

Malaysian Peacekeeping Centre
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71050 SIRUSA
Port Dickson, Negeri Sembilan



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14 Apr 26

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

See Distr

**ADMINISTRATIVE INSTRUCTION FOR WOMEN, PEACE AND SECURITY (WPS)
TRAINING OF TRAINERS (TOT) COURSE SERIAL 1/2026 IN COLLABORATION
WITH KINGSTON LEADERSHIP TEAM INCORPORATED (KLT INC) CANADA**

Ref:

- A. KOT ATM No 1, year 2026.
- B. PPM.LATIH.500-5/1/62 (44) dated 31 Mac 26.
- C. MATM/BOLP/DLPL.500-5/1/10 Jil 13 - (7) dated 3 Apr 26.

GENERAL

1. Malaysian Peacekeeping Centre (MPC) in collaboration with the Kingston Leadership Team Incorporated (KLT Inc) Canada will be conducting a combined activity comprised of the Women, Peace and Security (WPS) Training of Trainers (TOT) Course Serial 1/2026. The purpose of this instruction is to outline the administrative requirements and provide those attending the course for the first time participants and those attending as potential future trainers 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.

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- b. Develop skills to evaluate operating environments and context using gender perspectives and analysis.
- c. Enable institutional and operational conditions required for effectively support WPS and inclusive security.
- d. To assess participants instructional delivery skills for potential inclusion in the International Trainer Roster.

EXECUTION

- 4. The course will be conducted at MPC, Port Dickson, Negeri Sembilan, Malaysia as follows:
 - a. **Course Date**. The course will be conducted from **4 to 8 May 2026** (five days).
 - b. **Training Methodology**. Subjects will be delivered by the following means:
 - (1) Lectures.
 - (2) Participants Presentation.
 - (3) Group Discussions.
 - (4) Practical Exercise.
- 5. **Lectures**. Lectures will be presented by Subject Matter Experts (SME) from KLT's Instructors.
- 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 Language**. The course will be conducted in English. Fluency in written and oral skills is required.
- 8. **Training Programme**. The detailed course schedule as per **Annex A**.
- 9. **Daily Programme Hours**. The program's working hours are as follows:
 - a. **Class**.
 - (1) From 0900 to 1630 (Monday to Thursday).
 - (2) From 0900 to 1000 (Friday).
 - b. **Sport and Games**. From 1700 to 1830 (Wednesday).
- 10. **Course Participants (CP)**. The nomination for participants shall consist the projections by the respective services and departments as the potential instructors of WPS courses to be

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conducted in MAF and RMP. The course accepts a maximum of 34 CPs and the breakdown as follows:

- a. Malaysian Armed Forces (MAF) - 4.
- b. Malaysian Army (MA) - 8.
- c. Royal Malaysian Navy (RMN) - 6.
- d. Royal Malaysian Air Force (RMAF) - 6.
- e. Royal Malaysian Police (RMP) - 4.
- f. Malaysian Peacekeeping Centre (MPC) - 6.

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 3 May 26 (Sunday) at the Peacekeepers' Inn lobby (Accommodation Block). CP are to complete the registration form as Annex B before 28 Apr 26 (Tuesday). Please scan the provided QR Code and complete the registration form in Microsoft Form format.
- 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 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 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 in Malaysia.
- 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 1900 hrs on 3 May 26

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(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. 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.

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 0745.
- b. **Coffee Break**. From 1030 to 1100.
- c. **Lunch**. From 1230 to 1400.
- d. **Evening Tea**. From 1500 to 1515.
- 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 of Course Dinner (collated 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**. 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.

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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.
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:
 - a. Swimming Pool.
 - b. Gymnasium.
 - c. Mountain Bikes.
 - d. Volleyball/Basketball Court.
23. **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.
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 **8 May 26 (Saturday)** by 1600 hrs. Requests for late checkout are to be submitted to the Course Coordinator no later than **6 May 26**.
26. **Admin Brief.** The admin brief will be given by the Course Coordinator on **4 May 26 (Monday) at 0830 hrs in the Ban Ki Moon Auditorium Hall.**
27. **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.
28. **MPC Website.** Further information is available on the MPC website. The address is www.malaysianpeacekeepingcentre.com.
29. **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 if needed.
30. **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

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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.

31. **Special Instruction.** All CP should abide the following administrative rules and regulations of the course. All CP should attend all the theory classes. Only emergency cases or welfare matters can be considered.

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

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

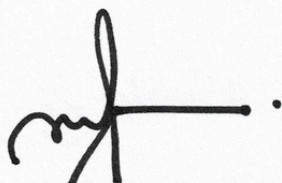
33. **Point of Contact.** For any assistance, don't hesitate to get in touch with the following officers:

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 Stefano Lue Hsien Loong Course Coordinator Malaysian Peacekeeping Centre stefanolue@gmail.com	+60172808818 +6066627411 (Fax)

CONCLUSION

34. 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. Schedule Programme of Women, Peace and Security (WPS) and Training of Trainers Course Serial 1/26.

B. Women, Peace and Security (WPS) and Training of Trainers Course Serial 1/26 Registration Form (with QR Code).

Distribution:

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)

Info:

MK ATM-CLP

(Attn: Head of Dir)

MPPLD

(Attn: Dir of Trg)

Internal:

Action:

Trg Div

R&D Div

Admin Division

Info:

CI

File



ANNEX A TO
PPM.500-5/1/10 - ()
DATED **14** APR 26

SCHEDULE PROGRAMME OF WOMEN, PEACE AND SECURITY (WPS) TRAINING OF TRAINERS (TOT) COURSE SERIAL 1/2026
4 MAY 2026 - 8 MAY 2026

Day 1	0800 - 0900	0900 - 1000	1000 - 1030	1030 - 1230	1230 - 1400	1400 - 1500	1500 - 1515	1515 - 1630	1700 - 1830
Monday 4 May 26	1. 0800 - 0830 Admin and Safety Brief 2. 0830 - 0900 Pre-Assessment Test 3. 0900 - 0945 Course Opening 4. 0945 - 1000 Group Photo		Morning Break	Module 1: Introduction to WPS	Lunch	Module 1 Continued	Tea Break	Module 1 Continued	Ice Breaker Session
Day 2		0900 - 1030	1030 - 1100	1100 - 1230	1230 - 1400	1400 - 1500	1500 - 1515	1515 - 1630	1700 - 1800
Tuesday 5 May 26		Module 2: Regional Implementation of WPS	Morning Break	Module 3: Women's Integration in the Armed Forces	Lunch	Module 3 Continued	Tea Break	Module 4: Applying Gender Perspectives	Recreational Activities - Hiking
Day 3		0900 - 1030	1030 - 1100	1100 - 1230	1230 - 1400	1400 - 1500	1500 - 1515	1515 - 1630	1700 - 1800
Wednesday 6 May 26		Module 4 Continued	Morning Break	Module 5: Application of Gender Analysis Tools	Lunch	Module 5 Continued	Tea Break	Case Study: Issue Identification	Bowling
Day 4		0900 - 1030	1030 - 1100	1100 - 1230	1230 - 1400	1400 - 1500	1500 - 1515	1515 - 1630	2000 - 2230
Thursday 7 May 26		Case Study: Challenge Assumptions	Morning Break	Case Study: Data Collection	Lunch	Case Study: Recommendation	Tea Break	Case Study: Draft Presentations	Admin
Day 5		0900 - 1000	1000 - 1030	1030 - 1200	1200 - 1330	1400-1600			
Friday 8 May 26		Capstone Presentations	Post-Assessment Test	Closing Ceremony	End Course Lunch	Course Participant Check Out			

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ANNEX B TO
PPM.500-5/1/10 ()
DATED 14 APR 26

COURSE PARTICIPANT REGISTRATION FORM
WOMEN, PEACE AND SECURITY (WPS) TRAINING OF TRAINERS (TOT) COURSE
SERIAL 1/2026



COURSE PARTICIPANT REGISTRATION FORM
WOMEN, PEACE AND SECURITY (WPS)
TRAINING OF TRAINERS (TOT) COURSE
SERIAL 1/2026



<https://forms.gle/UH5JftS5ejCVtrct5>

Reminder

1. All course participants are required to fill this online registration form by 28 April 2026.

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