

AMIR

INFORMATION CIRCULARS

14 SEPT 1993 - 23 DEC 1995

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FILE 7

ACC. 1998/0278

OFFICE OF THE UNITED NATIONS SECURITY CO-ORDINATOR

UNAMIR
1995 DEC 23 A 7:19

UNSECOORD

Page 1 of 1

TO: ALL DESIGNATED OFFICIALS

FAX NO:

FROM:

for Benon V. Sevan *Benon Sevan*
United Nations Security Co-ordinator

FAX NOS:

1-212-963-4104
1-212-963-3755

DATE:

23 December 1995

SUBJECT:

SEASON'S GREETINGS

On behalf of the UNSECOORD team, I wish all of you a Merry Christmas and a Happy New Year. I would also take the opportunity to thank you all for your cooperation and I look forward to working with you in 1996.


SRSG FC CAD USS CSO CCPO (Protocol)



INFORMATION CIRCULAR N°. 067/95

DATE: 12 December 1995

TO: All UNAMIR Military, Civilian Police
and Civilian Personnel

FROM: Susan Matthew, CAO 

SUBJECT: Airport Security Measures - JKIA Nairobi

This Information Circular serves as a reminder/warning to all UNAMIR staff members who are in the habit of carrying personal belongings of other staff members on UN aircraft. This constitutes a very serious breach of Airport security at the Jomo Kenyatta International Airport, as well as the Kanombe International Airport in Kigali.

With immediate effect, all staff members carrying packages/luggage belonging to other persons will be required during check-in, and before the issuing of boarding passes, to declare the contents of such packages/luggage and to provide the following information:

- (a) Date of travel;
- (b) Name of person carrying the package including UNAMIR ID card number;
- (c) Name of person requesting the carriage of the package, and UNAMIR ID card number;
- (d) Content of the package;
- (e) Signature of the person in possession of the package certifying as to the accuracy of the information contained in the statement.

The object of this circular is to make all personnel aware of the risks involved in undertaking to carry personal belongings of others, with a view of avoiding unnecessary embarrassment to them as individuals, as well as to UNAMIR.

I rely on your understanding and cooperation in the implementation of these arrangements. Any inconvenience caused by these measures is regretted.



INFORMATION CIRCULAR N°. 064/95

DATE: 29 November 1995

TO: All International Civilian Personnel

FROM: Susan Matthew, CAO

SUBJECT: **Staff meeting**

This is to inform you that the SRSG will hold a meeting of all UNAMIR International Civilian Personnel on Wednesday, 29 November 1995, at 15:00 hrs. in the Conference room on the ground floor.

The purpose of the meeting is to brief the staff on the status of UNAMIR mandate.

Please be punctual.



INFORMATION CIRCULAR N°. 064/95

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FROM: Susan Matthew, CAO

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Please be punctual.



INFORMATION CIRCULAR N°. 063/95

DATE: 28 November 1995

TO: All UNAMIR Military, Civilian Police
and Civilian Personnel

FROM: Susan Matthew, CAO

SUBJECT: Security checks

Further to my information circular of 16 November 1995 on Security checks at UNAMIR premises (Amahoro and Trafipro), the following additional security measures will come into immediate effect at Trafipro. The aim of these measures is to further tighten the loose ends in our system.

(a) The water point gate (back gate) will be closed to all in-coming vehicles after 1730 hrs. daily; and only vehicles in the parking lot will be allowed exit. On Saturdays the gate will be closed at 1330 hrs. and will remain closed on Sundays.

(b) The main gate will be the only entry point to all vehicles after the closure of the water point gate.

(c) All visitors to local staff members will be met by the individual staff members outside the gates;

(d) All staff members working late will be required to sign out, as well as signing in and out on late entry, and on weekends;

(e) Staff members are advised to properly close their offices at close of duty, and that if any office is left open, the staff member may be obliged to reimburse the UN for any loss of goods and/or equipment from the office in question; They are further advised to leave the lights on in their offices at night.

(f) The back entrance to the two main office buildings will be closed at the close of duty, and entry will only be through the main entrances.

Your understanding and cooperation in the event of any inconvenience caused by these measures will be highly appreciated.



INFORMATION CIRCULAR N° 059/95

DATE: 16 November 1995

TO: All UNAMIR Military, Civilian Police
and Civilian Personnel

FROM: Susan Matthew, CAO

SUBJECT: Security checks

Please be advised that the Guards at UNAMIR premises (Amahoro and Trafipro) have been requested to check the identity of all personnel entering and leaving the grounds. Spot checks of vehicles will also take place.

It is in the interest of the safety and security of all UN staff and property that these checks are being undertaken.

Your understanding and cooperation in the event of any inconvenience will be appreciated.



INFORMATION CIRCULAR N° 059/95

DATE: 16 November 1995

TO: All UNAMIR Military, Civilian Police
and Civilian Personnel

FROM: Susan Matthew, CAO

SUBJECT: Security checks

Please be advised that the Guards at UNAMIR premises (Amahoro and Trafipro) have been requested to check the identity of all personnel entering and leaving the grounds. Spot checks of vehicles will also take place.

It is in the interest of the safety and security of all UN staff and property that these checks are being undertaken.

Your understanding and cooperation in the event of any inconvenience will be appreciated.

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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

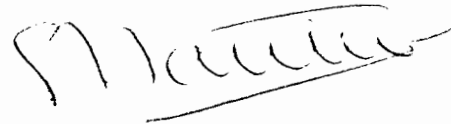
UNAMIR - MINUAR

Information Circular 057/95

10 November 1995

To: All international civilian personnel of UNAMIR

FROM: Susan Matthew,
Chief Administrative Officer



SUBJECT: Competitive examination for promotion to the
professional category of staff members from other categories

Further to Personnel Section memorandum of 16 August 1995 on the above subject,
please find attached a copy of ST/AI/406/Add.1 dated 31 October 1995 for your information.





Secretariat

ST/AI/406/Add.1
31 October 1995

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: COMPETITIVE EXAMINATION FOR PROMOTION TO THE
PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER
CATEGORIES*

Addendum

1. The purpose of the present addendum to administrative instruction ST/AI/406 of 31 July 1995 is to announce specific entrance criteria applicable to examination for nursing, which will be offered in addition to the examinations announced in administrative instruction ST/AI/406.

2. Owing to the special technical nature of nursing, staff members in the General Service and related categories, including the Field Service category up to and including the FS-5 level, must satisfy the following criterion in addition to the normal entrance requirements set forth in paragraphs 8-12 of administrative instruction ST/AI/406: have at least five years of experience as a full-time nurse.

3. Interested staff members should complete the application form annexed to administrative instruction ST/AI/406 and indicate that they are applying for the occupational group of nursing. The deadline for receipt of applications by the Central Examination Board, United Nations Headquarters, is 30 November 1995.

* Personnel Manual index No. 4362.



Alice
OS RSG

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UNAMIR - MINUAR

Information Circular 056/95

10 November 1995

To: All international civilian personnel of UNAMIR

FROM: Susan Matthew,
Chief Administrative Officer



SUBJECT: Education grant for staff on special mission

I wish to bring to your attention the contents of a communication from FALD, New York addressed to the President of the Field Service Staff Union (Jerusalem) concerning the question of education grant in special missions .

"I have noted the view expressed by the Field Service Staff Council regarding the modalities for payment of education grant with respect to special missions. However, I would note at this juncture that the decisions which have been taken regarding the modalities of payment of the grant have reference not to special missions per se but to those which have been designated as non-family missions. It is my view, from consultation with OHRM, that there is no new policy to be promulgated and that it remains inappropriate for the dependents of staff members, whether they be children, or spouses or others, to join the staff member at a duty station which has been designated as non-family by virtue of difficult living or security condition.

The Department of Administration and Management and DPKO, in consultation with other United Nations programmes, as well as with the United Nations Security Coordinator, have decided that it is necessary to emphasize that the payment of the 1995-96 education grant for study which takes place within the mission area of a non-family mission, is inappropriate."



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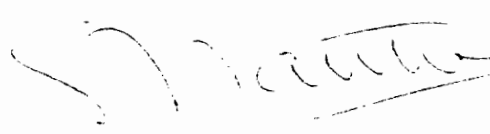
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

ADMINISTRATIVE CIRCULAR NO.053/95

18 October 1995

TO: All International Civilian, Civilian Police
and Military Personnel

FROM: Susan Matthew
Chief Administrative Officer 

SUBJECT: MOVEMENT OF SPOUSES AND DEPENDENTS ON UNAMIR
AIRCRAFT

1. Please be advised that it is the policy of this mission that the spouses and dependents of personnel assigned to UNAMIR are not permitted to travel on UNAMIR aircraft.
2. It should be noted that this is a non-family mission and accordingly the above policy is being directed to fall in line with this condition.
3. Thank you for your cooperation.

INFORMATION CIRCULAR NO. 052/95

Date: 26 October 1995
Ref: MIS/EDP/MSS

TO: All UNAMIR Military and
Civilian Personnel

FROM: Susan Matthew
CAO

SUBJECT: Windows 95 Software

The attached Information Circular, ST/IC/1995/54, dated 25 August 1995, was received from UNHQ. It concerns the use of Windows 95 Software on our computers in UNAMIR.

In this connection, ALL STAFF are hereby reminded that the authorized software packages for use in this Mission are as follows:

WORDPERFECT	-	for text processing
PARADOX	-	for database processing
QUATTROPRO	-	for spreadsheet processing
VISIO	-	for additional graphics and charts

All these are available in the MIS/EDP Section for installation.

Please be guided accordingly.



Secretariat

ST/IC/1995/54
25 August 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: WINDOWS 95 SOFTWARE

1. The United Nations Secretariat has become increasingly dependent on the availability of electronic mail and other local area network services, which depend on a standardized operating environment.
2. Currently, the standard mini-computer and PC operating systems in use at Headquarters are UNIX and DOS, including its graphical user interface, Microsoft Windows 3.1.
3. A new version of the Windows software (Windows 95) was released on 24 August 1995. However, because Windows 95 can, if used improperly, severely affect overall network performance, its use will not be sanctioned until it has been thoroughly researched and tested by the Electronic Services Division, which is responsible for the maintenance and proper functioning of the network.
4. At this time, unless expressly authorized by the Electronic Services Division, connection to the Headquarters network of computers running Windows 95 or any other non-standard operating system or environment is strictly prohibited. PCs found to be running such software will be disconnected immediately from the network.

95-26127 (E) 280895 290895





INFORMATION CIRCULAR N°. 051/95

DATE: 14 October 1995

TO: All UNAMIR Military, Civilian Police
and Civilian Personnel

FROM: Susan Matthew, CAO

SUBJECT: Parking of UNAMIR Vehicles at Meridien Hotel

It has come to my attention through personal observation and through comments made to me by third parties, that UNAMIR drivers have a tendency to park vehicles in a disorderly fashion at the Meridien Hotel. I should accordingly like to solicit the assistance of all personnel to improve our corporate image in this regard by requesting that UNAMIR vehicles are parked in an organized and practical manner and that they do not block (or partially block) the entrances/exits to the parking areas.

Thank you for your cooperation.



INFORMATION CIRCULAR No. 050/95

10 October 1995

TO: All International Civilian, Civilian Police
and Military Personnel

FROM: Susan Matthew
Chief Administrative officer

A handwritten signature in dark ink, appearing to read "Matthew", is written over the printed name "Susan Matthew". The signature is fluid and cursive, with a long horizontal stroke at the end.

SUBJECT: Establishment of Butare Workshop

The Field Service Transport Section has established a workshop at the Milobs Sector Headquarters in Butare.

This workshop is equipped to handle "A" and "B" maintenances. In addition, minor repairs and recovery work will also be carried out.

With the exception of recovery work, the normal UNAMIR working hours Mondays thru Saturdays will be observed. Kindly note that "C" and "D" maintenances as well as all accident damage repair work will continue to be carried out at the main Field Service Transport Workshop in Kigali.

Thank you for your cooperation.

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 48/95

DATE: 16 September 1995

TO: All UNAMIR Military, Civilian Police and
Civilian Personnel

FROM: William CLIVE, 
OIC/Administration

SUBJECT: Mail delivery between UNAMIR HQ Amahoro and TRAFIPRO
Buildings

Further to my IOM on the above subject dated 2 August 1995, I am pleased to inform you that with effect from 14 September 1995, a sub-unit for handling Mail Operations & Diplomatic Pouch has now been established at TRAFIPRO Building.

To dispatch mail from TRAFIPRO, you are requested to deliver mail to the sub-unit office which is located in the main TRAFIPRO Building next to the MOVCON Office.

Hours of the Mail shuttle Amahoro Hotel to TRAFIPRO remains the same. You are also reminded that pouch to New York is on every Friday. Pouch Materials should be delivered so as to reach Mail Operations and Diplomatic Pouch Unit at Amahoro Hotel before 2.00 pm every Friday.

If you need an urgent delivery within TRAFIPRO, please contact Mail Operations Sub-Unit Ext. 11778.

Thank you for your cooperation.



INTER OFFICE MEMORANDUM

DATE: 24 August 1995

TO: All UNAMIR Staff
FROM: Chaim Ouziel, CAO *CO*
SUBJECT: Foreign currency exchange

I reproduce below, to bring to your attention once more, the circular issued on 12 August on the above subject. The Rwandan authorities have again informed us that they view as illegal the exchange of foreign currency through persons who are not "authorized agents", and warned of arresting offenders.

Again: all staff are advised and warned of this situation, and instructed to exchange foreign currency only at banks, government institutions or other authorized agencies displaying signs that they are so authorized.

INFORMATION CIRCULAR No. 046/95

DATE: 12 August 1995

TO: All UNAMIR Staff
FROM: Chaim Ouziel, CAO *CO*
SUBJECT: Foreign currency exchange

The Government of Rwanda views as illegal the exchange of foreign currency through persons who are not "authorized agents". It has issued explicit instructions to the Gendarmerie to arrest any person indulging in such unauthorized exchange. All staff are thus advised and warned of this situation, and instructed to exchange foreign currency only at banks, government institutions or other authorized agencies displaying signs that they are so authorized.



INFORMATION CIRCULAR No. 046/95

DATE: 12 August 1995

TO: All UNAMIR Staff

FROM: Chaim Ouziel, CAO

A handwritten signature in dark ink, appearing to be "CO", followed by a long, sweeping horizontal line.

SUBJECT: Foreign currency exchange

The Government of Rwanda views as illegal the exchange of foreign currency through persons who are not "authorized agents". It has issued explicit instructions to the Gendarmerie to arrest any person indulging in such unauthorized exchange. All staff are thus advised and warned of this situation, and instructed to exchange foreign currency only at banks, government institutions or other authorized agencies displaying signs that they are so authorized.

INFORMATION CIRCULAR NO: 042/95

Date: 12 July 1995

To: All UNAMIR Military, Civilian Police
& Civilian Personnel
Sectors 1 & 2

From: Chaim Ouziel
CAO



Subject: VHF Re-programming - Sectors 1 & 2

The following is the schedule for the re-programming of VHF Handheld Radios, Base Station Radios and Mobile Radios located in Sectors 1 & 2:

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
17 JULY 1995	SECTOR 1, BYUMBA	0930 - 1600
18 JULY 1995	SECTOR 1, BYUMBA	0900 - 1600
19 JULY 1995	SECTOR 1, BYUMBA	0900 - 1600
20 JULY 1995	SECTOR 2, KIBUNGO	0930 - 1600
21 JULY 1995	SECTOR 2, KIBUNGO	0900 - 1600



INFORMATION CIRCULAR

DATE: July 10, 1995

TO: All UNAMIR Personnel

FROM: C. Ouziel
Chief Administrative Officer

SUBJECT: **USE OF HEADQUARTERS PARKING LOT FROM 12-14 JULY**

As part of the visit of the Secretary-General to Kigali there will be a medal parade at the parking lot of the Amahoro Stadium on Friday 14 July, 1995 at 7:30 a.m. All staff are cordially invited to attend this event.

In preparation for the parade, the parking lot which faces the main entrance will be closed to all traffic from 12 July at 8:00 a.m. to 14 July at 10:00 a.m. Access to the remaining portion of the parking lot will be on a first come, first serve basis. Once the parking lot is full, staff members will have to park their vehicles in the Chez Lando parking lot. Needless to say, car pooling and shuttle buses should be used as much as possible on these days.

INFORMATION CIRCULAR NO: 040/95

Date: 6 July 1995

To: All UNAMIR Military, Civilian Police
& Civilian Personnel
Sectors 3 & 4

From: Chaim Ouziel
CAO



Subject: VHF Re-programming - Sectors 3 & 4

The following is the schedule for the re-programming of VHF Handheld Radios, Base Station Radios and Mobile Radios located in Sectors 3 & 4:

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
10 JULY 1995	SECTOR 4C, CYANGURU SECTOR 4A GICONGORO	0900 - 1700 0900 - 1700
11 JULY 1995	SECTOR 4C SECTOR 4A	0800 - 1700 0800 - 1700
12 JULY 1995	SECTOR 4B, BUTARE	0900 - 1700
13 JULY 1995	SECTOR 3A, KIBUYE SECTOR 3B, GITARAMA	0900 - 1700 1000 - 1700
14 JULY 1995	SECTOR 3A SECTOR 3B	0900 - 1500 1000 - 1500



INFORMATION CIRCULAR 040/95

3 July 1995

To: All locally-recruited personnel

FROM: Kimso Nilsvang, Chief
Civilian Personnel Officer

A handwritten signature in black ink, appearing to read "Kimso Nilsvang".

SUBJECT: Official holidays

I am pleased to inform you that the SRSG has authorized all locally-recruited personnel to observe Tuesday, 4 July as an official holiday.

INFORMATION CIRCULAR NO: 038/95

Date: 29 June 1995

To: All UNAMIR Military, Civilian Police
& Civilian Personnel

From: Chaïm Ouziel
CAO



Subject: VHF Re-programming - Kigali

The following is the schedule for the re-programming of VHF Handheld Radios, Base Station Radios and Mobile Radios located in Kigali.

<u>DATE</u>	<u>User</u>	<u>Time</u>
3 July 1995	MILOB/CIVPOL	08.00 - 12.30
	Military Police	08.00 - 12.30
	Force HQ	13.30 - 17.00
4 July 1995	Humanitarian	
	(UNRÉO)	08.00 - 12.00
	Human Rights	13.30 - 17.00
5 July 1995	UNAMIR Civilian Staff	08.00 - 12.30
	Political (SRSG)	08.00 - 12.30
	Contractors	
	(BRSC etc.)	02.00 - 17.00
6 July 1995	Communications	
	Section	08.00 - 12.00
	INDBATT	13.00 - 18.00

Please note that the re-programming of Handhelds and Mobiles will be carried out at the VHF Workshop in the Communications Compound, located in the Industrial Park GIKONDO.

With respect to the Base Stations, a technician will visit the respective locations to programme them.

Strict adherence to the time-table is requested to ensure a smooth operation. Thank you for your cooperation in this matter.

Information Circular No: 037/95

Date: 28 June 1995

To: All UNAMIR Military, Civilian Police
& Civilian Personnel

From: Chaim Ouziel
CAO



Subject: Re-programming of VHF Radio Communications Equipment

UNAMIR has been instructed by the Government of Rwanda to change most of the currently used VHF frequencies. In response to this request, the Communications Section will be re-programming all hand held radios, mobile radios, base station radios and repeaters in the Mission area.

The complete exercise is estimated to last approximately five (5) weeks and all Sections, Units and Contingents will be informed at least 4-5 days before programming commences in their particular area.

Please note that during the programming process, there will be an unavoidable loss of communication for users of the various nets. This is regretted and all efforts will be made to reduce the outage time.

Any questions regarding this matter should be directed to the following Communications personnel, Tel/No: 11201/11202:

Magne Albrigtsen, Chief Radio Technician
Richard Gregoire, Supervisor VHF Workshop

Your cooperation in this matter is appreciated.



Information Circular No. 036/95

15 June 1995

TO: All International Civilian Personnel

FROM: Kimso Nilsvang, Chief
Civilian Personnel Officer

A handwritten signature in black ink, appearing to read "Kimso Nilsvang".

SUBJECT: Staff Members' dependency benefits information

In order to verify/update data in IMIS and Headquarters payroll system on dependency benefits, all international civilian staff are requested to complete the attached forms and return to CCPO's Office (Room 3044) not later than 23 June 1995.

UNV specialists are not required to complete the forms.

STAFF MEMBER RECORD

LAST NAME	
FIRST-NAME	
MID-NAME	
MAID NAME	
INDEX	
SEX (Gender M/F)	
DATE OF BIRTH	
NATIONALITY	
MARITAL STATUS	1.Single 2. Married 3.Divorced 4.Widowed 5. Legally Separated
EFFECTIVE DATE OF MARITAL STATUS	
SEQUENTIAL # OF DEPENDENT	0
TOTAL # OF DEPENDENT	
CONFIRMATION OF DEPENDENCY	n/a
RESIDES WITH STAFF	n/a
RELATION	n/a
EFFECTIVE DATE OF RELATION	n/a
STUDENT	n/a

SPOUSE RECORD (IF APPLICABLE)

LAST NAME	
FIRST-NAME	
MID-NAME	
MAID NAME	
INDEX (Index Number of S/M ,if spouse is not a UN staff)	
SEX (Gender M/F)	
DATE OF BIRTH	
NATIONALITY	
MARITAL STATUS	1.Single 2.Married 3.Divorced 4.Widowed 5. Legally Separated
EFFECTIVE DATE OF MARITAL STATUS	
SEQUENTIAL # OF DEPENDENT (1 for spouse)	
TOTAL # OF DEPENDENT (total number of dependents of S/M)	
CONFIRMATION OF DEPENDENCY	yes no
DEPENDENT RESIDES WITH STAFF	1. with S/M 2. Away 2. Away educational Grant
RELATION	1. spouse recognized 2. spouse non recognized
EFFECTIVE DATE OF RELATION (as dependent)	
STUDENT	n/a

CHILD RECORD (IF APPLICABLE)

LAST NAME	
FIRST-NAME	
MID-NAME	
MAID NAME	
INDEX (UN index # of parent)	
SEX (Gender M/F)	
DATE OF BIRTH	
NATIONALITY	
MARITAL STATUS	1. Single 2. Married 3. Divorced 4. Legally Separated
EFFECTIVE DATE OF MARITAL STATUS	
SEQUENTIAL # OF DEPENDENT (2,3,4...for child)	
TOTAL # OF DEPENDENTS	
CONFIRMATION OF DEPENDENCY	
RESIDES WITH STAFF	1. With S/M 2. Away 3. Away educational Grant
RELATION	3. Child 4. Foster Child 5. Step Child 6. Sibling
EFFECTIVE DATE OF RELATION (as dependent)	
STUDENT (Full Time Student)	yes no

* Please fill out one record for each child, make copies if necessary



Information Circular No.035/95

DATE:30 May 1995

TO: All UNAMIR Military, Civilian Police &
Civilian Personnel

FROM:

✓ Chaim Ouziel
CAO

SUBJECT: After Hour Calls - Electrical and Generator Unit

It has been brought to our attention that generator mechanics and electricians are called out to various locations in Kigali after hours, on what is referred to, as emergency calls. However, in various cases it has been found that the situations were exaggerated and the job could be done the next day.

As the security situation in Kigali is not safe, please refrain from making such unnecessary calls. Attached please find a series of questions you should consider before you make the call.

Regards.

REQUEST FOR AFTER HOURS DUTY ELECTRICAL/GENERATOR SUPPORT.

1. NAME/RANK OF CALLER:
2. LOCATION WHERE SUPPORT IS REQUESTED:
3. WHAT IS THE PROBLEM:
 - A. IS THE GENERATOR STILL RUNNING ?
IF NOT:
IS THERE FUEL IN THE GENERATOR ?
WAS THERE UNUSUAL NOISES BEFORE IT STOPPED ?
WHAT DO THE USER BELIEVE IS THE CAUSE OF THE PROBLEM ?
 - B. IF THE GENERATOR IS STILL RUNNING:
HAVE THE FUSES/CIRCUIT BREAKERS ON GENERATOR AND BUILDING BEEN CHECKED ?
IS THERE POWER IN PART OF THE LOCATION ?
IF THERE IS POWER IN PART OF THE LOCATION, WHAT PART IS HAVING ELECTRICAL PROBLEM ?
4. CAN THE PROBLEM BE RECTIFIED THE FOLLOWING DAY ?
5. MINOR PROBLEMS SUCH AS CHANGING LIGHT BULBS, RESETTNG FUSES OR CIRCUIT BREAKERS, NO ELECTRICITY IN NO PRIORITY AREAS ETC. WILL NOT BE CARRIED OUT AFTER WORKING HOURS.



INFORMATION CIRCULAR NO. 34

DATE: 19 May, 1995

TO: All UNAMIR Personnel

FROM: A. H. Golo
O.I.C. Administration

SUBJECT: OPENING OF UNAMIR DUTY FREE SHOP AT TRAFIPRO COMPLEX

I am pleased to announce that the UNAMIR authorized contractor will open a duty free sales facility on 23 May, 1995 inside the Trafipro complex in the building next to the water purification plant.

It is extremely important for all personnel to understand that every item on sale in this new shop is for the exclusive use of UN personnel and cannot be resold or bartered.

All personnel, civilian and military alike, are advised that anyone found to be reselling or bartering duty free goods will be reported to the SRSG or to the Force Commander, and disciplinary action will be initiated.

A valid UNAMIR identity card must be shown and the ID number shall be recorded by the cashier each time items are paid for. Only US dollars will be accepted as payment for the items on sale in the duty free store. The duty free shop is not opened to UNAMIR local personnel.

Please note that a special register will be maintained of all customers who purchase electronic products and other items that have traditionally been considered 'attractive' for resale on the open market.



INFORMATION CIRCULAR No. 032/95

TO: All UNAMIR Civilian and Military Personnel,
CIVPOL, HRFOR, ICTR, UNDP WHO

DATE: 1 June 1995

FROM:

Chaim Ouziel
CAO

SUBJECT:

Increased security measures at Amahoro HQ.

I regret to inform you that over the last weekend, one of the offices inside the Amahoro building was broken into and several office items and personal property were stolen from it.

We view this occurrence with much seriousness, and increased security measures have to be taken. They include the following, with immediate effect:

(a) The side entrance of the building will be closed; access into the building will be through the main entrance only;

(b) The number and work hours of non-essential staff working in the building will be reduced. Office cleaners will enter the building not before 8 a.m., and will complete the cleaning work not later than 12 noon. For the afternoon hours cleaning service will be available for special needs only. There will be no cleaning service on Sundays;

(c) All cars may be searched at the discretion of the soldiers at the main gate;

(d) All staff entering the building before 7:00 a.m. or after 7:00 p.m., and all staff leaving the office after 7:00 p.m., will register at the reception desk. The same will apply all day Sunday. On Saturdays registration will be for entry before 7:00 a.m. and after 1:00 p.m., and exit after 1:00 p.m.;

(e) Staff are reminded to avoid keeping valuable personal items in the office and to lock the doors when leaving.

(f) Control of spare keys at reception will be increased. Spare office keys will only be issued to those persons registered as authorized for entry into a certain office.

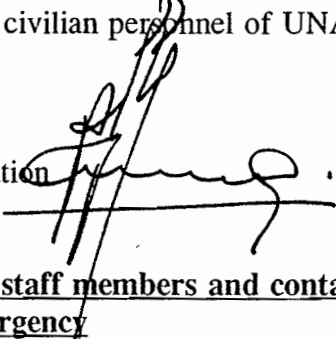
As is the case with security measures, some may inconvenience us. I trust in your understanding of their need in the circumstances in which we live and work. Any ideas for other means to increase our security are most welcome; please convey them to our Chief Security Officer or to me.



INFORMATION CIRCULAR 030/95

17 May 1995

To: All international civilian personnel of UNAMIR

FROM: Ally H. Golo,
OIC, Administration 

SUBJECT: Information on staff members and contact persons
in case of emergency

... Please find attached Information Circular ST/IC/1995/16 of 31 March 1995 on "Home addresses and telephone numbers".

... In connexion with this Circular, all international civilian personnel are kindly requested to complete the attached form which is self-explanatory and forward it to the Chief Civilian Personnel Officer as soon as possible, in any case not later that **19 May 1995**.

cc: SRSG



Secretariat

ST/IC/1995/16
31 March 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: HOME ADDRESSES AND TELEPHONE NUMBERS*

1. From time to time, it is necessary for the Organization to contact staff members outside the office, whether for security reasons, emergency work questions or assignments or legitimate inquiries into a staff member's health or well-being. It is essential that the Organization have available current home addresses and telephone numbers of all staff members, as well as the name and telephone number of a person to be contacted in case of an emergency. It is especially important that all staff going on mission, or on United Nations travel of any kind, ensure that all this information is up to date and accurate.
2. The purpose of the present circular is to inform all staff serving at Headquarters that, within the next few weeks, they will receive from their Executive Offices a form containing information that they are requested to verify and complete as needed, before returning the form by the date indicated. Similar requests will be issued regularly in the future to keep the database current. Staff members are reminded that it is their responsibility to report to their Executive Office any changes in their home address, telephone number or information on their contact person when they occur, without waiting for an official request to that effect.
3. Staff members are assured that home addresses, telephone numbers and information on contact persons are kept confidential and are not released except to authorized officials and for authorized purposes. The Security and Safety Service will continue its standard operating practice of handling individual requests for personal information received after normal working hours on a "call back" basis, under which no information is released unless and until the staff member involved gives permission to do so.

* Personnel Manual index No. 4010.

95-09305 (E) 040495 060495



**INFORMATION ON STAFF MEMBERS
AND
CONTACT PERSONS IN CASE OF EMERGENCY**

1. Last Name: _____ 2. First Name: _____ 3. Middle Name: _____

4. Index No.: _____

5. ADDRESS: Street: _____

6. City: _____ 7. Zip Code: _____

8. Country: _____

9. Telephone No.:
(including Country, city/area code) _____

10. Fax No.: _____

EMERGENCY CONTACT PERSON (ECP)

11. ECP Last Name: _____ 12. ECP First Name: _____ 13. ECP Middle Name _____

14. ECP Index No.: (if ECP is a UN Staff Member) _____

15. Relation: _____

16. ECP ADDRESS: Street: _____

17. ECP City: _____ 18. ECP Zip Code: _____

19. ECP Country: _____

20. ECP Telephone No.:
(including country, city/area code) _____

21. ECP Fax No.: _____



URGENT

INFORMATION CIRCULAR 028/95 - Corr. 1

8 May 1995

To: All Civilian and Military Personnel

FROM: Ally H. Golo,
OIC, Administration

A handwritten signature in black ink, appearing to be "Ally H. Golo".

SUBJECT: **Official Holidays for 1995**

Further to Information Circular 028/95 of 4 May 1995, please note that the Eid-Al-Adha day this year falls on Wednesday, 10 May 1995 which should be considered as official UNAMIR holiday and not Tuesday, 9 May 1995 as announced earlier.

cc: SRSG



UNAMIR - MINUAR

INFORMATION CIRCULAR 028/95

4 May 1995

To: All Civilian and Military Personnel

FROM: Ally H. Golo,
OIC, Administration

SUBJECT: Official Holidays for 1995

Further to the SRSG's memorandum of 3 March 1995 on the above subject, I am pleased to confirm that the Eid-al-Adha day falls, this year on Tuesday 9 May 1995 which is considered as official UNAMIR holiday.

cc: SRSG

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR

TO: All UNAMIR Military and Civilian Personnel

FROM: Sammy Kum Buo
Officer-in-charge
Office of the SRSG

DATE: 26 April 1995

SUBJECT: Contacts with the Media

As you are aware, the United Nations, through its public information service, attaches great importance to keeping the general public aware of its activities throughout the world. However, such information must be reliable and accurate in order for the Organization to maintain its credibility with the media and the public as a whole. This can only be made possible if each operation or office speaks with one voice and presents a single factual and objective account of the information to be conveyed.

At UNAMIR, the SRSG, as the Secretary-General's representative and head of the mission, presents the official position of the United Nations in Rwanda. Besides his official Spokesman, he can also designate other senior officials at UNAMIR to address the public and the media. This is the official channel for disseminating information on UNAMIR. It is important that this procedure of speaking to the public through an organized channel be respected by all UNAMIR staff, both civilian and military, especially in moments of crisis, so as to avoid the reporting of conflicting accounts in the media. Additionally, all requests for press interviews should be directed through the Spokesman in order to ensure unity and coherence in the presentation of public information. With regard to press releases, these **must** be approved in advance by the Special Representative before they are issued.

I would like to take this opportunity to remind you of the need to exercise good judgment at all times in the handling of information, especially in view of the special circumstances characterizing a peace-keeping operation.

Your cooperation with regard to the above would be greatly appreciated.

cc: SRSG
FC

UNITED NATIONS

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NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR No 026/95

DATE: 11 APRIL 1995

TO : All UNAMIR Civilian and
Military Personnel

FROM: A.H. Golo, OIC
Administration

SUBJECT : UNAMIR Mailing Address Nairobi

I am pleased to inform you that UNAMIR has established the following a post office Box in Nairobi effective 5 April 1995,

UNAMIR
P.O. Box 30888
City Square P.O.
Nairobi
KENYA

Due to difficulties encountering us with local customs at Jomo Kenyata Airport in clearing parcels, I would like to confirm that this P.O.Box is for letter mail only.

Thank you for your co-operation.



INFORMATION CIRCULAR NO. 025/95

DATE: 12 April 1995

TO: All UNAMIR Military, Civilian Police
and Civilian Personnel

FROM: Ally H. Golo, Officer-in-Charge
Administration

SUBJECT: Mail Processing through the Registry

This circular is to bring to your attention the following procedures concerning the processing of both official and private mail to UNAMIR, in accordance with the United Nations Records Control Procedures Manual.

1. Flow of official Mail

All incoming mail, with the exception of correspondence subject to special instructions, is to be opened by the Registry, classified by subject and type and distributed to the relevant Sections, units and services.

If a letter is bearing an official address but appears to be of a personal nature, it will be forwarded to the addressee by Registry, without opening it. In this case the Registry will indicate on the envelope: "If this letter concerns UNAMIR official business please send it back to the Registry for processing".

2. Flow of Private Mail

When on an envelop, it is marked private, confidential or only the name of a UNAMIR personnel, without the functional title, the letter is sent directly to the addressee, without opening it.

If on a letter it is not marked confidential or private, but it is found to be of a confidential nature when opened, the Registry will reseal it and indicate on the envelope "Opened by the Registry" and send it to the addressee.

If a letter presumed to be official has been opened by the Registry and found to be of a personal nature, the Registry will reseal it and forward it to the addressee with the indication "This letter was presumed to concern UNAMIR official business and therefore opened by the Registry."



INFORMATION CIRCULAR No. 024/95

DATE: 6 April 1995

TO: All UNAMIR Civilian and Military Personnel,
CIVPOL, HRFOR, ICTR, UNDP WHO

FROM: Ally H. Golo, Officer-in-Charge
Division of Administration and Management

SUBJECT: Closing of UNAMIR offices, fuel stations and pouches in commemorating
a day of mourning for the victims of genocide

Further to the SRSB's note dated 3 April 1995 concerning closure of UNAMIR offices on 7 April 1995, please be advised that the UNAMIR fuel stations will also be closed for business on that day in recognition of the national day of mourning. Those planning to refuel vehicles on that date are required to do so on 6 April 1995.

UNAMIR pouches normally scheduled for Fridays will be closed on Thursday 6 April 1995.



UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 022/95

DATE: 4 April 1995

TO: All UNAMIR Military, Civilian Police
& Civilian Personnel

FROM: Ally Golo, Officer-In-Charge
Administration

SUBJECT: TRAFFIC OFFENCES

I am in receipt of the monthly statistics compiled by the Force MP Company covering traffic violations during March 1995. I note with considerable concern that of 59 violations listed, 48 are for speeding.

The matter of UNAMIR vehicles being perceived as operating outside traffic laws is a matter of extreme sensitivity with the Government and something which detracts from our presence here. I most earnestly urge all personnel to operate UN vehicles in a prudent and safe manner, in accordance with the rules of the road. I shall be reviewing the specific violations reported for March 1995 and will, if necessary, direct that flagrant violators have their driving permits withdrawn.



INFORMATION CIRCULAR N° 020/95

DATE: 1 April 1995

TO: All UNAMIR Personnel

FROM: Mr. A. H. Golo / OIC Administration

SUBJECT: COMMENCEMENT OF MGT CATERING SERVICES AT HOTEL CHEZ LANDO

I am pleased to announce that UNAMIR has extended the services of MGT Consolidated to provide catering services to staff members in a new location in Kigali.

As of April 1st 1995, the open air restaurant of Hotel Chez Lando will be available for lunch and dinner, for the time being with the same daily menu available at the Belgian Village. Due to ongoing renovations, service will only commence at dinner time on the first day of service.

It is expected that the main restaurant of Chez Lando will also be opened in the near future.

Please be advised that entry to the Chez Lando complex is restricted to UN personnel and invited guests only, as per the notices posted outside both entrances.



Information Circular No. 019/95

23 March 1995

To: All UNAMIR International Civilian Staff

From: Ally H. Golo, OIC
Administration

Subject: Hazard Pay

A handwritten signature in dark ink, appearing to be 'Ally H. Golo', written over a horizontal line.

Please be advised that the United Nations Security Coordinator has now confirmed that the hazard pay has been discontinued as of 1 March 1995.



INFORMATION CIRCULAR 017/95

03 March 1995

To: All Civilian and Military Personnel

FROM: Shaharyar Khan
Special Representative
of the Secretary General

A handwritten signature in dark ink, appearing to read 'Shaharyar Khan'.

SUBJECT: Official Holidays for 1995

After consultation with representatives of other UN agencies and staff representatives, I am pleased to inform you of the following designated official United Nations (UNAMIR) holidays in Rwanda:

New Year's Day	1 January 1995
Eid/Bayram	2 March 1995
Women's day	8 March 1995
Easter Monday	17 April 1995
Labour Day	1 May 1995
Eid-al-Adha	May 1995 (depending on the sighting of the moon at Eid al Fitr)
Independence Day	1 July 1995
UN Day	24 October 1995
Christmas	25 December 1995

Please note that the number of official holidays for any duty station may not exceed nine days per year. When one of these official holidays falls on a non-working day, the following working day shall be observed as an official holiday in lieu thereof.



INFORMATION CIRCULAR 015/95

17 February 1995

To: All Civilian and Military Personnel

FROM: Ally H. Golo, OIC
Administration

SUBJECT: New Staff Counsellor and Welfare Officer

It is my pleasure to announce the arrival of our new Staff Counsellor and Welfare Officer, Brandy McNeill.

Brandy's responsibilities will include developing programs for mental and physical well being and improving staff morale. Some ideas that have already been discussed include a lending video and reading library, stress management programs, parties and Happy Hours, fitness and recreation programs, discussion groups, trips and conflict resolution.

Brandy is anxious to deliver any program that will reduce your stress and improve morale. If you have any suggestions for her, please visit her in the Welfare and Counselling Office temporarily located in Room 3052, Extension 11098. The permanent office will be Room 3060, Extension 11087.

Welcome to UNAMIR, Brandy!



INFORMATION CIRCULAR NO. 014/95

February 14, 1995

TO: All International Civilian Staff
Military Observers and Civilian Police

FROM: Ally H. Golo, OIC
Administration

SUBJECT: Establishment of UNAMIR Local Claims Review Board.

1. Please be informed that the HQs New York authorized the establishment of UNAMIR Local Claims Review Board to perform the functions assigned under Administrative Instruction ST/AI/149 Rev.4. These include to examine and recommend settlement of claims submitted by UNAMIR Civilian Staff Members, Military Observers and Civpol Members for loss or damage to their personal effects, determined to be directly attributable to the performance of official duties on behalf of the United Nations.

2. The composition of the Board is as follows:

Chairman:	Chief Administrative Officer
Member:	Chief Civilian Personnel Officer
Member:	Chief Finance Officer
Member:	Chief Support Services
Member:	Legal Officer
Member: (ex officio)	Senior Military Officer, Military Observer or Civilian Police Officer (for cases involving these categories of personnel)
Secretary of the Board:	Chief of Claims, M. Kiejna

3. Please note that the terms conditions and limits governing compensation as well as the procedures for the submission of claims are specified in ST/AI/149/Rev.4 copies of which are available at the Secretariat of the Board.

UNITED NATIONS
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NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR no 013/95

DATE: 16 February 1995

TO: All UNAMIR Military and
Civilian Personnel

FROM : Ally H. GOLO, OIC
Administration

SUBJECT : United Nations Stamps

I am pleased to inform you that United Nations Stamps are now available for sale at UNAMIR Mailing Unit, in the following denominations:

- a) Swiss Francs : 0.10, 0.50, 0.60, 0.80., 0.90, 1.00
- b) US \$: 0.01, 0.02, 0.20, 0.30, 0.32, 0.40, 0.45, 0.50.

The stamps are on sale either for philatelic purposes or for simple postage of letters. In the latter case the letters will be pouched to New-York or Geneva according to the chosen currency of the stamps and from there they will be forwarded to their final destination.

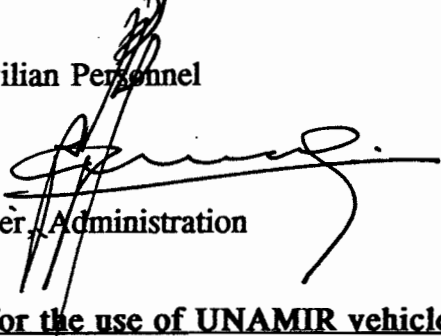
Interested persons can contact Mrs. Irene MUKASHEMA in Room - 1066 during office hours.



UNAMIR - KIGALI

Information Circular 009/95**31 January 1995**

TO: All UNAMIR
Military and Civilian Personnel

FROM: Ally H. Golo 
Officer-in-Charge, Administration

SUBJECT: **Authorization for the use of UNAMIR vehicles**

Further to Administrative Instruction No. 001/94 of 15 July 1994, this is to remind all UNAMIR personnel that with the exception of a few designated senior officials, vehicles are assigned to a Unit or Section for collective use by its personnel or assigned to the transport dispatch pool for collective use by all authorized personnel of the mission.

This applies even if an individual has signed personally for collecting the vehicle from the Transport Section.

Please be guided accordingly.



INFORMATION CIRCULAR N°. 008/95

DATE: 25 January 1995

TO: All UNAMIR Personnel

FROM: Ally H. Golo, Officer-in-Charge
Administration

SUBJECT: Water Point Operations

This is to advise you that the UNAMIR water point had been relocated from the stadium to the TRAFIPRO industrial complex effective 19 January 1995. A map indicating the TRAFIPRO location is attached herewith.

The water point is now fully operational for refilled jerry can exchange Monday through Saturday.





INFORMATION CIRCULAR N° 007/95

DATE: 24 January 1995

TO: All UNAMIR Personnel

FROM: K. Nilsvang, Officer-in-Charge
Administration, a.i.

SUBJECT: **Use of MGT Catering Services for UNAMIR Events**

1. I have been made aware that several UNAMIR clubs and organizations have solicited the services of MGT/CSL to cater and provide refreshments at their gatherings. While it is encouraging and indeed desirable to have a selection of social functions to attend in the difficult circumstances we find ourselves in, I would like some procedures to be followed if the services of MGT are going to be required in any way.

2. Any future arrangements being made where MGT catering services are provided on a commercial basis should be channelled and addressed through the Contract Management Cell. The CMC was formed to monitor the financial and managerial aspects of UNAMIR's interaction with all our contractors. As such, I expect CMC to be fully aware of all activities performed by all UNAMIR contractors in the Mission area. I am confident that you will cooperate with CMC in making their task easier.

3. If you have any further questions in this regard, please do not hesitate to contact the CMCO Mr. Brière.



INFORMATION CIRCULAR NO. 006/95

DATE: 23 January 1995

TO: All UNAMIR Military, Civilian Police
& Civilian Personnel

FROM: Kimso Nilsvang, Officer-In-Charge
Administration

A handwritten signature in dark ink, appearing to be "Kimso Nilsvang", is written over the "FROM:" line.

SUBJECT: APPOINTMENT OF SECTOR ADMINISTRATIVE OFFICER CO-ORDINATOR

Please be advised that effective 23 January 1995, Mr. Rudolf Reimann has been appointed Sector Administrative Officer/FSA Co-ordinator.

All Sector administrative/logistics matters should therefore be addressed to or routed through Mr. Reimann's office.

Mr. Reimann is located in Room 3029 at the UNAMIR Headquarters.



INFORMATION CIRCULAR 003/95

10 January 1995

To: All International Civilian Staff,
Military Observers and Civilian Police

FROM: Kimso Nilsvang, Acting
OIC, Administration, UNAMIR

SUBJECT: MSA Payment

1. During the month of November 1994, our Finance Section received several complaints in relation to:

- adjustments for accommodation not provided;
- adjustments for leave/CTO for military observers;
- adjustments for leave for civilian personnel; and
- in some few instances, non payment of MSA.

2. All MSA recipients are advised that as a result of concerted efforts throughout the period, the November and December 1994 MSA has been released with all adjustments made based on appropriate information and relevant documents received within due time. However, in respect of personnel for whom adjustments were not yet effected to their satisfaction, it is strongly recommended that the claimant check first and thoroughly whether all the relevant documents have been properly submitted and effectively channelled to the Finance Section before submitting complaints.

... 3. For your information and guidance, attached herewith is a copy of a new monthly attendance record. It is the basis of all your entitlements and their subsequent payment. Its accurate and timely completion and submission is therefore paramount.

i. Attendance Record

All individual **MUST** carefully complete and duly sign an attendance record by the end of each month. Starting with January 1995, the new form should be used, with all the necessary attachments indicated on the Form when it applies (F.10, Annual/Home Leave and Family Visit Reports, Certified or Uncertified Sick Leave). It is the responsibility of all attendance/leave monitors to submit the attendance records properly by the staff member and duly certified by the respective Section Chiefs or Branch Heads and send them to the Personnel Section **NOT LATER THAN THE CLOSE OF BUSINESS ON THE 5TH DAY OF THE FOLLOWING MONTH.**

ii. Information on Accommodation

All changes in accommodation status during a given month should be communicated to BMS, Accommodation Office **NO LATER THAN THE CLOSE OF BUSINESS ON THE 5TH DAY OF THE FOLLOWING MONTH.**

iii. Staff members who are living in private residence, not provided by UNAMIR, are required to certify it by completing and signing (right side of the Form) the part indicated in the Form. On the basis of this certification Finance Section will be able to pay full MSA.

UNAMIR - MINUAR

Monthly Attendance Record Sheet

Staff Member: _____

Month and Year: _____

Surname _____ Given Name _____

Section/Unit: _____

Index No. _____

Prepared by: _____

Name and S _____

Tick whichever is applicable: / X / for whole day or / X/ / for half day

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
Present at work																													
R & R (Location)																													
Official business (OB)*																													
Annual leave; family visit; or home leave **																													
Sick leave *** (Certified or Uncertified)																													

* - Attach F.10 form (Voucher for Reimbursement of Expenses)

Only staff member living in private residence provided by UNAMIR is required to complete and sign it

** - Attach Annual Leave Report (for annual, family visit travel or home leave)

During the period from _____ to _____ 1995,

*** - Attach Sick Leave Report and Medical Certificate

I certify that I lived in a private residence and the Lease a copy of which has been provided to the Accommodation is still valid.

Approved by: _____

Signature of staff member _____

Name and Signature of Section/Unit Head

Date _____

Date _____

Signature of staff member _____

UNITED NATIONS
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UNAMIR - MINUAR

INFORMATION CIRCULAR No. 002/95

DATE: 11 January 1995

TO: All UNAMIR Military, Civilian Police
and Civilian Personnel

FROM: Kimso Nilsvang, Officer-in-Charge
Administration

A handwritten signature in dark ink, appearing to read 'Kimso Nilsvang', written over the 'FROM' line.

SUBJECT: Display of UN Flags

It has been brought to my attention that some staff members are using the UN Flag to signal their residence. This practice is forbidden. In fact, the use of the United Nations Flag is governed by the United Nations Flag Code and Regulations. Any use made of it in any manner inconsistent with this code is not permitted unless otherwise authorized by the Secretary-General of the United Nations or his Special Representative.

All UNAMIR Personnel both military and civilian are requested to refrain from using the UN Flag on their private residence.



INFORMATION CIRCULAR No. 001/95

DATE: 3 January 1995

TO: All UNAMIR Civilian and Military Personnel

FROM: Kimso Nilsvang, Officer-in-Charge
Administration

SUBJECT: Change of Rwandese Currency

This is to inform all military and civilian personnel of UNAMIR that the Central Bank of Rwanda has decided to change the bank notes of the following denominations: Rw.Fr. 5000.-, 1000.- and 500.- to new ones effective immediately. The exercise is taking place on 3 and 4 January 1995.

We are now requesting the Bank to assign a representative to UNAMIR Headquarters for about one hour on 4 January 1995 to enable all our personnel to change the old notes in their possession into the new ones. Should the Bank agree with our request, you will be informed immediately of the place and time of operation.

In the meantime, in order to expedite the exercise, it is suggested that each Office/Section or Contingent designates one or two persons as focal points who will collect the old notes within their respective offices/Section/Contingent and will assume responsibility for operating the changes.

These designated persons are requested to contact the Cashier's Office on 4 January 1995 by 10:00 a.m. to find out whether the operation will take place at UNAMIR Headquarters.



INFORMATION CIRCULAR No. 025/94

DATE: 30 December 1994

TO: All UNAMIR Personnel

FROM: Kimso Nilsvang, Officer-in-Charge
Administration

SUBJECT: Official United Nations Holiday

A handwritten signature in black ink.

I am pleased to inform all UNAMIR Personnel that, as the New Year falls on Sunday 1 January 1995, the following Monday, 2 January 1995 will be an official UN holiday.

Happy New Year.

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



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UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 024/94

DATE: 20 December 1994

TO: ALL UNAMIR Military & Civilian Personnel

FROM: Ally H. Golo, Officer-in-Charge
Administration

SUBJECT: Addendum to UNAMIR Telephone Directory

FINANCE SECTION: 11227
11228
11229
11230
11200

PROCUREMENT SECTION: 11195
11196
11197 (FAX LINE)
11198
11199

The different Sector Headquarters are also accessible via telephone. The corresponding numbers are as follows:

KIBUYE SECTOR HQ 11231
11232
11233
11234

CYANGUGU SECTOR HQ 11239
11240
11241
11242

.../2

GIKONGORO SECTOR HQ	11243
	11244
	11245
	11246
GITARAMA SECTOR HQ	11235
	11236
	11237
	11238
BYUMBA SECTOR HQ	11204
	11205

Other numbers to note:

CHIEF OF STAFF	11112
COMMUNICATIONS COMPOUND	11201
	11202
TRANSPORT COMPOUND	11213
MILITARY POLICE	86856
	86855
CIVPOL	11215
MILITARY OBSERVERS	83911
	82341
	83493
IVECO/B & R	72802
	72803
AUSTRALIAN MEDICS	75555
	76638
	76519
AUSTRALIAN HQ	75216
	76295
	75838
	75046
INDIBATT	11217
	11218
HUMAN RIGHTS	11210
	75601
	75602
	75603

NB: Numbers starting with 7 or 8 are via Rwandatel.
Revised Edition of Directory to be issued by 15/1/95



INFORMATION CIRCULAR N°. 022/94

DATE: 17 December 1994

TO: All UNAMIR Military, Civilian Police
and Civilian Personnel

FROM: Ally H. Golo, Officer-in-Charge
Administration

SUBJECT: Assistance to Victims of War in Rwanda

As you are aware, a most brutal and savage civil war was waged in Rwanda from April to July 1994. As a result, up to a million people may have died. Other casualties of the war were children. It has been reported that there is more than 1 million orphans and children who became separated from their parents in the din of flight from the fighting. Some of the orphans are now under the care of Agencies and Non-Governmental Organizations. Many more are still out there on the streets.

Apart from the children, there are other victims of the atrocities committed during the civil war. However, for a start, we are suggesting that all UNAMIR military, Civilian Police, and Civilian Personnel concentrate on making voluntary contributions towards the welfare of orphaned children in order to begin the healing process. There is no better beginning point than the forthcoming Christmas to try to make the children feel there is still some love and concern in the world. The optimum position is eventually to build supportive social structures such as orphanages and educational and training schools for these children. Your donations can go a long way towards this noble goal. In this connection, it is intended to undertake an office-to-office collection on Monday, 21 December 1994, by members of the "Assistance to Victims of War" Committee. Donations can be made in the form of cash or pledges. A pledge (blank copy attached) will represent a signed written instruction to the Chief Finance Officer to deduct a specified amount from the individual's MSA or salary.

Monies collected will be handed over to NGOs to be chosen at a later stage to meet some of the most pressing needs of some orphans. It is intended that as much media coverage as possible will be given to the event, so that the public are made aware of the concern of UNAMIR personnel for the children of Rwanda in their moment of great need.

Your generous contribution to an cooperation in this worthy cause will be much appreciated.

- 2 -

TO: Officer-in-Charge
Finance

FROM:

You are authorized to deduct the sum of _____
from my MSA/meal allowance for the month of _____ as my con-
tribution to the Assistance to Victims of War in Rwanda.



UNAMIR - MINUAR

19 DECEMBER 1994
MIR/PCIU No 045

To: All Civilian and Military Personnel
UNAMIR

From: Marc Molatte,
Supervisor PCIU

A handwritten signature in black ink, appearing to be 'P' with a long horizontal stroke extending to the right.

Subject: Absence for Annual Leave

Please be informed that during my absence from 21 december 1994
to 07 January 1995, Mr German CASTELLON will be Officer-in-Charge of the PCIU.



Secretariat

ST/IC/1994/52
7 December 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1994 COMPETITIVE EXAMINATION FOR PROMOTION TO
THE PROFESSIONAL CATEGORY OF STAFF MEMBERS
FROM OTHER CATEGORIES

1. In accordance with administrative instruction ST/AI/396 and Add.1, the following information is provided on the format and procedures for the 1994 competitive examination for promotion to the Professional category of staff members from other categories. As noted in that instruction, the following occupational groups have been selected:

(a) Administration, which covers work such as that of administrative officers, personnel officers, budget officers and project management officers;

(b) Economics, which covers work such as that of economists, specialists in transnational corporations and specialists in industrial development;

(c) Library, which covers work such as that of librarians and records management officers;

(d) Photography, which covers work such as that of photographers;

(e) Political affairs, which covers work such as that of political affairs officers and liaison officers;

(f) Public information, which covers work such as that of information officers and press officers;

(g) Social affairs, which covers work such as that of social welfare and humanitarian affairs officers.

94-48776 (E) 091294 12/12/94



/...

A. Written examination

2. For all occupational groups other than photography, the written examination accounts for 90 per cent of the total number of points available for each occupational group and consists of two parts: a general paper (four hours) and a specialized paper (four hours) related to the occupational group concerned. For photography the written examination and the two practical assignments account for 90 per cent of the total number of points available. The written examination consists of two parts: a general paper (four hours) and a specialized paper (two hours). An examination booklet will be distributed to the candidates at the beginning of each part of the written examinations. The examination must be written with dark blue or black pen only in the designated parts of each booklet.

3. The general paper comprises three sections, with a total coefficient of 35 per cent:

(a) Section 1 will test candidates' ability to analyse a problem. This section consists of a text and questions based on the text. The time recommended for this section is 1 hour and 20 minutes and it has a coefficient of 10 per cent of the marks assigned to the examination;

(b) Section 2 consists of a text of a speech or a report. Candidates will be asked to summarize the text, reducing it to approximately one third of its length. The summary will be evaluated for comprehension, accuracy and clarity of thought. The time recommended for this section is 1 hour and 20 minutes and it has a coefficient of 10 per cent of the marks assigned to the examination;

(c) Section 3 deals with questions on international relations. Candidates may choose any 10 among 12 questions offered. The time recommended for this section is 1 hour and 20 minutes and it has a coefficient of 15 per cent of the marks assigned to the examination.

4. For all occupational groups other than photography, the specialized paper, which tests substantive knowledge of the occupational group concerned, normally consists of 3 essay-type exercises and 10 short-answer type questions. All essays and questions are mandatory. The total time recommended for this part is four hours and it has a coefficient of 55 per cent of the marks assigned to the examination. The specialized paper of the photography examination has a coefficient of 15 per cent and consists of three to five questions on issues related to photography. Candidates who pass the written examination will also take part in two practical photography assignments (dates to be announced) which will have a combined coefficient of 40 per cent.

5. As stated in paragraph 24 of administrative instruction ST/AI/396, candidates participating in the examination shall be permitted to take the examination in any of the working languages of the regional commissions, with due regard to the requirement of proficiency in one of the working languages of the Secretariat. In order to demonstrate such proficiency, all candidates will have to take section 2 (drafting test) in either English or French. Alternatively, candidates may elect to take the entire written examination (parts 1 and 2) in a working language of a commission other than English or French and sit for a special language test in either English or French. This

test consists of two parts covering, respectively, reading and writing abilities. The duration of the test is 2 hours and 30 minutes. Candidates who have not demonstrated proficiency in one of the working languages of the Secretariat (English or French) in the special language test or in the drafting test will be considered as not having met the standard required in the examination.

6. The exact time of the examinations will be adjusted for each examination centre, taking into account the various time zones, and will be communicated to each candidate. Candidates should arrive at the examination room in each centre at least half an hour in advance of the scheduled starting time and have with them a United Nations identification document, their convocation letter and pens.

7. The written examinations will be held at the designated examination centres for the occupational groups mentioned in paragraph 1 on the following dates:

Administration	31 January 1995
General paper	1 February 1995
Economics	30 January 1995
Public information	30 January 1995
Library	3 February 1995
Political affairs	27 January 1995
Photography	2 February 1995
Special language test	30 January 1995
Social affairs	2 February 1995

B. Oral examination

8. Candidates may be convoked for an oral examination in accordance with paragraph 14 (b) of administrative instruction ST/AI/396. Candidates serving at duty stations away from Headquarters will take this part of the examination either in New York or at another location, depending on circumstances. At locations away from Headquarters, the oral examination will be conducted by a board consisting of at least three members of the relevant board of examiners, including an ex officio member.

9. The oral examination is scheduled to be held in April-May 1995.

10. Candidates will take the oral examination either in English or French, the working languages of the Secretariat, in accordance with the preference stated in their original application. The oral examination accounts for 10 per cent of the total number of points available.

11. For all occupational groups except photography, the standardized format of the oral examination will include a 5- to 10-minute presentation of a general nature on a topic broadly related to the occupational group concerned. Each candidate will draw two topics at random from a selection prepared in advance and choose one of the topics. The candidate will then have 15 minutes to prepare an oral presentation on the selected topic. Following the presentation, the Board of Examiners will have an opportunity to ask three questions for

/...

clarification or amplification of any of the points made by the candidate. After the presentation and related questions, the Board will ask seven other questions of a general nature, also broadly related to the occupation.

12. The presentation and responses to the questions of the oral examination will be evaluated in accordance with a rating scale designed to assess the candidate's ability to comprehend topics and questions, to communicate with others and to present and illustrate with examples his or her views in a clear, logical and understandable way. In order to ensure consistency, the marking will be done separately by each member of the Board immediately after each oral examination and without relation to the grading of the written examination. For all occupational groups other than photography, the presentation will account for 45 per cent of the points assigned to the oral examination, the answers to the requests for clarification or amplification for 15 per cent and the answers to the seven other questions for 40 per cent.

13. For photography the candidates will be expected to present their portfolios and the Board of Examiners will question them on the broad subject of photography. The presentation of portfolios will account for 45 per cent of the points assigned to the oral examination. The answers to the questions based on the portfolio presentation and other supplementary questions will account for 55 per cent.

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 021/94

DATE: 7 December 1994

TO: ALL UNAMIR Military & Civilian Personnel

FROM: Ally Golo, Officer-in-Charge
Administration

SUBJECT: Call Signs for Civilian Staff

Please be informed that Call Signs as per attached list will be effective immediately for all Civilian Administrative Personnel, superseding those in effect until now.

Your cooperation in this matter will be appreciated.

CALL SIGNS BY SECTION

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CALL SIGN</u>
OFFICE OF SRSG (CH-9)		
KHAN, SHAHARYAR	SRSG	PAPA ALPHA
KABIA, A. H.	OSRSG	PAPA ALPHA 1
SPARE	OSRSG	PAPA ALPHA 2
DESSANDE, P. B.	OSRSG	PAPA ALPHA 3
BUO, S. K.	OSRSG	PAPA ALPHA 4
RIVERO, I.	OSRSG	PAPA ALPHA 5
DAO, S.	OSRSG	PAPA ALPHA 6
SCOTT, K	OSRSG	PAPA ALPHA 7
RAFII, L	OSRSG	PAPA ALPHA 8
RETTA, AMSALE	OSRSG	PAPA ALPHA 9
PASTEUR, VIRGINIE	OSRSG	PAPA ALPHA 9 V
KIRU, B.	OSRSG	PAPA ALPHA 10
STRUGGAR, M	OSRSG	PAPA ALPHA 11
FORSTER, F.	OSRSG	PAPA ALPHA 12
MINTA, I.	OSRSG	PAPA ALPHA 13
DIVISION OF ADMINISTRATION (CH-11)		
GOLO, ALLY	ADMINISTRATION	VICTOR 21
LOMBARDO, JOE	ADMINISTRATION	VICTOR 21 ALPHA
NCUBE, MTSHANA	ADMINISTRATION	VICTOR 21 BRAVO
AYRES, CHRISTOPHER	ADMINISTRATION	VICTOR 21 CHARLIE
PERSONNEL SECTION (CH-11)		
NILSVANG, K.	PERSONNEL	PAPA OSCAR 1
DIALLO, A. R.	PERSONNEL	PAPA OSCAR 2
KOUMAGO, ADAMOU	PERSONNEL	PAPA OSCAR 3
MUTTER, BERTRAND	PERSONNEL	PAPA OSCAR 4
SILVESTRE, EMMA	PERSONNEL	PAPA OSCAR 5
SALIB, TSEHAI	PERSONNEL	PAPA OSCAR 6
MBAPPE, F	PERSONNEL	PAPA OSCAR 7
SOHUN, NIRMALA	PERSONNEL	PAPA OSCAR 8
NOSSEREAU, SYLVIE	PERSONNEL	PAPA INDIA 1
FRANCIS, PATRICK	PERSONNEL	PAPA INDIA 2
OLIVIER, STANLEY	PERSONNEL	PAPA INDIA 3
PROCUREMENT SECTION (CH-11)		
DUCAM, QUOC-SUNG	PROCUREMENT	QUEBEC 1
CASPER, RHONDA	PROCUREMENT	QUEBEC 2
ARAYA, ABIY	PROCUREMENT	QUEBEC 3

GENERAL SERVICES SECTION (CH-11)

BAH, M.	GEN. SERVICES	HOTEL 1
MUKOKO, M	GS/REGISTRY	HOTEL 2
THUO, NIE	GS/REGISTRY	HOTEL 3
KIEJNA, MARK	GS/CLAIMS	HOTEL 4
PANSIOR, DIDIER	GS/CLAIMS	HOTEL 5
PARKES, EVON	GS/PROP SURVEY	HOTEL 6
MOLATTE, MARC	GS/PCIU	HOTEL 7
CASTELLON, GERMAN	GS/PCIU	HOTEL 8
ACHMAD, JUKI	GS/PCIU	HOTEL 9
RAGOT, PATRICK	GS/PCIU	HOTEL 10
GATABASI, JEAN MARIE	GS/PCIU	HOTEL 11
DOMASHEV, OLEG	GS/PCIU	HOTEL 12
ABDELAZIZ, AMMI	GS/ R & I	HOTEL 13
DERIA, ALI	GS/ R & I	HOTEL 14
RAMACHANDRA	GS/ R & I	HOTEL 15
JHON AGNEES	GS/ R & I	HOTEL 16

EDP (CH-11)

DOGEMGAH, ERIC	EDP	ECHO 1
BATOUIK, ELEWA	EDP	ECHO 10
YIMBO, JIBAO	EDP	ECHO 2
MADSEN, PIERRIC	EDP	ECHO 20

SUPPORT SERVICES SECTION (CH-11)

HORNSBY, PETER	SUPPORT SERVICES	CHARLIE VICTOR 11
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SECURITY SERVICES SECTION (CH-11)

ISCHLIKA, PAUL	SECURITY	SIERRA OSCAR 1
SOULEKA, GONDJI	SECURITY	SIERRA OSCAR 1A
MARCELLIN, MBOLI	SECURITY	SIERRA OSCAR 2
WAQANIVERE, EMASI	SECURITY	SIERRA OSCAR 3
JOUBERT, WINSLE	SECURITY	SIERRA OSCAR 4
CHARFI, SAMIR	SECURITY	SIERRA OSCAR 5
AZED-ARAB, MORCHED	SECURITY	SIERRA OSCAR 6
EL-KHATIB, ANWAR	SECURITY	SIERRA OSCAR 7
BRUCE, TOMMY	SECURITY	SIERRA OSCAR 8
GILL, IGRO	SECURITY	SIERRA OSCAR 9

MOVCON & AIROPS (CH-11)

GLEESON, KEL	MOVCON	DELTA MIKE 1
SPARE	MOVCON	DELTA MIKE 2
SPARE	MOVCON	DELTA MIKE 3
ROUSSO, MARIE-LOU	MOVCON	DELTA MIKE 4
HARRIS, CAROL	MOVCON	DELTA MIKE 5

BROWN & ROOT
SPARE
MAJ A. JOUNITSYN
SMITH, STEVE

MOVCON
MIL AIROPS
MIL AIROPS
AIROPS

DELTA MIKE 6
MIKE CHARLIE 1
MIKE CHARLIE 2
WHISKEY ZULU 1

LOGISTICS SECTION (CH-11)

GILROY, KEVIN
DU CHATENET
CORRIGAN
BRIERE, GILLES
ALBERT, JACQUES
LEMIEUX, CHANTAL
PARNELL, JACK
BLUMERIS,

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LIMA 1
LIMA 2
LIMA 3
LIMA 4
LIMA 5
LIMA 6
LIMA 7
LIMA 8

TRANSPORT SECTION (CH-11)

JORSLING, NORRIS
MISSAILIDIS, THEODOROS
WORRELL, VALICE E.
HALL, LOUIS E. F.
ADAMS, ANTHONY
NANLAL, ANTHONY
KEEGAN, MALACHY
MWAMADI, JOSEPH
BARKOWSKI, KURT
O'SULLIVAN, ADRIAN
BALDE, MAMADOU
HASHEM, SALAH
AL ALAM, KOSHAYA
KELIWAN, IKHSAN
TRANSPORT WORKSHOP
STANDBY DUTY MECHANIC

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84 CHARLIE 8
84 CHARLIE 9
84 CHARLIE 10
84 CHARLIE 11
84 CHARLIE 12
84 CHARLIE 14
84 CHARLIE 0
84 CHARLIE 22

BUILDING MANAGEMENT SERVICES SECTION (CH-11)

LESSANU, MINAS
SOBEC, MIHAIL
BMS ENGINEER
MULLINGS, PATSEY
BMS ENGINEER
BAUDIN, PATRICK
SEALES, BRIAN
AGHADJANIAN, PAUL
KANDJAVERA, KAKUNE

BMS
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BMS

BRAVO MIKE
BRAVO MIKE 1
BRAVO MIKE 2
BRAVO MIKE 3
BRAVO MIKE 4
BRAVO MIKE 5
BRAVO MIKE 6
BRAVO MIKE ALPHA
BRAVO MIKE KILO

COMMUNICATIONS SECTION (CH-11)

ANGLIN, THAD	COMMUNICATIONS	C 20
ALBRIGTSEN, MAGNE	COMMUNICATIONS	C 20 ALPHA
STANISLAUS, ENOKA	COMMUNICATIONS	C 20 BRAVO
<u>RADIO ROOM</u>		
SECONDES, ELIAS	COMMUNICATIONS	C 21 ECHO
BARROZA, JUANITO	COMMUNICATIONS	C 21 JULIETTE
LOVRIC, VLADO	COMMUNICATIONS	C 21 VICTOR
REBEIRO, A.	COMMUNICATIONS	C 21 ALPHA
<u>RADIO TECHNICIANS</u>		
GREGOIRE, RICHARD	COMMUNICATIONS	C 22 ROMEO
TEEMUL, CURTIS	COMMUNICATIONS	C 22 TANGO
FLETCHER, MIKE	COMMUNICATIONS	C 22 MIKE
KALILI, B.	COMMUNICATIONS	C 22 KILO
RAMRATTAN, ROLAND	COMMUNICATIONS	C 22 ZULU
IFILL, JAMES	COMMUNICATIONS	C 22 CHARLIE
REYNOLDS, LINDY	COMMUNICATIONS	C 22 LIMA
VALENZUELA, C.	COMMUNICATIONS	C 22 VICTOR
SIGURBJORNSSON, S.	COMMUNICATIONS	C 22 ALPHA
<u>ELECTRICAL UNIT</u>		
LINDSTROM, LARS	COMMUNICATIONS	C 23
MARTIN, P.	COMMUNICATIONS	C 23 ALPHA
KUDJAWU, E.	COMMUNICATIONS	C 23 BRAVO
KERR, P.	COMMUNICATIONS	C 23 PAPA
DE BEURS, J.	COMMUNICATIONS	C 23 TANGO
BREARLEY, W.	COMMUNICATIONS	C 23 WHISKEY
KAUKORANTA, J.	COMMUNICATIONS	C 23 JULIETTE
SELBY, MICK	COMMUNICATIONS	C 23 MIKE
KAYAMBA, ROGERS	COMMUNICATIONS	C 23 NOVEMBER
<u>GENERATOR UNIT</u>		
EINARSON, PER	COMMUNICATIONS	C 24
RAKENA, RAY	COMMUNICATIONS	C 24 ALPHA
FERGUSON, J.	COMMUNICATIONS	C 24 BRAVO
O'BRIAN, P.	COMMUNICATIONS	C 24 CHARLIE
LOGAN, P.	COMMUNICATIONS	C 24 ECHO
SHELLEY, JAMES	COMMUNICATIONS	C 24 FOXTROT
KUROUNG, S.	COMMUNICATIONS	C 24 GOLF
<u>SPECIAL EQUIPMENT UNIT</u>		
SHAYA, MUNZER	COMMUNICATIONS	C 25
<u>STORES & INVENTORY UNIT</u>		
IFILL, JAMES	COMMUNICATIONS	C 26
NAMBIAR, GOPI	COMMUNICATIONS	C 26 ALPHA

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 020/94

DATE: 2 DECEMBER 1994

TO : ALL UNAMIR PERSONNEL AND
ALL BROWN & ROOT PERSONNEL

FROM : ALLY A.H. GOLO
OIC ADMINISTRATION

SUBJECT: POL POINT IN KIGALI

The aim of this circular is to explain the utilisation of the new POL facility acquired by UNAMIR in Kigali. The new point will become operational on 03 December 1994, and will be run by Brown & Root personnel.

LOCATION:

The new POL point is a service station known as "Super Service" located at grid reference 078837 on map Z922 KIGALI 1:10,000. The site is marked by SS on the map.

VEHICLES:

The station will be available to refuel General Purpose (sedan cars, FourRunners, Land Cruisers and pickups) vehicles only. Only properly registered UNAMIR vehicles will be refuelled. Vehicles must display a UNAMIR registration number front and rear, preferably either stencilled on the body or on number plates issued by the UNAMIR Chief Transport Officer. The bulk holding of POL for contingents will remain the responsibility of 3 CSG at the logistic compound in the Industrial Zone. Trucks may also refuel there when going to collect fuel for contingent resupply. This will ensure that there is a minimal delay in refuelling at both sites.

PERSONNEL:

The site will be run by a BRSC ex-patriate, who will be present on site during the hours of operation, with assistance of local staff. BRSC station management is request to supply UNAMIR G-4 staff, by 1600 hours, with a daily consumption and remaining stock figure. This figure is to be transmitted daily at 1600 hours.

2/.....

TIMES OF OPERATION:

The site will be operational from 0600 hours to 1800 hours seven (07) days per week. Operational Emergency fuel requirements outside of these times will continue to be handled by 3 CSG.

SECURITY:

DCOS Ops has been requested to arrange 24 hour security at the site. The site security will ensure that only UNAMIR authorized personnel are to enter or receive fuel from this site.

FUEL ISSUE:

Fuel will only be issued to drivers on presentation of a properly completed Daily/Weekly Trip Ticket. A copy of the appropriate form is attached. Prior to refuelling, drivers should ensure that the station attendant sets the pump meter at "ZERO". Upon receipt, the driver must legibly fill in the Fuel Record Sheet at the fuel station and also his/her weekly trip ticket to clearly indicate the quantity received. Drivers must also be aware of the type (gasoline or diesel) and maximum fuel tank capacity of their vehicles. This information can be obtained from the office of the CTO or from the contingent to which the vehicle belongs. Any discrepancy as to quantity received should be brought to the attention of the fuel station management.

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA
UNAMIR

NOTE: UNAMIR VEHICLES ONLY

GAS STATION

DAILY SUPER GASOLINE REPORT

(SHEET NO.)

WRITE OR PRINT IN BLOCK CAPITAL LETTERS

FOR THE MONTH OF

S/NO	UNAMIR No	SPEEDO READING	DATE	QUANTITY	QUANTITY IN WORDS	DRIVERS NAME (PRINT)	SIGNATURE	ID NO
1								
2								
3								
4								
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8								
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11								
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TOTAL:								

TOTAL:

NAME:

SIGNATURE:

CERTIFYING OFFICER

DATE:



INFORMATION CIRCULAR NO. 018/94

DATE: 1 December 1994

To: All UNAMIR International Civilian Staff

From: Ally H. Golo, OIC
Administration

Subject: Accrued Annual Leave

This circular issued in early 1994 is being reissued in order to draw the attention of all civilian staff members on the following procedure governing the accrual of annual leave while on assignment to UNAMIR.

Annual Leave

Staff member shall accrue annual leave while in full pay status at the rate of two and one half (2 1/2) days per month broken down as follows:

One and one half (1 1/2) days paid MSA leave for each completed month of mission assignment.

One (1) day annual leave with no payment of MSA.

Example 1

Staff member has been on assignment to UNAMIR for four months. During this period he/she will accrue following leave:

1.5 x 4 = 6 days with payment of MSA

1 X 4 = 4 days annual leave with no payment of MSA

Example 2

Staff member wishes to proceed on leave (outside mission area) for the period 1 - 15 December 1994 (15 calendar days): His/her leave balance is 6 days paid MSA and 4 days annual leave with no payment of MSA.

In this case:

For MSA payment purpose

1 - 15 December 1994 (i.e. 15 calendar days) MSA will be discontinued for 15 days, including week-ends and official holidays, if any, and staff member will receive MSA payment only for the 6 days he has accrued.

For Leave Purpose

1 - 15 December 1994 only working days (5 days/week) will be counted and deducted from the staff member's leave balance.

Accrued Annual Leave

For mission appointees, i.e. those staff members holding appointment limited to service with UNAMIR, any unused accrued annual leave balance remaining at the expiry of the appointment (up to a maximum of 60 days) will be commuted to cash and included by Headquarters in the final salary payment. It follows therefore that annual leave may not be taken in conjunction with your repatriation. Should you wish to avail of any accrued annual leave, you should therefore do so prior to the last day of duty.

Other staff members (those on assignment from other duty stations) carry any accrued annual leave with them back to their official duty stations. Staff Rule 105.1(c) provides that annual leave may be accumulated, provided not more than twelve weeks (60 days) shall be carried forward beyond 1 January of any year. However, upon completion of a mission, any accumulation of annual leave which otherwise would have become subject to forfeiture during mission service may be utilized to cover all or part of an authorized period of post-mission leave. Any such leave not utilized within four months following departure from the mission area shall be forfeited.

Please also note that NO MSA PAYMENT could be effected for leave taken following completion of mission assignment and prior to your return to your official duty station or place of repatriation. For annual leave taken during the mission assignment, MSA is payable at the rate of one and one-half (1 1/2) days of MSA for each completed month of service with the mission.

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 017/94

DATE: 15 NOVEMBER, 1994

**TO: ALL CIVILIAN PERSONNEL USING UNAMIR
ISSUED FREQUENCIES ON MOTOROLA RADIO SETS**

**FROM: MR. A. H. GOLO
OIC/ADMINISTRATION**

SUBJECT: USE OF RADIOS IN CASE OF EMERGENCY

1. This circular is being distributed as a guideline to all personnel currently using frequencies on UNAMIR Motorola radio sets for use in case of any of the following emergency situations:
 - Detention by the local authorities;
 - The victim of a robbery of any kind, at home or elsewhere;
 - The victim of an assault;
 - Involvement in a vehicle accident and in need of assistance, an ambulance or a tow truck;
 - Witness to a situation which would include any of the preceeding.
2. If you are involved in one of the aforementioned incidents, please note the following:
 - (i) For incidents occurring between 0830 and 1800: call callsign "Sierra Oscar 9" on channel 11. Sierra Oscar 9 is the headquarters Civilian Security Officer.
 - (ii) For incidents occurring after 1800 or on the weekend: switch your radio to channel 7 (if your radio is programmed with channel 7) or channel 8 and call callsign "Zero". Callsign Zero is the Military Duty Officer in the Headquarters' Operations Room. ***If your radio is not programmed for channel 8, contact the communications workshop to have it programmed immediately.***
 - (iii) In a calm, even voice:
 - a. Clearly state your callsign.
 - b. Use one of the phrases listed in paragraph 1 to describe the incident that has taken place.
 - c. Your location. This is the most important piece of information and could save vital minutes in the time it takes for assistance to reach you. All personnel should:
 - Know the grid reference of their place of residence as well as that of homes or other places that are frequently visited.

- Know their location *-at all times-* in relation to a **VERY PROMINENT** reference location. The Meridien, Chez Lando, Mille Collines, The Parliament Buildings, are examples of such locations.
 - Which way is north, south, east and west in Kigali.
 - If the situation permits, the person calling for assistance should go to an easily identifiable rendez-vous point to meet the person(s) sent to provide assistance.
- d. End the message with, "I need emergency assistance right away".
3. If no one responds to your call on the first attempt, remain calm and repeat your call.
 4. The Civilian Security Officer and Military Duty Officer can also be reached by telephone by calling 84268 extension 11073 and 11150 respectively.
 5. The duty officers responsible for monitoring the channels for emergencies have access to all the military and civilian information/assets that may be needed in case of emergency, including a rapid reaction force, civilian police, military police, tow trucks, ambulances, as well as medevac and casevac procedures.
 6. Please be guided accordingly.



UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

INFORMATION CIRCULAR NO. 016/94

DATE: 5 NOVEMBER, 1994

TO: ALL UNAMIR PERSONNEL

FROM: MR. A. H. GOLO
OIC/ADMINISTRATION

SUBJECT: CATERING SERVICES FOR UNAMIR STAFF

- I am pleased to announce that UNAMIR has contracted the services of MGT Consolidated to provide catering services to staff members.
- As of November 3rd, 1994 a restaurant has been opened adjacent to the swimming pool at the Belgian Village. Attached is a list of prices, meal times and a sampling of the menu. The menu changes daily and is on a 25 day cycle, ensuring a wide selection of meals.
- Negotiations are under way to set up a restaurant in close proximity to Headquarters that would be similar to the one at the Belgian Village.
- Work is proceeding to ready the Headquarters' kitchen area into a café that will serve snacks and light meals to all staff members.

I would like to take this opportunity to compliment the staff of Support Services, in particular the Contract Management Cell and Building Management Services, for their ongoing efforts in making the lives of all UNAMIR personnel more comfortable.

SCHEDULE AND MENU OF BELGIAN VILLAGE CATERING FACILITY

1. BREAKFAST : 06:30 - 08:00

MENU A

- (i) Choice of fruit
- (ii) Cereals with milk
- (iii) Eggs to order
- (iv) Hot rolls, butter, jam
- (v) Tea or coffee

MENU B - US \$2.00

- (i) Choice of fruit
or
- (ii) Cereals with milk
- (ii) Hot rolls, butter, jam
- (iv) Tea or coffee

2. LUNCH: 12:00 - 13:30

3. DINNER: 18:00 - 22: 00

LUNCH AND DINNER MENU FORMAT

- (i) Soup.
- (ii) Main dish (chicken, fish, beef, or pork).
- (iii) Vegetable.
- (iv) Potato.
- (v) Rice or bread.
- (vi) Dessert.
- (vii) Tea or coffee.

4. BAR SERVICE

		\$	
(i)	Canned Beer	1.00	
(ii)	Regular whiskey (40 ml)	1.00	
(iii)	Premium Whiskey (40 ml)	1.00	
(iv)	Vodka (40 ml)	1.00	
(v)	Gin (40 ml)	1.00	
(vi)	Rum (40 ml)	1.00	
(vii)	Martini (40 ml)	1.00	
(viii)	Vermouth (40 ml)	1.00	
(xi)	Cognac (40 ml)	2.00	
(x)	Wine [red/white] (750 ml)	6.00	
(xi)	Wine [red/white] (per glass)	1.50	
(xii)	Coke / Fanta / Sprite	1.00	(per can)
(xiii)	Soda / Tonic water	1.00	(per can)
(xiv)	Dunhill cigarettes	15.00	(per carton)
(xv)	Rothmans cigarettes	15.00	(per carton)
(xvi)	Benson Hedges cigarettes	15.00	(per carton)
(xvii)	Marlboro cigarettes	15.00	(per carton)



UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM
MEMORANDUM INTERIEUR

INFORMATION CIRCULAR NO. 015/94

Date: 31 October 1994

TO: All UNAMIR Personnel

FROM: Ally H. Golo
Officer-in-Charge, Administration

SUBJECT: Official United Nations Holidays

The following days will be official UN holidays for the remaining of 1994:

Tuesday 01 November 1994, All Saints Day and

Monday 26 December 1994, as Christmas falls on Sunday 25 December 1994,
the following Monday will be a holiday.

UNITED NATIONS

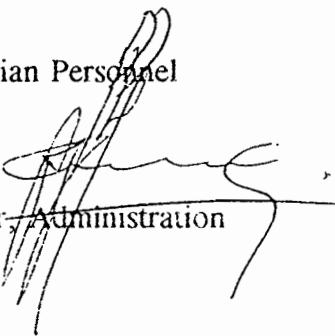


NATIONS UNIES

27 October 94

Information Circular No. 014/94

TO: All UNAMIR
Military and Civilian Personnel

FROM: Ally H. Golo 
Officer-in-Charge, Administration
UNAMIR

SUBJECT: Vehicle Regulations - Weekly Trip Tickets

It has been brought to my attention that a number of UNAMIR personnel driving UNAMIR's vehicles are not complying with the vehicle regulations stipulated in Administrative Instruction No. 001/94 with regard to "Weekly Trip Tickets"

As indicated in the Instruction, the trip ticket serves as an authority to operate an UNAMIR vehicle. The driver is responsible for the completion of trip tickets with regard to recording the mileage driven daily, the gasoline, diesel and/or oil received, the location of the services station, and the speedometer reading. Completed trip tickets should be submitted weekly to the office of the Chief Transport Officer in Kigali or the Field Services Assistants (FSA's) in the sectors.

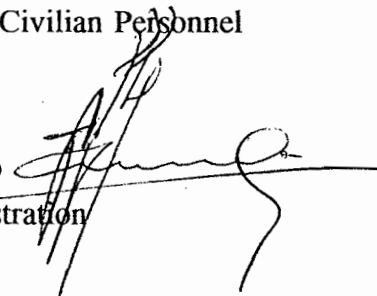
It is imperative that trip tickets are completed daily by the drivers concerned and submitted weekly as indicated above so that the Transport Section may compile the total kilometers and fuel used for their monthly statistical reports.

It will be much appreciated, therefore, if Heads of Components/Branches/Units could ensure that personnel authorized to operate UNAMIR vehicles are regularly reminded to complete their weekly trip tickets.

Please note that failure to complete trip tickets may result in the suspension of driving privileges and in the application of other measures as appropriate.

INFORMATION CIRCULAR NO. 013/94

TO : ALL UNAMIR HQ STAFF Date: 24 October 1994
Military and Civilian Personnel

FROM : Ally H. Golo 
OIC Administration

SUBJECT : Issue of Potable Water - UNAMIR HQ and
MILOB GP HQ Staff

1. This is to inform all Military and Civilian Personnel at UNAMIR Headquarters that a potable water issue point has been established by the Logistic Coordination Cell, in conjunction with Brown and Root, in order to minimize the personal cost of procuring bottled water. **This water issue point is a 20 foot sea container, located at the entrance to the Amahoro Stadium.** The water has been processed through a reverse osmosis water purification unit (ROWPU), and is regularly tested by our Medical Facility. You are therefore assured that the water is fit for consumption. The ROWPU process utilises chlorine and, as such, will have the smell of chlorine. While this may be unpleasant to some personnel, rest assured the water is quite drinkable.

2. All UNAMIR HQ and MILOBS GP HQ are entitled to draw potable water from the facility. It will be manned by a Brown and Root employee and customers are requested not to park inside the entrance to the Amahoro Stadium or in such a way as to restrict entrance to the stadium. **The days for issue are Monday, Wednesday and Friday between the hours of 0700 and 1700.** Should a problem arise with this service, please forward it to the

Logistic Coordination Cell and **NOT** with the person at the issue point **NOR** Brown and Root.

3. This facility has commenced operation on Friday 21 October 1994. Please note that bottled water may no longer be issued and sold in future; cut-off date of which will be communicated in due course. Staff will initially be issued one full 20 liter water jerry can each, which they are to sign for. Thereafter the jerry can will **ONLY** be exchanged for a full jerry can on production of the empty can. One jerry can should be sufficient for one week. Please note that the water is for drinking and cooking purposes only, not for washing. It is not intended to restrict the issue to one jerry can per staff member per week, however, if issues become excessive, a rationing system will be instituted. All staff are therefore requested to use the system as it is intended.

4. For MILOBS Group HQ, the bulk potable water facilities are being located in each of the sectors. If MILOBS in the sectors wish to draw drinking water from these facilities, they may do so once the point has been established. MILOBS in the sectors should conduct liaison with the contingent in their sector. As the water is issued for drinking only, the bulk water facilities will be made on the basis of 3 liters per person per day.

5. Your cooperation as detailed will ensure a smooth operation and a valuable service to all staff.

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UNAMIR - MINUAR

Post Office Box 30552
Nairobi, Kenya
Voice (254-2) 621-234
Fax (254-2) 622-668

Amahoro Complex
Kigali, Rwanda
Voice (1-212) 963-3091
Fax (1-212) 963-3090

INFORMATION CIRCULAR NO. 012/94

TO: ALL PERSONNEL ENTITLED TO MSA
FROM: ALLY H. GOLO, OIC/ADMINISTRATION, UNAMIR
DATE: 24 OCTOBER 1994
SUBJECT: PAYMENT OF ACCOMMODATION PORTION OF MSA

By Information Circular No. 007/94, dated 22 September 1994, we notified all UNAMIR personnel entitled to receive MSA that the UN's Compensation and Classification Service had instructed UNAMIR to revise downward the daily MSA rate by \$27 when accommodation is provided at no cost to the individual.

In this connection, UNAMIR personnel can claim the \$27 accommodation portion of MSA by presenting proof that they have paid for their housing. To establish the recipient's entitlement to this amount, proof may consist of a rental contract, or of rent or hotel receipts for the days for which a claim is being made.

Please present this proof to the Accommodation Unit in the Amahoro Hotel from Monday through Saturday between the hours of 0900 and 1100.

This circular serves also to remind MSA recipients again that the MSA entitlement can only be paid when proper records are provided on a timely basis.

Proof presented by the close of business on 29 October 1994 will enable payment to be made of this allowance during the first week of November along with the regular MSA payment. Proof presented thereafter by the 21st day of each month will be paid with the regular MSA payment made at the end of that month.



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UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 011/94

TO: ALL UNAMIR MILITARY AND CIVILIAN PERSONNEL

FROM: ALLY H. GOLO
Officer-in-Charge
Administration

SUBJECT: UNITED NATIONS DAY (14 OCTOBER 1994)

All UNAMIR personnel are reminded that October 24 is United Nations Day.

In accordance with tradition, you are all requested to assemble at 16.00 hours in front of the Headquarters Building, or in the Television Room in case of rain, to hear the SRSG's message on UN Day, and to hear also from the Force Commander and the CAO what is being done for the general welfare of all staff members.

Following the above messages, there will be a "Happy Hour" organized at CHEZ LANDO commencing at 17.30 hours. The "Happy Hour" is being held under the same conditions as in the past.

Between 0600 hours and 2000 hours on both the 24th and the 25th of October there will be extra broadcast service to carry the message from the Secretary General Mr. Boutros Boutros Ghali in French, Arabic, and English on Shortwave Radio (HF). After the UN-Day Message a 15 minute programme from UN Radio, Geneva, will be broadcast in English. UNAMIR staff members and those of other UN Agencies can listen to the broadcast messages at the following times and on the following frequencies:

DATE/TIME GMT	FREQUENCIES
24/0600 1200	19280
24/0600 1200 1800 2000	10647
24/0600 1200 1800 2000	14500
24/1800 2000	7443
25/0600 1200	19280
25/0600 1200 1800 2000	10647
25/0600 1200 1800 2000	14500
25/1800 2000	7443



UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 010/94

DATE: 18 October 1994

TO: All UNAMIR Military & Civilian Personnel

FROM: Ally Golo, Officer-in-Charge
Administration

SUBJECT: Re-location of Communications Workshop

Please be informed that the Communications Section has moved the following Operational Units to the new Communications Compound located in the Industrial Area:

Generator Unit
Electrical Unit
VHF (Motorola) Workshop
Special Equipment Unit

The following offices continue to be located at UNAMIR Headquarters:

Office of CCO - Room 3021
Telephone Unit - Room 1064
Radio/Fax Room - Ground Floor

To facilitate the smooth functioning of this Section, please adhere to the following procedures:

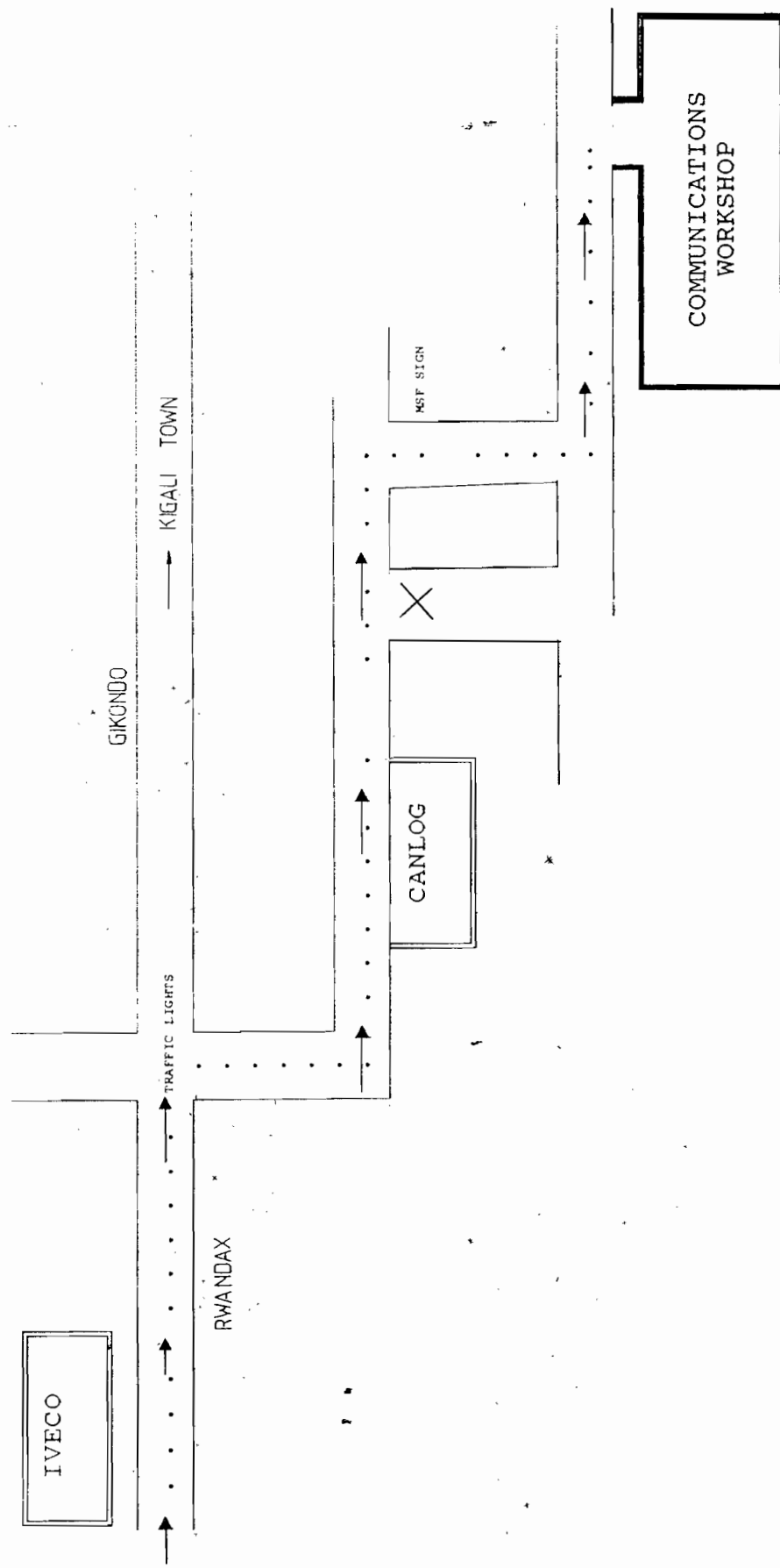
1. Submit written requests for equipment/installation to the Office of the Chief at Rm. 3021, Amohoro HQ, Ext. 11091.
2. For servicing/repair of equipment already issued, please contact the relevant unit.

Telephone access to the Communications Compound is as follows:

Via RWANDATEL - dial "0" + 74113
Via UNAMIR PABX - extensions 11201 & 11202

A map showing exact location of the Communications Compound is attached as Annex I.

MAP TO COMMUNICATIONS COMPOUND





CMC INFORMATION CIRCULAR

7 October 1994

TO: All UNAMIR Staff

FROM: Mr. J. Albert, DCMCO

SUBJECT: **PROCEDURE FOR MINOR REQUEST FOR 4 LOCATIONS**

A. Starting Monday 10 October 94, a new procedure will be in place to request Brown & Root Services Corporation (BRSC) to make repair/minor work up to a total material value of \$40. If the work required is outside the capability or purchasing authority of the BRSC employee, the work request will be addressed to the relevant Work Order Manager for further action. The locations covered by the new procedure are:

1. UNAMIR HQ AMAHORO
2. BELGIAN VILLAGE
3. CHEZ LANDO HOTEL
4. MERIDIAN HOTEL

B. As an example, minor requests could be one of the following areas:

1. Repair a window
2. Install new padlock
3. Change light
4. Fix a toilet problem
5. Cleaning

C. Boxes will be located, with forms, in the designated locations for UNAMIR staff to deposit their requests. Boxes are located at the following locations:

1. UNAMIR HQ AMAHORO Reception
2. BELGIAN VILLAGE Bar
3. CHEZ LANDO HOTEL Reception
4. MERIDIAN HOTEL Reception

D. Each day, BRSC will complete the work requested in one or two days. When a task is completed, the work requestor will certify that the work has been satisfactory completed.

ATTACHMENT1: "MINOR REQUEST - BRSC" FORM

MINOR REQUEST
BROWN & ROOT SERVICES CORPORATION

REQUESTOR

DATE OF REQUEST _____	ID NUMBER _____
NAME OF REQUESTOR _____	TEL / CALL SIGN _____
SECTION / BRANCH _____	_____
LOCATION OF WORK <input type="checkbox"/> UNAMIR HQ AMAHORO	ROOM NUMBER _____
<input type="checkbox"/> BELGIAN VILLAGE	
<input type="checkbox"/> CHEZ LANDO HOTEL	
<input type="checkbox"/> MERIDIAN HOTEL	

DESCRIPTION OF DISCREPANCY

BRSC

BRSC NUMBER _____

LIST OF MATERIALS USED (receipt # is available)

WOR NUMBER 10. _____

REMARKS / COMMENTS

TOTAL OF LABOUR HOURS

CERTIFICATION

(When work's completed)

I CERTIFY THAT THE WORK WAS COMPLETED SATISFACTORY

SIGNATURE OF ACCEPTANCE _____

NAME _____

SIGNATURE OF BRSC RESP _____

NAME _____

When completed BRSC send a copy to CMC



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UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 007/94

TO: All International Civilian Staff,
MILOBS, CIVPOLS & Staff Officers

DATE: 22 September 1994

FROM: A.H. Golo
Officer-in-Charge
Administration
UNAMIR

REF: PERSONNEL/NS

SUBJECT: Revised MSA Rate

1. We are advised by FOD/New York that CCS/OHRM has revised the MSA rate to US\$70.00 per day for UNAMIR staff when accommodation is provided by the United Nations and US\$40.00 per day when both accommodation and meals are provided. The effective date of implementation is 21 September 1994. This is applicable to all UNAMIR personnel in receipt of MSA and who are currently residing in the accommodations so far considered as provided by the United Nations, namely: Amahoro, Meridien, Chez Lando and Village Belge. We are further advised that these rates are not subject to any supplements for staff members at the D-1 level and above.
2. To staff officers who are currently housed in the Village Belge complex will be paid US\$30.00 per day until such time when meal facilities are established.
3. UNAMIR Management is in contact with FOD/NY to review modalities related to this situation. You will be informed in due course of any change.

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO.: 006/94

DATE: 16 September 1994

TO: All UNAMIR Civilian Personnel

FROM: Ally H. Golo, ~~Officer in Charge~~
Administration

SUBJECT: Staff Meeting with SRSG Mr. SHAHARYAR KHAN

The SRSG, Mr. Shaharyar Khan, will meet all UNAMIR Civilian Personnel at the Meridien Hotel, Conference Room on the ground floor, on Saturday, 17 September 1994. The exact time will be communicated in due course.

All civilian staff are hereby requested to attend the meeting.

Thank you for your co-operation.

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UNAMIR - MIN



Information Circular NO 005/94

TO: All Civilian Staff
UNAMIR - KIGALI

DATE : 16 September 1994
REF.: INT/PERS/MD

FROM: Ally H. GOLO,
Officer-in-Charge
Division of Administration
UNAMIR - KIGALI

A handwritten signature in black ink, appearing to be "Ally H. Golo", written over the "FROM:" text.

CC.:

SUBJECT: **VISIT OF STAFF COUNCIL REPRESENTATIVES**

Mr. Mohammed Oummih, Staff Council's President accompanied by another Staff Council representative, will visit the United Nations Peace-keeping Operations, including UNAMIR KIGALI.

In this connection, Mr. Oummih will address a general meeting of civilian staff and organise the selection of staff representatives at our duty station.

Mr. Oummih will arrive in Kigali between Monday 26 September and Saturday 1 October 1994. The exact date and venue of the meeting will be communicated to you in due course.

Thank you for your cooperation. >



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UNAMIR - MINUAR

INFORMATION CIRCULAR NO.: 004/94

DATE: 16 September 1994

TO: All Military and Civilian Staff

FROM: Ally H. Golo, Officer-in-charge
Administration

SUBJECT: INTERRUPTION OF POWER SUPPLY SATURDAY, 17 SEPTEMBER 1994

The Communications Section will be conducting tests on the Generator Unit at the Stadium between the hours of 9.00 a.m. to 12.00 noon on Saturday, 17 September 1994. This will result in frequent interruptions of power supply during that period.

Please bear with us for this inconvenience.

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UNAMIR - MINUAR

A N N E X C

GENERAL RELEASE FROM LIABILITY ON ACCOUNT
OF USE OF UN TRANSPORT

I, undersigned, hereby recognize that my use of or travel on means of transport, including vehicles, aircraft or ships, owned or operated by the United Nations is solely for my own convenience and benefit and may take place in areas or under conditions of special risk. In consideration of being permitted to use or travel on such means of transport, I hereby:

- (a) Assume all risk during such travel;
- (b) Recognize that neither the United Nations nor any of its officials, employees or agents are liable for any loss, damage, injury or death that may be sustained by me during such travel;
- (c) Agree, for myself as well as for my dependants, heirs and estate, to hold harmless the United Nations and all its officials, employees and agents from any claims or action on account of any such loss, damage, injury or death.

Passenger:

Date:

Witness:



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UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 003/94

TO: All UNAMIR Staff

DATE: 09 September 1994

FROM: Ally H. Golo
Officer-in-Charge
Administration
UNAMIR

SUBJECT: BUS RUNS - KIGALI

1. Attached please find **AMDT-1** of the revised bus runs schedule throughout Kigali city. The service will operate on two routes, starting from **0700 and running until 2000 hours**. Additional busses will be laid on to cover pick periods, i.e., **0700-0830 and 1630-1830**.
2. Use of the bus schedule will assist to alleviate the current pressure on our limited vehicle. Personnel are to avail of the bus before requesting ad-hoc transport.
3. Production of a **UNAMIR ID** card will entitle the holder to travel on the buses.

AMENDMENT 1

BUS SCHEDULE -KIGALI

BUS STOPS	BUS NO 5	MORNINGS TO UNAMIR HQ	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2	EVENINGS FROM UNAMIR HQ	BUS NO 1	BUS NO 2
UNAMIR HQ	07:00		08:30	10:00	10:30	12:00	12:30	14:00	14:30	16:00		18:30	20:00			18:30	20:00
BELGIUM VILLAGE	07:15	07:30	08:45	09:45	10:45	11:45	12:45	13:45	14:45	15:45		18:45	19:45	17:15		18:45	19:45
HOTEL MERIDIEN	07:30	07:30	09:00	09:30	11:00	11:30	13:00	13:30	15:00	15:30		19:00	19:30	17:15		19:00	19:30
UNHCR BUILDING	07:45		09:15	09:15	11:15	11:15	13:15	13:15	15:15	15:15		19:15	19:15			19:15	19:15
MILLE COLLENES	07:55	07:30	09:25	09:05	11:25	11:05	13:25	13:05	15:25	15:05		19:25	19:05	17:15		19:25	19:05
AUSTRALIAN HOSPITAL	08:05	07:30	09:35	08:55	11:35	10:55	13:35	12:55	15:35	14:55		19:35	18:55	17:15		19:35	18:55
3 CSG LOG BASE	08:15		09:45	08:45	11:45	10:45	13:45	12:45	15:45	14:45		19:45	18:45			19:45	18:45
KIGALI AIRPORT	08:25		09:55	08:35	11:55	10:35	13:55	12:35	15:55	14:35		19:55	18:35			19:55	18:35
UNAMIR HQ	08:30		10:00	08:30	12:00	10:30	14:00	12:30	16:00	14:30		20:00	18:30			20:00	18:30

*** DUTY TRANSPORT WILL BE PROVIDED UPON REQUEST TO DESTINATIONS NOT LISTED ABOVE
PROVIDED THAT REQUESTS ARE MADE (1) ONE HOUR IN ADVANCE.

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 003/94

TO: All UNAMIR Staff

DATE: 05 September 1994

FROM: Ally H. Golo
Officer-in-Charge
Administration
UNAMIR

SUBJECT: BUS RUNS - KIGALI

1. Attached find a schedule of bus runs throughout Kigali city. The service will operate on two routes, starting from **0700 and running until 2000 hours**. Additional busses will be laid on to cover pick periods, i.e., **0700-0830** and **1630-1830**.
2. Use of the bus schedule will assist to alleviate the current pressure on our limited vehicle. Personnel are to avail of the bus before requesting ad-hoc transport.
3. Production of a **UNAMIR ID** card will entitle the holder to travel on the buses.

BUS SCHEDULE -KIGALI

ANNEX A

BUS STOPS	MORNINGS TO UNAMIR HQ	BUS NO 1		BUS NO 2		BUS NO 1		BUS NO 2		BUS NO 1		BUS NO 2		EVENINGS FROM UNAMIR HQ	BUS NO 1	BUS NO 2
		BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2			
UNAMIR HQ		08:30	10:00	10:30	12:00	12:30	14:00	14:30	16:00	18:30	20:00					
BELGIUM VILLAGE	07:00	0845	09:45	10:45	11:45	12:45	13:45	14:45	15:45	18:45	19:45			17:15		
HOTEL MERIDIEN	07:00	09:00	09:30	11:00	11:30	13:00	13:30	15:00	15:30	19:00	19:30			17:15		
UNHCR BUILDING		09:15	09:15	11:15	11:15	13:15	13:15	15:15	15:15	19:15	19:15					
MILLE COLLENES	07:00	09:25	09:05	11:25	11:05	13:25	13:05	15:25	15:05	19:25	19:05			17:15		
AUSTRALIAN HOSPITAL	07:00	09:35	08:55	11:35	10:55	13:35	12:55	15:35	14:55	19:35	18:55			17:15		
3 CSG LOG BASE		09:45	08:45	11:45	10:45	13:45	12:45	15:45	14:45	19:45	18:45					
KIGALI AIRPORT		09:55	08:35	11:55	10:35	13:55	12:35	15:55	14:35	19:55	18:35					
UNAMIR HQ		10:00	08:30	12:00	10:30	14:00	12:30	16:00	14:30	20:00	18:30					

*** DUTY TRANSPORT WILL BE PROVIDED UPON REQUEST TO DESTINATIONS NOT LISTED ABOVE
PROVIDED THAT REQUESTS ARE MADE (1) ONE HOUR IN ADVANCE.

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UNAMIR - MINUAR

Handwritten mark: "B57" with a checkmark and a large "7" below it.

INFORMATION CIRCULAR NO 002/UNAMIR/94

DATE: 28 August 1994

TO: All Civilian and Military Personnel

FROM: Ally H. Golo,
Officer-in-Charge Administration,
UNAMIR/UNOMUR

SUBJECT: PROVISION OF COMPO RATIONS AND BOTTLED WATER

Please be advised that due to the critical situation of **compo rations** and **bottled water** available to support the Force and in view of the fact that the situation in the country is normalizing, it has been decided, with effect from **01 September 1994**, that the **distribution of compo rations and bottled water will be made available only to troops and staff officers** for whom the Organization has the responsibility to provide meals and accommodation. This arrangement will further be reviewed in light of **UNAMIR's** ability to provide **purified water** to troops and **UNHQ's** decision on the arrangements related to the provision of meal allowance to **Staff Officers**. However, drinking water will be made available to **UN personnel** in receipt of **MSA**, at cost.

Water will be made available at **US\$8.00 per case (18 litres)** and every individual will be entitled to **one (1) case per week only**. Staff desiring to purchase bottled water may do so at the **Logistic Base** (located at the Industrial Park in Kigali), where arrangements will be made for provision and recording on **Tuesdays and Fridays**.

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UNAMIR - MINUAR

UNAMIR/IC/94/015
30 March 1994

INFORMATION CIRCULAR

To: All International Civilian Staff

From: Christine De Liso, OIC Administration

A handwritten signature in dark ink, appearing to read "C. De Liso", written over the printed name.

Subject: Malaria Prophylaxis

We have received confirmation from United Nations HQ regarding the malaria prophylaxis for the mission area. Based on confirmation from the World Health Organization, we have been advised that LARIUM is the only prophylaxis which is effective in Rwanda/Uganda.

All staff are urged to use the malaria prophylaxis which has been provided. Any staff member who does not have a supply of LARIUM, which is taken on a weekly basis, should contact the Senior Medical Officer immediately.

Information: A/Force Commander
Commissioner Civpol



UNAMIR/IC/94/009

1 February 94

INFORMATION CIRCULAR

To: All International Civilian Staff

From: Per O. Hallqvist
Chief Administrative Officer

Subject: Accrued Annual Leave

The purpose of this circular is to draw the attention of all civilian staff members on the following procedure governing the accrual of annual leave while on assignment to UNAMIR

Annual Leave

Staff member shall accrue annual leave while in full pay status at the rate of 2 and one half days per month broken down as follows:

1 and one half days paid MSA leave for each completed month of mission assignment.

1 day annual leave with no payment of MSA.

Example 1)

Staff member has been on assignment to UNAMIR for four months. During this period he will accrue following leave:

$1.5 \times 4 = 6$ days with payment of MSA

$1 \times 4 = 4$ days annual leave with no payment of MSA

Example 2)

Staff member wishes to proceed on leave (outside mission area) for the period 1-15 February 94 (15 calendar days) His leave balance is 6 days paid MSA and 4 days annual leave with no payment of MSA.

In this case:

For MSA payment Purpose

1-15/2/94 (i.e, 15 calendar days) MSA will be discontinued for 15 days, including week-ends and official holidays, if any, and s/m will receive MSA payment only for the 6 days he has accrued.

For Leave Purpose

1-15/2/94 (only working days will be counted and deducted from s/m's leave balance)

Accrued Annual Leave

For mission appointees, i.e, those staff members holding appointments limited to service with UNAMIR, any unused accrued annual leave balance remaining at the expiry of the appointment (up to a maximum of 60 days) will be commuted to cash and included by Headquarters in the final salary payment. It follows therefore that annual leave may not be taken in conjunction with your repatriation. Should you wish to avail of any accrued annual leave, you should therefore do so prior to the last day of duty.

Other staff members (those on assignment from other duty stations) carry any accrued annual leave with them back to their official duty stations. Staff Rule 105.1 (c) provides that annual leave may be accumulated, provided not more than twelve weeks (60 days) shall be carried forward beyond 1 January of any year. However, upon completion of a mission, any accumulation of annual leave which otherwise would have become subject to forfeiture during mission service may be utilized to cover all or part of an authorized period of post-mission leave. Any such leave not utilized within four months following departure from the mission area shall be forfeited.

Please also note that NO MSA PAYMENT could be effected for leave taken following completion of mission assignment and prior to your return to your official duty station or place of repatriation. For annual leave taken during the mission assignment, MSA is payable at the rate of one and on-half days of MSA for each completed month of service with the mission.

JAN

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA
U N A M I R

MISSION DES NATIONS UNIES POUR L'ASSISTANCE AU RWANDA
M I N U A R

25 January 1994

UNAMIR/IC/94/06

INFORMATION CIRCULAR

To: See Distribution List
From: Per O. Hallqvist
Chief Administrative Officer
Subject: POUCH SERVICE FRIDAY 28 JANUARY 1994

Please be informed that the New York pouch which normally is sent out Friday at mid day will change this week due to the National Holiday. Please prepare all necessary items for the same time on Thursday 27 January 1994.

Distribution: CAO, SAO, CPO, CCPO, CGSO, CCO, CFO, CBMSO, CMISO
TO, SPTO
SRSG, EO SRSG, FC, COMM CIVPOL

UNITED NATIONS



NATIONS UNIES

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UNAMIR - MINUAR

INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEUR

INFORMATION CIRCULAR

UNAMIR/IC/04

11 January 1994

TO: All Staff Members

THROUGH: P. O. Hallqvist, Chief Administrative Officer

FROM: A. R. Diallo, Chief Civilian Personnel Officer

SUBJECT: Transportation for Shopping

In order to accommodate the staff members and facilitate their shopping a 20 seaters bus will be put at their disposal every day, during the week at 16:00 effective 10 January 1994. For that purpose, the Bus will commute from Headquarters (Amahoro Hotel) to Downtown Kigali.

Chiefs of Section are requested to prepare a list, indicating specific days for those who would be using this service. Individual staff members will not be allowed to leave the office for shopping or other personnal needs at any other time. This will enable everyone to benefit from the service.



UNITED NATIONS

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEUR

UNAMIR/IC/03

INFORMATION CIRCULAR

11 January 1994

TO: All Staff Members

THROUGH: P. O. Hallqvist, Chief Administrative Officer

FROM: A. R. Diallo, Chief Civilian Personnel Officer

SUBJECT: Working Hours

With reference to Administrative Instruction (UNAMIR/AI/08) dated 15 December 1993, please note that the following was clarified with the CAO.

1. Official work days are Monday through Friday from 08:00 until 17:00, with one hour for Lunch. There are no "official work hours" during week-ends.
2. Staff may be asked by the Chief of their Section to work additional hours.
3. A Roster of Duty Officers/Secretaries to cover weekends is being finalized and will be communicated in due course.

INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEURINFORMATION CIRCULAR

UNAMIR/IC/02

11 January 1994

TO: All Staff Members

THROUGH: P. O. Hallqvist, Chief Administrative Officer

FROM: A. R. Diallo, Chief Civilian Personnel Officer

SUBJECT: Recreation/Sport clubs

Upon several staff members' request, it is proposed to establish Recreation/Sport Clubs for UNAMIR/UNOMUR Personnel.

The following clubs and coordinators for each clubs have been identified, and staff members who want to participate in these clubs are requested to register with Club Coordinators as indicated below:

Soccer (Football) Club	Mr. P. Mukoko	ext 1335
Volleyball Club	Mr. A. R. Diallo	ext 1376
Country Club	Ms. S. Causey	ext 1335
Basket ball Club	Mr. L. Torres	ext 1136
Golf Club	Mr. H. Benz	ext 1389
Tennis Club	Mr. B. Fouché	ext 1328
Streching Club	Ms. V. Pisteur	ext 1353

Other ideas are welcomed.

UNITED NATIONS

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR

UNAMIR/IC/01

11 January 1994

TO: All Staff Members

THROUGH: P. O. Hallqvist, Chief Administrative Officer

FROM: A. R. Diallo, Chief Civilian Personnel Officer

SUBJECT: Administrative Staff and Management Committee

As explained during the Security Meeting in the Rotunda, it is proposed to establish a committee composed of Management and Staff Representatives. The Committee's mandate is to discuss matters of general and common interest, in a spirit of cooperation between Administration and the Staff.

In this regard, it would be appreciated if staff members, through CGSO could either nominate or elect their representatives to the Committee namely two representatives from the Professional category, two from General Service category, two from the Field Service Officer category and two from Local Staff Group. The Committee is expected to start meeting as soon as it is officially established, not later than 31 January 1994.



Bessande

UNAMIR/IC/09
15 December 1993

INFORMATION CIRCULAR

To: All Personnel: Office of SRSG, CIVPOL Office and Force, MILOB GP, Kigali and DMZ Headquarters.

From: Per O. Hallqvist
Chief Administrative Officer *[Signature]*

Subject: Division of Management & Administration *[Signature]*

1. Task

The task of the Division of Management & Administration (DMA) is to **ensure administrative, technical and logistic support** to all elements in UNAMIR/UNOMUR as directed by the Director of the Field Operations Division. The Chief Administrative Officer (CAO) under the direct supervision of the Special Representative of the Secretary General (SRSG) is also responsible for the **budget** and for the **control of all UN-owned property, equipment and vehicles**.

2. Organisation

The Division consists of the Chief Administrative Officer and his Office, the Finance, Civilian Personnel, General Services, Procurement, Communications, Transport, Buildings Management Services and Management Information Systems Sections and the Sector Uganda Senior Administrative Officer.

The CAO, the Senior Administrative Officers UNAMIR and UNOMUR, and the Section Heads constitute the **Division's Management Team**. The Special Task Officer is the Secretary of the Team, which meets every Friday at 09:30 (SAO/UNOMUR attending the first meeting in every month).

3. Responsibilities

3.1 The Senior Administrative Officer, UNAMIR is the Chief of the CAO's Office and directly supervises its staff, except the Special Task Officer. He will be tasked with matters pertaining to planning, research, participation in Joint Working Groups and Committees, planning for and implementation of the Demobilisation & Integration Phase operations as well as with coordination matters. SAO/UNAMIR will attend the Force Commander's regular morning briefings and keep the Force HQ and CAO informed as required of projects and developments of mutual interest.

3.2 The Senior Administrative Officer, UNOMUR, is Sector Administration Officer, Sector Uganda. He is administratively responsible for the Sector Uganda management & administration and for day-to-day supervision and coordination of all DMA staff in the Sector HQ. He reports directly to the CAO.

As long as Sector Uganda (UNOMUR) has its own budget, SAO/UNOMUR is responsible for all financial matters and transactions in the Sector under the overall control of the Chief Finance Officer.

3.3 Section Heads are responsible for all management & administration within their respective field of work. Reporting directly to CAO they are responsible for planning, budgeting, work distribution, control and reporting as well as for staff training and development within their Section. Delegation of authority will be advised in writing by the CAO.

Each section will have staff assigned to Sector Uganda HQ, who will technically receive instructions and technically report back to Section Heads through SAO/UNOMUR.

3.4 The Special Task Officer works under direct supervision of the CAO, responsible for budget preparations, budget and cost control, preparation in cooperation with concerned Section Heads of Administrative Instructions and Information Circulars, liaison with the Civilian Police Division, being the Secretary of the Local Committee on Contracts and a member of the Tenders Committee, performing other tasks as required by CAO.

4. Work hours

Official work days are Monday through Friday, although all staff will be required to work overtime, especially in the first months. All staff are expected to be in their respective offices by 08:00 hrs. Lunch is **one hour**. Normal closing time is 17:00 hrs. The working hours for Saturday, as required, are 09:00 - 12:30 hrs.

5. Inter-HQ relations

CAO liaises with SRSG and Force Commander as required.

Matters pertaining to SRSG's Office are handled by CAO with the Political Adviser/Executive Director or, in his absence, with the Senior Political Affairs Officer. Matters pertaining to **Force, MILOB GP and Sector HQ's** are handled by SAO/UNAMIR with the respective Commander/Chief or Chief of Staff.

Section Heads normally address communications to SRSG, FC or Superintendent CIVPOL but may in routine matters directly address Political Adviser/Executive Director and Chiefs of Staff and, with their consent, the concerned Chief Logistic or Military Personnel Officer.

6. External contacts

The SRSG maintains relations with Government Ministers, foreign Ambassadors and UN Agencies in Rwanda and is solely responsible for public information. The FC directly or through Liaison Officers maintains contacts with the local military establishments.

The CAO for routine administrative and logistic matters has a special contact in the Ministry of Foreign Affairs, Ambassador B. Ubalijoro. Section Heads are invited to approach the Government through the CAO.

7. Contacts with the Secretariat, UNNY

SRSG and FC on political/military matters maintain contacts with the Department of Peace-Keeping Operations/its Military Adviser respectively.

CAO is responsible for all contacts pertaining to administrative, technical and logistic matters, addressing the Director of the Field Operations Division.

Section Heads are responsible for drafting requests/replies/queries/information to FOD for CAO's approval.

8. Community Relations

UNAMIR personnel is kindly reminded, that we are guests in Rwanda, expected to behave properly and courteously, showing respect for the citizens of the host country. Civilian staff is kindly reminded **not** externally to engage in political discussions and **not** to discuss internal UN matters with non-UN personnel.

9. Communications

All fax communications from the DMA, except faxes from Sector Uganda HQ and tenders from CPO faxed to vendors in the Local Procurement Area (when defined), must be released by CAO (or the appointed Officer-in-Charge).

Direct access to international telephone dialling within the DMA presently is limited to CAO, SAO/UNOMUR and the Radio Room in UNAMIR HQ. This limitation will be reviewed, when we have access to a satellite telephone system. **Private calls** from UNAMIR HQ are not allowed.

Section Heads requiring to make international calls will request permission from CAO to use his extension to make the call. In the case of calls outside the Mission Area the addressee, where possible, should be requested to call back the specific and appropriate extension in UNAMIR HQ, as calls to Rwanda are comparatively cheaper than calls from Rwanda (and UNAMIR telephone budget, currently nil, will be very small).

10. Transport

The Mission initially will be very short of vehicles and available vehicles will have to be assigned for the most prioritized operational demands. Most 4x4's will be allocated to military units and sedans and buses will be kept in the vehicle pool. Once the Mission has received the allotted vehicles from UNTAC, a review will be made of the vehicle allocation.

Few vehicles will be assigned to individuals and only as approved by CAO. Civilian and military Section Heads may be allocated vehicles, as available, for off-duty use but must return them well before beginning of work hours or as required at any time by the Transport Section. It is expected that Section Heads offer transport to other staff.

All staff are cautioned to be aware of traffic dangers in a country with few vehicles and many pedestrians, with winding and often slippery roads, and with children playing on the street.

11. Staff matters

Chief Civilian Personnel Officer (CCPO) will collect Post/Job Descriptions for international staff posts from Section Heads and SAO's.

CCPO will issue a regular Personnel Bulletin advising on new arrivals and appointments, assignments, departures, promotions, official holidays, Staff Association matters etcetera.

12. Personal Safety and Security

Information Circular #4 dated 29 November 1993 has been issued with advice on individual safety and security precautions. All staff are requested to take note. Chief of Security is available for advice on security of accommodation and personal security.

All Division of M & A staff travelling in Rwanda outside Kigali must advise in advance their immediate supervisor or, if she/he is not available, the Chief of Security or Force HQ Duty Officer of where they are going, when they are leaving, route to be taken and estimated time of return in Kigali. On return in Kigali the staff member must advise the supervisor or alternates as above.

THIS IS A MINIMUM SAFETY PRECAUTION, WHICH IS MANDATORY FOR ALL STAFF IN THE DIVISION OF MANAGEMENT & ADMINISTRATION.

13. Dress Code

Staff in the Division of M & A are requested to dress properly and appropriately, especially when on duty within the Mission HQ premises. Staff are requested to adhere to the UN dress codes with regard to UN uniforms.



Secretariat

ST/IC/1993/51
17 September 1993

INFORMATION CIRCULAR

To: Members of the staff

From: Director of Personnel

Subject: MEMBERSHIP OF THE CLASSIFICATION APPEALS
AND REVIEW COMMITTEE FOR POSTS IN THE
PROFESSIONAL CATEGORY*

1. The purpose of the present circular is to inform the staff that the Secretary-General has approved the following membership of the Classification Appeals and Review Committee, for posts in the Professional category, with effect from 1 September 1993:

Chairperson: Mme. Françoise Cestac

Members representing
the administration:

Ms. Maria Maldonado
Mr. Richard Roberts

Members representing
the staff:

Mr. Jacinto De Vera
Ms. Rita Kongwa

2. Mr. Alexander Barabanov has been designated Secretary of the Committee.
3. The terms of office of the members of the Committee shall be two years.
4. The terms of reference of the Committee are set out in the annex to administrative instruction ST/AI/277 dated 10 November 1980.
5. The present circular supersedes information circular ST/IC/87/30 of 28 May 1987.

* Personnel Manual index No. 2040.



Secretariat

ST/IC/1992/46/Add.1
14 September 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: MEMBERSHIP OF THE APPOINTMENT AND PROMOTION PANEL*

The current Appointment and Promotion Panel was established on 8 September 1992 for a period of one year through 7 September 1993. In order to allow for the completion of the 1992 promotion recourse review, the Secretary-General has decided to extend the term of office of the present membership until further notice.

* Personnel Manual index No. 4121.