



# ANNUAL REPORT

## ASEAN REGIONAL MINE ACTION CENTER



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# LIST OF **ABBREVIATIONS**

<b>AMS</b>	ASEAN Member States
<b>ARMAC</b>	ASEAN Regional Mine Action Center
<b>ASEAN</b>	Association of South East Asian Nations
<b>ASEC</b>	ASEAN Secretariat
<b>BOE</b>	Basic Operating Expenditure
<b>CMAA</b>	Cambodian Mine Action and Victim Assistance Authority
<b>CMAC</b>	Cambodian Mine Action Centre
<b>CRPD</b>	Convention on the Rights of Persons with Disabilities
<b>ERW</b>	Explosive Remnants of War
<b>GICHD</b>	Geneva International Centre for Humanitarian Demining
<b>ICRC</b>	International Committee of the Red Cross
<b>JAIF</b>	Japan-ASEAN Integration Fund
<b>MRE</b>	Mine/ERW Risk Education
<b>NPMEC</b>	National Centre for Peacekeeping Forces, Mines and ERW Clearance
<b>PDR</b>	People's Democratic Republic
<b>PS</b>	Permanent Secretariat
<b>SC</b>	Steering Committee
<b>TMAC</b>	Thailand Mine Action Centre
<b>TOR</b>	Terms of Reference
<b>UN</b>	United Nations
<b>UNDP</b>	United Nations Development Programme
<b>USD</b>	United States Dollar
<b>VAN</b>	Victim Assistance Network
<b>VOE</b>	Variable Operating Expenditure

# MESSAGE **FROM THE CHAIRMAN OF** **THE ARMAC** STEERING COMMITTEE



Thailand's Chairmanship of the Steering Committee of the ASEAN Regional Mine Action Center (ARMAC) began on the 1st of January 2019, and ended on the 31st of December 2019, in line with Thailand's chairmanship of ASEAN in 2019 under the theme "Advancing Partnership for Sustainability". As ARMAC reached its second year of formal operation, the focus of 2019 was to accelerate the implementation of its programme activities based on the robust Work Plan 2019-2021 and to improve mechanisms to ensure the financial sustainability of ARMAC.

## 2019 Highlights

At the regional level, ARMAC carried out its programme activities in mine/explosive remnants of war (ERW) affected ASEAN Member States (AMS) with a total of six projects over the year.

2019 began with the Commemoration of the International Day for Mine Awareness and Assistance in Mine Action (4th of April in Phnom Penh, Cambodia) – a day determined by the Steering Committee (SC) for ASEAN to officially commemorate mine/ERW awareness. In this commemoration, ARMAC brought over 300 ASEAN university students alongside mine/ERW action stakeholders in the region to raise their awareness on the dangers of mines/ERW and efforts to address them. Following the event, those students took the opportunity to conduct awareness raising activities in their own local communities, and through relevant digital media channels. This initiative was the first of its kind in the region and was perceived by the participants as a new and uplifting perspective to address the problems of mines/ERW. In the same month in Siem Reap, Cambodia, a Regional Seminar on the Full and Effective Operationalisation of ARMAC was organised to update regional mine/ERW action stakeholders on the progress made by ARMAC and

to further gather their input to strengthen ARMAC's support to the mine/ERW action programmes in the affected AMS.

Another project which embodies ARMAC's commitment towards enhancing awareness on the dangers of mines/ERW started in May. This one-year project commenced with activities delivered in all mine/ERW affected AMS. The project also gave ARMAC the opportunity to enhance global awareness of the mine/ERW action situation in ASEAN, and to receive global perspectives through ARMAC's hosting of a side event during the Fourth Review Conference of the Anti-Personnel Mine Ban Convention in November, in Oslo, Norway.

Ultimately, another three knowledge-sharing events were organised: firstly, the Regional Training on Operational Efficiency in Mine/ERW Action in August, in Phnom Penh, Cambodia; secondly the Regional Workshop on Gender Equality and Empowerment in ASEAN Mine/ERW Action in October, in Vientiane, Lao People's Democratic Republic (PDR); and thirdly the Regional Training on Risk Management in Mine/ERW Action in December, in Nonthaburi, Thailand. The trainings and workshop targeted specific groups of mine/ERW action related stakeholders in the ASEAN region, allowing participants to engage in an intensive and participatory learning process.

These projects covering different topics including mine/ERW action and gender/diversity issues were implemented with in-cash and in-kind contributions from the AMS and many development partners. Such gestures signify ARMAC's rapid gain of credibility among key stakeholders, which in turn inspires ARMAC to formulate its future projects.

## ARMAC's Future Endeavor and Sustainability

Initiated under Singapore's Chairmanship in 2018, the Factual Study Report on the Roles Between: ARMAC and the Cambodian Mine Action and Victim Assistance Authority (CMAA); ARMAC and the Cambodian Mine Action Centre (CMAC) was conducted in 2019. The overall finding indicated that, despite some similarities, the regional aspect of ARMAC's activities make them unambiguously different in nature from those of CMAA and CMAC. Furthermore, the SC of ARMAC discussed the recommendations made in the Factual Study Report and put forward a plan to better support the work of incumbent national mine action authorities/centres in the region.

While this year's projects were implemented successfully, these projects had a short duration with a maximum of one year. In this regard, ARMAC will also develop multi-year projects in the following years. In the first quarter of 2020, ARMAC is planning to start with a three-year victim assistance (VA) project which has received preliminary approval from the Republic of Korea on funding and is going through the official ASEAN appraisal process. With the success of the Commemoration of the International Day for Mine Awareness and Assistance in Mine Action, one of the future projects will focus on deepening the engagement of youth (university students) in mine/ERW action, for example, through research grants.

In light of resource mobilisation, further efforts are required to ensure the financial sustainability of both ARMAC's operation and programme. The Permanent Secretariat (PS) would need to deepen its relations with existing donors, diversify its donor base and

regularly adjust its fundraising strategy to cope with the changing aid environment. Of equal importance is the SC's support to the PS in these endeavours. In addition to the previous mechanisms, the SC agreed at the 11th Meeting of the SC of ARMAC on a strategy to engage with the private sector which would give ARMAC a new angle to mobilise resources.

On behalf of the Royal Thai Government, as the Chair of the SC of ARMAC in 2019, I would like to take this opportunity to thank Cambodia as a host country and H.E. Mr. Kan Pharidh, Secretary of State, Ministry of Foreign Affairs and International Cooperation, in particular, for his constant guidance and support towards ARMAC; The Former Chair, H.E. Mr. Michael Tan, Ambassador of Singapore to Cambodia and the Chair of the ARMAC Steering Committee in 2018, whose guidance and keen insight contributed very much to ARMAC's impressive development today; The Vice-Chairs and SC Members for their contribution

over the year which undoubtedly helped enhance ARMAC's strength, efficiency and sustainability; The PS for their hard work behind the scenes. Working closely with you all has honestly been a rewarding experience; Lastly, I would like to wish H.E. Mr. Vu Quang Minh, Ambassador of Vietnam to Cambodia and the incoming Chair of the SC, much success in all his future endeavours. Under his chairmanship, there is no doubt in my mind that ARMAC will be in good hands.

### **H.E. Mr. Panyarak Poolthup**

Chairman of the Steering Committee of ARMAC 2019 and Ambassador of the Kingdom of Thailand to the Kingdom of Cambodia



The Handover of the Steering Committee Chairmanship from Thailand to Viet Nam, 17 December 2019

# ABOUT **ARMAC**

Established by the ASEAN Leaders at the 21st ASEAN Summit in 2012, ARMAC has the mandate and functions to:



**1**

Enhance awareness programmes on the dangers of ERW among affected communities;



**2**

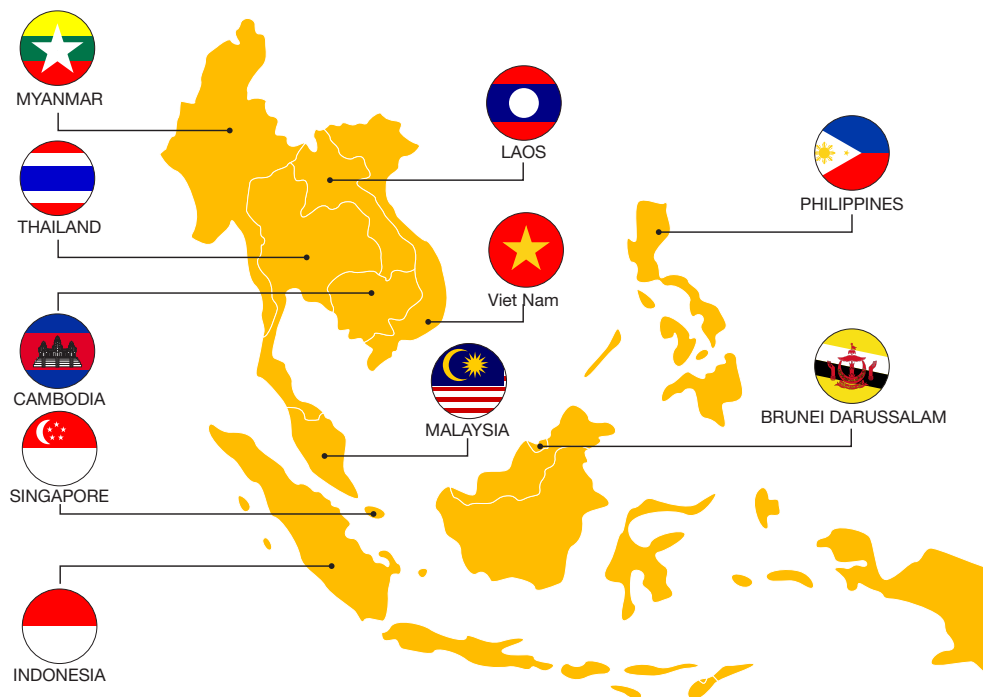
Facilitate appropriate medical and rehabilitation assistance for victims of ERW, upon request from the affected AMS; and



**3**

Assist interested AMS in research and knowledge sharing on the effects of ERW and efforts to address them, including through writing proposals for technical assistance projects and funding, at their specific and individual request.

## ASEAN Member States



# STEERING COMMITTEE OF ARMAC 2019

## Chairman of the Steering Committee

### Thailand



**H.E. Mr. Panyarak Poolthup**

Ambassador Extraordinary and Plenipotentiary of the Kingdom of Thailand to the Kingdom of Cambodia  
(As Representative)

**Lieutenant General Sittipol Nimnuan**

Director-General, Thailand Mine Action Centre (As Alternate)

## Vice Chairmen of the Steering Committee

### Cambodia



**H.E. Mr. Kan Pharidh**

Secretary of State, Ministry of Foreign Affairs and International Cooperation and ASEAN SOM  
Leader of Cambodia (As Representative)

**H.E. Mr. Sim Vireak**

Director-General, ASEAN-Cambodia Ministry of Foreign Affairs and International Cooperation  
(As Alternate)

### Viet Nam



**H.E. Mr. Vu Quang Minh**

Ambassador Extraordinary and Plenipotentiary of the Socialist Republic of Viet Nam to the Kingdom of Cambodia (As Representative)

**Mr. Lai Xuan Chien**

Minister and Deputy Chief of Mission, Embassy of the Socialist Republic of Viet Nam in Phnom Penh  
(As Alternate)

## Steering Committee Members

### Brunei Darussalam



**Colonel Mohamad Huzaimi Husin (Current)**

Colonel, Royal Brunei Armed Forces, Brunei Darussalam (As Representative)

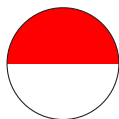
**Lieutenant Colonel Abidin Timbang (Former)**

Lieutenant Colonel, Royal Brunei Armed Forces, Brunei Darussalam

**Mr. Kelvin Ng Tien Loong**

Second Secretary, Embassy of Brunei Darussalam in Phnom Penh (As Alternate)

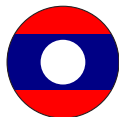
## Indonesia



### **H.E. Mr. Sudirman Haseng**

Ambassador Extraordinary and Plenipotentiary of the Republic of Indonesia to the Kingdom of Cambodia

## Lao PDR



### **H.E. Mr. Amphay Kindavong**

Ambassador Extraordinary and Plenipotentiary of the Lao People's Democratic Republic to the Kingdom of Cambodia

## Malaysia



### **Colonel Hazmi bin Abd Hamid**

Defence Attaché, Embassy of Malaysia in Phnom Penh (As Representative)

### **Mrs. Nora Azlinda Jaapar**

First Secretary, Embassy of Malaysia in Phnom Penh (As Alternate)

## Myanmar



### **Lieutenant Colonel Win Min**

Staff Officer (1), Directorate of Military Engineers, Ministry of Defence, Republic of the Union of Myanmar (As Representative)

### **Mr. Nyan Myint Aung**

Director, Department of Social Welfare, Ministry of Social Welfare, Relief and Resettlement, Republic of the Union of Myanmar (As Alternate)

## Philippines



### **BGEN Fernando V Felipe (Current)**

Commander, Armed Forces of the Philippines Munitions Control Center (AFPMCC), Republic of the Philippines

### **H.E. Mr. Christopher B. Montero (Former)**

Ambassador Extraordinary and Plenipotentiary of the Republic of the Philippines to the Kingdom of Cambodia

## Singapore



### **H.E. Mr. Michael Tan**

Ambassador Extraordinary and Plenipotentiary of the Republic of Singapore to the Kingdom of Cambodia (As Representative)

### **Mr. Timothy Fang**

Second Secretary (Political), Embassy of the Republic of Singapore in Phnom Penh (As Alternate)

# 2019 MILESTONES

As the following milestones highlight, 2019 was a particularly productive year for ARMAC as the center worked towards expanding its visibility, partner networks and mine/ERW action programmes. Led by the Work Plan 2019-2021, ARMAC's efforts in 2019 have enhanced regional capacity in certain areas of mine/ERW action, strengthened the level of regional cooperation, fostered increased dialogue between mine/ERW action stakeholders and firmly laid the ground work for ARMAC's future programmes.

## Partner Engagement and Communications

Since the start of ARMAC's formal operation in 2018, building sustained and beneficial relationships with partners has remained a core focus for the center. These relationships have not only supported ARMAC in carrying out its mission, but have also helped to raise public awareness about ARMAC and its work.

In 2019 ARMAC set out to take on a more structured approach towards partner engagement by increasing both the frequency and diversity of its communication. The largest change to ARMAC's media line-up was the launch of a new E-Newsletter covering the center's recent activities and upcoming projects. Sent bi-annually in 2019 to over 650 subscribers, the newsletter has reached the general public, donors and those already working in the mine/ERW action sector. As ARMAC continues to grow and reach new audiences, the newsletter will also serve as part of a multi-channel outreach strategy that provides ARMAC's followers with up to date coverage of the center and the mine/ERW action sector in ASEAN.

Another success achieved by ARMAC in 2019 was the rapid growth of the center's social media channels and networks. Total followers for ARMAC's Facebook and Twitter increased by an average of 70 per cent in 2019 and demonstrated audience interest for creative and compelling content. Of particular note was the increase in younger audience members with those aged 18-24 making up the largest segment of new followers. In a similar fashion ARMAC's website also received an influx of activity with a new record for total visitors set. With just under 7,000 sessions in 2019 and a high SEO ranking, the center's web presence makes it one of the most visited mine/ERW action sites in Southeast Asia. Also new for 2019 was the launch of ARMAC's YouTube channel where viewers can watch professionally produced videos covering the center's programme events and activities. Currently hosting ARMAC's Commemoration of the International Day for Mine Awareness and Assistance in Mine Action, the YouTube Channel will be expanded to include media from upcoming events in the near future.

Beyond digital and media engagement, ARMAC also continued to deepen its ties with current and new partners through meetings, courtesy calls, and events. Over the year ARMAC met with various stakeholders including,

national governments, embassies, international mine/ERW action organisations, research institutes and other partners as highlighted below :



Attending and participating in international mine/ERW action events was also a core aspect of ARMAC's partner outreach and networking strategy. To this end ARMAC attended key mine/ERW action and ASEAN community events including: The 11th Coordinating Conference for the ASEAN Political-Security Community in Indonesia, The 22<sup>nd</sup> International Meeting of Mine Action National Directors and United Nations Advisors in Switzerland, the Meeting of States Parties to the Anti-Personnel Mine Ban Convention and the Convention on Cluster Munitions, and other ASEAN focused events such as the Myanmar National Mine Action Authority Workshop.



Fourth Review Conference of the States Parties to the Anti-Personnel Mine Ban Convention, 25 November 2019



Myanmar National Mine Action Authority Workshop  
30 October 2019



Myanmar National Mine Action Authority Workshop  
30 October 2019



CMAA National Victim Assistance Workshop  
25 April 2019

## Programmes

### International Day for Mine Awareness and Assistance in Mine Action

On 3-4 April 2019 ARMAC organised the Commemoration of the International Day for Mine Awareness and Assistance in Mine Action, in Phnom Penh, Cambodia. The event was hosted in partnership with the Government of Norway, the Royal Thai Government, the Government of Ireland, the Clearing for Results Project, AIESEC, the National Centre for

Peacekeeping Forces, Mines and ERW Clearance (NPMEC), the ASEAN University Network and the Vocational Training Center in Banteay Meanchey. The Commemoration was composed of a series of activities including seminars, a field trip, group discussions and post-commemoration awareness raising activities.



The Commemoration brought 32 university students from all 10 AMS to learn about the dangers of mines/ERW and efforts to address them through the sharing of student artwork and essays. Selected from over 500 applications, these 32 students had the opportunity to join a field visit to the NPMEC Training School for Multinational Peacekeeping Forces, and the Vocational Training Center for Persons with Disabilities coordinated by CMAA. Through the field visit, the students could increase their knowledge of the mine/ERW action sector particularly in the areas of mine clearance and victim assistance.

(UN) agencies, development partners and government ministries in Cambodia. The seminar provided students and those in attendance with relevant basic knowledge on the different components of mine/ERW action and included areas such as victim assistance, gender, new and innovative technologies, mine clearance methodologies, as well as a look into current Mine/ERW Risk Education (MRE) programmes targeting children.

***I am very grateful to ARMAC for this programme that brought together 30 students from across ASEAN to share their experiences, stories, and ideas to solve the problems of mines and ERW***

In addition to the seminar, the 32 students also participated in a group discussion on the current status of mine/ERW action in the region, as well discussing ways the students could share this information with their peers by undertaking awareness raising activities in their home countries. In this regard many students chose to spread what they had learned through a range of methods such as digital media, organisation of discussion groups, video screenings, articles published in local newspapers and the creation of volunteer student associations. Through these student led awareness raising activities, the commemoration reached a minimum of 11,370 individuals, groups and organisations.

*A word cloud created from the student's reflection during the group discussion*

## Enhance Awareness Programmes on the Dangers of Mine/ERW Among ASEAN Member States

In May 2019, ARMAC began the implementation of the project: Enhance Awareness Programmes on the Dangers of Mine/ERW Among ASEAN Member States, with funding from the Government of Japan through its Japan-ASEAN Integration Fund (JAIF). The main objective of this one-year project is to develop an integrated approach to MRE in order to improve mine/ERW education for affected communities in AMS. Based on the good practices of MRE across ASEAN countries, the project sought to integrate MRE with other mine/ERW action and development activities to work towards minimising the number of victims, reducing the socioeconomic impact of mines/ERW, and promoting sustainable development. The integration of MRE into other activities is also to ensure the coherent and effective involvement of all relevant actors in all aspects of the MRE programme cycle including assessment, planning, implementation, monitoring, and evaluation of strategies and activities.

In this regard, ARMAC hosted a series of consultative meetings in Cambodia, Lao PDR, Myanmar, Thailand and Vietnam in August-September 2019. These meetings aimed to bring MRE stakeholders from these ASEAN countries together to learn about current MRE successes and to share these with one another as well as the broader community. Following these meetings, ARMAC drafted the preliminary results and presented these at a side event during the Fourth Review Conference of the Anti-Personnel Mine Ban Convention, in November 2019, in Oslo, Norway. ARMAC was also able to gather valuable inputs from international MRE stakeholders to develop a full study on the “Integrated Approach to MRE in ASEAN.” This study will be shared by ARMAC to the mine/ERW community in the next year.

Moving forward, in 2020 ARMAC will organise a regional consultative meeting to present and discuss the study, as well as gather inputs from the participants. Additionally, an ARMAC magazine themed around the concept of Enhancing MRE in



ASEAN will be launched in 2020, and the International Day for Mine Awareness and Assistance in Mine Action 2020 will be organised to mark the completion of the project.

### Regional Seminar on the Full and Effective Operationalisation of ARMAC: Enhancing Regional Efforts in addressing ERW through Integrated Approach

The seminar, titled Regional Seminar on the Full and Effective Operationalisation of ARMAC: Enhancing Regional Efforts in addressing ERW through an Integrated Approach, was organised on 22-23 April 2019, in Siem Reap, Cambodia, with funding support from JAIF under arrangement of the Cambodian Ministry of Foreign Affairs and International Cooperation. As adopted during the Eighth Meeting of the SC of ARMAC, the seminar was included under the activity of ARMAC's work plan. Main sessions included Progress and Development of ARMAC; Enhancing Regional Efforts through an Integrated Approach - the Roles of ARMAC; and ARMAC's Full Operationalisation - Toward Financial Sustainability.

The ASEAN Embassies' representatives, representatives from various mine/ERW action stakeholders and other development partners attended the seminar and provided a number of key recommendations including strengthening of regional cooperation in the areas of innovation and research, exchange study visits and other mine/ERW action activities to support the implementation of ARMAC Workplan 2019-2021.

### Operational Efficiency in Mine/ERW Action Training

In partnership with the Geneva International Centre for Humanitarian Demining (GICHD) and the Government

of Ireland, ARMAC organised a five day regional training on operational efficiency in mine/ERW action in August 2019. The training was delivered at the ARMAC Permanent Secretariat in Phnom Penh, Cambodia.

The course was attended by 24 trainees and led by two expert trainers from GICHD. The participants were from all mine/ERW affected ASEAN member states and reflected the mine/ERW action sector, with trainees from national mine action authorities, national action centres, government ministries and international non-government organisations. Participants received comprehensive and interactive lessons on six modules including operational efficiency and effectiveness; organisation and governance; quality management; risk management; information management; and, management of resources.

The course was successfully delivered, with significant improvement in operational efficiency reflected for all participants in the post-course assessment. The training provided the unique opportunity for trainees from affected AMS to learn from global mine/ERW action experts as well as from each other, forming networks and connections that have sustained beyond the training.



## Regional Workshop on Gender Equality and Empowerment in ASEAN Mine/ERW Action

ARMAC successfully delivered the Regional Workshop on Gender Equality and Empowerment in ASEAN Mine/ERW Action in Vientiane, Lao PDR in partnership with the Government of the Lao PDR. The regional workshop was funded by the Government of Canada through the Mission of Canada to ASEAN and the Clearing for Results Project Cambodia, with the GICHD leading the training component of the workshop.

The event was held over two days and brought together 66 representatives from all ten AMS to share their experience and approaches to incorporating gender equality and perspectives into their national mine/ERW action activities. For non-affected AMS, the workshop was an opportunity to share their gender approach in peacekeeping activities and other programmes. To complement the training on gender delivered at the workshop, representatives from the AMS also participated in panel discussions on risk education and community liaisons, employment and clearance, and victim assistance and advocacy, generating discussion and input from the floor.



The workshop content, delivered by GICHD, enabled the participants to analyse their work through a gender lens with consideration of how projects and activities are implemented. Participants were encouraged to consider how the priorities and capabilities of women, men, boys, girls and other diverse groups are accounted for in programme development and design. Further, the GICHD emphasised that such events are crucial for the mine/ERW action sector as with increased gender and diversity awareness and knowledge acquired through information-sharing events and other outreach activities, mine/ERW action operators will hopefully have the capacity and the will to effectively mainstream gender and diversity into their planning and activities.

## Risk Management in Mine/ERW Action Training

The Risk Management in Mine/ERW Action training course was delivered in partnership with the Thailand Mine Action Centre (TMAC), GICHD, the Government of Ireland and the International Committee of the Red Cross (ICRC). The course took place in Nonthaburi, Thailand and ran for five days.

The course saw 21 participants from the five affected AMS attend the course, with representation from national mine action authorities, national mine action centers, ministries and NGO's. The course covered a range of substantial material, with the two GICHD trainers remaining responsive to participant capabilities and areas of need throughout the training. Topics covered included risk management legislation; training and risk management; standard operating procedures, International Mine Action Standards and case studies.

In addition to the training TMAC also hosted a field trip to an explosive ordnance disposal training centre, with participants receiving a briefing from the United States Marine Forces Pacific on their training programme with TMAC and the Royal Thai Army in

mine/ERW action. Following the briefing, participants observed a number of unique demonstrations including a medical training station, ordnance stacking and a demolition demonstration.



Ultimately, the training provided participants with the invaluable opportunity to develop their professional knowledge on risk management as well as establishing inter-ASEAN networks and connections.

### Enhance Victim Assistance Programmes in the ASEAN Member States

Following a programme feasibility study conducted in Cambodia in 2018 which sought to assess the needs and resources for mine/ERW victims, ARMAC formulated a comprehensive programme on victim assistance, titled Enhance Victim Assistance Programmes in the ASEAN Member States.

This three-year programme aims to strengthen the assistance provided to victims through the achievement of five principle objectives:

1. To promote the establishment of a victim assistance network as a regional platform for various stakeholders within ASEAN;
2. To assist the AMS on victim assistance related knowledge sharing, needs and resources assessments and its mobilisation;
3. To assess the needs of the victims of mines/ERW in the affected AMS for further assistance;
4. To assist the AMS in providing psychosocial support to the victims of mines/ERW; and
5. To conduct research regarding

Currently undergoing appraisal through the ASEAN project approval mechanism, the project will be supported by the Government of the Republic of Korea through the ASEAN-Korea Cooperation Fund, and ARMAC hopes to receive final approval and launch the programme in the early 2020.

# CONTRIBUTIONS IN CASH, **IN KIND OR IN OTHER FORMS**

## Partners

Canada provided funds of USD 30,400.00 to support ARMAC's second Regional Workshop on Gender Equality and Empowerment in ASEAN Mine/ERW Action through the Canada Fund for Local Initiatives for ASEAN. Additionally, Canada supported the publication of this Annual Report.

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***Canada is proud of its cooperation with ARMAC to work together on mine action in ASEAN through knowledge sharing and capacity building of stakeholders in the region***

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– Mission of Canada to ASEAN

The Australian Volunteers Program, funded by the Government of Australia, has continued to assist ARMAC in organisational and staff capacity development by providing three volunteers in the areas of Communication, Information Technology and Programmes.

ICRC contributed USD 6,760.00 towards funding for the Regional Training on Risk Management in ASEAN Mine/ERW Action. They also supported ARMAC staff to attend a capacity development training on humanitarian negotiation.

The Government of Ireland through the Embassy of Ireland in Vietnam and Irish Aid provided USD 9,645.00 for ARMAC's Commemoration of the International Day for Mine Awareness and Assistance in Mine Action event, the Operational Efficiency and Risk Management in Mine/ERW Action Trainings.

The Clearing for Results Project Phase 3, which is funded by the United Nations Development Program (UNDP), Australia, Switzerland, Canada and coordinated by CMAA and UNDP, contributed USD 27,000.00 towards a range of projects including the

Commemoration of the International Day for Mine Awareness and Assistance in Mine Action, the Factual Study on ARMAC, CMAA and CMAC, the Regional Workshop on Gender Equality and Empowerment, and has supported ARMAC's travel to the Fourth Review Conference of the Anti-Personnel Mine Ban Convention.

The Government of Norway financially supported ARMAC's Commemoration of the International Day for Mine Awareness and Assistance in Mine Action event by providing USD 26,000.00 to implement the project.

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***Thank you ARMAC for all your work on mine action in ASEAN***

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– H.E. Mr. Morten Hoglund, Ambassador of Norway to ASEAN

GICHD has throughout the year provided ARMAC with USD 40,544.00 (in-kind contribution and cash) for a number of projects including the Regional Workshop on Gender Equality and Empowerment in ASEAN Mine/ERW Action and the Operational Efficiency and Risk Management in Mine/ERW Action Trainings. Additionally, GICHD provided its expertise to ARMAC for the development of content and training materials.

CMAA provided ARMAC with USD 4,284.25 in the form of vital office equipment to enable ARMAC to carry out its work in an efficient and productive manner. CMAA also helped to facilitate a number of field and information exchange visits for ARMAC staff.

The Government of Japan through JAIF provided funding of USD 156,735.54 for the Enhance Awareness Programmes on the Dangers of Mines/ERW Among ASEAN Member States programme.

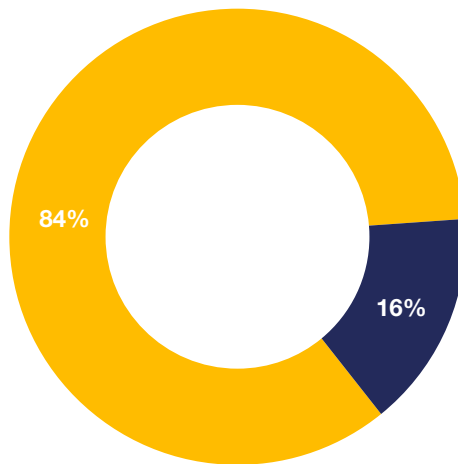
# 2019 ANNUAL BUDGET

## UTILISATION

Building upon the successes of last year ARMAC utilised its funds in line with the approved 2019 annual budget. Cost efficiency was an essential element for ARMAC as it strived to maximise its programme impacts while ensuring costs were minimised. The total 2019 budget utilisation was USD 213,096.72 which is 82% of the total 2019 annual budget. The budget utilisation by main budget items and description of items are provided in the following table and pie chart:

No	Description	Budget	Expenditure	Balance
I. Basic Operating Expenditure (BOE)		195,975.00	179,094.19	16,880.81
I.A	Staff Salary			
I.B	Staff Benefits and Other Related Expenses			
I.C	Property and Vehicles Insurance			
I.D	Hosting and Staff Phone Card			
I.E	Public Utilities			
I.F	Audit and Administration Expenses			
I.G	Maintenance and Repairs			
I.H	Stationeries, Internet, Media and Publication			
I.I	Fuel			
II. Variable Operating Expenditure (VOE)		52,000.00	34,002.53	17,997.47
II.A	Meeting Costs			
II.B	Travel, Accommodation and Staff Development			
II.C	Other Administrative Cost			
II.D	Fixed Assets and IT Software			
III. Contingency Budget		12,398.75	-	12,398.75
TOTAL 2019 ANNUAL BUDGET		260,373.75	213,096.72	47,277.03

### Budget Utilisation 2019



- I. Basic Operating Expenditure
- II. Variable Operating Expenditure

## WAY FORWARD

Guided by its Work Plan 2019-2021, ARMAC will need to increase its programme activities in the coming years in the area of mine/ERW victim assistance and research which were not undertaken in 2019 due to a delay in the approval process for the project “Enhance Victim Assistance Programmes in the ASEAN Member States”. This project will also give ARMAC an opportunity to further assess and identify areas, including livelihood support to mine/ERW victims, for future activities. In addition to this project, ARMAC aims to engage youth, universities and experts in research in both social science and technology in order to improve the efficiency of mine action operations thereby achieving a higher impact on the community.

ARMAC will seek to capitalise on the success of well received programmes such as the “Enhance Awareness Programmes on the Dangers of Mine/ Explosive Remnants of War Among ASEAN Member States” project, which has drawn particular interest from the region and beyond, and expand these activities by taking into consideration the good practices and lessons learnt. Through this process ARMAC hopes to develop a sustainable MRE programme for the ASEAN region.

Another priority for the future will be expanding and deepening ARMAC’s knowledge sharing events which have already been successfully organised in the form of workshops, trainings and meetings in affected AMS. Over the coming years, ARMAC will aim to improve these events further by utilising a

multi-year timeframe to give the center sufficient time and resources to assist the affected AMS to monitor, and ensure that their staff capacities are enhanced to contribute to the better performance of their organisations. By so doing, ARMAC hopes to ensure that any knowledge sharing activities have long term outcomes and impacts across the sector.

Lastly, ARMAC will take steps to strengthen the center’s regionalism and multilateral approach to its programmes and other activities. Through organising regular meetings for heads of national mine action authorities, global experts, senior officers of relevant government ministries and ARMAC’s Steering Committee, ARMAC will provide a platform to discuss progress on ASEAN mine/ERW action, including successes, challenges, good practices, as well as national mine/ERW action strategies. The meetings will provide opportunities for the AMS to interact with their regional counterparts, global experts and potential donors with the view to improving bilateral and multilateral cooperation, and mobilise resources.



# WORK PLAN 2019-2021

The Work Plan 2019-2021 is designed to ensure that by the end of 2021, ARMAC will have built a credible reputation and put in place significant and sustainable projects/programmes to fulfil its mandate and functions. To date ARMAC has achieved over its target for programme activities in 2019, with the center having successfully completed or implemented 38 activities compared to a yearly target of 35. Moving

forward ARMAC hopes to replicate this success for the following years as it continues to grow and expand its mine/ERW programmes.

The development, implementation, and monitoring and evaluation of this work plan follows the principles outlined below:

- ✿ **Adherence to the ASEAN Charter:** as an entity associated with ASEAN under Article 16 of the ASEAN Charter, ARMAC shall follow the ASEAN Charter.
- ✿ **In line with ARMAC's Terms of Reference (TOR):** programme and operation content shall be developed in compliance with ARMAC's TOR, especially the mandate and functions.
- ✿ **In line with ARMAC Guidelines on Decision Making and Reporting Processes and ARMAC Policies:** all activities shall be undertaken based on the guidelines and ARMAC policies.
- ✿ **Need-Based:** programmes and their future project/programme proposals shall be designed to meet the needs of the interested AMS while the operation will be carried out based on the needs within ARMAC.
- ✿ **Cost-Efficiency:** cost-benefit analysis shall be prudently conducted for all activities.
- ✿ **Harmonisation:** ARMAC shall collaborate with mine action authorities/centres or other relevant institutions in respective AMS to implement its projects/programmes.
- ✿ **Inclusiveness:** gender, children, persons with disabilities and other vulnerable groups shall be considered in project/programme formulation, implementation, and monitoring and evaluation.
- ✿ **Regional Focus:** while there can be some projects/programmes designed to meet the needs of a specific AMS, those projects/programmes shall reflect the regional aspect of ASEAN.

Furthermore, a vigorous monitoring and evaluation process with regular reports to the Chairman, Vice Chairmen, SC and the ASEAN Secretariat (ASEC) has been developed. On an annual basis, as an accredited ASEAN entity, ARMAC will also report to the ASEAN Senior Officials' Meeting through ASEC.

# Programmes Matrix

Mandate			Outputs	Activities	Timeframe		
1	2	3			2019	2020	2021
Objective 1: To promote mine/ERW awareness on the dangers of mine/ERW through various communication methods and platforms							
√		√	Website and social media ac- counts are enhanced	Enhance the design of the website and social media pages/accounts	√ <sup>1</sup>	x	x
√		√	Articles on the dangers of mine/ ERW are shared/published on so- cial media, website, print media (magazine, newspaper...etc.) or/ and other media channels	Produce or search for articles	√	x	x
				Share/publish the articles	√	x	x
√		√	Popular events such as sports and art are engaged to raise awareness on the dangers of mine/ERW	Identify and explore collaboration with relevant events	√	x	x
				Develop message and/or create side event to raise awareness on the dan- gers of mine/ERW	√	x	x
√	√	√	Study visit/Seminar of ASEAN university students is organised to produce content e.g. essays, articles, photos, art, etc. to raise awareness on the dangers of mine/ERW	Formulate and submit the proposal to potential donor for funding the study visit/seminar	√		
				Call for and select applications of ASEAN university students	√		
				Organise the study visit and produce content	√		
√		√	To promote April 4th as an ASE- AN Official Day to commemorate the International Mine Awareness and Assistance in Mine Action Day	Identify the event or/and article to be organised or published by assessing the available resources	√	x	x
				Organise the event or/and publish the article	√	x	x

<sup>1</sup> Tick marks indicate activities which have been completed or are being implemented. Cross marks indicate activities that are still to be completed.

Mandate			Outputs	Activities	Timeframe		
1	2	3			2019	2020	2021
Objective 2: To promote the establishment of a regional mine/ERW victim assistance network (VAN)							
	√	√	Forum to discuss the establishment of the VAN is organised to develop its concept note and map/identify its potential members	Organise workshop and consultative meetings to seek inputs from the victim assistance stakeholders	√	x	
				Develop the concept note and list of proposed members		x	
	√		The TOR and members of the VAN are adopted and appointed respectively	Develop the TOR by using information in the concept note		x	
				Appointment of members by the interested AMS, victim assistance experts and other stakeholders		x	
Objective 3: To promote cooperation among AMS regarding the integrated approach to victim assistance <sup>2</sup> and obligations under the convention on the rights of persons with disabilities (CRPD) to protect and ensure the wellbeing and the fundamental freedom of all persons with disabilities are included in respective AMS national legislation							
	√	√	Best practices related to the implementation of CRPD and integrated approach to victim assistance are documented and shared among AMS	Collaborate with expert institution to conduct the documentation		x	x
				Share the documents through email, letter or/and event			x
	√	√	Event is organised to discuss key aspects of the integrated approach to victim assistance and CRPD	Organise the event	√	x	x

<sup>2</sup> Integrated approach to victim assistance is to ensure that a.) victim assistance efforts are implemented to improve the inclusion and wellbeing of survivors, other persons with disabilities, indirect victims and other vulnerable groups and b.) broader efforts reach the survivors and indirect victims among beneficiaries

Mandate			Outputs	Activities	Timeframe		
1	2	3			2019	2020	2021
Objective 4: To facilitate medical treatment, physical rehabilitation and psychological supports for the mine/ERW victims in interested AMS							
	√	√	Medical treatment, physical rehabilitation or/and psychological supports to mine/ERW victims are provided by medical institution/practitioner in cooperation with ARMAC upon request from AMS	Assess the needs	√	x	x
				Identify medical institution/practitioner as a partner for relevant project/programme	√	x	x
				Formulate proposal for relevant project/programme and submit to potential donor for funding	√	x	x
				Implement the project/programme	x	x	x
Objective 5: To promote long-term support for mine/ERW victims through skills training and provision of equal economic opportunity and meaningful integration into mainstream society and work place							
	√	√	Skills training to mine/ERW victims is provided by vocational training centre/expert in cooperation with ARMAC upon request from AMS	Assess the needs of skills training		x	
				Identify vocational training centre/expert as a partner for relevant project/programme		x	
				Formulate proposal for relevant project/programme and submit to potential donor for funding			x
				Implement the project/programme			x
Objective 6: To coordinate and organise knowledge-sharing events to disseminate knowledge, best practices and research findings to all AMS when necessary							
√	√	√	Conference is organised to assist in the knowledge sharing and identification of needs and resources for future projects/programmes for interested AMS <sup>3</sup>	Formulate and submit proposal to potential donor for funding the conference	√	x	x
				Organise the conference	√	x	x
√	√	√	Exchange programme for interested AMS is organised to develop capacity in relevant area	Formulate and submit proposal to potential donor for funding the exchange programme	√	x	x
				Organise the exchange programme	√	x	x

Mandate			Outputs	Activities	Timeframe		
1	2	3			2019	2020	2021
√	√	√	Other specific knowledge-sharing events including workshop/seminar are organised for interested AMS	Formulate and submit proposal to potential donor for funding the event	√	x	x
				Organise the event	√	x	x
Objective 7: To develop the training programmes which meet the requirements of interested AMS							
√	√	√	Training programme for interested AMS is developed in partnership with expert institution/expert	Conduct training need assessment	√	x	x
				Identify expert institution/expert as a partner for the training programme	√	x	x
				Formulate and submit the proposal to potential donor for funding the training programme	√	x	x
				Organise the training	√	x	x
Objective 8: To promote the development of a standard and integrated approach which is appropriate to the ASEAN context, for interested ASEAN Member States							
√	√	√	Standard or/and integrated approach which is appropriate to the ASEAN context are developed in partnership with expert institution/expert for interested AMS	Assess needs for developing the standard or/and integrated approach	√	x	x
				Identify expert institution/expert as a partner for relevant project/programme	√	x	x
				Formulate and submit the proposal to potential donor for funding the project/programme	√	x	x
				Implement the project/programme	√	x	x

<sup>3</sup> Some activities across all mandate areas under the Work Plan 2017-2018 which aim to promote/organise events to share knowledge, disseminate publications on relevant subjects and identify needs and experts/resources; are addressed under this output 6.1.

Mandate			Outputs	Activities	Timeframe		
1	2	3			2019	2020	2021
Objective 9: To promote the development of research and the collaboration among AMS in the area of re- search and development							
√	√	√	Baseline survey to take stock of the achievements made by national programmes across the ASEAN region is conducted by ASEAN academic institution/re- search centre and shared among AMS	Identify expert institution/expert as a partner to conduct the survey	√		
				Formulate and submit the proposal to potential donor for funding the survey	√		
				Conduct the survey	√	x	
√	√	√	Research on relevant topic is conducted by the ASEAN aca- demic institution/research centre and shared among AMS	Identify ASEAN academic institution/ research center as a partner to con- duct research	√	x	x
				Identify the research topic	√	x	x
				Formulate and submit the proposal to potential donor for funding the research	√	x	x
				Conduct the research and share the research paper	√	x	x
√	√	√	Technology exhibition is or- ganised to generate more R&D interests from ASEAN universities on the subject matter	Formulate proposal and submit to po- tential donor for funding the exhibition		x	x
				Organise the exhibition			x
Objective 10: To support interested ASEAN Member States in mobilising financial, technical and/or in-kind resources to address the effects of mine/ERW							
√	√	√	Assistance in project/programme proposal formulation and submis- sion to potential donor is provid- ed by ARMAC upon request	Assist to formulate the project/ programme proposal and submit to potential donor	√	x	x
√	√	√	Technical assistance in project/ programme implementation is provided by ARMAC upon request	Provide technical assistance upon re- quest, subject to available man power and expertise	√	x	x

# 2020 ANNUAL BUDGET

No	ITEM DESCRIPTION	Annual Budget 2020
<b>I. Basic Operating Expenditure (BOE)</b>		<b>219,894.02</b>
I.A	Staff Salary	155,800.02
I.B	Staff Benefits and Other Related Expenses	24,460.00
I.C	Property and Vehicles Insurance	1,614.00
I.D	Hosting and Staff Phone Card	940.00
I.E	Public Utilities	4,020.00
I.F	Audit and Administration Expenses	15,760.00
I.G	Maintenance and Repairs	3,600.00
I.H	Stationeries, Internet, Media and Publication	11,420.00
I.I	Fuel	2,280.00
<b>II. Variable Operating Expenditure (VOE)</b>		<b>44,975.00</b>
II.A	Meeting Costs	6,375.00
II.B	Travel, Accommodation and Staff Development	32,100.00
II.C	Other Administrative Cost	4,500.00
II.D	Fixed Assets and IT Software	2,000.00
<b>III. Contingency Budget</b>		<b>13,243.45</b>
<b>TOTAL 2020 ANNUAL BUDGET</b>		<b>278,112.47</b>

