

**Senior Management Course
(SMC IV)
September 21 to October 8, 2009
Joining Instructions for General Applicants**

Welcome to The Pearson Peacekeeping Centre

The Pearson Peacekeeping Centre (PPC) is named in honour of Lester B. Pearson, former Prime Minister of Canada and recipient of the 1957 Nobel Peace Prize for the establishment of UNEF I, the first modern peacekeeping operation. The Centre was established in 1994 by the Government of Canada. Its mission is to make peace operations more effective through research, education and training and through capacity building.

The PPC has its Head Office in Ottawa, Ontario, and also an office in Cornwallis Park, Nova Scotia. The SMC course is held in Cornwallis Park, Clementsport, which lies between the towns of Annapolis Royal and Digby, and overlooks the shores of the historic Annapolis Basin near the western tip of the Province of Nova Scotia. It is served by the Halifax Stanfield International Airport, which is three hours by road from the Centre.

The following pages contain some useful information pertaining to your travel and stay at the PPC.

About SMC IV

The Senior Management Course (SMC) is a three-week training course designed to train selected military and civilian officers from the Military Training Assistance Program (MTAP) countries to increase the operational effectiveness of participants in peace operations. The PPC will also accept few selected General Applicants: civilian, police and military, to introduce them to the various aspects of providing military advice to a contemporary UN peace operation through the planning, deployment, exit and follow-up phases.

Transportation

Travel for General Applicants is their individual responsibility. Please plan on arriving at the PPC no later than September 20, 2009 and advise the PPC Registrar's Office of your travel itinerary no later than September 4, 2009. Failure to do so could result in difficulty coordinating transportation FROM THE HALIFAX AIRPORT TO the Centre.

Air travelers are asked to state their point of origin, airline flight number and arrival time at the Halifax Stanfield International Airport. Please arrange your travel so that you arrive no later than early afternoon the Sunday preceding the course. You will be met by a PPC representative who will be carrying a sign with our name and logo on it. If you cannot locate the PPC representative, please go to the information booth (located on the main level in the arrival area) and ask the attendant to page the "Pearson Peacekeeping Centre driver".

For road travelers, the most direct route to get to the PPC from the airport is to take route 102 towards Halifax, when you come to a Y in the highway, adjacent to a large lake on your left, stay to the right (Annapolis/Windsor), take Exit 4B Annapolis Royal/Windsor route 101, drive approximately two hours and take Exit 23 Deep Brook/Cornwallis/ Clementsport and at the stop sign turn right. The PPC is approximately five km from there on the left-hand side.

Please let us know your planned day / time of arrival so that you may be met by one of our staff upon arrival. Should you be traveling by car from Quebec/New Brunswick, the recommended route includes the Saint John/Digby Ferry. Reservations are recommended.

Departure flights should be booked from Halifax no earlier than October 9, 2009. NO early departures will be entertained unless there is an immediate operational requirement or due to compassionate grounds.

Arrival Procedure

All arriving course participants will be met by a PPC representative. You will be escorted to your room and you will receive an information package.

Passports / Visas

Before you leave home YOU MUST OBTAIN THE NECESSARY VISAS in order to enter and stay in Canada for the course. Please remember to bring your passport.

Medical

The PPC will assist in every way possible to ensure your medical needs are met during your stay with us; however, **MEDICAL LIABILITY IS A PERSONAL RESPONSIBILITY**. Before you arrive at the Centre, please check with your physician or health plan agency to see if your coverage is adequate. We strongly encourage you to consider purchasing a travel health insurance plan for your stay with us.

There are no medical or dental facilities at Cornwallis Park. Emergency care is available at Digby or Annapolis Royal, some 15 km away. If you require special medications, please ensure that you bring an ample supply.

Financial Arrangements

There is a banking machine located on site in the Cornwallis Park Mall and the nearest banks are located 15 km away in the Towns of Digby and Annapolis Royal. The banking machines will accept all banking cards with the Interac Symbol or Plus System and all VISA. The machines will not accept American Express, MasterCard or Cirrus cards. The PPC does not have the resources to provide a currency exchange service. Please bring sufficient Canadian cash or Traveler's cheques to meet your anticipated needs.

Mailing Address

Please advise anyone attempting to contact you while you are at the PPC to use the following address format:

(Your Name)
Pearson Peacekeeping Centre (SMC IV)
Cornwallis Park, PO Box 100
Clementsport, NS
Canada B0S 1E0

Telephone and Email Contact Names / Numbers

To contact someone attending the course, you can call directly to the individual's room by dialing 902-638-8602 ext 3??? (last three digits are the room number). As well, if assistance is required, the front desk can be contacted between the hours of 8:30 a.m. – 5 p.m. at 902-638-8602 ext 1227. For after-hour emergency service you can call 902-678-4962.

For outgoing calls

There are pay telephones located in the Training Building (Admiral Desmond Piers Memorial Hall) and in residence (North Lodge). In addition, your room in Residence has a private phone. Only Canadian calling cards can be used on the telephones. Prepaid telephone cards can be purchased at the Lounge or local stores. Long distance calls can be made directly from your room phone and you will receive a weekly invoice for payment.

Adaptors

If you arrive with electrical items, please bring your own adapter to fit North American plugs as they are not available at the Centre.

Computers

The Centre's computers offer internet and all participants will have access. Participants are welcome to bring personal laptop or notebook computers; however, they will not be connected to the PPC LAN system.

Accommodations

You will be assigned a room in North Lodge, a private room with a private bathroom. Each room is equipped with a telephone with internet access through a cat 5 wire, clock radio, desk, lamp, and towels. There is a TV/VCR in the lounge in each residence as well as washing machines and dryers for personal use. Laundry soap and toiletries can be purchased from the Lounge staff. Commercial dry cleaning and laundry service pickup are available weekly.

Course Objectives, Evaluations and Critiques

The course objectives and content can be found on the PPC website.

Each student will be given the opportunity to critique each portion of the course as it evolves with a final critique upon completion.

All students will also be given a Certificate of Participation and a Formal Course Report upon completion that will not give placement but will speak to each student's strengths and what they accomplished.

Field Trips

During SMC IV, for MTAP participants there will be familiarization trips to Canadian Forces Bases and Units in Nova Scotia. Army, Navy and Air Force sites will be visited with the objective to expose the participants to the Canadian Military establishment which is accustomed to working under civilian control. For General Applicants this trip is optional.

Dress

The usual dress while attending the course is civilian attire that is defined as casual pants or skirt with a button-down or open neck shirt, blouse or sweater. Blue jeans, T-shirts and sweatshirts will only be authorized during after normal work hours.

For certain events, participants are requested to dress more formally or in uniform; these include the meet and greet on the opening day of their session, a course photo during the final week, the closing ceremony on the last day, the military field trip, visits by selected VIP speakers as well as the end-of-course banquet. Suggested clothing is a jacket and tie for men and equivalent attire for women. Participants should also bring their uniform that includes a tunic and tie or equivalent. Participants are also welcome to wear their traditional or national dress for course activities, photos and banquets.

Personnel who participate in physical or recreational activities are requested to change into clean clothing prior to dining or using the lounge. The temperature in Cornwallis varies with the season. During SMC, temperatures will typically range between +9° C to +14° C for the duration. Should it become unseasonably cold, PPC will provide adequate clothing such as a parka and toque. As well, we will provide the opportunity to purchase warm clothing during transport runs into the local town.

Meals

All meals will be provided in a 100-seat dining room located in the Lounge. If you have special dietary requirements, allergies, etc., please ensure that this information is clearly indicated on the registration form. Your special needs will be confirmed on arrival.

Religious Requirements

Please let us know if you have specific religious requirements. We will make every effort to meet those needs. The following denominations are represented in the local area: Advent Christian; Anglican; Baptist; Church of Jesus Christ of Latter Day Saints (Mormons); Roman Catholic; United; and Wesleyan.

Recreation

The local area is a wonderful location for walking and jogging with proper climatic dress. The PPC also has a mini-gym with limited exercise machines and weights. The Cornwallis Park site is the new home of the Lifeplex Wellness Centre. This centre has a state of the art exercise room along with a pool and a sauna. The Lounge is equipped with a large TV, VCR, pool table, snooker table and a dartboard. Arrangements to attend local theatrical, musical and cultural events and tours can be made if sufficient numbers show an interest. Sports fields for soccer and tennis courts are available on-site. There are two golf courses within 15 km of the PPC.

Course fee, Registration and Inquiries

The SMC IV course costs \$11, 925 CAD. This includes all meals, accommodations, teambuilding trips, transportation to and from the airport, and course cost. Airfare to and from Halifax is the responsibility of the participant.

To register or for inquiries, please contact:

Registration inquiries:
Jennifer Matthews
613-520-5617, ext. 5923
registrar@peaceoperations.org