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INFORMATION CIRCULARS

5 SEPT 1994 - 2 DEC 1995

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UNAMIR - MINUAR

INFORMATION CIRCULAR No. 066/95

To: All International Civilian Staff

From: Susan Matthew
Chief Administrative Officer

2 December 1995

Subject: Corrigenda to the Administrative Instructions issued on 1 December 1992

The following corrigenda should be made to the two Administrative Instructions issued on 1 December 1995:

(a) Administrative Instruction No. 030/95 on Extension of Assignment/Appointment should be addressed to all international civilian staff;

(b) Administrative Instruction on Extension of United Nations Laissez-Passer (UNLP) and Visa should read "Administrative Instruction No. 031/95" and be addressed to all international civilian staff.

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INFORMATION CIRCULAR N°. 064/95

DATE: 29 November 1995

TO: All International Civilian Personnel

FROM: Susan Matthew, CAO

SUBJECT: **Staff meeting**

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

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

Please be punctual.

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INFORMATION CIRCULAR N°. 063/95

DATE: 28 November 1995

TO: All UNAMIR Military, Civilian Police and Civilian Personnel

FROM: Susan Matthew, CAO

SUBJECT: **Security checks**

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

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

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

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

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

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

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

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

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UNAMIR - MINUAR

INFORMATION CIRCULAR 061/95

21 November 1995

To: All UNAMIR staff

FROM: Susan Matthew
Chief Administrative Officer

SUBJECT: **Official holidays for 1996**

Pursuant to Staff Rule 101.3(b) and with the approval of New York Headquarters, the following days are regarded as official holidays in the United Nations offices (UNAMIR) in Rwanda:

New Year's Day	1 January 1996
Eid/Bayram	2 March 1996
Women's Day	8 March 1996
Easter Monday	8 April 1996
Labour Day	1 May 1996
Eid-al-Adha	(to be celebrated in May 1996 depending on the sighting of the moon at Eid al Fitr)
Independence Day	1 July 1996
U.N. Day	24 October 1996
Christmas Day	25 December 1996

On the other hand, the following official holidays shall be observed by UNAMIR office in Nairobi:

New Year's Day	1 January 1996
Good Friday	5 April 1996
Easter Monday	8 April 1996
Labour Day	1 May 1996
Moi Day	10 October 1996
Kenyatta Day	20 October 1996
Jamhuri Day	12 December 1996
Christmas Day	25 December 1996
Boxing Day	26 December 1996

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INFORMATION CIRCULAR N°. 060/95

DATE: 20 November 1995

TO: All UNAMIR Personnel

FROM: S. Matthew, CAO

REF: Notice of termination of Agreement from Angelica Imex Ltd. of 13 November 1995 (copy attached)

SUBJECT: **CLOSURE OF UNAMIR PX**

1. I regret to inform you that on November 15 1995, UNAMIR received a Notice of Termination of Agreement from our PX Contractor Angelica Imex Ltd. I have decided to accept their notice and have also informed Angelica Imex Ltd. that I expect them to continue to provide their services until their current stock of merchandise is depleted.

2. This matter will be reviewed as soon as a decision concerning the future of UNAMIR is received from UN NY. I will keep you informed of any further developments. Your cooperation and understanding in this matter is appreciated.

3. Please do not hesitate to contact Contracts Management at extension 11627 for any further clarification on this matter.

C:\office\WPWIN\Michael\SpePro\PX_NOT2

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INFORMATION CIRCULAR N°. 059/95

DATE: 16 November 1995

TO: All UNAMIR Military, Civilian Police and Civilian Personnel

FROM: Susan Matthew, CAO

SUBJECT: Security checks

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

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

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

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UNAMIR - MINUAR

Information Circular 058/95

10 November 1995

To: All international civilian personnel of UNAMIR

FROM: Susan Matthew,
Chief Administrative Officer

SUBJECT: **Management Update - Issue No. 7**

In line with the instructions of the Under-Secretary-General for Administration and Management, a copy of the latest issue of Management Update is attached for your information.

MANAGEMENT UPDATE

The Secretary-General has requested that the following letter be shared with all staff:

UNITED NATIONS NATIONS UNIES

EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

31 October 1995

Dear Mr. Oummih,

The Secretary-General has directed me to reply to your letter requesting his appearance at an Extraordinary General Meeting of the staff on 1 November 1995. He expressed shock that an announcement of the Extraordinary General Meeting had been issued including his possible attendance, even on a conditional basis, without prior consultation with his office. Moreover, as Chief Administrative Officer, he believes it inappropriate for him to participate in such a meeting, given the content and resolutions emanating from similar Extraordinary General Meetings in recent weeks.

The Secretary-General's Special Representative for Public Affairs and President of SMCC, Ambassador Joseph Verner Reed has fully briefed him on the disappointing series of exchanges, which have culminated in the further suspension of staff-management consultations last Thursday, 26 October 1995, necessitated when the staff representatives decided to withdraw from the meeting.

The Secretary-General has expressed keen disappointment that his appeal to staff representatives to work with his senior management representatives at this time of substantive challenges before the Organization has gone unheeded. As he has repeatedly stated, staff is the most valuable asset of this Organization. That is why he is concerned that recent actions of the Staff Committee are unnecessarily exacerbating the genuine concerns of staff about the future of the United Nations and their role in it.

Mr. Mohamed Oummih
President
Staff Committee
United Nations Headquarters

MANAGEMENT UPDATE is issued by the Department of Administration and Management, United Nations, New York.
UPDATE/9 1 November 1995

The Secretary-General has, therefore, decided that a full meeting of the Staff Management Coordination Committee (SMCC) will be convened on 5 February 1996, here in New York. The timing of the Meeting has been set to enable both staff and management to give full thought and preparation to the important issues to be discussed. It will also widen participation to include management and staff representatives of the Secretariat world wide. It is his intention to address the opening session of the Meeting, after which he expects it to give full consideration to the modalities for SMCC to operate in a more satisfactory and collegial manner under an agenda item "Measures to improve the functioning of SMCC and Joint Advisory Committee". Also, building on an understanding arrived at with Geneva staff representatives earlier this month, he expects the agenda to include an item "Code of conduct for staff representatives".

The Secretary-General trusts that he can count on the renewed cooperation of Staff Committee representatives in resuming consultations with his designated senior management representatives.

Yours sincerely,

Jean-Claude Aimé
Chief of Staff

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UNAMIR MINUAR

Information Circular 057/95

10 November 1995

To: All international civilian personnel of UNAMIR

FROM: Susan Matthew,
Chief Administrative Officer

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

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

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Secretariat

ST/AI/406/Add 1
31 October 1995

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

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

Addendum

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

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

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

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* Personnel Manual index No. 4362.

95-32992 (E) 031195 041195

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UNAMIR - MINUAR

Information Circular 056/95

10 November 1995

To: All international civilian personnel of UNAMIR

FROM: Susan Matthew,
Chief Administrative Officer

SUBJECT: **Education grant for staff on special mission**

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

> "I have noted the view expressed by the Field Service Staff Council regarding the modalities for payment of education grant with respect to special missions. However, I would note at this juncture that the decisions which have been taken regarding the modalities of payment of the grant have reference not to special missions per se but to those which have ben designated as non-family missions. It is my view, from consultation with OHRM, that there is no new policy to be promulgated and that it remains inappropriate for the dependents of staff members, whether they be children, or spouses or others, to join the staff member at a duty station which has been designated as non-family by virtue of difficult living or security condition.
>
> The Department of Administration and Management and DPKO, in consultation with other United Nations programmes, as well as with the United Nations Security Coordinator, have decided that it is necessary to emphasize that the payment of the 1995-96 education grant for study which takes place within the mission area of a non-family mission, is inappropriate."

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INFORMATION CIRCULAR N° 054/95

DATE: 1 November 1995

TO: All Military, Civilian Police
and Civilian Personnel
UNAMIR

FROM: Susan Matthew
Chief Administrative Officer

SUBJECT: **Malaria**

Further to UNAMIR Administrative Instruction No. 016/94, I should like to take this opportunity to remind all personnel that malaria is prevalent in Rwanda. Everyone is urged to ensure that he/she is taking all necessary precautions against this disease - if in doubt what to do please refer to Administrative Instruction 016/94 and/or consult NORMED or your contingent Medical Officer.

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INFORMATION CIRCULAR NO. 052/95

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

TO: All UNAMIR Military and Civilian Personnel

FROM: Susan Matthew
CAO

SUBJECT: Windows 95 Software

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

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

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

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

Please be guided accordingly.

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Secretariat

ST/IC/1995/54
25 August 1995

INFORMATION CIRCULAR

To: Members of the staff

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

Subject: WINDOWS 95 SOFTWARE

1. The United Nations Secretariat has become increasingly dependent on the availability of electronic mail and other local area network services, which depend on a standardized operating environment.

2. Currently, the standard mini-computer and PC operating systems in use at Headquarters are UNIX and DOS, including its graphical user interface, Microsoft Windows 3.1.

3. A new version of the Windows software (Windows 95) was released on 24 August 1995. However, because Windows 95 can, if used improperly, severely affect overall network performance, its use will not be sanctioned until it has been thoroughly researched and tested by the Electronic Services Division, which is responsible for the maintenance and proper functioning of the network.

4. At this time, unless expressly authorized by the Electronic Services Division, connection to the Headquarters network of computers running Windows 95 or any other non-standard operating system or environment is strictly prohibited. PCs found to be running such software will be disconnected immediately from the network.

95-26127 (E) 280895 290895

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INFORMATION CIRCULAR N°. 051/95

DATE: 14 October 1995

TO: All UNAMIR Military, Civilian Police and Civilian Personnel

FROM: Susan Matthew, CAO

SUBJECT: **Parking of UNAMIR Vehicles at Meridien Hotel**

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

Thank you for your cooperation.

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INFORMATION CIRCULAR No. 050/95

10 October 1995

TO: All International Civilian, Civilian Police and Military Personnel

FROM: Susan Matthew
Chief Administrative officer

SUBJECT: Establishment of Butare Workshop

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

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

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

Thank you for your cooperation.

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 48/95

DATE: 16 September 1995

TO: All UNAMIR Military, Civilian Police and Civilian Personnel

FROM: William CLIVE, OIC/Administration

SUBJECT: Mail delivery between UNAMIR HQ Amahoro and TRAFIPRO Buildings

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

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

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

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

Thank you for your cooperation.

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 042/95

Date: 12 July 1995

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

From: Chaim Ouziel
CAO

Subject: VHF Re-programming - Sectors 1 & 2

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

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

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INFORMATION CIRCULAR

DATE: July 10, 1995

TO: All UNAMIR Personnel

FROM: C. Ouziel
Chief Administrative Officer

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

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

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

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 040/95

Date: 6 July 1995

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

From: Chaim Ouziel
CAO

Subject: VHF Re-programming - Sectors 3 & 4

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

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

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 038/95

Date: 29 June 1995

To: All UNAMIR Military, Civilian Police & Civilian Personnel

From: Chaim Ouziel
CAO

Subject: VHF Re-programming - Kigali

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

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

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

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

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

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UNAMIR - MINUAR

Information Circular No: 037/95

Date: 28 June 1995

To: All UNAMIR Military, Civilian Police & Civilian Personnel

From: Chaim Ouziel
CAO

Subject: Re-programming of VHF Radio Communications Equipment

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

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

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

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

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

Your cooperation in this matter is appreciated.

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UNAMIR - MINUAR

Information Circular No. 036/95

15 June 1995

TO: All International Civilian Personnel

FROM: Kimso Nilsvang, Chief
Civilian Personnel Officer

SUBJECT: **Staff Members' dependency benefits information**

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

UNV specialists are not required to complete the forms.

STAFF MEMBER RECORD

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

SPOUSE RECORD (IF APPLICABLE)

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

CHILD RECORD (IF APPLICABLE)

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

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

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INFORMATION CIRCULAR NO. 34

DATE: 19 May, 1995

TO: All UNAMIR Personnel

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

SUBJECT: **OPENING OF UNAMIR DUTY FREE SHOP AT TRAFIPRO COMPLEX**

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

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

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

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

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

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UNAMIR - MINUAR

INFORMATION CIRCULAR 030/95

17 May 1995

To: All international civilian personnel of UNAMIR

FROM: Ally H. Golo,
OIC, Administration

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

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

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

cc: SRSG

UNITED
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Secretariat

ST/IC/1995/16
31 March 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: HOME ADDRESSES AND TELEPHONE NUMBERS*

1. From time to time, it is necessary for the Organization to contact staff members outside the office, whether for security reasons, emergency work questions or assignments or legitimate inquiries into a staff member's health or well-being. It is essential that the Organization have available current home addresses and telephone numbers of all staff members, as well as the name and telephone number of a person to be contacted in case of an emergency. It is especially important that all staff going on mission, or on United Nations travel of any kind, ensure that all this information is up to date and accurate.

2. The purpose of the present circular is to inform all staff serving at Headquarters that, within the next few weeks, they will receive from their Executive Offices a form containing information that they are requested to verify and complete as needed, before returning the form by the date indicated. Similar requests will be issued regularly in the future to keep the database current. Staff members are reminded that it is their responsibility to report to their Executive Office any changes in their home address, telephone number or information on their contact person when they occur, without waiting for an official request to that effect.

3. Staff members are assured that home addresses, telephone numbers and information on contact persons are kept confidential and are not released except to authorized officials and for authorized purposes. The Security and Safety Service will continue its standard operating practice of handling individual requests for personal information received after normal working hours on a "call back" basis, under which no information is released unless and until the staff member involved gives permission to do so.

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* Personnel Manual index No. 4010.

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UNITED NATIONS
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UNAMIR - MINUAR

INFORMATION CIRCULAR 028/95

4 May 1995

To: All Civilian and Military Personnel

FROM: Ally H. Golo,
OIC, Administration

SUBJECT: Official Holidays for 1995

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

cc: SRSG

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

UNAMIR - MINUAR

INFORMATION CIRCULAR No 026/95

DATE: 11 APRIL 1995

TO : All UNAMIR Civilian and Military Personnel

FROM: A.H. Golo, OIC Administration

SUBJECT : UNAMIR Mailing Address Nairobi

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

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

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

Thank you for your co-operation.

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 025/95

DATE: 12 April 1995

TO: All UNAMIR Military, Civilian Police and Civilian Personnel

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

SUBJECT: Mail Processing through the Registry

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

1. Flow of official Mail

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

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

2. Flow of Private Mail

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

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

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

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INFORMATION CIRCULAR No. 024/95

DATE: 6 April 1995

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

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

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

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

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

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UNAMIR - KIGALI

Information Circular No. 021/95 **3 April 1995**

TO: All UNAMIR Military, Civilian and Civpol Personnel

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

SUBJECT: **Change of Functional Title**

Please be advised that with the integration of all UNAMIR's Transport and Maintenance resources, the office of the Chief Transport Officer (CTO) is now know as the Office of the Chief Integrated Transport and Maintenance Management (CITMM).

This office is now firmly responsible to the Administration for the overall fleet management and maintenance of all UNAMIR VEHICULAR ASSETS.

All are kindly requested to extend to the CITMM the usual cooperation.

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INFORMATION CIRCULAR N°. 020/95

DATE: 1 April 1995

TO: All UNAMIR Personnel

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

SUBJECT: **COMMENCEMENT OF MGT CATERING SERVICES AT HOTEL CHEZ LANDO**

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

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

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

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

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UNAMIR - MINUAR

INFORMATION CIRCULAR 017/95

03 March 1995

To: All Civilian and Military Personnel

FROM: Shaharyar Khan
Special Representative
of the Secretary General

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.

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UNAMIR - MINUAR

INFORMATION CIRCULAR 015/95

17 February 1995

To: All Civilian and Military Personnel

FROM: Ally H. Golo, OIC
Administration

SUBJECT: **New Staff Counsellor and Welfare Officer**

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

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

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

Welcome to UNAMIR, Brandy!

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

UNAMIR - MINUAR

INFORMATION CIRCULAR

DATE: 15 FEBRUARY 1995

TO: All Civilian and Military Personnel, UNAMIR

FROM : A. BAH, Chief General Services Section

SUBJECT : Officer-in- Charge, Registry/Pouch Unit

During the absence of Mr. Ali M.Abdalla on leave from 17 February to 18 March 1995, Mr. Evanson THUO NJOROGE will be Officer-in-charge of the Registry, Pouch, Mail, Archives and Reproduction Unit.

Please extend to him your usual co-operation.

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 014/95

February 14, 1995

TO: All International Civilian Staff
Military Observers and Civilian Police

FROM: Ally H. Golo, OIC
Administration

SUBJECT: Establishment of UNAMIR Local Claims Review Board.

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

2. The composition of the Board is as follows:

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

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

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INFORMATION CIRCULAR NO. 1
OFFICE OF THE FORCE COMMANDER

DATE: 6 February, 1995

TO: **ALL UNAMIR INTERNATIONAL CIVILIAN AND MILITARY PERSONNEL**

FROM: **Major General G. C. Tousignant**
Force Commander

SUBJECT: **TRAFIPRO STEERING COMMITTEE**

A steering committee on the move of UNAMIR Headquarters has been established as follows:

Chairmanship Col. Tutt, DCOS (Supp) and Peter Hornsby, CISS will Chair the Committee.

Composition Representatives from the office of the SRSG, FC and CAO, as well as from the CBMS, CCO, CIVPOL, CMO and EDP sections will form the Committee.

Terms of Reference

1. The representatives present at the meeting shall come prepared with details such as how many people are in the section, how much office space is currently held by the section as well as the section's anticipated requirements assuming that all their staffing needs are met according to the proposed manning table that will be presented in the next budget.

2. The committee will propose, by Friday February 10, close of business, options for the allocation of all office space, both prefabricated and existing, as well as all other offices and open spaces at the Trafipro complex.

3. The implications of the mission's move into the Trafipro as regards the ownership and continued utilization of the Amahoro hotel will be investigated by the Committee.

4. The Committee will look into the rationalization of various UNAMIR components with a view to accomodating the entire UNAMIR organization within the Trafipro compound.

5. The Committee will take into account UN scales of accomodation as proposed by UNHQ.

6. The Committee will also recommend additional office furniture/equipment that may be required, over and above that which is already in theatre and taking into consideration that promised to UNAMIR by UNOSOM. Consideration must also be given to the furnishing of Amahoro Hotel back into living acommodations.

7. In the options it will present, the Committee will take into account the possibility of having to provide office accomodation to the International Criminal Tribunal for Rwanda.

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UNAMIR - MINUAR

INFORMATION CIRCULAR No. 011/95

DATE: 6 February 1995

TO: All UNAMIR Civilian and Military Personnel

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

SUBJECT: UNAMIR Mailing Address at UN HQs

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

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

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

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

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UNAMIR - KIGALI

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

TO: All UNAMIR
Military and Civilian Personnel

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

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

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

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

Please be guided accordingly.

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INFORMATION CIRCULAR N°. 008/95

DATE: 25 January 1995

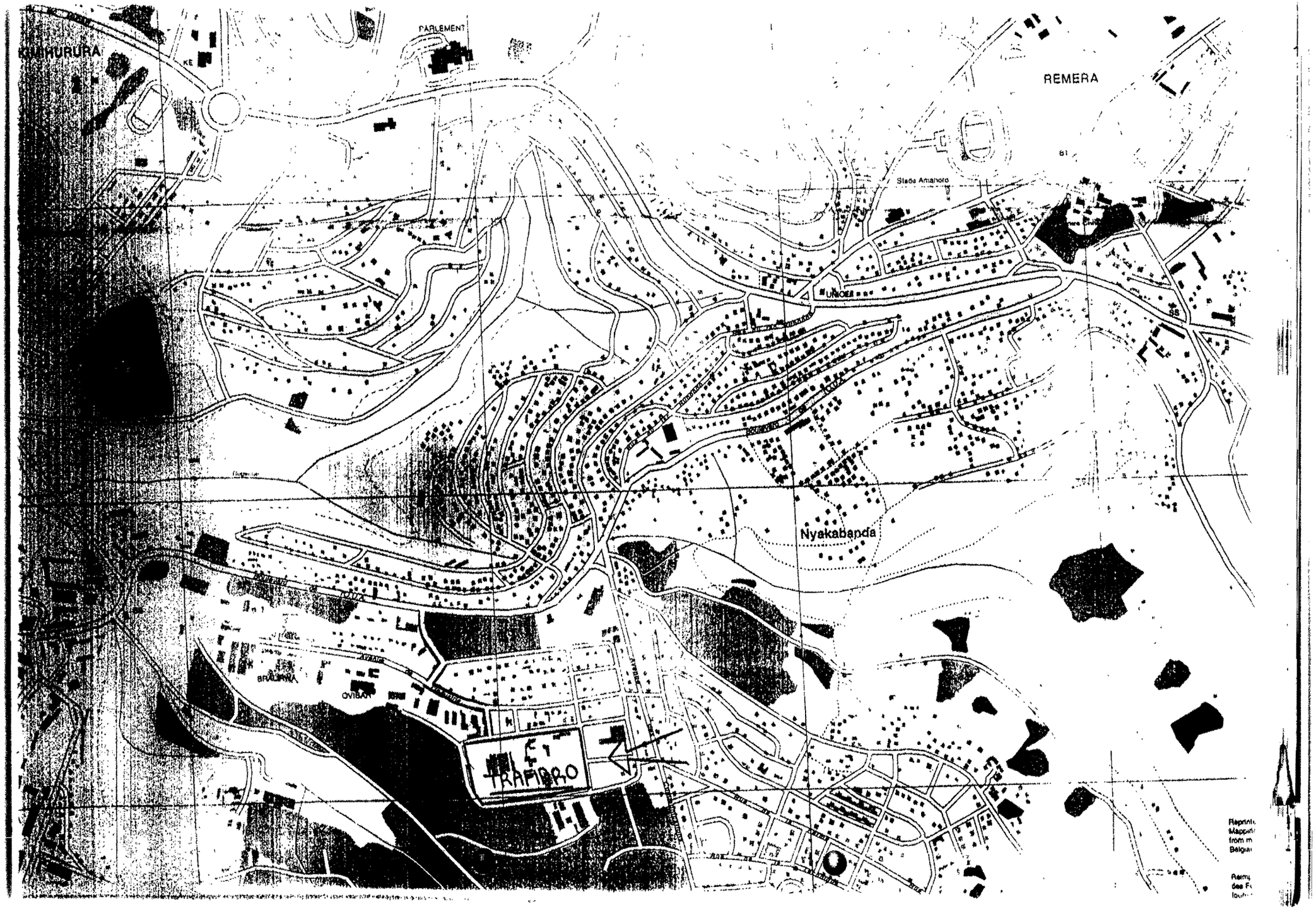
TO: All UNAMIR Personnel

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

SUBJECT: **Water Point Operations**

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

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


KUHURURA
PARLEMENT
REMERA
Stade Amahoro
UNIDEA
Nyakabanda
BRALIRWA
OVIBAN
TRAFIPRO

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INFORMATION CIRCULAR N°. 007/95

DATE: 24 January 1995

TO: All UNAMIR Personnel

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

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

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

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

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

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 006/95

DATE: 23 January 1995

TO: All UNAMIR Military, Civilian Police & Civilian Personnel

FROM: Kimso Nilsvang, Officer-In-Charge Administration

SUBJECT: APPOINTMENT OF SECTOR ADMINISTRATIVE OFFICER CO-ORDINATOR

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

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

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

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

UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 004/95

DATE: 23 January 1995

TO: ALL UNAMIR Military & Civilian Personnel

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

SUBJECT: Theft of Radio Antennas

In recent weeks there has been a spate of thefts of magnetic radio antennas from UNAMIR vehicles.

The Communications Section has a very limited supply of these antennas and will not be in a position to replace them on a continuous basis. Staff are therefore instructed when parking a vehicle, to remove the antenna and secure it within the vehicle to prevent such incidents of theft.

Adherence to these procedures is strongly recommended and we thank you for your cooperation.

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UNAMIR - MINUAR

INFORMATION CIRCULAR 003/95

10 January 1995

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

FROM: Kimso Nilsvang, Acting OIC, Administration, UNAMIR

SUBJECT: MSA Payment

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

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

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

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

i. Attendance Record

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

ii. Information on Accommodation

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

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

-oOo-

UNAMIR - MINUAR

Monthly Attendance Record Sheet

Staff Member:_____
Surname Given Name

Month and Year: _____

Prepared by:_____
Name and S

Section/Unit: _____

Index No. _____

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

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

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

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

*** - Attach Sick Leave Report and Medical Certificate

Approved by:_____
Name and Signature of Section/Unit Head

Date _____

Signature of staff member _____

Only staff member living in private reside
provided by UNAMIR is required to complete and sign t

During the period from _____ to _____1995,
I certify that I lived in a private residence and the Lease
a copy of which has been provided to the Accommodatio
is still valid.

Signature of staff member _____

Date _____

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UNAMIR - MINUAR

INFORMATION CIRCULAR No. 002/95

DATE: 11 January 1995

TO: All UNAMIR Military, Civilian Police and Civilian Personnel

FROM: Kimso Nilsvang, Officer-in-Charge Administration

SUBJECT: Display of UN Flags

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

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

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INFORMATION CIRCULAR No. 001/95

DATE: 3 January 1995

TO: All UNAMIR Civilian and Military Personnel

FROM: Kimso Nilsvang, Officer-in-Charge
Administration

SUBJECT: **Change of Rwandese Currency**

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

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

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

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

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INFORMATION CIRCULAR No. 025/94

DATE: 30 December 1994

TO: All UNAMIR Personnel

FROM: Kimso Nilsvang, Officer-in-Charge
Administration

SUBJECT: **Official United Nations Holiday**

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

Happy New Year.

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ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 024/94

DATE: 20 December 1994

TO: ALL UNAMIR Military & Civilian Personnel

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

SUBJECT: Addendum to UNAMIR Telephone Directory

FINANCE SECTION:	11227	
	11228	
	11229	
	11230	
	11200	
Lomdes	11250	
PROCUREMENT SECTION: Ducam	11195	
	11196	
	11197	(FAX LINE)
	11198	
Aby	11199	

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

KIBUYE SECTOR HQ	11231
	11232
	11233
	11234
CYANGUGU SECTOR HQ	11239
	11240
	11241
	11242

.../2

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

Other numbers to note:

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

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

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 020/94
DATE: 2 DECEMBER 1994

TO : **ALL UNAMIR PERSONNEL AND ALL BROWN & ROOT PERSONNEL**

FROM : **ALLY A.H. GOLO**
OIC ADMINISTRATION

SUBJECT: **POL POINT IN KIGALI**

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

LOCATION:

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

VEHICLES:

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

PERSONNEL:

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

2/.....

TIMES OF OPERATION:

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

SECURITY:

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

FUEL ISSUE:

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

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

UNAMIR

NOTE: UNAMIR VEHICLES ONLY

GAS STATION____ _____

DAILY SUPER GASOLINE REPORT

(SHEET NO.)_____

WRITE OR PRINT IN BLOCK CAPITAL LETTERS

FOR THE MONTH OF _____

S/NO	UNAMIR No	SPEEDO READING	DATE	QUANTITY	QUANTITY IN WORDS	DRIVERS NAME (PRINT)	SIGNATURE	ID NO
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
			TOTAL:					

NAME: _____

SIGNATURE: _____

CERTIFYING OFFICER

DATE: _____

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

6 December 1994

To: All UNAMIR International Civilian Staff

FROM: Ally H. Golo, OIC
Administration

SUBJECT: Information Circular No. 018/94

CORRIGENDUM

Information Circular No. 018/94
dated 1 December 1994, last paragraph page 1

Example 2:

should read:

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

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ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA
UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 018/94

DATE: 1 December 1994

To: All UNAMIR International Civilian Staff

From: Ally H. Golo, OIC
Administration

Subject: Accrued Annual Leave

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

Annual Leave

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

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

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

Example 1

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

1.5 x 4 = 6 days with payment of MSA

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

Example 2

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

In this case:

For MSA payment purpose

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

For Leave Purpose

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

Accrued Annual Leave

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

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

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

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ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 017/94
DATE: 15 NOVEMBER, 1994

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

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

SUBJECT: **USE OF RADIOS IN CASE OF EMERGENCY**

1. This circular is being distributed as a guideline to all personnel currently using frequencies on UNAMIR Motorola radio sets for use in case of any of the following emergency situations:

- Detention by the local authorities;
- The victim of a robbery of any kind, at home or elsewhere;
- The victim of an assault;
- Involvement in a vehicle accident and in need of assistance, an ambulance or a tow truck;
- Witness to a situation which would include any of the preceeding.

2. If you are involved in one of the aforementioned incidents, please note the following:

(i) For incidents occuring between 0830 and 1800: call callsign "Sierra Oscar 9" on channel 11. Sierra Oscar 9 is the headquarters Civilian Security Officer.

(ii) For incidents occuring after 1800 or on the weekend: switch your radio to channel 7 (if your radio is programmed with channel 7) or channel 8 and call callsign "Zero". Callsign Zero is the Military Duty Officer in the Headquarters' Operations Room. ***If your radio is not programmed for channel 8, contact the communications workshop to have it programmed immediately.***

(iii) In a calm, even voice:
   a. Clearly state your callsign.
   b. Use one of the phrases listed in paragraph 1 to describe the incident that has taken place.
   c. Your location. This is the most important piece of information and could save vital minutes in the time it takes for assistance to reach you. All personnel should:
      - Know the grid reference of their place of residence as well as that of homes or other places that are frequently visited.

- Know their location *-at all times-* in relation to a **VERY PROMINENT** reference location. The Meridien, Chez Lando, Mille Collines, The Parliament Buildings, are examples of such locations.
- Which way is north, south, east and west in Kigali.
- If the situation permits, the person calling for assistance should go to an easily identifiable rendez-vous point to meet the person(s) sent to provide assistance.

d. End the message with, "I need emergency assistance right away".

3. If no one responds to your call on the first attempt, remain calm and repeat your call.

4. The Civilian Security Officer and Military Duty Officer can also be reached by telephone by calling 84268 extension 11073 and 11150 respectively.

5. The duty officers responsible for monitoring the channels for emergencies have access to all the military and civilian information/assets that may be needed in case of emergency, including a rapid reaction force, civilian police, military police, tow trucks, ambulances, as well as medevac and casevac procedures.

6. Please be guided accordingly.

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ASSISTANCE MISSION FOR RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM
MEMORANDUM INTERIEUR

INFORMATION CIRCULAR NO. 015/94

Date: 31 October 1994

TO: All UNAMIR Personnel

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

SUBJECT: **Official United Nations Holidays**

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

Tuesday 01 November 1994, All Saints Day and

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

UNITED NATIONS NATIONS UNIES

27 October 94

Information Circular No. 014/94

TO: All UNAMIR
Military and Civilian Personnel

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

SUBJECT: Vehicle Regulations - Weekly Trip Tickets

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

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

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

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

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

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ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 013/94

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

FROM : Ally H. Golo
OIC Administration

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

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

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

2/.....

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

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

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

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

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

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

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

INFORMATION CIRCULAR NO. 012/94

TO: ALL PERSONNEL ENTITLED TO MSA

FROM: ALLY H. GOLO, OIC/ADMINISTRATION, UNAMIR

DATE: 24 OCTOBER 1994

SUBJECT: PAYMENT OF ACCOMMODATION PORTION OF MSA

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

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

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

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

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

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ASSISTANCE MISSION IN RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 011/94

TO: ALL UNAMIR MILITARY AND CIVILIAN PERSONNEL

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

SUBJECT: UNITED NATIONS DAY (24 OCTOBER 1994)

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

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

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

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

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

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ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 010/94

DATE: 18 October 1994

TO: All UNAMIR Military & Civilian Personnel

FROM: Ally Golo, Officer-~~in Charge~~
Administration

SUBJECT: Re-location of Communications Workshop

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

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

The following offices continue to be located at UNAMIR Headquarters:

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

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

1. Submit **written** requests for **equipment/installation** to the Office of the Chief at Rm. 3021, Amohoro HQ, Ext. 11091.

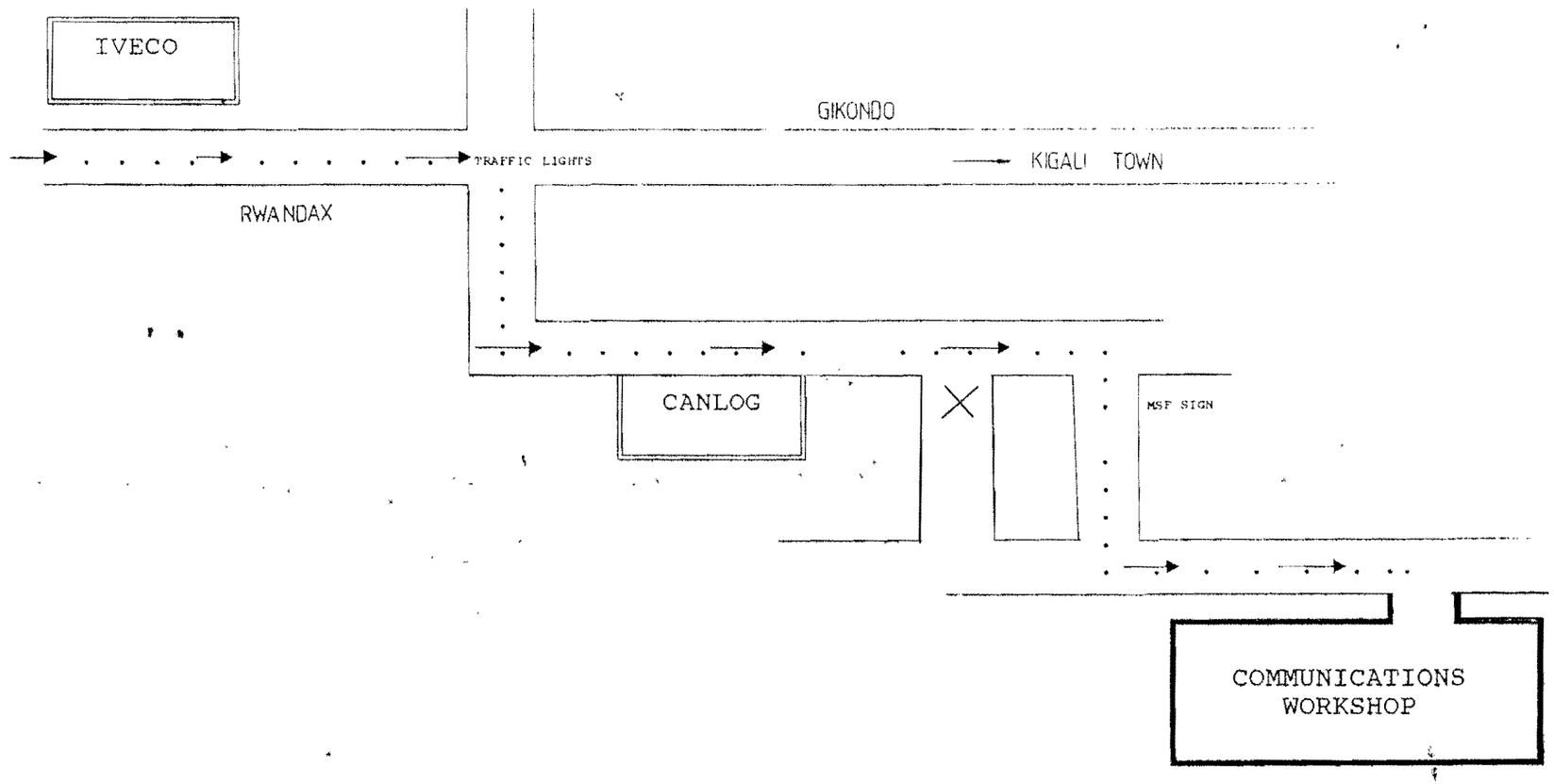
2. For **servicing/repair** of equipment already issued, please contact the relevant unit.

Telephone access to the Communications Compound is as follows:

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

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

MAP TO COMMUNICATIONS COMPOUND



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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 009/94

DATE: 1 October 1994

TO: ALL UNAMIR MILITARY & CIVILIAN PERSONNEL

FROM: ALLY GOLO, OIC
ADMINISTRATION

SUBJECT: LOCAL FAX/TELEPHONE NUMBERS

THE FOLLOWING FAX NUMBER FOR UNAMIR IS NOW AVAILABLE FOR USE VIA LOCAL PTT (RWANDATEL):

FAX NUMBER: 250-86877

FURTHER TO INFORMATION CIRCULAR NO: 008/94, PLEASE NOTE THAT THERE IS **NO UNIVERSAL ACCESS** (LOCAL OR LONG DISTANCE) FROM UNAMIR EXTENSIONS, DUE TO TECHNICAL CONSTRAINTS EXPERIENCED BY RWANDATEL. YOU WILL BE INFORMED IF AND WHEN SUCH ACCESS BECOMES AVAILABLE. AT PRESENT, ONLY DESIGNATED UNAMIR EXTENSIONS HAVE THIS CAPABILITY.

IT IS ALSO CONFIRMED THAT THE FOLLOWING TELEPHONE NUMBERS MAY BE USED FROM OUTSIDE OF UNAMIR HQ, TO REACH THE UNAMIR SWITCHBOARD OPERATOR:

84265
84266
84268
84269
84270
84273
84274
84275
86870
86871
86872
86873

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 08/94

DATE: 5 October 1994

TO: All UNAMIR Military & Civilian Personnel

FROM: Ally Golo, OIC
Administration

SUBJECT: Local Telephone Numbers Available from RWANDATEL

Please be informed that the following local telephone lines to downtown Kigali and the rest of Rwanda, Via RWANDATEL, are now fully operational in UNAMIR Headquarters:

84265
84266
84268
84269
84270
84273
84274
84275
86870
86871
86872
86873

All incoming calls will be routed through the UNAMIR Switchboard Operator. Designated staff members can access these lines for outgoing calls by dialling "0" for local calls and "00" for long distance calls.

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 007/94

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

DATE: 22 September 1994

REF: PERSONNEL/NS

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

SUBJECT: Revised MSA Rate

1. We are advised by FOD/New York that CCS/OHRM has revised the MSA rate to US$70.00 per day for UNAMIR staff when accommodation is provided by the United Nations and US$40.00 per day when both accommodation and meals are provided. The effective date of implementation is 21 September 1994. This is applicable to all UNAMIR personnel in receipt of MSA and who are currently residing in the accommodations so far considered as provided by the United Nations, namely: Amahoro, Meridien, Chez Lando and Village Belge. We are further advised that these rates are not subject to any supplements for staff members at the D-1 level and above.

2. To staff officers who are currently housed in the Village Belge complex will be paid US$30.00 per day until such time when meal facilities are established.

3. UNAMIR Management is in contact with FOD/NY to review modalities related to this situation. You will be informed in due course of any change.

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ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO.: 006/94

DATE: 16 September 1994

TO: All UNAMIR Civilan Personnel

FROM: Ally H. Golo, Officer in Charge Administration

SUBJECT: **Staff Meeting with SRSGR Mr. SHAHARYAR KHAN**

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

All civilian staff are hereby requested to attend the meeting.

Thank you for your co-operation.

1700 p.m.

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UNAMIR - MIN

Information Circular N0 005/94

TO: All Civilian Staff
UNAMIR - KIGALI

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

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

CC.:

SUBJECT: VISIT OF STAFF COUNCIL REPRESENTATIVES

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

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

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

Thank you for your cooperation. >

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ASSISTANCE MISSION FOR RWANDA

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO.: 004/94

DATE: 16 September 1994

TO: All Military and Civilian Staff

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

SUBJECT: INTERRUPTION OF POWER SUPPLY SATURDAY, 17 SEPTEMBER 1994

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

Please bear with us for this inconvenience.

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ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 003/94

TO: All **UNAMIR Staff** **DATE:** 05 September 1994

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

SUBJECT: **BUS RUNS - KIGALI**

1. Attached find a schedule of bus runs throughout Kigali city. The service will operate on two routes, starting from **0700 and running until 2000 hours**. Additional busses will be laid on to cover pick periods, i.e., **0700-0830** and **1630-1830**.

2. Use of the bus schedule will assist to alleviate the current pressure on our limited vehicle. Personnel are to avail of the bus before requesting ad-hoc transport.

3. Production of a **UNAMIR ID** card will entitle the holder to travel on the buses.

BUS SCHEDULE -KIGALI

`ANNEX A'

BUS STOPS	MORNINGS TO UNAMIR HQ	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2	EVENINGS FROM UNAMIR HQ	BUS NO 1	BUS N0 2
UNAMIR HQ		08:30	10:00	10:30	12:00	12:30	14:00	14:30	16:00		18:30	20:00
BELGIUM VILLAGE	07:00	0845	09:45	10:45	11:45	12:45	13:45	14:45	15:45	17:15	18:45	19:45
HOTEL MERIDIEN	07:00	09:00	09:30	11:00	11:30	13:00	13:30	15:00	15:30	17:15	19:00	19:30
UNHCR BUILDING		09:15	0915	11:15	11:15	13:15	13:15	15:15	15:15		19:15	19:15
MILLE COLLENES	07:00	09:25	09:05	11:25	11:05	13:25	13:05	15:25	15:05	17:15	19:25	19:05
AUSTRALIAN HOSPITAL	07:00	09:35	08:55	11:35	10:55	13:35	12:55	15:35	14:55	17:15	19:35	18:55
3 CSG LOG BASE		09:45	08:45	11:45	10:45	13:45	12:45	15:45	14:45		19:45	18:45
KIGALI AIRPORT		09:55	08:35	11:55	10:35	13:55	12:35	15:55	14:35		19:55	18:35
UNAMIR HQ		10:00	08:30	12:00	10:30	14:00	12:30	16:00	14:30		20:00	18:30

*** DUTY TRANSPORT WILL BE PROVIDED UPON REQUEST TO DESTINATIONS NOT LISTED ABOVE

PROVIDED THAT REQUESTS ARE MADE (1) ONE HOUR IN ADVANCE.