by providing alternative suggestions to the text as required. After one month, no comment will be assumed to be in agreement, but RB members can request an extension if required.

The secretary of the RB will compile and coordinate the responses and, if two thirds of the members agree or disagree, having consulted the chair, will either incorporate the changes, additional to the SNMAS or reject them. If the accepts and rejects responds are found not to complete the two thirds of the members, the secretary will call the members for a face-to-face discussion. If the face-to-face discussions also do not reach to a common conclusion and the votes will do not complete the two thirds of the quorum, then the matter(s) is referring to the NMAC director for final decisions.

### **Voting/Decision making**

The decision taken at RB meeting should be based on the two thirds agreement/disagreement of all the RB members (quorum); all the attendances must vote (showing their views either in agreement or disagreement) on a subject, the votes should be counted, and the decisions should be upon the two thirds of all votes.

### **Terms of Reference**

Terms of Reference for Review Board-Chairman

## **Sudan National Mine Action Standards**

### **Selection**

The Chairperson for the SNMAS review board is appointed by the NMAC Director in consultation with UNMAS Programme Manager.

### **Responsibilities**

- a. To chair the SNMAS RB meetings.
- b. To report to and present RB taken decision to the NMAC Director.
- c. To propose new, additional members or substitutes to the members of SNMAS RB.
- d. To make sure the amendments and agreed changes are well recorded and timely communicated to all mine action organizations and NMAC regional offices.
- e. To provide guidance and advice as necessary to the secretary.
- f. To ensure the SNMAS, from a technical point of view, meet the requirements of Mine Action in Sudan; s/he should continually consult with the NMAC Director and UNMAS Programme Manager, brief them on the updates and if deemed necessary, propose inclusion of new issues that so far have not covered in the SNMAS .
- g. To ensure that the mine action organizations continually keep their SOPs updated based on SNMAS changes and new requirements.
- h. To ensure the agreed changes to SNMAS are translated to Arabic language.

Terms of Reference for Review Board-Secretary

### **Selection**

The secretary for SNMAS RB is appointed by NMAC Director.

### **Responsibilities**

- a. To take part in SNMAS RB meetings.
- b. To take minutes during SNMAS RB meetings.
- c. To keep the records of RB related correspondences and submit the records of taken decision to Chairperson.
- d. To amend SNMAS as per the directions of Chairperson.
- e. To distribute RB related emails to all members and/or call them for a meeting if required.
- f. To arrange RB meeting as per the direction of Chairperson.

## **Sudan National Mine Action Standards**

- g. To keep the SNMAS updated.
- h. To contribute in standard formatting of SNMAS.
- i. To provide technical contribution during the RB meetings.
- j. To make sure the amendments and agreed changes are well recorded and timely communicated to all mine action organizations and NMAC regional offices.
- k. To ensure uploading SNMAS to NMAC website.

Terms of Reference for Review Board-member

### **Selection**

All the members of SNMAS review board are selected on voluntarily basis.

### **Responsibilities**

- a. To participate in SNMAS RB meetings.
- b. To contribute technical inputs to SNMAS via email and/or in related meetings in order to meet the requirement of Mine Action in Sudan.
- c. To contribute technical inputs to IMAS new chapters when requested.
- d. To propose and submit constructive comments to Chairperson through secretary in order to enrich SNMAS.
- e. To respond the request for comments in the same way (as requested by email or called for a meeting) within the deadline identified by secretary.
- f. To submit a formal letter to Chairperson or secretary if want to resign from being member of SNMAS RB.