The Jordanian National Committee for Demining and Rehabilitation

Training Packages

2012-2013

Table of content

Background:

The Jordanian National Comity for Demining and Rehabilitation (NCDR) plays an important role for the benefit of fraternal and friendly countries of the accumulated experience its staff has since NCDR adopted a project for training in the senior management of mine action in coordination and cooperation with James Madison University of America, where it has been held three training courses on the management of mines.

In the same field, a course was held for the countries of the region in the field of quality management to the work of mine, and for the first times in the region such courses to be implemented in Arabic.

NCDR works for the elimination of mines, explosive remnants of war and any other explosive hazards. NCDR provides advice and capacity development support in all areas related to mine action by applying research, disseminates knowledge and best practices and develops standards.

NCDR Training:

Introduction:

In cooperation with its partners, NCDR established its training packages to support national and local authorities in affected countries to effectively and efficiently plan, coordinate, implement, monitor and evaluate safe mine action programmes, as well as to implement the Anti-Personnel Mine Ban Convention law. NCDR follows the humanitarian principles of humanity, impartiality, neutrality and independence .

NCDR training plays a role in narrowing the gaps between research, lessons learnt and practice. It promotes evidence-based policies, develops standards and enhances professionalism, making mine action faster, cheaper, safer, more effective, sustainable and inclusive.

We are adapting advanced training techniques, methodologies and technology. We believe that learning by doing is the most effective approach, so as a part of our training services we follow up with our trainees in their field of work to make sure that they implement the new knowledge in the right way.

Packages:

The following is a an overview of the training packages NCDR has and ready to conduct in most areas in mine action, those packages are ready to be implemented in Arabic language which gives NCDR the lead in this area being the only party to be held this program in a language many of the countries affected significantly at the moment.

NCDR Training Package	
Main Area	**courses**
Operations in Mine action	5. Basic demining
	6. Basic QA, QC Team leaders
	7. Non-Technical Survey
	8. Technical Survey
ERW Reconnaissance	10. Desk assessment study.
	11. Questionnaire forming.
	12. SOP writing.
	13. Non-technical ERW Survey.
	14. GPS.
	15. GIS.
	16. Design questionnaire summary reports.
	17. Data Analysis.
	18. ERW Survey QA/QC.
Risk Education	7. Raising awareness.
	8. Awareness of the Risk of mines and ERW
	9. MRE teams' preparation.
	10. Community Liaisons.
	11. RE Quality Management.

12. Managing Knowledge, Attitude and Practice (KAP) Surveys.

Courses overview:

Operations in Mine action					
No.	**Course name**	**Required time**	**Course Description**	**Subjects covered**	**Previous participants qualifications**
1	**Basic demining**	Three weeks	This course is designed to qualify participants as a manual Deminer, by using metal detectors and excavation methods, Including theoretical information about arming and disarming of mines, using detectors and excavation methods in demining, with practical exercises in the field in a similar ground and circumstances and using manual tools , no previous qualifications is required.	• Explosives. • Explosion theory. • Humanitarian demining. • Introduction to mines and demining. • Arming and disarming of mines. • Metal detectors techniques. • Excavation techniques. • Practical exercises in metal detectors techniques and excavation. • PPE s. • Manual demining tools. • Theoretical and practical exam.	Willing to work in demining.
2	**Basic QA, QC Team leaders**	Two weeks	This course is designed to qualify participants as a manual demining Team Leader, by using metal detectors and excavation methods, supervises the demining team, quality management on his team, mines disposal coordination with local authorizes and demining Project superiors.	• Humanitarian demining. • Introduction. • Detectors and Excavations techniques. • Quality management. • SOPs. • Safety and medical evacuation. • Team leader responsibilities. • Team work	• Used to work in demining Projects as a Deminer at least. • Has knowledge of the concept of humanitarian demining.

				approaches. • Case study.	

Operations in Mine action					
No.	**Course name**	**Required time**	**Course Description**	**Subjects covered**	**Previous participants qualifications**
3	**Non-Technical Survey**	One week	This course is designed to qualify participants as a Non-Technical Survey technician, which is to gain the technical necessary information to further clearance operations or to conduct Technical Survey or to release suspicious land through the methods of collecting ,analyzing and documenting information .	• Non-Technical Survey principles. • Quality and sores of information. • Non-Technical Survey team. requirements • Non-Technical Survey reports. • Non-Technical Survey outputs. • Information analysis.	• Used to work in demining Projects as a Deminer at least. • knowledge about collecting and documenting information. • knowledge of the concept of humanitarian demining. • Able to communicate with locals for obtaining required information.
4	**Technical Survey (TS)**	Two weeks	This course is designed to qualify participants as a Technical Survey technician, which is to gain the technical necessary information for further clearance operations by using the appropriate demining assets for the nature of land and threat.	• Introduction. • Deference between Technical survey and clearance. • TS assets Manual • TS assets Mechanical • TS assets MDD • TS for UXOs. • Reports and outputs • Case study	• Was a Deminer at least. • Knowledge in Non- TS. • concept of humanitarian demining. • Familiar with demining assets deployment.

ERW Reconnaissance					
No.	**Course Name**	**Time needed**	**Course Description**	**Subjects**	**Participant Qualifications**
1	**Desk assessment study**	One day	Collecting preliminary data	• Communication with the related institutions, organizations and authorities to gain the available information related to the survey subject, in order to establish the survey core data which would lead us to the survey best methodology and preliminary reports.	• College or university degree preferably in the field of social science or related humanistic science, or having previous solid experience as a researcher. • Previous experience in conducting Desk Assessment
2	**Questionnaire forming**	Two days	Preparing Questionnaires according the desired output, and training on testing them in the field and making necessary amendments.	• Collecting all needed information from the field. • Putting down the questionnaire questions and suggested expected answers in a drop list format. • Training on using the questionnaire by the surveyor. • Testing the questionnaire in the field and amending it accordingly.	

ERW Reconnaissance					
No.	**Course Name**	**Time needed**	**Course Description**	**Subjects**	**Participant Qualifications**
3	**SOP writing**	One week	Enable the participants to generate detailed SOP for any ERW related actions.	• ERW Concepts and terminology • Survey principles • Personnel (training, duties and responsibilities) • Logistics (equipments, transportation, tele-communication and all related administrative manners such as leaves) • Stockholders & partners cooperation • Risk analysis and management • Safety procedures and precautions • Accidents and evacuation • Operational process • Reporting • QA/QC	• Fully experienced in the field • Has very good writing skills • Has comprehensive overview about the project.

ERW Reconnaissance					
No.	**Course Name**	**Time needed**	**Course Description**	**Subjects**	**Participant Qualifications**
4	**Non-technical ERW Survey**	Four weeks	• Introducing the participants to the meanings and concepts of ERWs • To know the concepts and meanings of identifying the type of ERWs • To identify the risks of each ERW separately • Safe reconnaissance to report any ERW • To imagine the risks of the ERW impact in the surrounding neighborhood. • To know the safety measurement of these ERWs • To decide the proper procedure of disposing it • To clear any impact resulting by its existence in its place.	• Introduction to the science of explosives and its definitions. • Classifying the explosives, its characteristics and types. • The materials used in disposing procedures • Disposing processes • General Safety precautions when dealing with explosives • General classifications of Ammunitions according to risk level. • Introduction into ERWs and its definitions. • Powers of arming and starting the fuse. • Munitions electrical switches and circuits • Land ammunitions (projectiles, mines, and grenades), distinguishing them and safety precautions when dealing with them. • Air munitions (bombs, guided missiles, distinguishing them and safety precautions	A high school certificate Computer literate knows English language

				when dealing with them. • Naval munitions (naval mines, torpedoes), distinguishing them and safety precautions when dealing with them. • Buried munitions and the right procedures of dealing with them • The safety precautions and measures when dealing with ERWs (according to its types). • The general safety precautions when dealing with • Calculating the safety distances for ERWS. • Reconnaissance and documentation of information related to ERWs with the assit of using computer softwares and applications • A glance into the methods of dealing with ERW and disposing its risks.	

ERW Reconnaissance					
No.	**Course Name**	**Time needed**	**Course Description**	**Subjects**	**Participant Qualifications**
5	**GPS**	Three days	• Understand the operational method of the GPS and its usages: • Capturing coordinates, routes, elevations, in addition to dealing with the related software and combination between GIS and GPS	An introduction to GPS What is GPS? Capturing Coordinates Routes and tracks Go to function Speed and Elevation Calculating distance, length, parameter Practical software training on MapSource and DNR Garmin	Computer literate Knows English
6	**GIS**	One week	Enable the participants to use the GIS softwares in generating digital maps which are related to mine/UXOs suspected hazardous, areas (SHAs), Geo-analysis and queries. In addition to creating thematic maps using different methods.	• **Introduction to GIS** GIS components GIS functions GIS implementations Data sources and types GIS softwares • **ArcGIS software** GIS as a system ArcGIS applications and license levels GIS data representation Tables and queries Spatial data editing Coordinate systems Spatial/tabular data combination Layouts/reports and charts Review and practical exercises • **Compass and Range finder** Measuring bearing and distance Bearing and distance calculations using ArcGIS	• Computer literate • Knows English

ERW Reconnaissance					
No.	**Course Name**	**Time needed**	**Course Description**	**Subjects**	**Participant Qualifications**
7	**Design the questionnaire summary**	One day	Arrive at the outcomes of the survey questionnaire smoothly	• Identification for the information needed in data analysis	• College or university degree

	reports			• Questions writing which leads to the needed information • Design reports apply to all types of questionnaires whether social or technical.	preferably in statistics or having previous solid related experience.
8	**Data Analysis**	Two days	Arriving at statistical information	• Design special tables and connection of the different but related survey data with each other by contrast and comparison method to arrive at statistical information which can be represented in charts, tables and diagrams • Training on using Ms. Excel application to arrive at the desired charts, tables and diagrams.	• College or university degree preferably in statistics or having previous solid related experience.

ERW Reconnaissance					
No.	**Course Name**	**Time needed**	**Course Description**	**Subjects**	**Participant Qualifications**
9	**ERW Survey QA/QC**	One week	Enable the participants to control the work processes and supervise all the survey stages according to the SOPs. In addition, QA/QC activities include enriching the survey and improving it through sound advice and right direction and through retribution.	• activate the SOPs. • Ensure that the information are proper and enough • Highlight the points of accuracy, logic, and weakness in the overall survey process • How to right QA/QC reports and its recommendations • How to supervise the activities and prepare training activities	• Experience personnel in their field of specialization.

Risk Education					
NO.	**Course Name**	**Time needed**	**Course Description**	**Subjects**	**Participant Qualifications**
1	**Raising awareness.**	One week	MRE refers to activities which seek to reduce the risk of injury from mines and explosives remnants of war (ERW) and aims to bring about sustainable behavioral change by raising awareness and promoting behavioral change -	• Introduction to 5 pillars of Mine Action • Mines and ERW definitions • Clearance Ops & QM • Victim assistance & Surveillance • MRE and other mine action and development sectors • Needs and capacities assessment in RE • Affected areas and target population • Coordination and reporting • Monitoring and evaluation • Planning process • Developing messages and material • Communication / training techniques • Introduction to Community liaison	• Computer literate. • Familiar with the local language. • Mine/ERW problem and mine operations. • Public communication, training and reporting skills. *This is a training package is for staff members newly recruited to work on the ERW/ RE project*

Risk Education					
NO.	**Course Name**	**Time needed**	**Course Description**	**Subjects**	**Participant Qualifications**
2	**Awareness of the Risk of mines and ERW**	Two days	Dissemination of information to residents of areas affected by the existing of mines and ERWs to reduce the risk of these mines and the adoption of proper behavior	• Introduction to mine action organizations. • Definition of all types of mines and explosive remnants of war • Definition of dangerous areas and warning signs. • Proper behavior • Reporting on incidents and the transfer of awareness messages to others. • Myths about mine (wrong stories about mine).	• Computer literate. • Familiar with the local language. • Inter-personnel skills. • Able to work unsupervised • communication techniques an advantage • Background in mine action and/or community development an advantage. • Good reporting skills

Risk Education					
NO.	**Course Name**	**Time needed**	**Course Description**	**Subjects**	**Participant Qualifications**
3	**MRE teams' preparation**	Three days	The formation of outreach teams and how to activate the work of field officers with the means of communications. Training on teamwork How to use technology	• Types of MRE teams • Assigned duties • goals Communication skills • Teamwork	Raising awareness is a pre course.
4	**Community Liaisons**	One week	Refers to a process designed to place the needs and priorities of mine affected communities at the center of the planning, implementation and monitoring of mine action Projects	• Provide basic training for the participants • Provide skills to contact local communities.	Depending on the mother organization as this training is designed for operational mine action organizations and MA partners such as Police, Civil defense and army.

Risk Education					
NO.	**Course Name**	**Time needed**	**Course Description**	**Subjects**	**Participant Qualifications**
5	**RE Quality Management**	One week	Make sure that all the activities are running as planned and up to the desired standards	• Introduction to QM and how it is related to RE activities. • Communication techniques. • Types of evaluation forms. • What is to measure and how by setting our own forms. • Dealing with collected data. • Writing our QA report.	• Some back ground in evaluation techniques.
6	**Managing Knowledge, Attitude and Practice (KAP) Survey.**	One week	How to prepare a KAP survey for any activity.	• What is a KAP survey and what is the purpose of using it?? • Take on the project and define • the survey objectives. • Draw up the protocol. • How to know what type • of questions to choose? • Draft the questionnaire. • Implement the KAP survey. • Analyze the data.	• Good back ground in QM and evaluation
