

Malaysian Peacekeeping Centre  
Km 16, Jalan Pantai Teluk Kemang  
71050 SIRUSA  
Port Dickson, Negeri Sembilan



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19 Nov 24

PPM.500-5/1/10 - ( 35 )

See Distr

**ADMINISTRATIVE INSTRUCTION FOR WOMEN, PEACE AND SECURITY (WPS)  
COURSE IN COLLABORATION WITH KINGSTON LEADERSHIP TEAM  
INCOPORATED (KLT INC)**

Ref:

- A. Lawatan Delegasi KLT ke PPM pada 31 Jul 24
- B. PPM.500-5/1/48 bertarikh 7 Ogos 24
- C. MATM/BOLP/DLPL.500-5/1/10 Jil 5 – (13) bertarikh 27 Sept 24

1. Malaysian Peacekeeping Centre (MPC) in collaboration with the Kingston Leadership Team Incorporated (KLT Inc) will be conducting the Women, Peace and Security (WPS) Course. The purpose of this instruction is to outline the administrative requirements and provide participants with the necessary information about this course.

**AIM**

2. The aim of the course is to enhance the knowledge members of the armed forces to advance the WPS agenda as informed by UN resolutions, the ASEAN Regional WPS National Action Plan (NAP) and national objectives. The WPS Course is designed to introduce gender perspectives and analysis tools used to create inclusive approaches to regional and domestic security contexts. For effective application, the course demonstrates how principles of WPS, such as gender equality and women's empowerment, also influence institutional and operational functions of armed forces optimizing force generation, policy, planning and operations.

**OBJECTIVES**

- 3. The objectives of the course are as follows:
  - a. Established competencies to understand differential impacts of crisis and conflict on diverse groups of people.
  - b. Develop skills to evaluate operating environments and context using gender perspectives and analysis.



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- c. Enable institutional and operational conditions required for effectively support WPS and inclusive security.

**EXECUTION**

4. The course will be conducted at MPC, Port Dickson, Negeri Sembilan, Malaysia as follows:
- a. **Course Date.** The course will be delivered from 9 to 13 Dis 24 (five days).
  - b. **Training Methodology.** Subjects will be delivered by the following means:
    - (1) Lectures.
    - (2) Participants Presentation.
    - (3) Group Discussion
    - (4) Practical Exercise.
5. **Lectures.** Lectures will be presented by Subject Matter Experts (SME) from KLT Inc.
6. **Course Curriculum.** The course is designed based on United Nations Security Council Resolution 1325 (UNSCR 1325) and highlights the importance of the equal and full participation of women as active agents in peace and security.
7. **Medium of Instruction.** The course will be conducted in English. Fluency in written and oral skills is required.
8. **Training Programme.** The tentative program as per Annex A.
9. **Daily Programme Hours.** The program's working hours are as follows:
- a. **Class.**
    - i. From 0800 to 1700 (Monday and Friday).
    - ii. From 0900 to 1700 (Tuesday to Thursday)
  - b. **Sport and Games.** From 1700 to 1830 (Monday to Thursday).
10. **Course Participant (CP).** This course accepts a maximum of 33 CPs. The breakdown as follows:
- a. Malaysian Armed Forces (MAF). - 10.
  - b. Malaysian Army (MA). - 10.
  - c. Royal Malaysian Navy (RMN). - 5.
  - d. Royal Malaysian Air Force (RMAF). - 5.

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- e. Malaysian Peacekeeping Centre (MPC) - 3.

11. **Evaluation.** The evaluation for the administration will be conducted by the MPC while for the curriculum will be conducted by the KLT Inc itself.

**ADMINISTRATION**

12. The administrative requirements are as follows:

a. **Registration.** MPC's registration desk will be opened from 1400 hrs to 1800 hrs on 8 Dis 24 (Sunday) at the Peacekeepers' Inn lobby (Accommodation Block). CP are to complete the registration form as **Annex B** and return via email to [izuddin.zakaria@mod.gov.my](mailto:izuddin.zakaria@mod.gov.my) before 29 Nov 24 and provide a second hard copy to MPC Staff on registration day.

b. **Visa and Passport.** All International Instructor are required to apply for a visa to enter Malaysia unless visa waiver such as ASEAN member states. This is the responsibility of the participants. Please provide with a clear, scanned, colour copy of your passport photo page to [izuddin.zakaria@mod.gov.my](mailto:izuddin.zakaria@mod.gov.my) and attach your completed registration form as per **Annex B**.

c. **International Arrival.** The MPC staff will welcome all International Instructor at the KLIA upon arrival at International Arrival Hall Level 3. All international arrival will be at the main KLIA nevertheless KLIA 2 is another low-cost international airport nearby. Please indicate airport arrival earlier and it is imperative that the MPC coordinator is informed of flight changes as soon as possible and well before the flight arrival.

d. **Transportation.**

(1) **International Instructor and CP from Sabah/Sarawak.** Transportation from KLIA to MPC will be arranged accordingly. International Instructor and CP from Sabah/Sarawak need to inform the Course Coordinator of their itinerary. Participants who missed or do not require means of transportation are to make their arrangements to MPC. The journey from KLIA to MPC is approximately one hour (90 km).

(2) **CP from Peninsular Malaysia.** Their own arrangement to MPC.

e. **Independent Arrivals.** All CP independent arrivals are requested to make their own way to MPC, to arrive and check-in not later than 1800 hrs on 8 Dis 24 (Sunday). MPC is located at Port Dickson, and Google Map Coordinates are 2.426 N 101.860F.

f. **Parking.** A sufficient number of open car parks are available at MPC. Local CP with a private vehicle is required to obtain Vehicle Pass at the Guard Room before being allowed to enter. Reverse parking is enforced in the MPC compound.

13. **Accommodation.** Participants adhered to the following:

a. Responsible for the facilities provided at the accommodation block.

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- b. Only the CP are allowed to stay in the accommodation block throughout the course. Accommodation for any family members or military driver/staff should be arranged separately by participants outside of MPC.

14. **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).

15. **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 0800.
- b. Coffee Break. From 1000 to 1030.
- c. Lunch. From 1230 to 1400.
- d. Evening Tea. From 1700 to 1730.
- e. Dinner. From 1930 to 2100.

16. **Dress Code.** Participants need to bring along the following attire:

- a. Malaysian Army No. 5 Digital Camouflage Dress or equivalent for class.
- b. Smart casual attire for dinner and End Course Dinner (collared shirt, pants, and shoe) for entering Blue Haven after working hours. Slippers, sandals, and round neck t-shirt are prohibited in Blue Haven.
- c. Light tropical civilian clothes.
- d. Sport attire.
- e. Swimming attire (is required if you wish to use the swimming pool)

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

18. **Medical.** CP should be certified medically fit and should provide a Free from Infection (FFI) certificate on the registration day.

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

20. **Computer and Internet Access.** All CP are advised to bring their own computer devices. However, PC is available in the syndicate rooms and laptops are also available for loan from the ICT cell on request. Wi-Fi services are available throughout MPC.

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21. **Library.** The library is available at the main MPC building. Opening hours are from 0830 to 1630 hrs (Monday to Friday). All CP are encouraged to use the library during their leisure time. MPC library has a wide range of books and references related to peacekeeping, defence and security, and general topics.
22. **Sport and Recreational Facilities.** The following facilities are available at the centre:
- Swimming Pool.
  - Gymnasium.
  - Mountain Bikes.
  - Volleyball/Basketball Court.
23. **Laundry Facilities.** MPC has a laundry room located, 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.
24. **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.
25. **Departure and Check-out.** All CP are expected to check out from accommodation on 13 Dis 24 (Friday) by 1800 hrs. Requests for late checkout are to be submitted to the Course Coordinator no later than 11 Dis 24.
26. **Admin Brief.** The admin brief will be given by the Course Coordinator on 9 Dis 24 (Monday) at 0800 hrs in the Ban Ki Mon Auditorium.
27. **Incident Reporting.** CP be advised that should there be any unusual incidents such as civil offences or accidents outside MPC arranged events, they are to be reported immediately to MPC through the Course Coordinator.
28. **MPC Website.** Further information is available on the MPC website. The address is <https://www.malaysianpeacekeepingcentre.com>.
29. **Groceries and Miscellaneous.** There are few groceries store and supermarkets available outside MPC and participants are advised to arrange with the Course Coordinator for transport requirements if needed.
30. **Exchange Rate and Currencies.** The Malaysian currency is Ringgit Malaysia (RM). It has denominations of RM100, RM50, RM20, RM10, RM5 and RM1. Currency exchange is available at the airport and Port Dickson Town. The current exchange rate is USD1.00 = RM4.45.
31. **Visitors.** All CP will be accommodated in a single room within the MPC compound throughout the course. MPC does not host or make provisions for family members or friends who may visit the CP. For International Instructor, family members are welcome to visit Malaysia, however, accommodation and means of transportation will be their own responsibility and the visit must not interfere with the course programme. MPC does not have staff to look after your family, and you should not expect any assistance from MPC staff.



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32. **Special Instruction.** All CP should abide the following administrative rules and regulations of the course. All CP should attend all the theory classes. If the CP absent more than 3 days along the course, they will not receive a course certificate. Only emergency cases or welfare matters can be considered.

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

For course-related queries	Maj Azlinkhair bin Mohd Ajis SO 2 Training Coord Malaysian Peacekeeping Centre <a href="mailto:mpc@mod.gov.my">mpc@mod.gov.my</a>	+60194896241 +606 6627 411 (Fax)
For administrative-related queries	Maj Mohd Izuddin bin Zakaria Course Coordinator Malaysian Peacekeeping Centre <a href="mailto:izuddin.zakaria@mod.gov.my">izuddin.zakaria@mod.gov.my</a>	+60193811258 +606 6627 411 (Fax)

**CONCLUSION**

34. With the release of this administrative directive, it is hoped that the course participants will be able to make all relevant preparations before reporting. This course is very useful in increasing knowledge, especially for a military officer. Cooperation from all parties is expected to smooth the administration of this course successfully.



NOOR AZMAN BIN HAJI YAHYA  
Col  
Commandant

Annex:

- A. WPS Serial 1/24 Schedule Programme.
- B. WPS Serial 1/24 Registration Form.

Distr:

External:

Action:

MK ATM - BPP  
(Attn: Dir)

MDIO  
(Attn: Dir of Trg Directorate)

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MK TD - OPLAT  
(Attn: Dir of Trg)

MK TL- SM Pemb  
(Attn: Dir of Trg)

MTU-BSM Latih  
(Attn: Dir of Trg)

Info:

MK ATM – BOLP  
(Attn: Head of Defence Training)

Internal:

Action:

Trg Div  
R&D Div  
Admin Division

Info:

CI  
File

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ANNEX A TO  
PPM.500-5/1/10 - (25)  
DATED 19 NOV 24

**SCHEDULE FOR WOMEN, PEACE AND SECURITY COURSE (WPS) SERIAL 1/2024**  
**FROM 9 TO 13 DEISEMBER 2024**

Date/Day	0800-0900	0900-1000	1000-1030	1030-1130	1130-1230	1230-1400	1400-1500	1500-1600	1600-1700	1700-1800
Mon 9 Dis 24	Course Briefing/Admin Briefing (Course Coordinator)	Course Opening	B	Introduction to WPS		L	Introduction to WPS			Ice Breaking
Tue 10 Dis 24		Regional Implementation of WPS	R	Regional Implementation of WPS		U	Women's Empowerment and Armed Forces			Sports
Wed 11 Dis 24		Integrating Gender Perspectives I	E	Integrating Gender Perspectives I		N	Integrating Gender Perspectives II			Sports
Thu 12 Dis 24			A	Gender Analysis Tools I		C	Gender Analysis Tools II			Sports
Fri 13 Dis 24			Capstone Activity		K	Closing Ceremony		H	Course Participant Check Out	

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ANNEX B TO  
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DATED **19** NOV 24

**COURSE PARTICIPANT DETAILS**

**NAME OF THE COURSE**

**WOMEN, PEACE AND SECURITY (WPS) SERIAL 1/24**

**PERSONAL DATA**

Name:	
Male/Female:	Nationality:
Date of Birth:	Place of Birth:
Passport Number:	Expiry Date:
Current Rank:	Last Promoted:
Service Since:	Branch/Corps:
Marital Status:	Children:

**CONTACT DETAILS**

Office Address	Phone: Fax: Email:
Home Address	Mobile Number (WhatsApp): Email:

**SERVICE HISTORY**

Current Appointment	Short Description of Duties

**LAST FIVE YEARS MILITARY APPOINTMENT**

Appointment/Title	From	To	Description of Responsibility

**PREVIOUS UN DEPLOYMENT**

Date	Mission and Position

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**PREVIOUS UN COURSE**

Date	Course Name	Location

**NON-UN PEACE SUPPORT OPERATIONS EXPERIENCE**

Date	Mission/Location/Title	Description of Duties

**LANGUAGE PROFICIENCY**

Mother Tongue				
Other Language	Understand	Speak	Read	Write

**COMPUTER SKILLS**

Word	Power Point	Excel

**CIVILIAN EDUCATION**

Date	Diploma/Degree/Master/PhD	Institution

**KEY MILITARY COURSES**

Date	Course	Institution

**DIETARY RESTRICTION (Due to religion or medical conditions)**

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**NEXT OF KIN (FOR EMERGENCY CONTACT)**

Name:
Relationship:
Address:
Phone Number: