

# SRI LANKA COMPLETION PROCESS

## STANDARD OPERATING PROCEDURE

Version 3, November 2023



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## 1. Amendments, acronyms, and definitions

### 1.1. Amendments

Reference	Approved by (NMAC Officer)	Date

### 1.2. Acronyms and abbreviations

APMBC	Anti-Personnel Mine Ban Convention
AP	Anti-personnel
AV	Anti-vehicle
AXO	Abandoned Explosive Ordnance
CHA	Confirmed Hazardous Area
DS	Divisional Secretary
EO	Explosive Ordnance
EOD	Explosive Ordnance Disposal
EORE	Explosive Ordnance Risk Education
ERW	Explosive Remnants of War
GA	Government Agent (aka. District Secretary)
GICHD	Geneva International Centre for Humanitarian Demining
GoSL	Government of Sri Lanka
GN	Grama Niladari
GS	Grama Sevakar
HA	Hazardous Area (CHA and/or SHA)
IED	Improvised Explosive Device
IM	Information Management
IMAS	International Mine Action Standards
IMSMA	Information Management System for Mine Action
LTTE	Liberation Tigers of Tamil Elam
NMAS	National Mine Action Standards
NTS	Non-technical Survey
OAP	Oslo Action Plan
QA	Quality Assurance
QC	Quality Control
QM	Quality Management
RDS	Rural development Society
RMAO	Regional Mine Action Office
SADD	Sex and Age-Disaggregated Data
SHA	Suspected Hazardous Area

SLA	Sri Lanka Army
SLA HDU	Sri Lanka Army, Humanitarian Demining Unit
SOP	Standard Operating Procedure
TS	Technical Survey
UXO	Unexploded Ordnance
VA	Victim Assistance
WRDS	Women's Rural Development Society

### 1.3. Definitions

**Closed hazardous area:** a former hazardous area that has been made safe through land release.

**Completion process:** the process to achieve APMBC Article 5 completion. It includes desk assessment of GNs, the completion survey, land release, task allocation/reallocation to operators and the declaration of completed GNs, divisions, districts and provinces.

**Completion survey:** the survey of selected GNs, through interviews of key informants, to identify any unidentified/unreported/unrecorded contamination.

**Completion survey team:** a team trained to conduct the completion survey. This may be locally known as a community liaison team (commonly 2 staff travelling by bike not trained in NTS) or a survey/EOD team (commonly 4 persons travelling in an Ambulance capable vehicle trained in NTS). There shall be a minimum of one female in each team.

**Completion survey officer:** the leader of a completion survey team.

**Conflict-affected GN:** a GN which may contain EO contamination following the war.

**Explosive Ordnance Disposal (EOD):** the detection, identification, evaluation, render safe, recovery and disposal of EO. EOD may be undertaken a) as a routine part of mine clearance operations, upon discovery of EO; b) to dispose of ERW discovered outside hazardous areas, (this may be a single item of ERW, or a larger number inside a specific area); or c) to dispose of EO which has become hazardous by deterioration, damage or attempted destruction. (IMAS 04.10, Second Edition, Amendment 11, January 2023)

**Grama Niladari (GN)/ Grama Sevakar (GS):** the smallest and primary administrative unit controlled by the central government to carry out administrative duties under Divisional secretariat

**GN/GS Officer:** public official appointed by the central government to carry out administrative duties in a GN division, which is a sub-unit of a divisional secretariat.

**Hazardous area:** (contaminated area) an area known or suspected to contain Explosive Ordnance. (IMAS 04.10)

**Land release:** the term "Land Release" describes the process of applying all reasonable effort to identify, define, and remove all presence and suspicion of EO through non-technical survey, technical survey and/or clearance, SLNMMAS 04, the Land Release Process

**Non-technical survey:** the collection and analysis of data, without the use of technical interventions, about the presence, type, distribution and surrounding environment of explosive ordnance contamination, in order to define better where explosive ordnance contamination is present, and where it is not, and to support land release prioritisation and decision-making processes through the provision of evidence. (IMAS 04.10)

**Open hazardous area:** a recorded hazardous area where clearance and/or survey operations have not yet started.

**Residual contamination:** the risk remaining following the application of all reasonable effort to identify, define, and remove all presence and suspicion of explosive ordnance through non-technical survey, technical survey and/or clearance (IMAS 04.10)

**Re-survey:** the process of repeating NTS, reviewing and revising HA forms

**Worked on hazardous area:** hazardous area where survey and/or clearance have started

## 2. Background and Purpose

With the accession to the Anti-personnel Mine Ban Convention (APMBC) in December 2017, Sri Lanka committed to identifying and clearing all anti-personnel (AP) mined areas by 1 June 2028, in line with its Article 5 obligations<sup>1</sup>. As stated in Sri Lanka's National Mine Action Completion strategy, the National Mine Action Centre (NMAC) is confident that this can be achieved by the end of 2027.

In March 2023 the Government of Sri Lanka endorsed the *Sri Lanka National Mine Action Completion Strategy 2023-2027* (also known as the National Strategy), showcasing the Government's strategic commitment to completion. The first of four strategic objectives focuses on land release and the implementation of an inclusive and transparent completion survey that facilitates Sri Lanka's Article 5 completion.

Sri Lanka's completion process will allow the Government of Sri Lanka to declare their administrative areas "mine free". This means that they are confident that all known mined areas have been identified and cleared and that there is no further evidence and/or suspicion of mines, at this time, on their land. The process formalises the mechanisms around the ongoing survey and clearance so that the Government can document the 'completion' of administrative areas in a consistent and transparent manner. This will enable the Government to demonstrate that All Reasonable Effort<sup>2</sup> has been made to identify and clear all mined areas, as per its Article 5 obligations. 'Completion', in

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<sup>1</sup> Article 5 **Destruction of anti-personnel mines in mined areas.** 1. Each State Party undertakes to destroy or ensure the destruction of all anti-personnel mines in mined areas under its jurisdiction or control, as soon as possible but not later than ten years after the entry into force of this Convention for that State Party. 2. Each State Party shall make every effort to identify all areas under its jurisdiction or control in which antipersonnel mines are known or suspected to be emplaced and shall ensure as soon as possible that all antipersonnel mines in mined areas under its jurisdiction or control are perimeter-marked, monitored and protected by fencing or other means, to ensure the effective exclusion of civilians, until all anti-personnel mines contained therein have been destroyed... The AP Mine Ban Convention, Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on Their Destruction.

<sup>2</sup> The term "All Reasonable Effort" describes what is considered a minimum acceptable level of effort to identify and document mined areas or to remove the presence or suspicion of EO. "All reasonable effort" has been applied when the commitment of additional resources is considered to be unreasonable in relation to the results expected. SLNMA 04 the Land Release Process

the context of Sri Lanka, refers to Sri Lanka fulfilling its APMBC Article 5 obligations and identifying and clearing anti-vehicle (AV) mines and other explosive ordnance (EO).<sup>3</sup>

Sri Lanka's Completion Survey will go beyond its Article 5 obligations, with the inclusion of AV mines in the completion declaration. In addition, any Explosive Remnants of War (ERW)<sup>4</sup> identified during the survey shall be reported through relevant mechanisms. Given the probabilities of residual ERW contamination, these items are not included in the declaration form.

Five mine action operators are operational in Sri Lanka: the Sri Lanka Army Humanitarian Demining Unit (SLA HDU), two national (DASH and SHARP), and two international (The HALO Trust and MAG) non-governmental organisations (NGOs). All operators are involved in the completion process, which is supported by the Geneva International Centre for Humanitarian Demining (GICHD).

This standard operating procedure (SOP) is structured around Sri Lanka's completion process map, included in Annex 1. The SOP was developed with inputs from all stakeholders in Sri Lanka and will be reviewed and updated as and when necessary. The structure of the Sri Lankan Government administration is included in Annex 2. To facilitate the implementation, visualisation and monitoring of the Completion Process, two IM tools have been created:

1. **Completion Survey Dashboard:** the dashboard displays a map of all EO contamination data (points, polygons, and devices), all EO accident data and information on all land release activities. Five tabs displays different types of information:
  1. Hazardous Areas: provides a list of HAs filtered by their status (open, worked on, closed)
  2. Overview: provides indicators about the GN division part of the completion survey
  3. GN Lists: provides lists of Hazardous Areas, Activities and Accidents for the selected GN
  4. GN Summary: provides statistics related to the selected GN; and
  5. Extent filter: provides a list of HAs, land release activities and EO accidents based on the extent of map.

The information in all the tabs can be filtered at the various administrative levels (province, district, DS division and GN division). This tool will be primarily used during the desk assessment phase of the completion survey.

2. **Hazardous Area Information Map:** this map displays the same information as the map of the Completion Survey Dashboard above but is accessible (online and offline) using the mobile application ArcGIS Field Maps. This tool will be primarily used during GN visits.

Notes:

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<sup>3</sup> IMAS 04.10 Glossary on Mine Action Terms, Definitions and Abbreviations, Amendment 10, 2019: Explosive Ordnance (EO) (2018) interpreted as encompassing mine action's response to the following munitions: Mines, Cluster Munitions, Unexploded Ordnance, Abandoned Ordnance, Booby traps, other devices (as defined by CCW APII), Improvised Explosive Devices, p.15.

<sup>4</sup> IMAS 04.10 Glossary of mine action terms, definitions, and abbreviations, ERW: Unexploded Ordnance (UXO) and Abandoned Explosive Ordnance (AXO). [CCW protocol V]

- These tools rely on the IMSMang database being uploaded regularly. It shall be the responsibility of the NMAC to update the IMSMang data with the latest information each week following submission of the operators' weekly progress reports.
- These tools are secured using a log in, ensuring data protection of sensitive information like key informant contact details.

### 3. The Completion Survey

#### 3.1. Government starts completion survey to comply with APMBC Article 5 obligations

##### 3.1.1. Survey implementation methodology

NMAC has analysed conflict history and EO contamination at the Grama Niladhari's (GNs) (the smallest administrative unit, see Annex 2). This generated a list of conflict affected GNs where the completion survey will be implemented, based on the below methodology:

Provinces /Districts	GNs to be visited during the Completion Survey Process	Conflict intensity and likelihood of EO contamination
Northern Province: Jaffna, Kilinochchi, Mullaitivu, Vavuniya, Mannar	All	High
Eastern Province: Trincomalee, Batticaloa (not including Ampara)	All conflict affected GNs and all adjacent GNs	Moderate
All other Provinces and Districts: including Puttalam, Anuradhapura, Polonnaruwa and Ampara	Only conflict affected GNs	Low

Approximately 1,400 GNs will be visited during the Completion Survey Process using this approach.

NMAC shall work with operators to agree which operator will be responsible for conducting the completion survey where and will issue a list of GNs per operator. Only one operator shall be assigned per D.S Division. The assignment of a GN to an operator does not necessarily mean that same operator will be responsible for survey and/or clearance of any newly identified HAs within the GN. The allocation of newly identified HAs shall be led by NMAC and done in accordance with the task (re)allocation process.

#### 3.2. Government authorities briefed by the NMAC and operators

Meetings shall be held with relevant representatives from Government authorities and other stakeholders to explain the completion survey process and the support required. The following key points shall be included in the brief:

1. Purpose: Clarify Sri Lanka's APMBC Article 5 commitments, completion deadline and the requirement to make all reasonable effort to identify and clear all mined areas
  - a. explain the completion survey, the GN visits and questionnaires

- b. explain liability aspects, in line with SLNMAS
2. Support required and from whom: GA, DS, GN, Ministry of Wildlife and Forest Resource, Dept of Archaeology, SLA, Police will be asked to share information on any past and outstanding EOD call outs and to help identify and connect the operator with key informants
3. Output: the GN Questionnaire and Declaration forms
4. Declaration explanation: confirmation that all reasonable effort has been made to identify and clear mined areas and that no further evidence and/or suspicion of mine contamination is known at the time of signing
5. Residual contamination: explanation of what residual contamination is and required actions if EO are discovered after the completion declaration has been signed
6. Contact details: of the NMAC and relevant completion survey operator(s)

A standardised presentation and handouts covering the above shall be developed to provide consistent messaging. Briefings shall be conducted in a cascading fashion at district, division and if necessary GN level.

#### District level meetings

NMAC shall arrange and lead district level meetings in all conflict affected districts. NMAC shall develop a district meeting schedule, timing these meetings to take place within three months of the planned start of the completion survey in that district. In attendance shall be (or representatives thereof):

- Government Agent
- All Divisional Secretaries within the district
- District-level members from the Ministry of Wildlife and Forest Resource Conservation and the Department of Archaeology,
- Sri Lankan Army (HQ camp/district level)
- Police (district level)
- Mine action operators who are active within the district

NMAC shall record attendance at these meetings.

#### Divisional level meetings

Operators shall arrange and lead divisional level meetings in all conflict affected divisions. NMAC shall task one operator only per D.S Division. Operators shall develop a division meeting schedule, timing these meetings to take place within three months of the planned start of the completion survey in that division. In attendance shall be (or representatives thereof):

- Divisional Secretary
- all GN Officers within that D.S Division
- Sri Lankan Army (Division camp level)
- Police (Officer in Charge (OIC) for the division)
- NMAC



The operator shall record attendance at the meeting.

### 3.3. Desk assessment of conflict affected GNs (operators)

Within three months of the planned start of the completion survey in a division the operators' IM staff and completion survey officers shall conduct a desk assessment of all GNs in the division and all neighbouring GNs. The purpose of the desk assessment is to:

- a) gather all information on EO contamination in the area
- b) review this information to identify any areas that may have previously unknown contamination. Any areas identified as having a higher likelihood of unidentified contamination shall receive focussed attention<sup>5</sup> during GN visits
- c) prepare presentations to the stakeholders during the GN visit

The following table provides a non-exhaustive list of the information sources that shall be used.

Information Type	Source	Comments
IMSMA data – Hazardous Area forms (also known as NTS reports), EOD spot task forms, completion reports, EO accidents forms and the weekly clearance progress reports.	Operator's IMSMAng Backup  Hazardous Area Information Map in IMSMA Core	1. Consider long, continuous mine lines that may not have been fully identified i.e., gaps between HA polygons. Where these exist, the area shall be highlighted for focussed investigation during the GN visit.  2. EOD spot task forms shall be checked for reports of AP and AV mines. If mines were laid the location shall be cross referenced for subsequent clearance in that area.
Geospatial data on bund lines, mine lines (recovered items), clearance	Operator's records	
Pre/post clearance reports and household surveys, in particular land use information	Operator's records	
Administrative geospatial information, GN boundaries	Hazardous Area Information Map in IMSMA Core	No other GN gazetteer should be used

<sup>5</sup> Including targeted questions with key informants on potentially hazardous areas and land use.

High security zones	Hazardous Area Information Map in IMSMA Core	Only Jaffna high security zones available
Historical imagery	<a href="#">Google Earth Web</a> Google Earth Pro	Historical satellite imagery shall be used to look at topography and ground features at the relevant time in conflict history
Current imagery	<a href="#">Google Earth Web</a> Google Earth Pro IMSMA Core	Current satellite imagery shall be used to look at topography and evidence of current land use.

The desk assessment shall result in the following outputs:

- a list of all areas within a GN with higher likelihood of previously unknown EO contamination for focussed attention during the GN visit
- a web map created on IMSMA Core based on the Hazardous Area Information Map. Additional information can be added to the web map using the Sketching function

This information shall be prepared for the GN and its neighbouring GNs for presentation by the completion survey officer to the GN Officer and stakeholders during the GN visit.

The IM and completion survey officers shall complete a desk assessment checklist for each GN (using the content of the table in section 3.3), confirming all relevant information has been analysed and that the GN specific web map has been created.

➤ **Suspected status of GN?**

- EO suspected: proceed to section 3.4 (Completion process coordination between NMAC and operators)
- No EO suspected: proceed to section 3.7 (GN Visit)

**3.4 Completion survey coordination meetings between NMAC and operators**

Operators and NMAC shall meet monthly to discuss and coordinate and prioritise NTS and GN visits.

The purpose of these meetings is to:

- exchange information on potential unidentified EO contamination
- ensure clarity on ongoing and new NTS activities; this is particularly important where different operators are working in neighbouring divisions
- enable updated estimates on the remaining contamination
- prioritise NTS activities per operator for the coming month

The following information shall be shared at the meeting:

- progress on GN visits and planned GN visits for the following month (operators)

- progress on ongoing NTS activities, including any significant re-survey (operators)
- requirements for additional NTS, following GN visits (operators)
- IMSMA data entry status of new HA forms, number and m2 added since the last meeting and number/m2 awaiting entry (NMAC)

Re-survey of HAs shall only be done if required, see section 8.

### 3.5 NTS

Upon receiving information on evidence and/or suspicion of EO, operators shall follow standard procedures for conducting NTS and recording results on relevant IMSMA forms (HA, EOD spot task, cancellation, or accident forms).

#### 3.5.1 HA, EOD spot task, cancellation and EO accident forms

Relevant IMSMA forms shall be completed as a record of implemented activities:

- HA form: operator leads, NMAC approves
- EOD spot task form: operator initiates the form through completing sections 1-4. Key informants shall be asked if they are willing to have their names recorded on the form as the reporter. If not, the completion survey officer's name shall be entered. Partially completed forms shall be submitted to NMAC. NMAC shall consolidate all EOD forms for a division, collaborate with the relevant authorities (Police/SLA/STF) to address the contamination, complete sections 5-6 and enter the forms in IMSMA. Operators shall monitor completion of EOD spot tasks through the Completion Survey Dashboard, enabling the tracking of GN status, and conducting GN follow up visits as required
- EO accident form: operator leads, NMAC approves
- NMAC shall be responsible for updating IMSMA, enter all new records and complete data entry within one month of receiving forms from operators

IMSMAng forms have been modified to include a single select Yes/No question on whether the form is a result of the GN completion survey visit. It should be answered **Yes** if the form is an outcome of the GN completion survey.

Completion Survey  No  Yes

The IMSMAng forms concerned are:

- Hazard Area Form v1.6
- Hazardous Area Cancellation v1.6
- Weekly summary Form v1.6
- Completion Report Form v1.6
- Spot EOD Report Form v1.6
- Accident Form v1.8
- Victim Form v1.8

❖ Evidence and/or suspicion of EO contamination in the GN?

- No: proceed to section 3.7 (GN visit)
- Yes: proceed to section 3.6 (land release)

### 3.6 Land Release

Upon completion of the HA form and approval of a task execution plan from NMAC, operators shall apply standard procedures for conducting land release activities, resulting in a completion report and handover of land as per standard procedures.

### 3.7 GN Visit

Operators shall use their division allocation list provided by NMAC to develop D.S Division and GN visit work plans.

GNs shall be visited irrelevant of HA status (closed, worked on or open) within the GN in a geographical sequential order. The purpose of conducting GN visits while ‘worked on’ and while open HAs remain is to identify any previously unknown contamination as early as possible to gain clarity on the remaining contamination problem, inform operator task allocation, and develop work plans. GNs shall be visited in bordering geographical sequence to facilitate information flow across neighbouring GNs and to maximise efficiency.



### 3.7.1 Key Informants

Key informants should comprise a representative sample of the GN population, considering geographical coverage of the GN (representatives from various villages), different land users (hunter/gatherers/farmers, etc.), and demographics (age/ethnicity/sex). In line with the International Mine Action Standards (IMAS) and Sri Lanka's convention obligations, it is important to that female and male informants are interviewed as part of the completion survey, to ensure that different perspectives are taken into consideration and that more varied information may be collected.<sup>6</sup> Each completion survey team should include a minimum of one female member to best facilitate this. The GN Officer, Government Officers and Heads of a Societies can be key informants. The number of key informants will vary according to GN geographical and population size and conflict history. More key informants should be interviewed in GNs with a higher likelihood of previously unknown contamination (as determined during the desk assessment). A minimum of three key informants (including at least one female) shall be interviewed as part of the GN completion survey, with the recommendation that survey teams should aim for a 50-50 representation between women and men. Survey teams are also encouraged to include persons with disabilities and landmine survivors as key informants, accommodating any potential access needs. On average the participation of five key informants is to be expected per GN.

### 3.7.2 Operator preparations for GN Visits

Using key informant contact information provided by the GN Officer, the operator shall communicate with all key informants and arrange a convenient time for the GN visit. The time and location of the visit shall be confirmed with all key informants the day before to increase the likelihood of maximum attendance, taking into consideration relevant gender and diversity aspects, including suitable locations for the interviews. If key informants are not available, the completion survey team should return to the GN another time to ensure it meets with all relevant community representatives. Visiting GNs in a geographically sequential order will maximise efficiency on information sharing on GN border contamination and enable activities in neighbouring GNs to occur concurrently.

The completion survey team will hold group or one-to-one meetings as appropriate with the GN Officer and key informants. In this meeting all mine action activities implemented in the GN and neighbouring GNs (prepared during the desk assessment) shall be presented by the completion survey team. Within 14 days prior to visiting the GN the operators shall review the desk assessment and update if required, e.g., if clearance has been completed since the desk assessment was conducted. Before proceeding with the GN visit questionnaire, it is important that surveyors share information with key informants on:

- all closed, worked on, open HAs, their boundaries, the types of items found and forecasted task completion date(s) where relevant
- the difference between mines and other EO, the implications on Sri Lanka's APMBC obligations and declaring completion
- IMSMA accident reports
- outstanding EOD spot tasks

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<sup>6</sup> IMAS 08.10, Non-technical survey, p. 9

All the information mentioned above is available in the Completion Survey Dashboard.

See Annex 3 for an example script to brief key informants.

The completion survey team shall then go through the GN visit questionnaire with each key informant, on a one-to-one basis in confidence. If the desk assessment identified any areas with higher likelihood of previously unknown contamination, these shall be discussed with each key informant. This will assist the completion survey team with concluding if the area is likely to be contaminated.

### **3.7.3 GN Visit Questionnaire**

One GN Visit Questionnaire shall be completed per GN visit. A GN visit may take several (consecutive or non-consecutive) days. Operators shall aim to complete a GN visit within 14 days. It is recommended that a NMAC representative attends at least 10% of the GN visits for quality assurance.

The key informant interview section of the GN questionnaire is repeatable, meaning all key informant interviews are recorded within the same questionnaire. The GN Visit Questionnaire shall be completed in the Survey 123 form, comprising seven pages. The GN Visit Questionnaire is available in Annex 4; additional information for each page is provided below.

#### **Page 1. General Information**

This part shall mostly be completed before the visit and includes questions on whether it is the first, or a follow up GN visit. If a follow up visit, a description of how previously reported evidence and/or suspicions of EO have been resolved shall be recorded. Upon completion of the GN visit, the completion survey officer shall return to page 1 and record the visit end date. The start and end date of a GN visit should be within 14 days.

#### **Page 2. Location of the Survey**

Single select options cascading through the administrative level: Province, District, DS Division, GN Division. This information uses the latest Government gazetteer database available. Village names and alternative names can be entered as free text. A GN centroid (a coordinate for the geographical centre of the GN) is automatically generated, enabling the geospatial visualisation in the dashboards that are subsequently populated with the GN visit information.

#### **Page 3. GN Officer Information**

The GN Officer's details including his/her duration in the position and if he/she is originally from the GN shall be recorded. In cases where the GN Officer has been in his/her position for a shorter time and has had limited exposure to the area and its population, the completion survey officer may need to seek support from other community members with recommending key informants.

The GN Officer shall share the latest data available on the demographics of the GN population (this data shall not be taken from Government census because it is relatively outdated) and its main livelihood activities. The completion survey officer shall use this information to ensure there is adequate representation of key informants across gender groups and livelihood sectors.

**Page 4. Key Informant Interviews**

This is a repeatable page; one page shall be completed per key informant. Information on personal details including the key informant’s occupation, length of residence in the GN and if previously displaced, the year he/she returned to the GN shall be recorded.<sup>7</sup> The completion survey officer shall consider these details when asking about evidence and/or suspicion of EO contamination. Questions that explore if there are any evidence and/or suspicions of EO are split into three categories: EO accidents (human or animal), visual observation of EO parts, fragmentation or craters and Area Feared (areas where people are afraid to go for fear of EO).<sup>8</sup>

In a case where a key informant reports suspected contamination and wants to show the area or item to the completion survey officer, and the completion survey team is qualified in NTS (according to the operator’s standards including minimum team structure, medical kit and the SLNMAS), the completion survey officer shall consider the schedule for the day. If the reported area/item is close by, the team may visit the area to investigate, in line with NTS SOP. If the suspected EO is further away, the team should schedule a visit another day. Completion survey teams who do not meet the operator and SLNMAS standards for conducting NTS shall only record a description of the suspected area, explain that a NTS team shall be deployed, and that further investigation is required. In the interest of safety, it is important that completion survey teams that are not qualified in NTS do not investigate potential EO items/contaminated areas.

If a key informant reports any evidence and/or suspicion of EO, the locations shall be recorded using GPS coordinates<sup>9</sup> wherever possible. These shall be cross referenced with worked on, open and closed hazardous areas already recorded in IMSMA. If the GPS coordinates are located within a worked on, open or closed hazardous area, the IMSMA ID of the hazardous area shall be entered in the questionnaire. The Hazardous Area Information Map on ArcGIS Field Maps can be used for this purpose. If community members do not use an area due to fear of EO, this should be investigated to determine for how long the land has not been in use, if land release has been conducted in the area, and if so when.

<b>Evidence and/or suspicion of EO reported and location</b>	<b>Action</b>
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<sup>7</sup> If a key informant is reluctant to share information, the survey officer should enter ‘anonymous’ in the name and 00000 in the contact details fields

<sup>8</sup> SLNMAS 04 The Land release Process and IMAS 07.11 Land Release (<https://www.mineactionstandards.org/standards/07-11/>)

<sup>9</sup> Akin to NTS the Completion Survey Officer will make an assessment if it is safe to approach the area where the evidence has been reported. If it is safe e.g., in the event of UXO and an EOD call out an actual GPS position shall be recorded. If it is unsafe e.g., suspected AP mines a projected GPS coordinate shall be recorded. GPS coordinates may be projected using range finders/google earth.

Evidence and/or suspicion of EO reported before land release started in an HA that is now closed	Provide an overview to key informants on land release activities conducted in the area <sup>10</sup> . No further action necessary.
Evidence and/or suspicion of EO reported in an area after land release activities were completed, and the HA was closed	NMAC needs to be informed immediately and required actions need to be taken, in line with NMAS.  This recording mechanism will facilitate fulfilling the SL NMAS obligation <sup>11</sup> to monitor and report any contamination found post clearance.
Evidence and/or suspicion of EO reported in a worked on or open HA	Cross-reference with the existing HA report; if additional information is shared, this shall be added to the HA report; the IMSMA ID shall remain the same. This shall be noted as the resolution and no further action is necessary.
Evidence and/or suspicion of EO reported in an area where no previous HAs and/or EOD spot tasks were recorded, and no land release or EOD activities were conducted	This needs to be recorded and NMAC should be updated before land release and/or EOD spot task activities are implemented in line with NMAS.

If informants report a human EO accident that is not recorded in IMSMA, the completion survey officer shall complete an IMSMA accident form.<sup>12</sup> An IMSMA accident form is not required for animal accidents.

At the end of the interview, key informants shall be invited to participate in a photograph with the completion survey team on a voluntary basis. A minimum of one photograph per GN visit is required. If all key informants decline, the completion survey team shall take a photo of themselves during the GN visit without key informants. Photos shall be time, date and location stamped, forming part of operators' GN visit records.

#### Page 5. Information about known contamination

The completion survey officer shall consider all available information on EOD spot tasks. Sources include information received during Division and GN visit briefings (Government Officers, SLA, police etc), key informant interviews, and information from NMAC and operators. In the interest of community safety, a GN shall not proceed to declaration until all known EOD spot tasks have been addressed.

The status of HAs in GNs are auto populated; each HA shall be selected one by one, its status should be checked and updated as required. The status of all HAs must be complete to proceed to the next page of the form.

<sup>10</sup> This information will be available from IMSMA

<sup>11</sup> SLNMA 04 The Land Release Process, and IMAS 07.10 Guidelines and requirements for the management of land release and residual contamination: <https://www.mineactionstandards.org/standards/07-10/>

<sup>12</sup> Few reports of unrecorded human accidents are expected. For simplicity it is therefore recommended that Completion Survey teams carry paper copies of the IMSMA accident form that can be subsequently completed electronically by the operator (in English) back at the office and submitted to NMAC.



Page 6. Additional Information and Conclusion

Any remaining relevant information may be entered into the additional information field.

The conclusion of the GN visit is defined by any remaining ‘worked on’ or open hazardous areas, and if any evidence and/or suspicion of EO was reported. The next steps for each scenario are described in the table below:

<b>Worked on or open HAs remain?</b>	<b>Evidence and/or suspicion of EO is reported during the GN visit?</b>	<b>Conclusion</b>	<b>Actions required</b>
No	Yes	Follow up visit	<p>Reported evidence and/or suspicion shall be investigated and NMAC shall be informed before land release and/or EOD spot task activities start. Once addressed, the operator shall return to the GN and conduct a Follow Up GN Visit.</p> <p>Only the key informants who reported the evidence and/or suspicion of EO shall be included in the Follow Up GN Visit. The operator shall explain which actions were taken with what results (this information is available in the Completion Survey Dashboard by using the ‘Related to Completion Survey’ filter). The key informant shall be asked if he/she has any additional information about hazardous areas.</p>
Yes	No	Follow up visit	<p>The operator shall return to the GN and conduct a Follow Up GN Visit Questionnaire after all ‘worked on’ and open hazardous areas have been closed. All key informants shall be interviewed again in the Follow Up GN Visit.</p>
Yes	Yes	Follow up visit	<p>Evidence and/or suspicion of EO outside of the ‘worked on’ and open hazardous areas shall be investigated and addressed through land release activities and/or EOD spot tasks.</p> <p>The operator shall return to the GN and conduct a Follow Up GN Visit Questionnaire only after all (former and newly identified) worked on and open hazardous areas have been closed and EOD spot tasks are complete. All key informants shall be interviewed again in the Follow Up GN Visit.</p>

No	No	GN Declaration	Operator recommends to NMAC that the GN proceeds to Completion Declaration
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In summary, a Follow Up GN Visit Questionnaire shall be completed in the event of:

- A key informant reporting EO evidence. This may be quickly resolved through EOD spot tasks, or require more time if previously unknown minefields are identified
- Hazardous areas are registered as ‘worked on’ or open during the first GN visit

If key informants do not feel that their suspicions of EO have been adequately addressed, the completion survey officer shall investigate further. If the completion survey officer believes no further action is necessary, he/she shall report the situation to NMAC who shall explore the situation and conclude what, if any, further action is required. In summary, GNs shall be recommended for either follow up visits or completion declaration.

**Page 7. Operator Validation**

The completion survey officer validates the form by entering his/her details. In cases where a NMAC representative has been present, he too shall sign the GN Visit Questionnaire. The final entry for the completion survey officer is to return to page one and enter the end date of the GN visit, before submitting the form to the operators’ community liaison manager (CLM) IM manager for internal QA. Operators should validate the GN visit questionnaires within 14 days of receiving them, to prevent delaying the process.

The operators’ IM teams shall do the following:

- Check data in the GN visit record for any input errors, check the cross-referencing of evidence with existing IMSMA records and check for any missing information
- Enter the English translation of narrative in the free text boxes. English shall be entered above the local language entry (local language entry shall not be deleted)
- Complete and submit any new accident forms and EOD spot task forms to NMAC
- Log any NTS required in the operator’s internal system. This is to be included in Survey Officers’ work plans

In cases when other operators are conducting land release within the GN at the time of the GN visit, all operators shall share information on their activities and keep each other updated on how work progresses. Alternatively, NMAC may reallocate land release task(s), or reallocate the completion survey for this GN, so that one operator is responsible for all land release and completion survey activities in the GN.

If the GN is recommended for a Follow up visit, operators’ senior management review and approval is not required, the form should be sent to NMAC for review and approval, after which the form will no longer be available in the operator’s Survey123 inbox.

When all evidence and/or suspicions of EO have been investigated and all HAs have been completed (including the completion of all worked on and open HAs even if only partially inside the GN, and

EOD spot tasks), a GN follow up visit shall be conducted, repeating the process as per the above. GN follow up visits shall be repeated until there is no further evidence and/or suspicion of EO.

In all cases, the follow up action and how the reported evidence and/or suspicion of EO was addressed shall be captured within the relevant IMSMA forms which are visible in the database. During the Follow Up GN visit the completion survey officer can access this information through the Completion Survey Dashboard to share with the informant when and how the reported suspected hazard was addressed.

If the GN is recommended for declaration the IM team shall pass the GN Visit Questionnaire to senior management for review and approval. Once approved by the operator, the form shall be passed to NMAC for review and approval, at which stage the form will no longer be available in the operator's Survey123 inbox.

NMAC shall conduct QA on GN Visit Questionnaires within 14 days using the NMAC Ops Review App and the NMAC IM Review App. NMAC shall collaborate with the operator to resolve any issues identified. If some issues cannot be resolved directly by NMAC, the form can be sent back to the operator's Survey123 inbox for editing. When the GN Visit Questionnaire is approved by NMAC, the data in the form can be viewed in the dashboards but is no longer editable. A GN Declaration form is automatically generated once NMAC approves the GN Visit Questionnaire.

Is there evidence and/or suspicion of EO?

- No – Proceed to section 6 (GN declaration)
- Yes – Proceed to section 3.6 (land release)

### **3.8 GN Officer confirms there is no further evidence and/or suspicion of AP and/or AV mines: 'GN Declaration'**

The GN declaration form includes the legal declaration (in Sinhala, Tamil, and English), stating that there is no evidence and/or suspicion of AP and/or AV mines, and signatory spaces in pdf format (see Annex 5). The signatories shall be:

1. NMAC Officer (auto populated)
2. Operator
3. GN Officer
4. Government representative<sup>13</sup>
5. Community representative<sup>14</sup>

The relevant operator for the GN shall lead on completing the GN declaration form, through arranging a meeting(s) with signatories 2-5. The operator shall:

- re-present the desk assessment of the GN

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<sup>13</sup> E.g., GN Officer, Rural Development Officer, Agriculture Development Assistance, Samudhi Officer, Development Officer

<sup>14</sup> E.g., Heads of Rural Development Society (RDS); Farmer Association; Fisheries Association; Women Rural Development Society; Sports Club; Youth Association, etc.

- provide an update on any recently closed or cancelled HAs
- describe any reports of evidence and/or suspicion of EO by key informants during the GN visit and explain how these were addressed
- explain that the declaration confirms that all reasonable effort has been made to identify and clear all mined areas and that no further contamination is known at the time of signing
- explain residual risk and what to do in the event of any EO being found in the future

Upon receipt of all signatures on the GN declaration form, the operator shall provide original copies of the completed form to NMAC. The GN is then registered as ‘complete’ and will appear as ‘green’ in the Completion Survey Dashboard.

### **3.9 Government completion declaration at administrative levels**

Upon completion of all GNs within a DS Division, the operator shall recommend to NMAC that the Division be declared free from remaining evidence and/or suspicion of AP and/or AV mined areas. NMAC shall inform the Divisional Secretary and will lead on arranging a meeting for the Division Completion form to be signed. Similarly, upon completion of all Divisions within a District the operator shall recommend to NMAC the District be declared free from remaining evidence and/or suspicion of AP and/or AV mined areas. NMAC shall inform the Government Agent and arrange a meeting for the District Completion form to be signed. Again, upon completion of all Districts within a Province the operator will recommend to NMAC the Province be declared free from remaining evidence and/or suspicion of AP and/or AV mined areas. NMAC shall inform the Provincial Governor and arrange a meeting for the Province Completion form to be signed.

The declaration signing meetings will be good opportunities to raise awareness around, and celebrate achievements made in Sri Lanka’s completion process. Any celebration ceremony shall be organised together by NMAC and the operator(s) who have conducted mine action activities in that area.

#### **3.9.1 NMAC reports to DS, District and Province authorities**

### **3.10 APMBC Article 5 Declaration**

Once all provinces have been declared complete by relevant representatives from the Government of Sri Lanka, Sri Lanka will be able to declare completion of its Article 5 obligations to the APMBC States Parties. Completion shall be declared in line with good practice and Sri Lanka will follow recommendations presented in various Convention documents, including the *Reflections and understanding on the implementation and completion of Article 5 mine clearance obligations*.<sup>15</sup> Sri Lanka will utilise the voluntary declaration form as recommended and will provide a detailed historical account of its mine action programme and the Completion Process. In the spirit of collaboration and with a commitment to transparent information sharing, Sri Lanka will share good

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<sup>15</sup> Meetings of the States Parties to the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on Their Destruction: Reflections and understandings on the implementation and completion of Article 5 mine clearance obligations, Committee on Article 5 Implementation, October 2018

practice and lessons learnt from its Completion Process with Convention States Parties and other mine action stakeholders throughout the process, including at annual mine action conferences.

#### 4 Actions On

Scenario	Action
GN Visit schedules are delayed due to external factors, including seasonal challenges, fuel crisis, etc.	Factor seasonal considerations into work plans. For example, GNs that include areas that are prone to flooding should be visited during the dry season to enable land release if necessary.  Operator shall arrange transportation for key informants if necessary.
Key informant has doubts/complaints about the reliability of land release activities conducted without sharing any evidence (if evidence is shared, operator should proceed as per SOP).	The completion survey officer provides an overview of all land release activities conducted in the GN, including information on when activities were completed, if any EO items were found and land use post completion. If the key informant remains unsatisfied, report to NMAC for required actions.
Key informant raises grievances about previous land release activities in GN, including for example reports of landowner being unhappy about the state of the land after land release.	Report to NMAC for transparent mediation, investigation, and resolution.
Key informant shares information on EO contamination for a different GN to the one being surveyed.	The completion survey officer shall make a record of this and add the key informant's name to the key informants list for the concerned GN. In cases where this information concerns a GN in which the operator does not work, the survey officer shall ask if he/she may share the key informant's contact details with the organisation operating in the related GN.
Key informant reports a human EO accident that is not recorded in IMSMA.	Verify EO accident information with other key informants, including the date of the accident.  An IMSMA EO accident form shall be completed and submitted to NMAC. NTS shall be completed as per standard procedure.
GN polygon boundaries do not match with the GN Officer's perception of the GN boundary.	Explain the data source of the GN boundary information and ask the GN Officer to share EO contamination information relating to the area presented. Explain the importance of this approach to ensure there are no gaps between neighbouring GNs.
Key informant unavailable for interview during follow-up visit.	Seek an alternative key informant from a similar demographic group.

Key informant enquires about exact end-date, raising concerns about deminers' livelihoods, economic impact on the region, etc.	Operators should keep completion survey teams informed and updated with the latest forecast of the end date and planned staff transition activities enabling an informed and transparent response.
NMAC is unable to sustain the workload created by the completion survey due to lack of capacity resulting in a backlog of GN Visit Questionnaire approvals, postponed coordination meetings etc.	NMAC will review capacity and resource requirements and seek required support from the Government of Sri Lanka and other partners.
A required signatory is unavailable to sign the GN declaration form	A person with delegated authority may sign instead. For example, the Acting GN Officer or Admin of the GNs (based in the DS District office) may sign the declaration if the GN Officer is absent. In cases where a delegated authority cannot be identified, NMAC shall suggest an alternative signatory.
A required signatory is unwilling to sign the GN declaration form	<p>The completion survey officer shares information on historical land release activities in the GN, including when activities were completed, any EO items found and land use post completion.</p> <p>Signing the form declares that all reasonable effort has been made to identify and clear all mined areas and that there is no further evidence and/or suspicion of AP and/or AV mine contamination at that moment.</p> <p>If the signatory remains unwilling to sign, the completion survey officer should report to NMAC, including information on why the representative refused to sign, for appropriate follow-up actions.</p>
Surveyor is asked about liability <sup>16</sup> e.g., who is liable in the event of a mine accident post GN declaration	An investigation will be conducted to determine where liability will lie, in line with SLNMAS. <sup>17</sup>

<sup>16</sup> Liability refers to any legal responsibility, duty or obligation that a country, organisation or individual may have. Liability in relation to an adverse event, such as an accident or the discovery of a missed item in an area, is normally linked to non-compliance with an agreed policy or procedure. A well-documented, transparent, evidence-based approach to land release, demonstrating the application of “all reasonable effort” provides the primary mechanism for addressing questions of liability in such a way that decision-makers at all levels have the confidence to take efficient and appropriate decisions. Liability for dealing with items found after land release should be clarified in the national land release policy. IMAS 07.11 Land Release

<sup>17</sup> SLNMAS 04 Land Release Process

## 5 Re-survey

Resurvey of existing HAs recorded in IMSMA shall take place:

- if the survey was conducted more than two years prior to the start of clearance
- when the operator who conducted the survey is different to the operator who shall conduct the clearance
- if significant new direct or indirect evidence of contamination, or absence thereof (e.g., the land has been heavily used and nothing found) is identified

## 6 Task allocation and reallocation

NMAC is responsible for allocating HAs to operators for land release activities. HAs shall be allocated and potentially reallocated to the most appropriate operator to conduct land release. This shall be determined by:

- the location of the HA in relation to the operators' existing area of operations or ability to extend into a new area of operations
- latest forecast for the operator to complete currently allocated HAs; with the goal for all operators to complete their allocated HAs at a similar point in time.
- the most suitable land release method for the task and the operator's capacity
- an operator's ability to address any access limitations

A review of the HAs allocated to each operator shall take place at regular intervals of no greater than six months. As Sri Lanka gets closer to the end state, the reallocation of HAs needs to happen more regularly.

NMAC is responsible for ensuring that all HAs in IMSMA are allocated to an active operator (this field shall not be left blank, nor shall HAs be allocated to an operator who is no longer active in Sri Lanka). If a task has not yet been allocated, or has been assigned to an inactive operator, this shall be reported to NMAC to be addressed within 14 days.

## 7 Previously unknown contamination discovered post-completion declaration in GNs

The process for reporting previously unknown EO contamination discovered post-completion in GNs shall be reported in line with the below:

Type of EO	Operational response	Recording and reporting
ERW	NMAC completes an EOD spot task form and coordinates with relevant authorities to address the item.	Hotline number for EOD spot tasks, Police official number – to be shared with communities during completion survey and EORE sessions. The Special Task Force (STF) will respond within 24 hours.

		<p>STF will complete the EOD spot task form and share with NMAC, to be recorded in IMSMA.</p> <p>STF will also share all previous EOD spot task data (IGP). NMAC will request the Police to use the IMSMA EOD spot task form.</p>
<p>AP and/or AV mines</p>	<p>In cases when single items of AP or AV mines are reported, NMAC notifies the SLA or the STF to carry out EOD spot tasks and report accordingly.</p> <p>In case of suspected mined areas, NMAC tasks an operator to conduct land release as appropriate.</p> <p>Once the hazard (s) (EOD spot task or mined area) has been addressed, a repeat GN visit shall be conducted and a GN declaration completed.</p> <p>Upon national Article 5 declaration and the departure of NGO operators, the clearance of mined areas shall fall under the responsibility of the SLA, in line with national plans on management of residual contamination.</p> <p>The completion survey is repeated.</p>	<p>In cases when previously unknown AP mined areas are discovered, Sri Lanka shall consolidate and share this information at annual meetings of APMBC state parties. This is in line with Sri Lanka’s Convention obligations and relevant Action Plans, including Action 25 of the Oslo Action Plan.<sup>18</sup></p>

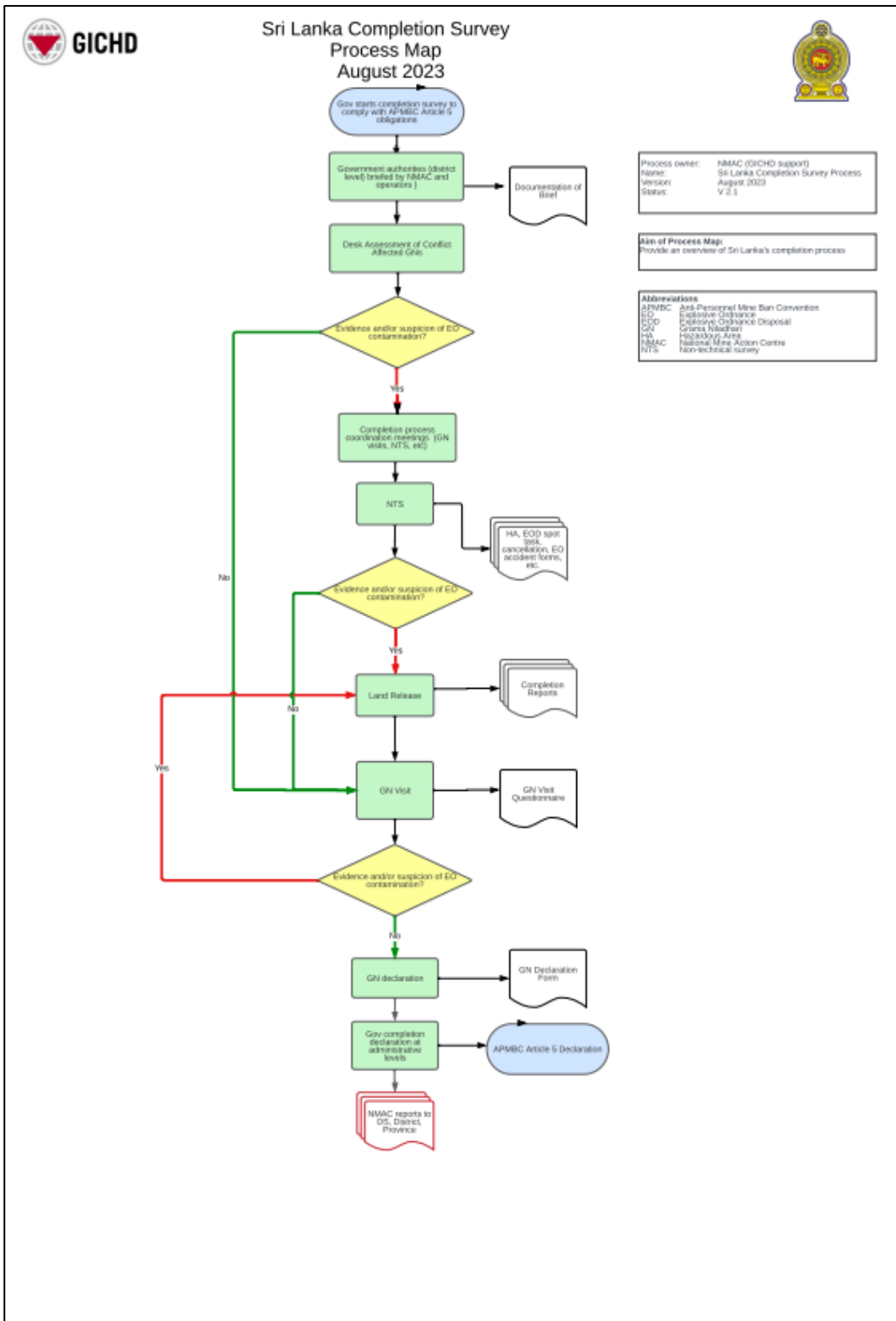
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<sup>18</sup> Oslo Action Plan, Action 25: States Parties who complete their clearance obligations will continue the best practice of submitting voluntary Declarations of Completion and give due consideration to the paper “Reflections and understandings on the implementation and completion of Article 5 mine clearance obligations”<sup>5</sup> in that regard.



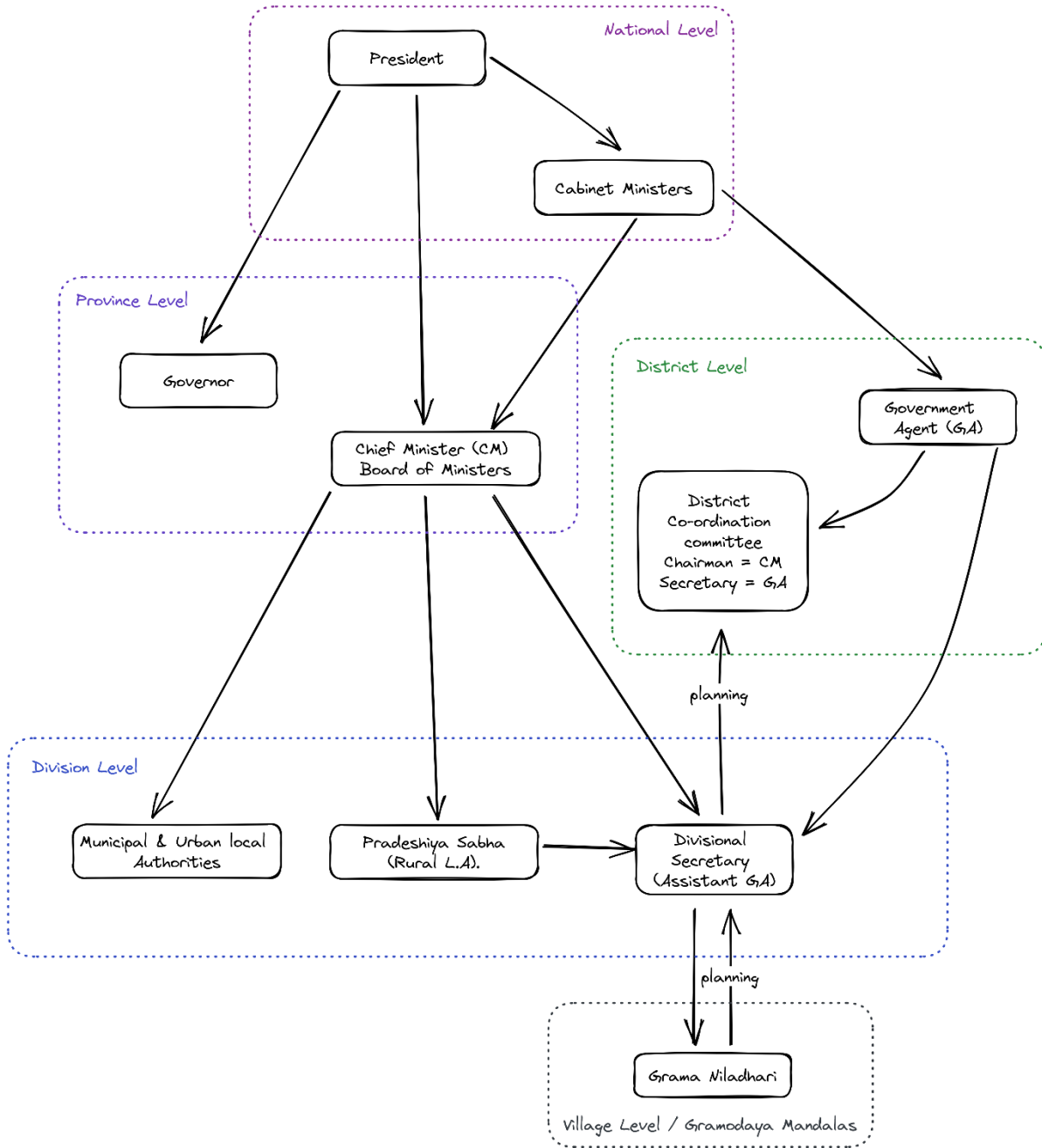
8 Annexes

Annex 1: Completion Survey Process Map



## Annex 2: Structure of the Sri Lankan Government administration

### Structure of the Sri Lankan Governmental Administration



### Annex 3: Example brief to key informants

Good day, many thanks for meeting with us today.

My name is [insert name], I work with [insert operator] in the capacity of Completion Survey Officer.

[introduce other team members that might be present]

After more than 20 years, demining activities in northern Sri Lanka are coming to an end. As you might know, Sri Lanka acceded to the international Mine Ban Treaty in late 2017, which then came into effect in 2018. This means that Sri Lanka is obligated to have cleared all known mine contamination by 2028 at the latest.

While [insert operator] and other organisations are still working hard to clear the remaining minefields, we are currently supporting the National Mine Action Centre in the so-called "Completion Survey Process." This means that a representative of a demining organisation - like myself and my team - are visiting every GN in [name of district] to confirm whether there is any remaining explosive ordnance contamination in this area.

You've been selected to participate in this Completion Survey due to your role in the community and your knowledge about the area.

I kindly ask you to answer the questions on this form to the best of your knowledge. Please be assured that you will not be held liable for the information you give us if in the future someone in this GN does find any signs of mines or explosive ordnance contamination. With this interview we want to establish the status quo of mines or explosive ordnance contamination: If you and the other interviewees are aware of any remaining contamination in this GN, we - or another mine action operator - will conduct a follow-up investigation and clearance. If you and the other interviewees confirm that there is no known contamination, we will recommend this GN to be declared as free from anti-personnel or anti-vehicle mine contamination. This declaration shall be signed by a representative of the respective demining organisation, a GN representative and NMAC and recorded in a national database.

There is one important thing to note, which is the difference between mines and other items of explosive ordnance. The aim of this Completion Survey process is to identify any remaining mine contamination with the goal to declare Sri Lanka mine-free by 2028. If you know of any other items of explosive ordnance in this GN, then we will also investigate those as part of this process. However, the declaration form will be signed for mine contamination only. It is likely that there will be remaining items of unexploded ordnance in northern Sri Lanka post-2028. These will be dealt with by the SLA, but it doesn't affect the mine-free declaration. If there is indeed a mine found after a certain GN was declared mine-free, then clearance will be conducted, and the Completion Survey process repeated.

*[Relevant only if GN contained mine/UXO contamination in the past]*

Before we will go over the questions on this form, I would like to give you some background information on the mine clearance activities that were conducted in this GN in the past.

*[Show relevant maps on tablet]*

- Show key informants the areas that were previously released (cleared, cancelled, reduced) and the boundaries thereof
- Show photos of commonly found EO in their area (this might help the key informant to recall any potential remaining threats)
- Demonstrate how released land is now in productive use (this can be more of a conversation with the key informant, as they should be familiar with land use in their GN)

- Share recorded animal and human accidents in the area
- Share outstanding EOD spot tasks that are known to the operator

*[In case there are worked on or open hazardous areas in the GN]*

- Show key informants remaining known hazardous areas in the GN, emphasising that we are not asking about information on those specific areas and forecasted task completion date(s)

We will go through the questionnaire in confidence on a one-to-one basis. Do you have any other questions before we go through the questionnaire?

## Annex 4: GN Visit Questionnaire

### Page 1: General Information

#### General

1.1 IMSMA Report Code \*

Auto generated.

1.2 Organisation \*

DASH/HALO/MAG/SHARP

1.3 GN Visit Start Date \*

Date

1.4 GN Visit End Date \*

Date

1.5 Is this the first visit or follow up visit? (Follow up visits only to be conducted when all HAs been closed.) \*

First Visit / Follow Up Visit 1 / Follow Up Visit 2 / Follow Up Visit 3 / ... / Follow Up Visit 7

1.6.1 If follow up visit, Have the previously reported concerns all been addressed? \*

Yes/No

1.6.2 If follow up visit, describe concerns previously reported and how they have been resolved (include IMSMA IDs and EOD call out IDs where relevant)? \*

Free text (max 5000 characters)

### Page 2: Location of the Survey

**Note:** The options for all following questions (Province/District/DS/GN) were prepared using the latest government gazetteer database.

#### Gazetteer Information

2.1 Province \*

Single-select

2.2 District \*

Single-select

2.3 DS Division \*

Single-select

2.4 GN Division \*

Single-select

2.5 GN Code

Free text (max 255 characters)

2.6 Village Name

Free text (max 255 characters)

#### GN Centroid

2.7 GN Centroid \*

Geo point (automatically calculated)

**Note:** This field will be automatically populated based on the GN that the user selects.

## Page 3: GN Information

### **GN Administrator**

3.1 Name \*

Free text (max 255 characters)

3.2 Gender \*

Male/Female

3.3 Contact Details \*

Phone number with following format 077 71 23 456

3.4 Months in the position \*

Integer

3.5 Is the GN representative originally from the area? \*

Yes/No

### **GN Population Details**

Note: GN to provide these details at the time of the survey (not to be taken from Gov. census data)

3.6 Information Date (Date when the population data was collected) \*

Date

3.7 Number of families \*

Integer

3.8 Men \*

Integer

3.9 Women \*

Integer

3.10 Boys \*

Integer

3.11 Girls \*

Integer

3.12 Total Population \*

Integer (automatically calculated)

### **Livelihood Activities**

3.13 Main income generating activities \*

Multi-select

**Options:** Fishing/Agriculture/Industries/Natural Resources/Others

## Page 4: Informants Interview

### **Informant Details** (Repeat Group)

4.1 Name \*

Free text (max 255 characters)

4.2 Age \*

Integer

4.3 Gender \*

Male/Female

4.4 Position/Occupation \*

Self-Employed / Military Personnel / Private Sector Salaried Employee / NGO or Non-profit sector Employee / Government Worker / Unemployed

4.5 Contact Details \*

Phone number with following format 077 71 23 456

4.6 Length of residence in GN \*

Years pre + post displacement

Integer

4.7 Was the informant displaced? \*

Yes/No

4.7.1 Year returned? \*

Integer

**Accidents**

4.8 Are you aware of any human or animal EO related accidents within this GN in the last 5 years? \*

Yes/No

4.8.1 If yes, please describe the locations and share information on the accident? \*

Free text (max 5000 characters)

4.8.2 Did the accident(s) occur in a closed HA after the HA was closed? \*

Yes/No

4.8.2.1 If yes, select all HA IDs where Accidents occurred? \*

Multi-Select

**Note:** This question will display all available accidents for a selected GN, which are extracted from the National Mine Action Database (IMSMA).

4.8.3 Has the accident(s) been recorded in IMSMA? \*

Yes/No

**Explosive Ordnance**

4.9 Are you aware of any EO still present in this GN? \*

Yes/No

4.9.1 If yes, please describe (including locations). \*

Free text (max 5000 characters)

4.9.2 Is this EO inside a closed HA? \*

Yes/No

4.9.2.1 Select all relevant IMSMA IDs from list. \*

Multi-Select

**Note:** This question will display all available HAs for a selected GN, which are extracted from the National Mine Action Database (IMSMA).

**Area Feared**

4.10 To your knowledge, is there any area within this GN that the community fear to use because they suspect it is contaminated by EO? \*

Yes/No

4.10.1 If yes, please describe (including locations) \*

Free text (max 5000 characters)

4.10.2 Are these areas inside a closed HA? \*

Yes/No

4.10.2.1 If yes, select all relevant IMSMA IDs. \*

Multi-Select

**Note:** This question will display all available HAs for a selected GN, which are extracted from the National Mine Action Database (IMSMA).

**Photo**

4.11 Please upload a photo. (Photo per key informant interview with the Survey Officer) \*

Image

4.12 Caption

Free text (max 255 characters)

Page 5: Information about Known Contamination

### **Outstanding EOD**

5.1 Have all known EOD spot tasks been completed? \*

Yes/No/Don't Know

### **Hazardous Areas within the GN (Repeat Group)**

5.2 Hazard Code \*

Single-select

5.3 Current Status \*

Read-only

5.4.1 If the status is not expired, Forecasted completion date \*

Date

5.5 HA New Status \*

No change / New evidence

5.5.1 If new evidence, HA New Status - More Info \*

Free text (max 255 characters)

Page 6: Additional Information & Conclusion

### **Additional Information**

6.2 Any additional relevant information \*

Free text (max 5000 characters)

### **Conclusion**

6.4 Conclusion on the GN status following this visit \*

Recommend for declaration / Follow up visit required.

Page 7: Operator Validation

### **Completion Survey Officer**

7.1 Name \*

Single-select (Names provided by operator or Other)

7.1.1 If Other, please enter your name? \*

Free text (max 255 characters)

7.2 Gender \*

Male/Female

7.3 Position \*

Other / QA Officer

7.3.1 If Other, please enter your position? \*

Free text (max 255 characters)

7.4 Contact Details \*

Phone number with following format 077 71 23 456

7.5 Signature \*

Signature

7.6 Date \*

Date

### **Witnessed By (only if present)**



7.7 Witnessing authority? \*

NMAC

7.8 Name? \*

Free text (max 255 characters)

7.9 Gender \*

Male/Female

7.10 Position \*

Free text (max 255 characters)

7.11 Contact Details \*

Phone number with following format 077 71 23 456

7.12 Signature \*

Signature

7.13 Date \*

Date

### **IM/CLM (operator)**

7.14 Data checked? \*

Yes/No

7.15 Name \*

Free text (max 255 characters)

7.16 Gender \*

Male/Female

7.17 Position \*

Free text (max 255 characters)

7.18 Contact Details \*

Phone number with following format 077 71 23 456

7.19 Signature \*

Signature

7.20 Date \*

Date

### **Approved By (Operations Manager)**

7.21 Approved? \*

I declare the information on this form has passed the internal data quality control process and I recommend this GN for the completion declaration.

Yes/No

7.22 Name \*

Free text (max 255 characters)

7.23 Gender \*

Male/Female

7.24 Position \*

Free text (max 255 characters)

7.25 Contact Details \*

Phone number with following format 077 71 23 456

7.26 Signature \*

Signature

7.27 Date \*

Date

**Annex 5: GN Declaration Form**



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நகர அபிவிருத்தி மற்றும் வீடமைப்பு அமைச்சு  
Ministry of Urban Development and Housing

நீதிவெகி සඳහා ක්‍රියාකාරී ජාතික මධ්‍යස්ථානය  
தேசிய நிலக்கண்ணிவெடி செயற்பாட்டு நிலையம்  
National Mine Action Centre (NMAC)

**Mine Action Grama Niladari Division Declaration Form**

Location			
Province	<input type="text"/>	District	<input type="text"/>
DS Division	<input type="text"/>	GN Division	<input type="text"/>



**Declaration & Signature**

**Acceptance by GN Officer**

මෙම ග්‍රාම නිලධාරී වසම තුළ බිම්බෝම්බ සහිත ප්‍රදේශ හඳුනා ගැනීම හා ඒවා ඉවත් කිරීමට ගත හැකි සියලු උත්සාහයන්ම ගෙන ඇති බවත්, පුද්ගල නාශක බිම්බෝම්බ හෝ යුධ උපකරණ නාශක බිම්බෝම්බ ඇති බවට කිසිදු සාක්ෂියක් නොමැති බව බිම්බෝම්බ පිළිබඳ ක්‍රියාකාරී ජාතික මධ්‍යස්ථානය, බිම්බෝම්බ ඉවත් කිරීමේ ආයතන හා පිරිල් ප්‍රජාව සමඟ කරන ලද උපදේශනයට අනුව මගේ දැනුමේ උපරිමයෙන් මම ප්‍රකාශ කරමි.

தேசிய நிலக்கண்ணிவெடி செயல்பாட்டு நிலையம், நில கண்ணிவெடி அகற்றும் நிறுவனம் மற்றும் சமூகத்துடன் கலந்தாலோசித்ததைத் தொடர்ந்து, என்னுடைய அறிவுக்கு எட்டிய வரையில், நில கண்ணிவெடி உள்ள பகுதிகளை அடையாளம் காணவும், நில கண்ணிவெடி உள்ள பிரதேசங்களை துப்புரவு செய்யவும் அனைத்து நியாயமான முயற்சிகளும் மேற்கொள்ளப்பட்டது என்றும், GN பிரிவினாள் ஆட்களுக்கு எதிரான நில கண்ணிவெடி அல்லது வாகன எதிர்ப்பு நில கண்ணிவெடி மாசுபாடு தொடர்பாக எந்த ஆதாரமோ அல்லது சந்தேகமோ இல்லை என்றும் பிரகடனப்படுத்துகிறேன்.

Following consultations with NMAC, the operator and the community, I declare that, to the best of my knowledge, all reasonable effort has been made to identify and clear mined areas, and there is no evidence and/or suspicion of anti-personnel and/or anti-vehicle mine contamination within the GN.

GN Officer Name	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>





