

# Senior Management Course on Integrated Peace Missions (SMC IV)

21 September to 8 October 09

Joining Instructions for MTAP Participants

## 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. This course will also introduce participants 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 MTAP participants** will be coordinated by the responsible Canadian Forces Attaché or the appropriate Canadian Embassy/High Commission. Please plan on arriving at the PPC no later than 20 September and advise the Registrar's Office of your travel itinerary no later than 4 September 2009. Failure to do so could result in difficulty coordinating ground transportation 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 of **Sunday 20 September**. **You will be met by a PPC representative who will be carrying a sign with the PPC 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**".

If you experience delays while travelling to Halifax, please make every effort to contact the PPC so that new arrangements can be made for meeting you at the airport. Please contact the PPC Registrar on 613-520-5617 ext 5923 or by e-mail at [registrar@peaceoperations.org](mailto:registrar@peaceoperations.org)

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 kilometres 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 not be booked from Halifax any earlier than 9 October 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 / Drivers License**

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.

If participants wish to rent a car while in Nova Scotia they will be required to bring their drivers license.

### **Travel Receipts**

In order for reimbursement of travel expenses to take place, you are required to provide the PPC with receipts for all travel. This includes **boarding passes for air travel**, and receipts for ferry, bus, taxi, etc. These are to be submitted to the PPC finance department upon arrival.

### **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. Coverage for those under the MTAP program will be covered by the Department of National Defence.

There are no medical or dental facilities at Cornwallis Park. Emergency care is available in Digby or Annapolis Royal, about 15 minutes away (15 kms). For Canadian Forces (CF) personnel, the nearest CF facility is at CFB Greenwood, one hour away by road. **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 kms 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 travelers 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

### **PPC 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, during normal working hours if assistance is required, the PPC reception desk can be contacted at 902-638-8611. In the event of an emergency and assistance is needed after hours, family members can contact the PPC after hour service at (902) 678-4962.

### **For Outgoing Calls**

Pay telephones are 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 access 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 bar staff. Commercial dry cleaning and laundry service pickup is available weekly.

## **Course Objectives, Evaluations and Critique**

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**

There will be a familiarization trip to Canadian Force Base Halifax - Army and Navy units will be visited. The objective is to expose participants to the Canadian Military establishment, which is accustomed to working under civilian control. As well, trips will provide rest, relaxation and a chance to experience Canadian culture.

## **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 course photo and Meet and Greet on the opening day of their session, selected course trips, visits by selected VIP speakers, as well as the closing ceremony and end-of-course banquet (Good Cheer Dinner) on the last day. **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 bring appropriate clothing (jogging suit, sneakers, etc) but change into clean clothing prior to dining or using the lounge. As the temperature in Cornwallis varies with the season you are advised to bring warm clothing. 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 (James Horsfall Memorial Hall). 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 upon 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 Cornwallis Park site is the new home to the Lifeplex Wellness Centre that has a state of the art exercise room along with swimming pool and a sauna. PPC also has a small mini-gym with limited exercise machines and weights. 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.

### **Conclusion**

If you require further information prior to arrival at the PPC, please do not hesitate to contact us by telephone 613-520-5617 ext 5923; fax 613-520.3787; or e-mail [registrar@peaceoperations.org](mailto:registrar@peaceoperations.org).