

Malaysian Peacekeeping Centre
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Port Dickson, Negeri Sembilan



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27 April 26

PPM.500-5/1/10 - (18)

See Distr

**ADMINISTRATIVE INSTRUCTION FOR UNITED NATIONS CORE
PRE-DEPLOYMENT TRAINING MATERIALS (CPTM) TRAINING OF TRAINERS
(TOT) COURSE SERIAL 1/2026**

Ref:

- A. KOT ATM No 1, year 2026.
- B. Joining Instructions from UN ITS dated 15 April 2026.

GENERAL

1. The Malaysian Peacekeeping Centre (MPC) will host a United Nations Core Pre-Deployment Training Materials (CPTM) Training of Trainers (ToT) Course in collaboration with the Integrated Training Service (ITS), Department of Peace Operations (DPO), New York. The purpose of this course is to develop and standardize a pool of qualified national instructors capable of delivering the CPTM in accordance with United Nations standards and guidelines set by the UN Department of Peace Operations' Integrated Training Service (ITS). This ensures all deploying personnel meet the minimum UN pre-deployment training requirements.

AIM

2. The aim is to provide participants with an overview of administrative arrangements and requirements to facilitate the effective conduct and smooth participation in the course.

OBJECTIVES

- 3. The objectives of the course are as follows:
 - a. To ensure participants understand UN peacekeeping principles, guidelines, and legal frameworks applicable to personnel from diverse national and cultural backgrounds.
 - b. To enable participants to effectively deliver the UN Core Pre-Deployment Training Materials (CPTM) in accordance with UN instructional standards and methodologies.

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- c. To facilitate direct interaction between participants and officers from the Integrated Training Service (ITS) and other Member States, fostering collaboration and knowledge exchange.
- d. To assess participants instructional delivery skills for potential inclusion in the ITS International Trainer Roster.
- e. To support the implementation of the UN Gender Parity Strategy 2018–2028 by promoting the meaningful participation of women in UN peacekeeping operations including through gender sensitive training delivery and inclusive instructor selection.

EXECUTION

4. **Aim of the Course.** The aim of this course is to prepare national military and police trainers to conduct core pre-deployment training for their national audience, including contingent troops and formed police units, prior to deployment to UN peacekeeping operations. The training curriculum covers the following modules:
 - a. **Module 1** – Overview of UN Peacekeeping.
 - b. **Module 2** – Mandates and Priorities.
 - c. **Module 3** – The Individual Peacekeeper.
5. The course will be conducted at MPC, Port Dickson, Negeri Sembilan, Malaysia as follows:
 - a. **Course Date.** The course will be conducted from **2 to 11 June 2026** (two (2) weeks).
 - b. **Training Methodology.** Subjects will be delivered by the following means:
 - (1) Lectures.
 - (2) Participants Presentation.
 - (3) Small and Large Group Discussions.
 - (4) Case Studies.
6. **Lectures.** Lectures will be presented by ITS’s Instructors.
7. **Course Curriculum.** The course lessons will be provided by ITS consist of Reinforcement Training Package (RTP) – UN Core Pre-Deployment Training Materials (CPTM) 2025 from peacekeeping resource hub website.
8. **Medium of Language.** The course will be conducted in English.

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9. **Pre-requisite.** Participants 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.
10. **Training Programme.** The detailed course schedule as per **Annex A.**
11. **Daily Programme Hours.** The program's working hours are as follows:
 - a. **Class.** From 0800 to 1630 (Monday to Friday).
 - b. **Sport and Games.** From 1700 to 1800 (Thursday).
12. **Course Participants (CP).** The total number of CPs is 25, with the breakdown as follows:
 - a. **International Course Participant** - 21.
 - b. **Malaysian Peacekeeping Centre (MPC)** - 4.
13. **Evaluation.** The evaluation will be conducted by the MPC Evaluation Cell.

ADMINISTRATION

14. The administrative requirements are as follows:
 - a. **Registration.**
 - (1) MPC's registration desk will be opened from 1400 hrs to 1900 hrs on 1 June 2026 (Monday) at the Peacekeepers' Inn lobby (Accommodation Block).
 - (2) **Registration Form.** All CPs are required to fill the Registration Form by 1 May 26 as per **Annex B.** During the registration, all CPs are required to attach Passport Size Photo (Uniform).
 - b. **Visa and Passport.** All International CP 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 MPC with a clear, scanned, colour copy of your passport photo page via Registration Form.
 - c. **International Arrival.** The MPC staff will welcome all International CP 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

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imperative that the MPC coordinator is informed of flight changes as soon as possible and well before the flight arrival in Malaysia.

d. **Transportation**. Transportation from KLIA to MPC will be arranged upon requirement. All CP need to inform the Course Coordinator of their itinerary. Participants who missed or do not require means of transportation are to make their own arrangement to MPC. The journey from KLIA to MPC is approximately one hour (90 km).

e. **Independent Arrivals**. All CP independent arrivals are requested to make their own way to MPC, to arrive and check-in not later than 1900 hrs on 1 June 2026 (Monday). MPC is located at Port Dickson and Google Map Coordinates are 2.426 N 101.860E.

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).

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 0950 to 1020.
- c. **Lunch**. From 1200 to 1330.
- d. **Evening Tea**. From 1510 to 1530
- 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 at Blue Haven, please wear smart casual attire: collared shirt, long pants, and shoes. All Course Participants are kindly requested to bring their respective national traditional attire to be worn during the Cultural Night.
- b. Light tropical civilian clothes.
- c. Sport and swimming attire.

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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**. Local 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 RSAT PUSASDA and Port Dickson Hospital. All Course Participants are required to have valid **travel insurance or medical insurance** for the duration of the course.
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 borrowed from the ICT cell upon request. Wi-Fi is available throughout MPC compound.
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.
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 **13 June 2026 (Saturday)** by 1030 hrs. Requests for late checkout are to be submitted to the Course Coordinator no later than **10 June 2026**.
28. **Admin Brief**. The admin brief will be given by the Course Coordinator on **2 June 2026 (Tuesday)** at **0830 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.

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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 for more than three days will not be awarded a course certificate, except in cases of emergency or valid welfare matters.

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

For course-related queries & administrative-related queries	Maj Mohd Izzad Mahizan bin Azizan TUDM SO 2 Academic/Course Coordinator Malaysian Peacekeeping Centre mpc@mod.gov.my	+60102040840 +606 6627 411 (Fax)
For administrative-related queries	Maj Sathiyaah a/p Asokumar Course Coordinator Malaysian Peacekeeping Centre tiashin25@gmail.com	+60193893014 +6066627411 (Fax)

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

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Annex:

A. Core Pre-Deployment Training Materials Training of Trainers (ToT) Course Agenda
2 June To 11 June 2026

B. United Nations Core Pre-Deployment Training Material (CPTM) Training of Trainers
Course Serial 1/26 Registration Form.

Distribution:

External:

Action:
MAFHQ - DPD
(Attn: Dir)

MDIO
(Attn: Dir of Trg Directorate)

MAHQ – Op and Trg Br
(Attn: Dir of Trg)

HQ RMN – HRD
(Attn: Dir of Trg)

RMAF – HR Dep -Training
(Attn: Dir of Trg)

Info:

MAFHQ-DTD
(Attn: Head of Dir)

MAF – ETD HQ
(Attn: Dir of Trg)

Internal:

Action:

Trg Div
R&D Div
Admin Division

Info:

CI
File

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**ANNEX A TO
PPM.500-5/1/10-(K)
DATED 27 APR 26**

CORE PRE-DEPLOYMENT TRAINING MATERIALS TRAINING OF TRAINERS (TOT) COURSE AGENDA
2 JUNE TO 11 JUNE 2026

Week 1

Starts	Ends	Monday 1 June	Tuesday 2 June	Wednesday 3 June	Thursday 4 June	Friday 5 June	Saturday 6 Weekend	Sunday 7 Weekend	
8:15	9:00	ITS and Malaysia team: meet the hosts, check training room and equipment, test sharepoint and presentations, AOB	Admin and Safety Brief	TOT STM M2. Theories of Learning	Pre-Course Test 10' + Individual lesson preparation and methodology support	CPTM Lesson 1.5 Implementing Security Council Mandates			
9:05	9:50			TOT STM M3. Training Evaluation					CPTM Lesson 1.6 How Peacekeeping Operations Work
9:50	10:20			Coffee/Tea					
10:25	11:10			Opening Ceremony and Group Photo	TOT STM M3. Training Reporting	CPTM Project Background & Opening Lesson	Lesson 1.7. Working as One		
11:15	12:00	Introductions / Overview of Agenda, Modality, and Expectations	TOT STM M4. Developing a Lesson	CPTM Lesson 1.1 UN Peacekeeping Strategic Level	Lesson 1.8. Mission Partners			Historical/Cultural Tour	
12:00	13:30	Lunch (Prayer- Muslim Participants)							
13:35	14:20	Participant Arrivals (flights)	TOT STM M1. Training Cycle	TOT STM M4. Developing a Lesson	CPTM Lesson 1.2 Peace and Security Activities	Lessons 2.0. Introduction to M2			
14:25	15:10			TOT STM M5. Training Delivery	CPTM Lesson 1.3 Principles of UN peacekeeping	Lessons 2.1. Overview of mandated tasks			
15:10	15:30			Coffee/Tea					
15:35	16:20			TOT STM M2. Lesson Design	End of methodology course: Action Plan	CPTM Lesson 1.4 Legal Framework (OHCHR via Teams, 9.40am GVA)	Lesson 2.2. Peacebuilding Activities, Part 1.		
16:25	17:00		Discussion and Wrap up	Discussion and Wrap up	Discussion and Wrap up	Discussion and Wrap up		Historical/Cultural Tour	

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Week 2

Starts/Ends	Monday 8 June	Tuesday 9 June	Wednesday 10 June	Thursday 11 June
8:15 - 9:00	Lesson 2.2. Peacebuilding Activities, Part 2.	Lesson 2.9. Strategic Communications & Information Integrity	Lesson 3.3 Prevention of SEA	Lesson 3.10 HIV/AIDS
9:05 - 9:50	Lesson 2.3. Human Rights	Lesson 2.10. Integrated Case Study	Lesson 3.4. Environment & Natural Resources	Lesson 3.11. Emergency First-Aid
9:50 - 10:20		Coffee/Tea		
10:25 - 11:10	Lesson 2.4. POC	Lesson 2.10. Integrated Case Study, contd.	Lesson 3.5. Safety & Security of UN Personnel	CPTM Closing Lesson / Post-Course Test / End of course survey
11:15 - 12:00	Lesson 2.5. CRSV	Lesson 3.0 Introduction to MB	Lesson 3.6. Individual Security Awareness	Closing Ceremony
12:00 - 13:30	Lunch (Prayer- Muslim Participants)			
13:35 - 14:20	Lesson 2.6. Child Protection	Lesson 3.1 Values and Behaviours	Lesson 3.7. Road Safety	Networking and Early Departures
14:25 - 15:10	Lesson 2.7. Women Peace & Security	Lesson 3.1 Values and Behaviours Part 2	Lesson 3.8. Health	
15:10 - 15:30		Coffee/Tea		
15:35 - 16:20	Lesson 2.8. Climate Peace & Security	Lesson 3.2 Conduct & Discipline	Lesson 3.9. Understanding Stress	
16:25 - 17:00	Discussion and Wrap up	Discussion and Wrap up	Feedback on CPTM lessons and Wrap up	

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ANNEX B TO
PPM.500-5/1/10- (18)
DATED 24 APR 26

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**Integrated Training Service
Registration Form for Participants**

Please fill out this form by typing (do not submit a handwritten form).

GENERAL INFORMATION OF THE TRAINING ACTIVITY		
Deadline for the nominations to be submitted:		
Activity name: Core Pre-Deployment Training Materials (CPTM) 2026, Training of Trainers Course		
Place: Malaysian Peacekeeping Training Center (MPC)	Start Date: 01 June 2026	End Date: 11 June 2026
PERSONAL INFORMATION		
First Name		
Middle Name		
Last Name		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of Birth (DD/MM/YYYY)		
Country of Birth		
City of Birth		
Country of Citizenship		
CONTACT INFORMATION		
Official E-mail		
Personal E-mail		
Mobile Telephone		
PASSPORT and TRAVEL INFORMATION		
Passport Number		
Name as it appears on passport		
Passport type	<input type="checkbox"/> Official <input type="checkbox"/> Diplomatic <input type="checkbox"/> Personal	
City Issued		
Issued Date (DD/MM/YYYY) (if available)		
Expiration date (DD/MM/YYYY) (if available)		
Departure International Airport Name and City (must be indicated)		

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EMERGENCY CONTACT INFORMATION	
Emergency contact's name	
Relationship	
Telephone	
E-mail	

Kindly fill out the form by typing (not by handwriting).

PROFESSIONAL INFORMATION	
Category	<input type="checkbox"/> Civilian <input type="checkbox"/> Military <input type="checkbox"/> Police
Title or Rank	
Branch	
Position or Appointment	
Organization	
Indicate your current or future role in your country's pre-deployment training	
Indicate your role as a national trainer (UN or peacekeeping-related courses delivered etc.)	
List your deployment experience in UN Peacekeeping Missions. (specify mission role and dates)	
Specify your technical/subject matter expertise	

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Do you have a UN Index number? If yes, what is it?								
English Language Skills	Write		Read		Speak		Understand	
	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Kindly fill out the form by typing (not by handwriting).

MISCELLANEOUS		
Meal restrictions		
Blood type		
Other restrictions		
Any additional information we should know		
INSTRUCTIONS		
Send the completed form to	connolly@un.org	Mr. Brian Connolly
with a copy to	trendersuren@un.org	Ms. Terbish Trendersuren
Please note that:		
a) A digital copy of your passport's bio page must be emailed with this form.		
b) Only a complete registration form (all fields) in PDF format will be accepted.		

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