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Standard Operating Procedure (Revised)

Assessment for Mission Service of Individual Police Officers

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DPO/DOS STANDARD OPERATING PROCEDURE ON ASSESSMENT FOR MISSION SERVICE OF INDIVIDUAL POLICE OFFICERS

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A. PURPOSE

1. This Standard Operating Procedure (SOP) provides instructions and guidance to the Police Division (PD) of the United Nations Department of Peace Operations (DPO) and UNPOL components of United Nations peacekeeping operations (PKOs) and special political missions (SPMs) on how to assess individual police officers,[1] civilian policing

[1] For the purpose of this SOP, an individual police officer is an officer who serves in a Member state (MS) - based police or other law enforcement agency.

experts[2] and other types of personnel to be deployed against the requirements of this SOP for service in PKOs, SPMs, and/or other assignments. United Nations individual police officers and United Nations civilian policing experts may serve individually or as members of a Specialised Police Team (SPT).[3] This SOP also provides guidance to Police-Contributing Countries (PCCs) on the pre-selection and training of individual police officers and civilian policing experts.

B. SCOPE

2. The SOP applies to the assessment of individual police officers, civilian policing experts and other types of personnel to be deployed for service in PKOs, SPMs, and/or other assignments. Compliance with this SOP is mandatory.

3. This SOP does not apply to the assessment of members of Formed Police Units (FPUs)[4] nor to the recruitment of United Nations staff members for appointment within police components of PKOs, SPMs, and/or other assignments.

C. RATIONALE

4. This SOP sets out clear and coherent assessment procedures to ensure effective selection and deployment of individual police officers and civilian policing experts to PKOs, SPMs and/or other assignments. The SOP first summarises the *requirements* for service in PKOs and SPMs and then describes the *process* of preparing for, conducting and following up on an Assessment for Mission Service (AMS).

5. This SOP should be read in conjunction with other relevant United Nations guidance material, in particular the United Nations Strategic Guidance Framework for International Police Peacekeeping (SGF), the policy foundation for United Nations policing, which amongst others, consists of an overarching *Policy on United Nations Police in Peacekeeping Operations and Special Political Missions*[5] and four subsidiary guidelines that deal with the four core pillars of a United Nations police component: police capacity-building and development, police command, police operations and

[2] For the purpose of this SOP, a civilian policing expert is a civilian staff from MS-based police, other law enforcement agency or other public administration entity with expertise in areas that may or may not be core policing responsibilities but are critical for the functioning of a host-country police or other law enforcement agency. Civilian policing experts fall within a PKO' and/or SPM's authorised police strength but do not exercise police powers. Depending on a country's needs, civilian policing experts may be selected individually or as part of a Specialised Police Team.

[3] For the purpose of this SOP, a Specialised Police Team (SPT) consists of United Nations individual police officers and/or United Nations civilian policing experts from one or several MS with dedicated expertise to strengthen a specific capacity of a host country police or other law enforcement agency. Such special expertise may relate, for instance, to sexual and gender-based violence, community-policing, traffic policing, organised crime, as well as to non-core policing responsibilities of a host-country police or law enforcement agency. DPO Guidelines on Specialised Police Teams on Assignment with United Nations Peace Operations (forthcoming) provides guidance on the administration of police officers and civilian policing experts deployed as a part of a specialised police team.

[4] For the assessment of FPUs see Department of Peacekeeping Operations/Department of Field Support, *Standard Operating Procedure (Revised): Assessment of Operational Capability of Formed Police Units for Service in United Nations Peacekeeping Operations and Special Political Missions* (DPKO/DFS 2017.9), 20 April 2017.

[5] Department of Peacekeeping Operations/Department of Field Support, *Policy on United Nations Police in Peacekeeping Operations and Special Political Missions*, 1 February 2014 (DPKO/DFS 2014.01).

police administration.[6] Other relevant guidance includes, *inter alia*, Security Council resolution 2185 (2014) on United Nations Police;[7] the *Standard Operating Procedure on Selection and Recruitment Procedures for United Nations Personnel at the Police Division, Peacekeeping Operations and Special Political Missions*;[8] and the Secretary-General's 2003 Bulletin on *Special measures for protection from sexual exploitation and sexual abuse* and related guidance.[9]

6. Security Council resolution 1325 (2000) and other issuances recognize the importance of women's participation in peacekeeping operations. Security Council resolution 2242 (2015) calls for the doubling of the number of uniformed women personnel by 2020. Building on the Secretary-General's System-Wide Strategy on Gender Parity, DPO developed a Uniformed Personnel Gender Parity Strategy with clear targets for the United Nations Police. The PD is implementing a gender action plan to achieve these targets. By 2025, at least 25 percent of all individual police officers should be female. By 2028, 30 percent of individual police officers should be female. This SOP provides instructions and guidance on how to achieve these targets.

7. Security Council resolution 2185 (2014) recommends the use of Specialised Police Teams (SPTs) for police capacity building. SPTs consist of United Nations individual police officers and/or United Nations civilian policing experts from one or several Member States (MS), with dedicated expertise to strengthen a specific capacity of a host country police or other law enforcement agency. This SOP provides guidance for the assessment of individual police officers and civilian policing experts who will service individually or as members of SPTs.

D. PROCEDURES

D.1 SUMMARY

8. To qualify for service as United Nations individual police officers or civilian policing experts in a PKO and/or a SPM, candidates nominated by MS must meet the requirements related to basic eligibility, competence, conduct and performance, as well as to mission-specific skills. Candidates who will be required and thus authorised to use a firearm in a PKO and/or a SPM must also meet the requirements for firearms handling and shooting. The requirements for mission service are described in detail in paragraphs 19-40 below.

9. The qualification of nominated candidates is determined in an AMS. The AMS is mandatory and AMS clearance is a pre-requisite for service in a PKO and/or a SPM.

10. As a rule, a Selection Assistance and Assessment Team (SAAT) conducts the AMS in the MS prior to deployment. MS are strongly encouraged to request a SAAT to conduct

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[6] Guidelines on Police Administration (DPKO/DFS 2016.26); Guidelines on Police Capacity-Building and Development (DPKO/DFS 2015.08); Guidelines on Police Command (DPKO/DFS 2015.14); and Guidelines on Police Operations (DPKO/DFS 2015.15).

[7] *Security Council resolution on United Nations Police*, 20 November 2014 (S/RES/2185).

[8] Department of Peacekeeping Operations, *Standard Operating Procedure: Selection and Recruitment Procedures for United Nations Personnel at the Police Division, Peacekeeping Operations and Special Political Missions*, 25 March 2011 (DPKO/PD/SOP/2011).

[9] Secretary-General's Bulletin, *Special measures for protection from sexual exploitation and sexual abuse* (ST/SGB/2003/13); General Assembly, *Criminal Accountability of United Nations Officials and Experts on Mission*, 10 January 2019 (A/RES/73/196); Security Council, Resolution 2272 (2016); General Assembly, *United Nations Comprehensive Strategy on Assistance and Support to Victims of Sexual Exploitation and Abuse by United Staff and Related Personnel*, 7 March 2008 (A/RES/62/2014).

an AMS prior to deployment. The MS-based AMS process is described in detail in paragraphs 55-114 below. Exceptionally, the AMS can take place after arrival in the PKO and/or SPM but prior to service. An in-mission AMS may only be conducted upon the approval by the PD of the DPO. The in-mission AMS is described in paragraphs 119-125 below.

11. A candidate who participated in the MS-based AMS and failed to qualify, shall not be authorised for deployment and hence cannot be cleared in an in-mission AMS. A candidate who did not undergo a MS-based AMS prior to arrival in the PKO and/or the SPM and does not pass the in-mission AMS will be repatriated at the cost of the MS.

12. Upon receiving a request to conduct an AMS in a MS, the Selection and Recruitment Section (SRS) of the PD establishes contact with the Permanent Mission of the MS and provides relevant guidance documents and templates, as well as information about mission-specific skill requirements. These requirements may relate to individual police officers, or to individual civilian policing experts, or to SPTs. The SRS maintains close contact with the Permanent Mission throughout the AMS process.

13. To meet the targets of the PD gender action plan, an AMS should not be approved when a MS nominates fewer than 25 percent female candidates of the total number of candidates nominated for the AMS unless exceptionally authorised by the Chief, SRS. The MS must justify why the percentage is not met and what efforts are made to meet the minimum of 25 percent female candidates in a future AMS.

14. The SRS may, at the request of the MS, assist in organising a pre-AMS training to prepare the candidates for the AMS. Only AMS instructors certified by the SRS are authorised to conduct such trainings. The SRS will prioritise pre-AMS trainings in MS that nominate the required number of female candidates.

15. Following the approval of the conduct of the AMS, the SRS deploys a SAAT to the MS. During the AMS, the SAAT assesses the language skills, driving skills, firearms handling and shooting skills, computer skills, knowledge of United Nations principles and standards, core values, and mission-specific skills. The MS provides documentary evidence on the age, professional experience and background integrity of the candidates.

16. Prior to finalising a deployment request to a MS, the SRS takes into consideration the mission-specific skill requirements, as well as the gender and geographical distribution of the individual police officers and civilian policing experts serving in the PKO and/or the SPM for which the candidates are being considered.

17. The medical fitness is certified by the appropriate UN Medical Services after the MS has been informed about the acceptance of the candidate(s) and has provided the required medical documentation.

18. Police officers and civilian policing experts who have been AMS-cleared by a SAAT in their home country will not be assessed again upon arrival in the PKO or the SPM. However, unless a certified UN Motor Transport Officer (MTO) from a PKO or SPM has been part of the SAAT and oversaw the AMS driving test, they must pass an additional driving test in the mission area to obtain a United Nations driving permit.

D.2 REQUIREMENTS FOR MISSION SERVICE

19. The requirements for mission service are set out below and fall into four (4) categories: basic eligibility; competence; conduct and performance; and mission-specific skills.

D.2.1 Basic Eligibility

20. The basic eligibility requirements fall into three (3) sub-categories: age; medical fitness; and professional experience.

D.2.1.1 Age

21. At the time a MS nominates a candidate for an AMS, the candidate must be at least twenty-five (25) years of age and should be less than sixty (60) years old. It is strongly recommended that a candidate be under fifty-five (55) years of age at the time of nomination for the AMS.

D.2.1.2 Medical fitness

22. A candidate must be physically and mentally fit taking into consideration that he or she will be deployed to a potentially hostile and hazardous environment. Fitness does not simply imply absence of disease, but also the ability to work effectively under such circumstances. Medical fitness for specific Mission is certified by the UN Mission Medical Services.

D.2.1.3 Professional experience

23. A *United Nations individual police candidate* must be an officer who actively serves in a MS police or other MS law enforcement agency. The candidate must have served a minimum of five (5) years in such an agency after graduation from a police academy or certified law enforcement training institution. Retired officers may be nominated for an AMS if they were retired within the past five (5) years at the date of nomination for the AMS and they meet the age requirements set out above.

24. A *United Nations civilian policing expert candidate* should be highly skilled and have a minimum of five (5) years of work experience in the required capacity building and development function.

25. An *SPT candidate* should be highly skilled and have a minimum of five (5) years of recent work experience in the required operational support and/or capacity-building and development specialised function/s.

D.2.2 Competence

26. The competence requirements fall into five (5) sub-categories: knowledge of United Nations PKOs and SPMs and policing standards; language skills; driving skills; firearms handling and shooting skills; and computer skills.

D.2.2.1 United Nations PKOs, SPMs and policing

27. A candidate must have a good understanding of the following three (3) subject areas:

    a) *United Nations PKOs and SPMs*: A candidate must be able to demonstrate a good understanding of United Nations PKOs and SPMs and its principles; the establishment, structures and functioning of PKOs and SPMs; as well as relevant policies and procedures.

b) *United Nations policing*: A candidate must demonstrate a good understanding of the United Nations Strategic Guidance Framework for International Police Peacekeeping (SGF), the policy foundation for United Nations policing, which consists of an overarching *Policy on United Nations Police in Peacekeeping Operations and Special Political Missions*[10] and four subsidiary guidelines that deal with the four core pillars of a United Nations police component: police capacity-building and development, police command, police operations and police administration.[11]

c) *Mandate of the PKO and/or the SPM*: A candidate must demonstrate a good understanding of the mandate(s) of the PKO(s) or the SPM(s) to which he or she may to be deployed to.

D.2.2.2 Language skills

28. A candidate should understand, speak fluently, read easily, and write clearly in the working language(s) of the PKO and/or the SPM, generally either English or French. This corresponds to B1[12] level in the language competency assessment. Additional relevant language skills are highly desirable. The language testing procedures including the procedures for assessing knowledge of United Nations core values and principles, of the policy framework for United Nations policing and of the PKO and/or SPM mandate are set out in paragraphs 90-97 below.

29. Exceptionally and with PD approval following a recommendation by the Head of the police component (HOPC), a United Nations individual police officer or a United Nations civilian policing expert with highly sought-after skills can be deployed to a PKO or a SPM without proficiency in the mission's official language. However, the candidate must pass the language assessment in either English or French in accordance with the requirements of this SOP.

D.2.2.3 Driving skills

30. A candidate who will be authorised to drive a vehicle in the PKO or SPM must be in possession of a national driving license that is valid at least for the duration of the candidate's deployment; know standard traffic regulations; and be able to safely operate a manual-gear four-wheel drive sports utility vehicle (SUV) or pickup-type vehicle. The driving testing procedures are set out in paragraphs 98-102 below.

D.2.2.4 Firearms handling and shooting skills

31. A candidate required to carry a firearm in the PKO or SPM must be authorised to carry a firearm in his or her home country, be able to handle it safely, and have proven shooting skills with the firearm. The firearms handling and shooting testing procedures are set out in paragraphs 103-105 below.

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[10] Department of Peacekeeping Operations/Department of Field Support, *Policy on United Nations Police in Peacekeeping Operations and Special Political Missions*, 1 February 2014 (DPKO/DFS 2014.01).
[11] Guidelines on Police Administration (DPKO/DFS 2016.26); Guidelines on Police Capacity-Building and Development (DPKO/DFS 2015.08); Guidelines on Police Command (DPKO/DFS 2015.14); and Guidelines on Police Operations (DPKO/DFS 2015.15).
[12] See Annex J: Evaluation Grid for Language Assessment.

D.2.2.5 Computer skills

32. A candidate should have good computer skills. Candidates with demonstrated good computer skills will be given preference over other candidates for deployment. The computer skills testing procedures are set out in paragraphs 96-97 below.

D.2.3 Conduct and Performance

33. The conduct and performance requirements fall into three (3) sub-categories: knowledge of United Nations standards of conduct; background integrity; and performance during previous United Nations service, if applicable.

D.2.3.1 United Nations standards of conduct

34. A candidate should be familiar with the following two (2) areas:

a) *Professional standards in PKO and/or SPM settings* including international law applicable in PKO and/or SPM contexts; the protection and promotion of human rights in PKO and SPM environments; the promotion of gender equality in PKO and SPM contexts; child protection in PKO and SPM settings; sexual and gender-based violence in PKO and SPM settings; relevant human rights standards, including on arrest and detention and; on the use of force and firearms; and the mission-specific directive on detention, searches and use of force.[13]

b) *Responsibilities and obligations of individual peacekeepers* including United Nations core values (integrity, professionalism, respect for diversity, and commitment to the United Nations); Code of Conduct for Blue Helmets;[14] Standards on Conduct and Discipline;[15] reporting mechanisms and procedures relating to any form of misconduct;[16] obligations relating to HIV/AIDS; standards relating to respect for diversity; and standards on safety and security of United Nations personnel. Knowledge of the United Nations standards and zero tolerance policy on sexual exploitation and abuse is mandatory.[17]

35. The procedures for assessing knowledge of United Nations standards of conduct are set out in paragraphs 92-97 below.

D.2.3.2 Background integrity

36. Background integrity refers to conduct prior to a United Nations deployment, as well as to conduct during a previous United Nations assignment, if applicable:

a) *Conduct prior to United Nations deployment*: A candidate who has been convicted of, or is currently under investigation or being prosecuted for, any

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[13] See United Nations, *Policy: Human Rights in United Nations Peace Operations and Political Missions*, 1 September 2001 (2011.20).
[14] United Nations, *Ten Rules: Code of Personal Conduct for Blue Helmets*.
[15] Secretary-General's Bulletin, Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission (ST/SGB/2002/9);
[16] United Nations, *Policy: Accountability for Conduct and Discipline in Field Missions*, 1 August 2015 (2015.10); Department for Peacekeeping Operations, *Directives for Disciplinary Matters Involving Civilian Police Officers and Military Observers* (DPKO/CPD/DDCPO/2003/001-DPKO/MD/03/00994).
[17] See, in particular, Secretary-General's Bulletin, *Special measures for protection from sexual exploitation and sexual abuse* (ST/SGB/2003/13); and Secretary-General's Bulletin, *Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations* (ST/SGB/2017/2/Rev.1).

criminal or disciplinary offence, or who has been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law, is disqualified from service with a PKO and/or SPM.[18]

b) *Conduct in a previous United Nations assignment*: A candidate who was involved in any misconduct in a previous United Nations assignment including in an incident of sexual exploitation and abuse and/or SGBV is disqualified from future service with a PKO and/or SPM.[19]

D.2.3.3 United Nations performance

37. A candidate who received an unsatisfactory performance rating during a previous United Nations assignment is disqualified from future service with a PKO and/or SPM.[20]

38. The procedures for assessing a candidate's performance and conduct in a previous United Nations assignment are set out in paragraph 116 below.

D.2.4 Mission-Specific Skills

39. A candidate for a United Nations individual police position must demonstrate that he or she has at least one or more of the designated skills within the four recruitment streams of the Strategic Guidance Framework (administration, command, operations, and capacity building and development) and required for deployment to a specific PKO or SPM (see Annex A).

40. A candidate for a civilian policing expert position must have the required special expertise to strengthen the capacity of the host country police or other law enforcement agency in question.

D.3 MEMBER STATE PRE-SELECTION AND PRE-AMS TRAINING

41. Prior to an AMS, a MS should screen and pre-select candidates to ensure they meet the skills required by ongoing or upcoming PKOs, SPMs and/or other assignments. Candidates who have not been pre-selected will not be admitted to the SAAT.

42. MS should also conduct pre-AMS trainings to prepare the candidates for the AMS. Such trainings should focus on this SOP and include mock tests.

43. In addition, the SRS requires candidates to pass an online test to evaluate the candidate's competencies against the overarching UN Police policy and the four core pillars of the SGF prior to their nomination for an AMS.

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[18] United Nations, *Policy: Human Rights Screening of United Nations Personnel*, 11 December 2012.

[19] Secretary-General's Bulletin, *Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission* (ST/SGB/2002/9); Department of Peacekeeping Operations, *Directives for Disciplinary Matters Involving Civilian Police Officers and Military Observers* (DPKO/CPD/DDCPO/2003/001-DPKO/MD/03/00994); Secretary-General's Bulletin, *Special measures for protection from sexual exploitation and sexual abuse* (ST/SGB/2003/13); General Assembly, *Criminal Accountability of United Nations Officials and Experts on Mission*, 10 January 2019 (A/RES/73/196); Security Council, Resolution 2272 (2016); General Assembly, *United Nations Comprehensive Strategy on Assistance and Support to Victims of Sexual Exploitation and Abuse by United Staff and Related Personnel*, 7 March 2008 (A/RES/62/2014).

[20] DPKO, *SOP Performance Appraisals of the United Nations Police Officers* (DPKO/PD/2006/132).

44. Upon the request of a MS, the SRS can advise and assist in the development and facilitation of pre-AMS training. The SRS will confer with other relevant sections of the PD and DPO and with international partners regarding topics and methodology of the training, and submit a proposed training curriculum to the requesting MS. The SRS may, if requested and available, conduct pre-AMS trainings. Such trainings should be held shortly prior to an AMS.

45. MS should facilitate the participation of female candidates in an AMS through dedicated training and other incentives.[21] MS should nominate a minimum of twenty-five (25) percent female candidates for each AMS to meet the targets of the PD gender action plan. Upon request, SRS may assist MS in organising all-female pre-AMS trainings. The SRS will prioritize pre-AMS trainings in MS that nominate the required twenty-five (25) percent of female candidates.

46. The SRS regularly provides MS with information on the required skill sets of ongoing or upcoming PKOs and SPMs in order to guide the pre-selection process in the MS. These mission-specific skill requirements may relate to individual police officers and/or to civilian policing experts.

47. The SRS also maintains regular contact with a MS to plan and prepare for an AMS. The SRS will provide relevant guidance material, mission briefings and best practices to the Permanent Mission of a MS prior to an AMS.

D.4 THE ASSESSMENT FOR MISSION SERVICE (AMS)

D.4.1 General Modalities

48. The AMS is a mandatory process to determine whether an individual police officer or a civilian policing expert from a MS meets the requirements for service in a PKO and/or a SPM.

49. Upon the request of a MS, the SRS sends a SAAT to conduct an AMS in the MS. With the agreement of the SRS, the AMS may also be conducted upon arrival in the mission area. The PKO or SPM's police component is responsible for organising the in-mission AMS during the induction training.

50. A candidate who fails the MS-based AMS cannot be considered for deployment and cannot be cleared in an in-mission AMS. A candidate who did not undergo a MS-based AMS prior to arrival in the PKO or the SPM and does not pass the in-mission AMS, will be repatriated at the cost of the MS.

51. The SRS may conduct interviews with candidates at any time during the assessment process. Candidates who are not-AMS cleared prior to deployment must be interviewed by the SRS before selection and deployment to the PKO and/or the SPM can be authorised. The interview may also be conducted by the PKO' or the SPM's police component if approved by the SRS. However, this interview is not a substitute for the in-mission AMS upon arrival.

52. The MS-based AMS process is described in detail in paragraphs 64-114 below; the in-mission AMS process is described in paragraphs 119-125 below.

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[21] Department of Peacekeeping Operations/Department of Field Support, Guidelines for Integrating Gender Perspectives into the Work of United Nations Police in Peacekeeping Missions, June 2008, 32-36.

D.4.2 AMS Instructors

53. Certified AMS instructors conduct and oversee the AMS process. AMS instructors are SRS staff members or serving United Nations individual police officers. Serving United Nations police officers are nominated for AMS certification by the HOPC on the basis of the AMS instructor job description (see Annex B).

54. Following screening of nominations received from PKOs and SPMs, the SRS conducts the training and certification of the AMS instructors. For a serving United Nations police officer, the certificate is valid for the duration of the officer's tour of duty in the PKO or SPM. For an SRS staff member, the certificate is valid for the duration of the staff member's assignment to the SRS. Recertification is mandatory in the event this SOP has been significantly modified. The PKO or the SPM's Learning & Development Unit (L&D) and the SRS regularly brief the AMS instructors to ensure their AMS preparedness.

D.5 MEMBER STATE-BASED AMS

D.5.1 Authorisation of SAAT visits

55. MS requests for SAAT visits should be directed to the UN Police Adviser and submitted with a minimum of three (3) months' notice. Generally, a MS may be granted no more than one (1) SAAT visit per year. The SRS organises SAAT visits according to PKO and SPM needs, resources, rotation plans of PCCs, and availability of AMS instructors.

56. Upon receiving a request to conduct an AMS in a MS, the SRS establishes contact with the Permanent Mission of the MS and provides relevant guidance documents and templates including:

    a) This Standard Operating Procedure;

    b) The SGF with its four subsidiary guidelines;[22]

    c) A template of the AMS nomination form (Annex C);

    d) The MS checklist for AMS preparations (Annex D);

    e) Electronic Application for Seconded Police (EASP) forms;[23]

    f) A detailed skill-sets table per PKO and SPM (Annex E); and

    g) Any other document relevant to the AMS process.

57. The SRS maintains close contact with the Permanent Mission throughout the AMS process.

58. To meet the targets of the PD gender action plan, an AMS should not be approved when a MS nominates less than 25 percent female candidates unless exceptionally authorised by the Chief, SRS. The MS must justify why the percentage is not met and

[22] Department of Peacekeeping Operations/Department of Field Support, *Policy on United Nations Police in Peacekeeping Operations and Special Political Missions*, 1 February 2014 (DPKO/DFS 2014.01); Guidelines on Police Administration (DPKO/DFS 2016.26); Guidelines on Police Capacity-Building and Development (DPKO/DFS 2015.08); Guidelines on Police Command (DPKO/DFS 2015.14); and Guidelines on Police Operations (DPKO/DFS 2015.15).
[23] See https://police.un.org/.

what efforts are made to ensure the minimum of 25 percent female candidates in the future.

59. Should the United Nations become aware of grave human rights violations which give rise to concerns as to the record and performance of a MS's candidates, this may constitute grounds to revoke its acceptance of the MS's candidates for service in a PKO and/or a SPM. In such a case, the PD would not deploy a SAAT to the MS.[24]

60. Should the United Nations become aware of serious allegations of misconduct which give rise to concerns as to the record and performance of the MS's candidates, this may constitute grounds to suspend AMS preparations until the United Nations is able to make a determination on the MS's suitability to contribute individual police officers and/or civilian policing experts for service in a PKO and/or a SPM.

61. For the request to be granted, the number of candidates to be assessed during the MS-based AMS should be in proportion to the MS's current or imminent level of contribution to PKOs and/or SPMs. The minimum number is 50 candidates and the maximum number is 500 candidates but should not exceed the threefold number of a PCC's existing contribution of United Nations police officers. When the PCC's threefold contribution is below 50 candidates, the PD will determine whether to conduct a MS-based or an in-mission AMS.

62. For an all-female AMS, the minimum number of 50 candidates may be waived by the UN Police Adviser if there is geographical, language or skill set demand in the PKOs and/or SPMs.

63. The SRS will notify the Permanent Mission of the MS in question about the authorisation and timing of a SAAT visit.

D.5.2 The Selection Assistance and Assessment Team (SAAT)

64. A SAAT is established to conduct a MS-based AMS. The SAAT is composed of a minimum of two certified AMS instructors. Exceptionally, the PD can authorise that an AMS is performed by one AMS instructor only.

65. The SRS determines the composition of the SAAT and approves its deployment. Language, gender, regional origin and seniority, as well as the required technical knowledge, including key cross-cutting areas of interest, should be considered when composing a SAAT. The SAAT should include both SRS staff members and serving United Nations individual police officers. The SAAT should not include nationals of the MS under assessment. When possible, there should be at least one female instructor in the team. The SRS staff member on the SAAT will always be the team leader. In the absence of an SRS representative on the SAAT, the SRS will appoint the team leader from a field Mission. The terms of reference of the SAAT including its team leader and members are included in Annex F.

[24] See also Security Council resolution 2467 (2019) which "Welcomes the Secretary-General's 2015 decision that all state actors repeatedly listed in the annexes of his reports on Sexual Violence in Conflict and Children and Armed Conflict are prohibited from participating in United Nations peacekeeping operations, and urges those troop- and police-contributing countries that are currently listed to cease such violations and abuses, and expeditiously implement action plans in accordance with paragraph 1 of this resolution, thereby avoiding suspension from peacekeeping operations".

66. The number of candidates per AMS instructor should not exceed 100. Therefore, a SAAT will have a maximum of five (5) AMS instructors.

67. The PD, and the PKOs and/or the SPMs for which the candidates are being considered shall cover the travel costs of their respective AMS instructors participating in a SAAT.

68. SAAT members who are United Nations staff members shall, as officials of the United Nations, be immune from legal process in respect of words spoken or written and all acts performed by them in their official capacity.[25] SAAT members who are not United Nations staff members, that is, SAAT members who are United Nations individual police officers, shall be regarded as experts on mission and shall be accorded immunity from personal arrest or detention in respect of words spoken or written and all acts performed by them in their official capacity.[26]

69. Privileges and immunities are granted in the interests of the United Nations and not for the personal benefit of the individuals themselves. The Secretary-General shall have the right and duty to waive the immunity of an official or expert on mission in any case where, in his/her opinion, the immunity would impede the course of justice and can be waived without prejudice to the interests of the United Nations.[27]

D.5.3 AMS Preparations

D.5.3.1 MS preparations

70. No later than one (1) month prior to the SAAT visit, the MS must submit to the PD, preferably in electronic copy, the following documents (see paragraphs 71-73 below):

71. *Complete list of the candidates* using the mandatory AMS nomination form provided by SRS (see Annex C). The list must include, among other things, i) the total number of candidates to be assessed; and ii) the following details of each candidate:

    a) Full name;

    b) Gender;

    c) Date of birth (dd-mm-YYYY);

    d) Number of a valid national photo ID or police ID or national passport, all issued by a competent authority. During the AMS, the candidates will have to identify themselves with the ID document that corresponds to the ID number provided in the list. An official translation prepared by the MS authorities must accompany the original documents if they are not written in Latin alphabet;

    e) For police officers, date of joining the service and years of active police service; for civilian policing experts, years of experience in field of expertise; and

    f) Skillset profile of the candidate in accordance with SGF recruitment streams (see Annex A).

[25] Convention on the Privileges and Immunities of the United Nations (adopted by the General Assembly on 13 February 1946 and came into force on 17 September 1946), article V.
[26] Ibid., article VI.
[27] Ibid., articles V and VI.

72. *MS certification*, using a standard form (see Annex G). In the certification, the MS is required to certify in writing that:

a) No candidate has been convicted of, or is currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violation of international human rights law or international humanitarian law. In case a candidate has been investigated for, charged with or prosecuted for any criminal or disciplinary offence but was not convicted, the MS is requested to provide information regarding the investigation or prosecution concerned. The MS is also requested to certify that it is not aware of any allegations that its candidates have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law (see paragraph 36a) above).

b) No candidate has been involved in serious misconduct in a previous United Nations assignment, or has been repatriated on disciplinary grounds and barred from participation in future PKOs, SPMs and/or other assignments (see paragraph 36b) above).

c) The process of nomination, selection and training of candidates has been free from any form of corruption, fraud, or discrimination.

d) A false statement in the certification and any other violation of this SOP may result in the candidates' disqualification from service in a PKO or SPM and may lead to a suspension of any future police deployments from the MS concerned.

73. *Self-attestations* of all candidates, using a standard format (see Annex H). In the self-attestation, each candidate must attest in writing that:

a) He/she has not committed, been convicted of, nor prosecuted for, any criminal or disciplinary offence (see paragraph 36a) above).

b) He/she has not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law (see paragraph 36 a) above).

c) He/she has not been involved in acts of serious misconduct in a previous United Nations assignment and has not been barred from participating in future PKOs, SPMs and/or other assignments in connection with such acts (see paragraph 36b) above).

d) He/she has not received an unsatisfactory performance rating for previous United Nations service (see paragraph 37 above).

e) A false statement in the self-attestation and any other violation of this SOP may result in the candidate's disqualification from service in a PKO and/or a SPM.

74. The SAAT visit may be postponed if the completed AMS nomination form, the MS certification and the self-attestations of all candidates (see paragraphs 71-73 above) have not been submitted one (1) month prior to the scheduled visit. Only candidates whose names have been included in the list and communicated to PD no later than one (1) month prior to the SAAT visit will be assessed during the visit. No candidates can be added to the list unless exceptionally authorised by the Chief SRS.

75. No later than one (1) month prior to the SAAT visit, the MS must also provide the PD with the name and contact details of the MS liaison officer who will assist the SAAT in planning the visit and facilitate the AMS process. The liaison officer and members of the liaison team cannot undergo the AMS.

76. In advance of the SAAT's arrival, the liaison officer should provide the SRS with a proposed agenda and a list of attendees. The liaison officer must assist the SAAT in organising meetings with relevant authorities to further strengthen the MS's pre-selection process, improve the matching of the MS's candidates with the required skills in existent PKOs and SPMs, and to enhance the outcomes of the AMS process.

77. An AMS is possible only with the MS's logistical and administrative support to the SAAT. Such support may include, for instance, assistance with the issuance of entry visas, facilitation of immigration formalities, reservation of adequate accommodation (to be paid for by the SAAT members), security, in-country transportation, and the provision of interpreters, if applicable. To facilitate the preparations of an AMS, a standard schedule of SAAT activities is attached in Annex I.

78. No later than two (2) weeks prior to the SAAT visit, the MS liaison officer must submit to the SRS the MS checklist for AMS preparations (Annex D). The checklist helps ensure that all necessary preparations are completed to conduct an efficient AMS in accordance with the AMS SOP.

D.5.3.2 PD preparations

79. Before the SAAT deploys to the MS, the SRS will confirm that the set of documents provided by the MS is complete:

    a) *Complete list of all candidates*: For details on the information that should be included in the list see paragraph 71 above and Annex C. Every candidate must identify him/herself with a valid ID card.

    b) *MS certification*: For details on the information that should be included in the certification see paragraph 72 above and Annex G.

    c) *Self-attestations* of all candidates: For details on the information that should be included in the self-attestations see paragraph 73 above and Annex H.

80. The SRS constitutes the SAAT based on the nominations of AMS instructors by the HOPC, appoints the SAAT leader and informs the PKO and/or the SPM, providing sufficient administrative details including travel and visa requirements.

81. The SRS provides the SAAT, no later than three (3) days prior to the AMS, with the necessary AMS materials including the language test(s) and briefs the SAAT on the specific AMS process.

D.5.3.3 SAAT preparations

82. Before the start of the AMS, the SAAT members should familiarise themselves with previous SAAT reports and lessons learned.

83. The SAAT members are personally responsible for all logistical preparations and administrative arrangements related to the visit, including obtaining visas, travel and accommodation.

D.5.4 The AMS Process

84. The MS will ensure that the candidates are on time for all AMS activities. The MS will also ensure that all candidates present a valid national photo ID. A United Nations police candidate must also be in possession of a national police ID. A candidate who will be authorised to drive a vehicle in the PKO and/or the SPM must be in possession of a national driving license in Latin alphabet. An official translation prepared by the MS authorities must accompany the original documents if they are not written in Latin alphabet. The MS will also ensure that the candidates do not carry their side arms during the AMS with the exception of the firearms handling and shooting assessment.

85. At the outset of the AMS process, the SAAT should clearly communicate the procedure to the candidates. During an AMS, information to candidates is provided in either English or French or both.

86. The AMS consists of four stages: the language assessment, the interview and computer skills assessment, the driving assessment, and the firearms handling and shooting assessment. At the conclusion of the AMS, a detailed briefing is provided to the candidates on the process of deployment to a PKO and/or a SPM, including its mandate, procedures and operations, safety and security in the PKO and/or the SPM, and other practical information.

87. A candidate who does not pass one part of the AMS will not be given a second opportunity with the exception of the handling part of the driving assessment in accordance with this SOP. A candidate who fails any part of the AMS, with the exception of the computer skills assessment, will not be admitted to the subsequent parts of the AMS.

88. The SAAT leader will exclude any candidate who fails to observe appropriate conduct during the AMS process. Such actions will be duly noted and communicated in writing to the authorities of the MS and to the SAAT Coordinator in the SRS for the records.

89. The SAAT shall identify skilled police officers during the AMS, in alignment with the respective PKOs and/or SPMs requirements. This will assist the SRS in aligning deployment requests from the PKOs and/or SPMs with the skill sets identified during the AMS.

D.5.4.1 Language competency assessment

90. The language competency assessment is conducted in English and/or French. The language in which the candidates are to be assessed, will be in accordance with the PKO and/or the SPM to which the candidates are likely to be deployed. The language competency assessment consists of three parts: a) the reading comprehension exercise; b) the report writing exercise; and c) the assessment of oral communication skills that is part of the interview (see paragraphs 92-97 below).

    a) *Reading comprehension exercise*: The candidates receive a document describing an incident related to a United Nations PKO or SPM. They have 20 minutes to read the document and answer 10 questions related to the incident. A candidate requires a minimum of seven (7) correct answers to pass the reading exercise. Scoring seven correct answers is equivalent to the required B1 level. The candidates may take notes while reading. The notes may be taken in any language and can be kept during the report writing exercise.

b) *Report writing exercise*: The candidates listen to an audio recording that provides additional information on the same incident. The candidates may take additional notes while listening. The notes may be taken in any language. The candidates have 30 minutes to write a comprehensive police report of the incident. The report should include and summarize all relevant facts of the incident. The spelling, grammar and style of the report will also be assessed based on the requirements of the B1 level.

91. All written notes and reports produced by the candidates are collected by the AMS instructors at the end of the report writing exercise. The AMS instructors use a question and answer matrix to evaluate the reading exercise of the language assessment. The AMS instructors use a standard scoring matrix to evaluate the report writing exercise of the language assessment (see Annex J).

D.5.4.2 Interview

92. The interview serves three main purposes: i) to assess the candidate's oral communication skills based on the requirements at the B1 level; ii) to determine the candidate's knowledge and understanding of relevant areas of expertise, particularly relevant UN policies and guidance documents; and iii) to ascertain the candidate's level of computer proficiency. The interview lasts a minimum of twenty (20) minutes per candidate. A MS representative may attend the interviews as a monitor but will not be allowed to intervene in the interview.

93. At the start of the interview, the candidate hands a completed EASP form to the AMS instructor (see paragraph 56 above). The AMS instructor will verify the age of the candidate, his or her years of experience (excluding basic training) and if applicable, periods of previous United Nations service.

94. During the interview, the AMS instructor(s) ask(s) the candidate a set of general and skill-specific questions relating to:

a) United Nations PKOs and/or SPMs, United Nations policing (particularly the Strategic Guidance Framework for International Police Peacekeeping), and the mandate of PKO and/or SPM (see paragraph 27 above);

b) Relevant professional standards, responsibilities and obligations of individual peacekeepers including the zero tolerance policy on sexual exploitation and abuse (see paragraph 34 above); and

c) Required mission-specific skills (see paragraphs 39 and 40 above).

95. To the extent possible, AMS instructors will use techniques applied in competency-based interviews (CBI) and ask candidates to refer to past behaviour and experience when answering the questions. Annex K provides guidance on how to perform such an interview.

96. Next, the AMS instructor(s) conduct(s) a practical computer exercise with the candidate to determine his or her computer proficiency (see paragraph 32 above and Annex L for sample exercises).

97. The AMS instructor(s) use(s) a standard scoring matrix to evaluate the oral communication skills of the candidate (see Annex J) and a standard, SGF-based skill-set catalogue to determine the candidate's professional profile and level of expertise

(see Annex A). The computer skills are not included in the grade of the interview but candidates with demonstrated good computer skills will be given preference for deployment.

D.5.4.3 Driving competency assessment

98. At the outset of the driving competency assessment, the candidate must identify him- or herself with a national driving license in Latin alphabet (with photo, if required in the MS) that is valid at least for the duration of the candidate's deployment. An official translation prepared by the MS authorities must accompany the original license if it is not in the Latin alphabet. The AMS driving competency assessment consists of two parts: the handling exercise and the road exercise (for details see Annex M):

a) *Handling exercise*: The candidate must prove his or her ability to safely manoeuvre a manual gear four-wheel drive sports utility vehicle (SUV) or pickup-type vehicle on a defined driving range within five (5) minutes in accordance with Appendices 1 and 2 to Annex M. A candidate who fails the handling exercise receives one more chance in the course of the handling assessment. A candidate who fails the handling exercise twice is disqualified and shall not be admitted to the road exercise.

b) *Road exercise*: The candidate is expected to demonstrate his or her ability to drive safely on a predetermined route for a minimum period of 5-10 minutes. The driving will be conducted in low traffic. The AMS instructor will follow the criteria outlined in Appendices 3 and 4 to Annex M to assess the driving skills of the candidate. A candidate who fails the road exercise is not given a second chance but shall be disqualified.

99. *Driving test in the mission area*: Because driving and road conditions in the mission area likely differ from those in the candidate's home country, deployed individual police officers and/or civilian policing experts are required to pass a second driving test in the mission area to obtain a United Nations driving permit. The test should be taken within the first five (5) working days of arrival in the mission area.

100. Should a deployed officer or civilian policing expert fail the initial driving test in the mission area, he or she will be informed about the reason(s) for failure and may take two (2) further tests, with a minimum of five (5) working days between each test. All driving tests in the mission area should be completed within 30 days of arrival. After a failed attempt, the officer or the expert may undergo private driving training at his or her own expense.

101. The Chief Transport Officer of the PKO or the SPM must convey the result of the driving assessment(s) to the HOPC. In the event a candidate fails the driving test three times, the HOPC shall recommend to PD whether the candidate is to be repatriated or retained in the PKO or the SPM without a UN driving permit. The decision shall consider the operational requirements and required skill sets of the PKO or the SPM. The final decision is to be made by PD. The MS bears the repatriation costs for an officer or a civilian policing expert who was not previously AMS-cleared and who ultimately failed the driving test in the mission area. The United Nations cover the repatriation costs of an officer or an expert who was AMS-cleared but failed the in-mission driving test.

102. United Nations driver's permits are valid only for operating UN vehicles in the mission area where issued and may not be used in other United Nations PKOs or SPMs. Any permit shall be invalidated at the end of mission during the checkout process.

D.5.4.4 Firearms handling and shooting assessment

103. A candidate required to carry a firearm in the PKO or the SPM must pass the handling of firearms and shooting assessment that consists of two parts: a handling exercise and a shooting exercise. The two parts of the assessment should be conducted with the same type of sidearm that the MS provides to its police officers deployed to a PKO or a SPM. The assessment is conducted under the responsibility of the MS's firearms instructor and supervised by an AMS instructor. The AMS instructor will disqualify any candidate who fails to comply with the safety rules of the shooting range or otherwise fails to handle the weapon safely:

a) Firearms handling exercise: the candidate has to demonstrate his or her ability to handle firearms safely to continue to the shooting exercise. The candidate should safely clean the cylinder of a revolver within one (1) minute. Alternatively, the candidate should safely disassemble and reassemble a pistol within three (3) minutes.

b) The shooting exercise is carried out in two steps:

(1) In step one, the candidate has to shoot in standing position a total of five (5) rounds on a target of 45x45 cm from a distance of five (5) meters. The weapon, under supervision of the MS firearms instructor, must be holstered prior to and after each round is fired. There is a five (5) second time limit for each round from the shooting command to firing the round.

The AMS instructor counts the hits after step one. A candidate has to hit the target in four (4) out of the five (5) rounds to proceed to step two of the shooting exercise.

(2) In step two, the candidate has to shoot in standing position a total of five (5) rounds on a target of 45x45 cm from a distance of seven (7) meters. The weapon will be in the low-ready position prior to and after each round is fired. There is a five (5) second time limit for each round from the low-ready position to the firing of the round. During the exercise the candidate should bring the weapon to the shooting position on the command of the MS firearms instructor.

104. To pass the shooting exercise, the candidate must hit the target in at least nine (9) rounds out of the total of ten (10) rounds and demonstrate safe handling of the weapon throughout the process. Only in case of failure due to technical reasons beyond the candidate's control will he or she be given a second chance to pass the firearms handling and shooting assessment.

105. Candidates who fail the firearms handling and shooting assessment can only be deployed to non-armed PKOs and/or SPMs.

D.5.4.5 Accountability and complaints

106. At any stage of the AMS, any complaint about the results must be communicated by the candidate(s) to the MS liaison officer, not directly to the SAAT. Upon consultation

with the relevant MS authorities, the liaison officer shall submit credible complaints to the SAAT leader, for determination and appropriate action.

107. Complaints about the conduct of AMS instructors should be addressed to the UN Police Adviser who will determine the need for further action, in accordance with relevant United Nations regulations on conduct and discipline.[28] In case of misconduct or failure to perform in accordance with the established standards in this SOP, the AMS instructor's certification may be withdrawn and disciplinary action will be taken in accordance with relevant procedures.[29]

108. To prevent any conflict of interest, AMS instructors shall not be nationals of the MS where the AMS is being conducted, and informal contacts of any nature between AMS instructors and candidates before and during the AMS are not permitted.

D.5.5 Final AMS Briefings

109. At the conclusion of the AMS, the SAAT communicates the final results of the assessment to the MS authorities, briefs the candidates who passed the AMS and debriefs the MS authorities about the AMS.

D.5.5.1 Pre-deployment briefing of candidates

110. To enhance the pre-deployment preparedness, the AMS instructors brief the candidates who have passed the AMS about the way forward until possible deployment (for details see Annex N).

111. Written and/or electronic material is distributed during the briefing. This material should include the Strategic Guidance Framework for International Policing; the code of conduct, guidance on gender mainstreaming and the zero tolerance policy on sexual exploitation and abuse; information on the mandated tasks, practical administrative information and information on the operational environment of the PKOs and/or the SPMs the candidates are likely to deployed to.

112. The pre-deployment briefing is mandatory for all candidates who passed the AMS. However, the briefing is not intended to substitute the mandatory pre-deployment training to be provided by the MS nor the induction training provided on arrival in the PKO and/or the SPM, but rather to supplement them.

D.5.5.2 Debriefing of MS authorities

113. The SAAT leader should meet with relevant MS authorities and submit the AMS report with the AMS results and any observations on the process. The SAAT leader should also raise awareness about the selection and deployment of United Nations individual police officers and United Nations civilian policing experts in general, and indicate areas where improvements are possible. Such meetings represent opportunities for a direct exchange about the MS's contributions to PKOs and SPMs and to enhance cooperation with the MS. The AMS results matrix will be attached to the report (see Annex C).

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[28] Misconduct is defined in the *Directives for Disciplinary Matters Involving Civilian Police Officers and Military Observers* (DPKO/CPD/DDCPO/2003/001, DPKO/MD/03/00994).

[29] *Directives for Disciplinary Matters Involving Civilian Police Officers and Military Observers* (DPKO/CPD/DDCPO/2003/001, DPKO/MD/03/00994).

114. The SAAT should also deliver to the MS authorities a copy of this SOP, relevant guidance material and briefings on the PKO and/or the SPM and should advise on future efforts to train and pre-select candidates who meet the requirements for mission service.

D.6 POST-AMS ACTIONS

D.6.1 Certification of pre-deployment training

115. Following nomination for deployment, the MS has to certify that its candidate(s) has/have undergone pre-deployment training in conformity with UN Peacekeeping Pre-deployment Training Standards including:

a) Applicable on-line courses with certificates issued upon completion;

b) 5-day training based on UN Core Pre-deployment Training Material (CPTM) and on the SGF as outlined by the Integrated Training Service;

c) Training based on UN Specialized Training Material (STM) for police as outlined by the Integrated Training Service;[30]

d) Mission-specific training as deemed necessary; and

e) Function-specific training as deemed necessary.

D.6.2 Verification of United Nations performance and conduct

116. All candidates are subject to background checks within United Nations records to ascertain, if applicable, the candidate's performance and conduct in previous United Nations assignments, in accordance with the DPKO Standard Operating Procedure on Performance Appraisals of United Nations Police Officers.[31]

117. In order for an AMS-cleared candidate who has previously served with the United Nations to be deployed to a PKO or a SPM, the SRS has to verify his or her conduct and performance in the previous United Nations assignment. A candidate who has received an unsatisfactory performance rating or was involved in serious misconduct during a previous United Nations assignment is disqualified from future service with a PKO or a SPM (see paragraphs 36b) and 37 above).

D.6.3 Medical examination and clearance

118. Medical examination of nominated candidates remains the responsibility of the MS. After the PD has officially notified the Permanent Mission of the MS that a candidate is to be deployed, the Permanent Mission is requested to promptly submit the required

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[30] Examples include STMs for police on child protection, sexual and gender-based violence, and others.

[31] DPKO, *SOP Performance Appraisals of the United Nations Police Officers* (DPKO/PD/2006/132); Secretary-General's Bulletin, *Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission* (ST/SGB/2002/9); Department of Peacekeeping Operations, *Directives for Disciplinary Matters Involving Civilian Police Officers and Military Observers* (DPKO/CPD/DDCPO/2003/001-DPKO/MD/03/00994); Secretary-General's Bulletin, *Special measures for protection from sexual exploitation and sexual abuse* (ST/SGB/2003/13); General Assembly, *Criminal Accountability of United Nations Officials and Experts on Mission*, 10 January 2019 (A/RES/73/196); Security Council, Resolution 2272 (2016); General Assembly, *United Nations Comprehensive Strategy on Assistance and Support to Victims of Sexual Exploitation and Abuse by United Staff and Related Personnel*, 7 March 2008 (A/RES/62/2014).

medical forms (MS.2, MS.3 or other forms) to the PD. The PD will log in the medical records and submit them to the appropriate UN medical service for their processing and clearance, in accordance with UN medical rules and procedures. After receiving confirmation from the medical service that the candidate is medically cleared, PD will continue the deployment process.[32]

D.7 IN-MISSION ASSESSMENT FOR MISSION SERVICE

119. Candidates who have not been AMS-cleared in a MS prior to deployment will be subject to phone interviews with SRS and the PKO' or the SPM's police component prior to deployment and will be assessed within one week of their arrival in the mission area. The rules and procedures of the MS-based AMS apply to the in-mission AMS unless stated otherwise below.

120. The in-mission AMS is led by the Chief of the Learning and Development Unit (L&D) of the PKO' or SPM's police component (or equivalent section of the peace operation's police component) who should be a certified AMS instructor, or by any other certified AMS instructor to whom the head of the L&D (or equivalent section) delegates the task. Nationals of the candidate under assessment shall not be involved in the in-mission AMS.

121. A candidate who fails any part of the in-mission AMS will not be given a second opportunity to be assessed except as described in this SOP (see paragraphs 100 and 104 above).

122. Meeting all requirements as described in this SOP is a condition for service in a PKO or a SPM. However, if a candidate fails either the driving or the weapon handling and shooting assessment but his or her specific skills are sought after in the PKO or the SPM, he or she may exceptionally be recommended for tasks that do not require driving or firearms handling or shooting skills. The HOPC should state in writing to the SRS the reasons for recommending the candidate for service in the PKO or the SPM. The UN Police Adviser shall make the final decision whether to approve or deny this request.

123. Misconduct by candidates or AMS instructors[33] during the in-mission AMS will be subject to disciplinary action in accordance with relevant national and/or UN rules and procedures.

124. In case a candidate fails to meet the requirements for mission service during the in-mission AMS, the Head of Mission (HOM) seeks the authorisation of UNHQ to repatriate him or her.

125. Once the decision to repatriate is approved the PD will notify the respective Permanent Mission accordingly. The MS concerned shall bear the repatriation costs if the candidate has not been AMS-cleared before arrival.

D.8 VALIDITY OF THE ASSESSMENT FOR MISSION SERVICE

126. An AMS clearance is valid for 24 months (2 years) from the date of its completion or if later, from the date of the end of mission of the AMS-cleared United Nations individual

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[32] Department of Peacekeeping Operations/Department of Field Support, Medical Support Manual for United Nations Field Missions, 3rd Edition (2015), 66-67.

[33] *Directives for Disciplinary Matters Involving Civilian Police Officers and Military Observers* (DPKO/CPD/DDCPO/2003/001, DPKO/MD/03/00994) *or UN staff regulations and rules* as applicable.

police officer or United Nations civilian policing expert. This should be clearly mentioned in the SAAT report and corresponding AMS results matrix. An AMS-cleared United Nations police officer or civilian policing expert may be deployed to another PKO or SPM within 24 months (2 years) after his/her end of mission date without being re-assessed, provided the candidate has been cleared for the mission's official language, meets the mission-specific skill requirements and has served a minimum of six (6) months in the PKO or SPM.

127. Eligibility for deployment based on the 24-month rule ceases if an officer opts to undergo another AMS within the AMS validity period and fails.

128. The PD has the authority to extend the AMS validity for up to 6 months upon receiving a request from a MS. The decision will be taken on a case-by-case basis.

E. TERMS AND DEFINITIONS

129. For the purposes of this SOP, the following definitions shall apply:

AMS	The Assessment for Mission Service is the mandatory process to assess an MS police officer or a MS civilian policing expert against the requirements for service in a PKO and/or a SPM.
AMS instructor	An AMS instructor is a staff member of the Police Division or a serving United Nations individual police officer who is certified by the SRS to conduct a MS-based or an in-mission AMS.
Candidate	A candidate is a MS police officer or a MS civilian policing expert who has been nominated by his or her government to participate in an AMS.
CBI	Competency-based interview
Civilian policing expert	A civilian policing expert is a civil servant from a MS police or other public administration entity with expertise in areas that are not core policing responsibilities but are critical for the functioning of a host-country police or other law enforcement agency. Civilian policing experts fall within a United Nations PKO' and/or SPM's authorised police strength but do not exercise police powers. Depending on host country needs, a civilian policing expert may be selected individually or as part of a Specialized Police Team.
CPTM	Core Pre-Deployment Training Materials
DOS	The United Nations Department of Operational Support

DMS/CMS	The Director of Mission Support/Chief of Mission Support oversees all administrative functions of a PKO or a SPM.
DPPA	The United Nations Department of Political and Peacebuilding Affairs
DPO	The United Nations Department of Peace Operations
EASP	Electronic Application for Seconded Police
FPU	A Formed Police Units is a specialised, cohesive armed mobile police unit, providing security support to United Nations operations by ensuring the safety and security of United Nations personnel and assets; contributing to the protection of civilians; and supporting police operations that require a formed response. Depending on the particular mission's mandate, an FPU may perform these tasks independently (in the case of executive law enforcement mandate) or in support of existing host-state law enforcement agencies and within the limits of its operational and logistical capabilities, areas of deployment and relevant United Nations policies.[34]
HOM	The Head of Mission leads a PKO and/or a SPM including its police component.
HOPC	The Head of the Police Component of a PKO or a SPM
Individual police officer	An officer who is authorised to exercise police powers and serves in a MS police or other law enforcement agency
L&D	Learning and Development Unit of the police component of a PKO or a SPM
MS	A Member State of the United Nations
OROLSI	The Office of Rule of Law and Security Institutions in the Department of Peace Operations
PCC	A Police Contributing Country is a MS that provides police officers and/or civilian policing experts for service in a PKO and/or a SPM.
PD	The Police Division in the DPO Office of Rule of Law and Security Institutions
PO	United Nations Peace Operation

[34] Department of Peacekeeping Operations/Department of Field Support, *Policy (Revised): Formed Police Units in United Nations Peacekeeping Operations*, 1 January 2017 (Ref. 2016.10).

SAAT	A Selection Assistance and Assessment Team is a team of AMS instructors sent by the United Nations Police Division to a MS to conduct an AMS.
SAAT Coordinator	The SAAT Coordinator in the SRS plans and coordinates all SAAT visits to MS.
SAAT leader	A SAAT leader is an AMS instructor who coordinates and supervises a SAAT. He or she should be from the SRS.
SAAT member	A SAAT member is an AMS instructor who participates in a SAAT.
SGF	The United Nations Strategic Guidance Framework for International Police Peacekeeping is the policy foundation for United Nations policing and consists of an overarching *Policy on United Nations Police in Peacekeeping Operations and Special Political Missions,* four subsidiary guidelines on police capacity-building and development, police command, police operations and police administration, related SOPs, manuals and training curriculum.
SPT	A Specialised Police Team consists of United Nations individual police officers and/or United Nations civilian policing experts from one or several MS with dedicated expertise to strengthen a specific capacity of a host country police or other law enforcement agency.
SRS	The Selection and Recruitment Section of the Police Division in the Office of Rule of Law and Security Institutions in DPO.
SUV	Sports utility vehicle
UNPOL	United Nations Police
UN Police Adviser	The United Nations Police Adviser heads the United Nations Police Division in the Office of Rule of Law and Security Institutions of the Department of Peace Operations.
UN police component	All United Nations police officers in a given PKO or a SPM including individually deployed officers, civilian policing experts and FPU members
UN police officer	A police officer serving within a United Nations police component, either as individual United Nations police officer or as member of a Formed Police Unit

F. REFERENCES

F.1 SUPERIOR GUIDANCE

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Secretary-General, *Report on United Nations Policing*, 31 December 2018 (S/2018/1183)

Security Council, *Resolution on United Nations Policing*, 6 November 2017 (S/RES/2382)

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Security Council, *Resolution addressing sexual exploitation and abuse by peacekeepers deployed under Security Council mandates*, 11 March 2016 (S/RES/2272)

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Secretary-General, *Report on United Nations Policing*, 15 December 2011 (A/66/615)

Department of Peacekeeping Operations/Department of Field Support, *Policy on Authority, Command and Control in United Nations Peacekeeping Operations* (15 February 2008) (revised policy forthcoming)

Guidelines for United Nations Police Officers on Assignment with Peacekeeping Operations (DPKO/PD/2006/00135), 29 June 2007 (revised policy forthcoming)

Secretary-General, *Bulletin: Special Measures for Protection from Sexual Exploitation and Abuse*, 9 October 2003 (ST/SGB/2003/13)

United Nations, *Basic Principles on the Use of Force and Firearms by Law Enforcement Officials*, Eighth United Nations Congress on the Prevention of Crime and the Treatment of Offenders, 18 December 1990 (A/RES/45/121)

General Assembly, *Code of Conduct for Law Enforcement Officials*, 17 December 1979 (A/RES/34/169)

General Assembly, *Convention on the Privileges and Immunities of the United Nations*, adopted by the General Assembly on 13 February 1946

F.2 RELATED GUIDANCE

Department of Peacekeeping Operations/Department of Field Support, *Standard Operating Procedure (Revised): Assessment of Operational Capability of Formed Police Units for Service in United Nations Peacekeeping Operations and Special Political Missions* (DPKO/DFS 2017.9), 20 April 2017

Department of Peacekeeping Operations/Department of Field Support, *Policy (Revised): Formed Police Units in United Nations Peacekeeping Operations*, 1 January 2017 (Ref. 2016.10)

Department of Peacekeeping Operations/Department of Field Support, *Guidelines on Improvised Explosive Device (IED) Threat Mitigation in Mission Settings*, 1 May 2016 (2016.14)

Department of Peacekeeping Operations/Department of Field Support, *Policy on The Protection of Civilians in United Nations Peacekeeping*, 1 April 2015 (2015.07)

Department of Peacekeeping Operations/Department of Field Support, *Medical Support Manual for United Nations Field Missions*, 3rd Edition (2015)

Department of Peacekeeping Operations/Department of Field Support, *Manual on Surface Transport Management in the Field*, 1 February 2014 (DPKO/DFS/2013.06)

United Nations, *Human Rights Due Diligence Policy on United Nations Support to Non-United Nations Security Forces*, 5 March 2013 (A/67/775-S/2013/110)

United Nations, *Policy: Human Rights Screening of United Nations Personnel*, 11 December 2012

Department of Peacekeeping Operations/Department of Field Support, *Standard Operating Procedures: Assessment of Individual Police Officers for Service in United Nations Peacekeeping Operations and Special Political Missions*, 1 February 2012 (2011.18)

Department of Peacekeeping Operations, Office of Rule of Law and Security Institutions, Police Division, *Standard Operating Procedure: Selection and Recruitment Procedures for United Nations Personnel at the Police Division, Peacekeeping Operations and Special Political Missions*, 25 March 2011 (DPKO/PD/SOP/2011)

United Nations, *Policy: Human Rights in United Nations Peace Operations and Political Missions*, 1 September 2011 (2011.20)

Department of Peacekeeping Operations/Department of Field Support, *Policy on Gender Equality in UN Peacekeeping Operations*, 26 July 2010 (2010.25)

Department of Peacekeeping Operations/Department of Field Support, *Guidelines for Integrating Gender Perspectives into the Work of United Nations Police in Peacekeeping Missions*, June 2008

Department of Peacekeeping Operations, Police Division, *Directive for Heads of Police Components of Peacekeeping Operations*, 21 November 2006 (DPKO/PD/2006/00122)

Department of Peacekeeping Operations, *Standard Operating Procedures: Performance Appraisals of United Nations Police Officers*, 19 December 2006 (2006.29, DPKO/PD/2006/00132)

Department of Peacekeeping Operations, *Directives for Disciplinary Matters Involving Civilian Police Officers and Military Observers* (DPKO/CPD/DDCPO/2003/001, DPKO/MD/03/00994)

G. MONITORING AND COMPLIANCE

130. Compliance with this SOP shall be monitored by the Selection and Recruitment Section of the Police Division in the Office of Rule of Law and Security Institutions of the United Nations Department of Peace Operations.

H. CONTACT

131. The contact office for this SOP is DPO/OROLSI/PD/SRS.

I. HISTORY

132. In 2011, the 2005 *United Nations Selection Assistance Team, Pre-deployment Assessment Procedures: Guidelines for Police Contributing Countries* were converted into a SOP to reflect the need for greater coherence between the assessment conducted by the United Nations in MS and the assessment conducted upon arrival in PKOs and/or SPMs.

133. The SOP of 2011 has been updated and further revised in 2017-2019 to meet the recommendations of the 2016 Report of the Secretary General on United Nations policing and related documents.[35]

APPROVAL SIGNATURE:

DATE OF APPROVAL: 10.09.2019

APPROVAL SIGNATURE:

DATE OF APPROVAL:

[35] Security Council, *Report of the Secretary-General on United Nations policing*, 10 November 2016 (S/2016/952).

ANNEX A: SGF RECRUITMENT STREAMS AND EXPERT PROFILES

	SGF	***Expert Profiles***
1	***Command***	1.1. Supervision/management of police infrastructures/units
		1.2. Commanding police operations
		1.3. Organisational planning
		1.4. Liaison functions in various areas plus negotiation and mediation
		1.5. Other (to be specified)
2	***Operations***	2.1. Planning and running critical police/security operations in regard to elections, demonstrations, public events etc.
		2.2. Public order and FPU-related, including COE, Logistics and FPU Administration
		2.3. Special police (SWAT, rapid reaction units, counter terrorism, undercover operations)
		2.4. VIP protection and security
		2.5. Riverine police operations
		2.6. Incident control and Search and Rescue Operations
		2.7. Protection of Civilians, child, women and vulnerable people protection (GCVPP, SGBV)
		2.8. Crime prevention (community policing, juvenile crime, domestic violence)
		2.9. Crime/data analysis, crime trend recognition
		2.10. Generic police patrol duties
		2.11. Other (to be specified)
3	***Capacity Building and Development (incl. civilian experts)***	3.1. Project/program management
		3.2. Institutional building
		3.3. Reform and Restructuring
		3.4. Donor Aid Coordination
		3.5. Change management
		3.6. Advisory assistance
		3.7. Police infrastructures administration
		3.8. Procurement, logistics, asset management, fleet management, tenders and contracts.
		3.9. Fiscal management, budget development, payroll system management, financial auditing.
		3.10. Communication: radio and data communication system establishment and management, police radio network installation and maintenance
		3.11. Civilian expertise with police authority, i.e. forensic pathologists, crime analysts, profilers, etc (to be specified)

		3.12. Training organisation and management
		3.13. Curriculum and training plans development
		3.14. General training (including in-service/field training) delivery in the areas of basic and specialized training, advanced and leadership training, general policing, police legislation, ethics, human rights, etc.
		3.15. Training-the-trainers
		3.16. Tactical training: self-defence, arrest, search, detention, escorting, etc.
		3.17. Weapons handling training (non-lethal and fire arms)
		3.18. Traffic management, traffic safety, including all vehicles related policing issues
		3.19. Security of airports and other large strategic infrastructures
		3.20. Border security, customs, immigration etc.
		3.21. Transnational crime operations, INTERPOL, illicit trafficking in drugs, weapons, human beings, money laundering, economical crime
		3.22. Livestock protection
		3.23. Fire Prevention and Fire Fighting, Civil Protection, Natural Disasters Management
		3.24. Crime investigation (crime scene management, suspect/witness interviewing, human rights violation etc.)
		3.25. Criminal intelligence analysis and management
		3.26. Criminal records/data base management
		3.27. Forensic, including crime scene and evidence preservation, fingerprints, ballistics, firearm examination, DNA, pathology, handwriting and fraudulent documents identification, money counterfeiting, etc.
		3.28. Traditional policing (paramount, tribal, nomad-focused, etc.)
		3.29. Cyber crime
		3.30. Other (to be specified)
4	***Administration***	4.1. Logistics, asset management, fleet management
		4.2. Human resources management
		4.3. Internal affairs, discipline management, professional standards
		4.4. Audit/inspection of police units
		4.5. Public relations
		4.6. Legal support, drafting of police acts, policies and guidelines
		4.7. Weaponry: armoury management and inspection, gunsmith, weapon safety and storage, shooting range construction, explosives
		4.8. IT: database development and administration, system design, computer programming, network specialists
		4.9. Other (to be specified)

ANNEX B: AMS INSTRUCTOR JOB DESCRIPTION

1. Post Description

An AMS instructor is a staff member of the Selection and Recruitment Section (SRS) of the DPO/OROLSI Police Division or a serving United Nations individual police officer who is certified by the SRS to conduct an Assessment for Mission Service (AMS).

An AMS instructor who is a serving United Nations individual police officer reports to the Police Chief of Personnel through the Police Chief of the Learning and Development Unit (L&D) of the PKO' or the SPM's police component (or equivalent section of the police component).

2. Duties and Responsibilities

Under the guidance and supervision of his or her superior, the duties and responsibilities of an AMS instructor include but are not limited to the following:

- Participate in a Selection Assistance and Assessment Team (SAAT) to conduct a MS-based AMS, as required by the SRS.
- Collect data for the AMS database and maintain it.
- Ensure internal coordination of and sharing of information on MS-based and in-mission AMS with relevant units.
- Review AMS-related guidance as requested by the SRS.
- Perform any other duties as assigned by his or her superior.

In addition, the responsibilities of an AMS instructor who is a serving United Nations individual police officer include the following:

- Coordinate the AMS activities in the PKO or the SPM.
- Conduct in-mission AMS with newly arrived United Nations individual police officers.
- Liaise with the SRS on AMS matters, facilitating the flow of information from and to the SRS, and support the SRS in arranging AMS-related activities as required.

3. Requirements

- Minimum of 8 years of active service in a MS police or other law enforcement agency, including at least 5 years of experience in one or more of the SGF recruitment streams.
- Demonstrated knowledge of the SGF, the provisions of this SOP, as well as any other issuances relevant to the conduct of the SAAT.
- At least 3 months of international policing experience with the United Nations or other international organisation.
- AMS clearance (i.e., meets the requirements for service in a United Nations PKO and/or a SPM).
- Completed training on competency-based interviewing (CBI).
- Fluency in English and/or French at minimum B2 level.
- Prior AMS experience or experience in police training, selection or recruitment during a previous United Nations or other international assignment is desirable.

4. Competencies and Skills

- **Professionalism:** Ability to identify issues, formulate opinions, present conclusions and offer recommendations; knowledge of and ability to apply human resources rules, regulations, policies and guidelines in work situations and prepare reports or rational with respect to key administrative decisions; motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; abilities to apply good judgment in the context of assignments given; and ability to plan own work and manage work/task priorities.

- **Planning and organising:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

- **Teamwork:** Works collaboratively with colleagues to achieve organisational goals; solicits inputs by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; and shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

LIST OF CANDIDATES FOR ASSESSMENT

Start Date: _____ **Location:** _____

End Date: _____ **Language:** English / French

Country: _____ **Candidates:** 6

**: Information must be provided (Essential)*

Serial No	* Language	* Country	* ID or Passport No	* Rank	* Gender	* Date of Birth (dd/mm/yyyy)	* Date Joined Police (dd/mm/yyyy)	* First Name	* Family Name	SGF Command	SGF Operations	SGF Capacity Building	SGF Adminis-tration
1	English	Algeria	1455555	Chief Superntendent	M	20/12/1976	12/01/2000	Jose	**Smith**	X	X		
2	English	Colombia	A2355	Superintendent	F	03/03/1975	11/04/2000	Susan Lile	**Casas**			X	
3	English	Rwanda	22447788	Corporal	M	14/03/1974	20/02/1996	Mark Peter	**April**				x
4	English	Samoa	B12 A4222	Sergeant	F	25/12/1970	11/03/2000	Lilian	**Williams**		X		
5	French	Uruguay	A15222	Corporal	F	21/10/1980	15/02/2004	Maria	**Luna**	X		X	
6	English / French	Senegal	2345A55L	Major	M	18/10/1970	02/03/1995	Pierre Alex	**Lemans**		X	X	

SAMPLE ONLY

ANNEX D: MEMBER STATE CHECKLIST FOR AMS PREPARATIONS

This checklist is to be submitted by the MS Liaison officer to the SRS two weeks prior to the scheduled AMS. The checklist helps ensure that all necessary preparations are completed to conduct an efficient AMS in accordance with the AMS SOP.

1. Travel arrangements and accommodation

Procedure	Arranged	Comments
Visa and immigration formalities for SAAT	Choose an item.	
Accommodation for SAAT	Choose an item.	
Transportation for SAAT	Choose an item.	

2. Nomination

Nr	Procedure in SOP	Yes/No/Partially	Comments
1	All candidates meet the requirements for mission service in accordance with the AMS SOP: 1. Age 2. Medical fitness 3. Professional experience 4. Background integrity 5. Language skills 6. Mission specific skills 7. Driving skills 8. Demonstrated knowledge of the SGF and related guidelines	Choose an item.	
2	All candidates are vetted and have completed online training and vetting as requested by SRS	Choose an item.	
3	All candidates have demonstrated their ability to complete the language assessment as well as the driving assessment prior to the AMS	Choose an item.	
4	All candidates are nominated and inserted in the matrix with correct names as per their national ID card, driver's license or passport in the nomination matrix in the Latin alphabet in the following format: **FIRST NAME-FAMILY NAME**	Choose an item.	
5	All candidates are nominated and inserted in the matrix with correct date of birth as their national ID card, driver's license or passport in the nomination matrix in the Latin alphabet in the following format: **DD-MM-YYYY**	Choose an item.	
6	All candidates are in the possession of a valid national driver's license to be presented upon the assessment	Choose an item.	
7	All candidates have a proper and fully completed EASP form to be presented during interview	Choose an item.	

3. Logistics and venue

Nr.	Equipment/Venue/Personnel	Yes/No/Partially	Comments
8	Liaison officer/team for admin and logistic support for the SAAT	Choose an item.	

9	Heavy duty copy machine	Choose an item.	
10	Long distance telephone lines/SIM cards	Choose an item.	
11	Internet access	Choose an item.	
12	Language assessment venue w/ separate office space for SAAT	Choose an item.	
13	Interview rooms. Minimum 1 per AMS instructor	Choose an item.	
14	Driving assessment venue. Away from regular traffic and sufficient space as per Appendix 2 to Annex M. Minimum 1 driving range per 100 candidates	Choose an item.	
15	Shooting range	Choose an item.	
16	Computer for SAAT	Choose an item.	
17	Computers for interview with basic operating software such as Word, Excel, Power Point, Windows	Choose an item.	
18	Printer (minimum 1 per AMS instructor)	Choose an item.	
19	MP3/Audio player (if no computer)	Choose an item.	
20	Microphone and loudspeakers for audio test and de-briefing	Choose an item.	
21	Projector with screen	Choose an item.	
22	Stationary including paper, pens and other utilities for the participants. Minimum 6 sheets of paper per candidate for note taking	Choose an item.	
23	Answer sheet for language assessment. 1 set for each participant	Choose an item.	
24	Vehicles for driving assessment. Minimum one vehicle per 100 candidates. Vehicles must be manual-gear four-wheel drive sports utility or pickup-type vehicles. Must be registered and insured, in good roadworthy condition with seat belts for all passengers, good brakes and functioning mirrors	Choose an item.	
25	Minimum 40 traffic cones per driving range. Brightly coloured	Choose an item.	
26	Measuring tape	Choose an item.	
27	Permits for SAAT to supervise AMS at the range	Choose an item.	
28	Minimum 10 hand guns. Functioning and tested prior to AMS	Choose an item.	
29	Ten (10) rounds of ammunition per candidate	Choose an item.	
30	Proper holsters for hand guns	Choose an item.	
31	Targets (45X45 cm)	Choose an item.	
32	Qualified firearms instructor(s)	Choose an item.	
33	Ear and eye protection gear for candidates and SAAT	Choose an item.	
34	Ambulance with paramedics and proper medical equipment to be situated at the shooting range throughout the duration of the assessment	Choose an item.	

ANNEX E: EXPERT PROFILES PER PEACEKEEPING OPERATION/SPECIAL POLITICAL MISSION

Name of Peacekeeping Operation/Special Political Mission:

Date:

	SGF	***Expert Profiles***	***No. of vacancies in next 6 months***	***No. of critical vacancies to be filled a.s.a.p.***
1	***Command***	1.1. Supervision/management of police infrastructures/units		
		1.2. Commanding police operations		
		1.3. Organisational planning		
		1.4. Liaison functions in various areas plus negotiation and mediation		
		1.5. Other (to be specified)		
2	***Operations***	2.1. Planning and running critical police/security operations in regard to elections, demonstrations, public events etc.		
		2.2. Public order and FPU-related, including COE, Logistics and FPU Administration		
		2.3. Special police (SWAT, rapid reaction units, counter terrorism, undercover operations)		
		2.4. VIP protection and security		
		2.5. Riverine police operations		
		2.6. Incident control and Search and Rescue Operations		
		2.7. Protection of Civilians, child, women and vulnerable people protection (GCVPP, SGBV)		
		2.8. Crime prevention (community policing, juvenile crime, domestic violence)		
		2.9. Crime/data analysis, crime trend recognition		
		2.10. Generic police patrol duties		
		2.11. Other (to be specified)		

3	***Capacity Building and Development (incl. civilian experts)***	3.1. Project/program management		
		3.2. Institutional building		
		3.3. Reform and Restructuring		
		3.4. Donor Aid Coordination		
		3.5. Change management		
		3.6. Advisory assistance		
		3.7. Police infrastructures administration		
		3.8. Procurement, logistics, asset management, fleet management, tenders and contracts.		
		3.9. Fiscal management, budget development, payroll system management, financial auditing.		
		3.10. Communication: radio and data communication system establishment and management, police radio network installation and maintenance		
		3.11. Civilian expertise with police authority, i.e. forensic pathologists, crime analysts, profilers, etc (to be specified)		
		3.12. Training organisation and management		
		3.13. Curriculum and training plans development		
		3.14. General training (including in-service/field training) delivery in the areas of basic and specialized training, advanced and leadership training, general policing, police legislation, ethics, human rights, etc.		
		3.15. Training-the-trainers		
		3.16. Tactical training: self-defence, arrest, search, detention, escorting, etc.		
		3.17. Weapons handling training (non-lethal and fire arms)		
		3.18. Traffic management, traffic safety, including all vehicles related policing issues		
		3.19. Security of airports and other large strategic infrastructures		
		3.20. Border security, customs, immigration etc.		

		3.21. Transnational crime operations, INTERPOL, illicit trafficking in drugs, weapons, human beings, money laundering, economical crime		
		3.22. Livestock protection		
		3.23. Fire Prevention and Fire Fighting, Civil Protection, Natural Disasters Management		
		3.24. Crime investigation (crime scene management, suspect/witness interviewing, human rights violation, etc.)		
		3.25. Criminal intelligence analysis and management		
		3.26. Criminal records/data base management		
		3.27. Forensic, including crime scene and evidence preservation, fingerprints, ballistics, firearm examination, DNA, pathology, handwriting and fraudulent documents identification, money counterfeiting, etc.		
		3.28. Traditional policing (paramount, tribal, nomad-focused, etc.)		
		3.29. Cyber crime		
		3.30. Other (to be specified)		
4	***Administration***	4.1. Logistics, asset management, fleet management		
		4.2. Human resources management		
		4.3. Internal affairs, discipline management, professional standards		
		4.4. Audit/inspection of police units		
		4.5. Public relations		
		4.6. Legal support, drafting of police acts, policies and guidelines		
		4.7. Weaponry: armoury management and inspection, gunsmith, weapon safety and storage, shooting range construction, explosives		
		4.8. IT: database development and administration, system design, computer programming, network specialists		
		4.9. Other (to be specified)		

Civilian policing expert requirements *(required number of experts with preferred educational background, expertise, experience, and proposed function in the peacekeeping operation/special political mission)*

General comments from UNPOL component (if any)

ANNEX F: SELECTION ASSISTANCE & ASSESSMENT TEAM (SAAT)

TERMS OF REFERENCE

1. Mandate and Establishment

a. A SAAT is established to oversee an AMS that is carried out in a MS.

b. The SRS of the DPO/OROLSI/PD selects the members of a SAAT and decides on the distribution of roles within the team. The SAAT members who are serving United Nations individual police officers are selected in consultation with the peacekeeping operation (PKO) / special political mission (SPM)'s HOPC.

2. SAAT Leader

a. The SAAT leader has to be a certified AMS instructor (see Annex B).

b. An SRS representative leads the SAAT.

c. The role and functions of the SAAT leader include but are not limited to:

- Coordinate and liaise with the MS authorities during the SAAT visit.
- Exercise overall supervision of the AMS during the SAAT visit and ensure that all activities are carried out in accordance with this SOP.
- Submit the final AMS report to the MS authorities with copies to the SRS and respective HOPC.
- Enter the data about the final AMS results into the SAAT database no later than two weeks after the conclusion of the SAAT visit.
- Attend all official meetings with the MS authorities and provide them with relevant briefing material during the AMS.
- Conduct briefings of the candidates who have been AMS cleared.
- Resolve any issues that may affect the integrity of the AMS process.
- Address any concerns raised by candidates or by MS authorities related to the AMS process and the conduct of a SAAT member.

3. SAAT Member

a. A SAAT member has to be a certified AMS instructor (see Annex B).

b. Whenever possible, the members of a SAAT should come from both the SRS and the PKO(s) / SPM(s) concerned. When possible, there should be at least one female AMS instructor on the team.

c. Under the supervision of the SAAT leader the responsibilities of a SAAT member include but are not limited to:

- Conduct the language competency assessment, the driving competency assessment, and the firearms handling and shooting assessment, as well as the interviews with the candidates.
- Evaluate and compile the AMS results.
- Draft the AMS report.

- Perform other tasks as directed by the SAAT leader.

4. SAAT Logistics

a. MS requests for SAAT visits should be directed to the UN Police Adviser and submitted with a minimum of three (3) months' notice. The SRS organises SAAT visits according to PKO/SPM needs, resources, rotation plans of PCCs, and availability of AMS instructors.

b. MS participating for the first time in United Nations PKOs and/or SPMs and PCCs increasing their contribution of police officers may be prioritized.

c. For the request to be granted, the number of candidates to be assessed during the MS-based AMS should be in proportion to the MS's current or imminent level of contribution to PKOs / SPMs. The minimum number is 50 candidates and the maximum number is 500 candidates but should not exceed the threefold number of a PCC's existent contribution of United Nations police officers.

d. The SAAT Coordinator in the DPO/PD/SRS works closely with the MS's Permanent Mission to the United Nations in planning and preparing for a SAAT visit.

e. The composition of the SAAT and exact travel plans shall be communicated to the MS two weeks before the visit.

f. The PKOs and/or SPMs are required to cover the travel costs of their AMS instructors.

ANNEX G: STANDARD FORMAT FOR MS NOTE OF CERTIFICATION

The Member State Note of Certification should include the following text:

The Government of [*name of the MS*] herewith certifies with respect to the candidates listed in the AMS nomination form attached hereto *[see Annex C]*:

a) No candidate has been convicted of, or is currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violation of international human rights law or international humanitarian law.*

b) The MS also certifies that it is not aware of any allegations that its candidates have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.

c) No candidate has been involved in misconduct in a previous United Nations assignment or has been repatriated on disciplinary grounds and barred from participation in future PKOs, SPMs and/or other assignments.

d) The process of nomination, selection and training of candidates has been free from any form of corruption, fraud or discrimination.

e) A false statement in the certification note and any other violation of this SOP may result in the candidates' disqualification from service in a peacekeeping operation/special political mission and may lead to a suspension of any future police deployments from [*name of the MS*].

*) [*If applicable:*] In addition, the Government of [*name of MS*] provides information in the attached documents regarding investigation(s) and/or prosecutions of [*provide number*] candidates who have been investigated for, charged with or prosecuted for criminal or disciplinary offences but were not convicted.

[The note of certification should be signed by the Permanent Representative of the MS. Date and place of the signature should be clearly indicated on the note.]

ANNEX H: STANDARD FORMAT FOR NOTE OF SELF-ATTESTATION

The Note of Self-Attestation of each individual candidate should include the following text:

I attest that:

a) I have not committed, been convicted of, nor prosecuted for, any criminal or disciplinary offence.

b) I have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

c) I have not been involved in any acts of misconduct in a previous United Nations assignment and have not been barred from participating in future peacekeeping operations, special political missions and/or other assignments in connection with such acts.

d) I have not received an unsatisfactory performance rating for previous United Nations service.

e) A false statement in the self-attestation and any other violation of this SOP may result in my disqualification from service in a peacekeeping operation/special political mission.

I am not able to attest to the preceding paragraph for the following reasons: …

[Each candidate should personally sign the self-attestation form. Date and place of the signature should be clearly indicated on the form.]

ANNEX I: STANDARD SCHEDULE OF SAAT ACTIVITIES

1. **Upon arrival in the MS (before the AMS)**

    a. ***Coordination meeting with the MS representatives***
        i. Overview of the AMS
        ii. Review and finalisation of list of candidates

    b. ***Visit to the designated AMS sites***
        i. Classroom for language exercises
        ii. Driving area
        iii. Shooting range

2. **Assessment for mission service (AMS)**

    a. ***Language competency assessment***
        i. Reading exercise
        ii. Report writing exercise
        iii. Grading of both exercises
        iv. Announcement of results

    b. ***Interview***
        i. Oral interview
        ii. Computer exercise
        iii. Grading
        iv. Announcement of results

    c. ***Driving competency assessment***
        i. Handling exercise
        ii. Announcement of results
        iii. Road exercise
        iv. Announcement of results

    d. ***Firearms handling and shooting assessment***
        i. Handling exercise
        ii. Shooting exercise
            1. Part 1 (firing from five (5) meters)
            2. Part 2 (firing from seven (7) meters)
        iii. Announcement of results

3. **Following the completion of the AMS**

    a. ***Compilation of results and preparation of final report to MS authorities***

    b. ***Generic and mission-specific briefing of candidates who passed the AMS***

    c. ***Debriefing meeting with MS authorities***

    d. ***Visit to the National Police Headquarters and National Police Academy***

ANNEX J: EVALUATION GRID FOR LANGUAGE ASSESSMENT

ID:

EVALUATION GRID FOR LANGUAGE ASSESSMENT

1st Part: Reading

	1	2	3	4	5	6	7	8	9	10
Correct answers										

Result: Pass ☐ Fail ☐

Level				
A1☐	A2☐	B1☐	B2☐	C1☐

2nd Part: Report Writing

Language level	A1	A2	B1	B2	C1
Sentence structure	Too **many** errors to be **understood**. ☐	Many errors in **simple** sentences. **Sometimes** difficult to understand. ☐	Attempts **complex** sentences (2 verbs[1]) with errors. General meaning clear. ☐	No errors in **simple** sentences. Few errors in **complex** sentences[1]. Meaning clear. ☐	**No** errors. **Wide variety** of expression, **mostly complex** sentences. ☐
Vocabulary and spelling	**Lacks words** to explain, uses **another language**. **Many** spelling and punctuation[2] errors. ☐	**Some** errors in word choice, spelling and punctuation. ☐	**Attempts** to use **police terminology**[3]. Few spelling and punctuation errors. ☐	Uses terminology **without** errors. No spelling and punctuation errors. ☐	**No repetition**. No spelling and punctuation errors. ☐
Verb[4] tenses (past / present / future)	**No** use of tenses. ☐	Sentences mainly in the **present tenses.** ☐	Sentences in the **past** and may use sentences in the **present** and the **future** with some errors. ☐	**Accurate** use of verb tenses with errors conjugation. ☐	Accurate use of verb tenses **without** any errors conjugation. ☐
Information	**Major lack** of information. Information **misunderstood**. (0 to 5 key facts) ☐	**Lacks sufficient** information. Information comes from **written part** only. (6 to 10 key facts) ☐	**Incorporates sufficient** written and oral information but **lacks some details.** (11 to 15 key facts) ☐	**Incorporates almost all or all** information with **accurate details**. (16 to 20 key facts) ☐	Incorporates all information with accurate details and **properly structured**. (20 key facts) ☐
Report structure and form	Text **very difficult** to follow, **no links** between information. No presentation, no paragraphs, no organisation. ☐	Text **difficult** to follow, uses only "**and**", "**because**" and "**but**" to make links between information. **Inappropriate presentation**, some paragraphs, organized. ☐	**Simple text easy** to follow. **Links** simple information successfully. **Appropriate presentation**, uses of paragraphs. ☐	**Text clear and developed**. **Attempts complex links** between information[5].**Well organized.** ☐	Text clear, **coherent** and **well-developed**. **Accurate** use of complex links. **Appropriate organization.** ☐

3rd Part: Oral Interview

Sentence construction	Too **many** errors to be **understood**. ☐	Many errors in **simple** sentences. **Sometimes** difficult to understand. ☐	Attempts **complex** sentences (2 verbs[1]) with errors. General meaning clear. ☐	No errors in **simple** sentences Few errors in **complex** sentences[1]. Meaning clear. ☐	No errors in **simple** sentences Few errors in **complex** sentences[1].Meaning clear. ☐
Vocabulary and pronunciation	**Lacks words** to explain, uses **another language**. **Many** words cannot be understood because of the pronunciation. ☐	**Some** errors in word choice, some words are difficult to be understood because of the pronunciation. ☐	**Attempts** to use **police terminology**[3]. Pronunciation does not interfere with understanding. ☐	Uses terminology **without** errors. The pronunciation and intonation are good. ☐	**No repetition**. Pronunciation and intonation clear. ☐
Verb[4] tenses (past / present / future)	**No** use of tenses. ☐	Sentences mainly in the **present tenses.** ☐	Sentences in the **present**, **past** and **future** with some errors. ☐	**Accurate** use of verb tenses with errors conjugation. ☐	Accurate use of verb tenses **without** any errors conjugation. ☐
Monologue	Speech **incomplete** and **minimalist**. ☐	Speech is **short** and **factual**. **No details.** ☐	**Gives some details,** factual speech. Ideas are structured. ☐	**Long** and **clear** speech and including **many** details and comments. ☐	Long **organized** speech well developed with many details and **explanations**. ☐
Interaction	Understand questions with **difficulty** or **not at all**. Constantly asks for **repetition**. The answers are **minimal** and / or **off-topic**. Doesn't know to be polite or informal. ☐	**May need repetition**. The answers are **difficult** and **not detailed**, sometimes off-topic. May be **too polite** sometime or **too informal.** ☐	**Appropriate** answers to questions even if **details may be few.** May **confuse occasionally** formal and informal. ☐	Appropriate answers, **clear** and **detailed**. Stay **Formal**. ☐	Complete answers. **Can direct** the interaction by offering **interpretations** of questions. Stay formal. ☐
Language level	**A1**	**A2**	**B1**	**B2**	**C1**

The language levels range from A1 (weakest) up to C1 (strongest). In order to obtain the pass mark, the candidate should demonstrate the B1 or higher level of language. The language level of the candidate is equal to the lowest mark he/she obtains (i.e. if the candidate has received one mark in A2 column while the rest are in B1 and/or higher, language level would be A2, therefore he/she fails the exam).

[1]Example: He outlined what had been discuss at the briefing to them.
[2]Example: At 07.15 on monday 1st november 2010the sector commander of UN police in sector 2 reported for duty!
[3]Example: He was inebriated or intoxicated and NOT He was completely drunk.
[4]Verb = action word: To go, to run…
[5]Example: Based on the information at hand and having regarded to the time scale involved…

ID:

GRILLE D'EVALUATION DU TEST DE LANGUE

1ère Partie : Compréhension écrite

	1	2	3	4	5	6	7	8	9	10
Réponses correctes										

Résultat: Succès □ Échec □

Niveau				
A1□	A2□	B1□	B2□	C1□

2ème Partie : Rapport écrit

Niveau de langue	A1	A2	B1	B2	C1
Construction des phrases	**Trop d'erreurs** pour être compris. □	**Beaucoup d'erreurs** dans les phrases simples. Parfois **difficile à comprendre.** □	**Tentative** de phrases **complexes** (2 verbes[1]) avec des erreurs. Le sens général est **clair**. □	**Pas d'erreurs** dans les phrases **simples**. **Peu d'erreurs** dans les phrases **complexes**[1]. **Sens clair**. □	Pas d'erreur. **Grande variété** d'expression, phrases **surtout** complexes. □
Vocabulaire et orthographe	**Manque** de mot pour **s'expliquer,** utilise des mots d'autres langues. **Beaucoup** de fautes d'orthographe et de ponctuation[2]. □	**Quelques** erreurs dans le choix des mots. **Quelques** fautes d'orthographe et de ponctuation. □	**Essaye** d'utiliser le **vocabulaire de la police**[3]**. Peu de fautes** d'orthographes et de ponctuation. □	**Pas d'erreurs** de vocabulaire dans tous les domaines. **Pas de fautes** d'orthographe et de ponctuation. □	**Pas de répétition**. Pas de fautes d'orthographe et de ponctuation. □
Verbes et temps (présent / passé / futur)	Verbes **non conjugués.** □	Phrases essentiellement au **présent**. □	Phrases au **passé**, peut aussi utiliser le **présent**, et le **futur** avec quelques fautes. □	**Bonne utilisation** des temps avec **quelques fautes** de conjugaison. □	**Utilisation correcte** des temps sans aucune faute. □
Informations	**Manque important** d'informations. Des informations ne sont **pas comprises** ou **mal comprises**. (de 0 à 5 faits clé) □	**Manque** d'informations. Présence des informations obtenues de **l'écrit**. (de 6 à 10 faits clé) □	Prise en compte des informations **écrites** et **orales** mais encore quelques manques. (de 11 à 15 faits clé) □	Utilise **toutes ou presque toutes** les informations avec des détails. (de 16 à 20 faits clé) □	**Organisation** de **toutes** les informations avec tous les détails. (20 faits clé) □
Organisation et structure du rapport	Texte **très difficile** à suivre. **Pas de lien** entre les informations, pas de présentation, pas de paragraphes, pas d'organisation. □	Texte **difficile** à suivre. Utilisation de « **et** », « **parce que** » et « **mais** » uniquement. Présentation **inappropriée**, quelques paragraphes, organisation. □	Texte **facile** à suivre. **Relie** des informations simples entre elles. **Bonne** présentation, utilisation appropriée des paragraphes. □	Texte **clair et organisé.** Essaye d'établir des **liens complexes**[4] entre les informations. Bonne présentation. □	Texte **clair, fluide et articulé**. **Établit** des **liens complexes**[4] entre les informations. Organisation exemplaire. □

3ème Partie: Entretien oral

Construction des phrases	**Trop d'erreurs** pour être compris. □	**Beaucoup d'erreurs** dans les phrases simples. Parfois **difficile à comprendre.** □	**Tentative** de phrases **complexes** (2 verbes[1]) avec des erreurs. Le sens général est **clair**. □	**Pas d'erreurs** dans les phrases **simples**. **Peu d'erreurs** dans les phrases **complexes**[1]. **Sens clair**. □	Pas d'erreurs. **Grande variété** d'expression, phrases **surtout** complexes. □
Vocabulaire et prononciation	**Manque** de mot pour **s'expliquer,** utilise des mots d'autres langues. **Beaucoup de mots** ne sont pas compréhensibles. □	**Quelques** erreurs dans le choix des mots, quelques mots sont difficilement compréhensibles. □	**Essaye** d'utiliser le **vocabulaire de la police**[3]**.** La prononciation n'empêche pas la compréhension. □	**Pas d'erreurs** de vocabulaire dans tous les domaines. La **prononciation** et l'**intonation** sont bonnes. □	**Pas de répétition**. La prononciation et l'intonation sont claires. □
Verbes et temps (présent / passé / futur)	Verbes **non conjugués.** □	Phrases essentiellement au **présent**. □	Phrases au **passé**, peut aussi utiliser le **présent**, et le **futur** avec quelques fautes. □	**Bonne utilisation** des temps avec **quelques fautes** de conjugaison. □	**Utilisation correcte** des temps sans aucune faute. □
Monologue	Monologue **incomplet** et **minimaliste**. □	Le monologue est **court** et **factuel**. **Pas de détails.** □	**Donne quelques détails,** monologue factuel. Les idées sont organisées. □	Le monologue est **long et clair.** Beaucoup de **détails** et de **commentaires.** □	Long monologue **organisé** et **structuré**. Beaucoup de détails et **d'explications**. □
Niveau de langue	**A1**	**A2**	**B1**	**B2**	**C1**

Les niveaux de langue vont de A1 (faible) à C1 (plus fort). Afin d'obtenir la note de passage, le candidat doit être évalué au niveau B1 ou supérieur. Le niveau de langue du candidat est égal à la note la plus basse qu'il / elle obtient (si le candidat a reçu une marque dans la colonne A2 alors que le reste sont en B1 et / ou supérieur, son niveau de langue est considéré comme A2, par conséquent, il / elle échoue l'examen).

[1] Exemple : *Il a insister sur ce qui a été mentionné durant la réunion.*
[2] Exemple : *Le lundy 1er Novembre 2010, le policier s'est rendu à son burau!*
[3] Exemple : *Il était en état d'ébriété* et non *Il était complètement ivre.*
[4] Exemple : Malgré les consignes de sécurité, pourtant clairement énoncées auparavant, l'agent a néanmoins enlevé la sécurité de son arme.

ANNEX K: COMPETENCY-BASED INTERVIEWING

Competency-based interviews are founded on the concept that past behavior and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations.

Useful tips for your interview:

1. Prepare real life stories about your accomplishments. Be aware of the specific skills each story illustrates and remember to include the positive outcome or lesson learned from each experience.

2. Be ready to discuss your strengths and your ability to learn from past experiences. Also think about how you could contribute to the work of the United Nations and to the specific position you are applying for.

3. Review the competencies mentioned in the job opening. These will be probed in your interview, so your stories should show your skill in these competency areas.

4. You should be prepared to address positive results and achievements using these competencies and also challenges you have had in each of these areas.

5. The structure of your answer should be: Situation, Action, Result.

6. Share information you feel is appropriate and relevant.

7. Listen to the question carefully. Keep to the point. Be as specific as possible.

More information on competency-based interviewing can be found at https://careers.un.org/lbw/home.aspx?viewtype=AYI.

ANNEX L: COMPUTER ASSESSMENT

The following are sample exercises to determine a candidate's computer proficiency:

Exercise 1:

a. Open Microsoft Word
b. Create a new document
c. Type in one paragraph (no more than 4 lines) about your computer skills
d. Format the text to Arial font, bold, size 12
e. Save the document as <*yourname*> in the folder C:\AMS\2019
f. Close Microsoft Word

Exercise 2:

a. Open Microsoft Word
b. Create a new document
c. Type in one paragraph (no more than 4 lines) about your understanding of the United Nations Police
d. Format the text to Arial font, bold, size 12
e. Save the document as <*yourname*> in the folder C:\AMS\2019
f. Close Microsoft Word

Exercise 3:

a. Open Microsoft Word
b. Create a new document
c. Type in one paragraph (no more than 4 lines) about your motivations for joining the United Nations Police Division
d. Format the text to Arial font, bold, size 12
e. Save the document as <*yourname*> in the folder C:\AMS\2019
f. Close Microsoft Word

ANNEX M: DRIVING COMPETENCY ASSESSMENT

At the outset of the driving competency assessment, the candidate must identify him- or herself with a valid national or international driving license in Latin alphabet (with photo, if required in the MS). An official translation prepared by the MS authorities must accompany the original license if it is not in Latin alphabet.

The candidate will be assessed as to his or her ability to safely operate a manual-gear four-wheel drive sports utility or pickup-type vehicle. The driving competency assessment consists of two parts, the handling exercise and the road exercise.

1. Handling Exercise

a. The candidate must prove his or her ability to safely reverse and park the vehicle within five (5) minutes on the standard driving range set up by the AMS instructor in an exercise area closed to regular traffic, as per graphic in Appendix 2 to this Annex.

b. The Handling Exercise Assessment Form in Appendix 1 to this Annex is used to carry out the handling assessment. The assessment criteria are further elaborated in Appendix 2 to this Annex.

c. A candidate who fails the handling exercise shall be given one more chance. A candidate who fails the handling exercise twice shall be disqualified and shall not be admitted to the road exercise.

2. Road Exercise

a. The candidate is expected to demonstrate his or her ability to drive safely on a predetermined route in low traffic. The exercise should take a minimum of 5-10 minutes.

b. At all times during the exercise, the candidate must operate the vehicle in a safe and responsible manner, obeying all traffic laws.

c. The AMS instructor will give the candidate directions for each manoeuvre as far in advance as possible and will not ask him or her to perform any illegal or unsafe manoeuvres.

d. The Road Exercise Assessment Form in Appendix 3 to this Annex is used to carry out the road assessment. The use of the assessment form and application of the assessment criteria is further explained in Appendix 4 to this Annex.

Candidates performing any of the following activities shall be **automatically disqualified** and the ongoing driving competency assessment will be terminated immediately:

- Being under influence of alcohol or drugs.
- Disregarding lawful instructions or refusal to perform instructed manoeuvres.
- Offering the AMS instructor a bribe or a gratuity.
- Refusal to wear a safety belt unless a physician’s statement or a waiver is presented.

- Causing an accident.
- Accident is prevented by others.
- AMS instructor prevents an accident or an illegal action (i.e. running a red light).
- Stalling the vehicle resulting in hazardous action or obstructing traffic.
- Driving over a curb or sidewalk and hereby endangering others.
- Creating serious hazard to other traffic.
- Driving the wrong way on a one-way street.
- Driving on the wrong side of the street.

Appendix 1 to Annex M – Handling Exercise Assessment Form

UNITED NATIONS DRIVER'S PERMIT

HANDLING EXERCISE ASSESSMENT FORM

Candidate's Name ..... Date .....

ID # ..... Time .....

Assessment Criteria		**P**	**F**
1	Candidate can read a sample vehicle license plate with letters 79.4 mm high in good daylight from 20.5m, using glasses or contact lenses if necessary	☐	☐
2	Candidate involved in an activity resulting in automatic disqualification	☐	☐
3	Candidate failed to complete the circuit within five minutes	☐	☐
4	Vehicle touched a marker	☐	☐
5	Vehicle crossed the imaginary line between the markers	☐	☐
6	Engine stopped more than twice	☐	☐
7	A third party assisted the candidate	☐	☐
8	Part of vehicle outside the parking space	☐	☐
9	Vehicle positioned non-parallel to the side markers	☐	☐
10	Candidate exited the vehicle to check the position	☐	☐

TEST RESULT: ☐ **PASS** ☐ **FAIL**

Remarks .....

.....

.....

.....

AMS instructor: .....

UN ID #: .....

Signature: .....

Appendix 2 to Annex M – Handling Exercise Assessment Criteria

1. Before the handling exercise, a candidate has to undergo a vision test in which he or she has to read in good daylight from a distance of 20.5 metres a sample vehicle licence plate with letters that are 79.4 mm high, using glasses or contact lenses as required. Candidates failing the vision test are disqualified from the AMS.

2. In the handling exercise, the candidate will be assessed as to his or her ability to safely perform reversing and parking on the standard driving range, as per the graphic on the next page. In order to pass the handling exercise, the candidate must complete all manoeuvres within five (5) minutes as described below:

    a. On the signal of the AMS instructor, start from the “START-FINISH” line, drive forward, pass by the first parking space, and stop.

    b. Reverse into the first parking space.

    c. Drive out of the first parking space, pass by the second parking space, and stop.

    d. Reverse into the second parking space.

    e. Drive forward to the “START-FINISH” line and stop.

3. During the handling exercise:

    a. The vehicle must be positioned in parallel to the side markers and completely within the parking space, without touching any markers or crossing over any imaginary lines between the markers.

    b. The engine must not be stopped more than two times.

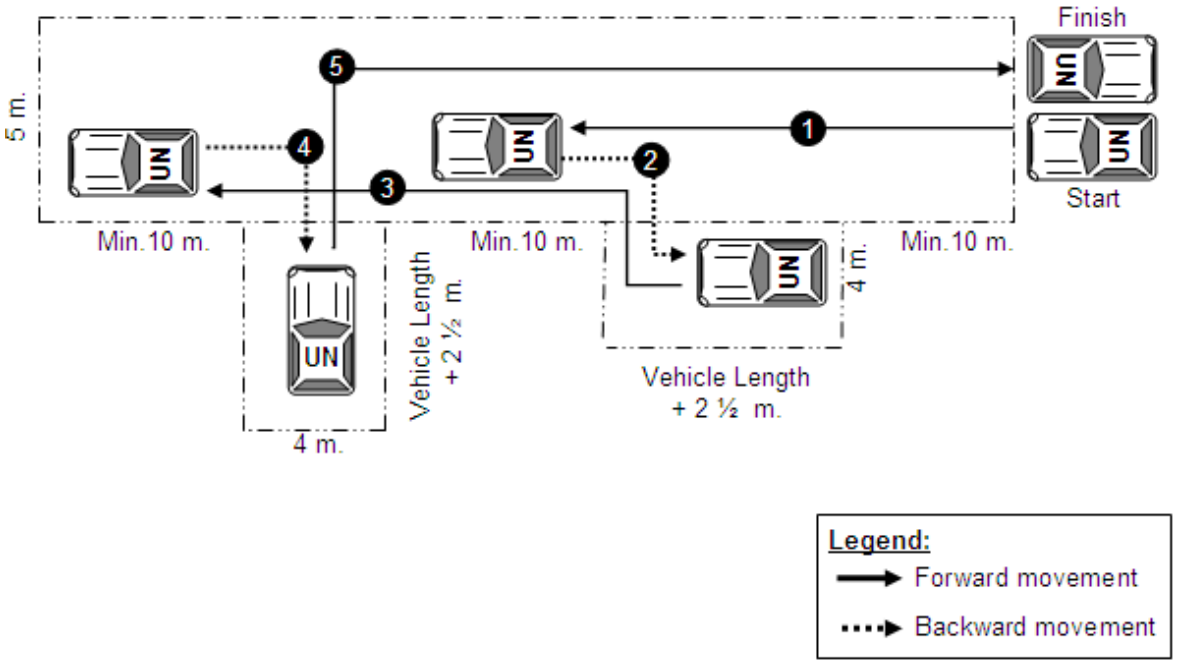
    c. The candidate must not leave the vehicle.

    d. No other passengers are allowed in the vehicle.

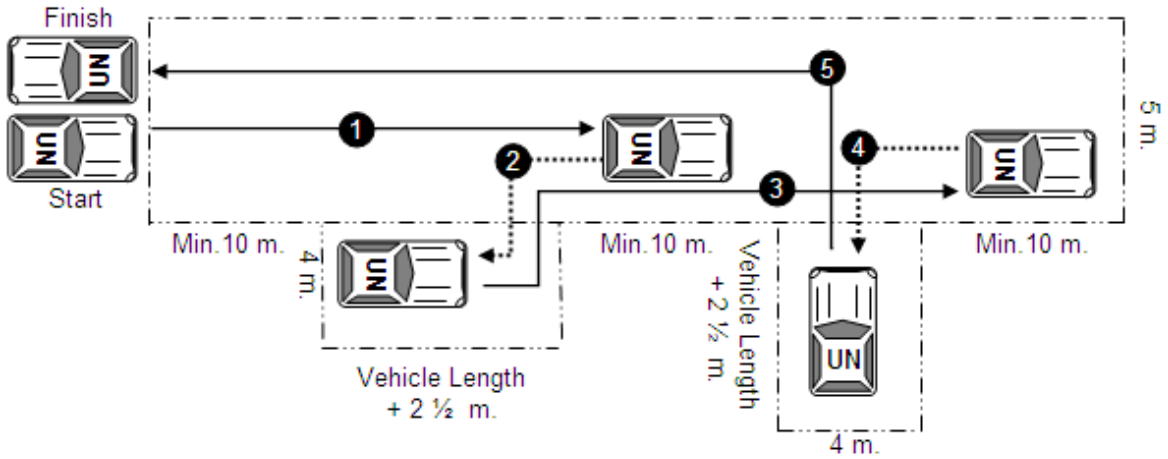
4. To pass the handling exercise, a candidate must meet all criteria listed in the assessment form (see Appendix 1).

5. A candidate who fails the handling exercise shall immediately be given a second chance. In this case, the exercise must restart at the START-FINISH line.

UN Driver's Permit Handling Test Range
(Right Hand Drive)



UN Driver's Permit Handling Test Range
(Left Hand Drive)



The exercise area must be set up on a test range away from regular traffic. At least forty (40) traffic cones – brightly coloured, if possible – and measuring tape are needed to mark the exercise area (taller cones can be used to mark the corner points).

Appendix 3 to Annex M – Road Exercise Assessment Form

DRIVER'S PERMIT ROAD EXERCISE ASSESSMENT FORM

Candidate Name: .....

ID #: .....

Nationality: .....

I. Assessed Capabilities (5 points for each failure)	Point
Seating position	
- Bending the left knee when the clutch is fully depressed	
- Bending elbows when the arms rest on the steering wheel	
Mirrors and/or seat adjustment	
- Adjusting rear view mirrors inside and outside	
- Adjusting seat	
Use of seatbelt	
- Fastening the seatbelt prior to moving	
- Keeping seatbelts fastened while driving	
Moving off	
- Releasing clutch smoothly so vehicle doesn't jerk or stall	
- Checking traffic in all directions before moving off	
- Checking left and right blind spots before moving off	
- Using appropriate signals	
Use of gears	
- Changing gears without looking down to the gear shift	
- Selecting correct gear to match road and traffic conditions	
- Driving with gear engaged at all times	
Steering	
- Maintaining steering control at all times	
- Steering smoothly	
Following distance (candidate to be warned)	
- Keeping a safe distance from other vehicles	
Passing / changing lane	
- Correct and timely use of observation/mirrors/indicators	
- Passing in the correct lane	
- Choosing correct speed	
Negotiating curves	
- Choosing appropriate speed of approach	
- Correct positioning of the vehicle on the roadway	
Stopping	
- Choosing a safe, legal and convenient place to stop	
- Correct and timely use of observation/mirrors/indicators	
Turns	
- Use of proper lanes	
- Correct and timely use of observation/mirrors/indicators	
Observation of traffic signs and signals	
- Stop at all red lights	
- Obey police instructions	
- Comply with road signs encountered on route	
Dealing with junctions/crossroads/traffic circles	
- Adjusting speed accordingly when approaching	
- Being able to determine who has the right of way	
Dealing with other road users	
- Effective observation of vulnerable road users	
- Choosing appropriate speed of approach	
Planning ahead	
- Ability to think and plan ahead	
- Early anticipation and reaction	
- Concentration on driving	

II. Aggressive Driving (10 points for each occurrence)	
Following too close (after warning)	
Weaving in and out of traffic	
Speeding up to beat a traffic light	
Cutting between vehicles to change lanes	
Using the horn excessively	
Flashing headlights excessively	
Expressing frustration/cursing/yelling/gesturing to other drivers	
Deliberately ignoring the rules/signs	
Failing to yield (adversely affecting traffic/passengers)	

Total Points _____

III. Instances of Automatic Disqualification

- ☐ Being under influence of alcohol or drugs.
- ☐ Refusal to perform instructed manoeuvres.
- ☐ Refusal to wear a safety belt without a valid reason.
- ☐ Causing any accident.
- ☐ Accident is prevented by others.
- ☐ AMS instructor prevents crash or illegal action.
- ☐ Stalling the vehicle resulting in hazardous situation.
- ☐ Driving over curb or sidewalk.
- ☐ Creating serious hazard for other traffic.
- ☐ Driving the wrong way on a one-way street.
- ☐ Driving on the wrong side of the street.
- ☐ Offering the instructor a bribe or gratuity.

IV. Remarks / Recommendations:

V. Assessment Result: ☐ **PASS** ☐ **FAIL**

Name of AMS instructor: .....

Date .....

Signature .....

Appendix 4 to Annex M – Road Exercise Assessment Criteria

The road exercise assessment form and the assessment criteria described in the form are used as follows:

1. **Section I of the form: "Assessed Capabilities":** Based on his or her observations, the AMS instructor marks 5 (five) points in the boxes at the end of each row if the candidate failed these actions.

2. **Section II of the assessment form: "Aggressive Driving"**: Based on his or her observations, the AMS instructor marks 10 (ten) points in the boxes at the end of each row for each occurrence of the actions listed in this section.

3. **Section III of the assessment form: "Instances of Automatic Disqualification"**: In the event that a candidate performs any of the actions listed in this section, he or she will be automatically disqualified, and the assessment will not start or end immediately if it is already in progress.

4. **Section IV of the assessment form: "Remarks and Recommendations"**: This section will be used to enter any remarks of the AMS instructor on the assessment process.

5. **Section V of the assessment form: "Assessment Result"**: At the conclusion of the road assessment, the assigned points are added up. An outcome of 20 or more points will result in the failure of the road exercise. The AMS instructor checks the applicable box (pass or fail) based on the overall assessment, enters the date of the assessment, and signs the assessment form.

ANNEX N: PROPOSED TOPICS FOR BRIEFING OF CANDIDATES

To enhance the pre-deployment preparedness, the AMS instructors brief the candidates, who have passed the AMS, about the way forward until possible deployment. The briefings should cover, among other things, the following topics:

1. Generic Issues

a. Administrative procedures leading to deployment.

b. The components of the mandatory pre-deployment training conducted by the MS.

c. Short history of United Nations police in peacekeeping, including core values and principles.

d. Tasks of integrated PKOs and SPMs (early peacebuilding, protection of civilians including against sexual and gender-based violence, gender issues etc.).

e. Organisation of the United Nations Secretariat, particularly the United Nations Department of Peace Operations and the United Nations Department of Operational Support.

f. Roles and responsibilities of United Nations police officers on assignment with PKOs and SPMs.

g. United Nations rules and procedures relating to conduct and discipline (including sexual exploitation and abuse).

h. Medical issues.

2. Mission-Specific Issues

a. Mandate and organisation of the peacekeeping operation/special political mission in question and its components.

b. Responsibilities, tasks and structure of its police component.

c. Living conditions in the peacekeeping operation/special political mission.

d. Administrative preparation for deployment.

e. Security information.

f. Rules of engagement.

g. Standard operating procedures.

h. Concept of operations.

Written and/or electronic material is distributed during the briefing. This material should include the Strategic Guidance Framework for International Policing; the code of conduct, guidance on gender mainstreaming and the zero tolerance policy on sexual exploitation and abuse; information on the mandated tasks, practical administrative information and information on the operational environment of the peacekeeping operation/special political mission the candidates are likely to deployed to.