

United Nations Integrated Mission Staff Officers Course
(UNIMSOC VII)
26 October 2009 – 3 December 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 support and enhance the Canadian contribution to international peace, security and stability. Its mandate is to make peacekeeping more effective by continuing education, training and research in all aspects of peace operations.

The PPC has its Head Office in Ottawa, Ontario, and also has an office in Cornwallis Park, Nova Scotia. The UNIMSOC VI 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 UNIMSOC VII

This six-week training course is designed to prepare participants for entry into a United Nation (UN) integrated mission headquarters and to familiarize them with how a typical military organization operates. This course aims to provide participants with the training required to fill key staff positions within a military establishment.

Transportation

Travel for General Applicants is their individual responsibility. Please plan on arriving at the PPC no later than 25 October 2009 and advise the PPC Registrar's Office of your travel itinerary no later than 9 October 2009. Failure to do so could result in difficulty coordinating 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 25 October. 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

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 no earlier than 4 December 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.

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 at Digby or Annapolis Royal, some 15 kms distant. For CF personnel, the nearest Canadian Forces 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 (UNIMSOC VII)
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 am – 5:00 pm 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.

The Project Manager for UNIMSOC VII is Captain John Pulchny and he can be contacted prior to the course commencement at 902-760-1773 or by email at jpulchny@peaceoperations.org

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 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 UNIMSOC VII, there will be familiarization trips to Canadian Forces Bases and Units in Nova Scotia. Army, Navy and Air Force sights will be visited with the objective to expose the participants to the Canadian Military establishment which is accustomed to working under civilian control.

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. As the temperature in Cornwallis varies with the season; however during UNIMSOC VII, the average temperatures will be up to 5 C and as low as -15 C in November. Typically; however, the range is between 5 C and 10 C for the duration so please ensure that you bring appropriate clothing. 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 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 sauna. The Lounge is equipped with a large TV, VCR, pool table, snooker table and dartboard. Arrangements to attend local theatrical, musical and cultural events and tours can be made if sufficient interest.

Course fee, Registration and Inquiries

The UNIMSOC VII course costs \$21 000.00 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