



**Annex B to
CPOC Initial Calling Notice
Dated November 2025**

JOINING INSTRUCTIONS FOR THE COMPREHENSIVE PROTECTION OF CIVILIANS (CPOC) COURSE

INTRODUCTION

1. The International Peace Support Training Centre (IPSTC) will conduct the Comprehensive Protection of Civilians Course in cooperation with the Government of the Republic of Slovenia through the Peace Operations Training Centre (POTC) and the Government of the United Kingdom through the British Peace Support Team - Africa (BPST - A) from **Monday, 02 to Friday, 13 February 2026** at the Humanitarian Peace Support School (HPSS) in Embakasi, Nairobi, Kenya.

AIM OF THE COURSE

2. The aim of this course is to equip participants with relevant knowledge and skills to effectively assess, plan and implement Protection of Civilians (POC) activities in United Nations (UN) and African Union (AU) peace operations.

COURSE LOCATION

3. The CPOC course will be conducted at the Humanitarian Peace Support School (HPSS) in Embakasi, Nairobi. The training will be for a duration of ten (10) working days. Mode of training delivery will include central plenary lectures, syndicate discussions, simulations, practical exercises and documentaries.

COURSE KEY TIMINGS

4. The course will be conducted over the following dates:

- | | | |
|----|--------------------------------|---|
| a. | Nominations to be received by: | Friday, 09 January 2026 |
| b. | Participants arrive: | From 1800hrs Friday, 30 January 2026
latest 2000hrs, Sunday 01 January 2026. |
| c. | Course starts: | Monday 0745hrs 02 February 2026. |
| d. | Course ends: | 1430hrs Friday, 13 February 2026. |
| e. | Participants depart as from: | Friday, 13 February 2026. |

5. Participants are expected to remain within IPSTC for the entire course duration and not depart early. All other dates and times are as per the published course program or as briefed during the conduct of the course.

LANGUAGE

6. The Course will be conducted in **English**. Kindly ensure participants are fluent in English both written and spoken.



CARANA THE “8th CONTINENT”

7. All syndicate discussions for case studies are based on a fictitious country called CARANA. You will receive relevant documents on the CARANA country study during the course. This will give you guidance on which aspects to focus your attention on.

PRE-COURSE ADMINISTRATION

8. **Travel and Arrival.** The Governments of the United Kingdom (UK) and the Republic of Slovenia will pay for international flights, accommodation, and full board meals. Consequently, it is imperative that all participants send the correct details to the given points of contact at the earliest opportunity so that flights can be booked at the most competitive rates. Once confirmed, the details of travel will be communicated to the participants. All participants will be met on arrival at the Jomo Kenyatta International Airport (JKIA) and transported to HPSS, Embakasi. IPSTC support staff will be at the airport with a notice clearly identifying themselves. Any private travel arrangements to IPSTC will not be refunded.

9. **Transport.** All overseas participants will be met on arrival at the airport and transported to IPSTC. Kenyan participants are expected to make their own arrangements for travel to IPSTC.

10. **ETA (Visas).** All overseas participants attending the course are requested to check their requirement for a Kenyan eTA prior to commencing travel. **It is the individual's responsibility to apply and obtain his/her e Travel Authorization (eTA) and to have the correct travel (including medical) documentation.**

OTHER ADMINISTRATIVE DETAILS

11. **Accommodation.** All course participants will be accommodated at HPSS Embakasi.

12. **Meals.** All meals will be taken within HPSS dining facility. The restaurant offers a buffet menu which should suit most dietary requirements. Meal timings will be notified during the course opening administration brief. Meals will be provided for participants arriving on **Friday, 30 January 2026** and those leaving on **Sunday, 15 February 2026**.

13. **Course Photograph.** A group photograph will be taken on **the first day of the course** after the Course Opening Ceremony. The order of dress for the photograph will be military uniform (combat fatigues) for serving personnel and smart civilian clothing for civilian participants.

14. **Dress.** Dress throughout the course will be combat uniform for uniformed personnel and smart civilian attire for civilian personnel. Dress for the bar and restaurant in the evenings will be casual civilian attire.



15. **Money.** All formal aspects of the course (flights, ground transportation, food, accommodation, tuition, and stationery, etc.) will be co - funded by the Governments of the United Kingdom and the Republic of Slovenia. **Kindly note that per diem is not paid.** Participants are therefore requested to contact their parent Organisations/Governments before departure and ensure that they bring sufficient cash for their personal expenses during the course (drinks from the bar, phone calls, any laundry requirements, toiletries, souvenirs, shopping, private eating-out, etc). Attendees will need to convert their money to Kenya Shillings either in advance or on arrival at the Jomo Kenyatta International Airport or at nearby forex bureaus close by Embakasi shopping centres.

16. **Shopping.** HPSS has a shop within its facility stocked with basic amenities and toiletries. Approximately 3 km away from HPSS is a Shopping Centre, which caters for most requirements. It has a bank (with a cash-point/ATM), chemist, tailor, supermarket, curios/souvenirs, etc.

17. **Bar.** HPSS has a bar which is open for participants in the evenings. Drinks can be purchased there on a **cash basis only**.

18. **Laundry.** A laundry service is available at IPSTC at attendees' **own cost**. A price list for laundry services is placed in all rooms.

19. **Private Cell Phones.** Participants who have cell phones with a roaming option facility will be able to use their cell phones in Kenya. The Country Code is (+254). SIM cards for the local network may be obtained locally with a passport required to register.

20. **Internet.** Internet is available throughout IPSTC via WIFI connection.

HEALTH AND MEDICAL

21. **Health.** All participants should note the following health details.

a. The Government of Kenya will provide medical facilities for emergency first aid at our Medical Reception Station (MRS) within HPSS. Any medical situation beyond the MRS's capacity will require the patient to be transported to a private hospital at the individual's own cost.

b. In case of major medical requirements, it is recommended that individuals arrange for their own personal medical insurance. Anyone suffering from an existing medical condition (e.g., diabetes, asthma, etc.) should ensure that they carry sufficient supplies of medication for the duration of the course.

c. If a participant requires hospitalization, it becomes the responsibility of his/her National Embassy, High Commission or Consulate. IPSTC is not responsible for paying any medical bills. This is the responsibility of the participant either through their own medical insurance or through their diplomatic mission.



d. Nairobi is not a malaria prone area due to its altitude hence malarial prophylactics are not considered essential. To avoid irritation from insect bites, long sleeves are recommended in the evenings, especially when operating outdoors.

COORDINATION

22. In case of any questions or clarifications, please contact the following staff.

- a. Chief Instructor – Lt Col N Oanda, Email:
chief.instructor@ipstc.org Tel: +254 (0) 722 499 824
- b. Course Coordinator – Catherine Cherotich, Email:
catherine.cherotich@ipstc.org Tel: +254 (0) 721 250 359
- c. Training Administrator – Tabitha Wacu, Email:
pcsssecretary@ipstc.org Tel: +254 (0) 704 862 696

CONCLUSION

23. The International Peace Support Training Centre looks forward to welcoming all participants to the Comprehensive Protection of Civilians (CPOC) Course.