

**STANDARD OPERATING PROCEDURE (SOP)
MINE ACTION
INFORMATION MANAGEMENT
IN QUANG TRI PROVINCE**

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LIST OF ACRONYMS

CHA		Confirm Hazardous Area
SHA		Suspected Hazardous Area
EO		Explosive Ordnance
MA		Mine Action
DBU		Database Unit
QTMAC/DBU		Database Unit in QTMAC
GICHD		Geneva International Centre for Humanitarian Demining
GIS		Geography Information System
IMAS		International Mine Action Standard
IMSMA		Information Management System for Mine Action
LR		Land Release
QC		Quality Control
NMAS		National Mine Action Standards
QM		Quality Management
IM		Information Management
QTMAC		Quang Tri Provincial Mine Action Center
VNMAC		Vietnam National Mine Action Center
SEDP		Social-Economic Development Plan

INTRODUCTION

Information management is vital for the mine action program of Quang Tri Province and Vietnam in general. 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 information outputs in order to help the authorities at all levels of Quang Tri province and organizations to implement the province's post-war mine action program to serve the province's socio-economic construction and 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 Tri province, it requires the close collaboration and involvement of all related mine action agencies, organisations and individuals in Quang Tri province.

Quang Tri Mine Action Center (QTMAC) has the responsibility to manage the IMSMA database for Quang Tri province in accordance with the provisions of Clause 2. Article 20 of Circular 195/2019/TT-BQP.

1. Scope, subjects of application

This standard 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 Tri province.

2. Terms and definitions

This standard uses the following terms and definitions:

- Data: information in its raw or unorganized form
- Geographic Information System (GIS): It is an organised collection of computer hardware, software, geographic data and personnel designed to efficiently capture, store, update, manipulate, analyse and display all forms of geographically referenced information.
- Information: Data that has been processed, organized and presented in a meaningful form to support decision making.
- Information management (IM): A process of identifying and continuously improving information requests from all stakeholders and then collecting, checking, storing, analyze and disseminate information outputs to stakeholders in a timely manner.
- Information management system (IMS): Those persons, procedures, data, software or media that are used to carry out information management.
- Information users within the context of UXO/Mine Action sector: A person or target group(s), an entity (organisation) or donor(s) that uses or intend to ultimately use the IM products for specific purpose.
- 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: The result of combining and storing of information, 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 Tri is the WGS84. In addition, some other coordinate systems are also used such as UTM, VN2000.

- Area polygon: Area polygon is a closed shape defined by a connected sequence of x, y coordinate pairs, where the first and last coordinate pairs are the same and all other pairs are unique defining the boundary of a CHA, SHA and LR.
- Geographic location reference point: The geographic coordinates of a point for an activity, product or accident.
- Geographic location benchmark: The geographic coordinates of a fixed point of reference for a contaminated area or clearance area (land release product). The landmark should be located a short distance outside the area polygon.
- Geographic point of evidence: 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 amounts 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 Tri 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 at which the top of the EO was found.
- Clearance method (Operational 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 resources to 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: The area has been recorded but no activities to reduce or clear it 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;

- 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 Tri Province

3.1 Information Management

QTMAC uses the Information Management System for Mine Action software (IMSMA) to manage the mine action database for Quang Tri 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 QTMAC, the client IMSMA applications are installed on the workstations in the organizations to enter reports into the IMSMA. Accounts are provided to log in to the system.

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

QTMAC/DBU is responsible for managing the provincial IMSMA. In addition, QTMAC/DBU 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.

QTMAC manage the assigned tasks of EOD spot request and SEDP-BAC request for clearance by the mean of IMSMA.

Mine action information management in Quang Tri includes document management, data management, quality management, resource management, GIS management.

3.2 Quang Tri provincial mine action database

The Quang Tri Provincial mine action database includes:

- 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 (VA).
- Explosive Ordnance Risk Education (EORE).
- BAC and EOD tasks
- And other auxiliary data such as: country structure, explosives ordnance, MA organizations, places...

3.3 Responsibilities of organisations

3.3.1 Quang Tri Provincial Mine Action Center (QTMAC)

The Quang Tri Provincial Mine Action Center is responsible for managing, operating and developing the provincial mine action database, including:

- In charge of building and updating procedures and reporting forms for collecting mine action data applied throughout the province; to collect, process, update, store and integrate MA data sources in Quang Tri province; ensure all data reports are checked, approved, stored in an accurate, secure and safe way.
- Guide and supervise MA organizations in the province in reporting mine action data in accordance with IMSMA standard forms as the basic for consolidating the database and reporting to a national database at the Vietnam National Mine Action Center (VNMAC).
- Implement the management of local mine action information in accordance with the provisions of Clause 2, Article 20 of Circular 195/2019/TT-BQP.
- Ensure conditions for reporting and storing mine action data; support, provide software tools, technical support and capacity building and training on information management for IM staffs of organizations to collect, check, report to QTMAC in a timely and accurate manner.
- Monthly, report to the Provincial People's Committee the results of MA activities in Quang Tri province.
- Report to the national database at VNMAC, the results of the quarter's activities input in the MA information management system of the Quang Tri province.

3.3.2 Mine Action organizations

- Mine Action Organizations shall organize an IM system in accordance with standards, and are responsible for collecting, managing and providing mine action information and other information in accordance with Clause 1, Article 20 of Circular 195; ensure complete and accurate reporting data and take responsibility for the organization's reported information.

- Mine action organizations completely report to QTMAC monthly results MA activities using the standard forms on the IMSMA within the first 10 days of the following month to approve, store and report timely.
- Mine action organizations are responsible for ensuring that the information reported by themselves on the IMSMA system is complete and accurate; any errors in the reported data must be corrected promptly.
- Mine action organizations are responsible for promptly updating their reporting data on the IMSMA system when there is a change in data from the organization related to these reports.
- MA organizations share results of clearance, survey and other mine action activities as required by QTMAC to develop and display on the weekly operation plan for coordination and management of mine action.
- Mine action organizations shall provide soft/hard copies of reports for QTMAC to check and compare operational data with their reports on IMSMA.

4. Resources

QTMAC/DBU and the mine action organizations should have the necessary resources, including staff with sufficient training and experience to be able to effectively and efficiently carry out the information management processes and other necessary resources includes hardware and software to meet the requirements for entry, processing, storage, analysis of data, and for the dissemination of information products in timely manner.

4.1 IM Human Resources

All mine action organizations in Quang Tri province should ensure that there are adequate staff to implement their mine action reporting and information management into the provincial IMSMA.

At a minimum, there should be staff that can fulfil the following capacities:

- Data entry
- Quality control of collected data
- Management and improvement of information management processes
- Processing and analyzing data/GIS
- System Administration

A job position may fulfil more than one capacity. Each job position must have a detailed job description

4.2 Training, experience and qualifications

Mine action organizations should ensure and create opportunity for IM staff to participate in information management training courses to improve their skills through training and exchange of experiences during their work.

Mine action organizations should ensure that IM staff have a good understanding of operations, they should be allowed to participate in training for operational staff when possible. This will allow them to better anticipate the needs of operations and their requirements for information products delivered to them.

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.

QTMAC regularly organizes training courses on mine action information management for IM staff and operations staff of organizations and units that have mine action projects in Quang Tri and other provinces upon request.

4.3 Technical equipment

The equipment used in the information management department/unit must satisfy in quantity and quality, suitable for the required functions of data collection, processing, storage, analysis and dissemination information products. Hardware must be able to perform well under any load conditions to ensure system security, data information and meet minimum specifications for effective GIS implementation. Here are some hardware recommendations:

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

4.4 Software

- The recommended software suite for the information management department/unit includes the following software:

- IMSMA: mine action information management software is installed in computer of all MA organizations in Quang Tri to report input into the provincial information management system.
- ArcGIS Pro: ArcGIS Pro is the latest professional desktop GIS application from ESRI. With ArcGIS Pro, users can explore, data analysis and visualize geographic 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 and operational progress and resource allocation.
- ArcGIS Online: It is ESRI's web application that allowing 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: a tool for designing and creating field activity data collection forms.
- Collector for ArcGIS: A 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
- 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 3 or 4: management tool of database unit IMSMA.
- Microsoft software: MS Office, MS Visio, MS Project, Skype...

4.5 Financial resources

It is necessary to arrange funding sources for the information management department/unit to operate effectively.

5. Data collection, validation and report

The provincial mine action database is continuously updated with data collected from formal sources of mine action activities and informal sources of historical data of military or other stakeholders of mine action activities in Quang Tri province.

The formal data are 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, normalized then transformed into the IMSMA reporting standard.

QTMAC/DBU is responsible for the collecting, processing and input of data reports obtained from informal resources into the IMSMA.

5.1 Data Entry Workflow

- 1) Data Quality Check: before the input into the IMSMA, IM staff need to check the quality of the reports to ensure the data collected completely, accurately and consistently. In case the reported data is incomplete or incorrect including geographical and country structure information, IM staff need to verify with relevant operational units in the organization to correct data before when entering IMSMA.
- 2) Input data into the IMSMA reporting forms as prescribed in Appendix 01 – Rules for inputting IMSMA reports attached to this SOP, then submit it to IMSMA for approval by QTMAC/DBU in order to store the report data in the database. In case, the reported data is incorrect, QTMAC/DBU will update the status of the report to “rejected” and sent back to the organization for correction on the IMSMA Workbench.
- 3) The deadline for submitting returned reports (rejected reports) is 03 days from the date QTMAC/DBU updates the status of the report as rejected.

5.2 Data Entry Forms

It is the responsibility for MA Organizations in Quang Tri to collect and report operational information to the QTMAC in accordance with the prescribed data entry form templates in Appendix 02 - IMSMA Data Entry Form Templates attached to the SOP.

6. Quality Management

The quality of the information output from the IMSMA depends on the quality of the data input into the IMSMA. As a result, input data and output information must be checked and validated to ensure that quality requirements are met before being used as input to other processes or provided to stakeholders...

- Report submitted to the IMSMA needs to be checked and validated to ensure completeness, correctness and consistency before being approved into the database.
- The output or information products shall be checked against the quality requirements such as usability, relevance, accuracy and precision before disseminating it to stakeholders.

6.1 Data Quality Check

QTMAC/DBU shall check all the reports input into IMSMA in accordance with the instructions in Appendix 06 – Guidelines for quality control of IMSMA report data.

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

- Report IDs not duplicated in accordance with the Coding of field reporting forms specified in Appendix 01 - Regulations of Inputting IMSMA Reports.
- Reported data must be complete, accurate and consistent, especially location, datetime, 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 the IMSMA business rules.
- Geographical information of points, 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 clearance in the Land Release data entry form, in special cases, contact QTMAC/DBU for guidance; the limit area of CHA should be determined on the agreement between QTMAC, NPA/RENEW and the other related operators; IDs must be named consistently.

6.2 Data Quality 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 the following methods:

- Querying data in the datasets with the intention of identifying incomplete information.
- Querying the datasets with the intention of identifying duplicate data.
- Querying the datasets with the intention of identifying incorrect or inconsistent data.
- Querying the datasets with the intention of identifying cases where data is not reasonable.
- Querying and displaying the data with the help GIS to verify the correctness and accuracy of geographic data.
- Compare, collate, approved data in the IMSMA with the IM unit of the organizations monthly, quarterly.

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 EO or the extent to which land has been cleared. Geographic information of EO contaminated areas or land release areas should be accurately recorded and analyzed for optimal planning and assessment.

GIS staff should periodically check and ensure:

- Basemap layers for the operational areas of the provincial mine action program are available and updated.
- All geographic information in IMSMA is checked for correctness, completeness, logic, data consistency, spatially constrained relationships and collated with hard copy.
- Geospatial data accuracy, detail and update requirements are well defined and documented.
- Geodatabase extracted from IMSMA is updated and shared periodically for the operators.
- Provide guidelines and recommendations for the MA organizations on the applying of map standards in mine action in Quang Tri province.

GIS staff perform the data QC in accordance with the instructions in Appendix- 07: Guidelines for the Quality Control of GIS Data.

7. Storage, security and safety

QTMAC/DBU is responsible for secure storage of the data in the provincial IMSMA database; periodically backups the IMSMA database by the end of the working day every Friday. Store backup copies on external removable hard drive and BACKUP folder on the FTP server. The backup is recoverable in the event of a software or hardware failure.

The Data QM & Tasking Officer of the Database Unit is responsible for creating and monitor task dossiers; keep records of delivery and receipt of documents and periodically (monthly) summarize the status of delivery and receipt of task documents.

QTMAC/DBU must regularly ensure the safety and security of information and data in network of reporting and sharing mine action information, including:

- 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 system access.

- Maintain regular operation to ensure that information storage devices such as computer hard drives, mobile hard drives, memory cards are in good technical condition and not damaged.
- Administer, grant, revoke IMSMA access accounts and FTP folders on QTMAC server.

8. Information dissemination, publication and use

QTMAC is the focal point to provide mine action information in Quang Tri province for those who meet the requirements as prescribed in Clauses 2 and 3, Article 24 of Circular 195/2019/TT-BQP.

QTMAC disseminates the provincial mine action information through conferences and seminars on MA; publications: books, magazines, leaflets...; website of QTMAC at www.qtmac.vn; reporting to relevant agencies and donors; and other methods of information operation as prescribed by law.

Agencies, units, localities and individuals who require to use mine action information in Quang Tri province shall send request letters to QTMAC for the provision of the information in accordance with the form specified in Appendix 03 – Application form for providing information on mine action enclosed with this Regulation.

QTMAC is responsible for receiving and responding to requests for information provision to individuals and organizations within 03 working days, except for special cases; provide complete and accurate information to the subject requesting information. In case of refusal to provide information, it must clearly state the reason and reply in writing to the requester.

MA organizations and units in Quang Tri 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 the regulations; Do not provide third parties with information and data extracted from the provincial MA database without the consent of QTMAC, if allowed to provide, it is necessary to specify the data source from the Quang Tri Province MA database at QTMAC; promptly notify QTMAC of information about errors in the information and data that have been provided.

APPENDIX

No	SIGN	NAME
01	Appendix 01	Regulations of Inputing 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 Tri Province
06	Appendix 06	IMSMA Report Data Quality Control Guidelines
07	Appendix 07	Guidelines for Quality Control of Geographic Data (GIS)

REGULATIONS OF INPUTING IMSMA REPORTS

1. Rules of Coding of Field Reporting Forms

1.1 The Data Enterers need only to fill in the running numbers. The prefix of the IDs will be automatically generated by IMSMA!

MRE report:

- Report ID: FR-MRE-409-#####
- MRE Code: MRE-409-#####

1) CHA report:

- Report ID: FR-HAZ-409-#####
- HAZ ID: HAZ-409-#####

2) EOD report:

- Report ID: FR-HR-EOD-409-#####
- EOD ID: HR-EOD-409-#####

3) BAC Monthly report

- Report ID: FR-HR-CLP-409-#####
- BAC ID: HR-CLP-409-#####

4) BAC Completion Report

- Report ID: FR-HR-CLC-409-#####
- BAC ID: HR-CLC-409-#####

5) BAC Suspension Report

- Report ID: FR-HR-CLS-409-#####
- BAC ID: HR-CLS-409-#####

6) MA incident Report

- Report ID: FR-INC-409-#####
- Incident ID: INC-409-#####

7) MA victims

- Report ID: FR-VIC-409-#####-##
- Victim ID: VIC-409-#####-## (*The order of incident + 02 number*)

8) Supporting EO victims (this new module is developing by GICHD)

- Report ID: FR-VA-409-#####-##-##
- VA ID: VA-409-#####-##-## (*The order of Victim + 02 number*)

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

Organizations	Start number	Range of Running Number (06 digits: #####)	Examples
QTMAC/DBU	0	000000 to 099999	FR-INC-409-000001;INC-409-000001; FR-VIC-409-000001-01;
Military	1	100000 to 199999	FR-HAZ-409-100001; HAZ-409-100001
PTVN	2	200000 to 299999	FR-HR-EOD-409-200001; HR-EOD-409-200001
CPI	3	300000 to 399999	FR-VIC-409-300001-01; VIC-409-300001-01
SODI	4	400000 to 499999	FR-HR-CLP-409-400001; HR-CLP-409-400001
MAG	5	500000 to 599999	FR-HR-CLS-409-500001; HR-CLS-409-500001
NPA/RENEW	6	600000 to 699999	FR-HAZ-409-600001; HAZ-409-600001;
CRS	7	700000 to 799999	FR-HR-MRE-409-700001; HR-MRE-409-700001
Red Cross Society	8	800000 to 899999	FR-MRE-409-800001; MRE-409-800001

Reserve	9	900000 999999	to	
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There are less than ten (10) Mine Action Operators working at the same time in one province. This model of assigning Ranger of Running Number can be apply to any other province of Viet Nam.

1.2 Explanation of characters in IDs of Field Reports

Abbreviation	Meaning	Remarks
FR	Field Report	Report ID is compulsory in IMSMA Reporting Forms 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
HAZ	Hazard	Confirmed Hazardous area
HR	Hazard Reduction	Hazard Reduction
EOD	Explosive Ordnance Disposal Task	Explosive Ordnance Disposal Task
CLP	Clearance Progressive	Clearance Progressive
CLC	Clearance Completion	Clearance Completion/Release
CLS	Clearance Suspension	This Field Report has been created in anticipation of the occurrence of BAC Suspensions which will likely be rare.
INC	Incident/Accident	MA Incident/Accident
VIC	Victims	MA victims

VA	Victims Assistance	The module of Victim Assistance will be added soon in the next version of IMSMA!
409	Code of Quang Tri Province	We are expecting the expansion of DBU activities into other provinces and a connection to the National Database. Therefore, province code need to be added in the Field Reporting IDs
#####	Running Number (06 digits)	This is the only part that Data Enterers from different MA Organizations have to type in!!!

2. Rules of Geospatial Data Entry

2.1 Technical survey data entry

Attach the zip file of the shapefile containing information of the surveyed boxes to the Technical Survey Completion Report. The zip file name is the survey task ID, for example TS-409-1234.zip.

2.2 Input area polygon of CHA

- Follow the agreement on the limit of CHA area.
- 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 Internal ID without spaces, for example: CHA0690.
- It is highly recommended to define the boundary of the CHA polygon by the following order of priority:
 - Commune, village boundary
 - Natural boundary: river, road, mountains, hills...
 - In case of difficulty in defining the CHA boundary, QTMAC and NPA/RENEW join together to agree on the CHA boundary.

2.3 Input polygon of land release areas

- Enter only one area polygon for a CHA land release report that covers uncleared areas inside the land release boundary.

- Attach the compressed file of the shapefile containing information on uncleared areas (such as mausoleums, graves, roads, ponds, lakes, rivers, streams, houses, etc.). The file name syntax is <Uncleared>-<Activity ID>.<rar>, without spaces, eg Uncleared-HR-CLC-409-#####.rar. The shapefile should have sufficient and consistent fields as in the GeoDataBase/UnclearedArea layer.

- The syntax of the Shape Id of LR area polygon is the same as the Internal ID .
- Set the appropriate polygon property status e.g. Cleared
- The Location assigned to the LR report must be matched with the location of the task 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 assigned as the Location in the report.

2.4 Input reference coordinates

- The reference coordinates must match the location of the assigned task in the field.
- The evidence coordinates of items/UXO found must be within the LR or CHA polygon boundary.
- Assign the point ID should be matched the type of point. The evidence point has ID of EV###, e.g. EV001. In the found UXO items table, it is mandatory to enter the geolink of the item which is the point ID of the coordinates of the EO.

3. Rules for entering area and depth data

- Unit of area is square meter, unit of depth of EO found and clearance is centimeter.
- In case the task has different clearance depths, choose the depth of the largest clearance polygon as the depth input.

IMSMA DATA ENTRY FORM TEMPLATES

1. MẪU NHẬP LIỆU TAI NẠN BOM MÌN – ACCIDENT REPORT

1. Thông tin chung / General Information

1.1 Mã tai nạn / Accident ID:		1.2 Tổ chức quản lý / Managing Organisation:	
1.3 Ngày điều tra / Survey Date:		1.4 Tổ chức báo cáo / Reporting Organisation:	
1.5 Người điều tra / Surveyor:		1.6 Chức vụ / Position:	
1.7 Điện thoại / Phone:			

2. Thông tin về tai nạn, sự cố / Information about Accident:

2.1 Ngày tai nạn / Date of Accident:			
2.2 Địa điểm xảy ra tai nạn / Accident location: Nhập tên thôn, xã, huyện, tỉnh ở mục 2.4			
2.3 Tọa độ tham chiếu điểm tai nạn / Accident Point:			
Thông tin tọa độ / Coordinates Information:			
Kinh độ / Longitude:		Vĩ độ / Latitude:	
2.6 Mô tả điểm tham chiếu / Description of Reference Point:			

3. Thông tin khu vực tai nạn / Information about Accident Site

3.1 Kiểu khu vực xảy ra tai nạn, sự cố / Type of accident area	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="radio"/> Khu vực thành thị / City <input type="radio"/> Khu dân cư / Residential area <input type="radio"/> Khu hành chính Nhà nước / Gov. Building <input type="radio"/> Khu vực trồng cây nông nghiệp / Agricultural Field <input type="radio"/> Khu vực trồng cây lâm nghiệp / Forest <input type="radio"/> Khu vực đất hoang / Abandoned Land <input type="radio"/> Xung quanh trường học / School <input type="radio"/> Khu cơ quan, nhà máy, xí nghiệp / Office area <input type="radio"/> Căn cứ QS cũ / Old Military Installation </td> <td style="width: 50%; vertical-align: top;"> <input type="radio"/> Khu vực nông thôn / Countryside <input type="radio"/> Ruộng đồng / RiceField <input type="radio"/> Khu vực thủy, hải sản / Fish Farm <input type="radio"/> Bờ biển / On or near coastline <input type="radio"/> Đồi núi / Hill Area <input type="radio"/> Bên đường / Roadside <input type="radio"/> Bên lối mòn / Path <input type="radio"/> Bờ sông / Riverbank <input type="radio"/> Không nhớ / Do not remember <input type="radio"/> Khác / Other </td> </tr> </table> Ghi chú khác/Remark:	<input type="radio"/> Khu vực thành thị / City <input type="radio"/> Khu dân cư / Residential area <input type="radio"/> Khu hành chính Nhà nước / Gov. Building <input type="radio"/> Khu vực trồng cây nông nghiệp / Agricultural Field <input type="radio"/> Khu vực trồng cây lâm nghiệp / Forest <input type="radio"/> Khu vực đất hoang / Abandoned Land <input type="radio"/> Xung quanh trường học / School <input type="radio"/> Khu cơ quan, nhà máy, xí nghiệp / Office area <input type="radio"/> Căn cứ QS cũ / Old Military Installation	<input type="radio"/> Khu vực nông thôn / Countryside <input type="radio"/> Ruộng đồng / RiceField <input type="radio"/> Khu vực thủy, hải sản / Fish Farm <input type="radio"/> Bờ biển / On or near coastline <input type="radio"/> Đồi núi / Hill Area <input type="radio"/> Bên đường / Roadside <input type="radio"/> Bên lối mòn / Path <input type="radio"/> Bờ sông / Riverbank <input type="radio"/> Không nhớ / Do not remember <input type="radio"/> Khác / Other
<input type="radio"/> Khu vực thành thị / City <input type="radio"/> Khu dân cư / Residential area <input type="radio"/> Khu hành chính Nhà nước / Gov. Building <input type="radio"/> Khu vực trồng cây nông nghiệp / Agricultural Field <input type="radio"/> Khu vực trồng cây lâm nghiệp / Forest <input type="radio"/> Khu vực đất hoang / Abandoned Land <input type="radio"/> Xung quanh trường học / School <input type="radio"/> Khu cơ quan, nhà máy, xí nghiệp / Office area <input type="radio"/> Căn cứ QS cũ / Old Military Installation	<input type="radio"/> Khu vực nông thôn / Countryside <input type="radio"/> Ruộng đồng / RiceField <input type="radio"/> Khu vực thủy, hải sản / Fish Farm <input type="radio"/> Bờ biển / On or near coastline <input type="radio"/> Đồi núi / Hill Area <input type="radio"/> Bên đường / Roadside <input type="radio"/> Bên lối mòn / Path <input type="radio"/> Bờ sông / Riverbank <input type="radio"/> Không nhớ / Do not remember <input type="radio"/> Khác / Other		

3.2 Kiểu hoạt động xảy ra tai nạn, sự cố / Type of accident activity	<input type="radio"/> Điều tra bom mìn, vật nổ / Non-technical survey <input type="radio"/> Trồng cây lâm nghiệp / Forestry <input type="radio"/> Khảo sát kỹ thuật / Technical survey <input type="radio"/> Sản xuất nông nghiệp / Agriculture <input type="radio"/> Rà phá bom mìn, vật nổ / Clearance <input type="radio"/> Sinh hoạt / Daily activities <input type="radio"/> Xây dựng công trình / Building construction <input type="radio"/> Thu gom phế liệu / Scap metal collection <input type="radio"/> Khác / Other	
3.3 Loại vật nổ gây tai nạn / Type of UXO caused the accident:		
Chung loại / Category	Chung loại con / Subcategory	Tên vật nổ / Model
3.4 Hiện trường tai nạn có được đánh dấu Nguy hiểm tại thời điểm tai nạn / Was the accident site marked Dangerous at the time of accident?	<input type="radio"/> Có / Yes <input type="radio"/> Không / No <input type="radio"/> Không rõ / Unknown	
3.5 Ảnh hưởng của tai nạn, sự cố / Impact of the accident:	<input type="radio"/> Con người / Human <input type="radio"/> Đến công trình / Construction <input type="radio"/> Động vật / Animal <input type="radio"/> Đến trang thiết bị / Equipment <input type="radio"/> Không biết / Unknown	
3.6 Số lượng nạn nhân / Number of Persons Involved:		
3.7 Sau tai nạn hiện trường đã được kiểm tra chưa / Has the accident site been checked after the accident?	<input type="radio"/> Đã kiểm tra / Yes <input type="radio"/> Không / No <input type="radio"/> Không rõ / Unknown	
3.8 Trước tai nạn hiện trường có được tổ chức nào rà phá chưa / Was the accident site cleared by informal deminers before the accident?	<input type="radio"/> Đã rà phá / Yes <input type="radio"/> Chưa rà phá / No <input type="radio"/> Không rõ / Unknown	
3.9 Có xác định được vật nổ gây tai nạn không? Was there any explosive identified as the cause of the accident?	<input type="radio"/> Có / Yes <input type="radio"/> Không / No <input type="radio"/> Không rõ / Unknown	
3.10. Danh sách nạn nhân / Victim list		

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4. Xác nhận của tổ chức báo cáo / Verification by Reporting Organisation

Ngày / Date:	
Họ và tên / Full name:	

2. MẪU NHẬP LIỆU THÔNG TIN NẠN NHÂN BOM Mìn – VICTIM INFORMATION REPORT
1. Thông tin chung / General Information

1.1 Tổ chức quản lý / Managing Organisation:	
1.4 Tổ chức báo cáo / Reporting Organisation:	

2. Thông tin cá nhân của nạn nhân / General Information

2.1 Mã nạn nhân / Victim ID:		2.2 Họ tên / Full Name:	
2.3 Ngày sinh / Date of Birth:		2.4 Số người trong gia đình / No. of Family Members:	
2.5 Giới tính / Gender:	<input type="radio"/> Nam / Male <input type="radio"/> Nữ / Female <input type="radio"/> Không biết / Unknown		
2.6 Tình trạng hôn nhân / Marital Status:	<input type="radio"/> Độc thân / Single <input type="radio"/> Kết hôn / Married <input type="radio"/> Ly dị / Divorced <input type="radio"/> Không biết / Unknown		
2.7 Dân tộc / Ethnicity:			
2.8 Trình độ học vấn / Education:	<input type="radio"/> Mù chữ / Illiterate <input type="radio"/> Trung cấp nghề / Vocational School <input type="radio"/> Tiểu học / Primary School <input type="radio"/> Cao đẳng / College <input type="radio"/> THCS / Secondary School <input type="radio"/> Đại học / University <input type="radio"/> THPT / High School <input type="radio"/> Không biết / Unknown		
2.9 Tình trạng kinh tế gia đình trước tai nạn / Family	<input type="radio"/> Nghèo / In Poverty Range Ghi chú / Remark: <input type="radio"/> Cận nghèo / At Poverty Threshold <input type="radio"/> Khác / Other		

economic state before accident			
2.10 Nghề nghiệp trước tai nạn / Occupation Before Accident:	<input type="radio"/> Nông dân / Farmer <input type="radio"/> Lao động phổ thông / Labourer <input type="radio"/> Buôn bán / Trader, Leader <input type="radio"/> Công nhân / Worker <input type="radio"/> Quân nhân / Military <input type="radio"/> Công chức / Civil Servant	<input type="radio"/> Nhân viên rà phá BM / Deminer <input type="radio"/> Sinh viên / Student <input type="radio"/> Học sinh / Pupil <input type="radio"/> Thất nghiệp / Unemployed <input type="radio"/> Khác / Other <input type="radio"/> Không biết / Unknown	
2.11 Địa chỉ gia đình / Victim Family Address:			
Tỉnh thành - Province:		Huyện thị - District:	
Xã phường - Commune:		Thôn/Bản/KP - Village:	
Địa chỉ / Address:			
Thông tin tọa độ / Coordinates Information:			
Kinh độ / Longitude:		Vĩ độ / Latitude:	
2.12 Người liên hệ / Contact Person:		2.13 Điện thoại / Phone No.:	
2.14 Thông tin bổ sung về thành viên gia đình / Additional Information about family members:		

3. Thông tin liên quan đến tai nạn / Accident related Information

3.1 Hoạt động gây tai nạn / Activity at Time of Accident:	<input type="radio"/> Chơi đùa với bom mìn / Tampering UXO <input type="radio"/> Tháo gỡ bom mìn / Dismantling UXO <input type="radio"/> Tìm phế liệu CT / Searching for war waste <input type="radio"/> Xem tháo gỡ, đứng gần / Passing, standing nearby <input type="radio"/> Săn bắn, đánh cá / Hunting, fishing <input type="radio"/> Canh tác / Farming <input type="radio"/> Tìm kiếm thực phẩm / Collecting Food <input type="radio"/> Nhặt củi lấy nước / Collecting water/wood	<input type="radio"/> Đi lại / Travelling <input type="radio"/> Phát quang cây cỏ / Clearing Vegetation <input type="radio"/> Chăn thả gia súc / Tending <input type="radio"/> Làm việc nhà / Household work <input type="radio"/> Vui chơi giải trí / Playing <input type="radio"/> Đốt lửa / Fire <input type="radio"/> Đào hố / Digging <input type="radio"/> Rà phá (nhiệm vụ) / Demining (task) <input type="radio"/> Không xác định / Not Specified <input type="radio"/> Khác / Other
	Ghi chú / Remark:	

		
3.2 Bị thương hay tử vong / Killed or Injured		<input type="radio"/> Tử vong / Killed		<input type="radio"/> Bị thương / Injured	
3.3 Mô tả thương tật / Injuries Description:					
Mất, cắt, điếc, mù - Loss / Amputation				Cụt không xác định phải hay trái	
Phải / Right		Trái / Left		Unknown side Amputations	
<input type="checkbox"/>	Tai / Hearing	<input type="checkbox"/>	Tai / Hearing	<input type="checkbox"/>	Điếc / Deaf
<input type="checkbox"/>	Mắt / Eyesight	<input type="checkbox"/>	Mắt / Eyesight	<input type="checkbox"/>	Đui / Blind
<input type="checkbox"/>	Cánh tay / Arm	<input type="checkbox"/>	Cánh tay / Arm	<input type="checkbox"/>	Cánh tay / Arm
<input type="checkbox"/>	Bàn, Ngón tay / Hand/Finger	<input type="checkbox"/>	Bàn, Ngón tay / Hand/Finger	<input type="checkbox"/>	Cẳng tay / Forearm
<input type="checkbox"/>	Chân / Leg	<input type="checkbox"/>	Chân / Leg	<input type="checkbox"/>	Bàn tay / Hand
<input type="checkbox"/>	Trên gối / Above Knee	<input type="checkbox"/>	Trên gối / Above Knee	<input type="checkbox"/>	Chân / Leg
<input type="checkbox"/>	Dưới gối / Below Knee	<input type="checkbox"/>	Dưới gối / Below Knee	<input type="checkbox"/>	Đùi / Thigh
<input type="checkbox"/>	Bàn, Ngón chân / Foot/Toes	<input type="checkbox"/>	Bàn, Ngón chân / Foot/Toes	<input type="checkbox"/>	Bàn chân / Foot
Tổn thương, Ảnh hưởng / Injuries					
<input type="checkbox"/>	Thính lực / Hearing Impact	<input type="checkbox"/>	Thị lực / Eye-sight Impact	<input type="checkbox"/>	Vết thương mặt / Facial wounds
<input type="checkbox"/>	Di chứng tâm thần / Mental Sequelae	<input type="checkbox"/>	Sọ não / Skull	<input type="checkbox"/>	Cột sống / Spine
<input type="checkbox"/>	Thần kinh / Mental illness	<input type="checkbox"/>	Thận / Kidney	<input type="checkbox"/>	Gan / Liver
<input type="checkbox"/>	Lách / Spleen	<input type="checkbox"/>	Ruột, HTH / Intes.- Stomach	<input type="checkbox"/>	Tim phổi / Cardio-Pulmonary
<input type="checkbox"/>	Phần mềm / Tissue - Muscles	<input type="checkbox"/>	Gãy xương / Fractures	<input type="checkbox"/>	Đa vết thương / Multi-fragment wounds
<input type="checkbox"/>	Bỏng / Burns	<input type="checkbox"/>	Khác / Other	<input type="checkbox"/>	Không xác định / Not Specified
Mô tả thêm / Injuries Comment					

3.4 Địa điểm tử vong/ Death Location:	<input type="radio"/> Tại chỗ / In Situation <input type="radio"/> Tại TTYT / At health care facility	<input type="radio"/> Trên đường đến TTYT / During transport <input type="radio"/> Khác / Other
3.5 Mức độ thường xuyên vào khu vực / How often entered area?	<input type="radio"/> Hàng ngày / Daily <input type="radio"/> Hàng tuần / Regularly <input type="radio"/> Hàng tháng / Often <input type="radio"/> Vài lần / Several times	<input type="radio"/> Ít khi / Few times <input type="radio"/> Một lần / Once <input type="radio"/> Chưa bao giờ / Never <input type="radio"/> Không biết / Unknown
3.6 Nạn nhân có nhìn thấy vật nổ / Did victim see the ordnance?	<input type="radio"/> Không / No <input type="radio"/> Không xác định / Not specified	<input type="radio"/> Có và đụng / Yes, touched it <input type="radio"/> Có và không đụng / No, not touch
3.7 Nạn nhân có tiếp cận GDPTBM / Victim received MRE?	<input type="radio"/> Có / Yes <input type="radio"/> Không / No	<input type="radio"/> Không xác định / Not specified
3.8 Nạn nhân có biết KV nguy hiểm / Victim aware area dangerous:	<input type="radio"/> Có / Yes <input type="radio"/> Không / No	<input type="radio"/> Không xác định / Not specified
3.9 Nếu biết, sao vẫn đi vào / If yes, why entered area?	<input type="radio"/> Áp lực kinh tế / Economic necessity <input type="radio"/> Áp lực bạn bè / Peer pressure	<input type="radio"/> Nhu cầu đi lại / No other access <input type="radio"/> Khác / Other
4. Thông tin sau tai nạn / Post - accident Information		
4.1 Hiện tại nạn nhân còn sống hay không / Victim Still Alive?	<input type="radio"/> Chết / Deceased <input type="radio"/> Sống / Alive <input type="radio"/> Không xác định / Not Specified	
4.2 Nghề nghiệp hiện tại / Current Occupation:	<input type="radio"/> Nông dân / Farmer <input type="radio"/> Lao động phổ thông / Labourer <input type="radio"/> Buôn bán / Trader, Leader <input type="radio"/> Công nhân / Worker <input type="radio"/> Quân nhân / Militant <input type="radio"/> Công chức / Civil Servant	<input type="radio"/> Nhân viên rà phá BM / Deminer <input type="radio"/> Sinh viên / Student <input type="radio"/> Học sinh / Pupil <input type="radio"/> Thất nghiệp / Unemployed <input type="radio"/> Khác / Other <input type="radio"/> Không biết / Unknown
4.3 Tình trạng kinh tế gia đình sau tai nạn / Family	<input type="radio"/> Nghèo / In Poverty Range <input type="radio"/> Cận nghèo / At Poverty Threshold <input type="radio"/> Khác / Other	Ghi chú / Remark:

economic state after accident	
4.4 Hiện tại nạn nhân còn đi học không / Still going to school?:	<input type="radio"/> Có / Yes <input type="radio"/> Không / No <input type="radio"/> Không biết / Unknown
4.5 Lý do bỏ học / Reason to quit schooling:	
4.6 Gia đình đã tiếp nhận hỗ trợ / Received Assistance:	<input type="radio"/> Đã tiếp nhận / Yes <input type="radio"/> Chưa tiếp nhận / No <input type="radio"/> Không biết / Unknown
5. Nhu cầu Hỗ trợ hiện tại của gia đình nạn nhân / Needs Assessment	

6. Xác nhận của tổ chức báo cáo / Verification by Reporting Organisation

Ngày / Date:	
Họ và tên / Full name:	

3. MẪU NHẬP LIỆU THÔNG TIN HỖ TRỢ NẠN NHÂN – VICTIM ASSISTANCE REPORT

1. Thông tin chung / General information

1.1 Mã hoạt động hỗ trợ / Assistance ID:	VA-409
1.2. Tổ chức quản lý /Managing Organisation:	
1.3 Tổ chức hỗ trợ/ Assistance Given By:	
1.4 Ngày hỗ trợ / Assistance Date	
1.5 Loại hình hỗ trợ / Given Assistance	<input type="radio"/> TM, Tiền mặt / Cash <input type="radio"/> DN, Dạy nghề / Vocational Training <input type="radio"/> KNDV, Kết nối dịch vụ / Service Link <input type="radio"/> PTSK, Phát triển sinh kế <input type="radio"/> DTCT, Điều trị chấn thương <input type="radio"/> CTCS, Cải thiện cuộc sống <input type="radio"/> KH, Khác / Others <input type="radio"/> CVV, Cho vay vốn / Loan Capital <input type="radio"/> TVL, Tạo việc làm / Job Creation <input type="radio"/> HB, Học bổng / Scholarship <input type="radio"/> HNTL, Hòa nhập tâm lý <input type="radio"/> PHCN, Phục hồi chức năng <input type="radio"/> XDNC, Xây dựng, sửa chữa nhà cửa
1.6 Số tiền / Amount	
1.7 Đơn vị tiền / Currency	

Mã và Chú giải Loại hình hỗ trợ / Code and Explanation of Assistance Type

TM	Tiền mặt / Cash	CVV	Cho vay vốn / Loan, Capital
PTSK	Phát triển sinh kế / Livelihoods Development	HB	Học bổng / Scholarship
DTCT	Điều trị chấn thương /Trauma Care, Treatment	HNTL	Hoà nhập Tâm lý xã hội /Psych. & Social Integr.
DN	Dạy nghề / Vocational Training	PHCN	Phục hồi chức năng, xe lăn, tay chân giả P&O, Wheelchairs, Rehabilitation
TVL	Tạo việc làm / Job Creation	XDNC	Xây dựng, sửa chữa nhà cửa Construct, Repair houses
CTCS	Cải thiện chất lượng cuộc sống Quality of Life Improvement	XDNC	Xây dựng, sửa chữa nhà cửa Construct, Repair houses
KNDV	Kết nối dịch vụ / Service Link	KH	Khác / Others: <input type="text"/>

2. Thông tin địa lý / Geographical Information

Thông tin tọa độ / Coordinates Information:			
Kinh độ / Longitude:		Vĩ độ / Latitude:	

3. Đối tác địa phương trong hoạt động Hỗ trợ nạn nhân / Local partner of the assistance

- | | |
|--|--|
| <input type="checkbox"/> Sở Y Tế / Provincial Department of Health | <input type="checkbox"/> Hội Nông dân tỉnh / Provincial Farmer Union |
| <input type="checkbox"/> Trung tâm YT Huyện / District Health Center | <input type="checkbox"/> Hội Nông dân huyện / District Farmer Union |
| <input type="checkbox"/> Trung tâm YT xã / Commune Health Center | <input type="checkbox"/> Hội Nông dân xã / Commune Farmer Union |
| <input type="checkbox"/> Hội phụ nữ tỉnh / Provincial Women Union | <input type="checkbox"/> Sở LĐTBXH / DOLISA |
| <input type="checkbox"/> Hội Phụ nữ huyện / District Women Union | <input type="checkbox"/> Khác / Others: |
| <input type="checkbox"/> Hội Phụ nữ xã / Commune Women Union | |

4. Ghi chú về hỗ trợ khác, đối tác địa phương khác, nhu cầu hỗ trợ tiếp theo / Note of Others, On-going needs

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5. Xác nhận của tổ chức báo cáo / Verification by Reporting Organisation

Ngày / Date:	
Họ và tên / Full name:	

Ghi chú: Mỗi vụ tai nạn có thể liên quan đến nhiều nạn nhân. Mỗi nạn nhân có một báo cáo thông tin riêng, trong đó bao gồm Mã Vụ tai nạn. Mỗi nạn nhân có thể được hỗ trợ nhiều đợt. Tất cả những báo cáo hỗ trợ nạn nhân, thông tin nạn nhân cùng vụ tai nạn phải đính kèm nhau và kèm với thông tin Vụ tai nạn để dễ dàng nhập liệu, lưu trữ và xử lý thông tin. Mã hỗ trợ nạn nhân có định dạng: **VA-409- ##### - ## - ##** ứng với 6 ký tự đầu sẽ là Mã tai nạn, 2 ký tự tiếp theo sẽ là số thứ tự của Mã nạn nhân, hai ký tự tiếp theo sẽ là Mã hỗ trợ nạn nhân đó.

Note: One accident might involve many victims. Each victim has one information form which includes the Accident ID. All victim forms of the same accident must be attached together and with their common Accident Form to be filed and to ease the data entry. Victim Assistance ID has format: **VA-409- ##### - ## - ##** to the first 6 digits is the Accident ID, the next 2 digits will be the victims ID, the 2 last digits will be followed by the victim assistance ID

4. MẪU NHẬP LIỆU HOẠT ĐỘNG GIÁO DỤC PHÒNG TRÁNH BOM Mìn – EXPLOSIVE ORDNANCE RISK EDUCATION ACTIVITY REPORT

1. Thông tin chung / General information

1.1 Mã HĐ GDPTBM / MRE ID:		1.2 Tổ chức quản lý / Managing Organisation:	
1.3 Tổ chức báo cáo / Reporting Organisation:		1.4 Đối tác địa phương / Local Partner:	
1.4 Ngày bắt đầu / Start Date:		1.5 Ngày kết thúc / End Date:	

2. Thông tin địa lý / Geographical information

Nhập địa điểm diễn ra hoạt động bao gồm thôn, xã, huyện, tỉnh / Place of EORE including administrative info			
Thông tin tọa độ / Coordinates Information:			
Kinh độ / Longitude:		Vĩ độ / Latitude:	

3. Tổng số người tiếp nhận / Total of the participants:

Nam giới / Men (>=18)	<input type="text"/>	Phụ nữ / Women (>=18)	<input type="text"/>
Trẻ em trai / Boy (6-17):	<input type="text"/>	Trẻ em gái / Girl (6-17)	<input type="text"/>
Dân tộc thiểu số / Ethnic:	<input type="text"/>	Người khuyết tật / PwDs:	<input type="text"/>

4. Tổng số người cung cấp thông tin / Total Informant Number:

5. Đối tượng tiếp nhận Giáo dục phòng tránh bom mìn / Target Population received this MRE:

<input type="checkbox"/> Học sinh tiểu học / Primary School	<input type="checkbox"/> Tình nguyện viên / Volunteers
<input type="checkbox"/> Học sinh THCS / Secondary School	<input type="checkbox"/> Cộng tác viên / Facilitators
<input type="checkbox"/> Học sinh THPT / High School	<input type="checkbox"/> Đoàn Thanh niên / Youth union
<input type="checkbox"/> Giáo viên / Teachers	<input type="checkbox"/> Đại diện cộng đồng / Community Representatives
<input type="checkbox"/> Công chức / Public servants	<input type="checkbox"/> Tổ chức đoàn thể / Mass Organizations
<input type="checkbox"/> Khác / Other	<input type="checkbox"/> Nông dân / Farmer

Ghi chú khác:	
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6. Cấp độ truyền thông / Campaign Level:

<input type="radio"/> Thăm hộ gia đình	<input type="radio"/> Truyền thông cấp xã
<input type="radio"/> Truyền thông tại trường	<input type="radio"/> Khác
<input type="radio"/> Truyền thông cấp thôn	

7. Loại hình hoạt động Giáo dục phòng tránh bom mìn / Type of MRE Activity:

- | | |
|---|--|
| <input type="checkbox"/> Lồng ghép sự kiện văn hóa thể thao
Intergration into cultural, sport events | <input type="checkbox"/> Pa-nô, Áp phích
Poster, Billboards |
| <input type="checkbox"/> Lồng ghép biểu diễn văn nghệ
Intergration intor public performance | <input type="checkbox"/> Tờ rơi, hình ảnh, truyện tranh
Leaflets, Images, Comic Books |
| <input type="checkbox"/> Lồng ghép hội họp
Integratoin into meetings | <input type="checkbox"/> Liên lạc cộng đồng
Community liaison |
| <input type="checkbox"/> Lồng ghép vui chơi giải trí
Integratoin into entertainment | <input type="checkbox"/> Qua Đài phát thanh
Via Radio |
| <input type="checkbox"/> Qua hệ thống loa phóng thanh
Through loudspeaker system | <input type="checkbox"/> Quan Đài truyền hình
Via TV |
| <input type="checkbox"/> Thi vẽ tranh, sáng tác truyện, kịch bản
MRE painting, story, script competition | <input type="checkbox"/> Qua báo chí
Via Newspaper |
| <input type="checkbox"/> Giáo trình dạy học / School curriculum | <input type="checkbox"/> Qua bài trình bày / Presentation |
| <input type="checkbox"/> Khác / Other | <input type="checkbox"/> Tập huấn / Training |

8. Thông tin bổ sung / Additional Information:

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9. Thông tin xác nhận / Information of Verification

Ngày / Date:	
Họ tên / Full name:	
Chức vụ / Position:	

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3. Hiện trạng khu đất / Gound Profile

3.1 Loại thảm thực vật / Vegetation type:

- Đồng cỏ / Grass Bụi cây nhỏ / Shrubs Bụi cây / Bushes Cây cối / Trees
 Tre / Bamboo Khác / Other Không có / None

3.2 Mật độ thảm thực vật / Vegetation Density

- Thấp / Low Trung bình / Medium Cao / High Không xác định / Not Specified

3.3 Phương tiện phát quang thảm thực vật / Vegetation can be removed by:

- Thủ công / Manual Cơ giới / Mechanical Máy cắt cỏ / Strimmer Kết hợp / Combined

3.4 Độ dốc địa hình / Slope

- Dốc đứng / Steep (>10°) Dốc thoải / Slight (0-10°) Bằng phẳng / Flat (0°)

3.5 Loại hình địa chất / Soil Condition

- A (Mềm / Soft) B (Trung bình / Medium) C (Cứng / Hard) D (Ấm ướt, Bùn lầy / Wet, mud)

3.6 Loại đất / Soil type:

- Cát / Sandy Đỏ / Red Gan gà / Yellow Thịt / Rich
 Sét / Clay Sỏi / Gravel Đá / Rocky Đầm lầy / Swamp
 Khác / Other

3.7 Loại hình khu vực / Type of Area

- Đất hoang / Abandoned land Ven biển / Coast Area Căn cứ QS cũ / Former Military Base
 Đầm lầy / Swamp Bờ sông / River bank Khu dân cư / Residential Area
 Đồng ruộng / Agricultural Field Đường lớn / Road Đô thị / Town
 Đồi núi / Hilly Area Bên đường / Roadside Trụ sở hành chính / Gov. Building
 Rừng / Forest Đường mòn / Path Khác / Other

3.8 Thông tin tiếp cận / Information of Accessibility

3.8.1 Phần trăm tiếp cận / Percentage of Accessibility:

3.8.2 Loại xe / Vehicle Type:

- Hai cầu / 4WD Một cầu / 2WD Mười sáu chỗ / 16-Seat

3.8.3 Tháng không thể tiếp cận / Inaccessible Month(s):

- 1/Jan 2/Feb 3/Mar 4/Apr 5/May 6/Jun
 7/Jul 8/Aug 9/Sep 10/Oct 11/Nov 12/Dec

3.8.4 Thông tin thêm / Additional Information:

4. Đánh giá ưu tiên nhiệm vụ / Task Priority Assessment

4.1 Ngày đánh giá / Assessment Date	
4.2 Điểm / Score	
4.3 Ưu tiên rà phá / Clearance Priority:	<input type="radio"/> Cao/High (1) <input type="radio"/> Trung bình/Medium (2) <input type="radio"/> Thấp / Low (3)
4.4 Ghi chú đánh giá / Assessment Additional	

5. Xác nhận và Kiểm tra chất lượng / Verification and Quality Check

Xác nhận của Giám đốc hoạt động về nội dung và tính chính xác của Báo cáo Verification by the Operations Manager on the content and accuracy of the report		Xác nhận của Quản lý thông tin (IM) về tính đầy đủ, chính xác của tọa độ và dữ liệu Báo cáo Verification by the Information Manager on the completeness and accuracy of the data and coordinates	
Họ và tên / Name		Họ và tên / Name	
Ngày / Date		Ngày / Date	

6. MẪU NHẬP LIỆU HOÀN THÀNH KHẢO SÁT BOM CHÙM – CMRS TASK COMPLETION REPORT

1. Thông tin chung / General Information

1.1 Mã nhiệm vụ / CMRS ID:		1.2 Mã nội bộ / Org. internal ID:	
1.3 Tổ chức quản lý / Managing Organisation:			
1.4 Cơ quan kiểm tra giám sát chất lượng / QM Organisation:			
1.5 Tổ chức báo cáo / Reporting Organisation:			
1.6 Đội báo cáo / Reporting Team:		1.7 Đội trưởng / Team Leader:	
1.8 Ngày bắt đầu / Start Date:		1.9 Ngày kết thúc / End Date:	
1.10 Loại hình / Type Of Activity:	Technical survey	1.11 Tình trạng / Status:	Hoàn thành / Completed
1.12 Phương pháp khảo sát / Method:	<input type="radio"/> Method V1 <input type="radio"/> Method V2 <input type="radio"/> Method V3 <input type="radio"/> Method V4 <input type="radio"/> Method V5 <input type="radio"/> 3-Phase box skip trial		

2. Thông tin địa lý / Geographical Information

Nhập tên thôn, xã, huyện, tỉnh / Enter the name of village, commune, district, province

3. Thông tin ô khảo sát / Details of Survey Boxes

Cần nhập trong Shapefile và đính kèm vào IMSMA.

Should be entered in Shapefile and attached into IMSMA.

3.1 Thông tin từng ô (trong shapefile đính kèm) / Details of each Survey Box (in attached shapefile):

Thông tin tọa độ / Coordinates Information:			
Kinh độ / Longitude:		Vĩ độ / Latitude:	

3.2 Tổng diện tích Khảo sát / Total of Surveyed Area (m²):

	m ²
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7. MẪU NHẬP LIỆU XỬ LÝ LƯU ĐỘNG – EOD SPOT TASK REPORT

PHẦN A: THÔNG TIN BÁO CÁO / SECTION A: REPORTING INFORMATION

1. Thông tin chung / General Information

1.1 Mã nhiệm vụ / EOD ID:		1.2 Mã nội bộ / Org. internal ID:	
1.3 Tổ chức quản lý / Managing Organisation:			
1.4 Cơ quan kiểm tra giám sát chất lượng/ QM Organisation:			
1.5 Ngày giao nhiệm vụ / Tasking Date:			
1.6 Loại hình / Type Of Activity:	<input type="radio"/> Xử lý lưu động / EOD		
1.7 Tình trạng / Status:	<input type="radio"/> Khởi tạo / Open <input type="radio"/> Hoàn thành / Closed		
1.8 Nguồn thông tin Information Source:	<input type="radio"/> Đường dây nóng / Hotline <input type="radio"/> Mạng lưới GDPTBM / MRE Network <input type="radio"/> Đội hiện trường / Field Team <input type="radio"/> Khác / Other		
<i>Ghi chú nguồn thông tin khác Comment for other information</i>			
1.9 Tổ chức nguồn / Source Org:			
1.10 Đội báo tin / Reporting Team:			
1.11 Đội trưởng / Team Leader:			
1.12 Mục đích sử dụng đất Land Use:	<input type="radio"/> Khu dân cư / Residential <input type="radio"/> Phát triển hạ tầng / Infrastructure Development <input type="radio"/> Nông nghiệp / Agricultural <input type="radio"/> Area Lâm nghiệp / Afforestation <input type="radio"/> Khác / Other		
<i>Ghi chú sử dụng đất Comment for Other Land Use</i>			
1.13 Người hưởng lợi Beneficiaries:	<input type="radio"/> Cá nhân / Individual Land <input type="radio"/> Cộng đồng / Community Land		
1.14 Ưu tiên Xử lý Disposal Priority:	<input type="radio"/> Cao / High (1) <input type="radio"/> Trung bình / Medium (2) <input type="radio"/> Thấp / Low		

2. Người báo tin địa phương / Informant Details (nếu có / if applicable)

2.1 Tên / Name:		2.2 Tuổi / Age		2.3 Điện thoại/Tel:	
2.4 Địa chỉ / Address:					
2.5 Giới tính / Gender	<input type="radio"/> Nam / Male		<input type="radio"/> Nữ / Female		

3. Thông tin địa lý / Geographical Information

Nhập tên thôn, xã, huyện, tỉnh / Enter the name of village, commune, district, province

4. Thông tin báo cáo vật nổ / Details of Reported Items

4.1 Người cung cấp thông tin đã nhìn thấy vật nổ chưa / Has the informant seen the item(s)? Có / Yes; Không / No

Nếu chọn không, cung cấp thông tin người nhìn thấy ban đầu / If No, fill in the information about the first informant:

Tên, Điện thoại, Địa chỉ / Name, Phone number, Address

--

4.2 Hiện tại có nhìn thấy vật nổ đó không / Is the item visible now?: Có / Yes; Không / No

4.3 Mô tả về tình trạng, màu sắc, kích thước, chủng loại vật nổ / Description of the item status, color, size, category:

--

PHẦN B: THÔNG TIN TIẾP NHẬN / SECTION B: RESPONDING INFORMATION

1. Tổ chức tiếp nhận / Responding Org:					
2. Đội tiếp nhận / Responding Team:		3. Đội trưởng / Team Leader:			
4. Ngày tiếp nhận / Respond Date:		5. Ngày kết thúc / End Date:			

6. Các loại tọa độ điểm / Point Coordinates

Thông tin tọa độ / Coordinates Information:			
Kinh độ / Longitude:		Vĩ độ / Latitude:	

7. Thông tin vật nổ tìm thấy / Details of Found Items:

Số lượng Quantity	Tên vật nổ Model	Nhóm Category	Độ sâu Depth (cm)	Kinh độ Long	Vĩ độ Lat

* Lý do chưa hủy nổ / Reason of not destroying items yet:

--

8. Diện tích (nếu có) / Cleared Area (if applicable):..... m²

PHẦN C: THÔNG TIN HỦY NỔ / SECTION C: DISPOSAL INFORMATION

1. Đội hủy nổ / Disposal Team:	
2. Đội trưởng / Disposal Team Leader:	
3. Ngày hủy nổ / Disposal Date:	
4. Địa điểm hủy nổ / Disposal Place:	Nhập tọa độ điểm Hủy nổ trong bảng Thông tin Tọa độ ở Phần B

Xác nhận của tổ chức báo cáo / Verification by Reporting Organisation

Ngày / Date:	
Họ và tên / Full name:	

8. MẪU NHẬP LIỆU GIẢI PHÓNG ĐẤT – LAND RELEASE REPORT

1. Thông tin chung / General Information

1.1 Mã Nhiệm vụ / LR ID:		1.2 Mã nội bộ / Org. internal ID:	
1.3 Tổ chức quản lý / Managing Organisation:			
1.4 Cơ quan kiểm tra giám sát chất lượng / QM Organisation:			
1.5 Tổ chức báo cáo / Reporting Organisation:			
1.6 Đội báo cáo / Reporting Team:		1.7 Đội trưởng báo cáo / Team Leader:	
1.4 Ngày bắt đầu / Start Date:		1.5 Ngày kết thúc / End Date:	
1.10 Loại hình / Type of Land Release:	<input type="radio"/> Sau RPBM / Post Clearance		<input type="radio"/> Sau KSKT / Post Technical Survey
1.6 Tình trạng / Status:	<input type="radio"/> Hoàn thành / Completed		<input type="radio"/> Đình chi / Suspended

2. Thông tin địa lý / Geographical Information

2.1 Thôn, xã, huyện, tỉnh / Name of village, commune, district, province:			
2.2 Thông tin tọa độ / Coordinates Information:			
Kinh độ / Longitude:		Vĩ độ / Latitude:	
2.6 Mô tả điểm tham chiếu và Thông tin tiếp cận / Description of Reference Point and Accessibility:			

3. Thông tin giải phóng đất / Land Release Information

3.1 Phương pháp / Method:

- | | |
|---|---|
| <input type="checkbox"/> Rà bom chùm / Cluster Munition Clearance | <input type="checkbox"/> Rà mìn / Mine Clearance |
| <input type="checkbox"/> Rà vật nổ thông thường / Battle Area Clearance | <input type="checkbox"/> Cơ giới / Mechanical Clearance |
| <input type="checkbox"/> Chó dò thuốc nổ / Explosive Detecting Dog | |

3.2 Độ sâu Rà phá / Clearance Depth: (cm)

- 7cm 30cm 3m 5m >5m

3.3 Diện tích rà quan sát / Surface Clearance Areasize (m²):

 3.4 Diện tích thực rà / Cleared Area (m²):

 3.5 Diện tích không rà phá được / Uncleared Area (m²):

 3.6 Diện tích rà mở rộng / Fadeout Area (m²):

3.7 Thông tin đình chỉ, hủy / Suspension, Cancellation Information:

Lý do đình chỉ hoặc hủy / Reasons of suspension or cancellation:

--

 Hoàn thành giải phóng / Release Completion (%):
3.9. Thông tin xử lý vật nổ / Found ERW Items

Số lượng Qty	Tên vật nổ Model	Nhóm Category	Độ sâu Depth (cm)	Kinh độ / Longitude (dd.ddddd)	Vĩ độ /Latitude (dd.ddddd)
...					
...					
...					

3.10. Điểm khoan vùng hiện trường giải phóng đất / Points of Land Release Polygons

Điểm Point	Kinh độ / Longitude (dd.ddddd)	Vĩ độ / Latitude (dd.ddddd)	Điểm Point	Kinh độ / Longitude (dd.ddddd)	Vĩ độ / Latitude (dd.ddddd)
SP			TP5		
TP1			TP6		
TP2			TP7		

TP3			...		
TP4			...		

4. Quản lý chất lượng (QA/QC)

<input type="checkbox"/> 4.1 Đảm bảo chất lượng / Kiểm soát chất lượng nội bộ / Internal QA/QC		<input type="checkbox"/> 4.2 Đảm bảo chất lượng / Kiểm soát chất lượng độc lập / External QA/QC	
4.3 Diện tích kiểm soát chất lượng / Mẫu thử (m ²) Area of QC/Sampling (m ²)		4.4 Độ sâu kiểm soát chất lượng / Mẫu thử (cm) Depth of QC/Sampling (cm)	

5. Thông tin bổ sung / Additional Information

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8. Xác nhận và Kiểm tra chất lượng / Verification and Quality Check

Quản lý hoạt động Operations Manager		Người báo cáo Reported by	
Họ và tên / Name		Họ và tên / Name	
Ngày / Date		Ngày / Date	

Management level.....

SOCIALIST REPUBLIC OF VIETNAM

Organizations/ unit.....

Independence - Freedom - Happiness

No: /.....

Date.....

**INFORMATION REQUEST FORM
MINE ACTION ACTIVITIES IN VIET NAM**

1. Recipient

<p>Quang Tri provincial mine action center (QTMAC)</p>	<p>Town 1, Dong Le Ward, Dong Ha city, Quang Tri Phone: Fax: Email:</p>
<p>Database Unit (QTMAC/DBU)</p>	<p>Town 1, Dong Le Ward, Dong Ha city, Quang Tri Phone: Fax: Email:</p>

2. From

<p>Name of the requesting agency, unit or organization</p>	
<p>Address:</p>	
<p>Requester (full name, position):</p>	
<p>Phone:</p>	

E-mail/Fax:	
-------------	--

3. Purpose of using information

<input type="checkbox"/> Serving MA projects	<input type="checkbox"/> Serving VA projects
<input type="checkbox"/> Serving EORE projects	<input type="checkbox"/> Research and study activities

4. Place to request information

Commune (ward, town):		
District:		
Province (city):		
Coordinate system used (WGS84...)	Area coordinates	
	Longitude	Latitude:
Location description:		

5. Specification and format of the requested information

Table:	<input type="checkbox"/> <i>print form</i>	
		<input type="checkbox"/> <i>CD</i>

		<input type="checkbox"/> <i>numeric form</i>		<input type="checkbox"/> <i>memory stick</i>	
Map		<input type="checkbox"/> <i>print form</i>			
		<input type="checkbox"/> <i>file format</i>		<input type="checkbox"/> <i>BMP</i>	
				<input type="checkbox"/> <i>JPG</i>	
Paper size:	<input type="checkbox"/> <i>A4</i>	<input type="checkbox"/> <i>A3</i>	<input type="checkbox"/> <i>A2</i>	<input type="checkbox"/> <i>A1</i>	<input type="checkbox"/> <i>A0</i>
Ratio:	<input type="checkbox"/> <i>1:100.000</i>	<input type="checkbox"/> <i>1:50.000</i>	<input type="checkbox"/> <i>1:25.000</i>		<input type="checkbox"/> <i>Other:</i>
Quantity:	<input type="checkbox"/> <i>1</i>	<input type="checkbox"/> <i>2</i>	<input type="checkbox"/> <i>Other:</i>		
Content shown on map					
<input type="checkbox"/> <i>Contaminated area</i>					
<input type="checkbox"/> <i>Cleared area</i>					
<input type="checkbox"/> <i>The area has been technically surveyed</i>					
<input type="checkbox"/> <i>Incident location</i>					
<input type="checkbox"/> <i>Other information:</i>					

6. Signature and confirmation stamp

Date of submitting the request	
Date of request for transfer the results	
Applicant signs and stamps:	