

Project for National Non-Technical Survey (NTS) of Turkey

OPERATIONAL NON-TECHNICAL SURVEY PROCESS (OSP) 2020

NATIONAL MINE ACTION STANDARD 08.10 (NMAS 08.10 NTS), TURMAC NTS SOP has been developed to support the NTS project to cancel contaminated areas which were reported previously as Suspected Hazardous Area (SHA), by conducting NTS Techniques including visits to field locations, to identify, collect, analyze and report information/evidence.

Since NMAS 08.10 NTS is a generic document and TURMAC NTS SOP is an internal document that regulates the TURMAC's NTS Teams activity, a document that regulates the UNDP NTS project activities in detail needs to arise as Operational NTS Process (OSP) Document.

To ensure appropriate NTS methodology within NTS project, UNDP has developed an Operational Non-Technical Survey Process (OSP). The management of the OSP comes under the shared responsibilities of UNDP and TURMAC.

Efficient land release is achieved by information gathering techniques, with analysis of historical data, non-technical survey data, information from other operations at similar sites, evidence-based precise planning for the deployment of technical survey and clearance assets, and appropriate adjustments to plans when operations are underway.¹

¹GICHD, A Guide to Mine Action, Fifth Edition, Geneva, March 2014, Chapter 5, Page 121



Figure 1 | GICHDEvolution of The Land Release

Diagram illustrating the two land classifications: confirmed and suspected hazardous areas and the three activities that can contribute to their release: non-technical survey, technical survey and clearance. The three products of these activities are canceled, reduced and cleared land respectively.²



Figure 2 | GICHD Classification, Activity and Product of the Land Release Philosophy

²GICHD, A Guide to Mine Action, Fifth Edition, Geneva, March 2014, Chapter 5, Page 128

The overall purpose of the Non-Technical Survey is to use all appropriate non-technical means, including visits to field locations, to identify, collect, analyze and report information/evidence in order to:

- Make recommendations about the definition of Suspected Hazardous Areas (SHA), Confirmed Hazardous Areas (CHA),
- Make recommendations about the cancellation and/or subsequent reduction (TS)/clearance of areas,
- Support priority setting processes; and
- Contribute to the efficient and effective planning of subsequent technical interventions.³



Figure 3 | Operational NTS Process

The operational NTS Process for every minefield starts with the handover of the Task Order to the NTS Service Provider. The responsibility of the NTS service Provider is to develop a Task Plan that is approved by the UNDP TAT and TURMAC. All further changes and amendments in the task planning and execution process will be triggered by new evidence as a result of operational activities as per the chart above (Figure 3).

Due to specific conditions of the NTS Project, the OSP has been developed to provide clear operational guidelines that will contribute to the overall quality and safety management of operations. The OSP is described through a systematic structured approach with QA methods that will inform the operational decision process.

³ IMAS 08.10 First Edition (Amendment 4, February 2019), Page 3

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Upon submission of Task Order information to Contractor on a provincial basis, the approximate completion,days,travels, accommodations, meetings,etc. of the contracted task area is defined, and the Task Plan is produced and submitted to the UNDP TAT for approval.

Following coordination and consultation with TURMAC the service provider Task Plan will be either approved or submit back to the service provider with a reason for the update.

After approval of Task Plan, the NTS Service Provider shall commence with Desk Assessment as defined by the Task Plan.

Figure 4 | Task Planning

NTS Activities:

Figure 5 | NTS Operation

NTS Operation is conducted in 8 stages as per shown in Figure 5,

1. Desktop Assessment;

a. This activity is comprised of the collection and assessment of the information, documents, maps, sketches available in the TURMAC database.

b. A precise desktop assessment ensures Survey Teams to possess all information about the land surveyed in advance and make them ready to conduct NTS.

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c. Even if this activity takes time and workload, it ensures the end result of the NTS will be accurate and elaborative.

2. NTS Pre-Deployment Planning;

a. This activity will be conducted in coordination and consultation with TURMAC Survey Department and UNDP TAT.

b. Planning is carried out in parallel with Desk Assessment. Aims an effective NTS implementation and use of the time in the field in an efficient manner.

- c. Planning must cover the following items;
 - (1) Preparation of NTS Mission approval,
 - (2) Coordinating safe transportation routes to the NTS activity area
 - (3) The closest medical institutions (Role-1 and Role -2 level) and their constitution of the sketches containing way-distance information
 - (4) Determination of seasonal and day-night time constraints,
 - (5) Coordinating supply/maintenance activities in the long-term NTS process,
 - (6) Evaluation of the general and special safety situation in the work area and its surroundings,
 - (7) Identification of the contact points for the execution of the activity (unit commander, local authorities, landowners and users, mine victims, soldiers and civilians who might have knowledge regarding the past of the region, etc.),
 - (8) Determination of communication spots and means (wired, wireless lines, etc.)
 - (9) Determining the equipment needs to be used in the activity,
 - (10) Determination of the need for vehicles suitable for field conditions and coordination with the responsible components,
 - (11) Determination of accommodation places,
 - (12) Obtaining a restricted zone entry permit from different institutions and organizations regarding the components that will participate in the NTS activity when needed,
 - (13) Determination and coordination of the meetings to be held with the relevant civil/military elements about the activity,
 - (14) Planning the distribution of tasks of NTS team member
 - (15) Approved procedures in NMAS, OSP, and IMAS will be applied for conducting safe, efficient and effective NTS,
 - (16) Identification of any aspects of the survey requiring additional security end safety measures.
- d. The possible sources of information for the Non-technical survey teams;
 - (1) Public Administrators. The administrators normally have some idea where the mine effective areas within their areas of responsibilities are. They can also bring the survey teams in contact with other sources of information. They may also provide a general idea of what type of resources are blocked by the landmines and UXO from the local population.

- (2) Local police and Gendarmerie members. These members live amongst the population and should have a good knowledge of the existing mine threat in their area. The possibility that the population reported hazardous areas and landmine incident to them is great. They can also bring the survey teams in contact with other sources of information.
- (3) Military Commanders. The military currently deployed in the areas can also provide some information about hazardous areas encountered by them during their routine activities in the area. The possibility also exists that some of the commanders were also deployed in these areas during the conflict and therefore may know where landmines were laid and/or encountered. Military Engineers also participate in the removing of landmines in the affected areas and it is imported to obtain the locations of such activities.
- (4) Local hospitals and clinics. Local hospitals can provide information concerning landmine victims. It is important to obtain the names of such victims as well as the type of injury sustained and treatment provided.
- (5) Landmine victims. The information obtained from landmine victims can give a clear indication of the location of hazardous areas, the level of contamination, the tendencies of local population and the level and impact of mine awareness programmes. It is very important to get an accurate location (as close as possible) of where the incident occurred and what the victim was doing at the time of the incident.
- (6) Mine Risk Education Activities. MRE currently experiences wide coverage over the landmine-affected areas. The instructors are in constant contact with the local population and gathered information regarding the location of some hazardous areas. The instructors collected also information concerning landmine victims in their areas of responsibility. They may also indicate the level of MRE conducted in their areas, what areas still need MRE, which part of the population is mostly influenced by the presence of landmines and what is the local population's tendencies and reaction towards the presence of mines and UXO.
- (7) Local population. The local population is the people that are influenced by the presence of the landmines and UXO. They can provide a clear indication on the ground where the mine/UXO threat is and what accesses to resources are blocked by the threat. The population may also indicate what types of mines are present, who laid it and when was it laid. Where local population lost livestock (like cattle, goats, dogs, etc.) due to the threat the location of the incidents will give a clear indication of the location of the threat. Local population can also provide an indication on what the contaminated land was used for before it was mined and what it is planned for after it is cleared.
- 3. Meeting with Local Administration Authorities/Responsible Military Units/Related Local Civil Elements;

a. Determining whether there was any explosion event or finding of evidence in the area contaminated with mine/unexploded ordnance,

b. If there is a finding, identifying local civilian personnel and staff from the responsible military/gendarmerie unit who can provide clear information related to the finding and accompany the NTS team in the field,

c. Review of the records kept by military personnel on mined areas in the area of responsibility by the NTS teams,

d. The meeting must also cover the identification of direct/indirect impact of mine / unexploded ammunition contamination to the local community in the vicinity.

e. Adhoc MRE Sessions will be planned and implemented by NTS Teams in the meeting with Local Administration Authorities/Responsible Military Units/Related Local Civil Elements.

4. Field Visit:

a. It is the stage where the analysis and verification of all documents and information obtained until this stage.

b. It is based on the reinterpretation of the area contaminated with mines/unexploded ordnance determined by the desk assessment in the light of all available documents and information. By spending enough time in the field, direct/indirect evidence is tried to be determined. It is necessary to record the coordinates of all points that have data nature and take pictures/videos where possible.

c. The NTS team should be able to draw decision-making conclusions using the following evidence classifications:

- (1) Direct Evidence:
 - (a) Most conventional minefields/munition fields are recorded on DA Form 1355; hasty protective row minefields/munition fields are recorded on DA Form 1355-1-R.
 - (b) Mine/UXO incidents/accidents that have occurred,
 - (c) Visible mine/UXO crater, dead animal or bone residual,

- (d) Mine /UXO technical intervention (detector, mine detection/search dog, etc.) to be identified,
- (e) Minefield fences, warning or marking (established by the military unit that set the minefields)
- (f) Information and documentation on minefields whose reliability has been confirmed. (Clearance reports, CAS data, etc.)
- (2) Indirect Evidence:
 - (a) Data from previous survey activities
 - (b) Minefield warning and marking (the establisher is unknown)
 - (c) Fertile land information not in use,
 - (d) Verbal statements of mine/UXO contamination,
 - (e) The areas used in the scope of the Fight Against Terrorist
- 5. Evaluation of Findings:

a. Following the field visit, the data in the desktop assessment is the phase of the mutual comparison of the data obtained by the NTS team members and the data obtained as a result of the "Local Administration Authorities / Responsible Military Units / Meeting with the Related Local Civil Elements ".

b. As a result of the evaluation, the area alleged with mine / unexploded ammunition contamination; is classified as SHA, CHA or canceled.

c. Certification of all information and documents obtained as a result of detailed analysis is a critical phase of NTS's activity. The most important criterion of a successful NTS activity; to reveal all the necessary data about the field with evidence oriented.

6. Preparation of the NTS Report: The Non-Technical Survey Report is prepared by evaluating the information and documents obtained up to this stage. The report contains;

a. Detailed evaluation and Opinions/Suggestions for the contaminated areas with mines/unexploded ordnance,

b. The meeting minutes related to Local Administrative Authorities, responsible military units, Local civil elements Meetings,

c. NTS Template in OSP and supportive documents including videos and photos,

d. The sketches related to SHA, CHA and canceled areas (Coordinates information must be in UTM, geographical or MGRS.),

- e. Mine/Unexploded Ordnance incident coordinates information,
- f. The coordinates of previously cleared and canceled area,
- g. Determined Area m²: SHA, CHA and canceled areas,

h. In sketches, SHA is blue infill color, CHA is red infill color, canceled/previously cleared areas should be defined in green fill color with 30% transparency,

7. Quality management of NTS Report:

Figure 6 | External Quality Management (QA/QC)

a. TURMAC and UNDP TAT will monitor the works of the NTS contractor in a manner that allows the NTS contractor to concentrate on executing the NTS contract whilst ensuring the required safety and quality of the work is maintained. The quality of information should be checked where possible through comparisons with direct evidence resulting from technical interventions and monitoring of land.

b. The NTS reports should be re-checked for confirmation of the quality and accuracy of the information. The NTS company must prepare and submit their Internal Quality Management Plan to UNDP and TURMAC. The NTS company shall implement the Internal Quality Plan after approval by UNDP and TURMAC.

c. The NTS report should be checked by different personnel from other survey teams before it is submitted for approval, and the internal quality process should be carried out by ensuring the elimination of any faulty missing parties if any.

d. UNDP and TURMAC shall play External Quality Management role for the NTS activity and the NTS Report. External Quality Management activities as sampling are executed by TURMAC Quality Management Department. The final NTS report will be submitted to TURMAC Operation Department for approval.

8. Submission and promulgation of the NTS Report: After all process above completed, the full NTS report is checked by the sequential supervisors, the report is delivered to the institutions/organizations and military commands concerned with the area that NTS has been conducted.

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Reporting:

Reporting has critical importance to the implementation of the contract. All reports to be submitted to TURMAC shall be in English and Turkish, the first copy shall have wet-ink signatures. All NTS processes and outputs shall be timely and correctly reported by the NTS Service Provider. The report templates to be submitted by the NTS Service Provider is depicted in OSP.

In this regard, the reports that shall be submitted to UNDP are as follow;

NTS Report : The Service Provider is required to certify that "all reasonable effort" has been applied in accordance with IMAS, NMAS, and OSP to establish confidence in the area NTS activities conducted in line with abovementioned documents. The UNDP TAT and TURMAC Survey Department have the right to inspect the accuracy by post-sampling (if necessary), marking, Geographic Information System (GIS) figures as indicated in reports and eventually NTS Reports.

References:TURMAC NMAS 08.10 Non-Technical SurveyTURMAC NTS SOPIMAS 07.10 Guide for the management of Land Release and Residual Contamination OperationsIMAS 07.11 Land ReleaseIMAS 08.10 Non-Technical SurveyIMAS 08.20 Technical SurveyIMAS 09.10 Clearance requirementsIMAS 09.11 Battle Area ClearanceGuide to Land Release: Technical Methods – GICHDA Guide to Non-Technical Survey - GICHD

UNDP TAT Turkey and TURMAC (Original:22/06/2020)

NTS Report

Note:

1. This report shall be prepared in IMSMA format and the Report Template and the supportive documents asked for shall be provided by TURMAC.

2. The hard copies of the report also should have wet-ink signature and submitted to TURMAC and UNDP.