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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

4 May 26

PPM.LATIH.500.5/1/60 - ( | )

See Distribution

**ADMINISTRATIVE INSTRUCTION FOR UNITED NATIONS COMPREHENSIVE PROTECTION OF CIVILIAN (UN CPoC) COURSE SERIAL 4/2026**

References:

A. KOD ATM No 1 Year 2026.

**GENERAL**

1. The Malaysian Peacekeeping Centre (MPC) will conduct the UN Comprehensive Protection of Civilian Serial 4/2026 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 18 to 22 May 26 (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 11 May 26**. 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.

11. **Course Participants (CP).** MPC accepts a total of 33 CPs. The breakdown as follows:

- a. Malaysian Armed Forces (MAF). - 3.
- b. Malaysian Army (Army). - 5.
- c. Royal Malaysian Navy (RMN). - 4.
- d. Royal Malaysian Air Force (RMAF). - 4.
- e. Royal Malaysian Police (RMP). - 4.
- f. Malaysian Peacekeeping Centre (MPC). - 3.
- g. International Course Participants (ICP) - 10.

12. **Course Evaluation.** Course evaluation will be coordinated by MPC's SO 2 Evaluation. The evaluation process will be divided into two parts as follows:

- a. Pre-Assessment Test – First day of the course.
- b. Post-Assessment Test – Last day of the course.

**ADMINISTRATION**

13. The administrative requirements are as follows:

- a. **Registration.** The MPC registration desk will be open on **17 May 26 (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 **11 May 26**.

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b. **Transportation.**

(1) **CPs from Abroad, Sabah and Sarawak.** Transport from KLIA to MPC will be arranged. For those who require transport 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.** Own arrangement to MPC.

c. **Independent Arrivals.** All CPs arriving independently must make their way to MPC and check in from **1600 hrs to 1800 hrs on 17 May 26 (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 with the mess facilities for MPC officers only and CPs are **NOT ALLOWED** in WP. However, CPs 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 dining at Blue Haven hall, please wear smart casual attire: collared shirt, long pants, and shoes. Slippers, sandals, and round-neck t-shirts or shorts are **not allowed** in Blue Haven hall. For the Cultural Nite (End Course Dinner) CPs may choose to wear cultural dress.
- 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 **23 May 26 (Saturday) by 1200 hrs.** Requests for late checkout are to be submitted to the Course Coordinator **NLT 20 May 26.**
28. **Admin Brief.** The admin brief will be given by the Course Coordinator on **18 May 26 (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](http://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 Mohd Izzad Mahizan bin Azizan RMAF – SO 2 Academic
- (2) Phone No: +60102040840
- (3) E-mail : [mpc@gov.my](mailto:mpc@gov.my)

b. **Administrative Related Queries.**

- (1) Lt Cdr Rudinthan RMN – Course Coordinator
- (2) Phone No: +60192185242
- (3) E-mail : [mpc@gov.my](mailto: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 4/2026.
- B. Registration Form UN CPoC Serial 4/2026.
- 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

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 B TO  
PPM.LATH.500-5/1/60 (1)  
DATED 4 MAY 26

**SCHEDULE FOR UNITED NATIONS COMPREHENSIVE PROTECTION OF CIVILIAN (UNCPoC)  
FROM 18 TO 22 MAY 26**

Date/Day	0800-0900	0900-1000	1000-1030	1030-1130	1130-1230	1230-1400	1400-1500	1500-1600	1600-1700	1700-1730
Mon 18 May 26	1. Safety briefing 2. Admin Briefing  Pre-Assessment Test	0930 – 1000 Opening Ceremony	Coffee Break	Module 1.1 Introduction and POC Video Introduction	Module 1.2 Definitions and Terminology	Lunch	Module 1.3 Protection Actors	Module 1.4 Principles of POC in PKO	Module 1.5 Operational Concept	(1700-1800) Ice Breaking
Tue 19 May 26	Module 1.6 Challenges – Video Ch 3 and Small Group Ex	Module 1.7 Special Consideration for CRSV	Coffee Break	Lesson 1.8 Special Considerations for CP	Module 2.1 Internatio nal Law	Lunch	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 20 May 26	Module 3.2 Implementing Guidelines for Military Components	Module 3.3 Phases of Response and Use of Force	Coffee Break	ROE Activity - Use of Force		Lunch	Lesson 3.4 Tactical decision- making considerations	Final Test	Prepare brief on Summary of Situation and any PIRs	
Thu 21 May 26	Prepare brief on Summary of Situation and any PIRs	Deliver Sit Brief and Any PRI	Coffee Break	Prepare for Summary of Threat/Risk Analysis		Lunch	Deliver Brief on Threat/Risk Analysis	SBE Brief	Prepare for COAs - Tasks	(2000-2200) Cultural Nite (End Course Dinner)
Fri 22 May 26	Prepare for COAs - Tasks	Deliver Brief on COAs - Tasks	Post- Assessment Test	Closing Ceremony		Lunch	Friday Prayer		Course Participants Check Out	

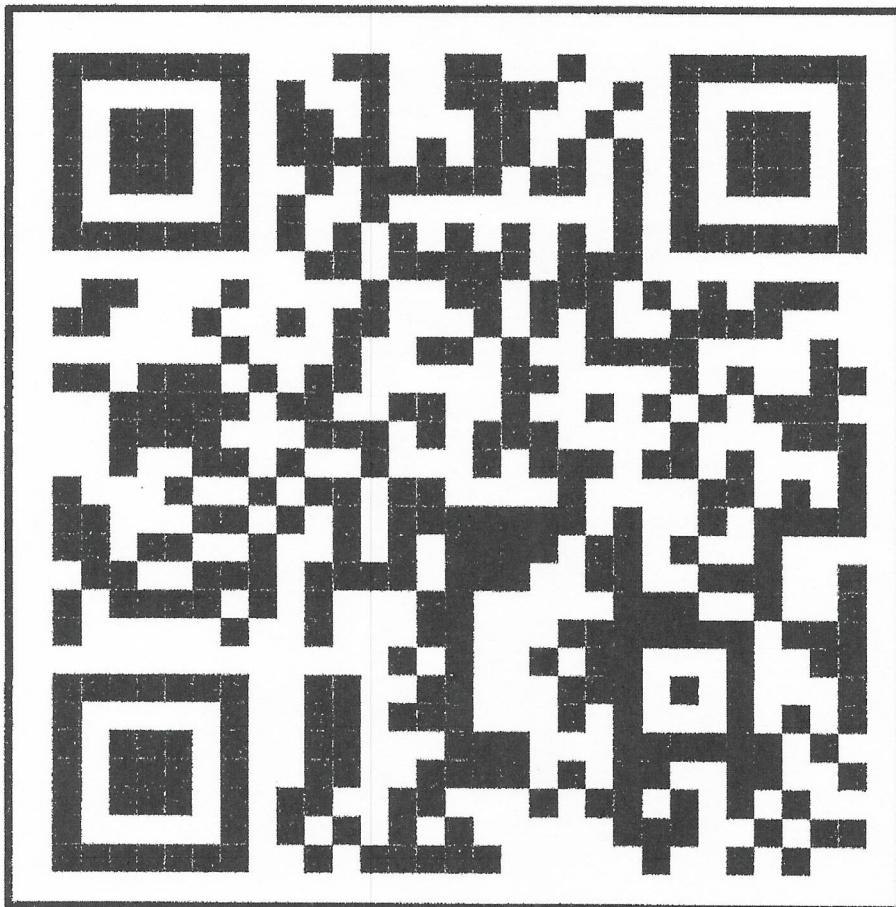
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**ANNEX B TO**  
**PPM.LATIH.500-5/1/60 ( I )**  
**DATED 4 MAY 26**

**REGISTRATION FORM UN CPOC SERIAL 4/2026**



Google Form Link Registration Form UN CPoC Serial 4/2026

**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 11 May 26**.

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

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

9. MAF Establishment/Organisation to be Visited: Malaysian Peacekeeping Centre

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 : +60192185242 (Lt Cdr Rudinthan a/l Jayamany RMN)

15. MAF/MINDEF Sponsor : MAF

# Malaysian Peacekeeping Centre (MPC)

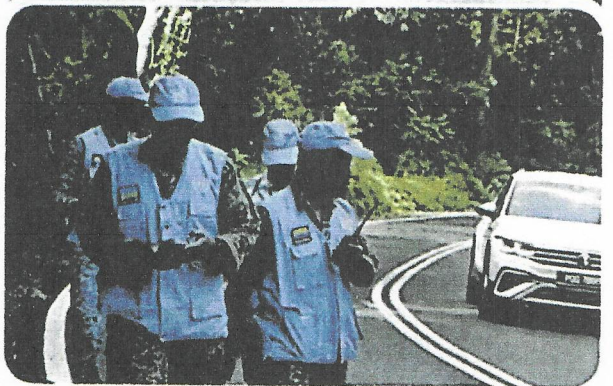


## National Training Centre E-Learning Platform (NTCELP)



Peace Operations  
Training Institute®

**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*

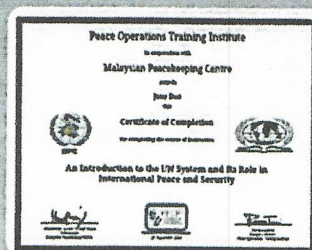
*Health of Peace Operations Personnel*

*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](http://bit.ly/POTIPOST)) for more information.

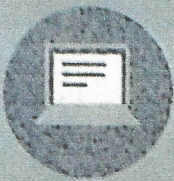
## Learn in your preferred way



- 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](http://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**

## 2 Enrol in courses

- **Sign in** to your account ([bit.ly/POTIsignin](http://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](http://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**

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.



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