



Lesson 3.12

UNMO Reporting Procedures

Content



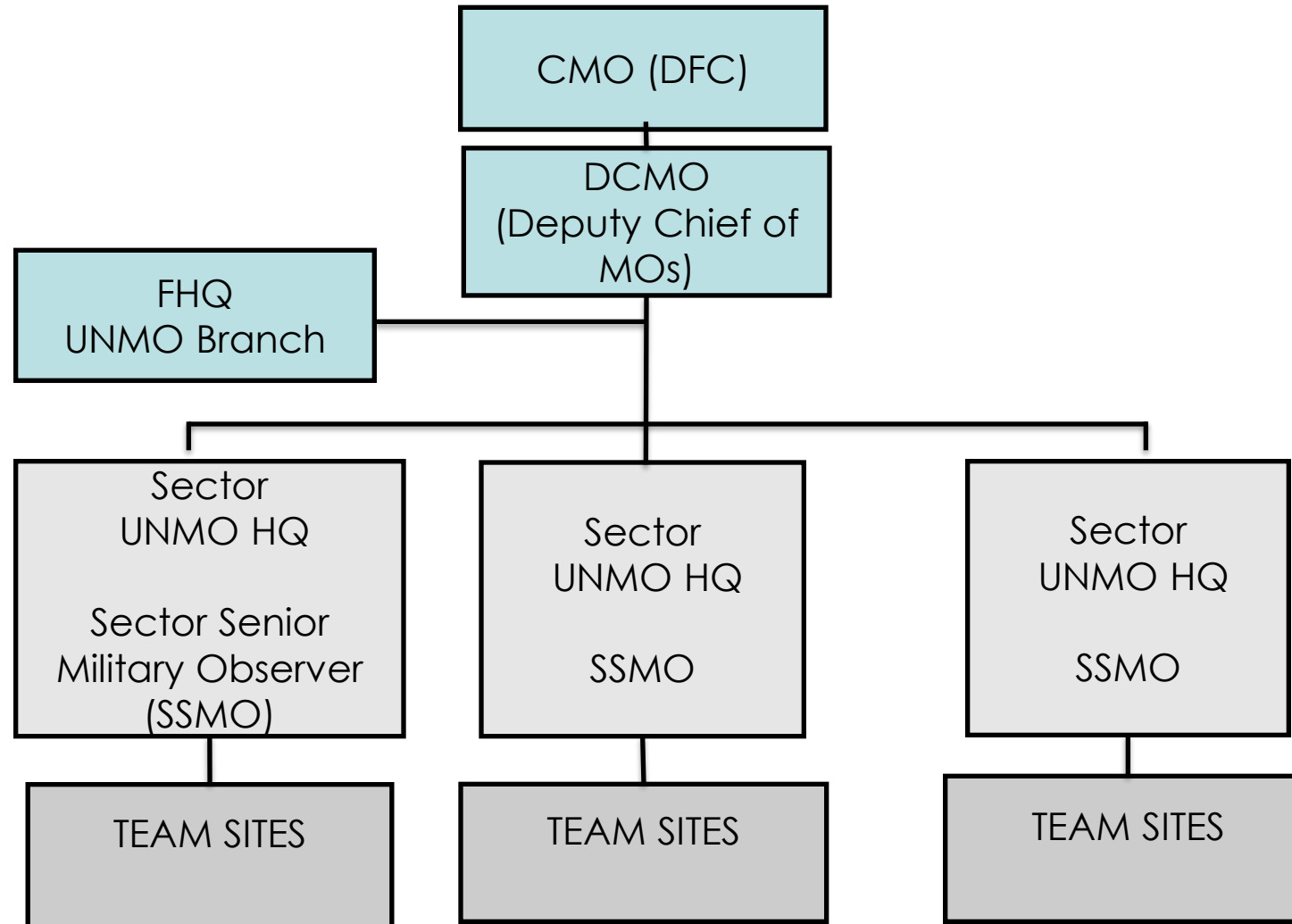
- UNMO reporting line structure
- Reporting from UNPKO to UNHQ
- Integrated mission elements in situation awareness and reporting
 - Joint Operations Centre(JOC)
 - Joint Mission Analysis Centre (JMAC)
- Types of reports for UNMO
- Principles of Reporting
- UN security classification for dissemination of reports
- Guidelines for writing reports



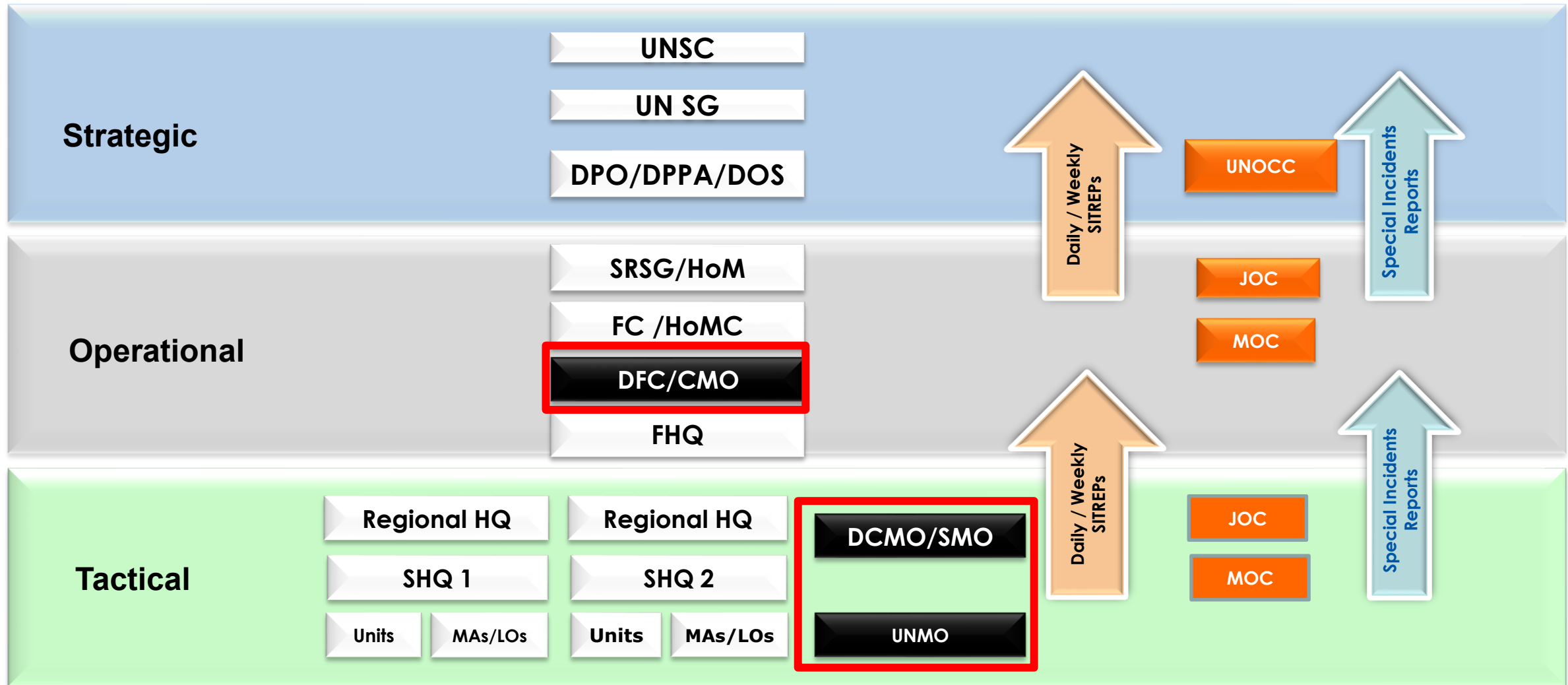
Learning Outcomes

- Explain UNMO reporting requirements at the strategic, operational and tactical levels
- Describe the main roles and responsibilities of JOC and JMAC in situational awareness and reporting
- Describe the types of reports related to UNMO
- Explain the principles and guidelines for writing reports

UNMO Generic Reporting Line Structure



Reporting from UNPKO to UNHQ – UNMO perspective



HOMC Technical Reports and Communication with MILAD (UNHQ)



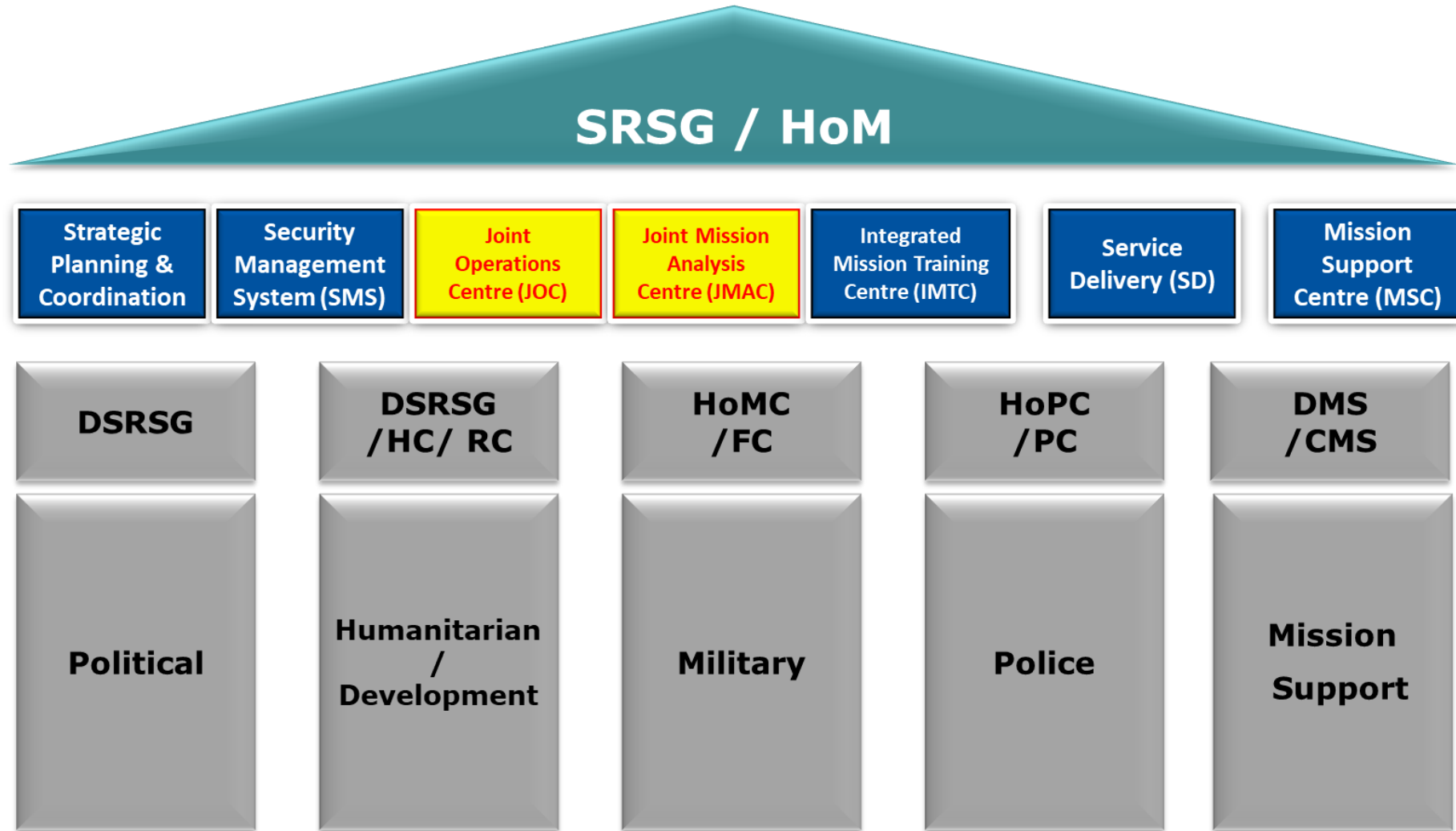
Reports to UNHQ

- Military Daily and Weekly Reporting
- Military Monthly Reporting
- Military Annual Reporting
- Significant Incident Reports
 - Flash Report
 - Notification of Casualties
 - Intermediate Report, Final Report and After-Action Report
 - Use of Force Reporting

Other relevant reports from FHQ to UNHQ

- Technical Reports
 - Monthly Basis
 - Quarterly Basis
- Personnel Status Reports
- Peacekeeping-Intelligence Reports
- Performance Related Reports
- Unit Performance Evaluation Reports
- End of Assignment Reports
- Data Collection

Integrated Mission Elements in Situational Awareness and Reporting - JOC and JMAC

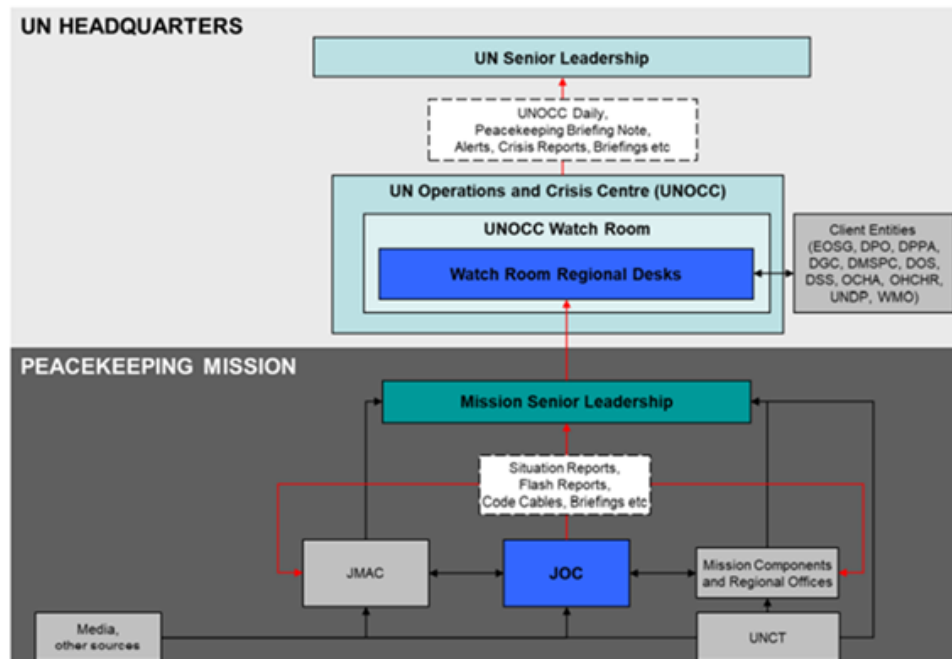


Joint Operations Centre (JOC)



General Functions:

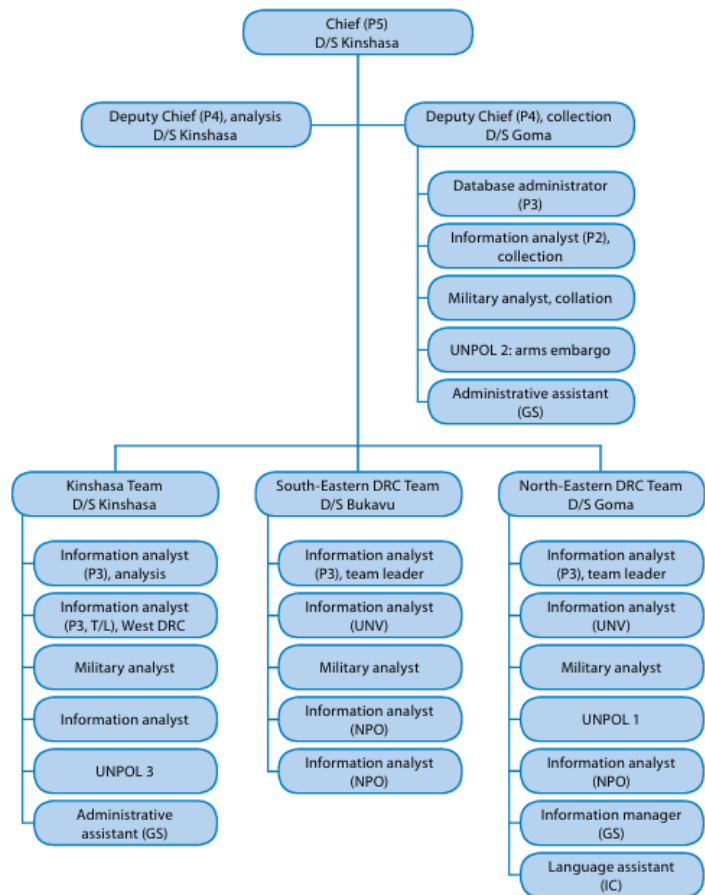
- Provides 24/7 integrated situational awareness
- Facilitates integrated operational coordination and planning
- Receive and collate DSRs and alerts from all mission components, including UNMO reports
- Verify and deconflict the information received
- Disseminate daily Situational Awareness summaries, reports and special incident ('flash') reports to the MLT
- Transmit daily integrated situation report & Flash reports to UNHQ



Joint Mission Analysis Centre (JMAC)



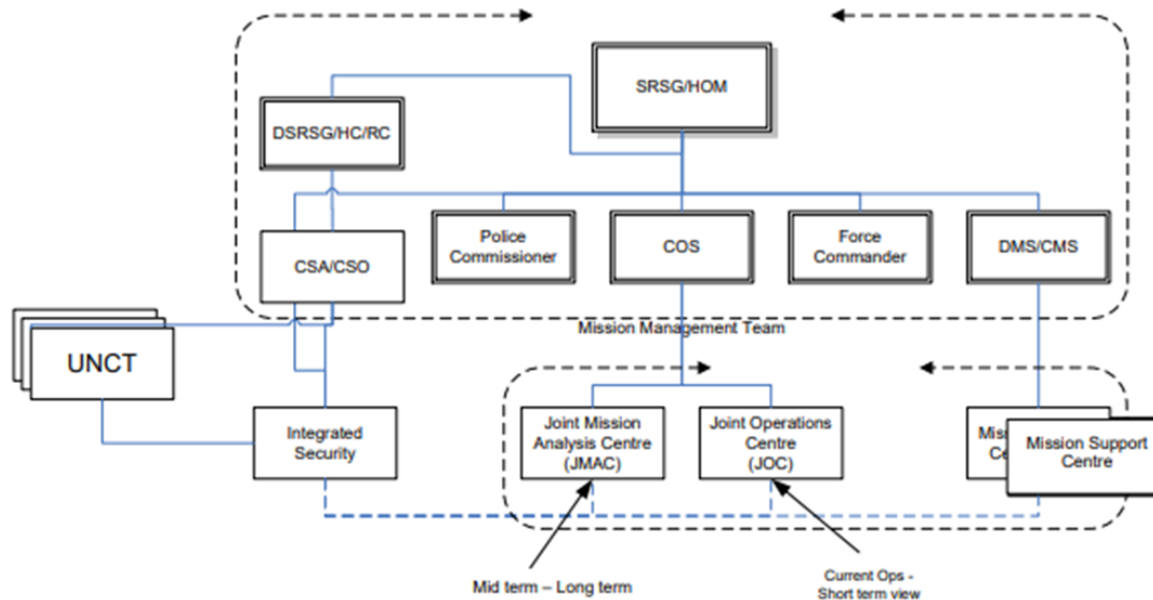
Example of JMAC Organisation



General Functions:

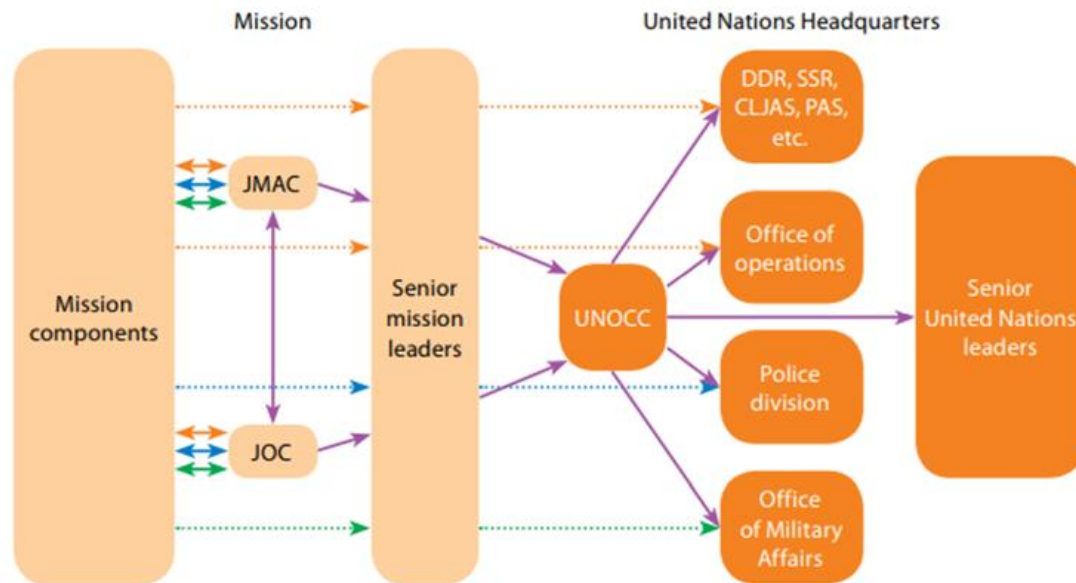
- Manages Info requirements from the HoM and MLT to support decision-making
- Prepares integrated analyses and assessments
 - Timely, accurate, and relevant to support decision-making, Op planning, and crisis management
- Identifies threats, challenges and opportunities to mandate implementation

JOC & JMAC support the spectrum of Situational Awareness, understanding and forecasting in UNPKO:



- JOC focus on contributing to knowledge and understanding through monitoring and reporting of current operational activities
- JMAC focus on enhancing understanding and anticipation through analysis and predictive assessment

Information Flow from JOC & JMAC to UNOCC/UNHQ



- All mission components are required to provide daily situation reports to JOC
- JOC/JMAC shall maintain a relationship with the UNOCC to inform SA – SRSG's approval
- Integrated Situational Awareness products through Unite Aware platform for entering, storing, verifying and validating information



Types of Reports

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



UNMO Routine Reports



- Patrol report
- Daily situation report
- Weekly assessment report
- Weekly patrol plan
- Weekly report of equipment and vehicles status
- Monthly logistic report



Special Reports



- Special incident report – also known as “Flash Report”
- Shooting incident report
- Investigation report
- Ceasefire violation report
- Special patrol report
- CASEVAC report
- Notification of casualty (NOTICAS)

Report Procedures and Formats



- The correspondence of the UNMO must be
 - Concise
 - Clear and accurate in content
 - Direct and dignified in style
 - Correct in form and appearance
- Oxford English spelling is used as a general rule



Principles of Reporting

- Ensure only important and relevant information is communicated
- The Chain of Command is NOT to be changed, bypassed or skipped
- Distribution lists are to be scrutinised and updated
- Routine reporting schedules should be observed by all
- Incidents, violations or time-critical information should be reported to higher HQs in a timely manner
- Identification and referencing of the reporting entity must be clear and unambiguous

UN Information Security Classification



Unclassified

UN Confidential

**UN Strictly
Confidential**

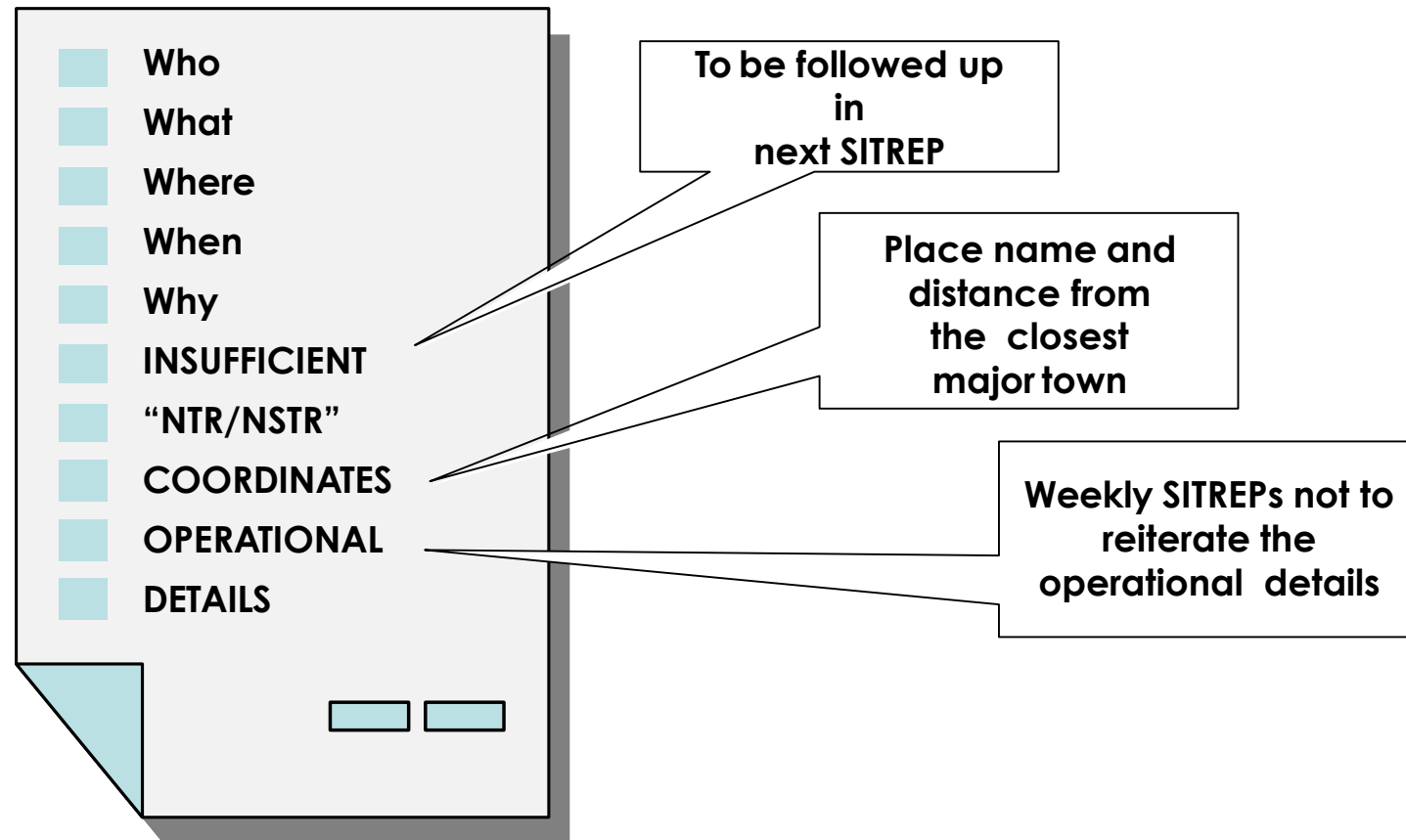
Information should be classified on an exceptional basis, and only as required



UNMO TS Operational Rhythm

Period	Event	Participants / Reporting line
Daily	Morning brief	All team Members
Daily	Two short range patrols (as defined by FHQ)	Weekly patrol plan
Daily	Daily Situation Report (SITREP)	Higher Headquarters
Once a week	One long range patrol (as defined by FHQ)	Weekly patrol plan
Twice a month	One overnight patrol (at least)	Patrol plan
2 hours after the completion	Patrol/operations report	Higher Headquarters
Weekly	Weekly Team Meeting	All team Members
Weekly	Operation coordination meeting	Contingents, UNPOL and other UN agencies deployed in AOR
Weekly	Weekly patrol plan	Team leader, Team operations officer & Higher Headquarters
Weekly	Weekly activity and Information summary	Higher Headquarters
Weekly	Weekly report of equipment and vehicles status	Higher Headquarters
Monthly	Monthly attendance report	Higher Headquarters
Monthly	Monthly logistic report	Higher Headquarters
Immediately as required	Flash report	Higher Headquarters
Immediately as required	Notification of casualty (NOTICAS)	Higher Headquarters

Guidelines – Draft Daily/Weekly Situation Reports





Report Deadlines

- **Daily SITREP:**

- Covering 24-hour period up to midnight local time, preceding date of issuance
- To be submitted **Monday through Friday** (or Saturday for missions where Friday is a non-working day)
- To UNOCC no later than **0500 hrs New York time (NYT)**

- **Weekly SITREP:**

- Covering **Tuesday 0001 hrs to Monday 2359 hrs NYT**
- To UNOCC **NLT Tuesday 0900 hrs NYT**



Reports Transmission Systems

- E-mails are sent encrypted
- Patrol plans are reported and recorded in **Unite Aware***
- Events and incident are reported in SAGE application
- Code Cable System

* **Not yet implemented in all UNPKOs/SPMs**

Summary of Key Messages



- Tactical, operational and strategic reporting channels contribute to situational awareness
- JOC integrates reports to create situational awareness
- JMAC integrates reports to develop analytical products
- UNMO submit reports daily, weekly, monthly and in special cases
- Information gathered at UNMO TS is compiled at FHQ for dissemination to UNHQ
- Reports are kept short, complete (5 Ws), and classified

Learning Activity 1



Group discussion

Total Time: 15 min

Preparation: 8 min

Discussion: 7 min

Questions

- What is the reporting line for UNMO TS?
- Describe the main roles and responsibilities of JOC and JMAC in situational awareness and reporting
- Enumerate the types of reports related to UNMO
- Explain the principles and guidelines for writing reports