

GUIDE for Mine Action operators



Certification

- [Management Processes. Part 1: Quality Management System](#)
- [Management Processes. Part 3: Information Management System](#)
- [Management Processes. Part 4: Mechanical Clearance Processes](#)
- [Management Processes. Part 5: Land Release](#)

3. After receiving certification, organisation should submit a request to the Mine Action Centre to receive access credentials for IMSMA, which will also provide useful dashboards for planning purposes.

Useful links and instructions::

- [How to Become a Mine Action Operator?](#)
- [Certification document templates](#)

1. Support form the Ministry of Economy – **Consultations** on essential information related to mine action and the certification process.

(Mine Action Operators Coordinator at the Mine Action Office under the Ministry of Economy of Ukraine – Oleksandr Ihnatiev (oleksandr@demine.org.ua))

2. Legislative framework

- [Law of Ukraine "On Mine Action in Ukraine"](#)
- [Resolution of the Cabinet of Ministers of Ukraine on the Certification process](#)

[National Mine Action Standards DSTU 8820:](#)

- [Management processes. Basic provisions](#)

Receiving a task

Forms of receiving tasks:

1. From Mine Action Centre of the Ministry of Defence of Ukraine

- [Instructions on planning mine action activities for certified mine action operators](#)
- [Methodological recommendations on cooperation between mine action operators, the Mine Action Centre, and regional state administrations \(OVA\)](#)
- Template documents for reporting, task applications, and documents for operational processes: [Planning of mine action activities | Mine Action Centre](#)

[Request for conducting EORE sessions](#)

2. **Participation as a subcontractor** with other mine action operators ([List of Mine Action Operators](#));

3. According to the **Compensation Programme**, by participating in procurements announced by the Centre for Humanitarian Demining: <https://agro.demine.gov.ua/> <https://uachd.gov.ua/derzhavna-programa-kompensaciyi-za-rozminuvannya-zemel/> <https://prozorro.gov.ua/uk>

4. Participation in **programmes conducted by charitable organisations (NGOs) and international partners**; Operators can participate in programmes of international partners through funding mechanisms defined by each international donor-partner, according to their own selection procedures and rules for the use of funds.

In many cases, donors or their implementing partners (such as international humanitarian organisations or NGOs) announce open calls or grant programmes, giving operators the opportunity to apply for funding or to deliver specific demining activities. To stay informed about these opportunities, operators are encouraged to regularly check updates on demine.gov.ua, and make use of the online resources provided by organisations such as UNDP, UNOPS, Norwegian People's Aid (NPA), HALO Trust, Danish Refugee Council (DRC), USAID, Mines Advisory Group (MAG) and others.

When operating in MA in Ukraine

Assistance from the Ministry of Economy – **Consultations on problematic issues** and ways to solve them while performing tasks.

Documents on critical enterprise status of an organisation (**staff conscription exemption**):

- [CMU Resolution No. 76 - 2023](#)
- [The Ministry of Economy of Ukraine Order No. 1959-24](#)



Regular meetings of the **Mine Action Cluster** are organised by the Mine Action Office under the Ministry of Economy of Ukraine in cooperation with the UNDP office.

The Cluster serves as a platform for information exchange between the government, mine action operators, and other stakeholders regarding the latest news and developments in the mine action sector.

Focal points: oleksandr@demine.org.ua;
maryna.zamarayeva@undp.org

Working Groups:

- Explosive Ordnance Risk Education (EORE) working group:
Focal point Svitlana Kisilova (skisilova@unicef.org)

- Information Management Working Group (IMWG): chair - GICHD, co-chair - Secretariat NMAA: Focal points Olesia Holovetska (o.holovetska@gichd.org), Tetiana Koshel (t.koshel@gichd.org)

- Victim Assistance working group: Focal points: Kateryna Bobokalo (kateryna.bobokalo@drc.ngo), Kateryna Matviienko (k.matviienko@hi.org), Muaaz Alfayad (m.alfayad@hi.org)

- Initiative group "Gender aspects in Mine Action in Ukraine":
Focal point Vitalina Shevchenko (v.shevchenko@demine.org.ua)

- Links to working groups activities and additional materials:
[Ukraine: Mine Action - Events | ReliefWeb Response](#)

- [Coordination Platform for Innovations in Humanitarian Demining of the Ministry of Economy of Ukraine](#): Focal point Alla Hladka (a.hladka@demine.org.ua)

Maps and informational dashboards (for planning and monitoring):

- [Implementation of humanitarian demining activities](#)
- [Explosive ordnance risk education](#)
- [Conflict Environment Observatory](#)
- [Environment in Mine Action](#)
- [List of certified mine action operators](#)



Useful resources:

We recommend familiarising yourself with materials that promote the implementation of inclusive, gender-sensitive, and environmentally sound approaches in mine action:

Gender aspects

- [Gender guidelines for mine action operators](#)
- [Practical recommendations for integrating gender aspects at all stages of activities: from planning to impact assessment.](#)

Inclusion of people with disabilities

- [Methodological recommendations "Equal opportunities"](#)
- [Videoseminar: "Equal opportunities: Inclusion of Persons with Disabilities in Employment in Mine Action"](#)

Mechanical assets lease:

- Possibility to lease mechanical demining machines from the relevant organisations:

Short-term lease of mechanical demining machines from DOK-ING

- Possibility to receive services and technical maintenance for mechanical demining machines from GCS:

Service and technical maintenance of mechanical demining machines

Inclusive statistical data:

The Mine Action Office annually collects data on the involvement of women, persons with disabilities, explosive ordnance victims, and veterans in the mine action sector.

Organisations are encouraged to regularly monitor the following within their teams:

- Gender balance among staff
- Representation of people with disabilities and veterans
- Breakdown by role type (operational or managerial)

This information will help assess how well the organisation's activities align with the strategic objectives of the National Mine Action Strategy.

Contacts

Humanitarian demining department of the Ministry of Economy of Ukraine

For enquiries about determining an organisation's critical enterprise status, please contact:

Yuri Polevoy, polievoi@me.gov.ua

Centre for humanitarian demining

For questions about preparing tender documentation for participation in the Compensation Programme (procurement via Prozorro), please contact: Valentyn Liubarskyi,

v.liubarskyi@uachd.gov.ua

Mine Action Office

Communication department - Yana Horyha, y.horyha@demine.org.ua

Technical department - Oleksandr Ihnatiev, oleksandr@demine.org.ua

Innovations department - Alla Hladska, a.hladska@demine.org.ua

Guide in PDF

