Lesson 3.10 UNMO Reporting Procedures
Lesson 3.10 Content

- Reporting requirements
- SITREP writing and submission
- Information centres
Learning Outcomes

• Describe the reporting requirements at the strategic, operational and tactical levels

• Identify all types of reports related to Military Observers

• Apply procedures for preparing and submitting reports using standard templates
UN Peacekeeping Structure

SECURITY COUNCIL

SECRETARY-GENERAL

USG DPO or USG DPPA

HEAD OF MISSION

MISSION LEADERSHIP TEAM

COS

HOMC

HOPC

DMS/CMS

HOO

SECTOR CDR

REGION CDR

RAO

FIELD OFFICE

MIL UNITS

POLICE UNITS

LOG UNITS

HEADQUARTERS

FIELD

STRATEGIC

OPERATIONAL

TACTICAL
UNMO Chain of Command

[Diagram showing the chain of command with various labels and connections such as HOM, SRSG, OPCON, IMAC, etc.]

5
Strategic Reporting

- Secretary General reports to Security Council
- Head of Mission (HOM) reports to UN Headquarters
- HOMC reports to UN military adviser
Types of Reports

• Routine reports- daily, weekly, monthly basis
• Special reports- on occurrence / special circumstances
• Mission specific report
Routine Reports

- UNMO team site (TS) daily situation report
- UNMO FHQ daily situation report
- Patrol report
- Weekly assessment report
- Weekly patrol plan
Special Reports

• Flash report / special incident report
• Shooting incident report
• Investigation report
• Cease fire violation report
• Special patrol report
Procedures

TACTICAL

B TL
SHQ
SMO

OPERATIONAL

HOMC
PKHQ

STRATEGIC

DPO
SG
SC

DAILY/WEEKLY SITUATION REPORT

SPECIAL INCIDENT REPORTS
Deadlines

WEEK DAYS

WEEKENDS

NEW YORK TIME

0600 AM

NEW YORK TIME

0600 AM

Monday
Draft Daily/Weekly Situation Reports

- Who
- What
- Where
- When
- Why
- INSUFFICIENT
- “NSTR”
- COORDINATES
- OPERATIONAL
- DETAILS

To be followed up in next SITREP

Place name and distance from the closest major town

Weekly SITREPs not to reiterate the operational details
SITREP Transmittal & Information Security

SMART SYSTEM

Code cable security
Joint Operations Center (JOC)

- Mission asset
- Military-Civilian staffed information hub
- Located at Mission headquarters
- Mission-wide situational awareness
- Integrates operations / reports
JOC Responsibilities

• Monitors mission operational activities
• Requests, collects situation updates / reports
• Collates, disseminates information
• Consolidates daily operational reports
• 24-hour communication link between HOM, entities in AOR, UN Headquarters and others
JOC and Emergencies

• Crisis management center for HOM / Crisis Management Team (CMT)

• Supports CMT decision-making

• Centralized location for crisis decision-making
C/JOC Responsibilities

- Day to day JOC management JOC
- Relations with sector / regional offices
- Timely dissemination of operational reports
- First response to emergencies
- Information exchange with DPO Situation Centre, UN HQs New York
• Provides information to HOM / SMT
• Collects and synthesizes information
• Produces medium and long term pattern and predictive analysis
• Intelligence hub
JMAC Responsibilities

- Merges and manages mission information
- Integrate information from mission components and other sources
- Develops analytical products
- Analyze and synthesize information
- Intelligence- material, to prepare integrated analyses
- Prepare / disseminate operational level assessments
- Support planning, decision making
UNMO Verbal Briefs

• Keep verbal briefs—brief
• Use UN peacekeeping terms
• Objective, task, purpose
• Who, what when, where, why
• Observations
• Assessment / conclusion (the so what)
• Force Commanders, CMO set their preferences
Lesson Take Away

• HOM connects tactical and strategy goals to mandate
• Military information collected at Force HQ
• JOC combines component inputs into daily SITREP to DPO, NY
• UNMO submit reports daily, weekly, monthly, special cases
• Missions have report SOPs, UNMO receive in induction training
• Reports –keep short, self-contained, answer 5 W’s, classified
• JOC ensures mission situational awareness integrates reports
• JMAC integrates mission reports to develop analytical products
Questions