

MDR

SECTOR 1, BYUMBA - INFORMATION CIRCULARS, 13 AUG 1994 - 26 APR 1995
POLICIES AND DIRECTIVES

PLEASE RETAIN
ORIGINAL ORDER

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BHW/WG JUNE 2009

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SERIES 51002

BOX 155

FILE 1

ACC. 1998/0183

Info all Secs.
 800 Hand [Signature] p7c

UNITED NATIONS
 ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
 MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR

TO: All UNAMIR Military and Civilian Personnel

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

DATE: 26 April 1995

SUBJECT: Contacts with the Media

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

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

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

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

cc: SRSG
 FC

Duty Officer

Fax to all sectors

Sec- Cdr [Signature] 27/4

Ops Off [Signature] 27/04

BF for brief
 2077/35 psc.

Milob 67 HQ

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Minute

From: DFC

To: Distribution List D

Info: Distribution List A & B
CSO

Date: 13 April 95

Subj: ADDITIONAL SECURITY PRECAUTIONS FOR UNAMIR PERSONNEL

1. All UNAMIR personnel are aware that some Rwandan citizens have conducted demonstrations against UNAMIR. At these rallies the local population was urged to stone UN vehicles and harass UN personnel for a variety of reasons.
2. As a result of these marches, as well as in accordance with precautionary security measures published before in separate correspondence, all military personnel are cautioned to limit their movement to essential traffic only and should avoid travel in the evenings, especially after 2000 hrs.

Sec Cdr ED 16/4

Ops Offr [Signature]
18/04

1 2258

C Mil obs Force

S Logo. Jhaef 13/05 95

UNAMIR HQ 74 17-04-95
Force Headquarters
Ops Cell
KIGALI

12 April 95

3000.19 (Ops)

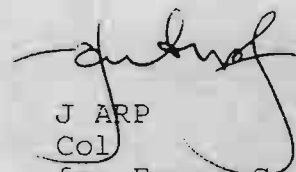
See Distribution

TRANSPORTATION OF LOCALS IN UNAMIR
MILITARY VEHICLES

1. At a rally/demonstration held against UNAMIR on 11 Apr 95, the Prefect of KIGALI warned that UNAMIR personnel should desist from fraternizing with local females forthwith. The Prefect also mentioned that the civil population will be informed through radio broadcasts to throw stones at all UN/UNAMIR vehicles seen carrying local females.

2. In view of the above, you are reminded of the policy as published by the CTO and advised to inform all UNAMIR/UN pers under command to take the warning seriously and to desist from the practice of carrying Rwandan females with immediate effect.

3. For your compliance.


J ARP
Col
for Force Commander

Distribution:

External:

Action:

List B, C & D

Information:

List A

Sec- Gbr on 16/4

Ops off for 18/04



MILOB

To: All UNAMIR Civilian & Military personnel

B&R

UNDP, UNHCR, UNHRFO, UNREO

(With a request to inform
all NGOs and UN Agencies)

From: SRSG

Shammy J. Khan

Date: 11 Apr 95

Subject: SEARCHING OF UNAMIR VEHICLES BY RPA

1. Under SOMA, all UNAMIR vehicles are exempted from being searched by RPA, or any security agencies of the Rwandese government. In practice, this is manifested in another manner through varying interpretations by the parties involved. Rwandan officials interpret the SOMA to read that they have the right to search the personal luggage of members of UNAMIR. UNAMIR's interpretation is that personal property of the members of UNAMIR "...required by them by reason of their presence in Rwanda with UNAMIR" is immune to search.

2. In a joint UNAMIR/RPA meeting, it was agreed that searches of vehicles could only be conducted under very exceptional circumstances, which may involve the following:

- a. Transportation of unauthorised (non-UN) personnel.
- b. Transportation of unauthorised equipment or stores.
- c. Personnel in the vehicle have been observed committing a crime.

3. As a result of the modified interpretation by the RPA, these searches have nearly become a routine exercise in many areas of Rwanda. Therefore, it is clear that the original understanding of para 2 has been misused. We are actively discussing a more reasonable approach. For the interim all personnel are cautioned to use restraint and diplomacy in these demands for searches. Requesting Milob or formed troop assistance for negotiation and not proceeding through the check point are possible alternative options to allowing the search to take place. All should be reminded that these searches are not worthy of escalation in the use of force resulting in increased tension or injury.

4. When assisting other personnel or agencies such as UNHCR and UNHRFO, Milobs and formed troops should remember it is the responsibility of the various agencies to determine whether or not to subject themselves to searches and under which parameters those searches can or can not be conducted.

Sec-Gen D 1614

Op of June 19/94

Per BTR for briefing to 1614

5. UNREO's security plan directs its personnel to indicate that their vehicle is owned by the United Nations, is on official business and that they are protected from searches by formal agreement with the government. They are further directed, if the request for search persists, to permit the search but indicate that a report will be filed and forwarded to the host government's Ministry of Foreign Affairs.

6. UNHCR's and UNHRFOR's personnel have been directed by similar guidelines but are more concerned with the search of pouches. Their personnel have been directed to allow the search of pouches if demands persist but to indicate that documentation in pouches is not to be read.

7. Until an agreed policy is reached with the RPA please ensure these guidelines are followed.

1 22538

UNITED NATIONS

ASSISTANCE MISSION TO RWANDA



UNAMIR-MINUAR

NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

ADMINISTRATIVE INSTRUCTION NO. 015/95

4 April 1995

TO: ALL International Civilian, Civilian Police
and Military personnel

FROM: Ally Golo
OIC Administration

SUBJECT: Use of UNAMIR Vehicles For Welfare and Official Purposes

Please be advised that limited utilization of UNAMIR vehicles is allowed for welfare purposes including use in neighboring countries, subject to the following strict conditions:

- (a) All vehicles utilized for welfare purposes must HAVE A "group transport" capacity, which means it must have a carrying capacity of not less than ten people.
- (b) Authority for use of any vehicle for welfare purposes is given solely by the CAO or by delegation by the Chief Integrated Transportation and Maintenance Management (CITMM) after they have confirmed the group transport nature of the trip; that the number of UNAMIR personnel (including driver) utilizing any one vehicle is not less than ten; that the driver of the vehicle is fully qualified to operate the type and class of vehicle being assigned; and that responsibility for the safety of the vehicle and passengers during the trip is assumed by the organizer of the Welfare Group Transport, in writing.
- (c) Vehicle will be provided with full tank of fuel at start of trip. Any additional petrol, oil, lubricants or any maintenance required by the vehicle, either in mission area or in neighboring countries will be paid for by the group availing of the recreational transport, who will also be responsible for the return of the vehicle to its home base.
- (d) Applications for Welfare Group Transport should be submitted to the CAO the CITMM through the medium of a standard form. This document should give particulars of the name of the organizer, the destination, the time and date of departure and the estimated time and date of return. The duration of any Welfare trip should never exceed 72 hours.

Secr Cdr Ch 14/4

Ops Offr Am
13/4

Log/Pers Offr _____

- (e) The CAO or CITMM will, subject to the availability of appropriate vehicles, append his/her authorization on the application form, with an annotation of the type and registration number of the vehicle, the speedometer reading at the time of handover of the vehicle and the name and I.D. number of the individual who is assuming responsibility for the vehicle, as well as those of all passengers. All scratches or body damage on vehicles being assigned should be noted prior to the start of the trip.
- (f) This authorization should be retained by the person to whom the vehicle is assigned, who should annotate thereon the time and date the border was crossed, on the outward return journeys. The authorization should be handed back together with the vehicle to the CAO, the CITMM or their appointed representatives. They in turn, should immediately inspect the vehicle in the presence of the individual to whom the vehicle was assigned and annotate on the original application form any damage or loss extraneous to that existing prior to the start of the trip. A copy of the application should be given to the applicant and the original should be submitted to the CITMM for his records.
- (g) All vehicles issued for Welfare Group Transport should carry particulars of UNAMIR vehicle insurance coverage for presentation, if and when required at border crossings or if requested by local police. They should also be provided with a crook-lock for prolonged parking. The vehicles must always be parked in a secured place.
- (h) Particular care must be taken when utilizing UNAMIR vehicles in a neighboring state; that the vehicle is driven with the utmost courtesy and consideration for other road users. In the event of an accident, the local police should be called and be given the full cooperation of the driver and passengers, while at the same time retaining their prerogatives as United Nations International staff. In cases of serious accidents or other difficulties, contact should be made by phone or fax with UNAMIR headquarters Duty Officer, Chief Security Officer, MP, Civpol or CITMM. It should be noted that the cost of any damage to the vehicle or that of any items stolen therefrom will be the financial responsibility of the group utilizing the vehicle.
- (i) The foregoing procedures are for the most part also applicable to utilization of UNAMIR vehicles for official duty. Unlike Welfare Group Transport, however, any kind of appropriate vehicle may be used taking into account the terrain to be traversed and the purpose for which the journey is being made. Additionally, all trips into neighboring states must be supported by Movement Of Personnel forms (MOP) signed by the pertinent Authorizing Officers. For control purposes, the same type of application form must be submitted in advance to the OIC Administration or to the CITMM, in respect of any vehicle to be used for official purposes outside the mission area. On completion of the trip, a copy of the MOP and the application for utilization of the vehicle should be stapled together for submission to the CITMM.

UTILIZATION OF UNAMIR VEHICLES FOR RECREATIONAL AND OFFICIAL PURPOSES
WITHIN THE MISSION AREA OR IN THE NEIGHBOURING COUNTRIES

PART I

NAME OF ORGANIZER _____ FUNCTIONAL TITLE _____
SECTION _____ TELEPHONE No _____ ID No _____
PURPOSE OF TRIP (OFFICIAL/RECREATIONAL) _____
DRIVERS'S NAME _____
DRIVERS PERMIT No AND CATEGORY _____

DETAILS OF PASSENGERS

NAMES	ID No	SECTION

ITINERARY

TRAVEL FROM _____ TO _____
DATE AND TIME OF RETURN _____
ONWARD JOURNEY - BORDER POST _____ DATE & TIME _____
RETURN JOURNEY - BORDER POST _____ DATE & TIME _____
(Vehicle must be returned within 72 hours)

PART II

TO BE FILLED BY ISSUING AUTHORITY
VEHICLE DETAILS

TYPE OF VEHICLE ASSIGNED _____ REGISTRATION No _____
TIME AND DATE OF DEPARTURE _____ ODOMETER READING AT START _____
VEHICLE RECEIVED IN ROAD WORTHY CONDITION AND WITH ITEMS AS INDICATED ON MAINTENANCE CARD.
THE FOLLOWING DAMAGES AND OBSERVATIONS ARE NOTED

NAME _____ ID No _____ NAME _____ ID No _____
(PRINT NAME AND ID No) *(PRINT NAME AND ID No)*

Signature of Organizer _____ Signature of Issuing Authority _____

PART III

(TO BE FILLED BY THE ISSUING AUTHORITY OR HIS REPRESENTATIVE)

DATE AND TIME OF RETURN OF VEHICLE _____
ODOMETER READING _____

INDICATE CONDITION OF VEHICLE:

EQUIPMENT: _____

DAMAGES: _____

NAME _____ ID No _____ NAME _____ ID No _____
(PRINT NAME AND ID No) *(PRINT NAME AND ID No)*

Signature of Organizer _____ Signature of Issuing Authority _____

12528

MILOB GP HQ

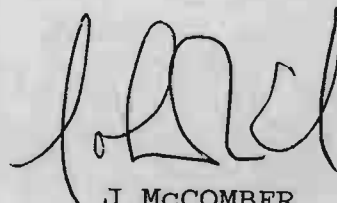
TO : ALL SECTORS

DATE: 31 MAR 95

FROM : MILOB GP HQ/OPS/

SUBJECT : STANDARD OF CONDUCT AND REPORTING OF INCIDENTS

1. Attached please find the COS direction concerning conduct and reporting of incidents.
2. Please acknowledge. Regards.



J McCOMBER
MAJ
SOO

Ops Hq / Pre BTR for briefing 6/4.
D/S/4

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: Lists A, B & D

From: COS

Date: 29 March 1995

SUBJECT: STANDARDS OF CONDUCT AND REPORTING OF INCIDENTS

References:

- A: UNAMIR ADMINISTRATIVE INSTRUCTION NO.002/94/Rev 1 dated 09 Mar 95.
- B: SRSG's BULLETIN NO.1 DT. 14 Mar 95
- C: This Office letter on Conduct of UNAMIR Military Personnel dated 09 Jan 95.

1. Recently, there has been an increase in the number of incidents involving UNAMIR Military Personnel and civilians in avoidable controversial circumstances. Though there is a need by formed troops and Milobs to maintain constant liaison and interaction with the local population to instill mutual confidence and create a secure environment, these relationships should not degenerate into altercations at public houses involving local women under the pretext of excessive drinking or other excuses.

2. It must be remembered by all that such incidents tarnish the image of UNAMIR and are totally counter-productive to the overall mission and aim of UNAMIR. All contingent, sector and unit/sub-unit Commanders will ensure that their Command remains fully disciplined and does not indulge in any activity, be it drinking in public places, prostitution or selling of UN rations, goods meant for troops.

3. The Government of Rwanda and the RPA in particular are keenly waiting for opportunities to defame UNAMIR and would exploit every occasion presented to them. In order to guard against such attempts, contingents and units are requested to forward factual and accurate incident reports or special reports immediately on occurrence, to enable this HQ to counter adverse implications.

4. Please acknowledge. Regards.



43 23/3
Smpa

ADMINISTRATIVE INSTRUCTION NO. 010/95

21 March 1995

TO : All UNAMIR Military Personnel
All UNAMIR Civilian Chiefs of Section

FROM : Ally H. Golo
OIC Administration

Subject : UNAMIR MILITARY POSTAL SERVICE

This Administrative Instruction is based on Chapter 9 of the United Nations Operational Support Manual: Postal and Courier Services (Rev. November 1994).

General

1. For troops in peacekeeping missions, separated from families and loved ones, the ability to communicate is an important contributor to morale. The primary communication method in most cases is the use of a mail service. In most large missions, a base post office is established as a unit under the Chief Logistics Officer, directly supervised by a Force Postal Officer. The establishment of UNAMIR did not cater for this facility and the responsibilities for mail have been rested in the Force Welfare Office.

Incoming mail

2. All personnel should be aware that incoming mail to UNAMIR can be despatched in four separate ways as follows:-

- a) via the weekly pouch from UNHQ
- b) to a P.O. Box in Nairobi and
- c) to a P.O. Box in Kigali
- d) via special service flights chartered by the host country.

3. For use of any of the first three methods above, the sender is required to utilize the local national postal service of their home country, ensuring sufficient postage is attached to reach the destination used. Troop - contributing countries, through their own

for Sum B/f
07c 28/3

postal authorities may establish a central mailing address for their troops in their home country for accepting international mail (addressed to UNAMIR) at local postal rates and arrange subsequent pouching/delivery at govt cost. In all other cases the following instruction apply:-

- a) for mail via the UNHQ pouch, standard first class letters only may be sent. Parcels or registered mail will not be accepted.
- b) for mail via the P.O. Box in Nairobi, standard first class letters only should be sent. Parcels sent via this method may be subject to custom's inspection and duty charges. Registered mail cannot be picked without cumbersome and time consuming procedures needing to be followed. Both parcels and registered mail, because of inherent delays with clearing them in Nairobi may incur storage charges.
- c) mail of any type may be sent to the P.O. Box in Kigali. Parcels and registered mail will, however, be a personal responsibility to collect. Regular first class mail items will be collected and further distributed by UNAMIR.
- d) special flights may include the carriage of parcels as well as first class mail.

4. The addresses for each of the above methods of mails are as follows:-

- a) via UNHQ, NewYork
ID No., Rank, Name
Contingent, UNAMIR
P. O. BOX 4661
Grand Central Station
NYC, New York, 10017
USA.
- b) via Nairobi
ID NO., Rank, Name
Contingent, UNAMIR
P. O. BOX 30552
Gigiri - Nairobi
Kenya
- c) via Kigali
ID No., Rank, Name
Contingent, UNAMIR
BP 749
Kigali - Rwanda

d) via special flight

ID No., Rank, Name
Contingent, UNAMIR,
Rwanda

Prohibited articles

5. The following items are prohibited for dispatch by mail, whether incoming or outgoing:-

- a) coins, banknotes, negotiable bonds payable to the bearer, platinum, gold, silver, precious stones, jewels, and archaeological specimens which are the property of the host country;
- b) articles which by their nature or their packing may expose mail handlers or postal officials to danger or may soil or damage other mail;
- c) explosives, ammunition, inflammable or corrosive materials;
- d) living animals or insects;
- e) opium, morphine, heroin, cocaine, hashish or any other form of narcotic drug;
- f) obscene or immoral articles, pornographic literature or photographs;
- g) earth, sand, grass, straw, seeds or plants;
- h) guns, pistols, rifles, grenades or military hardware souvenirs.
- i) all other items prohibited by legislature in the originating or receiving country. (For example the importation of ivory and articles made thereof as well as certain animal skins is strictly forbidden by US legislation.)

PROCEDURES FOR MAIL IN UNAMIR

6. Contingent official mail and free mail items according to entitlement are to be bundled and sent to UNAMIR HQ, attention Base Post Office, TWICE per week. If the home nation has agreed to the

4/.....

onward despatch of mail at no cost within the home nation, then no postage stamps are required. If this agreement does not exist, then local national postage in the appropriate amount must be placed on the items being sent. In this case it is recommended that the Contingent members be afforded with an opportunity to purchase the required stamps in the mission area.

All in-country forwarding arrangements are to be organized by the troop-contributing government concerned. Under no circumstances will the United Nations be responsible for the settlement of costs arising from internal mail distribution operations.

Field Post Office.

7. Every contingent should have their own field post office to prepare bagging, tagging, sealing and despatch/receipt of their contingent mail, to and from the Base Post Office. All contingents which are located at Kigali may deliver / collect their pouches directly from the airport if they wish to do so. The names of such FPOs and their postal officer should be intimated to BPO.

Procedures for Free Mail.

8. The following procedures shall apply to free mail franked with the UN impression:-

a. Personal Mail. Free UN franked aerogrammes will be collected from the Base Post Office by contingent postal representatives on the second Monday every month. No enclosures are allowed in the free letters or aerogrammes franked with UN impression and each letter/aerogramme should not exceed 10 grams in weight or contain any article prohibited under UN postal regulations (FAM Chapter 18 Section III, Paragraph 2.0 and 2.1). The free mail service for individuals does not include registration or any other specialised service; registered mail must be arranged personally through the local P.O. Free UN aerogrammes will be collected from Base Post Office each month.

b. Official Mail. Free registration service is available under this service and the ten gram weight limit does not apply. For this reason all official mail shall be

5/.....

endorsed " Official Mail" and signed by an officer who shall indicate his rank and name.

c. Preparation. All free mail for despatch will be franked with the UN stamp; this operation is the contingent's responsibility. All mail will be bundled, bagged, addressed and forwarded to the Base Post Office manifested in duplicate at the Force HQ. Schedules for all contingents for despatch of these bags will be the same days as those of the mail runs given at Paragraph 5 below. UN mail bags will be supplied to each contingent FPO, who will be responsible to account for them.

d. Central Mailing Address in Home Country. All contingents are required to forward to the BPO a central mailing address in their home country where mail bags are to be addressed and from where mail will be distributed free at national postal rates within their country.

e. Special arrangements. Contingents with a National Support Element Postal Service shall have the option, for operational efficiency reasons, to make their own arrangements for free mail within the limitations and principles of the UN Free Mail policy as stated in this chapter. These arrangements will not result in additional cost to the United Nations.

Mail Runs for Contingents.

9. Daily trips of the mail vehicle will be organised to ensure that it makes at least two trips to each sector in a week. This would require the detailment of atleast two vehicles for this purpose as shown below:-

<u>SNo</u>	<u>Day of Week</u>	<u>Sectors</u>	<u>Remarks</u>
a.	Mon, Thurs	Cyangugu Gikongoro Butare	On days helicopter flights are flying to any of these Sectors the veh runs can be cancelled to conserve fuel and man hours.
b.	Tue, Fri	Gitarama Kibuye Kibungo	- do -
c.	Wed, Sat	Gisenyi Byumba	- do -

10. Correct Procedure for Use of Free UN Franked Aerogrammes

a. Free UN franked aerogrammes can be used for mailing through pouch to a central address in the Home Country only. Staff members using these aerogrammes will have to despatch them through their contingent FPOs.

b. First class mail to any other country should be affixed with necessary local postal value and must be arranged personally by individuals. Alternatively, the letters may be sent pre-paid via the home country, bearing the national postage applicable between the home country and the country of destination.

c. First class mail may also be sent through the New York pouch to any destination (every Fri) affixed with necessary value of UN stamps available with the UNAMIR Registry & Pouch Office.

11. Conclusion. It is emphasized that it is the responsibility of contingents and their national authorities to make arrangements for special delivery of mail, whether it be via commercial carriers or service flights or a combination of both. The arrangement of a Force Post Office is to coordinate and streamline postal activities as a welfare measure to multinational troops serving the UN.

1852



42

TO: See Distribution

FILE REF: MILOBS/REP/6448.53

FROM: MILOBS GP HQ

DATE: 24 March 1995

SUBJECT: POLICY ON REPATRIATION OF MILOBS
ON COMPLETION OF TOUR OF DUTY

1. Information reaching this HQ reveals that some MILOBS believe that their repatriation at the end of their tour of duty, depends on the arrival of their replacements in the mission area. This erroneous impression could be attributed to the fact that in January and February this year, some MILOBS had their repatriation suspended until their replacements arrived in Kigali. The decision to retain the MILOBS was taken based on the following reasons:

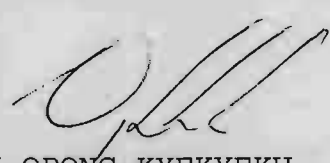
a. At the end of December 1994, UN HQ New York was undertaking an exercise to ensure national balance in the overall strength of MILOBS. The strength of MILOBS at the end of January 1995 had fallen to 240 as against the establishment strength of 320. Since this HQ was not sure of when the shortfall of 80 MILOBS were expected to arrive in the mission area, a request was made to UN HQ to retain all MILOBS due for repatriation until their replacements arrived. This request was approved on the condition that the affected MILOBS should be repatriated after 7 Feb 95 by which time it was expected the strength of MILOBS would have improved.

b. UN HQ approved the retention of MILOBS from Austria, Nigeria and Russia beyond their DDM because arrangements for their replacements had not been completed with their Permanent Missions. These MILOBS were to be repatriated only on the arrival of their replacements to prevent any further strength decrease.

2. From the above, it could be realised that the decision taken to retain MILOBS due for repatriation until their replacements arrived was only an interim measure taken to forestall the decrease in the strength of MILOBS at that particular time. It should therefore not be misconstrued as a policy.

3. I am directed to inform all MILOBS that the policy on repatriation is that MILOBS on completion of their tour of duty will be repatriated home on their DDM without waiting for the arrival of their replacements.

4. Please bring the contents of this letter to the notice of all MILOBS under command.


K OPONG-KYEKYEKU
Lt-Col
for CMO

Distribution:

External:

Action:

MA to FC
MA to DFC/CMO
DCCS(Sp), FHQ
All Sectors
HAC
Human Rights Field Operations (Attn MILOBS)
Air Ops Cell - Kigali Airport

Internal:

Action:

SOO
SLOGO

Ad 25/3.

Log off / B/F for briefing on Mon 27/3/95.

*Seen.
Hos,*

1 855238

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

*Copy to all Secs, for
nec action.*
Sango
NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

Office of the Special Representative
of the Secretary-General
UNAMIR - MINUAR

17 March 1995

BULLETIN NO. 1

1. I am addressing all United Nations civilian, civil and military personnel in Rwanda with the objective of stressing the need to comply with Rwandese laws and regulations. It is also incumbent upon us to respect the cultural, traditional and social customs of the Rwandese People.
2. With regard to the official exchange rate for the Rwandese Franc, the Rwandese Government decreed a flexible exchange rate as of 6th March 1995. Currency must therefore be changed only through official channels. All personnel must avoid inducements to obtain local currency through private or unofficial channels.
3. I am concerned that United Nations privileges and immunities intended to assist officials in performing their official duties, are being misused. It has been brought to my attention, that some alcoholic beverages and electronic equipment have found their way into the open market. I deplore efforts to misuse the privilege for financial gain and should this trade continue, I shall not hesitate to stop duty-free imports of such items. United Nations personnel are requested to keep a meticulous check on duty-free imports and utilize them exclusively for their own use.
4. United Nations Personnel are also requested to drive with great care, to respect traffic laws and to observe speed regulations. Care must be taken not to drive following consumption of alcohol. Drivers not familiar with the rule of "priorité à droite" (priority from the right) are required to take a driving course from the Chief Transport Officer.

*Seen
1109/26/03*

1 *26/3*
7/2/95 To be read out on Mon 27/3

CD

5. An increasing number of United Nations personnel are renting private residential accommodation. All rental agreements must be registered with UNAMIR for purposes of Security. In addition, an attestation should be obtained from the Prefecture prior to entering into any contractual arrangements.

6. Moreover, the Government's regulations must be respected in that rent should be paid to the real, approved owner of the house and not directly to a foreign bank in favour of a person with unchecked credentials. A visit to the corresponding Prefecture will ensure the correct ownership of the property.

7. Finally, all United Nations personnel are requested to respect the social and cultural customs of the Rwandese people, and United Nations Civilians are to abide by the Standards and Conduct of International Civil Servants and military personnel, by the Force Commander Directive's No.1. Conduct must always be dignified and respectful towards Rwandese citizens. Anyone who does not abide by these standards and behaves himself/herself in an unbecoming manner will be subject to disciplinary measures.

8. I am asking UNAMIR Military Police to keep a careful watch on all United Nations personnel's conduct regarding local traffic/driving regulations. UNAMIR Military Police has been empowered to take action against those drivers that are patently in breach of the law with respect to civilian staff, the Military Police have authority to detain only the vehicle of those suspected of driving under the influence of alcohol. In the event a staff member is suspected of drunken driving, the Military Police shall take custody of the vehicle, but drive the suspect to his/her residence before impounding the vehicle.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



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UNAMIR - MINUAR

TO: See Distribution

FILE REF: MILOB/POST/6433.66

FROM: MILOBS GP HQ

DATE: 15 March 1995

SUBJECT: LEAVE POLICY MILOBS

Reference:

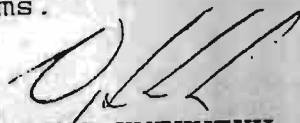
A. 4000.1/LOG-8 dated 7 Mar 95

1. The current leave/CTO Policy was circulated to all sectors as per Reference A. UNAMIR HQ has further issued the following clarification on the subject.

a. Annual Leave. Travelling time shall count against all leave entitlement, but Sundays and UNAMIR holidays that fall during a leave period will not count against entitlement.

b. CTO. Sundays and UNAMIR holidays that fall within CTO period will count against the 6 days CTO entitlement of MILOBS.

2. All MILOBS are to be guided by paragraphs 1a and 1b when completing their CTO/Leave Application Forms.


K OPONG-KYEKYEKU,
Lt-Col
for CMO

Distribution:


External:

Action:

MA to DFC/CMO
All Sectors
HAC
Air Ops Cell-Kigali Airport
Human Rights Commission (Attn MILOBS)

Internal:

SOO
SLOGO

 16/3

MILOB GP HQ

TO : ALL SECTORS

DATE: 14 MAR 95

FROM : MILOB GP HQ

SUBJECT : SECURITY OF INFORMATION.

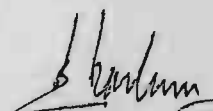
1. It has come to light in some sectors that most of the locally recruited low level UNAMIR staff such as cleaners and interpreters have links with interested parties and are been employed by them for the purpose of gaining sensitive information from UNAMIR. Some cleaners for instance, claim not to speak or understand the English language while in fact they have a fair knowledge in it and might even be computer literates.

2. These people try a lot of tricks such as entry into offices during temporary absence of concerned appointments. Most of them are also relatives of local officials.

3. You are directed to tighten up security measures in your sectors and to endeavour to protect all information. You are also to case-study the activities of any suspicious characters within this category of employees.

4. In addition, you are to be aware of 6 APR 95 which is a significant date in the history of this mission.

5. Please accept for your guidance and strict compliance.



K THACKER

Maj

For A/CMO

Ch 16/3 Read out.

Ops. off / pre note for action.

Gen. 11/03 16/03

SECTOR - 1



41

TO: ALL SECTORS

FILE REF: MILOB/6601.0/LOG

FROM: MILOB GP HQ

DATE: 11 March 1995

SUBJECT: FUEL ACCOUNTING

1. Find attached, please, UNAMIR Administrative Instruction No. 007/95 for attention of all MILOBS.
2. Best regards.


FA AYAMGHA
Sqn Ldr
for SLOGO

14/3

log off / Pce note for action.

14/3

Milob's GP Commander



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

ADMINISTRATIVE INSTRUCTION No. 007/95

Date: 1 March, 1995

To: All Military/Civilian Personnel
UNREO
IOC
WHO
UNDP
UN High Commission for Human Rights (UNHCHR)
International Criminal Tribunal for Rwanda (ICTR)
UNHCR

From: A H Golo
OIC Administration

[Handwritten signature]

FUEL ACCOUNTING

IMPORTANT

1. Copy to all Secs.
2. Info all SO of
MILOB HQ for action.

S Logo

[Handwritten signature]
9/3

1. This Administrative Instruction is published to establish issue procedures for fuel throughout UNAMIR. As such it is to be read very carefully as **FAILURE TO FOLLOW THESE PROCEDURES MAY RESULT IN FINANCIAL PENALTIES AND/OR WITHDRAWAL OF UN DRIVING PERMITS.** Addressees are requested to give this Instruction wide circulation within their contingents/sections/Agencies. An accompanying Logistics Directive No. 003/95 details the accounting actions to be taken to implement this Instruction by those responsible.

2. The effective date of implementation of this Instruction will be 1 March 1995.

3. SCOPE This Instruction applies to all vehicles drawing fuel from UNAMIR operated POL points, UNAMIR fuel stations in Kigali and any other POL points. This includes UN owned or leased military or civilian pattern vehicles and vehicles operated by other UN Agencies to which UNAMIR supplies fuel, as follows:

UNREO
IOC
WHO
UNDP
UN High Commission for Human Rights (UNHCHR)
International Court of Human Rights Tribunal (ICHRT)

4. Detail issue points are referred to as "POL points" throughout this Instruction.

5. FUEL ISSUE

a. Vehicles Fuel for vehicles will only be issued to drivers by POL points on presentation of a properly completed weekly trip ticket, indicating the odometer reading at the last fill up and journeys completed since. On presentation, the trip ticket is to include the recorded reading for the journey to the fuel station. A copy of the weekly trip ticket is attached to this Instruction at Enclosure 1.

b. The POL point manager will carry out the following actions whilst issuing fuel:

- verify the weekly trip ticket to ensure that the odometer reading has been recorded,
- indicate the location of the POL point on the trip ticket and the amount of fuel issued,
- ensure that the person drawing the fuel signs the detail issue sheet **and clearly indicates their name and organisation (ie. other UN Agency).**

c. Generators Fuel for generators will only be issued on production of a valid Generator Logsheet (Enclosure 2) showing the location, serial no. and hours run of the generator and the name of the unit/Agency operating the generator

d. Fuel for generators will not be issued or charged against a UN vehicle number.

e. The POL point manager will carry out the following actions whilst issuing fuel for generators:

- verify each Generator Logsheet to ensure that the number of hours run relates to the amount of fuel being requested.
- indicate the location of the POL point on the logsheet and the amount of fuel issued.
- ensure that the person drawing the fuel signs the detail issue sheet **and clearly indicates their name and organisation (ie. other UN Agency).**

6. If the POL point manager suspects any person of abusing the fuel supply system or of improper use of fuel issued either by not presenting an up-to-date trip ticket/generator logsheet or whose odometer/generator running hours reading does not justify the amount of fuel being requested he will report the matter to the POL Commodity Manager LSG immediately. Responsibility for discrepancies between the trip ticket/generator logsheet and the POL point detail issue form rests with the POL point manager.

REPORTS

~~7. All UN and UN Agency Personnel drawing fuel from UNAMIR fuel points for vehicles or generators are to forward weekly reports as follows:~~

a. Vehicle Trip Tickets to CTO, UNAMIR HQS.

b. Generator Logsheets to the POL Commodity Manager, LSG.

Enclosures:

1. Weekly trip ticket
2. Generator Log Sheet

UNAMIR No.

The "Ticket" must be filled out (IN PRINT) at end of each trip taken

VEHICLE TRIP LOG FOR MONTH OF _____ 199_

LOCATION _____

KMS START

10	11	12
----	----	----

TOTAL

TOTAL PETROL

OF WEEK..

OF WEEK

RECEIVED.....

AVERAGE KMS:PER

PETROL COUPONS AND TRIP LOGS

PREPARED AND FORWARDED

LITRE.

BY

DATE.....

REMARKS (CTO ONLY)

.....

POL RECORDED BY.....

DATE.....

LIBERTY KMS RECORDED BY.....

DATE.....

BM 3080	
---------	--

UNAMIR

WEEKLY GENERATOR LOG.

GENERATOR SIZE:
SECTOR/LOCATION:
UNIT:

MONTH OF: _____

TOTAL RUNNING HOUR LAST WEEK:

[illegible]

TOTAL FUEL FILLED THIS WEEK:	TOTAL OIL FILLED:

(THIS PART TO BE FILLED BY HQ LOGISTIC SECTION ONLY.)

TOTAL RUNNING HOUR END WEEK:	TOTAL FUEL CONSUMPTION PR. HOURS:



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Date: 28 February, 1995

LOGISTICS DIRECTIVE No. 003/95

TO:

SEE DISTRIBUTION LIST

FROM:

P J A Hornsby
CISS


Col K M TUTT
DCOS(Sp)

FUEL ACCOUNTING

IMPORTANT

1. This Logistics Directive is published to establish accounting procedures for the receipt and issue of fuel throughout UNAMIR. Administrative Instruction 7/95 has been issued to all UNAMIR and Agency personnel to inform them of these new procedures and to inform them of their responsibilities. As such, this Directive is to be read very carefully as **FUEL IS NOT NOT BE ISSUED UNLESS THESE PROCEDURES ARE STRICTLY FOLLOWED. FAILURE TO COMPLY MAY RESULT IN FINANCIAL PENALTIES AND/OR WITHDRAWAL OF UNAMIR DRIVING PERMIT.** Action addresses are responsible for ensuring that this Directive is implemented as far as possible given the constraints and conditions of the Mission and are to give wide circulation within their contingents/sections to those who are charged with fuel storage and accounting. Any difficulties in implementing this Directive are to be addressed, in the first instance, to Mr G J Wordley, Chief Integrated Logistics Management.

2. **SCOPE** This Logistics Directive applies to all contingents' POL detail issue points, UNAMIR fuel stations in Kigali and all other POL points in UNAMIR - all of these detail issue points are referred to as "POL points" throughout this Directive.

3. The provisions of this Directive are to apply equally to military vehicles, be they contingent or UN owned or leased, as well as civilian pattern vehicles and vehicles operated by other UN Agencies to which UNAMIR supplies fuel as follows:

UNREO

IOC

WHO

UNDP.

UN High Commission for Human Rights (UNHCHR)

International Court of Human Rights Tribunal (ICHT)

4. The effective date of implementation of this Directive will be 1 March 1995..

5. The implementation of certain aspects of this Directive relating to bulk fuel receipt and issue under the control of BRSC, is implicit on receipt of the necessary equipment.

6. MANAGEMENT RESPONSIBILITY Management of fuel in UNAMIR is the responsibility of the following:

- Chief Integrated Support Services (CISS) - Certifying Officer
- Chief of Integrated Logistics Management (CILM) - Account Holder
- Logistics Support Group (LSG) LOGOPS - Arranging resupply through BRSC
- POL Commodity Manager LSG - Monitoring stock levels. Audit of weekly generator log sheets. Arranging storage and issue of bulk and detail issues using BRSC.
- R&I Unit - Receiving and Inspection of deliveries
- CTO - Audit of weekly trip tickets and POL point issue logs
- CMOVCON - customs clearance of incoming supplies
- CPO - procurement of fuel supplies as required
- CFO - seeking reimbursement from non-UNAMIR agencies for fuel issued.

BULK FUEL SUPPLY

7. Bulk fuel supply to UNAMIR is provided under contract. Weekly supplies of fuel can be adjusted to satisfy Mission requirements, based on past average consumption and foreseen requirements. The LSG is responsible for anticipating these requirements and informing LOGPLANS accordingly so that supplies can be adjusted through the Procurement Section.

8. Procedures On arrival in Kigali, and after clearance by customs, all bulk fuel is to be delivered to the LOGBASE unless otherwise directed by MOVCON. eg. if required for direct issue to contingents, the UNAMIR fuel station Kigali or the Trafipro fuel station. MOVCON is to liaise with LOGOPS to establish the required delivery point in Kigali. In future the supplier will be requested to deliver fuel in tankers which have been sealed and have the appropriate dipstick for the size of tanker available. CPO is requested to inform the supplier of these requirements, both for the current and future contracts. MOVCON is to check for seals on arrival in Kigali for customs clearance and arrange for tankers to be dipped. As far as possible bulk tankers are to be resealed before delivery of fuel to the Sectors.

9. After delivery to the LOGBASE, the following actions are to be taken by BRSC:

- carry out random tests for quality.
- call R&I Unit for completion of R&I report.
- dip the tankers to verify quantity supplied.
- pump fuel into storage tanks/bladders via meters when provided.
- take the fuel on charge to LOGBASE fuel account.

10. The requirement for delivery of bulk issues to contingents and the fuel stations in Kigali is to be notified by LOGOPS to BRSC. After delivery to contingents BRSC is to ensure that:

- deliveries are signed for by authorised persons, on the fuel issue sheet (Enclosure 3), by contingents and the location of delivery noted.
- bulk issues to tankers from the LOGBASE are metered.
- tankers are dipped on receipt by contingent POL issue points.

- fuel delivered to contingents' POL issue points is metered from the tanker into the contingent bladder/tank.

11. Bulk delivery to generators It is intended that all large generators of 30KVA and above will be issued with hard storage tanks. On issue of bulk fuel to these generators, BRSC is to note the running hours from the generator clock on the fuel issue sheet. Generators of size 7 - 30 KVA will be resupplied by contingents or through Kigali POL points: the running hours of these generators are also to be recorded on the generator logsheet from the generator clock. Generators of sizes 7KVA and smaller are also to reflect this information on the logsheet even though they are not fitted with clocks.

DETAIL FUEL ISSUE

12. Vehicles

a. Trip Tickets Fuel for vehicles is only to be issued to drivers on presentation of a properly completed weekly trip ticket, indicating the odometer reading at the last fill up and journeys completed since. On presentation, the trip ticket is to include the recorded reading for the journey on arrival at the fuel station. A copy of this form is attached to this Directive at Enclosure 1.

b. The POL point manager is to carry out the following actions whilst issuing fuel:

- verify the weekly trip ticket to ensure that the odometer reading has been recorded,
- indicate the location of the POL point on the trip ticket and the amount of fuel issued,
- ensure that the person drawing the fuel signs the detail issue sheet **and clearly indicates their name and organisation (ie. other UN Agency).**

13. Generators

a. Logsheets Fuel for generators is only to be issued on production of a valid Generator Logsheet (Enclosure 2) showing the location, serial no. and hours run of the generator and the name of the unit/Agency operating the generator. A listing of the estimated fuel consumption of each size of Generator in litres/hour will be provided to the POL Commodity Manager, LSG, by the Generator unit for reference

d. Fuel for generators is not to be issued or charged against a UN vehicle number.

e. The POL point manager is to verify/carry out the following actions whilst issuing fuel for generators:

- ~~verify each generator logsheet to ensure that the number of hours run~~ relates to the amount of fuel being requested..
- indicate the location of the POL point on the logsheet and the amount of fuel issued.
- ensure that the person drawing the fuel signs the detail issue sheet **and clearly indicates their name and organisation (ie. other UN Agency).**
- indicate the location of the POL point on the trip ticket/logsheet and indicate his name on the detail issue sheet and the amount of fuel issued.

14. Responsibility for discrepancies between the trip ticket and the POL point detail issue form rests with the POL point manager.

15. If the POL point manager suspects any person of abusing the fuel supply system or of improper use of fuel issued either by not presenting an up-to-date trip ticket/generator logsheet or whose odometer/generator running hours reading does not justify the amount of fuel being requested he is to report the matter to the POL Commodity Manager LSG immediately. Responsibility for discrepancies between the trip ticket/generator logsheet and the POL point detail issue form rests with the POL point manager.

REPORTING RESPONSIBILITIES

16. The following reports are to be provided:

a. **All UNAMIR and other UN Agency Personnel** drawing fuel from UNAMIR fuel points for vehicles or generators are to forward weekly reports as follows:

(i) **Vehicle Trip Tickets** to CTO, UNAMIR HQS.

(ii) **Generator Logsheets** to the POL Commodity Manager, LSG.

b. **POL Point Managers (contingents and BRSC)** are to forward at the end of each week the following reports:

(i) vehicle detail issue sheets (ie those to individual UNAMIR vehicles and other UN Agencies) to CTO weekly.

(ii) generator detail issue sheets (UNAMIR and other UN Agencies) to POL Commodity Manager LSG at the end of each week.

(iii) bulk fuel receipts and issue sheets to POL Commodity Manager, LSG weekly.

ACCOUNTING RESPONSIBILITIES

17. **CTO** is responsible for:

a. auditing a percentage of trip tickets received, to verify:

(i) average fuel consumption between fuel refills.

(ii) POL point issues to individual vehicles.

~~b. confirming receipt of all fuel reports for all UN vehicles and compiling a list of contingents/individuals failing to forward trip tickets in a timely manner.~~

c. reporting to POL Commodity Manager, LSG the certified consumption of fuel by contingents weekly.

d. forwarding fuel issue sheets for fuel issued to vehicles operated by other UN Agencies to Supply Control Unit (SCU) weekly.

18. LOGOPS is responsible for:

- a. informing BRSC of weekly bulk supply requirements.
- b. advising LOGPLANS, UNAMIR Headquarters of Mission bulk fuel requirements.
- c. monitoring bulk fuel receipts to ensure that they conform with stated requirements.

19. POL Commodity Manager LSG is responsible for:

- a. verifying bulk fuel receipts and issue vouchers provided by BRSC POL Manager and Contingents/other delivery point receipts.
- b. auditing a percentage of generator logsheets, to verify:
 - (i) average fuel consumption between fuel refills based on the number of hours run.
 - (ii) POL point issues to individual generators.
- c. Estimating fuel resupply requirements to contingents based on the information given by CTO with respect to mileage and average consumption of vehicles and generator hours run for each contingent.
- d. ensuring fuel quality from time to time by arranging for a fuel quality analysis to be undertaken by BRSC through liaison with the STOM.
- e. forwarding fuel issue sheets for generators operated by other UN Agencies to Supply Control Unit (SCU) weekly.

20. Generator Unit is to provide the POL Commodity Manager, LSG with an updated list of all generators issued, by output and serial number.

21. Supply Control Unit (SCU) is responsible for consolidating weekly fuel supply vouchers for non-UNAMIR organisations and forwarding these to CFO through CILM for monthly reimbursement.

22. CFO is responsible for seeking reimbursement from non-UNAMIR agencies for fuel issued.

Enclosures:

- 1. Weekly trip ticket
- 2. Generator Log Sheet
- 3. Detail issue sheet to be used by all POL points

Distribution:

To: CLSG
All Contingent Commanders
MILOBS Sector Commanders
BRSC PM
CMCO
CPO
Supply Control Unit
CFO

Info: ED
FC
OIC Administration
DCOS(Sp)



40

ADMINISTRATIVE INSTRUCTION N° 002/94/Rev. 1

DATE: 9 March 1995

TO: All UNAMIR Personnel

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

SUBJECT: STANDARDS OF CONDUCTS

1. It has been brought to my attention of an increasing number of conflicting situations between UNAMIR staff and the local inhabitants and authorities. Therefore this Administrative Instruction issued in August 1994 is being reproduced to remind all UNAMIR staff of the paramount importance of maintaining high standard of conduct at all times.

2. Furthermore, please be informed that a decree on currency regulations has been issued by the Rwandese authorities prohibiting currency exchange at unauthorized money exchange centres effective 15 March 1995. In this connection, your particular attention is drawn on paragraph 4 below "Currency Regulations" of this present Administrative Instruction.

3. The purpose of this Administrative Instruction is to remind you that United Nations civilian staff are considered International Civil Servants from whom exemplary conduct is expected at all times. In fulfillment of this requirement, UNAMIR staff, in their demeanour and comportment, are expected to carry out their functions, official and private, with diplomacy, tact, integrity, politeness and discretion.

4. As the exemplary behaviour of all personnel is a major prerequisite in the creation of a good public image, it is expected that all staff will strictly abide by the guidelines on standards of conduct outlined below. Serious violations of these guidelines will be investigated and, where necessary, may lead to disciplinary action.

Local Laws, Regulation and Customs: All personnel should bear in mind the importance of respecting the laws and regulations of the host country, as well as those of neighbouring countries which may be visited during recreational trips or leave.

Seen.
11/03/95

15/3.

OP: JH/ Pte B/F for bringing tomorrow 16/3.
15/3.

Currency Regulations: Currency regulations must be observed by all members of UNAMIR. It should be noted that it is an offence to change foreign currency at unauthorized money exchange centres. Currency exchange is allowed at banks and licensed foreign exchange operators only. Currency regulations should also be followed when travelling in neighbouring countries.

Photography: Should restrictions be noted with regard to the taking of photographs, these restrictions should be fully respected. If in doubt as to whether certain locations can be photographed, please refrain from doing so until such time as reliable information is available.

Privately Owned Weapons: UNAMIR personnel are strictly prohibited from possessing or owning private fire-arms.

War Souvenirs: UNAMIR personnel are prohibited from taking possession of any equipment, weapons, ammunition or souvenirs found abandoned.

Hunting and Shooting: Hunting and shooting of game in the mission area should not be engaged in by UNAMIR personnel.

Contact with Local Population: Particular attention must be paid to the sensitivities of the population with regard to local customs, lifestyle and general behaviour. Care should be taken so as not to offend local inhabitants by violating their social or religious customs.

Handling of Information: Personnel should not communicate with any person outside UNAMIR, information known to them by reason of their service with the UN, unless they have been authorized to do so in the course of their duties. Further, UNAMIR personnel should also refrain from expressing, in public, any opinion regarding the political and/or military situation in the country.

Consumption and Disposal of Drugs: The possession, sale or use of controlled drugs is strictly forbidden.

Consumption of Alcohol: It must be understood that excessive consumption of alcohol can lead to serious incidents. At no time must any UNAMIR personnel be seen in public in an inebriated state.

Driving: When driving, UNAMIR personnel must be in possession of their ID cards, driving licenses and vehicle documentation. Local traffic/driving regulations must be strictly followed. **Please drive with care, politeness and courtesy. UNAMIR personnel must not at any time drive while intoxicated.**

Use of UNAMIR Assets: Extreme care must be taken in the use of UNAMIR assets, such as aircraft, vehicle or other facilities so that the impression of flaunting a privileged position is not conveyed to the general public.

5. Again, you are reminded that an attitude of restraint in public makes a lasting positive impression and contributes significantly to the image of the mission, thus to its success. Integrity, loyalty, independence, impartiality and the subordination of private interests to the interests of the Organization are daily requirements. Please be guided accordingly.



39H8 milob GP
8/9/3
6/13/3

From: Col K M Tutt
DCOS (Sp)
HQ UNAMIR

Extn 11109

To: List A, B and D

File Reference: 4000.1/LOG-8

Date: 7 Mar 95

Subject: UNAMIR - INTERIM MILITARY LEAVE POLICY

Reference:

- A. UN Field Administration Manual.
- B. Guidelines for Governments Contributing Military Personnel to UNAMIR.

1. The UN authority for military leave is Reference A. This letter translates that authority into the current practice applicable for all military members of UNAMIR. The details of this practice have been passed to HQ United Nations for confirmation, but come into effect with UNAMIR now in advance of expected approval.

2. Approval of leave is subject to the prevailing operational conditions. The effective strength of a unit for all reasons including leave must not fall below 75%.

3. UN Leave cannot be taken either in the last month of UN service or after the completion of UN service, however MILOBS can, in their final month, take up to 12 days of annual leave and compensatory time off (CTO), if it is accrued and available, in order to organise their departure from the mission area.

4. Sick Leave will not be counted against the UN leave entitlement. If sick leave is claimed while the individual is on duty leave or CTO, then under current UNAMIR practice no payment will be made for such sick leave unless a medical certificate is produced to substantiate each day of such sick leave.

5. Compassionate leave will be counted against leave entitlement. In cases where no balance of leave days remain and compassionate leave is required, special requests are to be submitted as special cases to the CMPO for the Force Commander's consideration.

6. Travelling time shall count against leave entitlement, but Sundays or UNAMIR holidays that fall during a leave period will not count against the entitlement. The dates of UNAMIR holidays for 1994 and 1995 are at Annex A.

Ch 14/3

7. For the purposes of leave there are two separate categories of military with different levels of leave entitlement:

- a. Contingents and Staff.
- b. Military Observers.

CONTINGENTS AND STAFF

8. Contingents and Staff are entitled to up to 15 days leave in every 6 months period of a tour, accrued at a rate of 2.5 days for each calendar month. It can be taken after two months service and after completing that two months it can be taken in advance. After the completion of two months service, of a six month tour, up to 15 days leave may be taken.

9. Commanders/branch heads are authorised to organize recreation trips for their contingents/staff who have completed 36 days service. After 36 days this R&R can be taken each month when Commanders/branch heads believe that R&R is necessary to improve the continued effectiveness of their area of responsibility. It is usually to be taken within or adjacent to the mission area and should not exceed 3 working days. In each six month period Commanders/branch heads may authorise one of these three day periods of R&R to be added to leave.

10. Leave Allowance, \$10.50, is payable daily for up to seven days leave for that leave taken after completing 3 months service of each 6 month tour of duty. It is paid through Unit Finance/Personnel Officers, who must forward their requirements to the CMPO one month in advance and certify that these individuals are expected to serve for the full six months.

11. The UN Daily Allowance of \$1.28 is not paid if leave is taken outside the mission area.

MILITARY OBSERVERS

12. The rules governing the application of leave and CTO for MILOBS are:

- a. The FC/CMO shall establish the hours of work and official holidays. Leave entitlement is 1.5 days per month giving a total of 18 days for a one year tour. Leave may be accrued, up to a maximum of 12 days, on the understanding that it is to be taken as actual leave without any cash compensation in lieu of leave not used. After completing the first 2 months tour of duty, a MILOB may be granted leave in advance.

- b. At the discretion of CMO MILOBS required for duty for 7 days a week, including Sundays and official mission holidays, may be granted up to 6 days CTO, with mission subsistence allowance (MSA), for each month of such continuous service (i.e. after 30 days of service). If CTO is taken outside the Mission area, the MSA is reduced, and there is no payment of MSA if an individual is in his home country.

c. CTO is granted only to MILOBS, not to contingents/staff, to provide them with opportunities for rest after a specially arduous spell of duty. Consequently, such time-off shall normally be taken as soon as possible after completion of the continuous period of service. CTO cannot be accrued and if not taken during or immediately following the month in which it is earned, it will be forfeited. Not more than 6 days can be taken in any one month.

d. CTO is a privilege and can only be taken when the exigencies of the service so permit. It is subject at all times to the discretion of the CMO, who shall establish appropriate procedures for the advance approval of the observers' time-off, its place, duration, etc.

e. Leave and CTO with per diem must be taken within the regular tour of duty. The tour of duty shall not be extended in order to facilitate taking such leave or time off. MILOBS may, however, be granted up to 12 days of accrued leave and CTO, with retained MSA, in the last month of their tour of duty in order to complete all arrangements, including travel and baggage formalities, prior to departure from the mission area.

f. In exceptional circumstances special leave of absence, without MSA, may be granted. Any request for such leave should be forwarded with the recommendation of the CMO to the Force Commander for decision.

PROCEDURE FOR APPLYING FOR LEAVE/CTO

13. Heads of Branches and Cells at UNAMIR HQ, CMO and Sector Commanders are responsible for planning and approving leave for their personnel. A fortnightly forecast of leave should be submitted to the CMPO for monitoring purposes. All personnel intending to go on leave/CTO will complete an application form and forward it through the chain of command to the approving officer. Application will be approved as follows:

a. CMO will approve up to 18 days of continuous leave/CTO for UNMO Sector Commanders and Heads of Branches at MILOB HQ.

b. Sector Commanders and Heads of Branches at MILOB HQ will approve for UNMOs under them up to 18 days continuous leave/CTO.

c. Heads of Branches/Contingent Commanders will approve up to 15 days of continuous leave for their contingents/staff.

d. DFC will approve any periods of leave/CTO over 18 days for MILOBS or 15 days contingents/staff.

e. FC will approve all leave/CTO for DFC, CMO, Head of Branches and Sector Commanders.

14. Leave applications, Leave passes and completed movement orders, when proceeding outside UNAMIR area of operations, are required for all leave periods. These can be obtained from CMPO.

OFFICIAL UNAMIR HOLIDAYS

1. The UN approves 9 holidays per annum and those given below are those designated as UNAMIR holidays in RWANDA. If one of these holidays falls on a non-working day, the following working day shall be observed as an official holiday in lieu.

	1994	1995
New Years Day	01 Jan 94	Observed on 02 Jan 95
Eid/Bayram	NA	02 Mar 95
Women's Day	NA	08 Mar 95
Easter Monday	04 Apr 94	17 Apr 95
Labour Day	02 May 94	01 May 95
Eid-al-Adha	May 94	9/10 May 95 - To be confirmed depending on siting of moon at Eid al Fitr)
Independence Day	01 Jul 94	01 Jul 95
UN Day	26 Oct 94	24 Oct 95
Christmas	23 Dec 94	25 Dec 95

Sect-1



INFORMATION CIRCULAR 017/95

03 March 1995

To: All Civilian and Military Personnel

FROM: Shaharyar Khan
Special Representative
of the Secretary General

Shaharyar Khan

SUBJECT: Official Holidays for 1995

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

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

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

*At 073.
To be read out at Morning
brief Sat 11/03/95. v*

85 NR 1



37

TO: See Distribution

FILE REF: MILOB/POST/6433.66

FROM: MILOBS GP HQ

DATE: 15 March 1995

SUBJECT: LEAVE POLICY MILOBS

Reference:

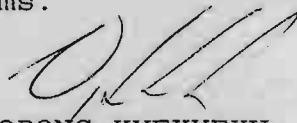
A. 4000.1/LOG-8 dated 7 Mar 95

1. The current leave/CTO Policy was circulated to all sectors as per Reference A. UNAMIR HQ has further issued the following clarification on the subject.

a. Annual Leave. Travelling time shall count against all leave entitlement, but Sundays and UNAMIR holidays that fall during a leave period will not count against entitlement.

b. CTO. Sundays and UNAMIR holidays that fall within CTO period will count against the 6 days CTO entitlement of MILOBS.

2. All MILOBS are to be guided by paragraphs 1a and 1b when completing their CTO/Leave Application Forms.


K OPONG-KYEKYEKU
Lt-Col
for CMO

Distribution:

External:

Action:

MA to DFC/CMO
All Sectors
HAC
Air Ops Cell-Kigali Airport
Human Rights Commission (Attn MILOBS)

Internal:

SOO
SLOGO

td 16/3

Log off / per note for action

See. No. 16/03.

12/25/78

36

MILOB GP HQ

TO : ALL SECTORS

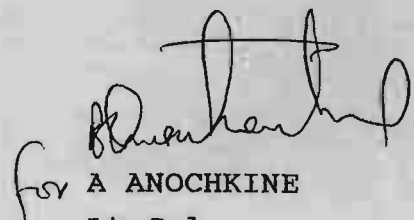
DATE: 26 FEB 95

FROM : MILOB GP HQ

INFO : FHQ (OPS)

SUBJECT : REACTION TO SITUATIONS

1. Attached is a directive on the procedure for MILOBs to react to situations requiring the presence of formed troops.
2. MILOB Sector comds are requested to liaise with local formed troops commanders to coordinate the means by which assistance from formed troops will be sought in emergencies.
3. MILOBs in Sector 5 are hereby commended on their reaction to the recent incidents of looting of WFP trucks in GISENYI. It is expected that all Sectors will react in the similar manner to face a crisis.


for A ANOCHKINE
Lt Col
For DCMO

Sectr Cdr AD 01/3

Ops Offr [Signature]
01/3

SECTOR 1

FROM : COS

3000.15(Ops)

TO : ETHIOBATT
TUNBATT
ZAMBATT
INDBATT
FRAFBATT
MALICOY
MALAWICOY
NICOY
MILOB GP HQ

DATE : 24 FEB 95

SUBJECT : REACTION TO SITUATIONS

1. In the recent past, there have been a number of incidents which have come to the notice of this HQ, in which the intervention of formed tps was required to save the situation. However, the tps could not react to these situations in an acceptable time frame, as the procedure of reporting an incident which requires the assistance of armed tps, was not laid down.

2. In future, whenever an incident occurs, and the preliminary findings of the MILOBS present on the spot, merit the requirement of armed tps, the MILOB will immediately inform the Sector Comd on radio, who in turn will apprise the local commander of the formed tps. The local comd will then order his tps to react to the situation. In case the situation is beyond his control, he will immediately inform his unit HQ who in turn shall rush reinforcements to the incident site at the earliest.

3. In emergent situations and when communications fail, the local comd will respond to the request of the MILOBS to meet any unforeseen contingencies. It must be appreciated, that if this procedure is not followed, it may result in the situation escalating to such a level that it results in the loss of property and life, which is not acceptable at any cost.

4. MILOB Gp HQ only. You are requested to issue suitable instructions on the above subject to all sector MILOBS at the earliest.

5. Acknowledge.

SECTION - 1



34

TO : SEE DISTRIBUTION

FILE REF : MILOB/EXT/6448.9

FROM : MILOB GP HQ

DATE : 20 FEB 95

SUBJECT : POLICY ON EXTENSION OF TOUR OF DUTY WITH UNAMIR

References :

A. MILOB HQ A/2 of 181304 B Oct 94.

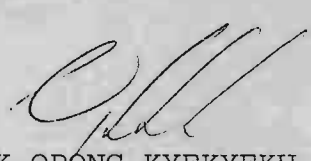
B. Force HQ 2000.1/ CMPO/ RPR dated 17 oct 94.

1. All MILOBs are reminded that the Force Commander's policy of not approving service of military personnel beyond a period of 12 months in the case of personnel originally assigned to UNAMIR or beyond the DDM in respect of personnel seconded from other missions has not been revoked.

2. MILOBs HQ will therefore not process any applications for extension of tour of duty until the policy is reviewed.

All MILOBs should be prepared for repatriation on their DDM.

3. Please bring the contents of this letter to the notice of all MILOBs under command.


K-OBONG KYEKYERU

Lt Col

For CMO

Distribution:

External:

Action:

All Sectors

HAC

Air Ops Cell- Kigali Airport

Information:

Information:

MA to DFC

Internal:

Action:

SOO

SLOGO

Sec-Adm TD 2/12

Opn Off Jms 2/12

Log/Peris Off

*B/F 21/20/95 to be read.
at morning brief*

40

SECTOR - 1

32

MILOB GP HQ

TO : ALL SECTORS

DATE: 2 FEB 95

FROM : MILOB GP HQ

REF : OPS/GEN

ATTN : ALL SECTOR COMMANDERS

SUBJECT : REPORTING OF INCIDENTS

1. The importance of timely and accurate passage of information on incidents has been emphasised on several occasions. Despite this the occurrence of lapses seems to be on the increase.

2. It would appear that most of these lapses are laxities on the part of MILOBs. Most sectors resort to reporting incidents only in their daily routine SITREPS. This reduces the reaction time of the HQ to any incident and the use to which the information provided can be put. Generally, if there is any doubt about whether or not an incident should be reported, the best course of action is to report it. The judicious use of radio and facsimile facilities provided in all sectors for the quick passage of information should be encouraged.

3. With immediate effect it is directed that all sectors inform this HQ promptly about any incident as soon as practicable. The use of the daily SITREP as the only means of passing information should be terminated. Sectors should however refer to earlier incident reports in their daily SITREPS and provide any additional information available.

4. All are to accept for strict compliance.

ops ofc / Upon this sector has
a Fax facility?

Chl

Sir

Wilco.

A ANOCHINE

Lt Col

SGO

Sec - Cdr

Sec - Cdr

Dy

Ops Ofc
log ofc

6/2

6/2

6/2

6/2

52

SECT 1

Distribution List

27 January 1995

FC DIRECTIVE ON THE HANDLING OF DISPLACED PERSONS

References:

- A. UN Security Council Resolution 925 dated 8 Jun 94
- B. Section 9: Op Directive No 2 Rules of Engagement
- C. FC Directive on the Legal Jurisdiction Applicable to UNAMIR and the Rwandan Authorities Version II dated January 95

Introduction

1. This Directive outlines, from a legal perspective, the issues which soldiers need to be aware of when handling displaced persons (DPs) whether they be in DP camps or under the protection of UNAMIR troops (eg when UNAMIR is providing convoy security to the trucks returning DPs back to their communes).

Assumptions

2. The following assumptions are made:

- a. While UNAMIR and the RPA may be working together in the camps, UNAMIR's mandate as stated in Reference A will still be adhered to. That Resolution states, amongst other things, that UNAMIR is to:

"(a) Contribute to the security and protection of displaced persons, refugees and civilians at risk in Rwanda, including through the establishment and maintenance, where feasible, of secure humanitarian areas; and

(b) Provide security and support for the distribution of relief supplies and humanitarian relief operations;"

- b. The ROE state applicable during operations conducted in DP camps will be either Green or Yellow.

Sect- Cdr [Signature]
 Dy Sect Cdr [Signature]
 Ops Ofc [Signature]

See read out extracts on Monday.

Definitions

3. The following definitions apply to this Directive:
 - a. "weapons" unless otherwise ordered, is defined as a firearm, grenade, spear and sword. An item such as a machete, or an axe is only to be considered a weapon if it is used in an aggressive manner against an individual.
 - b. "temporary detention" is defined as the period it takes for the crowd to disperse or for the individual to be removed from the vicinity so that he can no longer interfere with the mission.
 - c. "joint operations" is defined as an operation where the RPA and UNAMIR troops are acting together.

Power to Search DPs

4. UNAMIR has the power to search detainees who have sought protection with UNAMIR troops or are getting on trucks provided by the NGOs. It can be reasonably argued that this power derives from the fact that UNAMIR is providing security and protection to DPs and therefore soldiers must be allowed to search individuals and their possessions. If a DP refuses to be searched they are to be denied protection or access to the truck.
5. The power to search detainees is limited to searching them for the purpose of the mission. Thus UNAMIR does not have the power to search tents or DPs who may be going about their normal business in the camp unless otherwise ordered for a specific operation by UNAMIR HQ or Sector Commanders in Accordance with Reference A.

Power to Disarm DPs

6. Reference B, Annex A, paragraphs 1 and 2 stipulate that for ROE States Green and Yellow UNAMIR troops do not have the power to disarm paramilitary and civilian personnel. This Directive however does not prohibit disarming paramilitary and civilians in Rwanda where there is a need to do so for security and protection reasons. It may be argued that if a DP is under UNAMIR's care, UNAMIR has the right to disarm the person to ensure its own and other DPs protection and security.
7. If a weapon is found on a DP, that person is to be asked to surrender the weapon before boarding the truck. Failure to surrender the weapon will mean that the DP cannot board the truck. Weapons may be removed by force from DPs only if UNAMIR soldiers believe that the DP is exhibiting a hostile intent or hostile act (as defined in Reference B).

Separating DPs

8. It is permissible to separate DPs from agitators if they are gathered in a crowd and UNAMIR has a reasonable belief that the purpose of such a gathering is to stop DPs from returning

to their communes. The justification for doing this is that the mission is to facilitate DPs returning to their communes and the agitators should not be allowed to interfere in this process.

9. In these circumstances, minimum force in accordance with the ROE may be used and a DP may be detained temporarily. Temporarily is defined as that period it takes for the crowd to disperse or for the individual to be removed from the vicinity so that he can no longer interfere with the mission

Handing Over DPs

10. DPs are to be handed over in accordance with Reference C. That Directive states, amongst other things, that Rwandan citizens are to be handed to the Office of the Prosecutor only. DPs are not to be handed to the RPA or any other local authority.

Protecting DPs

11. As stated in Resolution 925, it is UNAMIR's mandate to protect displaced persons and Rwandan citizens at risk. This means that where UNAMIR troops witness a hostile act or intent against a Rwandan citizen (including DPs) they are to take the necessary steps to ensure that they provide the person with protection (see Reference B).

Joint Operations with the RPA

12. All UNAMIR troops are reminded that they remain, for command and control purposes, under command of UNAMIR. Consequently, they are not to act on the orders of the RPA, unless such orders are for their own safety. It is for the UNAMIR soldier to determine whether an order issued by the RPA is for his safety or, the safety of someone he has been ordered to protect under the ROE.

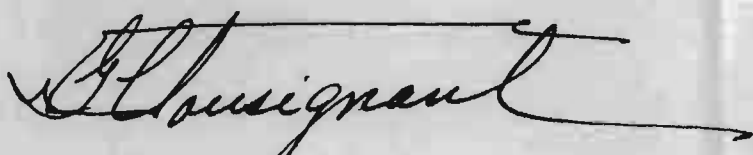
13. UNAMIR troops are also reminded that they are to comply with ROE 5 for States Green and Yellow which prohibits intervention between warring factions (see Reference B). Thus, if two groups of armed people are fighting, UNAMIR troops cannot intervene.

14. Joint patrolling by UNAMIR troops and the RPA are not to occur. Commanders should take reasonable steps to avoid presenting the perception that UNAMIR is acting jointly with the RPA.

OP Retour

15. In addition to the above orders, UNAMIR troops are to adopt the following directives for OP Retour:

- a. Joint searches of DPs getting on to NGO trucks may be conducted by UNAMIR and the RPA. However, the principles outlined in paragraphs 12 and 13 above must be adhered to. UNAMIR soldiers are also reminded that in accordance with the ROE if they witness the RPA assaulting a DP they make take reasonable steps to stop the assault.
- b. The RPA are travelling in some vehicles which are under UNAMIR protection. If these trucks are attacked, UNAMIR troops are to use minimum force to protect the occupants under their care in accordance with Reference B, notwithstanding the fact that the RPA may also be in the same vehicle.



G. C. Tousignant
Major-General
Force Commander

DISTRIBUTION LIST

Action

Lists B, C and D
HRL/UNHRFO
CSS
CCPO
STO
CSO
MCC
CTO
BMES
CCO

Information

Lists A and D

MESSAGE FORM
FORMULE DE MESSAGE

DATE DATE	TIME HEURE	MONTH MOIS	YEAR ANNEE	ACTOR ACTEUR	INFO	CLASS	SPECIAL CAT 250	LAN LANG	CAUSE CAUSE	REMARKS REMARQUES
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30

1805

Ops

FM: HQ OPS

TO SECTOR 1 HQ BYumba

SECTOR 2 HQ KIBUNGO

INFO MUMB GP HQ

SUBJECT 0 SECTOR BOUNDARIES BETWEEN
SECTOR 1 AND SECTOR 2 0 REF OPS/AOR/22
01/02 LTR DATED 22 JAN 95 0 You
ARE REQD TO UPDATE YR MAPS BY
MAKING TRACE OF THE BOUNDARIES
INDICATED IN THE UNAMIR HQ OPS
MAPS

DISTRIBUTION -- DIFFUSION

1205/26 - U. Gx Dambeni.

DRAFTER -- REDACTEUR			
NAME -- NOM	OFFICE	BUREAU	TEL -- TEL
RELEASING OFFICER -- L'OFFICIER APPROBATEUR			
NAME -- NOM	OFFICE	BUREAU	TEL -- TEL
SIGNATURE			

SPECIAL INSTRUCTIONS DIRECTIVES SPECIALES

SECURITY CLASSIFICATION -- COTE DE SECURITE

See NFA as new
letter for help are
being sent.

FORM 1507 (10-86) 7530 21-902-4274

second Ops
DY second Ops
OPS OFFERS Ops

Log/less Ops
Ops Ofr.

29

3000.10 (OPS)

FROM: UNAMIR HQ OPS

[Signature]

TO: MILOB GP HQ
SECTOR 1
SECTOR 2
SECTOR 3
SECTOR 4A (S)
SECTOR 4A (N)
SECTOR 4B
SECTOR 4C
SECTOR 5
SECTOR 6

INFO: TAC HQ

DATE: 12 JAN 95

SUBJECT: REPORTING OF SIGNIFICANT INCIDENTS

1. In order to prevent delays in reporting significant incidents that occur in Sectors to Force HQ, units are requested to report incidents that require immediate attention by the fastest means to this HQ as Incident Reports (INCREPs) or as Special Incident Reports (Special INCREPs).

2. In addition to the above, significant incidents will be reported in Unit's daily SITREPs.

3. For the attention of all units.

*DO
MAKE A COPY
FOR
SECTORS!
ASAP
NOTHING*

*Sear Cdr [Signature]
Dy Sect Cdr [Signature]
Ops Offr [Signature] noted*

SECTOR 1

HQ milobs Ep

UNITED NATIONS
ASSISTANCE MISSION IN RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

28

To: Lists A, B and D
From: FC *[Signature]*
Info: Mr Randolph Kent, Humanitarian Coordinator, UNREO
SRSG, DFC, CAO
Date: 11 Jan 95

Subject: DRIVING STANDARDS AND TRAFFIC DISCIPLINE

1. In December, the Deputy Force Commander wrote to the force at large and (via UNREO) to the international community, on the subject of driving standards. If anything, the behaviour of our drivers seems to have worsened in the short period since his letter: traffic accidents have been reported daily - some of which have been of a hit-and-run nature - and the death has been caused of 5 Rwandans.
2. You are asked to spread the word that the public and joint image of UNAMIR and the international community must improve. Rwanda is a sovereign state and is entitled to better behaviour than has been seen recently by the organizations that profess to care about - and for - people. Commanders and supervisors at all levels must take action now to exercise control of their staffs; we must ensure that reports are submitted whenever accidents occur and cooperate with investigative agencies including both the Gendarmerie and the UNAMIR MP Company (which may be called to assist by all members of the international community) - and take appropriate disciplinary action whenever it is needed.
3. Rather than repeat the detail of the DFC's letter - which I endorse without reservation - a copy is attached for your further consideration just in case you might have missed it. Christmas and the New Year might have passed but the spirit of the DFC's message must remain unchanged; please read and digest his letter carefully... and then take the necessary personal and supervisory action.

Read out on 13/01.
[Signature]



To: Lists A, B and D

From: DFC

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

Date: 11 JAN 95

Subject: DRIVING STANDARDS AND TRAFFIC DISCIPLINE

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.



HR MIN ABC GP
27
DCMD 84

To: Lists A, B and D

From: Force PM

Sm80

Info: DFC, COS, DCOS Ops, DCOS Sp, MA/FC, CO Force MP Coy

Date: 4 Jan 95

Subject: THE REPORTING OF INCIDENTS OF DEATHS, SERIOUS INJURIES
AND OTHER SERIOUS INCIDENTS

1. A number of incidents have occurred recently in which deaths and serious injuries have been caused (most notably, but not exclusively, in traffic accidents) involving UNAMIR personnel and vehicles but which have not been notified immediately to UNAMIR MPs and to HQ UNAMIR, as required by UNAMIR Administrative Instruction 005/94. It should be obvious that this failure has the potential to prejudice and/or impede investigations and to prevent the gathering of information that might be used to learn valuable lessons.

2. The need for the Force PM to initiate inquiries into such incidents - including all those in which death, serious injury or serious loss has resulted to members of UNAMIR and/or local people and other third parties - means that it is not sufficient to report them only to contingent MPs or to make reports only through daily SITREPs. The attention of sector and local commanders is drawn to Administrative Instruction 005/94 and, specifically, to the need for them to:

a. Ensure that UNAMIR MPs and HQ UNAMIR are informed of such incidents immediately. (It is incumbent on both of these to ensure that the Provost Marshal is also informed.)

b. Ensure the preservation of the scene of any serious accident or incident until all necessary details have been recorded and evidence has been collected.

[Signature]

M CUTHBERT BROWN
Maj
Force PM/CO2 G1 Discipline

*Read out on 13/1
Jan.*

SECTOR 1



7/1/95

26

TO : SEE DISTRIBUTION

FILE NO : MILOB/LEAVE/CTO 6443.10

FROM : MILOB GP HQ

DATE : 06 JAN 94

SUBJ : POLICY ON ACCUMULATION OF LEAVE/ CTO

1. Information reaching this HQ indicates that certain MILOBs are spreading the news that UNAMIR HQ has approved the accumulation of CTO up to a maximum of 12 days. This information is NOT TRUE.

2. However to clear doubts, all MILOBs should be aware of how this false information on accumulation of CTO originated. The details are as below:

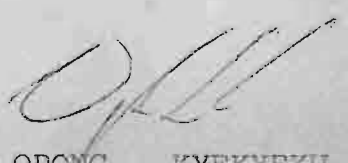
a. The UNAMIR draft SOPs had been amended to conform with UN Field Regulation after which a printing press in Nairobi was contracted to print the SOPs.

b. A covering letter for the SOPs headed "SOP AUTHORIZATION" was signed on 19 Dec 94 by the DFC/CMO on behalf of the Force Comd. This letter was to be sent to the printing press.

c. However, it is believed a staff officer made a copy of the covering letter and attached it to the draft SOPs which recommended the approval of CTO up to a maximum of 12 days. A copy of this false document found its way to Sector 2 without the knowledge of MILOBs GP HQ thus spreading the false information that the Force Comd has approved the accumulation of CTO.

3. All MILOBs are reminded that, the policy on CTO remains that only 6 days could be taken after 30/31 days continuous work and accumulation is not allowed.

4. It is directed that the contents of this letter is brought to the notice of all MILOBs under command.


K OPONG - KYEKYEKU
LT COL
FOR CMO

Distribution:
External:

Action:

All Sectors
HAC
Air ops - Kigali Airport

Information:

MA to DFC

Internal:

Action:

SOO
SLOGO

1 20538

info to Staff! 7/1/95!

all.

This will help Investigating officer during investigation
SMPO

25

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION IN RWANDA

MISSION D'ASSISTANCE EN RWANDA

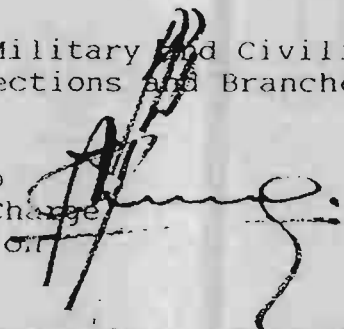
UNAMIR MINUAR

25

DATE: 24 September 1994
Ref: AHG/MMN

ADMINISTRATIVE INSTRUCTION NO. 005/94

TO: All UNAMIR Military and Civilian Heads of Components, Chiefs of Sections and Branches/Units

FROM: Ally H. G. 
Officer-in-Charge
Administration

SUBJECT: Standing Operating Procedures on Report no. Investigations, and Boards of Inquiry

I. REPORTING

1. All accidents/incidents resulting in injury/death to UNAMIR personnel or third parties, or resulting in damage/loss to UNAMIR, contingent, or third party owned property, shall be reported immediately. Where military personnel are involved, a report shall be made forthwith to the unit commander who shall inform the nearest Military Police, the Sector Commander, the Chief of Staff (COS), the Chief Military Personnel Officer (CMPO) and the office of the Director of Administration (DOA)/Chief Administrative Officer (CAO). Where only UNAMIR civilian staff are involved in accidents/incidents resulting in injury/death to UNAMIR personnel or third parties a report shall be made immediately to the Military Police, the Civilian Police (CivPol), the Chief Civilian Security Officer (CCSO) and the DOA/CAO.

2. A detailed description of the incident, including the names and addresses of those involved, the date and time of the incident, the circumstances surrounding the accident/incident, the make and serial numbers of vehicles involved, the nature and extent of damage or loss to property, including vehicles and other items, shall be recorded.

II. INVESTIGATIONS

Upon receiving a report of any serious incident referred to in paragraph 1 above, the Force Provost Marshal (FPM)/CML or CCSO at mission headquarters shall immediately carry out complete investigation in order to obtain and record all factual evidence before it becomes obliterated. Commanding officers of civilian section chiefs, as appropriate, shall ensure that the

scene of any serious accident/incident within their area of responsibility is protected until the arrival of the appropriate authorities and that objects that might be useful as evidence are not disturbed.

4. In all cases the investigating officers must, to the extent possible, commence investigations promptly and complete them before the individuals involved and any witnesses leave the mission area due to rotation or repatriation. Priority shall be given to reports on incidents/accidents involving death, serious injury, or major property damage or loss. Completed investigation reports shall have the following documents attached:

- (a) Statements from all personnel involved and witnesses to the accident/incident, as well as English translations of the same;
- (b) Medical reports on all injured parties (and, in the case of a fatality, the death certificate and a y autopsy report);
- (c) Results of any tests taken to determine whether the U.N. driver was physically impaired at the time of the accident incident;
- (d) Damage/Discrepancy reports on all damaged vehicles;
- (e) Technical inspection reports on any U.N. or contingent-owned weapons involved in the accident/incident; and
- (f) Sketches, maps and photographs relating to the accident/incident.

5. In accordance with the Field Administration Manual, the following, and similar others, are considered serious accidents/incidents:

- (a) those in which a member of a mission dies or is seriously injured as a result of an incident, suspected misconduct on his/her part, or wilful act(s) or gross negligence on the part of another member of the mission or any other person;
- (b) those in which serious injury or death is caused to a third party in a case involving a mission member;
- (c) those in which a third party incurs serious loss or damage in an incident involving a member of the mission;

- (d) cases involving major property loss or damage to UNAMIR and contingent-owned property, including that resulting from suspected negligence, unsatisfactory control or accounting procedures, fire, explosion or similar occurrence other than in the course of operational activities, or that occurring in any other circumstances where responsibility for the loss or damage is unclear;
- (e) members from different contingents are involved;
- (f) the Head of Mission/SRSG considers the incident serious enough to warrant investigation by a Board of Inquiry.

6. Accidents/incidents in which

- (a) a civilian or military member of the mission suffers minor injuries;
- (b) a third party suffers minor injuries or incurs damage or loss to property involving civilian or military members of the mission;
- (c) there is minor loss or damage to UNAMIR or contingent-owned property.

shall constitute minor accidents/incidents within the meaning of sub-paragraph 1.2 of paragraph 1.0 of Part IV of Chapter 6 of the Field Administration Manual.

7. In view of the need to avoid wasting MP/CivPol/CCSO resources investigating minor accidents and petty thefts of vehicle mirrors, wipers, etc., driver accident/theft reports (DARs), after scrutiny by the Chief Transport Officer (CTO), shall suffice. However, such reports shall be distributed as if they were MP/CivPol/CCSO reports, and shall be the basis for the issuance by the Military Police of Final Traffic Accident Reports containing: a copy of the Damage Discrepancy Report; a Minor Theft Report; a copy of the Driver's Accident Report; and a memorandum from the Military Police. The Military, Civilian Police, and Civilian components shall prepare Summary Disposal Reports only for those cases in which the amount of damage or loss is \$1500 or less. And since all cases in which the amount of damage or loss is \$400 or less are dealt with by summary disposal irrespective of liability, such cases shall therefore be sent by the Legal Officer directly to the Local Property Survey Board for its action subject to a record of such cases being kept by the Boards of Inquiry Unit.

III. BOARDS OF INQUIRY

8. The DOA/CAO shall initiate board of inquiry action immediately upon receipt of an investigation report, in all cases whether involving members of formed military units, non-formed military units, Civilian Police, or civilian members of the Mission.

9. All serious accidents/incidents referred to in paragraph 3 above involving civilian staff, members of the Civilian Police (Civpol), members of formed and non-formed military units, shall be investigated by Headquarters Boards of Inquiry constituted in accordance with the knowledge and expertise required by each case. The appointed chairpersons for such boards shall be senior civilian/military officials. Therefore the requirement for Contingent Boards of Inquiry within the meaning of paragraph 1.0, sub-paragraph 1.1 (serious cases) of Part IV of Chapter 6 of the Field Administration Manual is hereby waived.

10. Headquarters Boards of Inquiry referred to in paragraph 9 shall be convened by the SRSG in all cases referred to in paragraph 5 above.

11. Boards of Inquiry (Standing or not) shall be convened upon the order of the DOA/CAO in all cases referred to in paragraph 6 above, and shall be constituted in accordance with the particular knowledge and expertise required for each case.

IV. CONVENING ORDERS FOR BOARDS OF INQUIRY, AND THE COMPOSITION OF THE MEMBERSHIP THEREOF

12. A Board of Inquiry shall commence upon the Convening Order of the Head of the Mission (or his delegate) who also appoints three responsible individuals from among the mission staff as members of the board, and specifies the board's terms of reference. The following model convening orders for the different boards of inquiry are provided in Annexes A, B, C and D hereto:

- (a) Model Convening Order for a Headquarters Board of Inquiry in respect of serious accidents/incidents;
- (b) Model Convening Order for a Standing Headquarters Board of Inquiry in respect of serious accidents/incidents; and
- (c) Model Convening Order for a Board of Inquiry in respect of paragraph 6 cases.
- (d) Model Convening Order for a Standing Board of Inquiry in respect of paragraph 6 cases.

13. The DOA/CAO and the Chief Finance Officer (CFO) are considered permanent members of all Constituted Boards of Inquiry and may attend meetings as they desire and consider necessary. They are to be given notice of all meetings. The Chief Civilian Personnel Officer (CCPO) shall appoint a civilian secretary to each such board.

14. Any appointed member who is unable to serve due to unforeseen circumstances must immediately inform the DOA/CAO/CMPO as appropriate. In view of the requirements in paragraphs 3 and 4 hereto for speedy investigations in order to guard against the destruction of evidence and the departure of witnesses from the mission area before investigations are concluded, the chairpersons, members and advisers of a Board of Inquiry shall not proceed on other missions or on leave until the Board's report has been completed and submitted.
15. Once a Board has been convened the chairperson, upon receipt of the convening order, shall immediately contact the Legal Officer/the DOA/CAO who shall provide an initial briefing. The Legal Officer/the DOA/CAO shall review the final draft of the report prior to its submission to the Head of Mission for consideration and comment. The chairperson shall regularly advise the Legal Officer/the DOA/CAO of the Board's progress and submit the final draft report for his/her review one week prior to the designated deadline.
16. United Nations staff members may be ordered to appear and testify as witnesses before a Board of Inquiry, as may members of national military or civilian contingents. Any other persons, including local citizens and local police or military officers, may be requested to make statements before a Board or answer its questions but are under no obligation to do so.
17. Witnesses shall be questioned individually by the Board and in the absence of other witnesses, so that information received from one may be compared with that received from others. If necessary, witnesses who have provided information may be questioned again by the Board to clarify any ambiguities in their statements and to indicate to what extent, if any, they have knowledge of relevant facts not mentioned in their initial statements.
18. If a witness refuses to make a statement to the Board, the Board shall record that fact, and shall be obliged to explain any omissions in questioning identified witnesses.
19. If feasible and deemed useful, the chairperson and members of the Board shall visit the scene of the accident/incident and note any important observations that could have a bearing on the determination of the case.
20. A Board of Inquiry does not consider questions of compensation or legal liability.
21. Administrative procedures for a headquarters Board of Inquiry are set out in Annex G to this instruction.

V. FINDINGS OF A HEADQUARTERS BOARD OF INQUIRY

22. A Board shall reach its findings only after it has considered all the evidence, and such findings shall be based on and supported by the evidence contained in the report. If there is conflicting evidence as to a matter on which a finding is required, the Board shall, if it prefers one version, explain the preference.

23. A Board shall make at least the following findings relating to the incident under investigation:

- a. Findings required concerning death or injury (cases other than motor vehicle accidents)
 - i. full name of deceased or injured person;
 - ii. time, date and place death or injury occurred;
 - iii. cause of death or injury;
 - iv. whether any person was responsible for the death or injury;
 - v. if so, identification of person(s) responsible;
 - vi. whether any court action (prosecution or law suit) has been initiated;
 - vii. whether deceased or injured person was on United Nations duty at the time of the incident;
 - viii. whether and when hospitalized, if appropriate;
 - ix. identification of Military Police (MP) who investigated the incident (attach copy of the MP report);
 - x. whether any United Nations regulations, rules, orders or instructions were contravened
- b. Findings required concerning motor vehicle accidents
 - i. time, date and place of accident;
 - ii. identification of vehicle(s) involved;
 - iii. identification of persons involved (drivers, passengers and pedestrians)
 - iv. identification of person(s) injured;
 - v. weather, lighting and road conditions;

- vi. cause of the accident;
 - vii. identification of person(s) responsible;
 - viii. identification of damage to vehicles and other property
 - ix. identification of MP who investigated (attach copy of the MP report);
 - x. actual or estimated cost of repairs to vehicle(s) involved
 - xi. names and addresses of insurers of vehicle(s) involved, if any;
 - xii. whether or not the United Nations driver was on duty at the time of the accident (if applicable);
 - xiii. if possible to ascertain if the driver was sober.
- c. Findings required concerning damage to or loss of equipment
- i. time and date that damage or loss was discovered;
 - ii. to whom, by whom, and when the loss was reported;
 - iii. who was responsible for custody of the equipment;
 - iv. the value of missing article(s) or cost of repairing equipment;
 - v. name and address of insurer, if any;
 - vi. whether theft is suspected and whether security authorities were notified (if so, identify security officer).

VI. THE REPORT AND RECOMMENDATIONS OF A HEADQUARTERS BOARD OF INQUIRY

24. The format for the report of a Headquarters Board of Inquiry is shown in Annex F.

25. The recommendations of a Board shall deal with any action that in the opinion of the Board should be taken by United Nations authorities, for example action to avoid the recurrence of an incident, such as specific additional safety precautions, or legislative or administrative action such as amending regulations, rules or instructions.

26. The chairperson shall submit a typed draft report, together with all necessary documents and attachments, for review by the Legal Officer for the DOA/CAO.

27. After review the report shall be finalized. The Legal Officer shall prepare for the DOA/CAO, in consultation with the chairperson of the Board, a memorandum to the Head of Mission presenting the Board's report and any comments thereon.

VII. REVIEW OF REPORT BY HEAD OF MISSION AND CLOSURE OF FILE

28. The Head of Mission shall review the report in consultation with the appropriate technical personnel on his staff (e.g. Legal Officer, Medical Officer). When transmitting the report to United Nations Headquarters (Office for Special Political Affairs and the FOD) he/she shall indicate whether he/she has accepted the recommendations of the Board and what measures have been taken to implement them, along with his/her own comments on them and, if necessary, on the report in general.

29. Any recommendations submitted for the Head of Mission's decision, together with his/her comments thereon, shall be communicated to the DOA/CAO who shall request appropriate action from the staff concerned in the DOA/CAO's Office or from the Commanding Officer concerned.

30. The Board of Inquiry file shall be closed after the Head of Mission has forwarded copies of the Board's report to United Nations Headquarters. However, the file and all relevant documentation shall be retained in the mission archives indefinitely.

VIII. REPORTS OF NON-HEADQUARTERS BOARDS OF INQUIRY (WHETHER STANDING OR NOT)

31. Reports of ordinary boards of inquiry in respect of matter referred to in paragraph 6 of these SOPs shall conform in all respects, in terms of findings and the presentation thereof, to those for Headquarters Boards of Inquiry. However, the recommendations of ordinary boards of inquiry shall be dealt with by the DOA/CAO who shall take the necessary action, which may require referring the matter to the Local Property Survey Board, the Claims Unit, or the Chief Civilian Personnel Officer. The DOA/CAO may then close the file.

IX. SUMMARY DISPOSAL OF REPORTS ON INCIDENTS WITHOUT CONVENING A BOARD OF INQUIRY

32. Pursuant to the provisions of paragraph 7, summary disposal actions shall be taken in cases in which (1) there is no death or serious injury; (2) the loss or damage to U.N. or contingent-owned property implicated is not more than US\$1500, and the item involved is not an "attractive item" (e.g. camera, computer, calculator, facsimile machine, television, video cassette player,

telephone, etc.); (3) there is no indication of gross negligence or fraud on the part of any U.N. personnel; and (4) no serious disciplinary action can be foreseen. Summary disposals shall be dealt with by the Formed Unit Commander (in cases involving military personnel of formed units), the Force Commander (in cases involving military personnel not part of a formed unit) or the Commissioner of Police (in cases involving CIVPOL monitors) in conjunction with the DOA/CAO.

(a) Incidents not involving death or injury, and in which loss is not more than \$1500

(i) Incidents not involving death or injury and in which the loss suffered by the UNAMIR or members thereof is not more than US \$1500 per occurrence, and where no serious disciplinary action can be foreseen, may be dealt with by the DOA/CAO where civilian staff are involved, and by the DOA/CAO in conjunction with the contingent commander where military personnel are concerned, without convening a Board of Inquiry.

(ii) The incidents referred to in paragraph 32 above shall nevertheless be properly documented, with identification of the individuals and any items of property involved; detailed findings and recommendations regarding responsibility for the loss and disposition of the property in question; and an indication of any resulting disciplinary and/or corrective action. The report shall be forwarded in triplicate to the CMPO in cases involving only military personnel and no financial loss to the United Nations; and to the DOA/CAO in cases involving civilian personnel and no financial loss to the United Nations.

(b) Driver's Accident/Theft Reports as Basis for Summary Disposal Action

(i) In cases in which drivers of U.N. vehicles report accidents resulting in minor damage, or report petty theft, whereby the nature of the incident attracts no disciplinary action, the Military, Civilian Police, and Civilian components shall prepare Summary Disposal Reports if the amount of damage or loss is \$400 or below. And since cases in which the amount of damage or loss is \$400 or below are dealt with by summary disposal irrespective of liability, such cases shall be sent by the Legal Officer directly to the Property Survey Board for its action subject to a record of the same being kept by the Boards of Inquiry Unit.

(ii) Investigating agencies shall not dispose of any files relating to summary disposals until a proper release has been given by the office of the DOA/CAO.

33. The format for summary disposal actions with respect to accidents/incidents referred to in paragraph 32 (a) and (b) above is provided in Annex E of these SOPs.

X. CONVENING ORDERS FOR BOARDS OF INQUIRY

34. Models for Convening Orders for the four types of boards applicable under these SOPs are given in Annexes A, B, C and D.

ANNEX A

MODEL CONVENING ORDER FOR A HEADQUARTERS BOARD OF INQUIRY
IN RESPECT OF SERIOUS ACCIDENTS/INCIDENTS

(Name of Mission)

DATE:

TO: see Distribution

FROM: SRSG

SUBJECT: CONVENING ORDER: HEADQUARTERS BOARD OF INQUIRY
NO.....UNAMIR

1. In accordance with established procedures, Headquarters Board of Inquiry No..... is hereby convened to investigate and report on an incident/accident which occurred on ...(date) at...(location).
2. The Board is to submit the final report and 6 copies by:
.....
3. Composition:
 - (a) Chairperson
 - (b) Member
 - (c) Member
 - (d) Member/Secretary
4. The Chairperson shall advise the Legal Officer/DOA/CAO of the Board's progress and shall submit a draft report, with annexes to him/her for advice on substance and form, one week prior to the designated deadline.
5. After receiving the comments of the DOA/CAO/Legal Officer, the Chairperson shall have the report prepared in its final form. It will be signed by all members and submitted to the Legal Officer for transmission to the DOA/CAO for consideration and comment. The DOA/CAO in turn will submit it to the SRSG with a copy to the Force Commander (in cases involving military personnel).
6. The terms of reference are attached.

MODEL CONVENING ORDER FOR A STANDING HEADQUARTERS BOARD OF
INQUIRY IN RESPECT OF SERIOUS ACCIDENTS/INCIDENTS

(Name of Mission)



DATE:

TO: see Distribution

FROM: SRSG

SUBJECT: CONVENING ORDER: STANDING HEADQUARTERS BOARD OF
INQUIRY NO.....UNAMIR

1. In accordance with UNAMIR Standing Operating Procedures (SOPs) (forwarded under Administrative Instruction No. _____ dated _____ September 1994, Standing Headquarters Board of Inquiry No. _____ is hereby convened to investigate and report on a number of accidents/incidents involving UNAMIR personnel and resulting in serious injury and/or major property damage.

2. The initial group of cases to be submitted to the Standing Board is as follows (with reference to the last name of the UNAMIR driver/member involved and the date of the accident/incident):

Case No. _____ : _____
Case No. _____ : _____
Case No. _____ : _____
Case No. _____ : _____

Additional cases may be submitted to the Board for investigation and reporting pursuant to a directive issued by the SRSG.

3. The Chairperson shall keep the Legal Officer informed of the Board's progress and shall submit the Board's reports in conformity with paragraph 21 of these SOPs and paragraph 5 of Annex A or C hereto to the Legal Officer in accordance with the following schedule:

(Cases and dates when to be submitted)

4. Composition: Chairperson:
Member:
Member:
Secretary:

MODEL CONVENING ORDER FOR BOARD OF INQUIRY
IN RESPECT OF MINOR ACCIDENTS/INCIDENTS

(Name of Mission)

DATE:

TO: see Distribution

FROM: SRSG

SUBJECT: CONVENING ORDER: BOARD OF INQUIRY NO.....UNAMIR

1. In accordance with established procedures, Board of Inquiry No is hereby convened to investigate and report on an incident/accident which occurred on ...(date) at...(location).

2. The Board is to submit the final report and 4 copies by:

3. Composition:

- a. Chairperson
- b. Member
- c. Member
- d. Member/Secretary

4. The Chairperson must advise the Legal Officer of the Board's progress and shall submit a draft report, with annexes to him/her for advice on substance and form, one week prior to the designated deadline.

5. After receiving the comments of the Legal Officer/CAO, the Chairperson shall have the report prepared in its final form. It will be signed by all members and submitted to the DOA/CAO for consideration and comment. The DOA/CAO in turn will submit it to the SRSG with a copy to the Force Commander (in cases involving military personnel).

6. The terms of reference are attached.

MODEL CONVENING ORDER FOR A STANDING BOARD OF
INQUIRY IN RESPECT OF MINOR ACCIDENTS/INCIDENTS

(Name of Mission)

DATE:

TO: see Distribution

FROM: SRSG

SUBJECT: CONVENING ORDER: STANDING BOARD OF INQUIRY
NO.....UNAMIR

1. In accordance with UNAMIR Standing Operating Procedures (SOPs) (forwarded under Administrative Instruction No. _____ dated _____ September 1994, Standing Board of Inquiry No. _____ is hereby convened to investigate and report on a number of accidents/incidents involving UNAMIR personnel and resulting in minor injury and/or minor property damage.

2. The initial group of cases to be submitted to the Standing Board is as follows (with reference to the last name of the UNAMIR driver/member involved and the date of the accident/incident):

3. The Chairperson shall keep the Legal Officer informed of the Board's progress and shall submit the Board's reports in conformity with paragraph 21 of these SOPs and paragraph 5 of Annex A or C hereto to the Legal Officer in accordance with the following schedule:

Case No. _____ : _____
Case No. _____ : _____
Case No. _____ : _____
Case No. _____ : _____

Additional cases may be submitted to the Board for investigation and reporting pursuant to a directive issued by the SRSG.

(Cases and dates when to be submitted)

4. Composition: Chairperson:
Member:
Member:
Secretary:

SUMMARY DISPOSAL OF INCIDENTS WITHOUT CONVENING A BOARD OF INQUIRY

1. REFERENCE.....
.....
.....
.....
2. Since the incident is within the conditions specified in appropriate United Nations Regulations, I recommend that no Board of Inquiry should be held.
3. The following is a description of how the accident/incident occurred:
.....
.....
.....
.....
4. The accident/incident was immediately reported to.....
and.....
.....
5. There were no injuries/There were minor injuries to civilian or military personnel.
6. There was no damage/There was minor damage to mission vehicle No:..... (See damage/discrepancy report at annex.....)
7. There was no damage to any civilian vehicle or property/There was minor damage to a civilian vehicle or property in the value
8. I recommend that the cost.....(state the amount if known) be written off against
.....
.....
.....
9. UNAMIR Military Police/Civilian Security Investigation Report is attached as Annex....

SIGNATURE.....RANK.....
(military only)

NAME.....

DATE.....

10. I agree with the above report.

SIGNATURE.....RANK.....
(military only)

NAME.....

APPOINTMENT/TITLE.....

DATE.....

FORMAT FOR HEADQUARTERS BOARD OF INQUIRY REPORT

A Headquarters Board of Inquiry report should be structured along the following lines:

- a. Constitution: cite the convening order; the time, date and place of the incident; and the period during which the Board conducted its proceedings;
- b. Description of the incident: present the objective facts of the incident obtained from the available evidence, with full reference to the sources used, including details of duty being performed at the time;
- c. Deliberations: present the main issues to be addressed when assessing the incident and reaching substantiated conclusions;
- d. Findings and conclusions: address the issues raised by presenting the Board's findings and conclusions based on the available evidence and relevant mission headquarter/unit orders, directives, regulations or SOPs.
- e. Recommendations: recommend any remedial or preventive measure to avoid a similar incident;
- f. Signatures: affix the signatures of the chairperson and members of the Board.
- g. Annexes: attach as annexes
 - i. convening order;
 - ii. UNAMIR MP/Civilian security report, with original photographs;
 - iii. list of persons present at or involved in the incident, giving name, rank, unit and ID number for UNAMIR personnel and distinguishing them from other persons, whose full names, occupation and address must be listed;
 - iv. statements and reports of witnesses;
 - v. any additional relevant documents or statements, including all medical reports and technical inspection reports (e.g. weapon inspection reports, vehicle inspection reports);

- vi. any maps or sketches of the scene of the incident;
- vii. any claims, local police reports (if any), pending proceedings or actual decisions of local courts;
- viii. detail description of property destroyed or damaged, attaching any available damage/discrepancy reports;
- ix. relevant copies of mission headquarters/unit orders directives, regulations, SOPs, etc.

ADMINISTRATIVE PROCEDURES FOR A HEADQUARTERS BOARD OF INQUIRY

1. Boards of Inquiry are within the authority of the Head of Mission. Unless otherwise directed by the Head of Mission, the Legal Officer shall guide and administer Boards on behalf of the Head of Mission, and shall act through and with the approval of the DOA/CAO.
2. The Legal Officer's/the CAO's secretary shall maintain a record of Boards noting the number of each, the incident being investigated, the date of the incident, the personnel involved, the contingent involved, the date on which the Board's deliberations commenced and the date the report is sent to United Nations Headquarters.
3. There is only one file for reports of Boards of Inquiry, which shall be kept in the office of the Head of Mission.
4. Because the CMPO is aware of tasking and rotation dates of military personnel, he/she may be asked by the Head of Mission or his/her delegate to assign military members to Boards of Inquiry, but this is the limit of his/her role in such a Board.

5. Issue of convening order

The Legal Officer's/the CAO's secretary shall type out one form, mark it with the Board of Inquiry number and:

- send it to the Head of Mission (or his/her delegate) for appointment of the chairperson and members and for signature;
- photocopy it and send one copy each to the Board chairperson, members and secretary;
- provide photocopies to the DOA/CAO, the CMPO, FPM and the Claims Officer;
- file the original, with note of issue and distribution, in the Head of Mission's file.

6. Completion of findings

The Board's secretary types the draft report and submits it with all annexes to the Legal Officer for review by the DOA/CAO;

The Legal Officer returns it to chairperson for final typing (with three copies) by the Board secretary and for signature by the chairperson and members. All photocopies must be legible;

Annex G

The Chairperson returns report to Legal Officer for onward transmission to the DOA/CAO for submission to the Head of Mission.

7. Closure of the file * *

Distribution may be otherwise as directed by the Head of Mission but normally it is as follows:

- cover letter from the Head of Mission plus 2 copies of the report each to the Director, FOD, and the Office for Special Political Affairs (OSPA);
- original and one copy to the Head of Mission's file;
- secretary to make a note of distribution and the dates of such distribution on the Head of Mission's file copies of letters to FOD and OSPA.

SECTOR 1

UNAMIR

(24)

C And Obs For

~~CMPO~~

Copy to all Secs for
action.

SMPO

8/24/11

2000.3/WEL/MISC

To: See Distribution

From: CMPO

Date: 23 December 1994

Subject: REMINDER - INVENTORY OF PERSONAL EFFECTS

References:

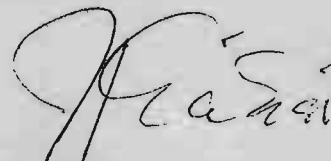
A. UNAMIR designated official information circular on Security Plan dated 17 December 1994.

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

Scf-1



23

TO: SSG DISTRICT

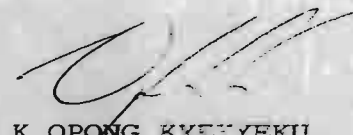
MILITARY DIVISION

FROM: MILCBS GP HQ

12/2 7 10 00

SUBJECT: HANDING / TAKING OVER PROCEDURE

1. Attached is a framework for the compilation of Handing/Taking over notes for the guidance of Sector Commanders and Principal Staff Officers.
2. Please accept for action.


K OPONG KYENYEKU
Lt Col
for CMO

Distribution:

External:

Action:

All Sectors

Information:

DFC/COS/CMC

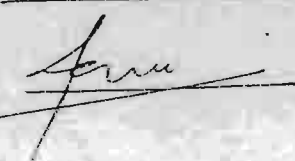
Internal:

Action:

SOO

S PLANS

S LOGO

Sect-Cdr _____
Ops O _____
Log O _____
Duty offr  _____

FROM:

FILE REF:

TO:

DATE:

SUBJECT: HANDING/TAKING OVER NOTES

GENERAL.

1. An overview of the general situation as you met it and how you are leaving it.
2. Why it has become necessary to hand over.

AIM.

3. Aim of the notes. (Eg.: The aim of these notes is to give you an insight of the operations in this sector for a smooth taking over.)

OPERATIONAL MATTERS.

ops offr

4. Current operations. (Including routine tasks).
5. Future operations, if any.
6. Training. (Current and future).
7. Relations with RPA in Sector.
8. List of Op Orders / Plans-Annex.

ADMINISTRATIVE MATTERS.

9. Personnel state.
10. Welfare.
11. Leave/CTO.
12. Medical.
13. Arrangements for collecting MSA.
14. Morale.

HUMANITARIAN.

ops offr

15. NGOs and UN agencies working in the area.
16. Relationship with NGOs and other agencies.
17. Number of DPs and the strength of Dps in area.
18. Any humanitarian assistance offered by MILOBS in Sector.

LOGISTICS.

19. State of vehicles and their maintenance.
20. State of communication equipment.
21. State of other office equipment.
22. Resupply of POL.
23. List of stores on charge to Sector-Annex.

CONCLUSION

ops offr

24. Brief summary of your experiences as Sector Commander.
25. What is expected of in-coming Sector Commander.

Signature block of out-going
Sector Commander.

HANDING / TAKING OVER CERTIFICATE

This is to certify that I (UNID Rank
Name) have this day
(Date) handed over the duties and
responsibilities of command of Sector to (UNID
Rank Name)

.....
Signature block
Officer handing over

This is to certify that I (UNID Rank
Name) have this day
(Date) taken over the duties and responsibilities of command of
Sector.....from (UNID Rank
Name.....)

.....
Signature block
Officer taking over

COMMENTS OF CMO or DCMO

Date

.....
Signature Block CMO or DCMO



69/11
Action
SMPO Br

ADMINISTRATIVE INSTRUCTION NO. 014/94

December 7, 1994

TO: All UNAMIR Civilian and Military Personnel

FROM: Ally H. Golo, Officer-in-Charge
Administration *[Signature]*

SUBJECT: Proper use and handling of EDP Equipment

It has been brought to my attention that there have been several cases of misuse of UNAMIR computer equipment, resulting to damage, both in terms of hardware failure and data loss. In this connection, the following instructions on the proper use and handling of computers and accessories are hereby issued, based on problems encountered by the MIS/EDP Section while servicing these equipment.

A. REMOVAL OF SOFTWARE DIRECTORIES AND FILES

The following elements should not, under any circumstances, be deleted nor tampered with from the personal computer system:

- (i) Software provided with the personal computers; even if the software appears to be of limited use. Some software packages are installed specifically for use in troubleshooting and diagnostics of hardware components.
- (ii) Directories set up on the hard disk drive (C:\), particularly the directories with file names ETC, FTP, BAT and BANYAN, as well as NOVELL, NC, NDD directories on lap tops. Any changes required should be referred to the Office of the Chief MIS/EDP.
- (iii) Files found in the C:\ directory, in particular, COMMAND.COM, CONFIG.SYS, and AUTOEXEC.BAT since these files are important for the operation of the system unit.

B. HARDWARE CONFIGURATION - INTERNAL SET-UP

Hardware configuration is unique for every computer type and should not be tampered with. Due to changes made in the set-up by some users, hard disk failures and crashes have been encountered, causing either permanent damage to the hard disk or resulting in total data loss. Although, undoubtedly, there are a number of computer-literate staff within both the civilian and military components, troubleshooting and all system changes remain to be the task and responsibility of EDP staff only.

C. PROPER EXITING PROCEDURE

A large number of malfunctions have been found to be the result of improper exiting practices from software operation, again causing serious hardware problems and unrecoverable data losses. In this regard, before switching off the computer, it is essential that every software application must be properly 'exited' from and only when the main menu appears on the screen should the computer be switched off.

D. MOVING OF EDP EQUIPMENT

During relocation of offices, computer equipment are sometimes moved by non-EDP staff members which, in several cases, have caused damages due to improper handling and inaccurate reconnection of cables. The computer is an extremely delicate apparatus and needs to be handled and moved in a proper manner. Thus, when relocating EDP equipment, even within the office, the MIS/EDP Section should be contacted.

E. CARE OF EQUIPMENT

Please bear in mind that assigned computers and accessories are UNAMIR property and should therefore be handled with extra care. Computer equipment, especially lap tops and portable printers, have been returned to EDP for repairs bearing scratch marks, having broken screens and other damaged parts and even dents, inflictions not usually resulting from normal use. Special carrying cases for lap tops and portable printers have been provided precisely to protect them from damages and should be used at all times, especially during transport. Also be informed that UPS batteries issued with computers are to prevent loss of data in times of electrical power failure. Should there be a case of power failure, please save work quickly, turn off computers/printers and UPS batteries. UPS should not be used as the source of main power supply to computers. Those UPS batteries available to UNAMIR have limited capacity and are not repairable. Replacement may not be made for equipment damaged due to misuse.

F. NON-STANDARD SOFTWARE AND OTHER APPLICATIONS (INCLUDING GAMES)

Software other than those provided by the MIS/EDP Section will not be supported by EDP staff and, unless extremely required, should not be installed on personal computers, as valuable disk space is unnecessarily used up and those installed without proper license pose legal problems for the UN. In addition, most software packages and applications create changes to the configuration of the systems and in the AUTOEXEC.BAT file which could cause malfunctioning, not the least of which is the possibility of contracting virus into the system. This is particularly likely when copying or applying unscanned diskettes obtained from unknown sources. No additional software installations should be made on Hard Disk Drive (C:\) without prior permission from the Chief, MIS/EDP. Please note that UN regulations governing the use of software in UNAMIR is as follows:

Text Processing	-	Wordperfect
Database Processing	-	Paradox
Spreadsheet Processing	-	Quattropro

These have been installed on the computers with separate versions under DOS and WINDOWS. Facilities for developing flow charts and graphics form part of the above mentioned packages. All other necessary facilities for using computers, e.g. formatting of diskettes, creation of sub-directories, copying of files, etc., have been provided under Norton Utilities which form part of the main menu on the computers. Should the need arise for any other type of software to be installed on any computer, the issue should be referred to the Chief of MIS/EDP Section.

Strict adherence to the foregoing instructions would greatly assist in the proper maintenance of UNAMIR EDP equipment which are in very limited supply. Finally, I wish to remind you that assigned users are personally held responsible and accountable for any damage caused to the equipment due to negligence and/or tampering. In documented cases of willful tampering, computer equipment in question may be subject to confiscation, apart from possible reimbursement for repair costs.

✓-1029



Fwd copy to all Secs.

SMPO

24/12

8/12

ADMINISTRATIVE INSTRUCTION N°. 013/94

DATE: 5 December 1994

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.

Sect-1

SECRET 185
18A
5000/45 (Plans)
7 Nov 94

Distribution List

FORCE COMMANDER'S DIRECTIVE NO 01/94
ON
UNAMIR CONDUCT, DRESS AND WEAPON CARRIAGE POLICY

References:

- A. Force Routine Order No 12 - Commander's Policy on Alcohol
- B. Status of Mission Agreement
- C. UNAMIR Driving Regulations
- D. UNAMIR Standard Operating Procedures

GENERAL.

1. This document states the current UNAMIR policy on conduct, dress and the carriage of personal weapons. It will be updated from time to time, and must be read in conjunction with current ROE.
2. All members of UNAMIR are required to be aware of this policy. Contingent/Unit Commanders/Branch Heads are to ensure that their personnel are fully briefed on the contents of this document, are kept current on any reviews which might take place, and that personnel rotating into Rwanda are briefed on arrival. It should be noted that this Directive sets a minimum standard. As such, it is intended to augment, not replace Nationally imposed contingent regulations. Any reduction in standards to conform with this Directive is not required.

CONDUCT

3. **Image.** All personnel in Rwanda represent their units, their countries and the UN. Considerable effort must be expended to ensure that the best possible image is conveyed to the local population and civilian agencies with which they may come in contact. Personnel are particularly reminded that they should:
 - a. Adhere to all local laws which have been enacted by the legitimate government.
 - b. Deal courteously and politely with those with whom they come in contact.
 - c. Avoid any source of conflict in which a dispute might develop.

d. If employing Rwandan personnel, provide fair and honest terms of service.

4. Behaviour. UNAMIR personnel should be aware that their behaviour can affect the success of the UN mission. Many hours of patient work can be eroded by one thoughtless act; the efforts of many can be undone by the poor behaviour of a few. All personnel should be reminded to act maturely and professionally at all times, whether in or out of uniform. This should particularly apply to:

a. Driving. UNAMIR personnel must drive carefully and use the road with courtesy. They are to adhere to Reference C.

b. Alcohol. Personnel are reminded that their behaviour must not be impaired by alcohol. All personnel must be briefed on UNAMIR alcohol policy, which is outlined below and whose tenets are:

(1). No drinking and driving.

(2). No driving for eight hours after consuming alcohol.

(3). No drinking in unit messes when in the possession of ammunition/weapons (depending on unit policy, patrons of unit messes may be required to secure weapons or ammunition).

(4). No drinking in other areas when in the possession of weapons.

(5). No drinking to excess.

5. Other Countries. The conduct of UNAMIR personnel in Other Countries, such as Burundi, Kenya, Tanzania, Uganda and Zaire, must be impeccable. UNAMIR personnel represent the Mission abroad in Africa and only the highest standards will be accepted. UNAMIR has no special legal relationship with Other Countries in the region. Any alleged offence committed by UNAMIR personnel abroad will be dealt with under the civil law of that country and may lead to prosecution by the civil authority. Individuals from UNAMIR who find themselves in such a position should contact their national consulate, embassy or High Commission immediately. They should also contact the UN representative in that country. It is anticipated that Memoranda of Understanding (MOU) can be signed with the governments of Other Countries in the region, to cover the contingency of legal proceedings being conducted against UNAMIR individuals. DCOS (Ops) is to ensure that appropriate MOU are drafted in consultation with Other Countries' governments.

DRESS & BEARING

6. **Deportment.** All personnel are to ensure that their deportment meets the highest possible standards. A smart, well-groomed alert appearance and a helpful and positive demeanour are essential elements of this.
7. **National Uniform.** National uniform is to worn in accordance with Part 8, Section 6, of Reference D.
8. **UN Accoutrements.** UN accoutrements are to be worn in accordance with part 8, Section 6, of Reference D.
9. **Ballistic Helmet/Body Armour.** When ballistic helmets and body armour are ordered to be worn, UN blue covers are also to be worn.
10. **Webbing.** Policy on the wearing of webbing, or its equivalent, and rucksacks it to be ordered by Commanding Officers/Contingent Commanders. Personnel are to wear and carry personal equipment sufficient to fulfil their mission.
11. **Wearing of Uniform on Duty.** All UNAMIR personnel are on operations and are considered to be on duty at all times in Rwanda. Under the Status of Mission Agreement (SOMA), Reference B, UNAMIR personnel who are not wearing uniform carry minimal authority and may not be fully protected under the terms of the Agreement. For the purposes of participating in organised sport or PT, the sporting clothing authorised by Contingent/Unit Commanders/Branch Heads is deemed to be uniform. UNAMIR military personnel are only permitted to wear civilian clothes in the following circumstances:
 - a. Within the confines of a unit or mess location which is guarded by armed guard(s); and
 - b. At the discretion of Contingent/Unit Commanders/Branch Heads.
12. **Other Countries.** Under certain circumstances, UNAMIR personnel are on duty in Other Countries. When on duty, UNAMIR personnel are to wear uniform in accordance with Paragraphs 6 and 7 above.

CARRIAGE OF WEAPONS

13. **MILOBS.** Under Article VI of the UN Convention, defined in Reference B, MILOBS are described as "experts". They do not carry weapons and further policy, described below, on the Carriage of Weapons, does not apply to them.

14. Principle. As UNAMIR military personnel are on duty at all times, and as they are entitled to carry weapons for their own protection, or the protection of those whom they have a duty to protect, the principle to be applied is that UNAMIR military personnel will carry weapons when so issued. Current ROE further dictate the readiness of UNAMIR personnel. This policy does not apply to medical and religious personnel. The protection of those personnel will be as directed by the Contingent/Unit Commanders.

15. Exceptions. The occasions on which military UNAMIR personnel are prohibited from carrying weapons are as follows:

- a. When consuming alcohol; and
- b. When leaving Rwanda.

16. Consumption of Alcohol & Carriage of Weapons. UNAMIR personnel are not to consume alcohol when carrying weapons. Alcohol may only be consumed in the following circumstances:

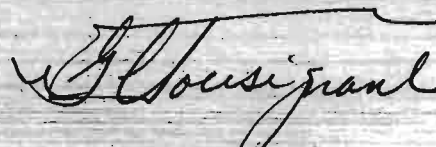
- a. In a unit location or mess which is guarded by armed guard(s); or
- b. At the discretion of Contingent/Unit Commanders/Branch Heads.

17. Carriage of Weapons. UNAMIR personnel are not permitted to carry weapons abroad. Personnel who are going abroad must be afforded Personal Protection, consistent with the provisions of paragraphs 16 and 17 above, to their point of departure, and on return to Rwanda, from their point of return. Should it become necessary to authorise the carriage of weapons to Other Countries, HQ UNAMIR will issue appropriate instructions. Personnel departing Rwanda on duty, CTO or leave will ensure the security of their personal weapon through their respective Contingent/Unit Commander.

18. Personal Protection. Contingent/Unit Commanders/Branch Heads are to ensure that adequate protection is provided for themselves and their subordinates during social and recreational activities.

19. Level of Personal Protection. Contingent/Unit Commanders/Branch Heads are to determine the level of personal protection afforded. The minimum alert/readiness requirements are detailed at Annex A to UNAMIR Rules of Engagement. Additional requirements are detailed at Annex A.

20. Restrictions. The establishment Kigali Night is out of bounds to all UNAMIR personnel. Contingent/Unit/Sector Commanders who identify other local establishments which constitute a similar security risk may recommend to the FC the imposition of a commensurate restriction.



GC TOUSIGNANT
MGen
FC

Distribution:

External:

Action:

List D

Internal:

Action:

List A

List B

ROE STATE

RESPONSE

GREEN

All movement between 2300 hrs and 0600 hrs to be restricted to essential duty or, when specifically authorized by Contingent/Unit Commanders/Branch Heads. Personnel on essential duties are to be armed and in uniform. Continuous (radio) communications with Sector Net Control Station is to be maintained. PT and sporting activities outside unit perimeter to be restricted to daylight hours.

YELLOW

All movement between 1800 hrs and 0600 hrs to be restricted to essential duty. All UNAMIR military personnel are to be continuously armed and in uniform. Alcohol consumption is permitted in unit messes only. PT and sporting activities restricted to unit perimeter.

RED

All movement is restricted to essential duty only. All UNAMIR military personnel are to be continuously armed and in uniform. Alcohol consumption is prohibited. PT and sporting activities restricted to unit perimeter.

3 November 1994

2000-1

Distribution List

FC DIRECTIVE ON THE LEGAL JURISDICTION APPLICABLE TO UNAMIR AND RWANDAN AUTHORITIES

References:

- A. ~~Section 9: Op Directive No 2 Rules of Engagement~~
- B. FC Directive for the Handling of Detainees dated 28 Sep 94
- C. FC Directive on Conduct, Dress and Weapon Carriage Policy to be issued

1. General. In the conduct of their duties, UNAMIR personnel may be required to hand over individuals to the Government of Rwanda. This hand over may occur as a result of Rwandan authorities seeking legal jurisdiction over foreign or Rwandan nationals.

2. Definitions.

- a. "appropriate authority" at this stage, refers only to the Prosecutor's Office. Further changes to this definition will be notified in writing by the FC.
- b. "Civilian component" consists of UN officials and of other persons assigned by the Secretary-General to assist the SRSG or made available by participating States to serve as part of UNAMIR.
- c. "Detainee" is any person who is held for committing a hostile act or hostile intent against any of the categories of people referred to in paragraphs 5 c or 5 d below.
- c. "Hand over" is the formal procedure detailed in Annexes C and D.
- d. "Legal Jurisdiction" includes but is not limited to those situations where Rwandan authorities seek to take a foreign or Rwandan national into custody.
- e. "Military personnel of national contingents" includes military staff at UNAMIR HQ.
- f. "Official capacity" for UNAMIR troops is any time soldiers are in uniform or, by exception, in civilian clothes (see Reference C).

- g. "Visitors" includes, but is not limited to, journalists, tourists, dignitaries representing national governments and non-UNAMIR personnel permitted to enter UNAMIR premises.

3. Aim. The aim of this Directive is to outline the procedures for handing over individuals or groups of people to the Rwandan authorities.

4. Foreign Nationals and Rwandan Jurisdiction. Rwandan authorities may seek jurisdiction over the following categories of foreign nationals:

- a. SRSG, Force Commander and the Police Commissioner of CIVPOL;
- b. UN civilian officials assigned to the civilian component to serve with UNAMIR;
- c. United Nations Military Observers (UNMOs), Civilian Police (CIVPOL) and civilian personnel from overseas who are employed by the UN specifically for this mission but who are not UNAMIR staff (eg consultants) (hereinafter referred to as "experts on mission");
- d. military personnel of national contingents who are a part of UNAMIR;
- e. personnel of UN specialised agencies;
- f. personnel of NGOs; and
- g. visitors.

The legal status of these categories of personnel and the hand over procedures for them are detailed at Annexes A and C respectively.

5. Rwandan Nationals and Rwandan Jurisdiction. Rwandan authorities may seek jurisdiction over the following categories of Rwandan nationals:

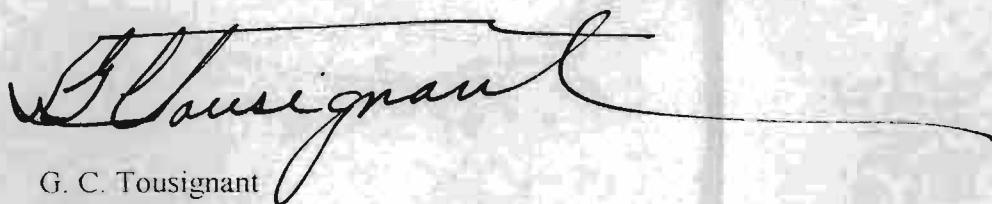
- a. Locally recruited personnel who are working for the UN;
- b. Displaced persons, refugees and civilians in sites or among populations under the protection of UNAMIR forces. This category includes any person who seeks protection in a UNAMIR installation because they fear for their safety;
- c. Rwandans who are detained by UNAMIR personnel for committing or who are suspected of committing a hostile act or a hostile intent (as defined in Reference A) against:
 - (1) One's self and the personnel in one's unit,
 - (2) other UNAMIR military or civilian personnel.

- (3) non-UNAMIR humanitarian aid personnel,
 - (4) displaced persons, refugees and civilians in sites or among populations under the protection of UNAMIR forces,
 - (5) other UN-authorized military or civilian personnel; and
- d. Rwandans who are detained for stealing and/or damaging property, or are suspected of stealing and/or damaging property belonging to, or in the care of, UNAMIR, UN humanitarian organisations or UN protected sites (see Reference A paragraphs 3.b and 8).

The legal status and hand over procedures for Rwandan nationals is at Annexes B and D respectively.

6. Any persons in the care of UNAMIR troops are to be treated humanely, ensuring that they are provided with food, drinking water and that they are afforded safeguards in terms of health, hygiene and protection against the rigours of climate and the dangers of armed conflict.

7. Reference B is now cancelled. Annexes E and F will be issued when details are known.



G. C. Tousignant
Major-General
Force Commander

Annexes:

Annex A - Foreign Nationals and Rwandan Jurisdiction

Annex B - Rwandan Nationals and Rwandan Jurisdiction

Annex C - Procedures for Handing Over Foreign Nationals

Annex D - Procedures for Handing Over Rwandan Nationals

Annex E - Prosecutors Offices in Rwanda

Annex F - ICRC Representatives in Rwanda

Annex G - Hand Over Proforma

Distribution List:

Internal:

List A (less 9 - 10)
List B (less 23 - 30)
Provost Marshal

External:

List C (less 43 - 50)
List E (less 74 - 80)

ANNEX A TO LEGAL
JURISDICTION
APPLICABLE TO UNAMIR
AND RWANDAN
AUTHORITIES
DATED 3 Nov 1994

FOREIGN NATIONALS AND THEIR LEGAL STATUS IN RWANDA

CATEGORY	LEGAL IMMUNITY	AUTHORITY FOR HAND OVER
SRSG, FC, POLICE COMM OF CIV POL	ACCORDED DIPLOMATIC IMMUNITY AND PRIVILEGE UNDER INTERNATIONAL LAW	NOT TO BE HANDED OVER TO RWANDAN AUTHORITIES UNDER ANY CIRCUMSTANCES
UN CIVILIAN OFFICIALS ASSIGNED TO THE CIVILIAN COMPONENT TO SERVE WITH UNAMIR	IMMUNE FROM LEGAL PROCESS FOR ALL ACTS PERFORMED BY THEM IN THEIR OFFICIAL CAPACITY	ONLY TO BE HANDED OVER WITH THE CONCURRENCE OF THE SRSG
UNMO, CIVPOL AND CONSULTANTS	* IMMUNE FROM LEGAL PROCESS FOR ALL ACTS PERFORMED BY THEM IN THEIR OFFICIAL CAPACITY * IMMUNE FROM PERSONAL ARREST OR DETENTION AND SEIZURE OF THEIR PERSONNEL BAGGAGE	ONLY TO BE HANDED OVER WITH THE CONCURRENCE OF THE FC AND/OR THE SRSG
MILITARY PERS OF NATIONAL CONTINGENTS WHO ARE A PART OF UNAMIR	IMMUNITY FROM LEGAL PROCESS IN RESPECT OF ACTS PERFORMED BY THEM IN THEIR OFFICIAL CAPACITY	ONLY TO BE HANDED OVER WITH THE CONCURRENCE OF THE FC AND THE CONTINGENT COMMANDER
PERSONNEL OF UN SPECIALIST AGENCIES	IMMUNITY FROM LEGAL PROCESS IN RESPECT OF ACTS PERFORMED BY THEM IN THEIR OFFICIAL CAPACITY	ONLY TO BE HANDED OVER WITH THE CONCURRENCE OF THE HEAD OF THE AGENCY
PERSONNEL OF NGOs	NO IMMUNITY UNLESS THEY HAVE ENTERED INTO A BILATERAL ARRANGEMENT WITH THE RWANDAN GOVERNMENT	ONLY TO BE HANDED OVER WITH THE CONCURRENCE OF THE HEAD OF THE NGO

VISITOR	NO IMMUNITY UNLESS THEY HAVE ENTERED INTO A BILATERAL ARRANGEMENT WITH THE RWANDAN GOVERNMENT	ONLY TO BE HANDED OVER WITH THE CONCURRENCE OF THE FC AND/OR SRSG
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ANNEX B TO LEGAL
JURISDICTION
APPLICABLE TO UNAMIR
AND RWANDAN
AUTHORITIES,
DATED 3 Nov 1994

RWANDAN NATIONALS AND THEIR LEGAL STATUS IN RWANDA

CATEGORY	LEGAL IMMUNITY	AUTHORITY FOR HAND OVER
LOCALLY RECRUITED PERS	IMMUNE FROM LEGAL PROCESS IN RESPECT OF ALL ACTS PERFORMED BY THEM IN THEIR OFFICIAL CAPACITY <u>NOTE:</u> THIS PROTECTION DOES NOT EXTEND TO ACTS COMMITTED BEFORE THEIR EMPLOYMENT WITH THE UN	ONLY TO BE HANDED OVER WITH THE CONCURRENCE OF THE SRSG
REFUGEES, DISPLACED PERSONS AND CIVILIANS IN SITES OR AMONG POPULATIONS UNDER THE PROTECTION OF UNAMIR	UNDER PROTECTION AS STATED IN ROE IN REFERENCE A	ONLY TO BE HANDED OVER AT AN OFFICE OF THE PROSECUTOR
RWANDAN NATIONAL DETAINED BY UNAMIR AUTHORITIES	TREAT HUMANELY	ONLY TO BE HANDED OVER AT AN OFFICE OF THE PROSECUTOR

PROCEDURES FOR HANDING OVER FOREIGN NATIONALS

I. UN Civilian Assigned to the Civilian Component to Serve with UNAMIR.

- a. As soon as a Rwandan authority seeks legal jurisdiction over a UN civilian assigned to the civilian component to serve with UNAMIR, the SRSG, or his representative, HQ UNAMIR and the International Committee of the Red Cross (ICRC) must be notified. HQ UNAMIR is to dispatch Military Police (MP) or CIVPOL to the site.
- b. UNAMIR soldiers are not to allow the Rwandan authority(s) to take custody of the UN civilian unless the SRSG has given permission for this to occur. UNAMIR troops are to allow MP or CIVPOL to liaise with the Rwandan authority(s).
- c. If the Rwandan authority(s) uses force to attempt to take custody of the UN civilian, UNAMIR troops are authorised to use force in accordance with Reference A.
- d. If authority is given for the hand over, the UN civilian must be taken to the appropriate Prosecutor's Office (details of these offices are at Annex E). The ICRC are to be notified as far as possible in advance and, if possible, are to be present during the hand over. The proforma at Annex G is to be completed and signed by the UNAMIR person conducting the hand over and the person in the Prosecutor's Office to whom the hand over is made.
- e. A report detailing the following is to be submitted to UNAMIR HQ, attention G1 Pers, G2, G3 Ops and the Force Provost Marshall:
 - (1) name of person handed over,
 - (2) location where the Rwandan Government sought jurisdiction,
 - (3) crime person was accused of,
 - (4) name of the UNAMIR person(s) who was present when the Rwandan Government sought jurisdiction,
 - (5) date and time the person was handed to the Prosecutor's office, and

- (6) whether an ICRC representative was present during the hand over and if not, why not.

2. UNMOs, CIVPOL and Experts on Mission.

- a. As soon as a Rwandan authority seeks legal jurisdiction over an UNMO, CIVPOL or an expert on mission, the FC or his representative, the SRSG or his representative and the ICRC must be notified. HQ UNAMIR is to dispatch MP or CIVPOL to the site. The Rwandan authority is to be reminded that these members are, under Rwandan and international law, immune from arrest, detention or the seizure of their baggage.
- b. UNAMIR soldiers are not to allow the Rwandan authority(s) to take custody of an UNMO, CIVPOL or an expert on mission unless the FC and/or the SRSG has given permission for this to occur. UNAMIR troops are to allow MP or CIVPOL to liaise with the Rwandan authority(s).
- c. If the Rwandan authority(s) uses force to attempt to take custody of the UNMO, CIVPOL or expert on mission, UNAMIR troops are authorised to use force in accordance with Reference A.
- d. If authority is given for the hand over, the UNMO, CIVPOL or consultant must be taken to the appropriate Prosecutor's Office (details of these offices are at Annex E). The ICRC are to be notified as far as possible in advance and, if possible, are to be present during the hand over. The proforma at Annex G is to be completed and signed by the UNAMIR person conducting the hand over and the person in the Prosecutor's Office to whom the hand over is made.
- e. A report detailing the following is to be submitted to UNAMIR HQ. attention G1 Pers, G2, G3 Ops, and the Force Provost Marshall:
 - (1) name of person handed over,
 - (2) location where the Rwandan Government sought jurisdiction,
 - (3) crime person accused of,
 - (4) name of the UNAMIR person(s) who was present when the Rwandan Government sought jurisdiction,
 - (5) date and time the person was handed to the Prosecutor's office, and
 - (6) whether an ICRC representative was present during the hand over and if not, why not.

3. Military Personnel of National Contingents Who are a Part of UNAMIR.

- a. As soon as a Rwandan authority seeks legal jurisdiction over military personnel of national contingents who are a part of UNAMIR, the FC or his representative, the appropriate contingent commander and the ICRC must be notified. HQ UNAMIR is to dispatch MP or CIVPOL to the site. The Rwandan authority should be reminded that military members of the military component of UNAMIR shall be subject to the exclusive jurisdiction of their respective participating states in respect of any criminal offences which may have been committed by them in Rwanda.
- b. UNAMIR soldiers are not to allow the Rwandan authority(s) to take custody of another UNAMIR soldier unless the FC and the appropriate contingent commander have given permission for this to occur. UNAMIR troops are to allow MP or CIVPOL to liaise with the Rwandan authority(s).
- c. If the Rwandan authority(s) uses force to attempt to take custody of the UNAMIR soldier, UNAMIR troops are authorised to use force in accordance with Reference A.
- d. If authority is given for the hand over, the UNAMIR soldier must be taken to the appropriate Prosecutor's Office (details of these offices are at Annex E). The ICRC are to be notified as far as possible in advance and, if possible, are to be present during the hand over. The proforma at Annex G is to be completed and signed by the UNAMIR person conducting the hand over and the person in the Prosecutor's Office to whom the hand over is made.
- e. A report detailing the following is to be submitted to UNAMIR HQ, attention G1 Pers, G2, G3 Ops, and the Force Provost Marshall:
 - (1) name of person handed over,
 - (2) location where the Rwandan Government sought jurisdiction,
 - (3) crime person accused of,
 - (4) name of the UNAMIR person(s) who was present when the Rwandan Government sought jurisdiction.
 - (5) date and time the person was handed to the Prosecutor's office, and
 - (6) whether an ICRC representative was present during the hand over and if not, why not.

4. Personnel of UN Specialised Agencies.

- a. As soon as a Rwandan authority seeks legal jurisdiction over a member of a UN specialised agency, the SRSG or his representative, the appropriate head of the agency and the ICRC must be notified. HQ UNAMIR is to dispatch MP or CIVPOL to the site.
- b. UNAMIR soldiers are not to allow the Rwandan authority(s) to take custody of a member of a UN specialised agency unless the SRSG and the appropriate head of the agency have given permission for this to occur. UNAMIR troops are to allow MP or CIVPOL to liaise with the Rwandan authority(s).
- c. If the Rwandan authority(s) uses force to attempt to take custody of a member of a UN specialised agency UNAMIR troops are authorised to use force in accordance with Reference A.
- d. If authority is given for the hand over, the person must be taken to the appropriate Prosecutor's Office (details of these offices are at Annex E). The ICRC are to be notified as far in possible in advance and, if possible, are to be present during the hand over. The proforma at Annex G is to be completed and signed by the UNAMIR person conducting the hand over and the person in the Prosecutor's Office to whom the hand over is made.
- e. A report detailing the following is to be submitted to UNAMIR HQ, attention G1 Pers, G2, G3 Ops, the Force Provost Marshall and the UN agency concerned:
 - (1) name of person handed over and the agency they work for,
 - (2) location where the Rwandan Government sought jurisdiction,
 - (3) crime person accused of,
 - (4) name of the UNAMIR person(s) who was present when the Rwandan Government sought jurisdiction,
 - (5) date and time the person was handed to the Prosecutor's office, and
 - (6) whether an ICRC representative was present during the hand over and if not, why not.

5. Personnel of NGOs

- a. As soon as a Rwandan authority seeks legal jurisdiction over a member of an NGO, HQ UNAMIR, the appropriate head of the NGO agency and the ICRC must be notified. HQ UNAMIR is to dispatch MP or CIVPOL to the site.

- b. UNAMIR soldiers are not to allow the Rwandan authority(s) to take custody of a member of an NGO unless the appropriate head of the NGO has given permission for this to occur. UNAMIR troops are to allow MP or CIVPOL to liaise with the Rwandan authority(s).
- c. If the Rwandan authority(s) uses force to attempt to take custody of a member of an NGO, UNAMIR troops are authorised to use force in accordance with Reference A.
- d. If authority is given for the hand over, the person must be taken to the appropriate Prosecutor's Office (details of these offices are at Annex E). The ICRC are to be notified as far as possible in advance and, if possible, are to be present during the hand over. The proforma at Annex G is to be completed and signed by the UNAMIR person conducting the hand over and the person in the Prosecutor's office to whom the hand over is made.
- e. A report detailing the following is to be submitted to UNAMIR HQ, attention G1 Pers, G2, G3 Ops and the Force Provost Marshall:
 - (1) name of person handed over and the NGO they work for,
 - (2) location where the Rwandan Government sought jurisdiction,
 - (3) crime person accused of,
 - (4) name of the UNAMIR person(s) who was present when the Rwandan the Government sought jurisdiction,
 - (5) date and time the person was handed to the Prosecutor's office, and
 - (6) whether an ICRC representative was present during the hand over and if not, why not.

6. Visitors

- a. As soon as a Rwandan authority seeks legal jurisdiction over a visitor, HQ UNAMIR and the ICRC must be notified. HQ UNAMIR is to dispatch MP or CIVPOL to the site.
- b. UNAMIR soldiers are not to allow the Rwandan authority(s) to take custody of a visitor unless the FC or his representative and/or the SRSG or his representative has given permission for this to occur. UNAMIR troops are to allow MP or CIVPOL to liaise with the Rwandan authority(s).
- c. If the Rwandan authority(s) uses force to attempt to take custody of a visitor UNAMIR troops are authorised to use force in accordance with Reference A.

- d. If authority is given for the hand over, the person must be taken to the appropriate Prosecutor's Office (details of these offices are at Annex E). The ICRC are to be notified as far as possible in advance and, if possible, are to be present during the hand over. The proforma at Annex G is to be completed and signed by the UNAMIR person conducting the hand over and the person in the Prosecutor's office to whom the hand over is made.
- e. A report detailing the following is to be submitted to UNAMIR HQ, attention G1 Pers, G2, G3 Ops and the Force Provost Marshall:
- (1) name of person handed over and their affiliation or nationality,
 - (2) location where the Rwandan Government sought jurisdiction,
 - (3) crime person accused of,
 - (4) name of the UNAMIR person(s) who was present when the Rwandan the Government sought jurisdiction,
 - (5) date and time the person was handed to the Prosecutor's office, and
 - (6) whether an ICRC representative was present during the hand over and if not, why not.

PROCEDURES FOR HANDING OVER RWANDAN NATIONALS

1. Locally Recruited Personnel.

- a. As soon as a Rwandan authority seeks legal jurisdiction over any locally recruited personnel, the SRSG or his representative and the ICRC must be notified. HQ UNAMIR is to dispatch MP or CIVPOL to the site.
- b. UNAMIR soldiers are not to allow any Rwandan authority(s) to take custody of locally recruited personnel unless the SRSG has given permission for this to occur. UNAMIR troops are to allow MP or CIVPOL to liaise with the Rwandan authority(s).
- c. If the Rwandan authority(s) uses force to attempt to take custody of locally recruited personnel, UNAMIR troops are authorised to use force in accordance with Reference A.
- d. If authority is given for the hand over, the person must be taken to the appropriate Prosecutor's Office (details of these offices are at Annex E). The ICRC are to be notified as far as possible in advance and, if possible, are to be present during the hand over. The proforma at Annex G is to be completed and signed by the UNAMIR person conducting the hand over and the person in the Prosecutor's Office to whom the hand over is made.
- e. A report detailing the following is to be submitted to UNAMIR HQ, attention G1 Pers, G2, G3 Ops, and Force Provost Marshall:
 - (1) name of person handed over.
 - (2) location where the Rwandan Government sought jurisdiction.
 - (3) crime person accused of.
 - (4) name of the UNAMIR person(s) who was present when the Rwandan Government sought jurisdiction.
 - (5) date and time the person was handed to the Prosecutor's office, and

- (6) whether an ICRC representative was present during the hand over and if not, why not.

2. Refugees, Displaced Persons and Civilians in sites or among populations under the protection of UNAMIR.

- a. As soon as a Rwandan authority seeks legal jurisdiction over refugees, displaced persons, and/or civilians in sites or among populations under the protection of UNAMIR, the FC or his representative and the ICRC must be notified. HQ UNAMIR is to dispatch MP or CIVPOL to the site.
- b. UNAMIR soldiers are not to allow any Rwandan authority(s) to take custody of refugees, displaced persons and/or civilians in sites or amongst populations under the protection of UNAMIR unless the FC has given permission for this to occur. UNAMIR troops are to allow MP or CIVPOL to liaise with the Rwandan authority(s).
- c. If the Rwandan authority(s) uses force to attempt to take custody of refugees, displaced persons and/or civilians in sites and or among populations under the protection of UNAMIR, UNAMIR troops are authorised to use force in accordance with Reference A.
- d. If authority is given for the hand over, the person must be taken to the appropriate Prosecutor's Office (details of these offices are at Annex E). The ICRC are to be notified as far as possible in advance and, if possible, are to be present during the hand over. The proforma at Annex G is to be completed and signed by the UNAMIR person conducting the hand over and the person in the Prosecutor's Office to whom the hand over is made.
- e. A report detailing the following is to be submitted to UNAMIR HQ, attention G1 Pers, G2, G3 Ops and the Force Provost Marshall:
 - (1) name of person handed over,
 - (2) location where the Rwandan Government sought jurisdiction,
 - (3) crime person accused of,
 - (4) name of the UNAMIR person(s) who was present when the Rwandan Government sought jurisdiction,
 - (5) date and time the person was handed to the Prosecutor's office, and
 - (6) whether an ICRC representative was present during the hand over and if not, why not.

3. Persons detained by UNAMIR troops

- a. They are to be searched, disarmed and segregated. At all times they are to be treated in accordance with the principles of minimum force as detailed at Reference A. UNAMIR HQ is to be notified immediately of the circumstances surrounding the detention. HQ UNAMIR is to dispatch MP or CIVPOL to the site. UNAMIR troops are to allow the MP or CIVPOL to liaise with the Rwandan Authority(s).
- b. They are to be identified and their personal details recorded.
- c. A safe and secure place is to be arranged as a temporary place of custody. Detainees are to be kept in custody by UNAMIR troops for the minimum time necessary. Detainees are to be provided with food, water, shelter and medical attention as required. ICRC is to be informed immediately and is to be allowed to have access to these detainees.
- d. Detainees and the property found in their possession are to be handed to the appropriate Prosecutor's Office (details of these offices are at Annex E). The detainee is to be allowed to keep all property essential for his/her comfort and survival (eg food and water).
- e. The ICRC are to be notified and, if possible, are to be present during the hand over. The proforma at Annex G is to be completed and signed by the UNAMIR person conducting the hand over and the person in the Prosecutor's Office to whom the hand over is made.
- f. Detainees are not to be handed to any other RPA authorities. A Prosecutor's Office is the only authorised Office for the processing and handing over of detainees in Rwanda.
- g. A report detailing the following is to be submitted to UNAMIR HQ, attention G1 Pers, G2, G3 Ops and the Force Provost Marshall:
 - (1) name of the detainee,
 - (2) location where person was detained,
 - (3) crime person accused of,
 - (4) name of the UNAMIR person who detained the detainee,
 - (5) date and time the detainee was handed to the Office of the Prosecutor, and
 - (6) whether an ICRC representative was present during the hand over and if not, why not.

ANNEX E TO LEGAL
JURISDICTION
APPLICABLE TO UNAMIR
AND RWANDAN
AUTHORITIES
DATED 3 Nov 1994

PROSECUTOR OFFICES IN RWANDA

<u>TOWN</u>	<u>PROSECUTOR'S NAME</u>	<u>ADDRESS</u>
KIBUNGO	MUSHUMBA, Jean Baptiste	
KIGALI	NSANZUWERA, Francois	
RWANAGANA	GATAMBIYE, Sylere	
KIBUYE	TUYISENGE, Cyprien	
GITARAMA	KAYIBANDA P. Celestin	
NYANZA	HARELIMANA, Simon	
BUTARE	GATSIMBANYI, Callixte	
GIKONGORO	HAVUGIYAREMYE, Aloys	
CYANGUGU	NYANDWI, Viateur	
GISENYI	HARERIMANA, Charles	
RUHENGERI	UWIYINGOMA, David	
BYUMBA	MUSUHUKE, Francois	

NOTE: IT IS THE DUTY OF ALL SECTOR COMMANDERS TO KNOW EXACTLY WHERE THE ABOVE OFFICES ARE LOCATED.

ANNEX F TO LEGAL
JURISDICTION
APPLICABLE TO UNAMIR
AND RWANDAN
AUTHORITIES
DATED 3 NOV 1994

ICRC REPRESENTATIVES IN RWANDA

<u>TOWN</u>	<u>ICRC REPRESENTATIVE'S NAME</u>	<u>ADDRESS</u>
KIBUNGO		
KIGALI		
RWANAGANA		
KIBUYE		
GITARAMA		
NYANZA		
BUTARE		
GIKONGORO		
CYANGUGU		
GISENYI		
RUHENGERI		
BYUMBA		

NOTE: IT IS THE DUTY OF ALL SECTOR COMMANDERS TO KNOW EXACTLY
WHERE THE ABOVE OFFICES ARE LOCATED.

ANNEX G TO LEGAL
JURISDICTION
APPLICABLE TO UNAMIR
AND RWANDAN
AUTHORITIES
DATED 1994

HAND OVER PROFORMA

I,(1), A MILITARY MEMBER OF
UNAMIR/MINUAR HAVE HANDED OVER.....(2)
TO THE OFFICE OF THE PROSECUTOR OF(3).

SIGNED THIS DAY OF 19

.....
UNAMIR

.....
OFFICE OF THE PROSECUTOR

- (1) Insert here the name of the UNAMIR person conducting the hand over.
- (2) Insert here the name of the person being handed over.
- (3) Insert here the name of the Prosecutor's Office.

TO : ALL MILOBS SECTOR 1

16

24 OCT 94

FM : SECTOR 1 MILOB GP HQ

SUBJECT : OPERATIONAL DUTIES FOR MILOBS SECTOR 1

1) Aim of operational instructions is to define and clarify the daily routine regarding operational activities for MILOBS in Sector 1 .

2) All MILOBS in Sector 1 have to comply with the following given instructions without fail .

3) All operational activities of MILOBS in Sector 1 are planned and carried out according to the MILOB SECTOR 1 ACTIVITY FORECAST . The following kind of duties are to be executed by the teams .

a) PATROL DUTY

b) STANDBY DUTY

c) REST

d) NIGHT OPS DUTY (separate Duty Roster)

a) PATROL DUTY :

- (1) Any patrol is carried out by two members .
- (2) Selected team members for patrol duty have to prepare the vehicle in advance to avoid unnecessary delays . In case of problems with the vehicle the Log Officer has to be contacted for action . Jacks and tools can be collected from Log Officer but must be returned immediately after completion of the patrol .
- (3) After receiving the patrol task teams will depart for their mission . Team listed first on activity forecast is responsible for the submission of the patrol report after completion of the task .
- (4) Operational maps for the patrol area are to be collected from Ops Branch and be returned after the patrol .
- (5) A debriefing will be requested to be given during the morning briefing .

b) STANDBY DUTY :

- (1) Officers on standby have to wear uniforms from 0800 - 1800 Hrs . Notice time to move is

fifteen minutes .

(2) Assigned standby vehicles must be prepared for any mission in the morning by the standby teams . At no circumstances it is allowed for any officer to use these vehicles unless specific authorisation is given by Sector Commander .

c) REST :

(1) Teams on rest may leave their Duty Station . However permission has to be requested from the Sector Commander prior to departure

(2) If vehicles are of avail , they may be used for this purpose . Priority for use are

A) Operational tasks

B) Logistic and administrative tasks

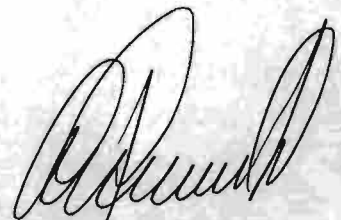
C) Others

d) NIGHT DUTY :

(1) Time: 1900 - 0700 Hrs .

(2) After handover from Duty Officer (day) duty in Ops Room . After 2200 Hrs Officer may rest in his accomodation . When leaving the Ops Room both Sector Commanders office and the Ops Room have to be locked . Duty Officer has to carry a Motorola handset when leaving the Ops Room .

(3) 0600 Hrs : Radio check with C/S C 0 (DO Milob Gp HQ) .



Lt Col W/ PURTSCHER
Sector Commander

14

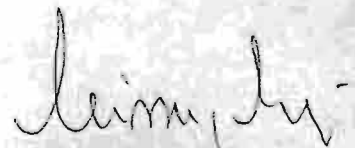
TO : ALL MILOBS SECTOR 1

16 OCT 94

FM : SECTOR 1 MILOB GP HQ

SUBJECT : SECURITY INSTRUCTION

- 1) On the 15 OCT 94 at 2345 LT in front of KIGALI NIGHT CLUB a UNAMIR CAR was stopped by RPA soldiers at gunpoint . The driver was forced to abandon the vehicle (# 1016) and the perpetrators left the scene of the incident with his car .
- 2) At the same time there was an obvious attempt to break into a parked UNAMIR vehicle in that area .
- 3) All MILOBS are hereby warned and informed about the worsening of the security situation in general .
- 4) Therefore
 - refrain from visiting spots like KIGALI NIGHT CLUB
 - never leave Your vehicle parked unattended especially during darkness
 - avoid driving in the night
 - at no circumstances be alone in the car when driving
 - keep the DUTY OFFICER informed about Your destination including the expected time of return . Do not forget to sign in and out in the LOG BOOK
- 5) For Your information and necessary action .



MAJ MEISSNER
OPSOFFICER





UNAMIR - MINUAR

16 Oct 94

SECTOR 1
OPS 13

To: Distribution List
From: Force Commander
Subject: PUBLIC AFFAIRS DIRECTIVE NO 6

PUBLIC AFFAIRS POLICY OBJECTIVE

1. The objective of public affairs (PA) activity is to cultivate the attention and support of the media by promoting the credibility of the United Nations Assistance Mission in Rwanda (UNAMIR) and through that support, gain an understanding and backing of the general public towards the mission. Accordingly, the PA Programme will highlight the role, capabilities, conduct and activities of UNAMIR's military Contingents and Peacekeepers within the framework of the mission.

PUBLIC AFFAIRS STRATEGY

1. Approach. The PA approach in achieving the policy objective will be twofold:

- a. to provide maximum information on the role, capabilities, conduct and activities of UNAMIR to the international public, through journalists, consistent with operational security parameters and the requirement for appropriate disclosure in the release of personnel information; and
- b. to promote the activities of the military units and individual peacekeepers to the greatest extent possible.

2. In short, PA activity will attempt to be as open and proactive as possible without breaching operational imperatives.

3. PA Responsibilities. In-theatre Public Affairs Officer (PAffO) will be responsible for the following functions:

- a. advising the Comd and senior staff on all aspect relevant to PA;
- b. exploiting all opportunities to highlight and promote UNAMIR activities;
- c. responding to media queries from international and local media, in that order;
- d. staffing and coordinating sponsored media visits in-theatre if deemed necessary, and supporting non-sponsored

SDO
① This is int. media. Produce
copies for each mission
it feasible. Otherwise
comes to sectors only
② Let me have 4
photo copy
18/10

media visits;

- e. liaising with Contingent PAffOs (Annex B), RPA PAffOs and other PA organisations as required;
- f. arranging news conferences and technical briefing as and if required;
- g. preparing and distributing news releases, backgrounders, fact sheets and other documentation when required;
- h. providing media training when required.

PUBLIC AFFAIRS IMPLEMENTATION

1. **Messages.** A number of messages/themes will underline all media opportunities taken to highlight the role, capability, conduct and activities of UNAMIR. They are the following.

- a. that UNAMIR's military contingents are an integral part of the mission and an essential part of the peace process in Rwanda;
- b. that UNAMIR's humanitarian activities are pro-active and aimed at helping the present government at eliminating human suffering by organising and dispatching voluntary work parties where most required;
- c. that UNAMIR have the resources and personnel necessary to capably carry out the mission; and
- d. that UNAMIR carry out the mission despite the challenges and constraints;

PUBLIC AFFAIRS CRISIS MANAGEMENT PLAN

1. Management of information during a crisis is of prime importance and can greatly damage the reputation of the UN if not handled properly. The following procedure will be followed in case of a sudden and/or unexpected amount of media attention due to either a negative or positive incident.

- a. the Force Public Affairs Officer, Capt Grenier, will be informed immediately following any/all incidents that have a remote chance of creating media attention;
- b. no statements will be issued until the Force PAffO has been given a chance to assess the situation and

formulate a recommendation to the Force Commander;

c. the front gate sentries will be responsible, in times of crisis, to register all media inquiring at the gate. (See Annex A)

PUBLIC AFFAIRS ORGANISATION & OPERATIONS

1. The Force PAffO will operate out of UNAMIR HQ Room 2020. He will be responsible for all PA activity for the Force Commander, act as the Force Commander's Spokesperson and will oversee all public affairs activities within the operational theatre of UNAMIR.

2. The PAffO will answer directly to the Force Commander and will coord PA activities with UNNY when considered necessary.

3. The UNAMIR PAffO will be provided timely and accurate information in regards to daily operations and activities of UNAMIR. It is vital that any event of potential public interest, negative or positive, which may not be conveyed at prayers be brought to the attention of the PAffO.

4. PA Mechanisms. The implementation of the PA objectives will occur through the use of several mechanisms. These mechanism are as follows:

- a. regular telephone interviews to international media agencies;
- b. coordinated media interviews with persons other than PAffO;
- c. news conferences, when considered necessary;
- d. photo releases; and
- e. video releases.

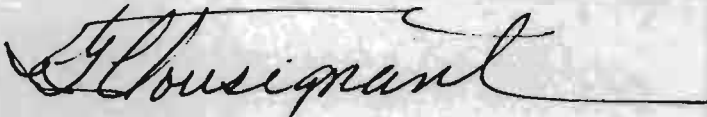
MEDIA RELATIONS

1. UNAMIR finds itself in a totally different posture than during the war. Media attention is now shifting to other corners of the world and interest in the Rwandan story is diminishing. UNAMIR must now take positive control of the information flow if it is to reflect accurately its activities. Phone interviews will be carried out by the Force PAffO and the weekly media briefing will be utilised as a planned forum for dissemination of information. Media

Advisories and News Releases will also be used when considered necessary as these methods are the cornerstone of all PAff activity.

CONCLUSION

1. It is paramount that staff at all level understand the long term benefits of PAff activity and that maximum cooperation be provided to the Force PAffO.



G. Tousignant
Major-General
Force Commander

Annexes:

Annex A - Media Registration

Annex B - Contingent PAffO Duties and Responsibilities

Annex C - Internal information Directive

DISTRIBUTION LIST

Action

All Contingents

MILOB HQ - CMO

D COS Ops

COO

CPlans

CLO

Information

SRSG

ED

DFC

MA FC

ANNEX A —
TO DIRECTIVE XXX
/6 OCT 94

MEDIA REGISTRATION

Name

Media Agency

Phone#//AddressThis image shows a single sheet of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. A vertical shadow or crease runs down the center of the page, suggesting it might be part of a bound notebook. There are no markings, text, or drawings on the paper.

Date: _____

CONTINGENT INFORMATION OFFICER
DUTIES AND RESPONSIBILITIES

1. All UNAMIR contingents will appoint a contingent Public Affairs Officer (C PAffO). The C PAffO shall:

- a. inform the Force PAffO as soon as possible about significant incidents or events that could impact on public opinion or attract the attention of the media;
- b. develop and maintain a contingent PAff Plan based on and in compliance with the UNAMIR PAff Standing orders and its annexes;
- c. prepare a media visit plan as an annex to all operational activities selected as PAff opportunities;
- d. prepare and maintain a contingent PAff crisis management plan;
- e. refer all queries that have no direct relation with the contingents activities to the Force PAffO;
- f. coordinate and inform Force PAffO of all PAff activities in theatre in order to maximise visibility for the UN when deemed appropriate;
- g. develop and maintain a contingent "press kit" to include as a minimum, a short backgrounder on the contingents mission in theatre, biographies on key pers, photo of contingents crest if available and fact sheets on key pieces of equipment; and
- h. attend the Force PAffO's weekly planning meeting.

INTERNAL INFORMATION DIRECTIVE

1. Information intended for the military components of the mission may not be regarded by some as having the degree of importance to the future of the mission as is the information directed to the media or international publics. However, an informed and aware Internal Public is the cornerstone of UNAMIR's entire program, because the public always regards the soldier as the most reliable source of information. Contingent Commanders are encouraged to provide complete, timely and accurate information on Contingents policies, operations and activities to their soldiers. (Contingents are reminded to address only contingent matters and not to discuss UN Policies, activities and operations.)

2. To foster pride, self worth and professionalism among our military Force, the passage of information should go beyond the publication of routine orders and instructions. Contingents are encouraged to use other methods of release of information such as:

- a. articles or notices in a newsletter type publication;
- b. pamphlets or messages distributed to soldiers; and
- c. displays and information booths.

3. Internal information is a command responsibility which is vitally important to the operational effectiveness and morale of each unit. To be effective, it must function up and down the chain of command. COs and supervisors must be aware of the methods outlined and the resources that are at their disposal to keep their unit well informed on Contingent issues.

SEC- 1

OPS
12
20/10

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

ADMINISTRATIVE CIRCULAR NO. 007/94

*

DATE: 11 October 1994

TO: All Military and Civilian Section Chiefs

FROM: Peter J.A. Hornsby,
OIC Administration a.i.

SUBJECT: Status of Mission Agreement

1. The attached check list provides a ready reference for the respective rights and obligations of UNAMIR and the Government of Rwanda. This is provided first in the interests of information and, second, to facilitate follow-up or implementation measures.
2. All addressees are requested to review the attached and to provide comments on areas which fall within their purview. Comments should be provided on points which do not appear to have been implemented, implementation may not be proceeding smoothly or some specific points may require follow-up or clarification.
3. Please provide your comments to Mr. I. Minta, Legal Adviser by not later than 17 October 1994. Your cooperation is appreciated.

cc: SRSG
Force Commander
Executive Director
Legal Adviser

Distribution:

Action:

Lists A, B and D

Information:

Office of SRSG
CAO



08

TO: ALL SECTORS (MILOBS)

REF: MILOB/6606.0/LOG

FROM: MILOBS GP HQ

INFO: DCMO

DATE: 26-9-94

SUBJECT: POLICY REGARDING ALLOCATION OF VEHICLES IN MILOBS GP.

1. The vehicle situation in UNAMIR, has made it imparitive that vehicles allocated to the MILOBS GP be judiciously employed in all the sectors. In this regard, the allocation of vehicles to all sectors will be as follows:-

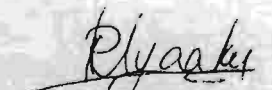
- a. Sectors HQs -2 vehicles
- b. Teams (3pers) -1 vehicle each

2. This will continue till the situation improves then more vehicles may be allocated to the sectors HQ for use by the staff.

3. Sectors Comds are therefore to allocate vehicles in their sectors accordingly to enable more teams to be deployed.

4. Please accept for necessary action.

5. Best regards.


P K NYAAKU
Lt Col
for CMO

HQ MILOB GP

7

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

2000.1/CMPO/MISC

UNAMIR Force HQ
Kigali
Rwanda

See Distribution

23 Sep 94

PASSPORT AND VISA REGULATIONS

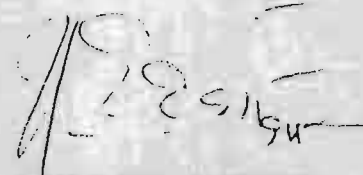
1. Further to my recent Memorandum concerning the need or otherwise for visas to enter Zaire, we have now received what we believe to be the latest guidance in respect of entry regulations for the countries which UNAMIR personnel are likely to have to visit on duty.

2. Detailed information is contained in separate annexes for each country as follows:

- a. Burundi. Annex A.
- b. Kenya. Annex B.
- c. Tanzania. Annex C.
- d. Uganda. Annex D.
- e. Zaire. Annex E.

3. These regulations are complex in parts, different for different nationalities and liable to change. The details in the Annexes are not comprehensive in every particular as they have been edited to remove circumstances unlikely to be encountered by UNAMIR personnel, for example exemptions for children. Accurate, up to date advice in respect of entry to a particular country for any particular nationality is available from UNAMIR Travel Office, located in Nairobi; requests for advice should be made through CMPO as far as possible in advance of the intended date of travel.

4. Similary, advice on the application procedures to be followed when a visa is required may be obtained through the CMPO's Office.



GETACHEW TEFFERRA
Lt Col
CMPO

Distribution:

External

Action:

Lists A, B and C

Information:

Office of SRSG
CAO

SUMMARY OF ENTRY REGULATIONS - BURUNDI

PASSPORTS

1. Passports are required.

VISAS

2. Visas are required except for:
 - a. Nationals of Burundi.
 - b. Holders of a re-entry permit issued by Burundi.
 - c. Holders of a permanent resident card.

CUSTOMS

3. The following may be imported Duty Free:
 - a. 1,000 cigarettes or 1kg of tobacco.
 - b. 1 litre of alcoholic beverages.
4. A deposit may be required for cameras, portable typewriters etc.

CURRENCY

5. Up to 2,000 Burundese Francs may be imported or exported, together with unlimited foreign currency.

AIRPORT TAX

6. No Airport Tax is levied on passengers.

SUMMARY OF ENTRY REGULATIONS - KENYA

PASSPORTS

1. A passport is required, except for certain defined groups. These include holders of a Laissez-Passer issued by the United Nations.

VISAS

2. Visas are required, except for:

a. Nationals of Kenya.

b. Holders of Laissez-Passer (see above).

c. Holders of British passports having the right of abode in the United Kingdom.

d. Nationals of: Bahamas, Bangladesh, Belize, Botswana, Brunei, Canada, Cyprus, Denmark, Ethiopia, Fiji, Finland, Gambia, Germany (including those holding former East Germany documents), Ghana, Grenada, Irish republic, Italy, Jamaica, Kiribati, Lesotho, Malawi, Malaysia, Maldives, Malta, Mauritius, Namibia, Nauru, Norway, Papua New Guinea, Samoa (Western), San Marino, Seychelles, Sierra Leone, Singapore, Solomon Islands, Spain, St Kitts-Nevis, St Lucia, St Vincent and the Grenadines, Swaziland, Sweden, Tanzania, Tonga, Trinidad & Tobago, Turkey, Tuvalu, Uganda, Uruguay, Vanuatu, Zambia and Zimbabwe.

e. Holders of a re-entry permit or Resident's Certificate issued by Kenya.

CUSTOMS

3. The following may be imported Duty Free:

a. 200 cigarettes, 50 cigars or half a pound of tobacco.

b. 1 bottle of alcoholic beverages.

4. Firearms and ammunition require a police permit.

CURRENCY

5. Unlimited amounts of foreign currency may be imported and exported but imports should be declared to facilitate export; foreign currency may only be encashed at authorized dealers. The import or export of Kenya currency is forbidden.

AIRPORT TAX

6. Airport Tax is levied at the rate of US\$20 for international flights, to be paid in freely convertible foreign currency. For internal flights, the tax is 50 Kenya Shillings.

SUMMARY OF ENTRY REGULATIONS - TANZANIA

PASSPORTS

1. Passports are required except for holders of Laissez-Passer issued by the United Nations.

VISAS

2. Visas are required, except for:

- a. Nationals of Tanzania.
- b. Holders of Laissez-Passer (see above).
- c. Holders of British passports (irrespective of endorsement in passport regarding national status).
- d. Nationals of: Antigua & Barbuda, Australia, Bahamas, Bangladesh, Barbados, Belize, Botswana, Brunei, Cyprus, Denmark, Dominica, Fiji, Finland, Gambia, Ghana, Greece, Grenada, Guyana, Irish Republic, Jamaica, Kenya, Kiribati, Lesotho, Malawi, Malaysia, Maldives, Malta, Mauritius, Nauru, Norway, New Zealand, Norway, Papua New Guinea, Romania, Rwanda, Samoa (Western), Seychelles, Sierra Leone, Singapore, Solomon Islands, Sri Lanka, St Kitts-Nevis, St Lucia, St Vincent and the Grenadines, Sudan, Swaziland, Sweden, Tonga, Trinidad & Tobago, Tuvalu, Uganda, Vanuatu, Zambia and Zimbabwe.

3. Passport holders in paragraph 2.c. and d must obtain a Visitors Pass on arrival.

4. Visitors must hold all documents required for their next destination.

CUSTOMS

5. The following may be imported Duty Free:

- a. 200 cigarettes, 50 cigars or 250 grams of tobacco.
- b. 1 bottle of alcoholic beverages.

6. Firearms and ammunition require a police permit.

CURRENCY

7. Unlimited amounts of foreign currency may be imported and

SUMMARY OF ENTRY REGULATIONS - UGANDA

PASSPORTS

1. Passports are required except for holders of Laissez-Passer issued by the United Nations, provided the holder is based in Uganda.

VISAS

2. Visas are required, except for:

a. Nationals of Uganda.

b. Holders of Laissez-Passer (see above).

c. Nationals of: Antigua & Barbuda, Australia, Bahamas, Bahrein, Bangladesh, Barbados, Belgium, Belize, Botswana, Burundi, Canada, Comores Islands, Cyprus, Denmark, Dominica, Ethiopia, Fiji, Finland, France, Gambia, Germany, Ghana, Greece, Grenada, Guyana, Hong Kong, Iceland, Irish Republic, Israel, Italy, Jamaica, Japan, Kenya, Kiribati, Republic of Korea, Kuwait, Lesotho, Lybia, Luxembourg, Madagascar, Malawi, Malaysia, Maldives, Malta, Mauritius, Netherlands, New Zealand, Norway, Oman, Pakistan, Papua New Guinea, Portugal, Rwanda, Samoa (Western), San Merino, Saudi Arabia, Seychelles, Sierra Leone, Singapore, Solomon Islands, Spain, Sri Lanka, St Lucia, St Vincent and the Grenadines, Sudan, Swaziland, Sweden, Switzerland, Taiwan, Tanzania, Tonga, Trinidad & Tobago, Tuvalu, United Arab Emirates, Vanuatu, Zambia and Zimbabwe.

d. British subjects, being 'Citizens of the United Kingdom and Colonies'.

d. Holders of a valid re-entry permit, issued in Kampala.

CUSTOMS

3. The following may be imported Duty Free:

a. 200 cigarettes or half a pound of tobacco.

b. 1 bottle of alcoholic beverages.

CURRENCY

7. Unlimited amounts of foreign currency may be imported and exported, provided it is declared on arrival. The import or export

SUMMARY OF ENTRY REGULATIONS - ZAIRE

PASSPORTS

1. Passports are required except for:
 - a. Those holding:
 - (1). Laissez-Passer (with personal identity card), but only if issued within Zaire.
 - (2). United Nations Armed Forces movement orders endorsed for Zaire.
 - b. Persons travelling on United Nations account.

VISAS

2. Visas are required except for:
 - a. Nationals of Zaire.
 - b. Holders of an exit/re-entry permit issued by Zaire.
 - c. Holders of United Nations Armed Forces movement orders endorsed for Zaire.

CUSTOMS

3. The following may be imported Duty Free:
 - a. 200 cigarettes, 50 cigars or half a pound of tobacco.
 - b. 1 bottle of alcoholic beverages.
 - c. Cameras, if imported by tourists.
4. Radios, tape recorders, record players etc are subject to duty.
5. Firearms and ammunition require an import licence.

CURRENCY

6. Unlimited amounts of foreign currency may be imported and exported. The import or export of Zaireian currency is forbidden.

AIRPORT TAX / .

7. No Airport Tax is levied on passengers.

MILOB

SECTOR 1

ICAO

05

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR Force HQ
Kigali

2000.1/CMPO/PG

Forward a copy to each Sector

See Distribution

18 Sep 94

SMPO

FORCE ROUTINE ORDER NO 12

FORCE COMMANDER'S POLICY ON ALCOHOL

GENERAL

1. This Force Routine Order is published to promulgate the Force Commanders's Policy on Alcohol. Its contents are to be republished in Unit Orders so that all UNAMIR personnel are aware of the policy. The Force Commander wishes Commanding Officers to pay particular attention to the enforcement of his policy. For the purposes of this Force Routine Order, Chief Military Observer, Chief Humanitarian Assistance Cell and Chief Liaison Officer are to act as Commanding Officers for all military personnel under their command.

2. While this Force Routine Order lays down the minimum standards to be applied, Commanding Officers are permitted to institute permanent or temporary instructions, applicable only to their own contingents, which are more restrictive than the provisions contained herein.

STATEMENT OF POLICY

3. Alcohol is only to be consumed in designated areas (eg messes, dining rooms etc) on occasions authorized by Commanding Officers. Times when the consumption of alcohol is permitted are to be published by Commanding Officers in writing.

4. UNAMIR military personnel are not to consume alcohol in any public place while in uniform. Any member who is invited to a restaurant is to seek approval from his Commanding Officer, through the chain of command, before accepting the invitation. If permission is granted, civilian clothes are to be worn.

5. Members of UNAMIR may accept invitations to 'happy hours' or social occasions at HQ UNAMIR or other UNAMIR unit locations on Fridays, Saturdays or Sundays, regardless of the timings, if they

have been invited and are off duty. Attendance at functions on other days of the week must be approved by the Commanding Officer.

6. No member of UNAMIR is to be in possession of ammunition while consuming alcohol or while in a designated area at a time when consumption of alcohol is permitted. Commanding Officers are to make arrangements to ensure that this does not occur; for example, the following arrangements are offered for consideration:

a. All magazines are to be handed into the guard room prior to going to the designated area.

b. The guard commander must issue some form of receipt, perhaps a numbered disc, to act as a receipt and provide proof that the magazines have been secured.

7. On holidays, celebrations and during happy hours, adequate appropriate security arrangements are to continue to be observed. Guards must remain alert, with back up available from troops who are not drinking alcohol.

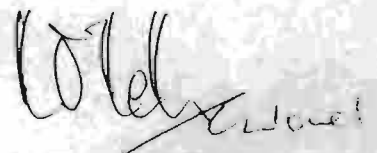
8. Any member of UNAMIR who is driving, or likely to drive a vehicle within 4 hours, is not permitted to consume alcohol.

9. Commanding Officers are permitted to delegate the authority vested in them in accordance with paragraphs 3, 4 and 5, if they consider this to be appropriate having due regard to organizational and geographical considerations. Such delegations are to be made in writing and sub-delegation is not permitted.

SUMMARY

8. All UNAMIR personnel are to be reminded, on arrival and at least one each subsequent month, that they are on operational service. Drunken behaviour would reflect badly on the Force and impair its readiness and efficiency - it will not be tolerated. Appropriate disciplinary action is to be taken against any member of the Force found to be drunk or with his or her efficiency impaired as a result of drinking.

9. These instructions will be incorporated in Force Standing Orders in due course.



K P O'KELLY
Col
DCOS (Sp)



03

2000-1

8 Sept 1994

Distribution List

FC DIRECTIVE FOR THE DISPOSAL OF CRIMINALS

1. General. In the conduct of their duties, UNAMIR personnel may be required to apprehend suspected criminals, prior to their being returned to Civil authorities.
2. Aim. The aim of this Directive is to outline the procedure for disposal of suspected criminals within UNAMIR AOR.
3. Definition. For the purpose of this Directive a suspected criminal will be defined as a person who is suspected of an act of sabotage, subversive activity, assassination or banditry. The Directive also applies to infiltrators who try to jeopardize the peace keeping mission.
4. Disposal Procedure. All suspected criminals will be disposed of as follows:
 - a. They are to be searched, disarmed and segregated. They are then to be identified and their personal details noted under the supervision of UNMO and ICRC or UNHCR.
 - b. A safe and secure place is to be arranged as a temporary place of custody.
 - c. A preliminary investigation is to be made. This is to include details of alleged perpetrators, with a full incident report.
 - d. Transport is to be arranged in order to evacuate suspects to the appropriate regional authority or to Kigali, whichever is appropriate.
 - e. Suspects are to be escorted by military police and MILOB.
 - f. A clearance certificate is to be carried to allow access through RPA checkpoints.

- g. All personal belongings of the suspects, and their weapons, must be recorded on an inventory, a copy of which is to be handed with the goods to the appropriate authority in Kigali, the other copy is to be included in the incident report.
- h. A detailed report is to be submitted to UNAMIR HQ, attention G1 Pers, G2 and G3 Ops.

G.C. Toussignant

G.C. Toussignant
Major General

Force Commander

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X 136

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

(U N A M I R)

01

TO: ALL MILOB SECTORS

FROM: MILOB GP HQ

DATE: 22 AUG'94

(sec-1)

SUBJECT: MINE AND UNEXPLODED MUNITIONS SIGHTING QUESTIONNAIRE

1. Att please find a questionnaire set up for reporting on the sighting of unexploded mine and munitions.
2. You are requested to follow the questionnaire while reporting such incidents.
3. For info and action.

S ILIYA

Lt Col

S00



Date: 13 Aug 94

TO: Force distr List

From: Capt M Hurlston RE

MINE AND UNEXPLODED MUNITIONS SIGHTING QUESTIONNAIRE

1. There are many unexploded munitions and mines through out Rwanda, that have been left by previous conflicts and the last major war. However information on both mine fields and unexploded munitions is limited.

2. The method of locating these mine areas and unexploded munitions will have to come from the Units and personnel on the ground. The sighting procedure will be through a questionnaire designed to inform the Mine/Unexploded munitions Cell. The collation of information will enable this Cell to coordinate the Explosive Ordnance Disposal Units to deal with these problems effectively.

The Mine/Explosive Ordnance Coordination Cell
HQ UNAMIR
KIGALI

A handwritten signature in black ink, appearing to be "M Hurlston", is written over the typed name.

Capt M Hurlston RE (EOD)

Pen se



MINE AND UNEXPLODED MUNITION SIGHTING QUESTIONNAIRE

1. WHEN DID THE SIGHTING TAKE PLACE ?
2. WHERE DID THE SIGHTING TAKE PLACE ?
AREA ?
DISTRICT ?
TOWN ?
BUILDING ?
GRID AND MAP REFERENCE ? (IF POSSIBLE)
3. TYPE OF MARKINGS/COLOUR, SIZE/SHAPE ?
4. TYPE OF MUNITION THOUGHT TO BE
IS IT A MINE ?
IS IT A GRENADE
IS IT A BOOBY TRAP ?
ARE THERE TRIP WIRES ?

THANK YOU FOR YOUR ASSISTANCE

MINE AND UNEXPLODED MUNITIONS SIGHTING QUESTIONNAIRE

1. WHEN DID THE SIGHTING TAKE PLACE ?
2. WHERE DID THE SIGHTING TAKE PLACE ?