

UNAMIR

CIVPOL LIAISON OFFICERS
TO FORCE HEADQUARTERS

6 DEC 1994 - 14 DEC 1995

PLEASE RETAIN
ORIGINAL ORDER

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EL/WG MAY 2009

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SERIES S-1060
BOX 18
FILE 3
ACC. 1998/0281

V. CP 1000

12/12



United Nations

Nations Unies

Received inv. 17.5.8
By:
File F.H.Q. 40
Date: DEC. 14. 1995

12/12

December 14, 1995

TO: Chief Logistics Officer

FROM: CAPT Nedal RASHDAN
Force HQ. L/O

Nedla

INFO: CIVPOL Commissioner Office

SUBJECT: HANDING OVER EQUIPMENTS ON CHARGE THE FORCE
HQ. L.O.

1- Reference CIVPOL Commissioner instructions (Repatriation Programme) I am by this letter handing over the attached list of equipments which are on charge to the Force HQ Liaison Officer.

2- It is important to note that the computer hard disc and the computer monitor were handed over to the Operation Division during the month of August 1995.



SER	DESCRIPTION	QUANTITY	REMARKS
1	Hand held motorola radio-number 1747 SG and a charger.	1	
2	Table fan	1	
3	Reading lamp	1	
4	Helmets	2	
5	Wall clock	1	
6	Office table	2	
7	Office chair	7	
8	Steel cabinet containing documents	1	
9	Holder calendar and calendar Disk	1	
10	Organizer	2	
11	Pencil sharp	1	
12	Scissor	1	
13	Office tray	4	
14	Punch	1	
15	Stapler	1	
16	Computer battery	1	
17	Waste basket	3	

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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



UNAMIR - MINUAR
CIVPOL

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

Received No. 1.2.2.1
By: [Signature]
Date: SEP 9 1995

To: Civpol Commissioner.

From: Civpol Liaison officer. [Signature]

Date 8-9-95

subject: SRSG Meeting.

I would like to inform you that I attended the SRSG meeting which was held at 1100 hrs on 7.9.95 about the Rwandese prisons situation. In attendance were a representatives from UNDP, UNICEF, Human Rights and ICRC.

The SRSG welcomed all present and gave a short history of the Rwandese prisons situation.

The chairman made his remarks in English and expressed his high concern about the Rwandese prisons situation and later stated as follows:

- 1- The horrible conditions of the Rwandese prisons situation had been recognized since March 1995 and things becomes worse every other day.
- 2- The Rwandese Government appointed prison commission to work in consultation with other agencies.
- 3- U.N Secretary General confirmed that Rwandese prisons situation should be addressed to the International Community and should be a major case of concern by U.N

I

4. The process of the Rwanda Prisons improvement is the SRSG responsibility in co-operation with UNDP, ICRC and other agencies.

5. A committee of 34 judges and 16 research workers from Africa to review the judicial system was formed.

6. UNDP prepared a plan of action which was discussed through a cabinet meeting under the chairmanship of the Rwanda President, so that implementing this plan will not be difficult.

7. UNDP is the principle agency of implementing the plan which consists of two tracks:

Track A: To begin immediately improving the prisons situation through:

7.A.1: Improving the existing conditions of the existing prisons.

7.A.2: Temporary detention centres.

7.A.3: Extension of existing prisons.

7.A.4: To review prisons and not functioning at 100%.

7.A.5: To find solution to the children, women and handicapped.

Track B: Concerns judicial system and consists the following:

7.B.1: Reviving the judicial system

7.B.2: Technical system.

II

7.B.3: Insuring respect for laws and regulation in apprehension of offenders.

7.B.4: Civic education.

7.B.5: Rectify the Commission de triage by sorting out the offenders of minor offences.

above for your information
Regards.

III

Reyn J. J. J.
me 600
2

F148 CIVPOL Reg. 273.
Liaison.
19/12

FROM : Liaison

1. To build good relations with the Unamir Operation Staff
2. To maintain mutual understanding and cooperation between CIVPOL and UNAMIR especially Operations Staff.
3. To build and maintain a good information system as follows :
 - a. To maintain and update maps that exhibit the deployment of the CIVPOL and UNAMIR and the geographical divisions
 - b. To maintain and update information about the mandates, the functions of the bodies and their organisations.
 - c. To maintain and update information about the performances and achievements of both bodies.
 - d. To exchange the information needed by both parts for their operations about the other part through the appropriate channels.



done *[Signature]* 2013
[Signature]

To : FHQ CIVPOL Liaison Officer

Date : 20th March, 1995

From : CALOG *[Signature]*

Subject : Issue of furniture

1. Reference is made to your memo FHQ LO/1/95 dated 14/3/95 regarding the issue of two tables/desks and six chairs

2. Note that furniture is out of stock at the moment and would be evenly distributed as soon as we procure some.

3. Regards

CA 106
Kiss

Post-it routing request pad 7884

ROUTING - REQUEST

Please

- ☒ READ
- ☒ HANDLE
- ☐ APPROVE
- and
- ☐ FORWARD
- ☐ RETURN
- ☐ KEEP OR DISCARD
- ☐ REVIEW WITH ME

To THE COMMISSIONER
CIV POL

A James
C

Date 04-03-95

From MIS/EDP

UNITED NATIONS



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ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

CIVPOL -
Reg 273
4/3

A lank

To: Eric Dogbegah
Chief, MIS/EDP

Date: 28/2/95

FROM: K.A. LASISI, DSP.
CIVPOL LIAISON OFFICER

Subject: Equipment Request

1. UN CIVPOL Liaison Office located on the Ground floor of the UNAMIR HQ Room 1030 requires computer and a printer for its operations.
2. It would be appreciated if these equipments and their accessories are issued.
3. Regards.

Please refer this
to Civpol Commissioner.
28/2/95 *[Signature]*
CMIS

[Handwritten mark]

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: See Distribution
A:

DATE: Kigali, 26 January 1995

FROM: CIVPOL Commissioner
DE:

REF: CIVPOL/MEMO/53/95

SUBJECT: Instructions pertaining to the role of CIVPOL Liaison Officers to Force
OBJET: Headquarters

.... Please find attached a note on the instructions pertaining to the role of CIVPOL Liaison Officers to Force Headquarters (in French and English).

Distribution List:

FHQ
Milobs GP HQ
All CIVPOL Division and Sections

**INSTRUCTIONS PERTAINING TO THE ROLE OF THE LIAISON OFFICERS
TO THE FORCE HEADQUARTERS (FHQ)**

1. The CIVPOL Liaison Officer to FHQs in charge of liaising between CIVPOL Headquarters and the Force Headquarters.
2. In this capacity, he cooperates closely with the FHQ operations room. He maintains a direct contact with the Chief Operations Officer and provides them with data about CIVPOL, finds out about the Force activities and receives the force HQ's requests.
3. The CIVPOL Liaison Officer to FHQ has an office at the Amahoro Hotel as well as radio and telephone communication facilities an additional means of contact on top of direct ones for more effective communication between CIVPOL HQ and all of the Kigali based Departments.
4. The Liaison Officer's office is CIVPOL's permanent branch at the Amahoro Hotel. This explains why the office meets with all visitors who wish to get in touch with CIVPOL and provides them with the necessary information.
5. The Chief of the Liaison team hold a registry of messages in which all relevant events are recorded.
6. The Liaison Office operates daily from 7:30 a.m. to 6 p.m. every morning upon arrival at 7:00 a.m., the Chief of the office takes care of the following:
 - He makes sure that the Sitrep draft is in conformity with the Sitrep sent from CIVPOL HQ on the previous day and makes the necessary adjustments or corrections;
 - He gets from the CPOO whatever must be added to the Sitrep. He collects CIVPOL's mail and does undertakes for mail to be forwarded urgently. This is done twice daily at midday and at the end of the day.
7. Every afternoon, he gets a copy of the Sitrep from CIVPOL HQ before leaving the office.
8. He keeps UNAMIR Sitreps which he analyses for the Commissioner and points out to him any relevant feature.
9. For his own information, he checks a situation map posted in the service room.
10. The Chief of the Liaison team is obligated to respect the present instruction.

**CONSIGNES RELATIVES AUX FONCTIONS D'OFFICIER DE LIAISON AU
PRES DU QUARTIER GENERAL DE LA FORCE (FHQ)**

1. Les Officiers de liaison de CIVPOL auprès du quartier général de la force sont chargés d'assurer la liaison entre le Quartier Général de CIVPOL et le quartier général de la force.
2. A ce titre il collabore étroitement avec la salle des opérations du Quartier Général de la force. Il maintient le contact direct avec le chef des officiers des opérations ou le chef des officiers de service du FHQ, en vue de donner tout renseignement concernant CIVPOL, de s'informer des activités du FHQ et de recevoir toute demande de la part de celui-ci.
3. Les officiers de liaison de CIVPOL auprès du quartier général de la force disposent à cet effet d'un bureau à l'hôtel Amahorro ainsi que de moyen de liaison radio et téléphoniques, qui en plus du contact direct leur permettent d'assurer les liaisons nécessaires entre le Quartier Général de CIVPOL et l'ensemble des services situés à Kigali.
4. Le Bureau des officiers de liaison constitue l'antenne permanente de CIVPOL à l'hôtel Amahorro. C'est pourquoi il reçoit tous les visiteurs désirant contacter CIVPOL et leur fournit les informations nécessaires.
5. Le Chef de l'équipe de liaison tient un registre de message dans lequel il enregistre tous les messages et événements survenus.
6. Le service de l'équipe de liaison se tient tous les jours de 7h30 à 18h00. A la reprise de service à 7h30, le chef de l'équipe de liaison prend les dispositions suivantes:
 - il s'assure que le projet de Sitrep est conforme au Sitrep adressé par CIVPOL la veille, et porte éventuellement les corrections et les rajouts;
 - il reçoit du CPOO les rajouts éventuels au Sitrep; Il retire le courrier destiné à CIVPOL, au niveau de la salle de courrier et prend les dispositions nécessaires pour son acheminement urgent. En mi-journée, comme en fin de journée il procède de même.
7. Tous les après-midis avant la descente, il reçoit une copie du Sitrep de CIVPOL.
8. Il conserve les copies du Sitrep de la MINUAR qu'il analyse pour le "Commissioner" en faisant toute observation nécessaire.

9. Pour sa propre documentation il renseigne une carte de situation affichée dans la salle de service.
10. A la reprise du service le matin et à la fin du service le soir il rend compte à l'officier de service de CIVPOL HQ.
11. Le Chef de l'Equipe de liaison est tenu au respect scrupuleux des présentes instructions.

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



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UNAMIR - MINUAR

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CIVPOL

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UNAMIR - MINUAR

TO: FC
A:

DATE: Kigali, 6 December 1994

FROM: CIVPOL Commissioner
DE:

REF: CIVPOL/MEMO/82/94

INFO: SRSG, OSRSG/CIVPOL

SUBJECT: Designation of Liaison Officers
OBJET:

1. Please be informed that in spite of logistic constraints Police Monitoring Teams have been deployed to four of the sectors, Kibuye Sec 4B, Cyangugu Sec 4C, Ruhengeri sec 5 and Kigali Sec 6. This is in addition to the two already in Gitarama Sect 3B and Butare Sec 3A.

2. To ensure effective coordination and harmonization of our activities, I am deploying the underlisted police observers to maintain liaison with F.H.Q and CIVPOL HQ.

- Major Yousef A. Shabsough
- DSP Kugbey I. Albert

3. Regards.