
Reporting Mission Training Activity: A Practical Guide

Integrated Training Service, Division of Policy, Evaluation and Training - DPKO & DFS

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Purpose

The present Practical Guide (Guide) provides guidance on the preparation, content, compilation, format and submission of the Integrated Training Service (ITS) Monthly Report. It also provides a common understanding of the types of data required for reporting on-line courses.

Scope

This Guide is addressed to Chiefs of Integrated Mission Training Centres (IMTCs) and Mission Training Focal Points as well as Chiefs of Military and Police Training Cells of the field missions of the Departments of Peacekeeping Operations (DPKO) and Field Support (DFS). All mission trainers/staff development officers and other training focal points of units that conduct awareness generations for other staff and personnel shall also be familiar with the described procedure.

In missions where there is no IMTC or training/staff development officer, the designated training focal point (TFP) shall also use this Guide as baseline for reporting on learning initiatives to ITS.

For the missions where the electronic-Training Management System (e-TMS) has been implemented, there will operate a bridging period where data will still be partially collected as described in the present Guide. Annex II shows the Excel template to be used in those cases. Moving forward, the ITS Monthly Report will be generated automatically through the Business Object interface.

Background

ITS and IMTCs are required to collect and collate data on all training and learning activities conducted for peacekeepers at mission level for record purpose and to serve as inputs into the documentation required to be shared with UN Headquarters as well as the budgetary and peacekeeping committees. In addition, such data can also be provided to different working groups at HQ and Field levels for inclusion in budget and performance reports and comprehensive responses to the Advisory Committee on Administrative and Budgetary Questions (ACABQ) and the UN Board of Auditors (BOA). While some of the requests for information are mandatory and predictable, others are unpredictable but serve to raise the visibility of training and learning on different occasions. They vary from requirements for meetings with Member States to talking points for senior leadership.

The analysis of data collected will equip IMTCs and Training Focal Points (TFPs) with a strong planning and decision making tool. It can be used to support the preparation of mission training plan, training budget and training strategy as well as serve as a monitoring/compliance mechanism. Finally, IMTCs and TFPs may use the data to promote the added value of training in achieving mandate implementation.

Roles and Responsibilities

Field Training Support Team (FTST) of the Integrated Training Service (ITS): Responsible for the consolidation and maintenance of a database on all mission monthly reports received from IMTCs. FTST also prepares a monthly report for monitoring learning activities being undertaken at field level and to serve as inputs into documentation required to be submitted by ITS to senior leaders, Member States and other stakeholders. It liaises with all missions reporting focal points to facilitate inter-IMTCs exchanges and promote a common approach to general challenges.

Chief, Integrated Mission Training Centre (IMTC): Ensures through the Reporting Focal Point that the final ITS Monthly Report includes all training and learning initiatives conducted at mission level and portrays plausible data, including those on activities carried out by other Sections/Units with an awareness generation mandate (e.g. HIV & AIDS, Conduct & Discipline and Gender). She/He is responsible for signing-off on the report before its transmission to FTST/ITS.

Chief Military Training: Ensures that all training delivered by and for military personnel including awareness generation for contingents is reported on a monthly basis to the IMTC Civilian Reporting Focal Point for further transmission.

Chief Police Training: Ensures that all training delivered by and for police personnel including awareness generation for formed police units is reported on a monthly basis to the IMTC Civilian Reporting Focal Point for further transmission.

IMTC Civilian Reporting Focal Point: Is the Civilian Training Officer designated by the Chief of IMTC to coordinate the collection and the collation of mission training data. She/He works under the guidance of the Chief of IMTC and ensures that all training initiatives of the mission are reported on a monthly basis and are accurate.

Procedure

Content

The ITS Monthly Report represents a high level overview of learning activities delivered for and completed by mission personnel. The content covers all training and learning initiatives conducted at the mission level including training delivered by and for all uniformed personnel as well as awareness generation on thematic areas conducted by representatives of the Substantive Division such as Conduct & Discipline, HIV-AIDS and Security Units or those of the Mission Support Division such as Human Resources.

Also included are UN online courses [i.e. Procurement, IPSAS, UMOJA, Basic and Advanced Security in the Field (B/ASIF), Prevention of Workplace Harassment, Sexual Harassment and Abuse of Authority, Integrated Distance Learning Programme (IDL) by POTI and Distance Learning courses by UNITAR] and Language Courses

Data is required under the columns on:

- a) Course Title

- b) No Cost Official Travel (NCOT)
- c) Duration of Course
- d) Type of Training
- e) Total Number of Courses
- f) Staff Composition including Civilian, Military and Police personnel
- g) Total Number of Staff trained

Process

A Civilian IMTC/Training Reporting Focal Point collects the required information from all mission training focal points including Police, Military and Civilians at the beginning of each month. The collected data is then compiled and transmitted to ITS using the Excel sheet embedded in Annex I. The Monthly Report is to be submitted to ITS by the deadline of the fifteenth (15th) day of each month, covering activities that were undertaken during the previous month.

Terms and Definitions

Course Title:

Title of the course delivered. It should not contain the name of the mission and shall have the first letters of key words capitalized (e.g. Competency Based Interviewing Skills)

No Cost Official Travel (NCOT):

Provision is made for the IMTC to confirm whether a course was delivered under the No Cost Official Travel (NCOT) career development initiative or not (i.e. Yes or No). No Cost Official Travel (NCOT) initiative refers to Staff self-arranged professional and/or career development activities or events that have no direct financial cost to the mission beyond the participating staff member's salary and other monthly emoluments such as is paid for official working days.

The learning activities or events identified under NCOT initiative shall be relevant to the development plan of the requesting staff and contribute to the enhancement of her/his substantive and technical skills.

Duration of Course:

The duration of course represents the exact number of training days excluding travel days. Where only three days are spent, it should be recorded as 3. Where only a few hours are spent, the numbers of hours should be indicated with 'hrs.' put after it. For example, if three hours spent, it should be indicated as "3 hrs".

Type of Training

1. Internal Training

Internal training refers to courses organized within the mission area including those at the Global and Regional Service Centres, where the two centres are designated as 'mission area' for the missions recording the data.

Internal Training could be with or without travel within the mission area and may also include other delivery costs. The major distinction in respect of internal and external training is the location of the course venue, that is, within or outside the mission area. From the delivery point of view, internal training is further divided into two sub-categories, that is, 'Non-Online' and 'Online' training, as indicated below.

Internal Training: "Non-Online"

These are courses delivered within the mission area through face-to-face or blended learning formats. They could also include travel of staff within the mission, where so charged to the training budget, procurement of training materials or payment for the travel costs and training fees of consultants albeit to deliver training within the mission area. The key factor is that they are delivered internally within the mission area but not through the online format.

Internal Training: Online

These are internal courses delivered via the online or e-learning format. They could be with or without costs, self-paced or instructor-led. The need for separation from other internal courses is mostly for convenience in distinguishing between other courses and those delivered via this format, particularly as missions are now sometimes required to confirm data on training delivered through the format. There is also the need to report to different committees at the Secretariat level as part of the cost-saving strategy on training and to substantiate efforts being undertaken by missions in aligning with UN-wide strategies on online training initiatives.

a. Reporting on UN Secretariat Mandatory On-line Courses

This category of courses includes *Basic Security in the Field, Advanced Security in the Field, Integrity Awareness and Prevention of Workplace Harassment, Sexual Harassment and Abuse of Authority*.

IMTCs and Training Focal Points are to build collaborative relationships with other sections that are involved in awareness generation in the mission such as Conduct & Discipline, HIV-AIDS, Security and Human Resources, towards collection of information on staff that participated in the mandatory online-courses.

b. Reporting on Other UN Secretariat On-line Courses

This category refers to on-line courses recommended for all UN including Procurement, IPSAS and Umoja Computer Based Training. Participation in courses included in each programme are to be recorded by module title, e.g. number of staff that completed "IPSAS – Level 1" or "Fundamentals of Procurement – under the online Procurement training should be recorded. Data is to be indicated against each module title as the courses are different.

c. Reporting on Non-UN Secretariat On-line Courses

This refers to computer based courses offered by Non-UN entities such as the Integrated Distance Learning Programme (IDLP) of **POTI** or those by UN agencies such as **UNITAR** Distance Learning courses. Participation in such programmes are to be recorded each month and the number of "human beings or individual staff" that participated by course reported. In the case of IDLP for example, the course title to be used is the *IDLP*-specific course name.

2. External Training

This represents courses held outside the mission area. Where a mission sends participants to a course delivered at either the Global or Regional Service Centre, that is not designated as 'mission area' for that mission, such a course shall be recorded as external training. External training also represents approved courses with financial costs, as indicated on the budget for the year or as exceptionally approved by Management and that are to be delivered outside the mission area.

Total Number of Courses

The total number of courses is equal to the sum of all batches of internal and external courses held. For example, if six (6) batches of the induction were held and one batch of the conflict management course was held, while only two types of courses were delivered, the total number of courses (batches) held is seven (7).

Staff Composition

Staff composition is made up of three categories, as indicated below. The Civilian category is divided into two, that is, the International and National. The International Civilian category is further broken down into UN Staff and UN Volunteers to distinguish between the two groups, as indicated below. A similar distinction is made between National UN Staff and National UN Volunteers. The Uniformed Personnel category includes Military (Staff Officers, Expert on Mission and Troops) and Police (Individual Police Officer and Formed Police Units).

1. Civilians

International

- United Nations Staff (Internationally-recruited staff)
- United Nations Volunteers (UNVs)

National

- United Nations Staff (Locally-recruited staff including National Staff and NPOs)
- United Nations Volunteers (UNVs)

2. Military

- Staff Officers
- Expert on Mission (UNMOs, MLO, MILADs)
- Troop

3. Police

- Formed Police Units (FPUs)
- Individual Police Officers

