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C.M.A.A**

Cambodian Mine Action Standards (CMAS 22)

Gender and Diversity Mainstreaming in Mine Action

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Foreword

International standards for humanitarian demining were first proposed by working groups at an international technical conference in Denmark in July 1996. Criteria were prescribed for all aspects of demining; standards were recommended and a new universal definition of “clearance” was agreed. In late 1996, the principles proposed in Denmark were developed by a United Nations-led working group and the International Standards for Humanitarian Mine Clearance Operations were developed. A first edition was issued by the United Nations Mine Action Service (UNMAS) in March 1997.

The scope of these original standards has since been expanded to include the other components of mine action and to reflect changes to operational procedures, practices and norms. The standards were re-developed and renamed as International Mine Action Standards (IMAS) with the first edition produced in October 2001.

The Cambodian Mine Action and Victim Assistance Authority (CMAA) has the responsibility for the development, revision and maintenance of effective Cambodian Mine Action Standards (CMAS) based on the IMAS and best practices. The CMAS set minimum requirements and provides a regulatory framework for mine action operators to develop Standard Operating Procedures (SOP) to ensure safe, effective, efficient and practical mine action activities. The first CMAS was developed in 2005.

CMAA initiates the development of CMAS in consultation with relevant mine action operators to ensure practicality. When a CMAS is drafted, the CMAA shares it with the CMAS Committee (led by the CMAA with relevant mine action operators as members) for their review and comments. The CMAA has the authority to make the final decision on the CMAS and the CMAA’s Secretary General approves all CMAS. The development and revision of the CMAS follow this process.

Gender and Diversity in Mine Action

Introduction

This standard aims to draw on key elements of existing national policy and legislation, relevant international and national good practices, other Cambodian Mine Action Standards (CMAS) and International Mine Action Standards (IMAS) to ensure that all Mine Action stakeholders are equipped to mainstream gender and diversity considerations across their programmes and operations.

Cambodia has been at the forefront of global Mine Action programming for over two decades. Much has already been achieved to ensure that the voices and perspectives of women, men, girls and boys as well as underrepresented groups such as persons with disabilities, indigenous communities and linguistic minorities, are equally included across in mine action.

This standard provides the fundamental principles of gender and diversity responsive programming to be adopted across the Cambodian mine action programme. These core principles, considerations and requirements shall then be operationalised by all operators and relevant stakeholders working in mine action in Cambodia.

In addition, this standard defines each stakeholder's expected roles and responsibilities, thus ensuring a shared approach, ultimately enhancing gender and diversity mainstreaming at all levels of the sector. Strategic level guidance is offered for three critical stakeholder groupings:

1. Relevant ministries and national institutions of Cambodia,
2. National and international operators and implementing partners, and
3. Donors and other funding institutions.

This standard therefore blends policy and practice to ensure that gender and diversity responsive programming is adopted and maintained.

1. Scope

This standard details core gender and diversity minimum requirements for stakeholders involved in mine action activities in Cambodia. CMAA expects that these areas be given adequate time and resources to ensure that gender and diversity good practices are adopted at all levels of mine action.

2. Normative References

Normative references important documents to which references is made in this standard or which form part of the provisions of this standard. The normative references are as follows:

- CMAS 03: Monitoring of Mine Action Operators
- CMAS 14: Baseline Survey
- CMAS 15: Land Release
- CMAS 17: Information Management
- CMAS 19: Quality Management in Mine Action
- CMAS 21: EOORE
- Neary Rattanak V Strategic Plan 2019-2023
- National Mine Action Strategy (2018-2025)
- UN Gender Guidelines for Mine Action Programmes
- 2022 Guidelines on Gender Mainstreaming in Mine Action in Cambodia

3. Terms and Definitions

General terms used in this standard are explained below. All terms are taken directly from the United Nations Mine Action Service (UNMAS) *Gender Guidelines for Mine Action Programmes*, 3rd edition (2019), except where noted otherwise.

Gender refers to the roles, behaviours, activities, and attributes that a given society at a given time considers appropriate for women, girls, boys and men. Gender is socially constructed and thus changes in relation to location and time. Gender is not a synonym for women; it is about the power relations between women and men, as well as among women and men. Gender is part of the broader socio-cultural context, including other dimensions such as age, race, ethnic group, class, etc.

Diversity refers to identity characteristics such as age, race, ethnicity, language, religion, disability, sexual orientation, literacy, displacement status, socio-economic status, and rural/urban location. A good understanding of diversity enables the use of an intersectional approach where different diversity aspects are seen overlapping and creating interdependent systems of discrimination (Neary Rattanak V).

Gender equality refers to the principle of non-discrimination on the basis of gender and goals so that men, women, boys and girls have the same opportunities, values, resources and interests in the family, community, institution and society.

Gender mainstreaming refers to strategies and mechanisms to respond to gender inequality in policies, areas, programs, documents, legal norms, institutions and families, etc.

Gender-sensitive is an approach to mine action that takes into consideration the different impact of landmines/ERW have on men, women, boys and girls. The ultimate aim of gender sensitive mine action is to conduct mine action in such a way that respects and is based on gender equality, see IMAS 04.10.

Mixed Gender Teams contain at least one man and one woman. In some circumstances, it may be necessary to deploy all-women and all-men teams separately; this should be determined based on the findings of the gender and diversity analysis. Where possible, however, mixed gender teams are preferable, especially for teams with a community-facing role.

Safeguarding is the responsibility that organizations have to make sure their staff, operations, and programmes do no harm to children and vulnerable adults, and that they do not expose them to the risk of harm and abuse. Protection from sexual exploitation and abuse (PSEA) and child protection fit under the term “safeguarding”.

Zero-tolerance means an organization shall make it clear that harassment will not be tolerated and will be dealt with seriously.

- **'shall'** is used to indicate requirements, methods or specifications that are to be applied in order to conform to the standard;
- **'should'** is used to indicate the preferred requirements, methods or specifications; and
- **'may'** is used to indicate a possible method or course of action.

4. Gender and Diversity Requirements and Considerations

4.1. Gender and Diversity Mainstreaming Principles

Mine action stakeholders should apply the following principles to their work in Cambodia to the greatest extent possible:

- Plan, implement and report mine action operations in an inclusive manner, sensitive to gender and diversity considerations.
- Implement a zero-tolerance approach to Sexual Exploitation and Abuse (SEA) through implementation of a Protection from Sexual Exploitation and Abuse (PSEA) system which effectively protects staff and beneficiaries.
- Strive to create gender balance in all areas and at all levels of the workplace.
- Ensure that all individuals, regardless of gender or identity have equal access to the benefits of Mine Action.

4.2. Specific Requirements and Considerations

The following minimum requirements and considerations are applicable to all mine action stakeholders in Cambodia.

4.2.1. Planning and Prioritisation

When planning mine action activities, CMAA, Provincial Mine Action Committee (PMAC), Mine Action Planning Unit (MAPU), mine action operators and stakeholders shall consider:

- Encourage the participation of all genders at all levels of programming as well as appropriate representation from underrepresented groups including persons with disabilities, indigenous communities and linguistic minorities.
- Consider the distinct needs and priorities of individuals from diverse backgrounds when prioritising areas for clearance.
- Ensure a zero-tolerance policy is upheld as part of a safeguarding policy.
- Value priorities of women and men equally in prioritization and planning process

4.2.2. Non-Technical Survey, Technical Survey and Clearance

In relation to *Non-Technical Survey, Technical Survey and Clearance* operators shall:

- Provide separate onsite accommodation for women and men in any field-based accommodation (camps, field bases).
- Disaggregate all data on key informants, survey participants, accident victims, and beneficiaries by sex, age, and disability.
- Ensure that survey teams possess sufficient resources, skills, knowledge, and capabilities (including language skills) to communicate effectively with all potential sources of information.
- Ensure that NTS, TS and clearance processes are accountable to affected communities.

In relation to *Non-Technical Survey, Technical Survey and Clearance* operators should:

- Ensure that all deployed teams are mixed gender.
- Provide appropriate latrines and washing areas for women and men working in any field-based accommodation (camps, field bases).
- Consider different approaches such as an open focus group discussions, household visits, and separate meetings with women and men where necessary to increase participation.
- Ensure that NTS, TS and clearance processes are inclusive.

4.2.3. Explosive Ordnance Risk Education

In relation to *Explosive Ordnance Risk Education (EORE)* operators shall:

- Ensure that EORE teams possess sufficient resources, skills, knowledge, and capabilities (including language skills) to communicate effectively with all potential beneficiaries.
- Ensure that all EORE materials are available in locally understood languages.
- Ensure that EORE interventions are conducted at times and locations that are appropriate and accessible for the targeted groups (including women, girls, boys, men, and persons with disabilities).
- Field test materials with specific target groups such as women, girls, boys, men, and persons with disabilities.
- Conduct a gender and diversity context analysis to identify the target group and their vulnerabilities before conducting EORE.
- Tailor the message to the known risky behaviors of the audience, which may vary between women, girls, boys, and men.
- Ensure materials, do not rely totally on written communication, especially in contexts where literacy is poor, and favor communication with images.

In relation to *Explosive Ordnance Risk Education* operators should:

- Gather and analyse sex, age and disability disaggregated data as part of a needs assessment on the attitudes and behaviours of women, men, girls and boys and their knowledge of Explosive Ordnance (EO) threats to inform EORE interventions.
- Ensure that all deployed EORE teams are mixed gender (i.e. comprised of at least one man and one woman).
- Consider recruiting EO accident survivors as risk educators.
- Use different styles of presentation for different audiences to increase participation.

4.2.4. Victim Assistance

In relation to *Victim Assistance (VA)* stakeholders shall:

- Ensure the deployment of both men and women counsellors in the delivery of psychosocial support to man and women survivors as appropriate.
- Ensure the collection of sex, age and disability disaggregated data on casualties, survivors' injuries, needs and access to services.

In relation to *Victim Assistance* stakeholders should:

- Refer victims to accessible and inclusive VA services which respond to their needs.
- Ensure the deployment of mixed gender staff in the delivery of physical rehabilitation services.

- Identify the best time, location and channels to access women, men, girls and boys survivors, persons with disabilities, and indirect victims for service provision.
- Utilize of the Washington Group Short Set (WGSS) in order to improve disability data collection within mine action.
- Ensure separate facilities for women and men when needed to preserve privacy.

4.2.5. Community Liaison

In relation to *Community Liaison* stakeholders shall:

- Ensure that Community Liaison teams possess sufficient resources, skills, knowledge, and capabilities (including language skills) to communicate effectively with affected communities.

In relation to *Community Liaison* stakeholders should:

- Ensure that all community liaison activities shall be conducted during times, at venues and using modes of communication that are convenient and appropriate for the targeted groups (including women, men, girls, boys, and persons with disabilities)
- Ensure that all deployed Community Liaison teams are mixed gender (i.e. comprised of at least one man and one woman)
- Ensure that mine action programmes address community needs and priorities and involve community members including women, girls, boys, and men, and including those from vulnerable groups in the setting of priorities as a means of informing design, implementation, monitoring, and evaluation of mine action operations.

4.2.6. Safeguarding

In relation to *Safeguarding*, stakeholders shall:

- Have a written policy and procedures on safeguarding covering Protection from Sexual Exploitation and Abuse (PSEA) and harassment.
- Establish a complaint and reporting mechanism at organizational level (internal) and for community members (external) who have experienced SEA from a mine action operator, and clear guidelines on how to handle reported cases.
- Train and provide refresher training to staff on safeguarding policies to promote expected standards of conduct and ensure zero tolerance for sexual exploitation and abuse within organization.
- Adopt clear internal code of conduct that states acceptable and non-acceptable behaviour.
- Include flexible work arrangements during pregnancy, such as the possibility of lighter duties, and flexible working schedules for the breastfeeding period as part of maternity provisions.

In relation to *Safeguarding*, stakeholders may:

- Report safeguarding concerns to CMAA in the event that safeguarding concerns are unaddressed by organisational safeguarding policies.
- Have relevant policies that demonstrate commitment to non-discrimination, gender and equality.

4.2.7. Employment

In relation to *Employment*, stakeholders should:

- Act to create gender balance in all areas and at all levels of the workplace
- Have transparent recruitment policies in place
- Offer equal training opportunities to staff regardless of gender, age, and other diversity characteristics and consider their needs for the location, time and accessibility.
- Identify the implicit and explicit barriers to women working in operational and support roles in mine action, including any national laws relating to women's employment.
- Establish an objective and strategy to aim for gender balance in staff, in both managerial and operational positions.
- Have gender-balanced interview panels and clear and transparent criteria for assessing candidates.

4.2.8. Other considerations

- Mine action operations may occur in locations where there are areas of cultural, historical or religious significance. Where this occurs, mine action operators should take all practicable steps to understand, respect, work with any local traditions, beliefs or cultural practices/norms.
- All relevant gender and diversity mainstreaming measures detailed in CMAS, SOPs, task orders or other documents shall be fully and effectively implemented during mine action operations and shall be confirmed to be completed before land is handed over and/or the operator departs any mine action worksite.

5. Responsibilities

5.1. The CMAA

- Shall coordinate with national/international stakeholders to support/improve gender and diversity mainstreaming measures, and identify and address gaps within the mine action programme.

- As part of the Quality Management process, shall promote equal participation in and access to mine action activities and victim assistance services for women, men girls and boys which address their different needs appropriately.
- As part of the Quality Management process, shall monitor the participation of women, men, girls and boys in mine action activities and victim assistance services and that their different needs are addressed appropriately.
- Shall periodically review and maintain Guidelines on Gender Mainstreaming in Mine Action in Cambodia as needed.
- Shall disaggregate by sex, age and disability all data related to people.
- Shall designate Gender Focal Points (GFPs) to be responsible for their internal gender and diversity programming.
- Should have adequate resources are allocated to enable effective alignment in accordance with the Guidelines.
- Should ensure that employees are suitably trained and have a clear understanding of their roles and responsibilities on relevant policy related to gender and diversity mainstreaming.
- Should ensure that documentation relating relevant policy related to gender and diversity mainstreaming is readily available, including minority ethnic languages where required for effective communication, and is kept up to date.
- Should ensure management of gender and diversity aspects are incorporated into internal SOPs and other relevant documentation.
- Should review all CMAS to ensure gender and diversity mainstreaming aspects included.

5.2. PMAC and MAPU

- MAPU shall incorporate gender aspects into mine action progress report.
- Should ensure that the preparation and development of annual mine/ERW clearance plan takes into account gender mainstreaming and diversity, ensuring the participation of women, men and people with disabilities at all levels.
- Should ensure the post clearance monitoring involves women, men, boys, girls, and people with disabilities.

5.3. Mine Action Operators

- Should prepare, maintain, and update technical SOPs and Human Resources policies to include best practices on gender and diversity.
- Should ensure employees are trained to understand the importance of gender and diversity programming and their corresponding rights and responsibilities.

- Should develop and submit project proposals and work plans which incorporate the Guidelines on Gender Mainstreaming in Mine Action in Cambodia and wider national and international best practice.
- Should have an internal policy/guideline setting out how gender and diversity planning and practice is incorporated into their programme, operational and wider management systems.
- Should promote knowledge, awareness and competence on gender and diversity through learning and development.
- Should ensure the continued effectiveness, suitability, and alignment of each organisation's standards in respect of gender and diversity mainstreaming best practice.
- All data collected by national and international operators relating to people shall be disaggregated by sex, age and disability at a minimum.
- Should allocate adequate resources to enable effective alignment in accordance with the Guidelines on Gender Mainstreaming in Mine Action in Cambodia.
- Should ensure that employees are suitably trained and have a clear understanding of their roles and responsibilities on relevant policy related to gender and diversity mainstreaming.
- Should ensure that documentation relating relevant policy related to gender and diversity mainstreaming is readily available, including minority ethnic languages where required for effective communication, and is kept up to date.

5.4. Donors or other Stakeholders

- Should assess whether all selected implementing partners adequately meet the requirements set out in section 4 of this standard along with their own gender and diversity strategies, policies, or visions.
- Should allow implementing partners to include sufficient financial provision in proposal budgets to provide for necessary safeguards, capability, training, and materials required for gender and diversity mainstreaming.

Phnom Penh, 9 September 2024

**Senior Minister, in Charge of Special Mission
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Dr. Ly THUCH