

MAG 24 01 Insurance Services – MAG Overview

Please use this document and supplementary documents provided to facilitate your understanding of MAG's operation and culture. The information and resources, (including governance) which can be found on [MAG's website](#) should also inform your bid.

The Mines Advisory Group (MAG) is a global humanitarian and advocacy organisation that finds, removes and destroys landmines, cluster munitions and unexploded bombs from places affected by conflict. MAG was established in 1989 and implements projects globally.

- MAG's Vision: a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy.
- MAG's Mission: to save lives, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear.
- MAG's Values: Our values come to life through our actions, every day.
 - Determined – we work with purpose;
 - Expert – through excellence and expertise we build trust;
 - Integrity – we strive to do the right thing;
 - Compassion – people come first in everything we do, and
 - Inclusive – we are inclusive, and we value diversity.

MAG's [2024-2028 Strategic Framework](#) provides a roadmap not just for what we do but how we do it, as we aim to save and change more lives, every single day.

MAG works in conformity with international standards to ensure safety, quality and efficiency when delivering projects to mitigate the threat of explosive ordnance in communities at risk. MAG has been a member of the International Mine Action Standards (IMAS) Review Board for the past 15 years. MAG has also been part of the review board for the International Ammunition Technical Guidelines (IATG) and Modular Small-Arms Control Implementation Compendium (MOSIAC).

The fast paced and responsive nature of MAG's global operations means we require a flexible and dynamic approach from our Preferred Supplier, with a strong focus on customer service and claim management. MAG will work closely with the chosen provider and insurers to achieve the best possible policy portfolio for MAG.

MAG seeks to appoint a single provider who can offer a complete insurance/brokerage and risk management service. **Currently, MAG's global insurance cover is renewed annually for October 1st to September 30th.**

MAG's currently has a number of insurance policies including Combined Liability, Equipment – Property Damage and, Personal Accident and Medical Expenses. A summary of our existing insurance policies is available upon receipt of a completed Expression of Interest (EOI) form and Non-Disclosure Agreement (NDA).

MAG Core Operational Activities

A glossary of definitions of terms used below is included on the final page.

- Survey and non-technical survey, and clearance (including storage, disposal and destruction) of explosive ordnance resulting from an unplanned explosion at a munitions site.
- Survey non-technical survey, and clearance (including storage and destruction) of landmines and other explosive remnants of war.
- Stockpile destruction, including surveys and risk assessments.
- Provision of risk reduction education relating to explosive ordnance and small arms and light weapons.
- Provision of expert advice on potential measures to mitigate the risk of incident relating to explosive ordnance (including mines), small arms and light weapons.
- Technical support relating to the physical security and stockpile management of armouries and munition sites
- Training and development of local capacities, appropriate partners and regional and national authorities
- High risk search, including training and support in the clearance of booby traps, improvised explosive devices (IEDs).
- Operational trials and field evaluations

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- Policy research and Development
- Survey and contamination mapping
- Provision of quality assurance/ control services
- Provision of project management services including construction
- Needs assessment and the design and delivery of training and capacity building
- Emergency response to humanitarian crises and complex emergencies
- Lobbying, advocacy and representation, including advocacy relating to treaty compliance
- Sub-Contracting

These activities are undertaken with a variety of methods, including, manual demining, mechanical demining, including the use of armoured excavators and demining machines, animal detection systems, local community engagement activities, survey and mapping activities, sub-contract of construction of armouries, the cutting of weapons using mechanical shears or metal cutting saws, controlled demolitions of explosives.

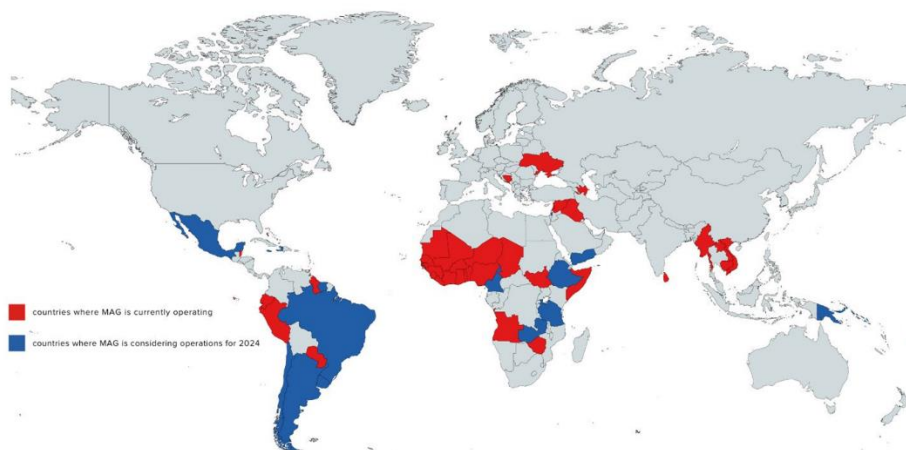
Support and Indirect Activities Overseas

- Mechanical Workshops
- Vehicle and Plant Fleet Management (including maintenance and fuel storage)
- Administration offices
- Stores of equipment and supplies
- Mobile, semi-permanent and permanent explosive storehouses and weapons storage
- Global Freight Forwarding (road, air, sea, land)
- Local transport of equipment and supplies (road, waterways, air)
- Staff Travel (international and local – air, road)
- Transporting and holding cash
- Staff accommodation and housing
- Vehicle and Plant leasing

MAG's head office (Manchester, UK)

- Administration office (central management of conflict prevention and recovery programmes)
- Fundraising and communications activities, including events (UK and overseas), third party and volunteer-led fundraising and other income generation activities.
- Lobbying, advocacy and representation, including advocacy relating to treaty compliance
- Staff Travel (rail, air)
- Note, no vehicles or plant is operated in the UK.

MAG's Global Workforce – the MAG Community



In 2024 MAG will deliver programme activity in over 35 countries¹, deploying a global workforce of c5.7k staff. Several new programme contexts are of interest for 2024 including Argentina, Papa New Guinea and Zambia.

¹ Possible new country programmes for 2024 are: Argentina, Brazil, Cameroon, Caribbean (notably Haiti and Jamaica), Chile, Colombia, Ethiopia, Gaza, Kenya, Mexico, Pacific Islands, Papua New Guineas, Sudan, Tanzania, Uruguay, Yemen and Zambia.

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The tables below provide an indication of which activities, humanitarian mine action (HMA), weapons ammunition management (WAM) or both are conducted in MAG country programmes.

Current MAG Country Programmes				FY24 new initiatives	
Angola	Gambia	Mauritania	Somalia	Argentina/Brazil/Chile	Pacific Islands
Azerbaijan	Ghana	Myanmar	South Sudan	Caribbean region, notably Haiti and Jamaica	Papua New Guinea
Benin	Guinea	Niger	Sri Lanka	Cameroon	Sudan
Bosnia and Herzegovina	Guinea Bissau	Nigeria	Syria	Colombia	Tanzania / Kenya
Burkina Faso	Iraq	Paraguay	Togo	Ethiopia	Uruguay
Cambodia	Laos	Peru	Ukraine	Gaza	Yemen
Chad	Lebanon	Senegal	Vietnam	Mexico	Zambia
Ecuador	Mali	Sierra Leone	Zimbabwe		

Humanitarian Mine Action
Weapons Ammunition Management
Both

MAG delivers its lifesaving work through three distinct categories of employee:

- **International and Roving employees:** recruited and contracted through MAG UK.
 - Our **International** employees live and work in the programme country, under a contract based on UK employment law.
 - Our **Roving** employees spend the vast majority of their working time travelling to and between MAG programmes, primarily under a contract based on UK employment law, however it and where required this may be varied based on their normal country of domicile and employed through an ‘employer of record’ service. When not travelling, they work from home.
- **UK based and Remote employees:** recruited and contracted through MAG UK, with the vast majority based in the UK under UK employment law – our ‘head office’ teams. A small number of Remote employees are based outside of the UK and employed through an ‘employer of record’ service.
- **National employees:** recruited and contracted locally under the national legal framework on the country worked in (e.g., Vietnam, Iraq, South Sudan etc.)

International and Roving

MAG employs around 180 international and roving staff, around 50% of whom are technical experts. They provide the expertise to allow us to train and supervise the national staff we employ to undertake demining and stockpile destruction or management work. Our staff are fully qualified in Explosive Ordnance Destruction (EOD), apart from some Weapons and Ammunition Management (WAM) staff for whom the EOD qualification not being required. They have substantial experience and technical knowledge of landmines and unexploded ordnance, stockpile and arms management.

Other International staff are engaged in varied programme management activities such as financial management, stakeholder liaison and representation, grant management, logistics and procurement, medical training, security management and people management.

A limited number of senior staff are in ‘accompanied’ positions, whereby they are joined in the country of work by their immediate family, where the security context allows.

UK based (‘Manchester Affiliated’) and Remote

There are around 90 UK based or remote staff. The majority of these – over 80 – are based in the UK. These staff are engaged in various programme and organisational support activities such as financial management, human resources

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management, safeguarding, business development, advocacy, fundraising, communications, IT, grant management, logistics and procurement, security management and governance.

National Staff

The majority of MAG's employees are national staff recruited in the country of operation and receive the training necessary to undertake their roles, including obtaining relevant qualifications, where required. National staff are employed in a range of technical and support roles. Our technical staff receive the training necessary to undertake their roles, including obtaining relevant qualifications where required.

Indicative employee data as at 31 December 2023

Programme based 'international' employees	169
Number of these 'accompanied'	12
Dependant Spouse or Partner or insured person	12
Dependent child of an insured person	12
Roving staff (UK / non-UK)	12 (4 / 8)
UK based ('Manchester Affiliated') and Remote (UK) employees	95
Remote employees (non-UK)	10
Total national staff employed in their country of domicile²	4,352

A detailed breakdown of staff by location is provided on the next page based on indicative 31 December 2023 data. However:

- Angola, Bosnia and Vietnam (*) national staff numbers are not provided, as they are insured locally.
- International staff in West Africa (**) travel between the different locations we work in and have been provided as 'regional'. Locally recruited staff are provided against their sub-region of work.
- Nationally recruited staff numbers include individuals on 'service contracts' where this contractual arrangement includes cover under MAG's insurance policy framework.
- MAG's remote staff have been provided as split between remote from the UK and remote outside of the UK. Presently non-UK remote staff receive the same levels of insurance as our 'international' employees.

Regions provided are:

- AP – Asia Pacific
- EE – Eastern Europe
- ESA – East and Southern Africa
- LAC – Latin America and the Caribbean
- ME – Middle East
- SWA – Sahel and West Africa
- UKA – UK Affiliated

² This figure **excludes** MAG's locally contracted employees in Angola, Bosnia and Vietnam, where due to local rules insurance must be purchased locally.

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Staff by location				
Region	Country	International	National	Total
AP	Cambodia	11	597	608
AP	Laos	12	1,230	1,242
AP	Myanmar	2	42	44
AP	Sri Lanka	8	1,028	1,036
AP	Vietnam*	7	N/A	7
EE	Azerbaijan	6	7	13
EE	Bosnia and Herzegovina*	2	N/A	2
EE	Ukraine	14	126	140
ESA	Angola*	5	N/A	5
ESA	Somalia	3	11	14
ESA	South Sudan	9	149	158
ESA	Zimbabwe	1	57	58
LAC	Caribbean	2	0	2
LAC	Ecuador	3	3	6
LAC	Paraguay	1	0	1
LAC	Peru	5	5	10
ME	Iraq	18	593	611
ME	Lebanon	6	182	188
ME	Syria	14	248	262
WA	WA Regional**	34	N/A	34
WA	WA region 1: (Chad, Mali, Burkina Faso, Niger ³)	N/A	32	32
WA	WA region 2: (Guinea Bissau, Senegal, Mauritania)	N/A	25	25
WA	WA region 3: (Nigeria ⁴ , Benin)	N/A	12	12
Other	Jordan	2	2	4
UKA	UK Based ('Manchester Affiliated') and Remote UK	N/A	95	95
UKA	Remote (non-UK)	10	N/A	10
UKA	Roving	12	N/A	12
TOTAL (excluding locally insured national staff)		187	4,444	4,631

³ Sickness insurance for staff and dependants.

⁴ DBNC insurance at lower level.

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MAG's Global Equipment Holdings

MAG holds equipment globally and includes any leased equipment in the below.

The equipment value is based on 25% reducing balance with assets less than 3 years old valued at cost.

International Equipment Values as of 31 December 2023:

Country	Insurance value USD
Angola*	1,795,162
Azerbaijan	83,790
Benin	52,458
Bosnia	515,215
Burkina	221,576
Cambodia	1,895,000
Chad	735,000
Ecuador	1,600
Gambia	0
Ghana	0
Guinea	0
Guinea Bissau	0
Iraq	2,919,721
Laos	2,575,507
Lebanon	1,124,310
Mali	25,000
Mauritania	57,458
Myanmar	45,992
Niger	9,000
Nigeria	0
Peru	0
Senegal	8,201
Sierra Leone	0
South Sudan	867,000
Sri Lanka	584,484
Somalia	93,828
Syria	1,114,152
Togo	0
Vietnam	1,053,752
Zimbabwe	277,070
Ukraine	2,455,665
TOTAL	18,510,941

*Indicate Rights of Use (RoU) assets. RoU assets are where donors allow MAG to use their assets, which are not included in MAG project budgets but are covered in MAG's insurance. The valuation of RoU assets for the country indicated in the table above is:

- Angola - \$360,000

UK Equipment and Premises Values as provided for 23/24 insurance renewal:

Office Building	Nil – leased office space
General Office Equipment	£150,000
Tenant's Improvements	£175,000
Computer Equipment – office premises	£65,000
Laptops - Worldwide	£125,000
Electronic Data Recompilation Costs	£50,000
Computer Breakdown – only where there is an annual maintenance contract in place	£50,000

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Glossary of definitions

The definitions are taken from the [Glossary of mine action terms, definitions and abbreviations](#) produced by the International Mine Action Standards (IMAS).

Abandoned Explosive Ordnance (AXO): explosive ordnance that has not been used during an armed conflict, that has been left behind or dumped by a party to an armed conflict, and which is no longer under control of the party that left it behind or dumped it. Abandoned explosive ordnance may or may not have been primed, fused, armed or otherwise prepared for use.

Clearance: in the context of mine action, the terms refers to tasks or actions to ensure the removal and/or the destruction of all Explosive Ordnance from a specified area to a specified depth or other agreed parameters are stipulated by the NMAA/Tasking Authority.

Explosive Ordnance (EO): interpreted as encompassing mine action's response to the following munitions:

- Mines
- Cluster Munitions
- Unexploded Ordnance
- Abandoned Ordnance
- Bobby traps
- Other devices
- Improvised Explosive Devices (IEDs)

Explosive Remnants of War (ERW): Unexploded Ordnance (UXO) and Abandoned Explosive Ordnance (AXO).

Improvised Explosive Device (IED): a device placed or fabricated in an improvised manner incorporating explosive material, destructive, lethal, noxious, incendiary, pyrotechnic materials or chemicals designed to destroy, disfigure, distract or harass. They may incorporate military stores, but are normally devised from non-military components.

Mine action: activities which aim to reduce the social, economic and environmental impact of mines, and ERW including unexploded sub-munitions.

National Mine Action Authority (NMAA): the government entity, often an inter-ministerial committee, in a mine-affected country charged with the responsibility for the regulation, management and coordination of mine action.

Non-technical survey: refers to the collection and analysis of data, without the use of technical interventions, about the presence, type, distribution and surrounding environment of explosive ordnance contamination, in order to define better where explosive ordnance contamination is present, and where it is not, and to support land release prioritisation and decision-making processes through the provision of evidence.

Unexploded Ordnance (UXO): explosive ordnance that has been primed, fused, armed or otherwise prepared for use or used. It may have been fired, dropped, launched or projected yet remains unexploded either through malfunction or design for any other reason.