

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



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5 Aug 24

PPM.500-5/1/10 - (28)

See Distr

**ADMINISTRATIVE INSTRUCTION FOR UNITED NATIONS MILITARY OBSERVER
COURSE (UNMOC) SERIAL 14/24**

Ref:

- A. Kod Angkatan Tentera Malaysia (ATM) No.1 Bagi Tahun 2024.
- B. MATM/BOLP/DLPL.500-5/1/10 Jil 8 - (8) dated 4 Jul 24.

GENERAL

1. Malaysian Peacekeeping Centre (MPC) will be conducting the UNMOC serial 14/24. The aim of the course is to train military officers to work effectively as Military Observers (MILOB) in United Nations (UN) peace operations. The training is conducted to acquire the specific knowledge and skillset for the effective and efficient performance of a UN MILOB in a belligerent environment.

AIM

2. The aim of this instruction is to outline the administrative requirements for the course.

OBJECTIVES

- 3. The objectives of the course are as follows:
 - a. To understand the principles, tasks, and duties of a MILOB.
 - b. To provide knowledge and understanding of the UN organisation, function, operational, logistics and administrative procedures.
 - c. To expose Course Participants (CP) to the challenges likely to be faced in a UN Peacekeeping Mission.



EXECUTION

4. **Aim of the Course**. The aim of the course is to prepare selected CP for MILOB appointments in the UN mission area.
5. The course will be conducted at MPC, Port Dickson, Negeri Sembilan, Malaysia as follows:
 - a. **Course Date**. The course will be delivered from 23 Sept to 18 Oct 24 (Four 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.
 - (5) Field Training Exercise (FTX).
6. **Lectures**. Lectures will be presented by Instructors from MPC, International Directing Staff (DS) and Subject Matter Expert (SME) from various local organizations.
7. **Course Curriculum**. The course is designed based on:
 - a. Core Pre-Deployment Training Materials (CPTM).
 - b. UNMO Specialized Training Material (STM).
8. **Medium of Instruction**. The medium of instruction for the course will be in English.
9. **Pre-requisite**. Participants should possess the following criteria:
 - a. Possess a basic knowledge about UN organization, roles and functions, UN Charter, and subjects reflected in the training program.
 - b. Able to generate and deliver ideas during classroom discussions and field exercises.
 - c. Pass the Malaysian Armed Forces (MAF) basic military physical and swimming test or equivalent.
 - d. Possess basic military knowledge and skills in navigation, radio communication and driving.
 - e. Medically fit and categorized as **"Fit for UN Mission"**.

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- f. Hold a valid Malaysian driving license (Malaysian CP).
10. **Training Programme**. The tentative program is as per **Annex A**.
11. **Daily Programme Hours**. The program's working hours are as follows:
- a. **Class**. From 0800 to 1700 (Monday to Friday).
 - b. **Sport and Games**. From 1730 to 1900 (Monday to Thursday).
12. **CP**. MPC accepts a maximum of 30 CPs. The breakdown as follows:
- a. MAF. - 2.
 - b. Malaysian Army (MA). - 5.
 - c. Royal Malaysian Navy (RMN). - 4.
 - d. Royal Malaysian Air Force (RMAF). - 4.
 - e. Royal Malaysian Police (RMP). - 2.
 - f. MPC. - 1.
 - g. International CP. - 12.
13. **Evaluation**. This course is graded (Terminal Objective) with the following evaluation criteria:
- a. CPTM and STM Quiz.
 - b. Basic Fitness Test.
 - c. Swimming Test.
 - d. 4x4 Driving Proficiency Test.
 - e. FTX (Ex BLUE HAVEN).

ADMINISTRATION

14. The administrative requirements are as follows:
- a. **Registration**. MPC's registration desk will be opened from 1400 hrs to 1800 hrs on 22 Sept 24 at the Peacekeepers' Inn lobby (Accommodation Block). CP are to complete the registration form as **Annex B** and return via email to mpc@mod.gov.my by 7 Sept 24 and provide a second hard copy to MPC Staff on registration day.
 - 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 to mpc@mod.gov.my and attach your completed registration form as per **Annex B**.

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

d. **Transportation**.

(1) **International CP and CP from Sabah/Sarawak**. Transportation from KLIA to MPC will be arranged accordingly. 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 arrangements to MPC. The journey from KLIA to MPC is approximately one hour (90 km).

(2) **Local CP**. 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 22 Sept 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.

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

a. Participants are responsible for the facilities provided at the accommodation block.

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

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 1000 to 1030.
- 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 and FTX is Camouflage dress or equivalent. Participants also need to bring along the following attire:

- a. Sport and swimming attire.
- b. Light tropical civilian clothes.
- c. 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.

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

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

22. **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.

23. **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.

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 18 Oct 24 (Friday) by 1530 hrs. Requests for late checkout are to be submitted to the Course Coordinator no later than 11 Oct 24.

28. **Admin Brief.** The admin brief will be given by the Course Coordinator on 23 Sept 24 (Monday) at 0730 hrs in the auditorium.

29. **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.

30. **MPC Website.** Further information is available on the MPC website. The address is <https://www.malaysianpeacekeepingcentre.com>.

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. 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 staff to look after your family, and you should not expect any assistance from MPC staff.

32. **Cultural Visit.** This activity is to promote and understand the diversity of Malaysia culture. There are two suggestions that will be suggested to visit around Kuala Lumpur and the Historic City of Malacca State. However, the decision on the destination of the visit will be obtained after receiving feedback from all CP. MPC only provides transportation facilities, while all other expenses are the responsibility of the CP.

33. **Special Instruction.** This course is conducted based on Integrated Training Service (ITS), UN HQ guidelines. All CP should abide the following administrative rules and regulations of the course as follows:

- a. **Completion of Course.** All CP should attend all the theory classes and field training activities. If the CP absent more than 3 days of theory classes or any one day of field training, they will not receive a course certificate. Only emergency cases or welfare matters can be considered.
- b. **Peace Operations Training Institute (POTI).** During the first week of the training, all CP must register for the POTI online course. The courses' digital, self-paced nature enables CP to study peace operations subjects at any time and

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from any location. Before Ex BLUE HAVEN I starts in week 3, all CPs must turn in a Certificate of Completion to the coordinating officer.

34. **Pre-Reading Materials.** As a preparation before attending the course, all CP should read and understand the subjects regarding the United Nations organisations, roles and function, Military Observer (MILOB) responsibilities and etc. It can be visited as follows:

a. Introduction to Core Pre-Deployment Training Materials (CPTM) at <https://research.un.org/revisedcptm2017>.

b. Specialised Training Materials (STM) on UN Military Observer at <https://research.un.org/en/peacekeeping-community/training/STM/UNMO>.

35. **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 mpc@mod.gov.my	+60194896241 +606 6627 411 (Fax)
For administrative-related queries	Lt Cdr Mohd Syafiq bin Shukri RMN Course Coordinator Malaysian Peacekeeping Centre syafiqshukri1987@gmail.com	+60135334662 +606 6627 411 (Fax)

CONCLUSION

36. 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

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Annex:

- A. Schedule For United Nations Military Observer Course (UNMOC) 14/24.
- B. UNMOC Serial 14/24 Registration Form.

Distr:

External:

Action:

MAF HQ - DPD
(Attn: Dir)

MDIO
(Attn: Dir of Trg Directorate)

Army HQ - Op and Trg Br
(Attn: Dir of Trg)

RMN HQ - HR Div
(Attn: Dir of Development)

RMAF HQ - HR Div
(Attn: Dir of Development)

PT Trg Department KDNKA
RMP HQ, BUKIT AMAN
(Attn: DSP Shamsuddin bin Md Hassan)

Info:

MAF HQ - DOTD
(Attn: Director General)

Internal:

Action:

Trg Div
R&D Div
Admin Division

Info:

CI
File

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ANNEX A TO
PPM.500-5/1/10/ - (28)
DATE 26 AUG 24

SCHEDULE FOR UNITED NATIONS MILITARY OBSERVER COURSE (UNMOC) 14/24
FROM 23 SEP TO 18 OCT 24

Week 1

Date/Day	0800-0900	0900-1000	1000-1030	1030-1130	1130-1230	1230-1400	1400-1500	1500-1600	1600-1700	1700-1730	
Mon 23 Sep 24	Course Briefing/ Entrance Test	0930 – 1000 Course Opening	B	CPTM 1.1 Intro to UN PKO	CPTM 1.2 Spectrum of PS Acty	L	CPTM 1.3 Principles of UN PK	CPTM 1.5 SC Mandates in Practice	CPTM 2.1 Overview of Mandated Tasks	(1700-1800) Ice Breaking	
Tue 24 Sep 24		CPTM 1.4, STM 2.1 & 2.2 Legal Framework for UN PK		R	CPTM 1.6 How PKO Work	CPTM 1.7 Working as One	U	CPTM 1.8 Msn Partners	CPTM 2.2 Peace Building Acty	CPTM 2.3 Protection of HR	(1700-1800) UKA
Wed 25 Sep 24	CPTM 2.4 Women, Peace & Security (WPS)	CPTM 2.5 Protection of Civilian (POC)	E	CPTM 2.6 CRSV	CPTM 2.7 Child Protection	N	CPTM 2.0 POC Learning Activity	CPTM 3.1 UN Core Value & Competency	CPTM 3.2 Respect Diversity	Swimming Test	
Thu 26 Sep 24	CPTM 3.3 Conduct and Discipline	CPTM 3.4 Sexual Exploitation & Abuse (SEA)	A	CPTM 3.5 Environment & Natural Res	CPTM 3.6 & STM 1.5 Safety & Sy for UN Pers	C	CPTM 3.7 Pers Sy Awareness	CPTM 3.11 Road Safety	STM 1.1 & 1.2 Overview UNMO in PKO & UNMO C2		
Fri 27 Sep 24	STM 1.3 UN Log Concept & UNMO Concept of Sp	STM 1.4 UN Peacekeeping Intelligence	K	CPTM 3.8 Health	CPTM 3.9 HIV AIDS	H	Friday Prayer	CPTM 3.12 Basic First Aid in the Field (Theory & Practical)			
Sat 28 Sep 24	Cultural Visit										
Sun 29 Sep 24	Weekend										

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Week 2

Date/Day	0800-0900	0900-1000	1000-1030	1030-1130	1130-1230	1230-1400	1400-1500	1500-1600	1600-1700	1700-1730
Mon 30 Sep 24	CPTM Quiz	STM 3.1 Basic UN Verification & Investigation Tech	B	STM 3.5 Wpn, Veh and Aircraft Recognition	STM 3.2 Liaison & Coordination	L	STM 3.6 DDR	STM 3.7 Mine, ERW, IED & Crater Analysis		UKA Retest
Tue 1 Oct 24	STM 3.10 Procedure for Reporting	Rules of MEOM	R	STM 3.9 Media Relations	STM 3.4 Interviewing Technique	U	STM 3.8 Use of Language Assistants	UN Radio Procedure	Intro to UN CIMIC	Swimming Retest
Wed 2 Oct 24	STM 3.3 Negotiation & Mediation (Theory & Practical)		E	CPTM 3.10 Stress Management		N		Hostage & Survival Techniques		
Thu 3 Oct 24	Sharing Mission Experience		A	UNHCR - Refugee & IDP		C	GPS Introduction		(1500-1800) NAVEX	
Fri 4 Oct 24	ICRC - IHL & IHL		K	UNPOL & Working Relations with Military		H	Friday Prayer	Ex Background Presentation (UNMIM)		
Sat 5 Oct 24										
Sun 6 Oct 24										

Cultural Visit

Weekend

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Week 3

Date/Day	0800-0900	0900-1000	1000-1030	1030-1130	1130-1230	1230-1400	1400-1500	1500-1600	1600-1700	1700-1730
Mon 7 Oct 24	Final Quiz	Ex Blue Wheels								
Tue 8 Oct 24	Table Top Ex (TTX)							Mock Up Structure of Team Site	EX BLUE HAVEN 1 Battle Procedure	
Wed 9 Oct 24	EX BLUE HAVEN 1									
Thu 10 Oct 24	EX BLUE HAVEN 1							EX BLUE HAVEN 1 AAR		
Fri 11 Oct 24	EX BLUE HAVEN 2 2 - Adv Party Mov - Ex Brief	EX BLUE HAVEN 2 2 Sect Commander Orders	K	EX BLUE HAVEN 2 Battle Procedure		H	Friday Prayer	EX BLUE HAVEN 2 HAVEN 2 TS Mov Plan Orders	EX BLUE HAVEN 2 Battle Procedure	
Sat 12 Oct 24	EX BLUE HAVEN 2 Mov of Main Body to New AOR							EX BLUE HAVEN 2 (D+1)		
Sun 13 Oct 24	EX BLUE HAVEN 2 (D+2)									

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Week 4

Date/Day	0800-0900	0900-1000	1000-1030	1030-1130	1130-1230	1230-1400	1400-1500	1500-1600	1600-1700	1700-1730
Mon 14 Oct 24	<u>EX BLUE HAVEN 2</u> (D+3)									
Tue 15 Oct 24	<u>EX BLUE HAVEN 2</u> (D+4)									
Wed 16 Oct 24	<u>EX BLUE HAVEN 2</u> (D+5)									
Thu 17 Oct 24	<u>EX BLUE HAVEN 2</u> Admin After Ex		A	<u>EX BLUE HAVEN 2</u> AAR		C	End Course Dinner Preparation		End Course Dinner	
Fri 18 Oct 24	Course Evaluation	Closing Ceremony Preparation & Rehearsal	K	Closing Ceremony		H				
							Friday Prayer	Course Participants Check Out		

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ANNEX B TO
PPM.500-5/1/10/ - ()
DATED AUG 24

COURSE PARTICIPANT DETAILS

NAME OF THE COURSE

UNMO COURSE SERIAL 14/24

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	Phone:
	Fax:
	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

DRIVING SKILLS

Do you have a valid driving license?	
Can you drive 4 x 4 (manual) vehicle?	

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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