

**STANDARD OPERATING PROCEDURE
MINE ACTION INFORMATION MANAGEMENT
IN QUANG BINH PROVINCE
Version September 2022**

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LIST OF ABBREVIATION

EO		Explosive Ordnance
CHA		Confirm Hazardous Area
DB		Database
DBCUC		Database and Coordination Unit
GICHD		Geneva International Centre for Humanitarian Demining
GIS		Geographic Information System
IMAS		International Mine Action Standard
IMSMA		Information Management System for Mine Action
LR		Land Release
MA		Mine Action
QC		Quality Control
NMAS		National Mine Action Standards
QM		Quality Management
IM		Information Management
VNMAC		Vietnam National Mine Action Center

INTRODUCTION

The Project on “Establishment and support of Provincial Mine Action Database and Coordination Unit in Quang Binh” (DBCUC Project) is one of the two Mine Action projects in Quang Binh province approved by the Prime Minister at the Decision 1714/QĐ-TTg on November 2nd 2020. The Project was sponsored by the United States Department of State through Norwegian People’s Aid (NPA) and implemented by the Department of Foreign Affairs under NPA’s technical assistance. Its objective is to support the provincial authorities to establish, develop and implement the information management system; to enhance data collection, processing, safe storage and analysis for mine action decision-making process by provincial authorities.

Information management is vital for the mine action program in Vietnam. It is the process of continuous improvement that begins with the defining information requirements from relevant stakeholders and to the subsequent collection, validation, storage, analysis and dissemination of timely, accurate output information in order to help the authorities at all levels of Quang Binh province and organizations to implement the province's post-war mine action program to serve the province's socio-economic development.

In order for information to effectively support mine action management including planning, quality management, prioritization, and coordination of post-war mine action activities in Quang Binh province, it requires the close collaboration and involvement of all related mine action agencies, organizations and individuals in Quang Binh province

DBCUC has the responsibility to establish and manage the IMSMA database for Quang Binh province in accordance with the provisions Decree 18/2019/NĐ-CP on the management and implementation of mine action activities and Clause 2, Article 20 of Circular 195/2019/TT-BQP by Ministry of National Defense and Official letter 313/UBND-NC by Quang Binh Provincial People’s Committee and Regulation 640/QC-VNMA on management of mine action information in Vietnam (July 2022).

This procedure is compiled with the reference to the Information Management for Mine Action 2020 (IMAS 05.10 <https://www.mineactionstandards.org/en/standards/>), NPA Global Information Management Standards and Standard Operating procedure for Mine Action Information Management in Quang Tri province 2022.

1. Scope, subjects of application

This procedure provides principles and guidelines on collection, reporting, validation, processing, analysis, storage and use of local mine action data information to support the management, operation and implementation of mine action activities and the responsibilities of relevant agencies and organizations in Quang Binh province

2. Terms and definitions

This standard procedure uses following terms and definitions:

- Data: information in its raw or unorganized form.
- Geographic Information System (GIS): It is an organized system of computer hardware, software, geographic data and personnel designed to efficiently capture, store, update, manipulate, analyze and display all forms of geographically referenced information
- Information: Data that has been processed, organized and presented in a meaningful form to support the decision-making.
- Information management: A process of identifying and continuously improving information requests from all stakeholders and then collecting, checking, storing, analyzing and disseminating information outputs to stakeholders timely.
- Information management system (IMS): A system composed of personnel, procedures, data, software or means that are used to carry out information management.
- Information user: Governmental departments and agencies, investors, domestic and foreign organizations and individuals that use and intend to ultimately use the IM products for mine action activities in the province.
- Quality control: The measurement of inputs and outputs of processes against the information quality requirements agreed upon with stakeholders during the specification of the information requirements
- Knowledge: information, understanding or skills acquired by training and experience
- Geographic coordinates: As longitude and latitude to determine the position on the Earth's surface.
- Geographic coordinate system: A coordinate system that allows all points on the Earth's surface to be determined by a set of numbers that can be accompanied by symbols. The geographic coordinate system used in the mine action information system in Quang Binh is the WGS84. In addition, some other coordinate systems are used such as UTM, VN2000

- Area polygon: Area polygon is a closed shape defined by a connected sequence of coordinates (X, Y), where the first and last coordinates are the same and all others are unique defining the boundary of a CHA, SHA and LR
- Reference point: The geographic coordinates of a point for an MA activity.
- Benchmark: The geographic coordinates of a fixed point of reference for a contaminated area or clearance area. The benchmark should be located a short distance outside the area polygon
- Evidence point: Geographic coordinates of the EO found. The location of each EO should be collected, marked and reported as soon as detected. In the case of a large amount of EO found in a very small area, a single point of reference for these EO can be used. Report the number of items found by type, model, depth, and found location.
- Metric system: The decimal measurement system is uniformly used in Vietnam. The unit of area and depth used in the Quang Binh provincial mine action information system are square meter and centimeter respectively.
- Clearance depth: The minimum depth of an area that has been cleared
- EO depth: The depth from which the top of the EO was found to the land surface.
- Clearance method: The method used to clear an area. The methods include
 - Manual: Use of tools or hand-held EO detectors to detect and use of human resource dig for signal processing
 - Mechanical: Use of mechanical equipment for EO detection;
 - Animal detection systems: Use of trained animals to locate EO.
- Activity status: the status of an activity. The status of activities includes
 - Planned: The activity is planned but implementation have not yet started
 - Ongoing: The implementation of the activity has started and is ongoing;
 - Suspended: Implementation of the activity has started but is currently suspended;
 - Completed: The implementation of the activity has been completed.
- Status of EO contaminated areas include:
 - Open: No activities to reduce or clear EO have commenced
 - Ongoing: Activities to reduce or clear the land are taking place;
 - Suspended: Activities to reduce or clear the land have commenced but have been suspended for some reason;
 - Closed: Activities to cancel, reduce or clear the area have been completed and all reasonable effort has been taken to ensure that the land is free of contamination

- Stakeholders: individuals, organizations, units or agencies directly or indirectly involved in the provincial mine action program. A stakeholder can influence or be affected by provincial mine action policies and activities

3. Network of reporting and sharing mine action information in Quang Binh province

3.1 Information management for mine action in Quang Binh province

DBCUC Quang Binh the Information Management System for Mine Action software (IMSMA) to manage the mine action database for Quang Binh province. The IMSMA is deployed under the client/server architecture on a virtual private network through the Internet environment. The IMSMA server application is executed at the server at DBCUC, the client IMSMA applications are installed on the workstations in the organizations to enter reports into the IMSMA. Organizations are provided with accounts to log into the system.

The IMSMA provides baseline data for planning, prioritizing, quality management and coordination of mine action operations in Quang Binh. The information contained in the IMSMA database should be shared with the organizations participating in the system

DBCUC is responsible for managing the provincial IMSMA. In addition, DBCUC also built and develop tools for IMSMA to meet the needs of reporting, analysis, accession and quality management. Tools are developed due to lack of some functions in IMSMA-NG.

DBCUC manage the assigned tasks of EOD spot request for clearance by the mean of IMSMA

Information management for mine action in Quang Binh includes the management of documents, data, quality, resources and GIS.

3.2 Quang Binh provincial mine action database

Quang Binh Provincial mine action database includes data of:

- The confirmed hazardous area with cluster munitions and suspected of being contaminated with explosives ordnance.
- Land release includes CHA clearance and development (SEDP) clearance.
- Explosive Ordnance Disposal (EOD).
- Non-technical Survey and Technical Survey (Cluster munition remnants survey).
- EO accidents, EO victims.
- Victim assistance.
- Explosive ordnance risk education (EORE)
- BAC and EOD tasks

- And other auxiliary data such as: administrative structure, explosives ordnance, MA entities...

3.3 Responsibilities of organizations

3.3.1 Database and Coordination Unit of Quang Binh province

Quang Binh DBCU is responsible for establishment, management, operation and development of the provincial mine action database, specifically:

- Build and update procedures and reporting templates for collecting mine action data applied throughout the province; collect, process, update, store and integrate MA data sources in Quang Binh province; ensure all data reports are checked, approved, stored in the accurate, secure and safe way
- Guide and supervise MA operators in the province in reporting mine action data in accordance with IMSMA standard forms as the basis for synchronizing the data to be used and reported to the national database at Vietnam National Mine Action Center (VNMAC)
- Manage local mine action information in conformity with Clause 2, Article 20 of Circular 195/2019/TT-BQP, Regulation 640/QC-VNMAC on information management for mine action in Vietnam.
- Ensure conditions for reporting and storing mine action data; support, provide software tools, technical assistance, capacity building and training on information management for IM staff of operators to collect, check, and report to DBCU in a timely and accurate manner.
- Submit monthly reports on operation progress and achievements on collection, management and utilization of mine action data to the Provincial People's Committee.
- Report to national IMSMA at VNMAC the quarterly operation results input in the Quang Binh provincial IMSMA.

3.3.2 Mine Action operators

- Mine Action operators shall organize an IM system in accordance with standards, and are responsible for collecting, managing and providing mine action information and other information as stipulated at Clause 1, Article 20 of Circular 195 and Regulation 640/QC-VNMAC on the information management for mine in Vietnam; ensure and be responsible for the completeness and accuracy of the reported data.
- Mine action operators must provide complete monthly reports on MA activities to DBCU using the standard forms on IMSMA within the first 10 days of the following month for timely approval, storage and report to upper level.

- MA operators must ensure the completeness and accuracy of the information and data reported to IMSMA system; any errors in the reporting data must be corrected promptly.
- MA operators are responsible for promptly updating data in the provincial IMSMA system in case of changes in their reported data.
- MA operators shall share geographic data of their operations results (survey, clearance) with grid box 50m x 50m to DBCU every Friday. All operators must use the grid box system required by DBCU and keep grid box identifiers by DBCU.
- MA operators shall provide to DBCU their operational plan every Friday in order to formulate and update weekly plan on the website for effective management and coordination of MA activities.
- MA operators shall provide soft/hard copies of reports for DBCU to check and compare operational data with their reported data in IMSMA if requested.

4. Resources

DBCU and mine action operators should have necessary resources including well-trained and experienced personnel who are able to carry out the information management processes effectively and efficiently along with other necessary resources including hardware and software that meet the requirements for inputting, processing, storage, analysis of data, as well as timely dissemination of information.

4.1 Human resources

All mine action operators in Quang Binh province should ensure that there are adequate staff for information management and reporting data into the IMSMA system.

IM personnel must at least have one of following capabilities:

- Data entry
- Data quality control
- Management and improvement of information management process/result
- Processing and analysis of data/GIS
- System administration
- Website administration

A position may require one or more capabilities as mentioned above and each must have a detailed job description

4.2 Training, experience and qualifications

Mine action operators should ensure and create opportunity for IM staff to participate in IM courses to improve their skills through training and exchange of practical experience during their work

Mine action operators should facilitate IM staff to join meetings with operation staff and site visits to have better understanding of their operations as well as to participate in training courses for staff of other related fields.

Operations and management staff should be given the opportunity to be trained on certain aspects of information management, in order to be able to participate in the organization's information management duties and gain more understanding of the IM processes in the organization

DBCUC provides regular trainings on mine action information management for IM and operations staff of operators that have mine action projects in Quang Binh and other provinces upon request.

4.3 Hardware

Hardware used in the information management department/unit must satisfy requirements in quantity and quality, perform properly functions of collection, processing, storage, analysis and dissemination of information and data. It must be well-functioned under any load conditions to ensure safety for the system and data as well as meet minimum specifications for effective implementation of geographical information system. Some recommendations for hardware are detailed as follows:

- Computers with technical specifications to meet information management requirements including storage capacity and GIS software
- Updated operating system.
- Peripheral devices: printer, scanner, display...
- Means of collecting geographic information: tablets which can connect to the Internet Wi-Fi or 4/5G, GPS
- Media: router, switch ... for Internet and email...

4.4 Software

The recommended software which are suitable for the information management department/unit include:

- IMSMA: IMSMA is installed in computers of all MA operators in Quang Binh to report input into the provincial information management system, IMSMA NG V6 (version 2016022416-IMSMA_NG-Installer) and Staging Area Generator (version 201610811-SAG).
- ArcGIS Pro: is the latest professional desktop GIS application from ESRI. With ArcGIS Pro, users can explore, analyze data and visualize GIS data; create 2D and 3D maps and publish data to ArcGIS Online and ArcGIS Enterprise; manage

- geographic data and produce maps on overview of contamination areas, operational progress and resource allocation
- ArcGIS Online: It is ESRI's web application that allows sharing and search of geographic information, as well as content published. It allows users to create and join and share data publicly within groups.
 - Survey123 for ArcGIS: is a tool for designing and creating field activity data collection forms.
 - Collector/FieldMap for ArcGIS: is tool for collecting field activity information, allowing the display of maps and operation data.
 - Operations Dashboard for ArcGIS, ArcGIS Explorer: is an application that allows the use of charts, maps, and other display elements in real time.
 - ArcGIS Desktop/ArcMap: Basic application of the ArcGIS platform to create, manage, analyze, and share geographic information that supports decision-making.
 - Microsoft Team/Zoom: Online meeting software.
 - Power BI / Tableau or other BI tools: Tools to create and display aggregated information to support decision making.
 - Access Staging: database access application of IMSMA Staging.
 - PostgreSQL: management tool of database unit IMSMA, pgAdmin 3, pgAdmin 4
 - Microsoft software: MS Office, MS Visio, MS Project, Skype, ...

4.5 Financial resource

It is necessary to arrange funding sources for the information management of each department/unit for effective operations.

5. Data collection, validation and report

The provincial mine action database is continuously supplemented and updated with data collected from formal sources of mine action operators and informal sources of historical data from military units and UXO-clearance companies for commercial purposes in Quang Binh province.

The formal data is entered into the IMSMA using the standard reporting forms. Informal data are provided in formats different to the IMSMA standard, so it should be checked, collated, standardized then transformed into the IMSMA reporting standard

DBCUC is responsible for collecting, processing and inputting data reports obtained from informal resources into the IMSMA.

5.1 Data entry workflow into IMSMA

- 1) Data validation: before inputting data into IMSMA, IM staff of MA operators need to check the quality of the reports to ensure the completeness, accuracy and consistency of the collected data. In case of incomplete or incorrect, including

- geographical and gazetteer information, IM staff need to verify with relevant operational units within the organization to correct the data before entering to IMSMA.
- 2) Operators enter data into IMSMA client using reporting forms as prescribed in Appendix 01, Item 9 – Rules for inputting reports into IMSMA, then submit it to IMSMA server for DBCU’s approval and storage into the official database. In the case that DBCU finds any incorrection of the reported data, DBCU will update the status of the report to “rejected” and send back to the operator for correction on the Workbench of IMSMA.
 - 3) The deadline for submitting returned reports (“rejected”) is 03 days from the date DBCU updates the status of the report.

5.2 Data entry form

MA operators in Quang Binh is responsible for collecting and reporting operational results to DBCU in accordance with the data entry templates prescribed in Appendix 01 - IMSMA Data Entry Form attached with this SOP.

6. Data quality management

The quality of output information depends on the quality of the data input into the IMSMA. Therefore, both must be checked and validated to ensure that quality before being used as input for other processes or provided to stakeholders

- Reports submitted to the IMSMA need to be checked and validated to ensure the completeness, accuracy and consistency before being approved and stored into the database
- Output information shall be checked for quality assurance before disseminating to stakeholders

6.1 Report data quality check

All the reports input into IMSMA shall be checked by DBCU staff in accordance with Appendix 05

Data QM/Tasking Officer, Data QC Officer should regularly check and ensure:

- Report IDs are not duplicated and in conformity with the Regulations of Inputting IMSMA Reports stipulated at Item 9
- Reported data must be complete, accurate and consistent, especially gazetteer, date & time, organization of operations, EO, area, depth information and number of beneficiaries disaggregated by age
- All reports must be assigned to a location and other reports as per operation rules.
- Geographical information including coordinates, area polygons must be referenced to the suitable gazetteer; EO coordinates must be completely within

boundary of the clearance or survey area; only input one area polygon of land in the land release data entry form, in special cases, contact DBCU for guidance; the maximum area polygon of the CHA is defined as per agreement among DBCU, NPA and other MA operators; IDs must be named consistently and representatively for the operational area; the attachments must be fully informative.

6.2 Data control

To ensure that the data information stored in the database is correct, complete and consistent, regular data checks should be performed by Data processing officer by following methods:

- Querying the datasets to identify incomplete information.
- Querying the datasets to identify duplicate data.
- Querying the datasets to identify incorrect and inconsistent data.
- Querying the datasets to identify irrelevant data
- Querying and displaying the data with the help GIS to verify the correctness and accuracy of geographical data.
- Comparing and collating the summary data in the IMSMA with the IM officers of MA operators by monthly and quarterly basis.

6.3 Quality control of geographic data

Mine action is inherently geographic, and activities are usually associated to geographic areas, all reports have geo-references including reference to the operation location and to the location where the EO was found. Survey and clearance activities are often associated with a geographical area on which organizations conduct activities to determine the extent of an area that has been identified as contaminated with EO or the extent to which the land has been cleared. Geographic information of EO contaminated areas or landrelease areas should be accurately recorded and analyzed for optimal planning, and prioritizing.

GIS staff should periodically check and ensure:

- Base map layers for the operational areas of the provincial mine action program are available or updated
- All geographical information in IMSMA is checked for correctness, completeness, logic and consistency, having spatially constrained relationship and collated with hard copy
- Requirements on geospatial data accuracy, detail and updates are well defined and documented
- Geodatabase extracted from IMSMA is updated and shared periodically to operators.

- Provision of guidelines and recommendations to the MA operators on applying of map standards in mine action in Quang Binh province

GIS staff perform data quality control as guided in Appendix 06

Data quality control is conducted by IM staff of MA operators and DBCU in accordance with the Checklist on information management.

7. Storage, security and safety

DBCU is responsible for storage and preservation of data in the provincial IMSMA database and periodic backup of the IMSMA database by the end of every working Friday; store backup copies on external removable hard drive, BACKUP folder on the FTP server, cloud computing environment. The backup is recoverable in the event of a software or hardware failure.

Data QM/ tasking officer of DBCU is responsible for creating and preserving task dossiers; keeping records of delivery and receipt of documents and periodically (monthly) summarizing the status of delivery and receipt of task documents.

DBCU must regularly ensure the safety and security of information and data, specifically:

- The IMSMA server is installed with reliable and active server antivirus software, and other proper protection tools must be installed to monitor, warn, and prevent illegal access into the system.
- Maintain regular operations to ensure that information-storing devices such as computer hard drives, mobile hard drives, memory cards are in good technical condition and not damaged
- Administer, grant and revoke IMSMA access accounts and FTP folders on DBCU's server

8. Dissemination, publication and use of information

DBCU is the focal point to provide mine action information and data in Quang Binh province for those who meet the requirements as prescribed in Clauses 2 and 3, Article 24 of Circular 195/2019/TT-BQP and Regulation 640/QC-VNMAC 2022.

DBCU provide and disseminate MA information and data through domestic and international conferences and seminar on MA; publications: books, magazines, leaflets...; website of DBCU www.quangbinhdbcu.vn; reports to relevant agencies and donors; and other methods as prescribed by law.

Agencies, units, local authorities and individuals who need to use mine action information in Quang Binh province shall send request to DBCU in writing using the form specified in Appendix 02.

DBCUC is responsible for receiving and responding to the requests within 03 working days, except for special cases; provide complete and accurate information to requesters. In case of refusal to provide information, DBCUC must clearly state the reason and reply in writing to requester.

MA operators and units in Quang Binh province have the right to be provided with information, to be connected to and to use the provincial-level MA database for planning and managing activities in accordance with regulations. Do not provide the third party with information and data extracted from the provincial MA database without the consent of DBCUC. In case of being allowed, it is necessary to specify the data source from the Quang Binh MA database at DBCUC; promptly notify DBCUC of information about errors in the information and data that have been provided.

9. Regulations of inputting IMSMA reports

9.1. Rules of Coding of Field Reporting Forms

9.1.1 The data entry staff **only needs** to fill in the running numbers. The prefix of the IDs *will be generated automatically by IMSMA*

1) EORE report:

- Report ID: FR-MRE-44-#####
- MRE Code: MRE-44-#####

2) CHA report:

- Report ID: FR-CHA-44-#####
- HAZ code: CHA-44-#####

3) EOD report

- Report ID: FR-EOD-44-#####
- EOD code: EOD-44-#####

4) BAC Completion report

- Report ID: FR-CLC-44-#####
- BAC code: CLC-44-#####

5) Accident / Incident report

- Report ID: FR-ACC-44-#####
- Incident code: ACC-44-#####

6) Victim report

- Report ID: FR-VIC-44-#####-##
- Victim code: VIC-44-#####-## (*The order of incident + 02 numbers*)

7) Victim Assistance report

- Report ID: FR-ASS-44-#####-##-##
- VA code: ASS-44-#####-##-## (*The order of Victim + 02 numbers*)

8) Technical survey (TS)

- Report ID: FR-TS-44-#####
- TS code: TS-44-#####

9) Non-technical survey (NTS)

- Report ID: FR-NTS-44-#####
- NTS code: NTS-44-#####

9.1.2 To avoid duplicates importing data from different operators, we apply the **Regulations of Running Numbers in Field Report IDs** as follows:

Organization	Starting number	Range of running number (06 digits: #####)	Example
DBCUC	0	000000 - 099999	FR-ACC-44-000001; ACC-44-000001; FR-VIC-44-000001-01;
Military	1	100000 - 199999	FR-CHA-44-100001; CHA-44-100001
PTVN	2	200000 - 299999	FR-EOD-44-200001; EOD-44-200001
MAG	5	500000 - 599999	FR-CLC-44-500001; CLC-44-500001
CRS	6	600000 - 699999	FR-CHA-44-600001; CHA-44-600001;
NPA/CMRS	7	700000 - 799999	FR-MRE-44-700001; MRE-44-700001
Reserve	3; 4; 8; 9		300000 – 399999, 400000 – 499999, 800000 – 899999, 900000 – 999999

9.1.3 Explanation of characters in IDs of Field Reports

Abbr.	Meaning	Remarks
FR	Field Report	Report ID is <i>compulsory</i> in IMSMA Reporting form for exporting more than one field reports at a time. Other IDs are needed for querying and analyzing data in the

		modules of IMSMA. Report ID = “FR” + “-” + “Activity ID”, that is easy for data entering
MRE	Mine/ERW Risk Education	Mine/ERW Risk Education (EORE)
CHA	Confirmed Hazardous area	Confirmed Hazardous area
EOD	Explosive Ordnance Disposal Task	Explosive Ordnance Disposal Task
CLP	Clearance Progressive	Clearance Progressive
CLC	Clearance Completion	Clearance Completion/Land Release
CLS	Clearance Suspension	The clearance activity is suspended. This Field Report has been created in anticipation of the occurrence of BAC Suspensions which will likely be rare
ACC	Incident/Accident	MA Incident/Accident
VIC	Victims	MA victims
ASS	Assistance	Victim assistance
44	Code of Quang Binh province	We are expecting the expansion of DBCU activities into other provinces and connection to national database. Therefore, province code needs to be added in the Field Reporting IDs
#####	Running number (06 digits)	This is the <i>only part</i> that data entry staff from different MA operators have to type in!

9.2 Rules of geographical data entry

9.2.1 Technical survey data entry

A zipped file (.zip or .rar) of the shapefile containing information of the surveyed boxes shall be attached to the Cluster munition technical survey completion report. The zipped file name is the survey task ID, for example TS-44-1234.zip.

9.2.2 Input polygon of CHA areas

- The area is as per agreement among DBCU, survey and clearance organizations, with total area size should not exceed 1,300,000m² (based on the reality of fieldwork and reported data in Quang Tri and Quang Binh province).

- The gazetteer information in the CHA report must be matched the CHA location in the field. In case the CHA is located in more than one village, the village with the largest area of the CHA is taken as the location

- Shape ID of the polygon is CHA ID of survey organization, for example: CHA0690

- Boundary of a CHA polygon must be defined by the following order of priority:

- Natural boundary: river, road, mountains, hills, civil works ...
- Administrative boundary: district, commune, village borders

- In case of area size of a CHA is larger than 1,300,000m² after adequately applying all above mentioned priority order by survey operator, DBCU will work with the operator to discuss and consider for a solution.

9.2.3 Input polygon of land release areas

- Enter only one area polygon for a CHA land release report – it is the outermost boundary of the clearance and non-clearance areas

- Attach zipped file of the shapefile containing information on uncleared areas within the clearance area (such as mausoleums, graves, roads, ponds, lakes, rivers, streams, houses, etc.) to the LR report. The syntax of file name is <Unclear>_<Task ID><.rar> without space. For example, Uncleared_CHA123456.rar for CHA clearance or Uncleared_BAC200123.rar for other clearance task. Shapefile contain full and consistent data field like GDB/LR layer.

- The syntax for the Shape ID of LR area polygon is <Organization>_<CHA ID>, without space, for example: MAG_CHA543210, NPA_CMRS_CHA765432, PTVN_CHA234567.

- Set the appropriate polygon property status, e.g. Cleared

- The gazetteer information in the LR report must be matched the location of LR task assigned in the field. In case the LR area is located in more than one village, the village with the largest area of the LR area is taken as the location.

- In case the LR report has many areas with different levels of depth, it is allowed to input many areas with respective depth, symbol of shape id of the area is composed of name and depth, for example BAC200123_30cm, BAC200123_105cm,

9.2.4 Input reference coordinates

- The reference coordinates must match the location of the assigned task in the field.

- The reference coordinates of items/UXO found must be within the LR or CHA polygons.

- Assign the point ID to be matched with the type of point. The evidence point has ID format as EV###, e.g. EV001. Running number #### must be consistent from starting number to ending number depending on the quantity of evidence points. For example, EV001 – EV999 if fewer than 1000 evidence points, EV0001 – EV9999 if fewer than 10000 evidence points. In the found UXO items table, it is mandatory to enter the point ID corresponding to the coordinates of the EO in the Geolink field.

9.3. Rules for entering area, depth and EO data

- Unit of area size is m² and unit of depth of EO found or clearance is cm.
- In case there are many areas and depths in a LR report, choose the largest covered area with corresponding depth
- MA operators provide information about EO, which is not the list of IMSMA ordnance auxiliary data, to DBCU to create new EO record

APPENDIX

No.	SIGN	NAME
01	Appendix 01	Regulations of Inputting IMSMA reports
02	Appendix 02	IMSMA Data Entry Form Templates
03	Appendix 03	Request Form for Information on Mine Action
04	Appendix 04	Launching Online IMSMA and Sharing Data
05	Appendix 05	Standards for Symbology of MA maps in Quang Binh Province (applying symbology as per QTMAC document)
06	Appendix 06	IMSMA Report Data Quality Control Guidelines
07	Appendix 07	Guidelines for Quality Control of Geographic Data (GIS)

Notes: All appendices are attached with this SOP