



United Nations

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*Formed Police Unit (FPU)*

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**Excel Template for Contingent- User Manual**



*Released: April 2016*



## PREFACE

“Let me be clear: the United Nations and I personally, are profoundly committed to a zero-tolerance policy against sexual exploitation or abuse by our own personnel. Zero tolerance means zero complacency when confronted with credible allegations and zero impunity for those found to have been guilty of malfeasance.”

“ UN Secretary-General Ban Ki-moon “

The United Nations is committed to ensuring the highest standards of conduct, professionalism and accountability of all its personnel deployed globally, including the deployment of more than 100,000 civilian, police and military peacekeeping personnel. DPKO and DFS are responsible for enforcing UN policies on conduct in peacekeeping operations.

The United Nations has a three-pronged strategy to combat sexual exploitation and abuse: *prevention* of misconduct, *enforcement* of UN standards of conduct and *remedial action*. The report of the Secretary-General on special measures for protection from sexual exploitation and sexual abuse (A/69/779) introduced an enhanced programme of action with additional measures in these three areas. This included expanding the vetting of personnel for prior misconduct while in the service of United Nations peacekeeping operations or special political missions. Accordingly, Member States have been advised of the expansion of vetting to also cover all members of military units and formed police units deployed to field missions.

The Department of Peacekeeping Operations and the Department of Field Support have developed a dedicated module to manage the personnel deployed in contingents, as part of the recruitment systems currently implemented for Individual Personnel (FSS-HERMES for UN Police personnel and FSS-OMART for UN military personnel).

The new module will allow the Organization to facilitate administrative requirements for flights manifestos, while effectively processing the required vetting of contingent members for any prior misconduct committed while in the service of the United Nations. The new module and process will also facilitate other administrative requirements, like ID cards, in-mission travel and linkages with UMOJA.





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## 1. Introduction

This manual is to be used by the UN Permanent missions whose uniformed contingents serve in the UN field missions. The manual provides a step by step guide on how to fill the MS Excel Template required for travel and vetting of uniformed personnel on contingents, explain the data requirements and it will also indicate the mandatory fields. The MS Excel template is used to capture and record data of all FPU's members who serve in the mission(s).

### **Please note the following:**

The required template will be distributed by the Department of Peacekeeping Operations to the Permanent Missions. The templates will also be available to download from the DPKO site for the Peacekeeping Capability Readiness System:

<https://cc.unlb.org/DocumentsforDownload/Forms/AllItems.aspx>

Only the UN provided template will be accepted for the administrative purposes.

The GLOSSARY will provide with all the details about each one of the fields in the template, and how to fill accurate data on them .

The Department of Peacekeeping Operations remains at the disposal of the Permanent Missions to provide assistance.

1. When initial deployment travel is arranged by the Field **Mission**, Movement Control (MovCon) may be the first office to obtain the populated in the excel template.
2. When travel is arranged by **DFS in UNHQ New York** or the **Member State** itself, (the Permanent Mission Representative, TCC), the Battalion representative should populate the Excel template before arrival to the mission and deliver the excel template to UNPOL field office (individually recruited officer) using a flash drive/ USB flash drive /Pen drive / Memory stick or from their laptop.



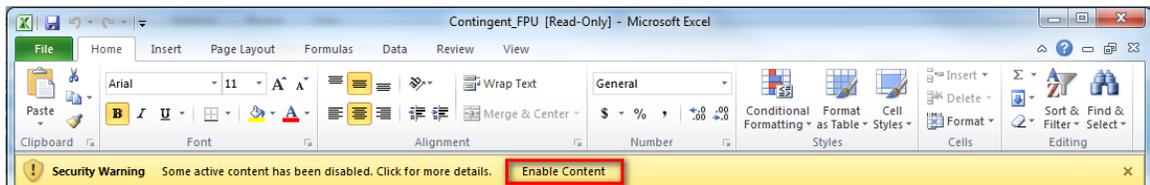
3. When travel is arranged by **DFS** or **Member State** and the excel template is **NOT** populated, the Battalion representative will get in touch with UNPOL field office and the Battalion officer will populate the excel template upon arrival to the mission.
4. The comprehensive details of the specific fields of the FPU excel template are in Error! Reference source not found.

## 2. How to Populate FPU Excel Template

1. Double click on the Excel document to open it. Save the file in your local hard drive, to avoid any unexpected issue that may prevent to keep the data.

Name	Date modified	Type	Size
 Contingent_FPU	12/31/2015 10:26 ...	Microsoft Excel M...	3,302 KB

2. If you notice a message in the yellow ribbon, click **Enable Content** button in the document to enable editing/entry of data in fields.



3. You will notice that there are two main sections: “Contingent Information” and “Contingent Members”. Start filling the “Contingent information” first. In the glossary, you will have the explanation for each one of the fields  
**⚠ TIP: Please enter all the dates in the template with the format: dd-mmm-yyyy. For instance: 12-May-1980**

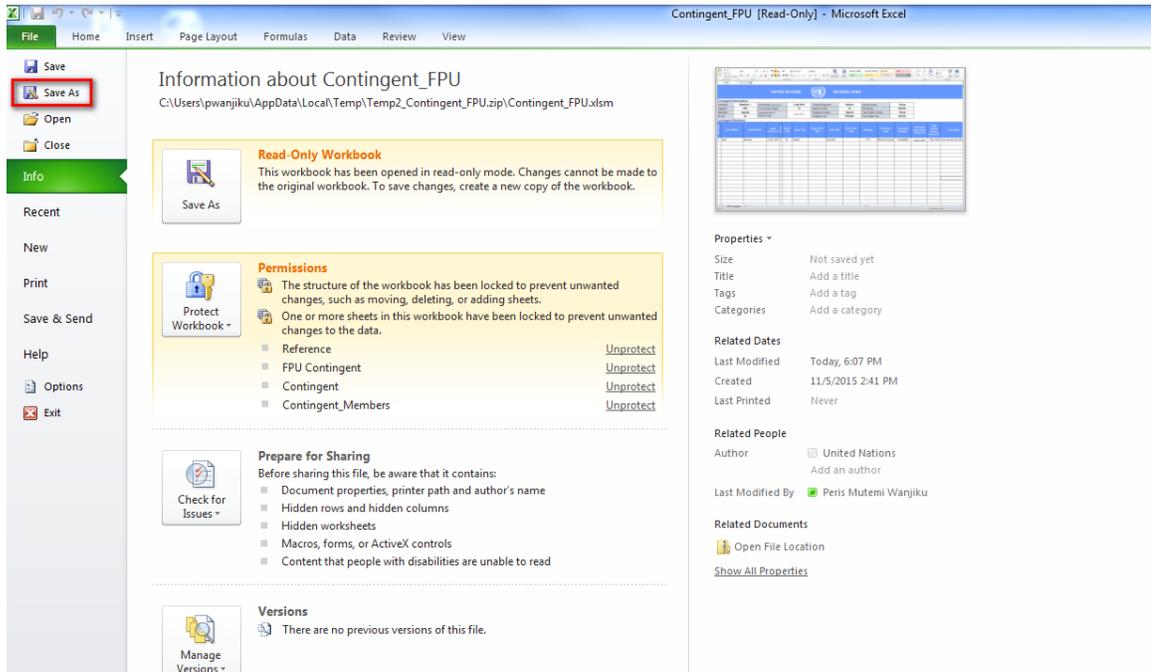
Once you have entered the data related to the “Contingent Information: section, it is time to record each one of the members of the contingent.

**⚠ TIP: Remember to periodically save the file as you enter data.**





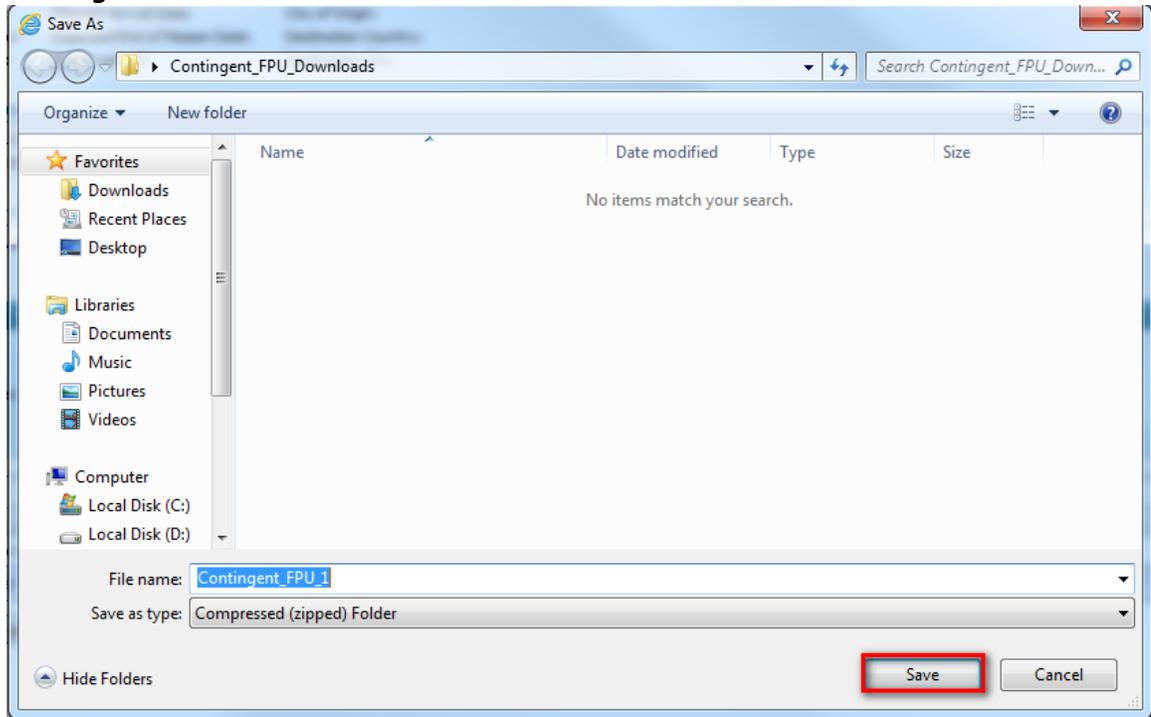
4. Once the data of each member of the Unit / Contingent is properly entered, Click File and select **Save As** to save the template.



5. Select suitable location to save the templated and click **Save** button. **For easy of reference, we suggest that the File Name to be entered should be the Unit/**



**Contingent name**



### 3. Glossary

#### Contingent Information Fields

Field Names	Details
Unit Name	The name to enter should be the Unit/ Contingent name to be deployed to the mission. <i>This field is mandatory</i>
Category	The user will have to option to choose from FPU or Advance Party. <ul style="list-style-type: none"> <li>FPU - Formed Police Units</li> <li>Advance Party – This is a special group of people or individuals of the contingent who arrive first in the mission.</li> </ul>
Nationality	Select the country of nationality. <i>This field is mandatory</i>
Mission	Select the mission where the FPU Contingent is to be deployed. <i>This field is mandatory</i>
Arrival Date	Enter the expected date when FPU Contingent will arrive at the specified mission. <i>This field is mandatory</i>
Tour of Duty Length	Enter the number of months the FPU Contingent will be deployed at the mission. E.g. 12 months. <i>This field is mandatory</i>
Expected End of Mission Date	The system will auto populate this field based on the information entered on the Tour of Duty Length field.
Travel Arranged by	The user will have the following 3 options to select: <ul style="list-style-type: none"> <li>DFS</li> </ul>



	<ul style="list-style-type: none"> <li>• Member State</li> <li>• Mission</li> </ul> <p><i>This field is mandatory</i></p>
Mode of Travel	<p>Select the means by which the FPU Contingent will travel. The user can select :</p> <ul style="list-style-type: none"> <li>• Air</li> <li>• Road</li> <li>• Sea</li> </ul> <p><i>This field is mandatory</i></p>
Departure Country	Select the country from where the FPU Contingent will start their journey. <i>This field is mandatory</i>
Departure City	Enter the city from where the FPU Contingent will start their journey. <i>This field is mandatory</i>
Arrival Country	Select the country where the FPU Contingent will arrive. <i>This field is mandatory</i>
Arrival City	Enter the city where the FPU Contingent will arrive. <i>This field is mandatory</i>
Duty Station Country	Select the duty station country where the FPU Contingent will be deployed. <i>This field is mandatory</i>
Duty Station City	Enter the duty station city where the FPU Contingent will be deployed. <i>This field is mandatory</i>

### Contingent Members Fields

Field Names	Details
Serial No.	The system will auto populate this field
First Name	Enter First name as it appears on official document / passport. <i>This field is mandatory</i>
Family Names	Enter Family Names as they appear on official document / passport. <i>This field is mandatory</i>
Date of Birth (DOB)	Enter DOB as it appears on official document / passport. <i>This field is mandatory</i>
Gender	Select the Gender . <i>This field is mandatory</i>
Blood Group	Select the blood type from the list. <i>This field is mandatory</i>
Rank	Select the rank from the list. If a rank is not indicated on the list, then select the option Other. <i>This field is mandatory</i>
Other Rank	This field is enabled when the option Other is selected on the Rank field. Enter a Rank on this field
Role	Select the role from the list. If a role is not indicated on the list, the select the option Other. <i>This field is mandatory</i>
Other Role	This field is enabled when the option Other is selected on the Role field. Enter a role in the mission on this field
Category	<p>Select the Category for each member :</p> <ul style="list-style-type: none"> <li>• FPU</li> <li>• PGU</li> <li>• PRU</li> <li>• PSU</li> </ul>



	<ul style="list-style-type: none"> <li>• Advance Party - This is a special group of people or individuals of the contingent who arrive first in the mission.</li> </ul> <p><i>This field is mandatory</i></p>
Document Type	<p>This is the document each member of the contingent will show upon arrival. Select the appropriate document type from the available list</p> <ul style="list-style-type: none"> <li>• Driver’s License</li> <li>• National Passport</li> <li>• National State ID</li> <li>• Police Badge</li> </ul> <p>If a document type is none of the above documents, then select Other option. <i>This field is mandatory</i></p>
Document Number	<p>Enter the Document Number as it appears on the document itself. E.g. If Document Type is Passport, then enter the passport number. <i>This field is mandatory</i></p>
Document Expiry Date	<p>Enter Document Expiry Date as it appears on the document .E.g. If document type was passport then enter the passport expiry date as it appears on the passport. <i>This field is mandatory</i></p>
Date Joined Police	<p>Enter the date that officer entered Police Force, after graduation academy. .</p>
Visa Status	<p>Select the Visa Status options:</p> <ul style="list-style-type: none"> <li>• Visa not required – Select this option if no Visa is required to enter the Arrival Country</li> <li>• Visa required and obtained – Select this option if Visa is required and has been obtained to enter the Arrival Country</li> </ul> <p><i>This field is mandatory</i></p>
Luggage Weight	<p>Enter the number of Kg of entitled luggage. <i>This field is mandatory</i></p>
Remarks	<p>Enter remarks if any</p>
English Test Reading	<p>Select either one of the following options on the list:</p> <ul style="list-style-type: none"> <li>• Pass</li> <li>• Fail</li> <li>• Absent</li> </ul>
English Test Report Writing	<p>Select either one of the following options on the list:</p> <ul style="list-style-type: none"> <li>• Pass</li> <li>• Fail</li> <li>• Absent</li> </ul>
Operational Interview	<p>Select either one of the following options on the list:</p> <ul style="list-style-type: none"> <li>• Pass</li> <li>• Fail</li> <li>• Absent</li> </ul>
Driving Test	<p>Select either one of the following options on the list:</p> <ul style="list-style-type: none"> <li>• Pass</li> <li>• Fail</li> <li>• Absent</li> </ul>



Weapons Handling	Select either one of the following options on the list: <ul style="list-style-type: none"><li>• Pass</li><li>• Fail</li><li>• Absent</li></ul>
Shooting Test	Select either one of the following options on the list: <ul style="list-style-type: none"><li>• Pass</li><li>• Fail</li><li>• Absent</li></ul>
Tactical Exercise	Select either one of the following options on the list: <ul style="list-style-type: none"><li>• Pass</li><li>• Fail</li><li>• Absent</li></ul>
FPAT Date	Enter the date when the FPAT exam was taken

**Note:** All the fields after the Remarks field are not mandatory, **BUT** if for example the user selects English Test Reading field or English Test Report Writing etc. as either Pass, Fail or absent then the FPAT date has to be entered.