

REPORT OF MASG SECRETARIAT – MASG MEETING – 9 OCTOBER 2015

I organized and attended the last MASG meeting held in Geneva on 19 February 2015, and then prepared and distributed the minutes of that meeting. A number of matters arose from that meeting which I have followed up.

In addition, I assisted the Japanese Chair of the MASG in Geneva (Ambassador Kaji) in preparing and chairing a two hour 'donor session' which was held as part of the 18th Annual Meeting of National Mine Action Directors and UN Advisers in Geneva on 19 February 2015.

Since 2012 I have represented the MASG on the Review Board for the International Mine Action Standards (IMAS). I attended the annual IMAS Review Board meeting held in Geneva on 20 February 2015 and also commented on the draft minutes that were subsequently approved. During the year I have commented on a number of technical issues, such as IMAS 07.30 Accreditation and IMAS 07.40 on Monitoring.

Since February 2015 I have also continued with the routine Secretariat functions, such as;

- Maintained the MASG Contact List and email groups
- Updated the MASG website (on the UN E-Mine website)
- Assisted with notices and correspondence for the MASG meeting JICA
- Drafted statements for the Chair of the MASG, eg for the field visit to Colombia
- Drafted handover notes for the Japanese Chair to the Italian chair (designate)
- Arranged MASG meetings e.g. this one today
- Arranged MASG planning telephone conferences
- Regularly liaised with the Japanese Chair of the MASG
- Liaised with the US State Department on the grant for the MASG Secretariat function

Finally, in anticipation of the MASG Secretariat function continuing I have prepared a draft workplan for 20156

As at 28 Sep 15