

United Nations Development Programme
Country: Albania
Project Document

Project Title Coordination and monitoring of humanitarian mine action for UXO hotspots clearance in Albania – Albanian Mine Action and Ammunition Disposal - AMAAD

UNDAF Outcome(s): Regional and local development strategies implemented with full participation of communities

Expected CP Outcome(s):
(Those linked to the project and extracted from the CP) Regional socio-economic growth increased through implementation of fiscal decentralization, private sector development, community participation and improved service delivery.

Expected Output(s):
(Those that will result from the project) Improved ammunition disposal standards, close coordination and monitoring of hotspots clearance, enhanced community participation and expanded ERW/AXO survivors' assistance, in particular to women, for enabling social re-integration and community cohesion.

Executing Entity: Albanian Mine and Munitions Coordination Office – AMMCO (ex-AMAE)

Implementing Agencies: UNDP Albania

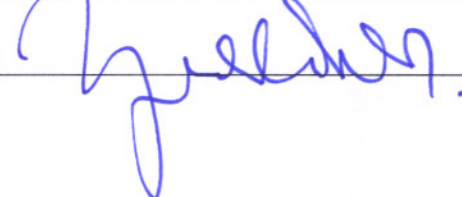
Brief Description: The present programme responds to the emerging priority of the Government of Albania on ERW/AXO hotspots clearance and obsolete ammunition stockpile disposal. The proposed approach derives from the experience and national capacities built during almost a decade of implementation of the Albanian humanitarian mine action programme, led by UNDP. The main components of the present programme relate to upgrading disposal standards to international level, enlarging the demilitarization framework to include civil community safety, awareness and participation elements and broadening the current mine victim assistance scheme developed for the northeast to target all ERW/AXO victims in Albania. The programme will also continue to provide technical assistance to the Government of Albania, in complying with the Disarmament Treaties such as the Anti-Personnel Mine Ban Convention and Cluster Munitions Convention obligations.

The programme has received seed funding from UNDP Albania and will require partnerships and mobilization of additional resources for extending activities in 2012 until end 2014, the government deadline for completing the UXO hotspots clearance and disposal.

Programme Period:	2012-2014
Atlas Award ID:	_____
Start date:	Jan. 2012
End Date	Dec. 2014
Management Arrangements	DIM

Total resources required	936,925 USD
Total allocated resources:	205,427 USD
• Regular (UNDP)	50,000 USD
• BCPR	95,000 USD
• One UN Coherence fund	60,427 USD
• Government of Switzerland (in Kind)	250,000 USD
<u>Unfunded budget:</u>	731,498 USD

Agreed by (Government) Elzaem SPANIU 

Agreed by (UNDP)  Yesim M. Osiu, UNDP Country Director

ACRONYMS

AAF	Albanian Armed Forces
ALB-AID	Albania Assistance for Integration and Development
AMMCO	Albanian Mine and Munitions Coordination Office
APMBT	Anti-Personnel Mine Ban Treaty
AXO	Abandoned Explosive Ordnance
BAC	Battle Area Clearance
BCPR	Bureau of Crisis Prevention and Recovery
CCM	Convention on Cluster Munitions
CCW	Convention on Certain Conventional Weapons
CO	Country Office
CRPD	Convention on the Rights of People with Disabilities
DCA	DanishChurchAid
EOD	Explosive Ordnance Disposal
ERW	Explosive Remnants of War
GICHD	Geneva International Centre for Humanitarian Demining
HI	Handicap International
ICRC	International Committee of the Red Cross
IMAS	International Mine Action Standards
IMSMA^{NG}	Information System for Mine Action (New Generation)
ITF	Slovenian International Trust Fund for Demining and Mine Victims Assistance
MEDEVAC	Medical Evacuation
MoD	Ministry of Defense
MoLSA	Ministry of Labor and Social Affairs
NAMSA	NATO Maintenance and Supply Agency
NPOC	National Prosthetic Orthotic Centre
OBOD	Open Burn Open Detonation
QM	Quality Management
QMT	Quality Management Team
MRE	Mine Risk Education
SALWC	Small Arms Light Weapons Control
SOP	Standing Operation Procedures
TSS	Technical and Safety Standards
UXO	Unexploded Ordnance
VA	Victim Assistance
VMA	Victims of Mines and Weapons Association (Albanian Local NGO)

1. SITUATION ANALYSIS

1.1 General Context

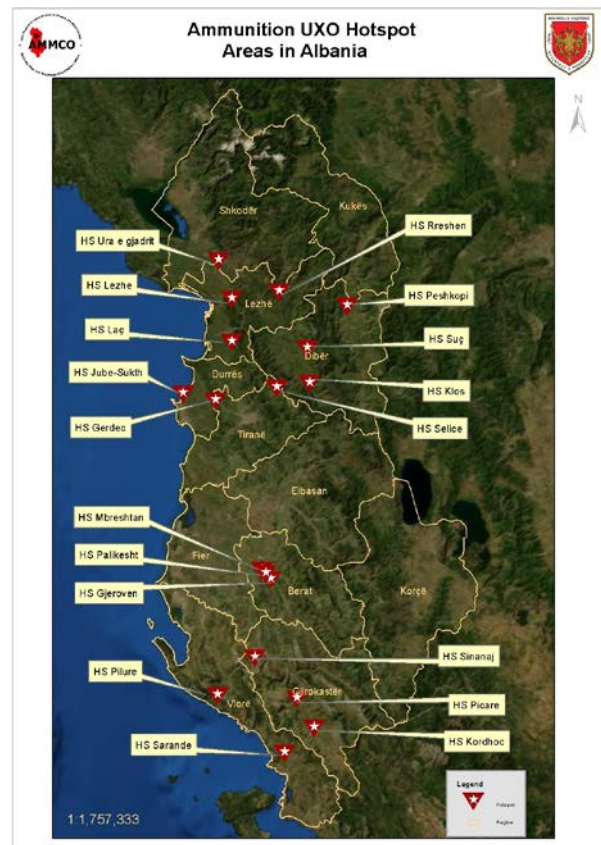
The ammunition contamination of the territory is a nation-wide problem in Albania. Aging ammunition stockpiles, a series of ammunition depot explosions and looting of weapons and ammunition by civilians are among the causes. In 1992, the Albanian Armed Forces (AAF) counted over 194,000 tons of ammunitions stored in 955 depots across the country and leftover from the former communist regime. Approximately 90% of the surplus ammunition is reportedly over 40 years old posing a serious threat to safety.

Such a volatile state of storage and poor handling practices have resulted in various deadly accidents to operators and civilians in different storage areas around the country, including the most recent and deadly accident in Gerdec in March 2008, which caused the death of 26 people and injured more than 300 others, besides large property and natural damages within a larger perimeter.

During the civil unrest in Albania in March 1997 and later, there were a number of explosions at Ammunition Storage Sites (ASS) across Albania. According to AAF estimates at the time, 38 army depots (storages) were destroyed due to the detonation of about 5,700 tons of ammunition in 15 different locations. The explosions killed and injured many civilians while thrown-out ammunition contaminated vast areas around the ASS.

Exploded ammunition was partially left in a very dangerous state on the ground, which led to death, injuries and tragedies of innocent civilians in the following months and years. The AAF conducted surface clearance operations of these “hotspots” but these were not conducted based on humanitarian standards, therefore not going beyond surface clearance. An Assessment Team of the Albanian Mines and Munitions Coordination Office (AMMCO), which has visited most of these hotspots in 2011, the areas still contain live and dumped ammunition, which attracts metal scrap collectors. Thus, new accidents have been recorded in these areas even years after surface clearance has been declared completed. According to estimates from the Albanian Mine Action Executive (AMAE), there have been at least 971 abandoned explosive ordnance casualties (143 killed and 828 injured) all over Albania.

The present ammunition hotspots include also few former army ammunition demolition areas and shooting or firing ranges polygons (former shooting & training sites), which have been closed down recently by the AAF. Most of these areas



need a *full subsurface clearance* according to International Mine Action Standards for any remaining ammunition threat.

1.2 Government response and plan

In order to respond to the ammunition contamination situation (in the late 90s) and minimize the ammunition risk, the government supported by the international community, undertook a reform focusing mainly on the reduction of storage depots and the destruction of a considerable number of SALWs and Anti-Personnel mines. A Plan of Action endorsed by the Government for Elimination of Excess Ammunition in the AAF s aims to dispose of all its surplus ammunition by 2013.

The NATO Maintenance and Supply Agency (NAMSA) developed a project in 2010 to assist the Government of Albania with destruction of surplus ammunition stocks in the AAF. Supported by the USA and developed in close coordination with the AAF, the NAMSA project sought to provide assistance to the AAF for the safe disposal of surplus ammunition. The NAMSA project primarily focuses on increasing the capacity of the industrial demilitarization facilities and industrial disposal of surplus ammunition.

The OSCE Mission in Albania is also active in providing assistance the MOD's demilitarization programme. To date, the OSCE has provided additional equipment (6 band saws and a steam generator) and technical assistance to the Military Factory in Gramsh which will significantly increase the capacity and rate of the ammunition that can be demilitarized at the facility.

According to AAF, as of December 2011, the number of ammunition in storage depots awaiting disposal has been reduced to approximately 55,000 tons.

In the meantime, the Government is committed to address the clearance of these ERW/AXO hotspots areas based on the International Humanitarian Standards and return to the population for productive use by end 2014.

1.3 Past assistance - mine action programme & National Capacity Development

As a result of the Kosovo conflict in 1999, Albania suffered a landmine and cluster munitions contamination problem along its north-eastern border affecting 39 villages in Kukes region. A Mine Action Programme was established in 1999 to free Albania from this threat with two main structures: the Albanian Mine Action Committee (AMAC) and the Albanian Mine Action Executive (AMAE).

The Albanian Mine Action Committee (AMAC) is an inter-ministerial body responsible for reviewing and approving national mine action policies, strategies and priorities in accordance with the AP Mine Ban Treaty. AMAC is chaired by a Deputy Minister of Defence and includes representatives from the Ministry of Interior, Ministry of Foreign Affairs, Ministry of Finance, Ministry of Health, UN agencies, international and national implementing organizations and donors.

The establishment of AMAC was followed by the institutionalization of the Albanian Mine Action Executive (AMAE), the body responsible for ensuring coordination and monitoring of mine action activities in Albania under the overall guidance of AMAC, introducing and adopting UN standards

for a humanitarian mine action approach as well as serving as secretariat for AMAC. In line with these responsibilities, AMAE has engaged in the following main tasks:

- Implementation of the relevant articles on the AP Mine Ban Treaty (with the exception of stockpile destruction, which was implemented by NAMSA in cooperation with the AAF);
- Accreditation of foreign and Albanian organisations able to implement safe, effective and efficient humanitarian mine action operations;
- Collection, collation and distribution of information relating to mine action;
- Implementation of mine action standards and quality management of demining operations;
- Coordination of mine and UXO risk education to prevent injuries from mines and ammunition;
- Coordination of activities related to the treatment and rehabilitation of mine and UXO victims; and
- Coordination with other non-governmental and international partners in mine action for collaboration and resource mobilization.

Since March 2002, the UNDP Albania took a donor leading role in support to the Mine Action Programme with direct financial and technical assistance to AMAE and advisory role to AMAC. In particular, UNDP's efforts were evident in developing sustainable national capacities, capable to manage, monitor and coordinate the ongoing mine action activities in north-eastern Albania.

The UNDP support for mine action was framed as part of UNDP's wider engagement in democratic governance and human security in Albania. In the Kukës region, UNDP was engaged in parallel in implementing a weapons in exchange for development and local governance initiatives, and was trying to promote synergies among those various projects/programmes with a focus on advancing local economic development.

AMAE with UNDP support has grown professionally over the past decade and attained self-sufficient technical and management expertise to ensure safe, effective and efficient operations by the implementing partners in line with international humanitarian standards. This entity has increasingly functioned as a reliable national accreditation body for Mine Action, in managing International NGO's and Commercial Operators in the areas of clearance operations, risk education and victim assistance. With GICHD support, AMAE has set up a unique information management system for mine action (IMSMA).

In the last decade the AMAE staff was also internationally trained in Mine Action Management and Explosive Ordnance Disposal (EOD). The expertise also covers areas of risk education, community liaison and mine victim assistance. AMAE was also engaged in a broad range of activities aiming to prevent the accidents in the contaminated areas and to support the physical and medical rehabilitation and socio-economic reintegration of the mine survivors.

On Victim Assistance, AMAE has provided training and assistance through various projects, coordination with the most active country based NGOs, liaison support for specialised medical assistance, as well as equipment and training for the national and regional level health facilities addressing survivors issues.

A clear result of such coordination efforts and adoption of international standards is undoubtedly

the declaration of Albania in November 2009, well ahead of the respective deadlines under the APMBC and CMC, as free of anti-personnel landmines and cluster munitions, by clearing over 16 square kilometres of mines and unexploded ordnance hazardous areas. Another evident result of remarkable achievements in this area was the selection of Albania to take over the Presidency of the AP Mine Ban Convention at the Tenth meeting of the States Parties leading to the 11th meeting.

1.4 Transition from mine action to hotspots clearance and disposal

The Ministry of Defence recognizing the crucial role of the UNDP, with the support of the international community, which led to the successful implementation of the Mine Action Programme, requested the UNDP Albania to provide assistance the other emergent priority of hotspots clearance and ammunition disposal. Such support consisted of engaging AMAE as a professional structure to contribute through a similar institutional arrangement and role, inclusive of its know-how in mine victim assistance and risk education/community liaison activities, in the area of hotspots clearance and ammunition disposal, so as to help ensure that these components are brought up and carried out in accordance with the International Humanitarian Standards.

A UNDP BCPR Mine Action Team internal assessment in 2010 has determined that AMAE, as a mine action monitoring and coordination body, could use its skills and unique expertise in the country, to support the Ministry of Defence with the implementation of ammunition hotspots clearance and disposal, in addition to playing an ongoing role in mine victim assistance and addressing any potential for residual mine or UXO threats. The Assessment Team findings strongly supported this transition based on the clear need for introduction of humanitarian standards and external monitoring to ensure the safe disposal of ammunition stockpiles and survey and clearance of hotspot areas. One of the recommendations of the Assessment Report clearly states that: "Given the successful engagement by the AMAE, the assessment team, without reservation, recommends that the AMAE be supported to transition its capacity, experience and expertise to contribute to the Government of Albania's demilitarisation plan".

Responding to this situation, a framework of assistance and plan of action was developed and agreed and UNDP commenced a gradual conversion of the former Albanian Mine Action Executive (AMAE) to the Albanian Mines and Ammunition Coordination Office (AMMCO) reflecting its new role and mandate.

Based on this new role AMMCO is responsible for:

- Coordination and monitoring of hotspot clearance, risk education and victim assistance.
- Reviewing existing standards on safety, Quality Assurance and Quality Control, community liaison, operations, accreditation and risk education for ammunition disposal and hotspot clearance and upgrading them to international standards
- Conducting a detailed technical and socio-economic impact assessment of the remaining ammunition hotspots;
- Developing a plan for clearing all hotspot areas based on the assessments;
- Adopting mechanisms for ensuring quality assurance and quality control of hotspots clearance in assigned locations;
- Developing adequate public awareness and risk education mechanisms for local communities in hotspot areas;
- Expanding Albania's existing victim assistance programme to include ERW survivors for

- possible assistance schemes; and
- Establishing a national database for mines/ abandoned ammunition victims throughout Albania.

A Memorandum of Understanding was signed in November 2011, which laid down all aspects of the proposed assistance by UNDP and the respective contributions by both the Ministry of Defence and UNDP Albania, in the implementation of unexploded ordnance hotspots clearance in Albania.

1.5 AMMCO activities to date

Hotspots clearance Monitoring

In line with the MoU, AMMCO has carried out technical and socio-economic impact assessments of 15 out of the 18 identified ammunition hotspot areas. The purpose of these assessments was to obtain a real picture of the remaining threat such as: exact location, estimation of highest threat, to determine clearance operation requirements, impact to the communities, etc. and to propose adequate action. About 1,7 million square meters were identified as dangerous in 10 of these hotspots, due to the presence of ammunition remnants.

List of Hotspots

Nr	UXO Hotspot	Risk assessment	Priority for clearance	Hazard area	Planned in
				m2	
1	HS Sinanaj	High	High	200,000	2013
2	HS Gjeroven	High	High	12,000	2012
3	HS Ura e Gjadrit	High	Medium	95,000	2012
4	HS Picar	Low	Medium	62,000	2012
5	HS Kordhoc	Medium	Medium	2,400	2012
6	HS Jube-Sukth	Low	Medium	1,326,714	2014
7	HS Klos- Burrel	Medium	Medium	180	2013
8	HS Mbreshtan	Low	Low	30,720	2013
9	HS Laç	Low	Low	1,117	2014
10	HS Pilur	Low	Low	12,000	2013
11	HS Palikesht	Low	Cancellation	-	2012
12	HS Suc-Burrel	Low	Cancellation	84,000	2014
13	HS Rreshen	Low	Cancellation	10,000	2012
	Total High			307,000	
	Total Medium			2,580	
	Total Low			1,526,551	
	Grand Total			1,836,131	

The Technical and Socio-Economic Impact Assessment Reports for each of the visited hotspots were submitted to the Demilitarization Board in order to facilitate the process of priority setting for clearance. A specific National Plan of Action for the Hotspots Clearance is also in process of being adopted by the Ministry of Defence, with contribution from AMMCO and the main implementing partners.

AMMCO's Quality Management Team is currently conducting also Quality Assurance and Quality Control of clearance operations ongoing in one hotspot.

DanChurchAid (DCA) sub-contracted by Sterling Int. is currently carrying out clearance operations in Ura e Gjadrit Hotspot. The hotspot was created as a result of a number of explosions in 1997 at a former army depot, which resulted in the complete destruction of the site and created a UXO contamination of the surrounding area. Six people were injured and two other were killed as a result of the explosion. Based on AMMCO Assessment Report in 2011 the suspected contaminated area is about 95,000 square meters. A considerable number of abandoned explosive items have been found by the clearance organization as to date in this hotspot including: projectiles of various calibres, hand grenades, RPGs and a large number of fuses and cartridges. AMMCO is coordinating and monitoring the operations of clearance and disposal of the dangerous explosive items to ensure that these operations are conducted in compliance with the national and international humanitarian standards. The area will be completed and officially handed over to the local community in mid April 2012.

The clearance operations at Ura e Gjadrit Hotspot are currently funded by the US State Department through the International Trust Fund of Slovenia. In addition, a considerable amount of technical and administrative equipment in use during the mine action programme and funded mainly by the European Commission through UNDP Albania, has been transferred to the EOD-Albanian Armed Forces. Other equipment has been retained for use by the hotspots clearance operator under AMMCO supervision.

The MoD requested AMMCO to be involved in monitoring and certification of clearance operations in Gerdec. It is estimated that at least 400 tons of explosives exploded dispersing unexploded ordnance up to 2km from the epicenter of the blast. The Ministry of Defence (MOD) since 2008 has hired a contractor to clear the area within the military perimeter of the Gerdec site, with funding from US State Department. As to date though, the clearance operations in Gerdec have been carried out without external monitoring of clearance operations and proper certification of the area cleared.

Risk Education and Community Liaison

Risk Education activities are closely linked to the community liaison efforts. With the financial support from the ICRC, risk education activities including the data collection of people injured by Abandoned Unexploded Ordinances (AXO) are being implemented in 12 regions in Albania. Priority is given this year to the areas where hotspots clearance is taking place. Billboards with risk education messages will be installed in the most dangerous areas as identified during technical and socio-economic assessments. Leaflets, posters, brochures and other visible material are produced and distributed in the areas where hotspots clearance operations are taking place.

AMMCO through its community liaison activities is directly involved in the handover of cleared land to communities and assists in building confidence about the quality of clearance work and provide assurances that all international humanitarian standards have been met.

Victims Assistance

There are at least 971 abandoned explosive ordnance casualties (143 killed and 828 injured) all over Albania, out of which 238 casualties only in the previous mine affected areas. In 2004, Albania

was identified as one of 26 States Parties to the APMBT having significant numbers of mine survivors and “the greatest responsibility to act, but also the greatest needs and expectations for assistance.”¹ The National Mine Action Strategy aimed so to ensure that all landmine and ERW survivors receive medical care and have access to assistance that leads to their full integration in community life. AMAE has played an extremely important role in coordinating and advocating support to survivors, especially in the Kukës region and health infrastructure was improved in the areas most affected through the provision of new equipment and training. A National Plan 2011 – 2015 aiming to support the mine and UXO victims throughout Albania was formulated in November 2010. This plan is also in line and aims to comply with several International Treaties such as: the Anti-Personnel Mine Ban Treaty, CCW, CMC and the Convention on the Rights of Persons with Disabilities. The national Plan will contribute so to the emergency and continuing medical care, physical rehabilitation, psycho-social support, socio-economic reintegration, data collection, relevant laws and policies for all mine/UXO victims throughout Albania.

Based on the Socio-economic Assessments reports of the hotspots conducted by AMMCO, specific projects will be developed in support of people injured by Abandoned Unexploded ordnance and the communities living around areas affected by hotspots. These projects will be presented to donors for possible funding.

AMMCO intends to migrate all of its mine victims into IMSMA NG and then add all the hotspots casualties. One possibility in future is to eventually market IMSMA NG with assistance from GICHD, as a tool for the wider disability sector, i.e to track needs, services available, etc for all people with disabilities in Albania since at present the government lacks full data on people with disabilities.

Information Management

The Information Management System for Mine Action (IMSMA) is the database in use by AMMCO to store, process and analyze the information collected on the clearance activities and the casualties recorded as a result of unexploded ordnance. IMSMA with the support of the GICHD has been already adopted to upload, manage and analyze the operational data related to the Hotspots Clearance and Ammunition Stockpile Management. This database system ensures an efficient and safe management of the information as received by the operators and partners. The progress and completion reports generated by the system are currently shared regularly with the Ministry of Defence and the implementing partners.

Compliance with Disarmament Treaty obligations

AMMCO continues to be the Government’s focal point for monitoring and reporting compliance with the relevant disarmament treaties such as: the Anti-Personnel Mine Ban Convention, the Cluster Munitions Convention, the Convention on Conventional Weapons, etc. AMMCO is regularly supporting the Albanian Government to fulfil its obligations under the various articles of the respective Conventions and also to the transparency reporting obligations on implementation as a State Party to the above mentioned conventions.

Coordination

¹ Anti-Personnel Mine Ban Convention – Nairobi Action Plan

A technical working group meeting is held on a monthly basis to coordinate operational and support tasks for the work being carried out or planned for the Hotspots clearance activities. The meeting is organized by AMMCO in close cooperation with the Secretary of the Demilitarization Board and includes (at a minimum) representatives from the Logistics Brigade, AMMCO and the contractors.

Reporting

The implementing partners report weekly and monthly to AMMCO about the field progress on hotspots clearance and awareness activities, based on standard formats. In addition, AMMCO submits regular progress reports to the Board of Demilitarization and UNDP in accordance with applicable UNDP standards for project management.

1.6 Funding and Partnerships Prospects

The present programme has engaged in resource mobilization for the entire period as UNDP CO has so far provided seed funding for the transition and start of AMMCO operations.

The Albanian Government is already covering the costs of ammunition disposal operations in the hotspots sites and transportation to the ammunition depots.

In addition, discussions are ongoing with various organizations gauging their eventual support to the new programme and AMMCO and the following soft pledges are made known:

- The GICHD stands by to assist free of charge with IMSMA training and support;
- ICRC has provided fresh and free Quality Management training to AMMCO staff, and is providing funding for data collection and Risk Education activities during 2012 – 2013;
- The Slovenian Government will provide funding for upgrade training course for 20 medical staff (Doctors and nurses) and Prosthetic/orthotic technicians in Albania;
- The ITF being involved in demilitarization/hotspots clearance projects in Albania has expressed its support to external monitoring and coordination role of AMMCO through a letter to the Minister of Defense;
- The Swiss General Staff has already made available through UNDP an in-kind EOD Specialist seconded to AMMCO to assist in the development of standards and SOPs for Quality Management;

Current contribution to hotspots clearance and victim assistance programme

Nr.	Donor	Amount	Impl. Agency	Area of contribution
1	UNDP Albania	260,000 USD	UNDP/AMMCO	Coordination and Monitoring of ammunition hotspots clearance operations (AMMCO)
2	US DoS through ITF	715,540 USD	Sterling Int./DCA	Clearance of ammunition hotspots
	US DoS through ITF	750,000 USD	Sterling Int./EOD Solutions	Clearance of Gerdec Hotspot
	Germany through ITF	100,000 Euro	DCA	Clearance of ammunition hotspots
3	ICRC	25,101 USD	Albanian Red Cross	Risk Education

Nr.	Donor	Amount	Impl. Agency	Area of contribution
4	US DoS through ITF	71,000 USD	ALB-AID	Victim Assistance
	Slovenia	20,000 USD	University Rehabilitation Institute - Slovenia	Victim Assistance
5	Government Contribution	350,000 USD	Ministry of Defense/Albanian Armed Forces	Ammunition hotspots clearance operations
6	Government Contribution	100,000 USD	Ministry of Health	Medical and Physical Rehabilitation of amputee survivors

1.6.1 Albanian Government Contribution to AMMCO

Based on a Ministerial Order on the “implementation of the Memorandum between UNDP and Ministry of Defence for clearance of hotspots and disposal of ammunition in Albania” the Albanian Government undertakes to contribute to the hotspots clearance programme in the following areas:

- Hotspots Clearance Priorities

The Demilitarization Board in the Ministry of Defence reviews and approves the priorities for clearance based on the proposed list submitted by AMMCO and the technical/socio-economic assessment reports for each individual hotspot.

- Ammunition Transportation and Disposal during hotspots clearance activities

Ammunition found and collected in the hotspots by the clearance organization and that is considered safe to move, is stored in the Armed Forces depots designated for this purpose. The AAF Logistics Brigade provides all the necessary logistic arrangements for their transport with vehicles of the Armed Forces, according to AAF’s safety regulations and international standards. The transport of these explosive items by the Logistics Brigade and the clearance company is coordinated and closely monitored by AMMCO.

Instead, ammunition that is considered dangerous for transport is disposed in site by the AAF EOD experts in cooperation with the clearance organizations. The AMMCO Quality Management Team coordinates and monitors the disposal operations in order to ensure that these are carried out in strict compliance with the AAF safety rules and the international standards.

- Medical Evacuation Support

Standby Medical Evacuation support with helicopter is provided by the Ministry of Defence in case of accidents during UXO clearance or disposal operations in areas where the evacuation by vehicle of the injured requires a longer time than that determined by the International Humanitarian Standards. AMMCO coordinates the medical evacuation in cooperation with the Albanian Air Forces as per past Mine Action practice.

2. STRATEGY

Project Rationale

The government is engaged in a complex undertaking, which is a great challenge where the main limiting factors relate not only to insufficient funding and an ambitious tight deadline, but also to the adoption and enforcement of adequate safety and external quality control standards and a proper interaction with the surrounding community. These tasks have many similarities in common with the mine action programme's BAC clearance, where the good example and experience of AMAE can largely help.

Indeed, the success achieved in the mine action area to date relies largely on the fact that AMAE has adopted a comprehensive framework in mine action inclusive of all technical, community and coordination elements. The Albanian mine action programme was founded on well developed and agreed upon standards and procedures for mine clearance and associated quality control, a structured management, coordination and information of relevant stakeholders, an efficient social re-integration programme for mine survivors and an extensive public awareness and risk education campaign to reduce further community threats and hazards from the presence of mines and UXOs. Such risk awareness activities are critical in an effort to prevent or at least reduce risk exposure to local civilians performing scrap-metal hunting around the hotspots sites. The clearance of hotspots requires also a quite good engagement with local communities in order to place the needs and priorities of the local communities to the centre of the planning, implementation and monitoring of the hotspot clearance and ammunition disposal activities.

In this perspective, making use of AMAE's experience and expertise will largely contribute to closing the gap between the ongoing demilitarisation programme and the needed military-civilian engagement especially in support to hotspots clearance and if required to OBOD activities.

The current situation is also a great opportunity for building upon the successful experience of mine action and to make further use of AMAE to first complement residual mine action activities and second, to contribute to current hotspots clearance and ammunition disposal priorities. This transition will represent not only an exit strategy for the AMAE, but also an exemplary capacity development result, able to further contribute to the development priorities and challenges of the country.

Gender Mainstreaming Considerations

A key factor for the successful implementation of the programme is the adoption of differentiated approaches corresponding to gender and socio-cultural community patterns when addressing the humanitarian and socio-economic effects of non-industrial disposal of ammunition stockpiles. Children and women are often involved in metal scrap collection around and inside hotspots areas and former ammunitions demolition ranges areas despite life threat and hazardous dangers. These unsafe activities are carried out by underestimating the potential risks incurred and driven by the conviction that free scrap availability is a unique income opportunity not to be missed.

As such, the programme will make due efforts to ensure active participation of women during the consultation processes and community liaison activities around the areas where hotspots clearance takes place. The programme will also involve women and men in gathering information on the threats and presence of dangerous ammunition to communities' everyday life and will consult closely with children and women during the design of Risk Education messages. Other RE materials will accurately portray the roles, risks and behaviors of men, women, boys and girls. Also, data on casualties will be made available and disaggregated by sex and age.

Gender considerations will become requirements for any operator seeking accreditation for starting field work and this will be reflected in their respective proposed approach as well as monitored during the reporting and quality management operations.

In addition, the programme will pay special attention in ensuring that planning and provision of services for ERW/AXO survivors (including physical/medical rehabilitation, vocational training and other support) are tailored to the different needs of women, men, boys and girls.

Linkages and Support to the National Strategy on People with Disabilities

UNDP's work supporting Government mine clearance activities has contributed to a greater protection of the rights of people with disabilities at a national level. UNDP partners in mine action scaled up their advocacy efforts in partnership with the wider disability sector, leading to the adoption of a National Strategy on People with Disabilities in 2005. To ensure full compliance with the latest international standards, Albania signed the Convention on Persons with Disabilities in 2009 and is currently in the process of ratification.

Furthermore, UNDP and OHCHR assisted the Albanian Parliament to adopt a comprehensive Anti-Discrimination Law which outlaws discrimination on the basis of a range of factors, including disability, and establishes an independent Commissioner for Protection against Discrimination who promotes awareness about the Law, undertakes studies, receives complaints and applies sanctions.

In particular for mine victims, UNDP facilitated the adoption of an integrated mine victim assistance strategy to provide medical, psycho-social and socio-economic support for all mine survivors and the families of victims. Within this framework, a rehabilitation network of 30 trained nurses was established in Kukes and the first Prosthesis and Orthotic units were opened in Kukes and in Tirana hospitals. In 2006, the Ministry of Health and the University of Tirana began to offer training in physiotherapy and capacities of state health care institutions offering medical and physical rehabilitation services are significantly improved and extended services to all disabled persons in Albania.

UNDP through the Support Programme on the Convention on the Rights of Persons with Disabilities is strongly assisting Albanian Government in the efforts of paving the way for the ratification and implementation of the UN Convention. UNDP has conducted recently a review of the disability-related legal and policy frameworks with the aim to assess their compliance with the CRPD.

3. OBJECTIVES, OUTPUTS AND ACTIVITIES

The current project intends to support the priority of hotspots clearance over the country's territory and ammunition disposal. The main goal of the project is "to contribute to making Albania safe from ERW/AXO and to the fulfilment of the Albanian Government commitment to eliminate the ammunition risk by 2014"

1. Clearance of all ammunition hotspots in Albania is carried out and completed in full compliance with international humanitarian standards.

1.1 - Review and upgrade of national standards on hotspots clearance

- 1.1.1 – In consultation with the Ministry of Defence, review the existing EOD standards and update them as necessary in compliance with the International Standards to ensure safety and efficiency of the operations.
- 1.1.2 – Adoption of the IMSMA NG to upload and manage the information related to the Hotspots Clearance and Ammunition Stockpile Management by identifying the process involved, forms used and expected reports.
- 1.1.3 – Complete technical assessments of all declared hotspots throughout Albania and prepare the priorities and plan for their clearance.
- 1.1.4 - Share reports and other information as needed with the Demilitarization Board, implementing partners, local police and local authorities.
- 1.1.5 – Provide training for all the QM teams based on International Standards in order to ensure the required technical skills.

1.2 – Accreditation of private operators and field work tasking

- 1.2.1 - Review of all documentation including the Standard Operating Procedures (SOPs) submitted by the implementing organizations on the ERW/AXO Hotspots Clearance, Risk Education and Victim Assistance.
- 1.2.2 - Physical check of operator's equipment to ensure that these are proper, safe and sufficient for field operations.
- 1.2.3 – In coordination with the Ministry of Defence, issue official letters of accreditation.
- 1.2.4 - In coordination with the Ministry of Defence and based on the agreed priorities and the National Operational Plan, issue the task dossiers for Clearance.

1.3 - Application of quality management in ERW/AXO hotspots

- 1.3.1 - Monitoring by the Quality Management Team (QMT) of the refresher training for the local operators before the start of the clearance operations.
- 1.3.2 – Apply Quality Assurance by monitoring all hotspots clearance, ammunition disposal and transportation activities to ensure that these are conducted in accordance with the safety rules and as per the task dossiers.
- 1.3.3 – Collect, record and report respective information by duly using GIS and IMSMA

- 1.3.4 – Exercise Quality Control of the areas cleared by the clearance organization, by tasking AMMCO's Quality Management Team (QMT) to carry out random sampling methods based on the IMAS.
- 1.3.5 – Certify the cleared area and issue handover certificates, signed by AMMCO, the clearance organization and local authorities in handover ceremonies with proper visibility in order to ensure that the beneficiaries and donors are informed about the areas cleared.

1.4 - Community liaison, public awareness and risk education for local communities

- 1.4.1 - Conduct surveys and field visits within local communities to identify, consult with women and men, and update priorities to address during the clearance operations.
- 1.4.2 - Obtain official approval of priorities from local authorities in contaminated areas and by the MoD, prior to starting field activities.
- 1.4.3 - Organize monthly local Coordination Meetings in the areas of operation to review progress and plans with stakeholders.
- 1.4.4 – In line with IMAS requirements prepare awareness materials, for sending appropriate messages to different targets: local male and female residents at risk, education system, EOD operating teams and donors.
- 1.4.5 - Produce annually a documentary on ERW/AXO awareness and hotspots clearance activities in Albania for broadcast on local and national TVs.
- 1.4.6 - Organize training workshop with local and national media on the methodologies and good practices in sensitizing local women, men and children to the dangers of ammunitions and hotspots areas.
- 1.4.7 - Develop, update regularly and distribute to donors and stakeholders a programme brochure, providing an overview of the progress.
- 1.4.8 - On a regular basis organize tours to operation areas with donors and other interested parties, including potential private sector representatives.

2 - Medical, physical conditions and socio-economic status of survivors and their families are significantly improved.

- 2.1 – Addressing the different needs for medical and physical rehabilitation of mine/ERW/AXO female and male survivors in compliance with requirements of the National Strategy for the People with Disabilities.
- 2.2 - Upgrade training on Medical and Physical Rehabilitation for health care personnel and prosthetic/Orthotic technicians.
- 2.3 - Support the socio-economic reintegration of mine/ERW/AXO survivors all over Albania.
- 2.4 – Gender and age disaggregated data collection of the injured people all over Albania in new incidents, using the IMSMANG forms.

- 2.5 – Update IMSMA database with new incidents; include the mine and ERW/AXO survivors in the National Database of Persons with Disabilities.
- 2.6 – Share data with relevant government institutions, regional hospitals and other partners.
- 2.7 - Assist organizing the charity fund raising event of “Night of 1000 dinners” to sensitize the private sector and seek specific partnerships.

3 - The Albanian Government is supported to report regularly and to comply with all relevant requirements under the international disarmament conventions.

- 3.1 - Support preparations of the Albanian Government for participating in international meetings under the Mine Ban, Cluster Munitions and CW Conventions.
- 3.2 - Preparation, on behalf of the Albanian Government, of the background and progress reports for compliance with the various Articles of the Mine Ban Convention, Cluster Munitions and CW Conventions.
- 3.3 - Compile, on behalf of the Albanian Government, the annual Transparency Report as required by respective Articles of the above Conventions to be submitted to the UN Secretary-General.
- 3.4 – Participate in national and international meetings and events and facilitate fund raising efforts

4. RESULTS AND RESOURCES FRAMEWORK

Intended Outcome as stated in the Country Programme Results and Resource Framework:

- Albania is free of ammunition threat and the civilian community affected by the hotspots can finally use the land and live safely.

Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:

- Hotspots clearance operations are carried out safely with no accidents.
- Clearance of ammunition hotspots is completed.
- The surrounding community has a safe behaviour and is aware of ammunition risk.
- A victim assistance system in place to encompass all ERW/AXO survivors.

Project title and ID (ATLAS Award ID):

INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Output 1. A humanitarian framework for hotspots clearance and ammunition disposal is developed.</p> <p>Baseline: The current government demilitarization plan is running solely as a military operation without considerations on safety measures and socio-economic impact on civilian population.</p> <p>Indicators:</p> <p>Hotspots clearance operations are carried out safely with no accidents.</p> <p>At least 4000 posters and 10,000 leaflets containing with risk education messages are distributed.</p>	<p>Targets 2012: Improve EOD standards in application.</p> <p>Distribute several awareness materials to the communities living around the hotspot areas.</p> <p>Clear at least 625,000sqm in 3 ammunition hotspots.</p> <p>Certify and return the land cleared to the civilians for productive use.</p> <p>Target 2013</p> <p>Distribute several awareness materials to the communities living around the hotspot areas.</p> <p>Clear at least 685,000sqm in 3</p>	<p><i>Clearance of all ammunition hotspots in Albania is carried out and completed in full compliance with international humanitarian standards.</i></p> <p>1.1 - Review and upgrade of national standards on hotspots clearance</p> <p>1.2 – Accreditation of private operators and field work tasking</p> <p>1.3 - Application of quality management in ERW/AXO hotspots</p> <p>1.4 - Community liaison, public awareness and risk education for local communities</p>	<p>UNDP/AMMCO/ DCA/MoD/ITF/ARC/ICRC</p>	<p>71400-Management and Coordination</p> <p>71400-Technical Staff (OPS EOD Officer and QM Team)</p> <p>71400-Victim Assistance and Risk Education</p> <p>71400-IMSMA Specialist</p> <p>71600-Travel</p> <p>74200-Publications</p> <p>74200-Visibility Actions</p> <p>74500-Conferences/Workshops</p>

<p>31,845 community members living around the highly contaminated hotspots are educated and aware about the risk of ammunition</p> <p>The hotspot areas are free of ammunition threat.</p>	<p>ammunition hotspots.</p> <p>Certify and return the land cleared to the civilians for productive use.</p> <p>Target 2014 Clear at least 536,000sqm in 3 ammunition hotspots.</p> <p>Certify and return the land cleared to the civilians for productive use.</p>			
<p>Output 2. Victim Assistance programme to ERW/AXO survivors is extended nationwide.</p> <p>Baseline: ERW/AXO survivors need continuous medical assistance and support to improve their socio-economic status. In addition, ERW/AXO current State health care institutions capacities need to be upgraded and expanded in order to better respond to the needs of the survivors.</p> <p>Indicators: 260 identified amputee survivors with either new prostheses or repairs. 55 survivors or their family members receive vocational training. 20 medical staff and six ortho-prosthetic technicians receive training in medical and physical rehabilitation.</p>	<p>Targets 2012: Assist amputee survivors with either new prostheses or repairs.</p> <p>Support socio-economic reintegration mine/UXO survivors or their family members.</p> <p>Improve capacities of nationwide medical staff in physical rehabilitation.</p> <p>Targets 2013: Assist amputee survivors with either new prostheses or repairs.</p> <p>Support socio-economic reintegration mine/UXO survivors or their family members.</p> <p>Organizing the charity fund raising event of the "Night of 1000 dinners"</p> <p>Targets 2014: Assist amputee survivors with either new prostheses or repairs.</p>	<p>Medical, Physical conditions and socio-economic status of survivors and their families are significantly improved.</p> <p>2.1 – Addressing the different needs for medical and physical rehabilitation of mine/ERW/AXO female and male survivors in compliance with requirements of the National Strategy for the People with Disabilities.</p> <p>2.2 - Upgrade Training on Medical and Physical Rehabilitation for health care personnel and prosthetic/Orthotic technicians</p> <p>2.3 - Support the socio-economic reintegration of mine/ERW/UXO survivors all over Albania.</p> <p>2.4 – Gender and age disaggregated data collection of the injured people all over Albania in new incidents, using the IMSMANG forms.</p> <p>2.5 – Update IMSMA database with new incidents; include the mine and ERW/AXO survivors in the National Database of Persons with Disabilities.</p> <p>2.6 – Share data with relevant government institutions, regional hospitals and other partners.</p> <p>2.7 - Assist organizing the charity fund raising event of "Night of 1000 dinners" to sensitize the private sector</p>	<p>UNDP/AMMCO/ITF/Institute of Rehabilitation Slovenia/Alb-Aid</p>	<p>71400-Management and Coordination</p> <p>71400-Victim Assistance and Risk Education</p> <p>71400-IMSMA Specialist</p> <p>71400-Socio-Economic and Reintegration Assistant</p> <p>71600-Travel</p> <p>74200-Publications</p> <p>74200-Visibility Actions</p> <p>74500-Conferences/Workshops</p>

<p><i>Funding support is ensured through the charity event "Night of 1000 Dinners"</i></p> <p><i>Database of ERW/AXO victims throughout Albania is shared with the relevant state institutions.</i></p>	<p><i>Support socio-economic reintegration mine/AXO survivors or their family members.</i></p> <p><i>Complete the database of ERW/AXO victims throughout Albania.</i></p>	<p>and seek specific partnerships.</p>		
<p>Output 3. Albania's obligations as a State Party under the several disarmament conventions are duly fulfilled.</p> <p>Baseline: The Albanian Government must report regularly on progress for compliance with obligations under disarmament international treaties.</p> <p>Indicators:</p> <p>The annual transparency report is submitted to the Secretary-General and reflected in the appropriate reporting database.</p> <p>Albanian delegation attends and reports regularly to the annual convention's meetings on the status of compliance.</p>	<p>Targets 2012:</p> <p><i>Complete and submit by 30 April the annual Transparency Report under CMC and APMB</i></p> <p><i>Ensure participation and proper reporting to annual international conferences under the AP Mine Ban Convention, Cluster Munitions and CW Conventions.</i></p> <p>Targets 2013</p> <p><i>Complete and submit by 30 April the annual Transparency Report under CMC and APMB</i></p> <p><i>Ensure participation and proper reporting to international meeting under the AP Mine Ban Convention, Cluster Munitions and CW Conventions.</i></p> <p>Targets 2014</p> <p><i>Complete and submit by 30 April the annual Transparency Report under CMC and APMB</i></p> <p><i>Ensure participation and proper reporting to annual international conferences under the AP Mine Ban Convention, Cluster Munitions and CW Conventions.</i></p>	<p><i>The Albanian Government is supported to report regularly and comply with all relevant requirements under the international disarmament conventions.</i></p> <p>3.1 – Assist the Albanian Government in preparation for participating in international meetings under the Mine Ban, Cluster Munitions and CW Conventions.</p> <p>3.2 - Preparation, on behalf of the Albanian Government, of the background and progress reports for compliance with the various Articles of the AP Mine Ban Convention, Cluster Munitions and CW Conventions.</p> <p>3.3 - Compile, on behalf of the Albanian Government, the annual Transparency Report as required by respective Articles of the above Conventions to be submitted to the UN Secretary-General.</p> <p>3.4 – Participate and report accordingly in national and international meetings and events.</p>	<p>UNDP/AMMCO/MoFA</p>	<p>71400-Management and Coordination</p> <p>71400-Victim Assistance and Risk Education</p> <p>74200-Publications</p> <p>74200-Visibility Actions</p> <p>74500-Conferences/Workshops</p> <p>74100-Evaluation and Monitoring</p>

5. MULTI ANNUAL WORK PLAN (2012-14)

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET 2012			OTHER YEARS 2013 2014	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount		
<p>Output 1. A humanitarian framework for hotspots clearance and ammunition disposal is developed.</p> <p>Baseline: <i>The current government demilitarization plan is running solely as a military operation without considerations on safety measures and socio-economic impact on civilian population.</i></p> <p>Indicators: <i>Hotspots clearance operations are carried out safely with no accidents.</i></p> <p><i>At least 4000 posters and 10,000 leaflets containing with risk education messages are distributed.</i></p> <p><i>31,845 community members living around the highly contaminated hotspots are educated and aware about the risk of ammunition</i></p> <p><i>The hotspot areas are free of ammunition threat.</i></p> <p>Targets 2012: <i>Improve EOD standards in</i></p>	<p><i>Clearance of all ammunition hotspots in Albania is carried out and completed in full compliance with international humanitarian standards.</i></p> <p>1.1 - Review and upgrade of national standards on hotspots clearance</p> <p>1.2 Accreditation of private operators and field work tasking</p> <p>1.3 – Application of quality management in ERW/AXO hotspots</p> <p>1.4 Community liaison, public awareness and risk education for local communities</p>	X	X	X	X	UNDP/AMMCO	UNDP – 59,060	71400-Management and Coordination 71400-Technical Staff (OPS EOD Officer and QM Team) 71400-Victim Assistance and Risk Education 71400-IMSMA Specialist 71600-Travel 74200-Publications 74200-Visibility Actions 74500-Conferences/Workshops	147,649	360,637	

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET 2012			OTHER YEARS 2013 2014	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount		
<p><i>application.</i></p> <p><i>Distribute several awareness materials to the communities living around the hotspot areas.</i></p> <p><i>Clear at least 200,000sqm in 3 ammunition hotspots.</i></p> <p><i>Certify and return the land cleared to the civilians for productive use.</i></p>											
<p>Output 2. Victim Assistance programme to ERW/AXO survivors is extended nationwide</p> <p>Baseline: The Albanian Government must report regularly on progress for compliance with obligations under disarmament international treaties.</p> <p>Indicators: <i>260 identified amputee survivors with either new prostheses or repairs.</i></p> <p><i>55 survivors or their family members receive vocational training.</i></p> <p><i>20 medical staff and six ortho-prosthetic technicians receive training in medical and</i></p>	<p><i>Medical, Physical conditions and socio-economic status of survivors and their families are improved</i></p> <p>2.1 – Addressing the different needs for medical and physical rehabilitation of mine/ERW/AXO female and male survivors in compliance with requirements of the National Strategy for the People with Disabilities.</p> <p>2.2 - Upgrade Training on Medical and Physical Rehabilitation for health care personnel and prosthetic/Orthotic technicians</p> <p>2.3 - Support the socio-economic reintegration of mine/ERW/UXO survivors all over Albania.</p> <p>2.4 – Gender and age</p>	X	X	X	X	UNDP/AMMCO	UNDP - 26,585	71400-Management and Coordination 71400-Victim Assistance and Risk Education 71400-IMSMA Specialist 71400-Socio-Economic and Reintegration Assistant 71600-Travel 74200-Publications 74200-Visibility Actions 74500-Conferences/Workshops	82,090	182,260	

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET 2012			OTHER YEARS 2013 2014	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount		
<p><i>physical rehabilitation.</i></p> <p><i>Funding support is ensured through the charity event "Night of 1000 Dinners"</i></p> <p><i>Database of ERW/AXO victims throughout Albania is shared with the relevant state institutions.</i></p> <p>Targets 2012: <i>Assist amputee survivors with either new prostheses or repairs.</i></p> <p><i>Support socio-economic reintegration mine/UXO survivors or their family members.</i></p> <p><i>Improve capacities of nationwide medical staff in physical rehabilitation.</i></p>	<p>disaggregated data collection of the injured people all over Albania in new incidents, using the IMSMA^{NG} forms.</p> <p>2.5 – Update IMSMA database with new incidents; include the mine and ERW/AXO survivors in the National Database of Persons with Disabilities.</p> <p>2.6 – Share data with relevant government institutions, regional hospitals and other partners.</p> <p>2.7 - Assist organizing the charity fund raising event of "Night of 1000 dinners" to sensitize the private sector and seek specific partnerships.</p>										

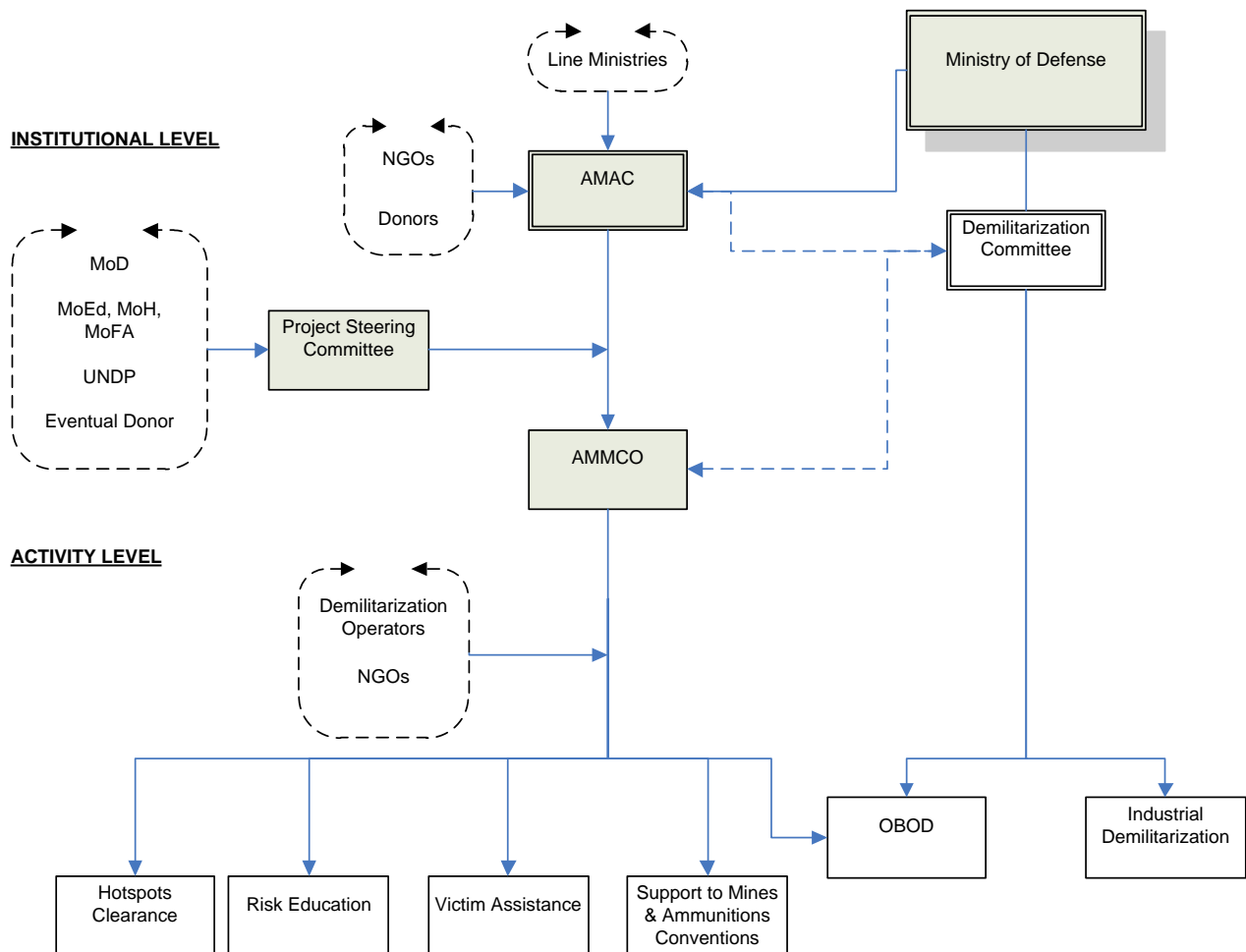
EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET 2012			OTHER YEARS	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount	2013	2014
<p>Output 3 - Albania's obligations as a State Party under the several disarmament conventions are duly fulfilled.</p> <p>Baseline: The Albanian Government must report regularly on progress for compliance with obligations under disarmament international treaties.</p> <p>Indicators: The annual transparency report is submitted to the Secretary-General and reflected in the appropriate reporting database.</p> <p>Albanian delegation attends and reports regularly to the annual convention's meetings on the status of compliance.</p> <p>Targets 2012: <i>Complete and submit by 30 April the annual Transparency Report under CMC and APMBC</i></p> <p><i>Ensure participation and proper reporting to annual international conferences under the AP Mine Ban Convention, Cluster Munitions and CW Conventions.</i></p>	<p><i>The Albanian Government is supported to report regularly and comply with all relevant requirements under the international disarmament conventions.</i></p> <p>3.1 - Support preparations of the Albanian Government for participating in international meetings under the Mine Ban, Cluster Munitions and CW Conventions.</p> <p>3.2 - Preparation, on behalf of the Albanian Government, of the background and progress reports for compliance with the various Articles of the Mine Ban Convention, Cluster Munitions and CW Conventions.</p> <p>3.3 - Compile, on behalf of the Albanian Government, the annual Transparency Report as required by respective Articles of the above Conventions to be submitted to the UN Secretary-General.</p> <p>3.4 – Participate and report accordingly in national and international meetings and events.</p>										
			X	X	X		UNDP 25,950	71400-Management and Coordination 71400-Victim Assistance and Risk Education 74200-Publications 74200-Visibility Actions 74500-Conferences/Workshops 74100-Evaluation and Monitoring	59,107		105,181

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET 2012			OTHER YEARS 2013 2014
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount	

6. MANAGEMENT ARRANGEMENTS

To secure a broad cooperation and the human dimension of the previous mine action programme, the government oversight body established for that purpose was the AMAC. This entity was able to ensure successfully inter-ministerial, interdepartmental and donor coordination and consultations throughout the mine action programme. AMAC assumed responsibilities related to reviewing and agreeing on national mine action policies, strategies and priorities and acting as an inter-ministerial body for the management of the destruction of stockpiles of antipersonnel landmines in accordance with the AP Mine Ban Treaty.

This proven institutional setup is proposed to remain and collaborate with the Demilitarization Committee of the MoD so as to allow AMMCO to play a similar role to that of AMAE in coordinating non-industrial ammunition stockpile disposal.



In accordance with applicable UNDP standards for project management and oversight, the present programme will also institute a Steering Committee led by the Ministry of Defence and involving also the ministries of Health, Education and Foreign Affairs as well as eventual donors to the programme. The Steering Committee will convene on a quarterly basis to review progress, issues and ways forward in response to dynamics of context, institutional and field developments.

The Steering Committee will be responsible for making by consensus management decisions for the programme including recommendation for UNDP approval of programme revisions. In order to ensure UNDP's ultimate accountability, final decision-making rests with UNDP in accordance with its applicable regulations, rules, policies and procedures. Programme reviews by the Steering Committee will be made as necessary when raised by the National Programme Coordinator, but at least regularly at each quarter. The Steering Committee will be consulted by the National Programme Coordinator in order to receive necessary instructions when project management tolerances in terms of time, cost and scope have been exceeded or substantially deviated from the original settings.

The Project Assurance role for the programme will be performed by UNDP Albania in support to the Steering Committee by carrying out objective and independent programme oversight and monitoring functions. This role ensures appropriate programme milestones are managed and completed.

The National Programme Coordinator has the authority to run the project on a daily basis on behalf of the Steering Committee within the constraints laid down by the Steering Committee. The National Programme Coordinator is responsible for day-to-day management and decision-making for the programme. The National Programme Coordinator's prime responsibility is to ensure that the programme produces the results specified in the present document, to the required standard of quality and within the specified constraints of time and cost.

The National Programme Coordinator is assumed to closely collaborate with UNDP and solve implementation issues before they escalate upwards to the Steering Committee.

For a closer supervision and guidance of the programme, it might be necessary to also institute a simplified and essentially a technical Management Committee composed of UNDP programme assurance staff and EOD experts from AMMCO and MoD, led by the AMAC chairperson or a delegated representative. This Management Committee, if and when deemed necessary will convene on a more frequent and regular basis in consultation with the Ministry of Defence.

7. MONITORING FRAMEWORK AND EVALUATION

In accordance with UNDP's Financial Rules and Regulations UNDP will maintain a direct control over the management and financial aspects of the programme and include it within UNDP's internal ATLAS monitoring mechanism. Therefore, the programme will be subject to monitoring as per the UNDP's programming policies and procedures inclusive of the following actions:

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured through development of appropriate quality management indicators.
- An Issue Log shall be activated in Atlas and updated by the AMMCO Coordinator to facilitate tracking and resolution of potential problems or requests for change.
- A Risk Log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.

- Based on the above information recorded in Atlas, a Project Progress Report (PPR) shall be submitted by the AMMCO Coordinator to the Project Steering Committee through UNDP Country Office’s Project Assurance on a quarterly basis.
- A project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events
- An Annual Review Report shall be prepared by the AMMCO Coordinator and shared with the Project Steering Committee. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format covering the whole year with updated information for each above element as well as a summary of results achieved against pre-defined annual targets at the output level.
- Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Steering Committee and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

Quality Management for Project Activity Results

OUTPUT 1: A humanitarian framework for hotspots clearance and ammunition disposal is developed.		
Activity Result 1 (Atlas Activity ID)	<i>Clearance of all ammunition hotspots in Albania is carried out and completed in full compliance with international humanitarian standards.</i>	Start Date: January 2012 End Date: December 2014
Purpose	To ensure that the ammunition hotspots clearance activities are conducted efficiently and in line with the international humanitarian standards, safety regulations and following the safety and quality requirements.	
Description	In consultation with the Ministry of Defence, AMMCO will review the existing EOD standards and update them as necessary in compliance with the International Standards to ensure safety and efficiency of the clearance operations. Technical assessments of all declared hotspots throughout Albania will be completed and priorities and plan for clearance submitted to the Demilitarization Board. AMMCO will accredit the Clearance Operators based on the approved standard operating procedures and subsequently will issue task dossiers for each individual reports. The Quality Management Team will apply quality Assurance and Control to the operations carried out by the clearance teams as well as the ammunition disposal and transportation activities conducted by the Albanian Armed Forces, in order to ensure that these are conducted in accordance with the safety rules and as per the task dossiers. At final, AMMCO will certify the cleared land and return to the communities for productive use. The activities will be carried out in close cooperation with the local communities and the implementing partners.	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Hotspots clearance operations are carried out safely with no accidents.	QM visit reports	Monthly
The hotspot areas are free of ammunition threat.	Handover certificates	annually

OUTPUT 2: Extend Victim Assistance programme to ERW/AXO survivors nationwide		
Activity Result 1 (Atlas Activity ID)	<i>Medical, Physical conditions and socio-economic status of survivors and their families are improved</i>	Start Date: January 2012 End Date: December 2014
Purpose	Mine/UXO survivors and other persons with disabilities have received proper medical treatment, fitted properly with prostheses and receive rehabilitation. The living conditions of survivors and their family members are improved.	
Description	In close cooperation with Ministry of Health and Kukes rehabilitation unit, amputees will receive medical and physical rehabilitation services, upgrade training of medical personnel and prosthetic/orthotic technicians will be completed. AMMCO will monitor and coordinate these activities. Data on mine/UXO survivors will be collected nation wide in close cooperation with Albanian Red Cross and ICRC, the IMSMA victim's forms will be completed and the database is shared on yearly bases with relevant state and other interested institutions. Data on victims are disaggregated by age and gender. Activities will be coordinated and monitored by AMMCO.	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Number of amputees fitted with prostheses and received rehabilitation	Reports, feedback from amputees	Monthly & annually
Number of medical personnel and prosthetic/orthotic technicians upgrade their knowledge on medical and physical rehabilitation	Certificates and feedback from the amputees	Upon training completion
Survivors and their family members completed vocational training courses	Reports,	annually
Disaggregated data on mine/UXO victims	Database	annually

OUTPUT 3: Albania's obligations as a State Party under the several disarmament conventions are duly fulfilled.		
Activity Result 1	<i>The Albanian Government is supported to report regularly and comply with all relevant requirements under the international disarmament conventions.</i>	Start Date: January 2012 End Date: December 2014
Purpose	To ensure that the Albanian Government is in compliance with all obligations deriving from various disarmament treaties, where Albania is a State Party.	
Description	The Government of Albania is a State Party to several disarmament conventions such as: the Anti-Personnel Mine Ban Convention, the Cluster Munitions Convention, the Convention on Conventional Weapons etc. As such, it has various relevant obligations in particular towards ERW/AXO survivors and transparency reporting. AMMCO will follow up and monitor progress and will assist the Ministry of Foreign Affairs to complete annually the transparency reports, which must be submitted to the Secretary General. In addition, AMMCO will Support preparations and be part of the Albanian Government in international meetings under the Mine Ban, Cluster Munitions and CW Conventions.	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Albania's progress documented in the APMBC and CM conventions conferences.	Albania's official statements in the intersessionals and State Parties meetings.	Twice a year
Transparency Report	Annual Report submitted to the UN Secretary - General	Each April

8. LEGAL CONTEXT

The project document will be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement (SBAA) between the Government of Albania and the United Nations Development Programme, signed on 17 June 1991.

The following types of the revisions may be made to this document with the signature of the UNDP Resident Representative only, provided he or she is assured that the other signatories of the document have no objections to the proposed changes:

- Revision in, or addition of, any of the annexes of the document;
- Revisions which do not involve significant changes in the Immediate Objectives, Outputs or Activities of the project, but caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation; and
- Mandatory annual revisions, which re-phase the delivery of, agreed inputs or increased expert or other costs due to inflation or takes into account agency expenditure flexibility

9. ACTORS AND RESPONSIBILITIES: MATRIX

<u>Component</u>	<u>Implementing Body</u>	<u>Contracting Body</u>	<u>Funding</u>	<u>Objectives (2012-2014)</u>
Coordination and monitoring	Demilitarization Board AMMCO UNDP ITF	UNDP Direct Executing ITF Direct Executing	International donors and Government of Albania	Coordinating and monitoring all UXO Hotspots Activities in the country
Survey and UXO Clearance	Demilitarization Board AMMCO UNDP ITF	Clearance Organization - Sterling Int. DCA and EOD Solutions EOD AAF	International donor countries and Government of Albania	Clear 1,84 million m ² of SHA of Hotspots
Risk Education	Demilitarization Board AMAC ICRC ITF	Albania Red Cross, Institute of Curricula and Standards. ALB-AID	International donor countries and Government of Albania	Coordinating and monitoring all UXO Hotspots RE Activities in the country
Survivor Assistance	Demilitarization Board AMAC UNDP ITF ICRC	ALB-AID, Kukes Regional Hospital, NPOC, Slovenia Institute of Rehabilitation, ICRC SFD, Ministry of Health, Ministry of Labour & Social Affairs, ADRF, Institute of Primary Healthcare Kukes	International donor countries, Government of Albania and Albanian private donors	Mainstream assistance to government and social structures

10. BUDGET (MONITORING AND COORDINATION)

	Budget Description	2012	2013	2014
Output 1 - Clearance of all ammunition hotspots in Albania is carried out and completed in full compliance with international humanitarian standards.	Management and Coordination	45,900	45,900	45,900
	Quality Assurance and Control	35,400	65,072	65,072
	VA&RE / Community Liaison	14,250	14,250	14,250
	Conferences and Seminars	1,140	1,000	1,000
	Visibility and Awareness	4,800	4,800	4,000
	Travel	12,000	12,000	12,000
	Running costs	24,500	24,500	27,300
	Administrative fee	9,659	11,727	11,867
	Sub-Total	147,649	179,249	181,389
Output 2 - Medical, physical conditions and socio-economic status of survivors and their families are significantly improved.	Management and Coordination	15,300	15,300	15,300
	Quality Assurance and Control	8,850	16,268	16,268
	VA&RE / Community Liaison	28,500	28,500	28,500
	Conferences and Seminars	570	500	500
	Visibility and Awareness	3,600	3,600	3,000
	Travel	3,000	3,000	3,000
	Running costs	16,900	16,900	19,700
	Administrative fee	5,370	5,885	6,039
	Sub-Total	82,090	89,953	92,307
Output 3 - The Albanian Government is supported to report regularly and to comply with all relevant requirements under the international disarmament conventions	Management and Coordination	15,300	15,300	15,300
	VA&RE / Community Liaison	4,750	4,750	4,750
	Treaty support and participation	18,000	13,000	10,000
	Conferences and Seminars	3,990	3,500	3,500
	Visibility and Awareness	3,600	3,600	3,000
	Running costs	9,600	9,600	12,000
	Administrative fee	3,867	3,483	3,399
	Sub-Total	59,107	53,233	51,949
Total	288,847	322,434	325,644	

11. ANNEXES

Annex 1 - Government's request for support

Annex 2 – MoU between the Ministry of Defence and UNDP Albania

Annex 3 - Terms of Reference for key programme personnel

Annex 1 - Government's request for support



REPUBLIC OF ALBANIA
MINISTRY OF DEFENSE
THE MINISTER

Address: Boulevard "Dëshmorët e Kombit"

Tel. Fax: +355 4 2240077

Tirane, 06/12/2010

Nr. 10135

Your Excellency,

The Government of Albania recognizes the crucial role that the United Nations Development Programme, with the support of the international community, has played to the successful implementation of the Albanian Mine Action Programme, leading to remarkable achievements in mine clearance, victim assistance and mine risk education. It is mainly due to this support that Albania could proudly declare the country free of landmines and cluster munitions in November 2009, fulfilling in anticipation an important international commitment on demilitarization. In particular, we highly appreciate UNDP's support in the development of sustainable capacities of the *Albanian Mine Action Executive - AMAE* through direct financial and technical assistance.

During the last decade, AMAE, with the Government's mandate to coordinate and monitor mine action activities in the country, has accumulated the technical knowledge and expertise essential to ensure that operations are conducted in a safe, effective and efficient manner and in line with international humanitarian standards. A clear indication of this capacity is the successful completion of the landmine and unexploded ordnance clearance operations in northeast Albania, ahead of the obligatory period in terms of the AP Mine Ban Convention. An international recognition of our common achievement in this regard is the nomination of Albania to take the Presidency of the AP Mine Ban Convention throughout 2011, leading to the Eleventh Meeting of the State Parties of the AP Mine Ban Convention, planned to be held in Cambodia at the end of next year.

In recognizing AMAE's built capacities and experience to date, I believe that such capacities are very relevant and valuable to our current demilitarization priorities. As you are already aware, one of Albania's current challenges is the disposal of a large stockpile of aging weapons and ammunition in possession of the Albanian Armed Forces. The Ministry of Defence has outlined a Plan of Action for Elimination of Excess Ammunition in the AAF with the aim to utilize national capacities to dispose of all surplus ammunition by 2013. Furthermore, the *hot-spots* contaminated with abandoned unexploded ammunition are identified as an additional threat, until these are cleared in compliance with relevant international standards.

To this purpose, in order to make the best use of AMAE's technical expertise, equipment and infrastructure established with valuable donors' funding and UNDP's support, I would like to express our willing to engage this professional structure to contribute through a similar institutional arrangement and role, inclusive of its know-how in mine victim assistance and risk education/community liaison activities, in the area of hotspots clearance and ammunition disposal, so as to help ensure that these components are brought up and carried out in accordance with the International Humanitarian Standards.

Taking in consideration the reliable relationship already established in framework of the mine action programme, I am confident that this approach could be successful also in conducting resource mobilization still very much required in this area and ensuring a wider coordination with related national and international specialized agencies.

Finally, I would like to emphasise that this letter acts as a guarantee of the Government and Ministry of Defence that AMAE and UNDP may start the preparations of the programme document for framing such activities, based on the Government's relevant Plan of Action. A Memorandum of Understanding, which reflects these activities, shall supersede upon mutual agreement.

I would like to express my hope and confidence on UNDP's support in this demilitarization initiative so that we can build further on this fruitful cooperation and ensure the sustainability of the established structures with such unique expertise.

Please accept, Excellency, the assurance of my highest consideration.

Yours Sincerely,
Arben IMAMI



H.E. Zineb Touimi-Benjelloun
UN Resident Coordinator & UNDP Resident Representative
Tirana, Albania

MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED NATIONS DEVELOPMENT PROGRAMME

&

THE MINISTRY OF DEFENCE

FOR

**BILATERAL COOPERATION IN THE IMPLEMENTATION OF THE
ALBANIAN UXO HOTSPOTS CLEARANCE AND AMMUNITION
DISPOSAL PROGRAMME**

This Memorandum of Understanding (“MOU”) is entered into by the United Nations Development Programme (“UNDP”), a subsidiary organ of the United Nations, an intergovernmental organization established by its Member States and the Albanian Ministry of Defence, UNDP and Ministry of Defence are hereinafter jointly referred to as the “Parties”.

TAKING INTO CONSIDERATION, the ratification by the Albanian Parliament, of the Ottawa Convention on “The Ban of Use, Storage, Production and Transfer of the anti-personnel mines and their destruction”, Law nr. 8547 date 11.11.1999 and the official request of the Minister of Defence, dated 6 December 2010 to UNDP for supporting the Government Demilitarization Programme and Hotspots Clearance in Albania.

WHEREAS, UNDP serves in many respects as the operational arm of the United Nations at the country level and works with partners in numerous countries to promote sustainable development, eradication of poverty, advancement of women, good governance and the rule of law.

WHEREAS, UNDP represented by Country Office is interested in enhancing its development activities in promoting human security.

WHEREAS, the Parties share similar missions and wish to cooperate in areas of mutual concern to enhance the effectiveness of their development efforts;

NOW, THEREFORE, the Parties agree to cooperate as follows:

Article I Purpose

The purpose of this MOU is to provide a framework of cooperation and facilitate collaboration between the Parties, on a non-exclusive basis, in supporting the Government Demilitarization Programme and Hotspots Clearance in Albania based on the following:

Article II Areas of Cooperation

Contribution of UNDP

Subject to availability of funding, the UNDP undertakes to contribute to the implementation of the UXO Hotspots Clearance and Demilitarization Programme in Albania in the following areas:

- a. Support the Ministry of Defence through the Albanian Mine and Ammunition Coordination Office (AMMCO) to coordinate and monitor the UXO Hotspots Clearance operations in Albania.
- b. Provide seed funding for the preparation and initiation of AMMCO activities.
- c. Provide technical support through AMMCO in developing a humanitarian framework and standards for hotspots clearance and ammunition disposal.

- d. Support the Demilitarization and Hotspots Clearance Programme by providing several equipment procured with funding from the European Union Delegation and other donors in framework of the Mine Action Programme.
- e. Conduct the technical assessments of all declared ammunition hotspots throughout Albania and prepare an Action Plan for clearance.

Contribution of the Albanian Government

The Ministry of Defence undertakes to contribute to the implementation of the UXO Hotspots Clearance Programme in Albania in the following areas:

- a. The Ministry of Defence through an order of the Chief of General Staff makes available the storages for the unexploded ammunition and their components collected during the clearance of hotspots. In addition, the Ministry of Defence through its EOD Specialists of the AME Centre in the Logistics Brigade makes the disposal of such ammunition in the demolition ranges as designated by law
- b. Medical Evacuation service in the form of helicopter support by the Ministry of Defence, in case of accidents during UXO clearance or disposal operations in areas where the evacuation by vehicle of the injured requires a longer time than that determined by the International Humanitarian Standards.

Operational procedures

With regard to point (a) of Contribution of the Albanian Government, Article II above, the parties are responsible for the following:

- Storage of the ammunition collected in the hotspots will be made in the Armed Forces depots, designated for this purpose. Their transport to the approved demolition ranges will be made with vehicles of the Armed Forces.
- The disposal of such ammunition in the demolition ranges is made by the EOD experts of the AME Centre in the Logistics Brigade;
- Disposal of the ammunition and their components, found by the clearance company in the hotspots but which are considered dangerous for transport, will be made by the EOD experts and the specialists of the clearance company, according to safety standards.

In regards to point (b) Contribution of the Albanian Government Article II above, the medical evacuation by helicopter will be provided by the Ministry of Defense upon request of the Albanian Mine and Ammunition Coordination Office (AMMCO).

- A separate document between the Air Forces Command and the Albanian Mine and Ammunition Coordination Office (AMMCO) will determine all technical details of this coordination.

The total value of contributions provided for in points (a), (b) of Contribution of the Albanian Government Article II above will be estimated by the Ministry of Defense and reported by the Albanian Mine and Ammunition Coordination Office (AMMCO) and UNDP as a contribution of the Albanian Government to the Demilitarization Programme.

Article III
Consultation and Exchange of Information

3.1 The Parties shall, on a regular basis, keep each other informed of and consult on matters of common interest, which in their opinion are likely to lead to mutual collaboration.

3.2 Consultation and exchange of information and documents under this Article shall be without prejudice to arrangements, which may be required to safeguard the confidential and restricted character of certain information and documents. Such arrangements will survive the termination of this MOU and of any agreements signed by the parties within the scope of this collaboration.

3.3 The Parties shall, at such intervals as deemed appropriate, convene meetings to review the progress of activities being carried out under the present MOU and to plan future activities.

3.4 The Parties may invite each other to send observers to meetings or conferences convened by them or under their auspices in which, in the opinion of either party, the other may have an interest. Invitations shall be subject to the procedures applicable to such meetings or conferences.

Article IV
Implementation of the MOU

4.1 In order to implement the specific activities envisioned hereunder, the Parties shall conclude cost-sharing contracts in accordance with the applicable UNDP regulations, rules and procedures, which shall specify the costs or expenses relating to the activity and how they are to be borne by the Parties. The cost-sharing contracts shall also include a provision incorporating by reference the MOU, which is applicable to the cost-sharing contracts and the projects/programmes financed there from.

4.2 It is understood that all activities will be carried out on the basis of a project document agreed between UNDP and the Ministry of Defence, and in accordance with the applicable UNDP regulations, rules and directives.

4.3 The costs of public relations activities relating to the partnership, that are not otherwise addressed by a specific cost-sharing contract concluded hereunder, will be the responsibility of Ministry of Defence.

4.4 Neither Party shall be an agent, representative or joint partner of the other Party. Neither Party shall enter into any contract or commitment on behalf of the other Party and shall be solely responsible for making all payments to and on behalf of its own account, as provided under this MOU and under cost-sharing contracts concluded hereunder.

4.5 Each Party shall be responsible for its acts and omissions in connection with this MOU and its implementation.

Article V
Visibility

The parties recognize that the cooperative arrangements should be publicized and therefore agree to acknowledge the role and contribution of each organization in all public information documentation relating to instances of such cooperation and use each organization's name and emblem in documentation related to the cooperation in accordance with the current policies of each organization and subject to prior written approval of each party.

Article VI
Term, Termination, Amendment

6.1 The proposed cooperation under this MOU is will commence on the date of its signature by both parties and is effective until 31 December 2013 (deadline set by the government for the completion of the Demilitarization Programme), unless terminated earlier by either party upon two months notice in writing to the other party. The Parties may agree to extend this MOU in writing for subsequent periods.

6.2 In the event of termination of the MOU, any cost-sharing contract, and any project document concluded pursuant to this MOU, may also be terminated in accordance with the termination provision contained in this memorandum. In such case, the Parties shall take the necessary steps to ensure that the activities carried out under the MOU, the cost-sharing contracts, and project document are brought to a prompt and orderly conclusion.

6.3 This MOU may be amended only by mutual written agreement of the Parties.

Article VII
Notices and Addresses

Any notice or request required or permitted to be given or made under this MOU shall be in writing. Such notice or request shall be deemed to have been duly given or made when it shall have been delivered by hand, certified mail, overnight courier, telex, or cable to the party to which it is required to be given or made at the address specified below or such other address as shall be hereafter notified.

For the Ministry of Defence

Arben IMAMI
Minister of Defence

For the UNDP Country Office

Zineb Touimi-Benjelloun
UN Resident Coordinator & UNDP Resident Representative
United Nations Development Programme in Albania

**Article VIII
Miscellaneous**

This MOU and the project document comprise the complete understanding of the Parties in respect of the subject matter in this MOU. Failure by either Party to enforce a provision of this MOU shall not constitute a waiver of that or any other provision of this MOU. The invalidity or unenforceability of any provision of this MOU shall not affect the validity or enforceability of any other provision of the MOU.

**Article IX
Entry into Force**

This Memorandum is signed in Tirana on 01/11/ 2011, in two original copies, respectively in English and in Albanian language.

Signed for the
Ministry of Defence

Signed for the
United Nations Development Programme

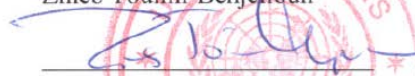
Minister of Defence

UN Resident Coordinator &
UNDP Resident Representative
Zineb Touimi-Benjelloun

Arben IMAMI



Arben Imami



Zineb Touimi-Benjelloun

01/11/2011
Date

01/11/2011
Date

Annex 3 - Terms of Reference for key programme personnel

National Programme Coordinator

The AMMCO Coordinator is responsible to the AMAC Chairman for the execution of the following duties:

- Advise AMAC on International policy and assist in the formulation of a National Action Plan;
- Assist with and compile ERW/AXO clearance and priorities and present them to Board of Demilitarization (BoD) for approval;
- Responsible for the formulation and execution of strategic and operational plans for AMMCO.
- Co-ordinate and control all ERW/AXO clearance in Albania through the AMMCO;
- Manage the AMMCO in respect of all matters including personnel, information, planning, operations, standards, training, logistics and finances;
- Maintain the ERW/AXO Clearance information database on a daily basis;
- Compile monthly reports on ERW/AXO Action and reports on all visits regarding ERW/AXO Clearance activities for distribution to BoD, UNDP and other interested parties;
- Provide accurate information to the press and media in consultation with UNDP and MoD;
- Provide advice, planning and relevant training to the AMMCO personnel regarding ERW/AXO Clearance and EOD activities, Risk Education, Victim Assistance, quality management and ERW/AXO surveys;
- Ensure through AMMCO the quality management of all ERW/AXO Clearance in Albania;
- Liaison with the international community, local communities and all authorities regarding ERW/AXO Clearance ;

Victim Assistance & Risk Education Coordinator

The Victim Assistance & Risk Education Coordinator is responsible to the AMMCO Coordinator for the execution of the following duties:

- The Victim Assistance and Risk Education Coordinator is an active member of the AMMCO and coordinates and monitors all Risk Education and Victim Assistance activities conducted under this Programme and implementing partners in Albania;
- Liaise and coordinate with other agencies, local authorities, and organizations for Risk Education and Victim Assistance activities in order to encourage synergies and avoid any overlap of project ideas;
- Provide regular updates to the Risk Education and Victim Assistance strategies for Albania;
- Contribute to the preparation of the National Standards and SOPs for the Risk Education and Victim Assistance components;
- Maintain a database of all Risk Education and Victim Assistance activities conducted in Albania by all agencies;
- Based on IMAS, provide appropriate guidance and standards for Risk Education and VA in Albania to implementing partners and coordinate their activities (ICRC, UNICEF, ITF, UNDP, Ministry of Health, Ministry of Education, MoLSA, NPOC, Regional Hospitals, HI, ALB-AID and Albanian Red Cross);

- Directly coordinates with the Institute of Rehabilitation in Slovenia for various specialist medical checks of mine amputees in Albania and where relevant arrangement of their treatment abroad;
- Serves as a Focal Point in national and international gatherings within the Anti-Personnel Mine Ban Convention and CCW for Mine Survivors Assistance and Risk Education in Albania
- Participate in the monthly Coordination meetings and present a monthly summary of Risk Education and Victim Assistance activities;
- Ensure Risk Education and Victim Assistance organizations provide regular reports on their activities to the AMMCO;
- Do advocacy and resource mobilization for Risk Education and Victim Assistance projects;
- Assist organizations in developing Risk Education and Victim Assistance project proposals through providing quality feedback to ensure that the proposals are inline with the national strategy priorities;
- Coordinate all Risk Education and Victim Assistance activities in Albania;

Programme Specialist

The Programme Specialist is responsible to the AMMCO Coordinator for the execution of the following duties:

- Make sure, in cooperation with the AMMCO Operations Department that the task dossiers issued for ERW/AXO clearance and OBD activities to implementing partners are in accordance with the Albanian National programme and strategy, priorities and work plan.
- Provide support and advice in the establishment of reliable mechanisms for ensuring that ERW/AXO related information are processed through appropriate channels and eventually received by the AMMCO IMSMA database.
- Drafting several plans, and related documents as required to support AMMCO activities;
- Ensure all the necessary data for AMMCO Management during the preparation of briefing documents;
- Collect and consolidate monthly reports on separate activities of the AMMCO and the implementing partners;
- Prepare progress reports, briefings and presentations for various donors as required;
- Prepare the annual plans and reports for the Programme;
- Collect data and draft the report for the Albanian Government as required under Article 7 of the AP Mine Ban, Cluster Munitions and CCW Conventions;
- Support the AMMCO Coordinator in preparing the periodic reviews of the Albanian Mine Action Portfolio;
- Support in preparing various project proposals for submission by AMMCO to various international donors;
- Prepare briefing materials on the Programme as required by Government for participation/contribution to eventual international meetings/events.

EOD Operations Officer

The EOD Operations Officer is responsible to the AMMCO Coordinator for the execution of the following duties:

- Advise the Director on the planning and execution of ERW/AXO clearance operations in Albania.

- Plan and co-ordinate ERW/AXO clearance operations in Hotspots contaminated areas in Albania according to the National Plan and under direction of the AMMCO Coordinator.
- Advise and assist ERW/AXO clearance organisations in the execution of their operations.
- Plan and direct the activities of the Regional Office and the Quality Management Team in the execution of their duties, including the support of ERW/AXO clearance, collection of information and surveys.
- The identification and allocation of ERW/AXO clearance & OBD tasks and/or areas of responsibility to all operational organisations;
- Monitor the AMMCO Technical and Safety Standards and make recommendations to the AMMCO Coordinator for changes to recognized drills, Standard Operating Procedures (SOPs) and safety standards for manual, dog and mechanical demining, survey and EOD procedures;
- Overall supervision of ERW/AXO clearance tasks executed by ERW/AXO clearance organisations in Albania;
- Coordinate reporting by all ERW/AXO clearance organisations to the Operations Cell in a timely manner;
- Ensure the AMMCO communications network is operating at all times and make daily contact with each ERW/AXO clearance organisation;
- Responsible for liaison regarding MEDEVAC, demolitions and with Albanian Armed Forces for the issuing of explosives to the EOD organisations for demolitions;
- Responsible for issuing all permits to clearance & EOD organisations for the carriage of explosives in Albania;
- Maintenance and control of task dossier folders.
- Plan and co-ordinate training and standards of ERW/AXO clearance & OBD activities in Albania according to the AMMCO TSS's, NS and under direction of the AMMCO Coordinator.
- Assess and do QM (Quality Assurance and Quality Control) regarding clearance & OBD activities under the direction of the AMMCO Coordinator.
- Certify all ERW/AXO clearance & OBD activities done in Albania on the required IMSMA format.
- Ensure that all ERW/AXO cleared land and OBD activities are handed over in the correct manner to the relevant authorities, communities or owners.

Community Liaison Officer

The Community Liaison Officer is responsible to the Operations Officer for the execution of the following duties:

- Develop and maintain the interface between AMMCO, UNDP, OSCE, local government, Police, Military Forces operating in the designated region, in order to facilitate co-ordination of activities and exchange of information.
- Provide AMMCO with continuous and accurate information on the security situation in the areas of operations.
- Assist in the establishment of reliable mechanisms for ensuring that ERW/AXO related information (accidents and incidents reports, hotspots records) gathered by police and locals are processed through the appropriate channels and eventually received by the AMMCO IMSMA database.
- Act as the focal point for issues associated with the implementation of the AMMCO Operational ERW/AXO Clearance & OBD Plan. In this capacity and in close co-operation with the local government in the regions, responsible for matters pertaining to the support required.

- Responsible for liaison between the AMMCO and local government as well as the International Organizations working in the regions.
- Prepare all necessary documents and certificates for the hand-over procedure of ERW/AXO cleared land to the local government.
- Keep military forces, police, local population and other organization in the regions informed of the humanitarian ERW/AXO clearance & OBD activities being planned and conducted in the respective areas.
- Organize meetings among other International Organizations, NGO's and local government on AMMCO request.
- Monitoring awareness activities in the country to ensure these comply with AMMCO Best Practices and an effective integration with ERW/AXO clearance & OBD activities.

IMSMA Specialist

The IMSMA Specialist is responsible to the Operations Officer for the execution of the following duties:

- Assist the establishment of the IMSMA capability and formulate a work plan for data gathering, entering, collation and dissemination of ERW/AXO & OBD information;
- Liaise with other agencies and NGOs regarding ERW/AXO clearance & OBD information and regularly update partner organizations in IMSMA and GIS matters;
- Prepare data, statistics and graphics to support reporting and recording requirements of AMMCO, the Albanian Government, donors, and other clients with mine action related information;
- Assist in preparing task dossiers for all survey and ERW/AXO clearance & OBD tasks in Albania;
- Secure and control the software in the AMMCO Office;
- Administrate the IMSMA database/GIS component for the AMMCO Office, including data entry, mapping, data quality and database back-up;
- Receive all system related reports and enter them into the IMSMA system along with preparing appropriate hard copy files;
- Generate reports, data sets, etc required to produce task dossiers for ERW/AXO clearance OBD Activities agencies as directed by operations;

Socio-Economic Reintegration Assistant

- The Social-Economic Reintegration Assistant is responsible to the VA & RE Coordinator and AMMCO Coordinator for the execution of the following duties:
- The Socio-Economic Reintegration Assistant monitors Social-Economic Reintegration activities of mine survivors conducted under the Albanian Mine Action and Ammunition programme.
- Collect information on the socio-economic situation of at least 688 survivors and their families all over Albania. Propose needed interventions to improve the social and economic conditions of the survivors and their families. Closely coordinate with local authorities and organizations on those interventions.
- Liaise with other agencies, local authorities, and organizations for Social-Economic Reintegration activities in order to encourage synergies and avoid any overlap of project ideas.
- Review of the existing legislation on the disability issues in Albania and advocate for the inclusion of mine/ERW and AXO survivors to benefit from the existing laws.

- Identify areas where laws and policies need amendment to ensure compliance with CRPD and advocate that mine/ERW and AXO survivors will benefit from the proposed laws and policies.
- Closely coordinate with Disabled Peoples' Organizations and do the advocacy for the rights of mine/ERW and AXO survivors and their inclusion.
- Provide regular updates to the Social-Economic Reintegration strategies for the activities in Albania.
- Conduct presentations for the Social-Economic Reintegration projects when required (ie. for visiting consultants, donors, Local Authorities in the Kukes region).
- Participate in the monthly Ammunition and Mine Action Coordination Meetings and present a monthly summary of Social-Economic Reintegration activities in the Kukes region.
- Ensure Social-Economic Reintegration organizations provide regular reports on their activities to the AMMCO.

Quality Management Monitors (3)

The Quality Management (QM) Monitors are responsible to the Operations Officer for the execution of the following duties:

- Execution of all Quality Assurance tasks, under the direction of the Operations Officer.
- Execution of all Quality Control tasks, under the direction of the Operations Officer.
- Execution of all survey, ERW/AXO clearance & OBD tasks, if required, and under the direction of the Operations Officer.
- The Quality Management Monitors are responsible for the operational safety of all ERW/AXO clearance & OBD operations.