



# ANNUAL REPORT 2018

## ARMAC

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# LIST OF ABBREVIATIONS

AMS	ASEAN Member States
ARMAC	ASEAN Regional Mine Action Center
ASEAN	Association of South East Asian Nations
ASEC	ASEAN Secretariat
AVI	Australian Volunteers International
BOE	Basic Operating Expenditure
CDRI	Cambodian Development Resource Institute
CKS	Center for Khmer Studies
CMAA	Cambodian Mine Action and Victim Assistance Authority
CMAC	Cambodian Mine Action Centre
CRPD	Convention on the Rights of Persons with Disabilities
ED	Executive Director
ERW	Explosive Remnants of War
GICHD	Geneva International Centre for Humanitarian Demining
ICRC	International Committee of the Red Cross
JICA	Japan International Cooperation Agency
JMU CISR	James Madison University Center for International Stabilization and Recovery
MFAIC	Ministry of Foreign Affairs and International Cooperation
MoU	Memorandum of Understanding
MRE	Mine Risk Education
NGO	Non-Governmental Organisation
NPA	Norwegian People's Aid
NPMEC	National Centre For Peacekeeping Forces, Mines and ERW Clearance
NRA	National Regulatory Authority for the UXO/Mine Action Sector in the Lao PDR
PDR	People's Democratic Republic
PS	Permanent Secretariat
SC	Steering Committee
SOM	Senior Officials' Meeting
TOR	Terms of Reference
UN	United Nations
UNDP	United Nations Development Programme
UNICEF	United Nations International Children's Emergency Fund
UNMAS	United Nations Mine Action Service
US	United States
USD	United States Dollar
VA	Victim Assistance
VOE	Variable Operating Expenditure

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# MESSAGE FROM THE CHAIRMAN OF THE ARMAC STEERING COMMITTEE

- H.E. MR. MICHAEL TAN

2018 has been a significant year for the ASEAN Regional Mine Action Centre (ARMAC) as it also marked the first year of its formal operation. The year began with the signing of the Host Country Agreement on 27 February 2018 between His Excellency Prak Sokhonn, then Senior Minister and Minister of Foreign Affairs and International Cooperation as the signatory for the Kingdom of Cambodia, and the undersigned as Chair of the ARMAC Steering Committee (SC) on behalf of the ASEAN Member States (AMS). With the successful conduct of its first Regional Workshop in Siem Reap in November, a line-up of activities and programmes awaiting implementation in 2019, the establishment of a sound administrative system and robust work processes, and a healthy budget that allows passive income to be generated, ARMAC ended the successful and productive year with the symbolic handover of the Chairmanship to Thailand, the next ASEAN Chair, at the last quarterly SC meeting on 6 December 2018.



H.E. Mr. Michael Tan  
Chairman of ARMAC's Steering Committee

## Chairmanship Priorities

The first SC Meeting for the year on 27 February 2018 saw the adoption of a clear and transparent set of guidelines on ARMAC's streamlined decision making process. In essence, the Chair and two Vice-Chairs were delegated the powers and responsibilities to deliberate and decide on most administrative issues and work matters, with safeguards in place for them to consult or seek a decision from the SC where necessary. Regular reports were also submitted to the SC to keep them apprised. Significant decisions were discussed and dealt with at quarterly SC meetings. This was a necessary arrangement as not all SC Members are represented by the resident Ambassadors or Defence Attaches in Cambodia;

some are representatives of the authority on mine action or ASEAN matters but are based in their respective capitals. This proved to be an effective exigency among many other measures that were approved and adopted by the SC; it allowed ARMAC to quickly establish and formulate practical and sound systems and processes, and to subsequently plan for activities in accordance to ARMAC's Terms of Reference (TOR). Pertinently, the Executive Director (ED) and Permanent Secretariat (PS) staff could easily and promptly raise work matters, queries and proposals with the Chair, Vice Chairs and SC Members, as well as to elicit inputs, guidance and decisions from them, without compromising on the accountability and integrity of the processes, or being weighed down by unnecessary bureaucracy and exigencies of the respective SC Members.

ARMAC also established a process to generate passive income from its fund balance, as well as a formula to defray the manpower costs of PS from a development partner's contributions to an activity or programme. Overall, the delegated autonomy and empowerment of the ED and PS staff, and the efficiency and accountability of the decision making process involving the Chair, Vice-Chairs and SC Members have served ARMAC well. However, a regular review of the safeguards, including audit of the finances and decisions, is necessary to ensure that the system and processes remain robust, accountable and relevant.

## ARMAC Activities

ARMAC's first Regional Workshop was held in Siem Reap from 12-14 November 2018 with a focus on knowledge sharing, raising of awareness about the dangers of explosive remnants of war (ERW), and creating a platform to help ARMAC as well as stakeholders and partners in the mine action community identify and assess the areas of needs of affected victims that could be better addressed, or where more resources are needed, in Cambodia and in interested AMS.

Another programme that is under consideration is a proposal to facilitate assistance to victims of land mines and ERWs who suffer from psychological and psychiatric trauma. Much resources have been channelled towards treating the physical disabilities of victims, but relatively less attention has been paid to their psychological needs and their re-integration into mainstream society. SingHealth – the largest public healthcare cluster in Singapore – is in discussion with ARMAC and other stakeholders and partners to equip medical practitioners, care givers, community leaders and volunteers with the knowledge and skills to elicit and recognise symptoms of common psychiatric disorders, and then to diagnose, treat and manage them, including simple, practical psychological interventions. Importantly, it is envisaged to include secondary victims of landmines – namely the family members – for appropriate assistance. The proposed 3-year train-the-trainers programme, if successfully implemented, could potentially cover a segment of mine victims and address an area of need that has not been given as much resources and attention. Other activities, programmes and initiatives planned for 2019 are described in the report.

The Handover of the Steering Committee Chairmanship from Singapore to Thailand, 6 December 2018





## Future Mandate and Role of ARMAC

The fact that ARMAC's name includes "mine action" has elicited some excitement and its fair share of confusion, particularly over whether it is a duplication of other organisations in the mine action community that handle demining, mine disposal and victim assistance. However, ARMAC's TOR is clear and unambiguous in that ARMAC is not to engage or partake in demining or disposal of mines or ERW, including facilitation or coordination work for actual demining activities. The TOR was defined by the ASEAN SOM Leaders as such, precisely to avoid duplication with incumbent mine action organisations, that we do not cannibalise the same resources and efforts. ARMAC's programmes and activities are to be complementary, not in competition to that of organisations in the mine action community.

The Chair, Vice-Chairs and SC would have to remain vigilant and proactively ensure that the ED and PS staff – particularly when there are new members to ARMAC, including interns and volunteers – fully comprehend the TOR. Moving forward, it may be worthwhile to invest some time and resources to review the mandate of ARMAC and its role amongst the members of the mine action community, particularly vis-à-vis the more established and better funded/ supported organisations such as the Cambodian Mine Action and Victim Assistance Authority (CMAA) and the Cambodian Mine Action Centre (CMAC). ARMAC's mandate on victim assistance and raising awareness/knowledge sharing on the dangers of ERWs and mines, overlap with that of CMAA and CMAC. Moreover, to continually have to clarify to development partners and other stakeholders that ARMAC's mandate does not include actual demining work even though its name suggests as such is not efficient, productive or tenable in the longer run. To that end, the Chair directed the ED and PS to

commission a research project to draw a comparative analysis of the facts and challenges of ARMAC, CMAA and CMAC. The SC could in due course use it as the basis of its recommendation to ASEAN SOM Leaders on ARMAC's future role and mandate.

## Concluding Felicitations

It has been an honour and a privilege for Singapore to have been given the opportunity to shepherd and witness ARMAC's growth from its early days of inception to a fully functioning regional centre. However, this would not have been possible without the important ground work that H.E. Christopher Montero, Ambassador of the Republic of the Philippines to the Kingdom of Cambodia, had undertaken during Philippines' ASEAN Chairmanship in 2017. With the strong support and cooperation of the host Ministry of Foreign Affairs and International Cooperation (MFAIC), the Vice-Chairs and SC Members of ARMAC, we were able to build a strong foundation and establish a set of internal processes, systems and administration that is fundamentally sound and fit for purpose. In fact, this is probably the most significant and fulfilling contribution that Singapore is proud to have been a partner in during our Chairmanship of ARMAC. Our belief is that the stronger the foundation, the greater the success in ARMAC's long term sustainable outcomes. I wish H.E. Panyarak Poolthup, Ambassador of Thailand and Chair of ARMAC, and the SC Members for 2019 every success in this ASEAN endeavour.



**MICHAEL TAN**

Chairman of ARMAC Steering Committee 2018  
Ambassador of the Republic of Singapore  
to the Kingdom of Cambodia

## ABOUT ARMAC

ARMAC is an ASEAN entity under Article 16: Annex 2 of the ASEAN Charter. The Center was established by the ASEAN Leaders at the 21st ASEAN Summit in 2012 during Cambodia's Chairmanship of ASEAN and was envisioned to serve as a centre of excellence to encourage efforts to address ERW for interested AMS.

As stipulated in its TOR, ARMAC has the mandate and functions to facilitate cooperation between interested AMS and relevant institutions to:

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

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

**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**

*The 21st ASEAN Summit, Phnom Penh, 18 November 2012 (Source: MFAIC)*





## STEERING COMMITTEE

### Chairman of the



### Vice Chairmen of the



#### Cambodia

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

Secretary of State, Ministry of Foreign Affairs  
and International Cooperation and ASEAN SOM  
Leader of the Kingdom of Cambodia

### Steering Committee



#### Indonesia

**H.E. Mr. Sudirman Haseng (Current)**

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

**H.E. Mr. Pitono Purnomo (Former)**

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



#### Thailand

**H.E. Mr. Panyarak Poolthup (Current)**

Ambassador Extraordinary and Plenipotentiary  
of the Kingdom of Thailand to the Kingdom of  
Cambodia

**H.E. Dr. Suriya Chindawongse (Former)**

Director-General  
Department of ASEAN Affairs  
Kingdom of Thailand

## OF ARMAC 2018

### Steering Committee

#### Singapore

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

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

### Steering Committee



#### Philippines

**H.E. Mr. Christopher B. Montero**

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

### Members



#### Laos

**H.E. Mr. Amphay Kindavong (Current)**

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

**H.E. Mr. Prasith Sayasith (Former)**

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



#### 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. Nguyen Trac Toan**

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



#### Malaysia

**Mrs. Nora Azlinda Jaapar (Current)**

First Secretary  
Embassy of Malaysia in Phnom Penh

**Colonel Mohd Isa bin Jaafar (Former)**

Defense Attaché  
Embassy of Malaysia in Phnom Penh



#### Brunei

**Lieutenant Colonel Abidin Timbang**

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

**Mr. Kelvin Ng Tien Loong**

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



#### Myanmar

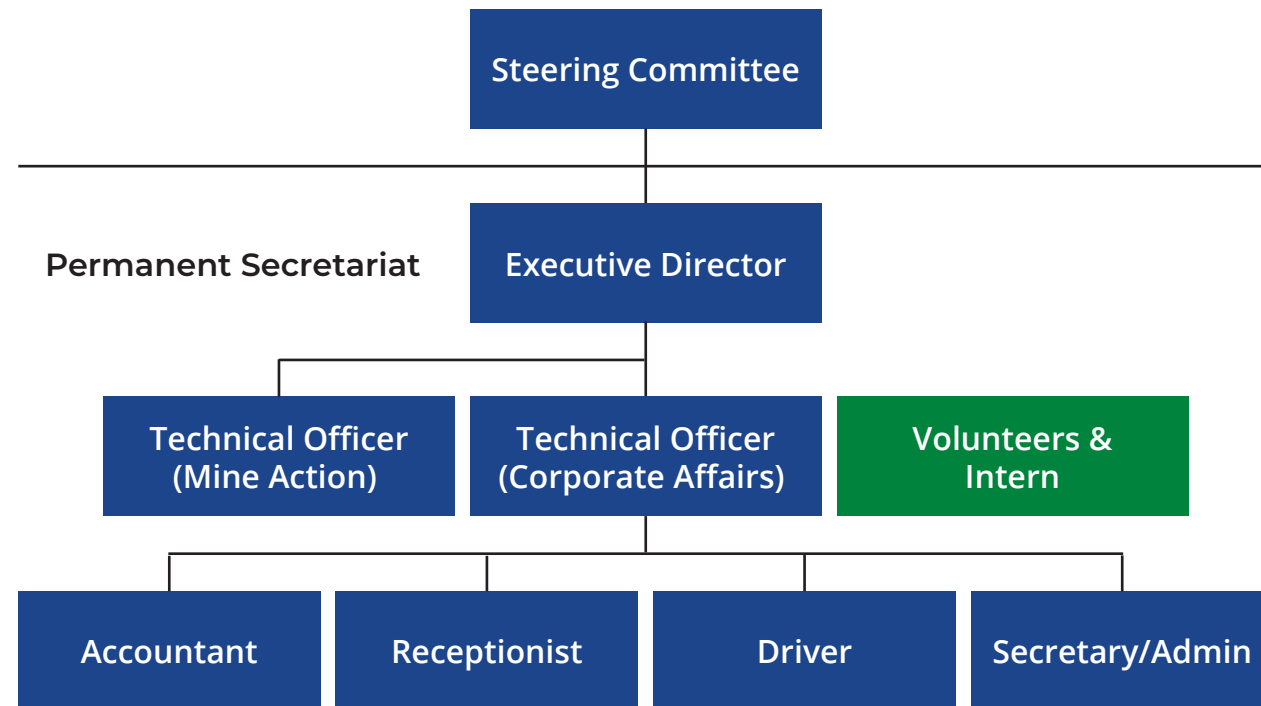
**Lieutenant Colonel Win Min**

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)

## ARMAC'S PERMANENT SECRETARIAT



### ARMAC PS

**Executive Director** - Mr. Ly Panharith

**Technical Officer (Mine Action)** - Ms. Dwi Prameswari

**Technical Officer (Corporate Affairs)** - Mr. Pav Kea

**Accountant** - Ms. Doung Socheata

**Secretary/Admin** - Ms. Sim Puthea

**Receptionist** - Ms. Vong Souvenir

**Driver** - Mr. Toeb Channeng

### Volunteers

**IT Officer (AVI)** - Mr. William McLean

**Communications Officer (AVI)** - Mr. Nicholas Prehn

### Intern

**Human Security** - Ms. Benita Magenau

## CONTEXT

Landmines and ERW pose a danger to a number of the AMS and their citizens. These leftover mines/ERW remain a threat long after conflicts end and are responsible for deaths, disabilities, inflicting long-lasting trauma, disrupting families and slowing the socioeconomic development of affected communities.

Over the past decades, the ASEAN community has remained resilient and committed to addressing these problems through a concerted effort of regional cooperation. In ASEAN's key strategic documents such as the ASEAN Political-Security Community Blueprint 2025, promoting humanitarian mine action has been identified as a fundamental step towards realising ASEAN's vision for a peaceful, stable and prosperous community.



*Map of the ASEAN Member States*

ARMAC as an ASEAN entity is in a prime position to assist in humanitarian mine action by responding to interested AMS' mine action needs and requests through harnessing the ASEAN spirit of cooperation and consensus.



## 2018 MILESTONES

Based on the initial groundwork laid in previous years, ARMAC made 2018 a productive year by establishing a solid foundation and steadily implementing its first substantial programmes. Going forward, ARMAC will be guided by its new three-year work plan which was developed through extensive consultations to ensure its alignment with the identified needs of the AMS.

### Operational Achievements

#### Partner Engagement and Communications

ARMAC made significant progress in fulfilling its commitment to enhance its visibility and reputation by strengthening partner relations. In this regard, ARMAC met with various stakeholders including the ASEAN Secretariat (ASEC), embassies, development partners, academic institutions, research centres and other mine action organisations. Some of these meetings/discussions also led to collaborations between ARMAC and the concerned partners, as highlighted throughout this report.



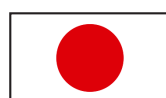
Australia



Canada



Germany



Japan



Norway



Russia



South Korea



Switzerland



Turkey



United Kingdom



Apopo



Asian Development Bank



AVI



CDRI



CKS



CMAA



CMAC



Demine Robotics



European Union



GICHD



Humanity &amp; Inclusion



The Halo Trust



ICRC



JMU CISR



JICA



Mines Advisory Group



Norwegian People's Aid



NPMEC



NRA (Lao PDR)



SingHealth



UNICEF



UNDP



UNMAS



The Signing Ceremony for the MoU between CMAA and ARMAC, 19 November 2018 (Source: CMAA)

In addition to stakeholder meetings/discussions, ARMAC has also sought to secure an open pathway towards direct cooperation with critical partners through the signing of memorandums of understanding, beginning with CMAA on 19 November 2018.

Other avenues for partner engagement and networking were also pursued by ARMAC, with the PS participating in both local and international events including, among others: The National Mine Action Conference in Cambodia; ASEAN Defence Minister Meeting Plus Experts Working Group in Lao PDR; 17th Meeting of the States Parties to the Anti-Personnel Mine Ban Convention in Switzerland; and a Briefing on ASEAN Cooperation Project Mechanism and Procedures in Indonesia.



Briefing on ASEAN Cooperation Project Mechanism and Procedures in Indonesia, 25-26 October 2018 (Source: ASEC)



ASEAN Defence Ministers' Meeting Plus Experts' Working Group in Lao PDR, 24-27 April 2018



7th Meeting of the States Parties to the Anti-Personnel Mine Ban Convention in Switzerland, 26-30 November 2018



The National Mine Action Conference in Cambodia, 16-17 May 2018



Beyond direct partner engagement, ARMAC has also strived to enhance its communications to broader audiences. The ARMAC website and social media accounts have received an overhaul with more frequent updates released and improvements to website and social media management. Other communication outputs including the design of promotional materials and publication kits such as the ARMAC brochure, ARMAC t-shirt and cap, Regional Workshop theme and graphics, ARMAC 2018 calendar and others, have also been developed and distributed. These outputs have all worked to expand the Center's public outreach and will provide a fundamental basis for communication activities in the years to come.

Mainstream media coverage of ARMAC and its role within the region also increased in 2018 with press articles and television interviews detailing ARMAC events, such as the signing of the host country agreement, the Regional Workshop, and other field visits and meetings. Coverage appeared in national newspapers and other periodicals as well as being published online through news sites, partner sites and the ASEAN website.



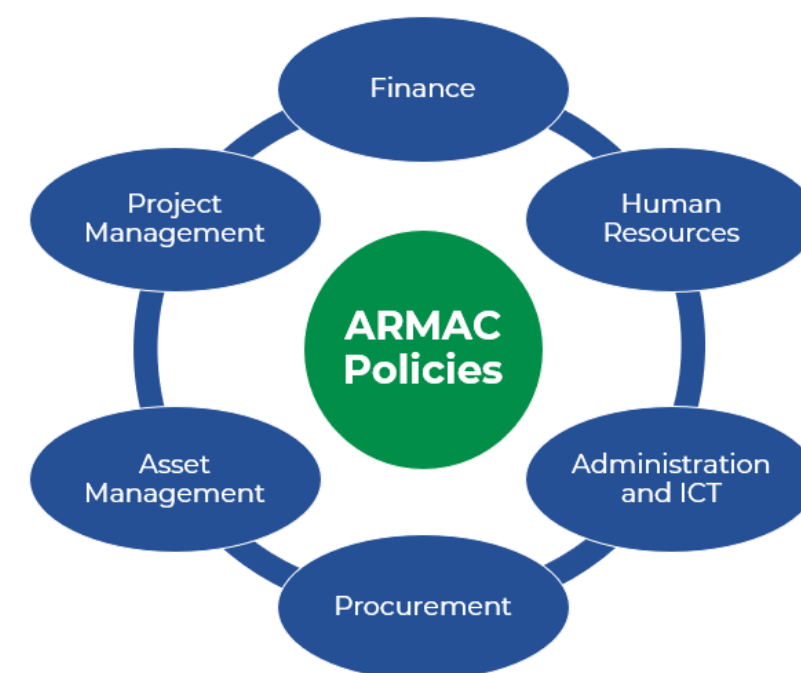
ARMAC's Twitter, Website and Facebook Pages

## System and Processes

ARMAC has also intensified its pursuit of a robust system and processes by developing clear, precise and substantive guidelines and policies to strengthen its accountability and efficiency. In consonance with the SC's guidance, these guidelines and policies instruct ARMAC on how to perform its necessary administrative functions and have progressively enhanced the Center's daily and long-term management.

As a result, the guideline on decision making and reporting process was developed to ensure that sufficient check and balance measures, as well as accountability are in place. Ultimately, it also allows the SC to focus on matters of policy and other salient issues while enabling the PS to efficiently and effectively carry out their duties and responsibilities to fulfill the mandate and functions as stipulated in ARMAC's TOR.

Furthermore, ARMAC policies were approved by the SC to provide boundaries in which ARMAC's operations will be carried out by its personnel. The policies, which adopted best practices from recognised organisations like ASEC and UN agencies, cover the areas of Finance, Human Resources, Administration and Information Communication Technology, Procurement, Assets Management and Project Management.



A number of important measures were taken to sustain ARMAC's operating budget in 2018. First, ARMAC prepared a budget utilisation projection over certain periods (6 months and 12 months) to estimate the fund balance. The fund balance was considered as the withholding fund and was placed into fixed deposit accounts in ARMAC's preferred bank to generate passive income as a means to supplement ARMAC's operational costs. Second, a cost-recovery mechanism was incorporated into projects/programmes funded by donors and development partners to offset ARMAC's operational/manpower costs on project/programme implementation. This mechanism has been included in the mine risk education (MRE) and victim assistance (VA) project proposals submitted to ASEC and will be incorporated into future proposals.



## Host Country Agreement and Accreditation as an ASEAN Entity

This year also marked an important milestone in ARMAC's history with two major declarations that will support the legal personality of ARMAC. The first was the signing of the Agreement between the Government of the Kingdom of Cambodia and the ASEAN Regional Mine Action Center on Hosting and Granting Privileges and Immunities to the ARMAC on 27 February 2018. The host country agreement provided ARMAC legal rights and certain privileges to operate in Cambodia.

The second major declaration was the accreditation of ARMAC as an entity associated with ASEAN as listed under Annex 2 of the ASEAN Charter. To this end, ARMAC received an official confirmation from ASEC on its accreditation and inclusion into Annex 2 on 8 October 2018. As a recognised ASEAN entity, ARMAC has gained a number of privileges including access to ASEC funding channels to submit project proposals to ASEAN Dialogue/Sectoral/Development Partners, and the use of the "ASEAN" name, official ASEAN flag, emblem and anthem in ARMAC events in line with prevailing ASEAN Guidelines.

## Personnel Recruitment and Capacity Development

ARMAC's personnel saw a necessary expansion in 2018 with the hiring of an accountant and a driver, placement of Australian volunteers and the successful completion of a student internship. At present, ARMAC has seven employees and two volunteers as highlighted under the ARMAC Permanent Secretariat structure. The volunteers were provided by Australian Volunteers International (AVI) to support ARMAC in the areas of communication and information technology.

Recognising that the performance of ARMAC personnel was central to its effective operation, ARMAC enhanced the professional skills and knowledge of its personnel through a range of capacity development activities. Such activities included a training course in practical procurement and contract management conducted by an external training institution; best practices in procurement processes, mine risk education, victim assistance and information management in mine action shared by CMAA; ASEAN processes and mechanisms and ASEAN cooperation project management provided by MFAIC and ASEC; demining technology and

methodology including the use of mine detection animals presented by CMAC, APOPO and Norwegian People's Aid (NPA); and training on spot checks (internal audits) shared by the United Nations Development Programme (UNDP). An in-house knowledge sharing activity was also initiated for ARMAC personnel to share their skills and experience with each other in an effort to promote better cross-working efficiency and multitasking.



ARMAC Study Visit to a Halo Trust Operated Minefield in Pailin, 11 July 2018

The Signing Ceremony between ARMAC and MFAIC on Hosting and Granting Privileges and Immunities to the ARMAC 27 February 2018



ARMAC Study Visit to NPA's Facilities, 3 July 2018



Presentation by CMAA on Information Management in Mine Action to ARMAC PS, 21 August 2018



## Programme Achievements

### Regional Workshop

In terms of programme development for 2018, ARMAC maintained a steady pace with the successful implementation of its inaugural Regional Workshop funded by the Government of Canada.

The Regional Workshop, titled “Enhance mine action knowledge and promote future platforms for mine action knowledge sharing for ASEAN Member States” took place on 12-14 November 2018 in Siem Reap, Cambodia. A hundred and seven (107) delegates from the ASEAN region and further afield attended the event and represented a range of mine action stakeholders including AMS, international NGOs, local NGOs, UN agencies, ASEAN universities, private sector organisations and members of the military among others.

The Regional Workshop featured panel discussions on relevant mine action topics, group discussions and a field visit to CMAC’s Demining Unit 4 to learn about Cambodia’s history of and efforts in dealing with mine/ERW contamination. Through these activities the Regional Workshop produced the following outcomes:

#### Enhanced knowledge on various mine action topics, including:

- MRE in different contexts (ongoing conflict, post conflict, mine, explosive remnants of wars, improvised explosive devices)
- VA with a particular focus on the gaps of inclusive data collection and psychological support to victims
- Mine clearance technologies and methodologies
- Research from the social science and humanities perspective
- Innovative technologies
- Mine action’s overall contribution to economic growth

**Generated interest in further collaborative efforts including research and development among relevant participants**

**Increased awareness of ARMAC and ASEAN mine action in general**

**Identified training and programme areas in the ASEAN region for ARMAC to support**

**Prioritised a seminar for ASEAN university students to raise awareness on the dangers of mines/ERW**





## Victim Assistance Stakeholder Meeting in Collaboration with SingHealth

The facilitation of assistance to mine/ERW victims is one of ARMAC's key mandates and functions and will be a priority for its upcoming programmes in the following years. ARMAC began its VA initiative in 2018 with the organisation of a VA stakeholder meeting in collaboration with SingHealth, the largest public healthcare service provider in Singapore. Through the meeting, titled "Assessment on the Needs and Resources for Mine/Explosive Remnants of War (ERW) Victim Assistance in Cambodia", ARMAC gathered together a range of stakeholders from the health, disability and mine action sectors to discuss the scope and status of current VA programmes in Cambodia.



ARMAC and SingHealth Field Visit to a Rehabilitation Center in Battambang, 18 October 2018

In addition to the meeting, a field visit for ARMAC and SingHealth to Battambang province was organised with support from CMAA. The visit provided an opportunity to assess the situation on the ground regarding the levels of assistance offered, identities and number of service providers, and other key information. As a consequence, ARMAC and SingHealth are currently developing a multi-year programme proposal and mobilising resources from development partners to conduct a train-the-trainers programme to enhance the psychological and psychiatric support offered to victims and their families.

VA Stakeholder Meeting Held in Collaboration with SingHealth, 16 October 2018



## Development and Submission of Project Proposals to ASEC

The development and submission of two project proposals in 2018 represented an important achievement for ARMAC as it prepares to expand its programme activities in the coming year. These proposals focused on supporting VA and MRE at the regional level for a number of AMS.

VA Project Proposal	MRE Project Proposal
<b>Project Name:</b> Establishment of a Regional Platform to Promote Experience, Knowledge and Expertise Exchange on Victim Assistance	<b>Project Name:</b> Enhance Awareness Programmes on the Dangers of Mines/Explosive Remnants of War (ERW) among ASEAN Member States
This project was developed to achieve the following objectives: (i) assist AMS on VA-related knowledge sharing, need/s and resource/s assessment and their mobilisation, and (ii) to promote the establishment of a VA network as a regional platform for various stakeholders among ASEAN.	This project aims to: (i) develop an integrated approach to MRE to improve ERW education for affected communities in AMS, (ii) enhance the means of disseminating MRE information through ARMAC's publications, and (iii) promote 4 April as an ASEAN official day of celebration to mark Mine Awareness Day.

## Social Science and Humanities Research in Collaboration with CKS

In 2018, ARMAC began the process of seeking partners to undertake research into the mine action sector from a social science and humanities perspective. Center for Khmer Studies (CKS) was identified as a partner to collaborate on the research activities, with the research aiming to better understand mine/ERW impacts and document best practices and lessons learned in affected AMS. The project also hopes to capture the human dimension behind mine/ERW support programmes and bring to light the lived experiences of victims and their communities.

The research findings aim to be disseminated as a knowledge sharing activity among the AMS and other interested countries/organisations. The first research topics will be:

- To better understand the extent to which current VA support allows for the "efficient" inclusion of mine/ERW survivors at the community level in Cambodia.
- The community perspectives of humanitarian mine action in Lao PDR and Vietnam: (i) contribution of humanitarian mine action to the community, and (ii) involvement of the community in humanitarian mine action processes.

ARMAC and CKS are working with potential researchers to finalise a detailed TOR including the schedule and methodology for the above research topics. Simultaneously, ARMAC is seeking funding support from donors/development partners in the hopes of undertaking such research in 2019.



## Myanmar's Study Visit to Cambodia

ARMAC linked up Myanmar and Cambodia for a mine action study visit for Myanmar's delegates from its Ministry of Defence and Ministry of Social Welfare to CMAA in Cambodia, with funding provided by NPA Myanmar. The study visit supported both countries to:

- Promote regional cooperation and south-south cooperation in mine action.
- Enhance the knowledge of Myanmar on mine action frameworks, structure and operations.
- Enhance the capacity of Cambodia (CMAA and NPMEC) in providing capacity building to other countries/institutions.



Meeting between CMAA and Myanmar during Myanmar's Study Visit, 3-7 December 2018 (Source: CMAA)



Myanmar Delegates' Field Visit during Myanmar's Study Visit 3-7 December 2018 (Source: CMAA)

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

### AMS

2017



**Cambodia**  
USD 321,803



**Philippines**  
USD 32,075

2018



**Cambodia**  
USD 321,803



**Lao PDR**  
USD 10,000



**Myanmar**  
USD 10,000

Going beyond financial contributions, all the SC Members from the AMS contributed their valuable time and efforts through their participation in the meetings of the SC of ARMAC and the Regional Workshop. They also provided significant inputs on the development of ARMAC's guidelines, policies, project proposals and other documents and operational matters.

Some SC Members supported ARMAC by liaising and linking ARMAC with potential partners to carry out ARMAC's mandate and functions:



Cambodia conveyed a possible collaboration with ARMAC, to China and the US who expressed their interest in supporting capacity development projects/programmes to be implemented by ARMAC. In this regard, ARMAC will engage in further discussion with China and the US.



Singapore connected ARMAC with SingHealth for collaboration in the area of VA particularly in providing a train-the-trainer programme for psychosocial supports to mine/ERW victims. ARMAC and SingHealth are currently formulating the programme.

Singapore also paved the way for ARMAC's discussion with Japan on funding support for ARMAC's projects/programmes. Consequently, the MRE project proposal was submitted to Japan through ASEC and is in an advanced stage of the appraisal and approval process.



## Other Partners



Australia and Switzerland supported ARMAC to strengthen the Center's network with relevant partners. Both countries also expressed their funding support to ARMAC through the Clearing for Results Project Phase 3, subject to further discussion on specific activities and availability of project budget.

AVI, a programme funded by the Government of Australia, has supported ARMAC by providing two volunteers with expertise in the areas of communication and information technology.

Canada provided funds of USD 33,817 to support ARMAC's inaugural Regional Workshop through the Canada Fund for Local Initiatives for ASEAN.

CKS supported ARMAC to develop the TOR for the research from the angle of social science and humanities.

CMAA shared its knowledge and best practices in the areas of procurement processes, MRE, VA and information management in mine action.

CMAC and its partner, APOPO shared best practices in demining technology and methodology including the use of mine detection animals with ARMAC personnel. CMAC also supported ARMAC by hosting two separate field visits - one for the SC and another for the delegates of the Regional Workshop to its Demining Unit 4.



GICHD contributed to the development of content for the Regional Workshop and expressed its support to build the capacity of ARMAC personnel in relevant mine action areas.

ICRC contributed to the development of the MRE Project Proposal and VA Project Proposal based on their expertise in these areas. It also supported ARMAC in strengthening the Center's network with relevant partners.

MFAIC of Cambodia shared their knowledge in ASEAN processes and mechanisms and ASEAN cooperation project management with ARMAC personnel.

NPA was the first partner to engage with the PS and has supported ARMAC to strengthen its network. NPA also shared insights on how cooperation in mine action could be arranged among the AMS. Moreover, NPA funded Myanmar's Study Visit to Cambodia as initiated by ARMAC.

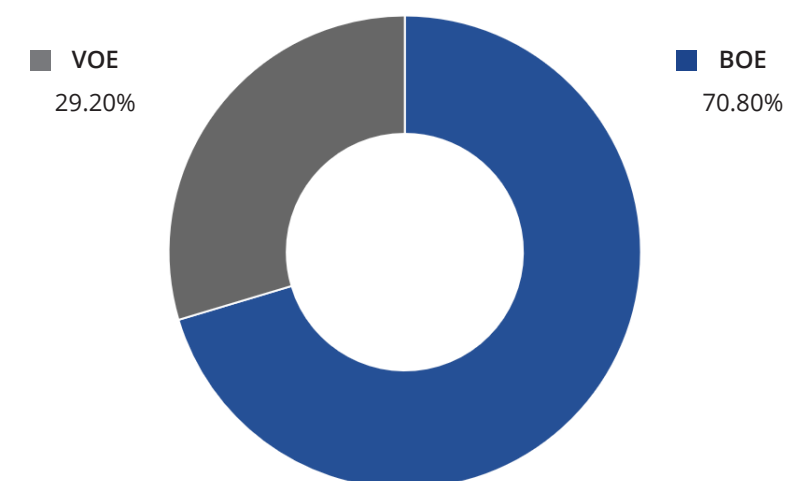
UNDP provided funds of USD 2,116 (payment was directly managed by UNDP) to support the 7th Meeting of the SC of ARMAC and field visit to CMAC's Demining Unit 4. Also, UNDP provided capacity building to ARMAC personnel in the area of spot check/internal audit.

Turkey provided funds of USD 10,514 to ARMAC for the purchase of crucial office equipment. Furthermore, Turkey also expressed its intent to foster collaboration between the Turkish Mine Action Center and ARMAC in the area of training and knowledge sharing.

## 2018 ANNUAL BUDGET UTILISATION

ARMAC utilised its budget in line with the approved guideline on decision making and reporting process and the 2018 annual budget. Cost efficiency was an essential element for ARMAC to execute its budget utilisation. For example, an IT volunteer was requested from a partner organisation instead of paying an IT service provider. Also, developing the capacity of ARMAC personnel to better multi-task saved ARMAC from hiring additional employees such as a logistician. Prioritisation of ARMAC's participation in overseas events also helped to minimise travel costs.

Apart from cost efficiency, ARMAC adopted the best practices from ASEC and other UN agencies to undertake its procurement processes and manage its assets in a transparent and accountable manner. The total 2018 budget utilisation was USD 233,587.46 which is 74.28% of the total 2018 annual budget. The budget utilisation by main budget items and description of such items are provided in the following pie chart and table:



No	Description	Budget	Expenditure	Balance
<b>I.</b>	<b>Basic Operating Expenditure (BOE)</b>	<b>206,753.00</b>	<b>164,398.57</b>	<b>42,354.43</b>
I.A	Staff Salary			
I.B	Staff Benefits and Other Personnel Related Expenses			
I.C	Property and Vehicle Insurance			
I.D	Web Hosting and Staff Phone Card			
I.E	Public Utilities			
I.F	Audit and Administration Expenses			
I.G	Maintenance and Repairs			
I.H	Stationery, Internet, Media and Publication			
I.I	Fuel			
<b>II.</b>	<b>Variable Operating Expenditure (VOE)</b>	<b>94,600.00</b>	<b>69,188.89</b>	<b>25,411.11</b>
II.A	Meeting Costs			
II.B	Travel, Accommodation and Staff Development			
II.C	Other Administrative Costs			
II.D	Fixed Assets and IT Software			
<b>III.</b>	<b>Contingency</b>	<b>13,117.65</b>	<b>0.00</b>	<b>13,117.65</b>
<b>I+II+III</b>	<b>Total</b>	<b>314,470.65</b>	<b>233,587.46</b>	<b>80,883.19</b>

## CHALLENGES

In recent years, an increasing number of mine action organisations have begun to revise their programmes and activities as a result of changes to the mine action funding environment and the adjustment of donor priorities. These changes have resulted in a reduction in available funding and increased uncertainty in the regional mine action sector. While ARMAC does not compete for funding from traditional mine action donors, a decline in financial commitments towards the sector may still impact the Center, particularly when its partners face financial difficulty in ensuring the sustainability of their programmes.

To help overcome this challenge and reduce its impact, ARMAC should encourage donors/development partners to support its future programmes by highlighting the tangible impact of its work across the broader development context and cross-cutting issues such as economic development, poverty reduction, human security, disability and gender empowerment.

Another challenge for ARMAC is dealing with the misperception that ARMAC is a demining organisation and that its work could duplicate that of existing mine action organisations like CMAA and CMAC. ARMAC has taken steps to address this challenge by clarifying to mine action stakeholders in meetings and other relevant events that ARMAC does not engage in mine clearance.

The mandate and functions of ARMAC are also clearly spelt out on ARMAC's website and Facebook. ARMAC will also initiate a factual/comparative study between the roles of ARMAC and CMAA/CMAC to ensure that ARMAC's work will complement that of the existing mine action organisations in Cambodia and other affected AMS. The study will be conducted in early 2019.

ARMAC's Booth during the National Mine Action Conference in Cambodia, 16-17 May 2018



## WORK PLAN 2019 - 2021

In order to carry out its mandate and functions, ARMAC developed and implemented its Work Plan 2017-2018. The majority of the Work Plan 2017-2018 is now carried over to the new Work Plan 2019-2021, which also includes additional activities. The Work Plan 2019-2021 is designed to ensure that by the end of 2021, ARMAC will have built its reputation and put in place some significant and sustainable projects/programmes to fulfil its mandate and functions. Development, implementation and monitoring and evaluation of this new work plan will follow the principles 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 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 ASEC has been developed. On an annual basis, as an accredited ASEAN entity, ARMAC will also report to ASEAN SOM Leaders 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 accounts are enhanced	Enhance the design of website and social media page/account	x	x	x
√		√	Articles on the dangers of mine/ERW are shared/published on social media, website, print media (magazine, newspaper...etc.) or/and other media channels	Produce or search for articles	x	x	x
				Share/publish the articles	x	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	x
				Develop message and/or create side event to raise awareness on the dangers 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	x		
				Call for and select applications of ASEAN university students	x		
				Organise the study visit and produce content	x		
√		√	To promote April 4 <sup>th</sup> as an ASEAN 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	x
				Organise the event or/and publish the article	x	x	x
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	x	
				Develop the concept note and list of proposed members		x	
	√		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	

Mandate			Outputs	Activities	Timeframe		
1	2	3			2019	2020	2021
Objective 3: To promote cooperation among AMS regarding the integrated approach to victim assistance <sup>1</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	x
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	x
				Identify medical institution/practitioner as a partner for relevant project/programme	x	x	x
				Formulate proposal for relevant project/programme and submit to potential donor for funding	x	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

<sup>1</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 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>2</sup>	Formulate and submit proposal to potential donor for funding the conference	x	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	x
				Organise the exchange programme	x	x	x
√	√	√	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	x
				Organise the event	x	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	x
				Identify expert institution/expert as a partner for the training programme	x	x	x
				Formulate and submit the proposal to potential donor for funding the training programme	x	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 AMS							
√	√	√	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	x
				Identify expert institution/expert as a partner for relevant project/ programme	x	x	x
				Formulate and submit the proposal to potential donor for funding the project/programme	x	x	x
				Implement the project/ programme		x	x

<sup>2</sup>. Some activities across all mandate areas under the Work Plan 2017-2018 which aim to promote/organize 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 research and development							
√	√	√	Baseline survey to take stock of the achievements made by national programmes across the ASEAN region is conducted by ASEAN academic institution/ research centre and shared among AMS	Identify expert institution/expert as a partner to conduct the survey	x		
				Formulate and submit the proposal to potential donor for funding the survey	x		
				Conduct the survey	x	x	
√	√	√	Research on relevant topic is conducted by the ASEAN academic institution/research centre and shared among AMS	Identify ASEAN academic institution/research center as a partner to conduct research	x	x	x
				Identify the research topic	x	x	x
				Formulate and submit the proposal to potential donor for funding the research	x	x	x
				Conduct the research and share the research paper	x	x	x
√	√	√	Technology exhibition is organised to generate more R&D interests from ASEAN universities on the subject matter	Formulate proposal and submit to potential 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 submission to potential donor is provided by ARMAC upon request	Assist to formulate the project/ programme proposal and submit to potential donor	x	x	x
√	√	√	Technical assistance in project/ programme implementation is provided by ARMAC upon request	Provide technical assistance upon request, subject to available man power and expertise	x	x	x

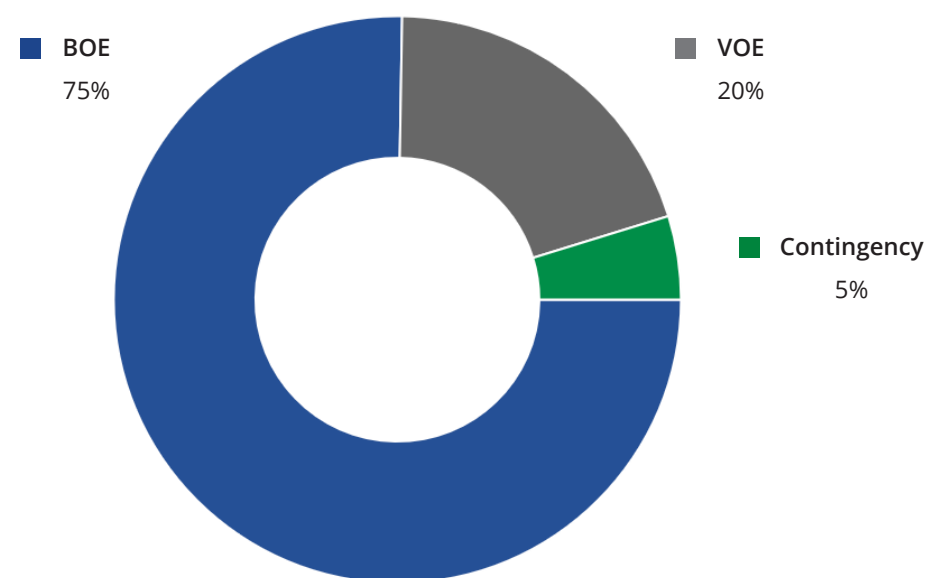


## 2019 ANNUAL BUDGET

The 2019 Annual Budget was endorsed by the SC at the 8th Meeting of the SC of ARMAC. The total budget is USD 260,373.75.

As 2019 is considered the second operational year for ARMAC, its budget should have been higher due to increased activities when compared to 2018. However, based on the actual 2018 budget utilisation and efforts to achieve cost efficiency, the total 2019 Annual Budget is USD 15,096.90 lower than the total 2018 Annual Budget.

The following pie chart shows the 2019 Annual Budget by main budget items:



No	Description	Budget
<b>I.</b>	<b>Basic Operating Expenditure (BOE)</b>	<b>195,975.00</b>
I.A	Staff Salary	
I.B	Staff Benefits and Other Personnel Related Expenses	
I.C	Property and Vehicle Insurance	
I.D	Web Hosting and Staff Phone Card	
I.E	Public Utilities	
I.F	Audit and Administration Expenses	
I.G	Maintenance and Repairs	
I.H	Stationery, Internet, Media and Publication	
I.I	Fuel	
<b>II.</b>	<b>Variable Operating Expenditure (VOE)</b>	<b>52,000.00</b>
II.A	Meeting Costs	
II.B	Travel, Accommodation and Staff Development	
II.C	Other Administrative Costs	
II.D	Fixed Assets and IT Software	
<b>III.</b>	<b>Contingency</b>	<b>12,398.75</b>
<b>I+II+III</b>	<b>Total</b>	<b>260,373.75</b>





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