



REF. No: DOS/2024.08

## Guidelines

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# FIELD VERIFICATION AND CONTROL OF CONTINGENT-OWNED EQUIPMENT AND MANAGEMENT OF MEMORANDUM OF UNDERSTANDING

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Date: 9 December 2024

**Approved By:** Atul Khare, Under-Secretary-General  
Department of Operational Support

**Effective Date:** TBC 2024

**Contact:** Uniformed Capabilities Support Division, Office of Supply Chain Management,  
Department of Operational Support (UCSD/OSCM/DOS)  
[DOS-contingentsupport@un.org](mailto:DOS-contingentsupport@un.org)

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**TABLE OF CONTENTS**

- A. EXECUTIVE SUMMARY.....1**
- B. PURPOSE .....1**
- C. SCOPE AND APPLICABILITY .....2**
- D. GUIDELINE .....3**
  - D.1 Uniformed Personnel..... 3
  - D.2 Contingent-owned equipment (COE).....4
  - D.3 Arrival Inspections ..... 5
  - D.4 Operational Readiness Inspections (ORIs)..... 6
  - D.5 Quarterly Inspections, Spot Checks and standard operational reporting ..... 6
  - D.6 Repatriation Inspections..... 7
  - D.7 Additional Inspections..... 7
  - D.8 Preparation, review and submissions of VRs..... 7
  - D.9 Premiums..... 8
  - D.10 COE and MOU Management Review Board..... 8
  - D.11 Rotation at UN expense ..... 9
  - D.12 Disposal of COE ..... 10
  - D.13 Recovery of Support Provided by the UN to Contingents..... 10
  - D.14 Reimbursement for Expenditure of Ammunitions/Explosives ..... 10
  - D.15 Environmental Compliance and Waste Management..... 11
  - D.16 Performance Analysis Framework ..... 11
- E. ROLES AND RESPONSIBILITIES.....12**
- F. ABBREVIATIONS, TERMS AND DEFINITIONS .....12**
- G. REFERENCES.....13**
- H. MONITORING AND COMPLIANCE.....14**
- I. HISTORY .....14**
- Annex A: Contingent Personnel Reporting.....15**
  - A.1 – Uniformed Strength Reporting..... 15
  - A.2 – National Support Element (NSE)..... 15
  - A.3 – USR Report Samples ..... 16
- Annex B: COE Verification and Reporting .....18**
  - B.1 – 2023 COE Working Group..... 18
  - B.2 – Arrival Inspections ..... 18
  - B.3 – Operational Readiness Inspections..... 22
  - B.4 – Quarterly Inspections and Spot Checks ..... 27
  - B.5 – Repatriation Inspections ..... 31
  - B.6 – Standard Operational Reporting Template For Formed Units ..... 34
  - B.7 – Major Equipment Capabilities ..... 37

B.8 – Self-Sustainment Capabilities.....	41
B.9 – Medical Capabilities.....	44
B.10 – Troop/Police Kit Uniformed personnel kit.....	46
B.11 – Preparation, Review and Submission of Verification Reports.....	47
B.12 – Proportional Deductions for Absent or Non-Functional Equipment.....	51
APPENDIX TO ANNEX B.12.....	55
<b>Annex C: COE and MOU Management Review Board (CMMRB) .....</b>	<b>63</b>
Appendix to Annex C – Sample of CMMRB meeting minutes .....	67
<b>Annex D: Other Procedures and Guidance .....</b>	<b>70</b>
D.1 – COE Disposal .....	70
D.2 – Damage To COE During Transportation.....	73
D.3 – Recovery of Support Provided by the UN to Contingents.....	75
D.4 – Environmental Compliance and Waste Management.....	75
D.5 – Rotation of COE at UN Expense.....	76
APPENDIX A TO ANNEX D.5 .....	84
APPENDIX B TO ANNEX D.5 .....	85
APPENDIX C TO ANNEX D.5 .....	87
<b>Annex E: Ammunition Reimbursement.....</b>	<b>88</b>
E.1 – Reimbursement for Expenditure.....	88
E.2 – Operational Ammunition Expenditure Certificate .....	88
APPENDIX TO ANNEX E – OPERATIONAL AMMUNITION EXPENDITURE CERTIFICATE..	90
<b>Annex F: COE Performance Analysis Framework.....</b>	<b>92</b>
APPENDIX TO ANNEX F .....	98

## GUIDELINES ON FIELD VERIFICATION AND CONTROL OF COE AND MANAGEMENT OF MOU

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### A. EXECUTIVE SUMMARY

#### PURPOSE

1. The purpose of these Guidelines is to describe the procedures and best practices to be implemented in the field for the verification and control of contingent-owned equipment (COE) and management of memorandums of understanding (MOU) between the United Nations (UN) and troop/police-contributing countries (T/PCCs) providing resources to UN peace operations.

#### SCOPE AND APPLICABILITY

2. These Guidelines are intended to assist mission management with matters related to the COE verification and reporting process and MOU management. All mission personnel with responsibilities involving aspects of COE verification and MOU management shall follow these Guidelines. Mission-specific issues have been omitted.

#### SUMMARY OF THE GUIDELINES

3. These Guidelines cover the aspects of all types of COE verification and reporting to guide the field missions in their planning and organizing of COE and MOU management activities. The Guidelines also highlight the aspects of contingent personnel reporting, rotation of COE, disposal of COE, environment compliance and performance analysis framework.

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### B. PURPOSE

4. The purpose of these Guidelines is to describe the procedures and best practices to be implemented in the field for the verification and control of COE and management of MOUs between the United Nations and T/PCCs contributing resources to UN Peace Operations.
5. Formed Units are deployed by T/PCCs in support of mandates assigned by the Security Council to UN field missions. T/PCCs are reimbursed for these deployed units in accordance with the standards and rates established by the General Assembly.
6. In line with the [Delegation of Authority \(ST/SGB/2019/2\)](#) and on behalf of the Under-Secretary-General (USG) for the Department of Operational Support (DOS), the Uniformed Capabilities Support Division (UCSD) supports the force generation process by coordinating and negotiating the logistics support requirements for military and police units and approves reimbursements to T/PCCs. In the force generation process, UCSD coordinates the inputs for Statements of Unit Requirements (SURs) and MOUs on major equipment (ME), self-sustainment and logistics support aspects, with the field missions. In field missions, the Mission Support Centres (MSCs) or equivalent area act as the focal point for coordinating inputs from mission stakeholders and providing consolidated mission inputs. These reimbursements are based on evidentiary documentation prepared, certified and transmitted by UN field missions.
7. Monthly uniformed strength reports (USRs)<sup>1</sup> and quarterly verification reports (VRs) serve as evidentiary documentation required for reimbursements to T/PCCs. Data reported against

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<sup>1</sup> Previously Troop-Strength Reports.

- verification standards may also be used for other performance reporting and analytical purposes.
8. These Guidelines describe the procedures to guide UN field missions in providing support to formed military and police units under the terms of MOU and verifying and reporting on both uniformed personnel and COE deployed by T/PCCs.
  9. These Guidelines should be used for establishing mission-specific standard operating procedures (SOP) on COE verification and control, and management of MOU.
  10. Every effort has been made to ensure the accuracy of these Guidelines. In case of any discrepancies between these Guidelines and the most [current version of the COE Manual](#), the latter shall prevail.

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### C. SCOPE AND APPLICABILITY

11. These Guidelines are intended to assist mission management in dealing with matters related to the COE verification and reporting process and MOU management. All mission personnel with responsibilities involving some aspects of COE verification and MOU management shall follow these Guidelines. Individual mission-specific issues have been omitted.
12. MOUs (reflecting General Assembly-agreed language) between the UN and T/PCCs establish the administrative, logistical and financial terms and conditions governing the contribution of personnel, equipment and services in formed units to field missions. Verification and control procedures are broadly directed at ensuring that the terms of these MOUs are met by both parties. The analysis of verification results and follow-up actions are directed at addressing shortfalls/non-compliance with MOU requirements.
13. These Guidelines also address the reimbursement standards established in the two components of the overall reimbursement framework for formed units:
  - 13.0. **Uniformed Personnel:** [General Assembly resolution 67/261 \(2013\)](#) established the framework to inform the periodic consideration of the reimbursement rate for uniformed personnel. The current reimbursement rate of \$1,448 per person per month for uniformed personnel deployed in formed units was agreed by the General Assembly Resolution 76/276 (2022).
  - 13.1. **Contingent-owned equipment (COE):** The COE Manual consolidates the recommendations of the various COE Working Groups (WGs) as approved by the General Assembly, and provides clarification and explanations, where required, on the implementation of these recommendations. The COE Manual contains the policies, procedures and actions to be followed by UN Headquarters and peacekeeping missions. The COE Manual is also intended to assist T/PCCs and to ensure that the decisions of the Assembly are fully and consistently implemented.
14. These Guidelines supplement the COE Manual, other official UN documentation and Headquarters guidance; they may also be used to establish mission-specific verification/reporting SOPs. Where required, UCSD shall periodically issue supplementary guidance prior to the next full revision.
15. These Guidelines contain both mandatory and recommended or discretionary approaches, which are denoted throughout the policy/SOP via “shall/shall not”, “should/should not” and “may/may decide not”, respectively.

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## D. GUIDELINE

### D.1 Uniformed Personnel

16. All field missions shall utilize the Uniformed Capabilities Management (UCM) system strength reporting for all uniformed personnel, including *inter alia* troop and police personnel deployed in formed units, experts on mission, staff officers, individual police officers and national support element (NSE) components.
17. UCM leverages a common system and a standardized process for strength reporting that meets the requirements of both UCSD and the Department of Peace Operations (DPO). UCM output forms the basis for the contingent personnel reimbursements to T/PCCs, the Uniformed Capabilities Support (UCS) Member States Portal and is also used to update public information websites and relevant dashboards, such as iSeek, the UN Peacekeeping Website, and the Humanitarian Data Exchange portal. UCM also ensures continuity in data calculations over time and against parameters set out in MOUs. A timely certification of monthly strength is essential for all these interrelated data requirements.
18. Monthly Uniformed Strength Reports (USRs) shall be generated and submitted by the nominated cell within missions (usually Force or COE section) using the following methods and procedures of strength reporting in UCM:
  - a. The numbers of uniformed personnel deployed in the mission area shall be fully entered in the system by the third calendar day of every succeeding month (e.g. the January 2021 strength shall be entered by 3 February 2021) and duly certified and submitted by the tenth day of the succeeding month.
  - b. The numbers of uniformed personnel deployed in the mission area shall be entered by gender and unit.
  - c. Explanations are required for any day where the strength exceeds the MOU ceiling, i.e. rotation of national responsibility or UN rotation. Provision is made for additional documentation and remarks on unit-level reporting, as needed.
  - d. To ensure the accuracy of the monthly USRs, field missions are advised to establish a cross-check procedure of the strength input against, *inter alia*, passenger manifests, rations reports and deployment schedules.
  - e. Duly certified monthly consolidated USRs, by the 10th day of every succeeding month (e.g. the January 2021 reports shall be submitted by 10 February 2021) shall be submitted to UNHQ by uploading to UCM Global > Look up > Attachments.
  - f. The mission military and police focal points are responsible for ensuring that the USRs are generated and approved on time. In addition to the handing/taking over between rotating military and police staff officers, the mission COE Units are encouraged to guide the mission military and police unit focal points on reporting of uniformed personnel process in UCM and ensuring that the reports are saved in UCM according to the established standard format:
    - i. UNIFORMED PERSONNEL  
[Mission]-[Year]-[Month]-[Troops]-Ver[Num]-[Date]Signed  
[Mission]-[Year]-[Month]-[FPU]-Ver[Num]-[Date]Signed
    - ii. OTHER CATEGORIES  
[Mission]-[Year]-[Month]-Military-[OtherCategories]-Ver[Num]-[Date]Signed  
[Mission]-[Year]-[Month]-Police-[OtherCategories]-Ver[Num]-[Date]Signed

- g. Given that the monthly USRs form the basis of contingent personnel reimbursements to T/PCCs, USRs shall be duly approved by the Force Commander/Police Commissioner and certified by the Director/Chief of Mission Support.
- h. Amendments after formal submission to UNHQ shall be duly approved and certified by the Force Commander/Police Commissioner and Director/Chief of Mission Support respectively.
- i. See Annex A for report samples.

## **D.2 Contingent-owned equipment (COE)**

- 19. T/PCCs are reimbursed for major equipment (ME) and self-sustainment (SS) capabilities in accordance with the standards established by the General Assembly. Chapter 3 of the COE Manual outlines the principles of verification and performance standards for ME and SS. The COE verification process is dependent on periodic and structured conduct of verification inspections and verification reporting.
- 20. As specified in the MOU, the main purpose of verification and control procedures is to verify that the terms and conditions of the bilateral MOU have been met by both parties, and to take corrective action when required.
- 21. Verification inspections are a multifaceted exercise requiring care and due consideration in terms of planning, organization, coordination, and conduct. COE inspection teams shall plan and coordinate inspections with contingent representatives and representatives of other involved mission components to avoid conflict with major mission events; to avoid, the disruption of essential operational activities; and to ensure that time and other resources are used in the most efficient and effective manner.
- 22. The COE Unit shall prepare for operational readiness inspections (ORI) and quarterly inspections considering the main events in the implementation of the mission mandate, major operational and official activities as planned by the Force/Police HQ and other mission components, anticipated arrivals, rotations and repatriation of unit personnel and equipment, mission host government and T/PCC official holidays, medal parades, and similar activities. The conduct of inspections should respect the military/police chain of command, inspection traditions and other protocols.
- 23. The composition of COE inspection teams depends on the type of inspections and the specialists available from other mission components.
- 24. Normally, quarterly inspections shall be conducted by small COE inspection teams while ORI often require a larger number of inspectors and teams and may be highly decentralized. Where necessary, the COE inspection teams may be organized into sub-teams and pair up with the corresponding unit representatives who are familiar with the concerned ME or SS category, e.g. commanding officer, if available, and/or second in command, operations officer, logistics officer, communications officer, medical officer, maintenance officer, transport officer and the quartermaster. Verification inspections should be conducted with the presence of a contingent representative.
- 25. ME and SS capabilities shall be verified in accordance with the performance standards defined in Chapter 3, Annexes A and B of the COE Manual and the respective MOU. Individual troop/police kits shall be verified in accordance with Chapter 9, Annex A, Appendix of the COE Manual and the respective MOU. Personal weapons, ammunition and explosives shall be verified according to the unit's Tables of Organization and Equipment (TOE) approved by the Department of Peace Operations (DPO). The inspection team should identify where performance falls short of the performance standards required and record the findings in the respective inspection worksheets.

26. After verification and inspection activities, the inspection team should provide a briefing to the contingent on the findings and clarify issues, and the inspection worksheets shall be signed by the T/PCC unit representative and the COE Inspection Team Leader. Particulars of T/PCC representatives shall be included in inspection record in the UCM system. Specific instructions for inspecting ME and SS categories are attached as [Annex B](#). This briefing is also an opportunity to inform about possible and indicative deductions to personnel based on the percentage absence of ME in the VR.
27. Field missions are responsible for planning and conducting the following types of verification inspections:

TYPE OF INSPECTION	TO BE CONDUCTED
Arrival Inspection	ME: Immediately upon arrival to be completed within one month. SS: As soon as possible after arrival and within six months.
Spot-checks	Spot Checks: As required.
Quarterly Inspections	Inspections are conducted quarterly to assess the status of ME and SS categories.
Operational Readiness Inspection (ORI)	At least once every six-months the unit is deployed in the mission area; and anytime the mission assesses that ME or SS capabilities do not meet required standards.
Repatriation Inspection	Close to or following a unit's cease of operations date and before the COE departs the mission area.

*Table 1: Types of Verification Inspections*

28. When conducting quarterly inspections, a “reasonability” view shall be employed when assessing the yielded results, including whether positive steps have been taken towards fulfilment of the MOU requirements. The guiding principle in determining “reasonability” is whether the material to be provided by the contingent or the UN meets its function at no additional cost to either party other than those provided for in the MOU. Nevertheless, in verifying medical services at any level, all medical equipment, consumables and personnel required to maintain the capacities and capabilities stated in the medical self-sustainment standards in Annex C of the COE Manual shall be present.

### D.3 Arrival Inspections

29. Arrival inspections are conducted to verify that:
- 29.1. ME deployed by T/PCC corresponds to the categories and quantities of equipment as detailed in the MOU and is operationally serviceable; including functional odometers, hour-meters, kWh meters as appropriate and painted in UN colours, upon arrival in theatre for use in its primary role. Where ME is provided under dry lease, the equipment shall be inspected to determine whether its condition is acceptable in accordance with established standards;
- a) SS categories, as stipulated in the MOU, are provided by the T/PCC and the mission;

- b) Quantity and type of contingent-owned commodities such as fresh food, composite ration packs, potable water, fuel, oil and other lubricants deployed to meet the unit's initial provisioning requirements;
- 29.2. Quantity, type and serviceability of contingent-owned ammunition and explosives that have been deployed meet the requirements;
- a) Deployed individual troop/police kits and personal weapons, as detailed in the MOU, meet the requirements.
30. The mission, in consultation with the contingent authorities, shall decide the date, time and place for the inspection. During the inspection of SS, contingent representatives shall explain and demonstrate the agreed SS capabilities. The mission shall also demonstrate that the services provided by the mission or a third party, as stipulated in the MOU, are provided to the same standards as stipulated in the COE Manual. Further guidance on preparing and conducting arrival inspections is provided in [Annex B2](#).

#### **D.4 Operational Readiness Inspections (ORIs)**

31. ORIs are conducted to assess the overall operational readiness of a unit in terms of ME and the SS capabilities, the status of personnel equipment and personal weapons, ammunition and explosives, provided to the Unit by the T/PCC, the mission or a third party. ORI may be restricted in scope to specific areas of concern, as decided by the UN. ORIs shall be conducted at least once every six months. All individual troop/police kits and personal weapons, contingent ammunition and explosives, ME and SS categories, shall be inspected to ensure that the agreed quantities are present; equipment is operational, serviceable, being used appropriately, and meets operational requirements. Further guidelines for detailed planning and conducting ORI are attached as [Annex B3](#).
32. UCM system-generated COE Inspection worksheets on ME and SS are used to record the inspection data and are identical for ORI, Quarterly Inspections, Spot Checks and Repatriation Inspections.

#### **D.5 Quarterly Inspections, Spot Checks and standard operational reporting**

33. Inspections shall be conducted on a quarterly basis to assess the status of contingent ME and SS categories. An inspection report, i.e. a Quarterly VR is prepared by the UN COE team after each inspection of a unit, for submission in accordance with the schedules issued by UNHQ (para 39). This report describes the result of the inspection. The report is examined together with the unit and signed by the contingent representative. If a unit has to fully or partially redeploy within a mission area, the next quarterly inspection in the new location shall be carried out on a date to be jointly determined by the mission and the unit authorities. The Quarterly VR are the basis for processing reimbursement for ME and SS to the Member States. The mission shall share the results of the verification inspections and VRs with the contingent commanders.
34. Quarterly Inspections should be complemented by Spot Checks and Standard Operational Reporting by formed units, as detailed in Chapter 3 of the COE Manual, to enhance the continuous and effective monitoring of unit ME and SS status. Guidelines for conducting Quarterly Inspections and Spot Checks are attached as [Annex B4](#).
35. An example template for Standard Operational Report is attached in [Annex B6](#). This standard format should be used by formed units to report monthly. The report comprises ME availability and serviceability, including the return to serviceability of ME items as they occur and to report the continued acceptability of SS services provided by the T/PCC, the mission or a third party. Return to serviceability or availability of ME and SS capabilities self-reported by contingents

should always be subject to subsequent physical verification by the COE Unit staff or delegated to specialists, and, if verified, shall be recorded on the contingent reporting date.

## D.6 Repatriation Inspections

36. Repatriation Inspections shall take place close to/following a unit's cease of operations date and before the COE departs the mission area. Repatriation Inspections shall verify and account for all ME of the units or element thereof, to be repatriated from the mission area. The inspection shall confirm that no UN-owned equipment (UNOE) is part of the consignment of equipment being repatriated. Representatives of appropriate mission technical sections should be included in the Repatriation Inspection Team(s) to ensure that hazardous waste disposal and environmental clean-up requirements and proper accounting procedures for UNOE are followed. Guidance on hazardous waste disposal and environmental clean-up requirements can be found in the [Environmental Management Handbook for Military Commanders in UN Peace Operations \(DOS/2021.02\)](#).
37. If exceptional circumstances prevent the mission from conducting a repatriation inspection, the last validated verification report (VR) along with claims by the T/PCC shall be the basis for subsequent reimbursement. When an element of a unit is repatriated and its associated COE equipment is transferred to another unit from the same T/PCC, a corresponding repatriation and arrival inspection involving the units is conducted to record the equipment's status. Equipment repatriated as part of a regular rotation shall be accounted for in regular periodic/ORI reporting and shall not be subject to specific repatriation VR. Further guidance in relation to preparing and conducting Repatriation Inspections is attached as [Annex B5](#).

## D.7 Additional Inspections

38. Additional verification inspections to those described above and deemed necessary by the Head of Mission (or the respective representative with delegated authority) or UNHQ may be conducted in consultation with T/PCC.

## D.8 Preparation, review and submissions of VRs

39. The preparation review and submission of VRs are described in [Annex B11](#). UCSD processes VRs quarterly. Unless a different reporting schedule is communicated by UCSD, field missions are required to transmit VRs within 45 days of the end of reporting periods 1, 2 and 4, and 30 days after reporting period 3:

QUARTERLY VR SUBMISSION DEADLINES				
Reporting Period	From	To	VR Due Date	Number of Days
1	1 January	31 March	15 May	45
2	1 April	30 June	15 August	45
3	1 July	30 Sept	30 October	30
4	1 October	31 December	15 February	45

Table 2: Quarterly VR Submission Deadlines

40. **Proportional Deductions for absent or non-functional COE:** In line with [General Assembly Resolution 67/261](#) on the Report of the Senior Advisory Group (SAG), additional information on absent or non-functional ME shall be included in the VRs. *Inter alia*, VRs shall indicate if

absent or non-functional ME is beyond the control of the T/PCC and whether In Lieu Of ME has been provided. Details are in [Annex B12](#).

41. **Loaned Equipment:** Loaned equipment is third-party COE offered to a T/PCC for exclusive use by that country in a particular mission, which shall revert to the original owner upon mission termination or earlier departure by the T/PCC. For such equipment, where the T/PCC conducts maintenance, the T/PCC shall be reimbursed the maintenance rate, including the relevant factors, provided that the third-party owner certifies to the UN that it does not provide maintenance services. Guidance will be promulgated and shared with field missions in due course.

## D.9 Premiums

42. **Risk Premium** – A risk premium may be awarded to military and police units that have acquitted themselves well despite exceptional levels of risk and shall be payable to each individual member of the unit upon completion of service. The award of a risk premium shall be exceptional, considering that uniformed personnel, by virtue of their professional experience and training along with protective equipment, are expected to operate in hostile environments, endure hardship and are subject to a certain degree of challenge. The details are available in [DPO/DOS Guidelines Reference 2019.15 on Award of Risk Premium \(Formed Units\)](#).
43. **Extended Temporary Operating Bases (TOB) Premium** – The TOB premium is an incentive provided to military and police units that have been ordered to deploy to more than three (3) temporary operating bases for a cumulative period of 12 months for mandate-related tasks and operational requirements. These extended deployments should be caused by extreme and unpredictable situations that 1) result in a broader than anticipated deployment footprint; and 2) create a dynamic mission operational environment preventing the timely update of the statement of unit requirements. In such cases, the T/PCC may be eligible to receive an additional five per cent to the reimbursement for Catering, Communications, Explosive Ordnance Disposal (EOD), Field Defence Stores and Tentage, provided that these categories are the T/PCC responsibility under the MOU and found serviceable. Further information on the establishment and management of TOBs is promulgated in the Guidelines on Management of TOBs in United Nations Peacekeeping Missions (2024), including guidance on responsible environmental management in the context of temporary deployments. [Link: [Guidelines on Management of TOBs in United Nations Peacekeeping Missions \(Ref. 2024/09\)](#).]

## D.10 COE and MOU Management Review Board

44. To facilitate coordinated action and decision-making in relation to the management of deployed COE, each mission is required to establish a COE and MOU Management Review Board (CMMRB). The CMMRB is established as a senior management decision-making mechanism to ensure an integrated and systematic approach in executing COE/MOU management and control functions in the mission. The Review Board is to provide high-level, cross-functional guidance on the assessment of COE and periodically review the capabilities of contingents, their major equipment holdings and their self-sustainment capabilities needed to meet the operational requirements of the mission. The Board will take into consideration the operational, logistic and financial aspects when making a recommendation. The Review Board will review and provide mission inputs and recommendations to DPO and DOS about COE policy issues, formation/amendment of mission MOUs and actions requiring attention of T/PCCs concerned, at UNHQ level. Revised field mission CMMRB terms of reference are provided in [Annex C](#), including a template of the field mission CMMRB minutes.
45. Missions shall ensure that CMMRBs are conducted each quarter (four board meetings in a year) in accordance with the revised TORs. They shall also ensure that the Boards are fully empowered at the Director Mission Support, Deputy Force Commander and Deputy Police

Commissioner level and are supported by those who have a full appreciation and awareness of the operational environment and the impact of COE shortfalls, especially with respect to the safety and security of personnel.

46. In UNHQ, the Headquarters CMMRB performs an analogous function to the mission CMMRB. Composed of representatives from DPO, Department of Political and Peacebuilding Affairs (DPPA) and Department of Operational Support (DOS), the HQ CMMRB reviews, among others, specific issues arising from mission CMMRB minutes that require HQ action, or which have policy or political implications. In addition, the HQ CMMRB may also address broader matters related to COE management. UCSD at UNHQ acts as the Secretariat of the HQ CMMRB.

#### **D.11 Rotation at UN expense**

47. The rotation of COE at UN expense may take place when COE has been continuously deployed for seven years or reaches half of its estimated useful life (whichever is sooner) and is no longer economical to repair or maintain in the mission area. In exceptional circumstances, such as higher-risk missions, the seven-year requirement may be reduced to five years for equipment that is unserviceable due to operational tempo, environmental conditions, extreme climate, location, mileage, hours of usage, trafficability or non-negotiable terrain, to be determined and recommended by the mission leadership and decided by the Secretariat. Rotation at UN expense will not include equipment that is not serviceable due to lack of maintenance.
48. The 2023 COE WG expanded the eligible ME categories to include the following: aircraft/airfield support equipment, all types of vehicles, material handling equipment, logistical equipment, electrical equipment, communication equipment, and engineering equipment. In addition to these categories, major equipment of all categories lost or damaged as a result of hostile action or forced abandonment will also be considered for rotation at the UN expense within the established financial parameters. The requirements of at least seven years or 50 per cent of the estimated useful life will not apply to equipment lost or damaged as a result of hostile action or forced abandonment.
49. The mission CMMRB, in consultation with the applicable contingent commander, should review whether individual generators eligible for rotation at UN expense can be replaced with generators of a lower kilovolt-ampere (kVA) rating based on operational requirements and considerations, such as low average load or with hybrid power generation options including renewable energy such as solar photovoltaic systems, to improve energy efficiency while reducing the environmental footprint of the contingent. If the board concludes that such replacement is appropriate, the relevant T/PCCs should be encouraged to replace such generators with generators of lower kVA ratings or with hybrid power generation systems including renewable energy solutions..
50. In addition to belonging to eligible categories and duration in the field, the amount of equipment proposed for rotation shall represent 10 per cent or more of the amount of equipment in at least one eligible category. The overall cap for rotation at UN cost is US\$8 million across all field missions. Missions are expected to carry out comprehensive planning including allocation of a suitable budget before the start of each financial year. This information should be shared with the UCSD prior to start of each financial year. The estimated useful life of ME is detailed in Chapter 8 of the COE Manual or is determined during the Special Case procedures for ME.
51. ME rotated at UN expense under the new provisions (refer to Ch 5 of the COE Manual) shall be treated as if it were COE being repatriated at the end of a contingents' deployment and reported in the quarterly VR. Replacement for rotated equipment shall be treated as COE being deployed as part of a contingent's initial deployment to the mission and reported in the quarterly VR of the unit.

52. ME for rotation at UN expense is considered by the mission CMMRB, in consultation with the applicable contingent commanders, based on operational requirements within the mission. Missions shall forward the CMMRB recommendation for rotation of ME to UNHQ in line with the instructions at [Annex C](#). This annex offers a more detailed explanation of eligibility criteria, coordination mechanism and all aspects afield mission shall consider before recommending rotation of COE at UN expense. The deployment of equipment shall be carried out first, followed by repatriation of COE being replaced at UN expense to ensure mission operational capabilities.

#### **D.12 Disposal of COE**

53. Missions should provide guidance should to military and police units to conduct regular assessment to identify COE that has become unserviceable beyond economical repair (BER) or obsolete and requires disposal actions. Missions should also encourage formed units to repair or dispose of and replace the COE which is found to be non-functional for four consecutive quarters (twelve months), within the ensuing six months. COE may be disposed of by repatriation, sale, donation, or write-off / destruction. The mission may also take disposal action on behalf on the T/PCC when mutually agreed and pre-arranged.
54. Disposal should be an ongoing process through the sustainment phase of the mission rather than an action undertaken shortly before a contingent's repatriation. When any COE is disposed of, updates shall be made in UCM concerning the affected items with a remark and disposal action reflected in the appropriate VR of the unit. Guidelines on disposal of COE are attached at [Annex D.1](#).

#### **D.13 Recovery of Support Provided by the UN to Contingents**

55. Contingents may sometimes be unable to meet their obligations as detailed in the MOU for the provision of SS services or spare parts and consumables associated with ME or minor equipment and may request the assistance of the mission. Missions should establish clear procedures for contingents to request the issuance of UN- provided support, including consumables. Such procedures should include a formal request by contingents to include an acknowledgement that the provision of such support by the mission may result in cost recovery from their Government's entitlement to SS reimbursement. For example, if reefer containers are provided on hire from UN, cost recovery should be based on the amount in the established contract between United Nations and Contractor providing the service.
56. When there is an urgent operational requirement for the restoration of capability and where a T/PCC is not able to repair, rent or deploy replacement equipment, spare parts or consumables, it becomes the responsibility of the mission to provide the capability, irrespective of which party is responsible according to the MOU. The basic principle of support is that of a partnership between the UN and the T/PCC to carry out the mandate of the mission, wherein one partner takes over the responsibility the other partner cannot undertake. Such arrangements should be reflected in the VRs. Cost recovery reports/invoices etc., after due certification by the contingent commander and the mission, should be attached to the appropriate VR. If UNOE is provided to assist contingents to meet their SS obligations and this equipment can be considered equivalent to ME listed in the COE Manual, for example reefer containers, or tents for deployable platoons, cost recovery should be based on the monthly reimbursement rates for these items in the COE Manual.

#### **D.14 Reimbursement for Expenditure of Ammunitions/Explosives**

57. T/PCC may be entitled to reimbursement for ammunition/explosives expended for operational purposes, or for "specifically authorized operational training beyond accepted UN readiness standards" as authorized and directed by the Force Commander/Police Commissioner or

equivalent. T/PCCs are also entitled to reimbursement for ammunition and explosives which become unserviceable/life expired in the mission area and for explosives expended when disposing of unexploded ordnance (UXO)/improvised explosive devices (IEDs) as a Force Task, provided they were deployed with at least 50 per cent of the shelf life as per on the Manufacture Certificate. Explosives expended in support of the EOD SS category may not be claimed by T/PCC, as the expenditure is covered by monthly reimbursements for the category.

58. The expenditure of ammunition and explosives is reported, for reimbursement purposes, using Operational Ammunition Expenditure Certificates (OAEC). The initial preparation of OAEC is a contingent responsibility. Once processed by the mission, a copy of the OAEC should be provided to the contingent and a copy forwarded to UNHQ. Detailed procedures for the preparation and submission of OAEC are found in [Annex E](#).

### **D.15 Environmental Compliance and Waste Management**

59. Chapter 9, Article 7 of the COE Manual, “Environmental Compliance and Waste Management”, requires contingents to endeavour to conduct themselves in an environmentally conscious manner and act in support of and in compliance with UN environmental and waste management policies and procedures. In addition, it requires the UN to endeavour to aid contingents to enable them to do so, including providing contingents with mission-specific briefings, induction and continuing training on field mission procedures concerning environmental and waste management policies and procedures. The Environmental Management Handbook for Military Commanders in UN Peace Operations (DOS/2021.02) is a key reference document for best practice standards for environmental management, generally including directions for waste and energy management which should further align with the mission waste, wastewater and energy infrastructure management plans.
60. The handbook focuses further on the roles and responsibilities linked with the military component. It also serves to generate awareness and understanding of environmental management and the UN measures against neglectful practices which harm local ecosystems, societies and, consequently, impede the capacity of the UN to leave a positive legacy in the host country. The Environmental Policy for Peacekeeping Operations and Special Political Missions (DOS/2022.01) requires that the Heads of the Military and Police Components appoint environmental focal points. These appointed officials are responsible for liaising with the mission’s environmental officer on environmental issues including the monitoring, assessment and reporting of contingents’ compliance with environmental and waste management policies and procedures and ensuring that environmental briefings are provided during induction training.
61. COE Units should request the participation of mission environmental and waste management staff during appropriate verification inspection activities and should forward any reports prepared by the mission in relation to individual contingent compliance as attachments to the appropriate ME or SS VR. When practical, COE Units should assist the environmental and waste management staff to conduct their technical inspections, briefings and training of contingent personnel in environmental, energy and waste management matters. Reference should also be made to the DOS Environmental Policy for Peacekeeping Operations <sup>2</sup> as indicated in the Environmental Management Handbook for Military Commanders in UN Peace Operations. Details on environmental compliance and waste management are in [Annex D4](#).

### **D.16 Performance Analysis Framework**

62. The COE Performance Analysis Framework was developed to support the overall management of COE capabilities deployed in peacekeeping missions by T/PCCs. The aim of

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<sup>2</sup> Environmental Policy for Peacekeeping Operations and Field-based Special Political Missions (DOS/2022.01)

quarterly COE Performance Report is to present an overview on status of major equipment and self-sustainment deployed against the requirements in the MOU. The report also highlights any shortfalls in UN-provided categories against the MOU, such as Accommodation, Field Defence, etc.

63. Details of COE performance management framework are described in [Annex F](#).

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## E. ROLES AND RESPONSIBILITIES

### E.1. Field missions

64. Field missions with formed military/police units are responsible for:
- 64.1. Development and implementation of a comprehensive system to support the MOU and COE management process and verification and reporting that the numbers of personnel, ME and minor equipment holdings and SS capabilities meet the standards established by the General Assembly for reimbursement.
  - 64.2. Periodic and systematic verification that deployed ME and SS capabilities meet the operational requirements of the mission.

### E.2. UCSD

65. UCSD is responsible for conducting regular revisions of these Guidelines to reflect changes in COE policies and procedures, as well as enhancements in the verification and reporting system. Cross-cutting issues are revised in coordination with applicable DPO and DPPA stakeholders.

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## F. ABBREVIATIONS, TERMS AND DEFINITIONS

66. List of abbreviations used in these guidelines

Abbreviations	Definitions
BER	beyond economical repair
CMMRB	COE and MOU Management Review Board
COE	contingent-owned equipment
CLL	Cargo Load List
DOS	Department of Operational Support
DPPA	Department of Political and Peacebuilding Affairs
DPO	Department of Peace Operations
EOD	Explosive Ordnance Disposal
FMO/CMO	Force Medical Officer/Chief Medical Officer
FRAGO	Fragmentation Order
LD	Logistics Division
ME	major equipment
MOU	memorandum of understanding
MSC	Mission Support Centre
NSE	national support element
OAEC	Operational Ammunition Expenditure Certificate

<b>Abbreviations</b>	<b>Definitions</b>
OIC	Officer-in-Charge
ORI	operational readiness inspection
OSCM	Office of Supply Chain Management
PCIU	Property Control Inventory Unit
PCRS	Peacekeeping Capability Readiness System
PDV	Pre-Deployment Visit
PKO POB	Peacekeeping Operations Permanent Operating Base (POB)
RDL	Rapid Deployment Level
SAG	Senior Advisory Group
SATO	Senior Ammunition Technical Officer
SS	self-sustainment
SOP	standard operating procedures
SUR	Statement of Unit Requirements
TOB	temporary operating bases
TOE	Tables of Organization and Equipment
T/PCC	Troop- and police-contributing country
UN	United Nations
UNMAM	United Nations Manual on Ammunition Management
UCS	Uniformed Capabilities Support
USR	Uniformed Strength Report
UCM	Uniformed Capabilities Management
UCSD	Uniformed Capabilities Support Division
UXO/IED	Unexploded Ordnance/Improvised Explosive Device
VR	verification report
WAAB	Weapons and Ammunition Advisory Board
WAMU	Weapons and Ammunition Management Unit
WG	Working Group

*The terminology used in these Guidelines is in accordance with Chapter 2, Annex A of the COE Manual.*

## G. REFERENCES

67. Normative or superior references:
68. Manual on Policies and Procedures concerning the Reimbursement and Control of Contingent-Owned Equipment of Troop/Police Contributors Participating in Peacekeeping Missions (A/78/87) aka “2023 COE Manual”
69. General Assembly Resolution 76/276 adopted on 29 June 2022 on the rates of reimbursement to troop- and police-contributing countries

70. General Assembly Resolution 77/303 adopted on 30 June 2023 on the Triennial review of the rates and standards for reimbursement to Member States for contingent-owned equipment
71. General Assembly resolution, 67/261, Section II Absent or Non-functional ME
72. Delegation of authority in the administration of the Staff Regulations and Rules and the Financial Regulations and Rules (ST/SGB/2019/2)
73. Related procedures or guidelines:
74. Environmental Management Handbook for Military Commanders in UN Peace Operations (DOS/2021.02)
75. Environmental Policy for Peacekeeping Operations and Field-based Special Political Missions (2022) (DOS/2022.01)
76. Waste Management Handbook for Peacekeeping Operations and Field Based Special Political Missions (DOS/2022.02)
77. Policy on Operational Readiness Assurance and Performance Improvement (Ref.201).5.16).
78. 2024.06 Operational Readiness Preparation Policy (2024)
79. United Nations Manual on Ammunition Management (Ref. 2019.27)
80. SOP on the Development of Waste Management Plans for UN Field Missions (Ref. 2018.30)
81. SOP on the Development of Energy Infrastructure Management Plans for UN Field Missions (Ref. 2020.6)
82. Guidelines on Environmental Clearance and Handover of Mission/Field Entity/Field Entity Sites (Ref. 2018.28) (Annex to the Guide for Senior Leadership on Field Entity Closure Package – Ref. 2018.08)
83. Water & Wastewater Manual for Peacekeeping & Special Political Missions In the context of field operations (DOS/2021.16)
84. DPO/DOS Guidelines on Management of Temporary Operating Bases (TOBs) in UN Peacekeeping Missions (Ref. 2024.09)

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## H. MONITORING AND COMPLIANCE

85. In field missions, the implementation of these Guidelines shall be the responsibility of the field mission CMMRB and the Mission Support Division.
86. At Headquarters, these Guidelines are under the purview of the Uniformed Capabilities Support Division (UCSD) in consultation with the Office of Military Affairs (OMA) and the Police Division (PD).

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## I. HISTORY

87. The present guideline supersedes and replaces the following:
  - Field Verification and Control of Contingent-Owned Equipment and Management of Memorandum of Understanding Guidelines DOS/2020.23
  - Fax: UNHQ-LSD-Fax-1-2015-5999 dated 20 October 2015.
  - Fax: 2008-UNHQ-026752 dated 28 January 2008.

## Annex A: Contingent Personnel Reporting

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### A.1 – Uniformed Strength Reporting

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1. All field missions shall utilize UCM to submit the required documents for all uniformed personnel including *inter alia* troop and police personnel deployed in formed units, experts on mission, staff officers, individual police officers, and national support element (NSE) components
  2. Strength input shall be completed by the third day of the month following the reporting month (succeeding month) and report submission shall be completed by the tenth of the month following the reporting month (succeeding month).
  3. While unit-level reports are available for review, consolidated mission reports shall be duly reviewed, signed and submitted to UCM > Global Look Up > Attachments by the tenth day of the succeeding month.
  4. Section A.3 contains samples of the unit and mission consolidated reports.
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### A.2 – National Support Element (NSE)

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5. With the agreement of the Organization, T/PCCs may deploy additional personnel and equipment as NSE at their own expense. T/PCCs are not entitled to ME or SS reimbursements for additional equipment deployed for use by these personnel, and the UN is not otherwise financially liable for the costs of deployment, rotation, repatriation or other forms of administrative and logistic support to NSE.
6. The costs of any support, *inter alia*, rations, water, fuel, electrical power, accommodation, transportation and vehicle insurance provided by the mission for NSE are subject to recovery. A cost recovery report detailing the support provided by the mission to NSE, along with a credit memo raised by Regional Service Centre Entebbe (RSCE) or Kuwait Joint Support Office (KJSO), in coordination with the originating office, should be attached to the appropriate unit VR and submitted to UCSD/DOS at UNHQ.
7. NSE equipment should be subject to an arrival and a repatriation inspection. Quarterly inspections may also be required. NSE-held equipment should be recorded in Uniformed Capabilities Management (UCM) to support the management of resources, such as supply of fuel and lubricants, insurance and other costs.
8. Further information on the criteria and conditions for NSE can be found in the latest published DPO/DOS policy on NSE management.

**A.3 – USR Report Samples**

**A.3a Unit daily report**


**United Nations Nations Unies**  
**Uniformed Strength Report - Troops**

**Mission:** UNIFIL  
**Country:** Bangladesh  
**Unit Code:** 2363  
**Unit:** Corvette

**Month:** March 2023  
**Status:** Completed  
**Version:** 1

**Prepared By:** Nadine STEPHENS

Day	Gain			Loss			Beginning Balance	Male	Female	Total
	Male	Female	Total Gain	Male	Female	Total Losses	114	0	114	
							Total Male	Total Female	Total Balance	
1	0	0	0	0	0	0	114	0	114	
2	0	0	0	0	0	0	114	0	114	
3	0	0	0	0	0	0	114	0	114	
4	0	0	0	0	0	0	114	0	114	
5	0	0	0	0	0	0	114	0	114	
6	0	0	0	0	0	0	114	0	114	
7	0	0	0	0	0	0	114	0	114	
8	0	0	0	0	0	0	114	0	114	
9	0	0	0	0	0	0	114	0	114	
10	0	0	0	0	0	0	114	0	114	
11	0	0	0	0	0	0	114	0	114	
12	0	0	0	0	0	0	114	0	114	
13	0	0	0	0	0	0	114	0	114	
14	0	0	0	0	0	0	114	0	114	
15	0	0	0	0	0	0	114	0	114	
16	0	0	0	0	0	0	114	0	114	
17	0	0	0	0	0	0	114	0	114	
18	0	0	0	0	0	0	114	0	114	
19	0	0	0	0	0	0	114	0	114	
20	0	0	0	0	0	0	114	0	114	
21	0	0	0	0	0	0	114	0	114	
22	0	0	0	0	0	0	114	0	114	
23	0	0	0	0	0	0	114	0	114	
24	0	0	0	0	0	0	114	0	114	
25	0	0	0	0	0	0	114	0	114	
26	0	0	0	0	0	0	114	0	114	
27	0	0	0	0	0	0	114	0	114	
28	0	0	0	0	0	0	114	0	114	
29	0	0	0	0	0	0	114	0	114	
30	0	0	0	0	0	0	114	0	114	
31	0	0	0	0	0	0	114	0	114	
<b>Total person-days</b>							<b>3534</b>	<b>0</b>	<b>3534</b>	
<b>Average per-month (APM)</b>							<b>114.00</b>	<b>0.00</b>	<b>114.00</b>	
<b>Ending Balance</b>							<b>114</b>	<b>0</b>	<b>114</b>	

Report generated on: 20 Apr 2023  
*\*FHQ Staff Officers and all NSE personnel are reported separately*

## Annex A: Contingent Personnel Reporting

**A.3b Mission consolidated strength report, signed/certified**

 <b>United Nations Nations Unies</b> Mission Consolidated Strength Report - Troops												
 <b>United Nations Nations Unies</b> Mission Consolidated Strength Report - Troops												
<b>Mission:</b> UNFICYP						<b>Month:</b> March 2023						
Country	Unit Details				Beginning Balance			Ending Balance			Average person-month (APM)	MoU Ceiling
	Unit Code	Unit Name	Repat Date	Version	Male	Female	Total	Male	Female	Total		
Argentina	1818	Aviation unit		1	29	6	35	29	6	35	35.00	35
	200442	Infantry Company		1	169	29	198	169	29	198	198.00	198
	200443	Security Platoon		1	24	2	26	24	2	26	26.00	26
<b>Argentina Total</b>					<b>222</b>	<b>37</b>	<b>259</b>	<b>222</b>	<b>37</b>	<b>259</b>		
Slovakia	200444	Infantry Company		1	157	29	186	169	21	190	203.42	190
	200445	Force Engineering Unit		1	37	0	37	37	0	37	41.16	37
<b>Slovakia Total</b>					<b>194</b>	<b>29</b>	<b>223</b>	<b>206</b>	<b>21</b>	<b>227</b>		
United Kingdom	200329	Military Police Platoon		1	24	1	25	34	2	36	27.42	25
	200418	Light Infantry Company - Reserve		1	57	4	61	67	2	69	66.00	65
	200419	Infantry Company		1	161	11	172	151	20	171	183.87	173
<b>United Kingdom Total</b>					<b>242</b>	<b>16</b>	<b>258</b>	<b>252</b>	<b>24</b>	<b>276</b>		
<b>Mission Total</b>					<b>658</b>	<b>82</b>	<b>740</b>	<b>680</b>	<b>82</b>	<b>762</b>		

Report Generated On :20 Apr 2023  
\*FHQ Staff Officers and NSE personnel are reported separately

Page 2 of 2

## Annex B: COE Verification and Reporting

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### B.1 – 2023 COE Working Group

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1. In line with General Assembly resolutions on the triennial review of the Contingent-Owned Equipment (COE) system, the 2023 COE Working Group met from 16 to 27 January 2023 to conduct a comprehensive review of reimbursement rates and to update the major equipment, self-sustainment and medical support services categories. The Working Group agreed to 57 proposals resulting in 62 actionable recommendations which are reflected in the 2023 COE Manual (A/78/87). The guidance on the implementation of the recommendations applicable to field missions was conveyed in facsimile reference DOS-2023-03231, dated 18 August 2023.
  2. Key outcomes of the 2023 COE Working Group include:
    - Agreement on a package that led to a net average increase of 1.57 per cent in the current reimbursement rates for major equipment and self-sustainment.
    - The introduction of a new classification methodology for armoured personnel carriers.
    - The inclusion of new major equipment, such as all-terrain vehicles, as well as equipment for temporary deployments.
    - Changes to ammunition policies for effective management; the strengthening of environmental management provisions by simplifying the reimbursement rates for renewable energy.
    - The expansion of the categories of ageing equipment eligible for rotation at UN expense.
    - The improvement of deployment timelines by including the phased deployment of Contingent-Owned Equipment and expanding the rapid deployment level base.
    - The improvement of the medical support by modifying the composition of the buddy first aid kit, including rates for the consumables of the medical modules, as well as including mental health professionals in medical facilities
    - The improvement of the Intensive Care Ward composition by increasing the number of resuscitation equipment sets, impacting level 2 and 3 hospitals.
    - The improvement of the Light Surgical and Forward Surgical module composition by adding electronic blood storage cooling equipment.
    - The improvement of the medical support by adding clotting profile analyser equipment, impacting the light surgical module and level 2 and 3 hospitals.
    - The improvement of level 1 support by adding handheld portable ultrasound devices. The improvement of the welfare of deployed uniformed personnel by increasing the reimbursement rates for Internet.
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### B.2 – Arrival Inspections

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#### A. GENERAL

1. Arrival inspections are conducted:

## Annex B: COE Verification and Reporting

- 1.1. Within one month of arrival of newly deployed contingents for ME and within six months of arrival for self-sustainment (SS). Contingents already deployed in the mission and transferring or “re-hatting” from a regional peacekeeping operation to a UN-mandated peacekeeping operation are subject to arrival inspection within one month of the date mutually agreed between the UN and the Troop/Police-contributing Country (T/PCC) concerned.
- 1.2. When unit ME arrives in batches (due to planned deployment phases or unforeseen delays in transport), the mission should conduct an arrival inspection and raise the verification report (VR) for the relevant quarter to reflect arrivals from the first item of equipment onwards, to ensure COE is registered and tracked for quarterly reimbursement.
2. The arrival inspection, for most newly deploying contingents, will likely be the first significant contact between the contingent unit authorities and the mission’s COE Unit staff. The joint planning and mutual pre-inspection briefings by the parties leading up to the inspection, and the actual conduct of the arrival inspection will therefore likely set the tone for future relations between the parties and impact future inspection activities positively or negatively. Every effort should, therefore, be made by both parties during the arrival inspection activities to promote mutual respect for professional competence and to foster a culture of cooperation and trust.
3. The arrival inspection, for newly deploying contingent units, should follow the same basic procedures that are used for the operational readiness inspection and quarterly inspection. However, COE Unit staff should anticipate the following issues which add to challenges of conducting arrival inspections:
  - 3.1. Many of the contingent staff, who will be closely involved in the COE inspection and verification process, may have no or little previous experience of it and will be concerned primarily with establishing the unit in its deployment locations and commencing full operational activities as soon as possible. Some contingent staff may regard the inspection as a distracting administrative inconvenience.
  - 3.2. The arrival inspection involves the time-consuming initial collection and recording of a large amount of detailed information on all the contingents’ ME, minor equipment and SS capabilities. This information will already be available for subsequent inspections.
  - 3.3. The COE inspection staff may be unfamiliar with the types and operating characteristics of the ME deployed and how the contingent provides its SS capabilities. Detailed briefings and demonstrations may be required. The COE staff should be more familiar with the equipment and contingent capabilities during subsequent inspections.
  - 3.4. During the start-up phase of mission operations there is likely to be a shortage of qualified COE inspectors and other mission technical staff (engineering, transport, medical, supply, ammunition, information and communications technology services (ICTS), etc.) available to conduct inspections. At the same time, contingents may be arriving in relatively rapid succession or may already be deployed in the case of re-hatting.
  - 3.5. Mission COE inspection staff and contingent authorities may be unfamiliar with the constraints on air and road movement caused by local environmental conditions in new mission areas, leading to disruptions in the inspection process. Available air and road transport and material handling assets are also likely to be limited during start-up.
  - 3.6. Units may initially deploy only to temporary locations and delay establishing their full SS capabilities. SS related equipment may remain stored in containers for some time.

**B. ARRIVAL INSPECTIONS FOR MAJOR EQUIPMENT AND SELF-SUSTAINMENT**

4. The arrival inspection for ME and SS shall be conducted even if a signed or draft MOU is not available at the time of unit deployment. All ME items are subject to an arrival inspection.
5. Contingent authorities shall provide a complete list of all their ME, using formats provided to them by the COE Unit which describe and categorize equipment in accordance with the equipment descriptions in Chapter 8 of the COE Manual. These lists should include equipment approved under the “overstock” provision, whereby a T/PCC can include one overstock vehicle for deployment in a category which has 5-10 approved in the MOU. It should furthermore include detail on any other additional equipment, such as items deployed for use by NSE. These lists shall be used as the initial basis to conduct the inspection. In some instances, equipment items will be subject to reclassification as per assessment of the COE inspector. Items not included in the MOU shall be included in the VR.
6. Other documents which may assist in the inspection are the applicable Statement of Unit Requirements (SUR) of military units, Force Requirements (FR) of police units, cargo load lists provided by the mission Movement Control (MOVCON) Section, and the COE Manual. The exact date of arrival and details of the ME should be recorded in the arrival inspection VR in the Uniformed Capabilities Management (UCM) system.
7. The arrival inspection for SS categories should be conducted as soon as possible after deployment and completed within six months of unit deployment even if a signed memorandum of understanding (MOU) or draft MOU is not available. The exact date of establishment of SS categories should be recorded in the arrival inspection SS VR in the UCM system.

**C. ARRIVAL INSPECTION FOR INITIAL PROVISIONING COMMODITIES**

8. In accordance with the mission-specific T/PCC Guidelines, SUR and additional guidance, T/PCC upon unit deployment, may be requested to provide contingent-owned commodities such as fresh food, composite ration packs, potable/bottled water and petrol oil and lubricants (POL) on a reimbursable basis as initial provisioning, until the UN supply chains in the mission are able to support the unit's requirements.
9. Normally, initial provisioning for units is required only for the initial deployment, and for a limited period (30-90 days). T/PCCs are entitled to submit claims for reimbursement for the initial provisioning commodities they provide and accordingly all commodities provided for initial provisioning shall be verified by inspection. Verification and production of an inventory of these commodities specifying item description, type, quantity and date of expiration, where applicable, should be conducted as part of the arrival inspection. The inventory of initial provisioning commodities deployed, duly signed by the responsible unit representative, COE inspector and/or Supply Section representative should be attached to the arrival inspection SS VR submitted to UCSD/DOS at UNHQ.

**D. ARRIVAL INSPECTION FOR AMMUNITION AND EXPLOSIVES**

10. **Prior to Deployment.** T/PCCs are required to provide the quantities and shelf-life of the ammunition and explosives based on the manufacturer's certificate to UNHQ, which are being raised to the Rapid Deployment Level (RDL) of the Peacekeeping Capability Readiness System (PCRS). The ammunition is also checked and verified during Pre-Deployment Visit (PDV). Once the unit is deploying in the mission area, to obtain the host nation clearances, a set of documentation shall be obtained from the T/PCC, which is then provided to mission authorities for approval for deployment. Once mission approval is accorded (Officer-in-charge (OIC) Weapons and Ammunition Management Unit (WAMU) / Senior Ammunition Technical Officer (SATO) / Chief COE, depending on the responsible focal point in the mission), the same is

shared with Movement Control Section (MCS) to start initiating the host nation clearances for deployment.

11. **On Replenishment.** For ammunition replenishment, contingents are requested to inform their respective permanent mission, with an intimation to Sector Ammunition Technical Officer / SATO at least 18 months prior to the expiration date of the ammunition. Contingents are responsible for obtaining the necessary clearance from the Sector ATO/SATO and WAMU for processing the replenishment prior to submission to the Force Generation Service (FGS) through their Permanent Missions to the UN. Replenishment of any ammunition shall be completed prior to the expiration of ammunition within the field mission. Additionally, weapons without serviceable ammunition shall be declared as unserviceable and treated as such until the replenishment is completed.
12. In both cases, the documentation required from T/PCC before deployment of ammunition is tabulated below:
  - a. Ammunition replenishment details
  - b. Manufacturer certification depicting the manufacturing date and shelf life of the ammunition.
  - c. Material Safety Data Sheet.
  - d. Commercial invoice.
  - e. Packing list(s).
  - f. Airway bill.
  - g. Ammunition Technical Officer's (ATO) Inspection / Safe to Move Certificate.
  - h. Disposal Certificate (for replenishment after ammunition disposal by UNMAS / force EOD)
  - i. Cargo Load List (CLL) (UN standard format) of initial deployment or for replenishment of deficiency as per mission UN Manual on Ammunition Management (UNMAM) / Mission specific scales, whichever is applicable)
13. **On initial deployment.** Once the ammunition arrives in the mission area, it shall be inspected against the documents already available with the mission (WAMU, Weapons and Ammunition Advisory Board (WAABs) and COE Unit SATO) which were provided for obtaining host nation clearances (mentioned above). The ammunition shall be inspected against the detailed ammunition list verified during PDV or cleared for deployment for any broken boxes, physical condition and shelf life, especially for the ammunition with very short shelf life, such as tear gas ammunition, pyrotechnic ammunition and other type of smoke producing ammunition held by different militaries / contained in UNMAM. There might be instances in which the ammunition is already expired/ crossed half of its shelf life once it reaches the mission area.
14. The arrival inspection is very important as it forms the basis of the ammunition to be reimbursed in the following situations; when ammunition becomes unserviceable; shelf life is expired; when it is consumed operationally or used for specifically authorized training beyond accepted UN readiness standards. The arrival inspection should verify that the ammunition was deployed in the mission with the balance shelf life of 50 per cent as per the current guidance of UNMAM and COE Manual 2023). All ammunition and explosives deployed to a mission is therefore to be inspected and verified during the arrival inspection. An inventory of the ammunition and explosives held by the unit, specifying item description, type, quantity, and date of expiration should be prepared. The inventory duly signed by the responsible unit representatives, COE inspector and Ammunition Technical Officer should be attached to the arrival inspection ME VR submitted to UNHQ for further action. The adequacy of the contingent's storage arrangements for ammunition and explosives should be assessed and reported in the VR comments.

**E. ARRIVAL INSPECTION – TROOP/POLICE KIT AND PERSONAL WEAPONS**

15. An inspection of the individual troop/police kits as detailed in the MOU, and the personal weapons held by the contingent should be conducted as part of the arrival inspection process to verify that the individual kits are available and meet the requirements and the unit holds sufficient serviceable personal weapons for all authorised contingent personnel. Inventories detailing any deficiencies in individual kits or personal weapons, duly signed by the responsible contingent unit representative and COE staff should be attached to the arrival inspection SS VR submitted to UNHQ. T/PCC national regulations may prohibit the issue or carriage of personal weapons by some categories of contingent personnel, i.e. national civilian staff who form part of the contingent. Where sufficient personal weapons are not held for all contingent members as per Annex A of the MOU, this, and the reasons for it, should be noted in the personal weapons inventory.
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**B.3 – Operational Readiness Inspections****A. GENERAL**

1. Operational Readiness Inspections readiness inspections (ORIs) shall be conducted at least once every six months. All personal equipment, ME, and SS categories (including those SS categories provided by the UN) shall be inspected. ME is inspected to verify that the agreed quantities and types of equipment are present, and that the equipment is serviceable and used appropriately. SS capabilities are inspected to ensure that they are in accordance with the standards specified in the COE Manual. The ORI includes an assessment of the capability of the contingent to conduct ongoing maintenance of ME and identifies any corrective actions that may be required to overcome shortfalls/deficiencies. ORIs shall be conducted at least once every six months based on dates to be determined in advance (feasible for all stakeholders). Wherever feasible, the mission is requested to consult the contingent or unit when scheduling the operational readiness inspections and consider ongoing operations or relocations as ordered by the Force Commander/Police Commissioner (FC/PC) or equivalent. When the inspection is scheduled during a period that the contingent or unit is conducting an operation ordered by the FC/PC, or during the relocation of the unit as ordered by the FC/PC, the contingent or unit may request the Inspection Team to reschedule the inspection with the approval of the FC/PC to a date not to exceed 30 days after the initially scheduled inspection. Emphasizing the primacy of operations, where feasible, the mission is also requested to consider scheduled inspections when tasking contingents or units with operations.
2. Generally, ORIs differ from regular quarterly inspections in frequency and scope. Quarterly inspections are conducted quarterly while ORIs are conducted biannually. The scope of ORIs is wide and conducted by teams comprising COE Unit staff, specialists from mission support technical Sections and Force/Police Headquarters (FHQ/PHQ) or equivalent representatives. The scope of quarterly inspections allows them to be conducted, when appropriate, solely by COE Staff inspectors.
3. Data collected during the quarterly inspection and reported in the accompanying VRs contribute analysis of the performance and compliance with MOU by the contingent/unit during the quarter. This analysis shall be conducted during the preparation of the mission Quarterly COE Status Report and submitted to the COE and MOU Management Review Board (CMMRB).
4. ORI tasks include the following:

**Major Equipment**

- 4.1. Confirm the initial/previous classification of the equipment in categories and groups and verify that the agreed quantities and types as per MOU are available in serviceable condition and are being used for the operational requirement as intended.
- 4.2. Identify shortfalls/deficiencies and determine whether the absence or non-functionality of ME results from reasons beyond the control of the T/PCC.
- 4.3. Identify any additional ME equipment which may be required or has become surplus to operational requirements.
- 4.4. Verify that all associated minor equipment, consumables and spare parts are available for maintenance under the wet lease arrangement, and that suitably trained and qualified personnel are available to maintain and operate the equipment.
- 4.5. Verify that required maintenance schedules of the ME have been respected to ensure maximum operating efficiency.

**Self-Sustainment**

- 4.6. Assess the standard of SS services provided by the contingent and confirm the standard is sufficient and satisfactory.
- 4.7. Verify that all minor equipment, spare parts and consumables associated with maintenance of SS categories are available together with suitably trained and qualified personnel for maintenance and operation.
- 4.8. Assess the SS services which are being provided by the UN under the MOU and confirm that the standard is sufficient and satisfactory. If the provision of services is identified as unsatisfactory / substandard, the Inspection Team should make relevant remarks in the VR stating the reason for shortfalls.
- 4.9. Assess overall SS arrangements and recommend changes in responsibilities if necessary.

**Personal Equipment**

- 4.10. Verify that agreed personal equipment consisting of clothing, gear and equipment is issued to all personnel in accordance with Annex A of the MOU.
  - 4.11. Verify that personal weaponry and ammunition are present and in serviceable condition.
  - 4.12. Confirm that personal equipment has considered the physiological differences between genders for peacekeepers, including sizing/fit of flak jackets, vests etc.
5. **Composition of ORI Teams.** ORIs shall be conducted by teams comprising COE Unit staff, specialists from Mission Support Division (MSD) technical Sections and FHQ/PHQ or equivalent representatives. A likely/possible composition of the team is given below:

**Members (Military/Police Staff)**

- 5.1. Military/Police Operations Officer to review operational requirements and to inspect and assess operational performance as tasked in the Force/Police Commander (FC/PC) orders/instructions.
- 5.2. Communications Officer to inspect and assess the contingent/unit communications-related ME and communications SS capabilities.

## Annex B: COE Verification and Reporting

- 5.3. Engineering Officer to inspect and assess engineering and de-mining equipment ME and capacities, inclusive of but not limited to engineering equipment, such as water treatment plants, engineering vehicles, electrical capabilities, minor engineering and Explosive Ordnance Disposal (EOD) SS capabilities.
- 5.4. Ammunition Technical Officer to inspect and assess all ammunition and explosives stocks held by contingents/units, including serviceability and storage arrangements.
- 5.5. Logistics Officer to inspect and assess the operational readiness of logistics related ME and SS capabilities.
- 5.6. Force Medical/Hygiene Officer to inspect and assess medically related ME such as medical facilities, equipment and supplies, ambulances and aeromedical teams and medically related SS capabilities, including gender related obligations articulated in the COE Manual.

**Members (Civilian Staff)**

- 5.7. Surface transport representative to inspect vehicles/trailers, provide technical advice on the classification of vehicles and contingent/unit maintenance capabilities, and assess vehicle safety standards.
  - 5.8. Chief Medical Officer Representative to inspect medically related ME medical facilities, equipment and supplies, aeromedical teams and medically related SS capabilities, including gender related obligations articulated in the COE Manual.
  - 5.9. Engineering Section representative to inspect engineering plant, water purification sets, generators, engineering-related SS categories and environmental enhancements to accommodation/tentage and renewable energy sources to confirm that they are producing electricity and that this electricity is being used in the contingent camp to reduce the use of diesel generators as planned.
  - 5.10. When required, representatives from asset management unit may be asked to inspect UNOE issued to T/PCC units.
  - 5.11. Environmental Officer to assess contingent/unit compliance with mission environmental and waste management policies and procedures, assess the level of environmental risk, and provide advice and guidance on risk reduction, and where appropriate, limited on-the-spot training to contingent/unit staff to assist them in complying with relevant environmental, energy and waste management policies and procedures.
  - 5.12. Gender focal point. Representative may participate in inspections to assess whether contingent is meeting gender related obligations under the COE Manual, and to identify any shortfalls in services for further review and action.
  - 5.13. Members of mission IT services to provide expert advice on COE inspections on ICT capabilities.
6. Members of the ORI Team are supported by contingent-appointed Liaison Officers (e.g. Unit Logistics Officer, Engineering Officer, Motor Transport Officer, Medical Officer, Quarter Master) to explain and/or demonstrate contingent/unit capabilities, as required.

**B. ORGANIZATION AND CONDUCT OF ORI**

7. The organization and conduct of ORI involve detailed planning and coordination between the military, police and civilian components. ORI should be organized and conducted in three phases as follows:

## Annex B: COE Verification and Reporting

- 7.1. Planning and preparation;
  - 7.2. Execution and debriefing;
  - 7.3. Analysis of inspection results and verification reporting.
8. ORI is normally characterized by centralized/decentralized concurrent planning and decentralized execution.

**C. PLANNING AND PREPARATION**

9. Detailed planning and coordination of ORI is required to allow for proper and orderly preparation and to avoid conflict with other major events in the mission, such as scheduled elections, contingent rotations and national holidays in the long term, and major security operations, humanitarian operations, medal parades and the like in the mid- to short- term.
10. **Annual planning.** The Annual Inspection Schedule encompassing all formed units should be prepared by the COE Programme Manager/Chief COE Unit with tentative dates of ORIs for all units. Inspection dates shall be coordinated to avoid clustering inspections, which may have negative impacts not only on the COE Unit but also on supporting components/sections/units, e.g. FHQ, PHQ or equivalent and MSD technical sections.
11. **Quarterly planning.** The Quarterly Inspection Schedule/Calendar shall be prepared by the COE Programme Manager/Chief COE Unit with confirmed ORI dates and coordinated with FHQ/ PHQ and MSD technical sections (or equivalents), and the units to be inspected. If the ORI is scheduled when the contingent/unit is conducting an operation ordered by the FC/PC or equivalent, or during the relocation of the unit as ordered by the FC/PC or equivalent, the contingent/unit may request the Inspection Team to reschedule the inspection with approval of the FC/PC or equivalent to a date not to exceed 30 days after the initially scheduled inspection.
12. **Preparations prior to operational readiness inspections.** Units being inspected should prepare a briefing package for the ORI Team which should include:
  - 12.1. List of ME holdings indicating item description, equipment category (as per COE Manual), chassis/serial number and primary physical location;
  - 12.2. Unit organization chart;
  - 12.3. Personnel strength report indicating number and gender, of military/police contingent personnel per camp, including any military/police contingent personnel from other contingent/units who are also located in the camp and being provided with SS services by the contingent/unit being inspected;
  - 12.4. List of personal weapons (type and serial number).
13. The COE ORI Team Leader may provide ORI worksheets for personal equipment, ME and SS to the contingent/unit for necessary advance preparation. It is essential that the formed units' HQs coordinate the inspection program with sub-units so that sub-unit commanders and all personnel are aware of the timetables and that preparations are made to ensure that the inspections are conducted in a timely manner with minimum impact on unit operational activities. The COE ORI Team Leader shall:
  - 13.1. Initiate the ORI standard inspection order a minimum of seven working days in advance to contingent/unit commanders, relevant MSD technical sections and FHQ/PHQ staff for necessary support, information and coordination.

## Annex B: COE Verification and Reporting

- 13.2. Arrange coordination meetings with all ORI team members prior to the inspection to review the provisions of the MOU, discuss inspection activities and procedures, distribute and clarify in detail tasks and responsibilities within the Inspection Team.
14. A set of supporting documents for the Inspection may include:
  - 14.1. Annexes A, B and C of the MOU;
  - 14.2. Performance standards for personal equipment, ME and SS;
  - 14.3. Inspection worksheets for PE, ME, and SS;
  - 14.4. Data on previously identified shortfalls/deficiencies.
15. In addition, the COE ORI Team Leader shall ensure that:
  - 15.1. All administrative arrangements and requirements for the ORI are completed (i.e. movement of personnel (MOP), special flight requests (SFRs), accommodation bookings where required, etc.) for/by all Inspection Team members;
  - 15.2. Force protection/security escorts as necessary are provided in accordance with the mission security policies.

**D. EXECUTION AND DEBRIEFING**

16. At the commencement of the ORI, the COE ORI Team Leader should introduce all members of the Inspection Team, providing an overview of each member's tasks and responsibilities, and should provide the key contingent/unit key representatives with a briefing on the procedures that shall be followed during the ORI.
17. The Contingent/Unit Commander or representative should provide a briefing to the ORI team on the contingents/unit's overall tasks and responsibilities and any outstanding issues related to personal equipment, ME, SS and related issues pertaining to compliance with environmental and waste management policies and procedures.
18. The contingent/unit being inspected should ensure that the Logistics Officer, environmental focal point (where such a position was requested by the Force Commander or Police Commissioner) or equivalent and/or other specialist personnel as required remain available to assist the Inspection Team during the ORI with the understanding that contingent/unit operational activities always have priority over COE inspections. Equipment that cannot be inspected for operational reasons shall be inspected as soon as practically possible, after completion of essential operational activities.
19. Following these briefings, the COE ORI Team Leader shall initiate and coordinate the ORI with the unit's commanding office to conduct the inspection and verification of personal equipment, ME, and SS categories in accordance with the performance standards as defined in the COE Manual.
20. **Personal equipment.** The unit should present its holding in terms of troop/police personal equipment at each location.
21. **Major equipment.** The contingent/unit should present all ME for inspection unless it being utilized for operational activities prevents it from being inspected. Keys for vehicles, storage and maintenance facilities shall be available. Operators of vehicles, weapons and other equipment shall be ready to demonstrate serviceability and function. Equipment chassis and serial numbers, as appropriate, shall be readable.

## Annex B: COE Verification and Reporting

22. The Inspection Team shall inspect each item of equipment and verify the equipment category/group, description, chassis/serial number and, where appropriate, odometer/hours run, energy readings and UN/national registration numbers, and verify that the equipment is operational and in serviceable condition. The Inspection Team shall also assess the contingents/unit's capability for ongoing maintenance of ME under wet lease arrangements. All ancillary/minor equipment necessary for the operation of the ME item shall be presented for inspection, and review of maintenance schedules and logbooks shall be available on request.
23. **Self-Sustainment.** The contingent/unit shall explain and demonstrate its capabilities in all applicable categories. The Inspection Team shall verify performance standards, identify shortfalls/deficiencies and make an assessment for the whole category. The Inspection Team should also inspect and verify that SS services provided by the UN or another third party are being provided in accordance with the standards in the COE Manual and are sufficient and satisfactory.
24. **Operational Readiness Assessment.** Normally, the overall assessment of the unit's operational readiness shall be made by the FHQ/PHQ representatives on the ORI Team and may result in a separate report addressed to the Force Commander/Police Commissioner.
25. **Inspection and Debriefing.** After the inspection, the COE ORI Team Leader shall:
  - 25.1. Debrief the Contingent/Unit Commander and key representatives on the results of the ORI, highlighting any shortfalls/deficiencies and recommending corrective actions that may be considered to overcome them.
  - 25.2. Ensure completion of duly signed inspection worksheets and other supporting documents by appropriate Inspection Team members and contingent/unit representatives.
  - 25.3. Provide an opportunity to Contingent/Unit Commanders and representatives to raise any other issues on COE and/or provision of support by the field mission for subsequent referral to MSD senior management.

**E. SUBMISSION OF VR**

26. The results of the ORI shall be reported in the ME and SS ORI VR. In a reporting period during which ORIs are conducted, it is not necessary to create and submit additional VRs. An ORI VR covering the entire period is sufficient.

**B.4 – Quarterly Inspections and Spot Checks****A. GENERAL**

1. Additional inspections such as quarterly inspections and spot checks are conducted for COE verification. Quarterly inspections are carried out quarterly, in conformity with the verification reporting cycle outlined by UNHQ to assess the status of ME and SS categories. They constitute the source for creation of the quarterly VR
2. Spot checks contribute to verification process by confirming status of ME and SS categories throughout the verification cycle. Spot checks are random unscheduled inspections to investigate the status of any ME and SS categories. Quarterly inspections and spot checks shall be linked with the status reported by unit in the Monthly Standard Operational Report.

## Annex B: COE Verification and Reporting

3. In addition, data collected during the quarterly inspection/spot checks and reported in the accompanying VR contribute analysis of the performance and compliance with MOU by the contingent/unit during the quarter. This analysis shall be conducted during the preparation of the mission COE Quarterly Status Report and submitted to the CMMRB.

4. Quarterly inspections involve the following:

#### **Major Equipment**

- 4.1. Confirm the initial/previous classification of the equipment in categories and groups and verify that the agreed quantities and types as per MOU are available in serviceable condition and are being used for the operational requirement as intended.
- 4.2. Identify shortfalls/deficiencies and determine whether the absence or non-functionality of ME results from reasons beyond the control of the T/PCC.
- 4.3. Identify any additional ME equipment which may be required or has become surplus to operational requirements.
- 4.4. Verify that all associated minor equipment, consumables and spare parts are available for maintenance under the wet lease arrangement, and that suitably trained and qualified personnel are available to maintain and operate the equipment.

#### **Self-Sustainment**

- 4.5. Assess the standard of SS services provided by the contingent and confirm the standard is sufficient and satisfactory.
- 4.6. Verify that all minor equipment, spare parts and consumables associated with maintenance of SS categories are available together with suitably trained and qualified personnel for maintenance and operation.
- 4.7. Assess the SS services which are being provided by the UN under the MOU and confirm that the standard is sufficient and satisfactory. If the provision of services is identified as unsatisfactory / substandard, the Inspection Team should make relevant remarks in the VR stating the reason for shortfalls.
- 4.8. Assess overall SS arrangements and recommend changes in responsibilities if necessary.

#### **Personal Equipment**

- 4.9. Verify that agreed personal clothing, gear and equipment are issued to all personnel.
  - 4.10. Verify that personal weaponry and ammunition are present and in serviceable condition.
5. **Composition of Quarterly Inspection Teams.** COE quarterly inspections shall be conducted by teams of two or more inspectors depending on the size of the contingent/unit and staff available. The Inspection Team should include specialists from MSD technical Sections and FHQ/PHQ or equivalent. Members of the team shall be supported by contingent-appointed liaison officers to explain and demonstrate contingent capabilities as required, e.g. the Unit Logistics Officer, Engineering Officer, Motor Transport Officer, Medical Officer, Quartermaster and other specialists, as required.

## **B. ORGANIZATION AND CONDUCT**

6. The organization and conduct of quarterly inspections involve detailed planning and coordination between the military, police and civilian components of the mission. Quarterly inspections involve three phases as follows:

## Annex B: COE Verification and Reporting

- 6.1. Planning and preparation
- 6.2. Execution and debriefing
- 6.3. Analysis of inspection results and verification reporting

**C. PLANNING AND PREPARATION**

7. Planning and coordination of quarterly inspections is required to allow for proper and orderly preparation and to avoid conflict with other major events in the mission, such as scheduled elections, contingent rotations, and national holidays in the long term, and major security operations, humanitarian operations, medal parades etc. in the mid-/short-term.
8. **Quarterly Planning.** Planning for quarterly inspections should consider the quarterly inspections requirement. The Quarterly Inspection Schedule shall be prepared by the COE Unit with confirmed quarterly inspection dates and duly cleared and coordinated with the contingent/units to be inspected.
9. **Preparation prior to Quarterly Inspections.** The contingent/units should prepare a briefing package for the COE Inspection Team that includes the following:
  - 9.1. List of ME holdings indicating item description, equipment category (as per COE Manual), chassis/serial number, colour and primary physical location.
  - 9.2. Unit organization chart
  - 9.3. Personnel strength report indicating number of troops per camp.
  - 9.4. List of personal weapons (type and serial number) and ammunition holdings.
10. The COE Inspection Team Leader may distribute in advance the inspection worksheets for personal equipment, ME, and SS to the contingent/unit logistics officer for necessary preparation. It is essential that the formed unit HQs coordinate the inspection program with sub-units so that sub-unit commanders and all personnel are aware of the timetables, and that preparations are made to ensure that the inspections are conducted in a timely manner with minimum impact on unit operational activities.
11. The COE Inspection Team Leader shall:
  - 11.1. Issue the Quarterly Inspection Program to team members and to the contingent/unit to be inspected.
  - 11.2. Conduct planning and coordination meetings with Inspection Team members to prepare for the inspection, assign inspection responsibilities and clarify in detail the tasks and procedures to be followed during the inspections.
  - 11.3. Review relevant MOU and the latest VRs on ME and SS.
12. A set of supporting documents for the Inspection Team should include, as necessary:
  - 12.1. Annexes A, B and C from the MOU.
  - 12.2. Performance standards for PE, ME, and SS as per the MOU and COE Manual.
  - 12.3. List of ME in categories.
  - 12.4. Inspection worksheets for PE, ME and SS
  - 12.5. Data on previously identified shortfalls/deficiencies.
13. The COE Inspection Team Leader shall ensure that:

## Annex B: COE Verification and Reporting

- 13.1. MOPs are completed in accordance with MOVCON Section instructions for all Inspection Team members.
- 13.2. When required, duly signed Special Flight Requests are completed and aligned with MOVCON Section instructions for all Inspection Team members.
- 13.3. Force protection/security escorts are coordinated in accordance with latest security advisory.
- 13.4. Local transportation and accommodation are arranged as necessary.

**D. EXECUTION AND DEBRIEFING**

14. At the commencement of the inspection, the COE Inspection Team Leader should introduce all members of the Inspection Team and provide an overview of each member's tasks and responsibilities. The COE Inspection Team Leader should also provide the key contingent/unit key representatives with a briefing on the procedures that should be followed during the inspection.
15. The Contingent/Unit Commander or representative should provide a briefing to the Inspection Team on the unit's overall tasks and responsibilities and any outstanding issues related to personal equipment, ME and SS applicable to that quarter.
16. The contingent/unit being inspected should ensure that the Logistics Officer and/or other required specialist personnel be available to assist the Inspection Team during the inspection, with the proviso that contingent/unit operational activities always have priority over COE inspections. Equipment that cannot be inspected for operational reasons shall be inspected as soon as practically possible, after completion of essential operational activities.
17. Personal equipment, ME and SS capabilities shall be verified in accordance with the performance standards, as defined in Chapter 3, Annexes A and B to the COE Manual.
18. **Personal equipment.** The unit should present the troops' personal equipment at each location.
19. **Major equipment.** The contingent/unit should present all ME for inspection unless its use for operational activity prevents it from being inspected. Keys for vehicles, storage and maintenance facilities shall be available. Operators of vehicles, weapons and other equipment shall be ready to demonstrate serviceability and function. Equipment chassis and serial numbers, as appropriate, shall be readable.
20. The Inspection Team shall inspect each item of equipment and verify the equipment category/group, description, chassis/serial number. Where appropriate, the Team shall also verify odometer/hours run readings, UN/national registration numbers, and check that the equipment is operational and in serviceable condition. Serviceability of the equipment reflected in the Monthly Standard Operational Report shall be verified. The Inspection Team shall also assess the contingent/unit capability for ongoing maintenance of ME under wet lease arrangements. All ancillary/minor equipment necessary for the operation of the ME item shall be presented for inspection.
21. **Self-Sustainment.** The contingent shall explain and demonstrate its capabilities in all applicable categories. The Inspection Team shall verify performance standards, identify shortfalls/deficiencies and make an assessment for the whole category. The Inspection Team should also inspect and verify that SS services provided by the UN or another third party are being provided in accordance with the standards in the COE Manual and are sufficient and satisfactory.
22. **Inspection Debriefing meeting.** After the inspection the COE Inspection Team Leader shall:

## Annex B: COE Verification and Reporting

- 22.1. Debrief the Contingent/Unit Commander and key representatives on the results of the inspection, highlighting any shortfalls/deficiencies and recommending corrective actions that may be considered to overcome them.
- 22.2. Ensure completion of duly signed inspection worksheets and other supporting documents by appropriate Inspection Team members and contingent/unit representatives.
- 22.3. Provide an opportunity to Contingent/Unit Commanders and representatives to raise any other issues on COE and/or provision of support by the field mission for subsequent referral to MSD senior management.

## E. SUBMISSION OF VERIFICATION REPORT

23. The results of all quarterly Inspections and spot checks conducted during a quarterly inspection cycle shall be incorporated into the ME and SS VRs for that quarter and submitted to UCSD/DOS, in accordance with the reporting schedule.

## B.5 – Repatriation Inspections

### A. GENERAL

1. Repatriation inspections are to account for and verify the quantity, type and condition of all ME to be repatriated with the departure of a formed military/police unit; and to ensure that no UNOE is part of the equipment repatriated. Repatriation of a military/police formed unit is a complex process that involves multiple mission entities. It is important to understand the role played by each entity in the repatriation process.

### B. ROLE OF SECTIONS

2. **Mission Support Centre (MSC)** or equivalent. The MSC is responsible for coordination of the planning for the repatriation of the cargo and personnel of the contingent/unit. The MSC issues instructions, conducts coordination meetings with representatives from the contingent/unit, FHQ/PHQ or equivalent elements, MSD Asset Managers, the COE Unit, MOVCON and other entities.
3. **Asset Managers** ensure that all UNOE issued to the contingent/unit being repatriated is returned and the receipt for returned items of UNOE is documented.
4. **MOVCON** provides the contingent/unit with the format of a Cargo Load List, assists the contingent/unit in moving the cargo from unit locations to a cargo staging area/container yard if required, coordinates the movement, and processes cargo and personnel clearance departing by ship, air or land. The sealing of containers is conducted in the presence of MOVCON representatives
5. **Repatriating Contingent/Unit** acts in accordance with the instructions issued by the MSC (or equivalent) and MOVCON. It returns all the UNOE to respective Asset Managers and provides the Load List and Passenger Manifest to MOVCON. Depending on arrangements with MOVCON, may pack and move cargo to the staging area, move vehicles to the ship and secure cargo up to the time it is loaded for transportation.
6. **Property Disposal Unit** acts in accordance with the mission- established procedures to assist in the disposal of the subject equipment, as authorized by the concerned country through coordination with the COE Unit (see Annex D.1 for more detail on disposal of COE).

**C. ADDITIONAL GUIDANCE DURING REPATRIATION INSPECTION**

7. Conduct of Inspection: Coordination meetings arranged by the MSC (or equivalent);
  - 7.1 Brief the contingent/unit personnel on COE repatriation inspection procedures;
  - 7.2 Assist the Asset Managers, contingent/unit personnel, MOVCON and other entities in relation to the return of UNOE and preparation of Cargo Load Lists;
  - 7.3 Analyse the cargo load lists to ensure all COE equipment has been included and take note of the equipment that has been disposed, cannibalized, or is over and above the amount authorised in the MOU (a Contingent/Unit can repatriate 10 per cent additional vehicles and other ME authorised in the MOU at UN cost). COE which becomes surplus to MOU quantities because of a unit transformation / amendment will also be repatriated at UN expense. Where the T/PCC has deployed other equipment in excess to the authorized MOU this shall be recorded in the Repatriation VR;
  - 7.4 Review the justification of the number of shipping containers requested by the contingent/unit and advise MOVCON accordingly;
  - 7.5 Advise MOVCON and MSC (or equivalent) on the roadworthiness of contingent/unit vehicles and any assistance required by the contingent/unit for the movement of COE to the staging area if necessary;
  - 7.6 Accompany representatives from Asset Managers and MOVCON during the sealing of shipping containers;
  - 7.7 Conduct repatriation inspections of all COE ME. Record all damages to and condition of the equipment, including pictures, where necessary. Record the last odometer readings. Record whether ME is serviceable or not and, if not, from which date and if the non-serviceability resulted from reasons beyond the control of the T/PCC. Ensure all the equipment presented for repatriation is COE and not UNOE;
  - 7.8 Receive and maintain contingent records concerning equipment disposed, lost, or written off in the mission area;
  - 7.9 For the equipment departing/repatriating from the mission, in the inspection list called "Deployment Status", it should be indicated if equipment will "Return to Home Country"; "Disposed/Written-Off"; "Donated"; "Move to another mission/Unit";
  - 7.10 Request from MOVCON actual dates of repatriation of contingent/unit equipment repatriation;
  - 7.11 Prepare a repatriation verification report to include date of cessation of operations, date(s) of repatriation of personnel and date of repatriation of ME. Inform status of repatriation VR and associated issues to RCMPS/UCSD.
- 8 **Exchange of COE with another unit.** In some instances, equipment from the repatriating unit may be transferred to another unit of the same T/PCC which is remaining in the mission. Dates of such exchange of equipment shall be clearly documented by the COE Unit and recorded in UCM (eCOE) and verification reports for of the receiving unit. The relevant MOU amendment/s will be issued by MRPS/UCSD where applicable, upon mutual agreement between the UN and the T/PCC. UCM (eCOE) provides the ability to record the movement of equipment through Equipment view using 'Move' button. Any equipment that is transferred/moved to another unit during the reporting period should also be recorded in the VR under Remarks column based on effective date of movement of equipment.

## Annex B: COE Verification and Reporting

- 9 **Intermission transfer of COE.** For repatriated equipment, if any equipment is moving to another mission/unit, the COE Unit should select the option “Move to another Mission/Unit” drop-down field from the inspection list applet. The equipment repatriated from the departed mission will be updated by the system into “Intermission Transfer” view, available in UCM (eCOE) system. The relevant MOU amendment/s will be issued by MRPS/UCSD where applicable, upon mutual agreement between the UN and the T/PCC.
- 10 **Repatriation verification report.** The COE Unit should create a Repatriation VR only once and upon the final withdrawal/repatriation of all the COE from the mission area. Any COE item or collection of items being repatriated during a contingent’s/unit’s deployment in the mission area should be reflected in the VR covering the period when such repatriation occurred. Where a cease of operations has been declared and contingent personnel have repatriated but COE remains in the mission area due to transportation, customs, etc reasons, a VR should be created until the time the equipment departs from the mission area. When COE finally repatriates from the mission area, a Repatriation VR should be created. The VR should report the reasons of the equipment continued presence in the mission area indicating whether it is beyond the control of T/PCC.
- 11 **Cease of Operation.** When a unit ceases operation, UCM (eCOE) provides the ability to enter the ‘Cease of Operation Date’ during the VR process. Any subsequent VR generated for the unit will have the ‘Cease of Operation Date’ copied from the previous quarter’s VR and it will not be editable for the users to change it. The cease of operation date should be in accordance with the Fragmentation Order (FRAGO) issued by the mission force/police HQs.

**D. ADDITIONAL ISSUES**

- 12 During the repatriation of contingents/units, and especially in the liquidation phase of a mission, the following additional issues may arise:
  - 12.1 In liquidating missions, there may be many units ceasing operations simultaneously. Inspectors may be few and require extensive and intensive travel to inspect multiple locations. The schedule for movement of COE from camp to departure area is often uncertain. The COE Unit representatives may not be present when the movement contractor picks up COE at the base camp;
  - 12.2 Normally, most of the contingent/unit personnel (the main body) will repatriate shortly after the contingent/unit cease of operations date and contingent/unit will generally leave behind a Rear Party to secure the COE until it is handed over to MOVCON and/or the Movement Contractor;
- 13 Physical COE verification may continue to take place as long as COE remains within designated camp. Once the COE is picked up from bases/camps, the COE Unit will no longer have access to the equipment. COE Unit shall submit verification reports based on the last validated inspection.

## B.6 – Standard Operational Reporting Template for Formed Units

### A. INSTRUCTIONS

<b>Monthly Standard Operational Reporting Form</b>
<p>The two forms attached below provide contingent personnel with a standard means of reporting on the serviceability status of ME and SS. They should be completed and submitted to the COE Unit monthly within five working days of the following month. This information is required to support the COE MOU verification reporting process. See instructions below for how to enter data into each form.</p>

<b>Monthly Major Equipment Self Reporting</b>		
<p>Serviceability status of ME should be included in this report. Items previously reported as unserviceable or serviceable should only be included here if their serviceability status has changed.</p>		
SRL	Column Name	Instruction
1.	Item Generic Description	Enter the generic description of the item as per the MOU, e.g. truck utility cargo, 6-10 tons, commercial pattern
2.	Serviceable	Enter the equipment status (yes or no) as of the last day of the reporting period.
3.	Date From	Start date of equipment unserviceability. This date can be from a previous month, if the “Date To” is within this month.
4.	Date To	End date of equipment unserviceability. This date can be blank if the item remains unserviceable at the end of the reporting period.
5.	Days Unserviceable	Number of days from “Date From” to “Date To” (e.g. 25)
6.	Remarks	Enter the reason for unserviceability and note if this is for a reason beyond the control of the T/PCC (e.g. fuel tank leak; not fault of T/PCC because of hostile action.)

<b>Monthly Self Sustainment Self Reporting</b>
<p>Only SS categories which have had changes impacting the requirements for SS as per the COE Manual should be recorded here.</p> <p>Units shall inform the mission immediately if the T/PCC cannot adequately supply medical equipment, drugs, or consumables.</p>

Annex B: COE Verification and Reporting

<b>Contingent:</b>	
<b>Unit:</b>	
<b>Primary Location:</b>	
<b>Month/Year:</b>	

**B. MONTHLY MAJOR EQUIPMENT SELF-REPORTING**

<b>Verified By:</b>	
<b>Date:</b>	
<b>Approved By:</b>	
<b>Signature:</b>	

Srl	UN Plate Number	Nat Plate #	Chassis/Serial #	Item Generic Description (1)	Odometer Reading		Fuel Type	Equipment Serviceability Status			Remarks (6)	
					Start	End		Serviceable (2)	Date From (3)	Date To (4)		Days Unserviceable (5)

**C. SELF SUSTAINMENT SELF REPORTING FORM**

<b>Month/Year:</b>			<b>Verified By:</b>
<b>Contingent:</b>			<b>Date:</b>
<b>Unit:</b>			<b>Approved By:</b>
<b>Primary Location:</b>			<b>Signature:</b>
<b>SS Category</b>	<b>Resp. CC/UN</b>	<b>Acceptable Y/N</b>	<b>Remarks</b>
Catering			
VHF/UHF-FM			
HF			
Telephone			
Office			
Electrical			
Minor engineering			
Explosive Ordnance disposal			
Laundry			
Cleaning			
Tentage			
Accommodation			
Basic firefighting			
Fire detection and alarm			
<b>Medical</b>			
Communal first aid kit			
Buddy first aid kit			
Level 1			
Level 2 (including dental and lab)			
Level 3 (including dental and lab)			
Level 2 and 3 combined (including dental and lab)			
High-risk areas (epidemiological)			
Blood and blood products			
Laboratory only			
Dental only			
Light mobile surgical module			
Aeromedical evacuation module			
Orthopaedic module			
Physiotherapy module			
Internal medicine module			
Observation			
Night observation			
Positioning			
Identification			
Field defence stores			
Bedding			
Furniture			
Welfare			
Internet access			

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## B.7 – Major Equipment Capabilities

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1. For ME, the Inspection Team shall verify each individual item identifying the respective equipment category/group, item description, chassis/serial number, UN/national registration number and whether the item is operational and in serviceable condition. The Inspection Team shall assess the unit's capability to maintain ME provided under wet lease arrangement. All ancillary equipment necessary for the operation of ME shall also be presented for inspection. The contingent unit representative should be requested to explain resupply arrangements for minor equipment, spare parts and consumables.

### Vehicles

2. The COE WG 2020 and 2023 established definitions of some combat and high mobility vehicles, and updated categories of mine-resistant ambush-protected (MRAP) vehicles, all-terrain vehicles (ATVs), and some police vehicles. The aim was to provide clarity for categorization and to standardize verification and reporting.
3. Effective 1 July 2024, all new vehicles arriving in the mission shall be inspected for functional odometer with the serviceability status reported accordingly. A vehicle will be considered unserviceable if the odometer is unserviceable for a continuous period of six months. The status of equipment should be reported accurately through quarterly verification reports after the six-month period.
4. Recommended arrangements that would facilitate the inspection of COE vehicles (including trailers) are:
  - 4.1. Vehicles should be lined up by types and categories, with drivers present.
  - 4.2. Vehicle make and model (e.g. Toyota Helix) should be recorded.
  - 4.3. Vehicles required for essential taskings should be inspected first and released. Alternatively, these essential vehicles may be inspected before or after the main inspection.
  - 4.4. For storage or utility vehicles, the specific capacity (litres, tons, etc.) should be recorded.
  - 4.5. The modifications/specifications required for considering a commercial pattern (CP) vehicle as its military pattern (MP) equivalent have been revised in the 2020 COE Manual and shall be used for verification and reporting.
  - 4.6. For engineering, construction, or other specialized vehicles, a qualified operator should be present to demonstrate equipment serviceability and the unit's capability to operate the vehicle. Any absence of an operator should be reflected in the VR remarks, including the period of absence.
  - 4.7. Ancillary equipment such as wheel changing tools and first aid kits should be placed on the ground in front of each vehicle.
  - 4.8. Spare wheels shall be available for inspection.
  - 4.9. Engine and chassis numbers shall be clean and visible for inspection.
  - 4.10. Vehicles and trailers shall be painted with UN markings. No national markings or flags shall be displayed.

Annex B: COE Verification and Reporting

- 4.11. Vehicle documentation such as logbooks and trip tickets should be made available for reference purposes.
- 4.12. T/PCCs should repair or replace unserviceable odometers. Odometer readings should be checked and recorded against earlier readings reported in Monthly Operational Report. Any vehicles without working odometers shall still be classified as serviceable with a clarifying remark in the VR.
- 4.13. Unsafe vehicles endanger the life of personnel and jeopardize the effectiveness of a mission. Inspection of vehicles shall include an equipment safety inspection as determined by the mission. Vehicles declared unsafe by the mission chief transportation officer (CTO) should be deemed unserviceable.
- 4.14. Armoured personnel carriers (APCs). From 01 July 2025 a new capability-based classification system for APCs will also take effect for new deployments or rotations of equipment. The full details on assessment standards and responsibilities for classification during initial deployment and rotations are available in the latest COE Manual. The classification of APCs under the new system should be led by OMA pre-deployment; however, COE inspectors may be requested to assist with this determination where verification has not occurred before arrival.

#### **Accommodation and Storage Equipment**

5. The established accommodation equipment standards include minimum requirements for structural framework, exterior, substructure, insulation, ventilation, power, lighting, air conditioning, etc. The details of standards are provided in the COE Manual.
6. Storage conditions of ammunition impact its shelf life. The mandatory and desirable specifications for ammunition containers and other responsibilities of UN and T/PCCs concerning the ammunition storage area are captured in latest COE Manual and should be verified for both COE and UNOE ammunition containers.
7. Equipment for temporary deployments is now included in the COE Manual ME list under the temporary operating base (TOB) equipment category. Certain items previously categorized as accommodation have been moved to this category.
8. Field missions should be aware of the conditions and level of mission support required for establishment and maintenance of a TOB, and of the procedures and decision points in place for conversion of a TOB to a Permanent Operating Base (POB). Details on this topic is provided in the DPO/DOS Guidelines on Management of Temporary Operating Bases (TOBs) in UN Peacekeeping Missions (2024).

#### **Armaments**

9. Weapons should be displayed by type with ancillary equipment such as sights, magazines, base plates, spare barrels, calibration kit and tool kits. Designated crew should be present during the inspection. Armaments in boxes or stored in storehouses with poor lighting arrangements/insufficient space should be inspected in the open. Armaments issued at company level and below (crew served machine guns) should be grouped at each sub-unit HQ for inspection (security conditions permitting).
10. When possible, particularly during operational readiness inspections, the UN Ammunition Technical Officer (ATO) should be present as a member of the COE Inspection Team. The advice of force ATO on care, handling, storage and condition on ammunition should be followed up during quarterly inspection.
11. Inspection of armaments should include:

## Annex B: COE Verification and Reporting

- 11.1. Unit personnel demonstrating the suitable use of armaments.
- 11.2. Recording specific weapon calibres.
- 11.3. Ensuring that the unit holds suitable and sufficient ammunition. Armaments (major equipment weapons and armaments installed on armed APCs) without serviceable ammunition or trained personnel shall be declared unserviceable until ammunition and/or personnel are made available.
- 11.4. Ensuring that all field mission records and inventories of ammunition and explosives in particular the date of expiration is current and up to date.

**Generators and Renewable Energy Systems**

12. Military/police units normally deploy with generators to meet their own power requirements. Generators should be deployed in pairs to run on rotation, except for small sub-units and check points where one generator may be acceptable, or locations where grid supply is available most of the time.
13. From the 2017 COE Working Group on T/PCCs have the option of deploying generators based on the power ratings/roles contained in the International Standards Organization (ISO) 8528 standard, namely (1) prime power, (2) limited-time running and (3) standby. The deployment of generators under ISO 8528 shall be part of an agreed and auditable energy transition plan. T/PCCs are encouraged to deploy ISO generators but can opt to continue to deploy generators under pre-existing arrangements. The list of renewable energy sources now has dollar values assigned to the reimbursement rates in the latest COE Manual.
14. To incentivize the deployment of renewable power equipment, T/PCCs which generate at least 10 per cent of their total energy requirements from renewable energy sources would receive a supplemental payment equivalent to five per cent of the maximum possible reimbursement for in the electrical category in the MOU. Furthermore, the 2020 Working Group identified requirements for synchronized generator banks, as sets of three or more generators connected by an electronic synchronization system. All generators within such banks shall be of the prime power role. Required generator sizes shall be determined in the site energy plan. Individual prime-power generators and banks of such generators shall be sized to operate within the load band of 60–110 per cent, based on a kVA to kW power factor of 0.8. The annual average load for individual generators should not exceed 85 per cent of the rated power.
15. A contingent move to ISO 8528 standards, synchronized generators, or deployment of new types of power generation equipment should be reported accordingly in the COE verification reports. The MOU amendment recommendations, if applicable, should be raised to UCSD through mission CMMRB. Engineering experts in ORI Teams should refer to UN Environment Programme (UNEP) guidance documents, once available, for more information.
16. Inspection of generators and renewable energy systems should include:
  - 16.1. Examination of power generation equipment by Engineering experts.
  - 16.2. Serviceability, output (in kVA units), earthing, circuits, and junction box connections as well as proper protection against soil and water pollution. Logbooks should be made available for reference purposes. Specific kVA output per generator should be recorded;
  - 16.3. Verification of performed maintenance by engineering experts, in line with required maintenance schedules to guarantee maximum operational efficiency. Engineering experts should refer to United Nation Global Service Centre (UNGSC), guidance documents once available, for more information.

Annex B: COE Verification and Reporting

- 16.4. T/PCCs shall deploy generators with hour-meters. Meter readings should be checked and noted. As of 1 July 2024, generators shall have kWh meters to be declared operationally functional and reimbursable
- 16.5. Effective 1 July 2024, a generator set will be considered unserviceable if the odometer, hour meter or the kWh meter reading, as applicable, is unserviceable for a continuous period of six months. The status of equipment should be reported accurately through quarterly verification reports after the six-month period.
17. The responsible mission entity (i.e. MSC) shall actively engage with relevant environment and engineering counterparts to incorporate recommendations related to site energy plans (in accordance with COE Manual Chapter 3, Annex A, Appendix 3), alternative energy sourcing, generator right sizing and broader environmental management in mission inputs to SURs, new MOUs, and (where appropriate) MOU amendments.

### **Medical Equipment**

18. Medical ME should be inspected by the Civilian/Force Medical Officer Representative during the medical SS assessment. A list of medical equipment should be provided to the Civilian/Force Medical Officer in advance of the inspection. Accommodation/tentage for medical facilities, and ambulances and other vehicles dedicated to the transport of patients, medical staff, and/or medical supplies and consumables should be clearly marked with the appropriate symbol placing it under the protection of the Geneva Convention. Medical incinerators should be fit for purpose and in good operational condition.

### **Engineering Equipment**

19. Contingent-owned engineering equipment and plants should be inspected by an Engineering Section specialist. Any equipment out on operational taskings may be checked *in situ*. Specialist equipment operators should be available to demonstrate capability and serviceability including compliance with environmental and waste management policies and procedures.

### **Unmanned Aircraft Systems (UAS)**

20. Of the three classes of UAS, the micro and mini categories of class I are deployed under the terms of an MOU while the rest are deployed under a LOA. Each micro (multirotor) and mini (hand launched) UAS included in the Memorandum of Understanding shall be declared operational and functional by the mission (not only upon initial inspection, but also on a regular basis). This includes the verification by aviation experts for the altitude and range specifications and provision of qualified UAS operators.
21. UAS operators shall be trained and licensed in accordance with their country's military regulations and standards. All operators and crew shall be able to operate all features and equipment of the Unmanned Aircraft Systems and sensor packs to the fullest extent of their capability. Minimum services to 24/7, day and night flying capability, aerial reconnaissance and surveillance to support the mission, including live video streaming with electro-optic infrared camera and data exploitation capability are required.
22. The micro/mini UAS-related technical guidance/instructions shall be issued separately to the UN field missions so that the assets can operate safely and in an integrated manner.

### **Helicopter Landing Site Kits**

23. To be considered serviceable for UN operations, four mandatory items shall be included in the helicopter landing site (HLS) kit. These are:
24. Coloured smoke grenades (set of six in two different colours);

25. White strobe lights (set of six);
    - 25.1. Hand-held radio for air and ground communication (VHF-AM) (not mandatory, if the unit already has the equipment);
  26. Fluorescent marker-panels with stakes (set of three);
  27. In addition, one of the following two items may also be included: Marshalling wands (set of two), or machete (set of two).
  28. Based on above, there are two HLS kit sets available in the COE Manual Chapter 8 – (a) HLS Kit (with ground communication) and (b) HLS Kit (without ground communication)
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### **B.8 – Self-Sustainment Capabilities**

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1. Field missions are to follow the SS standards stipulated in the COE Manual and in the Guidelines below while applying the principle of reasonability. The principle of reasonability within the SS verification process allows for special reimbursement in “exceptional cases” when a category of SS only partially meets applicable standards.
2. The field missions are to provide the reason in the SS verification reports whenever a category does not meet the standards for reimbursement. This information shall be used by UCSD for consideration of SS reimbursement eligibility under “exceptional cases”.
3. The field missions should ensure consistency between the reporting of uniformed personnel in the USRs and the self-sustainment verification reports.
4. During the SS inspection, the contingent should be requested to explain and demonstrate its capability in all applicable categories. The Inspection Team shall verify against applicable performance standards, identify shortfalls and make an assessment for the whole category. Inspectors should also assess the standard of services for those categories that are the responsibility of the UN and include relevant observations in the VRs.

#### **Catering**

5. The contingent unit should be able to demonstrate operational field cooking facilities with due regard for cultural and dietary requirements. The inspection should include cooking stoves, kitchen utensils, dish washing facilities, food waste disposal arrangements, dry and cold storage capabilities, insect proofing (including mosquito and fly protection) and rodent control measures, and concrete flooring. Catering facilities should also be evaluated on the availability and adequacy of hygiene standards. The inspecting Medical Officer/Force Hygiene Officer shall assess hygiene standards while the Environmental Officer may assess environmental aspects.

#### **Communications**

6. Each formed unit's Communication Officer should be requested to present a copy of the unit communications plan along with the list of T/PCC- and UN-provided communication equipment at each location. The unit should be requested to demonstrate serviceability of all communication equipment, ancillaries and spare batteries, as well as arrangements for proper disposal where required. Radio sets mounted on vehicles should be inspected *in situ*. The inspection team shall also confirm:
  - 6.1. Authorized strength at locations served by contingent-provided telephone facilities.

Annex B: COE Verification and Reporting

- 6.2. Authorized strength of the sub-units or sub-elements in tactical or mobile operations served by HF as they are beyond the range of VHF/UHF and not served by telephone.
- 6.3. Number of personnel supported by Telephone, VHF/UHF-FM and HF.
7. In accordance with mission IT standards for issuance of UNOE, the scale of communications equipment shall be based on operational requirements. UNOE is issued for communication with mission components and neighbouring units, and to support integrated operations (UNPOL, Regional Officer, etc.) UNOE may not be used to meet required communications SS requirements.

**Office**

8. The Verification Team shall visit HQ and sub-unit offices to confirm holdings of office equipment, furniture, stationary supplies, photocopy machines and information technology capabilities to include computers, printers and necessary software as well as arrangements for proper disposal.
9. The unit may have been issued UN-owned IT equipment (PCs, software, printer, telefax) to facilitate communication with mission headquarters (regional, military, etc.). UNOE may not be used to satisfy Internet and welfare SS requirements.

**Electrical**

10. The contingent unit should be requested to demonstrate its capability to provide power supply to small camps at the company-, platoon- or section-level as well as emergency power back up for important facilities in the base camp such as the communication centre, operation or duty room, refrigeration facilities, office, etc. Emergency power shall be supplied from generators other than those provided for main power supply. The Inspection Team shall also inspect required electrical stores, electrical wiring, switches and lighting sets, including exposed or damaged wiring that could present a health and safety risk.

**Minor Engineering**

11. As of the 2023 COE Working Group, minor engineering responsibilities for maintenance of UN-provided accommodation have been revised to include periodic inspection and preventive maintenance by United Nations and undertaking of minor repairs by formed units.
12. Each formed unit should be requested to confirm holdings of construction tools, supplies and workshop equipment and be able to demonstrate the ability to carry out minor construction works, electrical repairs, repairs to plumbing and water systems, minor maintenance and repair work in compliance with environmental and waste management policies and procedures.
13. Joint inspections of accommodation and ablutions shall be conducted by the UN and formed units during quarterly COE inspections. Inspection of minor engineering may also be conducted by a representative from the mission Engineering Section in coordination with the Environmental Officer assessing environmental aspects, including spill containment at generator houses, POL and hazardous waste storage areas, hazardous material and chemical warehouse, solid waste collection points, and wastewater treatment systems and devices.

**Explosive Ordnance Disposal (EOD)**

14. EOD SS capabilities are limited to the unit's capability to secure its accommodation area against unexploded ordnance. The unit should be requested to present the list of demolition stores and demonstrate its capability (equipment, consumables and personnel) to:
  - 14.1. Locate unexploded ordnance using mine/explosive detectors.
  - 14.2. Dismantle or destroy ordnance using explosives, demolition kits and other equipment including primers, cortex and battery.

Annex B: COE Verification and Reporting

- 14.3. Provide necessary protection to EOD personnel using personal protective clothing (e.g. bomb-suits). NB: A helmet and fragmentation vest in lieu of a bomb-suit does not meet required standards.
15. A formed unit deployed to multiple locations may store its EOD equipment at a central location such as the Battalion Headquarters. The unit may be referred to the mission's Senior Ammunition Technical Officer (SATO) or equivalent for guidance on the storage of EOD equipment, explosives and detonators.
16. The COE Manual stipulates that a formed unit may be qualified as self-sustained under EOD only if it is also self-sustained under Observation and Identification. This requirement is applicable when the other two categories are the unit's responsibility under the MOU. In such cases, mission CMMRB are to provide recommendations for MOU amendments where the other two SS categories need to be included in the MOU, based on mission experts' (SATO or UN Mine Action Service (UNMAS)) opinion.

### **Laundry**

17. A separate facility and associated supplies shall meet laundry SS capability standards outlined in the COE Manual. Designated ablution facilities may not be used to meet laundry SS capabilities.

### **Cleaning**

18. The unit should be requested to confirm arrangements including the provision of cleaning materials for living and working accommodation.

### **Tentage**

19. The formed unit should be requested to indicate the provision of necessary tented accommodation for personnel, offices and workshops, including flooring and heating/cooling arrangements. The Inspection Team shall verify the number of personnel living in contingent-provided tentage and in UN-provided tentage. The tentage deployed under major equipment is not counted against the self-sustainment category. The former is specifically for short-term deployments outside the main camp areas.
20. Ablution facilities provided by the T/PCC may be entitled to a reimbursement for ME. The Inspection Team should verify quantity and serviceability status of the T/PCC Ablution facilities and provide relevant notes in the verification report. UCSD has the right to decide whether the T/PCC is eligible for reimbursement under ME in each specific case.
21. The T/PCC may be eligible to receive an additional five per cent to the reimbursement for tentage (both ME and SS) if the provided tentage has supplementary capabilities designed to improve the heating and cooling effectiveness and efficiency of the facility. Details of these supplementary capabilities are listed in Annex B to Chapter 3 of the COE Manual.

### **Accommodation**

22. Accommodation should meet the minimum standards established in Annex B of Chapter 3 of the 2023 COE Manual and include adequate power and lighting systems, heating, ventilation, and air conditioning system appropriate to the environmental conditions, and for the intended occupancy. The type of accommodation suitable for reimbursement may range from high quality tensioned membrane facilities to prefabricated buildings to normally constructed facilities. The Inspection Team shall verify the number of personnel living in T/PCC- or UN-provided accommodation or in existing buildings and ascertain whether the accommodation is up to UN standards, including environmental and waste management policies and procedures. The formed unit should be requested to demonstrate that, based on national policies, the living accommodation provides sufficient space and appropriate segregation of males and females.

23. The T/PCC may be eligible to receive an additional five per cent to the reimbursement for accommodation if the provided accommodation (including warehouses and equipment storage) is shown to have supplementary capabilities designed to improve the heating and cooling effectiveness and efficiency of the facility. Details of these supplementary capabilities are listed in Annex B to Chapter 3 of the COE Manual.

### Basic Firefighting

24. Contingent units should be able to demonstrate the availability of sufficient basic firefighting equipment, i.e. buckets, beaters and fire extinguishers, in accordance with the International Fire Code. Arrangements to replenish necessary minor equipment and consumables should be evaluated.

### Observation

25. The contingent unit should be requested to present all observation equipment, including binoculars, night observation equipment, global positioning systems and laser range finders for inspection grouped in one place at each location. Inspectors should determine, based on the operational tasking of each unit or on the Force HQ directive (if available), whether the quantities and capabilities held in each location are sufficient to carry out tasks. The Inspection Team shall inspect the equipment for proper storage, maintenance and serviceability, and verify the holding of spare batteries for night vision devices (NVDs) and global positioning system (GPS).

### Troop/Police Kit

26. The contingent unit should be requested to present the list of troop/police kit items. The Inspection Team shall assess whether troop/police kit items are deployed in accordance with the Appendix to the MOU Annex A.

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## B.9 – Medical Capabilities

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1. The inspection of medical facilities shall be conducted by the Force Medical Officer / Chief Medical Officer (FMO/CMO) or their deputy. The contingent unit's Medical Officer shall demonstrate the unit's ability to provide medical facilities specified in Annex C of the MOU.
2. **Buddy First Aid Kit (BFAK).** Contingent personnel should be requested to present BFAK as listed in Appendix 1.1, Annex C of Chapter 3 of the COE Manual. The Inspection Team shall also ascertain that all non-medical personnel are trained to a sufficient level of buddy first aid proficiency as stated in the Medical Support Manual for United Nations Field Missions and are compliant with the requirements and standards outlined in the Appendix 1, Annex C of Chapter 3 of the COE Manual, which include: cardio pulmonary resuscitation, haemorrhage control, fracture immobilization, wound dressing and casualty transport and evacuation.
3. **Communal first aid.** Contingent personnel should be requested to lay out the communal first-aid kit, as listed in the Appendix 2.1, Annex C of Chapter 3 of the COE Manual. At least one such firstaid kit should be available in each vehicle, in all workshop/maintenance facilities and in kitchens.
4. **High Risk Areas (Epidemiological).** The Inspection Team shall check provision of chemoprophylaxis and other medical supplies and consumables for the prevention of endemic infectious disease. (NB: Rodent control measures are under catering SS capabilities.)

5. **Medical Levels 1, 2 and 3.** Force/Chief Medical Officer (FMO/CMO) representative shall conduct the inspection referencing COE Manual standards. The recommended scale of medical personnel should be based on the staffing requirements as stipulated in the COE Manual. For smaller units, the number of medical personnel in the unit should meet the operational requirements based on guidance from the FMO/CMO. Any medical services provided to other military/police personnel should be confirmed and reported in the monthly "Assignment of personnel to medical facilities". Effective 1 July 2024, the deployment of one uniformed clinical psychologist/psychiatrist/psychiatrist nurse as part of the level 2 will be subject to the medical support plan of the mission.
  - 5.1. The contingent unit should be requested to demonstrate that all the medical equipment is in working condition. The medical facility area should be provided with proper flooring, cooling system and kept clean. The storage area for medicines and drugs should be well ventilated and with the necessary temperature control. Separate refrigerators should be provided for drugs and vaccines and for food items. The expiry dates for drugs and other consumables should be ascertained.
6. **Basic Gynaecology Capability – Level 2 Hospitals.** The presence of a qualified gynaecologist shall be confirmed. Female dependency on T/PCC level 2 hospitals to be reported in line with UNHQ guidelines.
7. **Aero-Medical Evacuation Team (AMET).** The AMET is a separate module but may remain under the command and control of the level 1 or 2 medical unit through which it also replenish its consumables. Medical personnel composition remains at two physicians and four nurses/paramedics. Two sets of associated equipment are required to allow for the simultaneous deployment of two sub-teams at any given time.
8. **Ambulance.** All medical equipment inside ambulances shall be inspected. An ambulance is deemed operational only if it is equipped with required items outlined in Chapter 3, Annex C, Appendix 2.1, Table item F, of COE Manual. Two fully equipped ambulances, reimbursed separately as ME, shall be required for level I hospitals. The naval vessels level 1 hospitals are exempted from the requirements to have ambulances.
9. **Laboratory.** Laboratories should be clean and with the required analysers listed in the COE Manual.
10. **Dental.** Equipment should be inspected to make sure that all accessories are available, kept clean and duly maintained. The unit should have sufficient stocks of dental equipment supplies.
11. **Radiography.** Digital X-ray machines should be inspected to make sure that they are in working condition. Required protective clothing should also be available, in accordance with the International Atomic Energy Agency Safety Standards Series No. SSG-46 (Radiation protection and safety in medical uses of ionizing radiation). The FMO/CMO is required to verify the unit's compliance.
12. **Medical waste.** Waste collection and waste treatment/disposal systems should be present in level 2 and level 3 facilities in accordance with standards outlined in the United Nations Environment Programme (UNEP) Compendium of Technologies for Treatment/Destruction of Health-Care Waste. The FMO/CMO is required to verify the unit's compliance.
13. **Operating theatres.** Operating theatres should be up to required standards, kept clean and sterile with adequate surgical consumables. The expiry dates of oxygen cylinders should be assessed.
14. **Hospital kitchen and laundry.** Separate washing equipment should be available for medical personnel and patients. There should also be a separate kitchen facility for patients.
15. **Incineration.** Adequate and fit-for-purpose incinerators should be available for the disposal of medical waste. No medical waste, including expired medicine and drugs, may be disposed of in

the normal, non-hazardous garbage. All medical waste, including expired drugs, should be properly segregated, stored in appropriately labelled bags or containers and disposed to medical waste standards according to the mission waste management plan and standard operating procedures.

16. **Gender considerations.** Following the 2023 COE WG, new feminine hygiene products have been included in the pharmacy modules of the levels 1, 2 and 3 medical facilities to better address the specific health needs of women peacekeepers.

#### **Technical clearance of medical personnel**

17. Technical clearance of all medical personnel is a core requirement for any troop/police contributor medical facility deployed to field missions. All required documents for such technical clearance shall be submitted by the troop/police contributor ahead of the planned deployment or rotation to the UN for verification, in accordance with the procedures and timelines outlined in the most recent edition of the Medical Support Manual for United Nations Field Missions. Failure to fulfil the technical clearance criteria renders the medical support non-operational and ineligible for reimbursement.

#### **Backfilling of medical personnel during leave**

18. T/PCC shall ensure that medical staff are backfilled during periods of planned leave. During periods of unforeseen absence (e.g. compassionate or emergency leave), T/PCC is responsible to backfill the required personnel within 72 hours. Absence of key staff shall result in medical modules being reported as non-operational. Absence of medical personnel shall be reported in VRs based on notification from the FMO/CMO.

#### **Field medical assistance kit**

19. The field medical assistance kit is an advanced first responders medical kit designed to provide a more sophisticated range of equipment and consumables and to deliver life-saving assistance to a casualty at the point of injury. The UN requirement for field medical assistance kits is set out in appendix 3, Annex C, Chapter 3 of the COE Manual. One kit is recommended per company-sized unit, with exact requirements to be determined at Memorandum of Understanding negotiations, based on the operating conditions. The troop/police contributor shall prepare a minimum of one trained person per company-sized unit (see above), providing them with the required advanced medical skills and training to a sufficient level of proficiency, in accordance with the UN Field Medic Course (or equivalent training accepted by the Division of Healthcare and Occupational Safety and Health (DHMOSH)).

### **B.10 – Troop/Police Kit**

1. The contingent unit should be requested to present the list of troop/police kit. The Inspection Team shall assess whether troop/police kit items deployed are in accordance with the Appendix to the MOU Annex A. Inspections of troop/police kit should follow the revised composition and quantities as specified in the COE Manual. The first-aid kits were removed from these lists by the 2020 COE WG, as a separate medical self-sustainment category of buddy first-Aid Kit (BFAK) was introduced and mandatory from 1 July 2022. Until the T/PCCs deploy the BFAK, the T/PCCs are required to continue to maintain the first-aid kits as part of troop/police kits (refer paragraph 2 of Annex B.9 of these Guidelines).

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## B.11 – Preparation, Review and Submission of Verification Reports

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### A. CREATION OF VERIFICATION REPORTS

1. **Automated Elements.** On generating a major equipment VR, the start and end dates shall be restricted within a quarter period. The quantities of equipment actual and per MOU, quantities of serviceable and unserviceable, period of serviceability and unserviceability days, arrival and departure dates of equipment, unserviceability dates, quantity repatriated, absent and non-functional equipment records and reasons are all populated automatically in the VR, based on completed and submitted inspection records. The same is true in the For SS VR: categories and authorized troop strength per MOU are automatically included when generating the VR. The SS categories which do not meet standards or are unacceptable for reimbursement and the reasons in the comments section are populated automatically in the VR, based on inspection records when generating the VR.

#### Major Equipment and Self-sustainment Verification Reports

2. **Arrival verification report.** Only one arrival VR should be created per formed military or police unit. The COE Unit should conduct the ME arrival inspection within 30 days of the initial deployment of the unit's COE to the mission area. Date of arrival of the COE to the mission is the date when equipment is received from a carrier upon arrival at the port of entry to the mission or border crossing for landlocked missions. If equipment arrives at the mission even one day prior to the end of a quarter, the arrival VR should be raised for that one day. Any future arrivals of COE shall be reflected in the VR covering the quarterly inspection period of such arrivals. An arrival VR should be raised for the quarter in which the equipment arrived, even if the VR covers only one day within that quarter. No arrival of equipment or personnel should be reflected as remarks in the subsequent quarter VR. Once the arrival VR is generated, the dates of deployment shall automatically show in the UCM (eCOE) system, in the global lookup tab for each unit.
3. **Quarterly verification report.** The quarterly VR cover three-month periods, and each period is designated a quarter in UCM (Q1 is 1 January to 31 March, and so on). All arrivals or departures of COE which occur after the initial deployment of the contingent to the mission area and prior to the complete withdrawal of the unit from the mission should be indicated in the regular VRs of the appropriate period.
4. **Operational readiness inspection verification report.** The ORI VR should be prepared after each operational readiness inspection, and semi-annually (i.e. every other quarterly VR may be an ORI.). While the inspection scope and procedure for an ORI differs from a regular quarterly inspection, the procedure for creating and entering the inspection data in UCM and creation of the VR is the same. It is not necessary to create a separate ORI verification report in the same period as a quarterly verification report. Only one VR needs to be submitted to UNHQ per unit per reporting period, as long as each VR covers the entire period.
5. **Repatriation verification report.** The COE Unit should create a departure VR only once upon final withdrawal/repatriation of all COE from the mission area. The period covered "From" on the departure VR should normally be the first day of the reporting period in which the departure takes place. The date will default to the period start date and will not be editable for the users. The "Period To" is the date of departure of the COE from the mission, which should be considered the date when equipment was loaded to the carrier for the departure. For example, if the departure date is 15 February, the departure VR shall cover the period 1 January to 15 February. If there is any change to the repatriation date of COE, the system will allow the COE Unit to change

## Annex B: COE Verification and Reporting

the “Period To” in the VR, through the “Change Dates” button, provided that the end date is only within the reporting quarter. The VR counts (quantity and unserviceability reports (if any)) will be refreshed automatically with the date change to show only records which fall within the range of selected “From” and “To” dates. An additional field for “Quantity Repatriated Quantity” is available in ME VR line items to show the repatriated equipment quantity.

6. In addition to completing repatriation inspection worksheets, the COE Unit should obtain copies of the documents proving the date of departure of the COE and a document providing the official date of the cease of operations (fax, fragmentary order (FRAGO) etc.) and file them together with the signed worksheets. As with the arrival VR, these documents do not need to be submitted to UNHQ along with the signed repatriation VR.
7. Regular repatriations of individual equipment items during the contingent’s deployment shall be reflected in the VR covering the period when such repatriation occurred. Under the general “VR Comments” section, the inspector should enter the inspection dates, dates of departure and date of the cease of operations. In cases where a cease of operations is declared for a unit, and the unit personnel repatriate but the equipment is held in the mission area for reasons relating to delays in transportation, customs, etc., regular quarterly VRs should be created until the equipment repatriates. At that time, a final repatriation VR should be created.
8. Based on 2023 COE WG, the reimbursement for major equipment shall be in effect at full rates until the date of cessation of operations by a troop/police contributor or termination of the mission. Thereafter, reimbursement shall be reduced to 50 per cent of the rates agreed in the Memorandum of Understanding and shall cease once equipment departs the mission area or 90 days after the date of cessation of operations or the termination of the mission (whichever happens earlier), except in those instances deemed to be outside the control of the troop/police contributor, as determined by the UN. IAW the 2023 COE WG decision, reimbursement for self-sustainment will continue at full rate (not 50 per cent) after the cessation of operations and until the uniformed personnel depart the mission area for the following categories: catering, telephone communication, laundry, accommodation, bedding, furniture and medical high-risk areas (epidemiological).
9. To comply with the recommendations of the COE WG and to capture the 90-day clock following a cease-of-operations for repatriating units, UCM (eCOE) may count the number of days elapsed from cease of operation to repatriation of the unit. This information is available in the VR header, and the COE Unit can select whether the delay in repatriation is T/PCC or UN fault. In the dropdown field within the VR, the COE Unit can select whether repatriation is “Beyond T/PCC control” with values “Yes” or “No”. The system shall also alert the user that a document with proper justifications should be attached under the VR and the dropdown field “Justification Attached” to be set to “Yes”. This process applies only to the quarterly, operational readiness and repatriation VRs.
10. Under the space on the VR for “VR Comments”, the dates of inspection and dates of arrival of each shipment of equipment should be noted. When available, the COE Unit should obtain copies of the documents proving the date of arrival and file them together with the signed inspection worksheets. These documents do not need to be submitted to UNHQ along with the signed VR. COE Units may also store documents in UCM (eCOE) through “Global Lookup” – > “Mission Attachments” or under “Mission-specific Unit Attachments” view. In the “Unit Attachment” view, the COE Unit should attach various documents pertaining to the unit. UCM (eCOE) provides a list of drop-down values for attaching the required documents available under “Attachment Type” in “Unit Attachments” view.
11. **Painting of COE in UN Colours.** An item attribute required for inspection and recording during conduct of the arrival inspection is the “UN Colour (Painted)” status of applicable equipment. Applicable equipment categories are defined in the COE Manual as having rates of reimbursement for painting/repainting. Apart from written exceptions, vehicles not painted in UN colours shall be considered not operational. UCM (eCOE) provides an option to record the status of “UN Colour

(Painted)” field with the following drop-down values: “Yes-By T/PCC”; “Yes-By UN”; “No” “No-Has Waiver”; “Not Applicable”. The COE Unit may mark “No” as unserviceable reason for vehicles. To update the status from “No” to “Yes-By T/PCC”, the COE Unit staff will have to raise the request through iNeed to change the status from “No” to “Yes-By- T/PCC”. For all vehicular equipment, the change of UN Colours should be done through iNeed request. For non-vehicular, this process may be done through inspection process. If the equipment is not painted because it has a waiver and the status in “UN Colour (Painted)” is “No-Has Waiver”, the COE Unit should attach the painting waiver to “VR view-> Unit Attachments”. The painting waiver is attached, if only available to COE Unit; however, it will not stop the VR process/submission for staffing for signatures and subsequently to UNHQ.

12. **Equipment Classification.** Ordinarily, a T/PCC will agree upon deployment of specific types of equipment during the MOU negotiation and provide COE inspectors with a list of such equipment prior to conduct of the arrival inspection. The arrival VR verifies or establishes the correct classification of deployed equipment. Any equipment not deployed as per agreed MOU category shall be included in the VR. All applicable item details justifying its classification should be included in the “Remarks” column in the equipment line item.
13. **Reason for Unserviceable Major Equipment.** If equipment is marked unserviceable during the inspection process, in UCM (eCOE), the “Unserviceability Start Date” is entered, with “Unserviceability Reason” as a mandatory field. The COE Unit shall add the “Reason of the unserviceable equipment” on the “Inspection list” applet. The reason of unserviceable equipment shall be rolled directly to the ME VR and shall show under each category/subcategory/item description that has relevant data from the inspection results. From 1 July 2024, the applicable major equipment shall have functional odometers, hour meter or kWh meters, as appropriate, to be considered fully operational. ME VR should clearly reflect the reason of unserviceability for such equipment.
14. **Beyond T/PCC control.** If equipment is non-functional and is considered “beyond T/PCC control”, it should be captured in the “unserviceability history”, as it has financial implications.
15. **Recording Unacceptability of Self-sustainment categories.** UCM (eCOE) makes it possible to capture unacceptability of any SS category during the inspection process. In the “Inspection list” applet, the COE Unit shall enter the start and end date and reason for unacceptability along with the applicable troop strength that is unacceptable in a particular SS category. This information shall be rolled directly to the SSVR and shall show under each category/subcategory that has relevant data from the inspection results.
16. **Recording Supported and Supporting Units in Self-sustainment VR.** UCM (eCOE) makes it possible to capture whether a unit provided support to other units for one or more SS categories or if it received support from another unit in one or more SS categories. Support provided or received in medical facilities is important and should be entered in the VRs. The data in the signed report from CMO/FMO on personnel assigned to medical facilities should correspond with the VRs. Any supported units defined in the Annex C of MOU should NOT be copied to the unit that received support. Based on inspection results, this information is entered during the SS VR process under each category/subcategory.
17. **Assignment of Personnel to Medical Facilities.** The VRs of each country providing the medical facilities should correspond with the numbers in the monthly reports signed by CMO/FMO (supported/supporting units data)
18. **Senior Advisory Group (SAG) Reporting.** UCM (eCOE) has a SAG reporting component connected to the VR module which enables users to enter data specific to SAG reporting requirements. For every line item which is absent or unserviceable, the SAG module enables users to enter the specific reason for unserviceability or absence and whether these are the fault or

## Annex B: COE Verification and Reporting

beyond the control of the T/PCC. The SAG module also enables users to indicate whether absent equipment has other items which have been deployed as “in lieu of”. This information is entered during the VR process.

19. **In Lieu Of.** In some cases, a T/PCC deploys equipment that is not in the MOU but which can serve the same purpose, i.e. “in lieu of” the equipment in the MOU. The “in lieu of” equipment shall be described in the VR as such and shall include the supporting opinion of the mission FHQ/PHQ or equivalent, before the VRs are finalized. Any discussion of eligibility for reimbursement shall be omitted from the VR, and shall only be made in UNHQ, based on negotiations with the relevant T/PCC.

## B. REVIEW AND SUBMISSION OF VERIFICATION REPORTS

20. UCM (eCOE) automates the population of most information required in the verification report. If all inspection records have been properly created, completed and submitted, the required information in the VR should already be included. The purpose of the VR review is to conduct quality control to ensure accuracy of information based on inspection results.
21. **Quality Control.** Before submitting a VR for approval by the COE Programme Manager/Chief COE Unit, and further circulation dissemination of the VR in the mission for signature, the following shall be verified:
- 21.1. For Unserviceable Equipment or Unacceptable SS category which does not meet the requirements, there is a corresponding reason/explanation in the remarks section below the line item, along with item details. Unserviceability dates for equipment and unacceptability days for self-sustainment categories should correspond to the inspection results.
- 21.2. In the SS VR, “Authorized Troop Strength” shall flow from the Annex C of MOU and it is not editable by the user.
- 21.3. In the SS VR, a value of “NO” in the acceptable column shall have the unacceptability details in the VR along with the troop strength where the SS category is unacceptable.
- 21.4. In the SS VR, a value of “N/A” in the “Acceptable” column shall be accompanied by an explanation in the VR Remarks if the category of SS is a responsibility of the UN or T/PCC; likewise, a value of “N/A” in the “Responsibility” column with a value of “YES” or “NO” in the “Acceptable” column should also have explanatory remarks. If SS is unacceptable, information should be captured in the “unacceptability table”, with the “from and to dates”, the number of applicable personnel and the reasons for unacceptability. If a T/PCC moves from T/PCC-owned tents to the UN accommodation, tentage should be captured as unacceptable under the “unacceptability table” with the remarks that the unit moved to UN-provided accommodation. Though the tentage is not “unacceptable”, the information should be captured as such for reimbursement calculation and processing purposes.
- 21.5. The VR “Period From” and “Period To” shall match the quarter covered by the VR. This is system-generated and should correspond to the quarter raised by the VR
- 21.6. The names of parties responsible for signing the VR (COE Inspector, Chief COE Unit, Chief, Contingent Representative, Force Commander/Police Commissioner, Director/Chief Mission Support (DMS/CMS), etc., shall be included in the VR.
- 21.7. Inspection dates are included in the VR Comments section on the VR, as well as any other relevant general information.

Annex B: COE Verification and Reporting

22. To assist the review of VRs UCM (eCOE) users can produce a formatted draft VR at any time during the VR editing process.
23. **Submission of Signed Verification Reports.** Once the hard copy of the VR has been circulated for signature and has returned to the COE Unit, it shall be scanned and attached to each corresponding VR record in UCM (eCOE). At this point, the VR is ready for submission to UNHQ. When distributing the VR to users in UNHQ, the VR should not be sent as an attached pdf, but as email with the link available in UCM (eCOE) as “VR Bookmarks”.
24. To help ensure that the deadlines of submission of quarterly VRs are met, the following series of actions is recommended:
  - 24.1. Confirm the above deadlines with the applicable desk officer in UCSD, as these may change;
  - 24.2. Request the contingent commander, FC/PC and DMS/CMS and other offices responsible for providing signatures to the VR to advise the COE Unit in writing as to the designated official responsible for signing VRs and other reimbursement documents (issue vouchers, etc.) in their absence. In addition, all officials responsible for the signing of the VRs should be informed in writing of the existing deadlines for VR submission and of the consequences of any delay. Each official responsible for signing the VRs should establish reasonable time frames during which the VRs should be reviewed and signed or returned to the COE Unit for required corrections;
  - 24.3. Whenever possible, the VRs should be submitted for signature in consolidated packages, e.g. by region, sector, etc. Completed sets of VRs may be forwarded to RCMPS/UCSD/DOS via email from UCM (eCOE) as soon as they are signed. In missions with a small number of formed units it may be possible to process all the VRs for the reporting period at once. It should be noted that at times, UCSD desk officers will want to begin reviewing VRs which are still in draft form to get an advance start on processing the claims.
  - 24.4. While UCM (eCOE) automatically notifies the Chief COE Unit when VRs are submitted for approval and allows COE staff to monitor the progress of VRs, the signature process still takes place offline, in hard copy. It is recommended that a staff member within the COE Unit be designated as responsible for tracking the VR approval process in the mission and submitting the VR to UNHQ. In addition, in anticipation of the absence of the staff member holding the designated role as COE Chief, the next in line focal point should request the role of VR approver through Unite Self Service portal for UCMs/eCOE support.

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## **B.12 – Proportional Deductions for Absent or Non-Functional Equipment**

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### **A. INTRODUCTION**

General Assembly Resolution 67/261 (Sect II Absent or non-functional ME) requires that:

1. To the extent that ME specified in the relevant MOU is absent or non-functional, thereby impacting the ability of a contingent to perform the responsibilities required of it, the rate of personnel reimbursements to T/PCCs shall be reduced proportionally.

Annex B: COE Verification and Reporting

2. No deduction to personnel reimbursements shall be applied until after two consecutive unsatisfactory quarterly Contingent-Owned Equipment verification reports, to provide contributing countries with sufficient opportunity to address shortfalls.
3. No deductions to personnel reimbursements shall be made for ME that is absent or non-functional for reasons deemed by the Secretariat to be beyond the control of the T/PCC.

**B. VERIFICATION REPORTING REQUIREMENTS (ABSENCE)**

4. In the VR, the UCM (eCOE) system enables reporting equipment that is being used as “in lieu of” for the absent item. Item(s) that is/are absent or non-functional may be replaced by multiple items of equipment. In case of absent equipment, if the held quantity is less than the required MOU quantity, the COE Unit shall be able to select the “Surplus items” with the “Compute Surplus” button in the VR line item view to associate serviceable and available equipment as “in lieu of”.
5. Upon recording inspections, the following information shall be system-generated and available in verification reports in relation to absent ME:
  - Quantity of equipment absent in the respective ME line item;
  - The from/to dates of absence;
  - The reason for absence;
  - Indication whether the item(s) is/are absent for reasons considered beyond the control of the T/PCC and why;
  - Indication as to whether “IN LIEU OF” ME has been made available and the authority (military, police or support management) who has endorsed that other specific equipment has been found an acceptable replacement of the absent item.
  - “Surplus items” and “Compute surplus” buttons to apply when selecting equipment as “in lieu of”.

**C. VERIFICATION REPORTING REQUIREMENTS (NON-FUNCTIONALITY)**

6. To ensure consistency in intent between the terminology used in the COE Manual and GA resolution 67/261, for VR reporting purposes, ME considered “unserviceable” in the context of the current COE reporting system shall be considered “non-functional”, in the context of the GA resolution. In the VR, the UCM (eCOE) system enables reporting equipment that is being used as “in lieu of” for the non-functional item. Item(s) that is/are non-functional may be replaced by multiple equipment. For non-functional equipment, the same process is followed in reporting the “in lieu of”, by selecting the “Surplus items” with the “Compute Surplus” button, based on available and serviceable equipment.
7. Upon recording inspections, the following information should be available in verification reports in relation to non-functional ME:
  - The serial number, UN plate number, and/or other unique identifying attributes for each non-functional ME item;
  - The from/to dates of non-functionality for each item;
  - The reason for non-functionality of each item;
  - Indication as to whether each item is non-functional for reasons considered to be beyond the control of the T/PCC and why;

## Annex B: COE Verification and Reporting

- Indication as to whether “in lieu of” ME has been made available to make up for the non-functional and the authority (military, police or support management) who has endorsed it.
- “Surplus items” and “Compute surplus” buttons to apply when selecting equipment as “in lieu of”.

**D. VERIFICATION REPORTING REQUIREMENTS (BEYOND THE CONTROL OF THE T/PCC)**

8. In determining whether the absence or non-functionality of ME is due to circumstances beyond the control of the T/PCC, the principle of “reasonability” shall be followed. In some cases, the circumstances leading to absence or non-functionality of ME may be unclear and will need to be investigated by the mission, including when appropriate, by mission Boards of Inquiry (BOI). When the results of investigations or BOI are pending, the T/PCC should initially be given the benefit of the doubt, i.e. the absence or non-functionality shall be reported as being “beyond the control of the T/PCC”, until the results of the investigation are confirmed by missions. If, after investigation, the mission determines that the circumstances were within the control of the T/PCC, the subsequent VR should indicate this. It is recommended that missions use their CMMRB to confirm the results of investigations.
9. UCM (eCOE) provides the field to record if the equipment is unserviceable and or absent “Beyond the Control of T/PCC”. This information should be entered through Inspection records and the VR process.
10. Circumstances considered to be “Beyond the Control of the T/PCC” are generally as follows:
  - **Absence.** The T/PCC has done its utmost to deploy the equipment to the field mission or the area of responsibility or to make the equipment available for operations but has been prevented from doing so due to factors that are clearly beyond its control.
  - **Non-Functionality.** The T/PCC has done its utmost to maintain the equipment in a functional condition or to return it to functionality but has been prevented from doing so due to factors that are clearly beyond its control.
11. **ABSENCE OF ME.** The absence of ME may be considered to have been caused by factors beyond the T/PCCs control if the absence has been caused by:
  - transportation delays in the delivery of ME to the mission area/area of responsibility/area of operations.
  - hostile action or force abandonment.
  - a natural disaster.
  - an accident.
  - external factors affecting the redeployment of a unit from one mission to another.
12. **NON-FUNCTIONALITY OF ME.** The non-functionality of ME may be considered to have been caused by factors beyond the T/PCCs control if the non-functionality arises because of:
  - external factors during initial deployment, augmentation or rotation organized by the T/PCC, such as damage incurred during transport to mission area.
  - hostile action.
  - a natural disaster.
  - an accident.
  - delays in deployment of spare parts and consumables beyond the control of T/PCC, such as, the host government delaying its release from the port.

**E. EXAMPLES OF DETERMINATIONS OF BEYOND THE CONTROL OF T/PCC**

13. A matrix providing cases, examples and remarks involving the absence or non-functionality of ME is attached as Appendix to Annex B.12. These cases are presented to assist missions to determine whether the absence or non-functionality of COE ME should be considered as beyond the control of T/PCC. **The examples given are not exhaustive and are a guide only.** Each instance of absence or non-functionality of ME shall be considered on a case-by-case basis and subjected to investigation and confirmation where necessary. The dispute resolution mechanism as detailed in Chapter 2 of the COE Manual applies to the final determination of whether the absence or non-functionality of ME was beyond the control of the T/PCC.

## APPENDIX TO ANNEX B.12

### **Guidelines for determining whether the absence or non-functionality of major equipment was beyond the control of the T/PCC in the context of linking COE reimbursement with personnel reimbursement:**

#### **1. Introduction**

The UN General Assembly approved the conclusions and recommendations in the Report of the Senior Advisory Group and requested the Secretary General to ensure their implementation in accordance with the provisions in 67/261 dated 06 June 2013.

The purpose of these guidelines is to assist field missions to determine whether the absence or non-functionality of COE ME has resulted for reasons considered beyond the control of the troop/police contributing country in the context of linking COE reimbursement with personnel reimbursement.

These guidelines comprise two sections outlining general principles, cases, examples of absence and non-functionality and remarks clarifying each case. Examples in both sections are not exhaustive. These, however, address broad cases that may occur in missions.

#### **2. Absence of COE Major Equipment**

In the context of determining whether the absence has resulted for reasons considered beyond the control of the T/PCC, “absence of COE ME” means:

- Upon initial deployment, the COE ME required by the MOU has not been deployed in the mission;
- Even if the COE ME has arrived in the mission, the unit has not taken possession of it yet;
- Upon rotation of equipment, regardless of who is responsible for the movement, there is a delay in the delivery of COE at the unit’s area of responsibility (AOR);
- Upon initial deployment, augmentation or rotation of COE, regardless of who is responsible for the movement, COE is lost in transit from the port of debarkation in the mission area to the unit’s AOR.
- The unit has lost control of its COE resulting from acts of force majeure, hostile action, forced abandonment, or an accident;
- Upon redeployment of a unit from one mission to another in the framework of intermission cooperation, a T/PCC is prevented from taken control of their COE due to external factors;
- Upon the arrival inspection, the equipment deployed does not match the category/description required by the MOU; however, it may initially be considered as an acceptable replacement of the absent equipment;

#### **General Principles**

- The consideration of “absence of COE ME” should be consistent with the provisions in COE Manual, Chapter 6, “Procedures for reimbursement for loss or damage of contingent-owned equipment”.
- Where an investigation is required, the “absence of COE ME” shall be reported for reasons considered beyond the control of the T/PCC until the case is formally addressed and decided by the pertinent authority.

Annex B: COE Verification and Reporting

Serial	Cases on Absence of COE Major Equipment	Examples	Beyond the Control of T/PCC? - Yes/No and Remarks
1	Upon initial deployment, regardless of who is responsible for the movement, there is a delay in the delivery of COE in the unit's area of responsibility (AOR).	<p>The transportation of an Infantry Battalion's COE from the point of debarkation in the mission area to the unit's AOR has been planned to be conducted in five convoys.</p> <p>Four COE convoys have already reached the unit's AOR.</p> <p>The unit's troops have been recently deployed in the AOR.</p> <p>The fifth COE convoy, which comprises most of Company B's equipment, is delayed due to poor prevailing mobility.</p>	<p>Yes. The Infantry Battalion did not control the movement, therefore; the absence of COE in the fifth convoy due to adverse environmental conditions does not have any impact on personnel reimbursement. The arrival inspection of the delayed COE is pending.</p> <p>Normally, the movement of personnel is executed following the deployment of the COE in the unit's AOR.</p>
2		An Infantry Battalion is deploying to a mission. Some COE has been held in customs by the host nation. UN mission has requested the Government to allow the entry and movement of COE to the unit's AOR.	<p>Yes. Since some COE is held by the host nation, its absence does not have any impact on personnel reimbursement. The arrival inspection of the delayed COE is pending.</p> <p>Normally, the movement of personnel is executed following the deployment of the COE in the unit's AOR.</p>
3	Upon augmentation authorized by the UNSC, regardless of who is responsible for the movement, there is a delay in the delivery of COE at the unit's AOR.	A mechanized company size augmentation is deploying to a mission. COE in transit from the point of debarkation to the unit's AOR is delayed due to adverse prevailing environmental conditions affecting mobility.	<p>Yes. The prevailing environmental conditions prevent the T/PCC from controlling its COE. There are no implications on personnel reimbursement. The arrival inspection of the delayed COE is pending.</p> <p>Normally, the movement of personnel is executed following the deployment of the COE in the unit's AOR.</p>
4		A mechanized company's incoming COE, for the augmentation of a deployed Mechanized Infantry Battalion, has been held in customs by the host nation. UN mission has requested the Government to allow the entry and movement of COE to the unit's AOR.	<p>Yes. The equipment is held by the host nation, therefore, this absence does not have any impact on personnel reimbursement. The arrival inspection of the delayed COE is pending.</p> <p>Normally, the movement of personnel is executed following the deployment of the COE in the unit's AOR.</p>
5	Upon rotation of equipment, regardless of who is responsible for the movement, there is a delay in the delivery of COE at the unit's AOR.	A transport company incoming COE for rotation has not reached the unit's AOR due to adverse prevailing environmental conditions affecting mobility.	Yes. The prevailing environmental conditions prevent the T/PCC from controlling its COE. There are no implications on personnel reimbursement. The arrival inspection of the delayed COE is pending.
6		An infantry battalion's incoming COE for rotation has been held in customs by the Host Nation. UN mission has requested the Government to allow the entry and movement of COE to the unit's AOR.	Yes. Since the equipment is held by the host nation, this absence does not have any impact on personnel reimbursement. The arrival inspection of the delayed COE is pending.

## Annex B: COE Verification and Reporting

Serial	Cases on Absence of COE Major Equipment	Examples	Beyond the Control of T/PCC? - Yes/No and Remarks
7	Upon initial deployment, augmentation or rotation of COE, regardless of who is responsible for the movement, COE is lost in transit from the port of debarkation in the mission area to the unit's AOR.	A contractor is responsible for moving the COE to an infantry battalion's AOR.  Belligerents seized and/or destroyed an infantry battalion COE in transit.	Yes. The loss of COE has resulted for reasons considered beyond the control of the T/PCC. There are no implications on personnel reimbursement.  Normally, for the initial deployment or augmentation, the movement of personnel is executed following the deployment of the COE in the unit's AOR.
8		The T/PCC has undertaken the movement of COE from the capital to an infantry battalion's AOR, under a LOA.  Belligerents seized and/or destroyed an infantry battalion COE in transit. The T/PCC has not been made responsible for providing force protection for the movement.	Yes. The loss of COE has resulted for reasons considered beyond the control of the T/PCC. There are no implications on personnel reimbursement.  Normally, for the initial deployment or augmentation, the movement of personnel is executed following the deployment of the COE in the unit's AOR.
9	COE is lost because of hostile action or forced abandonment.	An infantry battalion's COE has been destroyed by belligerents. Following the investigation, the FC has approved the loss on the grounds of hostile action.	Yes. There are no implications on personnel reimbursement. COE reimbursements ceases; however, the Government may claim on the grounds of hostile action.
10		As a result of a carjacking, COE is abandoned by force. Following the investigation, the FC has approved the forced abandonment.	Yes. There are no implications on personnel reimbursement. COE reimbursements ceases; however, the Government may claim on the grounds of forced abandonment.
1		An infantry battalion's COE has been abandoned by force resulting from hostilities by belligerents. Following an investigation, the Force Commander has not approved the loss on the grounds of forced abandonment.	No. The loss shall be reported not for reasons considered beyond the control of the T/PCC. COE reimbursement ceases. There are implications on personnel reimbursement.
12	COE is lost because of hostile action or forced abandonment.	A FPU COE vehicle is stolen following being parked, unattended and unguarded while FPU staff carried out administrative tasks in town.  The mission's UNDSS Internal Investigation Unit has not found any negligence on the part of the FPU staff. The PC has approved the forced abandonment.	Yes. There are no implications on personnel reimbursement; however, the contingent shall replace the vehicle so that the FPU is MOU compliant.
13		An infantry COE vehicle is stolen following being parked, unattended and unguarded while troops in charge carried out purchases in a village out of bounds.  MP investigation reported negligence by the infantry staff in charge of the vehicle and security breaches by the troops	No. The loss shall be reported not for reasons considered beyond the control of the PCC.  Normally, at times of an increased security alert, COE vehicles may have to be provided with force protection

## Annex B: COE Verification and Reporting

Serial	Cases on Absence of COE Major Equipment	Examples	Beyond the Control of T/PCC? - Yes/No and Remarks
		manning the camp's main gate that allowed the vehicle to leave the camp without force protection. The FC has not approved the forced abandonment.	whenever they move out of the camp/installation.  There are implications on personnel reimbursement.
14	Loss caused directly because of a natural disaster	An earthquake directly results in the loss of an infantry battalion's COE.	Yes. All force majeure are events outside human control, such as sudden natural disasters for which no one can be held responsible; therefore the loss shall be reported for reasons considered beyond the control of the T/PCC.  COE reimbursement ceases; however, there are no implications for personnel reimbursement. Examples of force majeure are: earthquakes, floods, volcano eruptions, fires, tsunamis, hurricanes, landslides, typhoons, violent storms etc.
15	Loss caused directly by an accident.	Following a COE vehicle accident and the subsequent investigation, it has been concluded that the accident was due to a no-fault incident.	Yes. The loss resulting from a no-fault incident shall be reported for reasons considered beyond the control of the T/PCC. COE Reimbursement ceases; however, there are no implications on personnel reimbursement.  A no-fault incident is defined as an incident resulting from a mishap that is not attributable to wilful misconduct or gross negligence by an operator/custodian of equipment. Mishap means an unfortunate accident, bad luck.
16		Following a COE vehicle accident and the subsequent investigation, it has been concluded that the accident was due to negligence by the contingent driver.	No. The loss resulting from negligence by the operator shall be reported not for reasons considered beyond the control of the T/PCC. COE reimbursement ceases and there are implications on personnel reimbursement.
17	Upon redeployment of a unit from one mission to another in the framework of intermission cooperation, a T/PCC is prevented from taken control of their COE due to external factors.	Due to deterioration of the security situation in a mission, a formed police unit (FPU) is redeployed to another mission. The unit's personnel are promptly deployed by air with some COE. The bulk of COE has remained in the dispatching mission, because the host nation at the receiving mission has not authorized the movement of COE on the grounds of potential hazards to its population at the time of an epidemic.	Yes. The host nation has the right to reject the deployment of personnel and/or equipment which it deems a hazard to its population; therefore, the absence of equipment in the receiving mission should be considered for reasons beyond the control of the PCC. There are no implications on personnel reimbursement. COE reimbursement continues until the remaining COE leaves the mission area from the original mission.
18	Upon the arrival inspection, the equipment deployed	A multi-role logistics Unit has not deployed 10 support vehicles (military pattern) (6 to 10 tons) required by the	No. The T/PCC does not comply with the MOU requirement; however, given the recommendation made by the

Annex B: COE Verification and Reporting

Serial	Cases on Absence of COE Major Equipment	Examples	Beyond the Control of T/PCC? - Yes/No and Remarks
	<p>does not match the category/description required by the MOU; however, it may initially be considered as an acceptable replacement of the absent equipment.</p>	<p>MOU. COE Inspectors have verified the deployment of 25 support vehicles (military pattern) (2.5 to 5 tons), 15 of which are required by the MOU.</p> <p>The mission's CMMRB acknowledges that the transportation capability of 10 surplus (2.5 to 5 tons) is half of that required from (6 to 10 tons) vehicles; however, it regards the surplus equipment as an acceptable replacement of the absent because the unit meets the transportation requirements on ground.</p> <p>CMMRB has recommended the amendment of the MOU to reflect what the T/PCC has deployed.</p>	<p>mission's CMMRB, an amendment to the MOU is now required. There are no implications on personnel reimbursement.</p>
19		<p>An infantry battalion has deployed 4 ambulances (commercial pattern) (CP) (4 x 4) instead of (military pattern) (MP).</p> <p>Four ambulances (military pattern) are reported absent in the arrival VR.</p> <p>Four ambulances (4 x 4) (CP) are recorded in the relevant line item of commercial pattern vehicles. Arrival VR remarks read that these (CP) vehicles may be considered an acceptable replacement of the absent required contingent upon its proven effectiveness and the required endorsement by the mission's CMMRB.</p> <p>Two months later, the ambulances (CP) proved ineffective in casualty evacuation in several instances. Force Medical Officer (FMO) and Chief Transport Section (TS) have concluded that the model deployed is not satisfactory due to the poor mobility in the AOR most of the year.</p> <p>CMMRB has endorsed the evaluation made by FMO &amp; Chief TS and recommended the deployment of ambulances military pattern as soon as possible.</p>	<p>No. The T/PCC does not comply with the MOU. There may be personnel reimbursement implications based on evidence submitted by the mission.</p>

### 3. **Non-functionality of COE Major Equipment**

In the context of determining whether the non-functionality has resulted for reasons considered beyond the control of the T/PCC, “non-functional equipment” is equipment which a COE Verification Team has found unserviceable/out of order/unsuitable to provide the services for which it has been manufactured.

#### **General Principles**

This consideration of “non-functionality of COE ME” should be consistent with the provisions in COE Manual, Chapter 6, “Procedures for reimbursement for loss or damage of contingent-owned equipment.” Where an investigation is required, the “non-functionality of COE ME” shall be reported for reasons considered beyond the control of the T/PCC until the case is formally addressed and decided by the pertinent authority. These reasons may include, but are not limited to, the following:

- Upon initial deployment, augmentation or rotation of COE for which the UN/contractor has been responsible;
- Upon initial deployment, augmentation or rotation of COE for which the T/PCC’s Government has been responsible;
- COE is damaged, becoming non-functional because of hostile action;
- Damage caused directly as a result of a natural disaster;
- Damage caused directly by an accident;
- COE ME is found unserviceable during COE Inspection;
- A third party responsible for providing maintenance to a T/PCC unit’s equipment does not fulfil the obligations under the wet/dry lease Options 2-5 as detailed in the COE Manual.

Annex B: COE Verification and Reporting

Serial	Cases of Non-functionality of COE Major Equipment	Examples	Beyond the Control of T/PCC? - Yes/No and Remarks
1	Upon initial deployment, augmentation or rotation of COE for which the UN/contractor has been responsible.	An Engineering Company COE Bulldozer medium D7 is found non-functional at the arrival inspection.	No. Unless the COE became non-functional due to damage during transportation for which an investigation is required, there are COE and personnel reimbursement implications.
2	Upon initial deployment, augmentation or rotation of COE for which the T/PCC's Government has been responsible.	An Infantry Battalion COE APC Infantry Carrier – armed (class II) is found non-functional at the arrival inspection.	No. Unless the COE became non-functional due to damage during transportation for which an investigation is required, there are COE and personnel reimbursement implications.
3		<p>A contingent's COE is damaged during transportation and is found non-functional at the arrival inspection.</p> <p>However, the T/PCC claims that damages were sustained during the stay at the point of debarkation or staging area where T/PCC super-cargo control had been hindered by external factors.</p>	Yes. Even if the T/PCC was responsible for the transportation of COE to the unit's AOR the claim leads to an investigation. Until the investigation comes to an end, there are no personnel reimbursement implications for non-functional equipment.
4	COE is damaged becoming non-functional because of hostile action.	An Infantry Battalion's COE becomes non-functional directly or indirectly because of hostile action. Following an investigation, the Force Commander has approved the hostile action.	Yes. The non-functionality shall be reported for reasons considered beyond the control of the T/PCC. COE reimburses ceases while the COE remains unserviceable. There are no implications on personnel reimbursement.
5		An Infantry Battalion's COE becomes non-functional directly or indirectly because of hostile action. Following an investigation, the Force Commander has not approved the hostile action.	No. The non-functionality shall be reported not for reasons considered beyond the control of the T/PCC. There are implications on personnel reimbursement.
6	Damage caused directly by a natural disaster	A major flood in an infantry battalion's AOR results in the non-functionality of COE.	Yes. All "acts of God" are events outside human control, such as sudden natural disasters for which no one can be held responsible; therefore the damage shall be reported for reasons considered beyond the control of the T/PCC. COE reimbursement ceases; however, there are no personnel reimbursement implications. Examples of "acts of God" are: earthquakes, floods, volcano eruptions, fires, tsunamis, hurricanes, landslides, typhoons, violent storms etc.

Annex B: COE Verification and Reporting

Serial	Cases of Non-functionality of COE Major Equipment	Examples	Beyond the Control of T/PCC? - Yes/No and Remarks
7	Damage caused directly by an accident.	Following a COE vehicle accident and the subsequent investigation it has been concluded that the accident was due to a no-fault incident.	<p>Yes. The non-functionality resulting from a no-fault incident shall be reported for reasons considered beyond the control of the T/PCC. COE reimbursement ceases; however, there are no implications on personnel reimbursement.</p> <p>A no-fault incident is defined as an incident resulting from a mishap that is not attributable to wilful misconduct or gross negligence by an operator/custodian of equipment. Mishap means an unfortunate accident, bad luck.</p>
8		Following a COE vehicle accident and the subsequent investigation it has been concluded that the accident was due to negligence by the Formed Police Unit driver.	No. The non-functionality resulting from the accident due to the negligence of the operator should be reported not for reasons considered beyond the control of the PCC. COE reimbursement ceases and there are implications on personnel reimbursement.
9	COE is found unserviceable at a COE Inspection.	The boom lift cylinder of an engineering company crane, mobile heavy (25-30 tons) has been found unserviceable.	No. The T/PCC has deployed the engineering company under wet lease; therefore the TCC is responsible for the maintenance of its ME. COE Reimbursement ceases and there are implications on personnel reimbursement.
10	A third party responsible for providing maintenance to a T/PCC unit's equipment does not fulfil the obligations under the wet/dry lease Options 2-5, as detailed in the COE Manual.	<p>One truck utility/cargo (2.5 to 5 tons) of T/PCC "A" infantry battalion has been unserviceable from 05 January to 31 March 2015.</p> <p>T/PCC "B" responsible for carrying out the maintenance of T/PCC "A" COE, under wet lease Option 2, has not fulfilled its obligations for lacking spare parts and consumables.</p>	Yes. It is beyond the control of T/PCC "A"; therefore, there are no personnel reimbursement implications. However, there may be COE and personnel reimbursement implications for T/PCC "B".

## **Annex C: COE and MOU Management Review Board (CMMRB)**

### **TERMS OF REFERENCE OF THE MISSION COE AND MOU MANAGEMENT REVIEW BOARD**

#### **Contents:**

- A. General**
- B. Purpose**
- C. Roles and Responsibilities**
- D. Composition of the CMMRB**
- E. Procedures**
- F. References**

#### **A. GENERAL**

1. The Terms of Reference for the Mission COE/MOU Management Board (CMMRB) are derived from the responsibilities of the Special Representative of the Secretary-General/Head of Mission, the Force Commander/Police Commissioner, and the Director/Chief of Mission Support for managing COE and MOU as defined in Chapter 10 of the COE Manual.

#### **B. PURPOSE**

2. The CMMRB is established as a senior management decision-making mechanism to ensure an integrated and systematic approach in executing COE/MOU management and control functions in the mission. The Review Board is to provide high-level, cross-functional guidance on the assessment of COE and periodically review the capabilities of contingents, their major equipment holdings and their self-sustainment capabilities needed to meet the operational requirements of the mission. The Board shall consider the operational, logistic and financial aspects when making a recommendation. The Review Board shall review and provide mission's inputs and recommendations to DPO and DOS about COE policy issues, formation/amendment of mission MOUs and actions requiring attention of T/PCCs concerned, at UNHQ level.

#### **C. ROLES AND RESPONSIBILITIES**

3. The mission CMMRB is responsible for reviewing the mission COE/MOU programme. Responsibility includes but is not limited to the following:
  - a. Oversee the implementation and management of the Mission COE Programme.
  - b. Review the mission's quarterly COE status report. Assess contingent performance, analyse shortfalls and other deficiencies and recommend remedial actions.
  - c. Assess the compliance of the contingents with respective MOU and ensure the mission complies with its responsibilities under the terms of MOUs.
  - d. Review mission-specific requirements, standards and scales of issue for facilities,

- equipment and supplies associated with self-sustainment categories such as accommodation, communications, observation, etc.
- e. Act as an oversight mechanism of all temporary deployments, including temporary operating bases (TOBs), standard combat deployments (SCDs) and austere operating bases (AOBs), to review their establishment, assessment, extension and the support requirements. The Board shall also review the findings of the joint verification visits and recommend remedial actions.
  - f. Review the UN compliance to standards, wherein the responsibility of provision of service is with UN, such as accommodation, field defence stores etc.
  - g. Ensure optimal utilization of military and civilian resources in support of the mission; review and recommend cost-effective support solutions.
  - h. Decisions related to management of ammunition including a review of mission Weapon and Ammunition Advisory Boards (WAABs) recommendations and necessary coordination with T/PCCs at mission level and through UNHQ.
  - i. Decisions related to the eligibility for and award of the premium for the rapid deployment of new enabling capabilities.
  - j. Recommendations related to premium for extended deployments to temporary operating bases (TOBs).
  - k. Proposals for the exemption from the standard policy of rotating contingent personnel on a 12-month basis, based on operational circumstances.
  - l. Ensure adherence to the established COE verification and reporting procedures and review mission SOPs to ensure conformity with the requirements of the COE Manual and the Guidelines for Field Verification and Control of COE and Management of MOU.
  - m. Recommend amendments to MOUs resulting from changes in operational requirements and contingent performance, including reinforcements, repatriation of surplus equipment, transfer of responsibilities for self-sustainment support, etc.
  - n. Recommend amendments to MOU to include items of major equipment if deployed in lieu of different types of major equipment (if COE has similar capability/performance or meets the operational requirement).
  - o. In case of any significant change in the operational or security situation in the mission, the CMMRB may recommend review of mission factors by UNHQ.
  - p. Review the requirement for EOD self-sustainment, 18 months after deployment.
  - q. Resolve disputes with the contingent representatives on COE/MOU-related issues that cannot be resolved at the working level.
  - r. Review the findings on whether absent or non-functional major equipment result for reasons beyond the control of the T/PCC.
  - s. Review the equipment damaged due to hostile action/force abandonment and ensure process for claim and rotation of damaged equipment has been initiated.

Annex C: COE and MOU Management Review Board (CMMRB)

- t. Review, based on operational requirements and budget availability, requests submitted by contingent commanders for rotation of COE at UN expense, for authorized categories that meet the eligibility criteria as per section VI of Chapter 4 of the COE Manual, which are not operationally serviceable, or for which continued maintenance is not economical in the mission area. Make appropriate recommendations to UNHQ including the financial year in which the rotation is recommended.
- u. While the mission COE Unit acts as the Secretariat of the Board, all stakeholders and specialists are required to draft the agenda papers for applicable issues. The Force HQ and Police HQ(or equivalent) should provide their analysis on operational impact of COE shortfalls in their agenda papers for the Board to make informed recommendations on course(s) of action.

#### **D. COMPOSITION OF THE CMMRB**

- 4. The mission CMMRB should be composed as follows, subject to adjustments as determined by mission senior management or mission specific circumstance:
  - a. **Chairperson**: Director of Mission Support / Chief of Mission Support
  - b. **Deputy Chairperson(s)**:
    - 1. Force Commander / Deputy Force Commander (FC/DFC)
    - 2. Police Commissioner / Deputy Police Commissioner (PC/DPC)
  - c. **Members**:
    - 3. Force HQ Chief of Staff (COS) / Chief Operations Officer (COO)
    - 4. Formed Police Unit Coordinator
    - 5. Chief, Supply Chain Management
    - 6. Chief, Service Delivery
    - 7. Chief, Force Logistics Officer (U-4)
    - 8. Chief, Mission Support Centre
    - 9. Chief COE Officer will act as CMMRB Secretary.
  - d. **On call, as required**:
    - 1. Contingent Commander and/or Chief Logistics Officer (Military/Police)
    - 2. Specialists from Administrative and Technical Sections

#### **E. PROCEDURES**

- 5. The CMMRB shall convene quarterly, preferably in alignment with the completion of the quarterly COE inspection and reporting cycles. The COE Status Report should be a permanent item on the agenda of quarterly CMMRB meetings; hence the meetings to be held at the earliest opportunity following the finalization of the Report. If it is not feasible to convene a regular CMMRB meeting at short notice, the missions may opt for an “e-CMMRB” procedure whereby the CMMRB agenda with the COE Quarterly Status Report is circulated electronically to the co-chairs and members of the Board for review and comments. Minutes of the e-CMMRB should reflect the comments received and that the Report was noted by the Board.
- 6. The Minutes and Recommendations of the CMMRB shall be signed by the Chairperson and Deputy Chairpersons.
- 7. The approved minutes and recommendations should be formally communicated by fax, signed

by the DMS/CMS with FC/PC copied, to the Director of Uniformed Capabilities Support Division (UCSD) / OSCM / DOS.

**F. REFERENCES AND RELATED PROCEDURES / GUIDELINES**

- Manual on Policies and Procedures concerning the Reimbursement and Control of COE of Troop/Police Contributors Participating in Peacekeeping Missions, COE Manual, Latest Edition.
- Memorandum of Understanding with Troop/Police Contributing Countries providing resources to the UN Mission.
- DLSD Fax COE Verification Reporting: Recommendations of the Board of Auditors dated 4 March 2010.
- GA Resolution A/RES/67/261—Section II Absent or non-functional major equipment, dated 6 June 2013 and associated Interim Technical Instructions issued 24 January 2014.

**Appendix to Annex C – Sample of CMMRB meeting minutes**

**<Mission Name (Acronym)>  
COE/MOU Management Review Board (CMMRB)  
DD/MMM/YY**

**A. Board Members:**

NAME	TITLE	BOARD ROLE
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**B. Opening Remarks:**

1. The Chairperson opened the meeting. They welcomed all the board members to the CMMRB meeting in [MISSION].
2. The Secretary presented the agenda items as follows:

**C. Agenda item 1: Review of Recommendations from previous CMMRB meeting of DD/MMM/YYYY:**

Sri	Item	Responsible Party	Status	Board Recommendations
1	Description	Mission/ UNHQ/ Other	Pending/ Closed	Recommended further action
2				

3. Discussion on pending items.

**D. Agenda item 2: Review of Quarterly COE Status Report**

4. Discussion on the performance of Military and Formed Police Units within the mission based on the quarterly COE status report covering the period DD/MMM/YYY to DD/MMM/YYY. Focus should be on operational impact of COE shortfalls, especially when it relates to safety and security of personnel. Discussion should cover the points below. **Note: This is a standing agenda item for all CMMRB. If nothing to report, indicate NTR.**
  - a. Major equipment shortfalls
  - b. Self-sustainment shortfalls
  - c. Impact analysis by the Force/ Police HQ
  - d. Impact analysis by mission support

**Board Recommendations:**

**E. Agenda item 3: Recommendations for Amendment of MOU**

5. Discussion of amendments to MOUs resulting from changes in operational requirements and contingent performance, including reinforcements, repatriation of surplus equipment, transfer of responsibilities for self-sustainmentsupport, etc.
6. Discussion of amendments to MOU to include items of major equipment deployed in-lieu of different types of major equipment if such COE has similar capability/performance or meets the operational requirement (and is at a lower cost than the ones stated in the MOU).
7. **Note: This is a standing agenda item for all CMMRB. If nothing to report, indicate NTR.**

**Board Recommendations:**

**F. Agenda item 4: Rotation of COE at UN Expense**

8. Details concerning new, recommended and previous cases of items for rotation are available in Annex A.
9. **Note:** This is a standing item for all CMMRB. If nothing to report, indicate NTR.

**Board Recommendations:**

10. QTY XX of equipment items with an estimated \$\$ cost are recommended for rotation this period. QTY xx qty were approved/pending from previous period.

**G. Agenda item 5: Status of Disposal of COE in Mission Area**

11. **Note:** This is a standing item for all CMMRB. If nothing to report, indicate NTR.

**Board Recommendations:**

**H. Agenda item 6: COE Damaged by Hostile Action/Forced Abandonment and claims status**

12. **Note:** This is a standing item for all CMMRB. If nothing to report, indicate NTR.

**I. Agenda Item 7: Board Recommendations:**

Decisions Related to Management of Ammunition including a Review of Mission WAABs Recommendations

13. **Note:** This is a standing item for all CMMRB. If nothing to report, indicate NTR.

**J. Agenda item 8: Mission-Specific Agenda Item**

14. Include all following mission-specific items.

**Board Recommendations:**

**K. Table of Consolidated Board Recommendations and Action Items**

Note: Assemble all Agenda Board Recommendations in the table below. When any issue is raised for action to UNHQ, instruction shall be actionable and as specific as possible, including quantity of required equipment for self-sustainment, or generic description and quantity of required ME items. See example below.

Srl	Item	Responsible Party	Board Recommendation	Status
<b>New Items</b>				
1	Description	UNHQ/ Mission/ Other		Recommended further action
2	T/PCC B no longer needs 2 x Truck, utility cargo (up to 1.5 Tons)	UNHQ	To be forwarded to UNHQ	Amend MOU
<b>Old Items</b>				
3	T/PCC A QRF requires deployment of additional QTY 8x night vision devices to meet SS requirements.	UNHQ	Request UNHQ to contact the PM of the troop contributor	UCSD/COE Unit has informed that T/PCC has been contacted and will send the equipment by end of July

**L. Closing remarks:**

15. In the absence of any other business, the Chairperson adjourned the Board at **HHHH** hrs.

Minutes approved by:

(Names of approvers and their respective signatures will appear in this part.)

## Annex D: Other Procedures and Guidance

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### D.1 – COE Disposal

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#### A. PURPOSE

1. This document provides general guidance which should be followed by missions regarding the in-mission disposal of contingent-owned equipment (COE). Missions should use this guidance, and those provided in the References, as a basis for developing mission-specific standard operating procedures (SOP) relating to the disposal of COE.

#### B. GENERAL

2. COE is defined as major and minor equipment, spare parts and other consumables deployed by troop/police contributing country (T/PCC) to support their contingents in missions. COE includes equipment that is provided under memorandum of understanding (MOU). T/PCCs may also have other types of equipment, such as 10 per cent overstock of equipment (where permitted under the unit specific MOU), surplus equipment above this allocation, and equipment provided by the T/PCC for use by national support element (NSE).
3. According to the general conditions for ME and SS provided by a T/PCC under the MOU, COE remains the property of the T/PCC. Therefore, the disposal of COE remains a T/PCC responsibility, unless ownership and/or responsibility for the COE are formally transferred to another entity.
4. The accumulation of COE which has become surplus to operational requirements or is unserviceable and beyond economical repair may result in logistical challenges both to affected contingents and the mission. In-mission disposal of such items is often more cost effective and practical than repatriation to the contingent home country, and the UN should encourage T/PCCs to regularly dispose their long-term unserviceable equipment through the sustainment phase of the mission.
5. In-mission disposal of COE should be an ongoing process, rather than an action undertaken shortly before contingent repatriation. T/PCCs should repair or dispose of and replace the COE which is found to be non-functional for four consecutive quarters (12 months), within the ensuing six months. T/PCCs should be guided to conduct regular analysis of COE that has become unserviceable beyond economical repair (BER) or obsolete with a recommendation for disposal actions.
6. UN involvement in COE disposal can help mitigate environmental and/or waste management hazards. The UN may assist contingents to ensure that COE disposal actions are in accordance with all applicable host country and international laws, and to meet security requirements pertaining to End-User Certificates and sensitive equipment. Disposal of COE by the UN shall be prearranged and agreed to enable adequate disposal processes to be completed.
7. The in-mission disposal of COE, like the disposal of UN property, should be an ongoing process rather than a last-minute action undertaken shortly before contingent repatriation or mission closure. Like the formal COE/MOU quarterly verification process, missions should consider instituting a quarterly cycle of in-mission COE disposal analysis and action. This activity should include a list of COE recommended for disposal, in addition to ammunition and hazardous materials expired, or approaching expiry. Any in-mission disposal of COE should be reflected in the quarterly COE verification reports (VR) and UCM system.

### C. DISPOSAL METHODS

8. The primary COE disposal options include repatriation to home country, sale, donation, or write-off / destruction of the equipment in-mission. In-mission disposal of COE by any method shall comply with mission Status of Forces Agreement/Status of Mission Agreement (SOFA/SOMA), host country customs and tax rules, regulations and procedures, local security measures, and other relevant host country and international laws and regulations. These restrictions may preclude specific types of COE from being disposed of in mission by any disposal method, or by one or more of the methods described below. Missions disposing of COE on behalf of T/PCC should apply procedures which are in general conformity to those used for the disposal of UN-owned equipment (UNOE), as detailed in the references to this Annex.
9. The T/PCC shall complete all procedures required by their respective national regulations for the authorization to dispose of equipment. National contingent commanders shall provide written confirmation that the appropriate national administrative write-off procedures have been followed to authorize the in-mission disposal of COE. For high value or sensitive equipment, official documents from the national government authorizing the in-mission disposal (with the appropriate translation to English) shall be presented to the mission. In some cases, national contingent commanders may not have delegated national authority to initiate the administrative write-off or approve the in-mission disposal of their COE. In these cases, contingent commanders are to seek the required authorizations from their national authorities or, alternatively, missions may formally request Uniformed Capabilities Support Division (UCSD) to approach T/PCC Permanent Missions to obtain the necessary approvals.
10. **Repatriation to Home Country.** The current T/PCC entitlements to repatriation of COE deployed under MOU at UN expense are that the amount of major and minor equipment, spare parts and consumables entitled to repatriation at UN expense should broadly equal the quantities of COE given prior approval to deploy by the UN, including items deployed within the 10 per cent overstock provision. The repatriation of additional COE beyond these quantities, including surplus stock and equipment used by NSE, is the responsibility of T/PCC. Additional COE may be included with the shipment of the COE entitled to be repatriated at UN expense, but any additional costs of including this extra COE in the entitled shipment are the financial responsibility of the T/PCC.
11. **Sale of COE.** T/PCC may dispose of COE by sale directly to other T/PCCs, the mission, UN Agencies, Programmes and Funds, NGOs, and local governmental entities, or through commercial sale. Contingents should inform missions of their intentions to sell COE by providing details of the items to be sold. The contingent shall abide by host country regulations on the import and taxes as required by the condition of the buyer. The T/PCC shall provide the mission a formal statement indicating the date of sale and confirming that the UN shall have no further liability for the COE sold. This should be accompanied by the copy of the bill of sale document/s identifying the buyer/s and, if required, tax or customs receipts or exemptions and other appropriate documents.
12. All UN markings, vehicle registration plates and UNOE fitted to the COE shall be removed from the equipment before handover of the COE to a buyer, unless the sale is directly to the mission to which the contingent is deployed. In this case UN markings/registration will be addressed case by case.
13. As all COE is inducted into the mission area free of tax and customs duties, COE, like any other article imported by the mission under such exemptions, shall not be sold in the country into which it is imported except under conditions as agreed with the host country. Contingents shall thus need to obtain the formal approval of the host country to dispose of COE through sale.
14. **Disposal via destruction.** Contingents may opt to destroy COE in mission as a disposal method. Contingents should inform the mission of their disposal plans for this equipment and provide a

formal statement indicating the date of disposal and confirming that the UN shall have no further liability for the equipment.

15. **Disposal of sensitive material.** As a principle, sensitive COE (such as combat vehicles or armaments) should be repatriated. Where mission conditions require, it may also be disposed of locally via destruction into scrap (i.e. cut into pieces and rendered unusable). Contingents should inform the mission of their specific disposal plans for this type of equipment and provide a formal statement indicating the date of disposal and confirming that the UN shall have no further liability for the equipment. It is important that contingents inform the mission in advance when such equipment is being disposed, so that verification of the conversion to scrap and other evidence (such as a certificate of destruction) is obtained prior to handover of scrap materials to a third-party buyer.
16. **Donation of COE to other parties.** Contingents may dispose of COE by donation to the host country Government, other T/PCC contingents, other UN Agencies, Programmes and Funds, and NGOs. Such donations shall conform to the requirements of the mission SOFA/SOMA and any applicable host country and international laws or regulations. A formal statement from the T/PCC national authorities should be provided to the mission indicating the date of transfer and confirming that the UN Secretariat shall have no further liability over the COE once it has been donated to a third party. All UN markings, registration plates etc. shall be removed at the time of handover (as required for COE sold to third parties),
17. **Donation of COE to UN Mission.** T/PCCs may also request to donate COE to the mission/UN. This is a complex process and mission stakeholders shall conduct due diligence, considering the UN financial rules and regulations and property management rules. In such cases, the concerned mission shall seek the formal approval of the competent UN authority in accordance with the following:
  - 17.1. The acceptance of donations/voluntary contributions is now delegated to the Head of Entity under the delegation for budget and finance (section II of the Delegation of Authority Instrument refers);
  - 17.2. The text of the delegation of authority provides for “consultation with the Management Strategy, Policy and Compliance (DMSPC), as necessary.” In this regard, a memorandum is sent to the attention of the Controller, with copy to Global Asset Management Policy Service (GAMPS) as part of the DMSPC consultation process. The memorandum should include the business case/analysis that the mission has carried out before accepting the donations;
  - 17.3. Confirmation that acceptance of the donation does not constitute additional financial responsibility for the Organization;
  - 17.4. Verification that the equipment is functional, useful and meets the exact requirements of the mission;
  - 17.5. Verification that the mission undertook a thorough cost-benefit analysis, considering all relevant factors (e.g. advantage of donations versus procurement of new equipment, warranties, insurance costs, need for standardization of equipment etc.);
  - 17.6. Determination of the fair value of the items: once the acceptance is approved, the assets/equipment/materials shall be recorded in Umoja at fair market value and with recognition date corresponding to the date of transfer of control, documented through handover document;
  - 17.7. Any acceptance of donation, including terms and conditions, should be reviewed by the Entity’s Legal Office. There are also financial reporting requirements that would need to

be handled by Entity's Finance Section in terms of reporting on contributions in-kind for the year-end financial reporting.

18. Pending the formal approval of the donation, missions may be authorized to accept the COE with a Certificate of Temporary Possession. An example of a Certificate of Temporary Possession is given in the referenced Property Management Manual. Missions shall obtain the advice of their Legal Office in the drafting of all such documents.
19. **Disposal of COE by missions on behalf of T/PCC.** Contingents may request the assistance of missions to dispose of COE through similar arrangements established by missions to dispose of UNOE. In these cases, a formal agreement between the T/PCC/contingent involved and the mission will be required to formalize the handover of COE to the mission for subsequent disposal action. The agreement should specify that the T/PCC shall make no claims for financial compensation for any potential revenue generated from the disposal action associated with the COE. The mission should dispose of the COE applying the procedures set out in the Property Management Manual and the mission waste management plans.
20. **Disposal of ammunition.** In accordance with the COE Manual, T/PCC may be reimbursed for the costs of ammunition that becomes unserviceable in mission areas, including ammunition that has exceeded its expiry date, and/or is considered unsafe/unsuitable or not cost-effective to repatriate to T/PCC home countries. Missions should assist T/PCC to dispose of this ammunition by destructive means using the mission's Force Explosive Ordnance Disposal (EOD) capabilities, United Nations Mine Action Service (UNMAS), or commercial means. T/PCCs may submit claims for the costs of this disposed ammunition using the Operational Ammunition Expenditure Certificate (OAEC) and associated procedures as detailed in the COE Manual. From 1 July 2023 onwards T/PCCs will have 12 months in which to submit the claim for reimbursement, after which the right to claim will expire. Missions should provide contingents with an appropriate certificate of destruction for disposed ammunition promptly following destruction.
21. **Disposal of hazardous materials.** When hazardous materials, such as expired batteries, oil filters, etc. are involved in the COE disposal process, contingents should be encouraged and assisted to dispose of this material in compliance with the UN environmental and waste management policies and procedures and according to the mission waste management plan, as well as any local mission amplifying instructions.

## REFERENCES

- UN Property Management Manual
- UN Delegation of Authority Instrument
- UN environmental and waste management policies and procedures
- Mission waste management plans and procedures

## D.2 – Damage To COE During Transportation

### A. RESPONSIBILITY

1. In case of loss or damage during transportation, the party making transportation arrangements is responsible for loss or damage incurred during transportation. Following the inspection and investigation, it has been established that loss or damage resulted during the transportation and shall be applied to ensure that T/PCCs are reimbursed where "significant damage" occurs to COE during transportation. "Significant damage" is defined as damage where the repairs amount to 10 per cent or more of the generic fair market value (GFMV) of the item of equipment.

## Annex D: Other Procedures and Guidance

2. Where the transportation on deployment and repatriation of COE is arranged by the T/PCC under a letter of assist, the mission COE Unit may be able to assist field Movement Control (MOVCON) Section and Reimbursement Claims Management and Performance Section (RCMPS) in providing facts resulting from the respective arrival and repatriation inspections and other supporting documents only. However, if the transportation on deployment and repatriation of COE is arranged by the UN, the procedure outlined in Movement Control Manual shall be followed.

**B. MISSION AREA**

3. Upon arrival in the mission area, any loss or damage during transportation should be reported by MOVCON in the mission, inclusive of evidence such as photographs and video. That report should be distributed in the mission to offices concerned. A similar report should be prepared when loading the equipment for repatriation to home country. Such reports should contain all relevant documentation and be filed within 30 days of the arrival/departure of the equipment.
4. For damages during deployment, the contingent should present a report to the COE Unit/Section and their national chain of command indicating the extent of the loss/damage, inclusive of repair cost estimates and supporting documentation. This report should be filed within 30 days of arrival of the equipment.
5. The COE Unit/Section should ensure that all documentation is kept in their records should Department of Peace Operations (DPO) or Department of Operational Support (DOS) require evidence to substantiate a claim. The COE Unit/Section may request technical assessment should it be deemed necessary (e.g. from a transport or engineering specialist, to ascertain extent of damages and costs of repair).
6. When substantive loss/damage of ME is recorded (10 per cent or more of GFMV), the mission is required to forward the report to UCSD and copy to MOVCON/Logistics Division (LD) in anticipation of a claim filed by the Member State.
7. The damage that occurred on board of the contracted carrier is not subject to the investigation of any mission's authority. Damage that occurred within the mission area including by the third parties (contractors) may be reported to the mission's Board of Inquiry if warranted by the magnitude and the circumstances of the case.

**C. CLAIMS**

8. UCSD shall entertain a claim from a contributing country, via its Permanent Mission, provided the damage amounts to 10 per cent or more of the GFMV of the item(s) of ME. The UN shall not entertain a claim for damage of ME which is less than 10 per cent of the GFMV of the item(s). Should, however, the UN receive compensation from the shipping company in settlement of loss or damage less than 10 per cent of the GFMV, the UN shall reimburse the contributing country accordingly.
9. The UN shall not entertain a claim from a contributing country for the loss or damage in transit of SS items. However, if the UN receives a settlement from the shipping company on SS items, money shall be turned over to the contributing country. The settlement is usually based on the declared value of the SS items (loading lists).
10. For damage during deployment of equipment, MOVCON shall compare the loading survey report against the PM claim and request the peacekeeping mission to provide their report. For damage during repatriation of equipment, MOVCON shall coordinate with the mission regarding the loading report and compare to the claim presented by the Member State.
11. Further to the procedures indicated above, it is understood that contingents with damaged equipment during their initial deployment may not be fully operational upon arrival. In these cases,

missions are requested to extend their cooperation to the contingents, just as during the sustainment phase, to ensure that the contingent meets its capabilities in terms of becoming fully operational and ensuring safety and security of their troops. For this, the mission may be requested by the contingent to assist in conducting repairs to COE. Such assistance should be provided by the mission at their discretion, fully documenting all support provided on cost recovering basis, and reported following the established procedures.

NOTE: Additional references are available in the Movement Control Manual.

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### **D.3 – Recovery of Support Provided by the UN to Contingents**

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1. Field missions should establish clear procedures to handle contingent requests for SS services, spare parts, consumables, minor equipment, etc. that are customarily part of MOU obligations. The provision of these VRs. Cost recovery reports and supporting documentation duly certified by the contingent commander and the mission should be attached to the appropriate VR.
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### **D.4 – Environmental Compliance and Waste Management**

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1. Article 7 of the MOU between T/PCCs and the Organization includes the following sub-articles on environmental compliance and waste management:
2. T/PCCs shall ensure that all members of the national contingent conduct themselves in an environmentally conscious manner. They shall observe established UN rules and regulations applicable to the functioning of peacekeeping operations, endeavouring to achieve full compliance with UN environmental and waste management policies and procedures for field missions, as set out in environmental policies for United Nations field missions.
3. National contingents shall appoint, where requested by the Force Commander, officials to serve as environmental focal points. National contingents undertake that they shall “do no harm” to the local environment (including wild plants and animals) and, upon departure, shall leave the premises and physical environment in the condition in which it was provided to them. The only exceptions to this requirement to remediate will be in exceptional cases of operational imperative where the mission has been informed. They will observe a policy of no littering around the bases or on patrols, and a policy of no discharge of untreated wastewater outside the permanent bases. The untreated wastewater should be discharged only inside permanent bases or in the UN-designated wastewater discharge areas. They shall reduce their environmental footprint by taking concrete steps to conserve water, energy, and other natural resources, reduce and segregate waste, and properly manage hazardous waste and wastewater for which they are responsible. Where possible, the use of renewable energy shall be prioritized.
4. The UN will provide assistance to national contingents to enable them to comply with UN environmental and waste management policies and procedures. Such assistance shall include providing national contingents with the agreed infrastructure and services that enable them to operate in an environmentally conscious manner. The UN will provide mission-specific briefings, induction and continuing training on field mission policies and procedures regarding environmental and waste management, comprising practical actions that can be taken by uniformed personnel to ensure a responsible presence in accordance with the relevant UN environmental policies, such as the Environmental Policy for Peacekeeping Operations and Field-based Special Political Missions, and mission-specific guidelines, standard operating

procedures and directives. UN Environmental Policy requires that the Heads of the Military and Police Components appoint environmental focal points. These focal points liaise with the field mission's environmental officer on environmental issues including monitoring, assessing and reporting of contingent compliance with environmental, energy and waste management policies/procedures and ensuring that environmental briefings are provided during induction training.

5. Inspection Teams should request the participation of mission environmental and waste management staff during appropriate verification inspection activities. Related reports prepared during the inspection may be attached to the respective VR.
6. The responsible mission entity - Mission Support Centre (MSC) or equivalent- is required to actively engage with relevant Environment and Engineering counterparts to incorporate recommendations related to site energy plans (in accordance with COE Manual Chapter 3, Annex A, Appendix 3), alternative energy sourcing, generator right sizing and broader environmental management in mission inputs to statements of unit requirements (SURs), new MOUs, and (where appropriate) MOU amendments and consideration of environmental enhancement supplement for accommodation and tentage. Additional support is available through UNGSC.

## D.5 – Rotation of COE at UN Expense

### A. PURPOSE

1. The purpose of these instructions is to detail how field missions implement General Assembly 74/279 relating to the rotation at UN expense of troop/police contributing countries.

### B. RATIONALE

2. The rotation at UN expense of specific categories of T/PCC ME deployed to field missions was initially recommended by the 2014 Contingent-Owned Equipment Working Group (COE WG) and further revised by the 2020 and 2023 COE WGs.
3. As per Chapter 4 of the 2023 COE Manual;

*Para 24: Certain categories of major equipment under prolonged deployment to peace operations that are non-operable, or for which continued maintenance is not economical in the mission area, can be considered for rotation under the arrangement of the UN or under the letter of assist, at UN expense, at the discretion of a mission contingent-owned equipment/memorandum of understanding management review board, in consultation with the applicable contingent commander, on the basis of operational requirements within the mission. These categories are as follows: aircraft/airfield support equipment, all types of vehicles, material handling equipment, logistical equipment, electrical equipment, communication equipment, and engineering equipment.*

*Para 25: To be eligible for consideration, equipment must have been continuously deployed in peacekeeping operations for at least seven years or 50 per cent of its estimated useful life, whichever comes earlier. Rotation will be considered when the amount of equipment proposed for rotation represents 10 per cent or more of the amount of equipment in at least one eligible category.<sup>19</sup> Equipment to be rotated at United Nations expense shall be treated by the United Nations as if it were contingent-owned equipment being repatriated at the end of the unit's deployment to a mission area. Replacement equipment shall be treated as if it were equipment being deployed under the contingent's initial deployment to a mission*

*area.20 In exceptional circumstances, such as higher-risk missions, the seven years requirement could be reduced to five years for equipment that is unserviceable due to operational tempo, environmental conditions, extreme climate, location, mileage, hours of usage, trafficability or non-negotiable terrain, to be determined and recommended by the mission leadership and decided by the Secretariat. The rotation at United Nations expense will not include equipment that is not serviceable due to lack of maintenance.*

- *The mission contingent-owned equipment/memorandum of understanding management review board, in consultation with the applicable contingent commander, should review whether individual generators eligible for rotation under United Nations expense can be replaced with generators of a lower kVA rating based on operational requirements and considerations, such as low average load. If the board concludes that such a replacement is appropriate, the relevant troop- or police-contributing countries would be encouraged to replace such generators with generators of lower kVA ratings.*

*Para 26: In addition to the categories included in paragraph 25, major equipment of all categories lost or damaged as a result of hostile action or forced abandonment will also be considered for rotation at the United Nations expense within the established financial parameters. The requirements stipulated in paragraph 29 of at least seven years or 50 per cent of the estimated useful life will not apply to equipment lost or damaged as a result of hostile action or forced abandonment.*

4. The General Assembly further approved that the total amount across all missions for the associated expenses for a financial year should not exceed \$8 million.
5. These instructions are issued to ensure procedures are in place to establish the priorities, on a mission and global basis, for equipment to be rotated and that the process is managed to ensure the most efficient and effective use of available financial resources to improve the operational capabilities of contingents and field missions.

#### **D. PRINCIPLES**

6. The rotation of T/PCC major equipment at UN expense shall be based on the following principles:
  - 6.1. The recommendation, decision and execution of the rotation of COE major equipment shall be driven by operational considerations.
7. The rotation of COE at UN expense is not an entitlement. T/PCCs may request the rotation of eligible COE major equipment through the contingent commander for consideration of the mission CMMRB, using the formats and criteria as detailed at Appendices A (Example template for list of COE Major Equipment (ME) proposed for Rotation at UN Expense) and B (Eligibility for Rotation of COE major equipment at UN Expense – Checklist to these instructions).
  - 7.1. Based on operational requirements and in accordance with the criteria as detailed in Appendix B to these instructions, field mission CMMRB shall assess and recommend to UNHQ the eligibility and priority for rotation at UN expense of COE major equipment. UNHQ, in consultation with applicable T/PCC, shall review mission CMMRB recommendations and, based on global mission operational requirements and priorities, the availability of replacement major equipment from the T/PCC and available financial resources before approving the rotation of COE at UN expense.
  - 7.2. COE major equipment becomes potentially eligible for consideration for rotation at UN expense when it meets the following conditions:
    - 7.2.1. **Duration in the field:** Equipment shall have been continuously deployed in peacekeeping operations for at least seven years or 50 per cent of its estimated useful life, whichever comes earlier. In exceptional circumstances, such as

higher-risk missions, the seven-year requirement could be reduced to five years for equipment that is unserviceable due to operational tempo, environmental conditions, extreme climate, location, mileage, hours of usage, trafficability or non-negotiable terrain, to be determined and recommended by the mission leadership and decided by the Secretariat. The rotation at UN expense shall not include equipment that is not serviceable due to lack of maintenance.

- 7.2.2. **Eligible categories:** Eligible categories are: Aircraft/airfield support equipment, all types of vehicles, material handling equipment, logistical equipment, electrical equipment, communication equipment and engineering equipment.
- 7.2.3. **Condition of equipment:** to be considered for rotation at UN expense, equipment shall be non-operable, or for which continued maintenance is not economical in the mission area;
- 7.2.4. **Amount of equipment:** The amount of equipment proposed for rotation shall represent 10 per cent or more of the amount of equipment in at least one eligible category;
- 7.3. Equipment deployed in one field mission and subsequently deployed directly to another field mission shall be considered to have been continuously deployed in peacekeeping operations from the date of arrival in the initial field mission.
- 7.4. The assessment, recommendation, approval and execution of the rotation of major equipment at UN expense shall be managed on an annual cycle corresponding to the financial year (July-June) of DPO/DOS field missions. Missions are expected to carry out comprehensive planning including allocation of a suitable budget before the start of each financial year. This information should be shared with the UCSD prior to start of each financial year.
- 7.5. The deployment of replacement COE major equipment, to restore or maintain contingent and mission operational requirements, takes priority over the repatriation of major equipment being replaced. As such, the deployment should precede the repatriation of equipment being replaced. Deployment of replacement major equipment may occur in a different financial year (FY) to the repatriation of the major equipment being replaced. T/PCC shall be encouraged and proactively assisted by field missions to consider, where appropriate, alternatives to the repatriation of major equipment such as the disposal of unserviceable major equipment, in the mission area.
- 7.6. Where appropriate and cost-effective, rotations of COE at UN expense can be combined with rotation/deployment of COE that is the responsibility of T/PCC. The cost of such combined COE movements should be apportioned accordingly. The UN and T/PCC shall agree in writing to cost recovery action, depending on which party is responsible for transportation.
- 7.7. As part of the assessment for eligibility, the field mission should review the application to confirm whether the continued maintenance of eligible major equipment in the mission area is indeed not economical.

## E. PROCEDURES

8. The procedures outlined below are intended to facilitate informed decision making at all levels in response to T/PCC requests to rotate ME, to maximize the utilization of available financial resources in the most effective and efficient manner and to ensure effective ongoing dialogue with T/PCC to restore or maintain contingent and mission operational capabilities.

9. The table below outlines the step-by-step, by phases, processes for preparation, submission, review and consideration of T/PCC requests for rotation of eligible COE major equipment at UN expense; at the mission level. The table describes the actions required and the lead office.

Phase 1: Preparation of Contingent Request to Rotate COE at UN Expense	Lead
The contingent commander shall assess COE vehicles under prolonged deployment that are non-operable, or for which continued maintenance is not economical in the mission area in terms of impact on the operational capability and readiness of the formed unit(s) concerned to perform mandated tasks.	Contingent Commander (CC)
In accordance with these instructions, the contingent commander shall identify COE ME that is eligible for rotation at UN expense and prepare the equipment listing as per Appendix A.	CC
The contingent commander shall coordinate with the national authorities of the T/PCC regarding the intent to rotate, the availability and details of replacement equipment and the estimated time of deployment.	CC
<p>Following consultations with T/PCC national authorities, the contingent commander shall generate a request for rotation of eligible COE at UN expense that should include the following information:</p> <ul style="list-style-type: none"> <li>• Assessment of the impact on operational capability of the formed unit(s) resulting from the prolonged deployment of the COE involved.</li> <li>• List of COE ME proposed for rotation at UN expense with indication of numbers and types of replacement items of major equipment as per Appendix A.</li> <li>• Checklist for eligibility of COE ME for rotation at UN expense as per Appendix B.</li> <li>• Undertaking and substantiation when continued maintenance is not economical in the mission area.</li> <li>• Indication that the rotation involving equipment, not approved through the channel of HQ CMMRB for rotation of COE at UN expense, shall be at no additional cost to be incurred by the UN or that the T/PCC has agreed in writing to cost recovery action for any additional costs.</li> <li>• T/PCCs are encouraged to dispose old COE in mission area. In this case, the contingent commander is requested to mention the preferred alternative disposal methods of the equipment to be replaced i.e. disposal locally through the mission's asset disposal program, commercial sale or donation based on bilateral arrangements with a third party (DOS/DPO "Guidelines for the Field Verification and Control of COE and Management of MOU", refers)</li> <li>• T/PCC intent in terms of timelines and method of rotation arrangements (UN vs LOA)</li> </ul> <p>The mission COE Unit should provide policy and procedural advice to the contingent commander in staffing the request.</p>	CC
The contingent commander shall submit the request with all supporting documentation to the Secretariat of the Mission CMMRB (COE Unit) for review and case presentation.	CC
The contingent commander shall send a copy of the request to T/PCC national authorities for information and concurrent coordination with UNHQ	CC

Phase 2: Preparation of Mission CMMRB case	Lead
Upon receipt of a request for rotation of COE equipment from a contingent commander, the mission COE Unit shall review its eligibility in line with criteria highlighted in this guideline. If needed, COE Unit can share the list of equipment with MRPS/UCSD for further review and verification.	Mission COE Unit
Mission MOVCON Section in coordination with applicable entities in the field mission and MCS/LD in UNHQ:  -Ensure availability of funds and provides estimated costs (the estimates provided shall be coordinated/ consulted by UNHQ MCS/LD) for implementing the rotation, taking into consideration possibilities for economy of scale resulting from potential consolidation of cargo movement requirements.	Mission MOVCON
If required, Mission Transport Section (TS), in consultation with HQ Surface Transport Section (STS), confirms that continued maintenance of vehicles eligible for rotation is not economical in the mission area.	Mission TS
In its capacity of Secretariat of the mission CMMRB, the mission COE Unit prepares a report indicating mission-wide status and projection for the current and, when requested by CMMRB, <b>next financial year of COE vehicles potentially eligible for rotation at UN expense</b> and with information on previously submitted requests that are being initiated by other contingents in the mission.	Mission COE Unit
Mission COE Unit prepares a CMMRB case presentation including all relevant information, distributes the case to all members of the CMMRB for review and comments prior to the CMMRB meeting. This shall cover the following aspects: eligibility, readiness of replacing vehicles, availability of funds and financial impact.	Mission COE Unit
The CMMRB Secretariat invites the contingent commander to attend the CMMRB meeting considering the request. Representatives of mission MOVCON and when required, representative of Transport Section shall be invited to provide technical advice as necessary.	CMMRB Secretariat
Phase 3: Mission CMMRB review of requests for COE Rotation	Lead
The CMMRB reviews the request in consultation with the contingent commander or his/her representative, who shall attend the CMMRB meeting and provide additional information as may be necessary, including confirmation of the readiness of replacing vehicles	CMMRB
The CMMRB determines the operational requirement for rotation of COE ME, considering the current and foreseen operational situation in the mission, Rules of Engagement, Statement of Unit Requirements, operational readiness and gaps in capabilities of the formed unit(s) involved against the MOU. The Board is requested to give priority to rotate capabilities operationally required, when dealing with multiple rotation requests.	CMMRB
The CMMRB confirms the eligibility of COE ME for rotation, determines the most effective and efficient method of execution of the rotation, <b>where appropriate</b> , confirms the recommended alternative methods of disposal of non-operable equipment in the mission area where applicable, estimated cost of rotation and confirms availability of funds to implement the rotation	CMMRB

The CMMRB determines the priority for the rotation based on the role of the unit(s) concerned and considering eligibility and operational requirements for rotation of COE at UN expense of other contingents in the mission. The CMMRB shall assign a priority to each request for rotation as being either, High, Medium or Low (Priorities are defined in Section F of these instructions).	D/CMS
CMMRB takes a decision to recommend or to reject the rotation request. In both cases, the CMMRB minutes shall reflect the Board assessment and decision.	CMMRB
The recommendation of the CMMRB supporting the contingent's request for rotation of eligible COE at UN expense shall be transmitted to HQ (Director, Uniformed Capabilities Support Division in their capacity as Chair of the HQ CMMRB) for further processing and consideration of UNHQ CMMRB. The minutes shall give all necessary details to facilitate the decision-making process, Appendices A, B and C to be annexed to the minutes.	D/CMS
If a rotation was recommended by the mission and was not considered for approval at UNHQ level for whatever reason, the mission COE Unit and D/CMS shall ensure that any further request for the same unit is consolidated with the previous one. In this context, the mission CMMRB shall consider the previous request and recommend one consolidated list of equipment to be rotated at UN expense. The proposed equipment shall be submitted for the approval process at UNHQ as one case.	D/CMS Mission COE Unit
<b>Phase 4: Action at UNHQ on the recommendations for rotation of COE at UN expense</b>	
MRPS, UCSD reviews the recommendations, confirms the eligibility and fund availability against the yearly ceiling (8 million USD authorized by GA for rotation of COE at UN expense for a financial year), coordinates with the respective Permanent Missions (PMs) with reference to the cargo readiness date, confirms with OMA and PD of DPO for continued presence of the unit in the mission area.	MRPS, UCSD
MRPS, UCSD prepares case papers for submission to the HQ CMMRB for consideration of the request.	MRPS, UCSD
The case is recommended/rejected.	HQ CMMRB
Once endorsed by the HQ CMMRB, the case is submitted to the director UCSD for approval.	MRPS, UCSD
After UCSD director approval, decision shall be communicated by UCSD to the PM, through an official correspondence, with copy to MCS/LD.	MRPS/UCSD
On approval of the case, implementation of the rotation commences. MCS shall ensure that the load list is submitted as per the approved COE list for rotation. Where appropriate and cost-effective, rotations of COE at UN expense may be combined with rotation/deployment of COE that is the responsibility of T/PCC. The cost of such combined COE movements should be apportioned accordingly. The UN and T/PCC shall agree in writing to cost recovery action depending on which party is responsible for transportation.  MCS/LD is requested to maintain records of cost of rotations and update UCSD on progress in implementing rotations of COE at UN expense.	MCS, LD

## F. TERMS AND DEFINITIONS

10. **Priority for Rotation.** Mission CMMRB shall assign a priority to each request for the rotation of COE major equipment. The priorities are as follows:
  - 10.1. **High Priority.** The rotation of the equipment is considered critical to restore or maintain the operational capabilities of the contingent and the mission, to complete mandated tasks.
  - 10.2. **Medium Priority.** The rotation of the equipment shall contribute significantly to the restoration or maintenance of the operational capabilities of the contingent and the mission to complete mandated tasks.
  - 10.3. **Low Priority.** The rotation of the equipment shall contribute to the restoration or maintenance of the operational capabilities of the contingent and the mission.

## G. REFERENCES

### Normative or superior references

- General Assembly Resolutions 68/282 and 74/279 and 77/303 of 2014, 2020 and 2023 respectively.
- Contingent-Owned Equipment Manual (2023)

### Related procedures or guidelines

- Guidelines for the Field Verification and Control of COE and Management of Memoranda of Understanding
- Generic T/PCC Guidelines

## H. GLOSSARY

CC	Contingent Commander
CRD	Cargo Readiness Date
COE	contingent-owned-equipment
CMMRB	COE&MOU Management Review Board
D/CMS	Director/Chief of Mission Support
DOS	Department of Operational Support
DPO	Department of Peace Operations
FC	Force Commander
FY	Financial Year
MOU	Memorandum of Understanding
MOVCON	Movement Control Section (Mission or LD/DOS level)
MRPS	MOU Reimbursement Policy Section
OMA	Office of Military Affairs.
PC	Police Commissioner
PD	Police Division
T/PCC	Troop/Police Contributing Country
SAG	Senior Advisory Group
UCSD	Uniformed Capabilities Support Division
USG	Under-Secretary-General
VR	verification report (COE)

## APPENDICES

- A. Example template for list of COE Major Equipment (ME) proposed for Rotation at UN Expense (for use by contingent commanders)
- B. Eligibility for Rotation of COE major equipment at UN Expense – Checklist
- C. Summary of requests of rotation of COE at UN expense to be annexed to the CMMRB minutes

**APPENDIX A TO ANNEX D.5**

**List of Major Equipment proposed for Rotation at UN Expense**  
*(To be attached as Annex A to the rotation request)*

**Date:**

**Unit:**

**Contributing Country:**

Ser	ME category	Item description	Total qty of the category (b) on the MOU	Un plate #/ equip serial #	Deployment date	Estimate useful life as per the COE manual (Years)	Total period of unserviceability in past two verification report	To be replaced by	Length	Width	Height	Weight (kg)	Readiness for the replacing vehicle (ready/not ready)	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)
1	VEHICLE (COMBAT VEHICLE)	APC WHEELED INFANTRY CARRIER ARMED (Class-ii)	12	UN-34500	15-11-2005	25	0 Days	APC wheeled infantry carrier – NIJ level III ballistic protection Armed (Class-II) Technical specification of APC has been attached as Appendix A	5.4	2.45	3	4200	Ready	This ME item has been in the mission for about 13 years, has consumed 52% of its estimated useful life and continued maintenance of the equipment is not economical in the field environment

1- Columns (b) and (c) – ME category and item description as per MOU/COE Manual.

2- Column (d) total quantity on the MOU of the category given under column (b)

3- Column (g)- Estimated useful life as detailed in Chapter 8 of the COE Manual.

4- Column(i) – Insert manufactures and/or specific equipment details. If the proposed replacement equipment does not match the MOU Major equipment category and/or item

5- Column (o) –Any further details or remarks.

Signature

Rank & name of the contingent commander  
 the name of the unit

**APPENDIX B TO ANNEX D.5****Checklist to be prepared and signed by Contingent Commander and verified by the mission Chief COE Unit**

1. This document contains basic checks to determine eligibility for rotation of COE major equipment at the Expense of the UN based on criteria approved by General Assembly Resolutions 68/282 and 74/279 and 77/303 of 2014, 2020 and 2023 respectively.
2. The checklist should accompany the list of COE major equipment as per the enclosed format (Appendix A) and forms part of the contingent's request for rotation of COE at UN expense.

<b><u>Annex B to the rotation request of (name of T/PCC, name of the unit)</u></b>	
<b><u>Eligibility Checklist</u></b>	
<input type="checkbox"/> - Yes <input type="checkbox"/> - No	All items of COE correspond to the categories of major equipment as per the COE Manual 2023, Chapter 8, Annex A as follows: <ul style="list-style-type: none"> <li>• Aircraft/airfield support equipment</li> <li>• Vehicles (All Types)</li> <li>• Material handling equipment</li> <li>• Logistical equipment</li> <li>• Electrical equipment</li> <li>• Communication equipment</li> <li>• Engineering equipment</li> </ul>
<input type="checkbox"/> - Yes <input type="checkbox"/> - No	All COE are items of major equipment deployed in accordance with the provisions of the MOU, Annex B or items held in lieu of those on MOU
<input type="checkbox"/> - Yes <input type="checkbox"/> - No	Includes special case major equipment items which are listed in Annex B of MOU and which are considered to be generically similar to the specified categories of eligible major equipment.
<input type="checkbox"/> - Yes <input type="checkbox"/> - No	Includes COE items that have been continuously deployed in UN peacekeeping operations for at least seven years.
<input type="checkbox"/> - Yes <input type="checkbox"/> - No	Includes COE items that have been deployed in UN peacekeeping operations for less than seven years but for a period exceeding 50 per cent of their estimated useful life as indicated in the COE Manual, Chapter 8, Annex A, or as agreed in writing between the T/PCC and UN and recorded in individual MOU.
<input type="checkbox"/> - Yes <input type="checkbox"/> - No	Includes COE items unserviceable due to operational tempo and environmental conditions, that have been continuously deployed in UN peacekeeping operations for at least five years and are submitted to the mission CMMRB for consideration <b>on exceptional basis</b> for rotation at UN expense. (The list of COE items does not include equipment that is not serviceable due to lack of maintenance)

Annex D: Other Procedures and Guidance

<input type="checkbox"/> - <b>Yes</b> <input type="checkbox"/> - No	The amount of equipment proposed for rotation represents 10 per cent or more of the amount of deployed equipment in at least one eligible category.
<input type="checkbox"/> - <b>Yes</b> <input type="checkbox"/> - No	All identified items of COE are non-operable or continued maintenance is not economical in the mission area.
<input type="checkbox"/> - <b>Yes</b> <input type="checkbox"/> - No	Replacement COE items are identified and ready for shipment

NOTE: The potential eligibility for rotation of special case equipment items shall be determined as part of the special case procedures agreed during MOU negotiations and the MOU annotated accordingly.

Contingent Commander: \_\_\_\_\_

Date: \_\_\_\_\_

Eligibility criteria :

I have personally checked following:

- a. The eligibility criteria for the rotation of COE at UN expense, as per the provision of COE Manual 2023 and the guidelines of Field verification and control of COE and management of MOU issued by UNHQ, are met.
- b. The estimate being provided by mission MOVCON for this rotation has been consulted with UNHQ MCS and there is no discrepancy. The estimate provided is for (Rotation of COE / Only deployment of COE)
- c. The estimated cost of rotation has been highlighted to CMMRB Board members and sufficient funds are available with the mission to support this rotation in FY ....
- d. I confirm that contingent commander has been apprised and requested to obtain national approval of disposal of old COE (being replaced) in mission area instead of repatriation. The contingent has opted to (repatriate the old COE being replaced at UN expense / dispose the old COE being replaced at UN expense in the mission area).

Chief COE Unit: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX C TO ANNEX D.5**

**Summary of rotation requests of COE at UN Expense to be annexed to the minutes of (mission) CMMRB of (date)**

**Annex XYZ to the (name of the mission) CMMRB minutes on requests of rotation of COE at UN expense**

Troop/Police Contributing country (a)	Unit (b)	Total items to be repatriated (c)	Total items to be deployed (d)	Total estimated cost (USD) (e)	Availability of funds (f)	Eligibility status (g)	Readiness of replacing vehicles (h)	Acceptability of the replacing vehicles (i)	Remarks (j)	CMMRB Decision
XXXX	Infantry Battalion 1	24	24	243,400.00	Available	All items are eligible	Unit commander confirmed readiness of replacing vehicles	The mission accepts the replacing vehicles as described in the appendix A submitted by the contingent commander		The rotation request was assessed by the CMMRB. The Board recommends this rotation request.
YYYY	Engineering Company	15*	17	855,441.00	Available	All items are eligible	Unit commander confirmed readiness of replacing vehicles	The mission accepts the replacing vehicles as described in the appendix A submitted by the contingent commander	The unit agrees to dispose of two vehicles in mission area. TUC (1.5 to 2.4T) UN 3456 and TUC (1.5 to 2.4T) UN 3457	The CMMRB has rejected the rotation request due to the ongoing review of engineering capabilities in the mission. The Board will reconsider this request once the new SUR is finalized and signed by OMA.

Notes: Missions can recommend rotations of COE at UN expense to UNHQ only if:

- . Funds are available;
- . Items requested for rotation are eligible;
- . Unit commander confirmed readiness of replacing vehicles.

## Annex E: Ammunition Reimbursement

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### E.1 – Reimbursement for Expenditure

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1. Troop/police-contributing countries (T/PCCs) are entitled to reimbursement for ammunition/explosives expended for operational purposes, or for “specifically authorized operational training beyond accepted UN readiness standards” as authorized and directed by the force commander/police commissioner. T/PCCs are also entitled to reimbursement for ammunition and explosives which become unserviceable/life expired in the mission area and for explosives expended when disposing of unexploded ordnance/improvised explosive device (UXO/IED) as a force task. explosives expended in support of the explosive ordnance disposal (EOD) self-sustainment (SS) category may not be claimed for by T/PCC, as the expenditure is covered by monthly reimbursements for the category.
  2. The expenditure of ammunition and explosives is reported, for reimbursement purposes, using Operational Ammunition Expenditure Certificates (OAEC). The initial preparation of OAEC is a contingent responsibility. Once processed by the mission, a copy of the OAEC should be provided to the contingent and a copy forwarded to UCSD (RCMPS with MRPS informed) OSCM/DOS. Additionally, a copy of the OAEC should be attached to the next major equipment (ME) verification report (VR) submitted to UNHQ. Detailed procedures for the preparation and submission of OAEC are found in Annex E.2.
- 

### E.2 – Operational Ammunition Expenditure Certificate

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#### Introduction

3. This annex outlines the procedures for submission of Operational Ammunition Expenditure Certificates to report ammunition and explosives so expended.

#### Procedures

4. Field missions should guide the contingents to report operational or authorized training expenditures of ammunition and explosives to Operations Branch (or equivalent) (Military or Police respectively) using two (2) copies of the OAEC attached as appendix. Reporting should take place as soon as possible following the expenditure. Certificates shall be supported by appropriate situation reports, flash reports, after action reports, aircraft use reports, and incident reports or, in the case of specially authorized training, the written directions signed by the Force Commander (FC) or Police Commissioner (PC) (or equivalent) authorizing the training. Ammunition and explosives, both operational and training, which become unserviceable/life expired in the mission area, and which, with the prior written concurrence of the mission, have been destroyed are also to be reported utilizing OAEC.
5. Following concurrence and FC or PC certification, Operations Branch passes the completed, original documents to the COE Unit for final DMS/CMS certification, collation and forwarding quarterly to UCSD / OSCM / DOS.
6. Contingents should be briefed that claims relating to the operational expenditure of ammunition and explosives shall be submitted by their respective Governments at UNHQ level, and not by contingents/units within the mission. UNHQ uses the certified OAECs submitted by the mission

Annex E: Ammunition Reimbursement

to substantiate claims made by T/PCC. Without fully supported and certified OAECs, such claims are either delayed or possibly not accepted.

7. For timely processing, claims for reimbursement of ammunition and/or explosives should be submitted as soon as possible, and no later than 12 months following the date of approval of the OAEC. After this period, the right of claim for reimbursement shall expire.
8. Units should also note that ammunition for training, sighting, calibration and test firing is classified as a consumable and is included in the wet lease for ME. Training ammunition is, therefore, a national responsibility unless specifically authorized by the FC or PC or equivalent for special training outlined above.

**APPENDIX TO ANNEX E - OPERATIONAL AMMUNITION EXPENDITURE CERTIFICATE**

<b>Unit:</b>	
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Serial Number	Ammunition Nature and Type	Quantity Expended	Reason for Expenditure	Operation & SITREP #	Dates/Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1					
2					
3					

**Commanding Officer:**

<b>Rank:</b>		<p>I certify that the ammunition listed above was expended by members of my unit during operations as detailed in the attached supporting SITREPs. <b>OR</b> (delete as necessary):</p> <p>I certify that the ammunition listed above was expended by members of my unit during special operational training as directed and authorized by the Force Commander/Police Commissioner or equivalent in the attached document. <b>OR</b> (delete as necessary):</p> <p>I certify that the ammunition and explosives listed above was declared unserviceable by SATO/ATO and has been disposed of through (destruction / incinerator, tick whichever is applicable) by Force EOD Unit/ UNMAS.</p>
<b>Name:</b>		
<b>Signature:</b>		
<b>Date:</b>		

**Sector Commander Concurrence:**  
**(if applicable)**

Rank:	
Name:	
Date:	
Signature:	

**Force Commander/Police Commissioner**  
**Certification:**

Rank:	
Name:	
Date:	
Signature:	

**CMS/DMS Certification:**

Name:	
Date:	
Signature:	

Notes:

1. Col (b) Give as many details as possible of the type of the ammo expended. E.g. Grenade Hand Coloured Smoke Red M18; 7.62mm Ball Linked; Signal 1.5 inch White.
2. Col (d) e.g. Contact; or Movement outside perimeter; or Return of fire.
3. Col (e) e.g. Op Lion Roar. Sitrep 004 dated 12/12/03. Provide After Action Reports, Aircraft Use Reports or Incident Reports as appropriate.
4. Col(f) e.g. Give dates and any other remarks.

## Annex F: COE Performance Analysis Framework

### A. GENERAL

1. The development of a contingent-owned equipment (COE) performance analysis framework derives from best practices in other functional areas, where uniform, cross mission reporting requirements based on Key Performance Indicators (KPIs) enhance the capacity to make informed decisions on the management and control of COE. Compliance is mandatory for all field missions which are responsible for or tasked with COE functions.

### B. PURPOSE

2. The purpose of COE performance analysis is two-fold: to present to field mission senior management a quarterly analysis of the COE verification reports; and to present mission-level COE performance analysis to COE stakeholders in UNHQ under a uniform reporting format and methodology, to enable consolidation and analysis of global COE performance and to support CMMRB decision making.

### C. PROCEDURE

3. The foundation of the Department of Operational Support (DOS) performance analysis framework is the quarterly COE performance report that provides an overview of the mission verification and reporting activities, assessment of COE and self-sustainment (SS) capabilities including trend analysis, identification of critical shortfalls and compliance with provisions of Memorandum of Understanding (MOU). Field COE Units are to prepare the COE status report within 2 weeks of submission of all COE verification reports and forward it to the Office of Director Uniformed Capabilities Support Division (UCSD). The COE status report should be a permanent item on the agenda of quarterly COE and MOU Management Review Board (CMMRB) meetings that should be held at the earliest opportunity following the finalization of the report. When the review of the COE performance report is the only item on the agenda, and when it is not feasible to convene a regular CMMRB meeting at short notice, the missions may opt for an “e-CMMRB” procedure whereby the CMMRB agenda with the report are circulated electronically to the co-chairs and members of the Board for review and comments. Minutes of the e-CMMRB should reflect the comments received and that the report was noted by the Board.
4. Management objectives are defined in the set of COE KPIs which cover both performance of troop and police contributing countries. The KPIs are also used for evaluation of the operational effectiveness and efficiency of the COE management programme in the mission.
5. A sample quarterly COE performance report is attached in the appendix to this annex. Use it as a guide for completing the report, both in terms of content and format.

### D. KEY PERFORMANCE INDICATORS

6. Two groups of COE KPIs have been developed:
  - 6.1. Compliance of the field mission COE Unit with COE/MOU management business processes;
  - 6.2. COE Performance Analysis in relation to MOU;
7. All KPIs shall be produced using templates provided. Data for the KPIs 1 and 2 shall be entered manually by mission COE field staff into provided templates. KPIs 3, 4, 5, and 6 shall be generated in Power BI using templates provided by UCSD. Templates shall be updated on an ongoing basis to reflect updates in reporting requirements and or changes in KPI formulae.

8. **Key Performance Indicator 1: Verification Report (VR) Submission Compliance.** Deadline for submission of verification report is outlined in table below. This KPI measures the time taken to submit verification reports within the reporting period deadline. **The number of days taken to submit the last VR of the quarter to UNHQ after the end of inspection period shall ascertain verification report submission timeline.** A KPI target for submission of VR to UCSD has been set for 30 days with 15 days tolerance for all quarters except the quarter ending 30 September, which does not have any tolerance, and shall be submitted within 30 days.

Reporting Cycle	Submission Deadline
Period 1: Jan – Mar	15 May
Period 2: Apr – Jun	15 August
Period 3: Jul – Sep	<b>30 October</b>
Period 4: Oct – Dec	15 February

Figure 1: Verification Report Submission Deadline

9. The submission of VR shall be considered completed when field COE Unit either attaches all complete, signed VR to Uniformed Capabilities Management (UCM), or forwards the link of the completed, signed VR to UCSD Desk Officers.
10. **Key Performance Indicator 2: Ensure Maximum Quarterly Physical Verification of Contingent-Owned ME.** All COE Units are to perform 100 per cent physical verification of all contingent-owned ME within each reporting cycle. This shall ensure the quality and relevance of the data in UCM and in the verification reports. For counting the number of inspections, any visit to any unit for examination of ME and/or SS categories to determine compliance to applicable MOU shall be considered as an inspection, which includes the following:
- quarterly /spot check inspection.
  - operational readiness inspection
  - arrival inspection repatriation inspection
11. The target of 100 per cent inspection of COE and SS includes a tolerance of 10 per cent to provide for contingencies concerning operational environment, geographical factor, flight schedule etc. affecting the realization of the inspection program in full. Information reflected in the monthly standard operational report to be used as a basis for reflection of ME and SS compliance status in the VR when physical verification could not be completed.
12. Summary of COE Business Process KPIs is shown in Figure 2.

RL	KPI Name	Formula	UoM	Target	Tolerance	Business Need
1	Verification Report Submission Compliance	Time taken for submission of VR after completion of quarterly inspection period	Days	30 days	15 days (except Q3)	Timely initiation of reimbursement actions

RL	KPI Name	Formula	UoM	Target	Tolerance	Business Need
2	Ensure Maximum Physical Verification	Per cent total inspection target met during the reporting quarter	%	100 %	10 %	Accurate verification of ME and SS status for reporting purposes

Figure 2: COE Business Process KPIs

13. **Key Performance Indicator 3: ME Deployment.** This KPI measures the deployment of ME against the MOU requirement. The unit of measurement is days deployed per reporting period.
14. **Key Performance Indicator 4: ME Serviceability.** This KPI measures the serviceability of ME against the total quantity of equipment deployed. The unit of measurement is serviceable days deployed per reporting period.
15. **Key Performance Indicator 5: ME Capability.** This KPI measures the serviceability of ME against the MOU requirement. The unit of measurement is serviceable days deployed per reporting period.
16. **Key Performance Indicator 6: SS Compliance.** This KPI measures the T/PCC performance against each SS category for which it is responsible. For example, if a unit is required to be self-sustained in 10 categories of SS, and only meets nine, their performance is 90 per cent. A target of 100 per cent has been set to ensure that appropriate support structure is available in the mission. No specific tolerance level has been set to allow flexibility in assessing the impact of the SS shortfall and mission-specific issues.
17. Summary of KPIs on COE Performance Analysis in relation to MOU is in Figure 3, below

SRL	KPI	Formula	Measure
3	Deployment	Deployed ME/MOU requirements	T/PCC compliance deploying the required quantity of equipment to the mission area.
4	Serviceability	Serviceable ME/Deployed ME	Contingent capability to maintain equipment deployed to the mission area.
5	Capability	Serviceable ME/MOU requirements	COE capability as per requirements in the MOU.
6	SS Compliance	Quantity of Self-sustainment categories which meet requirements for reimbursement, against all categories required for contingents in the MOU. It should also include UN- provided categories, as required in the MOU.	Performance of contingents/units and UN in respect of SS support and compliance with the obligations under the MOU

Figure 3: Summary of KPIs on COE Performance Analysis in relation to MOU

18. Performance levels for each KPI are coded as shown in Figure 4:

Performance Standard	Key
Fully Compliant	>=100%
Satisfactory	90-100%
Un-Satisfactory	70-90%
Critical Shortfall	<70%

Figure 4: Performance Coding

Annex F: COE Performance Analysis Framework

19. KPIs for ME are applied for the categories and subcategories of equipment by type of units, by contingent. The equipment is segregated into two categories: “vehicles”, which includes all vehicle types except trailers; and “non-vehicles”, which consists of all other equipment types. Items under the “vehicle” category are further depicted in under the subcategories shown in Figure 5:

Combat	All APCs, tanks, and reconnaissance vehicles.
Support (military pattern - MP)	All military pattern utility/cargo, water/tanker, recovery, crane, tractor and refrigerator trucks, jeeps, ambulances and motorcycles.
Support (commercial pattern - CP)	All commercial pattern versions of the above, plus sedans and buses.
Other	This category includes engineering, communications, police and airfield support vehicles, and material handling equipment.

Figure 5: Vehicle Subcategories

20. Items under the “non-vehicle” are further shown depicted under the subcategories of armaments, generators, logistics (water and fuel storage), and other (trailers, observation, medical equipment, etc.)

**E. OTHER REPORTING REQUIREMENTS**

21. Other reporting requirements as part of COE Performance Analysis Framework are as follows:
- UN-provided accommodation and data on TOB
  - SAG reporting non-functional and absent equipment
  - Rotation of ME at UN expense.

**F. QUARTERLY COE PERFORMANCE REPORT**

22. The quarterly COE status report shall be structured as follows:
- 22.1. Summary of KPIs 1 and 2 (MOU Management processes), with an explanation of any shortfalls in meeting performance targets.
  - 22.2. Analysis of KPIs 3, 4, and 5 (ME performance), including explanation of shortfalls, trends and recommended or pending corrective actions.
  - 22.3. Analysis of KPI 6 (SS performance), including explanation of shortfalls, trends and recommended corrective actions.
  - 22.4. Status of UN-provided accommodation and TOB, including explanation of shortfalls and trends.
  - 22.5. Status on SAG reporting non-functional and absent equipment
  - 22.6. Status on rotation of ME at UN expense
  - 22.7. Review of previous CMMRB recommendations
  - 22.8. Any other issues
  - 22.9. Annexes to the report, which contain the completed KPI templates.
23. **Instructions for KPI Report Generation.** UCSD provides report templates for all Key Performance Indicators. As the KPI reporting matures, these shall evolve and change. Some KPI templates are provided in Excel format. Instructional resources and training sessions in Power BI are available on an ongoing basis from UCSD. All reports to be submitted electronically to UCSD with the COE quarterly performance report.
24. **Principles of KPI Analysis.** The KPIs are designed to provide an overview of COE management activity and contingent performance against the MOU, but do not constitute an

analysis per se. The analysis, derived from the KPI results, should focus on key issues affecting operational capability, mission resources and areas requiring corrective action. It may not be possible to analyse or identify key issues based on a review of the KPI statistics alone. For example, the KPIs on ME may display very low levels of serviceability in some units and categories of equipment, while an analysis of said equipment/units reveals that these shortfalls are from units which are in process of repatriation, and so do not represent issues for pending corrective action or mission critical shortfalls. In contrast, the analysis may point to other areas not explicit in the report itself. Analysis should not be a reproduction of tabular data into text. The mission is at liberty to include additional areas of reporting to address mission-specific need. A standard layout shown as an example in the Appendix to Annex F shall be followed.

25. **Major Equipment Analysis.** The analysis does not need to mention all contingents/units, but provide a general assessment, and then focus on key issues affecting operational capability or mission resources. Contents of this section may include the following:
  - Assessment of shortfalls of important vehicular subcategories, with related trends if critical and necessary.
  - Assessment of shortfalls in any non-vehicular subcategory, if critical and necessary.
  - Any impending major deployment and repatriation of ME and related issues thereof.
  - Pending disposal actions related to ME if any.
  - 25.5. Any other issues relating to status of ME.
  - Any new deployment of ME to meet the operational requirements of the mission.
26. **Self-sustainment Analysis.** Likely contents of this section should include but may not be limited to following:
  - General trends of performance on various self-sustainment categories with comparison to previous quarter where the performance is critical and needs attention.
  - Any contingent or unit or category where performance level is critical should be highlighted with relevant details and trend.
27. **Status of UN Provided Accommodation.** The UN is mandated to provide accommodation to contingents within six months of arrival in the mission area. Any shortfall for providing accommodation under UN responsibility should be clearly indicated in the report with reasons.
28. **Status of Temporary Operating Base (TOB).** From Q2 2023, missions shall be required to provide the status on TOBs, along with the status of UN-provided accommodation. The TOB spreadsheet (added to the existing accommodation table) should cover the details of country, unit, authorized MOU strength, TOB location (name of the area), troop strength in TOB, date since TOB established, living condition (good, fair and poor) and remarks.
28. **Status on Reporting on Non-functional and Absent Equipment.** Following the SAG reporting Technical Guidelines, this section consists of a general overview of absent and non-functional equipment. Major cases of absence and non-functionality in respect of category and unit should be highlighted. Any issues related to absent and non-functionality “beyond the control of T/PCC” should be included here as well as in the VRs.
29. **Status on Rotation of COE at UN Expense.** A summary of ongoing or pending activities related to rotation of ME at UN expense shall be provided here. Details concerning the ME eligible for rotation at UN expense, and the requests received from contingents with estimated costs for rotation, shall be attached to the report using the template provided in Appendix 1 to this Annex.

Annex F: COE Performance Analysis Framework

30. **Status of Previous CMMRB Recommendations.** The report should reflect an overview of key issues mentioned in the last CMMRB meeting.
31. **Any Other Issues.** The report may include any other major or relevant issues related with COE and MOU management as deemed appropriate to address the mission-specific need. This may pertain to ME/SS or other issues such as status of ammunition, personal weapons/kit, NSE and so on.

**G. APPENDIX**

32. The Appendix is a sample COE Quarterly Performance Report, which shall be used as a guide on how to produce the main body of the Report.

## APPENDIX TO ANNEX F

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### SAMPLE OF A QUARTERLY COE STATUS REPORT

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<b>Contents:</b>	<b>A. Purpose</b>
	<b>B. COE Inspection and Reporting Activities</b>
	<b>C. Contingent-Owned Major Equipment Performance</b>
	<b>D. Contingent Self-sustainment Compliance</b>
	<b>E. UN Provided Accommodation and Status of TOB</b>
	<b>F. Non-functional and Absent Major Equipment</b>
	<b>G. Rotation of COE at UN Expense</b>
	<b>H. Status of Previous CMMRB Recommendations</b>

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#### A. PURPOSE

1. The purpose of this report is to present senior management with the results of activities related to COE verification and control, for the period 01 July to 30 September (year), and an analysis of status of COE deployed in the mission and relevant trends thereof.
2. The analysis includes consideration of data from six Key Performance Indicators (KPIs) for COE, covering both the COE/MOU Management Unit's own activities, and contingent and mission performance in meeting the requirements of the Memoranda of Understanding (MOU). The KPIs were established by DOS to set levels of process controls in COE management and enhance visibility of COE capabilities. The KPIs provide uniform, scalable reporting for all missions with COE.

#### B. COE INSPECTION AND REPORTING ACTIVITIES

3. The COE/MOU Management Unit uses three KPIs to measure its performance in the following areas:
  - 3.1. **KPI 1: Verification Report Submission Compliance.** The target is 20 days after the end of the reporting period with a tolerance limit of 10 days.
  - 3.2. **KPI 2: Percentage of Major Equipment items inspected within the reporting period.** The target is 100 per cent inspection of contingent-owned major equipment Items.
4. Total quantities of the military and police units in the mission, their equipment and the performance against each KPI are in the Figure 1 below. Detailed results of performance against KPI 1 and 2 are attached in Annex A.

							KPI1	KPI 2
QTY UNITS	QTY MIL UNITS	QTY POL UNITS	TOTAL INSPECTIONS PROGRAMMED	TOTAL INSPECTIONS CONDUCTED	TOTAL QTY ME	TOTAL QTY INSPECTED	AVG DAYS SUBMITTED AFTER INSP PERIOD	% ME INSPECTED
23	7	15	23	23	2,646	2578	43	96%

Figure 1: Summary of Performance on COE Business Process KPIs

5. As per Figure 1, the COE Unit had acceptable performance in meeting the target.

### C. CONTINGENT-OWNED MAJOR EQUIPMENT PERFORMANCE

6. The following three KPIs are used to monitor formed military/police unit performance in meeting requirements of the MOU:
- 6.1. **KPI 3: Deployment against MOU.** Total days deployed, divided by days required on MOU.
  - 6.2. **KPI 4: Serviceability of Deployed Equipment.** Days deployed less days unserviceable, divided by days deployed.
  - 6.3. **KPI 5: Capability against MOU.** Serviceable of deployed, divided by days required on the MOU.
7. A summary of the mission-wide performance against the ME KPIs is in the Figure 2 below. Details for each unit and performance of each unit concerning specific categories of equipment are in Annex B. Also available in Annex B is an overview of unserviceability below 90% of MOU requirements, by vehicle and non-vehicle subcategory.

VEHICLES			NON-VEHICLES		
Deployed/ MOU	Serviceable /Deployed	Serviceable /MOU	Deployed /MOU	Serviceable /Deployed	Serviceable /MOU
109.%	90.%	97.%	117.%	89.%	104.%

Figure 2: Summary of Contingent Major Equipment Performance

8. Overall performance of formed units during this reporting period was satisfactory in terms of serviceability per MOU requirements. Serviceability rates for deployed equipment were 90 per cent of vehicles, and 89 per cent for non-vehicles. However, since deployment quantity exceeded MOU requirements, overall serviceability was close to 100 per cent in both categories. Key points are as follows:
- There were no significant cases of absence/failure to deploy required equipment items.
  - Vehicle deployment against MOU requirement increased from 101 per cent in the previous quarter to 109 per cent of this quarter. Non-vehicular deployment increased from 102 per cent to 104 per cent.

9. Higher shortfalls in serviceability are reported in the following units:

- 9.1. **[Sample Unit 1]:** Overall ME serviceability state remained at 84 per cent, while vehicle serviceability state remained at 70 per cent. Unit representatives explain low serviceability as resulting from lack of spare parts, and that deployment of the required re-supplies from the contingent national supply chain is pending. COE/MOU Management Unit recommends raising the issue to UCSD/UNHQ via facsimile.
- 9.2. **[Sample Unit 2]:** The serviceability of vehicles improved from **52 per cent** in the previous quarter to **83 per cent** in this quarter. This is attributed to the deployment of new vehicles.
- 9.3. **[Sample Unit 3]:** The serviceability of vehicles showed improvement, from **20 per cent** in the previous quarter to 50 per cent in this quarter. However, this remains critical as 04x APCs, 06X Support vehicles (CP), 13 X Support vehicles (MP) are still found non-functional in this reporting period. According to the information from the **[Contributing Country]** Permanent Mission, received through UCSD /UNHQ, the contingent national authorities plan to deploy additional vehicles to meet operational requirements. The following graph reflects the trend of vehicle serviceability for **[Contingent]** in Q1, Q2 and Q3 (year):

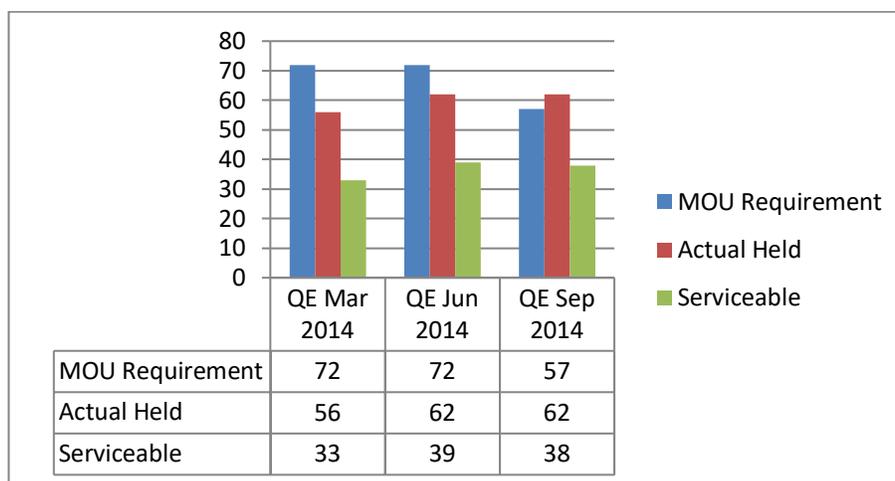


Figure 3: Vehicle Serviceability for [Sample Unit]

**D. CONTINGENT SELF-SUSTAINMENT COMPLIANCE**

- 10. KPI 6 on SS Compliance is used to monitor formed military/police unit performance in meeting requirements of the MOU. Quantity of self-sustainment categories which meet requirements for reimbursement, against all categories required for contingents in the MOU. The KPI table for SS compliance in Annex C. Key findings are as follows:
  - 10.1. The overall SS performance of all the contingents was satisfactory.
  - 10.2. The category with the highest instances of non-compliance was HF radio, as 16 units out of 29 formed units failed to meet the standard for reimbursement. In most cases this is due to non-use of HF sets as the primary means of communication, not failure to deploy or maintain the required equipment.
  - 10.3. **[Sample Units]** of **[Sample Contingent]** did not meet standards for electrical because of non-functional/unavailable backup generators. This represents a continued shortfall for four consecutive reporting periods.

- 10.4. **[Sample Unit 4]** does not meet standards for reimbursement in catering, minor engineering, cleaning, furniture and basic firefighting. For catering, the unit depends upon a reefer container provided by the mission and demonstrated substandard hygienic equipment. The unit fire extinguishers are expired, and the unit is not equipped with sufficient minor engineering tools and or cleaning systems.

**E. ACCOMMODATION (UN RESPONSIBILITY)**

11. Mission-wide status of provision of accommodation to contingent personnel is available in Annex D. Summary is in Figure 4 below:

QTY UNITS	QTY MIL UNITS	QTY POL UNITS	TOTAL UN RESPONSIBILITY (PAX)	TOTAL IN ACCOM	SHORTFALL (PAX)	%SHORTFALL
23	7	15	1,395	998	397	20%

Figure 4: Status of Accommodation

12. **[Sample Unit 5]** has a critical shortfall in accommodation as only 25 per cent of the personnel are accommodated to standard. Figure 5 represents the trend of shortfall in accommodation in last four quarters which shows slow improvement.

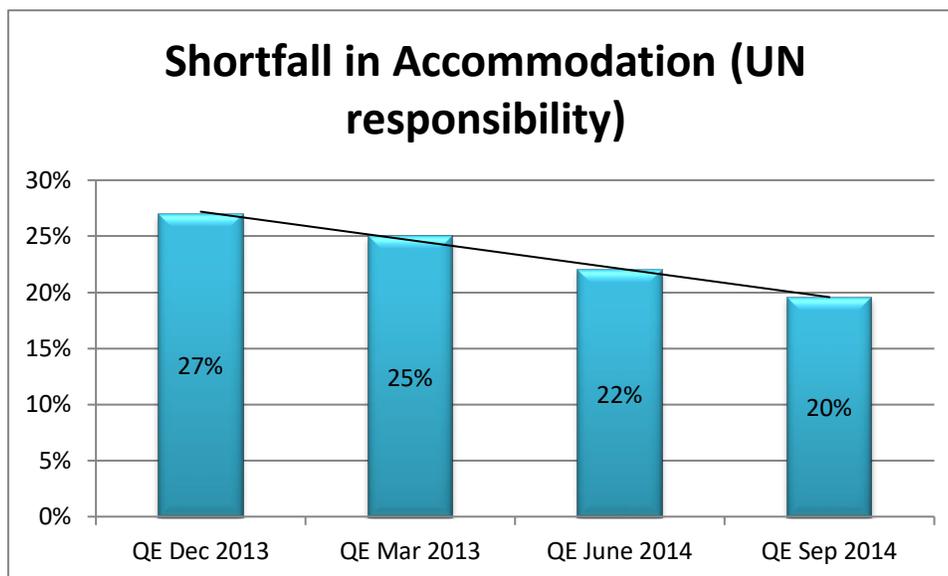


Figure 5: Trend of Shortfall in UN provision of Accommodation

**13. Mission-wide status of troops in TOB should be part of Annex D as a separate spreadsheet. The sample table is as follows:**

Mission	Country	Unit	Authorized MOU Strength of Unit	TOB location (name of area)	Troop Str in TOB	Date since TOB Established	Living condition (Good, Fair, Poor)	Remarks (provide details)

**13.1 New lines should be created for each TOB (e.g. if the battalion occupies more than one TOB).**

**13.2. Number of personnel in TOB should not be reduced from the table in UN-provided accommodation.**

#### F. NON-FUNCTIONAL AND ABSENT EQUIPMENT

13. Based on the SAG Reporting Technical Guidelines, details concerning all absent and non-functional equipment for all units and contingents are reported in the VR. The major cases for absent and non-functionality of ME beyond the control of T/PCCs are appended below:

13.1. **ME Absent for Reasons Considered Beyond the Control of T/PCC.** QTY x 02 Truck Utility Cargo of [Sample Unit 1] due to forced abandonment because of hostile action during operations.

13.2. **ME Non-functional for Reasons Considered Beyond the Control of T/PCC.** The following items were sustained damage from operations or weather conditions during the period 12-13 June xxx (year):

- 01 X Forklift of [Unit] .
- 06 X Jeep and 4x 4 with military radio of [Unit]

#### G. ROTATION OF MAJOR EQUIPMENT AT UN EXPENSE

14. Details of equipment eligible and requested for reimbursement for each unit are available in Annex E. Summary is shown in Figure 6, below:

TYPE OF EQUIPMENT	QUANTITY ELIGIBLE	QUANTITY REQUESED	QUANTITY TO BE REPLACED	ESTIMATED COST (US \$)	REMARKS
COMBAT VEHICLES					
ENGINEERING VEHICLES					
SUPPORT VEHICLES (MP)					
SUPPORT VEHICLES (CP)					
OTHER EQPT					
TOTAL					

Figure 6: Rotation of Equipment at UN Expense Status

## **H. STATUS OF PREVIOUS CMMRB RECOMMENDATIONS**

15. The latest recommendations forwarded from last CMMRB held on [Date]:
  - 15.1. Recommendation on amendment of MOU for generators of [Sample Unit 2] has not yet been formalized.
  - 15.2. PM of [Contingent] has been approached by FGS to arrange repair of unserviceable APCs held in the mission area. PM apprised that they are ready to rotate QTY x 06 APCs at UN expense.

### **ANNEXES (Demo only, not attached to sample report):**

- A. Results of KPI on COE Business Process.
- B. Results of KPI on ME Performance.
- C. Results on KPI on SS Compliance.
- D. Status of Accommodation (UN Responsibility) and TOB data
- E. Status of Rotation of ME at UN Expense.