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***SELECTION STANDARDS  
AND TRAINING GUIDELINES FOR  
UNITED NATIONS MILITARY OBSERVERS***

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## ***SELECTION STANDARDS AND TRAINING GUIDELINES FOR UNITED NATIONS MILITARY OBSERVERS***

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The Department of Peacekeeping Operations (DPKO)/Training and Evaluation Service (TES) has prepared this; Selection Standards and Training Guidelines for United Nations Military Observers, in co-operation with Military Planning Service (MPS), based on the compilation of various materials, curricula and selection criteria currently in use by Member States. Those Member States, Peacekeeping Training Centres and Organizations that conduct United Nations Military Observer Courses provided extensive advice concerning the training and preparation of UN Military Observers.

### **Acknowledgements:**

Special notes of appreciation extended to:

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## **FOREWORD**

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For over 50 years, the United Nations Military Observers (UNMOs) have been a cornerstone in facilitating the peaceful settlement of disputes within and between countries. Representing the entire international community, UNMO teams have successfully observed, monitored and assisted in implementing agreements all around the world. Relying heavily upon their keen military skills, UNMOs must rapidly adjust to the unique tasks of their mission areas. This adjustment demands selection of mature, culturally sensitive, mentally and physically fit, and militarily competent officers. The survival and success of an UNMO relies not only on individual's competence, but also on the professional skills of fellow members of an UNMO team. Still too many UNMOs arrive in a mission area incapable of effectively executing their tasks. This proficiency gap not only risks the success of the mandate, but survival of the UNMOs, individually and as a team.

Many of the contributing countries conduct specific national-level preparations and training for their UNMO personnel. Many of the countries also use other internationally recognized UNMO training programs to prepare their officers for the duty as a United Nations Military Observer. In most cases, UNMOs are deployed as individuals on small teams, normally without benefit of the usual military logistic and operational backup systems characteristic of a unit deployment.

United Nations Military Observers are military officers assigned to serve with the United Nations on a loan basis by Governments of Member States at the request of the Secretary-General to the United Nations. While in the mission area, UNMOs are under operational control of the Chief Military Observer (CMO) and are answerable to him for their conduct and performance as related to the duties performed as a military observer. They remain under the command of their home country for legal jurisdiction, promotion, and base pay and allowances (Except the United Nations Mission Subsistence Allowance).

UNMOs are considered as "Experts on Missions for the United Nations" as it is defined under Article VI of the Convention on the Privileges and Immunities of the United Nations; this is an important aspect that lends credibility and legitimacy to their functions when they are deployed on mission. They are not permitted to carry weapons.

Military Observers find themselves in the role of operational "pathfinders", who observe, report, negotiate, and investigate occurrences as members of a multinational team. Through this unique composition, they symbolize the international authority of the United Nations. This international teamwork among UNMOs and the work within the non-military organizational hierarchy in the UN requires a level of guidance and standardization to ensure that the preparation and training provides and maintains a balanced profile of professionalism and operational efficiency.

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## ***FOREWORD (cont.d)***

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This publication is planned to be a comprehensive guide for those responsible of selecting, training and sending Military Observers for peacekeeping missions. All procedures related to the whole span of UNMO peacekeeping service, in a normal peacekeeping environment, are included.

Part I concentrate in selection and administrative procedures, while Part II deals with training and related matters.

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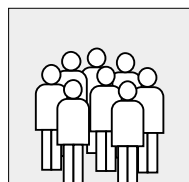
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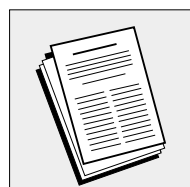
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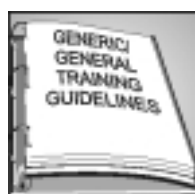
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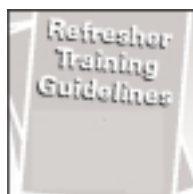
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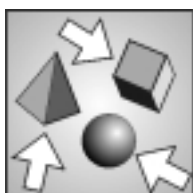
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PART

I

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***THE SELECTION, DEPLOYMENT,  
ROTATION, EXTENSION,  
TRANSFER AND REPATRIATION OF  
UNITED NATIONS MILITARY OBSERVERS***

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## CHAPTER

# I

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## ***GENERAL INFORMATION***

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**INTRODUCTION**

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These guidelines contain general information about the various administrative aspects relating to the selection, deployment, rotation, transfer and repatriation of UNMOs contributed by different Member States in the UN Peacekeeping Operations (UN PKO).

The guidelines are aimed at:

- a. Providing the respective Governments of the UN Member States with relevant information enabling them to select suitable officers to serve as UNMOs in UN PKO and finalise their pre-deployment preparations.
- b. Standardising the administrative procedures for the selection, deployment, rotation (replacement), extension and transfer, from one Mission to another, of UNMOs in UN PKO.
- c. Ensuring that the Governments and all UNMOs are fully aware of administrative, logistics and financial terms and conditions to govern the contribution of UNMOs in UN PKO.

These 'Guidelines' should not be regarded as exhaustive and shall be applied in conjunction with the Mission specific guidelines for UNMOs and other United Nations Headquarters (UN HQ) policies and procedures for the conduct of the Field Missions and any other supplementary directions issued by UN HQ.

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 feel free to contact the Military Planning Service (MPS) and Field Administration and Logistic Division (FALD) in the Department of Peacekeeping Operations (DPKO).

**These " Guidelines" replace all guidelines and/or instructions issued previously by the UN HQ on this subject.**





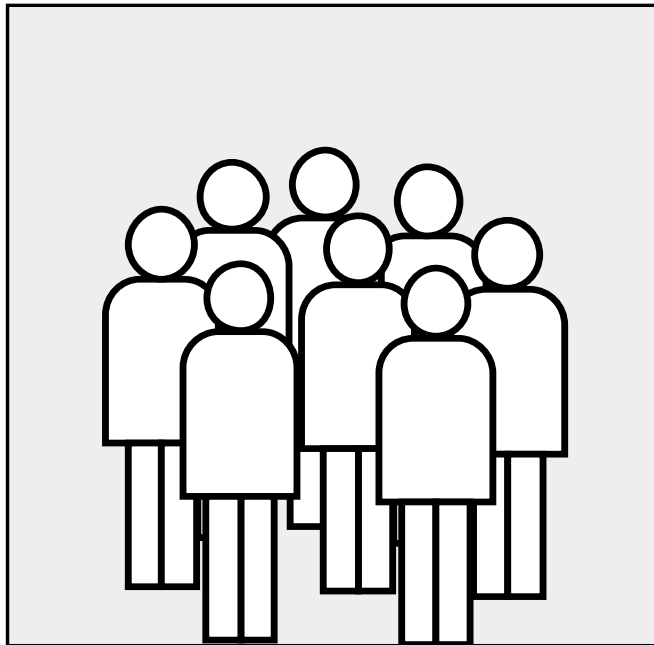
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**II**

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***COMPOSITION OF PKO***

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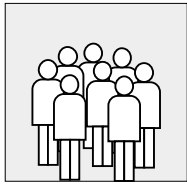




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**MISSION STRUCTURE**

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

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**MILITARY/UNMO COMPONENT**

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The military component of a UN PKO consists of national military contingents and/or UNMOs provided by Member States of the UN upon the request of the Secretary-General. The Force Commander (FC) commands the military component, including UNMO component, of UN PKO, when a mission comprises the military units. Chief Military Observer (CMO) heads the UNMO component. The CMO assists the FC by advising him/her on all UNMO related matters in the Mission. In case a peacekeeping mission comprises an UNMO component only, the CMO, as head of the UNMO Component, advises the SRSG directly on all military matters.

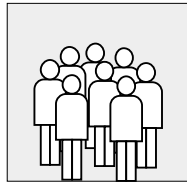
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**ADMINISTRATIVE COMPONENT**

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Chief Administrative Officer (CAO) heads the Administrative Component of the Mission. He/she is designated by the Under-Secretary-General (USG) for Peace-keeping Operations, after consultation with and the approval by the USG for Management. The CAO is the principal adviser to the Head of the Mission (HoM) on UN rules and regulations, organisational policies and procedures, and assists the HoM in ensuring that the Mission is managed within the framework established by the legislative bodies of the UN. The CAO's advice to the HoM extends to all matters related to finance, budget, personnel and all aspects of administration and management of the Mission.

The CAO, under the overall authority of the SRSG, is responsible for all administrative functions, all general and technical support services relating to the Mission's activities and for providing the requisite administrative support for carrying out the substantive work of the



Mission including the Mission's Military/UNMO Component. The CAO 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 UN HQ in the areas of finance, personnel, logistics and general services. The CAO is assisted by a number of administrative, finance and field service officers and other international and local personnel as required.

**Only the CAO has the authority to commit UN financial resources for any purpose.** In particular, only the CAO can make contractual arrangements for the use of local resources, on behalf of the UN. If the UNMOs require any such resources or services, the CMO should forward the request to the CAO.

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**INTEGRATED SUPPORT SERVICE (ISS)**

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An integrated UN system performs engineering, communication and other logistics services and support functions in UN PKOs. All military personnel, who are placed in such integrated units/system by DPKO, UN HQ perform their day-to-day activities and routine functions under the technical supervision of the designated UN civilian or military personnel. The Force HQ/ UNMO HQ will coordinate all such functions and duties with the CAO's office. However, military personnel will remain, at all times, under the "operational control" of the normal chain of command of the UNMO Component.

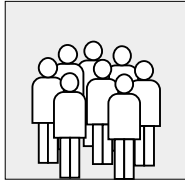
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**UN COMMAND AND CONTROL**

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Various aspects of 'Command and Control' pertaining to the military personnel contributed by Member States to UN PKO are explained in the following documents. Member States are requested to refer to these documents while contributing their UNMOs to UN PKOs. If a Member State requires any clarification on this aspect, it should feel free to contact/consult the DPKO through its Permanent Mission to the UN.

- a. Secretary-General's Report to General Assembly on "Comprehensive Review of the Whole Question of PKOs in All Their Aspects, Command and Control of UN PKOs", [A/49/681], dated 21 November 1994.
- b. General Guidelines for PKOs, UN DPKO, 1995.



- c. DPKO's Paper on "Command and Control in UN PKOs", (DPKO/AD/ 5 June 2000).

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### **OPERATIONAL CONTROL IN THE FIELD**

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The CMO exercises operational control over all UNMOs assigned to the UN PKO, under the authority of the SRSG. The CMO, unless some specific restrictions are placed by the DPKO, has the authority to assign and reassign UNMOs from one UNMO Team to the other or to UNMO HQ and vice versa, based on operational need and security requirements, within the approved Mission Area of Responsibility (AOR), in consultation with the SRSG and the UN HQ. UN HQ designates some senior positions, such as Deputy CMO, Chief of Staff (COS) and (at times) some UNMO Team Leaders in consultation with the SRSG and the CMO, when possible and as appropriate. The CMO must consult UN HQ, prior to reassigning any such position and all such reassignments must be approved by DPKO, New York.



CHAPTER

**III**

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***SELECTION STANDARDS***

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**GENERAL**

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Selection standards have been established to ensure that the highest quality of UNMOs is selected for service with the UN. These selection standards represent minimum requirement and failure to meet one or more of these standards could be cause repatriation of UNMO at the expense of the Member States.

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**SELECTION CRITERIA/REQUIREMENTS**

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**Nationality.** An UNMO must be a citizen of the Member State he/she is representing. None citizens cannot represent a country as UNMOs. An UNMO must hold a passport issued by his/her country.

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

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

**Age.** Member States must not deploy UNMOs that are less than 25 years of age. As a rule a UNMO should not be over 50 year old. Any change to the above restrictions if necessitated by special requirements of the mission will be indicated by DPKO. This rule is not applicable to the position of CMO.

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



**Professional Competencies and Experience.** The desired professional competencies and expertise of UNMOs are mentioned in mission specific guidelines or request initiated by the UNHQ. 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 DPKO/TES has issued separate training guidelines for the UNMOs. Some necessary professional competencies, considered essential for UNMOs, 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 and land navigation (both ground and vehicle). The use of a global positioning system (GPS) is preferable.
- e. Use of tactical and basic commercial communications equipment and approved UN radio procedure.
- f. Knowledge of basic skills in dismounted patrolling 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 UNPKO and other languages, if specifically described. Officers are required to write or type their own reports. Knowledge of other languages in the mission area would be an advantage.
- j. Knowledge of basic inspection and verification skills.
- k. Be experienced vehicle drivers, capable of supervising the daily maintenance of light military vehicles and trained in employing self-recovery techniques. The UNMOs 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.

**Additional Qualifications.** The following qualifications are desirable:

- a. Combat experience or combat troop-training experience, in order to properly evaluate or analyse situations that UNMOs may be called upon to co-ordinate.
- b. Staff training or staff experience.



CHAPTER

**IV**

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***PERSONAL CONDUCT AND PERFORMANCE***

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**GENERAL**

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The military officers serving as UNMOs must display exemplary personal and professional integrity. This implies international outlook, independence from direction from governments and organisations external to United Nations. All UNMOs must act with impartiality, maturity, high ethical standards, honesty and trustworthiness.

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**COMMAND RELATION**

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UNMOs are military officers, who remain members of their national armed forces and are assigned to serve with the UN on a loan basis by Governments of Member States at the request of the Secretary-General. While serving with the UN as UNMOs, they are placed under the operational control of respective FC/ CMO, as explained in these Guidelines. Member States remain responsible for their administrative matters including their personal conduct and discipline.

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**PRIVILEGES AND IMMUNITIES**

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UNMOs 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 Agreement wherever they perform missions for the UN. The text of Article VI is reproduced in Annex 'A'. 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.

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**CONDUCT AND PERFORMANCE**

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All UNMOs assigned to UN PKO shall comply with all rules, regulations, and instructions, procedures and directives issued by the Secretary-General. All UNMOs are required to sign the undertaking attached as Annex 'B'. UNMOs are under the authority and direction of the CMO and are answerable to him 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. Regulate their conduct solely with the interest of the UN in mind.
- b. Refrain from any action incompatible with the international nature of their duties.
- 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 this area. 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 UNMO.
- 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.

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, except as observers and with the express consent of the FC/CMO, as applicable.

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

**Performance Evaluation Reports.** UN field missions will ensure that performance evaluation reports are prepared on all UNMOs at the end of their tour of duty. Such reports on UNMOs, 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 UNHQ for further submission to the national authorities concerned. The senior military officer of each Member State, in each mission, will send the reports in respect of other UNMOs directly to his national authorities. Each officer will receive a copy of his/her evaluation report.





**Prohibited Belongings.** UNMOs are deployed **UNARMED** and are **strictly prohibited** from bringing service or privately owned weapons into the Mission area. Similarly, UNMOs are also **strictly prohibited** from purchasing/owning weapons in the Mission area or exporting such weapons from the Mission area. UN mission 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 weapons.



CHAPTER

**V**

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***DEPLOYMENT, ROTATION, EXTENSION,  
TRANSFERS AND REPATRIATION***

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**GENERAL POLICY**

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**Duration of Tour of Duty.** The tour of duty for UNMOs in UN PKO is for one year (a period of twelve continuous months) or up to the end of the Mission's mandate, whichever is earlier, after which repatriation will be at UN expense. Any rotation undertaken during an authorised twelve-month mandate period will be at the contributing country's expense. However, the assignments may be extended, subject to the recommendation by the SRSB and the approval of the Secretary-General and the governments concerned.

**Ranks and Qualification of UNMOs.** Each UN request for initial deployment, rotation (replacement), extension and/or transfer of UNMOs will specify the rank and qualifications for each position for which the request is made. This is done to meet the requirement of Mission establishment. Within the UNMO Component of a Mission, there is limited number of senior appointments/positions. These positions are distributed proportionately, on a progressive basis, between all contributing countries and are rotated on one to two-year basis. It is, therefore, essential that a nominee must hold the desired rank and qualifications as requested by the UN HQ. Any change with regard to the rank and specified qualifications of UNMOs will require prior agreement with the UN HQ.

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**INITIAL DEPLOYMENT**

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**UN Request for Initial Deployment.** Following the authorisation of new peacekeeping mission by the Security Council, the Force Generation and Military Personnel Service (FGS), Military Division, will informally contact the Permanent Mission of the designated countries to seek their contribution to the United Nations Mission. After informal agreement is reached, the FGS will forward a Note Verbale (NV) – an example attached at Annex 'F' – 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.).

**Permanent Mission's Response.** Experience shows that, invariably, there are very little time between the date of the original UN request and the desired date of deployment of UNMOs, especially in the case of new PKO. Generally, an effort is made to provide some informal information to the TCCs to facilitate the deployment of their UNMOs at such short notice. It is, therefore, requested that the Permanent Missions send their replies as quickly as possible; where possible the names should be forwarded a minimum of three weeks prior to travel date to allow sufficient time for processing of travel documents. The reply from the Permanent Mission – an example attached at Annex 'G' – should contain following information:

- a. The name(s), rank(s) and qualifications of the UNMOs being provided.
- b. Their date of birth.
- c. Passport numbers.
- d. The date they are available to travel.

The following documents should also be forwarded with the reply (or as soon as possible, if not immediately available):

- 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 'I'.
- c. Curriculum Vitae, Attached as Annex 'J'.

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## **ROTATION (REPLACEMENT)**

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**Action by UN HQ.** At least three months prior to a serving UNMO's date of departure (normally, on completion of a one year tour of duty), the FGS will send a fax to the concerned Permanent Mission asking for his replacement or informing about his departure only, if no replacement is required (in case of reduction of UNMOs in the Mission or replacement from some other Member State). The replacement request will outline who is to be replaced and the date the new



UNMO should arrive in the Mission area. An example of the request is attached as Annex 'K'.

**Permanent Mission's Response.** The Permanent Mission will respond to this request in a similar manner as explained earlier. 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 'L'.

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## **EXTENSION**

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**General Policy.** The normal tour of duty for UNMOs in UN PKOs is for one year. Extension in the UNMO's normal tour of duty in UN PKO is granted as an exception, and not as a routine, when considered essential due to some professional reasons. The CMO, 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 MILAD, DPKO. An UNMO's tour a 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 an UNMO's tour of duty.

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### **EXTENSION REQUESTED BY A PEACEKEEPING MISSION**

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- (a) **Action by UN HQ.** Upon receipt of a request, for an UNMO's extension, from a field Mission, FGS, Military Division, DPKO, after obtaining the Military Adviser's approval, send a fax to the concerned Permanent Mission, with necessary details, requesting their government's acceptance for such extension. An example of this request is attached as Annex 'M'. On receiving the government's acceptance, the Military Division will make the final decision and inform the concerned Permanent Mission. Necessary travel arrangements will be coordinated by FGS.
- (b) **Permanent Mission's Response.** If the respective government approves the extension, the Permanent Mission is requested to intimate 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 the UN HQ. Examples of these replies are attached as Annexes 'N' and 'O'.

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**EXTENSION REQUESTED BY PERMANENT MISSIONS**

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- (a) **Action by Permanent Mission.** In this case, the Permanent Mission will initiate such requests addressed to the Military Adviser, DPKO, indicating the UNMO'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 UN HQ.** Upon receipt of a request, for an UNMO's extension, from a Permanent Mission, FGS, Military Division, DPKO, after obtaining the Military Adviser's approval, will inform the head of UNMO component in concerned peacekeeping Missions, with necessary details, of the request by the UNMO's government and seek the concurrence of the field Mission Headquarters. On acceptance by the field Mission, the final decision for such extension will be intimated to the concerned Permanent Missions. If such request is not considered appropriate by the UN HQ or is not agreed in the field Mission, the Permanent Mission will be requested to arrange the replacement. If a government indicates its inability to provide the replacement, FGS, after obtaining the decision from the Military Adviser, will approach another Member State to provide the replacement of said UNMO.

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**TRANSFER**

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**General Policy.** Normally, UNMOs are not transferred from one peacekeeping Mission to another. But, in certain cases, due to operational necessities and Mission exigencies, UNMOs may be transferred from one Mission area to another, either at the request of the UN or following a request by their governments. In both cases it will be done after due consultation between the Military Division, DPKO, the UN peacekeeping mission (where UNMO is currently assigned) and the Permanent Missions of the concerned countries.





**Actions for Transfer Requests Initiated by UN HQ.** When the UN needs to transfer an UNMO from one Mission to another, a fax will be sent to the appropriate Permanent Mission, requesting 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 UN will request for transfer of a certain number of UNMOs and the decision regarding selection of these individuals will rest with their respective governments. However, depending upon the operational requirements the UN may nominate the UNMOs. The Permanent Mission is required to reply in a simple fax indicating their government's decision. If the UN has not requested the names of the UNMO(s), the names of the UNMOs who are allowed to be transferred by their government, must be mentioned. Obtaining willingness of these UNMOs will remain national responsibility. The FGS will obtain the willingness and the availability of the UNMOs from the UN peacekeeping mission (where UNMO is currently assigned), before initiating a request to his/her government, if the UN nominates a particular UNMO for transfer.

**Actions for Transfer Requests Initiated by Permanent Missions.** On rare occasions, a Member State may initiate a request to move one of its UNMOs from one Mission to another. In this case, the Permanent Mission will forward a fax, addressed to the Military Adviser, DPKO, giving the details of the request, and a brief explanation of the reasons for the transfer. The FGS, after discussing the request with the Military Adviser, will consult with the Mission HQ, where the UNMO is currently assigned, to ensure that the transfer does not affect the operational capability of the Mission. On receipt of the reply from the field Mission, the FGS will inform the Permanent Mission. The administration of transfer will be coordinated by the FGS and will be carried out within the UN system.

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## **REPATRIATION**

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**Early Repatriation.** If an UNMO is repatriated for either failure to meet the necessary requirements or 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 UNMO's government.



**Strength Reduction Repatriation.** If an UNMO is repatriated due to a UN Mission strength reduction, all costs associated with the travel home will be at the UN's expense.

**Compassionate Repatriation.** When an UNMO has compassionate reasons to return home either temporarily or permanently, the UN will pay for the travel home. However, it will be the responsibility of the UNMO's government to pay for his replacement's return/arrival to the Mission area. The only exception is when the replacement UNMO will finish the repatriated UNMO's time of duty, in addition to completing a full year of service of his own. In this case, the UN will cover the replacement observer's travel costs.

**Medical Repatriation.** When an UNMO is repatriated for medical reasons, the UN will cover all travel costs, both for him and his replacement. Before a decision is made, the UN Medical Service will determine whether the condition was pre-existing.

**Death of an UNMO.** In the event of the death of an UNMO while serving in a UN 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 UN.

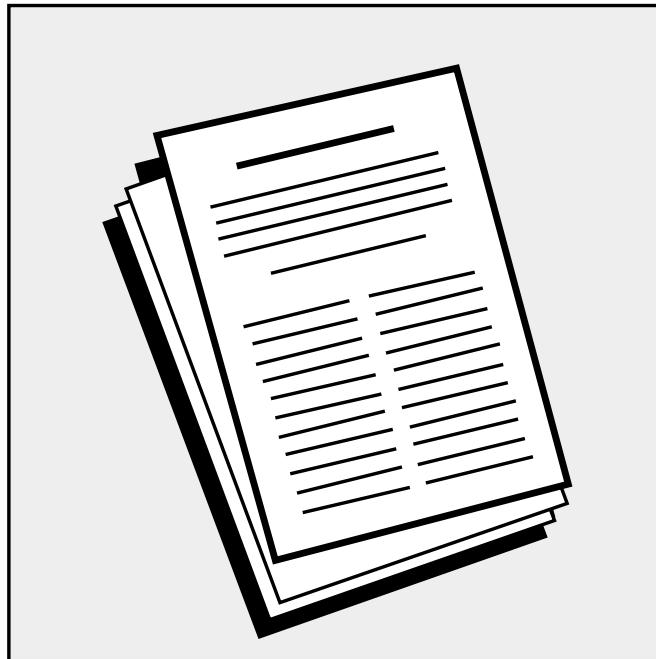
CHAPTER

**VI**

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***ADMINISTRATION AND LOGISTICS***

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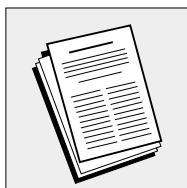




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**GENERAL**

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

**Dependants.** UN PKOs, in general, are not family Missions. Due to nature of their work, UNMOs are not, therefore, granted any UN privileges for their dependants during their tour of duty, unless otherwise permitted. Any exemption to this rule will be notified in the mission-specific guidelines or UN request for UNMOs.

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**PRE-DEPLOYMENT PREPARATION**

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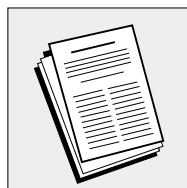
**Travel Documents.** UNMOs are responsible for securing their own travel documents.

**Passport.** UNMOs must obtain a diplomatic or official/service passport from their national authorities, in compliance with the national as well as the host country's requirements. The passport must be valid for at least two years.

**Visas.** UNMOs must ensure that visas are obtained 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.

**Driving Licences.** UNMOs must have recent driving experience of at least two years, and must be in possession of a valid national or international civilian driving license. The UNMOs may bring their military driving licence as well, which may be helpful in issuing the Mission's driving licence to them.

**Medical Examination/Fitness.** As per UN requirements, a member selected for service in a peacekeeping Mission must be medically examined to determine his/her fitness for duty in accordance with UN



medical standards attached as Annex 'P'. UNMOs are to ensure that, prior to their departure for the Mission area, the military authorities of their country forward (through their government's Permanent Mission to the UN in New York) a copy of their medical history and the result of their latest medical examination (UN form MS 2), laboratory test EKG tracing, accompanied by a radiologist's report of X-ray chest. These documents should be sent to the Medical Director, Medical Service, UN, New York, NY 10017, USA. These will be used by the Medical Director for verification of physical fitness and as a record of the UNMO's physical condition upon assignment.

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

**Medical Documents.** UNMOs must possess an international certificate of vaccination, showing all vaccinations and immunisations received. UNMOs must also obtain an authoritative record of blood type and RH factor. Both of these documents must be carried with the UNMO at all times.

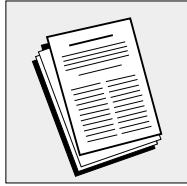
All UNMOs are to bring at least 2 copies of their personal health documents to the Mission, in order to provide proper information for the Mission's health service personnel.

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## TRAVEL ARRANGEMENTS

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**Travel Arrangements by UNHQ.** The UN will pay all the travel expenses of UNMOs travelling to UN peacekeeping Mission 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 Mission area. A UN nominated travel agency, on instructions from the UNHQ, will normally arrange 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 (PMSS, FALD) will send the details (including the travel authorisation) to the relevant Permanent Mission. At the same time, they will inform the Mission HQ of the details of the UNMO's travel itinerary, in order to ensure that the Mission makes the necessary reception arrangements.



**Group Travel.** Where a large number of UNMOs are travelling together, the UN may consider the use of a chartered aircraft for their movement. Generally, such arrangements are made for a group of 20 or more personnel when rotating the UNMOs. It is dependent on an assessment of whether chartering will be more economical than the use of commercial aircraft for each particular case. PMSS, FALD and the Movement Control Unit in the Logistics and Communication Service (LCS), FALD will resolve the mode of travel, and will advise the relevant Permanent Mission accordingly. UNMOs are limited to a total of 120 kg of personal effects while travelling in a group, on a chartered aircraft, under this arrangement.

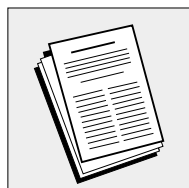
**Travel Arranged by UNMO's Government.** When the UNMO's government at the request of the UN arranges travel, the UN will reimburse the government upon receipt of invoices up to the amount of the entitlement established by the UN (normally economy class or its equivalent). The government must advise PMSS, Field Administration and Logistics Division, Department of Peacekeeping Operations, United Nations, New York, NY 10017, USA of the traveller's flight details so that arrangements may be made to meet him.

**Travel Information.** UNMOs are normally met on arrival at the airport. An officer whose travel has not been arranged directly by the UN is under the obligation to ensure that PMSS is informed, as soon as possible, of airline and flight details, and of any subsequent changes. This information will be communicated to the Mission HQ by PMSS. Details of any delays encountered en route, which may affect the date of arrival, must be faxed to the DPKO Situation Centre (212-963-9053), which will inform PMSS and the Mission of such changes.

**Travel Claims.** UNMOs must arrange their travel as soon as possible on receipt of travel instructions from the UN HQ. Unless otherwise instructed the pre-deployment training will be conducted by the Mission UNMO HQ. 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

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**Mission Identification Card.** Upon arrival, all military personnel will be issued with a UN temporary identification card for the Mission.

**Photographs.** To facilitate the issue of identity cards, and for internal record purposes, UNMOs must bring with them at least 12 recent passport-size photographs (approximately 3 cm x 3 cm) of themselves in uniform. The cost of these photographs is reimbursable by the UN upon presentation of a receipt.

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## CLOTHING AND EQUIPMENT

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**General Information.** UNMOs are to wear their national uniforms while on duty. The UN will provide a blue beret, blue helmet cover, blue peaked cap, cap badge, 2 neck scarves, 2 brassards, and 6 shoulder patches. UN badge is 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 worn according to national rules. A general guide to the clothing and equipment, which UNMO must bring, is contained in Annex 'R' to these guidelines.

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

**Civilian Clothing.** UNMOs may wear civilian clothes while off duty.

**Field Equipment.** UNMOs 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.

**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 UNMO will complete a full year's tour of duty.

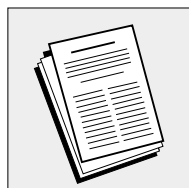
**Weapons.** UNMOs will perform their duties unarmed. UNMOs are forbidden to bring any service or privately owned weapon to the Mission area.



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## LIVING CONDITIONS IN THE MISSION AREA

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**Living Accommodation.** UNMOs will be briefed on accommodation arrangements upon arrival to 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 location of their duties and accommodations will be determined by the CMO. While not expected in every case, some UNMOs could be housed in field accommodations (e.g. tents) for a short period of time.

While on duty, UNMOs 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 UN or a UN sponsored military unit provides accommodation, the UNMO's Mission Subsistence Allowance will be reduced accordingly.

**Food.** Outside 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 UN or a UN sponsored military unit provides food, the UNMO's subsistence allowance will be reduced accordingly.

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## MEDICAL AND DENTAL ARRANGEMENTS

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Medical treatment and hospitalisation are provided at UN expense to UNMOs 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 an UNMO is hospitalised in the Mission area, his subsistence allowance will be reduced accordingly.

The concept of MEDEVAC 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 would perform this medical evacuation.



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 in 30 days, or those requiring treatment not available in the Mission area. The FC on the advice of the Force Senior Medical Officer may recommend in writing the repatriation of individuals on medical grounds at the UN's expense. Before a decision is made, the UN Medical Service will determine whether the condition was pre-existing, in which case the expense will be National.

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## TRAVEL AND MISSION SUBSISTENCE ALLOWANCES

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**Travel Expenses/Travel Claims.** Upon arrival at his/her duty place in the Mission area, an UNMO should submit a travel claim for reimbursement (UN Form F10, obtainable in the Mission) to the CAO or his designated representative for administrative processing. All supporting documentation, including the receipts for payments made during the journey, should be attached to the claim.

**Mission Subsistence Allowance.** The Mission Subsistence Allowance (MSA) is designed to cover the cost of board and lodging, local transportation and other incidental expenses and constitutes the total UN contribution towards such costs. The rates of MSA for different Missions, which are subject to change, are mentioned in the Mission specific Guidelines to the TCCs. Where food and/or accommodation are provided by the UN, Government or any related institution, the MSA will be reduced accordingly.

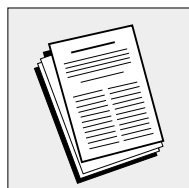
**Withholding of Mission Subsistence Allowance.** The Head of Mission or his/her designate may withhold a portion of an UNMO's MSA to cover financial loss or damage, caused to UN property, through negligence or wilful act of an UNMO.

**Currency Regulations.** MSA is normally paid in United States dollars. It is the UNMO'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 UNMO's government.

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## SHIPMENT AND INSURANCE OF PERSONAL BAGGAGE

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**Baggage Allowance.** Due to operational requirements, UNMOs 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 UNMOs return to their home country upon completion of their tour, they will be authorised to ship their personal effects at UN expense, by the most economical means, up to 100 kg. Normally, unaccompanied shipment by airfreight will be selected as the most economical means.

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

The UN does not accept responsibility for insuring accompanied baggage. UNMOs requiring such insurance must arrange it at their own expense.

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## PERSONAL MAIL

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**Personal Mail.** Personal mail to the UNMOs can be sent directly in care of their Mission HQ or through the Mission HQ's PO Box in New York. These addresses will be intimated to the TCCs by the DPKO.

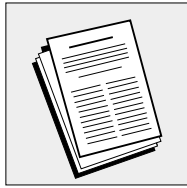
UN HQ, NY will accept only letters and very small packages, for dispatch to UNMOs in the Mission. Large packages and other bulky items will be returned to the sender.

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## COMPENSATORY TIME OFF (CTO) FOR UNMOS

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UN HQ introduced the revised compensatory time off (CTO) policy for the UNMOs and civilian police officers, serving in peacekeeping operations and other field Missions. It replaces former provisions as well as any other schemes or local arrangements of CTO for observers and



constitutes the only policy governing CTO in respect of UNMOs. The revised CTO Policy, implemented with effect from 1 January 2001, is attached as Annex 'S' to these Guidelines.

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## COMPENSATION FOR LOSS OF PERSONAL EFFECTS

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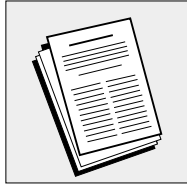
**Entitlement.** UNMOs may be entitled, within the limits and under the terms and conditions established by the Secretary-General, to reasonable compensation in the event of the loss of or damage to their personal effects determined to be directly attributable to the performance of official duties on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

**Limitations.** UNMOs 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, irrespective 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.

**Compensation for Loss of Personal Effects in the Mission.**

The UN does not accept responsibility for providing compensation for any loss or damage to personal household effects of an UNMO in the Mission area, irrespective 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 as courtesy.

The above interpretation is based on the UN position that, in view of the emphasis that has been placed on the need for mobility, the UNMOs must not encumber themselves with personal household effects. It must be understood that UNMOs are placed at the disposal of the Organisation to perform operational duties, which sometimes need to be conducted in conditions of hardship and even physical danger.



No compensation shall be paid for any loss or damage, which was caused by the negligence or misconduct of the UNMO, or sustained through the use of private vehicle for official business, such use of a private vehicle was solely for the convenience of and at the request of the UNMO.

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## COMPENSATION FOR DEATH, INJURY OR ILLNESS

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

**Compensation Claims.** A claim for compensation by or on behalf of an UNMO must be submitted to the Director of the Field Administration and Logistic Division (FALD), Department of the Peacekeeping Operations, the UN, within four months of the UNMO'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.

In an effort to expedite the processing of claims relating to the death and disability of an UNMO while in service in UN PKO, Member States are urged to promptly submit such cases for review by the Organisation. All cases will be given sympathetic 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.



**Disability Payments.** In the event of disability deemed by the Secretary-General to be attributable to UN service, the total compensation awarded by the UN will be payable to the UNMO concerned.

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

**Death.** In the event of death in the service of the UN, the award of compensation will follow a similar procedure, but the payment will be made to the duly designated beneficiary of the UNMO. If no beneficiary has been named, the payment will be made to the estate of the deceased. In either case, the UN through the UNMO's government will make the payment.

PART



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***TRAINING GUIDELINES FOR  
UNITED NATIONS MILITARY OBSERVERS  
(UNMOs)***

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## ***MILITARY OBSERVER TRAINING***

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### INTRODUCTION



Over fifty years of UN Military Observer (UNMO) experience from missions in many parts of the world validate the range of skills and levels of expertise that UNMOs are expected to attain before joining any UN mission. These various national documents serve as the basis for the development of this common training baseline that all UNMOs and UNMO training schools should complete before deploying any of their officers to an UNMO mission. The international community cannot afford to delay implementing a UN mission mandate due to inadequately trained UNMOs.

Training guidelines cover both pre-deployment training and in-mission training. It is generally accepted that pre-deployment training will consist of two parts: generic/general and mission specific training; a new element is refresher training for those who had a service interruption of more than three years.

The training guidelines are designed to be generic in nature in order to cater for a diverse client base, diverse learning environments, and a diverse range of facilitators. However, when used to influence a national peacekeeping training program, these subjects will adequately prepare UN military observers to support almost any peacekeeping operation, UN sanctioned, regional or coalition.

Personnel involved in the pre-deployment training or in-mission training of UN military observers should design unique training programs focused on the specific mission requirements for selected UNMOs in a designated mission area – hence the reason for the term “guidelines”. Facilitators should modify the guidelines provided in this document, based on the experience level and pre-deployment preparation of the candidates. General/generic and mission specific training may be combined if the deployment area is already known and time permits. Tailoring the instruction and support material is particularly important for the language training requirements. UNMO training program managers are strongly encouraged to ascertain what are the most relevant and current issues for officers participating in each United Nations mission and structure education and training courses appropriately.

Furthermore, facilitators are encouraged to continually update written and/or audiovisual resources that complete the training guidelines, as they become available. In this regard, consultation with UNDPKO/TES, and with military observers and peacekeeping trainers from other member states is strongly recommended before the beginning of a national UNMO selection and training program.



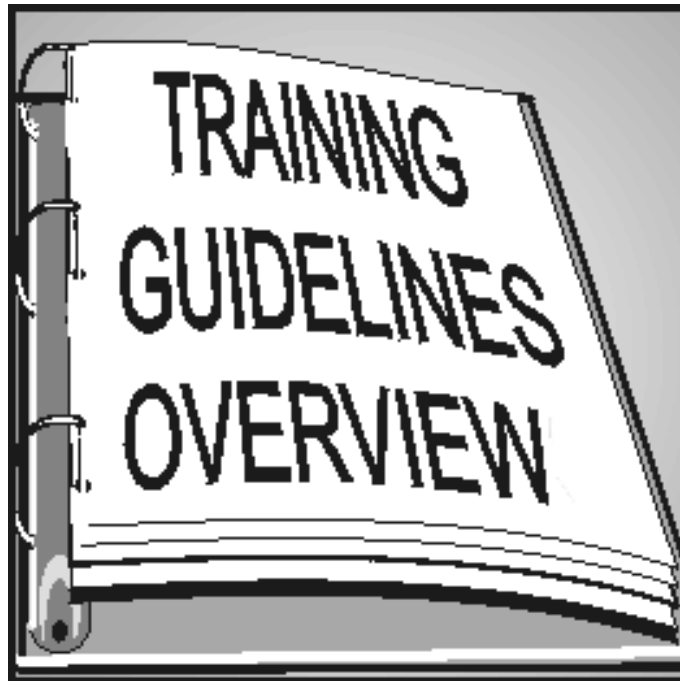
CHAPTER

**VII**

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***TRAINING GUIDELINES OVERVIEW***

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**INTRODUCTION**

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The training guidelines outlined in this document are generic in nature but comprehensive enough to prepare an officer for duty as a Military Observer on a UN or other type of mission. Personnel involved in the pre-deployment training or in-theatre training of UN Military Observers have to design training programs that specifically address mission requirements – hence the reason for the term “guidelines”. Military observer course instructors should, where appropriate, change the order of the modules or delete and add information, as necessary, to complement previous instruction or experience of the attending officers. The training Guidelines addresses four broad training/education areas, with recommended training objectives and modules. Pre-deployment training is the most important and consists of generic/general and mission specific training. In-Mission training should be limited to those aspects that cannot be covered before deployment and for sustainment purposes. Refresher training assumes either previous UNMO experience or training.

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**TRAINING MODULES**

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**Generic Training.** Training includes common subjects, guidelines and methods applicable to any officer and is designed to develop a basic level of skills for employment as a Military Observer. These are skills applicable to any Military Observer in any Peacekeeping Operation. Generic training may be characterized to be attitude training; military skills are to be transferred to peacekeeping mode. Generic training can and, in order to increase readiness to deploy observers, should be conducted in advance and refreshed occasionally. This kind of arrangement helps nations to create a pool of trained UNMOs, ready to be sent to missions in short notice.

Generic/general training usually takes place at national level, although regional initiatives that incorporate multinational training opportunities are strongly encouraged.

**Mission Specific Training.** This training should be conducted immediately before the UNMOs departure to the mission. All possible information concerning specific mission requirements should be available; ROE, SOPs, country profiles and medical facts are essential part of the training. This element can be conducted either at national, regional or international level. Mission specific training for UNMOs on



national level is often the most practical way. When training officers for staffs, international training phase is strongly recommended.

**In-Mission Training.** This training consists of Mission Orientation and training during the course of the mission (sustainment training). Mission Orientation consists of the topics that are not available before the deployment or are not feasible to be taught elsewhere. The orientation, including administrative tasks in processing, can normally last no longer than 2-3 days.

In-Mission Training is responsibility of the CMO, and includes in addition to mission orientation all the sustainment training needed for UNMOs during their tour of duty. In new missions, United Nations HQ may send an experienced training team for the first mission orientation. In-Mission Training should be conducted by the Mission Training Cells, where already established.

**Refresher Training.** This is training planned to update the knowledge of the officers trained earlier or for officers who have served in peacekeeping missions several years ago. Recommended training sequence for trained military officers is 3-4 years if they have not served in missions in between.



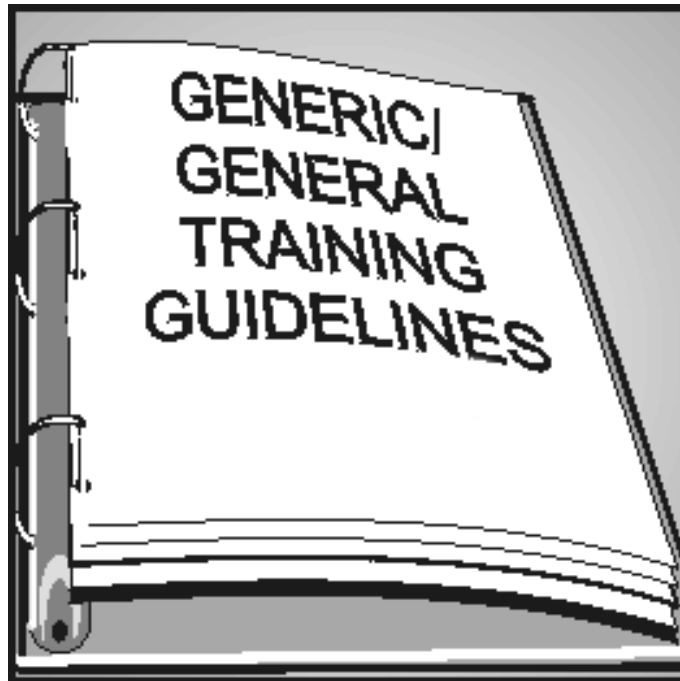
CHAPTER

**VIII**

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***GENERIC/GENERAL  
TRAINING GUIDELINES***

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## **INTRODUCTION**

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Generic/General Peacekeeping Training refers to the training that is applicable to all observer missions. It may be taught at any time before deployment and will enhance the UNMOs knowledge of the United Nations, peacekeeping missions and the roles and responsibilities of UNMOs in these operations, as well as raising his or her awareness of difficulties encountered during previous peacekeeping missions. Much of the information contained in this section may be useful for training personnel other than UNMOs designated for peacekeeping mission responsibilities. Some elements of the generic training may be included in basic officer training in national military academies.

Many of the skills required of a Military Observer are part of the normal officer training and thus part of a military officer's career. The degree of proficiency in these skills is a function of national training systems, the officer's professional development and mission experience. On the other hand, many skills needed in modern PK missions do not belong to military training. Therefore, the time actually allocated to the training of unique observer skills may vary.

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## **RECOMMENDED TRAINING STRUCTURE**

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The Generic/General Peacekeeping training program is broadly divided into three areas; the United Nations, International Organizations and Legal Considerations; Basic UNMO Skills and UNMO Operational Techniques, each incorporating a number of sub elements. These are divided into a series of basic modules to ensure adequate proficiency is achieved, yet to provide a structure that is flexible. They vary in content, duration and may be taught as one block on consecutive days or as individual elements over a number of weeks. Experience has proved that the best way is to give training on a course, that way trainees get better understanding how things affect each other. The course also helps to change ones mind to peacekeeping mode.

Each UNMO client group will have different training requirements depending on previous training and experience and hence facilitators may need to go into more detail in some curriculum areas. The time recommendations for each module are based on the assumption that trainees do not have any previous peacekeeping training, but meet the selection criteria.

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## **GENERIC/GENERAL TRAINING OVERVIEW**

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### **MODULE 1: THE UNITED NATIONS, INTERNATIONAL ORGANIZATIONS AND LEGAL CONSIDERATIONS**

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- History of the UN
- UN Peacekeeping
- Structure of peacekeeping operations
- UN Agencies, International Organisations and Non-Governmental Organisations (NGOs)
- Legal aspects of peacekeeping operations

### **MODULE 2: THE MILITARY OBSERVER'S DUTIES AND RESPONSIBILITIES**

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- Observation
- Reporting
- Patrolling
- Verification and Monitoring
- Investigation and Inspection
- Leading an UNMO team
- Briefing and Staff skills

### **MODULE 3: MILITARY OBSERVER SKILLS AND TECHNIQUES**

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- Negotiation, Mediation and Liaison Procedures
- Administration, Remuneration and Logistics
- Basic Driving, Maintenance and Vehicle Recovery Skills
- Communications and Radio Procedures
- Mine Awareness and Explosive Ordnance (EO)
- Personal Health, Hygiene and Fitness
- Personal Survival Skills
- Medical Aid and Evacuation Procedures
- Proficiency in the specified Mission language
- Human Rights
- Disarmament, Demobilisation and Reintegration of Ex-Combatants

### **MODULE 4: FINAL EXERCISE**

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## **GENERIC/GENERAL TRAINING MODULES**

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### **MODULE 1: THE UNITED NATIONS, INTERNATIONAL ORGANIZATIONS AND LEGAL CONSIDERATIONS**

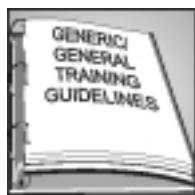
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**Learning Objective:** Officers should understand the general background, history, organization, and functions of the United Nations. They should have knowledge of the political implications that lead to the use of military personnel in peacekeeping missions. They should understand their legal status and other aspects related to UN operations.

#### **Module Content:**

1. The history of the United Nations, the key elements of the “Charter of the United Nations” and the general organization including:
  - The role of individual Organs;
  - The role of DPKO; and
  - An overview of the work of the specialized agencies.
2. United Nations Peacekeeping:
  - The distinction between Chapters VI, VII and VIII of the UN Charter.
  - A general history of United Nations Peacekeeping: from “classic” peacekeeping to multidimensional peacekeeping operations;
  - PKO Concepts; and
  - UN Standby arrangements.
3. The structure of peacekeeping operations, including:
  - The organization and management of a mission including key personnel;
  - UNMO’s role in overall mission structure;
  - The role played by the military components of the missions;
  - UN field administration and logistics (FALD, CAO and Integrated Logistics Support); and
  - The role of the media.



4. An overall presentation of UN Agencies, International Organizations and Non-Governmental Organizations (NGOs) in the field:
  - The roles of the United Nations specialized agencies (UNHCR, UNHCHR, UNDP, WFP, WHO, ....);
  - The mandates and roles of international/national NGOs and PVOs;
  - The mandate and tasks of the ICRC;
  - Roles and functions of regional organizations;
  - Regional capabilities; and
  - Participation of regional organizations.
5. Legal aspects of peacekeeping operations, including:
  - An overview of the legal status of an UNMO;
  - UN Resolutions and ROE;
  - Code of Conduct;
  - Gender awareness;
  - International Humanitarian Law and Laws of Armed Conflict (ref module 3); and
  - Application of host nation's national as well as international laws to the UNMOs serving in a peacekeeping operation.

This highly theoretical module should be taught during the first half of the training; the time allocated for this is 8 – 10 lectures. All the topics should also be included in exercises later during the training.

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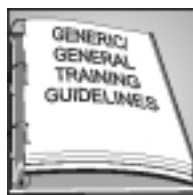
**MODULE 2: THE MILITARY OBSERVER'S DUTIES AND RESPONSIBILITIES**

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**Learning Objectives:** Participants will have a working proficiency of the basic military observer duties and responsibilities. Participants will be familiar with the principal duties of an UNMO including, observing, reporting, patrolling, team site and observation point procedures, verification and monitoring, investigation and inspection, briefing procedures and team leading. These are the most critical skills for an UNMO and training should ensure proficiency in these areas.

**Module Content:**

1. *Observation.* Observing is the core function of a successful UNMO and requires the highest standards and competencies. The observer must be able to quickly locate, recognize, and identify military and other related violations of established agreements between the parties. This includes:
  - Observation techniques;
  - Locating and establishment of Team Sites/Observation Posts;
  - Troop equipment, weapons and aircraft recognition;
  - Use of binoculars and night observation devices.
2. *Reporting.* The UNMO must be proficient in using established report formats and developing clear, concise and accurate reports of events in his area of responsibility. This includes:
  - Competence in mission language;
  - Knowledge of reports and returns;
  - Competence in UN communications procedures;
  - Skill in handling communications equipment;
  - Knowledge of computer, e-mail and preformatted messages.
3. *Patrolling.* The UNMO must be proficient in organizing; preparing and conducting foot and vehicle patrols in accordance with established UN guidelines. This includes:
  - Structure, types and roles of patrols;
  - Patrol duties;
  - Land navigation and map reading, GPS;
  - Security during patrols;
  - Organizing, briefing, debriefing and leading patrols;
  - Compilation of patrol reports; and
  - Briefing UN officials, parties of the conflict and others on the results of the patrol.
4. *Verification and Monitoring.* A mandate may often require UNMOs to validate and/or monitor parties force compliance with applicable peace accords. UNMOs must have detailed knowledge of controlled weapons, authorized movements, controlled, restricted and free movement areas. This includes:
  - Verification and monitoring techniques;
  - Knowledge of weapons, equipment and military organizations;
  - Monitoring agreements;



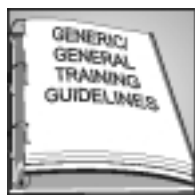
- Specialized equipment to support monitoring; and
  - Reporting.
5. *Investigation and Inspection.* Parties to the conflict will often call UNMOs to investigate and report on breaches of international humanitarian law and human rights as well as inspecting alleged cease-fire violations. These include:
    - Understanding UN investigation procedures;
    - Knowledge of international humanitarian law and human rights including role and motives of lead agencies;
    - Realizing the effects of bomb and other damage;
    - Proficiency in crater analysis;
    - Reporting; and
    - Interviewing techniques.
  6. *Leading an UNMO Team.* The UNMO must be proficient in organizing daily life of an UNMO team. Teams usually consist of 2-4 officers from different nations. Training should include:
    - Guideline SOPs or SOPs from ongoing missions;
    - Establishment of daily routines;
    - Mobile and static procedures;
    - Reporting procedures;
    - Sitrep dissemination;
    - Security and safety; and
    - Equipment on team sites (generators etc.).
  7. *Briefing and Staff Skills.* UNMOs must be skilled in basic staff duties. This will also require competency in briefing visitors, senior UN officials, investigators, local officials and other personnel as required. Training should include:
    - Staff SOPs;
    - Applicable UN guidelines for staff duties;
    - Briefing techniques;
    - Press briefings;
    - Liaison techniques; and
    - Access to TES publications

This module is the most important part of the training. Recommended way of training is to have 1-2 lessons for each main point and after that have a technical exercise where instructors teach all topics in an environment created to be as real as possible (cars, radios, computers etc). This means 10-12 lessons and a one-two days' exercise depending of the skills of the participants.



**MODULE 3: MILITARY OBSERVER SKILLS AND TECHNIQUES**

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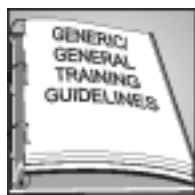
**SUBJECT 1: NEGOTIATION, MEDIATION AND LIAISON PROCEDURES**

**Learning Objective:** The UNMO may be required to negotiate in a wide range of operational situations. These negotiations require a firm grasp of the mandate requirements and agreements in place. Effective liaison techniques require highly developed sensitivity to local customs, traditions, language, and religions as well as cultural awareness. Observers must be skilled at enhancing and maintaining impartiality and objectivity in order to successfully mediate, negotiate, manage and avert potential crises.

**Subject Content:**

1. Basic knowledge about the culture's, traditions' and religion's reflections in everyday life, specially in crisis situations, cultural differences within UNMO team are also an important factor;
2. Media relations, including;
  - UN media policies
  - Interviewing techniques
  - Media information statements
3. Use of interpreters;
4. Crisis management;
5. Negotiation techniques;
6. Mediation skills;
7. Liaison techniques and interpersonal skills;
8. Working with in-theatre UN agencies, NGOs. PVOs, regional organizations;
9. Working with parties of the conflict and local government officials; and
10. Social interaction with local population.

Recommended structure is 4-5 lessons and one-day exercise where especially negotiation skills and the use of interpreters are practised in a given peacekeeping situation.



## **SUBJECT 2: ADMINISTRATION, REMUNERATION AND LOGISTICS**

**Learning Objectives:** UNMOs must have a basic comprehension of the UN administration procedures, pay and allowances, and the logistics system.

### **Subject Content:**

1. UN administrative arrangements and SOPs applicable to UNMOs;
2. UN pay and allowances system, including banking options;
3. UN leave and CTO policy; and
4. Use of UN, host nation, and home nation logistics systems to support and sustain the UNMO team.

Logistics is a small but important part of UNMO life. Main part of the logistics training takes place in mission specific training or in in-mission training. Time allocated here is only 2-3 lessons.

## **SUBJECT 3: BASIC DRIVING, MAINTENANCE AND VEHICLE RECOVERY SKILLS**

**Learning Objectives:** UNMOs will be proficient in basic wheeled vehicle operations, off-road driving techniques, vehicle maintenance, and recovery/towing procedures.

### **Subject Content:**

1. UN regulations;
2. Daily vehicle checks;
3. Driving – standard shift, four-wheel driven vehicle;
4. On and off-road driving techniques;
5. Vehicle maintenance skills;
6. Vehicle recovery and towing procedures;
7. Preparing vehicle for operations in potential mined areas;
8. Convoy driving techniques; and
9. Driving in challenging conditions (e.g. snow, deep water, mud, sand).

Two documents are provided in Annex U as models:

- The United Nations Handling Test Model; and
- The United Nations Driving Test Form.



Those models are an adaptation for UNMOs of the tests conducted by the United Nations for the selection of Civilian Police Monitors. They include vehicle handling, off-road operations, use of standard shift transmission, operator-level vehicle repair and services, and open road tests.

Member States are strongly encouraged to establish driving-training programs and tests in accordance with those standards for the selection and assessment of their military personnel before the deployment.

Time allocated for this module varies a lot depending on the country concerned. If officers normally do not drive, more time is needed. Failure to pass the driving test on arrival can result in repatriation. Traffic is the biggest killer in UN missions; incompetent driver endangers not only his but also his partners life. The minimum time needed is one lesson and a half a-day exercise. In addition to that, officers should drive their vehicles during all exercises.

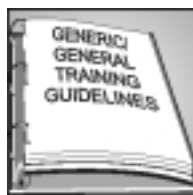
#### **SUBJECT 4: COMMUNICATIONS AND RADIO PROCEDURES**

**Learning Objectives:** UNMOs will be proficient in basic tactical and commercial communications systems typically used in mission areas; skilled in verbal and written communication in the mission language; proficient using UN standard report formats, and troubleshooting basic communications system problems.

##### **Subject Content:**

1. Organization of the UN communication system;
2. Radio operation (vehicle mounted, portable, and base station);
3. UN Communications procedures and approved formats and procedures;
4. Radio watch duties;
5. Traffic control procedures;
6. Military terms and graphics;
7. Briefing techniques; and
8. Standard UN reports.

Time allocated for this module is 2-3 lessons and a half a-day exercise. In addition to that, all exercises including driving exercise must have communications included.

**SUBJECT 5: MINE AWARENESS AND EXPLOSIVE ORDNANCE (EO)**

**Learning Objective:** Demonstrate knowledge of mines and EO and avoidance measures.

**Subject Content:**

1. Mine characteristics;
2. Recognition of minefield markings;
3. Improvised Explosive Devices (IED and Booby Traps);
4. Avoidance measures both mounted and dismounted;
5. Removal of casualties from mined areas and booby traps;
6. Where to expect mines and booby-traps;
7. Movement in mine/EO threat areas; and
8. Precautions in mounted and dismounted operations.

Time allocated for this module is one lesson and half a-day exercise. This topic should be part of all exercises and is included in Mission Specific and In-Mission training

**SUBJECT 6: PERSONAL HEALTH, HYGIENE AND FITNESS**

**Learning Objectives:** UNMOs will often be required to work under austere conditions, in areas where the essential infrastructure to support health problems is destroyed or in remote areas. The observer must be prepared to maintain a high standard of hygiene and fitness to ensure he remains capable of fulfilling his operational role.

**Subject Content:**

1. Risks associated with HIV/AIDS and other STDs;
2. Other diseases, malaria, cholera etc.;
3. Water purification and food storage;
4. Personal fitness; maintaining strength and endurance while deployed;
5. Personal hygiene while deployed under field conditions;
6. Nutrition and health assessment;
7. Eye protection;
8. Foot care; and



9. Availability of common items of food, medicines etc. and the need to be prepared to be self sufficient in isolated locations.

Time allocated to this module is 2-4 lessons because these topics must be included in both Mission Specific- and In-Mission training.

### **SUBJECT 7: PERSONAL SURVIVAL SKILLS**

**Learning Objectives:** UNMOs will be proficient on basic skills related to their survival once deployed in the mission area, conducting patrols, or other activities which may increase the likelihood of their contact with uncooperative belligerents.

#### **Subject Content:**

1. NBC equipment and other personal protective equipment;
2. Hostage and Detention survival techniques;
3. Anti-hijack procedures; and
4. Other survival techniques and skills, Ambush, Attack etc.

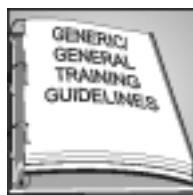
Time allocated to this module is half a-day including theory lessons and demonstrations. Parts of this topic can be included in exercises. Specialized trainers needed.

### **SUBJECT 8: MEDICAL AND MEDEVAC**

**Learning Objectives:** Officers should be proficient in basic first aid and life-saving procedures as well as skilled in the use of coping mechanisms – fitness, stress relief, hygiene – to sustain themselves in the mission area.

#### **Subject Content:**

1. Stress management:
  - Identifying stress;
  - The sources of stress;
  - The symptoms of stress;
  - Stress management techniques; and
  - Helping others displaying symptoms of stress;
2. Primary and secondary survey of casualties;
3. Climatic conditions including heat exhaustion, stroke and hypothermia;
4. Basic First Aid
  - Artificial Respiration
  - Cardiopulmonary Resuscitation



- Choking
  - Heart and Stroke
  - Wounds and Bleeding
  - Shock
  - Head and Spinal Injuries
  - Bone and Joint Injuries
  - Burns
  - Heat and Cold Injuries
  - Eye Injuries
  - Pelvic and Abdominal Injuries
  - Care of Children
  - Poisons
5. Alcohol and food poisoning;
  6. Insect and other bites;
  7. Casualty transport and evacuation:
    - Preparation of casualties for evacuation;
    - Improvised transportation:
  8. Preventive Medicine;
  9. CASEVAC and MEDEVAC procedures;
  10. Communications and reporting:
    - Procedures for reporting accidents and injuries; and
    - Procedures for activating evacuation resources.

Time allocated is 2-3 lessons and a half a-day for Skill Studies. All exercises should also have first aid included. This is supposed to be refresher training because first aid belongs to basic military training.

### **SUBJECT 9: PROFICIENCY IN THE SPECIFIED MISSION LANGUAGE**

Any military officer volunteering for service as a United Nations military observer must have a good command of the United Nations official language determined by the Secretariat as the language of the mission.

**Language Proficiency:** For the purposes of this document, “communicate” refers to being able to read, write, listen and speak to a proficiency level where he or she can understand mission requirements and be easily understood in both written and oral communications with mission and local personnel.



Any military officer, volunteering for service as a UN military observer, must have a working ability in the language of the mission.

Two documents are provided in Annex T in order to help Member States in selecting and assessing their personnel:

- The United Nations Language Training Objectives, which are sorted in three stages: Elementary, Intermediate and Advanced.  
Officers volunteering for service, as United Nations Military Observers should be trained to meet at the minimum the intermediate level standards set in this document.
- The United Nations Language Test Model: This model is an adaptation of the test conducted by the United Nations for the selection of Civilian Police monitors.

Member States are strongly encouraged to establish language-training programs and tests in accordance with those standards for the selection and assessment of their military personnel before deployment.

Because language cannot be taught in a short time, time allocated is only 4-6 lessons in order to teach observers the vocabulary related to their duties and to run a test. The whole training should of course be run using English language.

## **SUBJECT 10: HUMAN RIGHTS**

**Learning Objectives:** UNMOs require a broad knowledge of Human rights and their application in peacekeeping operations.

### **Subject Content:**

1. Role of human rights and humanitarian law,
2. Mission coordination and liaison with civilian and military (CIMIC) partners:
  - Human rights components,
  - Civpol,
  - Civil affairs personnel,
  - NGOs, and
  - ICRC.
3. Human rights and humanitarian law in peacekeeping operations:
  - Thresholds,
  - Standards and escalation of conflict,
  - International armed conflict,



- Non-international armed conflict,
  - States of emergency,
  - Civil disorder, and
  - Respect for human rights by peacekeeper.
4. Performance of policing duties in peacekeeping operations and protection of mission installations and activities;
  5. Supervision, monitoring and verification of cease-fire agreements, separation of forces and cessation of outside assistance;
  6. Assistance with electoral activities;
  7. Protection of prisoners and detainees;
  8. Understanding Gender related issues in conflict, potential conflict and post conflict situations;
  9. Protection of children in conflict, potential conflicts and post conflict situations; and
  10. Human rights reporting.

Time allocated for this is one ½ -1 day, including basic lectures and some case studies.

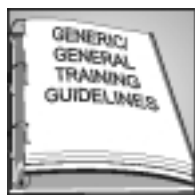
### **SUBJECT 11: DISARMAMENT, DEMOBILIZATION AND REINTEGRATION OF EX-COMBATANTS**

**Learning Objective:** The officers should understand the importance of DD&R as part of the overall peace process.

#### **Subject Content:**

1. Disarmament and Weapons management;
  - Pre-Assembly steps,
  - Assembly and disarmament,
  - Management of weapons collected,
  - Prevention of illicit arms trafficking,
  - Weapons disposal procedures.
2. Verification Procedures and Mop-Up activities;
  - Monitoring and post-disarmament verification,
  - Gun buy-back schemes and weapons-for-development programmes.





3. Demobilization and Reintegration;
  - Documentation,
  - Orientation, briefing and counselling,
  - Subsidies and benefits,
  - Sensitisation,
  - Economic reintegration,
  - Demobilization of child soldiers,
  - Rehabilitation centres and family reunification,
  - Welfare of children, women, disabled and chronically ill.
4. Post Conflict Peace-Building.
  - Lectures, video material and possibly a demonstration should give an idea what DD&R is and how UNMOs may be involved. Planned time half a-day.

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**MODULE 4: FINAL EXERCISE**

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The final exercise is the highlight of the training, including most of the topics taught. Exercise can be structured as a peacekeeping operation with its own basic documents.

Officers are divided into UNMO teams that carry out given tasks in a simulated peacekeeping situation. Instructors are supervising the planned incidents and give feedback immediately after each incident. After carrying out the given task, the team gives a briefing. When the feedback is given, team leader will be changed and the team will have a new task.

Tasks:

- Patrolling
- Inspection/Verification
- Investigation
- Establishing an Observation Post
- Negotiation/Mediation

The tasks are carried out during the exercise connected to the incidents UNMO teams meet. The models of the incidents should be taken from ongoing missions and to be modified to fit to the exercise situation. The incidents may include, investigation including crater analysis, negotiating the team's way through an illegal roadblock, observation, inspecting local forces camp, mine accident with MEDEVAC, UNMOs taken hostages etc.



The exercise should be planned to be so tight and stressing for the UNMOs that people not suitable for UNMO duties may be identified.

The exercise requires quite a lot supporting personnel and material. Recommended time for this exercise is about two days, during which each team may meet 15-20 different incidents. Exercise should also give possibility for some unplanned navigation, driving or communication problems.

CHAPTER

**IX**

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***MISSION SPECIFIC  
TRAINING GUIDELINES***

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## INTRODUCTION

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Mission specific training includes detailed information, specific skills and knowledge concerning the UN peacekeeping mission and the environment in which the UNMO will be deployed. Much of the information needed to conduct mission specific peacekeeping training will be provided by the UN, based on the known mission requirements and will be produced in the form of mission specific guidelines. Information that is more detailed will also be available for those missions that have been in existence for some time. Many of these training guidelines are equally applicable to a variety of United Nations missions.

This training will normally be conducted before deployment and may be conducted in conjunction with generic/general training. It should include all the information currently available on the prospective mission, to reduce the in-mission training needed on arrival in theatre. When new missions are established, a high level of detail may not be available and aspects may have to be left to the in-mission training phase.

Recommended time for this training is from two to three days, if the officers had their basic UNMO training earlier.

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## RECOMMENDED MODULE STRUCTURE

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Mission specific peacekeeping training is broken down into modules and may be taught as blocks on consecutive days or as individual elements over a longer period, if there is time available. Each UNMO group will have different training requirements depending on previous training and experience and hence facilitators may need to go into more detail in some of the curriculum areas. Specific curriculum modules include:

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### **MODULE 1: HISTORY OF THE CONFLICT AND THE PARTIES OF THE CONFLICT**

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**Learning Objective:** The UNMO must be conversant with the history of the region, the underlying conflict, the parties to the conflict and the basis for the peace accord.

**Module Content:**

1. History of the region and the conflict;
2. Geographical conditions including:
  - General description,
  - Communications networks,
  - Terrain and maps available,
  - Weather conditions, and
  - Resources.
3. Demography;
4. Customs and Culture;
5. Religion;
6. Political situation including:
  - Parties,
  - Leadership,
  - Elections,
  - Trouble spots, and
  - Conflict areas.
7. Reasons for the conflict;
8. Parties to the conflict; and
9. Peace Accords and their applicable provisions.

This module also contains material that may be transferred to in-mission training if the expertise is not available. This may be the case specially when sending personnel to a new mission. Time allocated half a-day.

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**MODULE 2: UNITED NATIONS IN THE MISSION**

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**Learning Objective:** The UNMO must understand the UN-specific elements that pertain to the mission.

**Module Content:**

1. Mandate and Mission;
2. Mission agreements;
3. Memorandum of understanding;
4. Standing operating procedures (SOPs);
5. Rules of engagement (ROE); and



6. Status of Forces.

Time allocated to this topic is half a-day, including the study of Mandate, ROE and SOP, if available.

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**MODULE 3: ORGANISATION OF THE MISSION**

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**Learning Objective:** The UNMO must understand the operational environment of the mission.

**Module Content:**

1. Composition of the mission and administration;
2. Details on mission leadership;
3. Operational roles of the mission;
4. Contributions of Participating Countries;
5. Camp Locations and Facilities;
6. Map/Zone structure;
7. General Information on the mission area to include:
  - Topography,
  - Climate,
  - Do's and Don'ts,
  - General points, and
  - Off Camp considerations,
8. Mission Tasks for Field Sites and Patrols (when known):
  - Sector Control Centres,
  - Check Points,
  - Observation Posts,
  - Temporary Observation Posts,
  - Special Temporary Observation Posts,
  - Field Sites and
  - Patrols;
9. Field Site Requirements; and
10. Evacuation of Field Sites.

This module consist a lot of detailed information that should be given to UNMOs in small pieces by experts who really know their subject. Part of the information must possibly be transferred to mission orientation if the relevant facts are not available. Maps used in the mission area should be used if possible. Time allocated is half a-day.

**MODULE 4: DEPLOYMENTS AND RECOGNITION OF FORCES.**

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**Learning Objective:** The UNMO must be fully conversant with the disposition and structure of belligerent forces, recognition of equipment and organisations.

**Module Content:**

1. Command structures of belligerents;
2. Deployments on the ground;
3. Trouble spots;
4. Coalitions and international relationships;
5. Sources of logistical and political support; and
6. Local Forces Recognition (Police/Armed Forces/Aircraft).

For this module, same remarks as for module 1 apply. Time allocated 2-4 lessons.

**MODULE 5: MISSION COMMUNICATIONS**

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**Learning Objective:** The UNMO must be conversant with mission specific communications equipment, procedures and reports.

**Module Content:**

1. Communications equipment;
2. Radio Procedures;
3. Flow of Information;
4. Reports used in the mission;
5. Site Reporting Responsibilities;
6. Field Site Communications; and
7. Electrical supply (generators etc).

Content of this module varies a lot depending on the mission. If observers are sent to a new mission, the content is more of generic nature. If they are going to ongoing mission, the procedures, formats and equipment used in the mission are practised. Time allocated 2-4 hours of exercising.



**MODULE 6: PERSONAL HEALTH, HYGIENE AND SECURITY  
IN THE MISSION**

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**Learning Objective:** The UNMO must be conversant with mission specific health and security risks.

**Module Content:**

1. Threat Assessment;
2. Defence measures;
3. Personnel security;
4. Unusual activity outside site perimeters;
5. Survival including as applicable:
  - Operational Survival,
  - Water Conservation,
  - Situation Survival,
  - Survival Scenarios,
  - Personal Protection,
  - Clothing/Shelter,
  - Communication, and
  - Recovery.
6. Additional First Aid considerations;
  - Hospital facilities in mission area, and
  - Hygiene.
7. Identification of Mines and Unexploded Ordnance;
8. General Safety including as applicable:
  - Vehicle hazards and vehicle safety, speed limits,
  - Fire Safety,
  - Environment, and
  - Equipment required for movement within the area.

Content of this module also varies according to the operation. In this module, experts should give all the information. If not available, the basic facts to be recapitulated and the rest left to be given during In-Mission training. Time allocated half a-day.

**MODULE 7: LOCAL LANGUAGE**

---



**Learning Objective:** The UNMOs should have the basic knowledge of local language in order to start communication and confidence building with the population living in the area of operations.

**Module Content:**

1. Basic phrases from local everyday conversation,
2. Understanding of special features, like meaning of different stress in speaking etc.

Trainers should be experts on local language, if available. If experts are not available some printed material should be delivered and practical training in mission. Time allocated up to one day.

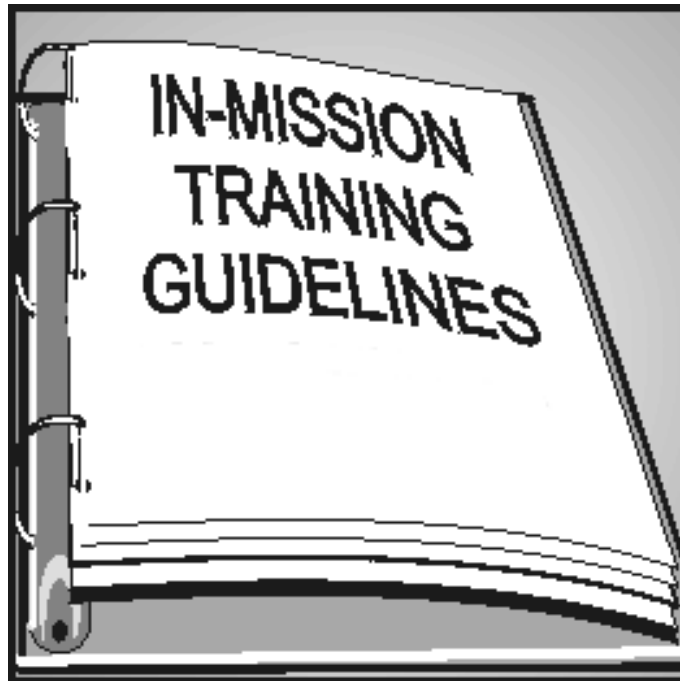
CHAPTER

**X**

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***IN-MISSION TRAINING GUIDELINES***

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## INTRODUCTION

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The Chief Military Observer (CMO) conducts in-mission training within the mission area within the limited time and resources available. The CMO will task the Mission Training Cell, where already established, to provide new UNMOs with in-mission training programs. The training programs provide the final opportunity for new UNMOs to refine their skills before performing their functions within the mission area. Additionally, it provides sustainment training for UNMOs deployed on mission that may need to update their proficiency on skills not needed earlier in the mission area. Normally, Mission Orientation will only be 2-3 days long. This places a premium on comprehensive general/generic and pre-deployment training. The CMO must use the Mission Orientation period to focus on specific competencies UNMOs can only learn in the mission area – not the common skills that can be learned prior to deployment.

The Troop Contributing Countries should be in close contact with the operation in order to harmonize their Mission Specific Training and the In-Mission Training, especially Mission Briefing, given by the CMO.

After the deployment, the training has to continue as sustainment training on Force-, Sector- and Team site level, with sustained support from the Mission Training Cell, as applicable.

---

## RECOMMENDED MISSION BRIEFING MODULES

---

### **MODULE 1: ADMINISTRATION AND IN-PROCESSING**

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**Learning Objective:** The UNMO must be conversant with the organization and context of the United Nations mission.

**Module Content:**

1. Mission organization to include:
  - Operational mission/mandate for implementation;
  - Composition of force headquarters;
  - Troop contributing countries;
  - Camp locations and facilities;
  - Zones structure;
  - Personnel briefing; and
  - Administrative and finance briefing.



2. General mission information to include:

- Topography and maps;
- Climate and its effects;
- Regional history;
- Demography, customs and culture;
- Do's and Don'ts for the region;
- Off-camp considerations;
- Basic local language phrases; and
- Hazardous areas.

Time allocated half a-day. If the incoming group is big, the administrative work should be arranged in such a way that all observers can attend the training.

---

**MODULE 2: CURRENT OPERATIONS UPDATE**

---

**Learning Objective:** The UNMO must have a sound knowledge of current operations and the threat within the mission area.

**Module Content:**

1. Field Sites and Patrols

- Mission tasks for responsible field site and patrols;
- Sector control centres;
- Check points, observations points;
- Temporary observation points;
- Field site requirements;
- Parties of the conflict;
- Evacuating field sites;
- Air operations; and
- Co-operation with armed peacekeepers.

2. Threat assessment and defence measures:

- Defence measures authorized;
- Personnel security;
- Personal property security;
- Hazardous areas;
- Mine activity;
- Booby-trap and unexploded ordnance areas; and
- Unusual activity areas.

Time allocated maximum half a-day.

**MODULE 3: CULTURAL AND SOCIAL ENVIRONMENT**

---



**Learning Objective:** The UNMOs should be aware of the environment they will work.

**Module Content:**

Best possible experts from the mission area should brief UNMOs about local culture and social environment in the area before their deployment in the field. This is the best way to avoid basic mistakes caused by ignorance of local habits and traits. Mistakes in judging local populations reactions may hamper the whole mission. In addition, the art of using right phrases of local language shall be included if not included in Mission Specific Training. Gender issues, humanitarian situation and local legislation must also be included.

Time allocated ½ – 1 day depending on the experts available.

**MODULE 4: MISSION SKILLS**

---

The UNMO must quickly become familiar with specific mission procedures including communications, reporting, vehicle drills and the recognition of local forces.

**Module Content:**

1. Recognition:
  - Local force recognition;
  - Police-armed forces; and
  - Recognition of paramilitary forces.
2. Reporting:
  - Types of reports;
  - Flow of information;
  - Briefing techniques;
  - Decision authority for specific actions;
  - Vehicle departure/entry logs; and
  - Location reporting responsibility
3. Communications:
  - Mission specific radio/telephone procedures;
  - Training and validation of technical skills on tactical and commercial radio operation; and
  - Faultfinding, troubleshooting and maintenance of issued radios.



4. The use of force in the mission area:
  - Understanding the use of force and rules of engagement (ROE) for all forces deployed in the mission area;
  - Definitions of hostile intent and hostile act;
  - Instructions related to the use of firearms; and
  - Challenging procedures used by all parties in the mission area.
5. Vehicle drills:
  - Introduction to vehicles used in the mission;
  - Vehicle commander responsibilities;
  - Convoy commander responsibilities;
  - Security;
  - Vehicle preparation for movement, daily checks etc.;
  - Actions on contact and accidents;
  - Vehicle recovery, and towing; and
  - Preventive maintenance/hasty repair.

Time allocated ½-1 day including driving test, depending the information available during mission specific training.

---

## **MODULE 5: SAFETY**

---

**Learning Objective:** The UNMO must be familiar with and capable of implementing safety procedures related to the mission. This module should address all aspects of safety.

### **Module Content:**

1. General safety:
  - Mounted and dismounted hazardous safety conditions;
  - Environmental threats; and
  - Special equipment recommended for movement in the mission area.
2. Survival and first aid:
  - Survival techniques for the area of operation;
  - Survival scenarios and escape routes/safe areas;
  - Clothing and shelter;
  - Individual recovery procedures;
  - Water conservation;





- First aid; and
  - Preventive medicine
3. Mines and unexploded ordnance:
- Explosive hazards;
  - Explosive safety;
  - Minefields; and
  - Unexploded ordnance.

This module is essential but again the content depends on the information available during the Mission Specific Training. Time allocated ½ -1 day.

---

## **SUSTAINMENT TRAINING SUBJECTS**

---

Each mission will bring with it unique cultural, legal, military, and political perspectives that UNMOs can understand only once deployed in the mission area. As such, the CMO or his designated training officer should develop the scope of the learning objectives for each optional training topic. The following special areas may be potential sustainment training topics:

- Survival, Escape, Resistance, and Evasion techniques;
- Child protection
- Accident area control measures
- Additional land mine awareness;
- Chemical/Biological weapons awareness;
- Rough terrain driving & vehicle recovery procedures;
- Crater analysis;
- Weapons effectiveness;
- Weapon systems identification;
- Operation and maintenance of Night Vision devices;
- Operation and maintenance of GPS devices; and
- Range estimation.
- Map reading

Optional topics can be included in training carried out in the field as part of normal activities.



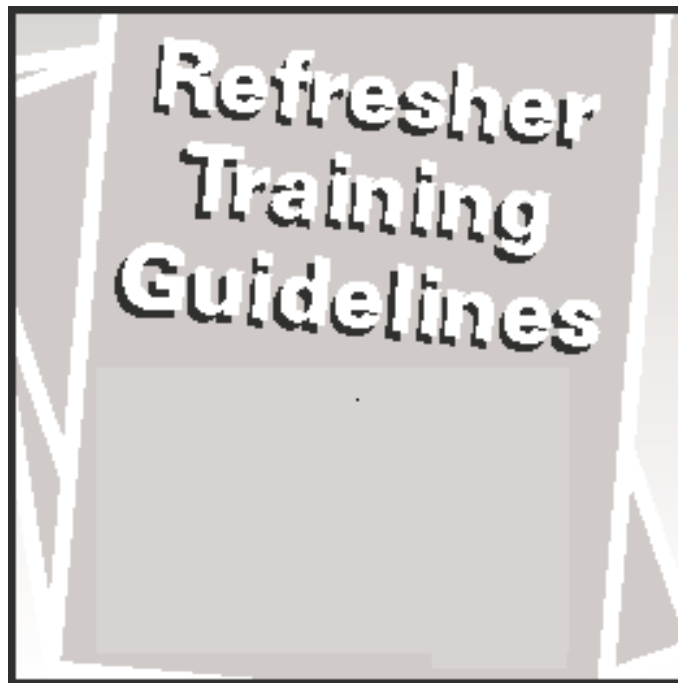
CHAPTER

**XI**

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***REFRESHER TRAINING GUIDELINES***

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**INTRODUCTION**

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The meaning of refresher training is to update the knowledge of officers who have completed their tour of duty as UNMOs more than three years ago and are now to be sent to a new mission. The same applies to those who have completed their training more than three years earlier but not served as observers after that. The planned training will take two days.

This does not replace Mission Specific Training.

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**RECOMMENDED MODULES:**

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The training is broken into modules that consist of the most important topics UNMOs have to keep in mind when serving in a peacekeeping operation. How this training will be conducted is up to local conditions and the experience of the officers concerned.

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**MODULE 1: UN PEACEKEEPING PRINCIPLES**

---

**Learning Objective:** Officers should change their minds from normal soldiering to peacekeeping, this changing attitudes is the main purpose of the whole training.

**Module Content:**

1. Role of UN organs in peacekeeping;
2. International organizations working with UN;
3. Latest developments in UN peacekeeping; and
4. Legal aspects (ROE, SOFA, Humanitarian Law etc)
5. DD&R principles

Time allocated ½ day.

**MODULE 2: ADMINISTRATION, REMUNERATION AND LOGISTICS**

---



**Learning Objective:** Officers must have a basic comprehension of the UN administration procedures, pay and allowances, and the logistics system.

**Module Content:**

1. Composition and role of the administrative staff;
2. Pay and Leave policy; and
3. Rules and regulations concerning UN vehicles.

Time allocated 2 hours.

**MODULE 3: COMMUNICATIONS AND RADIO PROCEDURES**

---

**Learning Objective:** Officers should be familiar with equipment and procedures used in PK-operations.

**Module Content:**

1. Equipment; and
2. Basic procedures.

This module consists of one lecture and half a-day exercise.

**MODULE 4: MINE AWARENESS AND EXPLOSIVE ORDNANCE**

---

**Learning Objective:** Officers should be aware of the threat of mines and explosive ordnance in the mission. They have to be able to act in a case of emergency in mined area without risking their lives. They should also be able to make basic crater analysis.

**Module Content:**

1. Mines and explosive ordnance;
2. Mine clearing procedures; and
3. Crater analysis.

This module has one lesson and a half a-day exercise.

**MODULE 5: HUMAN RIGHTS, HEALTH AND GENDER**

---



**Learning Objective:** Officers should have an update of these topics.

**Module Content:**

1. Human rights situation update;
2. Health considerations, preventive medicine; and
3. Gender issues.

Time allocated half a-day.

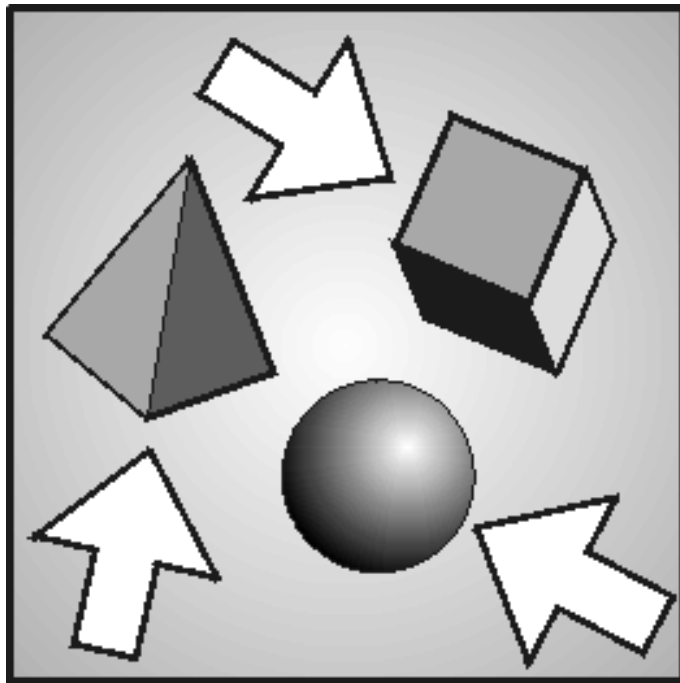




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## ***ANNEXES***

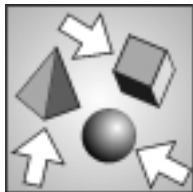
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## Annex A

### PRIVILEGES AND IMMUNITIES OF UNMOs IN UN PKO



Article VI of the Convention on the Privileges and Immunities of the UN<sup>1</sup> (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 UN 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:

- a. Immunity from personal arrest or detention and from seizure of their personal baggage;
- b. 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;
- c. Inviolability for all papers and documents;
- d. For the purpose of their communications with the UN, the right to use codes and to receive papers or correspondence by courier or in sealed bags;
- e. The same facilities in respect of currency or exchange restrictions as are accorded to representatives of foreign Governments on temporary official Missions;
- f. The same immunities and facilities in respect of their personal baggage as are accorded to diplomatic envoys."

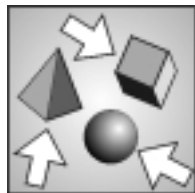
**"Section 23.** Privileges and immunities are granted to experts in the interests of the UN and not for the personal benefit of the individuals themselves. The Secretary-General shall have the right and the duty to waive the immunity of any expert in any case where, in his/her opinion, the immunity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

<sup>1</sup> General Assembly resolution 22A(II).

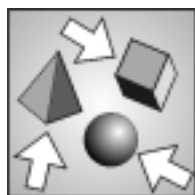
## **Annex B**

### **TEXT OF THE UNDERTAKING TO BE SIGNED BY THE UNITED NATIONS MILITARY OBSERVERS (UNMOs)**

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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 Special Representative of the Secretary-General (SRSG);
  - b. Unless specifically authorized by the SRSG, 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 SRSG in each case;
  - d. Without the prior approval of the SRSG 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 .....

## **Annex C**

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### **WE ARE UNITED NATIONS PEACEKEEPERS**

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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.

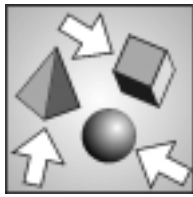
We will comply with the Guidelines on International Humanitarian Law for Forces Undertaking United Nations Peacekeeping Operations and the applicable portions of the Universal Declaration of Human Rights as the fundamental basis of our standards.

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:

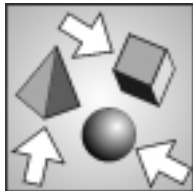
- Erode the confidence and trust in the United Nations;
- Jeopardize the achievement of the mission; and
- Jeopardize our status and security as peacekeepers.

## **Annex D**

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### **TEN RULES CODE OF PERSONAL CONDUCT FOR BLUE HELMETS**

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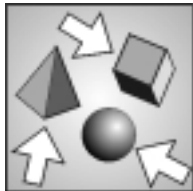
1. Dress, think, talk, act and behave in a manner befitting the dignity of a disciplined, caring, considerate, mature, respected and trusted soldier, displaying the highest integrity and impartiality. Have pride in your position as a peacekeeper and do not abuse or misuse your authority.
2. Respect the 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 UN 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 UN 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 UN 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 UN.



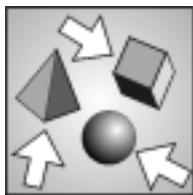
## **Annex E**

### **GUIDANCE TO COMMANDERS OF UN PK OPERATIONS STANDARDS OF CONDUCT AND PERFORMANCE CRITERIA**

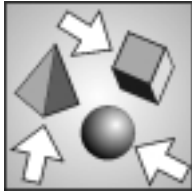
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1. The United Nations Organization embodies the aspirations of all peoples of the world for peace. In this context, the United Nations Charter requires that all personnel must maintain the highest standards of integrity and conduct. The standards summarized 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 SOFA; 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 UN personnel at the UN and National level. This must include a well-defined process for reporting, investigating and follow-up action.

**Abstract**



The Secretariat has the honour to invite the Government of *[country's name]* to nominate *[number of UNMOs 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 (UNMOs).

- 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.

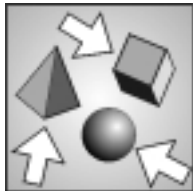
[Date] .....

## **Annex G**

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### **EXAMPLE OF A PERMANENT MISSION'S REPLY FOR INITIAL DEPLOYMENT OF UNMOs**

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*[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/FGS *[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 UNMOs]*

2. Please find enclosed their *(or his/her)* curriculum vitae, medical documentation, certifying their *(his/her)* fitness for United Nations service and their *(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 H****STANDARD UN 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)**

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

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

NAME: \_\_\_\_\_


ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO. \_\_\_\_\_

## Annex I

**STANDARD UN ENTRY MEDICAL EXAMINATION FORM (MS-2)**

FAO	IAEA	ILO	ITC	ITU	UN	UNDP	UNESCO	UNICEF	UNIDO	WHO	WIPO	WMO	WTO
<b>CONFIDENTIAL</b>		<b>ENTRY MEDICAL EXAMINATION</b>						<b>UNITED NATIONS AND SPECIALIZED AGENCIES</b>					
<p><b>I hereby authorise any of the doctors, hospitals or clinics mentioned in this form to provide the United Nations Medical Service with copies of all my medical records so that the Organization can take action upon my application for employment.</b></p> <p><b>I certify that the statement made by me in answer to the questions below are, to the best of my knowledge, true, complete and correct. I realize that any incorrect or material omission in the medical information form in any other document required by the Organization renders a staff member liable to termination or dismissal.</b></p> <p>Date: (d/m/y) ..... Signature: .....</p>													
<b>Pages 1 and 2 are to be completed by the candidate</b>													
FAMILY NAME (IN BLOCK CAPITALS)				GIVEN NAMES				MAIDEN NAME (FOR WOMEN ONLY)				SEX: M <input type="checkbox"/>	
												F <input type="checkbox"/>	
ADDRESS (STREET, TOWN, DISTRICT OR PROVINCE, COUNTRY)								DATE OF BIRTH					
								NATIONALITY					
POSITION APPLIED FOR (DESCRIBE NATURE OF WORK)						TELEPHONE		BIRTHPLACE					
						PRESENT MARITAL STATUS:		<b>Single</b> <input type="checkbox"/>					
						<b>Married</b> <input type="checkbox"/>		Date: (d/m/y) .....		<b>Divorced</b> <input type="checkbox"/>		Date: (d/m/y) .....	
						<b>Separated</b> <input type="checkbox"/>		Date: (d/m/y) .....		<b>Widowed</b> <input type="checkbox"/>		Date: (d/m/y) .....	
DUTY STATION													
Have you ever undergone a medical examination for the United Nations or one of its agencies? .....													
Have you ever been employed by the United Nations or one of its agencies? .....													
If so, please state when, where and for which Organization? .....													
<b>FAMILY HISTORY</b>													
Relative	Age (if still alive)	State of health (If still alive, present state; if deceased, cause of death)	Age at death	Have members of your family had the following illnesses or disorders?	Yes	No	Who?						
Father				High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>							
Mother				Heart Disease	<input type="checkbox"/>	<input type="checkbox"/>							
Brothers				Diabetes	<input type="checkbox"/>	<input type="checkbox"/>							
Sisters				Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>							
Spouse				Asthma	<input type="checkbox"/>	<input type="checkbox"/>							
Children				Cancer	<input type="checkbox"/>	<input type="checkbox"/>							
				Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>							
				Mental Diseases	<input type="checkbox"/>	<input type="checkbox"/>							
				Paralysis	<input type="checkbox"/>	<input type="checkbox"/>							
TO BE COMPLETED BY THE OFFICIAL REQUESTING THE MEDICAL EXAMINATION						TO BE COMPLETED BY THE DIRECTOR OF THE MEDICAL SERVICE							
Name of Official: .....						Medical Classification : <span style="border: 1px solid black; padding: 0 5px;">1a</span> <span style="border: 1px solid black; padding: 0 5px;">1b</span> <span style="border: 1px solid black; padding: 0 5px;">2a</span> <span style="border: 1px solid black; padding: 0 5px;">2b</span>							
Department or Unit: .....						Comments: .....							
Date: (d/m/y) .....						DATE: (d/m/y) ..... Signature: .....							
<b>VERY IMPORTANT : Please indicate the recruiting Agency or Organization</b>													

**Each question requires a specific answer (yes, no, date, etc.); to leave a blank or draw a line is not sufficient. If the questionnaire is not fully completed and enquiries are therefore needed, time may be lost.**

1. Have you suffered from any of the following diseases or disorders? Check yes or no. If yes, state the year.

	YES Date	NO		YES Date	NO		YES Date	NO		YES Date	NO
Frequent sore throats		<input type="checkbox"/>	Heart and blood vessel disease		<input type="checkbox"/>	Urinary disorder		<input type="checkbox"/>	Fainting spells		<input type="checkbox"/>
Hay fever		<input type="checkbox"/>	Pains in the heart region		<input type="checkbox"/>	Kidney trouble		<input type="checkbox"/>	Epilepsy		<input type="checkbox"/>
Asthma		<input type="checkbox"/>	Varicose veins		<input type="checkbox"/>	Kidney stones		<input type="checkbox"/>	Diabetes		<input type="checkbox"/>
Tuberculosis		<input type="checkbox"/>	Frequent indigestion		<input type="checkbox"/>	Back pain		<input type="checkbox"/>	Gonorrhoea		<input type="checkbox"/>
Pneumonia		<input type="checkbox"/>	Ulcer of stomach or duodenum		<input type="checkbox"/>	Joint problems		<input type="checkbox"/>	Any other sexually transmitted disease		<input type="checkbox"/>
Pleurisy		<input type="checkbox"/>	Jaundice		<input type="checkbox"/>	Skin disease		<input type="checkbox"/>	Tropical diseases		<input type="checkbox"/>
Repeated bronchitis		<input type="checkbox"/>	Gall stones		<input type="checkbox"/>	Sleeplessness		<input type="checkbox"/>	Amoebic dysentery		<input type="checkbox"/>
Rheumatic fever		<input type="checkbox"/>	Hernia		<input type="checkbox"/>	Any nervous or mental disorder		<input type="checkbox"/>	Malaria		<input type="checkbox"/>
High blood pressure		<input type="checkbox"/>	Haemorrhoids		<input type="checkbox"/>	Frequent headaches		<input type="checkbox"/>			

2. Are you being treated for any condition now? \_\_\_\_\_ Describe: \_\_\_\_\_

3. Have you ever coughed up blood? \_\_\_\_\_

4. Have you ever noticed blood in your stools? \_\_\_\_\_ In your urine? \_\_\_\_\_ Give details: \_\_\_\_\_

5. Have you ever been hospitalized (hospital, clinic, etc.)? \_\_\_\_\_

Why, where and when? \_\_\_\_\_

6. Have you ever been absent from work for longer than one month through illness? \_\_\_\_\_ If so, when? \_\_\_\_\_

And for what illness? \_\_\_\_\_

7. Have you had any accidents as a result of which you are partially disabled? \_\_\_\_\_ If so, what and when? \_\_\_\_\_

Do you have any other disability? \_\_\_\_\_

8. Have you ever consulted a neurologist, a psychiatrist or a psychoanalyst? \_\_\_\_\_

If so, please give his/her name and address: \_\_\_\_\_

For what reason? \_\_\_\_\_ Date of consultation: (d/m/y) \_\_\_\_\_

9. Are you taking medicine regularly? \_\_\_\_\_ If so, which? \_\_\_\_\_

10. Have you gained or lost weight during the last three years? \_\_\_\_\_ If so, how much? \_\_\_\_\_

11. Have you ever been refused life insurance? \_\_\_\_\_ If so, state reason: \_\_\_\_\_

12. Have you every been refused employment on health grounds? \_\_\_\_\_ If so, state reason: \_\_\_\_\_

13. Have you every received or applied for a pension or compensation for any permanent disability? \_\_\_\_\_ Degree? \_\_\_\_\_

Please give details: \_\_\_\_\_

14. Have you ever stayed in a tropical country? \_\_\_\_\_ If so, for how long? \_\_\_\_\_

15. Have you in the past suffered from any condition which prevented travel by air? \_\_\_\_\_

16. Do you consider yourself to be in good health? \_\_\_\_\_ Do you have full work capacity? \_\_\_\_\_

17. Do you smoke regularly? ☐ Yes ☐ No If so, what do you smoke? ☐ Cigarettes ☐ Pipe ☐ Cigars

For how many years have you smoked? \_\_\_\_\_ How much per day? \_\_\_\_\_

18. Daily consumption of alcoholic beverages: \_\_\_\_\_

19. Has any doctor or dentist advised you to undergo medical or surgical treatment in the foreseeable future? \_\_\_\_\_

Give details: \_\_\_\_\_

20. Give any other significant information concerning your health: \_\_\_\_\_

21. What is your occupation? \_\_\_\_\_ Indicate at least three posts you have occupied: \_\_\_\_\_

22. List any occupational or other hazards to which you have been exposed: \_\_\_\_\_

23. Have you been rejected for military service for medical reasons? \_\_\_\_\_

24. **FOR WOMEN** Are your periods regular? ☐ Yes ☐ No Do you take contraceptive pills? ☐ Yes ☐ No

Are they painful? ☐ Yes ☐ No If so, for how many years have you been doing so? \_\_\_\_\_

Do you have to stay in bed when they come? ☐ Yes ☐ No Have you ever been treated for a gynaecological complaint? ☐ Yes ☐ No

If so, for how long? \_\_\_\_\_ Date of your last period: \_\_\_\_\_ If so, which? \_\_\_\_\_



TO BE COMPLETED BY THE EXAMINING PHYSICIAN			
<b>GENERAL APPEARANCE</b>		Height: cm. _____	Weight: kg. _____
Skin: _____		Scalp: _____	
<b>SIGHT, MEASURED VISUAL ACUITY</b>			
Gross vision:	Right _____	Left _____	Pupils: Equal? _____ Regular? _____
Vision with spectacles:	Right _____	Left _____	Fundi (if necessary): _____
Near vision:	Right _____	Left _____	Colour vision: _____
With correction:	Right _____	Left _____	
<b>HEARING</b>			
Right: Normal: _____		Sufficient: _____	Insufficient: _____
Left: Normal: _____		Sufficient: _____	Insufficient: _____
(test by whispering)			
Ear drum: Right: _____		Left: _____	
<b>NOSE-MOUTH-NECK</b>			
Nose: _____		Pharynx: _____	Teeth: _____
Tongue: _____		Tonsils: _____	Thyroid: _____
<b>CARDIOVASCULAR SYSTEM</b>			
Pulse rate: _____		<b>Peripheral arteries</b>	
Auscultation: _____		- carotid: _____	
Rhythm: _____		- posterior tibial: _____	
Blood pressure: _____		- dorsalis pedis: _____	
Apex beat: _____		Varicose veins: _____	
Electrocardiogram: _____		Please attach tracing	
<b>RESPIRATORY SYSTEM</b>			
Thorax: _____		Breasts: _____	
<b>DIGESTIVE SYSTEM</b>			
Spleen: _____			
Abdomen: _____		Hernia: _____	
Liver: _____		Rectal examination: _____	
<b>NERVOUS SYSTEM</b>			
Plantar reflexes: _____			
Papillary reflexes {		Motor functions: _____	
- To light: _____		Sensory functions: _____	
- On accommodation: _____		Muscular tonus: _____	
Patellar reflexes: _____		Romberg's sign: _____	
Achilles reflexes: _____			
<b>MENTAL STATE</b>			
Appearance: _____		Behaviour: _____	
<b>GENITO-URINARY SYSTEM</b>			
Kidneys: _____		Genitals: _____	
<b>SKELETAL SYSTEM</b>			
Skull: _____		Upper extremities: _____	
Spine: _____		Lower extremities: _____	
<b>LYMPHATIC SYSTEM</b>			
<b>CHEST X-RAY</b> (Full size film – Please send the radiologist's report).			

**LABORATORY**

The results of **all** the following investigations must be included except where marked "if indicated".

Except by prior agreement, only the investigations mentioned are done at the Organization's expense.

**Urine:** Albumin: \_\_\_\_\_ Sugar: \_\_\_\_\_ Microscopic: \_\_\_\_\_

**Blood:** Haemoglobin: \_\_\_\_\_ % \_\_\_\_\_ Grams/1 Leucocytes: \_\_\_\_\_

Haematocrit: \_\_\_\_\_ % \_\_\_\_\_ Differential count (if indicated): \_\_\_\_\_

Erythrocytes: \_\_\_\_\_ Blood sedimentation rate: \_\_\_\_\_

**Blood chemistry:**

Sugar: \_\_\_\_\_ Urea or creatinine: \_\_\_\_\_

Cholesterol: \_\_\_\_\_ Uric acid: \_\_\_\_\_

**Serological tests for syphilis:** Please attach laboratory report

**Stool examination** (if indicated): \_\_\_\_\_

**COMMENTS** (Please comment on all the positive answers given by the candidate and summarize the abnormal findings)

**CONCLUSIONS** (Please state your opinion on the physical and mental health of the candidate and fitness for the proposed post)

The examining doctor is requested before sending this report to verify that the questionnaire, pages 1 and 2 of this form, has been fully completed by the candidate and that all the results of the investigations required are given on the report. Incomplete reports are a major source of delay in recruitment.

Name of the examining physician (in block capitals): \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Date: (d/m/y) \_\_\_\_\_

**Annex J**

**STANDARD UN 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 K

### EXAMPLE OF A UN REQUEST FOR ROTATION/REPLACEMENT

#### OUTGOING FACSIMILE

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

DATE: Day/Month/Year

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

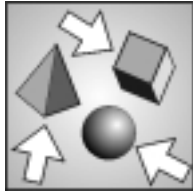
1. The present tour of duty of [rank initials, surname of the UNMO] is due to expire on [date]. Consequently, we should be grateful if your Government could designate a replacement for this Military Observer. The replacement should be an officer in the rank of [rank, i.e. Capt/Maj./Lt. Col.] and should 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 UNMOs in UNPKO, [month year] and Guidelines for UNMOs in [Name of United Nations Mission], [month year] are already available in your Mission or [are being forwarded under separate cover].
4. Best regards.

**Annex L**

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**EXAMPLE OF A PERMANENT MISSION'S REPLY  
CONCERNING REPLACEMENT**

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*[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]* 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 M

### EXAMPLE OF A UN REQUEST FOR AN EXTENSION

#### OUTGOING FACSIMILE

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

DATE:

<b>TO:</b> THE PERMANENT MISSION OF [COUNTRY] TO THE UNITED NATIONS	<b>FROM:</b> Major-General [Name], Military Adviser, Department of Peacekeeping Operations
<b>FAX NO:</b> (212) [000-0000]	<b>FAX NO:</b> (212) 963-9222
<b>SUBJECT: EXTENSION OF [UNMO's Name] –          [Name of United Nations Mission]</b>	
<b>ATTN:</b> [Rank and Name of the Military Adviser or Counsellor of the Permanent Mission]	ROOM: [S-000] TEL: (212) 963-[0000]
TOTAL NUMBER OF TRANSMITTED PAGES INCLUDING THIS PAGE:	

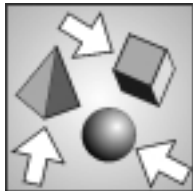
1. The United Nations wishes to extend the tour of duty of [rank, initials, surname] presently serving with [name of United Nations Mission] for a period of [length of time]. We should be grateful if your Government could agree to extend his/her tour of duty for the period indicated. The extension of 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.

**Annex N**

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**EXAMPLE OF A PERMANENT MISSION'S REPLY  
WHEN AN EXTENSION IS DENIED**

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*[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.

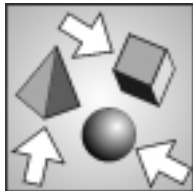
*[Can be sent either by fax or by letter]*

## **Annex O**

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### **EXAMPLE OF A PERMANENT MISSION'S REPLY WHEN AN EXTENSION IS APPROVED**

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*[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]*



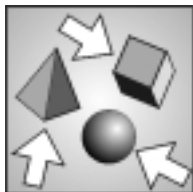
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**Annex P**

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**UN MEDICAL STANDARDS FOR PEACEKEEPING MISSIONS**

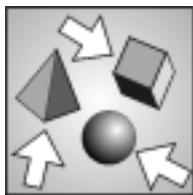
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1. Personnel assigned to peacekeeping/special Missions are exposed to hazardous conditions not normally associated with peacetime service. Moreover, due to stressful and changed working environment, there is a potential of aggravation of any pre-existing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

**Medical standards**

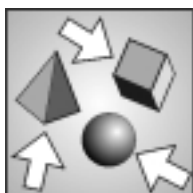
2. When examining members for service in a peacekeeping special Mission area, it must be borne in mind that they may be required to serve where unfamiliar diseases are endemic, where sanitation may be sub-standard and amenities few. They may be required to travel on foot and live in primitive conditions. 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;
  - xix. member with known allergies to antimalarial medication;
  - xv. members with any immune-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 tranquilizers 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.

## Annex Q

### IMMUNISATION, FIRST AID AND MEDICAL PROCEDURES



#### 5. **Mandatory Immunisation:**

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

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

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

#### 7. **Immunisation Schedule:**

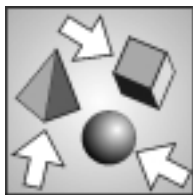
Disease	Duration of Protection	Number of Doses	Timing Between Doses
Tetanus Toxoid	10 years	Booster-1, Initial Series-3	1 month between 1st & 2nd dose, 1 year between 2nd & 3rd dose
Typhoid	3 years	Booster-1, Initial Series-2	1 month between 1st & 2nd dose
Poliomyelitis	10 years	Booster-1, Initial Series-3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

#### 8. **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.

## 9. **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:

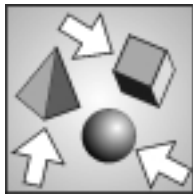
- a. Wearing sufficiently thick, long-sleeved clothing and long trousers when out of doors after sunset;
- b. Smearing an insect repellent, such as dimethyl phthalate or N, N-diethyl-metatoluamide (DEET), on the parts of the skin remaining exposed, observing the manufacturer's precautions. Avoid applying 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.

## 10. **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.

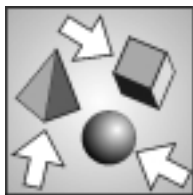
**Basic level** ('Soldier' level or 'Buddy-Aid').

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

**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.

1. **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)

## 2. **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.

## 3. **Equipping of Peacekeeping Troops**

All UNMOs 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.

**Annex R****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	

## **Annex S**

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### **UN CTO POLICY FOR MILITARY OBSERVERS**

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1. The purpose of this policy is to introduce a revised compensatory time off (CTO) 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 CTO for observers and constitutes the only policy governing CTO in respect of UNMOs.

#### **The Hours of Work**

2. The FC/CMO/ shall establish the hours of work and official holidays for military observers/police officers, in consultation with CAO/DOA. 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, CTO should be granted to compensate for the weekends and holidays worked.

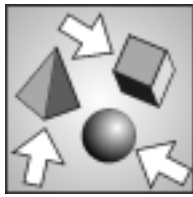
#### **Five-Day Workweek**

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

#### **CTO Granted Only on the Basis of Continuous Active Duty**

5. CTO 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 UNMOs/MLOs, enjoy weekends and holidays off, they do not qualify for CTO which requires continuous active duty, where the service otherwise breaks only for sick leave or annual leave.





6. CTO 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 CTO**

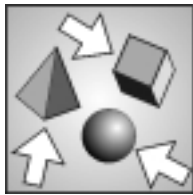
7. CTO is granted to UNMOs/CIVPOL/MLOs to provide them with the opportunities for rest after a particularly demanding period of continuous service. CTO shall be authorized by FC/CMO subject to operational requirements and exigencies of the service.

### **Granting of CTO**

8. At the discretion of the Chief of Staff, CMO or the Police Commissioner, UNMOs/MLOs who are required to be on duty on a continuous basis including weekends and official holidays may be granted compensatory time off with MSA as follows:
9. CTO is granted on a pro-rata basis: for every five days of continuous duty/service, one CTO day is earned. For periods of less than five days, CTO is earned in fractions ( $\times 0.2$ ), which can be accumulated to make a whole day. A maximum of 56 CTO days may be granted in a one-year period, and no more than 12 CTO days may be taken at any one time. CTO can only be granted and taken when the exigencies of the service so permit.

### **CTO and Annual Leave**

10. CTO may be taken in conjunction with leave. The annual leave continues to be accrued at the rate of one and a half ( $1\frac{1}{2}$ ) 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, FC/CMO 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 CTO 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 CTO.



### **Advance CTO; Payment of MSA**

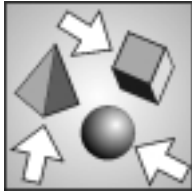
12. CTO must be earned before it is granted. Accordingly there can be no granting of advance CTO. MSA is payable for all CTO days whether taken inside or outside the Mission area.
13. The CTO must be taken within the regular tour of duty. The tour of duty shall not be extended in order to facilitate 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 CTO/annual leave during the last month of duty should be kept to a minimum and no annual leave/CTO 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, CTO may not be taken in conjunction with repatriation.

### **Travel Days**

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

### **Oversight of Attendance Records and Granting of CTO**

15. The DOA/CAO is responsible for the administrative and financial certification as well as proper implementation of UN policies, rules and regulations in the Mission. He/she oversees the efficient use of UN resources. Given that there are financial implications in granting CTO, the DOA/CAO, or his/her representative, should also review the recording of UNMO/MLO attendance records and ensure the proper administration of the CTO arrangements.
16. While the FC/CMO grants CTO, oversight of CTO provisions is the responsibility of the DOA/CAO. 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 CTO/annual leave for observers should be conducted prior to the departure of the personnel in question from the Mission area. Attendance and CTO 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 UNMOs/MLOs 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 FALD.

**Annex T**

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**UN/UNMO LANGUAGE PROFICIENCY STANDARDS**

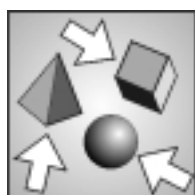
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**UNITED NATIONS TRAINING SERVICE, OHRM  
LANGUAGE TRAINING PROGRAMME OBJECTIVES<sup>2</sup>****UNITED NATIONS LANGUAGE TRAINING OBJECTIVES**

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**ELEMENTARY STAGE**

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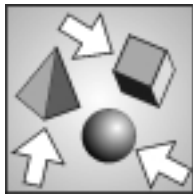
**Listening Comprehension**

Listening comprehension at an elementary stage is mainly limited to familiar words or expressions spoken in daily situations in direct face-to-face communication, which allows for repetition, rephrasing and somewhat slower speech patterns. At this stage, the language student should be capable to do the following:

- Understand basic courtesy formulas, such as greetings, leave taking (or farewells), apologies, etc.;
- Understand simple basic questions about personal identity, family, job, country, daily activities and interests;
- Understand questions and answers about daily survival needs, particularly when the context aids understanding (e.g., in restaurants, transportation, stores, etc.);
- Understand simple expressions of emotion, opinion and reaction;
- Understand simple directions, instructions, requests and orders;
- Understand addresses, times, dates, prices and temperatures;
- Understand simple descriptions of persons, places, things;
- Understand simple accounts of incidents or events;
- Understand expressions of intention and future plans; and
- Understand the basic spelling of words and names.

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<sup>2</sup> The United Nations Training Service, Office of Human Resources Management (OHRM) has developed the language Programme Objectives. The basic text from OHRM has been used in this document, but slightly modified from the original. It should be noted that these objectives are generic in nature and hence applicable to all mission official languages. As much as possible, facilitators should conduct the language training in a military observer's specific context. The text contained in this document is in draft form and is not to be used as official United Nations policy.



In addition, by developing careful listening skills, he/she should be able to:

- Understand clear messages that are expected in telephone conversations and to deal with simple, straight-forward factual information (e.g., name and number of caller, appointments, etc.); and
- Understand words or expressions in third party conversations or broadcast materials identify topics and predict some meaning in highly contextually related situations.

### **Reading Comprehension**

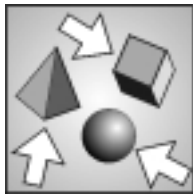
Reading comprehension at the elementary stage is mainly limited to understanding words and expressions already mastered. The student should have developed some ability to guess the meaning of highly contextual words or cognates in predictable areas. The level of comprehension can be tested by several reading sessions.

At this stage, the language student should be able to:

- Recognise all the letters or characters and numbers in the writing system, whether printed or hand-written;
- Understand essential information containing familiar vocabulary in public messages, such as basic safety instructions, social codes, traffic regulations, etc.;
- Select needed information in menus, schedules, maps, notices, etc.;
- Understand simple hand-written messages;
- Understand simple biological information being requested in a form (name, address, occupation, etc.); and
- Select words or expressions in written materials (newspapers, documents, etc.) and identify topics and predict some meaning in contextual situations.

### **Speaking Skills**

The student may still have a limited vocabulary at this stage and may only be able to use fragmented syntax, or parts of sentences. He/she may be unable to generalise linguistic knowledge beyond familiar situations. Frequent pronunciation errors may interfere with understanding and the student may require repetition to fully understand how to pronounce a word or phrase. Using expressions or utterances he/she has already learned can satisfy a limited number of immediate needs.



The language student, in a face-to-face conversation, should be able to:

- Use basic forms of courtesy, e.g.: greetings, leave taking (farewells), apologies, etc.;
- Indicate lack of understanding and ask for clarification;
- Provide and obtain basic information about personal identity, family, job, country, daily activities and interests;
- Ask and answer questions about daily survival needs when context aids understanding (in restaurants, transportation, stores etc.);
- Express agreement, disagreement or preference;
- Ask for and give simple directions, make simple requests and give simple commands related to everyday life;
- Report simple factual information (time, weather, etc.);
- Give simple descriptions of persons, places things;
- Give a simple account of an incident or event;
- Express intention of future plans; and
- Spell words and names.

In addition, he/she should be able to communicate simple messages on the telephone.

### **Writing Skills**

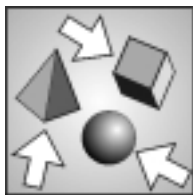
Ability to communicate in writing at the elementary stage will probably be limited to previously learned material. The student may frequently misspell words and may make grammatical errors.

The language student should be able to:

- Form all the letters or characters and numbers in the writing system, whether printed or hand-written
- Use simple, basic punctuation;
- Fill in forms or questionnaires containing simple biographical data;
- Write simple factual messages involving names, numbers, dates, addresses; and
- Write simple notes requesting and giving information.

**INTERMEDIATE STAGE**

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**Listening Comprehension**

At the intermediate stage, the student may still possess only a limited vocabulary, and may experience difficulty understanding unfamiliar and unexpected topics. Even when a topic is familiar, he/she may have difficulty understanding native speakers who speak quickly, use colloquialisms or have regional accents. At this stage, the student should be able to understand the gist of face-to-face conversations (allowing for some repetition, rephrasing), including:

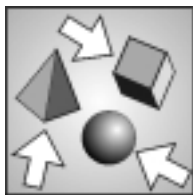
- Instructions, directions, requests and orders;
- Suggestions and advice;
- Descriptions of persons, places, things and accounts of incidents and events;
- Expressions of intention and future plans; and
- Messages implied by the speaker (emotions, opinions, reactions and point of view).

He/she should also be able to:

- Understand routine telephone conversations that are reasonably clear (allowing for some repetition, rephrasing);
- Understand the general sense of a speech, meeting or training course in areas where there is some background knowledge of the subject; and
- Understand certain pieces of factual information (names, dates, times, places) and some main ideas in public announcements and broadcast materials, if there is some prior knowledge of the topic.

**Reading Comprehension**

Reading comprehension at the intermediate stage usually depends on the subject matter. The student should be able to read facts and understand main ideas and may be able to interpret an author's attitude and point of view. Lack of vocabulary and lack of familiarity with complex structures may cause misunderstanding. Reading rate may be slow and something may need to be read several times for comprehension.



The student should be able to:

- Understand forms and questionnaires of a general nature;
- Understand the essential information in announcements, signs and advertisements which do not contain too many colloquialisms;
- Understand essential information in more complicated printed materials encountered in daily life (bills, catalogues, non-technical instructions, basic reference materials, etc.);
- Understand essential information in personal and routine, work-related messages and correspondence in a familiar context;
- Understand the main idea of factual articles from newspapers or periodicals on familiar topics aimed at a general audience; and
- Understand factual, non-technical information in United Nations reports or documents, if the subject is familiar.

### **Speaking Skills**

At this stage the student may still speak hesitantly. Misunderstandings may frequently arise due to limited vocabulary and inaccuracies in grammar and pronunciation. However, with repetitions and circumlocutions, he/she should be able to speak well enough to be generally understood.

The student, in face-to-face conversations, should be able to:

- Obtain and give information concerning own area of work or daily personal needs;
- Participate in conversations asking and answering questions and giving personal reactions on work-related matters, personal life or familiar current events;
- Give instructions, explanations or suggestions related to own area of work.

In addition, the student should be able to make him/herself understood when asking for or reporting straightforward information on the telephone.

### **Writing Skills**

By the intermediate stage, basic sentence patterns have been mastered, but complex sentences may still present difficulties. Writing may be loosely organised and generally using only simple cohesive devices. The student may frequently use inaccurate or incorrect vocabulary and may make grammatical and spelling errors. However, generally most writing is comprehensible.





The student should be able to:

- Take down telephone messages in a familiar context;
- Fill out forms giving work-related or biographical information;
- Write simple letters related to work matters or survival needs, if a model is provided; and
- Write brief paragraphs related to personal or work history, daily life or survival needs.

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## **ADVANCED STAGE**

*(Level required to pass United Nations Language Proficiency Examinations)*

### **Listening Comprehension**

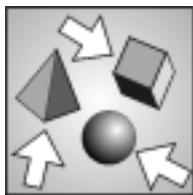
At the advanced stage, the language student may have some difficulty understanding native speakers who are speaking very fast or using slang, colloquialisms, regionalism or a non-standard dialect. He/she may not understand highly specialized or technical language or language spoken or broadcast when noise levels are high. He/she should be able to detect some emotional overtones and make some inferences, but still may have trouble with irony and humour and may miss subtle nuances and shades of meaning.

The student should be able to:

- Understand face-to-face conversations with one or more native speakers or conversations between native speakers spoken with normal clarity and speed in standard language on general subjects or subjects related to personal expertise;
- Understand telephone conversations concerning general or familiar subjects and explanations or detailed instructions on work-related matters;
- Understand essential information in speeches, meetings or presentations in non-technical areas of personal expertise; and
- Understand the substance of broadcast materials on general subjects or subjects of relating to personal expertise.

### **Reading Comprehension**

Even at the advanced level, the student may have difficulty understanding complex material on subjects outside his/her personal experience. He/she may still have difficulty with colloquialisms,



regionalism, irony, humour, figurative language, subtle nuances, unusually complex structures or complex argumentation. The student will probably read at a slower rate than in his/her own first language and will have to rely on dictionary for unfamiliar vocabulary when meaning cannot be predicted. At the advance stage, the student should be able to:

- Understand United Nations reports and documents related to his/her area of work;
- Understand articles in newspapers or periodicals on non-technical topics addressed to a general audience;
- Understand technical articles in newspapers or periodicals on subjects in personal area of interest or expertise;
- Understand work-related messages;
- Understand general work-related correspondence (letters, memoranda, telegrams);
- Understand work-related announcements or notices or instructions;
- Understand forms and questionnaires; and
- Understand abbreviated materials, such as headlines, signs, and advertisements.

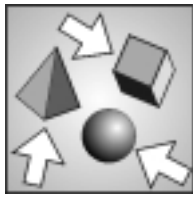
### **Speaking Skills**

The student may still make grammatical errors, but these generally do not interfere with the ability to understand or communicate. He/she may have a limited vocabulary, but with circumlocution is able to talk about particular interests and special fields of competence. Although his/her speech may be hesitant with an obviously foreign accent, the speech is still intelligible.

The student should be able to:

- Carry on casual conversations giving personal reactions about work, personal life or current events;
- Give information, explanations or instructions concerning his/her area of work or special fields of competence; and
- Follow an informal meeting on a familiar subject, ask and answer questions and make comments and suggestions.

The student should also have the ability to carry out the above functions, but may be somewhat more limited on the telephone than in face-to-face conversations.

**Writing Skills**

At the advanced level, although basic writing skills have been mastered, the student may still make grammatical errors with more complex structures. He/she may use awkward constructions or imprecise vocabulary, but errors do not interfere with understanding the message.

The student should be able to:

- Compose short informal notes or letters conveying information, or making requests, suggestions or expressing an opinion on a familiar topic; and
- Write informal accounts related to his/her personal experience, travel, work performance, etc.

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**UNITED NATIONS LANGUAGE TEST MODEL**

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**Goal:**

To evaluate how effective the candidate will perform as a UN Military Observer, i.e. to determine was he or her confident, coherent, accurate and concise, expressing himself or herself orally and did he or she display logical presentation of ideas, flow, accuracy, neatness, clarity, completeness and timeliness in writing.

**Method:**

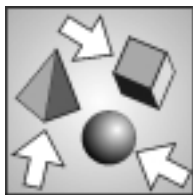
The Test consists of four (4) portions presented in a logical sequence:

- Video Presentation (30 per cent of total test)

This consists of a scenario of a mission-related conversation between UNMOs and individuals involved in everyday situations with UNMOs, such as Factions, Interpreters, civilians and military personnel. This conversation is video recorded and shown to the monitor. The duration of the conversation will not exceed five minutes and at the end the candidate is required to write a brief report on the content. Multiple scenarios will be developed, however each group of candidates will view a different scenario to prevent the possibility of memorising required responses.

- Reading Comprehension (10 per cent of total test)

The candidates are presented with one short written incident Report and are expected to answer five questions on it.



- Listening Comprehension (20 per cent of total test)

A cassette tape is played of a conversation between an UNMO and another person. The candidate does not have a written text and must provide correct answers for five questions.

- Oral interview (40 per cent of total test)

This is conducted on a one to one basis with the candidate being asked five general questions. The interview is recorded on a cassette. The candidate's ability to converse and understand the language is assessed.

### **Score's calculation**

- The total percentage for the entire test is a sum of percentage for all portions of the Test which is calculated by formula:
  - Final result (%) = Oral portion value (%) + Video portion value (%) + Listening portion value (%) + reading portion value (%)
- All values and percentages are calculated according to the scores achieved during each portion of the Test and presented in the table for references while calculating the final results. To consider the Test successfully passed the candidate must achieve 60 per cent. However, in each portion of the test it is necessary to achieve at least 50 per cent with a condition that the overall total should be no less than 60 per cent. If the candidate does not achieve a minimum of 50 per cent in any part of the test, he or she fails the whole test and a re-testing board will be set to evaluate his or her ability to comply with the mission's language requirements. In cases where the language skills are marginal, all test and result scoring are available for review prior to any re-test or recommendation for repatriation.

## **ORAL LANGUAGE TEST**

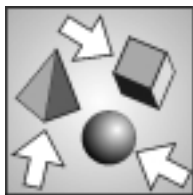
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### **Goal:**

The oral portion of the Language test evaluates the candidate's oral expression and effectiveness.

The main considerations should be as follows:

- Was the candidate: confident, clear, accurate, concise, brief etc.
- Did the candidate display: logical presentations of ideas, flow, completeness, etc.

**Testing procedure and score's calculation:**

- This test is conducted on a one-to-one basis with the candidate being asked five questions.
- The interview may be recorded on a cassette. All results are recorded in a specialised form (See attachment 1).
- The interviewer has a set of topics to cover and some specifically worded questions to ask. All questions asked should be read exactly as they are stated in the questionnaire list, in order to avoid misunderstanding and to ensure impartiality.
- The total number of questions asked should be no more than five (5). This is based on the assumption that the oral portion of the Language Test is of 40 per cent value of the whole test. A minimum score of 43 points or 50 per cent out of 85 possible should be achieved. Number of points is calculated according to the attached criteria definitions.
- The overall score for the whole set of questions is a sum of all marks earned during the oral test. The percentage for this portion is calculated by the formula:
- $\text{Percentage (\%)} = (\text{scores sum for this portion} * 100) / 85$
- The value of this portion of the test from the entire test is calculated by formula:
- $\text{Value (\%)} = (\text{Percentage for this portion} * 40) / 100$

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**LISTENING COMPREHENSION**

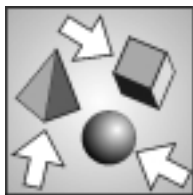
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**Goal:**

To evaluate how the candidate can comprehend the language and make statements on the information heard on radio, i.e. how effectively he or she perceives the subject presented to them using short sentences and abbreviations.

**Testing procedure and score's calculation:**

- This test can be conducted simultaneously for a group of candidates listening to a short conversation between two persons recorded on a cassette.
- Each candidate has a specialised form where he or she should answer the five questions.
- Time allowed for this portion of the test is 15 minutes.



- The candidate is allowed to make notes while listening to the tape.
- Summarised scores for the two sections of this portion of the Language test are counted for the result. Both the reference list and criteria definitions should be considered. Percentage for this portion of the test is calculated by formula.
- $\text{Percentage} = (\text{scores sum} * 100)/50$
- The value of this portion of the test for the entire test is calculated by formula:
- $\text{Value (\%)} = (\text{Percentage for this portion} * 20)/100$

---

**VIDEO PRESENTATION**

---

**Goal:**

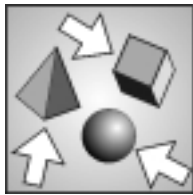
To evaluate how the candidate can comprehend the language and make statements on the information seen, i.e. how effectively he or she perceives the subject presented to them visually.

**Testing procedure and score's calculation:**

- This test can be conducted simultaneously for a group of candidates watching two short screenplays. One is a conversation between two UNMOs and the second one is a dictation.
- Each candidate has a specialised form where he or she should write a brief report about the subject presented on videotape.
- Time allowed for this portion of the test is 30 minutes.
- The candidate is allowed to make notes while watching the tape.
- Both the reference list and criteria definitions should be considered while scoring this portion of the test. Percentage for this portion of the test is calculated by formula:
- $\text{Percentage} = (\text{scores sum} * 100)/10$
- The value of this portion of the test for the entire test is calculated by formula:
- $\text{Value (\%)} = (\text{Percentage for this portion} * 30)/100$

## READING COMPREHENSION

---



### Goal:

To evaluate how the candidate can understand the written information presented as a brief incident report i.e. how effectively the UNMO will use his or her vocabulary and ability to comprehend the written information and make conclusions on the basis of this information.

### Testing procedure and score's calculation:

- This portion of the Language test is conducted simultaneously for a group of candidates with rates answering 5 questions reading one text passage.
- Time allowed for this portion is 15 minutes.
- Each candidate has different samples of the texts.
- Percentage for this portion is calculated by formula:
- $\text{Percentage (\%)} = (\text{scores sum} * 100) / 30$
- The value of this portion of the test from the entire test is calculated by formula:
- $\text{Value (\%)} = (\text{Percentage for this portion} * 10) / 100$

## LANGUAGE ASSESSMENT REQUIREMENTS

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### Logistics:

- Paper;
- Computer and printer;
- Copier;
- One television set;
- Video recorder;
- Cassette recorder;
- One flip chart;
- One overhead projector;
- Classroom and/or examination hall; and
- Public address system. (if necessary).

### Personnel:

- One (1) instructor/representative from the host country

## **Annex U**

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### **UNMO VEHICLE DRIVING STANDARDS**

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- Part A Handling Test
- Part B Road Test

#### **PART A – HANDLING TEST**

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The purpose for the “Handling Test” is to assess the candidate’s ability with respect to the following:

- Operation:
- Steering controls;
- Foot controls;
- Hand controls;
- Seat adjustment;
- Seat belt operation; and
- Mirror adjustment.

Ability to:

- Start the engine;
- Operate auxiliaries (wipers, lights, etc.);
- Engage gears;
- Move off smoothly;
- Steer properly;
- Stop smoothly;
- Reverse using external mirrors and shoulder checks;
- Park properly;
- Switch off engine;
- Engage hand brake and parking gear;
- Perform 3-point turn; and
- Park parallel to footpath.

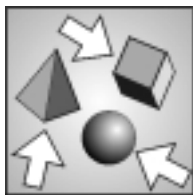
The test can be carried out over a short period of time at the discretion of the tester, using a light x pick-up. It should be successfully completed before the candidate can partake in the road test. A third party cannot give assistance.

This part of the test cannot be taken more than two times. Successful completion of Part A entitles candidates to partake in Part B.



## **PART B – ROAD TEST**

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The purpose for the “Road Test” is to assess the ability to drive under normal road and traffic conditions, accompanied by the trained driving instructor to assess the candidate’s ability with respect to the following:

- Observation:
- Pedestrians;
- Pedestrian crossings;
- Traffic lights;
- Warning signs;
- Information signs
- Road markings
- Traffic controllers signals; and
- Lack of observation.

Ability:

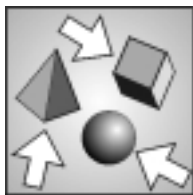
- Moving off in traffic;
- Stopping in traffic;
- Use of accelerator-foot brake-clutch;
- Changing gears;
- Use of steering;
- Use of hand brake;
- Correct use of speed;
- Use of mirrors-signals;
- Lane discipline;
- Positioning (approach-turning-after);
- Concentration;
- Keep distance;
- Safety position;
- Overtaking; and
- Shaving off (driving too close to other hazards).

**NOTE:** If the test is conducted in countries with left-hand driving, the road test will again be administered when assigned to right-hand driving missions.

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**FAILURE OF ROAD TESTS**

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The instructor/ tester decides the result of the road test; however in some circumstances the candidate must be failed if a serious mistake is committed. The following mistakes are considered serious enough to constitute a failure:

1. A person through his/her negligence is the cause of a traffic accident. (No further tests are allowed.)
2. The candidate:
  - Disregards traffic control signals;
  - Disregards traffic lights;
  - Disregards stop signs;
  - Disregards give-way signs;
  - Disregards pedestrians on crossings;
  - Drives on the left;
  - Shows no lane discipline;
  - Interferes with other traffic;
  - Collides with the pavement;
  - Drives on the pavement;
  - Signals incorrectly to other road users; and
  - Regularly driving too close to pedestrians, parked vehicles, and/or other traffic.
3. The driving instructor/tester has to interfere with driving, e.g., take control of steering or use the foot pedals.

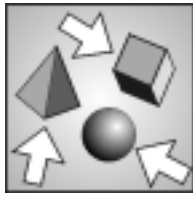
Apart from the above the instructor/tester uses his or her discretion in deciding the result of the test. Favouritism towards any individual, group or nationality and must not be shown and decisions made solely on the merits of the drivers ability. For the safety of everyone in the mission, it is imperative that only competent drivers be issued driving permits. This is owed to the individual undergoing the test and to personnel in the field. The safety of all must be first priority.

On failing the first attempt, candidates will only have one more test. Only two attempts are allowed.

If the tester is satisfied that the candidate is not competent to drive the UN vehicles or is competent but may need more tuition or practice in the Mission area then copy of attached form (annex 1) should accompany that candidate's file to his or her station of deployment. This form should show clearly where the candidate needs assistance. The decision to repatriate is not that of the instructor/tester.

## **WINTER DRIVING**

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UNMOs who hail from countries where winters are mild need to undergo training to adapt to driving in more severe weather conditions. Personnel who are experienced at this type of driving should give this training in the field.

It should include driving:

- In snow and ice (low and high ground);
- In very wet conditions;
- Through water;
- Off-road (use of 4-wheel drive); and
- In muddy tracks.

Instruction should also be given in relation to correcting front wheel-rear-wheel and four-wheel skids.

**DRIVING TESTING**

Name: UNMO No: Nationality:  
Date of arrival: Driving Exp.: Mission:

The items marked below are those that you are advised to give special attention.  
Please study these with your instructor.

01	Highway Code		13	Traffic lights	
02	Checks before moving off		14	Normal position	
03	Use of accelerator		15	Lane discipline	
04	Use of brake		16	Warning signs	
05	Use of clutch		17	Road markings	
06	Use of hand brake		18	Keep distance	
07	Gear changing		19	Overtaking	
08	Steering exercise		20	Shaving off	
09	Reversing		21	Observations	
10	Speed +/-		22	Anticipation	
11	Use of mirrors		23	Crossroads	
12	Signals		24	Parking	

Remarks:

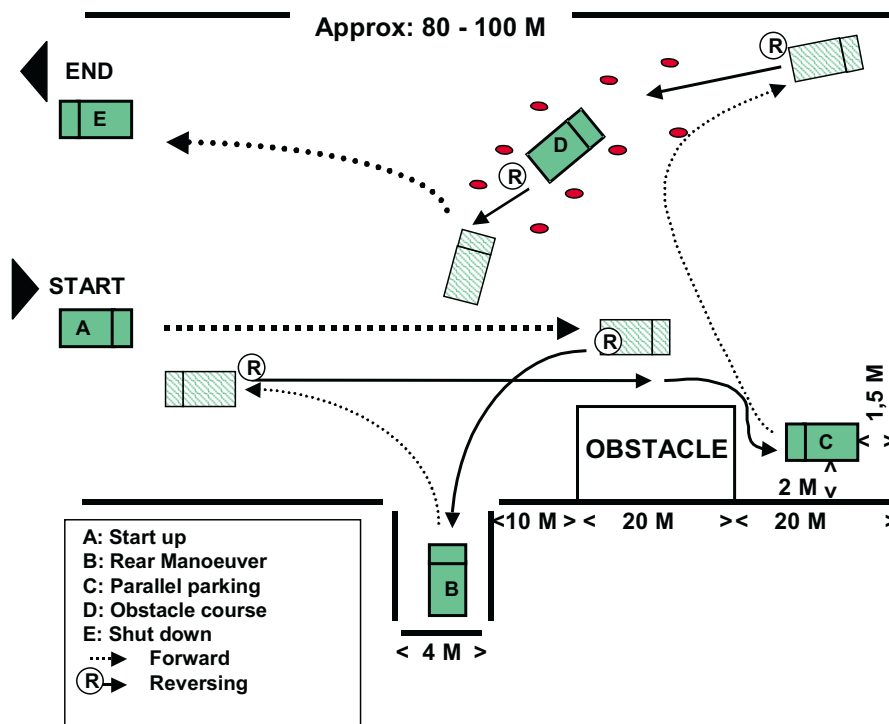
Name of Tester:

CP No:

Date:

Signature:

### UNITED NATIONS MILITARY OBSERVERS DRIVING TEST/HANDLING TEST



### DRIVING ASSESSMENT REQUIREMENTS

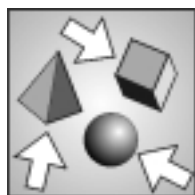
- **Vehicles:** 4 x 4 pick-up, manual gearbox (stick shift) with left-hand drive. All vehicles must be in good, roadworthy condition.
- **Licence:** Each candidate must have a valid national driving licence and have in his/her possession two (2) signed recent photographs.
- **Personnel:** One (1) observer/driving instructor from the host country.
- **Communications:** One (1) hand-held radio for each tester and for each vehicle equipped with mounted radio.
- **Logistics:**
  - Three (3) sheets of stationery per candidate;
  - Access to computer/printer/copier; and
  - Ample supply of writing implements.
- **Testing Areas:**
  - Large testing area to facilitate handling and road/driving test;
  - Separate area for each test;
  - Fifty parking cones at least one metre high; and
  - Bright coloured paint to mark handling area.

## **Annex V**

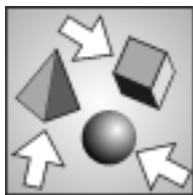
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### **LIST OF RECOMMENDED RESOURCES**

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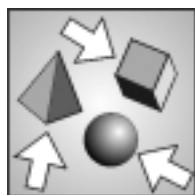
1. Basic facts about the United Nations  
Department of Public Information, New York. 1998  
(ISBN:92-1-100793-3)
2. Boutros Boutros-Ghali, An Agenda for Peace  
United Nations, New York. 1992
3. Supplement to An Agenda for Peace  
Report of the Secretary-General (A/50/60\*) (S/1995/1\*)  
25 Jan 1995
4. United Nations Military Observers Handbook  
Department of Peacekeeping Operations/Training and  
Evaluation Service. New York
5. Guidelines for the Selection, Deployment, Rotation, Extension,  
Transfer and Repatriation of Military Observers in UN PK  
Operations (to be printed in 2002)  
Department of Peacekeeping Operations/Military Planning  
Service, New York
6. General Guidelines for Peacekeeping Operations  
Department of Peacekeeping Operations, New York 1995  
(UN/210/TC/GG95)
7. Disarmament, Demobilization and Reintegration of  
Ex-Combatants in a Peacekeeping Environment, Principles and  
Guidelines  
Department of Peacekeeping Operations/Lessons Learned  
Unit, New York 1999
8. United Nations Military Symbols Handbook  
Department of Peacekeeping Operations/Training Unit,  
New York 2000
9. United Nations Peacekeeping Handbook for Junior Ranks  
Department of Peacekeeping Operations/Training Unit,  
New York 1997 (UN/223/TH/JURA97)
10. Mine Awareness Guides  
Department of Peacekeeping Operations/De-mining Unit,  
New York 1966



11. A Guide to Peace Support Operations  
The Thomas J. Watson Jr. Institute for International Studies,  
Providence, RI 02912 USA
12. Security Awareness, An Aide-Memoire  
United Nations Security Coordination Office New York, United  
Nations High Commissioner for Refugees, Geneva, 1995
13. Security in the Field  
Information for staff members of the United Nations system,  
Office of the United Nations Security Coordinator, New York  
1998
14. United Nations Stress Management Booklet  
Department of Peacekeeping Operations/Office of Planning and  
Support, New York 1995 (UN/225/TU/STMA95)
15. Provisional Guidelines for Public Information Components in  
United Nations Peacekeeping and Other Field Missions  
Department of Peacekeeping Operations/Training Unit,  
New York 1997
16. United Nations Correspondence Manual  
Department of General Assembly Affairs and Conference  
Services, New York 2000 (ST/DCS/4/Rev.1)
17. Medical Support Manual for United Nations Peacekeeping  
Operations  
DPKO/Office of Planning and Support/Medical Support Unit,  
New York 1999
18. Protect Yourself and Those You Care About, Against HIV/AIDS  
DPKO and the Joint United Nations Programme on HIV/AIDS  
(UNAIDS), New York 1998
19. Aide-Memoires Policy Guidelines on HIV/AIDS Prevention and  
Control for UN Military Planners and Commanders  
The civil Military Alliance to Combat HIV and AIDS, DPKO,  
New York 2000
20. Standard Reporting Requirements for DPKO Field Missions  
DPKO/Situation Centre
21. Nordic UN Tactical Manual Volumes 1 and 2  
NORDCAPS, Jyvaskyla 1996 (ISBN 951-47-6363-7 AND  
ISBN 951-47-6364-5) new edition due. Available in PK-training  
installations in Denmark, Finland, Norway and Sweden.
22. Landmine and UXO Safety Handbook  
United Nations Mine Action Service, New York, 2000

## Annex W

### GLOSSARY OF ABBREVIATIONS

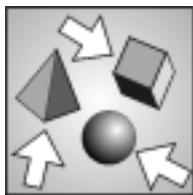


<b>AO</b>	Area of Operation
<b>AOR</b>	Area of Responsibility
<b>AOO</b>	Air Operations Officer
<b>AOC</b>	Air Operations Centre
<b>APC</b>	Armoured Personnel Carrier
<b>BP</b>	Battle Positions
<b>C2</b>	Command and Control
<b>C3</b>	Command, Control and Communication
<b>CA</b>	Contribution Agreement
<b>CAS</b>	Casualty
<b>CAO</b>	Chief Administrative Officer
<b>CBO</b>	Cargo Booking Office
<b>CIVPOL</b>	Civilian Police
<b>CISS</b>	Chief Integrated Support Service
<b>CLO</b>	Chief Liaison Officer
<b>CMO</b>	Chief Military Observer Officer
<b>CMLO</b>	Chief Military Liaison Officer
<b>CMPO</b>	Chief Military Personnel Officer
<b>CO</b>	Commanding Officer
<b>COE</b>	Contingent Owned Equipment
<b>COO</b>	Chief Operations Officer
<b>COS</b>	Chief of Staff
<b>COY</b>	Company
<b>CP</b>	Crossing Points/ Command Post
<b>CTO</b>	Chief Transport Officer/Compensatory Time Off
<b>DDR</b>	Disarmament, Demobilisation and Reintegration
<b>DFC</b>	Deputy Force Commander
<b>DCISS</b>	Deputy Chief Integrated Support Service
<b>DOA</b>	Director of Administration





<b>DPKO</b>	Department of Peacekeeping Operations
<b>EOD</b>	Explosive Ordnance Disposal
<b>FALD</b>	Field Administration and Logistics Division
<b>FC</b>	Force Commander
<b>FCO</b>	Force Communication Officer
<b>FCOS</b>	Force Chief Of Staff
<b>FFEO</b>	Force Field Engineering Officer
<b>FHQ</b>	Force Headquarters
<b>FIO</b>	Force Information Officer
<b>FOR</b>	Force Orderly Room
<b>FMO</b>	Force Medical Officer
<b>FMPO</b>	Force Military Personnel Officer
<b>HN</b>	Host Nation
<b>HNS</b>	Host Nation Support
<b>HQ</b>	Headquarters
<b>IATA</b>	International Air Transport Association
<b>ICRC</b>	International Committee of the Red Cross
<b>IMO</b>	International Maritime Organisation
<b>INF</b>	Infantry
<b>ISS</b>	Integrated Support Service
<b>JMC</b>	Joint Military Commission
<b>JLOC</b>	Joint Logistics Operations Centre
<b>LO</b>	Liaison Officer/Liaison Office
<b>LOA</b>	Letter of Assist
<b>MAC</b>	Mine Action Centre
<b>MCU</b>	Movement Control Unit Planning
<b>MILOB</b>	Military Observer
<b>MLO</b>	Military Liaison Officer
<b>MOD</b>	Ministry of Defence
<b>MOU</b>	Memorandum of Understanding
<b>MPS</b>	Military Planning Service
<b>MU</b>	Medical Unit



<b>NSE</b>	National Support Element
<b>OP</b>	Observation Post
<b>OPCON</b>	Operational Control
<b>PBO</b>	Personnel Booking Office
<b>PIO</b>	Press and Information Officer
<b>POE</b>	Port of Entry
<b>POL</b>	Petroleum, Oil and Lubricant
<b>PVO</b>	Private Voluntary Organization
<b>ROE</b>	Rules of Engagement
<b>SC</b>	Security Council
<b>SCR</b>	Security Council Resolution
<b>SG</b>	Secretary-General
<b>SITREP</b>	Situation Report
<b>SOPs</b>	Standard Operating Procedures
<b>SRSG</b>	Special Representative of the Secretary-General
<b>SCO</b>	Senior Co-ordination Officer
<b>SLO</b>	Sector Liaison Office
<b>SSC</b>	Sub Sector Command
<b>TCC</b>	Troop Contributing Country
<b>T/S</b>	Team Site
<b>UN</b>	United Nations
<b>UNHQ</b>	United Nations Headquarters
<b>UNHCR</b>	United Nations High Commissioner for Refugees
<b>UNMO</b>	United Nations Military Observer
<b>UNOE</b>	United Nations Owned Equipment