

Malaysian Peacekeeping Centre
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17 Jan 25

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

See Distr

ADMINISTRATIVE INSTRUCTION FOR UNITED NATION STAFF OFFICER COURSE (UNSOC) SERIAL 1/25

Ref:

- A. KOD ATM No 1, year 2025.
- B. MATM/BOLP/DLPL.500-5/1/10 (12) dated 18 Dec 24.
- C. PPM.100-6/1/11 dated 9 Jan 25.

GENERAL

1. Malaysian Peacekeeping Centre (MPC) in collaboration with the Global Peace Operation Initiative (GPOI) will be conducting the United Nations Staff Officer Course (UNSOC) Serial 1/25. The aim of the course is to train participants in the different staff functions, UN procedures and administration in a Peacekeeping Operation (PKO) environment.

AIM

2. The aim of this instruction is to outline the administrative requirements for the course. The UNSOC is designed to prepare course participant with necessary knowledge and skills to ensure that they will be able to perform their duties as military staff officers effectively, professionally and in an integrated manner when they are deployed to peacekeeping missions.

OBJECTIVES

3. The objectives of the course are as follows:
- a. Learn and practice the procedures and responsibilities of a staff officer in a UN PKO.
 - b. Apply the principles, procedures and concepts of UN PKO.



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- c. Examine the legal aspects of UN PKO.
- d. Understand the Military Component Planning Process (MCP) and develop a briefing.

EXECUTION

4. **Aim of the Course.** The aim of this course is to prepare course participant with the necessary knowledge and skills to ensure that they will be able to perform their duties as military staff officers effectively, professionally and in an integrated manner when deployed to peacekeeping missions.

5. The course will be conducted at MPC, Port Dickson, Negeri Sembilan, Malaysia as follows:

a. **Course Date.** The course will be delivered from 10 to 26 Feb 25 (seventeen days).

b. **Training Methodology.** Subjects will be delivered by the following means:

- (1) Lectures.
- (2) Participants Presentation.
- (3) Class room Exercise.
- (4) Small and Large Group Discussions.
- (5) Integrated Staff Exercise (INSTEM).

6. **Lectures.** Lectures will be presented by Subject Matter Experts (SME) from GPOI.

7. **Course Curriculum.** The course is designed based on:

- a. Core Pre-Deployment Training Materials (CPTM).
- b. Specialized Training Materials (STM)

8. **Medium of Instruction.** The medium of instruction for the course will be English.

9. **Pre-requisite.** Participants should possess the following criteria:

- a. Possess basic knowledge of the United Nations particularly its organization, roles and functions, UN organs, UN Charter and other subjects that are reflected in the training programme.
- b. Be able to generate and deliver ideas during classroom discussions and exercise.

c. Have access to various reading resources, including those available on the following website:

- (1) <https://peacekeepingresourcehub.un.org/en/training/pre-deployment/cptm/intro>
- (2) <https://peacekeepingresourcehub.un.org/en/training/stm/unso>
- (3) <https://policy.un.org/browse-by-source/staff-rules>
- (4) <https://www.un.org/sexualviolenceinconflict/wp-content/uploads/2023/09/auto/UN-Handbook-2023-24.pdf>

10. **Training Programme.** The tentative program 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. **Sports and Games.** From 1730 to 1830 (Monday to Thursday).

12. **Peace Operations Training Institute (POTI) E-Learning for Pre-Course Reading Materials.** The Course Participant (CP) for this course must read the POTI materials provided with this instruction and complete the associated exam before starting the course. The training materials will equip the CP with knowledge about the Introduction to the United Nations and related thematic issues in peacekeeping missions. The e-learning instructions for enrolling with POTI are provided in **Annex B.**

13. **CP.** MPC accepts a maximum of 30 CPs. The breakdown as follows:

- a. **Malaysian Armed Forces (MAF).** - 2.
- b. **Malaysian Army (MA).** - 6.
- c. **Royal Malaysian Navy (RMN).** - 4.
- d. **Royal Malaysian Air Force (RMAF).** - 4.
- e. **Royal Malaysian Police (RMP).** - 2.
- f. **Malaysian Peacekeeping Centre (MPC)** - 2
- g. **International CP.** - 10.

14. **Evaluation.** The evaluation for the administration will be conducted by the MPC while the evaluation of the curriculum will be conducted by the GPOI itself.

ADMINISTRATION

15. The administrative requirements are as follows:

a. **Registration.** The MPC registration desk will be open from 1400 hrs to 1800 hrs on 9 Feb 25 at the Peacekeepers' Inn lobby (Accommodation Block). CPs are required to complete the registration form at <https://forms.office.com/r/siqRPUzpk0?origin=lprLink> **before 8 Feb 25.**

b. **Visa and Passport.** All international CPs are required to apply for a visa to enter Malaysia, unless they are from countries with a visa waiver, such as ASEAN member states. It is the responsibility of the participants to arrange their visa. Please provide a clear, scanned, **color copy of the passport photo page** to mpc@mod.gov.my and attach your completed registration form.

c. **International Arrival.** MPC staff will welcome all international CPs at KLIA upon arrival at the International Arrival Hall, Level 3. All international arrivals will be at the main KLIA; however, KLIA2 is another Low-Cost International Airport nearby. Please provide your arrival details in advance and inform the MPC coordinator of any flight changes as soon as possible and well before the flight arrival.

d. **Transportation:**

(1) **International CPs and CPs from Sabah/Sarawak.** Transportation from KLIA to MPC will be arranged accordingly. All CPs need to inform the Course Coordinator of their itinerary. Participants who miss the transportation or do not require it must make their own arrangements to MPC. The journey from KLIA to MPC takes approximately one hour (90 km).

(2) **Local CPs.** Local CPs must make their own arrangements to MPC.

e. **Independent Arrival.** All CPs arriving independently are requested to make their own way to MPC and check-in by **no later than 1800 hrs on 9 Feb 25 (Sunday)**. MPC is located in Port Dickson, and the Google Map Coordinates are 2.426 N, 101.860 E.

f. **Parking.** A sufficient number of open car parks are available at MPC. Local CPs with a private vehicle must obtain a Vehicle Pass at the Guard Room before entering. Reverse parking is mandatory within the MPC compound.

16. **Accommodation.** All SME's, Local and International Course Participants will accommodate in Peacekeeper's Inn (PKI). Therefore, please adhere to the following:

a. Responsible for the facilities provided at the accommodation block.

b. Only CPs are allowed to stay in the accommodation block throughout the course. Accommodation for family members must be arranged separately outside of MPC.

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c. The costs of lodging and meals for each individual (SME's and International CPs only) are as follows:

- (1) Accommodations - USD 40 per day.
- (2) Meals - USD 30 per day.

17. **Facilities in Wisma Pengaman (WP).** WP is the accommodation block with mess facilities for all staff, but CPs are not permitted to use it. However, CPs can use the facilities provided in Peacekeepers' Inn (PKI).

18. **Meals.** All meals will be provided at MPC's Banquet Hall (Blue Haven). Any CP with specific dietary requirements, please indicate them on the registration form. Meals will be served at the following times:

- a. **Breakfast.** 0700 hrs to 0745 hrs.
- b. **Coffee Break.** 1000 hrs to 1030 hrs.
- c. **Lunch.** 1230 hrs to 1400 hrs.
- d. **Evening Tea.** 1700 hrs to 1730 hrs.
- e. **Dinner.** 1930 hrs to 2100 hrs.

19. **Dress Code.** The dress code during classes is camouflage dress or equivalent. Participants should also bring the following attire:

- a. Smart casual attire for dinner and the End Course Dinner (collared shirt, pants, and shoes) when entering Blue Haven after working hours. Slippers, sandals, and round-neck t-shirts are prohibited in Blue Haven.
- b. Light tropical civilian clothes.
- c. Sports and swimming attire.

20. **Temperatures.** The Port Dickson area is forecast to experience daily temperatures ranging from 26°C to 34°C, with a chance of light showers.

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

22. **Insurance.** All international CPs are **mandatory** to have insurance (either Travel Insurance or Life Insurance) that covers medical expenses during the course. In the event of an incident, the insurance will cover medical expenses and the cost of returning the CP to their respective country.

23. **Health Support.** Any requests for minor medical assistance will be coordinated by the Course Coordinator. Medical facilities are available at RSAT PUSASDA and Port Dickson Hospital. If a CP requests treatment at a different medical centre, the embassy of the international CP will be responsible for covering all associated charges.

24. **Computer and Internet Access.** All CPs are advised to bring their own computing devices. However, PCs are available in the syndicate rooms and laptops can be loaned from the ICT Cell upon request. Wi-Fi services are available throughout the MPC.
25. **Library.** The library is available in the main MPC building. Opening hours are from 0830 hrs to 1630 hrs (Monday to Friday). All CPs are encouraged to use the library during their leisure time. The MPC library has a wide range of books and references related to peacekeeping, defence, security, and general topics.
26. **Sport and Recreational Facilities.** The following facilities are available at the centre:
- a. Swimming Pool.
 - b. Gymnasium.
 - c. Mountain Bikes.
 - d. Volleyball/Basketball Court.
27. **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 a day. CPs are reminded to purchase their own detergent.
28. **Smoking and Alcoholic Drinks.** Smoking and consuming alcoholic drinks are strictly prohibited in the accommodation block. Smokers may only smoke in designated smoking areas, which are clearly marked.
29. **Departure and Check-out.** All CPs are expected to check out from the accommodation on 26 Feb 25 (Wednesday) by 1800 hrs. Requests for late check-out should be submitted to the Course Coordinator no later than 24 Feb 25.
30. **Admin Brief.** The administrative briefing will be given by the Course Coordinator on 10 Feb 25 (Monday) at 0800 hrs in the lecture room.
31. **Incident Reporting.** CPs are advised that any unusual incidents, such as civil offenses or accidents outside MPC-arranged events, must be reported immediately to MPC through the Course Coordinator.
32. **MPC Website.** Further information is available on the MPC website at <https://www.malaysianpeacekeepingcentre.com>.
33. **Groceries and Miscellaneous.** There are a few grocery stores and supermarkets available outside MPC. Participants are advised to arrange transport with the Course Coordinator.
34. **Exchange Rate and Currencies.** The Malaysian currency is Ringgit Malaysia (RM), with denominations of RM100, RM50, RM20, RM10, RM5, and RM1. Currency exchange is available at the airport and in Port Dickson Town. The current exchange rate is USD1.00 = RM4.51.

35. **Visitors.** All CPs 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 of CPs. Family members are welcome to visit Malaysia, but accommodation and transportation will be their responsibility. Visits must not interfere with the course schedule, and MPC staff will not provide assistance for family members.

36. **Cultural Visit.** This activity is designed to promote understanding of Malaysia's cultural diversity. Two potential destinations, Kuala Lumpur and the Historic City of Malacca, will be proposed for the visit. Chosen destination will be determined based on feedback from all CPs. MPC will provide transportation, but all other expenses will be the responsibility of the CPs.

37. **Special Instructions.** All CPs must adhere to the administrative rules and regulations of the course. CPs are required to attend all theory classes. If a CP is absent for more than three days during the course, they will not receive a course certificate. Only emergency cases or welfare matters will be considered for exceptions.

38. **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	Maj Ahmad Saiful Rizal bin Yaacob Course Coordinator Malaysian Peacekeeping Centre Saiful.yaacob@mod.gov.my	+60124405031 +606 6627 411 (Fax)

CONCLUSION

39. With the release of this directive, it is expected that all course participants will be able to make the necessary preparations prior to reporting. This course is designed to significantly enhance knowledge, particularly among military officers. The cooperation and commitment of all parties are crucial to ensure the smooth administration and success of the course.

"PARTNERING FOR PEACE"


MOHD RIZMAN BIN HAJI RAMLI
Col
Commandant

Annex:

- A. Schedule Programme of UNSOC Course Serial 1/25.
- B. Peace Operation Training Institute (POTI) E-Learning for Pre-Course Reading Materials.

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)

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

Info:

MK ATM – BOLP
(Attn: Head of Defence Training)

Internal:

Action:

Trg Div
R&D Div
Admin Division

Info:

CI
File

SCHEDULE FOR UNITED NATIONS STAFF OFFICERS COURSE (UNSOC) 2024 FROM 10 FEB 2025 TO 26 FEB 2025

Week 1

Date/Day	0800-0900	0900-1000	1000-1010	1010-1100	1110-1200	1200-1330	1330-1420	1430-1520	1540-1630	1640-1730	1730-1830
Mon 10 Feb 25	Course Opening	Course Overview	B	The Operational Environment	An Introduction UN PKO	L	The Spectrum of Peace and Security Activities	The Basic Principles of UN Peacekeeping	The Legal Framework for UN Peacekeeping	Security Council Mandates in Practice	Ice Breaking Session
Tue 11 Feb 25	How Peacekeeping Ops Function	Peacebuilding Activities	R	Military Roles and Tasks	Authority, Command and Control in UN PKO	U	Peacekeeping Intelligence	Force Protection	Humanitarian Assistance, Principles and Actors	UN Civil Military Coord and Liaison	
Wed 12 Feb 25	Force and Sector HQ Staff Responsibilities	Ex Blue Staff Overview: UN FHQ Staff Cell Responsibilities	E	Problem 1: Group Discussion and Presentation		N	Rules of Engagement and Use of Force		LGD 1 UN Core Values, Respect for Diversity, Environment		
Thu 13 Feb 25	Integrated Assessment and Planning (IAP) in UN PKO	Analysis of Operational Environment in Carana	A	Military Component Planning Process		C	CARANA SCENARIO BRIEF Ex Blue Staff Problem 2: FHQ Mission Analysis	Ex Blue Staff Problem 2: UN Mission FHQ Mission Analysis	Problem 2: Group Discussion		
Fri 14 Feb 25	Problem 2: Group Discussion		K	Problem 2: Group Discussion		H	Friday Prayer	Problem 2: Group Discussion	Problem 2: Group Presentation Mission Analysis		
Sat 15 Feb 25	Cultural Visit										
Sun 16 Feb 25	Weekend										

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Week 2

Date/Day	0800-0900	0900-1000	1000 - 1010	1010-1100	1110-1200	1200 - 1330	1330-1420	1430-1520	1540-1630	1640-1730	
Mon 17 Feb 25	Protection of Human Rights	Protection of Civilian 1	B	Protection of Civilian 2	Tactical POC Problem 1	L	CRSV	Child Protection	Women, Peace, and Security	Tactical POC Problem 2	
Tue 18 Feb 25	LGD 2 Conduct and discipline, SEA		R	UN Logistics at the Operational Level	Strategic Comms and Public Info	U	MCPP Ex Blue Staff Problem 3: COA Development and Validation	Problem 3: Group Discussion			
Wed 19 Feb 25	Problem 3: Group Discussion		E	Problem 3: Group Discussion		N	Problem 3: Group Presentation COA Information Brief		LGD 3 Personal Security, Road Safety		
Thu 20 Feb 25	MCPP - Ex Blue Staff Problem 4: COA Comparison and Decision Brief	Problem 4: Group Discussion	A	Problem 4: Group Discussion		C	Problem 4: Group Presentation COA Decision Brief	Public Order Management and Working with the UN Police	Safety and Security	Concepts, Plans, Orders and Directives	
Fri 21 Feb 25	MCPP Ex Blue Staff Problem 5: FRAGO	Problem 5: Group Discussion	K	Problem 5: Group Discussion		H	Friday Prayer	LGD 4: Health, HIV/AIDS Stress Management		INSTEX Briefing	STARTEX - Setup and Coord
Sat 22 Feb 25	Cultural Visit										
Sun 23 Feb 25	Weekend										

Week 3

Date/Day	0800-0900	0900-1000	1000 - 1010	1010-1100	1110-1200	1200 - 1330	1330-1420	1430-1520	1540-1630	1640-1730	
Mon 24 Feb 25	INSTEX Pre-ex Walkthrough (Force HQ mentor)	Conduct of INSTEX	B R E A K	Conduct of INSTEX		L U N C H	Conduct of INSTEX			AAR	
Tue 25 Feb 25	Conduct of INSTEX			Conduct of INSTEX			Conduct of INSTEX			AAR	End Course Dinner
Wed 26 Feb 25	Conduct of INSTEX			ENDEX and Cell Debrief Ex AAR Conduct of INSTEX	UNSOC Course Evaluation Closing Ceremony		Administration and Check Out Process				
Thu 27 Feb 25	Check Out Process										
Fri 28 Feb 25	Check Out Process										

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ANNEX B TO
PPM.500-5/1/45 - ()
DATED 17 JAN 25

PEACE OPERATION TRAINING INSTITUTE (POTI) E-LEARNING FOR PRE-COURSE READING MATERIALS UNITED NATIONS STAFF OFFICER COURSE (UNSOC) SERIAL 1/25

1. Click this link <https://www.peaceopstraining.org/programs/ntcelp/asia-pacific/mpc/>
2. Click on register or sign in, you need to register first if you are first time POTI MPC user.
3. After filling all the particular in profile, please find the **Programme Eligibility Code** and type **MPC**. After that press **SAVE**.
4. Click on My Studies and choose this ONE lessons on **An Introduction to the UN System and Its Role in International Peace and Security** (Study the lesson first and answer all the examination questions)
5. All Course Participants need to send the passed certificate to the Course Coordinator **before 19 February 2025 on Wednesday**.
6. Please do not hesitate to ask Course Coord if anything problems. The reference on how to enroll the POTI e-learning as per attach with this document.

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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



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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.**



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

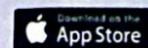
3 Study and pass course exams

- **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**



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Malaysian Peacekeeping Centre (MPC)



National Training Centre E-Learning Platform (NTCELP)



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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

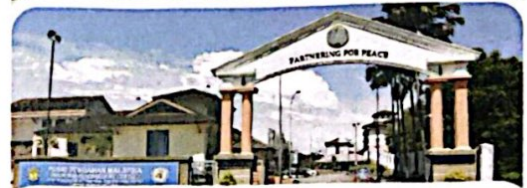
POTI Courses Preview

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



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- 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.