

**SOP – FUNC AND MGMT OF PKT, CIPS**

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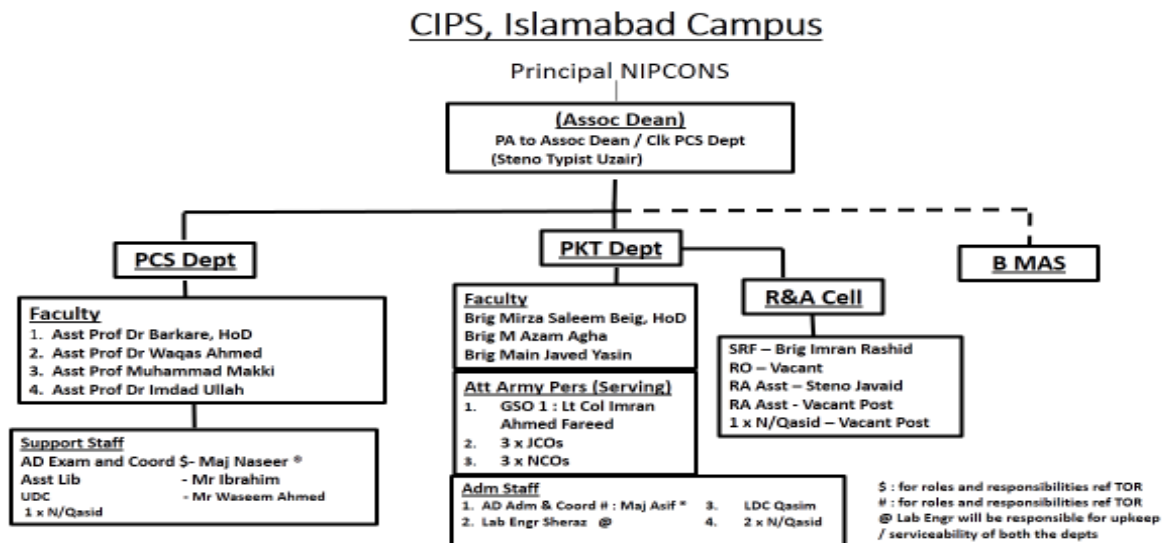
## SOP- FUNC AND MGMT OF PKT, CIPS

1. **Intro.** CIPS was estb in Mar 2013 as center of excellence to contribute towards global peace through its academic pursuits. It has been org on a hybrid model wherein PK Trg has been integrated with intellectual pursuits in Intl Peace and Conflict Regime. This integration is with the obj of achieving interconnectivity and promoting civ-mil diplomacy among lead UN & Intl Agencies, UN Cty Teams and other associated orgs. Since its estb, CIPS has handled complete array of pre-depl trg for the Pakistani / friendly cty's' potential UN PKs. Pakistan, being only cty in the world, having a peacekeeping trg institute as hybrid model configured to train leaders for intl peacekeeping and peace bldg, did not stop here; rather, its academia within short span of time, has earned great respect and recognition at intl lvl.

2. Whereas, CIPS is func smoothly taking guidance and facilitation from NIPCONS, NUST and MO Dte, this SOP is meant to docu various trg related activities and procedures adopted at CIPS for its academic pursuits; more specifically the PKT Dept.

### 3. **Estb of CIPS**

- a. **Aim.** To streamline procedures for eff func / mgmt of PKT Dept at CIPS, NUST.
- b. **Vision.** To evolve as Centre of Excellence to conduct academic pursuits in Peace and Conflict Regime besides undertaking pre depl trg of potential peacekeepers incl intl participants.
- c. **Org.** The org of CIPS remains dynamic and flex in its op cap and composn. The outline org is as fol:-



d. **Objs PCS, CIPS**

- (1) The studies at CIPS are org within the over-arching discp of Peace & Conflict Studies (PCS) while offering acad progms at both post-grad and doctoral lvl. The acad progms at CIPS are recognized by Higher Education Commission (HEC) of Pakistan. These deg progms are structured in a way that both knowledge and prac in the discp of 'Peace and Conflict' and 'Intl Relations' receive due attn through the instr of teaching and research.
- (2) The dept conducts research collaborates in jt research progms and exch b/w indls and institutes that are concerned with attaining positive peace in the society. The dept also org various seminars, roundtable conf, symposium, and talks on issues of mutual interests.

e. **Objs PKT, CIPS**

- (1) To serve as a bastion for peacekeeping trg at national/ Intl lvl.
- (2) Train potential peacekeepers (mil, police and civ pers) as Staff Offrs, Mil Experts on Msn and Ctgt related UN asgs.
- (3) Prom mil diplomacy through interaction, asst and contribution to intl peacekeeping efforts.
- (4) Undertake research on related topics / issues, participate at regional / intl forums del on policies, guidelines relating to UN PKOs and provide input to Army HQ (MO Dte) on PKOs.
- (5) Proj Pakistan's achievements at intl lvl as part of National policy.

f. **Job Descriptions / Resps various Appts at PKT Dept**

- |     |  |   |           |
|-----|--|---|-----------|
| (1) | Head of Peacekeeping Trg Dept                | - | Anx A     |
| (2) | Reg Faculty Members                          | - | Anx B     |
| (3) | FP: Interaction with Active Msn Peacekeepers | - | Anx C     |
| (4) | GSO-1 (Trg & Coord)                          | - | Anx D     |
| (5) | AD (Adm&Coord)                               | - | Anx E     |
| (6) | Trg Staff                                    | - | Anx F & G |

4. **Trg Activities of PCS (CIPS)**. Being excl governed by NUST Statutes and its related academic regime under overarching dir of HEC, PCS academic pursuits / activities are not mentioned in this SOP.

5. **Trg Aspects of PKT (CIPS)**

- a. **Trg Concept**. Domain of PKT/CIPS trg is not restd to trg mil pers only, rather it acts as National Peacekeeping Trg Centre with a broader outlook incorporating

cap bldg of police and civ pers likely to be engaged in UN PKOs worldwide. The trg modules of PKT Dept are configured to equip participants (national / intl) with theoretical discps and prac knowledge / experiences of UN PKOs in sync with UN Integrated Trg Svc (UNITS) guidelines / reqs.

b. **Areas of Emphasis**

- (1) Dev broader understanding of potential PK on func of UN, the Msn Mandate, Concept of Ops (Comd Intent) and RoE/DuF.
- (2) Knowledge about Msn substantive and sp components, beneficiaries and their resps.
- (3) Sensitization of Potential MOs, SOs and ctgts on their core resps.
- (4) Resp to protect the vuln popu and Msn Associated Elms (Child and Women Protection, Gender Equality).
- (5) CRSV and GBSV & Abuse; and its Consequences.
- (6) Respect for Diversity observing principles of Humanity, Neutrality, and Non Discrimination.
- (7) Awareness and good knowledge on Social Customs, Traditions, Values and Religious Pracs.
- (8) Awareness and sensitization on health related matters, HIV/ AIDS and Stress Mgmt.
- (9) Awareness on Accountability for HR Violations.
- (10) Strict observance of Conduct and Discp; compliance to the RoEs and SOPs.

c. **Conduct Methodology**

- (1) Courses syllabi is to be based on the approved Curriculum and guidelines issued by UNITS. All latest policies/ changes / amdts in the curriculum and intro of new / fresh discps will be incorporated to stay relevant to the trg regime.
- (2) The existing knowledge to be suitably supplemented by the best pracs and lessons learned during various UN Msns.
- (3) Prominent civil-mil guest spkrs may be invited as Subj Matter Experts (SME) for enhanced awareness in their specific fd of ops.

d. **Trg Forecast**

- (1) Annual trg forecast of UN Courses to be conducted at CIPS will be prep by concerned sec of MO Dte (as per the sch of rel/rotation of units / FPU and

dept of SOs/MOs). They will be shared with CIPS for nec input. The process of planning to be completed by Mid Nov each yr.

- (2) The final annual forecast of sch of courses will be is issued to all concerned by MO Dte.
  - (3) MO Dte overseas cell will be resp to engage with foreign ctys / participants for courses and Intl/ National seminars or wksp. All other intl / National wksp and confs planned / sch at CIPS by PSC will be shared with MO Dte, by staff at CIPS.
  - (4) Instrs for friendly ctys' participation for the complete yr will be prep by MO-11C and fwd to SD Dte / MA to PAREP (not later than 10 Dec each yr) for onward processing to DAs (P) ex intended ctys / perm msns respectively. The number of participants for various courses for friendly ctys, be planned taking into consideration of the weather, the onset of Ramzan and the existing accn at NUST. Proposed sch of courses where friendly ctys participants can be invited is as under: -
    - (a) **1<sup>st</sup> Half      Mid Jan to Apr**
    - (b) **2<sup>nd</sup> Half      Mid Sep to Dec**
- e. **Mgmt of Intl and Local UN Courses.** PKT/CIPS will run UN courses for peacekeepers as per the UNITS trg req and sch received from MO Dte. List of present courses being offered at CIPS are: -
- (1) UN Senior Msn Ldrship Course
  - (2) UN Ctgt Comds Course
  - (3) UN Mil Obsrs Course
  - (4) UN Staff Offrs Course
  - (5) UN Log Offrs Course
  - (6) UN Train the Trainers Course
  - (7) UN Comprehensive Protection of Civ Course
- f. **Fd Trg.** In order to impart realistic fd trg to all ranks attending various UN Courses at PKT (CIPS), fd oriented trg activities is planned in Isb in coord with unit earmk as per MO Dte instrs. Few proposed fd activities which incl as per req of particular course are as under:-
- (1) Lessons pertaining to per security/safety under hostile sit.
  - (2) Art of negotiation.
  - (3) Mine awareness incl detection and recognition.

- (4) Use of interpreters.
  - (5) Interaction with Media.
  - (6) Investigation, interrogation and verification of incidence.
  - (7) Behavior under hostage situ.
  - (8) Camp Estb, ToB/COB.
  - (9) Protection of vuln civs.
  - (10) Sp CIMIC and humanitarian activities.
  - (11) Mine Awareness incl detection and recognition
  - (12) Media Handling in the Fd.
  - (13) Crowd Con.
  - (14) Handling / Dealing with Civ at CP/Checking Procedure at the CP.
  - (15) DDR process.
  - (16) Jt Ptl.
- g. **Orientation Visits.** For an enhanced awareness, participants of UN MOs course are afforded opportunity to visit HQ UNMOGIP at Isb. The students ex UNLOC visit Msn Transit Facility (MTF) and PCRS at Rwp. Visit to other imp setups can also be incl depending upon instrs / guidelines of UN ITS, MO Dte and students feedback.
- h. **Lec Rooms & Library.** Lec rooms and lib is are loc on the first floor of the CIPS bldg and are equipped with desired trg aids. The lib is adequately stocked with books related to the peacekeeping and has number of cptr work stas. The librarian renders possible asst to the course participants incl soft copies of UN pub and relevant material on peacekeeping.
- i. **Internet Facility.** Free internet facility has been provided by NUST within the classrooms and lib of CIPS during working hrs. Wi Max devices for internet are also allowed for official use.
- j. **Guest Spkrs**
- (1) List of Guest Spkrs, Mil or Civs as SMEs will be shared with MO Dte for their aval/approval at least 20 days prior to commencement of the course.
  - (2) Nominated Dte/org will be resp to provide the nec tpt facility to the guest spkrs. Upon nomination, further coord will be made by CIPS.
  - (3) Remuneration is to be paid out of UNRA grant on case to case basis. Serving Army Offrs and Civ Guest Spkrs from UN org may not be paid for

their lecs. Their tn, on request, will have to be arranged by PKT from MUST MT.

- (4) All the imp dignitaries / Guest spkrs will be intro to the class by HoD PKT, Faculty member or GSO-1 (Trg and Coord), as asg by HoD PKT.

k. **Eval / Assessment Tests**, 2 x Tests will be conducted as under:-

- (1) **Initial Test**. Aimed to assess the initial knowledge on the UN structure, funcns and emp/depl procedures etc.
- (2) **Final Test**. To adjudge the Performance of the participants on completion of the course will be shared with MO Dte.

l. **Feedback Proforma**. To maint the highest std of qlty PK trg and be abreast with latest UN challenges, a mech of feedback of students is operational at CIPS. Same shall cont and imp feedback pts essential for implementation will be shared with MO Dte imed after the course or on as and when req. The Proforma dev are att as fol:

- (1) **DS Assessment Proforma**
- (a) DS Assessment CI participants
  - (b) Spot test
  - (c) Pers Discp
  - (d) Professional Knowledge
  - (e) Linguistic Skills
  - (f) Ex Performance
- (2) Participants Mutual Assessment Proforma
- (3) Comprehensive Students Feedback Proforma
- (4) Guest Speaker Feedback Proforma

m. **Certs of Qual**. Those qualifying in the UN course as per the eval test, class participation, attendance and discp, will be awarded qual cert.

n. **Course Report**. Post course report to be shared with MO Dte on termination of course which may incl the details of participants, imp suggestions and exp etc.

## 6. **Adm Aspects**

a. **Reception**

- (1) Participants of Pak Armed Forces will bring Mov O in favor of MO Dte and deposit it with CIPS reps.
- (2) Participants of each course will be received at CIPS reception office at 0850 hours on the first day.



- (3) Reception of foreign students will be managed by GSO-I (Trg & Coord). He will ensure that the flt sch received from various foreign participants have been comm and asg to CIPS team (1x JCO & 1x NCO) under the nominated security / protection offr ex 10 Corps.

b. **Facilitation of Students' Entry/Exit in CIPS (NUST)**

- (1) **Pak Armed Forces / Local Students**. Final list of the participants of each course on receipt from MO Dte will be shared with NUST Security by PKT Dept, for their smooth entry / exist during respective course.
- (2) **Friendly Ctys' Participants**
- (a) List of friendly ctys' participants residing at NUST campus will also be shared with NUST Security.
- (b) FOs will only be allowed to mov outside the NUST premises as per their fd trg/ ECA progms in the presence of CIPS reps and protection team.
- (c) In case of spec requests from ctys' embassies or their DAs for inviting their foreign offr to respective embassy or for that matter any func or dinner etc, the permission may be gtd by CIPS auth. The onus of security resp would rest upon respective embassy and its rep.
- (d) MO Dte will be info accordingly by GSO-I (Trg & Coord). Particulars of embassy veh / offr will be shared with NUST gate, however, CIPS JCO or NCO will be nominated for the smooth meeting / handing over of FOs to their embassy rep.
- (e) While allowing the foreign participants to leave the NUST premisis GSO-I (Trg & Coord) will be cognizant of existing security / threat lvl.

c. **Boarding & Lodging**

- (1) **Pak Armed Forces Participants**
- (a) Accn for Pakistani participants will be coord by MO Dte with HQ 10 Corps. On Completion of new infra the accn arrangement for the Pakistani participants shall be reviewed.
- (b) Offrs will bring Mov Os in favour of GHQ, MO Dte. GSO-1 (Coord) shall reg such adm aspects.

- (c) Local participants undergoing course at CIPS will pay for the lunch and tea breaks provided during working hours. Mess bills will be cleared before dep from the centre.
- (d) Opening / closing ceremony tea breaks to students / guests will be served out of PKT (CIPS) funds.

(2) **Friendly Ctys' Participants**

- (a) Foreign students will be accommodated inside CIPS/NUST premises as per aval of guest rooms.
- (b) Foreign students course menu will be issued to the DD Messing one wk prior to commencement of course.
- (c) Foreign students will consume breakfast and dinners centrally in the faculty mess or other nominated mess. While lunch will be served in the CIPS Main Mess during lunch break. Post up coming infra, the arrange will be reviewed.
- (d) During their ECA, dinner will be served on return from the activities except when the outside duration is more and / or the course dinner or lunch at Murree, etc as reflected in the prog.
- (e) As consented by MO Dte and prac in vogue, the boarding / lodging and ECA charges will be met out of UNRA, as part of trg charges on gratis basis.

d. **Dress Code**

- (1) **Mil Participants** - Special dresses on opening & closing ceremonies are aprc. CCD and mil working dress for rest of the Course
- (2) **Civ** - Closed Collar for Male and Sober dress for ladies participants. Jeans and body tight attire are neither desirable nor expected.

e. **Photograph.** Participants will bring along two latest passport size and two thumb size coloured photographs in uniform against blue backgr without headgears.

f. **Leave Procedure**

- (1) As per policy, no leave during the trg is permissible. In case of extreme emergency, only a short leave will be gt by CIPS with info to MO Dte.

- (2) Offrs / participants missing more than one day trg activities will not be awarded course certs.

g. **Discipline**

- (1) While at the campus, the participants will abide by the NUST safety, secty and adm rules.
- (2) CIPS will fwd “Conduct and Discipline Report / feedback” of all participants at the termination of each course.
- (3) CIPS Campus is a smoking free area. Offrs / participants can only smoke in the designated areas as info by CIPS auths.

h. **Reporting Sick Procedure**

- (1) All participants attending UN courses at CIPS will report sick in med centre loc within NUST premisis. Medical leave (SIQ), if recommended by NUST med centre, will finally be sanctioned / approved by MO Dte / CIPS as per procedure.
- (2) No offr is auth to report sick in any med facility (MH/ CMH) other than NUST medical centre, (unless under exceptional circumstances), without permission / approval by MO Dte or CIPS auths.

i. **Tpt**

- (1) **Tn of Pak Armed Forces Participants.** MO Dte will arrange 1 x coaster along with escort for tn from Rising Sun Lodges (Army BOQs), EME Offrs Mess and Transit Camps Mess to NUST (Main campus, Isb) and back. Particulars of the dvr / 2nd seater / gunmen incl mob no / CNIC no to be comm to CIPS for nec coord.
- (2) **Friendly Ctys’ Participants**
- (a) CIPS will manage Hiaces & Car etc for the foreign participants from NUST adm for pick and drop at Intl Airport.
- (b) Coasters will also be provided by NUST to FOs and faculty members for ECA as per program / schedule.
- (c) Daily pick n drop from messes to CIPS will be coord with NUST MT by staff ex PKT. It shall to resolved with upcoming infra for CIPS.

7. **Secty Aspects at NUST**

- a. **Gen.** NUST is loc in H-12 Sec Isb spread over vast area, approx 710 acres. Huge amount of constr work by various constr coys is also being carried out day

& night. It, however, has a comprehensive mech in place to manage all kinds of security threats / concerns.

b. **Procedure for CIPS' Students Entry/Exit**

- (1) List of all participants (local / foreign), on receipt from MO Dte will be shared by GSO-1 (Coord) with NUST Security by CIPS for the smooth entry / exist of students during a particular course.
- (2) Record of FOs leaving NUST premises will be maint at gates 1 & 2, depending upon their entry / exit. NUST security requires presence of CIPS staff at the gate when foreign participants are handed over to reps ex embassies.
- (3) For FOs' spec requests from the respective ctys' embassies / DAs read para 6 b (2).

c. **Secty for Spec Visits/Events at CIPS.** During conduct of funcs and spec events at CIPS, secty will be provided by NUST Secty Branch as per the imp of particular event. Pilot squad is also provided for guidance of spec guests and VVIPs.

d. **Secty Mech for Friendly Ctys' Participants Residing / undergoing UN**

**Course at CIPS.** Fol mech will be fol:-

- (1) **QRF / Protection.** On receipt of instrs from MO Dte, HQ 10 Corps will detail a unit for providing the QRF/Protection under an offr for the said duration of UN course/delegation at CIPS. Same QRF will be used for providing protection from / to airport and other ECA visits of foreign students as per issued prog. Composn of QRF is:-
  - (a) Manpower - 01 x offr and 1 x JCO & 10 x Slds
  - (b) Veh - 02 x Double Cabin / Single Cabin
- (2) Upon receipt of any threats against foreigners, MO Dte will also intimate concerned int agencies/HQ for stringent secty measures during mov and at ECA / venues of friendly ctys students.
- (3) FOs will mov outside the NUST premises as per their fd trg/ Visit/ ECA prog in the presence of CIPS reps under protection/QRF offr ex 10 Corps.
- (4) In all the imp activities of foreign participants, i.e. Army Museum, Lok Virsa, Murree, course dinner, fd trg and HQ UNMOGIP, presence of GSO-

1 (CIPS) or faculty member or both is mandatory along with CIPS JCO / NCO.

- (5) In case of inclement weather or other security/adm issue, info will be comm to MO 11 C along with the suggested course of action. By GSO-1 (Coord)
- (6) In case of spec requests from ctys' embassies / DAs to MO Dte or CIPS for taking the particular foreign offr to embassy func/dinner etc, permission may be gtd by CIPS after intimating to MO Dte under respective embassy resp. Particular of embassy veh and rep coming to collect FOs will be shared with NUST Main Gate. CIPS' JCO/ NCO residing in NUST premises will be aval at the gate for smooth meeting / handing over to embassy rep.

## 8. **Fin Mgmt at CIPS**

- a. **Rules and Regs to be fol by CIPS.** NUST was estb by National Assembly Act vide National University of Sciences and Technology Act, 1997 (XX of 1997) and works in accordance with its rules of business (Statutes). These Statutes are called the National University of Sciences and Technology Statutes 2005 (Enforcement of Academic, Service, and Financial Matters), which were approved by NUST Bd of Governors (BOG) headed by the COAS. The Rector is the CEO of the university and resp for all adm / academic funcs of the university in line with the provns of University Charter / Statutes. Rector NUST implements rules and regs for faithful compliance in order to promote transparency and accountability. The Rector enjoys all powers prescribed for this purpose, including adm and fin con over all NUST affairs. CIPS being integral part follows the adm and op dirs from the NUST
- b. **Fin Sp of CIPS.** In 2013, a concept was jointly evolved between NUST and Pak Army to estb Centre for International Peace and Stability to not only conduct PhD and Master Studies in Peace and Conflict regime but also conduct Peacekeeping Trg courses specifically for Pakistan Army offrs and also for the civ svcs and sector employees likely to join UN Msns. The fin arngs mutually agreed b/w MO Dte and NUST to sp the trg related exps is as fol:-
  - (1) **Army's Fin Sp for Peacekeeping Trg Courses at CIPS.** During 2015, HQ NUST apch GHQ for fin sp for conducting the trg activities being run at PKT Dept which was approved meeting b/w CGS and Rector NUST, held on 14 Jun 2016. A fin assist / grant of Rs 15 million annually to cover trg

exps out of UNRA Fund was agreed to. The grant covers roughly less than half of the total cost incurred therein. The remaining cost incurred on salaries of staff, house hiring, implements, elec charges and other maint exp is met out of NUST Fund.

(2) **Procedure for Budget Alloc and Exp**

(a) After formal processing and approval from Principal NIPCONS NIPCONS (NUST) Ctgt Bills are fwd to CMA for tfr of approved amount to NUST / NIPCONS Acct. The claim duly sp by all relevant docus needs to be countersigned by MO Dte, GHQ. Claims cover fol heads: -

- i. Charges incurred on Trg of all Courses and wksp.
- ii. Boarding / Lodging Charges of Foreign Participants.
- iii. Exps Opening / Closing ceremonies.
- iv. Purchase of IT Eqpt, Stationery and Misc Trg related exps.
- v. TA/DA Claims to cover inland travel and for the courses / trg related visits abroad.
- vi. Exps heads are covered in GHQ GS Br (Budget Dte) ltr no DVP1MQ dated 26 Sep 2016 (att as Anx H)

(b) As stated in the NUST Statutes, the alloc funds ought to be utilized / exp according to the NUST Rules & Reg / Statutes on the subj. As per the statutes fol are the fin powers of various appts:-

- i. Principal NIPCONS - Rs 150,000/-
- ii. Pro-Rector (Proc & Resource) - Rs 300,000/  
NUST (Maj Gen)
- iii. Rector (Lt Gen) - Rs 300,000/- plus

(c) All expes approved during the conduct of trg will be shared with MO Dte. Formal approval letter will be initiated by MO Dte for claiming the budget from CMA (being a fin formality for clearing UNRA Bills from CMA).

(d) Prior approval for all mega funs entailing expd over 0.5 Million will be obtained from MO Dte.

c. **Audit**

(1) Internal Audit rest with local Audit Dept NUST.

- (2) External Audit is done by Fed Audit Auths.
- (3) Commercial Audit is the resp of Chartered Acct firm hired by the NUST for this purpose.

9. **Cap Enhancement of CIPS and Faculty**

- a. **Estb of R&A Cell for PKOs.** To remain relevant with evolving challenges and devs in the multidisciplinary areas of UN Peacekeeping, peace and conflict a 'Research & Analysis' Cell (R&A) was estb in July 2016 at CIPS. This Cell is being headed by a Senior Research Fellow, resp for carrying out research in the latest trends concerning PKO and issues related to peace and conflicts (***Job Description / responsibilities of Senior Research Fellow is attached as Anx G***). It also evals and compiles 'best practices / lesson learnt', maint updated record of Pakistan's peacekeeping contributions, deliberate on policies, guidelines and SOPs related to UN PKOs, and provides input to Army HQ and various institutes/ departments. In a short span since its inception, CIPS also has to its credit a peer-reviewed (academic) international journal titled: ***NUST Journal of International Peace and Stability (NJIPS)***. In addition, it also publishes ***CIPS Magazine*** that pictorially documents and disseminates the ongoing training and academic activities at CIPS. The pub issues of NJIPS can be accessed via:

NJIPS: <https://njips.nust.edu.pk/index.php/njips>

CIPS Magazine: <https://njips.nust.edu.pk/index.php/cipsmagazine>

- b. **Visits Abroad.** All in land/ abroad trg related exp on the visits abroad by the faculty or trg Team members are to be met through UNRA. Moreover, Post conduct report or return brief will be furnished to MO Dte within 2 x wks on arrival.
- c. **Intl Association of PKT Centres (IAPTC) and Association of Asia Pacific PKT Centres (AAPTIC).** IAPTC and AAPTIC are voluntary associations who dir and manage the trg reqs of Intl recognized peacekeeping trg centres, on rotational basis. With the consent of MO Dte, CIPS engages with IAPTC and AAPTIC Sectts and participate in the annual meetings. Such engagements are aimed at dev greater collaboration, coord in sharring best pracs and the lessons learned. Thus, it is aprc at UNLVL to

participate in these meetings as these forums are frequently attend by rep from UNITS, UNISDR, OMA and other depts. These engagements will also be utilized to eval the future prospects for assuming resp of IAPTC and AAPTC Sectts through voluntary offers for hosting meeting at CIPS, Pakistan.

#### 10. **Mgmt of Official Mails and Reports & Returns Sys at PKT, CIPS.**

Since PKT dept has to interact and deal with the mails of MO Dte, HQ NUST and other UN related agencies (for Guest speakers lecs/ opening and closing ceremony etc), therefore, mech to be fol for dealing the mails related to MO Dte:-

a. **Incoming Mail.** Due to non aval of OAS, mail is received through fax/email or spec courier from CIPS:-

- (1) CIPS clks deal with all incoming fax/emails, open the courier ltrs, sort them in order and PU in the incoming mail register.
- (2) Entry of all incoming ltrs to be made in a separate register/ diary prep for MO Dte mails.
- (3) Incoming mail folder of PKT CIPS to be PU to HoD through GSO-1 for nec action/coord.
- (4) After formal processing of all correspondence remarks / actions/ mk ltrs of Mail folder will again be PU to GSO-1 for nec coord.
- (5) In case of marking of ltrs to faculty member for action, clks to remind the particular faculty and GSO-1, One day prior to the due date for timely response.
- (6) For easy tracing of ltrs subsequently, all ltrs will be filed in separate folder.
- (7) All the clks of CIPS to be in knowledge of all mails/ files instead of one indl only.
- (8) Clks of CIPS to check the fax/emails after every one hr to avoid delay/missing of ltr.
- (9) All imp ltrs req urgent decision must be PU to GSO-1 within 30 mins of receipt.

b. **Outgoing Mails**

- (1) All outgoing mails of PKT, CIPS to MO Dte will be either signed by HOD or GSO-1.
- (2) Outgoing fax/email desp cfm to be info to GSO-1.
- (3) The mails req courier desp, mil staff att with CIPS will be sent to MO Dte.



- (4) Clks will remind the particular faculty and GSO-1 a day prior to the due date of response for timely action.
- (5) Outgoing ltrs to MO Dte will be desp after the approval of HOD-PKT or Principal or NUST auths as per the imp of that particular ltr.

11. **Concl.** CIPS in a short span of time has covered an impressive mileage and well on its way to estb itself as Centre of Excellence. The faculty and staff of all the depts is func hand in glove, duly supported by MO Dte, for unison response. The same is aptly recognised by the visiting delegates, dignitaries and personalities holding high stature at global lvl. The dynamism reflected at CIPS is a force-multiplier in attaining greater elevations / status during its national / intl pursuits. God willing, with an all-encompassing efforts and positive apch, the institute will achieve new heights!

**JOB DESCRIPTION CARD**

<b>Job Title</b>	Head of Peacekeeping Training Department	
<b>Grade/BPS</b>	BPS-20	
<b>Directorate</b>	PKT, CIPS	
<b>Institute Information</b>	NIPCONS	
1.	<b>Purpose of the Position</b>	
	<b>To organize the training courses being run at CIPS and to carry out necessary coordination and liaison with various government and non-government agencies, UN bodies and International Organizations etc.</b>	
2.	<b>Functions/ Duties (Key Responsibilities)</b>	
	a.	Coordination with service users i.e. the military, law enforcement agencies, concerned ministries and embassies (in case of foreign students) for sharing information's and obtaining requirements like schedules of courses and nomination of students etc.
	b.	Coordination with all stakeholders i.e. students, faculty members and administrative staff for smooth conduct of each course.
	c.	Conduct opening / closing ceremonies of all courses.
	d.	Take classes as planned in coordination with other faculty members. Introduce the leading guest speakers to the class.
	e.	Plan, Coord and conduct the visits of foreign delegations to CIPS.
	f.	Represent Centre for International Peace & Stability at various international/ national forums.
	g.	Coordination with university authorities for all training related administration and logistics matters concerning the courses.
	h.	Ensure timely dissemination of information/instructions to students, faculty and staff.
	i.	For smooth conduct of all mega events, issuance of comprehensive instructions assigning responsibilities to various tiers.
	j.	Ensure safe custody of all instructional material in coordination with concerned faculty members.
	k.	Ensure cordial working environment by ensuring steady supply of teaching and administrative resources and their judicious use by all concerned.
	l.	Liaise with focal persons for all meetings, workshops etc including extending invitations and ensuring necessary protocol for the guest speakers and demonstrators.
	m.	Minutes of meetings and conferences; recording and dissemination.
	n.	Maintenance of all types of record in accordance with NUST/government policies.
	o.	As per SOP report to all concerned on matter relating to security on occurrence.
	p.	Coordination with concerned department for promotion of faculty / NG Staff.
	q.	Dealing with service, disciplinary matters pertaining to students and staff.
	r.	Issuance of all types of Office Orders.
	s.	Documentation of NG Staff.
	t.	Verification of character and antecedents of employees.
	u.	Leave, ACRs of NG Staff.
	v.	Signing of all correspondence pertaining to CIPS employees.

	w.	Correspondence for provision of transport facility to CIPS employees.
	x.	Purchase of stationery items and prepare all payment record.
	y.	Maintaining records of all petty cash transactions.
	z.	Maintenance of digest of service, mementos and shields.
	aa.	Assist Senior Researcher (R&A) in Publishing of CIPS events on NUST Journal / Magazine / Newsletter / NUSTIAN
3.	<b>Supervision of Officers + NG Staff (directly/indirectly)</b>	
	<b>Number</b>	<b>Job Title</b>
	3	Peacekeeping Training Faculty
	1	Assistant Director (Administrative & Coordination)
	1	Lab Engr
	1	Assistant
	2	Steno
	1	UDC
	1	LDC
	3	Niab Qasids
<b>Reporting Officer</b>		Principal NIPCONS

**Anx B****JOB DESCRIPTION CARD**

<b>Job Title</b>	Regular Faculty Member	
<b>Grade/BPS</b>	BPS - 20	
<b>Directorate</b>	PKT, CIPS	
<b>Institute Information</b>	NIPCONS	
1.	<b>Purpose of the Position:-</b>	
	<b>To Impart instructions to the potential peacekeepers, in the subjects allocated to them as part of training curriculum / modules, designed in coordination with UN ITS and issued by the Peacekeeping Training Department.</b>	
2.	<b>Functions/ Duties (Key Responsibilities)</b>	
(a)	When asked organize and participate in various national and international seminars, workshops, round table conferences and research studies on Peacekeeping and peace and stability issues.	
(b)	Represent Centre for International Peace & Stability at various international/ national forums.	
(c)	Provide programmatic/substantive expertise on the peacekeeping and humanitarian issues.	
(d)	Hold programmatic/substantive and organizational discussions with representatives of other institutions, when detail for the purpose.	
(e)	Coordinating, organizing and executing visits of Foreign Delegations, Senior Officials from UN Department of Peacekeeping Operations/ Training, New York and Officer from GHQ / MO Directorate to NUST/ CIPS as per responsibility assigned for the purpose.	
(f)	Participating in National Level Peacekeeping Seminar organized in coordination with MO Directorate and Peacekeeping Training Department.	
(g)	Evaluate/ Analyze various UN Studies, policies, guidelines for appropriate feedback to CIPS/ Military Operations Directorate.	
<b>Reporting /Immediate Officer</b>		HoD PKT
<b>Head of School/Institute/Centre</b>		Principal NIPCONS

**Anx C****TOR: FOCAL POINT INTERACTION WITH ACTIVE MISSION PEACEKEEPERS**

<b>Ser</b>	<b>Contents</b>
a.	Shall maintain a log of all outgoing and incoming SOs, MOs and Ctgt Offrs to / from Msn areas.
b.	At freq interval will estb comm with offrs serving abroad to seek info about msn specific conduct and pracs.
c.	Will obtain contacts of all offrs from MO Dte though GSO-1 Coord. GSO-1 will ensure reg update of such contacts /Offrs Email etc for the FP.
d.	FP will work hand in glove with Snr Researcher for collation and crystalizing responses transforming into appropriate material for SBEs as well as pub in NUST Journal and CIPS Magazine.
e.	Shall assume resp of briefing and debriefing of all offrs, dir by the MO Dte, to CIPS for the purpose.
f.	Shall be resp for sharing/ disseminating the actionable info acquired from the offrs for refreshing/ updation of the knowledge of faculty members.
g.	On monthly basis, any/all changes in msns' sit shall be collectively shared with all faculty members in the shapre of an IHD.
h.	Will maintain Data (in soft / Hard Form) of all imp msn wise devs and be kept ready for ease of ref by all faculty members and course participants.
i.	Post IHD, such info will be processed through HoD and Snr Researcher to the Principal NIPCONS for his perusal.
j.	Implementation any other resp asg by HoD related to the subject.

Anx D**JOB DESCRIPTION CARD****GSO-1 (Training/Coord)**

<b>Job Title</b>	GSO-1 (Training/Coordination)	
<b>Grade/BPS</b>	BPS-19	
<b>Institute Information</b>	NIPCONS	
<b>1.</b>	<b>Purpose of the Position</b>	
	To work understudy HoD PKT in organization of courses being run at CIPS in coordination and liaison with MO Dte, various INGOs/NGOs and UN bodies etc.	
<b>2.</b>	<b>Functions/ Duties (Key Responsibilities)</b>	
a.	Will function under over all supervision of HoD, PKT and act as linchpin between CIPS and MO Dte.	
b.	Coordinate with service users i.e. the military, law enforcement agencies, concerned ministries and embassies (in case of foreign students) for obtaining requirements like schedules of courses and nomination of students.	
c.	Coordinate training related aspects with all stakeholders i.e. students, faculty members and administrative staff.	
d.	Coordinate with NUST authorities for all administrative, logistics and training matters.	
e.	Ensure timely dissemination of information/instructions to students, faculty and staff.	
f.	Ensure safe custody of all instructional material in coordination with concerned faculty members/ HoDs.	
g.	Work towards creating cordial working environment by streamlining supply of teaching and administrative resources and their judicious use by all concerned.	
h.	Liaise with focal persons for all meetings, workshops etc including extending invitations and ensuring necessary protocol for the guest speakers and demonstrators.	
i.	Record minutes of meetings of all trg and adm conferences.	
j.	Maintain record of NUST policies and SOPs and disseminate instructions to all concerned for functioning in accordance with NUST/government policies.	
k.	As per SOP, report to all concerned on matters relating to security, on occurrence	
l.	Process service and disciplinary matters pertaining to students and army staff att to CIPS.	
m.	Issuance of all types of Office Orders.	
n.	Regulating Leave and initiating ACRs of NG Staff.	
o.	Signing of all correspondence pertaining to CIPS employees.	
p.	Correspondence for provision of transport facility to CIPS employees.	
q.	Any other official duty / job assigned by higher authority of CIPS/NIPCONS.	
<b>3.</b>	<b>In Situ Trg</b>	

a.	OIC trg team. Coord with units / sub-units prior to move for training requirements.	
b.	Sending of daily parade state of all attached staff to MO Dte.	
c.	Deliver central lectures to unit participants as per program of various courses.	
d.	Conduct daily debrief and briefing for the next day in consultation with Course Sponsor.	
e.	Send/submit daily training progress report to MO Dte.	
f.	Assist and guide team in conduct of practical training and demos.	
g.	Conducts the tests paper for course participants.	
h.	Compilation of result and finalization of course certificates.	
i.	Assist in PVDI as part of training team.	
<b>Reporting /Immediate Officer</b>		HoD PKT
<b>Head of School/Institute/Centre</b>		Principal NIPCONS

**JOB DESCRIPTION CARD**

<b>Job Title</b>	Assistant Director (Administrative & Coordination)
<b>Grade/BPS</b>	BPS-18
<b>Directorate</b>	PKT Dept
<b>Institute Information</b>	NIPCONS
1.	<b>Purpose of the Position</b>
	<b>Understudy Head of Peacekeeping Training Dept, will be responsible for the administration and coordination of CIPS.</b>
2.	<b>Functions/ Duties (Key Responsibilities)</b>
	<p><b>Administrative.</b> To arrange, coordinate and ensure the following: -</p> <ol style="list-style-type: none"> <li>a. All administrative and establishment aspects for smooth functioning of PKT Dept</li> <li>b. Preparation of list of invitees / participants, confirmation of courses opening / closing ceremonies</li> <li>c. Preparation of Invitation Cards dispatch to invitees for all functions</li> <li>d. Coordination for availability of Board Room from Adm Dte</li> <li>e. ICT related equipment check before and during the conduct of courses and its related opening / closing ceremonies</li> <li>f. Arrange of Accommodation for the foreign students and fixing of all other administrative aspects for their facilitation</li> <li>g. Refreshment arrangement for courses opening / closing ceremonies, Timely approval of menu specially for the courses having foreign participants</li> <li>h. Managing all reception and Seen Off related aspects with the NUST administration / security within the NUST premises</li> <li>i. Processing of all printing, signing and finalization of certificates for “Certificate Award” ceremony / events</li> <li>j. Coordinating all media related matters (arranging photographers, color printing of photos etc)</li> <li>k. Arrangement of gifts / souvenirs / shield for guests</li> <li>l. Arrangement of ‘Honorarium’ for the guest speakers</li> <li>m. Arranging for the Visitor book for signing by the chief guest.</li> <li>n. All Coordination with the training team in consultations with GSO-1(Trg/Coord) for the administrative aspects of the courses participants.</li> <li>o. Managing the work of clerical staff, N/ Qasids and other administrative staff deputed with the dept.</li> <li>p. Maintenance of CIPS Tea Bar Record and ensuring the accountability of all bills concerning courses participants as well as the staff.</li> </ol>



3.	<p><b><u>Establishment and HR Related Matters</u></b></p> <p>a. All the coordination with NIPCONS concerning administrative and establishment related matters of PKT Dept</p> <p>b. Will perform all HR, Establishment and administrative duties of PKT Dept and R&amp;A Cell, to be processed through HoD PKT</p> <p>c. Processing of CIPS Organizational related matters, SOPs and Instructions</p> <p>d. Coordination and AARs, Renewal of Contract and Faculty Promotion of PKT Staff</p> <p>e. Financial approval of minutes of all matters related to PKT Dept</p> <p>f. Any other task assigned by the HoD PKT</p>	
<b>Reporting /Immediate Officer</b>		HoD (PKT)
<b>Head of School/Institute/Centre</b>		Principal NIPCONS

**JOB DESCRIPTION CARD****Senior JCO (Training/Coord)**

<b>Job Title</b>	JCO (Training/Coordination)
<b>Grade/BPS</b>	BPS-16
<b>Institute Information</b>	Centre for International Peace and Stability (CIPS)/NIPCONS
1.	<b>Purpose of the Position</b> <b>To work understudy GSO-1 (Training/Coordination) for the training courses being conducted at CIPS.</b>
2.	<b>Functions/ Duties (Key Responsibilities)</b>
	a. Be responsible for the discipline of all attached army personnel. Junior JCO to be prepared to take on the responsibilities in the absence of snr JCO.
	b. Coordinate with GSO-1 (Trg/Coord) for daily activities and Submit OK report.
	c. Ensure implementation of trg tasks asg by GSO-1 Trg through UC staff.
	d. Coord and Liaison with staff at MO Dte as directed by of GSO-1 (Trg/Coord).
	e. Coord the Delivery of lectures in Urdu during UNTTC and In-Situ Trg as directed.
	f. Collection of course nominal roll from MO 11C.
	g. Collect mov O of the course participants for onward deposit with MO 11C.
	h. Assist GSO-1 in Coord of participants' accn with MO 11C.
	i. Supervise and Assign responsibilities to the course NCO for prep and maintenance of respective course discussion room(s), notice board and other training facilities.
	j. Ensure timely availability of transport at mess for course participant for pick and drop from mess to CIPS and vice versa.
	k. Assist GSO-1 in coord outdoor training with local Training Battalion.
	l. Assist GSO-1 (Trg/Coord) in Guest speakers reception and seen off.
	m. Coord and facilitate in organizing opening/closing ceremonies by GSO-1 (Trg/Coord)
	n. Remind in timely compilation course feedback performa and facilitating deposit

		with MO Dte.
	o.	Reception and see off foreign participants to and from airport.
	p.	Coord of foreign participants boarding & lodging in consultation with NUST Adm Dte.
	q.	Coord and ensuring timely for avail of veh as per ECA progms prep for foreign participants.
	r.	Collection of return mov Os from MO 11 C and handing over to the concerned participants.
	s.	Any other trg and administrative resp.
<b>3.</b>	<b>In Situ Trg</b>	
	a.	Will function under overall supervision of GSO-1 in Coord all trg and adm asst needed for the unit under trg
	b.	Arranging deliver of central lectures to unit participants as per the schedule.
	c.	Managing daily JCO and NCO debriefing/coord conf for next day lectures along with Master Trainers.
	d.	Sending of daily parade state and daily trg progress report to MO and GSO-1 (Trg/Coord).
	e.	Asst participants in conduct of practical trg and demos.
	f.	Asst GSO-1 (Trg/Coord) in conducting evaluation tests and compiling report for MO Dte.
	g.	Asst in PVDI as part of trg team.
<b>Reporting Officer</b>		GSO-1 (Training / Coordination)

**JOB DESCRIPTION CARD****NCOs (Training/Coord)**

<b>Job Title</b>	NCO (Training/Coordination)
<b>Grade/BPS</b>	BPS-15
<b>Institute Information</b>	Centre for International Peace and Stability (CIPS)/NIPCONS
<b>1.</b>	<b>Purpose of the Position</b>
	<b>Under study Snr JCO, will function under over all supervision and direction of GSO-1 (Training/Coordination) for smooth conduct of pre-depl training at different venues.</b>
<b>2.</b>	<b>Functions/ Duties (Key Responsibilities)</b>
a.	Asst course sponsor NCO in timely issuance of final Trg Progm to faculty and facilitation of participants regarding availability of training material.
b.	Asst course sponsor NCO in Prep and maint of Discussion Room(s) and notice board of respective course discussion room(s), and other training facilities.
c.	Asst course sponsor NCO in collection of participants mov Os for onward submission to MO Dte
d.	Asst course sponsor NCO in collection of photographs, compilation of email IDs, addresses for prep of alumina.
e.	Asst course sponsor NCO in info faculty member for class readiness before the start of his session.
f.	Asst course sponsor NCO in coord with mess for participant's lunch and tea break at the start of the course.
g.	Asst course sponsor NCO in coord with photographer as per the req of trg progm.
h.	Prep of presentations/lesson plans in Urdu for easy assimilation of participants and deliver of lec in Urdu to the JCOs/NCOs of UNTTC.
i.	Asst course sponsor NCO in collection of filled MO and CIPS course feedback performa.
j.	Asst Trg JCO in conduct of outdoor trg.
k.	Asst Snr JCO in reception and seen off foreign participants to and from airport.

	l.	Asst Snr JCO in coord of foreign participants boarding & lodging in consultation with NUST Adm Dte.
	m.	Asst Snr JCO in coord for aval of veh as per ECA prog prep for foreign participants.
	n.	Asst Snr JCO Guiding foreign participants from accn to classroom.
	o.	Asst Sponsor NCO in conduct of activities planned in Board Room
	p.	Reception of guests at main gate during maj events.
	q.	Any other trg and administrative resp.
<b>3.</b>	<b>In Situ Trg</b>	
	a.	Asst in coord with unit undergoing In Situ Trg.
	b.	Deliver central lec to unit participants.
	c.	Attend OIC Trg daily trg conf/discussion for next day lectures and act as directed.
	d.	Asst participants in conduct of practical trg and demos.
	e.	Asst in compiling test paper for course participants in consultation with GSO-1 (Trg/Coord).
	f.	Asst in compilation of result.
	g.	Asst in PVDI as part of trg team.
<b>Reporting Officer</b>		GSO-1 (Training / Coordination)

**JOB DESCRIPTION CARD**

<b>Job Title</b>		<b>Senior Research Fellow</b>	
<b>Grade/BPS</b>		BPS-20 / Equivalent	
<b>Institute Information</b>		R&A Cell, NIPCONS	
1.	<b>Purpose of the Position</b>		
	<b>As head of the department control, coordinate and manage all efforts initiated by the Research Team under overarching direction of the Principal NIPCONS.</b>		
2.	<b>Functions / Key Responsibilities</b>		
a.	Establish liaison, on behalf of CIPS, with Ministry of Foreign Affairs / Ministry of Interior and other institutions / Islamabad based Think Tank organization on matters of mutual interest.		
b.	Taking lectures and sponsoring as DS International/ National UN Courses conducted at CIPS.		
c.	Remain in communication with MO Dte and Peacekeeping Missions abroad to be abreast with the latest deployment in the field missions.		
d.	Analyze/ compile 'Best Practices' and 'Lessons Learnt' on the missions deployed across the globe. Evaluating and analyzing various United Nations Studies, Policies, Guidelines and Reports for appropriate feedback to CIPS/ MO Dte.		
e.	Research and analyze latest trends in PKO with a view to recommend future course of action.		
f.	Coordinating, organizing and conducting visits of various Foreign Delegations, Senior Officials from UN Department of Peacekeeping Operations/ Training, New York and Officer from GHQ / MO Directorate to NUST/ CIPS.		
g.	Managing, organizing and contributing as " <b>Editorial Director</b> " of <b>NUST Journal of "International ace and Stability" ( NJIPS).</b>		
i.	Managing, organizing and contributing as "Chief Editor" of CIPS Magazine.		
j.	Representing CIPS at various International / National forums, Peacekeeping Training Institutes / organizations as per nomination / requirement of authorities.		
k.	Coordinating with different Embassies and their Defence Attaché on issues of common interest.		
l.	Archiving peace ops records in coordination with MO Dte.		
m.	Any other duty assigned by the Principal in the course of intellectual pursuits		
<b>Reporting /Immediate Officer</b>		HoD PKT	
<b>Head of School/Institute/Centre</b>		Principal NIPCONS	

RESTDLast Date for Submission of Bills10 June 2017IMMEDIATEGENERAL HEADQUARTERS  
GENERAL STAFF BRANCH  
BUDGET DIRECTORATESubject: Allocation of Funds out of Army's UN Re-imburement Account during Current Financial Year (2016-17)

1. **Rs 30.000 million** in local currency are hereby allocated **both for commitment and disbursement** on account of CIPS out of Army's UN Re-imburement Account under Main Head – 25, Sub Head "E" "Training" during current Financial Year (2016-17). Detail is as under:-

<u>Details</u>		<u>Code No</u>	<u>(Rs in Million)</u>
a.	Training inland / abroad by Army personnel / civilian personnel	2/780/69	30.000
b.	Visits inland / abroad by Army personnel / civilian personnel	2/780/70	
c.	TA/DA	2/780/71	
d.	Examination Fee / other charges paid to civilian institutes / universities for training/courses / Seminar / Symposium / Workshop / Image raising workshops / Publication / Advertising / Remuneration	2/780/72	
e.	Training of Army Personnel at Civil Institutions in Pakistan	2/780/73	
f.	Training of Civilian Personnel at Civil Institutions in Pakistan	2/780/74	
g.	Miscellaneous Training Charges	2/780/75	
h.	Miscellaneous Expenditure Grant	2/780/76	
i.	Army Publicity Campaign	2/780/77	
j.	Courses Overseas / Inland	2/780/78	
k.	Visit / Delegation / Study / Tours	2/780/79	
l.	Miscellaneous	2/780/80	
<b>Total:-</b>			<b>30.000</b>

2. Please mark "UN Re-imburement Account (UNRA)" on all contracts, claims / bills with Red Ink on Top Right Corner.

3. **It may be noted that the last date for submission/payment of bills is 10 Jun 2017 and ensure that no amount is left unspent, please.**

Lieutenant Colonel  
For Director General Budget  
(Kamran Mahmood)  
Telephone:561-32225