

Which was
THE
ACTIVITY??

(Activity report)

Index Terms—Independent Studies, L^AT_EX, paper, template.

The Abstract should summarize
the content of the document

The Data Entry Clerk will be responsible for data entry and data mining procedures of all relevant information submitted to ICMP. Under the overall supervision of the ICD Coordinator, the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- To be responsible for data entry process of all information into ICMP database
- To maintain and archive all necessary documents related to entry procedures ;
- To make sure all required information taken by the collection teams are done in the accordance to the Standard Operating Procedures ;
- To be responsible on any update of information and/or any changes reported to the existing information in ICMP database ;
- To be responsible for the review process of all information used on DNA Matching Reports ;
- to be responsible for update of information on “identified cases” based on documents received ;
- To perform information collection procedures ;
- To maintain contacts with relevant organizations and gather information required ;
- To be aware of the confidential nature of

The Program in Iraq is intended to assist Government in implementing DNA led identification process for cases of missing persons, where

- Which course?

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[illegible]

aspects of the work of ICMP ;

- Other duties as required by the supervisor

3 SIGNING THE CONTRACT

After many interviews and evaluation procedures by ICMP team, I have been informed that I got granted by a contract to hold a position of data Entry clerk.

4 DAILY WORK

4.1 performing main duties

4.2 Support and official translation report for "The Arc of Life conference"

A three-day networking conference in Erbil, more than 50 Iraqi women whose family members were forcibly disappeared reaffirmed their wish to establish and officially register "The Arc of Life" network as a mechanism to better lobby for their rights.

The conference, organized by the International Commission on Missing Persons (ICMP), in cooperation with Martyrs Foundation and Ministry of Martyrs and Anfal affairs, brought together more than 50 Iraqi Kurdish and Iraqi Arab women whose family members are missing in Iraq.

During the discussions, the participants defined the main objectives of the network. Participants decided the "The Arc of Life" organization would work to ensure the truth about missing persons, help locate and identify missing persons, demand justice for perpetrators, strengthen the ties between family associations, improve the financial and social status of victim families, and commemorate the victims by erecting monuments and documenting the crimes.

"The families today confirmed their commitment to a joint engagement in resolving their common problems. They want to be heard and they want to be acknowledged. ICMP will continue to support their cooperation and facilitate their networking process in the future", said Matthew Holiday, head of ICMP's Justice and Civil Society Initiatives department.

"I was honored to work for these three days with women from Iraq. With the assistance from our friends from the Western Balkans we

were discussing how to find solutions to our problems. We are optimistic that the network we've created 'The Arc of Life' will help us all to cooperate more and have better results in the search for our missing relatives", said one of the women who participated in the event.

The event was attended by members of the Regional Coordination of Family Associations of Missing Persons from the former Yugoslavia Ljiljana Alvir and Seida Karabasic, as well as the members of the Advisory Board of the Missing Persons Institute of Bosnia and Herzegovina Munira Subasic and Smilja Mitrovic, who shared their experiences with the Iraqi women.

The event was attended by the representatives of the Martyrs Foundation and Ministry of Martyrs and Anfal affairs of the Kurdistan Regional Government who expressed their support to the networking activities of Iraqi families. This was the fourth workshop of this type organized by ICMP in Iraq.

The ICMP was created at a G-7 summit in 1996 and it is the only specialized international organization that addresses the issue of missing persons in all of its facets. As part of its mandate, ICMP works with civil society organizations, encourages public involvement in its activities, and contributes to the development of appropriate expressions of commemoration and tribute to the missing. ICMP has offices in the Western Balkans, Iraq, and Libya.

4.3 Translations

During many conferences ~~that~~ held by ICMP like (The Arc of Life) conference, myself ~~and~~ with the support of colleagues from Identification Coordination Division (ICD) were in charge of translating from English to Kurdish and Arabic languages that also includes the daily reports and official documents in main three language.

4.4 Coordination and Cooperation

Working as employee with ICMP requires coordinating between my department of identification coordination and other departments.

Who is the "other" author?

5 CONCLUSION

Performing my duties at ICMP made me proud about myself, doing my tasks and perform such a noble job for the humanity, somehow by doing my job I was feeling that I reduce a bit from sufferers of those families that lost dear beloved person, a person who can be a father, mother, husband, wife, brother, sister, son or daughter. My personal conclusion was, if you do your best in something that you believe with good intention and hard work the outcome will be great.

For This type of document (Technical) the conclusion should start with a summary of the subject and objectives and then the key results or achievements.

REFERENCES

[1] www.ic-mp.org

APPENDIX

PROVE OF WORKING WITH ICMP

icmp International Commission on Missing Persons

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Sarajevo, 23 October 2013

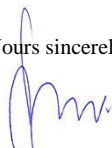
TO WHOM IT MAY CONCERN

This is to certify that **Mr. Karzan Saadon Ahmad AL-MALA** has been employed by the International Commission on Missing Persons (ICMP) from 16 April 2013 until 31 December 2013.

Mr. Al-Mala is **holding the position of Data Entry Clerk** within the Iraq Program /Forensic Science Department/Identification Coordination Division at the ICMP Office in Erbil.

This letter is issued on his personal request to be utilized for the sole purpose of certifying the employment within the ICMP. Should you require any additional information on his employment with the ICMP, please do not hesitate to contact us.

Yours sincerely,



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Head of Personnel

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