

# Action on Armed Violence



Annual Report &  
Financial Statements 2010  
Company Number 3895803

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## **Landmine Action**

<b>Board</b>	<b>Malcolm Rodgers, Co-Chair Anna Macdonald, Co-Chair Andy Burn, Treasurer (resigned December 2010) Clare Crawford (resigned March 2011) Olivia Dix Malcolm Harper Kate Moore Quincy Whitaker, Acting Treasurer (appointment December 2010)</b>
<b>Company Secretary</b>	<b>Emily Palmer (resigned July 2010) Anna Skocz (appointment September 2010)</b>
<b>Chief Executive Director, Policy &amp; Research Director, Operations Director, Finance Policy &amp; Research</b>	<b>Sebastian Taylor Richard Moyes Elizabeth Coates Tariq Abbas Portia Stratton Katie Harrison Serena Olgati Melissa Fuerth Penelope Caswell Umbreen Lalljee</b>
<b>Operations</b>	
<b>Finance</b>	
<b>Liberia Programme Manager Western Sahara Programme Manager</b>	<b>Chris Lang Ahmed Sidiali</b>
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<b>Company Number</b>	<b>3895803</b>

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**“Armed violence – whether it occurs in contexts of conflict or crime – is a fundamental challenge to our common humanitarian and developmental goals, often violating human rights, exacerbating gender inequality, and undermining security, justice, education and public health.**

*The Oslo Commitments on Armed Violence, May 12, 2010*

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## Table of Contents

<b>Background.....</b>	<b>5</b>
Introduction from the co-Chairs. . . . .	6
Chief Executive's Report.... . . . .	7
<b>Programmes.....</b>	<b>9</b>
Policy & Research . . . . .	9
Field-based Operations . . . . .	11
Advocacy & Campaigning . . . . .	14
The Cluster Munition Coalition . . . . .	15
<b>Future Plans - 2011-12 .....</b>	<b>16</b>
Mission, Governance, Management . . . . .	17
Structure, Governance, Management . . . . .	18
<b>Financial Report, 2010 .....</b>	<b>20</b>

## **Background**

Action on Armed Violence (formerly 'Landmine Action') was founded in 1992 as the UK arm of the International Campaign to Ban Landmines (ICBL). Between 1997 and 2009, we have played a leading role, in the UK and internationally, in a number of landmark humanitarian achievements, including

- The Comprehensive Mine Ban Treaty (1997)
- The Convention on Conventional Weapons, Protocol V (2003)
- The Geneva Declaration on Armed Violence and Development (2006)
- The Convention on Cluster Munitions (2008)

These international treaties and agreements save lives. They strengthen the commitment of the international community to reduce the incidence and limit the effects of armed violence. They support people, communities and countries struggling to recover from conflict. And they promote development that reduces the risk of violence in the future.

Alongside our work in international humanitarian and disarmament policy, we work on the ground designing and implementing practical programmes with communities affected by armed violence. We work across the armed violence continuum, incorporating both conflict and non-conflict settings. strengthening international humanitarian law to reduce weapons and weapon use, researching the causes of armed violence to promote development policies and programmes that reduce known risk factors, reducing immediate threat from unexploded ordnance, and supporting livelihoods strengthening in affected communities.

*the armed violence continuum*

**Our vision is:**

***"A global reduction in the incidence and impact of armed violence."***

**Our mission is:**

***"To improve human security by: outlawing indiscriminate weapons; reducing the availability of weapons; and strengthening communities affected by armed violence".***

**Our team**

Action on Armed Violence (AOAV) is a small London-based team working in three programme areas: Research & Policy; Advocacy & Campaigning, and Field Programmes, currently focusing on West Africa. We combine robust, high-quality research on weapon use and impact, with peace-building activities on the ground. We draw on both streams of work to create persuasive, evidence-based policy and advocacy with civil society partners, with the UK government, and other States to promote disarmament, arms controls, and development. Our impact to date is proof of our ability to change both the conditions on the ground, and the minds of those who make policy and contribute to changing international law.

## **Introduction from the Co-Chairs**

In 1996, the World Health Organisation declared violence a global health crisis. As we reach the end the first decade of the 21<sup>st</sup> century, armed violence continues to plague countries around the world. It affects men and women, boys and girls with women and girls often the main victims. It kills mostly individuals between the ages of 15 and 44, depriving communities and society at large of its citizens in their most productive years.

Whether we are talking about the conflicts in Afghanistan and Iraq, or the catastrophic cruelty of endemic fighting across the Democratic Republic of Congo, northern Uganda, Chad, and Sudan, or the gun violence deeply woven into everyday life in cities from Cape Town, to Rio de Janeiro, to Washington DC – reducing and ultimately preventing people being killed and injured as a result of armed violence confronts us all as a matter of humanitarian urgency.

Armed violence can be reduced. By building the international system controlling conventional weapons, by strengthening humanitarian standards for civilian protection in situations of war, by promoting social and economic development programmes that are inclusive, by supporting the safety and security of communities and households, we can see real reductions in the rates of death and disability caused by armed violence, and in the levels of fear and insecurity with which so many are forced to live day by day.

Since the launch of the Geneva Declaration on Armed Violence and Development in 2006, international attention to the global problem of armed violence has intensified. In 2010 The Oslo Conference on Armed Violence in Geneva in May 2010 played a major role in highlighting the need for concrete measures to prevent and reduce armed violence.

Endorsed by 60 states, these measures consisting of systematic monitoring and measurement of armed violence, recognition of victim's rights and the integration of efforts to combat armed violence into development plans at all levels of government were the centrepiece of the Oslo Commitments as they have come to be known.

AOAV continues to work both with the governments of Switzerland and Norway and with civil society organisations to promote both the Geneva declaration and the Oslo Commitments to promote practical action on armed violence reduction.

AOAV remains fully committed to supporting, monitoring and maintaining the various treaties and international instruments it have helped to create for the control, reduction and eradication of unacceptable weapons – from the Mine Ban Treaty to the Convention on Cluster Munitions.

We will continue to use the skills that made banning all cluster munitions possible to support civil society, UN agencies, and like-minded governments, in drawing the world's attention to the chronic problem of armed violence, to its appalling human cost, and to the economic waste and destruction of lives and livelihoods it needlessly causes.

Our sincere thanks go to all our donors, partners, supporters and volunteers, and everyone who helped us to improve our performance and impact throughout the year.

**Anna Macdonald & Malcolm Rodgers**  
Co-chairs

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## **Chief Executive's Report**

In recent decades, governments, policy makers, NGOs and media analysts made sense of a violent world by dividing it into countries where there is the clear presence of a conflict or war, and other countries which, whilst at peace, have problems of organised crime

The problem is that the effects are the same – gun crime or gang violence among poor and unemployed youth in the cities of rapidly growing economies, narco-traffickers in central America, airstrikes on civilian settlements in near-Asia, or bands of ex-combatants roaming the West African countryside without food and livelihoods - weapons and their use cause death and injury at a level that is simply unacceptable

The 'armed violence' agenda addresses this problem. It starts from the premise the prevention of such deaths and injuries this is a fundamental humanitarian priority. The armed violence agenda shows not only how armed violence destroys lives and obstructs social and economic development, but equally how uneven development, favouring some over others, can sow the seeds of violence in the future

By changing our name from Landmine Action to 'Action on Armed Violence', we have signalled our intention to direct our expertise in support of addressing the humanitarian and developmental crisis represented by armed violence in today's world

During 2010, we continued our work monitoring international agreements on conventional weapons – advancing internationalisation of the ban on cluster munitions, working with hundreds of civil society partners in the Cluster Munition Coalition with ratification of the convention leading to entry into force in 2010.

We have developed our work showing how the use of explosive weapons in densely populated areas causes unacceptable civilian harm – and we expect to continue to build on this work as more and more organisations and agencies subscribe to the need to the problem to be addressed.

We continue to support the Saharawi people in Western Sahara by surveying and clearing areas contaminated with explosive remnants of war, and providing agricultural and life-skills training to ex-combatants and war-affected communities in Liberia

This year, we have built the foundations for a broader armed violence agenda. Working with a range of disarmament, humanitarian and development NGOs, with a group of concerned governments, and with international organisations, we have taken our place at the forefront of this emerging field of policy and programmatic priority

Looking ahead to 2011, all of our work will fall under the collective rubric of armed violence reduction and prevention.

- Strengthening international norms and standards in arms production, trade, and use,
- Expanding our field work, to include both support to affected communities as well as support to local civil society in understanding and acting on the problem of armed violence
- Supporting multilateral initiatives to get ever greater commitment from states to recognise and respond to the crisis of armed violence,

**Dr Sebastian Taylor**  
**Chief Executive**

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## **Programmes**

### **Policy & Research**

During 2010, AOA V continued to have a leading role in international policy development on the issue of armed violence, and on policy streams relating to specific weapons categories. In addition, by including assistance to victims in its work, AOA V engaged in new frameworks, complementing its current activities.

### **Oslo Commitments on Armed Violence**

AOA V worked with governments, international organisations and partner NGOs to develop the Oslo Commitments on Armed Violence. This document was endorsed in May 2010 by over 60 states, and contains important commitments to monitor the impact of violence, recognize the rights of victims and to work to reduce armed violence in a coordinated way. AOA V contributed a detailed policy paper on victims and survivors of armed violence that was part of the official conference pack produced by the Government of Norway and UNDP. AOA V also coordinated and had substantial input into a compilation of position papers published on behalf of civil society.

### **Victims and survivors of armed violence**

With the recruitment of a survivor rights specialist, resulting from an institutional partnership with the former US NGO Survivors Corps, AOA V took on a greater engagement with the policy issues surrounding the rights of victims and survivors of armed violence. This was reflected in work around the Oslo Commitments, but also around the arms trade treaty negotiations, the Mine Ban Treaty and Convention on Cluster Munitions. This work has developed to ensure that the rights of victims and survivors of violence are a central consideration in AOA V's policy engagement across the armed violence agenda. In addition, AOA V is mainstreaming this work across the policy and programmatic work.

### **Latin America**

2010 saw AOA V further developing its partnership with the SEHLAC (Seguridad Humana en Latinoamérica y el Caribe, Human Security in Latin America and the Caribbean) group of NGOs from Latin America. This partnership saw initial research conducted on issues of armed violence in 12 Latin American countries. The aim of this preliminary research was to understand national capacities to generate and analyse data on the impact and incidence of armed violence.

The mapping of existing violence data capacities was used as a basis for a wider research agenda looking at national capacities to understand armed violence. This broader research is providing an important focus for the organization in 2011. The research will document national efforts to measure and monitor armed violence, and look at existing victim's assistance and armed violence reduction policies and programs.

### **Monrovia survey**

AOA V's policy and research work supported the development of an armed violence survey in the Liberian capital of Monrovia, as well as initial planning towards the development of a national armed violence observatory there. This project work has illustrated a stronger linking of research and policy work with the organisation's field programming agenda.

### **State of ignorance**

Developing from AOA V's concerns regarding national commitment to documenting and monitoring victimization from armed violence, AOA V researched and published the report "State of Ignorance" by Prof. Brian Rappert. The report was based on materials



released under the UK Freedom of Information Act relating to UK Government assessments of casualties in Iraq following the 2003 invasion, and the UK's responses to estimates produced by others. The report highlighted major shortcomings in the UK's efforts to understand levels of civilian harm (such as these efforts existed at all), reaffirming the need to strengthen obligations on states to assess harm caused by armed violence.

### **Explosive violence**

AOAV continued to pioneer policy and research work to reduce the impact of explosive weapons in populated areas. 2010 saw the initiation of the Explosive Violence Monitoring Project that continues to produce ongoing analysis of media reports on explosive weapon incidents. AOAV also initiated the research and drafting of a report published in March 2011 on 100 incidents of humanitarian harm caused by the use of explosive weapons in populated areas, which highlights patterns of harm resulting from this use, including severe and long-lasting health impacts, specific harm to children, damage to infrastructure, property and services, displacement, and explosive remnants of war.

AOAV undertook field research in the Philippine island of Mindanao on the impact of explosive weapons use in communities there. This research work sought to contribute to establishing a background for the development of the advocacy agenda discussed elsewhere in this report. In addition, AOAV convened NGO meetings on explosive weapons, and undertook numerous briefings for diplomats, international organisations and NGOs, particularly in collaboration with the United Nations Institute for Disarmament Research (UNIDIR).

### **Landmines and cluster munitions**

AOAV continued to serve on the Steering Committee of the Cluster Munition Coalition (CMC) and AOAV's representative to the Committee was also part of the small team that planned and coordinated the amalgamation of the governance and administrative structures of the CMC and the International Campaign to Ban Landmines.

AOAV continues to serve on the Editorial Board of the Landmine and Cluster Munition Monitor, and provided research and editing towards the production of those reports and extensive related online resources.

## **Advocacy & Campaigning**

### **Cluster munitions**

AOAV worked with partner NGOs and UK parliamentarians to ensure the UK's ratification of the Convention on Cluster Munitions (CCM). This was achieved with the passage of the Cluster Munitions (Prohibitions) Bill which entered into force in March 2010. On this basis the UK was able to ratify the CCM in March, becoming a full State Party on 1 November 2010, in time for the landmark First Meeting of States Parties in Lao PDR. This marked a positive milestone for AOAV's long-term work towards the prohibition of cluster munitions, with a particular focus on the UK Government. AOAV played an active role in the First Meeting of States.

### **Victim assistance and ATT**

AOAV developed a progressive agenda towards the inclusion of rights of victims and survivors of armed violence within a possible Arms Trade Treaty being negotiated within the framework of the UN. This saw AOAV staff undertaking advocacy work with other NGOs and supportive states towards the inclusion of provisions relating to armed

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violence victims within the treaty text. Ensuring adequate representation of victims of armed violence in that treaty will be an important focus of AOAV's work in 2011. This includes both work on promoting the policy agenda, but also facilitating participation of survivors in the negotiations.

#### **Armed Violence and the Millennium Development Goals**

AOAV had a leading role in the coordination of civil society participation in the Oslo Conference on Armed Violence (for the endorsement of the Oslo Commitments). AOAV then built on this role to call for recognition by states of the negative impact of armed violence under the framework of the Millennium Development Goals, which were reviewed in a major conference in September 2010. This represented the continuing development of AOAV's advocacy leadership on the broad theme of armed violence, particularly in its collaboration with QUNO (the Quaker United Nations Office).

Whilst recognition of the armed violence theme within the MDG context was limited, this work has resulted in greater state engagement with this policy theme.

#### **Advocacy on Explosive Weapons**

AOAV built upon its research and policy work to have a leadership role in civil society advocacy for recognition of the severe humanitarian impact of explosive weapons when used in populated areas. AOAV effectively coordinated advocacy by a small group of NGO partners, and the success of this work was reflected in strong recognition of this issue in the UN Secretary-General's report on Protection of Civilians in Armed Conflict, in statements from other key UN officials and in statements by a growing number of governments.

## **Field Operations**

### **Western Sahara**

#### **Clearance of Cluster Strikes and Explosive Remnants of War (ERW)**

Throughout 2010, AOA's programme in POLISARIO-controlled Western Sahara systematically worked through the Dangerous Area Survey results to remove and destroy a large number of individual dangerous items as well as carry out Battle Area Clearance (BAC) Clearance was designed and operationalised on the basis of high, medium and low priority areas (as defined both by the survey, and by subsequent on-the-ground assessments and local reports) with the focus on high priority, these dangerous areas being deemed such based on their close proximity to population centres, water points and primary and secondary routes

To date, 187 cluster strikes have been cleared east of the berm 136 areas have been have been officially handed back to the Saharawi population Such handovers contribute towards confidence building measures amongst the civilian population – especially nomadic pastoralists – and support the safe return of displaced Saharawis to their homes and the re-establishment of their livelihoods. Since the clearance and hand over to the communities, building work has commenced in areas such as Tifariti, Mehares and Bir Tigit town centres These towns are now benefitting from schools and shops

On 26<sup>th</sup> February 2011, AOA reached the benchmark of the clearance of over 10,000 cluster munitions since the start of the programme and over 8 million square metres were visually cleared and over 1 million square metres were cleared via sub surface clearance methods

#### **Emergency Response Team**

AOA maintained a dedicated rapid emergency response capacity 24 hours a day, 7 days a week, to respond to any ERW/mine emergency Each of the three Survey/BAC teams were trained in specialist trauma first-aid and equipped with a personnel-carrying vehicle and an ambulance vehicle with all necessary medical equipment. Due to the lack of roads and hospital infrastructure, the maintenance of an emergency response capacity is crucial for the safety of UN personnel conducting patrols and the nomadic populations who face a considerable threat from explosive ordnance.

#### **Information Management System for Mine Action (IMSMA)**

AOA continued to update and develop the IMSMA database with detailed data on new dangerous areas and items identified, ongoing clearance tasks and accident data. All dangerous areas and clearance sites were electronically mapped using GIS software This comprehensive database of the cluster munition and landmine contamination of Western Sahara east of the berm ensures ongoing activities are accurately recorded, regularly updated The dissemination of these data raises awareness among stakeholders of areas that should be avoided due to the risks posed. The IMSMA database will also be useful during the design of mine risk education activities

AOA continues working in close coordination with MINURSO and POLISARIO with our prime focus on BAC and EOD clearance of high priority surveyed areas AOA identified

through the survey a concentration of contamination around traditional transit routes, settlement sites and water holes. While cluster munitions (BLU63, MK118 and M42) pose the greatest threat in this region, there is also an urgent requirement for clearance in populated and well-travelled areas of anti-personnel mines, anti-tank mines, mortar shells, grenades, rockets and projectiles.

AOAV received continuing financial support from UNOPS/UNMAS and the Norwegian Ministry of Foreign Affairs for 2010-2011 to conduct clearance of these items to further reduce the threat to the local population, UN personnel, POLISARIO representatives and NGOs in the area. Hence the Western Sahara programme concentrated all efforts on carrying out further clearance of prioritised areas and items and aimed on increasing clearance productivity. Three additional operators were added to each of the 3 teams, making it a 10 operator team in order to increase output. Furthermore, a dedicated EOD team was also established.

## **Liberia**

AOAV continued to operate under the name Landmine Action in Liberia throughout 2010.

### **Vocational and life skills training for vulnerable youth and ex-combatants**

In March 2010, the third course of training at TATP (Tumutu Agricultural Training Programme) produced 375 graduates (335 men and 40 women), who were reintegrated to 9 counties across Liberia. This course was funded by UK DFID and reintegration was supported by the Norwegian RMFA (Royal Ministry of Foreign Affairs). Preparations for the second course of training at SATP (Sinoe Agricultural Training Programme) were implemented from October to December 2010, which involved equipment procurement, personnel recruitment and trainee registration prior to the course commencement in early 2011. The TATP and SATP courses were followed closely by IPA (Innovations for Poverty Action) which is undertaking a formal external evaluation of the programming model. IPA's evaluation report is scheduled to be released in late 2011.

### **Baseline survey on armed violence in Monrovia**

AOAV completed implementation of the baseline survey of armed violence in Monrovia in the spring of 2010, which was funded by the Norwegian Ministry of Foreign Affairs. The survey recorded the perceptions and experiences of armed violence based on primary data collection methods including a household survey, community focus group discussions, and key stakeholder interviews with government, non-government and international organisation actors. Findings of the baseline survey demonstrate that perceptions of insecurity in Monrovia remain high with over 60% of residents worried about becoming a victim of armed violence, and almost 25% of households having experienced actual victimisation in the past year. The report on findings is available by request.

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### **Mapping of armed violence reduction and programming**

AOAV produced a mapping of armed violence reduction and programming initiatives in Liberia. These findings contributed to a paper commissioned by the OECD (Organization for Economic Cooperation) of initiatives around the world, focusing primarily on trends in six case study countries (Brazil, Burundi, Colombia, Liberia and Timor-Leste). The report, published in November 2010, aimed to inform the OECD's work on INCAF (International Network on Conflict and Fragility) and to lay the ground for more comprehensive evaluations of outputs and outcomes in the future.

### **Armed violence observatory**

AOAV was awarded funding in September 2010 to follow up work on the baseline assessment on armed violence, to implement the formation of an armed violence observatory among various Government agencies, NGOs and civil society partners. A project manager was recruited in 2010, in preparation for implementation of observatory implementation in 2011.



## The Cluster Munition Coalition

### Summary

In 2010 the CMC focused on maximising the visibility of the entry into force of the Convention on Cluster Munitions around the world and ensuring a successful First Meeting of States Parties to the Convention in Lao PDR. In preparation for these two milestones and as part of a longer-term effort to facilitate the growth and development of the campaign, the CMC held a three-day campaign forum on the margins of a preparatory meeting in Chile in June. In addition, the CMC continued with its core functions of facilitating campaigners' work to encourage more countries to join the Convention and to get those already on board to fulfill their obligations to clear land, assist victims and destroy stockpiles. Short summaries of the three highlights of 2010 are provided below.

### Campaign Forum

In June 2010, on the margins of the global conference held in Santiago to prepare for the First Meeting of States Parties, the CMC held a Campaign Forum for 130 campaigners. There were 49 sessions facilitated by 40 campaigners over three days, covering practical aspects such as proposal writing and photography as well as thematic issues such as victim assistance and understanding weaponry. For more information on the different sessions, see <http://www.stopclustermunitions.org/campaignforum/>

### Entry into Force

Following an intensive ratification campaign in 2009, the 30th country deposited its instrument of ratification at the United Nations on 16 February. This triggered an entry into force date for the Convention of 1 August 2010. During the build up to entry into force, the CMC facilitated a series of actions around the world focused on the theme 'Beat the drum to ban cluster bombs'. Campaigners in 82 countries took action, the CMC's largest global action ever. Events included a concert in Belgrade with renowned Serbian drummer Dragoljub Duricic and 23 of his drumming friends followed by a press conference, and a drumming session and parliamentary event in Wellington New Zealand. Supported by a video news release, there was widespread media coverage of Entry into Force, including live radio and television as well as print and online items. For more details and a full list of actions, see <http://www.august1.org/events2011/events>

### First Meeting of States Parties

In November 2010, together with representatives of civil society and international organisations, the States Parties to the Convention on Cluster Munitions held their first annual meeting. The venue was Vientiane, Lao PDR, a highly significant venue as the country most heavily affected by cluster munitions in the world. The CMC played a central role in the preparations for the conference and in all of the activities undertaken during the historic meeting. The CMC employed two fulltime staff to facilitate and support work by civil society and the Lao government and undertook three advance missions to provide input into preparations for the meeting.

In total 121 governments attended the meeting, including 18 at ministerial level and the CMC facilitated the participation of over 400 representatives of civil society, including cluster munition survivors. States Parties agreed a far-reaching 'Vientiane Action Plan' with 66 concrete steps against which their progress will be measured in putting the treaty into action. Supported by a video news release based on a media trip facilitated by CMC and its members Handicap International and Norwegian People's Aid, there was widespread coverage of the meeting in print, online and broadcast media.

## **Future plans: 2011-12**

The development of the Oslo Commitments at the Oslo Conference on Armed Violence in May this year, has created important opportunities for new strategic partnerships with the government of Norway and with Civil Society Organisations (CSOs) to advance the meeting's major messages:

- measure and monitor armed violence to achieve measurable reductions
- recognise the rights of victims of armed violence
- integrate armed violence reduction strategies into official development plans.

AOAV will work with Norway and CSO partners in 2011 and 2012 to develop policies and programmes and that address these three key issues

We will develop work on monitoring explosive violence globally. We will establish an Explosive Violence Monitoring Project (AVMP) that will monitor and measure explosive violence globally and provide regular reporting and country-specific case studies on its dynamics.

We will establish an International Network on Explosive Weapons (INEW) with other like-minded agencies to highlight the severe humanitarian impact of explosive weapons when used in populated areas.

We will strengthen the voices of CSOs and affected communities in international fora and promote and develop programmes on victim support.

The second Ministerial Review Conference of the Geneva Declaration in November 2011 will be an important opportunity to galvanise support for integrating armed violence reduction strategies into official development plans. We will work with progressive member states and CSOs to promote practical outcomes and programmes.

We will strengthen our programme work in Western Sahara and Liberia and pursue new opportunities to work on the ground in Burundi and Sierra Leone as well as Latin America, drawing on our partnership with the SEHLAC (*Seguridad Humana en Latinoamérica y el Caribe*, Human Security in Latin America and the Caribbean) group of NGOs.

AOAV will establish an Armed Violence Observatory (AVO) in Monrovia, Liberia early in 2011 with the support of various Government agencies, NGOs and civil society partners. Our baseline survey demonstrates that over 60% of Monrovia residents fear becoming victims of armed violence, and almost 25% of households have experienced actual victimisation in the past year.

We will continue to both support and challenge states through our policy, our advocacy and our programme work to provide affected populations with the assistance and the protection they need in the face of armed violence. We will also strive to develop more effective national and international legislation and programmes to prohibit and prevent armed violence wherever and whenever it occurs.

## **Mission, Approach, Strategy**

### **Objects**

The objects of Landmine Action are

- National and international legislation with regard to disarmament, conventional weapons control, armed violence reduction and development,
- Provision of assistance and relief to communities affected by armed violence and conflict;
- Public advocacy and education on armed violence and conventional weapons.

### **Our mission and approach**

*"We work to improve human security by outlawing indiscriminate weapons, reducing the availability of weapons, and strengthening communities affected by armed violence"*

We fulfil our mission by

- a) Improving understanding of societies affected by armed violence, and the role of conventional weapons in society
- b) Improving understanding of the structures and dynamics of armed violence reduction and post-conflict humanitarian assistance
- c) Developing armed violence reduction and post-conflict rehabilitation project models that build on local practice and capacity.
- d) Implementing pilot projects that serve as a focus for evaluation, for demonstrating results and the further development of programme models
- e) Developing greater protection for civilians under International Humanitarian Law (IHL)
- f) Raising public awareness in the UK and internationally on IHL and on conventional weapons and the international burden of armed violence



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## **Structure, Governance & Management**

### **Operational decision making**

The Board of Directors is responsible for the governance of Landmine Action, especially with respect to representation and accountability. These responsibilities include determining policy and strategy, appointing and overseeing the executive Director, monitoring performance, managing the governance process, and providing insight, guidance and wisdom. Management is provided by the Director working with the staff of the organisation.

### **Recruitment & Appointment of Board Members**

Landmine Action aims to select board members in a manner consistent with the organisation's equal opportunities policy. The procedure for recruiting and inducting board members is as follows:

- 1) Skills required by new board members are assessed on the basis of gaps within the existing board.
- 2) An advertisement is issued through the national press, existing networks and the website.
- 3) Candidates are short-listed and interviewed according to published criteria.

Procedures for board member recruitment, election, rotation/re-election and retirement have been further developed during the course of 2008.

### **Induction & Training of Board Members**

New board members are issued with an induction pack covering Landmine Action's work and key policies. They meet the Director and staff to discuss strategy, policy, current and planned activities. All trustees are invited to attend network and parliamentary meetings, international conferences, and they are encouraged to visit field programmes. An in-depth planning day is organised annually to review progress and consider areas for improvement.

### **Risk Management Statement**

All procurement and administrative procedures are in place to ensure that authorisation and accountability lines are respected. Landmine Action's Directors recognise their collective and individual responsibilities to assess and manage risks which may affect the company in the achievement of its objectives. Internal risks are reduced by the application of appropriate controls to ensure that financial, administrative and operational procedures are effective, thus minimising the risk of financial loss and litigation against the company. All risks are assessed according to their likelihood and potential impact on organisation, and managed accordingly.

### **Related Party**

The Cluster Munitions Coalition (CMC) is an independently funded organization that operates as a part of Landmine Action for legal and administrative purposes. The Cluster Munitions Coalition shares office space and administrative staff with Landmine Action as well as the associated costs. All funds raised by and for the CMC are accounted for separately, however Landmine Action is legally required to meet any shortfall of funds that may occur as a result of the CMC's operations.

### **Principal Financial Management Policies**

Funds received from institutional donors are managed in line with agreed contractual arrangements. The allocation of donations from unrestricted income is decided on the basis of needs identified by Landmine Action's Board. Donations derived from non-institutional restricted income are allocated according to the requests of the donors.

### **Reserves Policy**

Landmine Action is an independent non-profit organization and as such is solely responsible for the ongoing financial requirements and obligations of its programmes as well as those of the Cluster Munitions Coalition. The operational commitments are related to activities funded by restricted funds. The contractual arrangements with donors cover the completion of such tasks and related financial commitments.

The Board has determined that it is prudent for the organization to maintain a certain level of cash reserves in order to ensure the longer-term viability of the organization and the sustainability of its programmes against short-term funding shortfalls or emergency funding requirements. The reserves balance is reviewed regularly along with the level of the organization's total incoming and outgoing funds.

### **Financial Position**

The current financial year registered an increase in funding from £3.255 million last year to £3.634 million this year. During the year, LMA secured increased level of funding from the Royal Norwegian Ministry of Foreign Affairs and United Nations Office of Project Services and has got new funding from the Department of Foreign Affairs of Ireland, Ausaid and Norwegians Peoples Aid.

The majority of our current activities in the next financial year are funded under the current funding arrangements. German Ministry of Foreign Affairs has been funding Liberia programme since 2008 and will continue to do so into 2011. The Royal Norwegian Ministry of Foreign Affairs and United Nations Office of Project Services will continue their support. LMA has also secured seed funding for Burundi and Sierra Leone assessment to assess prospects for field programmes during 2011.

Landmine Action will continue to work closely with current and new donors to secure continuing financial support for its work.

### **Auditors**

Kingston Smith LLP have indicated their willingness to continue in office and in accordance with the provisions of the Companies Act it is proposed that they be re-appointed auditors for the ensuing year.

### Statement of Directors responsibilities


The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

So far as the Directors are aware, there is no relevant audit information of which the company's auditors are unaware. Additionally, the Directors have taken all the necessary steps that they ought to have taken as directors in order to make themselves aware of all relevant audit information and to establish that the company's auditors are aware of that information.

Signed on behalf of the board of directors



Anna Macdonald  
Director

Date. 29/9/11

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF LANDMINE ACTION**

We have audited the financial statements of Landmine Action for the year ended 31 December 2011 which comprise of the primary statements such as the Profit and Loss Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken for no purpose other than to draw to the attention of the company's members those matters which we are required to include in an auditors' report addressed to them. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the company and company's members as a body, for our work, for this report, or for the opinions we have formed.

### **Respective responsibilities of directors and auditor**

As explained more fully in the Directors' Responsibilities Statement the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the directors, and the overall presentation of the financial statements.

### **Opinion on financial statements**

In our opinion the financial statements

- give a true and fair view of the state of the company's affairs as at 31 December 2011 and of its profit for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or  
the financial statements are not in agreement with the accounting records and returns;  
or  
certain disclosures of directors' remuneration specified by law are not made, or  
we have not received all the information and explanations we require for our audit

*V. K. L. L. L. L. L.*

Neil Finlayson (Senior Statutory Auditor)  
for and on behalf of Kingston Smith LLP, Statutory Auditor

Devonshire House  
60 Goswell Road  
London  
EC1M 7AD

*30/9/2011*

## Landmine Action

### Statement of Income and Expenditure For the year ended 31 December 2010

	Note	2010 £	2009 £
<b>Income</b>			
Grants	2	3,634,032	3,255,907
Donations		9,214	23,650
Bank Interest		193	137
Profit on disposal of fixed assets		30,641	-
Sundry Income		12,045	4,440
		<u>3,686,124</u>	<u>3,284,135</u>
<b>Expenditure</b>			
Staff costs	4	1,362,489	1,253,952
Other Staff Costs		190,108	161,475
Travel		508,960	245,332
Office Expenses		224,269	313,374
Construction and building maintenance		64,580	373,504
Vehicles running costs		132,705	171,000
Training material, food and water		295,692	290,529
Equipment		76,634	25,754
Information, publications and Website costs		66,322	61,593
Legal & consultancy		152,286	85,477
Communications and IT		77,009	66,882
Events and partnerships		226,753	373,110
Bank Charges		15,706	25,779
Depreciation		128,868	102,097
Exchange Variance		4,607	(21,375)
		<u>3,526,988</u>	<u>3,528,483</u>
Surplus /(deficit) of income over expenditure before taxation	3	159,136	(244,349)
Corporation tax on bank interest	6	41	29
Surplus (deficit) after taxation		159,095	(244,377)
Balance at start of year		478,347	722,724
Balance at close of year	13	<u>637,442</u>	<u>478,347</u>

## Landmine Action

### Balance Sheet As at 31 December 2010

	Note	2010 £	2009 £
<b>Tangible Fixed Assets</b>	7	<u>189,793</u>	<u>151,173</u>
<b>Current Assets</b>			
Debtors	8	62,507	153,580
Cash at bank and in hand		<u>2,066,764</u>	<u>1,910,006</u>
		<u>2,129,271</u>	<u>2,063,586</u>
<b>Creditors</b> Amounts falling due within one year	9	(1,681,622)	(1,736,413)
<b>Net Current Assets</b>		<u>447,649</u>	<u>327,173</u>
<b>Net Assets</b>		<u>637,442</u>	<u>478,347</u>
<b>Funds</b>		<u>637,442</u>	<u>478,347</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Approved by the Board and authorised for issue on 29/9/11 and signed on their behalf by



Anna Macdonald, Director

Company registration number 3895803

# Landmine Action

## Notes to the Financial Statements For the year ended 31 December 2010

### 1 Principal Accounting Policies

#### 1.1 Accounting basis and standards

These accounts have been prepared under the historical cost convention and in accordance with Financial Reporting Standard for Smaller Entities (effective April 2008) They have been prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

#### 1.2 Income and expenditure account

The account has been presented in this format to provide the user with the most relevant information about Landmine Action's activities

#### 1.3 Fixed Assets

Fixed assets are stated at cost less accumulated depreciation Assets costing £1,000 or more are capitalised at historical cost Purchases of less than £1,000 are treated as revenue expenditure

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows

Plant and Machinery  
Vehicles  
Furniture and Equipment

Assets which are to be transferred to a partner agency at the end of the contract period are not capitalised

#### 1.4 Foreign Currencies

Transactions denominated in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transactions Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the end of the financial year All exchange differences are dealt with in the income and expenditure account



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**1.5 Government Grants**

Grants are credited to deferred income. Grants towards revenue expenditure are released to the income and expenditure account as the related expenditure is incurred.

**1.6 Pension**

Landmine Action contributes to a stakeholder pension scheme which is made available to all UK and expatriate staff employed for more than 3 months.

**1.7 Website Development costs**

Design and content development costs are capitalised only to the extent that they lead to the creation of an enduring asset delivering benefits at least as great as the amount capitalised. If there is insufficient evidence on which to base reasonable estimates of the economic benefits that will be generated in the period until the design and content are next updated, the costs of developing the design and content are charged to the profit and loss account as incurred.

## Landmine Action

### Notes to the Financial Statements For the year ended 31 December 2010

	2010 £	2009 £
<b>2 Grants Income</b>		
The Royal Norwegian Ministry of Foreign Affairs	1,916,080	852,997
The Diana Princess of Wales Memorial Fund	4,728	51,862
Department of Foreign Affairs Ireland	220,025	-
Ministry of Foreign Affairs New Zealand	15,820	7,832
Ausaid	34,719	-
Norwegian Peoples Aid	25,000	-
Ministry of Foreign Affairs Sweden	-	19,736
United Nations Mine Action Service	-	112,002
The Government of Netherlands	-	76,162
The Government of Canada	73,058	26,550
The Government of Austria	8,314	24,588
UK Department of International Development	173,913	425,243
United Nations Office for Project Services	607,558	322,366
German Ministry of Foreign Affairs	392,757	583,101
UNDP	-	16,803
UNDP - Peace Building Fund	73,208	553,490
International Campaign to Ban Landmines Federal Department of Foreign Affairs, Switzerland	16,400 32,710	128,395 35,814
Survivor Corp	29,520	-
Others	10,223	18,967
	<u>3,634,032</u>	<u>3,255,907</u>

- 2.1 The grants income comprise both restricted and unrestricted funds which is to be used in accordance with specific restrictions set by donors and general funds which are available for use at the discretion of the board in furtherance of the general objective of the organisation

### 3 Surplus of Income over Expenditure

The surplus is stated after charging

	2010 £	2009 £
Depreciation - owned fixed assets	128,868	102,097
Auditor's remuneration		
statutory UK audit	7,250	7,250
prior year	46	1,714
other services	<u>6,545</u>	<u>9,601</u>

### 4 Salaries and Wages

#### 4.1 Staff costs comprise:

	2010 £	2009 £
Salaries (UK & Expat)	779,696	721,570
Salaries (National Staff)	502,253	463,242
National Insurance	72,033	63,049
Pension	<u>8,507</u>	<u>6,090</u>
Total Staff Costs	<u>1,362,489</u>	<u>1,253,952</u>

4.2 An average of 22 UK and expatriate staff were on the payroll of the organisation during 2010 (2009 -21)

### 5 Remuneration of Directors

No fees were paid to Directors

### 6 Taxation

	2010 £	2009 £
Corporate tax on bank interest	<u>41</u>	<u>29</u>

## Landmine Action

### Notes to the Financial Statements For the year ended 31 December 2010

#### 7 Fixed Assets

	Plant & Machinery £	Furniture & Equipment £	Vehicles £	Total £
<b>Cost</b>				
At				
01/01/10	55,554	87,868	291,390	434,812
Additions	10,973	9,945	146,570	167,488
Disposal			(36,458)	(36,458)
<b>At</b>				
<b>31/12/10</b>	<b>66,527</b>	<b>97,813</b>	<b>401,502</b>	<b>565,842</b>
<b>Accumulated Depreciation</b>				
At				
01/01/10	41,766	63,493	178,379	283,638
Additions	12,131	16,627	100,110	128,868
Disposal			(36,458)	(36,458)
<b>At</b>				
<b>31/12/10</b>	<b>53,897</b>	<b>80,120</b>	<b>242,032</b>	<b>376,048</b>
<b>Net Book Value</b>				
At				
31/12//10	12,630	17,693	159,470	189,793
At				
31/12/09	13,788	24,375	113,011	151,173

#### 8 Debtors

	2010 £	2009 £
Other Debtors	43,858	11,363
Prepayments	9,530	18,505
Accrued income	9,119	123,712
<b>Total Debtors</b>	<b>62,507</b>	<b>153,580</b>

## 9 Creditors

	2010 £	2009 £
Trade creditors	151,776	82,987
Corporation Tax	41	29
Social security and other taxes	36,068	14,760
Other creditors	8,010	20,688
Accrual	10,250	10,559
Deferred income	<u>1,475,477</u>	<u>1,607,390</u>
	<u>1,681,622</u>	<u>1,736,413</u>

## 10 Operating Leases

As at 31 December 2010, the company had annual commitments under non-cancellable operating leases as follows

	2010 Land & buildings £	Others	2009 £
Operating leases which expire in the second to fifth year	20,775	2,496	20,775

## 11 Limited by Guarantee

Landmine Action is a company limited by guarantee and does not have share capital. The members' liability is limited to £1.

## 12 Charitable Status

On 19 December 2007 the Company set up the charitable organization Landmine Action Charitable Trust, (in 2010, the Trust has changed its name as Action on Armed Violence), with the intent of transferring all the company's assets and liabilities to the charity which is due to take place during 2011. After the transfer, all of Landmine Action's existing operations as well as the majority of all future operations will be conducted through the charity.

## 13 Movement in Funds

	2010 £
Funds brought forward	478,347
Excess in year	<u>159,095</u>
Funds carried forward	<u>637,442</u>