

LANDMINE & CLUSTER MUNITION
MONITOR

2013
Research Orientation Guide

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How do I get started?

This guide provides background information to help orient you to Landmine and Cluster Munition Monitor.

Here's how to use this information and get started:

1. Review all the documents in the "research orientation package" sent to you by email. The package includes:
 - Consultant Agreement
 - Reference Letter
2. Sign your consultant agreement and return it to kathryn@icblcmc.org by **28 February 2013**.
3. Wait to receive email communication from the Editorial Team. The Editorial Team members working with you on your report will contact you by 15 February 2013 at the latest. If you are unsure who will be working with you on your report, or you have not heard from the Editorial Team, please contact Kathryn Millett at kathryn@icblcmc.org. The Editorial Team will send you the information that you will need to conduct your research.
4. While you wait to hear from the Editorial Team you can prepare for your research by:
 - Reading 2012 reports, available at www.the-monitor.org/cp, www.the-monitor.org/cmm/2012, and www.the-monitor/lm/2012.
 - Make a list of people to contact during your research. Look at the footnotes from 2012 publications—these are people you will need to contact. Prepare a list of contacts.
 - Get in touch with your contacts and let them know you are conducting Monitor research, provide them with the timeline and reference letter, and let them know when you will be contacting them to schedule interviews or to send them questionnaires.
 - Search the internet for information related to the situation in your country (news articles, conference reports, campaign updates, etc.).
 - Begin looking for other supporting documents you will need to use in your research, including Article 7 transparency reports, national mine action strategies, etc.
5. Once you are in touch with the Editorial Team, develop a research plan and timeline. Coordinate with the Editorial Team to determine which information sources you will contact directly, and which they will contact.
6. Plan field research if necessary.
7. Conduct your research.
8. Ask questions about anything you are unsure about.
9. Upon submission of your research, be available to respond to questions and requests for clarification from the Editorial Team.

Introduction

What is Landmine and Cluster Munition Monitor?

Landmine and Cluster Munition Monitor provides civil society monitoring on the humanitarian and developmental consequences of landmines, cluster munitions, and explosive remnants of war (ERW). An initiative of the International Campaign to Ban Landmines (ICBL) created in 1998, it provides research and monitoring for the ICBL and the Cluster Munition Coalition (CMC).

For more information about the ICBL, CMC, and the history of Landmine and Cluster Munition Monitor go to:

www.the-monitor.org/index.php/publications/display?url=cmm/2010/CMM_Preface.html and <http://www.the-monitor.org/index.php/publications/display?url=lm/2010/es/Preface.html>.

Who is our target audience?

Landmine and Cluster Munition Monitor's target audiences are:

- 1. Governments**
- 2. Campaigns**
3. International organizations
4. Mine action operators
5. Media
6. Academics/ students
7. General public

What does Landmine and Cluster Munition Monitor produce?

In 2013 Landmine and Cluster Munition Monitor will produce five key research products: online Country Profiles, Landmine Monitor, Cluster Munition Monitor, fact sheets, and Briefing Papers. In addition, thematic maps and tables will be available on the website.

Country Profiles

Every country in the world has a dedicated webpage on the Landmine and Cluster Munition Monitor website. The webpage, or Country Profile, includes summaries of developments in each country related to mine ban policy, cluster munition ban policy, mine action, casualties and victim assistance, and support for mine action. Country Profile content only includes the thematic sections relevant to that country. For example, the Country Profile for Canada includes information on cluster munition ban policy, support for mine action, and a brief summary of mine ban policy. The Afghanistan report, however, includes sections on landmine ban policy, cluster munition ban policy, mine action, casualties and victim assistance, and support for mine action.

The Country Profiles section of the Landmine and Cluster Munition Monitor website will be updated regularly throughout 2013. By the end of September country profiles will be updated to include 2012 calendar year data. Key new developments will continue to be posted online throughout the year.

Cluster Munition Monitor

Cluster Munition Monitor is an online and print publication with both a global overview and country-specific data on the cluster munition issue for every country in the world. Summary

Landmine and Cluster Munition Monitor

chapters provide a global overview of developments in cluster munition ban policy, contamination, clearance, casualties and victim assistance, and support for cluster munition action. Country chapters include a brief summary of the cluster munition problem (where relevant) and updates on cluster munition ban policy since May 2012. The report will total 300 pages and be posted to the Landmine and Cluster Munition Monitor website. It will be released in November 2013.

Landmine Monitor

Landmine Monitor is an online and print publication providing a summary and analysis of developments in 2012 and the first portion of 2013 related to mine ban policy (policy, use, production, trade, and stockpiling), mine action, casualties and victim assistance, and support for mine action. It synthesizes data from the Country Profiles in order to provide a global overview and highlight issues of special concern. The publication will be approximately 75 pages and will be posted to the website. It will be released in November 2013 just prior to the Eleventh Meeting of States Parties to the Mine Ban Treaty.

Fact Sheets

Landmine and Cluster Munition Monitor prepares fact sheets periodically to summarize and highlight particular issues, for example the use of landmines and victim-activated improvised explosive devices by non-state armed groups.

Website

The Landmine and Cluster Munition Monitor website is online at www.the-monitor.org. The content of all publications produced since 1999 is available on the website, in addition to a section with information specifically for researchers and information providers: www.the-monitor.org/index.php/LM/Resources-for-Monitor-Researchers.

Briefing Papers

Landmine and Cluster Munition Monitor will be preparing a number of Briefing Papers in 2013. These publications will look more in-depth at a topical issue and will be written by members of the Monitor Editorial Team in conjunction with outside experts. The Briefing Papers are designed to serve as a tool towards more tailored advocacy in areas of real need. They will be available on the Monitor website (www.the-monitor.org) and will be distributed at relevant meetings.

Landmine and Cluster Munition Monitor Network

Who is involved in Landmine and Cluster Munition Monitor?

The Landmine and Cluster Munition Monitor network consists of a Monitoring and Research Committee, Editorial Team, program staff, ICBL and CMC staff, and researchers and information providers.

Monitoring and Research Committee

At the end of 2012, the Editorial Board was replaced by the Monitoring and Research Committee (MRC). The MRC is the body ensuring the quality of Monitoring reporting, reviewing content and ensuring the work of the Monitor is in line with ICBL-CMC Strategic Priorities and advocacy goals. It is composed of :

Research Team representatives:

1. Ban: Steve Goose, gooses@hrw.org
2. Mine action and funding: Atle Karlsen, atlek@npaid.org
3. Victim assistance: Loren Persi-Vicentic, loren@icblcmc.org

GB representatives:

1. Action on Armed Violence: Katie Harrison, kharrison@aoav.org.uk
2. Handicap International: Bruno Leclercq, bruno.leclercq@handicap.be
3. Mines Action Canada: Paul Hannon, paul@minesactioncanada.org

ICBL-CMC Staff:

1. Landmine and Cluster Munition Monitor Program Manager: Kathryn Millett (interim Coordinator), kathryn@icblcmc.org
2. ICBL-CMC Policy Director: Tamar Gabelnick, tamar@icblcmc.org

The ICBL-CMC's Executive Director, Sylvie Brigot-Vilain, is an ex-officio member of the MRC. The MRC is coordinated by the Monitor Program Manager.

The MRC works mostly online and will meet several times a year, usually on the margins of other international meetings. The MRC provides oversight of the plans and outputs of all the ICBL-CMC's research and monitoring including Landmine and Cluster Munition Monitor, and assists the Program Manager as necessary. If a researcher/information provider wishes to bring an issue to the attention of the MRC they should email Sylvie Brigot-Vilain at sylvie@icblcmc.org or Kathryn Millett at Kathryn@icblcmc.org.

Editorial Team

The Editorial Team is a larger group which includes the Monitoring and Research Committee, thematic research coordinators, and includes input from ICBL and CMC staff. The Editorial Team carries out much of the work of Landmine and Cluster Munition Monitor on behalf of the Governance Board and MRC. The team's primary function is to do the hands-on research coordination, writing and initial editing necessary to produce all of Landmine and Cluster

Landmine and Cluster Munition Monitor

Munition Monitor's research products. The Editorial Team is organized into thematic sub-teams, which work together to coordinate research on a given area.

- Ban Policy
 - Steve Goose, Human Rights Watch
 - Mark Hiznay, Human Rights Watch
 - Katie Harrison, Action On Armed Violence
 - Yeshua Moser-Puangsuan, Mines Action Canada
 - Katie Harrison, Action On Armed Violence
 - Mary Wareham, Human Rights Watch
 - Kate Castenson, Human Rights Watch
- Mine Action
 - Atle Karlsen, Norwegian People's Aid
 - Nick Cumming-Bruce, Norwegian People's Aid
 - Mike Kendellen, ICBL-CMC
- Casualties, Risk Education, and Victim Assistance
 - Megan Burke, ICBL-CMC
 - Loren Persi-Vicentic, ICBL-CMC
- Support for Mine Action
 - Mike Kendellen, ICBL-CMC
- Program Staff
 - Kathryn Millett, Program Manager
- Monitoring and Research Committee
 - Paul Hannon, Mines Action Canada
 - Katie Harrison, Action On Armed Violence
 - Bruno Leclercq, Handicap International
 - Steve Goose, Human Rights Watch
 - Atle Karlsen, Norwegian People's Aid
 - Loren Persi-Vicentic, ICBL-CMC
 - Tamar Gabelnick, ICBL-CMC
 - Sylvie Brigot-Vilain, ICBL-CMC
 - Kathryn Millett, ICBL-CMC

Coordination, Production, and Final Editing Team

Landmine and Cluster Munition Monitor staff carry out coordination, production, and editing tasks together with a Final Editor. They provide support to the entire research network.

The staff includes:

- Kathryn Millett, Program Manager – Kathryn is based at the ICBL-CMC office in Geneva, Switzerland. She manages the research network, is the communications focal point, coordinates report production, finance, and provides overall management.

Landmine and Cluster Munition Monitor

- Interns – Several interns work to support the production of Landmine and Cluster Munition Monitor each year from June through September.

Editors are:

- The Editorial Team is responsible for editing Country Profiles.
- The Final Editor coordinates and edits the Landmine Monitor and Cluster Munition Reports.

Research Network

The 2013 research network is composed of more than 50 researchers and information providers based in over 40 countries and areas. Some of these researchers and information providers have been with Landmine and Cluster Munition Monitor since 1998, and others have joined the network over the years. A majority of researchers and information providers are drawn from the ICBL and CMC campaign networks. Researchers and information providers include journalists, academics, research institutions, mine action operators and survivors. All researchers and information providers are from civil society. A person cannot be a researcher/information provider if they work for a government or the United Nations.

ICBL and CMC Staff

Landmine and Cluster Munition Monitor provides research and monitoring program for the ICBL and CMC, and as such, ICBL and CMC staff members are involved in the Landmine and Cluster Munition Monitor planning process.

Conducting Research

The Production Cycle

Researchers and information providers conduct the bulk of their research from January to May 2013. They may be asked for updates periodically throughout the year by members of the Editorial Team.

Country Profiles, Landmine Monitor, and Cluster Munition Monitor will cover developments in calendar year 2012 and the first part of 2013.

The Country Profiles section of the website will be updated throughout the year. Cluster Munition Monitor 2013 will be released in September 2013. Landmine Monitor will be released in November 2013..

2013 Production Schedule

Timeline	Task
January–April	Research period
March-May	Draft research due
16–18 April	Intersessional Standing Committee meetings (Convention on Cluster Munitions)
27-31 May	Intersessional Standing Committee meetings (Mine Ban Treaty)
10-13 September	Fourth Meeting of States Parties (Convention on Cluster Munitions)
5 September	Cluster Munition Monitor report release
28 November	Landmine Monitor report release
2-6 December	Thirteenth Meeting of States Parties (Mine Ban Treaty)

Participation in International Meetings

Landmine and Cluster Munition Monitor will participate in several Mine Ban Treaty and Convention on Cluster Munitions-related meetings in 2013 to gather data to contribute to reports. Funding will likely not be available to bring researchers and information providers to these events, but if researchers and information providers do obtain sponsorship through other means these meetings can be a valuable source of information for Landmine and Cluster Munition Monitor reporting.

Being a Researcher/Information Provider

How are researchers and information providers selected?

In 2013, Landmine and Cluster Munition Monitor changed the researcher recruitment procedure. The Monitor will no longer issue a call for researchers and information providers. The Editorial Team will contact researchers directly to ascertain their availability to conduct

research on behalf of the Monitor. Each thematic team is responsible for contacting and appointing their own researchers. The MRC approves the proposed list of researchers. Once approved, Editors contact researchers to confirm the appointment. The Program Manager is responsible for ensuring that the Researcher Orientation Package is communicated to researchers. The Package includes:

- Researcher contract
- Researcher Reference Letter
- Research Orientation

Researchers must submit signed original contracts by post before payment can be completed. Participation in the research network is not confirmed until Kathryn receives the signed consultant agreement. The date for payment in 2013 is 5 July 2013. Prior to payment, editors will confirm that the researchers have fulfilled their obligations as stated in their contract. The Program Manager will then email researchers for their invoices and ensure they are received in order to process payment.

For the 2013 research period, consultant agreements should be sent by post to: Kathryn Millett, Landmine and Cluster Munition Monitor Program Manager, ICBL-CMC, rue de cornavin 9, 1201 Geneva, Switzerland. In exceptional circumstances, electronic copies of signed contracts can be submitted by email to monitor@icbl.org or kathryn@icblcmc.org by 28 February 2013.

What does it mean to be a Landmine and Cluster Munition Monitor researcher/information provider?

Researchers and information providers are expected to carry out research, as specified in their consultant agreement, from 1 January 2013 to 31 December 2013. This research will be conducted under the guidance of the Editorial Team.

Members of the Editorial Team will be in touch with each researcher/information provider by 1 February. They will provide guidance on whom to contact during the course of the research, questions to ask, and more broadly on the approach to take regarding the research.

Draft research must be submitted by dates agreed to with Monitor editors. Researchers and information providers may receive questions and requests for updates throughout the year and are asked to respond in a timely manner. Information provided by researchers and information providers will be used in the Country Profiles, Landmine Monitor, and Cluster Munition Monitor publications.

Each researcher/information provider will receive a copy of the Country Profile for their area of research before it is added to the website. They will have a short period of time (approximately three working days) to send in any comments, clarifications or questions about the report content. This is the last time researchers and information providers will see the report before it is added to the website. At this stage, it is essential that researchers and information providers respond only to the report sent by our team (not an earlier version) and that they send only important new information (not old information which has been edited out).

In their consultant agreements and other documentation, researchers and information providers may be asked to carry out research on one or more themes for each country or area of

research. Researchers and information providers may be asked to be either a “researcher” or an “information provider.”

Researcher

- If you are asked to be a researcher for a theme, it means you are expected to conduct all the research on this theme, submit a written draft of the report, in Landmine and Cluster Munition Monitor style, to the relevant thematic editor no later than the agreed deadline, and continue to send research updates and respond to Editorial Team questions throughout the year.

Information provider

- If you are asked to be an information provider for a theme, it means that you will be asked to conduct thorough research, under the guidance and direction of the Editorial Team. This could include completing questionnaires, conducting interviews, responding to questions circulated by the Editorial Team, monitoring the media, creating a database to record casualties or other tasks. Submit your raw research findings (media reports, completed questionnaires, etc.) directly to members of the Editorial Team, but do not draft a full research report. Information providers should also continue to send research updates and respond to Editorial Team questions throughout the year.

Another Researcher

In some cases more than one person will conduct research for a country. Researchers and information providers within a country are asked to communicate and share information and contacts with each other.

Editorial Team

In some cases, the Editorial Team will conduct the research themselves. They may send you a few questions, and we ask that you respond to these questions as fully and quickly as possible.

What does this mean?

For example, a researcher might have the following roles for one country report:

- Mine Ban Policy – Researcher
- Mine Action – Editorial Team
- Casualties and Victim Assistance – Information provider

This means that the researcher is asked to:

- On mine ban policy submit a fully written report by the deadline.
- On mine action, respond to occasional questions as needed.
- On mine casualties and victim assistance, submit raw research findings (questionnaires, etc.) and respond to questions posed by the Editorial Team. Make sure to respond to follow-up questions and submit supplementary research data by throughout the year.

Each researcher has a team of Editorial Team members working with them on their report. The Editorial Team members working with you on your report will contact you by 1 February 2013.

It is possible that more than one researcher, as well as members of the Editorial Team, may be contacting the same sources for information. We ask that you coordinate communications with

each other as much as possible. You may wish to send questions to one person, and have that one person submit a detailed list of questions to your common information source.

If you are unsure what work you are expected to do on each theme, or with whom you are expected to work, please do not hesitate to contact Kathryn Millett.

Am I expected to do field research?

Some researchers and information providers may wish to conduct field research. Any associated costs must come from the consultant fee. Landmine and Cluster Munition Monitor does not have additional funds available to cover field research.

Landmine and Cluster Munition Monitor does not do "hot warzone reporting." We ask that researchers and information providers do not undertake any actions that will jeopardize their security or the security of their colleagues or research contacts.

If you are engaged in field research, conduct it in an open manner. Do not be secretive about your objectives. However, interviews conducted in privacy are usually most effective.

If you are conducting research on landmines and non-state armed groups, please refer to the Thematic Research Guide for Non-State Armed Groups at www.the-monitor.org/index.php/LM/Resources-for-Monitor-Researchers/Research-resources/NSAG. If you have any safety concerns, contact Kathryn Millett.

How am I supposed to work with the Editorial Team?

Members of the Editorial Team will be in contact with you by 1 February at the latest. You are expected to be in communication with them throughout your research. They will send you questions, contacts, and other information to guide your work. Please carry out your research as per their instructions. Once you finish your research and submit your findings, please continue to send the Editorial Team any other updates or information you come across during the editing period.

Editorial Team members are available to support your work, but you are also expected to support their work, as they will be conducting further research and editing the work that you produce. They will also be conducting field missions to some countries. If an Editorial Team member plans to visit your country, please assist by providing contacts, setting up meetings, or accompanying the team member. We ask that you do everything possible to produce research in the form and manner requested by the Editorial Team.

What support is available from program staff?

Program staff are available to support the work that you do. If you have questions about whom to contact, your consultant fee or anything else, please email monitor@icblcmc.org and your request will be forwarded to the relevant person to respond to you directly.

Who do I send my research to?

If you are writing reports, your first draft should be sent directly to your editor no later than the deadline specified in your agreement, with follow-up data submitted throughout the year.

Landmine and Cluster Munition Monitor

If you are an information provider, research findings should be sent directly to the members of the Editorial Team working on your country/area of research, with follow-up data submitted throughout the year. Data should be submitted on an ongoing basis from January to May, not just by the final submission deadlines.

How do I communicate with other researchers and information providers?

Landmine and Cluster Munition Monitor uses an email listserve to communicate with researchers and information providers. Information and updates intended for all researchers and information providers are sent to this list. Researchers and information providers may also send updates and information of interest to the full research network to this email list.

Emails should be sent to: researchers@icblcmc.org.

Please be sure to check your email before you reply to an email sent to the listserve to see if you are sending it to the original sender, or to the full research network. To avoid filling up the inboxes of your fellow researchers and information providers, please:

- DO NOT reply to say “thank you” to every email sent to the list.
- DO NOT send personal messages intended for one person.
- DO NOT send bank, passport, or other personal details.
- DO NOT send information that is NOT related to landmines, cluster munitions, ERW and Landmine and Cluster Munition Monitor.

Landmine and Cluster Munition Monitor Finances

The Landmine and Cluster Munition Monitor MRC approves consultant fees for researchers and information providers. The amount of the consultant fee is included in the consultant agreement. Each researcher must sign and return their completed consultant agreement by post, or in exceptional circumstances, by email to: monitor@icbl.org or Kathryn@icblcmc.org.

The consultant fee covers all research-related costs, including the researcher’s time, phone and internet bills, stationary and local travel. Landmine and Cluster Munition Monitor does not have funds available to reimburse any costs in addition to the consultant fee.

How do I receive my consultant fee?

Once you submit your final research, you need to submit an invoice to Landmine and Cluster Munition Monitor for the entirety of the consultant fee. You must complete the financial report form you are sent and submit it, along with an invoice, to monitor@icblcmc.org or Kathryn@icblcmc.org. All original receipts must be mailed to the ICBL-CMC office at:

Attn: Landmine and Cluster Munition Monitor
ICBL-CMC
rue de cornavin, 9
1209, Geneva
Switzerland

The fee will be sent to you by wire transfer upon receipt of the invoice, financial report, and having earlier received a signed original of your contract. If you do not have a bank account or are not able to receive funds by wire transfer we may be able to send funds by Western Union. This is very costly and time consuming, so we ask that you only request funds to be sent by Western Union if there is absolutely no other way for us to get funds to you.

Landmine and Cluster Munition Monitor consultant fees are sent from a bank account in Washington, DC. Researchers and information providers in countries with US economic sanctions (i.e. Burma, DRC, Cote d'Ivoire, Iran, North Korea, Sudan, Syria, and Zimbabwe) must make alternate arrangements with Kathryn Millett to receive their consultant fee.

Consultant fees may not be sent to third parties. To conform to US financial regulations all funds must be sent directly to the researcher.

In June, you will be asked to submit an invoice and financial report to receive your consultant fee.

All original receipts should be sent to the ICBL-CMC office.

If you fail to submit your research you will not receive your consultant fee. If you fail to respond to questions and communications during the editing period the Editorial Board may withhold payment of the consultant fee.

These terms are outlined in the consultant agreement.

Using Landmine and Cluster Munition Monitor

How do I order copies of reports?

Reports can be ordered online at www.the-monitor.org/index.php/LM/Order-Publications. It is very expensive to ship reports so whenever possible people are asked to use the web version, or to print a web version of a report and copy/circulate it locally.

Reports will not automatically be shipped to each researcher. Researchers and information providers will be asked to help cover the cost of report shipping.

Can I release the report in my country?

Landmine and Cluster Munition Monitor will organize two press conferences in September and November to release Landmine Monitor and Cluster Munition Monitor.

Report findings are embargoed until the release date. This means that you may not cite, quote, or otherwise use anything in the report until the release date.

All researchers and information providers are encouraged to organize activities to release national, regional, or global report findings on or after the global release dates. You must use the published version of the reports, not any of the draft reports.

You could organize a press conference, hold a breakfast briefing with parliamentarians, circulate a press release, or use your creativity and come up with another way of disseminating the report findings in your country. Funding is not available to support national or local report launches, but you are encouraged to seek funding from embassies, government, NGOs, etc.

You may wish to put information from the reports into newsletters, academic journals and newspapers.

Holding a release event is an excellent way to have the report findings distributed within your country, to draw attention to the global landmine problem, successes, and remaining challenges, and it provides an opportunity to lobby your government and States Parties and hold them accountable to their obligations under the Mine Ban Treaty and the Convention on Cluster Munitions. It is also a great way to celebrate the work that you did and share it with others!

Landmine and Cluster Munition Monitor prepares materials to support release events. In the past, available materials have included media kits and PowerPoint presentations. Similar materials will be prepared for the release of the 2013 reports.

Researchers and information providers are asked to send information about their release events and photos to monitor@icblcmc.org.

Can I translate the report into my local language?

Researchers and information providers are encouraged to translate reports into local languages so the findings can be distributed more broadly. Researchers and information providers can publish national publications with their Country Profile or a group of reports, but must translate the final published report, not an earlier draft.

If you publish a national or regional report, please do so in your own name, or the name of the organization you work for. The Landmine and Cluster Munition Monitor cover image should not be included on the cover page. The Landmine and Cluster Munition Monitor logo may only be used if the text of the national publication is only and exactly the same as the text published in the country profiles, Landmine Monitor, or Cluster Munition Monitor reports. Please note in the publication that the original research was carried out for Landmine and Cluster Munition Monitor.

Landmine and Cluster Munition Monitor does not have the capacity to translate Country Profiles. In 2013, Landmine and Cluster Munition Monitor will not have funding available to support the translation or publication of Country Profiles.

Can I present the report findings at other conferences and activities?

We want to share the Landmine and Cluster Munition Monitor research findings as broadly as possible. If you hear about national, regional or international forums that you could participate in and conduct a briefing on Landmine and Cluster Munition Monitor research products, please do so! Please keep program staff involved and aware of your activities. Program staff can help to prepare materials and provide support as you prepare to participate in activities and events to distribute Landmine Monitor and Cluster Munition Monitor report findings.

How can I use Landmine and Cluster Munition Monitor research in my advocacy?

Landmine and Cluster Munition Monitor reports are advocacy tools. They provide the information you need to know about where your government has achieved success, and what further actions are needed to work toward a world free of landmines and cluster munitions. We encourage you to use your research findings to lobby your government to uphold its obligations under the Mine Ban Treaty and Convention on Cluster Munitions, or to lobby your government to join the treaties. For more information about how to get involved in ICBL campaign activities please contact Kasia Derlicka, ICBL Advocacy and Campaigning Officer, at kasia@icblcmc.org. For more information about how to get involved in CMC campaign activities please contact CMC Director, Sarah Blakemore, at sarah@icblcmc.org.

Resources and Tools

Sources of Information

Landmine and Cluster Munition Monitor research is updated annually. In most cases reports have been prepared on your area of research before. Update and build upon previous reports. Following are suggestions of information sources to consult in the course of your research:

- Previous Landmine Monitor reports.
- Comments and clarifications received by Landmine and Cluster Munition Monitor.
- Government documents, including transparency reports, conference statements, parliamentary reports, debates and questions, military services, training manuals and identification manuals.
- United Nations documents, including from the Secretary-General, UN Journal, UN Mine Action Service, and agencies such as UNICEF, UNDP, UNHCR and the UN Department for Disarmament Affairs.
- Regional organization documents (i.e. EC, AU, OAS, OSCE).
- Academic and research institutions.
- Annual reference documents, books and reports.
- Newspapers, periodicals and journals, including local media.
- Annual reports and brochures from companies involved in mine production, trade and clearance.
- Military personnel operating in mined areas, carrying out demining operations and trainers.
- International Committee of the Red Cross and national Red Cross/ Red Crescent society staff and documents.
- Hospitals and other medical facilities.
- Non-governmental demining organizations and commercial demining companies.
- National Mine Action Centers and Authorities.
- Interviews with government officials, local communities, community-based organizations, disability-related service providers, refugees, mine survivors, humanitarian aid organizations (including security personnel), faith groups, former combatants and journalists.

Additional resources:

Resource	URL
Landmine and Cluster Munition Monitor	www.the-monitor.org
ICBL	www.icbl.org
CMC	www.stopclustermunitions.org
Mine Ban Treaty Status Update	www.icbl.org/index.php/icbl/Universal/MBT/States-Parties
Convention on Cluster Munitions Status Update	www.stopclustermunitions.org/treatystatus
Mine Ban Treaty Article 7 Transparency Reports	www.unog.ch/80256EE600585943/(httpPages)/A5378B203CBE9B8CC12573E7006380FA?OpenDocument
Convention on Cluster Munitions Article 7 Transparency Reports	http://www.unog.ch/80256EE600585943/%28httpPages%29/F27A2B84309E0C5AC12574F70036F176?OpenDocument
CCW APII Article 13 Reports	www.unog.ch/80256ee600585943.nsf/(httpPages)/8e895d5e74711afcc12571ca003b2390?OpenDocument&ExpandSection=2#_Section2
CCW Protocol V Article 10 Reports	http://www.unog.ch/80256EE600585943/%28httpPages%29/B84B4C205835421DC12574230039C42E?OpenDocument
CCW Amended Protocol II Participant List	www.the-monitor.org/index.php/LM/Resources-for-Monitor-Researchers-and-information-providers/Research-resources
Pro-Mine Ban UN General Assembly Vote	www.the-monitor.org/index.php/LM/Resources-for-Monitor-Researchers/Research-resources
Twelfth Meeting of States Parties to the Mine Ban Treaty	http://www.apminebanconvention.org/meetings-of-the-states-parties/12msp/
Third Meeting of States Parties to the Convention on Cluster Munitions	http://www.clusterconvention.org/msp/3msp_2012/
Mine Ban Treaty 2012 Intersessional Standing Committee meeting Statements	http://www.apminebanconvention.org/en/intersessional-work-programme/may-2012/
2012 UN Portfolio of Mine Action Projects	www.mineaction.org/downloads/1/portfoliofinal.pdf
IMF Poverty Reduction Strategy Papers	www.imf.org/external/np/prsp/prsp.asp
GICHD Documentation Centre	www.gichd.org/gichd-publications/overview

Media Reports

The ICBL maintains several email lists that distribute landmine-related media articles in English, French, and Spanish. All researchers and information providers should subscribe to at least one of these lists. Media reports are distributed weekly.

To subscribe to the email lists:

- English – Send a blank email to icblmedia-subscribe@yahoogroups.com
- French – Send a blank email to icblpresse-subscribe@yahoogroups.com
- Spanish – Send a blank email to icblprensa-subscribe@yahoogroups.com

To search the media list archives visit:

- English - <http://groups.yahoo.com/group/icblmedia/>
- French - <http://groups.yahoo.com/group/icblpresse/>
- Spanish - <http://groups.yahoo.com/group/icblprensa/>

If you come across media articles related to landmines please send them to icbl@icblcmc.org.

Research Standards and Methods

When conducting your research, keep in mind that Landmine and Cluster Munition Monitor measures progress and problems in resolving the landmine, cluster munition and ERW problem and in implementing the Mine Ban Treaty and Convention on Cluster Munitions.

The emphasis of your research should be on new, updated and corrected information from previous Landmine and Cluster Munition Monitor reports. Identify what has changed since previous reports. Are there any new events, actions, statements and policies? What is new? Were any corrections and clarifications received?

Strive to answer research questions that could not be answered in previous reports, regardless of whether it is something that occurred in the research period.

Try to get a response from government officials on previous Landmine and Cluster Munition Monitor reports. Responses from some governments can be found at <http://www.the-monitor.org/index.php/LM/Our-Research-Products/Comments>.

KEY TIPS:

- Do not copy and paste from previous reports.
- An extensive history of the landmine and cluster munition issue is not necessary, as our reports are annual updates. Focus on new information first and foremost, providing the historical context only where necessary.
- Refer to 2010 reports frequently concerning writing/footnoting style, spelling, headings, etc.
- When footnoting, it is better to include more information than less.
- Respond quickly and accurately to all requests from Editorial Team members.
- Always beware of misinformation, particularly in a conflict situation.
- Make certain you are using standard Landmine and Cluster Munition Monitor terminology and spelling.
- Ensure that spelling is consistent throughout (eg. Do not use the spellings 'Hezbollah' *and* 'Hizbullah' within the same report, unless one appears in a direct quotation).

- Extensive footnoting is essential. We must be able to cite a source for each fact presented in each publication. Keep important documents in a file so that you can quickly answer any verification or clarification questions if requested.
- Footnotes and references must be as complete and accurate as possible. See our most recent publications for the style of footnoting and detail required.

- We must rely on open sources. Our information must be as transparent as possible. Only for reasons of safety should the identity of a source be kept confidential. In such cases, discuss this at any early stage with the relevant Editorial Team member.
- Sources of information, documentation, records, etc., must be kept and filed systematically for easy retrieval and fact-checking.
- Information must be verified and cross-checked.
- If information is controversial, more than one source should be given. If individuals or organizations are criticized, they should be given an opportunity to respond.
- Always question the veracity and reliability of information. What is the original source of the information?
- Use primary sources whenever possible. Primary sources must also be questioned and verified.
- Be open-minded when collecting and analyzing information and evidence.
- Direct quotes, whether from a written document or an interview, must be exact. If from an interview, the researcher should have either a tape recording of his/her original written notes from the time of the interview. Quotations should be checked with the interviewee before including in the report.
- When presenting data, always be clear about the time period covered. In general, use the time period provided for the annual report. Available data, however, might be calendar year, some government's fiscal year, or other time periods.
- When citing monetary statistics, try to give values in the national currency.
- Research should be conducted in a professional and dispassionate manner. Fact-finding should be thorough, accurate and impartial. The presentation of factual information should be as neutral as possible. This does not mean that we will be presenting facts just for the sake of presenting facts. Our research is a useful advocacy tool as well as research publications.

Report Presentation

Formatting

- **Microsoft Word** document, using Times New Roman 12 point font.
- Please make your presentation of the report **plain and simple**. Avoid underlining, special justification, different fonts, colors, headers and footers.
- **Keep the report length shorter than previous reports**. Editing reports down in length takes a long time, so please help out the editing team by only submitting the information we really need.

Language

- **Use the past tense**, because this report will be read next year and in years to come, and is primarily a report of *what has happened*. Limit reporting of future planned activities to official statements regarding such matters as intentions to ratify or accede to the treaty or mine clearance targets for the coming year, and footnote the sources of this information.
- **Avoid using the terms "currently," "previously," "to date," "last month" "or recently"** for the same reason. Instead use "as of October 2004" or whatever date to which the facts presented relate.
- **Don't use seasons**; only months, because a summer is someone else's winter.

- **Avoid emotive, politically loaded or imprecise terminology** such as “terrorists,” “dictators” or “regime,” unless a group has been designated as “terrorist” by the EU, UN or US, and footnote this accordingly.
- **Use gender-appropriate language**, such as chair and vice chair rather than chairman or chairwoman, spokesperson instead of spokesman, etc. Avoid use of generic Man and its compounds (instead, use such words as humanity, people, we, us, our, ours).
- **Factual information**, supported by footnoted sources, is wanted for Landmine and Cluster Munition Monitor publications. ICBL and CMC views and positions can be cited. The opinion of researchers and information providers and editors is not included. We want to make statements about progress towards meeting treaty obligations and this can be done by making comparisons, such as clearance achieved this year compared with last year (or compared with “plan”), or by comparing present status (such as mined area remaining) with treaty deadline (Article 5). Always check that you are comparing like with like, and enquire into the reasons for increases/decreases, and add this information to the report. If informants, such as a government officials or NGOs, offer opinions, make it clear these are their views, and footnote accordingly. Occasionally, you may want to seek out the opinions of some of your sources, but then this must be balanced by other opinions. If organizations or individuals are being criticized, they must be given the opportunity to respond.
- **Avoid “very” “extremely” “adequately”** and similar adverbs because these are imprecise and they are your opinions. If one of your sources describes something in these terms, that is OK – provided the source is footnoted. The general rule is: *let the facts speak for themselves*. If you feel strongly about a “very,” leave it in, but be aware it may be edited out.
- **Be comprehensible** to readers not expert on your region or country. Keep this in mind when referring to specific domestic issues, or using terms unique to your country or region. If you think that a name or term may not be understood by the general reader, explain it briefly. For example: The Riigikogu (Estonian parliament) approved accession with 62 votes in favor and six against.
- **Italicize** words for emphasis but use sparingly. Do *not* use CAPITALS. Italicize punctuation around an italicized word (except parentheses). In the text, italicize names of newspapers, magazines, books, and foreign words unless these are in common usage.
- **Write your report with American English spelling and punctuation.**
- **Dates** should be given in UK English. List the day, then month, then year, without commas. For example: 3 December 1996; 1990s, 1990–1999, or from 1990 to 1999.
- **Use the American clock**, so 2:00pm, not 14:00 hours.
- **Quotations, titles and names should not be changed from the original spelling, punctuation, and grammar.**
- **Quotations from documentary sources** should be identical to the original. Do *not* change the spelling, punctuation, grammar, or phraseology to fit Landmine and Cluster Munition Monitor style. Researchers and information providers, writers and editors should check the quotation against the original for accuracy. Any misspellings or grammatical errors in the original should be left uncorrected in the quotation used in your report, with (*sic*) inserted in italics to follow the misspelling or other error. Avoid excessively long quotations.

- **Quotations from interviews** should be checked in writing with the person interviewed, before inclusion in the Landmine and Cluster Munition Monitor report. This is the responsibility of the researcher.
- For **quotations in languages other than English**, use the English translation in the text, and include the original language in the footnote, with a note of who made the translation and full referencing of the source. For example: "...(quotation in original language)...." Email from Gro Nystuen, Senior Advisor, Section for Peace and Reconciliation, Ministry of Foreign Affairs, 30 June 2004. Translated by Landmine and Cluster Munition Monitor.

Statistics, Tables, Numbers, Currencies

- **Doublecheck that all numerical data total correctly**, and are used consistently when appearing more than once in your report.

Titles and Names

- **Use only the full, official name of reports and documents.** As well as the full name, footnote the date of the document (date published, or if this is not stated on the report footnote date you received it), whether it is a draft or not, and page number(s) you are referring to.
- **Names of institutions, agencies, ministries, NGOs, etc., should all be presented first in English, followed by a translation.** For example, Popular Liberation Army (Ejército de Liberación Nacional, ELN). From then on use the acronym.
- **Some organizations are best known by their names or initials from the native language**, and in such cases you should present the English translated name, then give the original name and acronym in parenthesis making clear which of these is the preferred usage. For example, the Hindu-nationalist Indian People's Party (Bharatiya Janata Party, BJP).
- **Only a few organizations should be noted only by their acronyms:** ICBL, UN, NATO, CARE, UNICEF.

Key Terms

A full glossary of terms is available at www.the-monitor.org/index.php/LM/The-Issues/Glossary.

Footnotes

- Previous Landmine and Cluster Munition Monitor reports are your best guide to footnoting style.
- Do not abbreviate repeated footnotes – repeat the footnote in full each time.
- Footnotes in Landmine and Cluster Munition Monitor research products are primarily for listing the sources of factual information given in the text; explanatory information may be included in footnotes, but keep this to a minimum.
- Include footnotes at the bottom of each page, *not* endnotes.
- Insert footnotes sequentially. In Microsoft Word, go to "File/Insert/Reference/Footnote" and set it to "continuous" and "1, 2, 3."
- Do not underline anything. Use *italics* for the title of the book or newspaper.
- Place a period at the end each footnote.

Landmine and Cluster Munition Monitor

- Note page numbers as follows: p. 1. (*not* pg. 1) pp. 2–3. (*not* pgs. 2–3).
- Use a semicolon to separate two entries in a footnote, not a comma. After a semicolon separating entries, do not use “and” or a capital letter (except with a name or title).
- Websites and email addresses should not be within < >.

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