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Malaysian Peacekeeping Centre
Km 16, Jalan Pantai Teluk Kemang
71050 PORT DICKSON
Negeri Sembilan



Tel : 06-6627400 Ext 101
Email : mpc@mod.gov.my

30 Oct 25

PPM.500.5/1/45 - ()

See Distribution

**ADMINISTRATIVE INSTRUCTION FOR UNITED NATIONS COMPREHENSIVE
PROTECTION OF CIVILIAN (UN CPoC) COURSE SERIAL 1/2025**

References:

- A. KOD ATM No 1 Year 2025.
- B. PUSPAHANAS.500-5/1/10 JLD 6 - (13) dated 13 Oct 25.

GENERAL

1. The Malaysian Peacekeeping Centre (MPC) will conduct the UN Comprehensive Protection of Civilian Serial 1/2025 with the aim aimed at equipping participants to ensure the safety, dignity, and rights of civilians in armed conflict through coordinated prevention, response, and accountability actions by all mission components including Staff Officers, Contingents, and Military Observers (MILOBs) in accordance with UNSCR 1265 (1999).

AIM

2. The aim of these instructions is to outline the administrative requirements and provide guidance for participation in this course.

OBJECTIVES

- 3. The objectives of the course are as follows:
 - a. To enhance understanding of PoC, Child Protection, and CRSV principles in UN peacekeeping operations.
 - b. To develop the ability to integrate PoC, CP, and CRSV considerations into military planning and operations.
 - c. To strengthen practical application through scenario-based and tactical exercises.

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- d. To promote coordinated efforts among mission components to ensure the protection and dignity of civilians.

EXECUTION

4. The course will be conducted at MPC Port Dickson, Malaysia as follows:
 - a. **Duration.** Commencing from 8 to 12 Dec 25 (5 days).
 - b. **Training Methodology.** Subjects will be introduced by the following means:
 - (1) Lectures.
 - (2) Participants Presentation.
 - (3) Small and Large Group Discussions.
 - (4) Plenary Discussions.
5. **Lectures.** Lecture will be presented by MPC instructors who will deliver the respective subjects.
6. **Medium of Language.** The course will be conducted in English.
7. **Pre-requisite.** CP should possess the following criteria:
 - a. Basic knowledge about UN organization, roles and functions, UN Charter, and subjects reflected in the training program.
 - b. Participants are expected to generate and deliver ideas including their past experiences during presentation, exercise and classroom discussions.
 - c. Participants are required be able to communicate, write, and read in English.
 - d. Possess confidence to interact with others without any issues.
8. **Training Programme.** The tentative programme as per **Annex A**.
9. **Pre-Course Reading Material.** As part of the UN Comprehensive Protection of Civilian (UN CPoC), all CPs are required to complete the Peace Operations Training Institute (POTI) e-Learning modules as pre-course reading material by following the steps below:
 - a. Please use the attached guide to enrol in POTI for your assistance.

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- b. Enrol in the following two courses:
- (1) **An Introduction to the UN System and Its Role in International Peace and Security.**
 - (2) **Comprehensive Protection of Civilians Training Materials for United Nations Peace Operations: Military Version**
- c. Upon completion of both courses, download the certificates and upload the soft copies to registration online Google Form **NLT by 21 Nov 25**. For any questions or technical issues, please contact the Course Coordinator directly.
10. **Daily Programme Hours.** The programme's working hours are as follows:
- a. **Class.** 0800H – 1700H (Monday to Friday).
 - b. **Sport and Games.** 1730H – 1900H (Wednesday).
11. **Course Participants (CP).** MPC accepts a maximum of 34 CPs. The breakdown as follows:
- a. Malaysian Armed Forces (MAF). - 3.
 - b. Malaysian Army (Army). - 7.
 - c. Royal Malaysian Navy (RMN). - 5.
 - d. Royal Malaysian Air Force (RMAF). - 5.
 - e. Royal Malaysian Police (RMP). - 2.
 - f. Malaysian Peacekeeping Centre (MPC). - 2
 - g. International - 10.
12. **Evaluation.** Pre assessment and post assessment will be conducted by the MPC Evaluation Cell.

ADMINISTRATION

13. The administrative requirements are as follows:
- a. **Registration.** The MPC registration desk will be open on **7 Dec 25 (Sunday)** from **1600 hrs to 1800 hrs** at the Peacekeepers' Inn lobby (Accommodation Block). All CPs are required to complete the registration form as per **Annex B** by **21 Nov 25**.

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b. Transportation.

(1) CP from International, Sabah and Sarawak. Transport from KLIA to MPC will be arranged. For those who required must inform the Course Coordinator of their travel itinerary and who do not require it must make their own way to MPC. The journey from KLIA to MPC takes about 1 hour (90 km).

(2) Local CP. Their own arrangement to MPC.

c. Independent Arrivals. All CPs arriving independently must make their own way to MPC and check in from 1600 hrs to 1800 hrs on 7 Dec 25 (Sunday). MPC is located at Port Dickson, and Google Map Coordinates are 2.426 N 101.860 E.

d. Parking. A sufficient number of open parking spaces are available at the MPC. Local CPs arriving by private vehicle are required to obtain a **Vehicle Pass** from the Guard Room before entering the premises. Please note that reverse parking is mandatory within the MPC compound.

14. Requirements for International Course Participants (ICPs). All ICPs are required to:

a. Hold valid travel passport and medical insurance covering the full duration of their stay in Malaysia.

b. Complete the Security Clearance Form as per **Annex C** and submit it to the respective embassy in Malaysia. The form must then be forwarded to the Malaysian Defence Intelligence Organisation (MDIO) at least two weeks prior to arrival.

c. Ensure that copies of both documents (insurance and security clearance) are submitted to the Course Coordinator in advance of the course.

15. Accommodation. Participants adhered to the following:

a. Be responsible for the use of the facilities provided at the accommodation block.

b. Accommodation at MPC is strictly for CPs only. Participants must arrange separate lodging for family members outside the premises.

16. Facilities in Wisma Pengaman (WP). WP is the accommodation and having mess facilities for all staff, but it is **NOT ALLOWED** for CP to use it. However, CP can use facilities provided in Peacekeepers Inn (PKI).

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17. **Meals.** All meals will be provided at MPC's Banquet Hall (Blue Haven). If the CP has any specific dietary requirements, please indicate them on the registration form. Meals will be served at the following times:

- a. **Breakfast.** From 0700 to 0745.
- b. **Coffee Break.** From 1010 to 1040.
- c. **Lunch.** From 1230 to 1400.
- d. **Evening Tea.** From 1700 to 1730.
- e. **Dinner.** From 1930 to 2100.

18. **Dress Code.** The dress code during classes is **Camouflage dress or equivalent**. Participants also need to bring along the following attire:

- a. For dinner and the End Course Dinner at Blue Haven hall, please wear smart casual attire: collared shirt, long pants, and shoes. Slippers, sandals, and round-neck t-shirts are **not allowed** in Blue Haven hall.
- b. Light tropical civilian clothes.
- c. Sport and swimming attire.

19. **Temperatures.** Port Dickson area is forecast to experience daily averages ranging from 26°C to 34°C with a chance of light showers.

20. **Medical.** CPs must be medically certified fit and are required to provide a Free From Infection (FFI) certificate or a medical report certified by a doctor on the registration day.

21. **Health Support.** Any request for minuscule medical assistance will be coordinated by the Course Coordinator. Medical facilities are available at the Military Medical Clinic at PUSASDA and Port Dickson Hospital.

22. **Computer and Internet Access.** All CPs are advised to bring their own computers. PCs are available in the syndicate rooms, and laptops can be loan from the ICT cell upon request. Wi-Fi is available throughout MPC.

23. **Library.** The library is located in the main MPC building and is open from 0830 to 1630 hrs, Monday to Friday. All CPs are encouraged to use the library during their free time. It offers a wide range of books and reference materials on peacekeeping, defense and security, and general topics.

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24. **Sport and Recreational Facilities.** The following facilities are available at the centre:

- a. Swimming Pool.
- b. Gymnasium.
- c. Mountain Bikes.
- d. Volleyball/Basketball Court.

25. **Laundry Facilities.** MPC has a laundry room, equipped with a free washer and dryer. The room is located on the ground floor of the accommodation block and is accessible 24 hours. CP are reminded to purchase their own detergent.

26. **Smoking and Alcoholic Drinks.** Smoking and consuming alcoholic drinks are strictly **PROHIBITED** in the accommodation block. Smokers can only smoke at designated smoking areas that are clearly marked.

27. **Departure and Check-out.** All CP are expected to check out from accommodation on **12 Dec 25 (Friday) by 1500 hrs.** Requests for late checkout are to be submitted to the Course Coordinator **NLT 10 Dec 25.**

28. **Admin Brief.** The admin brief will be given by the Course Coordinator on **8 Dec 25 (Monday) at 0800 hrs in the Ban Ki Moon Auditorium Hall.**

29. **Incident Reporting.** CPs are hereby advised that any unusual incidents, including civil offences or accidents occurring outside of MPC-arranged events, must be reported immediately to MPC via the Course Coordinator.

30. **MPC Website.** Further information is available on the MPC website. The address is www.malaysianpeacekeepingcentre.com.

31. **Groceries and Miscellaneous.** There are several grocery stores and supermarkets near MPC. Participants are advised to coordinate with the Course Coordinator for any transportation arrangements.

32. **Visitors.** All CPs will be accommodated in single rooms within the MPC compound. MPC does not provide lodging or support for family members or friends. While family may visit, their accommodation and transport are their own responsibility. Visits must not interfere with the course, and MPC staff will not be available to assist with family matters.

33. **Special Instruction.** All CPs must adhere to the administrative rules and regulations of the course. Attendance in **all theory classes is mandatory.** CPs who are absent will not be awarded a course certificate, except in cases of emergency or valid welfare matters.

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34. **Point of Contact.** For any assistance, don't hesitate to get in touch with the following officers:

a. **Course Related Queries.**

- (1) Maj Azlinkhair bin Mohd Ajis – SO 2 Academic
- (2) Phone No: +60194896241
- (3) E-mail : mpc@gov.my

b. **Administrative Related Queries.**

- (1) Lt Cdr Mohd Syafiq bin Shukri RMN – Course Coordinator
- (2) Phone No: +60135334662
- (3) E-mail : mpc@gov.my

CONCLUSION

35. With the issuance of this administrative directive, CPs are expected to make the necessary preparations prior to reporting. This course serves as a valuable platform to enhance professional knowledge, particularly for military officers. The cooperation and commitment of all parties are essential to ensure the smooth and successful conduct of the course.

'PARTNERING FOR PEACE'



SAMSUL ASMADI BIN MOHAMED AMIN
Col
Commandant

Annex:

- A. Schedule Programme of UN Comprehensive Protection of Civilian (UN CPoC) Serial 1/2025.
- B. Registration Form UN CPoC Serial 1/2025.
- C. Security Clearance Form (International Only).

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Distr:

External:

Action:

MK ATM – BPP
(Attn: Dir)

MK TD – OPLAT
(Attn: Dir of Trg)

MK TL – SM Pemb
(Attn: Dir of Trg)

MTU – BSM Latih
(Attn: Dir of Trg)

Jabatan Pengurusan Bahagian Latihan (Kursus Luaran)
Ibu Pejabat Polis Diraja Malaysia Bukit Aman
50560 KUALA LUMPUR
(Attn: DSP Balachandran a/l Annamalai)

Info:

MK ATM – CLP
(Attn: Head of Dir)

MPPLD
(Attn: Dir of Trg)

Internal:

Action:

Trg Div
R&D Div
Admin Division

Info:

CI
SI
File

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ANNEX A TO
PPM.500-5/1/10 - ()
DATED 30 OCT 25

SCHEDULE FOR UNITED NATIONS COMPREHENSIVE PROTECTION OF CIVILIAN (UNCPoC)
FROM 8 TO 12 DEC 25

Date/Day	0800-0900	0900-1000	1000-1030	1030-1130	1130-1230	1230-1400	1400-1500	1500-1600	1600-1700	1700-1730
Mon 8 Dec 25	(0800 – 0830) 1. Safety briefing 2. Admin Briefing (0830 – 0915) 3. Assessment Test	0930 – 1000 Opening Ceremony	B	Module 1.1 Introduction and POC Video Introduction	Module 1.2 Definitions and Terminology	L	Module 1.3 Protection Actors	Module 1.4 Principles of POC in PKO	Module 1.5 Operational Concept	(1700-1800) Ice Breaking
Tue 9 Dec 25	Module 1.7 Special Consideration for CRSV and CP		R	Module 1.6 Challenges – Video Ch 3 and Small Group Ex	Module 2.1 International Law	U	Module 2.2 Legal Policy and Framework	Module 2.3 Mission-specific Legal Framework including ROE	Module 3.1 Relevant Doc for Tac Planning and Msn POC Strategy	
Wed 10 Dec 25	Module 3.2 Implementing Guidelines for Military Components	Module 3.3 Phases of Response and Use of Force	E	Module 3.4 Tactical decision-making process and POC Mission Analysis	Risk Assessment	N	Plenary Discussion POC including Child Protection & CRSV	Final Test	Introduction to Carana and Exercise 1 Mission Analysis	
Thu 11 Dec 25	Exercise 1: Mission Exercise Working Groups		A	Exercise 1: Planning Back- Brief	Exercise 1: Mission Analysis Working Groups	C	Exercise 1: Mission Analysis Working Groups			(1930 – 2230) End Course Dinner
Fri 12 Dec 25	Exercise 1: Planning Back Brief (Central Presentation)		K	Closing Ceremony		H	Friday Prayer	Course Participants Check Out		

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ANNEX B TO
PPM.500-5/1/10 ()
DATED 20 OCT 25

REGISTRATION FORM UN CPOC SERIAL 1/2025



Google Form Link Registration Form UN CPoC Serial 1/2025

Reminder

1. Please complete your e-learning pre-course material and download the certificate before filling out the form.
2. All course participants are required to fill this online registration form **NLT 21 Nov 25**.

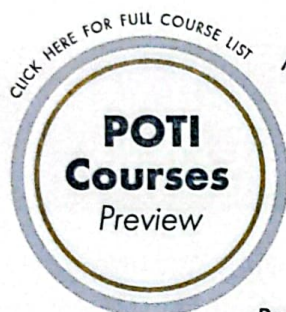
B - 1

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Malaysian Peacekeeping Centre (MPC)



Free e-learning on peace support, gender awareness, humanitarian relief, and security operations for students and staff at MPC.



An Introduction to the UN System and Its Role in International Peace and Security

Health of Peace Operations Personnel

Sexual and Gender-Based Violence and International Peace and Security

Preventing Violence Against Women and Promoting Gender Equality in Peace Operations

Earn Certificates

Earn **official course certificates** with your name and title! Each course enrolment allows two opportunities to pass the final examination. Score 75% or higher to earn a certificate.



Earn a **Peace Operations Specialized Training (POST) Certificate** by completing eight topic-specific courses and a comprehensive examination. Topics of specialization include: Civilian Service, Gender Awareness, Human Rights, Military Studies, and Police Studies. An administration fee is required, regardless of eligibility programme. Visit the POST Certificate page (bit.ly/POTIPOST) for more information.

National Training Centre E-Learning Platform (NTCELP)



Peace Operations Training Institute®



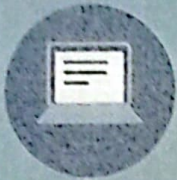
Learn in your preferred way



- Download and **study materials offline**.
- Start and complete courses at your own pace.
- Use Quizlet study sets, audiobooks, and **interactive modules** found on your course pages.
- Study in your preferred language. All courses are available in English with various translations available in Arabic, French, Portuguese, and Spanish.

How to Enrol & Complete POTI E-Learning Courses

1 Create a POTI account



- Visit your centre's landing page: bit.ly/POTI-MPC
- Click **Register or Sign In**
- Click **New Student Sign-Up**



- Enter your email address
- Create a password
- Click **Sign Up**



- Answer Training Registration Questions and **enter eligibility code**
- Confirm and save your email preferences
- Complete your student profile
- Check your email for the **verification link** from POTI

Eligibility
Code:
MPC

Connect with us
on **social media**



**The Peace
Operations
Training Institute**

(POTI) is an independent, nonprofit, nongovernmental organization that provides globally accessible, self-paced, online courses on peace support, gender awareness, humanitarian relief, and security operations.

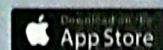
2 Enrol in courses

- **Sign in** to your account (bit.ly/POTIsignin)
- Go to the **Enrol** page and select a course
- Click **Add to Basket**
- Go to your **Basket** and complete the enrolment process

3 Study and pass course exams

- **Sign in** to your account (bit.ly/POTIsignin)
- Go to the **My Studies** page and select a course title
- Complete the **Pretest** to gain access to the course materials
- Study the textbook or listen to the audiobook (links under course cover photo)
- Complete and submit the online End-of-Course **Exam**
- Download or print your **Certificate of Completion**

Access courses on your
mobile device via the **POTI
Classroom App**



CLICK
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EXPLORE

APPLICATION FOR SECURITY CLEARANCE FOR FOREIGN PERSONAL
(To be submitted in 4 copies)

Military Uniform

1. Applicant's name :

2. Date of Birth :

3. Place of Birth :

4. Citizen :

5. Occupation :

6. Residence :

7. International Passport Particulars

a. Passport Number :

b. Date of Issue :

c. Place of Issue :

d. Validity :

e. Last Date Entered Malaysia :

f. Work Permit Number :

8. Address in Malaysia :

9. MAF Establishment/Organisation to be Visited:

10. Purpose of Application:

11. Intended Date of Visit and duration:

12. Phone Number (Office/Hp):

13. Email Address:

14. Point of Contact/Local Sponsor : +60135334662 (Lt Cdr Mohd Syafiq Shukri RMN)

15. MAF/MINDEF Sponsor : MAF