

ITEP Work Plan definitions

The **ITEP Work Plan** is available as a DYNAMIC database (LIFE WORK PLAN) with search tool facilities, and as a STATIC document.

DYNAMIC WORK PLAN

The dynamic Work Plan is the basic ITEP working document. It is a web data base, which is continuously updated with comments, links to new reports, results and conclusions. It always provides the most recent information on ITEP activities, but the information is not necessarily ITEP endorsed yet.

STATIC WORK PLAN

The static Work Plan is a document derived from the dynamic work plan (database). It is compiled once a year after the annual ITEP Work Plan revision meeting and is submitted to the ITEP Executive Committee (ExCom) for endorsement. After ExCom endorsement, it is published on the ITEP website as a downloadable document (PDF)

From the technical point of view, ITEP activities are characterised by the criteria TYPE, CATEGORY, DEVELOPMENT and EQUIPMENT.

1. TYPE

- a. *Input*: collection and compilation of information useful for the T&E community such as information on test facilities, state of the art and market studies, definitions, etc.
- b. *Methodology*: research on definition and identification of test parameters and other aids (e.g. models) in support of the T&E process
- c. *Test and Evaluation*: execution of T&E
- d. *Output*: drafting and distribution of reports, data and information on ITEP, providing training and technical support to independent T&E programs, etc.

2. CATEGORY (six technical categories + one administrative technical category)

- a. Survey
- b. Detection (Metal detector, Ground Penetrating Radar, Vapour detection, Multi-sensor, Others)
- c. Mechanical Assistance
- d. Manual Tools
- e. Personal Protection
- f. Neutralisation
- g. Services

3. DEVELOPMENT

- a. Commercial Off The Shelf (COTS)¹
- b. Prototype/Demonstrator²
- c. Research/Development³

4. EQUIPMENT. The type, brand and model of the equipment.

¹ [Technology Readiness Level TRL 9](#)

² [Technology Readiness Levels TRL 6,7,8](#)

³ [Technology Readiness Levels TRL 3,4,5](#)

From the administrative point of view, ITEP activities are characterised by the criteria TIME FRAME, PLACE, LEAD NATION, PARTNERS, POINT OF CONTACT, STATUS, WEBSITE, COMMENTS, RESULTS/CONCLUSIONS.

- 1) **TIME FRAME.** The starting and planned finishing date of the activity.
- 2) **PLACE.** This main locations where the activity will be performed, countries and if possible also facilities.
- 3) **LEAD NATION.** In a bilateral or multilateral ITEP activity, the lead nation is the prime initiator of the project. The lead nation is confident about the availability of adequate funding and takes on a co-ordination role. The lead nation has the following responsibilities:
 - a. Announce the planned or initiated project in the ITEP Work Plan,
 - b. Either actively reach out to other ITEP Participants or respond on expression of interest by other ITEP Participants,
 - c. Provide a draft project plan to interested ITEP Participants,
 - d. In case an ITEP Project Arrangement (PA) is concluded, the lead nation is responsible for drafting the PA and executing it,
 - e. Submission of regular project updates to ITEP (to ITEP Work Plan Working Group, ITEP ExCom and ITEP Secretariat),
 - f. Drafting of final report and submitting of final report to ITEP Secretariat.
- 4) **PARTNERS.** In a bilateral or multilateral activity, project partners are all other ITEP Participant(s) actively involved in the project and accepting the lead nation in a co-ordinating role. Active involvement signifies that the partner contributes to the project, either financially or in kind (man/months). Project observers are not partners. Non ITEP Participants providing in kind facilities, information, material, personnel and equipment or funds can also be partners provided that a separate arrangement exists with the ITEP Participant(s) involved in the project.
- 5) **POINT OF CONTACT.** The point of contact for an ITEP activity is either the project manager of the activity or an ITEP Point of Contact which is up to date with the project plan, its status and progress.
- 6) **STATUS.** The following status options are possible
 - a. **Planned.** An ITEP Participant planning a project related to ITEP matters can announce the project in the ITEP Work Plan. Publishing a planned project in the ITEP Work Plan signifies that the concerned ITEP Participant is either actively looking for collaboration or is at least open for collaboration with other ITEP Participants. It also means that the project is planned for the immediate to near future (within a year after insertion in the Work Plan)
 - b. **Ongoing.** An ongoing project is published in the Work Plan in order to inform other ITEP Participants and the mine action community. It can be, but not necessarily, at a stage where collaboration with other ITEP Participants is still possible and/or requested.
 - c. **Standby.** These projects are not necessarily performing trials/tests at this moment in time but there is a budget, facilities, etc. to execute trials at short notice whenever there is a request from a potential user (mostly a specific user such as the Ministry of Defence) or a need to acquire a system.

- d. Trials/Tests completed/Archived. A project is completed when all project activities (tests and trials) have been executed. It is archived when the project report is submitted to the ITEP Secretariat and published on the ITEP Reports website. At this stage, a project executed by an ITEP participant, as a unilateral or co-operative project (with other ITEP Participants) can still be introduced in the Work Plan with as main objective informing other ITEP Participants and the mine action community about the results of a T&E related activity.
 - e. Postponed. The project is not going ahead as originally planned because of technical or financial problems. However, it is still of interest to the ITEP Participant(s) and will be executed as soon as the problems are resolved.
 - f. Cancelled. The project is not going ahead as originally planned because priorities have changed. The ITEP Participant(s) have decided to discontinue the (planned) project and will redirect resources.
- 7) **WEBSITE.** This lists a website where more information can be found on the project.
 - 8) **COMMENTS.** This includes other relevant and useful information about the project such as project observers, progress information (preferably link to progress reports and/or articles/publications on the project), etc. In case the trials/tests are completed, the COMMENTS section should also incorporate an approximate date for report delivery. In case a project is postponed or cancelled the reasons should be listed.
 - 9) **RESULTS/CONCLUSIONS.** In case of archived projects this field includes the following information:
 - a. test report + link to report on the ITEP Reports website,
 - b. a concise summary of the results taken from the test report when available, and
 - c. comments on the follow-up of the ITEP activity.