

# **Portfolio of Mine Action Projects: Guidelines for Preparation and Updating**

June 2007

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## 1. What is the Portfolio of Mine Action Projects?

The **Portfolio of Mine Action Projects (Portfolio)** is a resource tool and a reference for donors, policy-makers, advocates, national and international mine action implementers. The country-specific proposals contained in the Portfolio reflect the strategic response developed in the field to the problem of landmines and explosive remnants of war (ERW).<sup>1</sup>

**The Portfolio supports resource mobilisation** for mine action projects by presenting regular updates twice a year to the donor community on funding needs and funds obtained.

**The Portfolio is an advocacy** tool for those seeking to raise greater awareness of the mine and explosive remnants of war (ERW) problem globally and in specific countries, and for those urging the prioritization and funding of projects that will ensure compliance with relevant international obligations, including the Anti-Personnel Mine Ban Treaty (APMBT) and Additional Protocols II and V of the Convention on Certain Conventional Weapons (CCW).

The process of compiling and updating the Portfolio requires **consultation and coordination in the field among stakeholders**, thus fostering better coordinated programme implementation.

Relevant Portfolio projects are integrated into annual Humanitarian Appeals, including Consolidated Appeals Process (CAP), Work Plans, and Action Plans, coordinated by the UN Resident Humanitarian Coordinator, thus ensuring that **mine action is mainstreamed into humanitarian programming and budgeting**.

## 2. Who is involved in preparing the Portfolio?

- **The Country Portfolio Team** is the in-country Portfolio consultative body comprised of *appealing agencies, implementing partners, and local donor representatives*. The Team is chaired by a *Country Portfolio Coordinator (CPC)* and should:
  - Meet and consult regularly to set out strategic and operational priorities and prepare project and country submissions for the annual Portfolio according to agreed timelines.
  - Provide funding updates to the CPC in a timely manner.

The **Country Portfolio Coordinator**<sup>2</sup> is generally an individual from the national authority or the UN (typically, UNDP, UNMAS, or UNICEF) whose role is to:

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<sup>1</sup> Mine action projects in the Portfolio are organized along the following thematic pillars:

-**Landmine and explosive remnants of war (ERW) clearance**: projects including technical survey, mapping, marking, clearance, post-clearance documentation, community mine action liaison and the handover of cleared land.

-**Mine risk education**: projects including educational activities which seek to reduce the risk of injury from landmines and ERW by raising awareness and promoting behavioral change and which focus on public information dissemination, education and training and community mine action liaison.

-**Victim assistance**: projects including rehabilitation and reintegration.

-**Stockpile destruction**;

-**Advocacy: projects** in support of a total ban on anti-personnel landmines; and which promote the development of, and compliance with, international legal instruments relating to landmines and ERW, and promote the rights of affected people.

-**Global projects**; and

-**Multiple**: projects extending over more than one pillar and/or involves mine action coordination activities, as with national centers.

<sup>2</sup> The CPC contact list is regularly updated on the [www.mineaction.org](http://www.mineaction.org) website.

- Establish a **Country Portfolio Team** involving all relevant agencies, in accordance with the United Nations Inter-Agency Policy and lead Team consultations to (i) oversee the annual Portfolio development process; (ii) ensure that consensus is achieved amongst mine action stakeholders on projects to be submitted that would support the overall strategic and operational requirements, as determined by the national plan for mine action; and (iii) coordinate submission of regular funding and substantive updates.
- Facilitate regular liaison with **in-country donor representatives**, including inviting them to participate in Country Portfolio Team meetings, as appropriate.
- Work with appealing agencies and implementing partners, when relevant, to compile substantive and financial project submissions into a comprehensive **country submission**, ensuring accuracy and consistency.
- Use the online data entry and submission system called "**Automated Portfolio (AP)**". This is a NEW procedure which will be implemented for the preparation of the "Portfolio of Mine Action Projects 2008".
- Submit completed annual Portfolio country submissions to the **HQ Portfolio Team** in accordance with templates (see Annex 1, 2 & 3) and established timelines (as per section 3). With exception of Annex 3 "Project by Project Chart", all other required information will be submitted through the Automated Portfolio.
- Organize the annual **country launch** of the Portfolio publication to achieve wide dissemination and outreach to the donor community and other stakeholders.
- Submit regular, accurate **funding updates** to the HQ Portfolio Team on budget revisions, contributions received, and priority funding gaps (see section 5). **Submit updated project or funding information whenever appropriate to reflect a changing situation.**

**Appealing agencies** include national authorities, national and international NGOs, international organizations and United Nations entities with operational activities related to mine action and who **appeal for funding** through the Portfolio. Appealing agencies participating in the Country Portfolio Team should represent all pillars of mine action in the specific country or territory and should:

- Nominate a focal point to participate in Country Portfolio Team meetings.
- Draft **project submissions** per the Portfolio template (see Annex 2).
- Clear project submissions within their own organization prior to submitting them to the CPC for review.
- Contribute substantively to the drafting of **country background section** of the Portfolio (see Annex 1) compiled by CPC.
- Submit **project prioritisation and project funding updates** (as per Annex 3 and 4) to CPC in accordance with timelines under section 5.

**Implementing Partners** include national authorities, national and international NGOs, international organizations and United Nations entities, commercial companies, and military institutions that **conduct mine action operations and activities** on behalf of appealing agencies. Commercial companies and military institutions are encouraged to have their ongoing, already-funded projects

reflected in the Portfolio to ensure that the Portfolio constitutes a comprehensive reference tool. Implementing partners should:

- Contribute substantively to the drafting of the country background sections of the Portfolio (see Annex 1) compiled by CPC.
- Report contributions received bilaterally to the CPC to facilitate comprehensive financial tracking by the HQ Portfolio Team.

**Local Donor Representatives** are strongly encouraged to participate in the Country Portfolio Team to help ensure that proposed Portfolio projects respond to donor funding priorities and requirements. CPCs are encouraged to keep local donor representatives informed of the process.

- **The HQ Portfolio Team** is comprised of representatives from UNMAS, UNDP and UNICEF, meets in New York and is chaired by the **Global Portfolio Coordinator** (representative of UNMAS). Their role is to:
  - Coordinate the Portfolio development process (i.e. issuance of guidelines, review submissions by CPCs and conduct overall compilation) and ensure clear and accurate presentation of substantive and financial information.
  - Contribute substantively to drafting country summaries, as needed, to ensure that mine action is placed within a broader context. This involves liaison at HQ level with country-specific experts.
  - Coordinate the publication, dissemination and HQ launch of the Portfolio, and the uploading of the Portfolio as a full document, with an inter-active search function, on the [www.mineaction.org](http://www.mineaction.org) website.
  - Provide guidance and support to CPCs, including through trainings.

### 3. What is the process and timeline of the annual Portfolio publication?

Date	Task	Responsible
Early June	Disseminate Portfolio Preparation Guidelines to CPCs.	HQ Portfolio Team
Early July	Send reminder to CPCs; CPCs to begin consultations with the Country Portfolio Teams.	HQ Portfolio Team
June and July	Conduct trainings, as needed, for Portfolio Teams on preparation of the annual Portfolio submissions.	HQ Portfolio Team
Early August	Send second reminder of deadlines to CPCs	HQ Portfolio Team
End August *	Deadline for submitting project proposals and country backgrounds to the HQ Portfolio Team.	CPCs & Appealing Agencies
Mid-September	Approval of substantively reviewed project proposals and overviews.	CPCs & Appealing agencies
Early October	Final synthesis of the Portfolio and deadline to send document for printing.	HQ Portfolio Team
Mid-November	Publish and disseminate annual Portfolio	HQ Portfolio Team
End-November	Hold Portfolio launches in NY and in field and Upload onto E-MINE, <a href="http://www.mineaction.org">www.mineaction.org</a> .	HQ Portfolio Team & CPCs

\* The HQ Portfolio Team reserves the right to establish a final due date for submissions to be included in the *printed edition* of the annual Portfolio. The CPCs will be informed in advance. Submissions are welcome after the deadline but will only appear on the electronic version on E-MINE ([www.mineaction.org](http://www.mineaction.org)).

#### 4. How is the Portfolio disseminated?

- **Publication:** Every November, UNMAS publishes the annual Portfolio for the coming year in printed book format and as a CD-ROM.
- **Dissemination:** UNMAS distributes copies of the Portfolio book and CD-ROMs to all CPCs, members of the Country Portfolio Teams, donors, and other stakeholders and uploads the Portfolio on the www.mineaction.org website.
- **Launches:** The HQ Portfolio Team encourages CPCs in countries or territories that produce humanitarian appeals to synchronize the Portfolio launch with the CAP launch to gain greater publicity. The Team encourages CPCs to conduct their country launches simultaneously with other Portfolio countries and/or to organize regional launches.
- **Public Relations:** The Spokesperson of the UN Secretary-General launches the Portfolio book in his/her press briefing and various UN agencies issue press statements or deliver interviews to international and/or local news services.
- **Translation:** Country Portfolio Teams can consider translating their country-specific Portfolio text into local language(s). This would be managed locally.
- **Country-specific publications:** Country Portfolio Teams can consider reprinting their country-specific portion of the Portfolio without making any modifications to approved text. This would be managed locally.

#### 5. How is the Portfolio updated?

- **Initial electronic update** of the Portfolio is uploaded to E-MINE after the first quarter of each year (end March). Inputs are provided by Country Portfolio Team Members through the CPCs and include information on (i) new or cancelled projects, (ii) changes to existing budgets, and (iii) confirmed pledges and contributions. (see Annex 3) Electronic updates are also welcome on an ad hoc basis. \*
- Progress reports are compiled at mid-year (**Mid-Year Review**) and end-of-year (**End-Year Review**). (see Annexes 3 and 4) CPCs are encouraged to provide relevant information on i) progress made towards decreasing the negative impact of mines/ERW on people; ii) impact of changes in the humanitarian/development/political context on mine action implementation; and iii) outstanding funding needs and implications of funding gaps on priorities and on the beneficiary population.

Timeline of initial electronic update/ Mid and End-Year Reviews		
Date	Task	Responsible
January	Portfolio funding cycle begins	CPCs and Country Portfolio Teams
mid February	Reminder to CPCs for initial electronic update	HQ Portfolio Team
mid March	Deadline for CPC submission of initial electronic update	CPCs

\* It is planned that CPCs will be able to make electronic update to the Portfolio at any given time using the Automated Portfolio system, from late 2007. Specific guideline will be provided to CPCs beforehand.

early April	<b>Initial update of Portfolio uploaded onto E-MINE, <a href="http://www.mineaction.org">www.mineaction.org</a></b>	<b>HQ Portfolio Team</b>
end May	Reminder to CPCs for funding and substantive updates to HQ Portfolio Team for Mid-Year Review	HQ Portfolio Team
mid June	Deadline for sending funding and substantive updates to HQ Portfolio Team for Mid-Year Review.	CPCs
early July	<b>Final MYR distributed to CPCs and donors electronically and uploaded onto E-MINE, <a href="http://www.mineaction.org">www.mineaction.org</a>.</b>	<b>HQ Portfolio Team</b>
early December	Reminder to CPCs for annual review	HQ Portfolio Team
end December	End of Portfolio funding cycle	CPCs and Country Portfolio Teams
mid January	Deadline for CPC submission for annual funding review.	CPCs and Country Portfolio Teams
mid February	<b>Annual review distributed to CPCs and donor community and uploaded onto E-MINE, <a href="http://www.mineaction.org">www.mineaction.org</a></b>	<b>HQ Portfolio Team</b>

## 6. How can an appealing agency include a project in the Portfolio?

Only appealing agencies (see section 2) can submit project proposals.

Appealing agencies working in a mine/ERW-affected country already in the Portfolio:

- Appealing agencies should present a project proposal to the Country Portfolio Coordinator, who will invite the appealing agency to review the project together with the Country Portfolio Team, in accordance with the agreed operational and strategic priorities. Consultation with the HQ Portfolio Team is encouraged in cases where additional guidance may be needed. The CPC will inform the appealing agency of appropriate next steps.

Appealing agencies that do not have a field presence in the mine/ERW-affected country for which they wish to present a proposal:

- Appealing agencies lacking field presence should submit proposals to the Country Portfolio Coordinator who will raise the request for review with the Country Portfolio Team. At a minimum an appealing agency should have an in-country implementing partner capable of monitoring and evaluating operations/activities and who will represent the appealing agency on the Country Portfolio Team.

Appealing agencies with global/thematic projects and no field presence:

- Appealing agencies should submit their proposals to the HQ Portfolio Team ([dpko-portfolio-mines.org](http://dpko-portfolio-mines.org)) who will facilitate contact between appealing agencies and relevant Country Portfolio Coordinator.

## 7. How can a new country/territory join the Portfolio?

While participation is in principal open to all mine/ERW-affected countries/territories, certain conditions must be met to ensure that the UN can take responsibility for the validity and integrity of the contents of the Portfolio.

Should a country/territory not already in the Portfolio express interest in joining the process, the following steps would have to be taken:

- Submit a written request to the HQ Portfolio Team (dpko-portfolio-mines.org), which will relay the request to the Senior UN Official in-country for consideration.<sup>3</sup>
- The Senior UN Official will consult, through the UN Country Team<sup>4</sup>, with the relevant national authorities to determine whether a country submission is desirable and, if so, whether the UN can provide assistance in preparing, updating and monitoring the Portfolio.
- UN assistance might involve a managing role (i.e. as CPC) or a supporting role (i.e. assisting a national authority).
- The Senior UN Official will inform the HQ Portfolio Team in New York of the identity of a Country Portfolio Coordinator.
- The HQ Portfolio Team will brief the new CPC and initiate the Portfolio process in that country.

Should the relevant national authority not wish to present a country submission, or should the UN be unable to provide any form of in-country assistance, then it is highly unlikely the submission can be included.

## **8. What criteria should be considered before submitting a proposal to the CPC or a country submission to the Portfolio HQ Team?**

### **Appealing agency checklist before submitting proposal to CPC:**

- Each project proposal/country submission should follow the calendar year (January to December). Budgets can be in a multi-year format.
- Each project proposal/country submission should follow the template format as per Annex 1 & 2.
- Each project proposal/country submission should explicitly describe the humanitarian and/or development impact of the project and demonstrate respect for gender mainstreaming.
- Funding appeals should reflect the full picture of programme budgets and funding sources, including assessed funding via the UN peacekeeping budget where relevant.
- Funding modalities (e.g. bilateral, multilateral, etc) must be clearly identified.

### **CPC checklist before submitting country submission to HQ Portfolio Team:**

- CPC to draft and enter Country Overview using the Automated Portfolio system.
- CPC to ensure that all Country Portfolio Members information is entered in the Automated Portfolio system.
- CPC to ensure that all projects are comparable and concise, and entered in the Automated Portfolio system.
- CPC to compile all project information in "project by project chart" and reflect the funding status for each using the format given in Annex 3. This Chart will be sent to the HQ Portfolio Team by email (not the Automated Portfolio system).

<sup>3</sup> UN Senior Officials are usually Special Representatives of the Secretary-General, Resident Representatives or Resident Humanitarian Coordinators.

<sup>4</sup> The United Nations Country Team (UNCT) is composed of representatives of the United Nations agencies operating in a given country and coordinated by the Senior United Nations Official in-country. The UNCT represents the principal mechanism of coordination at the country level.

## **9. Integration of Portfolio mine action projects into humanitarian appeals**

### **What is the Consolidated Appeals Process<sup>5</sup>?**

Each year Inter-Agency Standing Committee Working Groups are established at field level under the leadership of the UN Resident Humanitarian Coordinator in specific countries emerging from or in the midst of conflict or humanitarian emergencies. These working groups identify and agree on priorities for the coming year as part of the Consolidated Appeals Process (CAP). Based on a Common Humanitarian Action Plan (CHAP) outlining the strategic plan for the humanitarian response, the CAP presents priority funding appeals. These humanitarian appeals are often known as the Consolidated Appeals, but in some cases are also known as development Work Plans or Action Plans.

### **What is the role of the CPC in the CAP?**

Participation by Portfolio Country Team members, and Country Portfolio Coordinators (CPCs) in particular, in the development of the CAP should ensure that the landmine problem and proposed response presented in the annual Portfolio for a given country is accurately represented in the humanitarian appeal processes. The CPC should participate in the consultations of the IASC Working Groups to ensure that mine action projects are integrated into humanitarian appeals, that priorities and budgets correspond to Portfolio submissions, and that relevant CAP-codes are integrated in the Portfolio submissions.

### **What if a Portfolio project is not included in the Consolidated Appeal?**

Depending on the priorities of the humanitarian appeals, mine action might appear as a distinct sector or merged into larger sectors or clusters such as “protection”, “health” or “education” and sometimes projects are combined within ‘umbrella’ proposals. If the IASC Working Group does not include all Portfolio mine action projects, the CPC should inform the HQ Portfolio Team. If the CPC thinks a given project should be included in the humanitarian appeal, he/she should make a request to the Humanitarian Coordinator, copying the HQ Portfolio Team and the designated CAP Coordinator.

### **What if a project is included in the Consolidated Appeal but is not in the Portfolio? What if the Consolidated Appeal is launched after the Portfolio is already published?**

If projects are included in the humanitarian appeal but are not in the Portfolio, CPCs are encouraged to submit the project proposals to the Global Portfolio Coordinator for electronic inclusion on E-MINE.

### **HQ Portfolio Team’s role in ensuring consistency between the Portfolio and the CAP**

The HQ Portfolio Team in New York has established an information-sharing mechanism with the Office for Coordination of Humanitarian Assistance (OCHA) in Geneva, which oversees the consolidated humanitarian appeals process. The HQ Portfolio Team shares Portfolio funding updates with the Financial Tracking Service (FTS) of OCHA ([www.reliefweb.int/fts](http://www.reliefweb.int/fts)) to ensure consistency of information related to the mine action sector. Such integration reinforces effective coordination, which is important to donors.

### **CPCs’ role in ensuring consistency in funding updates and budgets between appeals**

The FTS of OCHA tracks funding information submitted directly by appealing agencies or donors. To ensure consistency of data presented for mine action projects that appear in

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<sup>5</sup> More information about the CAP can be found on [www.humanitarianappeal.net](http://www.humanitarianappeal.net).

the Portfolio and the CAP, CPCs are encouraged to submit to the HQ Portfolio Team notifications of funding pledges or contributions submitted by participating Portfolio appealing agencies for their projects, so that this information can be shared with the FTS. The format of this information can be informal, such as a copy of an email.

In cases of discrepancies in project budgets between projects common to both the Portfolio and the CAP, CPCs are encouraged to inform the HQ Portfolio Team of the most up-to-date budget (whether in the Portfolio or in the CAP). The HQ Portfolio Team will then update the electronic Portfolio on E-MINE, or send a request for an adjustment of the CAP budget to the Humanitarian Coordinator.

## **10. Automated Portfolio (AP) System**

Automated Portfolio system was developed, based on the existing work processes for annual production and updating of the Portfolio.

It is a web-based online system where CPCs can log in and enter the data such as the Country Overview, Projects and various contact details. CPCs can also edit, delete or cancel the data that had been previously entered.

From the production of 2008 Portfolio, all CPCs will be given access to the Automated Portfolio.

The key advantage of the Automated Portfolio for those countries that participated in the 2007 Portfolio is that CPCs can work on the existing data from 2007. This is particularly useful if some of the 2008 projects are continuation of the projects from 2007 or substantively similar.

A separate Guideline on how to use the Automated Portfolio system will be provided by the HQ Portfolio Team.

The Automated Portfolio system is being further developed to include a Funds Tracking function. This will allow CPCs to enter funding updates to each project at any given time. This function will be made available to CPCs in late 2007.

The HQ Portfolio Team will welcome the CPCs to send comments or feedback on the Automated Portfolio system at any time.

## **ANNEXES**

### **Annex 1: Template for Country Overview**

Note) Please note that this section will be entered and submitted using the Automated Portfolio. The following information will give you guidance on how to write Country Overview.

#### **Summary**

**(2,200 characters maximum)**

*COMMENT: Please briefly summarize:*

- *the scope and impact of the problem,*
- *the impact, achievement, plans and goals of the national mine action strategy/plan, and*
- *the constraints that might hinder the full implementation of the strategy/plan, such as, lack of access, inadequate funding, and security concerns.*

#### **Scope of the Problem**

**(2,200 characters maximum)**

*COMMENT: Please provide a synopsis of the current mine action needs, including background facts that will help the reader understand the root causes of the landmine/explosive remnants of war (ERW) problem.*

*Please address last year's:*

- *Casualty and victim levels and rates, humanitarian/human rights implications, gender, and legal gaps;*
- *Achievements of last year's mine action activities;*
- *Constraints;*
- *Linkages with humanitarian, development, political/security agencies;*
- *How you target and prioritise beneficiaries; and*
- *Long-term development goals and how mine action is supporting the development of national and local capacities.*

## Coordination and Consultation

### **(2,200 characters maximum)**

*COMMENT: Please describe the Portfolio consultation and coordination process in-country, and how it relates to the Government's national mine action strategy/national plan and complements the involvement of the international mine action community.*

*The Portfolio must acknowledge the role of all stakeholders, i.e. Government, international and regional financial institutions, regional organisations, UN, NGO and commercial actors, and strategic planning processes (i.e. CAP, CCA, UNDAF, PRSP). When appropriate, the Portfolio should be developed in conjunction with these other processes.*

*Please describe the added value of the coordination and consultation process leading to the Portfolio submissions, and identify ways to work more effectively with other aid programmes.*

## Strategy

### **(4,315 characters maximum)**

*COMMENT: Please state succinctly how the Portfolio Country Team hopes to contribute over the next two to three years towards alleviating the overall landmine/ERW problem.*

*Please demonstrate how individual projects, undertaken by specific mine action operators, form part of a comprehensive national programme and link individual strategic goals, plans and projects to the existing national strategy and programme.*

*Kindly indicate how gender issues were taken into account and the role of advocacy in the achievement of this strategy.*

## ANNEX 2: Template for Project Submissions by Appealing Agency

Note) Please note that this section will be entered and submitted using the Automated Portfolio. Information required for a Project will be entered one by one.

<b>Project:</b>	Please list short and clear project title. <b>(Max. 90 characters)</b>
<b>Pillar:</b>	Please list one of the five mine action pillars ("mine clearance", "mine risk education", "victim assistance", "advocacy" or "stockpile destruction"). If your project consists of several, please write down "multiple".
<b>Appealing Agency:</b>	Please list the name of the organization requesting the funds.
<b>Project Budget:</b>	Please include the annual budget(s) for the project (i.e. 2004: US\$ xxx, 2005: US\$ xxx, 2006: US\$ xxx).
<b>Funds Requested:</b>	Please list the total funds requested (i.e. if you have not received any funding for this project, this line should be identical with "Project Budget". If you have received funds, this line should be the difference between the project budget and funds received.
<b>Implementing Partners:</b>	List all partners <b>(Max. 350 characters)</b>
<b>Targeted Beneficiaries:</b>	List all direct and indirect beneficiaries. <b>(Max. 300 characters)</b>
<b>Project Duration:</b>	Please indicate the timeframe of the project. Is it a one-or multiple-year project?
<b>Project Code:</b>	If this is an ongoing project, please indicate existing code. If a project is <u>new</u> project, please write "new" and the HQ Portfolio Team will assign a code. <b>(Max. 50 characters)</b>
<b>CAP Code</b>	Where relevant, code assigned by CAP coordinator. <b>(Max. 20 characters for each code)</b>

### Objectives

Please succinctly list the project's main objectives, including how these relate to specific strategic goals described in the 'Mine Action Strategy' sub-section of the 'Country Background'. Please draft in active tense. **(Max. 500 characters)**

### Activities

- Please list all activities that will help you reach your project's objectives.
- Please indicate who will be doing what activity in active tense. **(Max. 750 characters)**

### Expected Outcomes

- Indicate expected impact of the project on the beneficiary population. **(Max. 500 characters)**

Budget Items, in US\$	Year X	Year Y
Please list your budget items in a clear and succinct manner. <b>(Max. 90 characters)</b>		
When multi-year budgets are presented over the course of several years, actual figures should be provided to reflect funds raised in prior budget periods.		
<b>Total</b>		

### Contact

Please include correct contact information (i.e. Name of responsible person, Phone Number, Fax Number, E-mail, Website where relevant).

## 'Model' Project Submission by Appealing Agency

<b>Project:</b>	<b>Mine-Risk Education and Victim Assistance Program</b>
<b>Pillar:</b>	<b>Multiple</b>
<b>Appealing Agency:</b>	<b>Appealing Agency Y</b>
<b>Project Budget:</b>	<b>2005: \$1,036,000; 2006 to 2008: \$2,964,000</b>
<b>Funds Requested:</b>	<b>\$1,036,000 (2005)</b>
Implementing Partners:	Ministry of Civil Affairs of Country X; Demining Commission of Country X; Ministries of Education, Ministries of Health and Social Welfare, international nongovernmental organization (NGO) Z; local NGO W.
Targeted Beneficiaries:	Local population of country X
Project Duration:	Five years
Project Code:	P05-[Country X]01

### **Objectives**

The (Appealing Agency Y) Mine Risk Education and Mine/ERW Victim Assistance Programme is designed to ensure improved government and local community management of mine action, including mine-risk education and victim assistance at the local level, policy framework development and institutional capacity.

### **Activities**

- Needs assessment/situation analysis/revision of the national mine action strategy;
- Develop annual plans and support coordination and management of mine-risk education;
- Develop inter-entity strategies for school-based mine-risk education;
- Develop national standards, standard operating procedures and other policy documents;
- Training: needs analysis, development of packages and standards, delivery of courses;
- Develop methodology, piloting and evaluation of NGO programs to reinforce mine-risk education in schools, including through theatre and peer education;
- Social work support and material assistance to children disabled by landmines.

### **Expected Outcomes**

- Policy framework and management tools developed and applied to manage mine-risk education;
- Mine-risk education systematically implemented as an integral part of mine action;
- A permanent and mainstreamed mine-risk education capacity established in the education system of Country X and mine-risk education implemented in all schools;
- Mine-action plans developed and executed with mine-risk education in high impact areas;
- Rights of mine survivors fulfilled in Country X's global disability policy framework.

<b>Budget Items, 2004–2008, in US\$</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
International staff (technical advisor, project officer, short term consultants)	120,000	120,000	100,000	80,000
National staff (assistant project officer, program assistant)	70,000	70,000	70,000	67,000
Supplies/capital costs (office equipment, IT and materials)	70,000	60,000	45,000	40,000
Program costs (coordination, training, mine-risk education and victim assistance)	665,000	675,000	670,000	650,000
12 percent indirect program support costs	111,000	111,000	106,000	100,000
<b>Total</b>	<b>1,036,000</b>	<b>1,036,000</b>	<b>991,000</b>	<b>937,000</b>

### **Contact**

Name, Organisation, Location, Telephone, E-mail.

### Annex 3: Project-by-Project Chart

Updates to this chart are cumulative over the Portfolio calendar year.

For example, if the initial project submission reflects a pledge from a donor in the amount of EURO 200,000 with an estimated US\$ equivalent to \$250,000, then that should be included under the 'pledge column'.

When that amount is received as a 'contribution', the entry needs to be revised at mid-year point or at any time the CPC submits data between formal update periods. These funds will then be reflected under the 'contribution' column and adjustments will be made to reflect the most current currency exchange rate.

COUNTRY/ TERRITORY	PORTFOLIO '06 CODE	CAP INFO	PROJECT TITLE	PILLAR	APPEALING AGENCY	AGENCY CATEGORY	REGION	2006 PROJECT BUDGET (US\$)	2006 Confirmed Pledges			2006 Funds Received			2006 SHORTFALL
									Original Currency	US\$	Agency/ Fund	US\$	Donor	Funding Mechanism	
Country X	P06- SAMPLE01 (NEW)	NO CAP	Mine and UXO Clearance i	Mine Clearance	GOV	GOV	EASTERN EUROPE	3,500,000	EUR 2,250,000	2,925,000	EC			Bilateral	
										2,925,000					575,000
Country X	P06- SAMPLE01 (NEW)	NO CAP	Mine Risk Education	MRE	UNICEF	UN	EASTERN EUROPE	543,840	EUR 30,473			39,614	EC	Bilateral	
												39,614			504,226
Country X	<b>Sub-totals</b>	<b>2</b>						<b>4,043,840</b>		<b>2,925,000</b>		<b>39,614</b>			<b>1,079,226</b>

WHEN LISTING PLEDGES: Please enter the amount of the confirmed pledge in both Donor currency and its US\$ equivalent. If the project has more than one pledge (i.e. more than one donor), please start a new row each time.

WHEN LISTING CONTRIBUTIONS: Please enter the amount of the confirmed contribution in both Donor currency and its US\$ equivalent. If the project has more than one contribution, please start a new row each time.

Note) In order to have standard names when presenting Donor and Funding Mechanism information on this Chart, the HQ Portfolio Team will provide a list of Portfolio Donors and Funding Mechanisms (planned for June 2007) which CPC can follow when completing this Chart for your annual Portfolio Submission and other updates during the year. CPCs will be asked to contact the HQ Portfolio Team, when they see a new donor or a new funding mechanism to their Country Portfolio so that the master list can be updated.

## Annex 4: Template for Mid-Year and End-Year Reviews

### 1. What is the purpose of the Portfolio *Mid-Year Review (MYR)* or *End-Year Review (EYR)*?

Reflecting the input from Portfolio countries/territories, the Review will:

- **Reflect** the extent to which **funding requirements were met** at mid-year or end-year.
- **Summarize progress** made in achieving mine action strategy goals and objectives by providing evidence of impact of funded activities;
- Outline **major changes** in the overall humanitarian/development/political context and the consequences on funding needs;
- Keep donors and relevant stakeholders **informed** and **urge** continued donor support.

### 2. Organisation of the Mid or End Year Review Submissions

Each CPC is asked to provide a funding update as well as a brief narrative along the following structure:

#### A. Update Country/Territory-specific Project Funding Status Chart

–for the period of *1 January to 30 June* or *1 January to 31 December* –

Funding status charts are based on Annex 3 of these Guidelines and are attached to each individual email for reference and updating.

#### B. One page narrative summary of the following three elements:

I. **Progress** made towards decreasing the negative impact of mines/ERW on people:

- How did mine action this year affect the lives of local populations and communities?

II. **Impact of Changes** in the humanitarian/development/political context on mine action project implementation:

- How did major events (elections, outbreak of violence, political upheaval, establishment of post-conflict governments, etc) affect implementation of strategic plans?
- How did these changes impact agreed priorities? Was a reprioritization required?

III. **Implications of funding gaps** at the mid point or end of year.

- Has insufficient funding affected work and reduced the expected outcomes and impact of the projects proposed?
- How has insufficient or lack of funding influenced planning for Year X?
- What are the implications for other sectors of planned mine action activities not being fulfilled?

### 3. What is the approximate timeline for the Mid and End Year Reviews?

Date	Task	Responsible
<b>For Mid-Year</b>		
End June	CPC deadline for sending field inputs to HQ	CPCs
Early to mid July	Follow-up and clarifications	HQ Portfolio Team with CPCs
Late July	EYR ready for uploading to E-MINE and wide dissemination	HQ Portfolio Team
<b>For End-Year</b>		
Mid Jan	CPC deadline for sending field inputs to HQ	CPCs
Mid to late Jan	Follow-up and clarifications	HQ Portfolio Team with CPCs
Mid Feb	EYR ready for uploading to E-MINE and wide dissemination	HQ Portfolio Team

## Annex 5: Checklist for Annual Portfolio Publication Process

## Annual Portfolio Publication Process

Please use this checklist to ensure that all necessary information has been included before submitting your:

- (i) country/territory background, including sections covering 'Summary', 'Scope of Problem', 'Coordination and Consultation', and 'Strategy', in addition to lists of Mine Action Portfolio Team members and Acronyms used (entered using the Automated Portfolio system).
- (ii) compiled project proposals (entered using the Automated Portfolio system), and
- (iii) project by project funding chart (to be emailed to HQ Portfolio Team in the form of excel spreadsheet)

This will avoid unnecessary delays in finalizing the annual Portfolio publication.

### **Cross-cutting issues:**

Did you remember to:

- Integrate gender analysis throughout your project and country submission?
- Include projects that respond to different needs of men and women, girls and boys?
- Disaggregate data by sex and age?
- If relevant, discuss the impact of mines and ERW on social and economic development?

### **Process-related issues:**

- Did you consult with all stakeholders and received their agreement on your final version?
- Did you follow the instructions outlined in the various templates (Annex 1, 2 & 3?)
- Is your submission on time?

### **Coherence of Portfolio purpose and project submissions:**

- Are the appealing agencies eligible to join the Portfolio process?
- Are your project proposals linked to the overall mine action strategy of your country/territory?
- For those projects that are included in both the Portfolio and the Consolidated Appeal Process (CAP) – is the CAP code reflected in the corresponding Portfolio project proposal?