

# SOP 000

# HEADQUARTIERS



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# SOP 000

## HEADQUARTERS

### **001 INTRODUCTION**

#### **001.1 CONCEPT**

This SOP specifies the command, control and reporting lines between the UN and SHIRBRIG and from COMSHIRBRIG to his subordinates. It also outlines the organisation of SHIRBRIG HQ, covers the duties and responsibilities of the principal staff and promulgates policy for SHIRBRIG HQ routine and staff work.

### **002 COMMAND AND CONTROL**

#### **002.1 AUTHORITY**

The command of SHIRBRIG is vested in the Secretary-General under the authority of the Security Council. The Secretary-General has delegated to the Under-Secretary-General for Peacekeeping Operations (USGPKO) the overall responsibility for the conduct of SHIRBRIG Mission. A Special Representative of the Secretary-General (SRSG) has been appointed for the Mission and has authority over all UN entities in the Mission. The SRSG, through the USGPKO, is responsible to the Secretary-General for the implementation of the Mission mandate. COMSHIRBRIG is responsible to the FC/SRSG for the implementation of the tasks assigned to the military component of the Mission.

#### **002.2 COMMAND AND CONTROL – GENERAL**

In general, UN command is not full command and is closer in meaning to the generally recognised military concept of operational command. Military personnel contributed by member states to SHIRBRIG remain members of their national armed forces. However, Operational Authority over such personnel and forces contributed to SHIRBRIG is transferred to the UN and vested in the Secretary-General, under the authority of the Security Council. Within SHIRBRIG this involves full authority to issue operational directives within the following limits:

- a. The mandate (to be issued),
- b. An agreed period of time, with the stipulation that an earlier withdrawal of a contingent would require the contributing nation to provide adequate prior notice, and
- c. Within the mission area.

**002.3 COMMAND AND CONTROL –MILITARY COMPONENT**

COMSHIRBRIG exercises operational control over all military units, and HQ staff (and UNMOs if assigned) to the Mission. The Commander has the authority to deploy and re-deploy military units, and assign and re-assign staff officers (and UNMOs if assigned) based on operational need and security requirements, within the approved Mission AOR as explained below:

- a. Military Units. COMSHIRBRIG may employ all military units, as he deems operationally and tactically necessary, within their designated unit AOR. If an operational necessity arises, COMSHIRBRIG, with the approval of the FC/SRSG, may also employ military units, outside of their designated AOR, in support of other units or for independent operations, in accordance with mission contingency plans. The national contingent commander must be involved in all such decisions and planning. COMSHIRBRIG, through the FC/SRSG, must inform UNHQ about all operational deployments of military units.
- b. Staff Officers in SHIRBRIG HQ. COMSHIRBRIG has the authority to reallocate designated staff personnel to other jobs and tasks within the SHIRBRIG HQ as appropriate and necessary, provided the individuals concerned are of the rank of Major (or equivalent) and below. Should COMSHIRBRIG foresee the need to reorganise SHIRBRIG HQ staff members of the rank of Lieutenant Colonel or above, he must clear the proposed adjustments with UNHQ, in order that the appropriate national authorities may be informed and their concurrence received. Authority with respect to the distribution of total number of staff positions in SHIRBRIG HQ between troop contributing nations rests with UNHQ. COMSHIRBRIG may assign and re-assign a limited number of Unit HQ staff to SHIRBRIG HQ, in consultation with the Unit Commander, for a short duration, for assignments related to respective sectors.
- c. UNMOs. (if assigned) COMSHIRBRIG has the authority to assign and reassign UNMOs from one position to another, from a staff position to a team or vice versa, or from one military observer/liaison team to another as he sees fit. COMSHIRBRIG is also authorised to assign a limited number of UNMOs to the Brigade HQ/Unit HQ for UNMO related tasks. All such decisions should be made in close consultation with the CMO.
- d. Relationship With National Contingent Commanders. Common sense and sound management practices dictate that the SRSG/ COMSHIRBRIG ensures that national contingent commanders are involved in operational planning and decision making, especially where their respective contingents are concerned. Such involvement should take the form of consultations among professionals in a unified force. Such consultation should not be allowed to cause undue delay, undermine the authority of

the UN command, or develop into indirect negotiations with capitals on deployment sites and other professional issues.

#### **002.4 ADMINISTRATIVE COMPONENT/INTEGRATED SUPPORT SERVICES**

The Chief Administrative Officer (CAO) heads the Administrative Component of a Mission. The CAO is the principal advisor to the SRSG on UN rules and regulations, the application of policy and procedures, and assists the SRSG in ensuring that the Mission is managed within the framework established by the legislative bodies of the UN. The CAO is responsible for all administrative functions, all general and technical services relating to Mission activities, including Integrated Support Services (ISS), and for providing the requisite administrative support for carrying out the substantive work of the Mission Military Component. The following points are applicable concerning the relationship of the CAO and his supporting staff with the Military Component of the Mission:

- a. In accordance with the Contingent Owned Equipment (COE) Manual, the CAO, through a process of constant liaison with the COMSHIRBRIG and national contingent commanders, is responsible for the correct application of the MOU between the UN and Member States contributing personnel, equipment and services in support of the Mission.
- b. Only the CAO has authority to commit UN financial resources for any purpose. In particular, only the CAO can make contractual arrangements for the use of local resources, on behalf of the UN. If a military contingent requires contractual services, its Commanding Officer should forward a request, through SHIRBRIG HQ Chief G4, to the CAO.
- c. ISS will be provided by an integrated UN civilian and military system that will perform logistics, communication and other services and support functions in the Mission. All military personnel, who are placed in such integrated units/system, by DPKO, UNHQ or by SHIRBRIG HQ, will perform their duties under the technical supervision of designated UN civilian or military personnel. All such duties will be co-ordinated by SHIRBRIG HQ with the CAO. However, all military personnel working in the ISS system will remain, at all times, under the operational control of the normal chain of command of the Mission Military Component.

### **003 ORGANISATION**

#### **003.1 MISSION STRUCTURE**

Under the overall authority of the SRSG, the Mission could comprise political, legal, military, mine action, administrative and public information components and could include a mechanism for co-ordination of its activities with those of the

humanitarian community. The SRSG is responsible to ensure the necessary co-ordination and to maintain an integrated approach towards accomplishing the Mission mandate.

### **003.2 MILITARY COMPONENT ORGANISATION**

- a. A Security Council Resolution will authorise the deployment of the number of military personnel. The organisation of the Mission military component is attached as Annex A (TBA) to this part of the SOP.
- b. It has to be considered that the Military support units shown in Annex A (including the Level II Medical Unit), the Engineer component (including construction and de-mining elements) and the Aviation Unit are part of the Mission ISS structure, but remain under operational control of COMSHIRBRIG. ISS co-ordinates the functioning of all logistics resources, personnel and equipment to provide effective and efficient support to the Mission, as determined by the priorities assigned by senior mission management. SHIRBRIG HQ Chief G4, in consultation with the Chief of ISS, will plan the employment of military support units/personnel acting as part of the ISS structure.

### **003.3 SHIRBRIG HQ ORGANISATION**

For clarification, the SHIRBRIG HQ personnel consists of the PLANELM members, of the Non-Permanent members and of the HQ Staff platoon of the Danish HQ Company.

The principal centres of the HQ organisation are shown in the chart at Annex B to this part of the SOP. The HQ is operational 24 hours a day, seven days a week, and should also be linked to other mission components. To achieve this, a Staff Message Centre (SMC), a Joint Operation Centre (JOC), a Communication Centre (COMS), a Brigade Logistic Operation Centre (BLOC) and a CIMIC Centre will be established. The SMC, JOC, COMS and BLOC are operational 24 hours. Liaison between civilian components and the Brigade has to be established at all levels and the HQ organisation should be prepared to co-operate with the civilian component organisations. In addition to the Centres, the HQ SHIRBRIG with all its branches will be set up. An example how it could be is shown at Annex C (Area 1 of HQ set up).

For further clarifications of the organisation of each Branch of the HQ, refer to the applicable section of this SOP.

## **004 STAFF RESPONSIBILITIES AND DUTIES**

### **004.1 COMMANDER SHIRBRIG**

The overall responsibilities of the COMSHIRBRIG are as follows:

- a. Command of SHIRBRIG.

- b. Is responsible to the FC/SRSG for the implementation of tasks assigned to SHIRBRIG.

**004.2 DEPUTY COMMANDER SHIRBRIG/**

The duties of the DCOM SHIRBRIG are as follows:

- a. Deputy to COMSHIRBRIG and prepared to be the Acting COMSHIRBRIG in COMSHIRBRIG's absence;
- b. Assist COMSHIRBRIG in evaluating the performance of senior officers;
- c. Other tasks as directed by COMSHIRBRIG.

**004.3 CHIEF OF STAFF (COS) SHIRBRIG**

The duties of the COS are to:

- a. Direct, supervise and co-ordinate the work of all of the military staff,
- b. Ensure that the COMSHIRBRIG and the staff are kept informed of the situation, as required,
- c. Co-ordinate military and civilian staff effort (if SHIRBRIG is embedded in FHQ structure). All civilian staff co-ordinate their efforts through him for all matters having a military pertinence,
- d. Ensure that all published instructions, and all written staff work, are in concurrence with the COMSHIRBRIG's orders and directives,
- e. Ensures necessary co-ordination with the CAO's staff,
- f. Reviews and amends SHIRBRIG Policy Directives and emergency plans in co-ordination with the CAO for the approval of COMSHIRBRIG,
- g. Other tasks as directed by the COMSHIRBRIG and DCOMSHIRBRIG.

**004.4 PUBLIC INFORMATION OFFICER (PIO)**

Due to the nature of the position, the PIO must possess above average English-language abilities. He is responsible for public information within SHIRBRIG. The PIO reports to the COS and works in close contact with Branch Heads, Contingent Commanders, and SHIRBRIG Units. Within the scope of his responsibilities, the PIO:

- a. Co-ordinates and supervises arrangements for visits to SHIRBRIG by journalists, television and camera teams, etc,

- b. Prepares and delivers general information and briefings on SHIRBRIG,
- c. Acts as the official spokesperson for SHIRBRIG,
- d. Prepares and issues press bulletins/releases on all major incidents, co-ordinating with operations in eliciting up-to-date information, and  
  
Circulates pertinent reviews of the press to staff sections and units.

**004.5 CHIEF PERSONNEL OFFICER (G1)**

The G1 is the head of SHIRBRIG HQ Personnel Branch and is responsible to the COS for running the Military Personnel Branch that covers the following personnel matters: manning of SHIRBRIG HQ, personnel, finance, welfare, administration and protocol. Within the scope of his responsibilities the G1:

- a. He is responsible for establishing and manning a Staff Message Centre,
- b. Directs, co-ordinates and supervises the work of the personnel branch,
- c. Advises, assists and directs contingents on personnel matters,
- d. Manages the administration of leave policy of personnel belonging to SHIRBRIG HQ,
- e. Is responsible for monitoring and maintaining SHIRBRIG HQ personnel establishment and positions manning to guarantee SHIRBRIG's personnel administration, manning, policy and procedures,
- f. Assists COMSHIRBRIG in complying with the procedures on disciplinary and misconduct cases concerning military personnel,
- g. Informs COMSHIRBRIG about accidents/incidents and recommends that COMSHIRBRIG or unit COs initiate investigations and/or Board of Inquiry when necessary,
- h. Plans, co-ordinates and supervises arrangements for all visits to SHIRBRIG, upon approval of the visit from COMSHIRBRIG/COS,
- i. Supports G3 Branch with personnel in current and planning procedures if required, and
- j. Performs other tasks as assigned by the COS.

**004.6 CHIEF MILITARY INFORMATION OFFICER (G2)**

The G2 is the head of the Military Information Branch. Responsibility for the provision of military information to the Commander rests with the G-2 Branch. The Chief Military Information Officer is the principal advisor to the Commander in matters relating to military information, including geographic support. During operations, the G-2 Branch will serve as the principal source of military information for the, the brigade staff, units and sub-units under command the SHIRBRIG Commander, and higher and flanking formations/units.

The scope of his responsibilities falls into the following main areas:

- a. Responsible for the detailed co-ordination and direction of military information activities.
- b. Collection, processing and dissemination of military information (military, political, social, and economic) which could have an impact on SHIRBRIG operations, such as:
  - (1) Geographical information
  - (2) Sociological information
  - (3) Demographical information
  - (4) Military-political information
  - (5) Belligerent forces information
  - (6) Force protection issues
  - (7) Opposition to peace accord issues.
- c. Development and management of the military information collation system, including electronic databases.
- d. Management of the SHIRBRIG military information collection plan.
- e. Assume responsibility for all information activities, co-ordinating inter-unit activity and providing guidance where required.
- f. Ensure the accuracy and timeliness of all reports and returns, disseminate information to and co-ordinate with other military and civilian staff branches on pertinent matters.
- g. Supports G3 Branch with personnel in current and planning procedures if required.
- h. Assumes additional duties as assigned by the COS.

**004.7 CHIEF OPERATIONS OFFICER (G3)**

The G3 is head of the OPS Branch. He is responsible for its proper function and for the training of its members. He advises the COS in all matters concerning his

branch and co-ordinates respective activities of all elements within SHIRBRIG.  
The scope of his responsibilities falls into the following main areas:

- a. Advises COMSHIRBRIG in all operational matters;
- b. During the deployment, establishes and run a JOC 24 hours a day, 7 days a week;
- c. If required, establishes a Plan Centre for conducting planning;
- d. Co-ordinates all operational activities within SHIRBRIG including operational reports and briefings;
- e. Produces plans and estimates for all operations including operational orders and operational instructions;
- f. Plans and co-ordinates transport, communication and engineering activities for operational purposes;
- e. Supervises all matters related to movement in the AOR of SHIRBRIG;
- f. Executes special functions (e.g. Hand-over) and other activities as directed by the COS;
- g. Supervises the up-to-date and correct status of all maps, sketches and overlays;
- h. Prepares contingency plans as directed; and
- i. Supervises the efficient functioning and training of the OPS Branch;
- j. Supervises and co-ordinates HQ and units training programme; and
- k. Assumes additional tasks as directed by the COS.

#### **004.8 CHIEF LOGISTICS OFFICER (G4)**

The G4 is head of the Logistics Branch and is responsible to the COS for all aspects of logistics support and policy in SHIRBRIG. Duties include the following:

- a. Formulating logistic policy and concepts of support for SHIRBRIG;
- b. Providing documentation and justification for logistical support requirements;

- c. In co-operation with the CAO and ISS staff, organising, supervising, directing and controlling logistic support for SHIRBRIG. IAW established UN and SHIRBRIG policies, procedures, and budgets;
- d. Advising, and assisting contingents on supply, maintenance, transportation, food services, construction engineering, electronic data processing and budgets;
- e. Supervising and providing direction to the sections of the Logistics Branch;
- f. As the OPI for military input to financial planning, provides instruction for preparation of budgetary requirements and for execution of the Program Budget, prepares cost estimates for the financial forecast pertaining to logistics requirements, and co-ordinates collation of unit and branch budget estimates;
- g. Initiating logistics studies and plans, including manpower requirements within contingents;
- h. Controlling promulgation of LOG Directives (LOG DIR), SOP amendments and special logistics instructions; and
- i. Assumes additional tasks as directed by the COS,
- m. He is responsible for establishing and manning a Brigade Logistic Operation Centre.

**004.9 CHIEF CIVIL-MILITARY CO-OPERATION OFFICER (G5)**

The G5 is head of the CIMIC Branch. He is responsible to COMSHIRBRIG and for the co-ordination of all aspects of civil-military co-operation, with respect to humanitarian assistance and democratisation efforts. Duties include:

- a. Ensure effective and constant communication with humanitarian agencies, and provide an information exchange such that COMSHIRBRIG and staff are provided with up-to-date information on civilian organisations and population and vice versa;
- b. Ensure effective civil-military co-operation and co-ordination with humanitarian agencies, and provide military assistance to humanitarian agencies where possible, in the execution of the overall mission plan;
- c. Provide COMSHIRBRIG and staff with assessments of the civilian perception, within the mission area, of SHIRBRIG and the mission.

- d. Support G-3 with necessary input to the operational planning and decision-making processes.
- e. Assumes additional tasks as directed by the COS,
- f. He is responsible for establishing a CIMIC Centre.

**004.10 CHIEF COMMUNICATIONS OFFICER (G6)**

The G6 is head of the COMMUNICATIONS Branch. He is responsible to COMSHIRBRIG and for the co-ordination of all aspects of communications and Electronic Data Processing (EDP). Duties include:

- a. Provide COM SHIRBRIG and staff with communications advice with respect to current and future operations, within the mission area, of SHIRBRIG and the mission.
- b. Responsible for all communication activities, co-ordinating inter-unit activity and providing guidance where required.
- c. Develop, implement and monitor the SHIRBRIG communication and EDP PLAN.
- d. Brigade Communications Security Officer (COMM SECO), responsible for all signal and EDP security.
- e. Support G3 with necessary input to the operational planning and decision-making processes.
- f. Assume additional tasks as directed by the COS.

**004.11 LEGAL ADVISOR (LA)**

The LA provides legal advice to the COMSHIRBRIG and SHIRBRIG units on existing agreements, UN policy, privileges and immunities. Duties include:

- a. Provision of legal advice on operational law matters,
- b. Provision of legal adviser briefings including: ROE changes, updates on Commander's guidance, Low of Armed Conflict violations, and significant legal issues;
- c. Provision of advice related to contracting, claims, investigations, and administrative law;
- d. Advising SHIRBRIG MP on legal matters; and

- e. Assumes additional tasks as directed by the COS.

#### **004.12 MILITARY ASSISTANT TO COMSHIRBRIG (MA)**

The Military Assistant to the COMSHIRBRIG co-ordinates military matters in COMSHIRBRIG's Office. Within the scope of his responsibilities the MA:

- a. Arranges and co-ordinates itineraries, time-tables, and protocol matters as directed by COMSHIRBRIG in close co-operation with COS,
- b. Acts as personal adjutant to COMSHIRBRIG as required,
- c. Carries out special assignments for COMSHIRBRIG as directed,
- d. Drafts visit reports and notes to file for COMSHIRBRIG, and
- e. Co-ordinates hospitality and tokens of appreciation with the assistance of the G1.

#### **005 HEADQUARTERS ROUTINE**

##### **005.1 GENERAL**

When the Brigade is deployed, SHIRBRIG operations are on a 24-hour basis. Thus, in order to ensure the operational efficiency of the Brigade, all SHIRBRIG military personnel are on duty - in principle - 7 days a week, 24 hours a day. To meet the Brigade operational requirements, a Staff Message Centre (SMC), a Joint Operation Centre (JOC), a Communication Centre (COMC) and a Brigade Logistic Operation Centre (BLOC) will be established. However, to permit reasonable rest and recreation during the deployment, only the JOC, SMC, COMC and BLOC have to be operational on a 24 hour basis and the other facilities will operate just as late/early as required.

##### **005.2 WORKING HOURS**

SHIRBRIG Headquarters hours of daily work will as a norm be Monday to Friday on a timing to be decided in the mission area and linked with the civilian component. A proposal could be from 0800 to 1700. Personnel are not to be absent during working hours without prior permission from their supervisors. A member absent without permission is liable to disciplinary action and in addition to such punishment as the CO may award, may forfeit his/her UN pay for the period of unauthorised absence.

##### **005.3 DUTY HOURS**

To meet Branches and Units operational requirements, duty personnel - such as HQ duty officers, signals operators, duty drivers and medical service staff – need to be

tasked. Duty rosters are maintained for all special posts. Normally, personnel should not be on continuous duty beyond 24 hours.

#### **005.4 STANDBY**

A number of personnel must be available after normal working hours, either to assist duty personnel or to be available for emergency cases. Lists of personnel on standby are to be developed by Branches. Standby duties will not be offset by compensatory time off (CTO). These lists should be provided to the Duty Officer at JOC.

#### **005.5 OVERTIME**

Whenever required, personnel may be ordered to work beyond normal working hours.

### **006 STAFF WORKING GUIDELINES**

#### **006.1 GENERAL**

A high quality of writing is necessary for effective staff work. Clear writing achieves rapid and accurate transmission of information and orders. Abbreviations may be used whenever possible to reduce the overall length of the text. However, they should not be used when their use may cause confusion. This must be considered when dealing with non-native English speaking addressees. Abbreviations used in letter/message writing are to conform to those shown in the preamble to these SOPs.

#### **006.2 SIGNING AND APPROVAL AUTHORITIES**

The principal responsibility for drafting outgoing communications and for their substance and factual accuracy lies with Branch Heads. Branches are responsible for clearing with the COS outgoing communications involving matters of policy that should be brought to the attention of COMSHIRBRIG. The following guidelines will apply:

- a. Correspondence to UN HQ New York and other UN missions, will be signed by COMSHIRBRIG or, for him by the COS or the CAO for administrative matters,
- b. Operations Orders will be signed by the COS or G3 for COMSHIRBRIG,
- c. CAO will sign Administrative Instructions, Administrative Directives and Information Circulars,
- d. Amendments to Standard Operating Procedures (SOPs) will be signed/approved by COS. Logistics Directives are issued by the G4 after consultation with and approval by the COS and the CAO,

- e. Engineer, MP, Signal and Medical Instructions will be promulgated by the Chief G3/4, Chief G6 and Brigade Doctor as applicable after approval by COS,
- f. SHIRBRIG Routine Orders (SRO) will be recommended by the G1 and signed by COMSHIRBRIG,
- g. Instructions pertaining to branch areas of expertise will be signed by Branch Heads,
- h. Correspondence on technical or routine subjects or on matters on which the COMSHIRBRIG's policy has been clearly established may be signed by Branch Heads, and
- i. The originator will sign internal correspondence.

### **006.3 CORRESPONDENCE**

The following are routine forms of correspondence within SHIRBRIG:

- a. Official Letters. These are formal letters used within SHIRBRIG, and between SHIRBRIG and UN HQ (See Annex C),
- b. Demi-Official Letters. These are formal in layout and typed. They are informal in that the one sending the letter will address the addressee by first name, and sign with his/her first name (both names in longhand). Such letters are simple in content and generally deal with one subject only (See Annex D), and
- c. Inter-office Memoranda. This format is used for internal correspondence within the HQ. It is designed to save time and may be hand-written (See Annex E).

### **006.4 MINUTES OF MEETINGS**

Minutes are an essential part of any meeting. Minutes are NOT a verbatim account of all discussions, argument and counter-argument, but the essence of important discussions should be recorded so that readers not attending obtain appropriate and adequate information. Minutes must contain all decisions taken with the main points of discussion leading towards a decision, a record of who is to undertake a decided action, items deferred to the next meeting, and the time and place of the next meeting. An example of Minutes of a Meeting is at Annex F.

### **006.5 OPERATIONAL CORRESPONDENCE**

Operations Orders will be laid out in the normal military five-paragraph format. In accordance with normal military convention orders may be verbal or written

and structured as warning orders, formal written operations orders, confirmatory notes to oral orders, overlay orders and fragmentary orders.

#### **006.6 CORRESPONDENCE CONVENTIONS**

The following correspondence conventions will be used:

- a. Signature Blocks. Signature blocks should be at the bottom right of the last sheet of correspondence. The signature block will have the initial and surname of the signatory typed in capitals underneath. Under the name will be the rank and under the rank the appointment.

Example: E.X. Ample  
Lt Col  
Chief Operations  
For COMSHIRBRIG

- b. Annexes. Supplementary documents that amplify a parent document are called annexes. They are used when the inclusion of all of the detail in the body of a document would make it cumbersome. The following guidelines will be followed:

- (1) Annexes should have their own subject heading and should be referred to in the text of the parent document,
- (2) Annexes should be lettered consecutively in capitals,
- (3) Annexes should be listed at the end of the parent document (see example in Annex C),
- (4) The relevant annex letter should be shown at the top right corner of the first sheet and connected to the title of the parent document,

Example: Annex A to:  
Significant Incident Report  
Dated 25/12/01

- (5) Pages of an annex should be numbered using the annex letter and page number,

Example: The third page of Annex B would be numbered B-3

- c. Appendices. Supplementary documents that amplify an annex are called appendices. These should be used only when the information cannot be included in the parent annex, and usually apply to sketches and statistical tables. Appendices should be referred to in the text of the parent annex. They are numbered consecutively in Arabic numerals in the order in which they appear in the text, for example, Appendix 1. Association with the parent annex should be shown at the top right corner of the first sheet (for example Appendix 1 to Annex B). Appendices are listed at the close of the parent annex (but not the main parent document).

- d. Page Numbering. The pages of all documents, other than the first page, will be numbered in the centre of the bottom of each page with consecutive Arabic numerals, above the security classification.
- e. Paragraph Numbering. Paragraphs are numbered in consecutive Arabic numerals, sub-paragraphs in lower case letters, sub-sub-paragraphs in bracketed Arabic numerals and so on down to Roman numerals.
- g. Enclosures. These are documents that are complete in them selves and are forwarded under a covering letter. Enclosures are listed numerically at the end of the parent document under the heading "Enclosures". If an enclosure has a copy number, the copy number and title are shown.
- h. Distribution List. If a document has only one addressee, the addressee is noted above the subject heading at the top left of the document (see examples at Annexes C and D). If there are multiple addressees, short distribution lists can be shown at the bottom left side of the last page of the document, opposite the signature block. If the document is of a high security classification and is consequently numbered, then the number must also be shown on the distribution list. For large numbers of addressees, standard distribution lists should be established and used (for example, Distribution: List B or List C, less CAO and SAO). The precedence in listing distribution addressees is:
  - (1) External Action Addressees,
  - (2) Internal Action Addressees,
  - (3) Information Addressees.

#### **006.7 FACSIMILE TRANSMISSION**

Documents to be transmitted via facsimile (fax) must be accompanied by an approved fax coversheet.

### **007 SECURITY OF DOCUMENTS**

#### **007.1 GENERAL**

Security of documents and information is particularly sensitive in peacekeeping operations. The unauthorised dissemination of classified information from the UN can undermine the confidence of the opposing parties and effect the mission. Use of leaked material from the UN will undermine impartiality.

#### **007.2 SECURITY CLASSIFICATION**

The following security classifications are used with UN documents:

- a. SHIRBRIG SECRET. This is the top security classification. Recipients of such highly graded documentation should only pass on information

contained therein to subordinates on a “need to know” basis. In general, documents classified UN SECRET contain information, which if made public could prejudice the mission. Within contingents, the number of officers and senior non-commissioned officers authorised to grade documents at this level should be severely restricted, normally to the top echelon and some additional staff officers who are specifically designated. Within SHIRBRIG Force HQ, the list of appointments authorised to grade documents as UN SECRET is attached as Annex G.

- b. SHIRBRIG CONFIDENTIAL. This classification is applied when the documents are less sensitive than UN SECRET and require a wider distribution. Officers authorised to grade documents at this level will be designated and will not normally be below the rank of Major.
- c. SHIRBRIG RESTRICTED. Any staff officer may grade a document at this level. In general, such documents contain information, which could have undesirable consequences for the mission if disclosed to the public.
- d. UNCLASSIFIED. Documentation for wide and unrestricted distribution.

### **007.3 SECURITY MARKINGS**

Security markings must be typed in capitals at the centre top and bottom of each page and on the front and back cover if the document is bound. If classified UN SECRET, the document must have copy and page numbering and code/reference numbers as follows:

- a. Copy Number. This is placed at the top right corner of the first page. It specifies the copy number and the total number of copies on distribution as follows: “Copy No. 4 of 12 Copies”.
- b. Page Number. This is placed in the normal position at the bottom centre of each page above the security classification. It must specify the page number and number of pages in the complete document.
- c. Code/Reference Number. As far as possible, classified documents will be given a code or reference number that can be used in subsequent correspondence to avoid reference to titles or subject matter.
- d. Attachments. Annexes, maps, charts, etc, which are part of a classified document, will bear the same security classification as the parent document.

### **007.4 REGISTRATION, ACCOUNTING, TRANSMISSION**

All documents classified UN SECRET are accountable documents. As such:

- a. On receipt they will be registered “in” to the addressee. Similarly, they will be registered “out” of the originator’s office. A Classified Documents Register will be maintained,
- b. When not in use they will be stored in a safe or a security cabinet. Keys will also be secured,
- c. They will not be removed from UN controlled areas,
- d. They will be physically checked at least once every 24 hours,
- e. They will be assessed periodically to assess pertinence. They will however not be destroyed unless destruction is authorised by the originator or higher HQ. Destruction must be by shredding and burning, and
- f. Signal Dispatch Service (SDS) will only deliver them, in accordance with the relevant Communications and Electronic Operating Instruction (CEOI).

#### ANNEXES

Annex A – SHIRBRIG (Possible) Organization

Annex B - SHIRBRIG HQ Staff

Annex C – Example Formal Letter

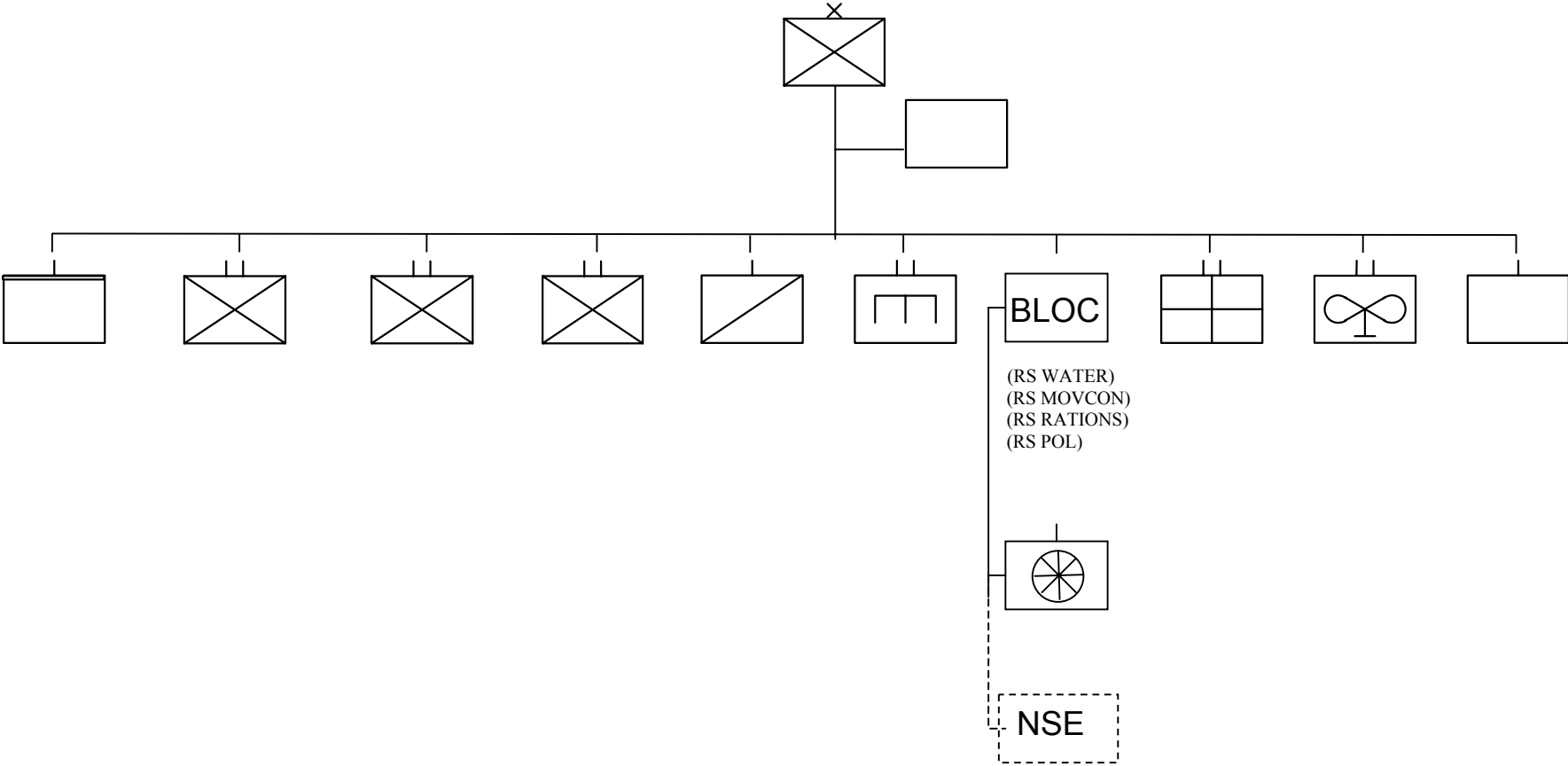
Annex D – Example Demi-Official Letter

Annex E – Example Inter-Office Memorandum

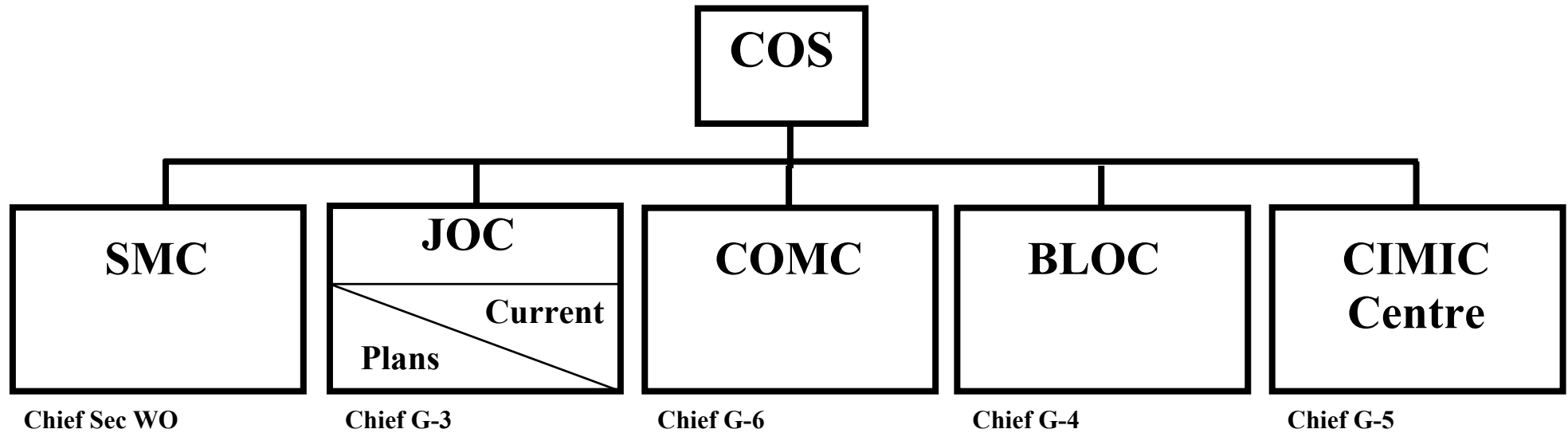
Annex F – Example Minutes of a Meeting

Annex G – SHIRBRIG HQ Appointments Authorised to Grade UN SECRET

SHIRBRIG (possible) ORGANISATION



## HQ SHIRBRIG organisation



EXAMPLE OF AN OFFICIAL LETTER

<b>SECURITY CLASSIFICATION (1)</b>	
	Copy ___ of ___ Copies (2) Address of Sender (3) (4)
Date (3)	
Addressee (3) (5)	
SUBJECT (3)	
References A. B.	
1.	
2.	
a.	
b.	
(1)	
(a)	
i.	
ii.	
Distribution List (5)	SIGNATURE BLOCK
Annexes (6)	
Enclosures (6)	
SECURITY CLASSIFICATION	

NOTES

- (1) See SOP 007.2
- (2) See SOP 007.3
- (3) These words are not included in the letter.
- (4) Approved UN letterhead may be used here.
- (5) Use distribution list if more than one addressee. Type "Distribution List" below the date.
- (6) See SOP 006.6



EXAMPLE OF AN INTER OFFICE MEMO

SECURITY CLASSIFICATION	
Mission Name and UN Logo (1)	
TO: (2)	DATE: (2)
THROUGH: (2)	
FROM: (2) _____ (3)	
SUBJECT: (2)	
1.	
2.	
a.	
b.	
(1)	
(a)	
i.	
ii.	
Copy To:	
-----	
-----	
-----	
SECURITY CLASSIFICATION	

NOTES

- (1) Can be hand written on headed notepaper or typed with or without this letterhead.
- (2) Unlike the other formats, these headings are included
- (3) There is no signature block. Normally the sender signs after his/her typed name.

EXAMPLE OF MINUTES TO A MEETING

<b>SECURITY CLASSIFICATION (1)</b>		
		Copy ___ of ___ Copies (2)
File Ref Distribution (3)		
<u>MINUTES OF A MEETING OF -----ON (date)</u>		
<u>Attendance (4)</u>		
Serial No.	Discussion	Action by
1 (5)	Item Heading (6) ----- ----- (7) ----- It was agreed/decided/directed/instructed that ----- (8)	----- (9)
2 (5)	Item Heading (6) ----- -----	
Distribution (3)		D.E. Scribe (10) Major Secretary
<b>SECURITY CLASSIFICATION</b>		

NOTES

- (1) See SOP 107.2
- (2) Only if classified UN SECRET
- (3) Distribution list serial letter or put distribution at bottom of last page.
- (4) List of those present.
- (5) To correspond with number on agenda.
- (6) Start with relevant agenda item heading.
- (7) Essential elements of discussion only.

SHIRBRIG RESTRICTED

- (8) Always finish item with one of these options.
- (9) Name or appointment of whomever is tasked with the ecision/instruction, etc.
- (10) Signed after approval of the text by the chairperson.

SHIRBRIG HQ APPOINTMENTS AUTHORISED TO GRADE UN SECRET

Those appointments authorised to grade UN SECRET are:

1. COMSHRIBRIG
2. DCOMSHIRBRIG,
3. MA/COMSHIRBRIG,
4. COS ,
5. Chief G1,
6. Chief G2,
7. Chief G3,
8. Chief G4,
9. Chief G5,
10. Chief G6.