



GUIDELINES □
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FOR
THE SELECTION, DEPLOYMENT,
ROTATION, EXTENSION, TRANSFER
AND REPATRIATION
OF
MILITARY OBSERVERS
IN
UNITED NATIONS PEACEKEEPING
OPERATIONS
DEPARTMENT OF PEACEKEEPING OPERATIONS
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**GUIDELINES FOR THE SELECTION, DEPLOYMENT,
ROTATION, EXTENSION, TRANSFER AND REPATRIATION
OF THE MILITARY OBSERVERS IN UNITED NATIONS
PEACEKEEPING OPERATIONS**

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CHAPTER I

GENERAL INFORMATION

Introduction

1. These guidelines contain general information about the various administrative aspects relating to the selection, deployment, rotation, transfer and repatriation of the Military Observers¹ contributed by Member States in United Nations Peacekeeping Operations.
2. The guidelines aim to:
 - a. Provide the respective Governments of the Member States with relevant information enabling them to select suitable officers to serve as Military Observers in United Nations Peacekeeping Operations and finalise their pre-deployment preparations.
 - b. Standardise the administrative procedures for the selection, deployment, rotation (replacement), extension and transfer of Military Observers in United Nations Peacekeeping Operations.
 - c. Ensure that the Governments and all United Nations Military Observers are fully aware of administrative, logistics and financial terms and conditions to govern the contribution of Military Observers in United Nations Peacekeeping Operations.
3. These 'Guidelines' should not be regarded as exhaustive and shall be applied in conjunction with the mission specific guidelines for the Military Observers and other policies and procedures for the conduct of peacekeeping operations and any other supplementary directions issued by United Nations Headquarters.
4. Should any substantial changes to this document have to be made and/or any additional information become available, this will be distributed accordingly. In case of any clarification, the Member States should contact the Military Division and Field Logistics and Administration Division in the Department of Peacekeeping Operations.

1. These 'Guidelines' for the Military Observers will be applicable to Military Liaison Officers as well. In circumstances where United Nations Military Observers are employed for liaison purposes and do not perform classic observer tasks, it may be more appropriate to use the title of United Nations Military Liaison Officers. This arrangement exists in the United Nations Mission in Kosovo (UNMIK), at present.

5. These “Guidelines” replace all guidelines and/or instructions issued previously by the United Nations Headquarters on this subject.

Relevant References

6. The following documents have been consulted while preparing these guidelines:
- a. Secretary- General's Report to the General Assembly on "Comprehensive Review of the Whole Question of Peacekeeping Operations in All Their Aspects, Command and Control of United Nations Peacekeeping Operations", [A/49/681], 21 November 1994.
 - b. Peacekeeping Training - United Nations Military Observers Course Curriculum (Second Draft), Department of Peacekeeping Operations, November 1994.
 - c. United Nations Military Observers Handbook (First Draft), Department of Peacekeeping Operations, July 1995.
 - d. A Peacekeeping Training Manual, Department of Peacekeeping Operations, United Nations.
 - e. General Guidelines for Peacekeeping Operations, Department of Peacekeeping Operations, 1995.
 - f. Guidelines for the Deployment, Transfer, Rotation and Extension of United Nations Military Observers and Civilian Police Monitors, Department of Peacekeeping Operations, January 1995.
 - g. Selection Standards and Training Guidelines for United Nations Military Observers (First Draft), Department of Peacekeeping Operations, August 1998.
 - h. Command and Control of Military Components in United Nations Peacekeeping Operations, October 2001.

Correspondence

7. All correspondence within the scope of these “Guidelines” should be addressed to the Military Division, Department of Peacekeeping Operations. Other offices will not be able to initiate any action until it has been authorised by concerned officer in the Military Division. If a required action is not initiated within a reasonable time, please contact the Office of the Military Adviser in the Department of Peacekeeping Operations.

8. Although, it is realised that Permanent Missions have to consult their Governments for final decisions, and it is often difficult for national authorities to forecast such events in advance, adherence to the requested deadline would be appreciated. Efforts will be made to provide sufficient advance notice and time to the Permanent Missions for such consultations with their Governments. All United Nations requests include a reference number (e.g. a Fax or Note Verbale number). Please refer to this number in any reply.

CHAPTER II

AUTHORITY AND MANDATE

Authority

9. United Nations Peacekeeping Operations are normally authorised by the Security Council and in some cases by the General Assembly. The command of these operations is vested in the Secretary-General. The Secretary-General has delegated, to the Under-Secretary-General for Peacekeeping Operations, the overall responsibility for the conduct of such operations.

10. The Secretary-General, with the approval of the Security Council, appoints the Head of Mission who is responsible for the implementation of its mandate and has authority over all its components. In his report 'Renewing the United Nations: A Programme for Reforms' to the General Assembly, the Secretary-General stressed that an integrated approach is particularly important in the field, where lack of cohesion or differences among United Nations entities can be exploited by the parties. Accordingly, the Head of Mission will also have authority over all United Nations entities in the field². This authority will be exercised taking into account the mandated responsibilities and financial accountability of those individual entities operating in the Mission area. The Head of Mission, through the Under-Secretary-General for Peacekeeping Operations, is responsible to the Secretary-General for the implementation of the mandate.

Mandate

11. The mandate of each mission is defined by the relevant Security Council (or General Assembly) resolutions establishing and governing the Peacekeeping Operation.

Command and Control of Military Components in United Nations Peacekeeping Operations

General Concept of Command in United Nations Peacekeeping Operations

12. Military personnel contributed by the Member States to United Nations Peacekeeping Operations remain members of their national defence forces. However, the operational authority (including the operational control) over such forces and personnel is transferred to United Nations, and vested in the Secretary-General, under the authority of

2. Report of the Secretary-General on "Renewing the United Nations: A Programme for Reform" dated 14 July 1997 (A/51/950), Para. 119.

Security Council³. Various aspects of political direction and military command and control of peacekeeping operations are covered in the Secretary-General's Report to the General Assembly 'Comprehensive Review of the Whole Question of Peacekeeping Operations in all their Aspects - Command and Control of United Nations Peacekeeping Operations [A/49/681], dated 21 November 1994' and 'General Guidelines for Peacekeeping Operations' issued by the United Nations Headquarters in October 1995. Additional information on this subject is outlined in a Policy Paper on 'Command and Control of Military Components in United Nations Peacekeeping Operations', [MPS/MD/DPKO/658], dated 2 October 2001, issued by the United Nations Headquarters, which is attached, as Annex A, to these 'Guidelines'.

Levels of Command

13. In United Nations Peacekeeping Operations there are three distinct levels of command⁴, as mentioned below:

- a. Overall political direction, which is the purview of the Security Council,
- b. Executive direction and control, which is provided by the Secretary-General, and
- c. Command in the field, which resides in the Head of Mission.

United Nations Chain of Command

14. An unambiguous chain of command, from the highest political level – the Security Council – to the troops and military observers in field, is essential for coherence in the direction of the mission and the successful conduct of military activities in support of United Nations Peacekeeping Operations. In light of the 'Secretary-General's Report on United Nations Command and Control' and 'General Guidelines on Peacekeeping Operations' the chain of command in United Nations Peacekeeping Operations is as follows:

- a. **Security Council.** The Security Council is responsible for overall political direction of United Nations Peacekeeping Operations. It authorizes the mandate of the mission.

3. General Guidelines for Peacekeeping Operations' United Nations Headquarters in October 1995, Para. 60, p. 36.

4. Comprehensive Review of the Whole Question of Peacekeeping Operations in all their aspects - Command and Control of United Nations Peacekeeping Operations" [A/49/681], dated 21 November 1994, Para. 4.

- b. **Secretary-General.** The Secretary General is responsible for executive direction and control of the missions. Member States transfer the ‘Operational Authority’ over their military forces and personnel to the United Nations. This authority is vested in the Secretary-General, who exercises it on behalf of the Security Council.
- c. **Under-Secretary-General for Peacekeeping Operations.** The Under-Secretary-General for Peacekeeping Operations is accountable to the Secretary-General. On behalf of the Secretary-General, the Under-Secretary-General directs and controls United Nations Peacekeeping Operations; formulates policies for peacekeeping operations and operational guidelines based on Security Council mandates; prepares reports of the Secretary-General to the Security Council on each peacekeeping operation, with appropriate observations and recommendations; and advises the Secretary-General on all matters related to the planning, establishment and conduct of United Nations peacekeeping missions⁵.
- d. **Military Adviser.** The Military Adviser is accountable to the Under-Secretary-General and advises him on military matters, reporting through the Assistant Secretaries-General for the Office of Operations and the Office of Mission Support ⁶.
- e. **Head of Mission.** The Head of Mission is responsible, through the Under Secretary-General for Peacekeeping Operations, for implementation of the mission mandate. He/she exercises ‘Operational Authority’, in the field, on behalf of the Secretary-General.
- f. **Force Commander.** Force Commander, when not serving as the Head of Mission, reports to the Head of Mission. The Force Commander exercises ‘Operation Control’ over all military personnel, including Military Observers, in the mission. The Force Commander will, normally, delegate ‘Operational Control’ of Military Observers to the Chief Military Observer. Further delegation of authority will depend on composition and structure of the Mission.
- g. **Chief Military Observer.** If the Chief Military Observer is the head of the military component, he/she reports directly to the Head of Mission and exercises ‘Operational Control’ over all Military Observers. The Chief Military Observer will establish his/her chain of command for further

5 . Secretary-General’s Bulletin “ Functions and Organisation of the Department of Peacekeeping Operations”, ST/SGB/2000/9, dated 15 May 2000, p.2.

6 . Ibid, p. 5.

delegate of authority depending upon the composition and structure of the Mission.

United Nations Operational Control

15. As explained in paragraph 14 f and g above, the Head of Mission exercises 'Operational Authority' in the field, on behalf of the Secretary-General. He/she determines the further delegation of authority in consultation with United Nations Headquarters. Depending upon the composition of the Mission, the Force Commander or the Chief Military Observer exercises 'Operational Control' over all military personnel assigned to the United Nations Peacekeeping Operations.

CHAPTER III

COMPOSITION OF PEACEKEEPING OPERATIONS

Mission Structure

16. The United Nations Peacekeeping Operations are subsidiary organs of the United Nations, established pursuant to a Security Council resolution, or exceptionally one from the General Assembly. A United Nations Peacekeeping Operation, besides its military component, generally comprises political, legal, civilian police, electoral, administrative, humanitarian, human rights, public information and medical support components. The Head of Mission is responsible to ensure necessary co-ordination and to maintain an integrated approach towards accomplishing the Mission's mandate.

Military/Military Observers Component

17 The Military Component of United Nations Peacekeeping Operations consists of national military contingents and/or Military Observers provided by the Member States of the United Nations upon the request of the Secretary-General. The Force Commander exercises operational control over the military component, including the Military Observers. A Chief Military Observer normally heads the Military Observer Component and assists the Force Commander by advising him/her on all Military Observer related matters in the Mission. In case a peacekeeping mission comprises a Military Observer Component only, the Chief Military Observer, as head of the Military Observer Component, exercises operational control over all Military Observers and advises the Head of Mission, directly, on all military matters.

Administrative Component

18. The Director of Administration/ Chief Administrative Officer is head of the Administrative Component of the Mission. The Under-Secretary-General for Peacekeeping Operations, in prior consultation with the Under-Secretary-General for Management, designates the Director of Administration/ Chief Administrative Officer. The Director of Administration/ Chief Administrative Officer is the principal advisor to the Head of Mission on United Nations rules, regulations, policy instruments and procedures, and assists the Head of Mission in ensuring that the Mission is managed within the framework established by the legislative bodies of the United Nations. The Director of Administration/Chief Administrative Officer's advice to the Head of Mission extends to all matters related to finance, budget, personnel and all aspects of administration and management of the Mission.

19. The Director of Administration/Chief Administrative Officer, under the overall authority of the Head of Mission, is responsible for all administrative functions, all general and technical services relating to the Mission's activities, including the Integrated Support Structure, and for providing the administrative support necessary to carrying out the substantive work of the Mission's Military Observer Component. The Director of Administration/ Chief Administrative Officer is also responsible for the administrative and financial certification, policy and procedural guidance and the proper implementation of the rules and regulations, and supplementary directives issued by the United Nations Headquarters in the areas of finance, personnel, logistics and general services.

Integrated Support Service

20. An integrated United Nations civilian and military system will perform logistics, communication and other services and support functions in United Nations Peacekeeping operations. All military personnel, who are placed in this integrated system, by the United Nations Headquarters or by the Mission's Military Component Headquarters will perform their day-to-day activities and routine functions under the technical supervision of the designated United Nations civilian or military staff. The Military Component Headquarters will coordinate all such functions and duties with the Director of Administration/ Chief Administrative Officer. However, these military personnel will remain, at all times, under the "operational control" of the normal chain of command of the Military Component.

CHAPTER IV

SELECTION STANDARDS

General

21. Selection standards have been established to ensure that Military Observers of the highest quality are selected for service with the United Nations. These selection standards represent minimum requirements and failure to meet one or more of these standards could cause repatriation of United Nations Military Observer at the expense of the providing Member State.

Selection Criteria/Requirements

22. Nationality. The United Nations Military Observer must be a citizen of the Member State he/she is representing. Non-citizens cannot represent a country as United Nations Military Observers. A United Nations Military Observer must hold a valid passport issued by his/her country.

23. Professional Status. The United Nations Military Observer must be a serving member of the Member State's defence forces. This excludes retired military/defence officers. A military officer nominated as United Nations Military Observer should be currently working on a full-time military duty with a minimum of five years of regular military service as an officer.

24. Rank. The United Nations normally asks the Member States to nominate their officers in the rank of Captain and /or Major to serve as United Nations Military Observers. However, depending upon the nature of task, at times, senior officers such as Lieutenant Colonels and Colonels may also be assigned as United Nations Military Observers. The Chief Military Observer is generally a Brigadier or Major General. United Nations Military Observers nominated by the Member States must be of the rank requested by the United Nations. If an officer arrives in the mission area with a higher rank than requested, or is promoted during his tour of duty, the United Nations will not be obliged to take the higher rank into consideration in determining the officer's assignments.

25. Age. Member States must not deploy United Nations Military Observers who are less than 25 years of age. As a rule a United Nations Military Observer should not be over 50 years old. Any change to the above restrictions, if necessitated by special requirements of the mission, will be indicated by the Department of Peacekeeping Operations. This rule is not applicable to the Chief Military Observer and selected senior positions.

26. Mental and Physical Health. United Nations Military Observers should be in excellent physical condition and must meet the established United Nations medical criteria outlined in the Medical Support Manual for United Nations Field Operations. They may have to live and work in conditions of hardship and physical danger. It may be necessary to investigate incidents on foot in rugged terrain with no roads.

27. Professional Competencies and Experience. The desired professional competencies and expertise of United Nations Military Observers are mentioned in mission specific guidelines or in the request initiated by United Nations Headquarters. However, the officers must have essential competencies and expertise, which will enhance their performance on the ground and reduce the requirement of additional training in the mission area. The Training and Evaluation Service of the Department of Peacekeeping Operations has issued separate training guidelines for United Nations Military Observers. Some necessary professional competencies, considered essential for United Nations Military Observers, are mentioned below:

- a. Previous field/troop unit experience in his/her national armed forces.
- b. Knowledge of infantry organisations (force structure, equipment, and capabilities) and operations at company and battalion level.
- c. Experience or training in light and medium weapons, support equipment, and common weapon, vehicle, aircraft, helicopter and ship identification.
- d. Proficiency in map reading, land navigation (both ground and vehicle) and use of global positioning systems.
- e. Use of tactical and basic commercial communications equipment and approved UN radio procedure.
- f. Knowledge of basic skills in dismounted and vehicle patrolling.
- g. Knowledge of basic negotiation, mediation and conflict resolution skills and basic interviewing techniques.
- h. Knowledge of basic first aid and stress management techniques.
- i. Ability to speak read and write the working language of the specific United Nations Peacekeeping Operation and other languages, if specifically described. Officers are required to write or type their own reports and to communicate on voice radio sets.
- j. Be experienced vehicle drivers, capable of supervising the daily maintenance of light military vehicles and trained in employing self-recovery techniques. United Nations Military Observers should have at

least two years recent experience in driving and be in possession of a national, military or international driving license. Many of the duties will involve driving four-wheel drive vehicles over rough terrain.

- k. Additional Qualifications. The following qualifications are desirable:
- (1) Combat experience or combat troop-training experience, in order to properly evaluate or analyse situations that may confront United Nations Military Observers in the cause of carrying out their duties.
 - (2) Staff training or staff experience.

CHAPTER V

PERSONAL CONDUCT AND PERFORMANCE

Privileges and Immunities

28. United Nations Military Observers are considered experts on mission within the meaning of Article VI of the Convention on the Privileges and Immunities of the UN (1946). They enjoy the privileges, immunities and facilities specified in that article and those of the Status of the Mission (or Forces) Agreement wherever they perform missions for the UN. The text of Article VI is reproduced in Annex 'B'. These privileges and immunities are granted in the interest of the UN and not for the personal benefit of individuals. The Secretary-General has the right and duty to waive the immunity in any case where, in his opinion, the immunity would impede the course of justice. Such a waiver shall be without prejudice to the interest of the UN.

Conduct and Performance

29. Conduct and Performance⁷. Military officers serving as the United Nations Military Observers must display exemplary personnel and professional integrity. This implies international outlook and independence from direction from governments and organisations external to United Nations. The Military Observers must act with impartiality, maturity, high ethical standards, honesty and trustworthiness. All United Nations Military Observers assigned to United Nations Peacekeeping Operations shall comply with all rules, regulations, instructions, procedures and directives issued by the Secretary-General. They are required to sign the undertaking attached as Annex 'C'. United Nations Military Observers are under the authority and direction of the Force Commander/Chief Military Observer and are answerable to him/her for the conduct and performance of their duties. In particular, all military personnel shall:

- a. Conduct themselves at all times (both on and off duty) in a manner befitting their status as member of the Mission and carry out their duties and regulate their conduct solely with the interest of the United Nations in mind.
- b. Refrain from any action incompatible with the international nature of their duties.

7. Further guidance in regard to the conduct of the UN civilian and military personnel serving in the field is contained in the Field Administration Handbook. The Code of Conduct in respect of the UN staff members was approved by the General Assembly by its resolution 52/252 of 8 September 1998.

- c. Respect the laws, regulations and customs of the host country, as well as international human rights standards and international humanitarian law and receive adequate training in these areas. In this connection, it is imperative that they demonstrate respect for the local population, in particular for vulnerable groups.
- d. Exercise utmost discretion in respect of all matters of official business; do not communicate to any person any information known to them by reason of their official position; and not at anytime use such information to their private advantage. This obligation shall not cease after the tour of duty of the United Nations Military Observer.
- e. Not seek or accept instructions in regard to the performance of their duties from their respective governments or from any other authority external to the UN.
- f. Not participate in exercises conducted by the armed forces of the host country or conducted by regional organisations on the territory of the host country.

30. Guidance for Personal Conduct. 'We are United Nations Peacekeepers', 'Ten Rules – Code of Personal Conduct for Blue Helmets' and 'Guidance to Commanders of United Nations Peacekeeping Operations: Standards of Code of Conduct and Performance Criteria' are attached as Annexes D, E and F, as general guidelines for personal conduct of the peacekeepers. Failure to meet these conduct and performance standards may lead to an early repatriation.

31. Performance Evaluation Reports. The United Nations peacekeeping missions will ensure that performance evaluation reports are prepared on all United Nations Military Observers at the end of their tour of duty. Such reports on Military Observers, down to and including the rank of Lieutenant Colonel, as well as reports on any officer whose performance of duties is assessed as 'unsatisfactory', will be forwarded to United Nations Headquarters for further submission to the national authorities concerned. The senior military officer of each Member State, in each mission, will send the reports of other Military Observers directly to his national authorities. Each officer must sign a copy of his/her evaluation report.

32. Prohibited Belongings. The United Nations Military Observers are deployed **UNARMED** and are **strictly prohibited** from bringing service or privately owned weapons into the Mission area. Similarly, United Nations Military Observers are also **strictly prohibited** from purchasing/owning weapons in the Mission area or exporting such weapons from the Mission area. The United Nations will **not** issue certificates dealing with the export of private weapons. In this context, the term "private weapon" includes not only firearms, but also any other form of lethal weapon.

CHAPTER VI

DEPLOYMENT, ROTATION, EXTENSION, TRANSFERS AND REPATRIATION

General Policy

33. Tour of Duty. The tour of duty for Military Observers in United Nations Peacekeeping Operations is one year (a period of twelve continuous months) or up to the end of the Mission's mandate, whichever is earlier. Repatriation on completion of this tour of duty will be at United Nations expense. Any rotation undertaken during an authorised twelve-month mandate period will be at the contributing country's expense. However, assignments may be extended, subject to the recommendation by the Head of Mission and the approval of the Secretary-General and the governments concerned. Any exception to this rule will be mentioned in the United Nations request to the Member States.

34. Rank and Qualification of United Nations Military Observers. Each United Nations request for initial deployment, rotation (replacement), extension and/or transfer of United Nations Military Observers will specify the rank and qualifications for each position for which the request is made. This is done to meet the requirements of the Mission. Within the United Nations Military Observer Component of a Mission, there are limited numbers of senior appointments/positions. These positions are normally distributed proportionately, on a progressive basis, between all contributing countries and are rotated on a one to two-year basis. It is, therefore, essential that a nominee must hold the desired rank and qualifications as requested by the United Nations Headquarters. Any change with regard to the rank and specified qualifications of United Nations Military Observers will require prior agreement of the United Nations Headquarters.

Initial Deployment

35. United Nations Request for Initial Deployment. During the planning phase of new peacekeeping mission, the Military Division will informally contact the Permanent Mission of the designated countries to seek their contribution to the proposed United Nations Mission. After informal agreement is reached, the Military Division will forward a Note Verbale – an example attached at Annex ‘G’ - to concerning countries to provide military observers. The request will include the following information:

- a. The number of observers requested.
- b. The required rank(s) and qualifications of the observers.
- c. The length of tour of duty.

- d. The tentative date by which they should deploy to the Mission area.
 - e. Additional requirements (language(s), specific specialities etc.).
36. Permanent Mission's Response. Experience shows that, invariably, there is very little time between the date of the original United Nations request and the desired date of deployment of the Military Observers, especially in the case of a new peacekeeping operation. Generally, an effort is made to provide informal information to the Member States to facilitate the deployment of their United Nations Military Observers at short notice. The Permanent Missions should send their replies as quickly as possible. A specimen reply is attached as Annex 'H'. The following documents should be sent three weeks prior to travel date to allow sufficient time for processing of travel arrangements.
- a. Personal data form for travel itinerary, which is attached as Annex 'H'.
 - b. United Nations entry medical examination form (MS-2) certifying the individual's fitness for UN service. Please note that contrary to the statement on page 3 of the MS-2 form, a full size chest X-ray is not required; instead, the radiologist's report accompanying the MS-2 form will suffice. MS-2 form is attached as Annex 'J'.
 - c. Curriculum Vitae, Attached as Annex 'K'.

Rotation (Replacement)

37. Action by United Nations Headquarters. At least three months prior to the completion of the tour of duty of a Military Observer (normally on completion of a one year), the Military Division will send a fax to the concerned Permanent Mission asking for his/her replacement or providing information about his/her departure. If replacement is required, replacement request will outline who is to be replaced and the date when the new Military Observer should arrive in the Mission area. An example of the request is attached as Annex 'L'.

38. Permanent Mission's Response. The Permanent Mission should respond to this request in a similar manner as explained in paragraph 36 above. In addition, reference to the name of the observer being replaced must be made. An example of the reply by the Permanent Mission is attached as Annex 'M'.

Extension

39. General Policy. The normal tour of duty for Military Observers in United Nations Peacekeeping Operations is one year. Extension in the Military Observer's normal tour of duty in United Nations Peacekeeping Operations is granted as an exception, and not as a routine, when considered essential due to operational reasons. The Force Commander or

Chief Military Observer, in respective peacekeeping missions, will initiate all such requests, at least three months prior to completion of the tour of duty, for consideration by the Department of Peacekeeping Operations. A Military Observer's tour of duty may be extended up to a maximum period of twelve months beyond his/her original tour of duty. In certain cases, a government may request for an extension in a Military Observer's tour of duty.

40. Extension Requested by a Peacekeeping Mission

- a. Action by United Nations Headquarters. Upon receipt of a request, for the Military Observer's extension from a Mission, the Military Division, Department of Peacekeeping Operations, will send a fax to the concerned Permanent Mission, with necessary details, requesting their government's concurrence for such extension. An example of this request is attached as Annex 'N'. On receiving the government's concurrence, the Military Division will take the necessary follow up actions.
- b. Permanent Mission's Response. If the respective government approves the extension, the Permanent Mission is requested to forward their government's decision, preferably within fifteen days of the receipt of request, giving details of the length of extension granted, through a letter or fax. This information is essential since it often differs from the length of extension time originally requested by United Nations Headquarters. Examples of these replies are attached as Annexes 'O' and 'P'.

41. Extension Requested by Permanent Missions

- a. Action by Permanent Mission. In this case, the Permanent Mission will initiate a request addressed to the Military Adviser, the Department of Peacekeeping Operations, indicating the Military Observer's name and Mission along with the reasons and proposed duration for extension, at least three months prior to completion of the tour of duty.
- b. Action/Response by United Nations Headquarters. Upon receipt of a request for a Military Observer's extension from a Permanent Mission, the Military Division, Department of Peacekeeping Operations, will inform the head of the Military Component in concerned peacekeeping missions about the request made by the Military Observer's government and seek the concurrence of the Mission Headquarters. On acceptance by the Mission, the final decision for such extension will be forwarded to the concerned Permanent Mission. If such request is not considered appropriate by the United Nations Headquarters or is not agreed upon by the Mission, the Permanent Mission will be requested to arrange a replacement. If a government indicates its inability to provide the

replacement, the Military Division will approach another Member State to provide the replacement of the Military Observer.

Transfer

42. General Policy. Normally, Military Observers are not transferred from one peacekeeping mission to another. In certain cases, due to operational necessities and mission exigencies, Military Observers may be transferred from one Mission area to another, either at the request of the United Nations or following a request by their governments. In both cases it will be done after consultation between the Department of Peacekeeping Operations, the peacekeeping mission (where the Military Observer is assigned) and the Permanent Mission of the concerned country.

43. Actions for Transfer Requests Initiated by United Nations Headquarters. When the United Nations needs to transfer a Military Observer from one mission to another, a fax will be sent to the Permanent Mission(s), requesting its/their Government's authorisation for the proposed transfer, giving necessary details for the new assignment including information regarding the position, duration of duty in the new mission. Normally, the United Nations will request for transfer a certain number of Military Observers. The decision regarding selection of specific individuals will rest with their respective governments. Depending upon the operational requirements, the United Nations may nominate specific Military Observers. The Permanent Mission(s) is/are required to reply in a simple fax indicating their government's decision. If the United Nations has not requested the names of the Military Observer(s), the names of the Military Observer(s) that are allowed to be transferred by their government must be mentioned. Obtaining the concurrence of these Military Observers will remain a national responsibility. If the United Nations nominates a particular Military Observer for transfer, then the Military Division will obtain the individual military observer willingness and availability from the United Nations Peacekeeping mission (where the Military Observer is assigned), before initiating a request to his/her government.

44. Actions for Transfer Requests Initiated by Permanent Missions. On rare occasions, a Member State may initiate a request to move Military Observers from one mission to another. In this case, the Permanent Mission will forward a fax, addressed to the Military Adviser, Department of Peacekeeping Operations, giving the details of the request and a brief explanation of the reasons for the transfer. The Military Division will consult with the Mission Headquarters, to ensure that the transfer does not affect the operational capability of the Mission. On receipt of the reply from the Mission, the Military Division will inform the Permanent Mission. The administration of transfer will be co-ordinated within the United Nations system.

Repatriation

45. Early Repatriation. If a Military Observer is repatriated for either failure to meet the necessary requirements or for disciplinary reasons, all costs associated with his travel home and arrival of his replacement to complete the tour of duty will be at the expense of the Military Observer's government.

46. Compassionate Repatriation. When a Military Observer has compassionate reasons to return home either temporarily or permanently, the United Nations will pay for the travel. However, it will be the responsibility of the Military Observer's government to pay for his replacement's return/arrival to the Mission area. The only exception is when the replacement of a Military Observer will complete the repatriated Military Observer's time of duty, and serve a full year of service of his own. In this case, the United Nations will cover the replacement Observer's travel costs.

47. Medical Repatriation. When a Military Observer is repatriated for medical reasons, the United Nations will cover all travel costs, both for him/her and his/her replacement. Before a decision is made, the United Nations Medical Service will determine whether the condition was pre-existing.

48. Death of a Military Observer. In the event of the death of Military Observer while serving in a United Nations Mission, all costs associated with the return of the remains to the home country and travel of a replacement Observer to the Mission area will be borne by the United Nations.

CHAPTER VII

ADMINISTRATION AND LOGISTICS

General

49. Financial Liabilities. Military Observers shall follow specific instructions regarding the safeguard of United Nations property and the operation and maintenance of United Nations vehicles. All losses of or damage to United Nations property must be immediately reported to the appropriate officials through the established channels. Military Observers may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of their negligence, or wilful act, or from their having violated any regulation, rule or administrative instruction. This may be done by withholding the Mission Subsistence Allowance. Similarly, such liability, and requirements to reimburse the Organisation, may arise if such loss or damage occurred outside the performance of services within the United Nations.

50. Dependents. United Nations Peacekeeping Operations, in general, are not family missions. Military Observers, due to nature of their work, are not, therefore allowed to be accompanied by dependents during their tour of duty, unless other wise permitted. Any exemption to this rule will be notified in the mission specific guidelines or the United Nations request for Military Observers.

Pre-deployment Preparation

51. Travel Documents. Military Observers are responsible for securing their own travel documents. The respective Permanent Mission will co-ordinate their travel arrangements with the Department of Peacekeeping Operations.

52. Passport. Member States must issue a diplomatic or official passport to their Military Observers. The title in the passport should be shown as "Military Observer" and there should be an entry stating "For the Service of the United Nations Mission in ----- [*Mission's complete name*]". The passport must be valid for at least two years.

53. Visas. Member States must ensure that their Military Observer obtain valid visa(s) for entry into the Mission area prior to arrival at their duty location. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

54. Driving Licences. Military Observers must have recent driving experience of at least two years, and must be in possession of a valid national or international civilian driving license, covering all vehicle types up to and including minibuses and 4x4 jeeps/light vehicles, with manual gearboxes. Military Observers must bring their national driving licence, which should be valid for at least two years.

55. Medical Examination/Fitness. Military Observer selected for service in a peacekeeping mission must be medically examined to determine his/her fitness for duty in accordance with United Nations medical standards, which are attached as Annex 'Q'. Military Observers are to ensure that, prior to their departure for the Mission area, the concerned authorities of their country forward (through their government's Permanent Mission to the United Nations in New York) a copy of their medical history and the result of their latest medical examination (UN Form MS 2), laboratory tests, EKG tracing, and a radiologist's report of chest X-ray. These documents should be sent to the Medical Director, Medical Service, United Nations, New York, NY 10017, USA. These will be used by the Medical Director for verification of physical fitness and as a record of the Military Observer's physical condition upon assignment.

56. Immunisations. Full details of the immunisation requirements for each peacekeeping Mission are in Annex 'R' to these Guidelines.

57. Medical Documents. Military Observers must possess an international certificate of vaccination, showing all vaccinations and immunisations received. They must also obtain an authoritative record of blood type and RH factor. The Military Observers must carry these documents at all times.

58. All Military Observers should bring at least one copy of their personal health documents to the Mission, in order to provide proper information to the Mission's health service personnel.

Travel Arrangements

59. Travel Arrangements by United Nations Headquarters. The United Nations will pay all the travel expenses of Military Observers travelling to United Nations peacekeeping missions upon assignment, and returning to their home country upon completion of their tour of duty. Air transportation will be by economy /tourist class, by the most direct and economical commercial route between the officer's home duty station or home country (residence or place where his military authorities are located) and the major airport nearest the Mission area. A nominated travel agency, on instructions from the United Nations Headquarters, will, normally, arrange the travel to the major airport nearest to Mission area. Once these arrangements have been completed, Personnel Management and Support Services, Field Administration and Logistics Division will send the details (including the travel authorisation) to the respective Permanent Mission. At the same time, they will inform the Mission Headquarters of the details of the Military Observer's travel itinerary, in order to ensure that the Mission makes the necessary reception arrangements.

60. Group Travel. Where a large number of Military Observers are travelling together, the United Nations may consider the use of a chartered aircraft for their movement. Generally, such arrangements are made for a group of twenty or more personnel when rotating the Military Observers. It is dependent on an assessment whether

chartering will be more economical than the use of commercial aircraft. For each particular case Personnel Management and Support Services, Field Administration and Logistics Division will resolve the mode of travel and will advise the Permanent Mission accordingly. Military Observers are limited to a total of 120 kg of personal effects while travelling in a group, on a chartered aircraft.

61. Travel Arranged by the Military Observer's Government. When the Military Observer's government at the request of the United Nations arranges travel, the United Nations will reimburse the government upon receipt of invoices up to the amount of the entitlement established by the United Nations (normally economy class or its equivalent). The government must advise Personnel Management and Support Services, Field Administration and Logistics Division, Department of Peacekeeping Operations, United Nations, New York, NY 10017, USA. (Fax: 1-212-963-0664) of the traveller's flight details so that the Mission can make arrangements to receive the Military Observer.

62. Travel Information. Military Observers are normally met on arrival at the airport. An officer whose travel has not been arranged directly by the United Nations is under the obligation to ensure that Personnel Management and Support Services is informed, as soon as possible, of airline and flight details, and of any subsequent changes. This information will be communicated to the Mission Headquarters. Details of any delays encountered en-route, which may affect the date of arrival, must be faxed to the Department of Peacekeeping Operations Situation Centre (Fax: 1-212-963-9053), which will inform Personnel Management and Support Services and the Mission about such changes.

63. Travel Claims. Military Observers must arrange their travel as soon as possible, on receipt of travel instructions from the United Nations Headquarters. Copies of all relevant travel documents (tickets, boarding passes and receipts) must be retained, as these will be required to support a travel claim.

Mission Identification Cards

64. Mission Identification Card. Upon arrival, all military personnel will be issued with a United Nations identification card for the Mission.

65. Photographs. To facilitate the issue of identity cards, and for internal record purposes, Military Observers must bring with them at least six recent passport-size photographs (approximately 3 cm x 3 cm) of themselves in uniform. The cost of these photographs is reimbursable by the United Nations upon presentation of a receipt.

Clothing and Equipment

66. General Information. Military Observers are to wear their national uniforms while on duty. The United Nations will provide a blue beret, blue helmet cover, blue peaked cap, cap badge, two neck scarves, two brassards, and six shoulder patches. United

Nations badges are to be sewn on the right upper sleeve of the uniform shirt or jacket and a national identification symbol; normally a small national flag is to be worn in accordance with the national regulations. A general guide to the clothing and equipment, which United Nations Military Observers must bring, is contained in Annex 'S' to these guidelines.

67. Selection of Uniforms. Information regarding the requirement for uniforms, depending up on climatic and terrain conditions in the Mission, will be included in Mission Guidelines to the Member States. Combat or fatigue uniforms are most suitable for conducting investigations or performing other duties in the field.

68. Civilian Clothing. Military Observers may wear civilian clothes while off duty.

69. Field Equipment. The Military Observers must bring their own army issue of equipment, such as field glasses, sleeping bags/rolls, compass and first aid kits, as these will not be available locally.

70. Clothing and Equipment Allowance. The present entitlement for clothing and equipment is US \$ 200 for each full year of service. The allowance is paid in two instalments, the first half upon arrival in the Mission area and the second half at the end of six months, when there is a reasonable expectation that the Military Observer will complete a full year's tour of duty.

71. Weapons. United Nations Military Observers will perform their duties unarmed. United Nations Military Observers are forbidden to bring any service or privately owned weapon to the Mission area.

Living Conditions in the Mission area

72. Living Accommodation. United Nations Military Observers will be briefed on accommodation arrangements upon arrival at the Mission. Upon arrival, they are likely to stay at a local hotel for two to three nights while undergoing briefings on their duties in the field. Thereafter the Military Observers may be required to make their own arrangements for accommodation. In some cases, the Military Observers could be housed in field accommodations (e.g. tents).

73. While on duty, the Military Observers will be expected to cook and keep house for themselves. They may sometimes be subjected to hardship conditions while on duty, particularly during periods of tension. When either the United Nations or a sponsor military unit provides accommodation, the Military Observer's mission subsistence allowance will be reduced accordingly.

74. Food. Outside the main centres of population, there may be difficulties finding basic foodstuffs. In such cases, the Mission will arrange to deliver food by truck or air.

When either the United Nations or a sponsor military unit provides food, the Military Observer's subsistence allowance will be reduced accordingly.

Medical and Dental Arrangements

75. Medical treatment and hospitalisation are provided, at United Nations expense, to Military Observers while on duty in the Mission area. Dental expenses are not reimbursable, except when they result from service-incurred illness or injury. As the peacekeeping Mission develops, Level 1 and Level 2 medical facilities will deploy as part of the Mission intended for use by all personnel. When a Military Observer is hospitalised in the Mission area, his subsistence allowance will be reduced accordingly.

76. The concept of medical evacuation calls for immediate stabilisation of casualties at site / at the Level 1 Medical Unit and rapid evacuation by ambulance or by air to the Level 2 or Level 3 Facility (Hospital). If specialised or definitive treatment is needed and is not available in the Mission, the casualty will be evacuated to a treatment facility outside the Mission, preferably to the individual's country of origin. The evacuation will normally be by air, either commercial or by a fixed-wing ambulance aircraft, configured to support a patient and staffed by medical personnel. Medical personnel with the necessary equipment and supplies to provide full in-flight support to the patient will perform this medical evacuation.

77. Medical repatriation is a medical evacuation to the patient's home country. This procedure will apply to all personnel (sick and injured), unlikely to be fit for duty within 30 days, or those requiring treatment not available in the Mission area. The Force Commander/Chief Military Observer on the advice of the Force/Senior Medical Officer may recommend in writing the repatriation of individuals on medical grounds at the United Nations' expense. Before a decision is made, the United Nations Medical Service will determine whether the condition was pre-existing, in which case the expense will be National.

Travel and Mission Subsistence Allowances

78. Travel Expenses/Travel Claims. Upon arrival at his/her duty place in the Mission area, a Military Observer should submit a travel claim for reimbursement (United Nations Form F10, obtainable in the Mission) to the Director of Administration/Chief Administrative Officer or his/her designated representative for administrative processing. All supporting documentation, including the receipts for payments made during the journey, should be attached to the claim.

79. Mission Subsistence Allowance. The Mission Subsistence Allowance (MSA) is designed to cover the cost of boarding and lodging, local transportation and other incidental expenses and constitutes the total United Nations contribution towards such costs. The rates of subsistence allowance for different Missions, which are subject to change, are mentioned in the Mission Specific Guidelines to the Member States. Where

food and/or accommodation are provided by the United Nations, Government or any related institution, the mission subsistence allowance will be reduced accordingly.

80. Withholding of Mission Subsistence Allowance. The Head of Mission or his/her designate may withhold a portion of a United Nations Military Observer's MSA to cover financial loss or damage caused to United Nations property through negligence or wilful act.

81. Currency Regulations. MSA is normally paid in United States dollars. It is the Military Observer's responsibility to learn and to abide by the currency regulations of his/her home country, and of the countries in the Mission area, especially as regards foreign currency exchanges on the local market. Violations of these regulations may result in disciplinary action and will be reported to the Military Observer's government.

Shipment and Insurance of Personal Baggage

82. Baggage Allowance. Due to operational requirements, Military Observers are authorised to carry up to 100 kg of accompanied excess baggage, in addition to the free baggage allowed by airlines (total of 120 kg of accompanied baggage). This entitlement is only for the initial trip to the Mission. When the Military Observers return to their home country upon completion of their tour, they will be authorised to ship their personal effects up to 100 kg at United Nations expense, by the most economical means. Normally, unaccompanied shipment by airfreight will be selected as the most economical means.

83. When travelling on initial assignment, the United Nations will prepay the cost of accompanied excess baggage, in certain cases. Where the United Nations does not prepay such costs, either the Military Observer's Government or the Military Observer himself/herself is requested to pay the costs and seek reimbursement. If the Military Observer pays the charges of accompanied excess baggage, the Mission Headquarters, upon submission of original receipts will make reimbursement. When the government prepays, such costs will be reimbursed by the United Nations Headquarters through the Permanent Mission upon submission of relevant documentation.

84. The United Nations does not accept responsibility for insuring accompanied baggage. Military Observers requiring such insurance must arrange it at their own expense.

Personal Mail

85. Personal Mail. Personal mail to Military Observers can be sent directly in care of their Mission Headquarters or through the Mission Headquarters PO Box in New York. The Department of Peacekeeping Operations will provide these addresses to the Member States.

86. The United Nations Headquarters, will accept only letters and very small packages for dispatch to the Military Observers in the missions. Large packages and other bulky items will be returned to the sender.

Compensatory Time Off for United Nations Military Observers

87. The United Nations has introduced a revised compensatory time off policy for Military Observers serving in peacekeeping operations. It replaces previous provisions as well as any other schemes or local arrangements concerning Compensatory Time Off for observers. The revised Compensatory Time Off Policy', implemented with effect from 1 January 2001 is attached as Annex 'T' to these Guidelines.

Compensation for Loss of Personal Effects

88. Entitlement. Military Observers may be entitled, within the limits and under the terms and conditions established by the Secretary-General, to reasonable compensation in the event of the loss of or damage to their personal effects determined to be directly attributable to the performance of official duties on behalf of the United Nations. This provision only applies to compensation for damage to personal effects when travelling to join the Mission, from home country or place of duty, for the first time.

89. Limitations. Military Observers should not only take all possible precautions against loss or theft of their personal property, but should avoid bringing to the Mission area expensive or luxury items, such as cameras, watches, radios, computers, or large amounts of cash or traveller's checks. There are strict limits to the amount of compensation that may be paid for these items, regardless of the value of the individual item or amount of money lost. No compensation will be paid for loss or damage to any article, which, in the opinion of the Secretary-General, cannot be considered to have been reasonably required for day-to-day life under the conditions existing at the duty station.

90. Compensation for Loss of Personal Effects in the Mission. The United Nations does not accept responsibility for providing compensation for any loss or damage to personal household effects of a Military Observer in the Mission area, regardless of whether such loss or damage occurs as a result of theft or fire, or upon transfer from one post to another in the Mission area, even if transport is provided by the Organisation.

91. The above interpretation is based on the United Nations position that, in view of the need for mobility, Military Observers must not encumber themselves with personal household effects. No compensation shall be paid for any loss or damage which was either caused by the negligence or misconduct of the Military Observer or was sustained through the use of private vehicle for official business.

Compensation for Death, Injury or Illness

92. Entitlement. The United Nations may provide compensation coverage for death, injury or illness of Military Observers, which is determined, by the Secretary-General, to have been attributable to the performance of official duties on behalf of the United Nations, to the amount of US \$ 50,000.00, or twice the Officer's annual base salary, less allowances, whichever is greater. The compensation payable under the rules governing this entitlement will be the sole compensation payable by the United Nations in respect of death, injury or illness. Compensation may not be paid where a Military Observer's death, injury or illness is deemed to have been caused by that individual's own wilful misconduct or wilful negligence.

93. Compensation Claims. A claim for compensation by or on behalf of a Military Observer must be submitted to the Department of the Peacekeeping Operations, United Nations Headquarters, within four months of the Military Observer's death, injury or onset of illness. In exceptional circumstances, the Secretary-General may accept for consideration a claim made at a later date. The Secretary-General has appointed an Advisory Board on Compensation Claims to review claims filed under the rules governing entitlement and to report to him regarding such claims or appeals. The determination of the injury or illness and the type and degree of incapacity and of the relevant award will be decided on the basis of the documentary evidence and in accordance with the provisions established by the Secretary-General.

94. In an effort to expedite the processing of claims relating to the death and disability of a Military Observer while in service with the United Nations, the Member States are urged to promptly submit such cases for review by United Nations Headquarters. All cases will be given consideration, taking into account all relevant factors, including the possibility that such death, injury or illness could have occurred during the performance of official duties.

95. Disability Payments. In the event of disability deemed by the Secretary-General to be attributable to United Nations service, the total compensation awarded by the United Nations will be payable to the Military Observer concerned.

96. Beneficiary. A Military Observer is at liberty to name his/her own beneficiary, whether the latter is a recognised dependent or not. For this purpose, the Military Observer, upon arrival in the Mission, is required to complete, in triplicate, a designation of beneficiary form.

97. Death. In the event of death in the service of the United Nations, the award of compensation will follow a similar procedure, but the payment will be made to the duly designated beneficiary of the Military Observer. If no beneficiary has been named, the payment will be made to the estate of the deceased. In either case, the United Nations will make the payment through the Military Observer's Government.

COMMAND AND CONTROL OF MILITARY COMPONENTS IN UNITED NATIONS PEACEKEEPING OPERATIONS

Reference:

A: Report of the Secretary-General to the General Assembly, “Comprehensive Review of the Whole Question of Peacekeeping Operations in all their aspects – Command and Control of United Nations Peacekeeping Operations”, A/49/681, dated 21 November 1994.

B: General Guidelines for Peacekeeping Operations, October 1995, the Department of Peacekeeping Operations.

General

1. Command and control over the military components of a United Nations Peacekeeping Operation, composed of different national contingents and/or military observers, has always been a challenge. While serving with the United Nations, military personnel remain members of their national armed forces. The operational authority over such forces and personnel is, however, transferred to the United Nations. This authority, vested in the Secretary-General, is exercised by the United Nations in accordance with the mandate authorised by the Security Council.

2. The correct application of command and control in peacekeeping operations is paramount. Effective command and control is essential for the successful accomplishment of military tasks and objectives in a United Nations Peacekeeping Operation. In the field, it is imperative that sound and effective command relations among the contingents are developed through co-ordination, liaison, integration and cohesiveness, resulting in unity of effort. This task is easier said than done; indeed the question of effective command and control over military forces in the field has accompanied the United Nations since its inception. In the recent past the number of Member States participating in United Nations Peacekeeping Operations has increased significantly. Accordingly, the United Nations relations with the military component of peacekeeping operations need to be defined, taking due account of common national defence policies, without prejudicing the provisions of the United Nations Charter and the discharge of the peacekeeping mandate.

Aim

3. The aim of this paper is:
 - a. To explain the concept of United Nations Command and Control over military personnel in United Nations Peacekeeping Operations;
 - b. To explain the command relationship (chain of command) between senior military commanders appointed by the United Nations, and the military contingents and/or personnel contributed by the Member States;
 - c. To define important Command and Control terms frequently used in United Nations Peacekeeping Operations; and
 - d. To promote better understanding between Member States and United Nations regarding the command and control mechanism in peacekeeping operations⁸.

United Nations Command and Control

4. Responding to the General Assembly resolution 48/42 of December 1993, the Secretary-General covered various aspects of political direction and military command and control of peacekeeping operations, in detail, in his report to General Assembly entitled “*Comprehensive Review of the Whole Question of Peacekeeping Operations in all their Aspects - Command and Control of United Nations Peacekeeping Operations*” [A/49/681], dated 21 November 1994 (referred to throughout this paper as “The Report”). Some aspects of the command relationship were further clarified in “*General Guidelines for Peacekeeping Operations*” issued by the United Nations Headquarters in October 1995.

Levels of Command

5. The Report makes a distinction in three levels of command⁹:
 - a. Overall political direction, which is the purview of the Security Council,

8 . Strengthened consultations between the Security Council, troop contributing countries and the Secretariat, on the formulation and implementation of mandates for United Nations peacekeeping operations, will naturally assist all concerned to adhere to the command and control arrangements articulated in this document. Nothing in the present document should therefore be seen as prejudicing recent and ongoing efforts to strengthen that consultation process, to which the Department of Peacekeeping Operations remains firmly committed.

9 . Comprehensive Review of the Whole Question of Peacekeeping Operations in all their aspects - Command and Control of United Nations Peacekeeping Operations” [A/49/681], dated 21 November 1994, Para. 4.

- b. Executive direction and control, which is provided by the Secretary-General, and
- c. Command in the field, which resides in the Head of the Mission.

United Nations Command.

6. The Report explains that, *“in general, the United Nations command is not full command and is close in meaning to the generally recognized military concept of ‘operational command’. It involves the full authority to issue operational directives within the limits of: (1) a specific mandate of the Security Council; (2) an agreed period of time, with the stipulation that an earlier withdrawal of a contingent would require the contributing country to provide adequate prior notification; and (3) a specific geographic area (the mission area as a whole)”*.¹⁰ *“An additional limitation is that the Organisation (UN) does not discipline or promote individual members of military contingents, functions which remain the purview of their national authorities”*.¹¹

Restrictions on United Nations Command

7. Various issues pertaining to the employment of national contingents in peacekeeping operations are resolved through mutual consultation between the contributing countries and the United Nations. The United Nations must be able to exercise freedom in utilising the operational capabilities of the forces assigned to the Organisation, within the mandate authorised by the Security Council. However, it might accept some restrictions on the use of these contingents without compromising the operational effectiveness of the mission. This aspect has been clearly explained in the Report in the following words:

“While the United Nations, on the basis of consultations with potential troop contributors, has accepted by prior agreement certain restrictions on the use of a given contingent, it can not accept restrictions which would overly limit the necessary flexibility and freedom of manoeuvre which a head of mission must have in order to ensure operational effectiveness. In any case, Governments which do not wish their forces to be used in certain ways must make this known at the outset when the troops are offered; if such restrictions do not become apparent until a crisis arises in the field, the safety and security of other contingents and the success of the mission as a whole could be jeopardised”.¹²

Command Relation Between the United Nations and National Contingents

10. Ibid, Para. 6.

11. Ibid, Para. 6.

12. Ibid, Para. 6.

United Nations Operational Authority

8. The Report described United Nations command as close in meaning to the generally recognized military concept of ‘Operational Command’; but some troop contributing countries and members of the Special Committee on Peacekeeping Operations expressed the view that their governments were placing their troops under United Nations ‘Operational Control’, rather than ‘Operational Command’. Some countries felt that the type of authority described in the Report, in fact, coincided more closely to their definition of ‘Operational Control’.

9. As a result of consultations with troop contributing countries, the contents of the Report were carefully deliberated upon, and keeping in view the preference of Member States in 1995 when the United Nations Headquarters issued ‘General Guidelines for Peacekeeping Operations’¹³, the term ‘Operational Command’ was replaced by ‘Operational Authority’. The basic provisions pertaining to command and control of United Nations Peacekeeping Operations, contained in the Report, however, were retained while describing ‘United Nations Operational Authority’. It was clarified that ‘Operational Authority’ includes the authority to assign separate tasks to sub units of the contingents and general responsibility for logistics support”.¹⁴ It was also noted “ *the detailed logistics arrangements may vary, and depending on the circumstances; they are worked out in the course of planning for an operation, in consultation with contributing governments.*”¹⁵

Authority in the Field

10. With regards to authority in the field it is specified in these Guidelines¹⁶ that:

*“The chief (head) of the mission exercises operational authority in the field on behalf of the Secretary-General. He determines the further delegation of authority in consultation with the United Nations Headquarters. The chief of the military component of a peacekeeping operation (Force Commander or Chief Military Observer), who may not be the chief of mission, is given appropriate authority over all military units and personnel in the mission in the light of operational requirements”.*¹⁷

Operational Planning and Decision Making in the Field

13. General Guidelines for Peacekeeping Operations, United Nations Headquarters, 1995.

14. Ibid. Para. 60.

15. Ibid. Para. 60.

16. General Guidelines for Peacekeeping Operations, United Nations Headquarters, 1995.

17. Ibid. Para. 61.

11. The United Nations encourages mutual professional consultation in decision-making as long as this process, especially during crisis management situations, is not used to impede decision-making and necessary action to implement the decisions. This aspect is highlighted in the Report in the following words:

*“ In the field, common sense and sound management practice dictate that the head of mission ensures that national contingent commanders are involved in operational planning and decision making, especially where their respective contingents are concerned. Such involvement should take the form of consultation among professionals in a unified force. However, they can not be allowed to develop into indirect negotiations with national headquarters, which could impede action and undermine the willingness and vigour with which the orders of the United Nations are carried out”.*¹⁸

12. While assigning separate tasks to the sub-units of a contingent the Force Commander will give due consideration to the operational, logistics and co-ordination aspects of such operation(s) and adequate logistics support, commensurate with the operational requirements, will be ensured.

Instructions by National Authorities to their Commanders on Operational Matters

13. Whereas the troop-contributing governments will maintain their administrative channel of communications with their contingents and personnel, they must not issue any instructions to their military personnel, which are contrary to United Nations policies and the implementation of its mandated tasks. As stated in the Report, *“it is impermissible for contingent commanders to be instructed by the national authorities to depart from United Nations policies, or to refuse to carry out orders”*.¹⁹

United Nations Chain of Command

14. An unambiguous chain of command, from the highest political level – the Security Council – to the troops and military observers in field, is essential for coherence in the direction of the mission and the successful conduct of military activities in support of United Nations Peacekeeping Operations. In light of the ‘Secretary-General’s Report on United Nations Command and Control’ and ‘General Guidelines on Peacekeeping Operations’ the chain of command in United Nations peacekeeping operations can be explained as follows:

18. Comprehensive Review of the Whole Question of Peacekeeping Operations in all their aspects - Command and Control of United Nations Peacekeeping Operations” [A/49/681], dated 21 November. 1994, Para. 19.

19. Ibid, Para. 7.

- a. **Security Council.** The Security Council is responsible for overall political direction of the peacekeeping operations. It authorizes the mandate of the mission.
- b. **Secretary-General.** The Secretary General is responsible for executive direction and control of the missions. Member States transfer the ‘Operational Authority’ over their military forces and personnel to the United Nations. This authority is vested in the Secretary-General, who exercises it on behalf of the Security Council.
- c. **Under-Secretary-General for Peacekeeping Operations.** The Under-Secretary-General for Peacekeeping Operations is accountable to the Secretary-General. On behalf of the Secretary-General, the Under-Secretary-General directs and controls United Nations peacekeeping operations; formulates policies for peacekeeping operations and operational guidelines based on Security Council mandates; prepares reports of the Secretary-General to the Security Council on each peacekeeping operations, with appropriate observations and recommendations; advises the Secretary-General on all matters related to the planning, establishment and conduct of United Nations peacekeeping missions²⁰.
- d. **Military Adviser.** The Military Adviser is accountable to the Under-Secretary-General and advises him on military matters, reporting through the Assistant Secretaries-General for the Office of Operations and the Office of Mission Support²¹.
- e. **Head of Mission.** The Head of Mission is responsible, through the Under Secretary-General for Peacekeeping Operations, for implementation of the mission mandate. He/she exercises ‘Operational Authority’, in the field, on behalf of the Secretary-General.
- f. **Force Commander.** The Force Commander, when not serving as Head of Mission, reports to the Head of the Mission. The Force Commander exercises ‘Operation Control’ over all military personnel, including military observers, in the mission. The Force Commander may delegate ‘Operational Control’ of military observers to the Chief Military Observer. The Force Commander establishes his/her operational chain of command, in the field, as follows:

20 . Secretary-General’s Bulletin “ Functions and Organisation of the Department of Peacekeeping Operations”, ST/SGB/2000/9, dated 15 May 2000, p.2.

21 . Ibid, p. 5.

(1) For Military Units/Contingents. Deputy Force Commander, Sector Commander(s), National Contingent Commanders, Battalion Commanders and Company Commanders.

(2) For Military Observers. Chief Military Observer, Sector Commanders/ Senior Military Observers, Military Observer Team Leaders and military observers.

- g. **Chief Military Observer.** If the Chief Military Observer is the head of the military component, he/she reports directly to the Head of Mission and exercises 'Operational Control' over all military observers. The Chief Military Observer establishes his/her operational chain of command, in the field, to include the Deputy Chief Military Observer, Sector Commanders/ Senior Military Observers, Military Observers Team Leaders and military observers.

United Nations Administrative and Logistics Support

15. Administrative and logistics support to the military contingent, in the field, is provided by the United Nations in accordance with a memorandum of understanding signed with troop contributing countries (TCCs). The Director of Administration/ Chief Administrative Officer, who heads the Administrative Component of the Mission, coordinates this support.

16. The Director of Administration/ Chief Administrative Officer is the principal adviser to the Head of Mission on United Nations rules and regulations, applicable policy instruments and procedures, and assists the Head of Mission in ensuring that the Mission is managed within the framework established by the legislative bodies of the United Nations. The advice of the Director of Administration/ Chief Administrative Officer to the Head of the Mission extends to all matters related to finance, budget, personnel and all aspects of administration and management of the Mission.

17. An integrated United Nations logistics system performs engineering, communication and other logistics services and support functions in the missions. All military personnel, who are placed in such integrated units/system by United Nations Headquarters, perform their day-to-day activities and routine functions under the technical supervision of designated United Nations civilian or military personnel. Mission military component headquarters will coordinate all such functions and duties with the office of the Director of Administration/ Chief Administrative Officer. However, military personnel will remain, at all times, under the 'operational control' of the normal chain of command of the Military Component.

Definitions of United Nations Command and Control Terminologies

18. The terms ‘United Nations Operational Authority’, ‘United Nations Operational Control’, ‘United Nations Tactical Control’, ‘United Nations Logistics Control’ and ‘Administrative Control’ are defined as follows:

- a. United Nations Operational Authority. The authority transferred by the Member States to the United Nations to use the operational capabilities of their national military contingents, units and/or military personnel to undertake mandated missions and tasks. Operational authority over such forces and personnel is vested in the Secretary-General, under the authority of the Security Council. ‘United Nations Operational Authority’ involves the full authority to issue operational directives within the limits of (1) a specific mandate of the Security Council; (2) an agreed period of time, with the stipulation that an earlier withdrawal of a contingent would require the contributing country to provide adequate prior notification; and (3) a specific geographic area (the mission area as a whole). The ‘United Nations Operational Authority’ does not include any responsibility for certain personnel matters of individual members of military contingents, such as pay, allowances, and promotions etc. These functions remain a national responsibility. In regard to disciplinary matters, while the discipline of military personnel remains the responsibility of the troop-contributing countries, the United Nations is responsible for the good conduct of all military personnel.²²
- b. United Nations Operational Control (UN OPCON). The authority granted to a military commander, in United Nations Peacekeeping Operations, to direct forces assigned so that the commander may accomplish specific missions or tasks which are usually limited by function, time, or location (or a combination), to deploy units concerned and/or military personnel, and to retain or assign tactical control of those units/personnel. United Nations Operational Control includes the authority to assign separate tasks to sub units of a contingent, as required by the operational necessities, within the mission area of responsibility, in consultation with the Contingent Commander and as approved by the United Nations Headquarters. It does not include the responsibility for personnel administration.
- c. United Nations Tactical Control (UN TACCON). The detailed and local direction and control of movement or manoeuvres necessary to accomplish mission or tasks assigned. As required by operational necessities, the Force Commander may delegate the ‘tactical control’ of the forces

22. Accordingly, the United Nations may request the troop-contributing countries to repatriate personnel and take the necessary disciplinary measures, as outlined in the relevant documents. United Nations will provide necessary information to the Member States in order to process such disciplinary action.

assigned to United Nations Peacekeeping Operations to his subordinate Sector and/or Unit Commanders.

- d. United Nations Logistics Support (UN LOGSUPT). The logistics support of the units and personnel placed under the 'operational authority' of the United Nations and the 'operational control' of the Chief of the Military Component of the Mission is a joint responsibility of the troop contributing government and the United Nations. Logistics support includes supply, maintenance, transportation and medical support. These functions are mutually coordinated and performed by the United Nations and the troop contributing government(s), which may vary from one mission to the other, and are included in the mission specific Memorandum of Understanding (MOU) signed by the United Nations and the Member States.
- e. Administrative Control (ADMCON). The authority over subordinate or other organizations, within national contingents, in respect to administrative matters such as personnel management, supply, services, and other matters not included in the operational missions of the subordinate or other organizations. Administrative Control is a national responsibility given to the national contingent commander (NCC) in peacekeeping operations.

Transfer of Authority

19. When national units/contingents and military observers come under the control of a United Nations designated commander, the transfer of 'operational authority' must be completed immediately. Generally, this process takes place when national military personnel and units arrive in the mission area. If required, the transfer of authority may be completed at a unit's home station (before deployment in the area of operations) or at an intermediate staging base, as dictated by operational necessities. However, the exact timing of the transfer of authority will be decided at the time of negotiations between the United Nations and national authorities.

20. Troop contributors, through their permanent missions, must inform the United Nations of the transfer of authority over their military personnel to the United Nations, noting the composition/strength of force, date and time. Similarly, when operational authority over these units/personnel is withdrawn from the United Nations, the troop contributors' permanent missions must officially inform the United Nations. Operational authority over military observers is considered to be transferred, automatically, to the United Nations, when a military observer reports to the designated United Nations authority for his/her duties in the operational area of responsibility and it is reverted back to the respective national authorities on completion of assignment with the United Nations, or at the time of repatriation.

United Nations Rules of Engagement

21. Rules of Engagement for the armed military component in each Peacekeeping Operation are issued by United Nations Headquarters, in light of the mandate authorized by the Security Council. These Rules are applicable to all armed military personnel assigned to the respective peacekeeping missions. The implementation of the Rules of Engagement is a command responsibility. The Rules of Engagement are addressed to the Force Commander, who is then responsible for issuing them to all Subordinate Commanders.

PRIVILEGES AND IMMUNITIES OF THE MILITARY
OBSERVERS IN UNITED NATIONS PEACEKEEPING
OPERATIONS

Article VI of the Convention on the Privileges and Immunities of the United Nations²³ (concerning experts on Mission, which applies to Military Observers) read as follows:

" Experts on Missions for the United Nations

Section 22. Experts (other than officials coming within the scope of Article V) performing Missions for the United Nations shall be accorded such privileges and immunities as are necessary for the independent exercise of their functions during the period of their Missions, including the time spent on journeys in connection with their Missions. In particular, they shall be accorded:

- d. Immunity from personal arrest or detention and from seizure of their personal baggage;
- e. In respect of words spoken or written and acts done by them in the course of the performance of their Mission, immunity from legal process of every kind. This immunity from legal process shall continue to be accorded notwithstanding that the persons concerned are no longer employed on Missions for the;
- f. Inviolability for all papers and documents;
- g. For the purpose of their communications with the United Nations, the right to use codes and to receive papers or correspondence by courier or in sealed bags;
- h. The same facilities in respect of currency or exchange restrictions as are accorded to representatives of foreign Governments on temporary official Missions;
- i. The same immunities and facilities in respect of their personal baggage as are accorded to diplomatic envoys."

"Section 23. Privileges and immunities are granted to experts in the interests of the United Nations and not for the personal benefit of the individuals themselves. The Secretary-General shall have the right and the duty to waive the immunity of any expert in any case where, in his/her opinion, the immunity would impede the course of justice and it can be waived without prejudice to the interests of the United Nations."

23. General Assembly resolution 22A(I).

**TEXT OF THE UNDERTAKING TO BE SIGNED BY THE
UNITED NATIONS MILITARY OBSERVERS**

1. I, the undersigned, undertake to avoid any action which may adversely reflect on my status as a military observer assigned to the United Nations Missions in ---- [Mission's complete name] ([Mission's acronym]) on the integrity, independence and impartiality which are required by that status.
2. I undertake to observe the following rules;
 - a. Publication of any material or information, whether or not protected by copyright, is forbidden during a [Mission's acronym] assignment, except by the express authorization of the Head of Mission;
 - b. Unless specifically authorized by the head of Mission, the Military Observers shall not accept speaking engagements or make statements to, or grant interviews with the press, radio, television or other agencies of public information during their assignment with [Mission's acronym];
 - c. Military Observers shall exercise the utmost discretion in regard to the handling of documents, cables, maps, or other [Mission's acronym] papers, and they shall follow detailed instructions issued by [Mission's acronym] concerning such documentation. In particular, documents, cables, maps or other papers, copies thereof or notes on their contents may not be taken away from the Mission, published or otherwise handled or communicated to others, except with the prior approval of the Head of Mission in each case;
 - d. Without the prior approval of the Head of Mission in each case, Military Observers shall not accept any invitation to visit military or industrial installations or to participate in or be present at official ceremonies sponsored by the (host government). Military Observers shall follow specific regulations issued by [Mission's acronym] regarding the taking of private photographs and the carrying of private photographic equipment. In particular, they shall not photograph restricted subjects;
 - e. Military Observers shall follow specific regulations issued by [Mission's acronym] regarding the purchase; import and disposal of duty-free merchandise and shall cooperate with measures taken by [Mission's acronym] to prevent the occurrence of any abuse of privileges or facilities accorded to Military Observers.
3. I understand that non-compliance on my part with any of the above rules during my [Mission's acronym] assignment may result in my immediate repatriation.

4. I further recognize that the following rules apply after completion of the assignment to [Mission's acronym] and undertake to observe them:
- a. Publication of any material or information whether or not protected by copyright, is forbidden after completion of the [Mission's acronym] assignment, except with the prior approval of Secretary-General in each case;
 - b. When Military Observers accept speaking engagements with [Mission's acronym], they may describe the purposes and the functions of [Mission's acronym] in general and their daily life in the Mission and give previously published data, such as the number of observation posts and Military Observers and their nationalities. They shall not discuss any points concerning [Mission's acronym] operations that may have a bearing on relevant issues or divulge information known to them by reason of their work as Military Observers;
 - c. Military Observers, after their assignment, shall not divulge the contents of documents, cables, maps or other papers of [Mission's acronym], except with the prior approval of the Secretary-General in each case.

Signature.....

Name printed in block letters:

.....

Date.

WE ARE UNITED NATIONS PEACEKEEPERS

The United Nations Organization embodies the aspirations of all peoples of the world for peace. In this context the United Nations Charter requires that all personnel must maintain the highest standards of integrity and conduct.

We will comply with the Guidelines on International Humanitarian Law for Forces Undertaking United Nations Peacekeeping Operations and the applicable portions of the Universal Declaration of Human Rights as the fundamental basis of our standards.

We as peacekeepers represent the United Nations and our Nations and are present in the country to help it recover from the trauma of a conflict. As a result we must consciously be prepared to accept special constraints in our public and private lives in order to do the work and pursue the ideals of the United Nations Organization.

We will be accorded certain privileges and immunities arranged through agreements negotiated between the United Nations and the host country solely for the purpose of discharging our peacekeeping duties. Expectations of the world community and the local population will be high and our actions behaviour and speech will be closely monitored.

We will always:

- Conduct ourselves in a professional and disciplined manner at all times;
- Dedicate ourselves to achieving the goals of the United Nations;
- Understand the mandate and mission and comply with their provisions;
- Respect the environment of the host country;
- Respect local customs and practices through awareness and respect for the culture, religion, traditions and gender issues;
- Treat the inhabitants of the host country with respect, courtesy and consideration;
- Act with impartiality, integrity and tact;
- Support and aid the infirm, sick and weak;
- Obey our United Nations superiors and respect the chain of command;
- Respect all other peacekeeping members of the mission regardless of status, rank, ethnic or national origin, race, gender, or creed;
- Support and encourage proper conduct among our fellow peacekeepers;
- Maintain proper dress and personal deportment at all times;
- Properly account for money and property assigned to us as members of the mission; and
- Care for all United Nations equipment placed in our charge.

We will never:

- Bring discredit upon the United Nations Organization or our Nation through improper personal conduct, failure to perform our duties or abuse of our positions as peacekeepers;
- Take any action that might jeopardize the mission;
- Make unauthorized communications to external agencies, including unauthorized press statements;
- Improperly disclose or use information gained through our employment;
- Use unnecessary violence to threaten anyone in custody;
- Commit an act that could result in physical, sexual or psychological harm or suffering to members of the local population, especially women and children;
- Become involved in sexual liaisons which could affect our impartiality, or the well being of others;
- Be abusive or uncivil to any member of the public;
- Wilfully damage or misuse any United Nations property or equipment;
- Use a vehicle improperly or without authority;
- Collect unauthorized souvenirs;
- Participate in illegal activities, corrupt or improper practices, or
- Attempt to use our position for personal advantage, to make false claims or accept benefits to which we are not entitled.

We realize that the consequences of failure to act within these guidelines may:

- Erode the confidence and trust in the United Nations;
- Jeopardize the achievement of the mission; and
- Jeopardize our status and security as peacekeepers.

TEN RULES

CODE OF PERSONAL CONDUCT FOR BLUE HELMETS

1. Dress, think, talk, act and behave in a manner befitting the dignity of a disciplined, caring, considerate, mature, respected and trusted soldier, displaying the highest integrity and impartiality. Have pride in your position as a peacekeeper and do not abuse or misuse your authority.
2. Respect the law of the land of the host nation, their local culture, traditions, customs and practices.
3. Treat the inhabitants of the host country with respect, courtesy and consideration. You are there as a guest to help them and in so doing will be welcomed with admiration. Neither solicit nor accept any material reward, honour or gift.
4. Do not indulge in immoral acts of sexual, physical or psychological abuse or exploitation of the local population or United Nations staff, especially women and children.
5. Respect and regard the human rights of all. Support and aid the infirm, sick and weak. Do not act in revenge or with malice, in particular when dealing with prisoners, detainees or people in your custody.
6. Properly care for and account for all United Nations monies, vehicles, equipment and property assigned to you and do not trade or barter with it to seek personal benefits.
7. Show military courtesy and pay appropriate compliments to all members of the mission, including other United Nations agencies regardless of their creed, gender, rank or origin.
8. Show respect for and promote the environment, including the flora and fauna, of the host country.
9. Do not engage in excessive consumption of alcohol or traffic in drugs.
10. Exercise the utmost discretion in handling confidential information and matters of official business, which can put the United Nations.

GUIDANCE TO COMMANDERS OF UNITED NATIONS
PEACEKEEPING OPERATIONS
STANDARDS OF CONDUCT AND PERFORMANCE CRITERIA

1. The United Nations Organization embodies the aspirations of all peoples of the world for peace. In this context, the United Nations Charter requires that all personnel must maintain the highest standards of integrity and conduct. The standards summarized below reflect the standards included in various official issuances of the United Nations, in particular the United Nations Staff Rules and Regulations. All participants in a peacekeeping operation must accept special constraints in their public and private lives in order to do the work and pursue the ideals of the United Nations Organization.
2. Standards of conduct and effective performance of peacekeeping duties are fundamental to the success of the military component of a United Nations operation. The principles that govern these aspects are a matter of order and discipline and commanders at all levels bear responsibility for the conduct and performance of individuals under their command.
3. Commanders play a pivotal role in:
 - a. Establishing the competencies and responsibilities of subordinates;
 - b. Assuring that subordinates are aware of their obligations and that they respect them;
 - c. Assuring that violations cease, are thoroughly investigated and that disciplinary action is taken; and
 - d. Training their subordinates in their responsibilities as an ongoing part of routine training.
4. The Chief of Mission has the overall authority to take appropriate administrative measures where failure to comply with the guidelines is encountered. This authority may be delegated to senior staff of the UN mission. Commanders of the military and police components will require that national contingent or team commanders exercise responsibility in this respect for their respective national personnel
5. Commanders must:

- a. Ensure compliance with the guidelines on International Humanitarian Law for Forces Undertaking United Nations Peacekeeping Operations. This will take into account the nature of the UN forces, their powers, competencies and mandate;
- b. Ensures that the Rules of Engagement and standards of conduct are consistent. The use of force and in particular, the use of weapons and their relationship to standards of conduct must be clearly established.
- c. Enforce standards for Human Rights from the applicable sections of the Universal Declaration of Human Rights;
- d. Ensure that all personnel comply with the standards established for the conduct of UN peacekeepers;
- e. Ensure that subordinates recognize the needs and interests of the host country and its people and act in accordance with the principles of strict impartiality, integrity, independence and tact;
- f. Establish a clear chain of command to ensure that inappropriate conduct and activities are acted upon. This requires a clear linkage of the Nations responsibilities for discipline and the prerogatives of the UN commander to ensure appropriate follow-up of incidents;
- g. Monitor and investigate all incidents of illegal activities and apply appropriate remedial action;
- h. Ensure that all personnel understand the mandate and mission assigned by the Security Council and that they comply with their provision;
- i. Confirm that extensive and effective pre-service briefings and training have developed an understanding of local customs and practices and respect for the culture, religion, traditions and the gender issues prevalent in the host nation.
- j. Ensure respect for local laws, customs and practices where there are not in conflict with mandated activities and the privileges, benefits or immunities negotiated and incorporated in the Status of Forces Agreement; and
- k. Ensure that subordinates respect, manage and care for all material and goods supplied by the United Nations (radios, vehicles and equipment).

6. Commanders must take immediate action where:
 - a. Exploitation of the weak, particularly women and children, either through position of financial status has taken place;
 - b. Excessive consumption of alcohol, the use of traffic in drugs has occurred; and
 - c. Participation in criminal or illegal activities, such as black marketing or currency speculation, is detected.
7. Commanders must also ensure that mission personnel neither seek nor receive instructions relating to the performance of their duties from any unauthorized external source. Therefore, legitimate communications with National authorities and with the media must be within clearly established guidelines to avoid conflicts.
8. A clear mechanism must be established for dealing with complaints against United Nations personnel at the United Nations and National level. This must include a well-defined process for reporting, investigating and follow-up action.

Guidelines for Military Observers

**Example of a Note Verbale initiated by United Nations Headquarters
for Initial Deployment of Military Observers**

DPKO/MILAD/

The Secretariat of the United Nations presents its compliments to the Permanent Mission of [country's name] to the United Nations and has the honour to refer to your Government's contribution of Military Personnel to the United Nations Peacekeeping Mission in [Mission's name] (*Mission's acronym*).

The Secretariat has the honour to invite the Government of [country's name] to nominate [*number of United Nations Military Observers being requested*] suitably qualified officers, as mentioned below, — who are also proficient in written and spoken English (the language of the Mission) — to perform the task of United Nations military observers (UN United Nations Military Observers).

- | | | |
|---|---------------------------|------------|
| - | <i>Colonel</i> | <i>One</i> |
| - | <i>Lieutenant-Colonel</i> | <i>One</i> |
| - | <i>Major</i> | <i>Two</i> |

The Secretariat should be grateful if the Government of [country's name] could provide the names and the particulars of the nominated personnel by [date]. These officers are expected to serve for a period of one year [*or 00 months, if Mission's initial mandate is less than one year*] and should be prepared to move to the Mission area from [date]. The movement details will be co-ordinated between the Permanent Mission of [country's name] and the Secretariat.

The Secretariat avails itself of this opportunity to express its appreciation to the Permanent Mission of [country's name] to the United Nations for the continued support of the Government of [country's name] to United Nations Peacekeeping Operations and to renew the assurances of its highest consideration.

[Date]

**Example of a Permanent Mission's Reply for Initial Deployment of
the Military Observers**

[Permanent Mission letterhead]

[Military Adviser]
Department Peacekeeping Operations
United Nations
New York

Subject: Military Observer for [Name of United Nations Mission]

Reference: Your fax/letter DPKO/MD [No.] of [date]

1. I wish to inform you that the *(country)* authorities have nominated the following military observers to be deployed in *[name of United Nations Mission]*.

[Ranks, names, passport numbers and dates of birth of nominated United Nations Military Observers]

2. Please find enclosed their *(or his/her)* curriculum vitae, *medical* documentation, certifying his/her fitness for United Nations service and his/her completed personal data for the travel itinerary form (S). They *(he/she)* are *(is)* ready to travel on *[date]* and it would be appreciated if the necessary travel arrangements could be made as soon as possible.

3. Regards.

Annex I
Guidelines for Military Observers

Standard United Nations Personal Data for Travel Itinerary Form

(All dates should be in day/month/year format)

NATIONAL ID NO: _____
SEX: _____

NAME: (Last) _____ (First) _____ (Middle) _____

RANK: _____ SERVICE: _____ BRANCH: _____

DATE OF BIRTH: ____/____/____ NATIONALITY: _____

PASSPORT NO: _____ EXPIRY DATE: _____

NAME OF UNITED NATIONS MISSION: _____

DATE OF DEPARTURE FROM HOME COUNTRY: ____/____/____

DEPARTURE POINT: (City) _____

DATE OF ARRIVAL IN MISSION AREA: ____/____/____

MODE OF TRANSPORT: _____

DETAILS OF DEPENDENTS PROPOSING TO JOIN OBSERVER IN MISSION
AREA:

(Applicable only to pre-permitted United Nations Missions)

<u>NAME (last, first)</u> <u>NATIONALITY</u>	<u>RELATIONSHIP</u>	<u>DATE OF BIRTH</u>
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____

GOVERNMENT OR DEFENSE OFFICIAL TO BE CONTACTED IN HOME
COUNTRY FOR TRAVEL COORDINATION (e.g. for visa purposes):

NAME: _____

ADDRESS: _____

TELEPHONE NO: _____

FAX NO. _____

Standard United Nations Entry Medical Examination Form (MS-2)

**Pages 54 to 57 left, intentionally, BLANK for Annex J - Standard United Nations
Entry Medical Examination Form (MS-2) -, which attached separately.**

Standard United Nations Entry Medical Examination Form (MS-2)

Pages 54 to 57 left, intentionally, BLANK for Annex J - Standard United Nations Entry Medical Examination Form (MS-2) -, which attached separately.

Standard United Nations Entry Medical Examination Form (MS-2)

**Pages 54 to 57 left, intentionally, BLANK for Annex J - Standard United Nations
Entry Medical Examination Form (MS-2) -, which attached separately.**

Standard United Nations Entry Medical Examination Form (MS-2)

**Pages 54 to 57 left, intentionally, BLANK for Annex J - Standard United Nations
Entry Medical Examination Form (MS-2) -, which attached separately.**

Annex K

Guidelines for Military Observers

Standard United Nations Curriculum Vitae Form

CURRICULUM VITAE

(All dates should be in DAY/MONTH/YEAR format)

NATIONAL/SERVICE ID NO: _____ SEX: _____

NAME: (Last) _____ (First) _____
(Middle) _____

RANK: _____ SERVICE: _____
BRANCH: _____

DATE _____ OF _____ BIRTH ____/____/____ NATIONALITY: _____

DATE LAST PROMOTED: ____/____/____

DRIVING LICENCE NO: _____ ISSUE DATE: ____/____/____

MILITARY APPOINTMENTS IN LAST 5 YEARS: (start/end dates, appointment held)

NATIONAL MILITARY COURSES COMPLETED: (year, time length, course title)

FOREIGN MILITARY COURSES COMPLETED: (year, time length, course title, place)

DEGREES AND/OR DIPLOMAS: (graduate and post-graduate)

LANGUAGES SPOKEN/WRITTEN: (indicate proficiency as intermediate, advanced, very good)

PREVIOUS UNITED NATIONS SERVICE: (start/end dates, appointment held)

REMARKS:

Annex L
Guidelines for Military Observers

Example of a United Nations Request for Rotation/Replacement

OUTGOING FACSIMILE

FILE REF: NO: DPKO/MD/FGS/ [NO]
Day/Month/Year

DATE:

TO: THE PERMANENT MISSION OF [COUNTRY] TO THE UNITED NATIONS	FROM: [Rank] [Name], Military Adviser, Department of Peacekeeping Operations ----- Tel: (212) 963-2400 / 01
FAX NO: (212) [000-0000]	FAX NO: (212) 963-9070/ 8116
SUBJECT: REPLACEMENT OF [Observer's Name] - [Name of United Nations Mission]	
ATTN: [Rank and Name of the Military Adviser or Counsellor of the Permanent Mission]	ORIGINATOR: [Name] Force Generation Service, ROOM: [Number] TEL: (212) 963- [0000]
TOTAL NUMBER OF TRANSMITTED PAGES INCLUDING THIS PAGE:	

1. The present tour of duty of [rank initials, surname of the UNITED NATIONS MILITARY OBSERVER] is due to expire on [date]. Consequently, we should be grateful if your Government could designate a replacement for this Military Observer. The replacement should be an officer in the rank of [rank, i.e. Capt/Maj./Lt. Col.] and should arrive in the Mission area on [date].

2. It would be appreciated if your reply, including a completed personnel data for travel itinerary form and medical certification, could be received at the Office of the Military Adviser, United Nations Headquarters, no later than [date].

3. UN Guidelines for Deployment, Rotation, Extension and Transfer of United Nations Military Observers in UNPKO, [month year] and Guidelines for United Nations Military Observers in [Name of United Nations Mission], [month year] are already available in your Mission or [are being forwarded under separate cover].

4. Best regards.

Example of a Permanent Mission's Reply Concerning Replacement

[Permanent Mission letterhead]

[Military Adviser]
Department Peacekeeping Operations
United Nations
New York

SUBJECT: Replacement Military Observer [Name of United Nations Mission]

Reference: Your fax/letter DPKO/MD/FGS [No.] of [date]

1. I wish to inform you that the (*country*) authorities have nominated [*rank initials, surname I*] as a replacement for [*rank initials, surname*] currently serving in [*name of United Nations Mission*].
2. Please find enclosed his/her medical documentation certifying his/her fitness for United Nations service and his/her completed personal data for travel itinerary form. He/she is ready to travel on [*date*] and it would be appreciated if the necessary travel arrangements could be made as soon as possible.
3. Regards.

Annex N
Guidelines for Military Observers

Example of a United Nations Request for an Extension

OUTGOING FACSIMILE

FILE REF NO: DPKO/MD/FGS/[No] DATE:

TO: THE PERMANENT MISSION OF [COUNTRY] TO THE UNITED NATIONS	FROM: [Rank] [Name], Military Adviser, Department of Peacekeeping Operations
FAX NO: (212) [000-0000]	FAX NO: (212) 963-9222
SUBJECT: EXTENSION OF [UNITED NATIONS MILITARY Observer's Name] - [Name of United Nations Mission]	
ATTN: [Rank and name of the Military Adviser or Counsellor of the Permanent Mission)	ORIGINATOR: [Name] Force Generation Service, ROOM: [Number] TEL: (212) 963- [0000]
TOTAL NUMBER OF TRANSMITTED PAGES INCLUDING THIS PAGE:	

1. The United Nations wishes to extend the tour of duty of [rank, initials, surname] presently serving with [name of United Nations Mission] for a period of [length of time]. We should be grateful if your Government could agree to extend his/her tour of duty for the period indicated. The extension of the tour of duty has been recommended by [name of United Nations Mission], due to operational requirements.
2. Should it not be possible to extend his/her tour of duty, we would appreciate it if your Government could designate his/her replacement. This replacement should be an officer in the rank of [rank] and, should arrive in the Mission area on [date]. In case of replacement is being provided by your Country, your reply, including a completed personnel data for travel itinerary form and medical certification, at the Office of the Military Adviser, United Nations Headquarters, would be appreciated no later than [date].
3. Best regards.

Example of a Permanent Mission's Reply When an Extension is Denied

[Permanent Mission letterhead]

Military Adviser
Department Peacekeeping Operations
United Nations
New York

SUBJECT: Extension Request [Name of United Nations Mission]

Reference: Your fax/letter DPKO/MD/FGS [No.] of [date]

1. I wish to inform you that the [country] authorities have decided not to grant an extension of [rank, initials, surname] currently in [name of United Nations Mission]. Consequently, [rank, initials, surname] has been nominated as his/her replacement.

2. Please find enclosed [replacement's rank, initials, surname] medical documentation certifying his/her fitness for United Nations service and his/her completed personal data for travel itinerary form. He/she is ready to travel on [date] and it would be appreciated if the necessary travel arrangements could be made as soon as possible.

3. Regards.

[Can be sent either by fax or by letter]

Example of a Permanent Mission's Reply
When an Extension is Approved

[Permanent Mission letterhead]

Military Adviser
Department Peacekeeping Operations
United Nations
New York

SUBJECT: Extension Request [Name of United Nations Mission]

Reference: Your fax/letter DPKO/MD/FGS [No.] of [date]

1. I wish to inform you that the [country] authorities have approved an extension of [length of time] for [rank initials, surname] currently serving in [name of United Nations Mission]. It would be appreciated that our Permanent Mission and [name of United Nations Mission] Headquarters are informed about the final decision of his extension.

2. Regards.

[Can be sent either by fax or by letter]

UNITED NATION MEDICAL STANDARDS FOR PEACEKEEPING
OPERATIONS

1. Personnel assigned to peacekeeping / special Missions are exposed to hazardous conditions not normally associated with peacetime service. Moreover, due to stressful and changed working environment, there is a potential of aggravation of any pre-existing medical conditions. Therefore, special considerations should be given to patients with a history of chronic medical problems.

Medical standards.

2. When examining members for service in a peacekeeping special Mission area, it must be borne in mind that they may be required to serve where unfamiliar diseases are endemic, where sanitation may be sub-standard and amenities few. They may be required to travel on foot and live in primitive conditions. Recreational facilities may be scarce.

3. Physicians shall make their assessment on the basis of medical history, physical examination, laboratory, EKG, and x-ray results, and an estimate of personality characteristics.

4. Special considerations shall be given to members with a history of the following conditions, who may function well in a relatively sheltered service environment, but may prove to be a medical liability in a peacekeeping Mission assignment:

- a. **Physical Conditions** - The following conditions are generally considered as precluding service in peacekeeping areas, but must be carefully assessed on an individual basis, taking into account the severity of the condition and the particular area for which the member is being examined;
 - i. Ischemic heart disease;
 - ii. Hypertension requiring medication;
 - iii. Diabetes;
 - iv. Malignancies;
 - v. History of gastro-duodenal ulcers - a single instance of duodenal ulcer in the past should not preclude service in these areas;
 - vi. Ulcerative colitis;
 - vii. Asthma, chronic bronchitis and emphysema;
 - viii. Chronic nephritis and urinary lithiasis;

- ix. Low back condition;
 - x. Skin disease, such as extensive eczema, cystic recurrent acne, and skin cancer;
 - xi. Allergies requiring sustained supportive treatment;
 - xii. Members on special continuing medication such as steroids, anti-tuberculosis treatment, chemotherapy, anti-depressant and anti-psychotic drugs;
 - xiii. Endocrine disturbance such as hyperthyroidism;
 - xiv. Member with known allergies to antimalarial medication;
 - xv. Members with any immuno-compromised medical conditions such as HIV/AIDS.
- b. Psychiatric conditions - Members, who in the past have had episodes of situational maladjustment, anxiety neurosis or neurosis with somatization should be very carefully evaluated. Members, who have been known to require minor tranquillisers for relatively long periods of time, should also be screened carefully.
- c. Alcohol - The stress of deployment in these special areas and the environment of such areas are conditions favouring excessive consumption. Members who have a history of problems related to the use of alcohol or are known to be heavy drinkers should be screened carefully for service in these areas.

IMMUNISATION, FIRST AID, AND MEDICAL PROCEDURES

1. **Mandatory Immunisation:**

- a. Standard childhood vaccinations (including required booster doses as per national schedule especially MMR, and Diphtheria.)

2. **Recommended Immunisation:** Specific immunisation requirements for each Mission are indicated in the Mission Guidelines. In general the following is recommended:

- b. Hepatitis A
- c. Hepatitis B
- d. Tetanus
- e. Polio
- f. Typhoid Fever
- g. Yellow fever
- h. Rabies
- i. Meningococcal

3. **Immunisation Schedule:**

<u>Disease</u>	<u>Duration of Protection</u>	<u>Number of Doses</u>	<u>Timing between doses</u>
Tetanus Toxoid	10 years	Booster-1, Initial Series-3	1 month between 1st & 2nd dose, 1 year between 2nd & 3rd dose
Typhoid	3 years	Booster-1, Initial Series-2	1 month between 1st & 2nd dose
Poliomyelitis 2 nd dose	10 years	Booster-1, Initial Series-3	6-8 weeks between 1st & 1 Year between 2nd & 3rd dose
Hepatitis A		Initial Series-2	1 year interval between 1st & (Havrix 1440) 2nd dose
Hepatitis B	3-8 year	Booster 1	

		Initial series-3	1 month between 1st & 2nd dose
		Initial Series-3	5 months between 2nd & 3rd dose
Yellow Fever	10 years	Single Dose	10 years

4. **Required Malaria Prophylaxis**

Mefloquine Phosphate tablets - 250 mg (brand name: LARIAM)

Adult Dose

MEFLOQUINE: -The adult dosage is 250 mg (one tablet) once a week. Mefloquine should be taken one week before leaving, weekly while in the malarious area of operation, and weekly four weeks after leaving the malarious area. Minor side effects one may experience while taking Mefloquine include gastrointestinal disturbances and dizziness. Personnel with a history of epilepsy, psychiatric disorder or hypersensitivity should not use Mefloquine, and should not be deployed to the Mission anyhow. Take Mefloquine with a meal and, preferably, always at the same time. In case of high fever in the Mission area, consult the UN Medical Personnel.

5. **PERSONAL PROTECTION AGAINST MALARIA** All personnel should protect themselves effectively against mosquito bites. This should constitute the participant's first line of defence against malaria. Protecting oneself from insect or mosquito bites involves the following:

- a. Wearing sufficiently thick, long-sleeved clothing and long trousers when out of doors after sunset.
- b. Smearing an insect repellent, such as dimethyl phthalate or N, N-diethyl-metatoluamide (DEET), on the parts of the skin remaining exposed, observing the manufacturer's precautions. Avoid applying high-concentration (greater than 35%) DEET;
- c. Sleeping in properly screened rooms. If this is not possible, the use of a mosquito net is recommended. When using mosquito nets around the bed at night, care must be taken to tuck in the net carefully under the mattress whilst ensuring that the net is not torn and that there are no mosquitoes inside. Increased protection may be obtained by impregnating the net with permethrin or deltamethrin;
- d. Using insecticide sprays to kill mosquitoes that may have entered in spite of screening.
- e. Using mosquito coils.

6. UN MEDICAL SUPPORT FIRST-AID TRAINING FOR NON-MEDICAL PERSONNEL

Introduction. There are, essentially, 3 levels of medical support in the UN medical support system for Peacekeeping Operations. They are:

- (1) Level I (First line or 'Battalion' Level)
 - This is the first level where trained medical personnel (including a doctor) are present.
 - Organic medical teams of the field units usually provide this level of support.
- (2) Level II (Second Line or 'Brigade/ Sector' Level Surgical facility)
 - This is a medical facility with limited specialist expertise and limited surgical capabilities. Life, limb and organ saving surgery can be performed here.
- (3) Level III (Third Line 'Field Hospital')
 - This is a fully equipped and staffed multi-disciplinary field hospital.
 - All major medical and surgical specialties are provided for.

Basic level ('Soldier' level or 'Buddy-Aid').

This comprises the immediate first aid provided by the nearest person on-site.

7. **Importance of 'Buddy' Aid.** The initial treatment provided at the point of injury is a critical step in saving life, organ or limb. Often this is as basic as maintaining the airway to allow the casualty to breathe or a simple dressing to stop bleeding. A person trained in the basics of essential first aid can save a life and also to reduce the suffering of the sick or wounded. It is essential for all UN peacekeepers to have basic knowledge and skills in first aid. The responsibility for all basic training is National and all troops deployed in a Mission should be trained in first aid. In the Mission Troop Commanders and Medical Officers should initiate on-going training. All troops must carry personal field dressings. This paper will outline the essential components of "Buddy" Aid, which the Troops are expected to be trained in.

8. Components of Buddy Aid;

- a. Cardio-Pulmonary Resuscitation (CPR)
 - How to perform 'mouth-to-mouth' resuscitation and the use of a pock mask
 - How to perform cardiac or chest compression.

- b. Control of Haemorrhage (or bleeding)
 - How to apply pressure dressings and bandages to stop bleeding
 - How to prevent further bleeding
- c. Fracture Immobilisation
 - How to immobilise fractures in order to prevent further injury and to reduce pain
- d. Wound Dressing and Bandaging
 - How to dress various types of common wounds
 - How to dress wounds in various parts of the body
- e. Casualty Transport and Evacuation
 - How to prepare a casualty for transportation
 - How to transport a casualty by stretcher
 - Improvised transportation in the absence of a stretcher
- f. Communications and Reporting
 - Procedures for reporting accidents and injuries
 - Procedures for activating medical personnel and ambulances
 - Procedures for activating air-evacuation (if applicable)

9. **Conduct of Training**

The Buddy Aid training for peacekeepers should focus on practical aspects, covering just the bare essentials of theory. The trainees must have adequate practice to ensure skills proficiency. Experienced medical trainers must conduct training. All personnel must be familiar with all items found in standard first aid kits. Periodical continuation training must be conducted to ensure skills maintenance.

10. **Equipping of Peacekeeping Troops**

All United Nations Military Observers must be equipped with 1 x personal field dressing. It is recommended that they be issued 1 x personal pocket mask (for “mouth-to-mouth” resuscitation). They should be proficient in the use of these items and must be aware of how to get re-supply should the items be used or damaged.

Guidelines for Military Observers**CLOTHING AND EQUIPMENT GUIDE LIST**

Service dress for staff officers (required)	Raincoat/rain dress (required)
Field service uniform (recommended)	Gloves (required; additional working gloves)
Combat dress (required)	Boots (rubber)
Combat fatigues (required)	Pullovers (required)
Field working uniform	Undershirts and shorts (required)
Ties (when part of the uniform)	Shorts (required)
Shoes (service uniform)	Socks (cotton, nylon, wool) (required)
Boots (good leather) (required)	Pyjamas (recommended)
Bush shirts (khaki or green drill)	Towels (required)
Sleeping mat	Toiletries (required)
Sleeping bag (with liner) (required)	Sports clothes and shoes
Mosquito net and repellent (recommended)	
Web belt and haversack (required)	Flashlight with spare batteries (required)
Binoculars (absolute necessity)	Water bottles (thermos type)
Compass (required)	Sun glasses
Protractor (1:50,000 inches) (required)	Torch (battery operated)
Map case (required)	Survival kit (whistle, mirror; recommended)
Permanent/ washable ink markers, fine point (to work overlays) (recommended)	First-aid kit (required)
Combat helmet (required)	Hearing protection (required)
Armoured vest (recommended)	Dust goggles and dust mask (required)
Respirator (gas mask) and suit	Sun glasses (required)
Civilian clothes, including sports jacket and slacks, are also recommended	

Guidelines for Military Observers

**UNITED NATION COMPENSATORY TIME OFF POLICY FOR
MILITARY OBSERVERS**

1. The purpose of this policy is to introduce a revised compensatory time off policy for the military observers and civilian police officers serving in peacekeeping operations and other field Missions. It replaces current provisions as well as any other schemes or local arrangements of compensatory time off for observers and constitutes the only policy governing compensatory time off in respect of United Nations Military Observers.

The Hours of Work

2. The Force Commander/ the Chief Military Observer shall establish the hours of work and official holidays for military observers / police officers, in consultation with the Director of administration/Chief Administrative Officer. An equitable duty schedule is organized to meet operational and administrative requirements of the Mission.

3. If operational requirements allow, the norm would be the establishment of a five-day workweek. If for operational reasons military observers / police are required to work on Saturdays, Sundays and official holidays, compensatory time off should be granted to compensate for the weekends and holidays worked.

Five-Day Workweek

4. If the operational requirements of the Mission allow the establishment of a five-day workweek, no compensatory time off would be granted. It should be noted that the scheduled days off in the course of a month's duty roster are not compensatory time off; they are simply days off in lieu of weekends / holidays.

CTO Granted Only on the Basis of Continuous Active Duty

5. Compensatory time off can only be granted, if operational reasons require active duty of military observers or civilian police on a continuous basis, including Saturdays, Sundays and official holidays. Thus, if the Mission HQ officers, or any other United Nations Military Observers, enjoy weekends and holidays off, they do not qualify for compensatory time off which requires *continuous active duty*, where the service otherwise breaks only for sick leave or annual leave.

6. Compensatory time off would normally apply only in those Missions and those locations / functions in which a continuous and active duty for military observers / civilian police is an essential requirement, i.e., in isolated locations, patrol duties,

observation posts, law enforcement etc., which do not allow for a regular workweek with scheduled days off.

Purpose of the Compensatory time off

7. Compensatory time off is granted to United Nations Military Observers/CIVPOL to provide them with the opportunities for rest after a particularly demanding period of continuous service. Compensatory time off shall be authorized by the Force Commander/ the Chief Military Observer subject to operational requirements and exigencies of the service.

Granting of Compensatory Time Off

8. At the discretion of the Chief of Staff, the Force Commander/ the Chief Military Observer or the Police Commissioner, United Nations Military Observers who are required to be on duty on a continuous basis including weekends and official holidays may be granted compensatory time off with Mission Subsistence Allowance follows:

9. Compensatory time off is granted on a pro-rata basis: for every five days of continuous duty / service, one compensatory time off day is earned. For periods of less than five days, compensatory time off is earned in fractions (x 0.2), which can be accumulated to make a whole day. A maximum of 56 compensatory time off days may be granted in a one-year period, and no more than 12 compensatory time off days may be taken at any one time. Compensatory time off can only be granted and taken when the exigencies of the service so permit.

Compensatory Time Off and Annual Leave

10. Compensatory time off may be taken in conjunction with leave. The annual leave continues to be accrued at the rate of one and a half (1-1/2) days per month. Annual leave can be accrued up to a maximum of 12 days, on the understanding that it is to be taken as actual leave without cash compensation in lieu of leave not used.

11. Based on the operational requirements, the Force Commander/ the Chief Military Observer shall organize the duty roster and establish appropriate procedures for the advance approval of observers' compensatory time off. It is up to the Missions to decide whether compensatory time off is granted in fractions or any other arrangement is applied, e.g. one day given after five (5) working days, two (2) days after ten working days, six (6) after 30 days. This would offer a modicum of flexibility to the field Missions in the awarding of compensatory time off.

Advance Compensatory Time Off - Payment of Mission Subsistence Allowance

12. Compensatory time off must be earned before it is granted. Accordingly there can be no granting of advance compensatory time off. Mission Subsistence Allowance is

payable for all compensatory time off days whether taken inside or outside the Mission area.

13. The compensatory time off must be taken within the regular tour of duty. The tour of duty shall not be extended in order to facilitate taking such time off. Observers may, however, be granted up to ten (10) days of accrued compensatory time off / annual leave in the last month of their tour of duty in order to complete all arrangements, including travel and baggage formalities, prior to their departure from the Mission area. No annual leave or cash compensation in lieu of compensatory time off is granted. However, granting compensatory time off / annual leave during the last month of duty should be kept to a minimum and no annual leave / compensatory time off is granted or should be taken during the last week of duty. This is to ensure that the personnel return to the Mission area for important checkout and repatriation travel purposes. Hence, compensatory time off may not be taken in conjunction with repatriation.

Travel Days

14. There is no provision for travel days in connection with accrued compensatory time off and / or annual leave spent inside or outside the Mission area.

Oversight of Attendance Records and Granting of Compensatory Time Off

15. The Director of Administration/Chief Administrative Officer is responsible for the administrative and financial certification as well as proper implementation of United Nations policies, rules and regulations in the Mission. He/she oversees the efficient use of United Nations resources. Given that there are financial implications in granting compensatory time off, the Director of administration/Chief Administrative Officer, or his/her representative, should also review the recording of United Nations Military Observers attendance records and ensure the proper administration of the compensatory time off arrangements.

16. While the Force Commander/ the Chief Military Observer grants compensatory time off, oversight of compensatory time off provisions is the responsibility of the Director of administration/Chief Administrative Officer. The latter or his/her representative shall establish procedures and develop internal guidelines within the Mission in order to ensure adherence to policy and procedures. Verification of granting compensatory time off / annual leave for observers should be conducted prior to the departure of the personnel in question from the Mission area. Attendance and compensatory time off records should always be kept current for review and audit purposes.

17. Any deviations from the standard policy without prior authorization will result in recovery actions against individual United Nations Military Observers and the application of rules governing financial responsibility of approving officers. All Missions are to ensure that any SOPs or other internal Mission instructions/directives are in line with the

above stated policy and that they are copied to the Military Adviser's office/ CivPol Unit and to Field Administration and Logistics Division