UNAMIR

G3 OPERATIONS/PLANS - CORRESPONDENCE GENERAL

5 DEC 1994 - 22 FEB 1995

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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTEROFFICE MEMORANDUM - MEMORANDUM INTERIEUR

22 February 1995

To: All Certifying Officers
All Civilian Section and Unit Chiefs

From: Ally H. Golo
OIC Administration

Subject: Designation of Responsibility
for Account Code Managers and Certifying Officers

06/3

1. Attached, for your information and guidance, is the updated listing of Account Code Managers and Certifying Officers who shall be responsible for the various object of expenditure codes.

2. The delineation of responsibility, which is an important aspect of sound budget planning and resource management, contributes to the smooth and cost-effective running of the Mission. While recognizing the important roles played by both Certifying Officers and Account Code Managers in the effective administration of allotments, it is incumbent upon these responsible officers to ensure that they are fully aware of the resources allocated to them; that mission requirements are validated not only in terms of priorities and allocation but in accordance with financial regulations and rules; and that expenditure is incurred within the authorized level. In instances where expenditure would be beyond the authorized level, it is likewise incumbent upon these officers to submit revised requirements, including determination of any projects or other expenditures that could be deferred, or identification of accounts which would necessitate redeployment of funds.

3. Should you have any clarification or comments on the matter, please do not hesitate to contact Danny Carlos, Chief Budget Unit, at extension 15118.

Distribution:

SRSG	CCPO	C/Air Ops/MovCon
Executive Director	CISS	CTO
Force Commander	CFO	OIC Procurement
DFC/COS	CBES	CMIS
CMPO	CGS	CCO
DCOS (Sp)	CILM	
DCOS (Ops)		

(2)
G3 Ops
G3 Plans
CLO

For info
3.3

(3) Treated
PG
4.3

:WP51\WP51DOC\BUDGET.RSP\DAC

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA (UNAMIR)

DESIGNATION OF RESPONSIBILITY FOR ACCOUNT CODE MANAGERS AND CERTIFYING OFFICERS

Budget Group	Account Code	Description	Account Code Managers	Certifying Officers
3.		**PREMISES/ACCOMMODATION**		
	411	Rental of premises	CBES	CBES
	412	Alterations/renovations to premises	CBES	CBES
	413	Maintenance supplies	CBES	CBES
	415	Maintenance services	CBES	CBES
	421	Utilities	CBES	CBES
	429	Construction/prefabricated buildings	CBES	CBES
4.		**INFRASTRUCTURE REPAIRS**		
	427A	Repair of bridges	CBES	CBES
5.		**TRANSPORT OPERATIONS**		
	439	Rental of vehicles	CTO	CISS
	462	Spare parts, repairs & maintenance	CTO	CISS
	492	Vehicle insurance	CTO	CISS
	517	Petrol, oil and lubricants	CILM	CISS
	641	Purchase of vehicles	CTO	CISS
	644	Workshop equipment	CTO	CISS
6.		**AIR OPERATIONS**		
		A. HELICOPTER OPERATIONS		
	438A1	Hire/charter costs	CMOVCON	CISS
	438A2	Aviation fuel and lubricants	CMOVCON	CISS
	438A3	Positioning/depositioning costs	CMOVCON	CISS
	438	Painting/preparation/spare parts	CMOVCON	CISS
	438	Liability insurance	CMOVCON	CISS
		B. FIXED-WING AIRCRAFT		
	438B1	Hire/charter costs	CMOVCON	CISS
	438B2	Aviation fuel and lubricants	CMOVCON	CISS
		C. OTHER AIR OPERATION COSTS		
	438C2	Landing fees and ground handling charges	CMOVCON	CISS
7.		**NAVAL OPERATIONS**	Not applicable	

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UNITED NATIONS ASSISTANCE MISSION FOR RWANDA (UNAMIR)

DESIGNATION OF RESPONSIBILITY FOR ACCOUNT CODE MANAGERS AND CERTIFYING OFFICERS

Budget Group	Account Code	Description	Account Code Managers	Certifying Officers
8.		COMMUNICATIONS		
		A. COMPLEMENTARY COMMUNICATION		
	441	Cables and telex charges	CCO	CCO
	445	Telephone local	CCO	CCO
	446	Telephone long distance	CCO	CCO
	447	Telephone installation	CCO	CCO
	448	Postage	CGS	CISS
	449	Pouches	CGS	CISS
	596	Telecommunications equipment supplies	CCO	CCO
	651	Communications equipment	CCO	CCO
	657	Workshop and test equipment]	CCO	CCO
9.		OTHER EQUIPMENT		
	469	Parts, repair & maint. other equipment	CBES/CCO CMIS/CILM	CBES/CCO CISS
	611	Office furniture	CILM	CISS
	612	Office equipment	CILM	CISS
	613	Accommodation equipment	CILM	CISS
	625	Data processing equipment	CMIS	CISS
	655	Generators	CBES	CBES
	656	Observation equipment	CILM	CISS
	691	Building maintenance equipment	CBES	CBES
	693	Medical and dental equipment	CILM	CISS
	694	Field defence equipment	CILM	CISS
	695	Miscellaneous equipment	CILM	CISS
	697	Petrol tanks and metering equipment	CILM	CISS
	698	Water purification equipment	CILM	CISS
	699	Refrigeration equipment (peacekeeping activiti	CILM	CISS
10.		SUPPLIES AND SERVICES		
		A. MISCELLANEOUS SERVICES		
	394	Audit services	CFO	CAO
	451	Official hospitality	CAO	CAO
	495	Contractual services	CILM	CISS
	496	Medical treatment and services	CILM	CISS
	497	Claims and adjustments	CGS	CISS
	499	Miscellaneous services	CILM	CISS

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA (UNAMIR)

DESIGNATION OF RESPONSIBILITY FOR ACCOUNT CODE MANAGERS AND CERTIFYING OFFICERS

Budget Group	Account Code	Description	Account Code Managers	Certifying Officers
10.		SUPPLIES AND SERVICES (Cont'd)		
		B. MISCELLANEOUS SUPPLIES		
	512	Stationery and office supplies	CILM	CISS
	513	Sanitation and cleaning materials	CILM	CISS
	533	Subscriptions	CILM	CISS
	534	Operational maps	CILM	CISS
	591	Medical and health supplies	CILM	CISS
	597	Uniform items, flags and decals	CILM	CISS
	598	Field defence stores	CILM	CBES
	599	Quartermaster and general stores (Miscellaneous supplies)	CILM	CISS
11.		ELECTION-RELATED SPLS & SVCS	Not applicable	
12.		PUBLIC INFORMATION PROGRAMMES		
	540	Public information production	PIO/Spokesman of SRSG	CAO
13.		TRAINING PROGRAMME	Not applicable	
14.		MINE-CLEARING PROGRAMME	Not applicable	
15.		ASSISTANCE FOR DISARMAMENT AND DEMOBILIZATION		
	489B	Assistance for disarmament/demobilization	CAO	CAO
16.		AIR AND SURFACE FREIGHT		
	471	Transport of contingent-owned equipment	CMOVCON	CISS
	491	Commercial freight and cartage	CMOVCON	CISS
17.		INTEGRATED MANAGEMENT INFO S	CMIS	CISS
18.		SUPPORT ACCOUNT FOR PEACE-KPG	Not applicable	
19.		STAFF ASSESSMENT		
	078	Staff assessment	CCPO	CCPO

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UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INFORMATION CIRCULAR No. 016/95

CC

DATE: 28 February 1995

For information of all ops staff except those on duty
28/2

TO: All UNAMIR Military and Civilian Personnel

FROM: Ally H. Golo
OIC/Administration

SUBJECT: **Official United Nations Holiday**

I am pleased to inform all UNAMIR Military and Civilian Personnel that Thursday, 2 March 1995 which marks the end of the Ramadan fasting period "Eid/Bayram" will be an official UN holiday.

All UNAMIR Offices will remain closed for that day.

EID MUBARRAK

01/3

01/3

CELEBRATION OF EID/BAYRAM

25th February 1995

Dear Sisters and Brothers,

A Committee chaired by Dr. Kabia has been appointed by the United Nations Personnel to organize the Eid/Bayram Festival for the end of fasting. In this connection we have the pleasure to inform you the following:-

1. - The day the festival is to be celebrated has tentatively been fixed for March 2nd.

2. - The prayers will take place at Kacyru Mosque between 8 and 8h30 with the assistance of the AMUR (Association des Musulmans Rwandais).

25/2

3. - After the prayers a function will be held at a place to be selected.

4 - Transport and security arrangement will be provided at the Mosque.

5. - A delegation of Rwandese muslims led by the Imam will be invited to the function.

6. - Non muslims interested in participating are most welcomed.

7. - A delegation will visit Muslims regiments in their sectors where regiments can organize prayers and functions.

8. - All those who wish to participate are required to pay a minimum participation fee of twenty dollars. Payment should be made by UNAMIR personnel to Mrs Zuleka GONJI. Rm. 4061

9. - The coordinator of this occasion for United Nations Agencies Personnel is Mr. KABA (FAO) who has nominated a representative in each agency.

10. - Ambassador Shahayar KHAN, Special Representative of the Secretary General of the United Nations will be our guest of honour.

Mamadi Lamine Condé

Ambassador M. Lamine CONDE
Secretary of the Organizing Committee

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM

MEMORANDUM INTERIEUR

To: Chief General Services

Info: CISS, DFC, COS, DCOS Ops, DCOS SP, MA/FC, G2

From: FC

Date: 21 Feb 95

Subject: MEMORANDUM OF APPRECIATION - GIKONDO MASS GRAVE

I wish to signify formally the laudable contribution Mr Bah has made to the operation of UNAMIR. Although his brief submission on a Mass Grave Site at PALOTTI Church in GIKONDO probably took very little time to create and submit, it is, to the best of my knowledge, one of the very few formal pieces of information that anyone from the non-military side of the mission has volunteered.

I offer this formal recognition to encourage all other staff to be aware of other such manifestations of the troubles that swept RWANDA recently. I would much rather have one hundred such locations reported repeatedly by observant members of this mission than have one missed or not reported because nobody saw it or worse still, never took the small amount of time required to report it.

Together we can make a difference.

802 OPS 2

Δ send copy of a letter of appreciation

24/2

24/2

28/2

MEMORANDUM

To: Force Comd (Through MA)
MGen Tousignant

From: Force PAO
Lt(N) Page

Info: DCos Ops, Col Arp

Date: 22 Feb 95

Subject: Translation of IMVAHO Articles

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1. Sir. As we discussed, here are the translated articles from the 15 Jan issue of the weekly, IMVAHO which is apparently the largest circulating weekly in Rwanda.

2. I will try and see if we can't get some sort of local media analysis going so we know what is being said in the country.

K.A. Page
Lt(N)
UNAMIR PAO
11124

(1) ee
copy to G2 and G3 PLANS
20/2

24/2

(2) Copies sent as directed
28/2

THE INTERAHAMWE MILITIA HAVE NOT SURRENDERED.

According to the coming news, Interahamwe Militia are training themselves to attack Rwanda from Zaire. The trainings are said to take place in Mushosho, Kavumu (The airport used by French soldiers to invade our country) in Bukavu.

At Goma, the trainings are said to take place at Rutshuru and Minova! The arms suppliers and trainers pass their equipment through the port of Matadi via Kisangani. At Matadi there is a so-called camp of refugees from Bukavu but actually it is a training camp.

Many people ask themselves whether those people have got chances to succeed. That they may come to attack Rwanda is possible. However, they are less skilful than Inkotanyi who had been obliged to prepare the war within 30 years whereas they were spurred by the common aim.

People say that even where they are in exile they are divided in two groups, Abakiga (people: from the North) and Abanyenduga from the south). Some say : " We cannot accept you continue ruling the country" Others say : " We are born to rule ". As it is clear these people don't share the objectives.

However, those criminals have accomplices in the country. These are not accomplices in 1990 pattern, they are true accomplices. They plan to hide the criminals coming to kill and to steal. In addition they give information to those Militia.

Due to the above-mentioned causes, the criminals are planning sabotage actions when attempt to attack will have aborted. Among those actions we can cite: to lay mines in public places, in buses, and hotels, in order to weaken the existing power. The person in charge of that terrorist infiltration is John NSANZABAGANWA, captain in the defeated army in collaboration with Emmanuel (whose last name we don't know) He was working in prefectural intelligence services at Kibuye.

He is in charge of recruiting handsome young men and beautiful ladies who resemble Tutsis as he himself resembles them. These can infiltrate in the country with papers attesting that they have been late to return from Zaire because they were having medical treatment. Thus they can pass without any problem. These are old ideas. The country is not for Tutsis only. It has even been proved that some greedy Tutsis, though they have been killed after, have participated in the massacres of April.

With reference to how the new leaders of this country are concerned with the problem of, neither a Mutwa, a Hutu, nor a Tutsi will pretext his ethnic group to rule this country.

Those in charge of security must prove, as they have always had to be vigilant, as they now know the silly tactic of Militia. While checking vehicles they should check in bags instead of looking at the faces. No one can sustain that, any Rwanda can be the object of injustice. But any one who will be unveiled as an accomplice to those criminals must get a model punishment.

Any way, those people should know that if they want a war they will get it but they will regret. To quote Kagame : If people are silent don't think that they are ignorant or they don't know what is being done" We have ears to hear and eyes to see.

THE REASON WHY THE CRIMINALS FLED STILL HOLDS

Recently we talked to the army commander in Kibuye, Lieutenant Colonel Turagara Augustin. It should be reminded that Kibuye is one of the three prefectures that the French Army had invaded in what had been termed " Opération Turquoise " Any one knows that before the Rwandese people saved this region the French Army did terrible things there. The national Army is now maintaining security in this region though we cannot deny the assistance of UNAMIR soldiers.

After the atrocities which took place in Kibuye, and where the situation was worse than in other parts of the country because the national army arrived there very late. We talked to Lieutenant Colonel Turagara Augustin.

ABDOU : Can we know your duty, as soldiers, in this region?

LT COL : Our duty as soldiers is to protect the country, inhabitants and their properties. This is a difficult and sovereign task. We have other duties but this one is the most important.

ABDOU : Kibuye is one of the prefectures which were in the hands of French troops in what they have called " Opération Turquoise". Things have gone worse until those soldiers left. The national army came to save this region how is the security here?

LT COL : It is known that there are cases of insecurity in this region. In other parts of the country there has been war. But for this region, those who came here made the situation worse than in other parts of the country where the war took place. French soldiers have lived here. When they left, the United Nations Peacekeeping Force came. What they did is known. There was no way we could stop them as we were very far. When we arrived here we found that a lot of things had been taken away and we protected, as it was due, those we found.

ABDOU : There are rumours according to which the Interahamwe militia and the former soldiers cross the border to disturb security here at Kibuye. Is this still going on or you have happened to stop them?

LT COL : This happened before our arrival here. There was time when they crossed the border and took things in this region. However, when we arrived the first thing we did was to stop this. We decided to patrol the frontier in order to stop such actions. Those caught stealing have been punished as it was due. And we are trying to stop those coming from Zayire. Up to now there is security. There isn't any more problem.

ABDOU : It is known that no war took place in this prefecture, according to you why did people flee?

LT COL : The reason why they fled is known. In this region, and it is not here only. There has been what people call " Propaganda". Some were saying that the National army, the former Inkotanyi army, aimed at killing, looting, causing insecurity and so on. This propaganda was propagated by people who knew what they had done and who didn't want to flee alone. They thought that the world wouldn't understand them if they left other people in the country. It is in this vein that there are innocent people who ran away. We found cases here but we are trying to show the population the truth we have been fighting for. We illuminated them. They understood and even they explain to those who didn't understand. Due to this understanding they now have confidence.

ABDOU : If people fled because they have been told lies where does the news saying that you are ill-treating the returnees come from?

LT. COL. : I feel this is a mere lie. I personally can't believe in this and In my view no one would believe in it. People returned to their places here. There are others who pass by here going to their home prefectures. We facilitate them transport. Those news are propaganda of those who want to discourage people from returning. Here at Kibuye the returnee is safe.

ABDOU : Among the returnees there are those who took part in the genocide and they must be reported to court. How can you distinguish them from innocent people?

LT COL : Those who returned are now in their properties if you want you can go and inquire. If we take a former soldier to the training wing I don't see how we can misjudge a civilian who didn't take part in the killings. Before we arrest any body we carry a formal investigation based on tangible facts.

ABDOU : Some people, those who lived here before or the former refugees are afraid, are afraid of living in Kibuye. They fear the possible attack by the criminals who are in Zaire. Should they continue being afraid? Or if this is not true how can you inspire confidence? Or if this is true how do you want them to behave?

LT COL : This is a simple problem. Even the population is aware. There are people who say that they will attack this country and rule it simply because there are near. Being near is not the reason to come back in their country by force and govern it. The second thing is that no one has to be afraid. When they fled they had reason for that. This reason is still there. And the army which defeated them is still there. They will run away for the second time. One who knows that he is guilty should come and pay for that but one thinks that he will attack is wrong. The Rwandese people shouldn't be concerned. We have the reason and the right to protect our country.

(1)

(2) DCOS OPS
Sir - this is just about monetary problems.
Lt P
11/8/4
Lt(N)
PAO

IS IT TRUE THAT YOU SPENT THE NEW YEAR'S DAY UNDER YOUR BED?

I started celebrating the New Year's Day earlier than due. As a result, by 2200 hrs on 31 December 1994 I was already in bed and snoring. I was woken up by young children banging at the door saying: " We have been attacked". I jumped up suddenly and realized the whole of Kigali was deafened by the noise of fired bullets. My neighbors took their sleeping effects and ran away saying" What about these Inkotanyi? Kigali is captured without their knowledge? How come that Interahamwe have reached here without passing by the volcanoes?"

Just as any man does when the children are frightened, I took my courage in two hands and showed them that I was not afraid of bullets. I even opened the door and went out of the house.

As I have a job, I own a sizeable watch that lights up at night. It is the only thing that was not taken from me during the war; that is why I go to bed with it. My watch proved to be of some help that night because when I checked the time, I found out that it was some minutes past midnight. I felt ashamed and told myself: " You silly man, you went to bed too early and you figure that the country has been attacked?" Upon this reflection, I went back into the house to reassure the children. I was mistaken when I thought that all the problems were over.

As a matter of fact, at the moment I was unaware of what the Central Bank of Rwanda was planning. But above all I did not know what my mother had saved. Speaking of this old woman, she admits that she is two hundred years old and I always understand that she has got not even a penny to buy herself tobacco. Actually her bank is not in Kigali; hers is under her traditional bed. Mostly her money is saved in an old gourd or jug.

When the Central Bank of Rwanda took us by surprise by announcing that in the lapse of two days, the local currency shall look like the Belgian one, I personally thought this would not cause any problem to me. My money was not to be exchanged. In fact, the biggest bank-note I ever have is the hundred-franc bill. So I often have coins. That is why my trousers start by the pockets when they get torn due to old age.

From that time, I started to envisage how I could go to the border to get some of the money stocked abroad and that was going to be reduced to sheer wastepaper, especially that no one was allowed to cross the border into Rwanda with more than five thousand francs on him/her. Due to this measure, the Bank's officials would be devoured alive by the refugees settled there should they set their foot in Bukavu.

When I was busy preparing to leave, my grandmother brought her old gourd from under the bed and told me: "Go and exchange this for me". I believed that someone like my grandmother who could hardly afford half a franc to buy herself tobacco or salt could be in possession of coins only, just like me. But the situation turned out to be a different one. My grandmother had more than two million francs, so with such an amount, I had to go the Central Bank for exchange. But what was funny is the presence of old banknotes dating back to the time of the Rwanda-Burundi Bank and of the Belgian Congo! I met serious difficulty in trying to explain to her that such money could not be possibly exchanged. So in the end, I felt obliged to take the whole lot with me including the ones on which you could read "Bank of Rwanda-Burundi" or"Belgian Congo!"

Another problem was the fare for the trip as I was not allowed to touch on the long-hidden money. The other alternative was to go on foot. But I was wondering how to cover the distance from Butare to Kigali at the Central Bank carrying millions of francs. One more problem was to account for such a big amount of money. In this respect, I was running the risk of being treated as an Interahamwe, thus my money taken for that plundered by the former government. This problem caused me a headache. I resolved to take ten boys I deemed to be my friends and entrusted each one of them with two hundred thousand francs. So far, only three of them have returned to me. Presently I am wondering how I can talk to my grandmother!

The most troubling aspect of the issue is that I gave my friends that money secretly so that bandits would not come to steal it away or even kill us. The very fact of having done it in concealment could cause my affair to look very much like that of genocide. Some of the killers would be set free just because those who could testify against them were massacred till the last one.

Recently I heard that one of my so-called friends was going around saying that he had not been able to exchange his money. In fact there is a good number of people who were left with lots of money by the time the exchange operations were officially closed. I am quite sure that he did have his money exchanged. Rather he might have had and fulfilled the same plans as mine. He might have gotten some "wastepaper" from Bukavu, which he wants to return to me.

As long as I have not resolved this problem with my grandmother who can now be referred to as a former millionaire, I will keep hiding from her.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTEROFFICE MEMORANDUM - MEMORANDUM INTERIEUR

16 February 1995

To: All Certifying Officers
All Civilian Section Heads
and Military Branch Heads

Through: Ally H. Golo, OIC Administration

From: Paul McNeill, Chief Finance Officer

Subject: Administration of Allotments

1. Attached, for your information and guidance, is a self-explanatory memo from the Controller dated 1 February 1995 on the above subject.

2. Your attention is drawn particularly to paragraphs 2 and 3 of above-cited memo with regard to the flexibility, requirements and restrictions on the redeployment of funds. It should be noted, further, that it is the responsibility of both account code holders and certifying officers to identify and advise the accounts where redeployment of funds would be effected.

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DCOS (Ops)		

/dac

United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO: See distribution list
A:

DATE: 1 February 1995

THROUGH:
S/C DE:

REFERENCE:
PKM253M.LH/JM
PKM/ANP-I-3.7

FROM:
DE: Yukio Takasu, Controller

SUBJECT:
OBJET: Administration of allotments

1. The purpose of this memorandum is to set out the flexibility with which allotments for peace-keeping operations, financed through special accounts established by the Secretary-General pursuant to financial regulation 6.6, may be administered.

2. The allotments issued for these peace-keeping operations should, in general, be administered in conformity with the amounts authorized by major line items of expenditure. In the event operational requirements result in the need for the redeployment of resources between major line items of expenditure, such redeployment can be made within the groups specified below, bearing in mind the specific recommendations made by the Advisory Committee on Administrative and Budgetary Questions as approved/endorsed by the Fifth Committee. Redeployment beyond those set out in these groups may not be undertaken without the prior approval of the Controller. Staffing authorizations and the authorized number of international contractual staff and United Nations volunteers cannot be exceeded.

3. In line with the system of responsibility and accountability of programme managers, the reasons for redeployment among the major line items of expenditure must be based on fully justified operational requirements and must be recorded for later reporting to the General Assembly in the context of the related financial performance reports.

4. The composition of the groups referred to above are as follows:

- Military personnel costs (except for Standard troop costs reimbursement, Clothing and equipment allowance, Contingent-owned equipment and Death and disability)
- Civilian police
- International and local staff, international contractual personnel and United Nations volunteers
- Government-provided personnel and Civilian electoral observers

UNAMIR
FINANCE SECTION
RECEIVED
1995 FEB 14 P 12: 45

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CAO CFD

- Premises/accommodation
- Infrastructure repairs
- Transport operations
- Air operations and Naval operations
- Communications
- Other equipment
- Supplies and services (except Audit services, Contractual services, Official hospitality)
- Election-related supplies and services
- Public information programmes
- Training programmes
- Mine-clearing programmes
- Assistance for disarmament and demobilization
- Air and surface freight

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UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

ADMINISTRATIVE INSTRUCTION N° 04/95

DATE: 13 February 1995

TO: All UNAMIR Civilian and Military Personnel

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

SUBJECT: **Certification of Receipt of Goods or Services**

The attention of all personnel, whose responsibilities entail the signing of Receiving Reports, Invoices, Delivery Notes, Receiving and Inspection Reports, or any such documents presented to UNAMIR for services rendered or goods delivered, is drawn to the requirement that the name of the individual signing for the receipt of such goods or services, should print his/her name in block letters, together with his/her ID card number, immediately below his/her signature.

This is an extremely important detail, the absence of which contributes significantly to delaying the payment of bills, and consequently on occasions, the cutoff of supplies, due to payment delays.

Divisional Heads, Branch Heads, Sector Commanders, Sector FSAs, Section and Unit Chiefs are requested to ensure that their respective staffs are made aware of this requirement and are seen to be complying therewith.

MEMORANDUM

To: Force Comd (Through MA)
MGen Tousignant

From: Force PAO
Lt(N) Page

Info: DCos Ops, Col Arp

Date: 22 Feb 95

Subject: Media Interviews On Mine Incident

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1. Sir. For your information, today, I have conducted two interviews regarding the TunBatt mine incident. The first was with Radio Rwanda, the second with the South African Broadcasting Corporation.

2. I stuck strictly to our media release for information.

K.A. Page
Lt(N)
UNAMIR PAO
11124

Dan
27/2

24/2

24/2

MEMORANDUM

To: Force Comd (Through MA)
MGen Tousignant

From: Force PAO
Lt(N) Page

Info: DCos Ops, Col Arp

Date: 22 Feb 95

Subject: BBC Coverage of UNAMIR

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1. Sir. BBC Television is in town filming an hour-long documentary for airing in October about humanitarian/peacekeeping activities in Rwanda.

2. Tomorrow morning I will be taking them to cover IndBatt activities as well as the work of the Australian Medics to give them the UNAMIR perspective and how we fit under the overall humanitarian umbrella.

3. On Sunday, I will escort them to Nyarabuye and then we will spend two hours at Kibeho IDP camp covering UNAMIR's assistance with Op Retour.

4. The documentary is being filmed jointly by the BBC and IBT (International Broadcasting Trust) and will be shown in over 50 countries around the world.

K.A. Page
Lt(N)
UNAMIR PAO
11124

(2)
G3 AIR
Pse check, if they are going bag air and make the necessary arrangements
22/2

(3)
23/2

(4)
G3 Air Informed:
24/2

24/2

MEMORANDUM

To: Force Comd (Through MA)
MGen Tousignant

From: Force PAO
Lt(N) Page

Info: DCos Ops, Col Arp

Date: 26 Feb 95

Subject: BBC Coverage of Prayers, 27 Feb 95

---

1. Sir. This is to advise you that the BBC television crew who I was filming with today will be filming Prayers, Monday, 27 Feb for their documentary.

2. It is as part of their coverage of the SRSG and the political/humanitarian aspect of UNAMIR. This session was arranged through the civilian spokesperson as the SRSG will be present at Prayers.

K.A. Page
Lt(N)
UNAMIR PAO
11124

Seen
27/2

01/3

28/2

62

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: As per Lists A, B & D

From: Colonel K.S. Sivakumar
Chief of Staff

Date: 22 February 1995

Subject: A PLEA - THE DANGER OF UNAMIR's SKIRTS & BISCUITS

1. Find enclosed herewith an article titled "The Danger of UNAMIR's Skirts and Bisuits" published in IMVAHO dated 12 February 1995.

2. For information and suitable necessary action please.

CC

(1) Reproduce a copy for each off from Ops Branch for their information.

SO2OPS
23/2

24/2

(2) Copies as directed

IMVAHO (pro-gouvernemental) - 12 Feb 9.

THE DANGER OF UNAMIR'S SKIRTS AND BISCUITS

Friends, Brothers, youth, ladies and gentlemen of Rwanda . We, all of us, know the worst moment which our country comes from, moment which has dived a whole nation into an ocean of killings mixed with sorrow and anguish . Yes , Rwanda was bereft of an uncountable number of his people that God himself knows the true number .

However, those responsible for these crimes are all known , unless one pretends to ignore them so that the truth may be hidden-which would he a useless may of seeing things !

We must go on seeking the truth ! Now is the time to say goodbye to all these ignominious facts, so that what we have gained nowadays may he saved for ever .

To make Rwanda be away from its sadness, every Rwandese must do his best . This shall be interesting when foreigners come to us for help and add their forces to what we have already done for ourselves . Thanks are, in advance, presented to them .

We must however define the help should not reduce him to the fact of begging or asking . It must not change our girls and women into prostitute nor make our young boys change into grabbers .

The help we need is that of making a Rwandese know to use his own energy . Thus living according to his own means, in evaluating and in esteeming things at their true values , as our culture has always educated him a long time ago . It goes without saying that the true help will he something new which will make him morally and physically grow well .

What makes us be nervous here in Kigali is to see that most of our young girls wear short skirts that common people call "Mpene barimbuke". Sometimes these skirts may be long but able to let an opening showing their rear . It may also be tight, which makes them look like a ball full of air . These are "UNAMIR's skirts" and are unfortunately taken for granted. We noticed it every evening and night around our street lights where unconscious passers by shout at them "A la MINUAR ".

We should be ashamed of this seemingly accepted behaviour. Parents cry over days and nights but there is no change . Instead, they are mocked and misunderstood by those girls and by all those who tolerate such way of living even if it is destroying our society .

If in Kigali, we speak of UNAMIR's skirts, in Kibuye Prefecture or even in all other places where French soldiers through "Opération turquoise " have been, phrases like "Blanc biscuit ? Blanc biscuit ..." Are heard . It means "white man, give us biscuit ".

All along the road you pass by , that is the song that can even destroy your ears. Young men and girls coming from distant hills fall down and stand up in chows to ask biscuits .

The UNAMIR's car is driven at speed of 10 Km per hour because of the children running in front of it, arms in air as a priest reading his mass in a church.

The givers of biscuits throw them out of their car and assist joyfully to the struggle for life as if it is the only means they can use to distribute this insulting way of help.

Why, if UNAMIR wants to give biscuits, can it not gather all these young in one place or follow them at their homes instead of mading them run after their car as if they are playing with animals at the Zoo ?

Dear reader, this kind of help that makes children run after a car, this kind of help that makes our girls take rides in the cars on which it is written UN, UNAMIR, UNHCR and many other writings difficult for us to understand , is unhearable .

Do not forget that this girl you are with into your car could been studying if wrongdoers had not destroyed her class. Keep in mind that the ten dollars you give her today makes her come tomorrow. Once more we do not need this kind of help !

Fortunately all our girls do not follow this way of doing . However, she who follows it must be stopped. She is also a Rwandese. She should be prevented with all her friends who , together, destroy our new society.

We think it is what we have fought for when we said goodbye to the wrongdoers of the former government. We think it would be good to ask the new destroyers of our society to go away. We emphasize those who show wrong ways to our youth by practices which are far from our normal way of living .

If all the ladies and genlemen of Rwanda think of it, our Rwandese values are to be restored .

FROM: UNAMIR HQ OPS, KIGALI, RWANDA

TO: ZAMBIA ARMY HQ, DCS

FAX NO:260-1-808

DTE: 24 FEB 95

SUBJECT: PROMOTION SOLDIERS: CPL CHILESHE J

1. Please comfirm if the above mentioned soldier ha been promotted to the next rank of a sgt.

2. Regards.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

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.

(2)
cc
Copy to all ops staff for their information.

(3)
Already treated
[illegible] 20.2

[illegible]
1912

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR no 013/95 19/2

DATE: 16 February 1995

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FROM : Ally H. GOLO, OIC Administration

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

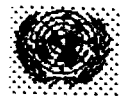
(2) cc

(3) Treated FE 17/2

For info of all Ops Staff

17/2

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Minute

From: DCOS Ops

To: FC
DFC
COS
DCOS Sp
FMO
G3 Plans
G3 Ops
CLO
CLogO
G4
G1/CMPO
MA to FC
CSS
OIC Op Retour
ADC to FC

Date: 7 Feb 95

Subject: LUNCHEON 10 FEB 94 - CHANGE OF TIMING

1. All addressees are requested to note that due to the FC's availability, the scheduled luncheon will now commence at 1200 hrs vice 1230.

1. Spoken to Col Ghiya on 09 Feb 95 at 0804 hrs
2. Requested him to ensure that the weekly siturep reaches us latest by Sat every week for inclusion
3. For info.

G3 Ops

HQ UNAMIR
HAC
Kigali

08 Feb 95

See Distribution

WEEKLY HUMANITARIAN REPORT FOR PERIOD 28 JAN TO 04 FEB 95

General Situation

1. The humanitarian situation within Rwanda continues to improve however the IDP problem in the Sector 4A area continues to cause concern particularly with regards to the coming planting season and possible infiltration into the camps by FRGF and INTERAHAMWE. Prisons throughout the country continue to receive new arrivals and are becoming severely overcrowded.

HAC ACTIVITIES

2. The Cell assisted UNREO with the planning of Op RETOUR as required. A representative of the cell attended the UNREO weekly general meeting with NGOs where security issues were passed on the representatives. A briefing on HAC operations was given to the newly arrived Milobs at the training school in KIGALI.

3. Two patrols were conducted during this period. One patrol investigated the needs of the UNHCR way station at MATIMBA in Sector 1 and the other patrol followed the Op RETOUR convoys from RUKONDO camp to KIGALI.

Sector 1

4. Sector 1 reported on 22 Jan that there was a need for humanitarian assistance at the MATIMBA way station near the KAGITUMBA border checkpoint in Northwest Rwanda. The way station is run by UNHCR and ADRA. HAC sent a patrol to investigate on 31 Jan 95. It was determined that the reception centre required a change from the issue of maize to maize meal, medical care, a water bladder, plastic sheeting, blankets, cooking utensils, jerry cans and veterinarian care for the herds of cattle present in the area. A copy of the patrol report was sent to UNREO for assessment and action on 01 Feb 95. A reply was received from UNREO on 02 Feb 95 stating that a UNHCR representative visited the area and determined that the problems were under control and no further action was required.

5. The Office of the Commune of MUKARANGE requested UNAMIR assistance in establishing a dispensary in the commune. As well, they have asked for iron sheeting, doors and windows for the Commune office and salaries and transport for employees. The Sector 1 Humanitarian Milob was requested to investigate the

requirement for the dispensary and building needs. HAC will refer the matter to UNREO once an initial assessment has been done. The provision of vehicles and pay to employees is not within the mandate of UNAMIR and the bourgmestre should be informed of this.

6. Sector Humanitarian Team met with priest of BYUMBA and Belgian Red Cross to discuss a project for the rehabilitation of orphans.

7. Humanitarian Milob reports that CARITAS is planning a supplementary feeding programme for widows, orphans and the handicapped.

Sector 2

8. IDPs and refugees continued to return from camps in the 4A area and Tanzania and Burundi. UNREO representative said there remained a need for shelter material and building material due to the destruction of houses during the war.

Sector 3

9. IDPs from camps in the 4A area continue to return. Some have been arrested and charged with murder/genocide. The prison located in GITARAMA is extremely overcrowded and five to seven inmates are apparently dying daily. Continuous contact and co-ordination with the Human Rights Cell is required to exert pressure on the Government to review the policy of detention.

Sector 4A

10. IDPs continue to leave the camps. Some are leaving in UNAMIR and UNHCR vehicles however many more are leaving on foot. Those leaving on foot are doing so at night and it is estimated that they are moving to other camps where food is still being distributed. CYANIKA camp closed this week and the camp has been taken down. Some aid agencies continue to provide food distribution in camps. UN agencies have stopped this practice and shifted their efforts to the home communes of the IDPs.

Sector 4B

11. Sector Humanitarian Team held a meeting with local representatives of Ministry of Rehabilitation to discuss medical services and orphanages.

Sector 4C

12. The NGO PAM will implement a " Food for Work " programme.

Sector 5

13. TUNBATT forwarded a request for assistance from the Bourgmestre of SHORONGI for material needs, vehicles and office equipment. TUNBAT was advised by HAC to contact the Milob Humanitarian Representative in Sector 5 and the UNREO co-ordinater to have an assessment conducted on the request. Much of the material requested is outside the means of UNAMIR to

provide and will have to be addressed by the Bourgmeister and the Government with further assistance from UNREO as required.

14. The ICRC ceased the distribution of food to MUTARA area of Sector 5 GISENYI. As a result, HAC is co-ordinating with WFP, INDBATT, and Humanitarian Milob Sector 5 to facilitate the distribution of food by WFP. INDBATT and G4 would provide the vehicles for the distribution to about 12,000 persons in the region. HAC is awaiting details from WFP before tasking UNAMIR elements.

Sector 6

15. Milobs conducted patrols in KIGALI communes to monitor progress of schools and delivery of humanitarian assistance.

Op Retour

16. Op RETOUR continued under the direction of UNREO. 7,128 IDPs were moved by vehicle during this reporting period. The IOC is fully set up in the Ministry of Rehabilitation and representatives of the Government have been attending meetings and planning sessions.

HAC PLANNED ACTIVITIES

17. Patrols will be sent from KIGALI to the Sector 2 area to assess the Op RETOUR procedures at the home communes. A patrol is also scheduled to visit the Sector 5 area to discuss the humanitarian situation with the Humanitarian Milob and to visit any areas of particular concern.

for. S. Iliya
Col
CHAO

Distribution:

Internal

FHQ (Ops)
FC
DFC
Tac HQ (BUTARE)
Milob HQ Sec 1 (Hum Rep)
Milob HQ Sec 2 (Hum Rep)
Milob HQ Sec 3 (Hum Rep)
Milob HQ Sec 4A (Hum Rep)
Milob HQ Sec 4B (Hum Rep)
Milob HQ Sec 4C (Hum Rep)
Milob HQ Sec 5 (Hum Rep)

External

UNREO

UNITED NATIONS

NATIONS UNIES

UNAMIR-MINUAR

FROM : CLOGO

4000.1/LOG-43

TO : NICOY

INFO : [redacted]
DCOS SP
MILOB GP HQ

DATE : 8 FEB 95

SUBJECT : ASSISTANCE TO PREFECT OF BYUMBA

Reference:

A. 6463.0/OPs dated 3 Feb 95.

1. You are requested to assist the Prefect of Byumba with 80 litres of diesel on weekly basis for a period of one month, but the period is subject to be reviewed.

2. Please kindly accept for action.

VO AWOFISAYO
Lt Col
CLOGO

10/2

09/02

9/2

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR No. 011/95

09/2

DATE: 6 February 1995

TO: All UNAMIR Civilian and Military Personnel

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

SUBJECT: UNAMIR Mailing Address at UN HQs

This is to inform you that UNAMIR mailing address at United Nations Headquarters, New York is:

UNAMIR - Kigali, Rwanda
P.O.Box 4661
Grand Central Station,
New York, N.Y. 10163-4661
USA

However, it is to be noted that correspondence sent through this P.O. Box will normally take more time to reach Kigali than if it was sent through UNAMIR P.O.Box 749, Kigali, Rwanda. In fact with the re-establishment of most international flights to and from Kigali, the inflow and outflow of correspondence is normalizing rapidly.

Please note that, due to difficulties being encountered with Kenyan Postal Services Administration, it is not recommended to use P.O. Box 30552 c/o UNEP Nairobi for the import of private parcels; but you can still continue to use it for correspondences.

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

TO: All Civilian and Military Personnel, UNAMIR

DATE: 3 February 1995

FROM: Ally H. Golo
OIC, Administration

07/2

SUBJECT: Officer-in-Charge of GSS

During Mr. Abdoulaye Bah's absence on leave from 4 - 11 February 1995, Mr. Mark Kiejna will be Officer-in-Charge of the General Services Section.

4/2

06/2

G3 OPS

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR No. 011/95

DATE: 6 February 1995

TO: All UNAMIR Civilian and Military Personnel

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

SUBJECT: UNAMIR Mailing Address at UN HQs

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(2) cc

Iturat 08/2 for all Ops offrs attention 7/2 (3) noted 8/2

TO : FHQ (OPS)
FHQ (SUPPORT)

FROM : SECTOR 3, GITARAMA

DATE : 06 FEB 95

SUBJECT : CHANNELS OF COMMAND

1. This refers to FHQ (OPS) letter number 3000.12(OPS) dt 30 Jan 95 on Provision of Security to School of Female Nursing at Kabgayi addressed to OC Mali Coy.

2. Please be informed that both Mali and Malawi Coys function under command of Sector 3, unlike other formed troops. This is the only Sector HQ which commands and controls the formed troops in addition to the MILOBS. With the Sector HQ carrying out all operational and logistic coordination, it becomes problematic when memos of the type under reference are addressed only to the OCs of the formed troops coys. Notwithstanding the minor staff error at FHQ level, which is all that the above may be considered, it does create major functional problems at the sector level.

3. It would be very much appreciated if in future all important policy decisions and operational and logistic directives to OCs Mali and Malawi Coys are also addressed to Sector Cdr, Sector 3 so that necessary coordination and actions can be initiated without having to await processing of memos at coy level before they are put up to the Sector Cdr. This will also obviate the possibility of the Sector HQ remaining unaware of important matters concerning the formed tps coys, even if action at Sector HQ level is not required.

4. Your cooperation in issuing suitable instructions to all concerned staff branches of FHQ and Administration will go far in optimising actions at sector level.

5. Best regards.

(SA Hasnain)
Lt Col
Sector Cdr

802 OPS 1

1. For your info. We can write to the HQ (Sector 3) and info the Sub-Unit required to action.

7/2.

Actioned
08/2

08/2

UNITED NATIONS
INTEROFFICE MEMORANDUM

UNAMIR-MINUAR

NATIONS UNIES
MEMORANDUM INTERIEUR

February 3, 1995
Ref: MIS/EDP.GEN

TO: All Section Chiefs
Civilian and Military Personnel

THROUGH: A.H. Golo, OIC
Administration

FROM: Eric Dogbegah, Chief
MIS/EDP

SUBJECT: Information Questionnaire on Procedural Issues for Reality System Implementation

Attached please find a self explanatory fax message received from UNPROFOR on the above.

You are kindly requested to return the questionnaires answered by Monday 10 February 1995. Chiefs of Sections indicated at the side of questions are required to give detail explanations for those items but all Heads of Sections are required, nevertheless to answer all questions. For the project to be correctly implemented your urgent response would be very much appreciated.

MIS/EDP
31-01-95

IN 413

HQ UNPROFOR ZAGREB

Unclassified | Routine | UN Restricted | Priority | UN Confidential | Immediate | UN Secret | Most Immediate | Only

Date:	30 January 1995	File Ref:	CIC 3138	Stn Srl No:		
From:	W. James Baldie, CAO UNPROFOR	From Fax:		Route:	No:	TOT
To:	Ally Golo, OIC Administration, UNAMIR	To Fax:	1-212-963-3090			
Attn:	Eric Dogbegah, Chief, MIS					
Info:	CPO, UNAMIR Rudy Sanchez/Klaus Rasmussen, FALD	Info Fax:	1-212-963-9555			
Subject:	Information Questionnaire on Procedural Issues for Reality System Implementation			Total Pages:	4	
Int Distr:						
Drafter:	W. Lum/P. Kruss, ITSS	Dept/Tel:	X2829/2427	Signature:		
Releasing Officer:	G. Taylor, Chief ITSS	Dept/Tel:	X2685	Signature:		

Acc Clk:	Router:	FTx Op:	Distr Op:	Check Op:

MESSAGE

AAA Please distribute the attached information questionnaire to responsible parties. This request is in accordance with paragraph 14 of the UNAMIR Reality System Implementation Project Plan, dated 23 January 1995.

BBB When this questionnaire has been completed, please fax back to UNPROFOR by February 2, 1995. This information will be used to devise planning strategies regarding procedural issues.

CCC Your cooperation in this matter is greatly appreciated. Any clarifications on the attached questions should be addressed to the author, Ms. Wency Lum, UNPROFOR at extension 2829.

DDD For your action. Regards.

CAO CPO MIS

Indright to Dogbegah
31/1/95

31/1/95

2/4

INFORMATION QUESTIONNAIRE #1
Release date: January 26, 1995
Please reply by: February 2, 1995

CMIS, please distribute the questionnaire in its entirety to the parties indicated in each section. Responsible parties should answer only for their area of responsibility but please review other questions for informational purposes.

Answer the following questions with a brief statement or a Yes/No answer, where appropriate. Return replies to CMIS prior to February 2, 1995.

I. General Information (to be completed by CMIS)

1 Should the UNPROFOR Project Team be aware of any items that are typically in short supply in the UNAMIR mission? Please list

II. User Training Information (to be completed by CMIS)

2. In table format, please provide the following information.

a) According to the categories of functional areas, how many users will require the following types of training as the users' primary function?
b) How many users in each of these categories would be considered technically proficient?
c) How many users in each of these categories have access to a PC?

Requisition Processing
Purchase Order and Bid Processing
Receiving and Inspection
Budget/Finance

III. Requisition Processing Requirements (to be completed by a designated representative in the office of a Certifying Officer) (office of CAO, CI to answer)

~~CAO, CI~~ 3. Of the existing department heads, please name those who are Certifying Officers/Account Holders and their respective areas of responsibility (ie Communications, Transport, etc.)

4. Please specify if any of these Certifying Officers/Account Holders have authority to certify a requisition outside their primary area of responsibility

5. Furthermore, please name any individuals officially designated by the Controller as Alternate Certifying Officers.

6. Are all requisitions raised in US dollars? (CPO to answer)

3/4

7. How many financial periods have passed since the start of the mission? What is their relative frequency? What is the number of the current financial period? (CFO to answer

8. Approximately how many requisitions are processed on a daily basis? On a monthly basis? What percentage of these transactions are *post facto* processing? (CPO to answer

9. When a requisition is raised, what checking requirements exist prior to the eventual approval of the requisition? (CPO to answer

IV. Procurement Processing Requirements (to be completed by a nominated Procurement Officer) (CPO)

10. Approximately how many purchase orders are processed on a daily basis? On a monthly basis?

11. Are service agreements and lease term agreements processed using a standard purchase order, or using an MOD?

12. Approximately how long is the average procurement lead time (from the time a requisition is raised to receipt of goods or services)?

13. What US dollar value for an approved certified requisition constitutes a requirement for tendering? (CPO, CISS to answer

14. Are there any exceptions to this requirement for tendering? If so, please list. (eg. vendor is the sole supplier, IOR, etc.)

15. What US dollar value constitutes that a purchasing requirement must be referred to the Local Committee on Contracts? (chairman LCC to answer

16. What is the UNAMIR local procurement authority? (CPO & LCC to answer)

17. Are Letters of Assist used in the mission? How frequently are they used? Briefly explain the chain of processing for Letters of Assist. (CPO/LCC to answer)

18. Are purchase orders usually raised in currencies other than US dollars? (CPO to answer)

    a) If yes, what are the most commonly used currencies for raising purchase orders?

19. Are any local currencies subject to significant changes in exchange rates against the US dollar? (CFO to answer)

20. When a purchase order is raised, what checking requirements exist prior to the approval of the purchase order? (CPO to answer

4/4

8

V. Receipt Processing Requirements (to be completed by a representative of the Receiving and Inspection Unit)

21 Under which section does the Receiving and Inspection Unit reside? (pcu to answer)

22 Approximately what percentage of receipt transactions result in discrepancies?

23 Please include a sample Receiving and Inspection form

"If language is not correct, then what is said is not what is meant. If what is said is not what is meant, then what ought to be done remains undone"

Confucious

Government of Canada / Gouvernement du Canada — ACTION REQUEST / FICHE DE SERVICE

To - À: Alison

Date:

Time - Heure:

From - De: Dios (SP)

Language spoken - Langue utilisée: ☐ English Anglais ☐ French Français

Telephone No. - N° de téléphone:

Extension Poste:

☐ Please call Prière d'appeler ☐ Returned your call Vous a rappelé ☐ Will call again Vous rapellera ☐ Wants to see you Désire vous voir

☐ Action Donner suite ☐ Approval Approbation ☐ Note and return Noter et retourner

☐ Comments Commentaires ☐ Draft reply Projet de réponse ☐ Note and forward Noter et faire suivre

☐ As requested Comme demandé ☐ Signature ☐ Note and file Noter et classer

File No. - N° de dossier:

Message taken by - Message reçu par:

Reforme or earlier communication

Veliz

GC 218 (89/08) 7540-21-907-5351 o

Dem 6/2

Thank 07/2

L

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION IN RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: CSO

From: Force PM

Info: CSS
CAO
Gen Svcs
[redacted]
Camp Comdt
CO Force MP Coy

Date: 4 Feb 95

Subject: FIRE PRECAUTIONS IN UNAMIR

I wrote to your office about 6 weeks ago to enquire about responsibilities for fire precautions but have, to date, received no reply. Perhaps you could look into this matter and let me have a response?

Many thanks.

M CUTHBERT-BROWN
Maj
Force PM/SO2 G1 Disc

4/2

8/2

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: **All UNAMIR, Civilian/Military, Friends and Well-wishers**

DATE: 26 January 1995
Ref.: UNAMIR/SO/019

FROM: Paul Ischlika
CSO/ASC

SUBJECT: Memorial Service for the Late Mrs. Ann Rosaline Ischlika

I am sure most of you must have by now heard about the death of my wife which sad event took place on Monday, 9 January 1995 in Sierra Leone.

A memorial service will be held for the departed one at the Centre Chritus Chapel - Remera on Friday, 27 January 1995 at 5.30 p.m.

All friends and well-wishers are cordially invited.

I would also like to take this opportunity to thank you all for your moral support and the sympathy expressed.

Once again thank you very much and God bless.

Seen
27/1

Thanks
28/1

29/1

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

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.

802PPS
25/1

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Minute

From: DCOS Ops

To: [redacted]
G3 Plans
CLO
G2
G3 Engr
G3 Air
G6/FSO

Date: 18 Jan 95

Subject: STATUS BOARDS

1. The DFC has directed that all branches and sections create and maintain status boards indicating all ongoing projects and activities, deadlines, location of assets, etc.

2. It is recognized that currently much of this information is stored in and available from computers, however, the creation of these status boards will serve as reminders of action to be taken, assist in preparing briefs for visitors to the HQ, and allow senior staff to be updated at a glance.

3. Each section head is requested to action over the next week and continue to update as required. If you are uncertain as to the format of these boards for your section, please seek clarification from me.

Maj PETRIE

Pse take on this task with the assistance of DO

19/1

1. Spoken to DCOS Ops on 19/1
2. Action in hand to make boards on loc of offrs, Kigali security & Op Relief.

19/1

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Civilian and Military Personnel
UNAMIR

FROM: Shaharyar M. Khan
SRSG

DATE: 14 January 1995

SUBJECT: Absence from Mission Area 15 January to 7 February 1995

I will be out of the mission area on an official mission and leave from 15 January to 7 February 1995.

During my absence, the Force Commander Major General Tousignant would act as Chief of Mission. All communication addressed to the SRSG should be routed through my office and directed to the Acting Chief of Mission for his attention and necessary action.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

3002.1

INTEROFFICE MEMORANDUM

To: **All UNAMIR Personnel** **18 January 1995**

FROM: Patsy Mullings. Chairperson UNAMIR welfare committee

SUBJECT: FAREWELL PARTY FOR THE CANADIAN CONTINGENT

As a farewell gesture to the Canadian Contingent. The Official UNAMIR welfare Committee invites all UNAMIR International and local staff members to join them in saying " Thank you and Farewell" to The Officers and Ranks of the Canadian Contingent, at the UNAMIR HQ Amorhoro Hotel on Friday the 20th January, at 1830 in the Force Commanders Ground floor briefing room and courtyard.

Free entry, soft drinks, alcohol and disco entertainment will be available for your enjoyment.

Seen
19/1

① cc
for the info
of all Ops Offs
and men
19/1

② OK.
19/1

G3 OPS

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : See Distribution

FROM : CMPO

DATE : 13 January 1995

SUBJECT : **GROUP PHOTOGRAPH - STAFF - OFFICERS**

There will be a group photograph for all staff officers on Monday 16 Jan 95 immediately after briefing. The venue is expected to be in front of the FHQ complex. It is imperative for all to attend.

GETACHEW TEFFERRA
Lt Col
CMPO

Distribution:

List A less srl 6,7,8

List B

cc

For the info of all OPS offrs.

14/1

14/1

14/1

14/1

SO2 OPS
14/1

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

DCOS OPS

TO : See Distribution

FROM : CMPO

DATE : 13 January 1995

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There will be a group photograph for all staff officers on Monday 16 Jan 95 immediately after briefing. The venue is expected to be in front of the FHQ complex. It is imperative for all to attend.

GETACHEW TEFFERRA
Lt Col
CMPO

Distribution:

List A less srl 6,7,8

List B

14/01

cc

for the info of all offrs.

SO2 OPS
16/1

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA — MISSION POUR L'ASSISTANCE AU RWANDA

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

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.

cc

For the attention of all ops staff

12/1

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: Distribution List

From: COS

Info: FC, DFC

Date: 09 Jan 95

Subject: CONDUCT OF UNAMIR MILITARY PERSONNEL

1. Of late,incidents of UNAMIR Personnel getting involved with RPA are on the increase.Avoidable incidents like overtaking the Presidential or Vice-Presidential convoy, not adhering to existing traffic regulations,carrying out photography in restricted areas like RPA Camps and the Presidential Estate are on the increase. These incidents cause embarrassment to the Force HQ and do not project the right image. Needless to say that in some cases, own troops are not knowingly at fault. There is, therefore, a definite requirement for our troops to understand the Rwandan/RPA apprehensions and conduct themselves in a manner to dispel any suspicion or apprehensions that they may harbor.

2. Suitable instructions on the subject may please be issued to all personnel under your command.

K S Sivakumar
Col
COS

DISTRIBUTION

Lists A, B, D
Manager Canadian Helicopter Team

(1)
CC
For the info of all ops staff.
9/1

(2)
Treated
9/1

802 OPS
10/1

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To : See Distribution

From : COS

Date : 09 Jan 95

Subject : WORKING HOURS - UNAMIR MILITARY STAFF

1. With immediate effect, the working hours for the military staff at this HQ will be as follows :

a. Monday to Saturday. From 0800 - 1700 hours, with lunch break between 1230 - 1330 hours.

b. Sunday. Holiday. However, each Branch/Section will detail a Duty Officer to be in place in the HQ from 0800 - 1230 hours to respond to any unforeseen contingencies. Details to be coordinated by respective Branch Heads.

KS Sivakumar
Col
COS

Distribution List

Action

List 'A' & 'B' G3 OPSL

Information

FC
DFC

cc

For the info of all OPs staff. Duty offrs will continue with their duty roster as usual Maj Chumbu and Maj Pitre will run a roster for the to man the G3 OPs Office on Sundays

SO2OB 10/1

9/1

DCOS OPS

UNAMIR

(1)

2000.1/CMPO/HA

See Distribution

10 January 1995

ASSISTANCE TO VICTIMS OF WAR IN RWANDA

References:

A. CAO's Information Circular No 022/94 dated 17 Dec 94.

B. 2000.1/CMPO/HA dated 20 Dec 94

C. 2000.1/CMPO/HA dated 21 Dec 94

1. So far, only AUSMED and INDBATT have reacted to Refs B and C above. All other contingents are hereby reminded to take appropriate action and let their contributions reach the CMPO by Friday 13 January 1995 without fail.

2. Meanwhile, the FC extends his congratulations to AUSMED and INDBATT for their generous contributions.

3. Best Regards.

AHMED CHABIR
Lt Col
A/CMPO

Distribution:

List A, B, and D

(2) CO ICDHSR

1 I am not aware of this.

2. Pls provide updt. Do we have anything to "contribute".

CCCIR
11.1

(3) cc
copy sent to
CO ICDHSR

FROM : COS 5000 (PLANS)

TO : DISTRIBUTION LIST

DATE : 09 Jan 95

SUBJECT : **OFFICIAL CORRESPONDENCE**

1. It has been noticed with concern that the contingents are not responding in time to various requirements / details asked for by this HQ from time to time. Apart from delay, it leads to Avoidable embarrassment. Conversely, it has grave operational and administrative implications which may well affect even the day today functioning of the contingents. To quote an example, the Plans branch had asked for your security plans by 08 Dec 94. Despite two reminders there had been a poor response.

2. Contingents are requested to accord priority to the operational and administrative requirements asked for by this HQ, to enable efficient functioning and planning at all levels.

3. Please acknowledge.

K S Sivakumar
Col
COS
For FC

Distribution

Action
INDBATT
GHANBATT
TUNBATT
ZAMBATT
ETHIOBATT
FRAFBATT
NICOY
MALAWICOY
MALICOY
CANCON
AUSMED

INFO

DCOS(Ops)
DCOS(Sp)

11/01

3000.28

FROM: OPS CELL

TO: CMPO

DATE: 10 JAN 95

SO2 OPS

SUBJECT: DECORATIONS

1. The following officers from this branch are eligible for UN operations medal:

a. Maj RM LIENDA.

b. Maj JK CHUMBU.

c. Capt D MAULU.

2. For your necessary action.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

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.

S02 OPS

Pse contact Cashier on the above mentioned subject for details

Actioned
S02OPS
04/01

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

3000

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

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**

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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.

01 04 201230B DEC 94 RR RR UUUU PAFFO 018

UNAMIR HQ KIGALI//MILITARY PUBLIC AFFAIRS
SECTOR 1 HQ BYUMBA//SECTOR COMD/PAFFO
SECTOR 3A BUTARE//MALAWI COY COMD/PAFFO
SECTOR 3B GITARAMA//MALICOY COMD/PAFFO
SECTOR 4A(N) GIKONGORO//ZAMBATT COMD/PAFFO
SECTOR 4A(S) GIKONGORO//GHANBATT COMD/PAFFO
SECTOR 4B KIBUYE//FRAFBATT COMD/PAFFO/CHAD/CONGO/GUINE
A-B/NIGER/SENECOY COMD
SECTOR 4C CYANGUGU//ETHIOBAT COMD/PAFFO
SECTOR 5 HQ RUHENGERI//TUNBATT COMD/PAFFO
SECTOR 6 HQ KIGALI//SECTOR COMD/INDBATT COMD/PAFFO/IOC
/NGO HQ/MILOBS HQ/UNHCR
INFO UNAMIR HQ KIGALI//FC/DFC/DCOS OPS

UNCLAS PAFFO 018

SUBJ: UNAMIR IMAGE BUILDING CAMPAIGN

1. THE UNAMIR PUBLIC AFFAIRS TEAM OF FOUR WILL BE VISITING SECTOR LOCTIONS ON FACTS FINDING MISSION BY HELICOPTER ON 28 AND 29 DEC 94, AND BY ROAD ON 23 DEC 94 AND 04 JAN 95. FACTS, AND FIGURES AND ACTION PHOTOGRAPHS/VIDEO TAPES (IF ANY) OF CONTINGENTS HUMANITERIAN

Dean
28/12

ACTIVITIES ARE REQUIRED FOR UNAMAIR BLUE BERETS PUBLICATIONS AND PUBLICITY IN THE INTERNATIONAL MEDIA. C PAFFOS OR OFFICER IN THAT CAPACITY ARE PLSE REQUESTED TO COOPERATE TO ENHANCE ACCURATE REFLECTION OF ALL CONTINGENTS HUMANITERIAN ACTIVITIES IN THE PLANNED PUBLICATIONS. PLSE CONFIRM THAT YOU CAN ACCOMMODATE AND ALSO ARRANGE TRANSPSORT WHERE NECESSARY

2. PLSE ASSIST US BY PROVIDING WRITTEN STATISTICS AND ACTION PHOTOGRAPHS OF YOUR CONTINGENTS HUMANITERIAN AVTIVITIES SUCH AS NUMBER OF PATIENTS TREATED PER DAY, DEMINING EXERCISE, NUMBER OF DISPLACED PERSONS TRANSPORTED BACK HOME WEEKLY, NUMBER OF NGOS ESCORTED AND OTHER INITIATIVES/ASSISTANCE BEING GIVEN TO THE LOCAL COMMUNITY

3. PROPOSED SCHEDULE AS FOLS:

23 DEDC 94 (ROAD TRIP)

INDBATT HQ	0830 HRS
MILOBS HQ	1000 HRS
NGO HQ	1130 HRS
IOC (CELL)	1400 HRS
UNHCR	1600 HRS

UUUU PAFFO 018

28 DEC 94 (AIR TRIP)

DEPART	KIGALI	0830 HRS
ARRIVE	BUTARE	0900 HRS
DEPART	BUTARE	1030 HRS
ARRIVE	GITARAMA	1100 HRS
DEPART	GITARAMA	1300 HRS
ARRIVE	GIKONGORO(N)	1330 HRS
DEPART	GIKONGORO(N)	1500 HRS
ARRIVE	GIKONGORO(S)	1530 HRS
DEPART	GIKONGORO(S)	1700 HRS
ARRIVE	KIGALI	1730 HRS

29 DEC 94(AIR TRIP)

DEPART	KIGALI	0830 HRS
ARRIVE	KIBUYE	0900 HRS
DEPART	KIBUYE	1030 HRS
ARRIVE	CYANGUGU	1100 HRS
DEPART	CYANGUGU	1230 HRS
ARRIVE	RUHENGERI	1330 HRS
DEPART	RUHENGERI	1500 HRS

UUUU PAFFO 018

ARRIVE BYUMBA 1545 HRS

DEPART BYUMBA 1700 HRS

ARRIVE KIGALI 1730 HRS

4 JAN 95

MILITARY POLICE HQ KIGALI 1000 HRS

CIV POLICE HQ 1400 HRS

RADIO UNAMIR 1600 HRS

S.E. ETOKUDO, LT, A/PAFFO

CAPT GRENIER, PAFFO, 2020

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Section/Unit Chiefs

DATE: 27 December 1994

REF.: PERSONNEL/NS

FROM: K. Nilsvang
CCPO

SUBJECT: Attendance Record Sheets (DSS forms)

We would appreciate receiving the attendance record sheets (From 16 December 1994 to 31 December 1994) of all your local support staff by 28 December at the latest.

Thank you for your usual cooperation.

Seen
29/12

cc: SRSG's Office
CAO's Office
FC's Office
FSA Sectors
MILOBS & CIVPOL
MILITARY POLICE
AUSTMED

UNAMIR

MONTHLY ATTENDANCE RECORD FOR________________________________SECTION

LOCAL STAFF

MONTH : DECEMBER YEAR : 1994

ID NO.	NAME	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	30	31

P PRESENT

A ABSENT

▒ WEEKEND

DATE________________________________

CERTIFIED BY SECTION CHIEF______________________

NAME________________________________

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

THE FORCE COMMANDER IS PLEASED TO INVITE ALL UNAMIR MILITARY STAFF AND CONTINGENT COMMANDERS TO A COCKTAIL PARTY TO BE HELD AT HIS RESIDENCE "BLUE BERET CAMP" ON 1 JANUARY 1995 FROM 3 TO 6 PM.

LE COMMANDANT DE LA FORCE EST TRES HEUREUX DE RECEVOIR LES COMMANDANTS DES DIVERS CONTIGENTS A UN COCKTAIL QUI AURA LIEU A SA RESIDENCE AU "BLUE BERET CAMP" LE 1er JANVIER DE 15HRS A 18HRS.

1
CC
For info of Col Ops
Staff pse
28/12

Chief
Col Ops
28/12

2
Treated
29/12

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AURWANDA

UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM

TO: ALL STAFF OFFICERS

INFO: FC

FROM: DFC

DATE: 22 DEC 94

SUBJECT: REGIMENTAL MESS DINNER - SAT 21 JAN 95

1. To foster Esprit de Corps among the staff officers in UNAMIR HQ, I have directed that a formal Regimental dinner will be held for all staff officers in the HQ, on evening 21 Jan 95 at 1930 for 2000 hrs at the BBC Officers' Mess (Belgium Village).

2. I have appointed Maj J.P. Lemay EA/SPO to FC as OPI for this dinner. He has been tasked to form a small committee of 3 to 4 officers from the HQ to assist him in his task.

3. Attendance will be mandatory for all except those on leave or duty. The dress will be National summer short sleave with ribbons or equivalent. I have also directed that the cost should not exceed US 20 dollars. A member of Maj Lemay's team will approach you in the near future to collect payment.

4. This should be the perfect occasion to start the New Year positively. I expect full support from all of you.

10.1

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Minute

From: DCOS Ops

To: DFC

Info: COS

Date: 20 Dec 94

Subject: REGIMENTAL MESS DINNER

1. In order to foster greater esprit de corp among the staff officers in UNAMIR HQ, I would like to suggest that we organize a "formal" regimental type mess dinner for all officers in the HQ. This dinner could take place on Saturday evening 14 or 21 January 1995 at the Belgian Village or in the HQ building depending on space, availability of officers and the Ghanian band, etc. If so desired, I could nominate one of my majors to be President of the Mess for the day in order to make all the arrangements.

2. Additionally, we could invite a small select group of special guests if so desired, such as the SRSG, ED, CAO, selected Contingent Comds.

3. Your direction regarding this proposal is requested soonest so that I can task the appropriate personnel prior to departing of leave tomorrow.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INFORMATION CIRCULAR N°. 022/94

Inserted 21/12

DATE: 17 December 1994

2c
Copy to all ops staff for their info and action
21/12

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**

G3 OPS2
21/12

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.

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 contribution to the Assistance to Victims of War in Rwanda.

DCOS (OPS)

UNAMIR MINUAR

RWANDA

2000.1/CMPO/HA

See Distribution

21 December 1994

ASSISTANCE TO VICTIMS OF WAR IN RWANDA

Reference:

A. My circular No. 2000.1/CMPO/HA dated 20 December 1994.

1. Further to reference 'A' above, it would be most appreciated if your contributions would arrive in the CMPO's Office by close of business on 23 December,1994. This is the case because we have to make arrangements for the presentation of the sum collected before Christmas day.

2. Grateful for your cooperation on this matter.

GETACHEW TEFFERRA
Lt Col
CMPO

Distribution:

List A,B and D

Thank
802-OPS
22/12

Seen
22/12

3000-

U R G E N T

21 décembre 1994

A: Tous les Fonctionnaires civiles et militaires de la MINUAR

De: Club de Loisirs de la MINUAR

Vue la période de l'année surchargée en clientèle dans les hôtels, nous vous prions de préciser vos inscriptions aux Safaris en Ouganda prévus les week-ends de Noël et Nouvel An, ceci jusqu'à jeudi 22 décembre midi.

Aucune inscription ne pourra être prise en considération après cette date.

Merci de votre comprehension.

PS: Veuillez payer s.v.p. vos inscriptions aux bureau 3068 et 4077 respectivement à Didier PANSIOT ou Carmen BERNA.

To: All civilian and military personnel

From: UNAMIR Welfare Club

Due to overcrowded season in the hotels, we strongly recommand that you register as soon as possible for the Ugandan Safaris scheduled on Christmas and New Year's week-ends, not later than thursday 22 December 1994 at 12h00 (Noon).

No registration will be accepted beyond this date.

Kindly thank you for your cooperation.

PS: Registry and cash payment in office 3068 or 4077 respectively to Didier PANSIOT or Carmen BERNA

Thank
802 OPS
22/12

copy to all Ops staff
for info
22/12

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA — MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM

TO: ALL STAFF OFFICERS

INFO: FC

FROM: DFC

DATE: 22 DEC 94

SUBJECT: REGIMENTAL MESS DINNER - SAT 21 JAN 95

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3. Attendance will be mandatory for all except those on leave or duty. The dress will be National summer short sleave with ribbons or equivalent. I have also directed that the cost should not exceed US 20 dollars. A member of Maj Lemay's team will approach you in the near future to collect payment.

4. This should be the perfect occasion to start the New Year positively. I expect full support from all of you.

(2) CE

For the info of all offrs of Ops Cell

25/12

(3) Treated 26/12

G 3 (OPS)

UNAMIR

2000.3/WEL/MISC

To: See Distribution

From: CMPO

Date: 23 December 1994

Subject: **REMINDER - INVENTORY OF PERSONAL EFFECTS**

References:

A. UNAMIR designated official information circular on Security Plan dated 17 December 1994.

B. 2000.1/CMPO/MISC dated 04 November 1994.

1. It is to be noted that prior to the promulgation and release of reference 'A' above, CMPO requested all Military Personnel through reference 'B' to submit inventory of their personal effects to the Military Personnel branch latest 30 November 1994 but the response has so far remained very low despite the wide distribution of both reference 'A' and 'B'.

2. It is to be further noted that in the event of any loss due to the prevalence of any security condition I - V this office will not support any claimant whose personal effect inventory record is not in our custody.

3. Submitted for your information and necessary action.

GETACHEW TEFFERRA
Lt Col
CMPO

Distribution:

Lists A, B and D

cc
For the info to all Ops Staff
24/12

Treated
26/12

G3 (OPS)

UNITED NATIONS NATIONS UNIES
ASSISTANCE MISSION IN RWANDA MISSION POUR L'ASSISTANCE AU RWANDA
UNAMIR - MINUAR

(1) (2)

cc
Copy to all OPS staff for their info
22/12

To: Lists A, B and D

From: DFC

Info: Mr Randolph Kent, Humanitarian Coordinator, UNREO
SRSG, CAO, FC

Date: 22 Dec 94

Subject: DRIVING STANDARDS AND TRAFFIC DISCIPLINE

(3) Treated DE 23/12

1. It has become apparent in the last few days that the standard of driving in UNAMIR and in the NGOs operating in Rwanda is not nearly as good as it ought to be and that the traffic accident rate is far too high. At least 2 deaths and 2 serious injuries have occurred involving UNAMIR or NGO vehicles in the last week.

2. Not only does this display a marked disregard for the health and welfare of others in Rwanda but it indicates an arrogance that does no credit to the UN, the constituent components of the Mission and other aid organizations. Action must be taken now - by all military commanders and those in positions of responsibility in non-military organizations - to enforce higher standards of driving.

3. The Christmas period is an especially dangerous time and I urge you to instruct your drivers that:

a. They are to drive within speed limits and to further slow down in crowded areas or when the weather is bad - which makes bad roads even more slippery. They must be alert to traffic hazards such as pot-holes - and that other drivers (especially motorcyclists and cyclists) will veer around them with little warning.

b. They should avoid driving at night or when visibility is poor, if at all possible - and to take special care if they are compelled to drive in these circumstances.

c. They should expect the unexpected; Rwandans are not used to heavy or fast traffic and are always likely to behave unpredictably. Drivers cannot press on at high speed in busy places and expect to be given right of way: they must slow down and be prepared for pedestrians to step out, for cyclists to wobble and for children to appear without warning.

d. They should take special care at junctions and, if unsure of the speed of an approaching vehicle, wait for it to pass before pulling out.

e. They are to wear seat belts if their vehicle is fitted with them.

f. They are not to drink alcohol and then drive.

g. They are to signal their intentions to turn in good time; other drivers cannot be expected to guess that their vehicle is about to turn. Drivers should not make U-turns unless it is absolutely essential, especially over traffic intersections; it is much safer to move on to a junction and to make a disciplined 3-point turn.

3. Additionally, there are 2 specific responsibilities that must be accepted by those in positions of authority:

a. They are to ensure that all drivers within their areas of responsibility hold valid UNAMIR driving licenses. A national license is required in order to obtain a UNAMIR license but is not, on its own, valid in Rwanda.

b. They are to ensure that vehicles are maintained in a roadworthy condition and that they are serviced according to the schedule issued by workshops. Worn tyres, bad brakes and unserviced vehicles are a recipe for disaster.

4. I have instructed the Military Police to pay special attention to traffic discipline and to conduct rigorous investigations of all vehicle accidents - including checks on the licenses of drivers, on the servicing history of vehicles and on the condition of tyres. Military commanders can expect me to take a special interest in accidents in which their drivers are involved - especially if they are found to have disregarded the principles suggested above or, in particular, have been drinking and driving. Our drivers must understand that vehicles are expensive and in short supply; they cannot be replaced automatically if they are damaged or destroyed in accidents. Those who damage a vehicle will have to join a long queue to get a replacement.

5. I ask that all civilian drivers apply the same high standards that I am asking of military drivers and for UNREO to pass on my request to all appropriate NGOs. Although Military Police do not have any technical powers of arrest over civilians in these organizations, I ask that they be given the maximum possible cooperation. UNAMIR and other MPs are to submit reports - through the Force Provost Marshal - to the heads of civilian organizations whenever they witness poor standards of traffic discipline.

UNITED NATIONS NATIONS UNIES
ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA
UNAMIR MINUAR

Office of the DFC/COS/CMO
UNAMIR Force HQ
Kigali
Rwanda

1000.8(DFC)/A6

19th December 1994

ALL CONTINGENTS/UNITS/CIVILIAN PERSONNEL

CHRISTMAS MESSAGE

1. On behalf of the SRSG, H.E. Shaharyar Khan and the FC, Maj Gen Tousignant, and on my own behalf, I wish to extend to you all the season's greetings and also to wish you peace and goodwill for the coming New Year.

2. I would like to take this opportunity to thank you for the excellent work you have been carrying out in your respective areas of responsibility. I must, however, admit that although this mission has been a difficult one in many respects, your dedication, coupled with tenacity of purpose, enabled the achievement of many successes in the year.

3. As we celebrate this occasion, I entreat you not to limit our activities to merry-making but also to reflect on the achievements as well as identifying the shortcomings of the mission throughout the year with a view to improving our efforts in the coming year.

4. I further wish to remind you of the challenges that lie ahead of us and implore you to be extra vigilant and also to be mindful of those detractors who may want to derail the solid foundations we have already put in place in the search for a lasting peace in Rwanda.

5. Finally, in our effort at peacekeeping, let us strive to be tolerant, accommodating, compassionate but resolute. Remember that we are ambassadors sent to Rwanda for a common purpose - PEACE KEEPING.

6. Once again I wish you all a MERRY CHRISTMAS, A HAPPY AND PEACEFUL NEW YEAR.

HK Anyidoho
Brig Gen
DFC/COS/CMO

cc: SRSG
Ex Director
CAO

① cc
for info of all staff officers
22/12

② CC
Please circulate to our OPS Branch Staff.
S02 OPS
22/12

③ Treated
DFC cc
23/12

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

ADMINISTRATIVE INSTRUCTION N°. 013/94

31500

DATE: 5 December 1994

(5) Treated
7/12

(1) CC
Plse circulate to all OPS Branch St.
G3OPS
7/1

TO: All UNAMIR Military & Civilian Personnel

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

SUBJECT: **Status of UNAMIR as non-family mission**

It came to my attention that some dependents of UNAMIR military and civilian personnel are joining their spouse at the duty station in Kigali or elsewhere within Rwanda. Although I am aware that they are travelling at their own expense, I wish to remind the individuals concerned that dependents who travel to the mission area do so at their own risk, and the United Nations will not be held responsible for their welfare, living conditions or security.

In as much as one is aware of the argument that staff members take full responsibility for the safety of their dependents this will not apply at the time of any evacuation. In other words, one cannot see a situation when the United Nations will bear responsibility for the evacuation of a staff member but not of his/her dependents. As you may be aware this situation in actual fact happened during the relocation of members of UNAMIR personnel to Nairobi following the outbreak of the war in April 1994.

You were all fully informed prior to your departure to the duty station of the special status of UNAMIR being a non-family mission. This was also confirmed in the briefing note that you might then have received. Similarly, the guidelines for Governments contributing military and police observers state clearly that observers may not be accompanied by dependents during their tour of duty with UNAMIR.

In this connection, UNAMIR neither authorizes travel for such dependents on its transportation assets nor makes any other arrangements such as securing visas to facilitate their presence in the area. It will not allow security instructions to be circumvented. Therefore, I seek your utmost cooperation in this regard by requesting those concerned to kindly make arrangements to have their dependents leave the mission area of Rwanda immediately, failing which, this office may be obliged to inform FOD/DPKO accordingly.

3000.

G3 OPS

UNAMIR MINUAR

RWANDA

2000.1/CMPO/HA

See Distribution

21 December 1994

ASSISTANCE TO VICTIMS OF WAR IN RWANDA

Reference:

A. My circular No. 2000.1/CMPO/HA dated 20 December 1994.

1. Further to reference 'A' above, it would be most appreciated if your contributions would arrive in the CMPO's Office by close of business on 23 December,1994. This is the case because we have to make arrangements for thee presentation of the sum collected before Christmas day.

2. Grateful for your cooperation on this matter.

GETACHEW TEFFERRA
Lt Col
CMPO

Distribution:

List A,B and D

802 OPS
22/12

22/12

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

MISSION DES NATIONS UNIES POUR L'ASSISTANCE AU RWANDA

3000.

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA — MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

DATE: 20 December 1994

TO: All UNAMIR Civilian & Military Staff

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

SUBJECT: Power Interruptions for Generator Maintenance
Wednesday 21 December 1994

Please be advised that for essential generator maintenance work, the electricity supply will be interrupted from 12.00 - 14.00 hrs. on Wednesday 21 December 1994 in Amahoro HQ and the Stadium.

We regret any inconvenience that this may cause and thank you for your usual cooperation.

cc

Info all OPS Staff.

22/12

Thumit
SO2 OPS
22/12

① cc
for the attention of
all Ops Staff. The
work will however
go on so take note.

U R G E N T

21 décembre 1994

② Dine 21/12

A: Tous les Fonctionnaires civiles et militaires de la MINUAR

De: Club de Loisirs de la MINUAR

Vue la période de l'année surchargée en clientèle dans les hôtels, nous vous prions de préciser vos inscriptions aux Safaris en Ouganda prévus les week-ends de Noël et Nouvel An, ceci jusqu'à jeudi 22 décembre midi.

Aucune inscription ne pourra être prise en considération après cette date.

Merci de votre comprehension.

PS: Veuillez payer s.v.p. vos inscriptions aux bureau 3068 et 4077 respectivement à Didier PANSIOT ou Carmen BERNA.

To: All civilian and military personnel

From: UNAMIR Welfare Club

Due to overcrowded season in the hotels, we strongly recommand that you register as soon as possible for the Ugandan Safaris scheduled on Christmas and New Year's week-ends, not later than thursday 22 December 1994 at 12h00 (Noon).

No registration will be accepted beyond this date.

Kindly thank you for your cooperation.

PS: Registry and cash payment in office 3068 or 4077 respectively to Didier PANSIOT or Carmen BERNA

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA — MISSION POUR L'ASSISTANCE AU RWANDA

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Sem
21/12

13-12-94

UNITED NATIONS NATIONS UNIES

3000 OPS

UNAMIR - KIGALI

G3OPS2
14/12

INTEROFFICE MEMORANDUM

To: ALL UNAMIR
Civilian and Military Personnel

5 December 94

From: Aly H. Golo
OIC Administration

Subject: **OIC Transport Section**

Please be advised that during the absence of the Chief Transport Officer on annual leave/R & R from 16 December 1994 through 11 January 1995, Mr. Valice E. Worrell will be the Officer-in-Charge of Transport Section.

MESSAGE FORM
FORMULE DE MESSAGE

SECURITY CLASSIFICATION — COTE DE SECURITE

FILE

PAGE	DATE — TIME GROUP / GROUPE DATE — HEURE			PRECEDENCE / PRIORITE		CLASS	SPECAT / CAT SPEC	LIMDIS	CAI/CIC / IAC/ICC	ORIGINATOR'S NAME / NUMBER / NOM ET NUMERO DE L'EXPEDITEUR
	DATE — TIME / DATE — HEURE	MONTH / MOIS	YEAR / ANNÉE	ACTION	INFO					
1 OF / DE 1	141240B	DEC	94							

BOOK / DOSSIER

MESSAGE HANDLING INSTRUCTIONS — INSTRUCTIONS D'ACHEMINEMENT DU MESSAGE

HOPE Ø 3000 ~~[illegible]~~ OPS

UNAMIR HQ KIGALI //OPS

SUBJ: DISTRIBUTION OF RELIEF ITEMS IN KIBEHO AND NDAGO CAMPS.

1. You are requested to inform UN Agencies/NGO's involved in distributing relief items in KIBEHO and NDAGO camps to recommence activities tomorrow 15 DEC 94 at their earliest convenience.

2. For your action please.

EOM

[illegible] CBOPS2 14/12

DO NOT STAPLE, CREASE, FOLD OR SMUDGE — NE PAS BROCHER, PLIER, FROISSER OU MACULER

DISTRIBUTION — DIFFUSION

DRAFTER — RÉDACTEUR			SPECIAL INSTRUCTIONS — DIRECTIVES SPÉCIALES
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RELEASING OFFICER — L'OFFICIER APPROBATEUR			
NAME — NOM	OFFICE — BUREAU	TEL — TEL	
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OND 1507 (10-86) 7530-21-902-4274

G 3 (ops)

UNAMIR MINUAR

RWANDA

2000.1/CMPO/HA

See Distribution

20 December 1994

ASSISTANCE TO VICTIMS OF WAR IN RWANDA

Reference:

A. CAO's information circular No. 022/94 dated 17 December 1994.

1. Ref 'A' made a point of all UNAMIR making voluntary contribution towards the rehabilitation of the numerous orphans in Rwanda as a result of the recent civil war. It is further instructed that these contributions should start from this Christmas season to show these orphans that there is still lots of love and concern for them in this world.

2. It is, however, felt that the Military contribution should be separate from Civilian contribution. Towards this end, it is hereby directed that all addressees should collect their contributions in bulk and forward these to the CMPO for collection and subsequent presentation.

3. All are required to give this a very urgent treatment.

GETACHEW TEFFERRA
Lt Col
CMPO

Distribution:

Lists A, B and D

(2)

cc

For the information of OPs Staff.

(3) Treated DE 21/12

(1)

DO 2

Collect Contributions from the OPs Staff.

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

MISSION DES NATIONS UNIES POUR L'ASSISTANCE AU RWANDA

CONTRIBUTIONS FROM OPS BRANCH STAFF.
ASSISTANCE TO VICTIMS OF WAR IN RWANDA:

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