

Malaysian Peacekeeping Centre
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71050 Port Dickson

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29 Jul 25

PPM.500-5/1/10 - (51)

See Distr

**ADMINISTRATIVE INSTRUCTION FOR UNITED NATIONS MILITARY OBSERVER
COURSE (UNMOC) SERIAL 15/2025**

Ref:

- A. KOT (ATM) No.1 Tahun 2025.
- B. MATM/BOLP/DLPL.500-5/1/10 Jil 5 – (66) dated 28 Mei 25.

GENERAL

1. Malaysian Peacekeeping Centre (MPC) will be conducting the UNMOC serial 15/25. 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 29 Sep to 24 Oct 25.
 - 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 Everywhere (FE) and certified by relevant authority**".

- f. Hold a valid Malaysian driving license (Malaysian CP).
10. **Training Programme**. The course schedule as per **Annex A**.
11. **Peace Operation Training Institute (POTI) – e-Learning for Pre-Course Reading Materials**. As part of the UNMOC participants, all CPs are required to complete the POTI e-Learning module as pre-course reading materials, following the step below:
- a. Please use the attached guide to enroll in POTI for your assistance in **Annex B**.
 - b. Enroll only two courses as per below:
 - (1) **An Introduction to the UN System and its role in international Peace and Security.**
 - (2) **UN Specialised Training Materials on United Nations Military Observers.**
 - c. Once the course is completed, download the certificates and **submit the softcopy to the registration form by 1 Sep 25.**
12. **Daily Programme Hours**. The program's working hours are as follows:
- a. **Class**. From 0800 to 1730 (Monday to Friday).
 - b. **Sport and Games**. From 1730 to 1900 (Monday to Thursday).
13. **Course Participants**. MPC accepts a maximum of 32 course participants. The breakdown are as follows:
- | | | |
|----|---|-----|
| a. | MAF | - 5 |
| b. | Malaysian Army | - 6 |
| c. | Royal Malaysian Navy (<u>RMN</u>) | - 6 |
| d. | Royal Malaysian Air Force (<u>RMAF</u>) | - 5 |
| e. | Royal Malaysian Police (<u>RMP</u>) | - 4 |
| f. | International <u>CP</u> | - 6 |
14. **Evaluation**. This course is graded (Terminal Objective) with the following evaluation criteria:
- a. CPTM and STM Quiz.
 - b. Basic Fitness Test.

- b. Basic Fitness Test.
- c. Swimming Test.
- d. 4 x 4 Driving Proficiency Test.
- e. FTX (Ex BLUE HAVEN).

ADMINISTRATION

15. The administrative requirements are as follows:

a. **Registration.**

(1) MPC's registration desk will be opened from 1400 hrs to 1800 hrs on 28 Sept 25 at the Peacekeepers' Inn lobby (Accommodation Block).

(2) **Registration Form.** All CPs are required to fill the Registration Form via **QR Code** by 1st Sep 25 as per **Annex C**. During the registration, all CPs are required to attach the document:

(a) **Malaysian Participants.**

- i. Passport Size Photo (Uniform).
- ii. Copy of Valid Driving License.
- iii. POTI Certificates.

(b) **International Participants.**

- i. Passport Size Photo (Uniform).
- ii. Copy of Valid Passport.
- iii. POTI Certificates.

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 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

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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 28 Sept 25 (Sunday).

f. **Location.** MPC is located at Port Dickson, and Google Map Coordinates are 2.426 N 101.860F.

g. **Parking.** Enough space at 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.

16. **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.

17. **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).

18. **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.

19. **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.

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- 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.
 - d. Blazer attire (with tie for men) during Diner's Club.
20. **Temperatures.** Port Dickson area is forecast to experience daily averages ranging from 26°C to 34°C with a chance of light showers.
21. **Medical.** CP should be certified medically fit and should provide a Free from Infection (FFI) certificate on the registration day.
22. **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.
23. **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.
24. **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.
25. **Sport and Recreational Facilities.** The following facilities are available at the centre:
- a. Swimming Pool - From 0630 until 1900.
 - b. Gymnasium - From 0630 until 2100.
 - c. Mountain Bikes - From 0630 until 1900.
 - d. Volleyball/Basketball Court – available on request.
26. **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/bring their own detergent.**
27. **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.
28. **Departure and Check-out.** All CP are expected to check out from accommodation on 24 Oct 25 (Friday) by 1530 hrs. Requests for late checkout are to be submitted to the Course Coordinator no later than 10 Oct 25.
29. **Admin Brief.** The admin brief will be given by the Course Coordinator on 29 Sept 25 (Monday) at 0730 hrs in the auditorium.

30. **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.

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

32. **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.

33. **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.

34. **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 registration prior arrival, all CP must bring the Certificate of Completion to the coordinating officer (hardcopy). These courses digital, self-paced nature enables CP to study peace operations subjects at any time and from any location.

35. **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://peacekeepingresourcehub.un.org/en/training/pre-deployment/cptm/>.

b. Specialised Training Materials (STM) on UN Military Observer at <https://peacekeepingresourcehub.un.org/en/training/functional>.

36. **Point of Contact (POC).** For any assistance, please contact the POC above:

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)
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For administrative-related queries	Maj Faezah binti Mat Yamin Course Coordinator Malaysian Peacekeeping Centre faezmy8209@gmail.com	+60189768209 +606 6627 411 (Fax)
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CONCLUSION

37. 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.



SAMSUL ASMADI BIN MOHAMED AMIN

Col
Commandant

Annex:

- A. Schedule For United Nations Military Observer Course (UNMOC) 15/25.
- B. Peace Operation Training Institute (POTI) - e-Learning for Pre-Course Reading Materials.
- C. UNMOC Serial 15/25 Online Registration Form (with QR Code).

Distr:

External:

Action:

MK ATM - BPP
(Attn: Dir)

MDIO
(Attn: Dir of Trg Directorate)

MK TD - OPLAT
(Attn: Dir of Trg)

MK TL – SM Pemb
(Attn: Dir of Trg)

MTU – BSM Latih
(Attn: Dir of Trg)

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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

SCHEDULE FOR UNITED NATIONS MILITARY OBSERVER COURSE (UNMOC) SERIAL 15/2025

WEEK 1

Date/ Day	0800-0900	0900 - 1000	1000- 1030	1030-1130	1130 - 1230	1230 - 1400	1400-1500	1500-1600	1600-1700	1700 – 1800
Mon 29/09/25	Course Brief Pre – test	Course Opening	B	Opening Lesson CPTM <u>CPTM 1.0</u> Introduction Module 1	<u>CPTM - 1.1</u> UN PK – Strategic Level	L	<u>CPTM 1.2</u> Peace & Security Activities	<u>CPTM 1.3</u> Principles of UN Peacekeeping	<u>CPTM 1.4</u> Legal Framework of UN PK	Ice Breaking
Tue 30/09/25	<u>CPTM 1.5</u> Implementing Peace and Security Activities	<u>CPTM 1.6</u> How PKO Works	R	<u>CPTM 1.7</u> Working as One in the Mission	<u>CPTM 1.8</u> Mission Partners	U	<u>CPTM 2.0</u> Intro to Module 2 <u>CPTM 2.1</u> Overview Mandate Task	<u>CPTM 2.3</u> Human Rights	<u>CPTM 2.4</u> Protection of Civilian	Basic Fitness Test
Wed 1/10/25	<u>CPTM 2.5</u> Protection from CRSV	<u>CPTM 2.2</u> Implementing Peacebuilding Activities (Part 1)	E	<u>CPTM 2.2</u> Implementing Peacebuilding Activities (Part 2)	<u>CPTM 2.6</u> Child Protection	N	<u>CPTM 2.7</u> Women, Peace & Security	<u>CPTM 2.8</u> Climate, Peace and Security	<u>CPTM 2.9</u> Strat Comm & inform strategy	Swimming Test
Thu 2/10/25	<u>CPTM 2.10</u> Integ Case Study: POC	<u>CPTM 3.0</u> Introduction Module 3 <u>CPTM 3.1</u> UN Value & Behaviors (Part 1)	A	<u>CPTM 3.1</u> UN Value & Behaviors (Part 2)	<u>CPTM 3.2</u> Conduct & Discipline	C	<u>CPTM 3.3</u> Sexual, Exploitation and Abuse	<u>CPTM 3.4</u> Env & Natural Resources	<u>CPTM 3.5</u> Safety and Security of UN Personnel	Hiking
Fri 3/10/25	<u>CPTM 3.6</u> Individual Security Awareness	<u>CPTM 3.10</u> HIV/ AIDS	K	<u>CPTM 3.8</u> Health	<u>CPTM 3.9</u> Understanding Stress	<u>1230 – 1430</u> Lunch & Friday Prayer	<u>CPTM 3.7</u> Road Safety	<u>CPTM 3.11</u> Emergency First Aid (Theory)	<u>CPTM 3.11</u> Emergency First Aid (Practical) GL BPK	Closing Lesson CPTM
Sat 4/10/25	Cultural Visit (Melaka)									
Sun 5/10/25	Weekend									

WEEK 2

Date/ Day	0800-0900	0900 - 1000	1000- 1030	1030-1130	1130 - 1230	1230- 1400	1400 - 1500	1500-1600	1600-1700	1700 – 1800	
Mon 6/10/25	Post Test CPTM	STM 1.1 UNMO Overview in UN Peacekeeping	B	STM 1.2 UNMO Command, Control & Structure	STM 1.3 UNMO Concept of Support	L	STM 1.4 UN – PKI	STM 1.5 Safety and Security	STM 2.1 International Legal Framework	Basic Fitness Test (Retest)	
Tue 7/10/25	STM 2.2 UN Peace Operations Specific Legal Framework	STM 3.1 Basic UN Investigation and Verification Technique	R	STM 3.2 Liaison and Coordination	STM 3.3 Negotiation & Mediation	U	STM 3.4 Interviewing Techniques GL PR	STM 3.8 Language Assistants	Negotiation, Mediation and Interviewing Techniques (Practical)	Swimming (Retest) / Volleyball Game	
Wed 8/10/25	STM 3.5 Weapons, Vehicles, & AC Recognition	STM 3.6 DDR	E	GL UNHCR - Refugee & IDP	UNHCR	N	STM 3.9 Media Relations GL PR	STM 3.10 Procedures for Reporting	Mockup Structure of Team Site	Hiking	
Thu 9/10/25	STM 3.7 Mines, Explosive Remnants of War, IED & Crater Analysis (Theory) GL IKEM	STM 3.7 Mines, Explosive Remnants of War, IED & Crater Analysis (Practical) GL IKEM	A	Hostage & Survival Techniques							2000 Dialogue Session (TBC)
Fri 10/10/25	GL ICRC - IHL & IHRL	ICRC ICRC	K	GL UNPOL & Working Relations with Military	PDRM	1230 – 1430 Lunch & Friday Prayer	Sharing Experience - Current Deployment in the Field (MONUSCO)	Presentation Ex Background (UNMIM)TS 1/TS 2			
Sat 11/10/25	Cultural Visit (Putrajaya, Kuala Lumpur)										
Sun 12/10/25	Weekend										

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 13/10/25	Final Test (SO 2 Evaluation)	EX BLUE WHEELS								
Tue 14/10/25	Table Top Ex (TTX)							UN Radio Procedure & GPS Introduction	EX BLUE HAVEN 1 & NAVEX Battle Procedure	
Wed 15/10/25	EX BLUE HAVEN 1 & NAVEX									
Thu 16/10/25	EX BLUE HAVEN 1 & NAVEX									
Fri 17/10/25	EX BLUE HAVEN 2 -Adv Party Mov - Ex Brief	EX BLUE HAVEN 2 - Sect Commanders Orders	BR EA K	EX BLUE HAVEN 2 Battle Procedure	L U N C H		EX BLUE HAVEN 2 TS Mov Plan Orders	EX BLUE HAVEN 2 Battle Procedure		
Sat 18/10/25	EX BLUE HAVEN 2 Mov of Main Body to New AOR	EX BLUE HAVEN 2 (D DAY)								
Sun 19/10/25	EX BLUE HAVEN 2 (D + 1)									

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 20/10/25	<u>EX BLUE HAVEN 2</u> (D + 2)									
Tue 21/10/25	<u>EX BLUE HAVEN 2</u> (D + 3)									
Wed 22/10/25	<u>EX BLUE HAVEN 2</u> (D + 4)									<u>EX BLUE HAVEN 2</u> AAR
Thu 23/10/25	<u>EX BLUE HAVEN 2</u> - Admin After Ex - Movement to MPC		B R E A K		End Course Dinner Preparation		L U N C H		End Course Dinner Preparation	
Fri 24/10/25	Course Evaluation (SO 2 Evaluation)	Closing Ceremony Preparation & Rehearsal		Closing Ceremony		End Course Dinner Preparation		Course Participants Check Out		2000 – 2300 End Course Dinner

Malaysian Peacekeeping Centre (MPC)



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



CLICK HERE FOR FULL COURSE LIST

POTI Courses Preview

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**

Eligibility Code:
MPC



- Confirm and save your email preferences
- Complete your student profile
- Check your email for the **verification link** from POTI

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.

This programme is funded by **Global Affairs Canada's Peace and Stabilization Operations Programme** and the **Government of Sweden**.



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**

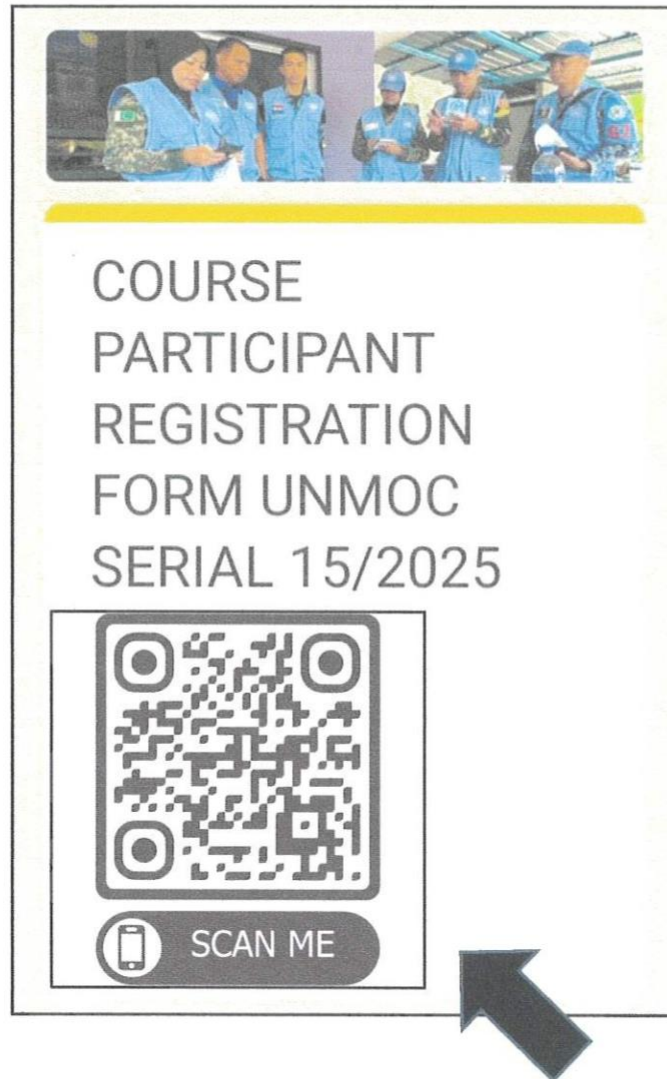
Access courses on your mobile device via the **POTI Classroom App**



CLICK
HERE TO
INSTALL &
EXPLORE

ANNEX C TO
PPM.500-5/1/10 ()
DATED 28 JUL 25

COURSE PARTICIPANT REGISTRATION FORM UNMOC SERIAL 15/2025 (QR CODE)



The registration form is a vertical rectangle. At the top, there is a horizontal strip containing two photographs: on the left, three people in blue uniforms; on the right, two people in blue uniforms. Below this strip, the text 'COURSE PARTICIPANT REGISTRATION FORM UNMOC SERIAL 15/2025' is centered in a large, black, sans-serif font. Below the text is a large QR code. At the bottom of the QR code area is a dark grey button with a white smartphone icon and the text 'SCAN ME'. A large, thick, black arrow points from the bottom right corner of the form towards the 'SCAN ME' button.

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 by 1 Sep 2025.