



## Standard Operating Procedure

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## Training Recognition

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Approved by: Mr. Alain Le Roy, Under-Secretary-General, DPKO  
Effective date: 1 October 2009  
Contact: Chief, Integrated Training Service - Policy, Evaluation and  
Training Division, DPKO  
Review date: 1 October 2011

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## DPKO/DFS STANDARD OPERATING PROCEDURE FOR TRAINING RECOGNITION

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### ANNEXURE

Format: Request for Official UN Training Recognition

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#### A. PURPOSE

1. This standard operating procedure (SOP) provides transparent and standardized instructions for requesting, reviewing and providing official recognition by the Department of Peacekeeping Operations (DPKO) and the Department of Field Support (DFS) of United Nations (UN) peacekeeping pre-deployment training (PDT) courses conducted by Member States or associated peacekeeping training institutions (PKTI).
2. Official DPKO/DFS training recognition confirms that the particular pre-deployment course conforms with the relevant UN Peacekeeping PDT<sup>1</sup> (and includes the appropriate use of Core Pre-deployment Training Materials and relevant Specialized Training Materials).

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#### B. SCOPE

3. This SOP shall apply to the Integrated Training Service (ITS) and any other DPKO/DFS office involved in recognizing whether a particular pre-deployment training course conforms to the relevant UN Peacekeeping Pre-deployment Training Standards. These procedures also outline the responsibilities of DPKO/DFS, Member States and associated PKTIs with respect to seeking, considering and assigning official DPKO/DFS recognition of UN peacekeeping PDT courses.
4. As outlined in the DPKO/DFS Policy on Support to Military and Police Pre-deployment Training for UN Peacekeeping Operations, peacekeeping training institutions that design or deliver specialized courses that exceed or are outside the scope the UN Peacekeeping PDT Standards or are provided to currently serving peacekeeping personnel, are supported through a separate acknowledgement process aimed at strengthening their partnership with DPKO/DFS. Such PKTIs shall contact ITS/DPET at [peacekeeping-training@un.org](mailto:peacekeeping-training@un.org) for further information.

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<sup>1</sup> See the DPKO/DFS Policy on Support to Military and Police Pre-deployment Training for UN Peacekeeping Operations for more information on the definition and issuance of UN Peacekeeping PDT Standards. A brief definition is also included in the Terms and Definitions sections of this SOP.

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## C. RATIONALE

5. The context for the provision of official Training Recognition for UN peacekeeping PDT courses is explained in the *DPKO/DFS Policy on Support to Military and Police Pre-Deployment Training for UN Peacekeeping Operations (2009)*. Along with that policy, this SOP aims to respond to the need for clear policies and guidance on training identified by the UN Peacekeeping Training Strategy (May 2008) and the Strategic Peacekeeping Training Needs Assessment (October 2008).

6. In providing support to Member States carrying out pre-deployment training, DPKO/DFS will seek to encourage the application of adult learning principles and problem-solving approaches. DPKO/DFS will also encourage Member States and associated PKTIs to share training materials and knowledge in order to facilitate identification and adoption of best practice in peacekeeping training.

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## D. PROCEDURES

7. Member States that contribute military and police personnel are required to comply with the latest UN Peacekeeping PDT Standards regardless of whether they have received official UN training recognition for their military and/or police PDT courses. Official UN training recognition is a service offered to Member States in order to confirm that their pre-deployment training courses conform to the relevant UN Peacekeeping Pre-deployment Training Standards. Consequently, training recognition is applicable to peacekeeping PDT courses for military and police personnel deploying to UN peacekeeping operations, and is not provided for official endorsement of a PKTI or individual peacekeeping trainers.

8. ITS/DPET has the lead responsibility within DPKO/DFS for considering requests for, and assigning official UN training recognition to, peacekeeping PDT courses. Official training recognition is provided in order to further encourage Member States and associated PKTIs to deliver military and police peacekeeping PDT courses that are consistent with UN peacekeeping PDT standards. Once issued, official UN training recognition of a PDT course will remain valid for four years and near the end of this period a renewal request may be submitted to ITS/DPET. A request from a Member State or associated PKTI for official UN training recognition will be addressed through a process that involves six steps explained in sections D.1 and D.2.

### D.1 SUMMARY OF THE SIX STEPS

9. The training recognition process is implemented in six-steps, summarized below and fully explained in the next section:

**Step One:** Submission of request for official UN training recognition.

**Step Two:** Consideration of requests by DPKO.

**Step Three:** Desk review conducted by ITS/DPET.

**Step Four:** On-site course assessment conducted by ITS/DPET, where appropriate.

**Step Five:** Assessment report.

**Step Six:** Issuance of official UN training recognition certificate.

## D.2 FULL DESCRIPTION OF THE SIX STEPS

### Step One: Submission of request:

10. A request for official UN training recognition of a specific peacekeeping PDT course from a Member State or associated PKTI (hereafter referred to as the 'requesting organization') must be submitted to ITS/DPET in either English or French in the format provided in the annex. The request shall be addressed to the Under-Secretary-General for Peacekeeping Operations in a 'Note Verbale' through a Member State's Permanent Mission to the UN in New York. Initial requests and renewal requests for official training recognition should not be submitted by email to ITS/DPET, although subsequent exchanges may utilize email correspondence. ITS/DPET shall establish and maintain a database of all requests for official UN training recognition.

### Step Two: Consideration of request:

11. ITS/DPET shall collate and review all requests for official UN training recognition on a monthly basis. In consultation with the Office of Military Affairs and Police Division, and other relevant offices in DPKO and DFS, ITS/DPET shall prioritize the requests according to critical UN peacekeeping operational priorities. The decision on whether to proceed with training recognition will be based on the following criteria:

- a) The likely impact that recognition of the requested course will have on the operational capabilities and/or strategic priorities of UN peacekeeping;
- b) The availability of ITS/DPET to dedicate staff to undertake the requisite technical assessment of the course;
- c) Ensuring an appropriate regional balance with regard to undertaking course recognition action;
- d) Ensuring an appropriate balance between military and police PDT;

12. Following consideration of the request within DPKO, the Chief ITS/DPET shall inform the requesting organization of the decision by fax. The notification of a decision not to proceed with the training recognition process will include the reasons for this decision and advice on how, and when, a further request may be submitted in the future.

13. The notification of a decision to proceed with the training recognition process will include an indicative time period within which the remaining steps should be implemented and a request for the full training course curriculum and other materials. When providing this additional information and material the requesting organization should be aware that ITS/DPET is seeking to confirm whether the training course is consistent with issued UN PDT standards and has also appropriately incorporated the CPTM and any applicable STM. In particular, the requesting organization will be asked to submit the following, preferably electronically in Microsoft word format to the ITS/DPET email address: [peacekeeping-training@un.org](mailto:peacekeeping-training@un.org):

- a) Course content and programme;
- b) Training objective;
- c) Course specifications including learning outcomes; and,
- d) Training tools and information on the methods used to measure achievement of the identified learning outcomes.

### Step Three: Desk review:

14. After ITS/DPET has received the additional course curriculum materials and information from the requesting organization, ITS/DPET will complete a 'desk review' within three weeks, resources permitting. The training recognition process cannot continue until the additional information and materials are provided to ITS/DPET.

15. The desk review shall determine whether the supporting information and materials demonstrate that the training course is consistent with latest UN PDT Standards including the appropriate incorporation of the most recent CPTMs and applicable STMs. Where necessary, ITS/DPET shall also consult with training focal points and subject matter experts in UN headquarters during the desk review process. At the end of the desk review ITS/DPET shall notify the requesting organization by fax on the outcome. Where required, ITS/DPET may suggest that the requesting organization take advantage of other training support services, such as Mobile Training Support Teams, in order to best ensure that UN Peacekeeping PDT Standards are met. If it is necessary to conduct an on-site assessment, the actions described in Step Four, below, apply. Alternately, ITS/DPET may determine that there is already sufficient data to reach a decision on eligibility for UN training recognition and will proceed directly to Step Five, below.

**Step Four: On-site course assessment:**

16. Following the desk review, ITS/DPET may determine that it is necessary to conduct an on-site assessment of the training course to confirm key elements of consistency with UN PDT standards. An on-site assessment is not a mandatory step and is conducted at the discretion of ITS/DPET, in consultation with the requesting organization. If an on-site assessment is conducted and the training course is delivered in a language other than English or French<sup>2</sup>, then the requesting organization will likely be asked to provide interpreter support.

17. To the extent possible, ITS/DPET will consult with, and seek support from, the requesting organization as early as possible to complete administrative support arrangements, determine any necessary cost-sharing arrangements and arrange for diplomatic clearances. The time needed to plan a visit by an ITS/DPET team will likely require up to four weeks. The travel and accommodation costs associated with a visit by ITS/DPET shall be borne by either DPKO or the requesting organization. Any costs associated with interpreter support however shall be borne by the requesting organization. Decisions on funding of visits shall be finalized in consultation between ITS/DPET and the requesting organization.

**Step Five: Assessment report:**

18. Once ITS/DPET has received and reviewed the requisite information and materials relating to the training course a comprehensive assessment report shall be produced that will clearly indicate whether the course conforms to UN Peacekeeping PDT Standards.

19. ITS/DPET will complete the assessment report within four weeks after completion of the ITS/DPET desk review or, if an on-site assessment visit is conducted, within four weeks after the completion of the visit. This report shall be approved by the Chief ITS/DPET and may include specific recommendations on how the training course could be adjusted to better meet the UN PDT standards and an arrangement for ITS/DPET to verify completion of the adjustment action. As appropriate, ITS/DPET may produce an internal After Action Review (AAR) report to determine how to improve management procedures associated with the DPKO response to future requests for training recognition.

20. If considered necessary, the requesting organization may be asked to provide evidence that specific adjustments have been made to the training course curriculum or other materials before ITS/DPET can issue a training recognition certificate. In this regard, the requesting organization may seek technical training support from ITS/DPET following the procedures described in the *DPKO/DFS SOP on Mobile Training Support Teams (2009)*.

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<sup>2</sup> If the ITS-led team conducting the on-site assessment requires English or French interpretation, the costs will be borne by ITS

**Step Six: Official UN training recognition certificate issued:**

21. When the training course is considered to be consistent with UN Peacekeeping PDT Standards, including the appropriate use of CPTM and applicable STM, ITS/DPET shall issue an official UN training recognition certificate for the specific course.
22. ITS shall maintain a database of all training courses that have received official UN training recognition and are currently valid.

**D.3 VALIDITY OF TRAINING RECOGNITION**

23. A training recognition certificate is valid for four years. (UN peacekeeping training courses that were given official DPKO recognition before late 2007, when the process was temporarily ceased, retain this status for a period of three years from the date of issuance.)
24. ITS/DPET shall announce changes to UN Peacekeeping PDT Standards through its website at <http://peacekeepingresourcehub.unlb.org> and shall notify those Member States or PKTIs, who have received Training Recognition via Note Verbale or email. Within six weeks of receiving a notification of updated Standards, the Member State or PKTI shall inform ITS/DPET in writing (Note Verbale, fax or e-mail) that the updated UN Peacekeeping PDT Training Standards have been incorporated into the recognized courses. In doing so, the Member State or PKTI shall send a copy of the updated course specifications to ITS/DPET. Failure to provide such information within the required time period may result in official Training Recognition being revoked by ITS/DPET.
25. At least six months before official training recognition of a course is due to expire, the requesting organization shall request the renewal of official UN training recognition for the relevant course by submitting a formal request in accordance with section D2 above and in the format provided in the Annex. Where the renewal request clearly illustrates that the course has been regularly updated in accordance with revisions to the UN Peacekeeping PDT Standards, ITS/DPET will seek to streamline the review process by emphasizing the desk review (step 3).

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**E. TERMS AND DEFINITIONS**

26. **Official training recognition:** Official training recognition of a peacekeeping PDT course is the formal acknowledgement by DPKO/DFS that the course content, including course objective and learning outcomes, is consistent with the latest UN Peacekeeping PDT Standards.
27. **Pre-Deployment Training (PDT):** refers to generic, specialized and, where appropriate, mission-specific peacekeeping training that is based on United Nations standards and takes place prior to deployment to a DPKO-led mission. This training is delivered by Member States to military and police personnel/units in their home country and by the Integrated Training Service (ITS) for civilian personnel.
28. **UN Peacekeeping Pre-deployment Training (PDT) Standards:** consist of an authoritative document outlining the objective of training, target audience, course specifications, and supplementary training materials which fulfill the course specifications (specifically Core Pre-deployment Training Materials (CPTM) and relevant Specialized Training Materials (STMs)). UN Peacekeeping PDT Standards have the objective of preparing particular categories of personnel to effectively carry out their duties in a DPKO-led peacekeeping operation in accordance with UN policies and guidance.

29. **Core Pre-Deployment Training Materials (CPTM):** The range of training materials related to the UN peacekeeping topics and issues that constitutes the required core pre-deployment knowledge for all UN peacekeeping personnel (military, police and civilian). The CPTM replaced the UN DPKO Standardized Generic Training Modules (SGTM).

30. **Specialized Training Materials (STM):** Training materials related to a specific function or employment category in a DPKO-led peacekeeping operation that constitute the required specialized pre-deployment knowledge for that function or employment category. For example, training materials that are specific to uniformed individuals assigned as military or police 'experts on mission' to perform the functions of UN Police Advisers or UN Military Observers.

31. **Peacekeeping Training Institution (PKTI):** National, regional or international training centre or institution (such as a staff college) providing training to military and/or police personnel in preparation for service in a DPKO-led peacekeeping operation.

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## F. REFERENCES

32. **Normative or Superior References.**

- DPKO/DFS Policy on Military and Police Pre-Deployment Training for Peacekeeping Operations (2009)

33. **Related Policies.**

- DPKO/DFS SOP on Mobile Training Support Teams (2009)
- DPKO/DFS SOP on Training of Trainers (2009)

34. **Other**

- DPKO/DFS peacekeeping resource website: <http://peacekeepingresourcehub.unlb.org>

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## G. MONITORING AND COMPLIANCE

35. The Chief of the Integrated Training Service is responsible for monitoring the implementation and adherence to this SOP.

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## H. CONTACT

36. The Chief of the Integrated Training Service, Policy, Evaluation and Training Division (ITS/DPET): telephone (+1) 212 963 1986, fax (+1) 917 367 8268, email address: [peacekeeping-training@un.org](mailto:peacekeeping-training@un.org)

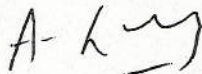
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## I. HISTORY

37. This is a new SOP. Hence no amendments have been made.

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SIGNED:



Mr. Alain Le Roy  
Under-Secretary-General  
DPKO

DATE: 28/09/09

**FORMAT: REQUEST FOR OFFICIAL UN TRAINING RECOGNITION**

**1. Provide details of requesting organization:**

Please include the following:

- a. Full official title of the organization delivering the PDT course
- b. Postal
- c. Residential addresses
- d. Official website (if established)

**2. Provide details of the contact person:**

Please include the following:

- a. Official title/appointment and the full name the official contact person within the organization
- b. Telephone number – please include international dialing code
- c. Fax number – please include international dialing code
- d. Email address

**3. Provide a full description of the PDT course:**

Please answer the following:

- a. What is the official course title?
- b. What is the course objective?
- c. Who is target audience (by nationality and category as applicable)?
- d. What is the planned maximum number of students or participants per course?
- e. What is the course duration (number of actual class/session days)?
- f. How often will this course be delivered in a 12 or 24 months period?
- g. What is the language used in delivery of the course?

*(Please note: A copy of the full course curriculum and specifications are not required at this stage but may be requested later by ITS/DPET)*

**4. Explanation of the impact of the PDT course on UN peacekeeping operations:**

Please provide your assessment of how this PDT course positively impacts current or planned/anticipated UN peacekeeping operations. This explanation would be strengthened by an indication of, or a statistical report on, the number and category of previous or planned future participants on this course who will serve in specific UN peacekeeping operations.

**5. Status of previous official training recognition:**

Please answer the following:

- a. Has this training course previously received official UN training recognition? (If the answer is 'no', please do not answer the next question)
- b. What is the issuance date of previous official UN training recognition for this course?