



Standard Operating Procedure

5 October 2005

Planning and Implementing Contributing Country Reconnaissance Visits

Approved by: Jean-Marie Guéhenno, USG/DPKO
Approval date: 5 October 2005
Contact: SA/OMA
Review date: 5 October 2007

**STANDARD OPERATING PROCEDURE (SOP) ON
PLANNING AND IMPLEMENTING CONTRIBUTING COUNTRY
RECONNAISSANCE VISITS**

ANNEXURE

- A. Routing Slip Specimen
 - B. Reconnaissance Report
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A. PURPOSE

- 1. The purpose of this SOP is to provide detailed procedures for planning, implementing and reporting contributing country reconnaissance in accordance with the DPKO Policy Directive on Contributing Country Reconnaissance.
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B. SCOPE

- 2. This SOP is subsidiary to the DPKO Policy Directive on Contributing Country Reconnaissance. All personnel involved with the planning and implementation of specific reconnaissance are required to follow this SOP. Organizational elements in UNHQ, contributing countries and missions might need to augment this SOP with local procedures. However, any local procedure that substitutes, changes or in any other way modifies this SOP will not be recognised.
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C. RATIONALE

- 3. The SOP sets out the actions and information necessary for meeting the policy requirements for contributing country reconnaissance. Importantly, the linkages between reconnaissance, pre-deployment visits (PDV) and memorandum of understanding (MOU) negotiation procedures should be direct and closely coordinated.
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D. PROCEDURES

D.1 Planning

- 4. Reconnaissance should be conducted sufficiently in advance of deployment for practical implementation of the findings. DPKO force generation and police generation staff are to seek timely approval for inviting the contributing country to conduct reconnaissance in the mission area. In the case of military contingents, the appropriate staff is Force Generation Service (FGS) and for police contingents, Police Division (PD).
- 5. USG DPKO approves the invitation based on recommendations from relevant DPKO areas. Approval is sought in a routing slip and a specimen is at Annex A. The invitation shall be sent to the Permanent Mission of the contributing country. It shall convey the purpose, key locations, maximum number of reimbursable participants, duration and estimated UNHQ travel expenditure. The determination of participant numbers and duration shall be made on a case-by-case consideration of relevant CONOPS tasks. Each peace operation has specific CONOPS requirements, environment and

circumstances that uniquely distinguish it from other peace operations. The details conveyed in the invitation shall be determined in consultation with the UN mission.

6. Where warranted, a joint DPKO, mission and contributing country reconnaissance might take place in the mission area. No more than two DPKO personnel from UNHQ should participate in the joint reconnaissance.
7. The Permanent Mission should respond to the invitation with a written proposal giving a suggested itinerary, preferred dates and the names and appointments of the participants. The itinerary must cover the locations in the mission area that are essential for undertaking the tasks specified in the CONOPS. The contributing country arranges the return travel for its participants to the mission area. DPKO, in conjunction with the UN mission, arranges accommodation, travel and other administrative support in the mission area. The contributing country shall coordinate its travel arrangements within the mission area through the force generation or police generation staff, as appropriate.
8. Contributing country participants should include as a minimum the designated contingent commander and a logistics expert. Larger reconnaissance teams should include expert representatives from force protection and enabling capability areas. For new missions, larger teams might not be able to conduct reconnaissance of all the key locations. Limited access might arise due to local security circumstances or insufficient UN presence. In such cases, the reconnaissance could be phased and part of the team could delay reconnaissance until circumstances are more favourable.
9. The reconnaissance proposal should be forwarded in sufficient time for full consultations and arranging travel and visa entry. Processing the proposal within the UN shall be coordinated by the appropriate force generation or police generation staff. For military proposals, consultations should include the contributing country, mission and relevant areas of Military Division (MD), Mine Action Service (UNMAS), Operational Support Service (OSS), Specialist Support Service (SSS), Financial Management Support Service (FMSS) and Office of Operations (OO). In the case of police contributions, consultation should be with appropriate partners. Consultants shall reach agreement on the details of the proposal. Based on the recommendations from relevant DPKO areas, USG DPKO approves the agreed reconnaissance proposal.

D.2 Implementation

10. The reconnaissance shall be conducted in close partnership by contributing country participants and appropriate UN operations and logistics staff. The partnership must give impetus to identifying the likely issues arising from specific key locations and associated infrastructure and environmental factors. Solutions to the issues should be agreed and include clear responsibilities accepted by the contributing country and the mission to take action, meet timings and coordinate. The details of identified issues and agreed solutions should form annexes to the reconnaissance report.
11. Recommendations on the suitability of contingent capabilities must be made in full consultation with the mission. A key factor affecting suitability is mission support in terms of unified operations and integrated logistics. Contingent capabilities are supported by relevant substantive and enabling capabilities in unified operations under sector or force arrangements. The contingent is also supported by the mission sourcing UN owned equipment, commercial services, sites for camps and available capacities of local infrastructure.
12. Making recommendations on the overall suitability of contingent capabilities must be done carefully. Suitability should be based on all elements contributing to specific

capabilities including personnel, training, organization, procedures, major equipment, self-sustainment, consumables re-supply and equipment maintenance. The end effect of combining the elements is decisive. National diversity of procedures and techniques in achieving the end effect should be accommodated as far as practicable. On completion of the reconnaissance, UN staff shall discuss and draft with contributing country representatives a brief summary of overall suitability and unresolved issues.

D.3 Reconnaissance Report

13. The purpose of the reconnaissance report is to submit for decision any unresolved issues arising from the effects of ground on the contingent's capability to undertake its CONOPS tasks. The body of the report should be concise, less than five pages and include technical details in annexes. It should consist of an introduction, purpose, overall suitability of contingent capabilities, unresolved issues, resolved issues and agreed responsibilities, other issues, conclusions and recommendations. A specimen layout of the reconnaissance report is at Annex B.

D.4 Finance

14. Contributing country reconnaissance, including joint activities, are cross-cutting and budget arrangements need close coordination between MD, CPD, OMS and missions. MilAd and PolAd, in consultation with DLSD, DMAS and FMSS need to determine the operational requirements for reconnaissance. MilAd and PolAd should ensure that sufficient travel expenses to meet the requirements are accurately estimated and included in cost estimates. For new missions, the estimates need to be in the commitment authority budget including, where appropriate, the pre-mandate budget.
15. DPKO bears the travel expenses of any staff member approved to participate in a joint activity with contributing country reconnaissance. Contributing country travel costs are reimbursed subject to the conditions below and in accordance with the Financial Regulations and Rules of the UN. The reimbursement is made through the Permanent Mission. Any actual expenses that are incurred in excess of eligible reimbursement rests with the contributing country. USG DPKO may agree to the inclusion by contributing countries of additional personnel above the number of reimbursable participants. However, DPKO will not bear the travel expenses of additional personnel to the mission area or the cost of accommodation or meals. Any requirement by the contributing country to extend the duration of reconnaissance in the mission area beyond five days needs the specific agreement of the mission and USG DPKO. All travel expenses incurred in the mission area by the approved reconnaissance team are borne by DPKO.
16. Contributing country expenses are eligible for reimbursement by DPKO under the following conditions:
 - 16.1. The contributing country submits the reconnaissance proposal, coordinates with the appropriate force generation or police generation staff and partners with UN staff in completing the reconnaissance.
 - 16.2. The reconnaissance itinerary, including travel and accommodation arrangements, is agreed by the mission and MilAd or, as appropriate, PolAd.
 - 16.3. The contributing country deploys its reconnaissance team to the mission area and, upon completion of travel, submits a claim to the UN Travel Unit through its permanent Mission in New York. The claim must include original air tickets and boarding passes. Reimbursement to contributing countries will be limited to what it would have cost the UN to arrange.
 - 16.4. Air transport is to be economy or tourist class for the most direct and economical commercial route between the contributing country and the mission area. Daily

subsistence allowance (DSA) will be reimbursed to the contributing country in accordance with the established UN practice for workshop and meeting participants. The practice is based on the actual number of days in the mission area according to the air ticket plus one extra day to cover all transit, terminal and miscellaneous expenses. Where the UN provides meals and accommodation to the reconnaissance participants, the UN reimburses DSA at 20 percent of the full rate.

16.5. If the contributing country does not deploy its unit after undertaking a reconnaissance, the UN reserves the right to reject a claim for reimbursement of the travel and subsistence costs. The UN reserves the right also to recover the amount spent by the UN on these costs. However, if the UN cancels the deployment of a unit from the contributing country, the UN will bear the cost of the reconnaissance.

17. The overall limits of DPKO reimbursement to each contributing country for travel expenses are up to a maximum five days in the mission area for up to a maximum number of participants as listed in Table 1. Adjustments within the overall limits depend on CONOPS requirements.

Contingent Size	Maximum Number of Reimbursable Contributing Country Participants	Comments
Brigade	Three for Brigade Headquarters plus one for each of up to three Battalions.	The Battalions are organic to the Brigade.
Battalion	Three	Emerging contributing countries may include up to two additional participants.
Company	Two	One or two additional participants for each additional independent company.
Formed Police Unit	Two	Unit strength should be 100 or more. One additional participant for each additional independent FPU or attached canine unit or SWAT unit.

Table 1: Parameters for Adjustments within Overall Limits of UN Reimbursement

E. REFERENCES

E.1 Normative and Superior References

18. Financial Regulations and Rules of the UN, ST/SGB/2003/7 dated 9 May 2003.
19. Contingent-Owned Equipment (COE) Manual 2002.

E.2 Related DPKO Guidance

20. Policy Directive on Contributing Country Reconnaissance Visits, October 2005.
21. Policy Directive on Pre-deployment Visits, October 2005.

F. MONITORING AND COMPLIANCE

22. MilAd and PolAd shall monitor the implementation of this policy by way of reconnaissance report submissions. MilAd, PolAd, DMAS, DLSD and DASD are to make arrangements for compliance to this policy for specific reconnaissance.

G. DATES

23. The policy was approved on 5 October 2005 and shall be effective from that date. The policy shall be reviewed no later than 5 October 2007.
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H. CONTACT

24. The contact officers for this policy are the Special Assistant to the Military Adviser (S-3650C) and, for police matters, the Special Assistant to the Police Adviser (S-3640B).
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I. HISTORY AND AMENDMENTS

25. The policy supersedes the DPKO paper on Troop/Police Contributing Country Reconnaissance Team Visits dated 28 June 2004.
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SIGNED:



Jean-Marie Guéhenno
Under-Secretary-General for Peacekeeping Operations

DATED:

ROUTING SLIP SPECIMEN

Priority: **NORMAL**
Due Date: **dd/mm/yyyy**

Classification: **UNCLASSIFIED**

UNITED NATIONS
ROUTING SLIP



NATIONS UNIES
FICHE DE TRANSMISSION

TO: JMG
A:

CC: JHL

THROUGH: RKM
S/C DE:

FROM: Name, Title
DE:

Drafter: Drafter **Room No:** Room No **Ext:** Extension **Date:** dd/mm/yyyy

PURPOSE: FOR APPROVAL

SUBJECT: Invitation for (Contributing Country) to Conduct a Reconnaissance Visit in UNMIS

REMARKS:

1. **Proposal.** It is proposed that (contributing country) conducts a reconnaissance visit in UNMIS with the purpose to determine how the ground and conditions in the allocated sector affects capabilities in undertaking tasks given in the CONOPS.
2. **Key Locations.** The key locations for the proposed reconnaissance include:
 - a. Sector site:
 - b. Team sites:
 - c. UNMO and Police:
 - d. Airfields and helipads:
 - e. Mine fields:
 - f. Main supply routes:
 - g. Bridges:
3. **Maximum Participants and Duration.** In accordance with SOP, the maximum number of reimbursable contributing country participants for the contingent size is six. Noting the sector size and dispersed key location, the maximum allowable duration of five days in the mission area is warranted in this case.

4. Expenditure. The estimated UNHQ travel expenditure is:
- a. In the mission area:
 - i. accommodation:
 - ii. meals:
 - iii. ground and air transport: provided by UN mission.
 - b. Reimbursement of contributing country travel expenses:
 - i. travel:
 - ii. subsistence:
 - c. UN staff participants:

RECOMMENDED ACTION:

Coordinated with or cleared by (please indicate name or initials):

OUSG				OMS		MAS	
Front Office	<input type="checkbox"/>	<input type="checkbox"/>	Front Office	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
CM	<input type="checkbox"/>	<input type="checkbox"/>	ASD	<input type="checkbox"/>	<input type="checkbox"/>	DEPT./OFFICE	<input type="checkbox"/>
PBPU	<input type="checkbox"/>	<input type="checkbox"/>	LSD	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
EO	<input type="checkbox"/>	<input type="checkbox"/>	MD				<input type="checkbox"/>
OO			OMA	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Front Office	<input type="checkbox"/>	<input type="checkbox"/>	CMOS	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
AD	<input type="checkbox"/>	<input type="checkbox"/>	MPS	<input type="checkbox"/>	<input type="checkbox"/>	AGENCIES/INST.	<input type="checkbox"/>
AMED	<input type="checkbox"/>	<input type="checkbox"/>	FGS	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
ELAD	<input type="checkbox"/>	<input type="checkbox"/>	TES	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
SitCen	<input type="checkbox"/>	<input type="checkbox"/>	CPD	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

If no consultation or coordination was made please clarify why:

Log no:

Annexes:

RECONNAISSANCE REPORT

The purpose of the reconnaissance report is to submit for decision any unresolved issues arising from the effects of ground on the contingent's capability to undertake its CONOPS tasks. The body of the report should be concise, less than five pages and technical details should be included in annexes. A specimen report is shown below:

RECONNAISSANCE BY (name of contributing country) FOR (name of mission)

Annexure

- A. Approved Reconnaissance Proposal
- B. Detailed reconnaissance findings for Infantry Battalion
- C. Detailed reconnaissance findings for Aviation Unit
- D. Detailed reconnaissance findings for De-mining Company
- E. Detailed reconnaissance findings for Construction Engineer Company
- F. Detailed reconnaissance findings for Level 2 or 3 Hospital
- G. Detailed reconnaissance findings for Transport Company
- H. Detailed reconnaissance findings for UN Police Component

[Annexes to be included as required]

Introduction

1. The Government of (name of contributing country) completed a reconnaissance for (name of mission) during (dates). The approved reconnaissance proposal is at Annex A. The reconnaissance participants were (list names and appointments):

Colonel Sun Ray	Sector Commander
Lieutenant Colonel Rick Shaw	Sector Senior Logistics Officer
Lieutenant Colonel Star Light	Commander Level 2 Hospital
Major Light Foot	Commander De-mining Company
Major Hold Fast	Commander Construction Engineer Company

Purpose

2. The purpose of the reconnaissance was to determine how the actual environment and circumstances in which the contingent will operate directly affects the contingent's capability in undertaking the tasks given in the (name of mission) concept of operations (CONOPS).

Overall Suitability of Contingent Capabilities

3. The contingents were found overall to have the capability to undertake CONOPS tasks and, in most cases, to adjust to the prevailing environment and circumstances in which the contingent will operate. Where adjustments remain nevertheless inadequate, separate arrangements need to be negotiated.

Unresolved Issues

4. Summarise the unresolved issues related to specific key locations. Details for specific units should be attached in relevant annexes.

Key Location	Unresolved Issues
Sector Site	
Team Sites	
UNMO and Police	
DDR	
UN Programmes	
Airfields and Helipads	
Mine Fields and Incidents	
Explosive Ordnance Incidents	
Main Supply Routes (MSR)	
Bridges	
Hospital Dependency and Casualty Evacuation Distances	
MSR Convoy Restrictions	
Depots and Cross-loading Areas	

Resolved Issues and Agreed Responsibilities

5. **Contributing Country Action.** For applicable CONOPS tasks, summarize the action agreed by the contributing country in resolving issues arising from ground factors. Action should be in terms of personnel, training, organization, skills, major equipment, self-sustainment, consumables re-supply and equipment maintenance. Include any arrangements to coordinate re-supply and maintenance of items that might be sourced in the mission area, such as computers, printers, facsimile and photocopy machines. Details for specific units should be attached in relevant annexes.

Element of Capability	Contributing Country Action on Capabilities		
	Action	Timing	Coordination
Personnel and Skills			
Training			
Organizational Grouping and Procedures			
Major Equipment			
Self-sustainment			
Consumables Re-supply			
Equipment Maintenance			

6. **Mission Action.** Summarise the mission action on support that directly affects the contingent's operations in key locations. Details for specific units should be attached in relevant annexes.

Element of Unified Operations and Integrated Logistics	Mission Action on Support		
	Action	Timing	Coordination
Peace Agreement Processes			
Mine Action			
Protection			
Policing			
DDR			
Humanitarian			
Air Operations			
Movements			
Cartographic			
Communications and Information Technology			
Supply			
Engineering			
Medical			
Commercial Sourcing and Procurement			
Other Services, including Training			

Other Issues

7. Summarise any other issues directly affecting the contingent's operations in key locations.

Conclusions

8. The contingent from (name of contributing country) is able to undertake (name of mission) CONOPS tasks in the allocated locations with the critical exceptions of deficiencies in:

.....

9. Mission action in response to the deficiencies is limited by

Recommendations

10. It is recommended:

that joint options by UNHQ, (name of contributing country) and (name of mission) are developed to resolve key deficiencies of:

.....,

that preparations progress to finalize the timely deployment of the contingent and arranging the contingent's access to allocated key locations.

(name)
Mission senior operations representative
(date)

(name)
Mission senior logistics representative
(date)

(name)
Reconnaissance Team Leader
(date)

**Annex B to
Reconnaissance Report**

DETAILED RECONNAISSANCE FINDINGS FOR INFANTRY BATTALION

Task (where applicable)	Problems Arising with Specific Key Locations and Associated Infrastructure and Environmental Factors			Solutions and Agreed Responsibilities					Mission Action on Support
	Key Location	Infrastructure Factors	Environmental Factors	Personnel and Skills	Training	Organizational Grouping and Procedures	Major Equipment	Self- sustainment	
Force protection									
Information gathering									
Air mobile reserve									
Ground patrols									
Support UNMO									
Assist DDR									
Escort convoys									
Cease-fire violations									
Support UN programmes									
Assist redeployments									

DETAILED RECONNAISSANCE FINDINGS FOR AVIATION UNIT

Task (where applicable)	Problems Arising with Specific Key Locations and Associated Infrastructure and Environmental Factors			Solutions and Agreed Responsibilities					Mission Action on Support
	Key Location	Infrastructure Factors	Environmental Factors	Personnel and Skills	Training	Organizational Grouping and Procedures	Major Equipment	Self-sustainment	
Quick reaction force insertion and extraction									
Lift sector air mobile reserve									
CASEVAC and MEDEVAC									
Observation									
Search and rescue									
Forward air refuelling									
Re-supply support									

**Annex D to
Reconnaissance Report**

DETAILED RECONNAISSANCE FINDINGS FOR DE-MINING COMPANY

Task (where applicable)	Problems Arising with Specific Key Locations and Associated Infrastructure and Environmental Factors			Solutions and Agreed Responsibilities					
	Key Location	Infrastructure Factors	Environmental Factors	Personnel and Skills	Training	Organizational Grouping and Procedures	Major Equipment	Self-sustainment	Mission Action on Support
IMAS compliance									
Independent de-mining operations									
Dispose land service ammunition									
In-situ render safe procedure (RSP) and FOD									
Explosive detection and verification									
Mine clearance									
Detect mines in real time									
Mine prodding									
Mark mined areas									
Liaison and coordination									

DETAILED RECONNAISSANCE FINDINGS FOR CONSTRUCTION ENGINEER COMPANY

Task (where applicable)	Problems Arising with Specific Key Locations and Associated Infrastructure and Environmental Factors			Solutions and Agreed Responsibilities					Mission Action on Support
	Key Location	Infrastructure Factors	Environmental Factors	Personnel and Skills	Training	Organizational Grouping and Procedures	Major Equipment	Self-sustainment	
Main supply route (unsealed) survey, design, construction, maintenance and upgrade									
Main supply route (sealed) maintenance									
Airfields (unsealed) maintenance and repairs									
Helipad (sealed) survey, design, construction, maintenance and repairs									
Bridge approach and abutment survey, design, construction, maintenance and upgrade									
Bridge repairs and maintenance									
Small gap crossings (culvert, timber bridge, etc)									
Bailey bridge survey, design, erection and maintenance including mid-span pier									
Assist campsite development including storm water drainage, septic tanks and associated									

**Annex E to
Reconnaissance Report**

Task (where applicable)	Problems Arising with Specific Key Locations and Associated Infrastructure and Environmental Factors			Solutions and Agreed Responsibilities						
	Key Location	Infrastructure Factors	Environmental Factors	Contributing Country Action on Capability						
				Personnel and Skills	Training	Organizational Grouping and Procedures	Major Equipment	Self- sustainment	Mission Action on Support	
absorption trenches, etc										
Design, set out and construction of hard standing for workshop, warehouse, etc in contingent camps and minimal internal vehicle access										
Destruction of confiscated weapons and ammunition										
Power supply (generators and electrical power distribution)										
Assist sanitation and environmental protection program										

**Annex F to
Reconnaissance Report**

DETAILED RECONNAISSANCE FINDINGS FOR LEVEL 2 OR 3 HOSPITAL

Task (where applicable)	Problems Arising with Specific Key Locations and Associated Infrastructure and Environmental Factors			Solutions and Agreed Responsibilities					
	Key Location	Infrastructure Factors	Environmental Factors	Personnel and Skills	Training	Organizational Grouping and Procedures	Major Equipment	Self-sustainment	Mission Action on Support
Level 1/2/3 medical support									
Limb and life saving surgery									
Emergency resuscitation									
Stabilize and assist evacuation									
Hospitalize patients									
Radiological examinations									
Treat dental cases									
Administer vaccinations									
Diagnostic laboratory tests									
Medical treatment on site									

DETAILED RECONNAISSANCE FINDINGS FOR TRANSPORT COMPANY

Task (where applicable)	Problems Arising with Specific Key Locations and Associated Infrastructure and Environmental Factors				Solutions and Agreed Responsibilities				
	Key Location	Infrastructure Factors	Environmental Factors	Personnel and Skills	Contributing Country Action on Capability	Organizational Grouping and Procedures	Major Equipment	Self-sustainment	Mission Action on Support
Distribute refrigerated food									
Distribute 20 foot ISO sea containers									
Distribute bulk diesel fuel									
Distribute bulk aviation fuel									
Distribute packaged fuel									
Distribute potable water									
Lift troops									
Load and unload commodities									
Assist redeployments									
Assist DDR									
Cease-fire violations									
Support UN programmes									

DETAILED RECONNAISSANCE FINDINGS FOR UN POLICE COMPONENT

Task (where applicable)	Problems Arising with Specific Key Locations and Associated Infrastructure and Environmental Factors			Solutions and Agreed Responsibilities					
	Key Location	Infrastructure Factors	Environmental Factors	Personnel and Skills	Training	Organizational Grouping and Procedures	Major Equipment	Self-sustainment	Mission Action on Support
Provide support to the local police in establishing reassuring visible presence in the community									
Assist local police in their efforts to maintain law and order in the community									
Assist UN Military component in the maintenance of public order problems within the area of operations									
Assist local police in the compliance to the human rights standards in all law enforcement activities									
Assist local police in their capacity building initiatives									
Assist preparations for local police role in all aspects of elections									
Provide training to local police									
Protection of UN personnel and facilities									
Provide operational backup support to the activities of the UN Police components of the mission									