

MIR

NOTICES, ANNOUNCEMENTS, BULLETINS,
ETC.

9 NOV - 14 DEC 1995

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GINAL ORDER

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BOX 58

FILE 5

ACG-1998/0278




Ms. Ouazany

NOTE

Date: 14 December 1995

To: All General Service Staff of the Office of SRSG

From: Wilfrid de Souza 
Executive Director

Subject: Reassignment of Mr. Jackson Mugisha

1. I am pleased to inform all General Service Staff assigned to the Office of the SRSG that, with immediate effect, Mr. Jackson Mugisha, driver, has been assigned to provide transportation for those working late in the evening.

2. Mrs. Fatimata Diarra, my secretary, will be coordinating all requests.

cc. Mr. N. Jorsling

Date: 14 December 1995

To: All Military and Civilian Personnel

From: Wilfrid de Souza
Executive Director



Subject: Absence from mission area

I will be out of the mission area from 15 December 1995 to 9 January 1996. During my absence, Mr. Ismaël DIALLO will act as Executive Director.

Please extend to him your usual cooperation.



INTER-OFFICE MEMORANDUM

DATE: December 13, 1995

TO: All UNAMIR Military and Civilian Staff

FROM: S. Matthew
Chief Administrative Officer

A handwritten signature in black ink, appearing to read "S. Matthew", written over the printed name and title.

SUBJECT: APPOINTMENT OF OIC ADMINISTRATION DURING MY ABSENCE

Effective immediately, Mr. William Clive will assume the functions of OIC Administration until my return from compassionate leave.

Please accord him your usual cooperation.



UNAMIR-MINUAR

The Special Representative of the U.N. Secretary-General
P.O. Box 749
Kigali, Rwanda

Fax: 212 - 963 - 3090

Date: 29 November 1995

To: All Military and Civilian Personnel

**From: Shaharyar M. Khan
SRSG**

A handwritten signature in black ink, appearing to read 'Shaharyar M. Khan', is located to the right of the 'From:' field.

Subject: Absence from Mission Area

I will be out of the mission area on annual leave from 30 November to 4 December 1995. During my absence, the UNAMIR Force Commander, Major General Guy Tousignant, would act as Chief of the Mission.

Please extend to him the usual cooperation.

cc: All United Nations Agencies



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Staff of the OSRSG

**FROM: Shaharyar M. Khan
Special Representative of the
Secretary-General**

A handwritten signature in dark ink, appearing to read 'Shaharyar M. Khan', is positioned to the right of the printed name.

DATE: 13 November 1995

SUBJECT: Procedures Related to Code Cables

As you are aware, incoming and outgoing code cables are classified as restricted material, as such, copies of these communications should not normally be copied. Exceptions may be sought in writing from SRSG or ED.

In addition, I would very much appreciate your cooperation should you wish to examine any particular incoming or outgoing code cable which relates to your immediate work, to make the request in writing and submit it to my Special Assistant.

The Executive Director would be exempt from the above requirement.



UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM
MEMORANDUM INTERIEUR

Date: 17 October 1995

TO: All International Civilian Staff
UNAMIR

FROM: Susan Matthew,
Chief Administrative Officer

A handwritten signature in cursive script, appearing to read "Matthew", with a horizontal line underneath.

SUBJECT: UN SALARY DISTRIBUTION FORMS

Please see below an excerpt from a fax dated 11 October 1995 received from the Field Administrations and Logistics Division:

"WISH ADVISE THAT TO ENABLE U.N. CASHIER'S OFFICE TO PROCESS DIRECT DEPOSIT PAYMENTS ACCURATELY AND TO AVOID ERROR AND DELAY, STAFF MEMBERS SHOULD INDICATE TYPE OF BANK ACCOUNT AS CHECKING OR SAVINGS ACCOUNT."

Therefore, all Staff who have not yet made arrangements for direct salary deposit are requested to immediately contact the Civilian Personnel Section.

Thank you for your cooperation.

jn

UNITED NATIONS - SALARY DISTRIBUTION REQUEST
INTERNATIONAL RECRUITED STAFF MEMBERS

This form is to be completed in duplicate and returned to Personnel Management & Support Services, Field Administration and Logistics Division, United Nations Headquarters, New York for onforwarding to the Payroll Unit of the Office of Programme Planning, Budget and Finance.

NAME: _____ INDEX NO: _____
(Last Name) (First Name) (Middle Initial)

DUTY STATION: _____
(City) (Country)

I hereby request the following currency distribution for payment of my salary and allowances (net base salary, post adjustment, dependency allowances and mobility and hardship allowance, as applicable) to take effect on:

	(Day)	(Month)	(Year)
1.	<u>Payable in local currency at the duty station:</u> (Established Missions Only)		Percentage: _____
2.	<u>Payable outside the duty station in a single currency of choice:</u>		Percentage: _____

Currency of payment: _____

Name of Bank: _____

ABA Number (where applicable)** _____

** The ABA (American Banking Association) number can be obtained from your personal cheque (first nine digits in lower left-hand corner) or it can be obtained from your bank.

Address of Bank: _____

_____ ZIP Code _____ Country _____

Account Number: _____ Type of Account: - **CHECKING/SAVINGS** (Delete one)

Date: _____ Signature: _____

(Staff Member)

INSTRUCTIONS

This form must be used for the establishment of the currency distribution of payments of emoluments for the duty station, and ALL subsequent changes. Changes in the currency of payment of salary and allowances may be requested not more than twice a year. Requests must be submitted at least one month in advance of the proposed effective date of payments.

Date: _____ Signature: _____

(Chief Finance/Admin. Officer)

ST/AI/402 dated 23 March 1995



Ishami ry'Umuryango w'Abibumbye riharanira Amajyambere

SECURITY ADVISORY

(Vehicle Hijacking)

13 October, 1995

TO: ALL UN Agencies
FROM: M'Baye Babacar Cisse, R.R., a.i.
Deputy Designated Official
for Security in Rwanda

The UNDP Security Unit has received information from Kenya that a gang (possibly Somalia nationals) is intending to begin operating in Rwanda. It is their intent to hijack vehicles (large trucks) and take them back to Somalia. The method of the gangs' operation is unknown at this time.

All UN personnel are advised to take additional precautions.

The attention of all UNAMIR staff is drawn to the above information for their guidance & necessary precautions.
Don't publish
18/10/95

*SRSG
FC
CAO
Security*



INTER-OFFICE MEMORANDUM

Date: 3 October 1995
Ref: COMMS/10.1

To: All Military & Civilian Staff

From: Thad Anglin
CCO



Subject: COMCEN - Sunday Schedule

Further to our memorandum of 20 September 1995 pertaining to the hours of operation of the COMCEN, please note that on Sundays, it will remain open from 10.00 - 11.00 hrs for the collection of faxes/cables.



Secretariat

ST/SGB/278

14 September 1995

Nairobi Distribution

1 copy per staff member

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

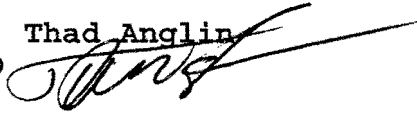
Subject: THE FINANCIAL SITUATION OF THE ORGANIZATION

1. Through this bulletin I wish to inform all staff members of the serious financial situation facing the Organization and of the related measures I have decided to put into effect.
2. In June, when I addressed the High-level Open-ended Working Group on the Financial Situation of the United Nations, I informed the members of the working Group that unpaid assessed contributions to the Organization amounted to \$2.8 billion as at 31 May. At 31 August 1995, total outstanding contributions had risen to more than \$3.7 billion. The current cash shortage is particularly acute with respect to the United Nations regular budget, for which almost \$850 million, or some 40 per cent of the total assessed at the beginning of 1995, remains unpaid.
3. The high level of the cash shortfall is unprecedented. After utilizing all other available reserves, regular budget cash was completely depleted in mid-August. Since that time and to date, we have had to borrow a total of \$98 million from peace-keeping operations to cover regular budget expenditures. Unless significant contributions are received from those Member States with outstanding contributions, it will be necessary to borrow almost \$200 million from peace-keeping operations by the end of October, and nearly \$300 million by the end of November.
4. We have been able to borrow from peace-keeping operations only because we have postponed long-overdue reimbursements to about 80 troop-contributing countries as well as the payment of Letters of Assent to Governments. If the current situation continues, the Organization will owe troop-contributing countries more than \$1.2 billion by the end of the year. This will place peace-keeping operations in great jeopardy.

INTER-OFFICE MEMORANDUM

Date: 20 September 1995
Ref: COMMS/9.36

To: All Military & Civilian Staff

From: Mr. Thad Anglin
CCO 

Subject: New Operating Hours - COMCEN

Please note that commencing Monday 18 September 1995 the hours of operation for the Communications Centre (COMCEN) are as follows:

Monday to Friday0730 hrs to 2000 hrs.
Saturday0730 hrs to 1300 hrs.
Sundayclosed for business

The Orderly Room at the Amahoro HQ may be utilized to send faxes to New York Headquarters after hours.

For coded or confidential material, please contact the Operations Duty Officer who will advise the Standby Duty Operator for transmission.



Deutsche 226138

INTER-OFFICE MEMORANDUM

DATE: 14 August 1995
REF.: AIR OPS 418

TO: All UNAMIR Military and Civilian Personnel

FROM: Chaim Ouziel, CAO *CO*

SUBJECT: UNAMIR Passenger flight scheduling during August 1995

1. The passenger flight schedule for the rest of the month of August must be further altered and will be as follows:

*NO Flt on 24 Aug
from X Br*

(a) **Monday and Thursday:** The regular flight will operate between Kigali and Nairobi utilizing the Hercules (large aircraft). The flight will depart Nairobi at 0900 hrs local time, and will depart Kigali at 1015 hrs local time.

(b) **Tuesday, Friday and Saturday:** The flight will be carried out utilizing the Beechcraft (small aircraft). The flight will depart Nairobi at 0900 hrs local time, and will depart Kigali at 1030 hrs local time. However, these flights may have to be cancelled on certain days if special tasks came up.

(c) **Sunday and Wednesday:** There are no flights on these days.


3. It is the responsibility of each traveller to check on the availability of flights for their travel period. Although we will try and accommodate as many people as possible, priority will always be given to duty passengers and it is possible that some persons travelling for leave purposes may have to use commercial means of travel.

4. Thank you for your understanding during this period.

6 September 1995

MEMORANDUM

To: All UNAMIR Personnel

From: William Clive 
OIC, Administration

Subject: Fundraising event on Saturday 09 September 1995
Amahoro Stadium

I am pleased to inform you that the UNAMIR Basketball team and the UNV Programme will organise a fundraising event on Saturday 09 September 04:00, at Amahoro Stadium (see attached programme).

The fundraising aims at assisting the orphanage Saint Exupery, Kigali, which accommodates 280 orphans aged from 3 months to 15 years. Currently, this institution relies exclusively on support provided by national and international NGOs and individual contributions.

In collaboration with the director of the orphanage, a list of priority needs has been established mainly in the following areas: hygiene, school equipments, building maintenance.

I trust this initiative deserves the attention and support of all UNAMIR staff, civilian and military.

The children are awaiting your presence.

PROGRAMME

Date: Saturday 09 September 1995
Time: 04:00 p.m.
Venue: Amahoro Stadium

* * *

15:00 - 15:15 Speech by UNAMIR representative
and Director of the orphanage

15:15 - 15:30 Photo session with the children

15:30 - 15:45 Rwandese traditional dance

15:45 Basketball game

Half time events: Fundraising
Toys distribution
Refreshments
Music

Conclusion of ceremony

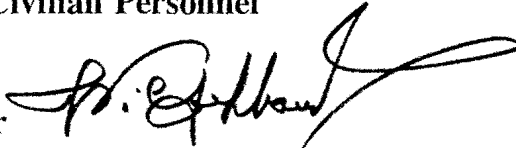
* * *

INTEROFFICE MEMORANDUM

Date: 4 September 1995

To: All Military and Civilian Personnel

From: Wilfrid de Souza
Executive Director



Subject: Absence from Mission Area

1. I will be on leave from 4 to 15 September 1995. During my absence, Mr. Sammy Kum Buo, Senior Political Adviser, would act as Executive Director.
2. Please extend to him your usual cooperation.



INTEROFFICE MEMORANDUM

Date: 26 August 1995

To: All Civilian and Military Staff

From: Wilfrid de Souza
Executive Director

A handwritten signature in black ink, appearing to read 'W. de Souza', written over the printed name and title.

Subject: Spokesman / acting arrangements

1. Mr. Ismaël A. Diallo, Spokesman, will be absent on leave from 28 August to 17 September 1995.
2. During his absence, the responsibility for the Office of the Spokesman will be exercised by the following staff members as indicated below:
 - Ms. Ladan Rafii, Legal/Political Officer
from 28 August to 7 September.
 - Lt. Kent Page, Military Public Affairs Officer
from 8 to 17 September.
3. All calls to the Spokesman's Office should be channelled to:
 - Ext. 11076 (28 August to 7 September) and
 - Ext. 11124 (8 to 17 September).
4. Thank you for your cooperation.



INTEROFFICE MEMORANDUM

TO: All Staff in the
Office of the SRSB

4 August 1995

FROM: Wilfrid de Souza
Executive Director

SUBJECT: Protocol/Interim arrangements

1. Mr. B. Dessandé, Chief of Protocol, UNAMIR will be on leave from 3 to 16 August 1995.
2. During his absence, responsibility for protocol matters will be exercised by the following staff members as indicated below:
 - Mr. Ismaël Diallo from 3 to 7 August
 - Mr. Mamady Lamine Condé from 8 to 16 August
3. All protocol related documents should be channelled through the office of Ms. Alice Schacht, Ext: 11071.



INTEROFFICE MEMORANDUM

URGENT

DATE: 03 Aug 95

REF: AIR OPS 402

TO: All UNAMIR Military and Civilian Personnel

FROM: C. Ouziel
Chief Administrative Officer

A handwritten signature in black ink, appearing to be 'C. Ouziel', written over the printed name and title.

SUBJECT: UNAMIR FLIGHT SCHEDULE DURING THE PERIOD 04 - 09 AUGUST 1995

1. Due to the rotation and withdrawal of various UNAMIR contingents to their home countries, the UNAMIR flight schedule will be heavily altered during the period 04 - 09 Aug 95. The proposed schedule for this period is as follows:

Fri 04 Aug - UN071 DEPARTS NAIROBI TO KIGALI 0600H LOCAL - CHECK IN 0400H.
UN071 DEPARTS KIGALI TO NAIROBI 1430H LOCAL - CHECK IN 1230H.

Sat 05 Aug - UN071 DEPARTS NAIROBI TO KIGALI 0600H LOCAL - CHECK IN 0400H.
THERE IS NO PLANNED FLIGHT TO NAIROBI FROM KIGALI.

Sun 06 Aug - **THERE IS NO PLANNED FLIGHT ON THIS DATE.**

Mon 07 Aug - **THERE IS NO PLANNED FLIGHT ON THIS DATE.**

Tue 08 Aug - **THERE IS NO PLANNED FLIGHT FROM NAIROBI TO KIGALI.**
UN071 DEPARTS KIGALI TO NAIROBI 1700H LOCAL - CHECK IN 1500H.

Wed 09 Aug - UN071 DEPARTS NAIROBI TO KIGALI 0900H LOCAL - CHECK IN 0700H.
UN071 DEPARTS KIGALI TO NAIROBI 1015H LOCAL - CHECK IN 0815H.

After Wednesday 09 August 1995, the regular flight schedule will come back into force. (Flights each day except Wed and Sun; Dep Nairobi at 0900h local; Dep Kigali at 1015h local)

URGENT

URGENT

2. Please utilize the above schedule for all travel planning purposes. In the event that unforeseen valid travel requirements surface during this time frame, then there **may** be a possibility of utilizing the Beechcraft on an ad-hoc basis. Other than those flights listed above, under no circumstances will R & R or leave passengers be carried between Kigali and Nairobi.

3. Any inconvenience is regretted, however, our current efforts towards downsizing must take precedence in the short-term.

4. Best regards.

URGENT

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

DATE: 2 AUGUST 1995

TO: All Section Chiefs
UNAMIR

FROM : A. BAH, Chief
General Services

SUBJECT : Mail delivery between UNAMIR HQ Amahoro and TRAFIPRO Buildings

With the move of some UNAMIR Sections from UNAMIR HQ Amahoro Hotel to TRAFIPRO, arrangement has been made for delivery of mail between these two places.

There will be mail shuttle daily at 9.00 am from Amahoro Hotel to TRAFIPRO, 10.00 am from TRAFIPRO to Amahoro Hotel and 11.00 am from Amahoro Hotel to TRAFIPRO, 3.00 pm in afternoon from Amahoro Hotel to TRAFIPRO, 4.00 pm from TRAFIPRO to Amahoro Hotel. You are requested to ensure that mails are delivered to Mail Operations and Diplomatic Pouch Unit at Amahoro Hotel and to the office of Mr. W. Clive, CISS at TRAFIPRO.

This schedule is being set up on a provisional base. When staff and space will be available at TRAFIPRO a sub-unit for the handling of Mail Operations, Diplomatic Pouch, Reproduction and Archives will be established at TRAFIPRO.

For the time being if you need a quick delivery please call Mail Operations and Diplomatic Pouch Unit Ext. 11126.

CC: Mr. C. OUZIEL, Chief
Administration Officer



INTER-OFFICE MEMORANDUM

TO: All UNAMIR Staff

DATE: 29 July 1995

FROM:

for Chaim Ouziel, CAO *Chaim Ouziel*

SUBJECT:

The lines for salary and MSA payments are too long....

... and we wish, as all do, to shorten them. Shortly we will be changing the cashier's office outlay so that there will be two windows instead of the current one. But until then, the only way to reduce the lines is to stretch the pay period. Consequently, the next pay (of the July salaries and MSA) will be as follows:

Civilian Police	Monday	31 July
UN Volunteers Int'l staff	Monday	31 July
UNAMIR Local staff A-M	Tuesday	1 August
UNAMIR Local staff N-Z	Wednesday	2 August
UN Volunteers local staff	Wednesday	2 August
Contingent troops	Thursday	3 August
Human Rights Int'l staff	Thursday	3 August
UNAMIR Int'l staff A-M	Saturday	5 August
UNAMIR Int'l staff N-Z	Monday	7 August
Human Rights local staff	Tuesday	8 August
Staff Officers	Wednesday	9 August
Military Police	Thursday	10 August
Military Observers A-M	Friday	11 August
Military Observers N-Z	Saturday	12 August

We would appreciate adherence to the above schedule. Equally, please remember that the above dates are just the earliest that payments may be picked up. If there is a line at the Cashier's window, payments may also be picked up any time after the above dates. We would appreciate if anyone who can pick up their payment after the above dates would please do so.

Thank you for your cooperation in this matter.



Office of the Special Representative of the Secretary-General
UNAMIR, Kigali
Tel.: (212) 963-3582 & (250) 84265 - Fax.: (212) 963-3090 & (250) 86877

TO: All Military and Civilian Personnel

FROM: Shaharyar M. Khan *Shaharyar Khan* DATE: 14 July 1995
SRSG

SUBJECT: Secretary-General's Visit

Everyone in UNAMIR worked immensely hard to make the visit of the Secretary-General a success. I am grateful for the effort that was made. I am gratified that the Secretary-General was pleased with the results of the visit.

Once again, my congratulations and thanks for the commitment.



OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

DATE: 12 July 1995

TO: All UNAMIR Personnel
All Heads of UN Agencies and
Offices in Kigali

FROM: Chaim Ouziel, CAO

SUBJECT: Visit of the United Nations Secretary-General

The Secretary-General will arrive in Kigali on Thursday 13 July 1995. He will visit the UNAMIR headquarters on Friday 14 July 1995 at 08:30 a.m. (and not 07:30 a.m. as previously scheduled). The Secretary-General will review a medal parade and address the staff.


All UNAMIR and UN Agencies' personnel are cordially invited to attend the event. Please be in place by 08:15 at the latest.



INTER-OFFICE MEMORANDUM

DATE: 11 July 1995

TO: All UNAMIR Administrative Section/Unit Chiefs/FSAs

FROM: William Clive, CISS 

SUBJECT: Coordination of FSAs

This is to advise you that effective immediately, Mr. Joseph Lombardo will carry out the duties of FSA Coordinator on top of his present responsibilities.

All FSAs are also instructed by this memorandum to report all administrative issues pertaining to their individual sector to Mr. Lombardo.

Please extend to Mr. Lombardo your usual cooperation.



DATE: 10 July 1995 .

TO: All UNAMIR Section and Unit Chiefs
Division Of Administration

FROM: Chaim Ouziel
Chief Administrative Officer

A handwritten signature in black ink, appearing to be 'Chaim Ouziel', written over the printed name.

SUBJECT: APPOINTMENT OF CHIEF OF SECTION

1. This is to advise that with immediate effect Mr Kel Gleeson is being appointed as the new Chief of MOVCON/Airops. In conjunction with this, the title of the section is being renamed as Movement Control (MOVCON).
2. Please extend to him your usual cooperation.

c.c.
SRSG
FC
ED

V

L. Ouazany

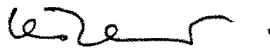


UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Secretaries
OSRSG

FROM: Isel Rivero 
SA to SRSG

DATE: 8 July 1995

SUBJECT: Proper identification

It would be appreciated that when you are making a telephone call to other offices either within or outside UNAMIR premises, you identify yourself and provide your telephone extension number. DO NOT, PLEASE DO NOT just give the Office of the SRSG as reference.

Recently Ambassador's Khan's office has been flooded with answer-back calls and in most instances the secretaries have been unable to retrace the original caller within the OSRSG.

Since the visit of the Secretary-General is approaching, we should be able to handle increased requests for information very clearly. I would appreciate if you would follow the above procedure.

In addition, should you receive requests for information regarding press or media matter^s, please refer them to the Spokesman's office, Mr. Diallo on extension 11075. For other matters concerning the Secretary-General's programme, please refer them to the Office of the Executive Director.

Your cooperation will be appreciated.



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

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UNAMIR - MINUAR

TO: UNAMIR Military and Civilian Personnel
Staff of United Nations Agencies in Rwanda

31 May 1995

FROM: Maj-General Guy C. Tousignant
Acting Chief of Mission
UNAMIR

A handwritten signature in black ink, reading "G. Tousignant", is written over a horizontal line.

SUBJECT: Arrival of New Executive Director

I am pleased to announce the arrival in Kigali, on 29 May, of UNAMIR's new Executive Director, Mr. Wilfrid De Souza.

As Mr. De Souza takes up his important responsibilities, I am sure I can count on all members of the United Nations community in Rwanda to extend to him the usual cooperation.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

DATE: 29 May 1995

TO: All Civilian Personnel

FROM: K. Nilsvang
CCPO

A handwritten signature in black ink, appearing to read 'K. Nilsvang', written over a horizontal line.

SUBJECT: Staff meeting with the CAO

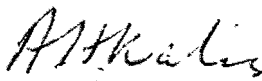
This is to inform you that the CAO, Mr. Chaim Ouziel will address all UNAMIR civilian personnel on Tuesday, 30 May 1995 at 11:45 a.m. in the Conference room on the ground floor.

Please be punctual.



TO: All Civilian and Military Staff
UNAMIR

FROM:


Abdul Hamid Kabia
Executive Director

DATE: 13 April 1995

SUBJECT: Officer-in-Charge, OSRSG

With my reassignment to head the post UNOSOM II Political Office in Somalia, Mr. Sammy Kum Buo has been designated Officer-in-Charge of the Office of the SRSG with effect from 16 April 1995. Mr. Buo will carry out the responsibilities of the Executive Director pending the arrival of my replacement.

cc: OIC, Administration

CIC, Personnel

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Military and Civilian Staff

FROM: Shaharyar M. Khan
Special Representative of the
Secretary-General for Rwanda

DATE: 14 April 1995

Shaharyar M. Khan

SUBJECT: Farewell Dinner for Abdul Hamid Kabia, Executive Director

Further to my memo of 10 April 1995, I wish to inform you that the **Farewell Dinner for the Executive Director, Dr. Abdul Hamid Kabia** one of the longest UNAMIR senior staff will be at the Meridien Hotel, today Friday 14 April 1995 at 19h00. The Dinner fee is \$12 per person.

See you there.



INTER-OFFICE MEMORANDUM

DATE: 13 April 1995

TO: All UNAMIR Personnel

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

SUBJECT: Acting arrangement

During my absence on official mission to Nairobi, from 13 to 18 April 1995, Mr. Hugo Valdes, Chief Procurement Section, will act as Officer-in-Charge of the Division of Administration and Management on my behalf.

Kindly extend to him your usual cooperation.



UNAMIR - MINUAR

To: All UNAMIR Civilian & Military personnel
B&R
UNDP, UNHCR, UNHRFO, UNREO (With a request to inform
all NGOs and UN Agencies)
From: SRSG
Date: 11 Apr 95

Shammy J. Khan

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.

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 UNHREFOR'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.

UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM

DATE: 10 April 1995
REF: COMMS/4.7

To: All UNAMIR Civilian ~~and~~ Military Staff

From: Ally H. Golo 
Officer-in-Charge Administration

Subject: Officer-in-Charge, Communications Section

Please be advised that Mr. Thad Anglin, Chief Communications Officer will be departing on Home Leave on Thursday 13 April 1995. During his absence, Mr. Magne Albrigtsen, Chief Radio Technician will be Officer-in-Charge of the Communications Section.

Your continuing cooperation is much appreciated.

U N A M I R



United Nations Assistance Mission In Rwanda
Mission Nations Unies Pour L'Assistance Au Rwanda
Nairobi

M I N U A R

TO: All UNAMIR Section/Unit Chiefs
Division of Administration & Management

5 April 1995

THROUGH:

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

A handwritten signature in black ink, appearing to be "Ally H. Golo", written over the printed name and title.

SUBJECT: OIC Procurement Section - Delegation of Authority

This is to advise you that with the reassignment of the current OIC Procurement Section, Mr. Mauno Vanttaja from UNAMIR effective 5 April 1995 and until the arrival of the selected CPO, Mr. Romulo Paez is hereby designated OIC Procurement with delegated authority to purchase, rent or sell for all activities within the mission's monetary limits.

Please extend to him your usual cooperation.

Copy to:

SRSG
FC
ED



4 April 1995

TO: All International Civilian Staff

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

SUBJECT: Officer-in-Charge, Personnel Section

Please be informed that the Chief Civilian Personnel Officer is away on leave. In his absence Mr. Adamou KOUMAGO will officiate as Officer-in-Charge of Personnel Section.

Your usual cooperation would be appreciated.



UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 022/95

DATE: 4 April 1995

TO: All UNAMIR Military, Civilian Police
& Civilian Personnel

FROM: Ally Golo, Officer-In-Charge
Administration

SUBJECT: TRAFFIC OFFENCES


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

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



A: Tous les Candidats au Pèlerinage

DATE: 31 mars 1995

DE: Dr. A.H. Kabia 
Directeur exécutive

OBJET: Organisation du Pèlerinage à la Mecque

La MINUAR assure la coordination de l'organisation d'un pèlerinage à la Mecque pour son personnel civil et militaire ainsi que celui des Agences de l'ONU.

Des dispositions préliminaires sont prises et la MINUAR veut recueillir les noms et adresses de tous ceux qui désirent y participer, les conditions et modalités de participation seront communiquées aux candidats éventuels en temps opportun.

Un Secrétariat a été mis en place à la MINUAR, salle 4004. Il sera dirigé par l'Amabassadeur Condé, chargé de recevoir les demandes d'information et fournir les renseignements appropriés. En cas d'absence de celui-ci, prière contacter Mme Zouleka Gonji, bureau 4061 ou Mme Fatimata Diarra, bureau 3053 - MINUAR.



UNAMIR-MINUAR

TO: All Pilgrimage candidates DATE: 31 March 1995


FROM: Dr. A.H. Kabia *A.H. Kabia*
Executive Director

SUBJECT: Organization of Pilgrimage to Mecca

UNAMIR is coordinating the organization of a trip to Mecca for UNAMIR personnel (civilian and military) and the U.N. agencies in Rwanda. Preliminary measures in support of these efforts are now being undertaken and UNAMIR would like to have the names and addresses of those who desire to make the Pilgrimage. Those interested will be informed on the conditions for participation at the appropriate time.

A Secretariat has been set up and Ambassador Condé is heading the coordinating Secretariat which is located at UNAMIR - Room 4004. All communications should be addressed to the office of Ambassador Condé. In his absence, please contact Mrs. Zouleka Gonji, Room No. 4061 or Mrs. Fatimata Diarra, Room No. 3053.

30 March 1995

To: All International Telephone users
From: Thad Anglin, CCO, UNAMIR 
Subject: Change of telephone numbering system - North America & United Kingdom.

All users of the UNAMIR telephone system are advised that the North American Numbering Plan has implemented changes to the telephone numbering system which were effective on the 1st January 1995.

The changes involve a shift in the format of the area codes. Users may be aware that formerly all North American area codes used to have either the digit zero (0) or one (1) as the middle digit of the area code. Since the 1st January, this format has changed and area codes are now following the format NXX where N is any digit between 2 and 9 and X is any digit between 0 and 9.

Please note that existing area codes have not been changed. Where there is a requirement for new area codes, of which there are at least six already, they will ... follow the format above.

The changes in the United Kingdom also involve changes to the area codes. On the 16th April 1995, the UK will change all, repeat all, area codes in existence by the addition of the digit one (1) at the beginning of the area code. This means that, for example, the two area codes in London will change from 71 & 81 to 171 & 181.

In addition, the area codes of five cities will be changed to completely new codes. This information is not readily at hand but one city involved is Bristol.

These new codes should be dialled as the UK's telephone system has already made allowances for them. As of the 16th April, the UK will only be accepting the new codes.

The telephone unit does not have the area codes for the United Kingdom, nor does it have the new area codes for the five cities mentioned above. It is the responsibility of the users to make themselves aware of the new area codes.



UNAMIR - MINUAR

TO: SECRETARY - OSRSG

FROM: Paul Ischlika
CSO/ASC

24 March, 1995

Ref.: UNAMIR/SO/059

SUBJECT: STAFF MEMBERS PERSONAL DETAILS

The Evacuation Plan is in the process of being finalized and the above pieces of information constitute a very important portion of it. Several requests have been made in the past, but met with very little response.

Grateful if you could please ensure that staff members in your department/section complete the attached forms and return them to the Security Operations room #1051 on the ground floor or room #4061 on the 3rd floor, not later than Tuesday 28 March, 1995.

- (i) Personal Detail Form
- (ii) Inventory of Personal effects in duplicate copies

Staff members also living in private accommodations are also requested to submit a map of their areas indicating the exact location of their residences. This also includes all new staff members whose names are not on the attached list.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: TO ALL UNAMIR/ AGENCIES PERSONNEL
FROM: PAUL ISCHLIKA
CSO/ASC

DATE: 24 March, 1995

Ref.: UNAMIR/SO/058

SUBJECT: SECURITY AWARENESS BULLETIN OF CURRENT SITUATION VOL. 3

The current security situation has necessitated the production of this news bulletin in order to appraise staff members of the over all security situation in Kigali, and Rwanda in general. It is hoped that UNAMIR personnel will take this information to heart and adjust their movements accordingly.

1. GENERAL:

The overall security situation in Rwanda although is relatively calm, but is still of serious concern, particularly with the rising tension experienced over the last two of weeks. Incidents of hostility in the Refugee camps still continue unabated, and UNAMIR military positions in some of the sectors have come under grenade attacks resulting in serious injuries to UNAMIR military personnel.

Aid Agencies are also undergoing searches at RPA check points as they travel to the sectors. UN personnel are regularly stopped and searched at these check points without consideration for their status as United Nations personnel. UN Laissez-passers, UNAMIR ID cards, and United Nations marked vehicles do not exempt them from these searches. Vehicles, bags, personal belongings, official documents, and even diplomatic bags are all subjected to these searches. The frequency and degree of search is now far beyond the search for weapons. The most common areas are between Gisenyi and Cyangugu, and Kibungo and Rusumo.

Arriving and departing passengers at the Kigali International Airport are also equally subjected to similar searches, and most often, asked to pay custom duties on personal effects.

The office of the SRSG is fully aware of the situation and "NOTE VERBALES" on the issue have been sent to the Foreign Ministry as letters of protest, but to no avail.

2. KIGALI:

The security situation in Kigali and its environs had remained calm for quite sometime. However it seems to have deteriorated in the last two weeks with threats against UN personnel and hijacking of UNAMIR vehicles being reported. The following are highlights of some of the incidents.

- (a) There has recently been an increase in the number of road blocks and check points mounted by the RPA around the city, particularly at night, sometimes starting at 1900 hrs. As usual, these road blocks are put up in most cases with empty crates and are not lit to be seen from afar. Again, UN vehicles do not escape the searches at these check points. Intensified routine foot, and mobile patrols around the city however continue at night as well.
- (b) In sector 5, Tunbatt HQ. in Ruhengeri came under grenade attack from unidentified gunmen, and 8 military personnel were injured, 4 seriously.
- (c) On the night of Sunday March 5, Nibatt HQ in Byumba also came under grenade attack by unknown persons in which 2 Nigerian military personnel sustained minor injuries. The cause for the attack is unknown.
- (d) On Sunday 26, February 1995 at about 5.15 pm, 3 UNAMIR International Civilian staff driving in a UNAMIR vehicle were fired upon with an automatic weapon by an unknown person, on the Ruhengeri/Kigali road, less than 10 km from Kigali. The front tire exploded as the bullet pierced through it, but the staff members never stopped. The gunman in desperation continued shooting at the vehicle as they sped away. Fortunately there were no injuries.
- (e) On Wednesday March 8, one Nigerian Civpol Officer was physically attacked by three unidentified armed men at his residence between 1900 and 1930 hrs. The location was Kiyovu Rugenge in Kigali. His vehicle UNAMIR # 1144 was taken away with his motorola radio, a wrist watch and US\$300 in cash.
- (f) Another UNAMIR International Civilian staff of the Transport Section was attacked by 3 RPA soldiers at his residence in Remera, at about 1930 hrs on 14 March, 1995.

At gunpoint, he was blindfolded and all his personal belongings taken away. For some strange reason, they did not take his vehicle. Losses were estimated at US\$4885. The matter is being investigated by the military police.

- (g) Another UNAMIR International civilian staff was chased a few days ago by 4 unidentified men in a small red jeep all around Kigali at night. The chase started from the foot of the hill at Chez Lando Hotel and continued through the city. The staff member made a series of evasive moves and confirmed. He however decided to make his way back to Chez Lando hotel, and as soon as he entered the car park, his assailants drove off.
- (h) On Saturday 18 March Human Rights Land Cruiser # 1926HR was reported stolen outside a UN house in Kimihurura.
- (i) On Sunday evening, 19 March, 3 armed men attempted to steal Human Rights vehicle # 1907HR from the Human Rights house at Rugenge in Kigali. The attempt was foiled when the vehicle broke down. The incident was witnessed by the local guard.
- (j) The latest incident was in Byumba in the early hours of Monday 20 March 1995, between 0100 and 0130 hrs, when a Nigerian Guard on sentry duty shot and killed an attacker, while the second one was arrested by the duty officer. Both were later identified to be local staff members of Brown & Root working in Byumba.

3. ARREST OF UNITED NATIONS LOCAL STAFF MEMBERS:

There has been an increase in arrests of UN local staff members by the RPA, all held on charges of genocide. The number has increased from 4 in February in Kigali central prisons to 6, with 3 more held in the gendarmerie stations in the city. In addition to the above, a UNAMIR translator was arrested and finally released.

4. KANOMBE INTERNATIONAL AIRPORT - KIGALI:

The Rwandese airport authorities have expressed their growing concern over the number of UNAMIR staff members attempting to enter the airport. Airport rules and regulations must be followed, and no unauthorised vehicles are allowed inside the airport.

Entering the airport without the appropriate ID cards, and vehicles passes, driving on the ramp to meet aircraft, driving across the runway without permission from the control tower, as well as receiving VIPs and baggage are to cease immediately.

Searching of personal effects of UN staff members with valid UN Laissez-passer, to the airport authorities, is a routine exercise, though its a violation of the status mission agreement between the UN and the Rwandese Government.

5. ROAD ACCIDENTS:

Vehicle accidents are on the increase. UNAMIR personnel should drive with extreme caution at all times.

The RPA drivers are contributing factors who have little or no regard for traffic rules. Nearly all road accidents that involve UN vehicles, the UN staff member is always held responsible even where he/she is not at fault. The investigations and findings are always one-sided, and in which case the staff member has no redress. All staff members are advised to be very careful on the roads, obey all road signs, and have due concern for all road blocks and the officers manning them; and above all, to observe speed limits. Remember the MPs are on the roads, and have been empowered to impound vehicles flaunting the rules. **PLEASE ALSO REMEMBER THAT IF YOU DRINK, DON'T DRIVE.**

6. THE ISSUE OF UNAMIR ID CARDS

The issue of UNAMIR ID cards has come under serious criticisms by the Rwandese authorities hence the curtailing of our privileges and immunities by them. In order to streamline the issuing of ID cards, the SRSG has decided that the following action be taken;

- (a) That UNAMIR will cease issuing ID cards to the following:
 - (i) All UN Agencies except for the Human Rights and members of the International Tribunal;
 - (ii) All Foreign Embassies in Kigali
 - (iii) All Registered Contractors with UNAMIR, except for the International Contract staff in the interim.
- (b) That all the existing UNAMIR cards will be withdrawn by the respective Agencies/Contract Companies as soon as they have devised their own system, and return them to the ID card section at UNAMIR HQ.

7. STANDARDS OF CONDUCTS:

In order not to lose sight of our moral code of conduct as International civil servants, all staff are reminded of the Administrative Instructions issued in August 1994, and recently reproduced by the Chief of Administration on 9 March, 1995 including the following headlines;

Local Laws, Regulations and Customs
 Currency Regulations
 Photography
 Privately Owned Weapons
 War Souvenirs
 Hunting and Shooting
 Contact with Local Population
 Handling of Information
 Consumption and disposal of Drugs
 Consumption of Alcohol
 Driving

8. SECURITY:

Having gone at length to remind staff members of the deteriorating security situation that is currently prevailing in Rwanda as a whole, I would like to conclude by strictly warning all members of staff to restrict their movements particularly at night, to keep off the streets, and to be at their residences not later 8 pm.

For the benefit of our new staff members I would like to reproduce our Security Guidelines recalled from our earlier edition of the Security Awareness bulletin, most of which is also found in the Security Pamphlet issued to you on your arrival;

SECURITY GUIDELINES:

- (i) Carry your ID card with you at all times. If you are issued with a Motorola Radio, you are advised to carry it with you as well.
- (ii) Avoid going out on your own and staying out too late at night. It is advisable that you go out in groups of two or more and where possible, go in convoys of two or more vehicles.
- (iii) Avoid driving at night in remote and isolated areas in the city. Know safe streets and routes.
- (iv) Avoid using local taxis and privately owned cars particularly at night, except if you know the private car owner. Should you be forced to use a local taxi, you must always be in the company of somebody you know and trust too well. Relying on Registration number plates of taxis is not enough.

- (v) Should you be attacked, you should always try to be calm and firm, and courteous. Never show signs of stress and intimidation, even though you may feel intimidated.
- (vi) It is always in your best interest to yield to the demands of your attackers and where possible establish some kind of rapport with them.
- (vii) Stop only at established road blocks/check points, and avoid giving lifts to non UN personnel. Do not stop at hand signals of any kind at night, especially in suspicious circumstances and areas.
- (viii) Should you be trailed at night, avoid heading for your residence especially if it is a distance away from you. You should always try to head for Public houses especially where there is crowd and call for help on your radio describing your exact location.
- (ix) Above all, please do not discard "COMMON SENSE" as it will assist you to appreciate the situation on the ground, make sensible deductions and take decisions in your best interest. REMEMBER YOUR LIFE COMES FIRST.

You can call for help on the following channels and callsigns:-

Civilian Security

- (i) Channel 11
Callsign " Sierra Oscar 1 through 9 "
between 0830 and 1800 hrs.
Monday -Saturday.
Telephone # 84268 Exts. 11130/11135/11073

Military

- (ii) Military Duty Officer
UNAMIR HQ - Amahoro
Channel 4, or 8 after 1800 hrs.
Callsign " Zero "
Telephone # 84268 Ext 11150
- (iii) Indian Battalion (Indbatt)
Channel 4
Callsign 6
Telephone # 84268 Exts. 11217/11218
Rwandatel: # 76803

- (iv) Military Police Duty Officer
Channel 4
Callsign " Escort Zero "
Telephone # 84268 Ext.86855/86856
- (v) Force Provost Marshal
Channel 4
Callsign " Papa Mike "
Telephone # 84268 Ext. 11108

UNAMIR MILITARY RAPID REACTION FORCE (RRF):

For the general information of all staff members, there is also the Rapid Reaction Force specially tasked to react to all emergency situations within a short timeframe, and is on standby 24 hourly. The RRF can be contacted through the UNAMIR duty officer at UNAMIR HQ Amahoro on channel 4, or channel 8 after 1800 hrs. or through Indbatt on channel 4, callsign 6, or call Sierra Oscar between 0830 and 1800 hours. The callsign for the Rapid Reaction Force is Romeo Romeo Foxtrot.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

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, civpol 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.

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.



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

17 MARS 1995

BULLETIN No. 1

1. JE M'ADRESSE À TOUT LE PERSONNEL CIVIL, CIVPOL ET MILITAIRE DES NATIONS UNIES AU RWANDA POUR LEUR SOULIGNER LA NÉCESSITÉ DE RESPECTER LES LOIS ET RÈGLEMENTS RWANDAIS. NOUS NOUS DEVONS ÉGALEMENT DE RESPECTER LES COUTUMES CULTURELLES, TRADITIONNELLES ET SOCIALES DU PEUPLE RWANDAIS.

2. POUR CE QUI EST DU TAUX DE CHANGE OFFICIEL DU FRANC RWANDAIS, LE GOUVERNEMENT A ANNONCÉ PAR DÉCRET UN TAUX DE CHANGE FLEXIBLE À PARTIR DU 6 MARS 1995. IL EST DONC DEMANDÉ À TOUT LE PERSONNEL DE NE PAS SE PROCURER DES DEVICES LOCALES PAR DES CANAUX PRIVÉS OU SUR LE MARCHÉ PARALLÈLE.

3. J'AI PEUR QUE LES PRIVILÈGES ET IMMUNITÉS VISANT À PERMETTRE AUX PERSONNES À REMPLIR LEURS FONCTIONS OFFICIELLES SOIENT PARFOIS INVOQUÉS À MAUVAIS ESCIENT. J'AI APPRIS QU'ON AVAIT RETROUVÉ SUR LE MARCHÉ DES ALCOOLS ET DU MATÉRIEL ÉLECTRONIQUE NON DEDOUANÉ. JE DÉPLORE QUE CERTAINS TENTENT D'OUTREPASSER CES PRIVILÈGES POUR LA RECHERCHE D'UN PROFIT ET SI CE TRAFIC DEVAIT CONTINUER, JE N'HÉSITERAI PAS À METTRE UN TERME AUX IMPORTATIONS DE PRODUITS NON DEDOUANÉS. IL EST DEMANDÉ AU PERSONNEL DES NATIONS UNIES DE CONTRÔLER MÉTICULEUSEMENT TOUTES IMPORTATIONS DE MARCHANDISES NON TAXÉES ET D'UTILISER CES MARCHANDISES À DES FINS PRIVÉES UNIQUEMENT .

4. IL EST ÉGALEMENT DEMANDÉ AU PERSONNEL DES NATIONS UNIES DE CONDUIRE AVEC ÉNORMÉMENT DE PRUDENCE, DE RESPECTER LE CODE DE LA ROUTE ET LES LIMITATIONS DE VITESSE. IL EST IMPÉRATIF DE NE PAS PRENDRE LE VOLANT APRÈS AVOIR CONSOMMÉ DE L'ALCOOL. LES CONDUCTEURS QUI N'ONT PAS L'HABITUDE DE LA RÈGLE DE LA PRIORITÉ À DROITE SONT INVITÉS À PRENDRE UN COURS AUPRÈS DU RESPONSABLE DES TRANSPORTS.

5. UN NOMBRE DE PLUS EN PLUS IMPORTANT D'AGENTS DES NATIONS UNIES LOUE DES HABITATIONS PRIVÉES. UN EXEMPLAIRE DE CHAQUE BAIL DOIT ÊTRE REMIS À LA MINUAR POUR DES RAISONS DE SÉCURITÉ. DE PLUS, UNE ATTESTATION DOIT ÊTRE DEMANDÉE À LA PRÉFECTURE AVANT TOUTE SIGNATURE DE CONTRAT.

6. EN OUTRE, LES RÈGLES ÉDICTÉES PAR LE GOUVERNEMENT DOIVENT ÊTRE RESPECTÉES EN MATIÈRE DE LOYER, LEQUEL DOIT ÊTRE VERSÉ AU PROPRIÉTAIRE RÉEL ET LÉGITIME DE L'HABITATION, ET NON AUPRÈS D'UNE BANQUE ÉTRANGÈRE EN FAVEUR D'UNE PERSONNE INCONNUE. UNE VISITE AUPRÈS DE LA PRÉFECTURE CONCERNÉE PERMETTRA DE CONTRÔLER QUEL EST VÉRITABLE PROPRIÉTAIRE DE LA MAISON.

7. ENFIN, TOUT LE PERSONNEL DES NATIONS NATIONS SE DOIT DE RESPECTER LES COUTUMES SOCIALES ET CULTURELLES DU RWANDAIS, ET LES AGENTS DES NATIONS UNIES DOIVENT SE PLIER AUX STANDARDS DE CONDUITE DES FONCTIONNAIRES INTERNATIONAUX, QU'ILS SOIENT CIVILS OU MILITAIRES. IL EST ESSENTIEL D'AVOIR UNE CONDUITE DIGNE ET RESPECTUEUSE ENVERS LES CITOYENS RWANDAIS. QUICONQUE REFUSERAIT DE RESPECTER CES STANDARDS ET SE CONDUIRAIT D'UNE MANIÈRE INDIGNE S'EXPOSERAIT À DES MESURES DISCIPLINAIRES.

8. JE DEMANDE A LA POLICE MILITAIRE DE LA MINUAR D'ETRE VIGILANTE ENVERS L'ATTITUDE DU PERSONNEL DES NATIONS UNIES EN MATIERE DE CONDUITE AUTOMOBILE ET DE RESPECT DU CODE DE LA ROUTE. LA POLICE MILITAIRE DE LA MINUAR A LE POUVOIR D'AGIR CONTRE TOUT CONDUCTEUR



UNAMIR - MINUAR

Kigali 20 March 1995

INTER-OFFICE MEMORANDUM

TO : All International Civilian Staff

FROM : Secretary, Interim Staff Committee *[Signature]*

SUBJECT : Nomination of Staff Members to serve on
Staff Committee for the year 1995

We are now calling upon all International Civilian Staff of UNAMIR to submit names of staff members whom they consider would effectively serve their interests as members of the Staff Committee for the year 1995. The posts to be filled are as follows:

Chairman
Vice Chairman
Secretary
Treasurer
Committee Members (6)

Please submit nominations to the following Polling Officers by
Friday 24 March 1995:

UN HQ	- Lindbergh Reynolds - Room 1064
Comms Compound	- Gopi Nambiar
Transport Workshop	- Anglad Nanlal
Trafipro	- Marc Molatte

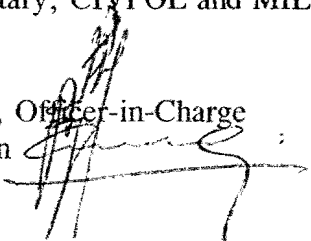
We look forward to your support in forming a dynamic and effective Staff Committee to serve UNAMIR staff interests.



ADMINISTRATIVE INSTRUCTION N° 009/95

DATE: 20 March 1995

TO: All UNAMIR Personnel
Civilian, Military, CIVPOL and MILOBs

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

SUBJECT: Office and Residential Accommodation

Further to Information Circular No. 012/94 dated 24 October 1994, please be advised that a Meeting was called, on 9 March 1995, by the Prefect of Kigali. The meeting was attended by UNAMIR Administration, United Nations Agencies and Non-Governmental Organizations, on the above subject.

During the meeting the Prefet of Kigali expressed concern over the fact that the Prefecture does not know who is renting what premises and from whom they are renting. The problem is arising because the city of Kigali needs to prevent people claiming properties which are not theirs and renting them out. The second problem is also that the Prefecture wants to be certain that no one is renting from persons outside the country considered by the Government as persona non grata. In an effort to avoid these problems the Prefecture of Kigali requires that all UNAMIR personnel and those of other agencies and non-governmental organizations living in private accommodation should furnish the Prefecture with a copy of their contract, the name and address of the owner and an attestation that the person claiming to be the owner of the house is indeed the owner. The ownership attestation is granted by the Office of the Prefecture.

Accordingly, all UNAMIR personnel privately renting premises in Kigali are requested to supply the required information to Building Management Section as soon as possible to enable Management to forward the same to the Prefecture before the deadline (22 March 1995).

UNAMIR WELFARE CLUB NEWSLETTER NO. 1

4 March 1995

It is with great pleasure to inform everyone that the UNAMIR Welfare Club, under the direct guidance of our SRSG, Mr. Shaharyar Khan, has started organising and conducting various activities to enhance leisure and recreation to both civilian and military members of the mission. The club activities include both outdoor and indoor sports, entertainment, and even social/cultural affairs. A large number of enthusiastic volunteers has organised the activities of the Club.

For your information, the officers of the Welfare Club Committee are as follows:

Chairperson:	Mr. Patsy Mullings (BMS)
Co-Chairperson:	Mr. Kimso Nilsvang (Personnel)
Civilian Welfare Officer:	Mrs. Brandy McNeill (Staff Counselor's Office)
Force Welfare Officer:	Maj. Deepak Das (IndiaBatt)
Property Officer:	Mr. Marc Molatte (PCIU)
Bar Manager:	Mr. Ranbir Singh (IndiaBatt)
Entertainment Officer:	Mr. Jack Parnell (Log)
Treasurer:	Mr. Hudson Mbunya (Finance)
Secretary:	Ms. Janira Ogtong (ISS)

2/.....

The organisers and their respective activities are:

SER NO.	ACTIVITY	ORGANISER	ROOM NO./ TEL. NO.
	<u>OUTDOOR</u>		
1.	Athletics	Mr. Norris Jorsling CTO Mr. Brian Seales BMS	3060/ 11087 UNICEF Bldg./ 15116
2.	Badminton	Maj. Pankaj Arora SO Transport	2068/ 11117
3.	Baseball	Maj. Steve Moore SO Transport	2068/ 11117
4.	Basketball	Mr. Brian Seales BMS	UNICEF Bldg./ 15116
5.	Cricket	Mr. Louis Hall Transport Maj. Deepak Das Welfare Officer	3060/ 11214 1050/ 11108
6.	Field Hockey	INDBATT	
7.	Football	Mr. Norris Jorsling CTO Mr. Adrian O'Sullivan Transport	3060/ 11087 Transport Shop/ 11213
8.	Golf	Mr. James Ifill Communications Maj. Ranbir Singh PRO Indiabatt	Comms Cmpd/ 11210 SOALTEE/ 36976
9.	Petanque	Mr. Marc Molatte PCIU	Trafipro/
10.	Squash	Maj. Deepak Das Welfare Officer	1050/ 11108
11.	Tennis	Mr. Stanley Oliver Personnel	4085/ 11066
12.	Trekking (Safari, Picnics, Bird-watching)	Mr. Didier Pansiot Personnel	UNICEF Bldg./ 15113
13.	Volleyball	AUSMED/INDIABATT	ALEXANDRA/ 76803

	<u>INDOOR</u>		
14.	Aerobics, Ballroom Dancing, Taekwon-do	Mr. Evon Parkes PSB	1045/ 11188
15.	Bridge	Maj. S. Agrawal G3 Engr.	11161
16.	Chess		
17.	Dart	Maj. Deepak Das Welfare Officer	1050/ 11108
18.	Mahjong	Ms. Emma Silvestre Personnel	3044/ 11089
19.	Ping-Pong	Ms. Sylvie Nossereau Personnel	4085/ 11066
20.	Videotheque	Maj. Deepak Das Welfare Officer	1050/ 11108
	<u>SOCIAL/CULTURAL</u>		
21.	Get-togethers/Parties	Mr. Jack Parnell Log/CMC	1012/ 11138
22.	Musical Entertainment	Isell Rivero-Mendez OSRSG	4029/ 11080
23.	Library	Brandy McNeill Staff Counselor	3052/11098 temp 3060/11087

INAUGURATION DAY OF THE WELFARE CLUB

The UNAMIR Welfare Club was officially inaugurated on 11 December 1994. On that day, the Athletic Wing, organised by Mr. Norris Jorsling (CTO), held the 10 KM and Medley Relay Run at the Amahoro Stadium. These were the very first activities of the Welfare Club. The SRSG himself awarded the winners of the Runs, namely:

10 K Race

1st Place-Sgt. Bjdur Thapa (Indiabatt)
2nd Place-Rfn. Kulbahaur Thapa (Indiabatt)
3rd Place-Pvt. Ladan Yaya

Relay Medley

1st Place-Nicoy A-Team
2nd Place-Brown and Root
3rd Place-Nicoy B-Team

45 and Over

Norris Jorsling

Congratulations to the winners and to all participants of these exciting runs.

4/.....

UNAMIR Christmas Party

Another successful activity of the Welfare Club was the UNAMIR X'mas Party held on 17 December 1994 at the Amahoro Headquarters. We would like to thank the Ghanaian Band for the lovely music they provided, MGT Catering Service for the delicious dinner and all you wonderful UNAMIR staff, including guests, who made the evening such fun.

Children's Christmas Party

Profits acquired from the UNAMIR Christmas Party were used for the Children's X'mas Party held at the Chez Lando Restaurant on 18 December 1994. The Welfare Club invited the orphans from Mother Theresa Orphanage, Kigali, and the children of local UNAMIR staff members. Around 100 children danced to the music of the Indian Band and enjoyed the sumptuous snacks and mechanical rides provided by Chez Lando Catering Service. We would like to thank the few dedicated members of the Welfare Committee who made this event a great success.

CanCon Farewell Party

A farewell party for the Canadian Contingent was organised by the Welfare Club on 20 January 1995 at the Amahoro Headquarters. It was another evening of fun and entertainment as we bid good-bye to the Canadians.

Cricket Matches

January/February cricket match games results:

- Indbatt vs. AusMed held on 26 January 1995 (National Days of both India and Australia)
Congratulations AusMed Team! Well done!
- Indbatt vs. UNAMIR XI held on 28 January 1995
Congratulations UNAMIR XI!
- AusMed vs. UNAMIR XI held on 4 February 1995
Congratulations again to AusMed Team!
- Indbatt vs. UNAMIR XI held on 25 February 1995
Congratulations again to UNAMIR XI!
- Aussies vs Contractors XI held on 26 February 1995
Congratulations Aussies!

Another exciting weekend of cricket will be held on 4 March 1995 between UNAMIR XI and Aussie teams and on 5 March 1995 between IndBatt and Contractors XI teams at the Amahoro Stadium. We invite everyone to watch and cheer for their teams. To those who don't understand cricket, we urge you to come and learn the game rules from the crazy and hilarious cheerers. We guarantee that you'll get hooked to it!

Basketball

On Friday, 10 February 1995, the UNAMIR + Internationals Basketball team participated in their first scrimmage game against the Rwanda Ministries' Dept. of Sports at the Amahoro Stadium. Winning by no less than 18 points, with a score of 68 to 50, the UNAMIR Renovators displayed a level of cohesiveness rarely demonstrated in team sports this early in the season.

This UNAMIR Renovators took part in their first tournament with NICOY/INDBATT. They look forward to exciting the fans so come on out and support your team!

Aerobics/Dance Class/Taekwon-do/Walking Club

Classes for aerobics, dance lessons and taekwon-do are going on strong in the Hotel Meridien everyday (see attached training schedule). Under the guidance of Mr. Evons Parkes, a large number of health enthusiasts has joined. Everyone is invited to come wiggle their bodies and enjoy the fun.

The walking club meets at 18:45HRS on Monday, Wednesday and Friday. Anyone interested in joining the walking club or starting an aqua-aerobics class, please contact Brandy McNeill, Civilian Welfare Officer and Staff Counselor at Extension 11098.

Tours

For your information, the Welfare Club conducted interesting tours, organized by Didier Pansiot (Claims) on:

- | | | |
|----------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------|
| 11-December 1994 | - | Kabale (Uganda) Trip which included a delightful boat ride on Lake Bunyuni and a sumptuous lunch in the Bushara Island. |
| 24-26 Dec. 1994
31 Dec.-2 Jan. 1995 | - | An exciting 3-day tour of the Queen Elisabeth National Park (Uganda). |
| 29 January 1995
19 February 1995 | - | Gorilla Park (Ruhengeri, Rwanda). Everyone enjoyed this awesome experience! |

Tours for the month of March:

A one-day tour to Nyanza and Butare Museum is being organised which includes lunch and show

(traditional dance/songs). More Gorilla Park trips are also being organised. Details of said trips will be posted on the Welfare Bulletin Board located at the Ground Floor, Amahoro Hdq. (opposite the reception desk). Please feel free to see Didier Pansiot, UNICEF Bldg., Ext. 15113 if you have suggestions on particular places to see. He'll be happy to assist anyone.

Tennis

Tennis tournaments will soon be organised. Anyone interested to join should contact Stanley Oliver (Room 4085, Ext. 11066). Maj. Deepak Das has placed tennis rackets and balls at the BBC and Meridian Hotel for personnel interested in playing.

Petanque

This famous French game will soon be introduced to UNAMIR staff by Mr. Marc Molatte (PCIU/Trafipro). Equipments are now being purchased and anyone who would like to join should contact Mr. Molatte or the Force Welfare Officer.

Chess

Mr. Patrick Francis (Personnel) who initially organised the Chess Club has unfortunately ended his assignment with UNAMIR and the Welfare Committee is looking for a replacement. Anyone interested to organise this challenging game should contact any officer of the Welfare Club Committee.

U.N. Music Band

The Welfare Club invites musically-talented UNAMIR personnel to form a U.N. Band. So far, we have Mr. Jack Parnell who plays saxophone and Ms. Sylvie Nossereau who plays the keyboard. If you play a guitar or other instrument please contact Mr. Parnell (Room 1012, Ext. 11138) to join this fantastic band.

Membership Contribution

A minimal monthly membership fee for the UNAMIR Welfare Club will be requested from MSA recipients to cover operating expenses. In our next newsletter we will inform you on the fee and how to acquire a membership card.

Headquarters for the Welfare Club

The Welfare Club Committee has chosen the Kigali Sportif Club, better known as Le Cercle Sportif, located at the heart of Kigali, as the ideal recreation centre of our Welfare Club. Kigali

Sportif Club has complete facilities which includes a big swimming pool, basketball court, tennis courts, squash court, football field, minigolf, gym room, a club house with barbecue area, etc. Negotiations are now being done between the UNAMIR Welfare Club and Kigali Sportif for the use of these facilities. We will provide you with more information in our next newsletter.

New Staff Counselor and Welfare Officer

We all welcome our new Staff Counselor and Welfare Officer, Mrs. Brandy McNeill. She arrived from the U.S.A. on 15 February full of energy and hopes to improve the mental and physical wellness of UNAMIR staff. She spent her first day here chatting with members of the Welfare Committee and other UNAMIR staff. "Everyone had such good ideas for making mission life here more fun. I can't wait to get started planning events" she reported.

Brandy has spent her career delivering counseling and wellness programs, though never under the unique conditions that exist here in Kigali. She agreed that developing programs here "will be a special challenge".

Brandy enjoys reading a good book, watching videos, exercising, gambling and laughing with friends. She hopes to get all of these activities and others suggested by UNAMIR staff started very quickly.

Stop by and visit her in the Staff Counselor and Welfare Office located temporarily in Room 3052 and permanently in Room 3060.

Next Newsletter

The Welfare Newsletter will be published monthly. If you have any news to share, please contact Brandy McNeill, Civilian Welfare Officer and Staff Counselor at extension 11098.

Persons interested to participate in an activity should forward their names to the organising member of that discipline. Military contingents may forward their names through their respective welfare officer to the Force Welfare Officer. Additional volunteers including those who wish to contribute to the existing or new activities are welcome to forward their names to any officer of the Welfare Club.

Thank you and we look forward to more happy times ahead!

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UNAMIR - MINUAR

MEMORANDUM

TO: All Staff
OSRSG

FROM: *Dr. Abdul H. Kabia*
Dr. Abdul H. Kabia
Executive Director

DATE: 3 March 1995

SUBJECT: Appointment of Chief of the Radio Unit

Please be advised that Mr. Zouaoui Benamadi has been appointed as Chief of the Radio Unit at UNAMIR. This circular supersedes the previous one on this matter which assigned additional duties to Mr. Benamadi in the Spokesman's office.

- - - - -



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UNAMIR - MINUAR

TO: Major General G. Tousignant
Force Commander

Mr. A.H. Golo
OIC, Administration

ATTENTION: Mr. K. Nilsvang
Chief Civilian Personnel Officer

FROM: Dr. Abdul Hamid Kabia
Executive Director

DATE: 1 March 1995

SUBJECT: Appointment of Spokesman and Head of Radio Unit

The SRSG has approved the appointment of Mr. I. Diallo as UNAMIR Spokesman and Mr. Z. Benamadi as Head of the Radio Unit. Mr. Benamadi will continue to assist the Spokesman in his duties and act as Spokesman when the incumbent is away from Rwanda.

cc: All Staff OSRSG

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UNAMIR - MINUAR

17 February 1995

TO: All Civilian and Military Personnel

FROM: Zouaoui Benamadi
UNAMIR Spokesman 

SUBJECT: RADIO UNAMIR FREQUENCIES

At 16H00 yesterday 16 February 1995 Radio UNAMIR started broadcast programmes in the Kigali area.

You can tune in to Radio UNAMIR on FM, frequencies 105 and 88.30 Mhz.

Today, 17 February, Radio UNAMIR will start its transmission to Byumba on FM frequency 91.60 Mhz.

The schedule of programmes are as follows:

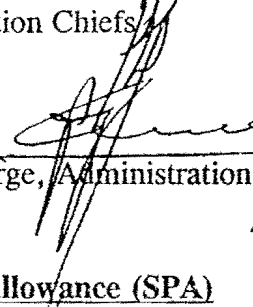
16H00 - 17H00	KINYARWANDA
17H00 - 18H00	FRENCH
18H00 - 19H00	ENGLISH
19H00 - 20H00	KINYARWANDA

Good listening!



13 February 1995

TO: All Office/Section Chiefs

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

SUBJECT: Special Post Allowance (SPA)

Please be advised that the review for granting of Special Post Allowance to UNAMIR international staff will be undertaken shortly. All Chiefs of Sections are therefore requested to submit appropriate recommendations of deserving staff members in their respective Section. Such recommendation should be made only if a staff member is assigned to a post at a clearly recognizable higher level than his/her own grade. In this connexion a detailed job description of the related post will be required together with the recommendation.

The granting of SPAs shall be considered jointly by the Administration and the staff through local advisory panel which shall consist of

- a). the Chief Administrative Officer
- b). the Chief Civilian Personnel Officer
- c). a staff nominated participant at the appropriate level, and category
- d). a staff representative nominated by the Staff Committee

The Panel shall review all personnel to determine which ones in their view qualify for the granting of an SPA. Recommendations from the panel shall be forwarded to FALD/DPKO, which shall make comments and recommendations for submission to the office of Human Resources Management who will make the final decision which will be communicated to you in due course.

INTEROFFICE MEMORANDUM

Date: 11 February 1995.

To : All Civilian and Military
Personnel, UNAMIR

From: Ally H. Golo
OIC, Administration

Subject: Officer-in-Charge Property Survey Unit (PSU)

During the absence of Mr. Evon Parkes on leave from 13 February to 10 March 1995, Mr Heikki Hamalainen will be Officer-in-Charge of the Property Survey Unit.

(A)



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UNAMIR - MINUAR


7 February 1995

LOGISTICS DIRECTIVE NO: 01/95

TO:  SEE DISTRIBUTION LIST

FROM:


K. BORASKY
CISS


COL. K. M. TUTT
DCOS (Sp)

SUBJECT: SUPPLY PROCEDURES

1. Introduction

1.1 The aim of this Logistics Directive is to advise all UNAMIR military and civilian staff of new procedures to follow concerning the request and issue of UNAMIR supplies. The new procedures have been developed in view of the newly established Logistics Support Group (LSG) and the move of the UNAMIR Warehouse from the airport to Trafipro.

1.2 The new procedures, as outlined below, come into effect Wednesday, 08 February 1995.

2. Supply Request Control

2.1 Only a limited number of designated personnel from each military and civilian unit/section will herewith be authorized to raise requests for supplies. For the military: each battalion may designate up to six (06) personnel, each independent company three (03) personnel and military HQ units two (02) personnel. For civilian sections three (03) personnel may be designated, being the Chief of Section plus two additional personnel from the section.

2.2 The personnel authorized to raise supply requests will become the Unit Supply Officers in respect to their unit/section. Each unit/section is requested to complete the attached **Signature Card form - ANNEX A** - providing sample signatures of the designated Unit Supply Officers. The completed form should be sent to the Supply and Materials Management Section (SUMMS), LSG, Trafipro, by 08 February 1995.

1.../2

3. Supply Request Procedure

3.1 All supply requests are to be directed to the **Customer Services** section of the LSG at Trafipro. All requests must be raised on the new **Supply Request Form - ANNEX B**. The Supply Request Form should be signed by the Unit Supply Officer and then forwarded by fax or mail to the Customer Services section at least **24 hours** prior to the expected delivery or collection of the supplies. In completing the Request Form, the Unit Supply Officers should ensure that the Item Description, Stock Number, Unit of Issue, and Quantity Required columns are completed correctly. The Unit Supply Officer must also ensure that the name and ID number of the Unit Officer chosen to collect / receive the supplies has been reflected on the form.

3.2 On receipt of the Supply Request Form, the Customer Services section will process the request and advise the Unit Officer as to when the supplies will be delivered and/or ready for collection.

3.3 Monthly resupply requirements of consumable goods, particularly to contingents, should be raised by the Unit Supply Officer using the attached **Monthly Consumable Request Form - ANNEX C**. This Form should be completed and returned to the Customer Services by **08 February 1995** which section will arrange for routine resupply deliveries of these items each month.

3.4 For emergency supply requests, the Customer Services section should be contacted directly by voice or fax at the following Imarsat Nos: Tel: 871-156-0722 or Fax: 871-156-07-34.

4. **Accountability of Supplies:** All non-expendable and/or attractive supply items (eg: cameras, EDP equipment, tools, etc.) are issued on an accountable basis whereby the Unit Officer to whom the items are issued will be held responsible for the safe-keeping and return of the items.

5. **Concluding Remark:** Any questions concerning the new supply procedures should be directed to the Customer Services section, LSG Trafipro.

DISTRIBUTION:

SRSG	FC	CO	GHANBATT	CMPO
ED	DFC		TUNBATT	CO MPCOY
CAO	DCOS(SP)		ETHIOBATT	CLO
CISS	CLSG		FRAFBATT	CHAC
CCPO	CMCO		ZAMBATT	IOC
CGS	OIC GS		INDBATT	ICHR TRIBUNAL
CTO	PCIU		MALAWICOY	
CPO	R&I		NICOY	
CFO	MOVCON		MALICOY	
CBES	BRSC PM			
CILM ✓	BRSC Warehouse Supervisor			

(NOTE: Kindly distribute copies to all staff within your units/sections)

SIGNATURE CARD

UNIT/SECTION:.....

LOCATION:.....

OIC UNIT/SECTION:..... (NAME PRINT)

I THE UNDERSIGNED HEREBY GIVE AUTHORITY FOR THE FOLLOWING PERSONNEL FROM MY UNIT/SECTION TO RAISE REQUESTS FOR SUPPLIES. THE NUMBER OF PEOPLE AUTHORISED TO RAISE REQUESTS IS SIX/THREE*. I UNDERSTAND THAT SHOULD A REQUEST FOR SUPPLIES NOT CARRY ONE OF THESE SIGNATURES THE REQUEST FOR SUPPLIES MAY NOT BE FULFILLED.

ID CARD #	NAME	SIGNATURE	RANK/APPT
.....	OIC UNIT/SECTION
.....
.....
.....
.....
.....

* DELETE AS APPLICABLE

SIGNATURE:.....

OICUNIT/SECTION



SUPPLY REQUEST FORM									
		Issue	Sheet No	No of Sheets	UNIT SUPPLY OFFICER:				
		Turn-In			NAME, RANK, ID #, SIGNATURE				
FROM: _____ UNIT SUPPLY OFFICER, UNIT LOCATION		PRIORITY: I II III IV		COMMODITY CLASS MANAGER:					
TO: SUPPLY & MATERIAL MANAGEMENT OFFICER (SUMMS) Attn: TRAFFIPRO, UNAMIR WAREHOUSE		SUPPLY CLASS: 1 2 3 4 5 6 7 8 9		NAME, POSN, ID #, SIGNATURE					
TO BE ISSUED TO: _____ UNIT OFFICER NAME, UN ID CARD NO., LOCATION				SUPPLY & MATERIAL MANAGEMENT OFFICER: NAME, SIGNATURE					
Item	Stock/Decal #	Item Description	Unit of Issue	Qty Req'd	Qty App'd	Qty Issued	Shortfalls	Budget Estimate	
ISSUE DATE:		BY:		RECEIVED DATE		BY:		Shortfalls	
		UNAMIR WAREHOUSE SUPERVISOR						B - BRSC procure I - Imprest P - UN procure S - Warehouse	

* If the Signature block is not correctly completed the items will not be issued.

ANNEX C
TO LOGISTIC INSTRUCTION

LOCATION:

I CONFIRM THAT THIS AMOUNT IS REQUIRED BY MY UNIT/SECTION ON A MONTHLY BASIS.

DATE:

TO BE CONTINUED ON ANOTHER SHEET IF INSUFFICIENT SPACE ON ONE SHEET.

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UNAMIR - KINSHASA

INTEROFFICE MEMORANDUM

TO: All Civilian and Military
Personnel, UNAMIR

DATE: 3 February 1995

FROM: Ally H. Golo
OIC, Administration

SUBJECT: Officer-in-Charge of GSS

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



UNAMIR - MINUAR

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

FROM: Paul Ischlika
CSO/ASC

A handwritten signature in dark ink, appearing to read "Paul Ischlika".

DATE: 26 January 1995

Ref.: UNAMIR/SO/019

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

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

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

All friends and well-wishers are cordially invited.

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

Once again thank you very much and God bless.

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UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM

DATE: 16 January 1995

To: All UNAMIR Sections & Units

From: Kimso Nilsvang
Officer-in-Charge, Administration

A handwritten signature in dark ink, appearing to read 'Kimso Nilsvang', written over the printed name and title.

Subject: Transfer of Generator & Electrical Units to
Building & Engineering Services Section

Please be advised that commencing 23 January 1995, responsibility for the Generator and Electrical Units formerly under the jurisdiction of the Communications Section, will be transferred to the Building & Engineering Services Section.

Any requests or tasking requirements for these two Units should thereafter be directed to Mr. Minus Lessanu, Chief, BES.

Your cooperation in this matter will ensure the smooth transfer of functions between these two Sections.



UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

TO: All Chiefs of Divisions/
Sections/Units

DATE: 16 January 1995

FROM: K. Nilsvang, OIC
Administration

A handwritten signature in dark ink, appearing to read 'K. Nilsvang', written over a horizontal line.

SUBJECT: Reproduction of Documents

In the course of streamlining the proper functioning of the Reproduction Unit, we have found necessary to introduce the following procedures:

1. Only official documents should be sent to the Reproduction Unit;
2. Documents should be forwarded to the Reproduction Unit along with the attached document control form duly completed and signed by the Requesting Officer;
3. Reproduction of personal documents is strictly forbidden; any request of this sort will not be entertained;
4. Entrance into the reproduction area is strictly limited to the staff of the Reproduction Unit.

All UNAMIR personnel is invited to comply with the above instructions.



UNAMIR -- MINUAR

DOCUMENT CONTROL FORM

PART I

(To be completed by requesting officer)

TITLE OF DOCUMENT:

NUMBER OF PAGES:

NUMBER OF COPIES REQUESTED:

TO BE READY BY:
(DAY - HOUR)

REQUESTING OFFICER:
(NAME - ID NO)

SIGNATURE:

PART II

(For use of Reproduction Unit)

PRIORITY: I II III IV

JOB NO:

NO OF COPIES: (101 51 101 368)

AUTHORIZED BY: Chief Registry Pouch & Reproduction Unit

NB: Form completed on 12/1/80



UNAMIR - MINUAR

TO: All Civilian and Military Personnel
UNAMIR

FROM: Shaharyar M. Khan
SRSG

A handwritten signature in dark ink, appearing to read 'Shaharyar M. Khan', written in a cursive style.

DATE: 14 January 1995

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

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

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



INTER-OFFICE MEMORANDUM

DATE: 9 January 1995

TO: All UNAMIR Personnel

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

SUBJECT: Security Plan

In his message of 16 December 1994 the SRSG requested all personnel to fill out Annexes 1 and 2 with information that will assist the Security Management Team in completing the security and evacuation plan for UNAMIR. To date, not one information sheet has been returned to this Office.

I would like to kindly request that all personnel fill out Annexes 1 and 2 of the SRSG's message and submit it to my office no later than Thursday 12 January 1994.

Filling out these forms and handing them should be done without delay as this is in the interest of your own personal security.

ANNEX I

INFORMATION OR SECURITY PLAN LISTING

UNAMIR ID N° _____

NAME: _____
(Family name) (Other names)

NATIONALITY: _____

COUNTRY/CITY OR HOME LEAVE: _____

DUTY STATION WITH UNAMIR: _____

TELEPHONE: _____

RESIDENTIAL ADDRESS AT DUTY STATION: (state quarters, floor, entrance,
type of building; attach location sketch to main road)

HOME TELEPHONE: _____

FUNCTION/TITLE: _____

DATE OF ARRIVAL AT DUTY STATION: _____

UN LAISSEZ-PASSER N°.: _____ EXPIRY DATE: _____

NATIONAL PASSPORT N°.: _____ EXPIRY DATE: _____

PARENT ORGANIZATION: _____

LOCATION OF PARENT ORGANIZATION: _____

EXPIRATION DATE OF CONTRACT WITH PARENT ORGANIZATION: _____

* DEPENDENTS PRESENT AT DUTY STATION : YES _____ NO _____

* SPOUSE: _____

* CHILDREN/DOB/SCHOOL (attach additional info. on a separate sheet)

* It should be noted that the presence of these groups in the UNAMIR mission areas runs contrary to UNAMIR administrative circular #13/94. If these individuals are present in the UNAMIR mission area, they are the sole responsibility of the staff member. Under no circumstances will UNAMIR be held liable for their security and safety.

CIVILIAN STAFF MEMBERS: SUBMIT TO CHIEF CIVILIAN PERSONNEL OFFICE

CIVPOL STAFF MEMBERS: SUBMIT TO CHIEF, CIVPOL PERSONNEL OFFICE

MILITARY STAFF MEMBERS: SUBMIT TO CHIEF MILITARY PERSONNEL OFFICE

AGENCY STAFF: SUBMIT TO UNDP FIELD SECURITY OFFICER

ANNEX 2

INVENTORY OF PERSONAL EFFECTS OF FURNITURE, HOUSEHOLD
EFFECTS, AUTOMOBILES AND VALUABLES

Note: Please complete this form in the following order:

I. FURNITURE AND HOUSEHOLD EFFECTS IN:

- A. Living Room

B. Dining Room

C. Bedroom No. 1

D. Bedroom No. 2
- E. Bedroom No. 3

F. Bedroom No. 4

G. Office

H. Kitchen
- I. Laundry

J. Balcony

K. Other rooms

L. Garage

II. AUTOMOBILE(S)

III. VALUABLES

IV. CLOTHING

Name: _____

Functional Title: _____ Grade/Rank: _____

Address: _____ Date of Inventory: _____

DESCRIPTION OF ITEM	PLACE OF PURCHASE	DATE OF PURCHASE	PURCHASE COST**		ESTIMATED REPLACEMENT COST
			LOCAL	US \$	

* IT IS THE STAFF MEMBER'S RESPONSIBILITY TO ADVISE THE DESIGNATED OFFICIAL OF ANY CHANGES IN THE INFORMATION GIVEN.

** STATE ONLY IN CURRENCY ACQUIRED.



3 January 1995

NOTICE TO ALL MEDIA PERSONNEL

Resident at:

Hotel des Diplomates
Hotel Meridien
Hotel des Mille Collines
Hotel Kiyovu

PRESS CONFERENCE

This is to inform you that, following the X'mas break, the Special Representative of the Secretary-General, Ambassador Shaharyar Khan, is to hold a Press Conference at UNAMIR HQ, Kigali, on Friday 6 January 1995 at 09:30 hours.


I. Minta
Acting Spokesman

cc: All UN Agencies

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UNAMIR - MINUAR

30 December, 1994

Ref: MIR/GS/002/GEN

TO: All Civilian and Military Personnel
UNAMIR

FROM: Mark Kiejna,
Chief Claims

A handwritten signature in dark ink, appearing to be 'MK', is written over the printed name 'Mark Kiejna' and extends with a long horizontal stroke across the right side of the 'FROM' line.

SUBJECT: Absence for Annual Leave.

Please be informed that during my absence from 03 January 1995
to 14 January 1995, Mr. Didier Pansiot will be Officer-in-Charge of the Claims Unit.



TO: ALL INTERNATIONAL CIVILIAN PERSONNEL

FROM: FORCE COMMANDER - (ASG)

A handwritten signature in dark ink, appearing to read 'J. L. Duvignau', written over a horizontal line.

DATE: 29 DEC 94

SUBJECT: FORCE COMMANDER (ASG) NEW YEARS' MESSAGE

-
1. The end of 1994 is just upon us, and I would be remised not to take this opportunity to reflect upon the year that is coming to an end.
 2. Many of you were here before the traumatic events of six of April, and you have now returned to complete and rebuild this mission. Needless to say, the focus and aim of this mission have changed drastically since the initial mandate given to UNAMIR in the summer of 1993. One thing that has not changed, it is the need for all of us, civilian and military, to work together towards a common goal, the successful completion of our mission.
 3. Two aspects of the mission are prevalent to UNAMIR; the political effort, trying to reconcile the world with Rwanda, and the military effort, trying to reconcile Rwanda with itself. In this duality of efforts your role is primordial, and must be played in unison with the effort of both offices; despite some differences in approach, the two components have continued to show good will and cooperation throughout the year. Many of us in the military are new to the UN environment, and are used to a more pragmatic approach, not comprehending the systematic way of the UN. With this in mind, it is important that you use your best judgement in guiding us through the UN administrative system, and find innovative ways to support our mission. Our goals must be commonly oriented towards the same objectives, and this can only be accomplished with the establishment of high-level cooperation among us.
 4. To that end, I will personally undertake to establish yet better relations between the military, and the civilian staff. Under the overall leadership of our SRSG I find easy to suggest that all of us should make a similar pledge. It is time to turn a page in the UNAMIR book, and use the upcoming New year to renew our commitment to each other, and to the mission.
 5. I wish all of you health, success and prosperity in the year 1995 and thank you for your support during 1994. Happy New Year.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

TO: All Civilian and Military
Personnel, UNAMIR

DATE: 28 December 1994

FROM: Kimso Nilsvang
OIC, Administration

A handwritten signature in dark ink, appearing to be 'Kimso Nilsvang', written over a horizontal line.

SUBJECT: Officer-in-Charge of GSS

During Mr. Abdoulaye Bah's absence on leave from 28 December 1994 to 3 January 1995, Mr. Mark Kiejna will be Officer-in-Charge of the General Services Section.



INTER-OFFICE MEMORANDUM

DATE: 23 December 1994

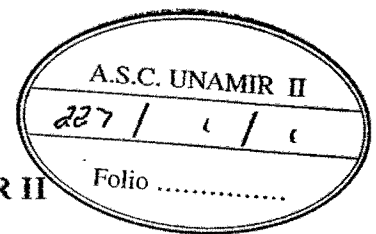
TO: All UNAMIR Personnel

FROM: Kimso Nilsvang, Officer-in-Charge
Administration

SUBJECT: Acting arrangement

During the absence on annual leave of Mr. Danilo Carlos, Officer-in-Charge, Finance Section from 27 December 1994 to 9 January 1995, Mr. Prasert Kongrukgreaiyos will act as Officer-in-Charge of the Finance Section on his behalf.

Kindly extend to him your usual cooperation. Seasons greetings.



AUSTRALIAN CONTINGENT - UNAMIR II



MINUTE

ASC UNAMIR II
A/ADJT 03/94

HQ UNAMIR (Attn : WO2 White)
MILOB HQ
INDBATT

RESTRICTION ON USE OF PHONECARD TELEPHONES - CHRISTMAS 1994

1. Owing the number of Australian contingent members who are likely to use the payphones over the Christmas, and to ensure that all Australian contingent members have an opportunity to ring home, the five payphones located at the Military Academy barracks will be reserved for the exclusive use of Australian personnel from 242100 B to 261200 B Dec 94.
2. It is requested that this information be passed to your members as soon as possible. Outside of this period, telephone calls may be made as per the normal procedure.
3. For WO2 White. Please distribute this minute widely throughout HQ UNAMIR.
4. Your assistance is appreciated.

A handwritten signature in dark ink, appearing to read "S.J. Lee".

S.J. LEE
CAPT
A/ADJT

22 Dec 94

MIL Spokesman

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Office of the DFC/CMO
UNAMIR Force HQ
Kigali
Rwanda

1000.7(DFC)/G/5

22 December 1994

ALL CONTINGENTS/UNITS

SEDUCTION OF GIRLS BELOW THE AGE OF 18 YEARS BY UNAMIR PERSONNEL

1. In a meeting between UNAMIR Principal Staff and RPA representatives held recently at the FHQ, it was drawn to my notice by RPA representatives, that cases of seduction of young girls by UNAMIR personnel are becoming more and more common.
2. RPA officials have expressed their strong disapproval of such acts and the SRSG has fully endorsed these sentiments and has further directed that exemplary punishments be meted out to the perpetrators of such acts.
3. In order to protect and uphold the good image of UNAMIR, you are directed to advise all ranks to desist from such activities.
5. Accept for information and guidance of all under command.

A handwritten signature in dark ink, appearing to read 'J. Anyidoho'.

HK Anyidoho
Brig Gen
DFC/CMO

cc: SRSG, FC, CAO



INTER-OFFICE MEMORANDUM

DATE: 21 December 1994

TO: **All UNAMIR Personnel**

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

SUBJECT: **Acting arrangement**

During my absence on home leave from 23 December 1994 to 25 January 1995, Mr. Kimso Nilsvang will officiate on my behalf as Officer-in-Charge Administration.

Kindly extend to him your usual cooperation. Seasons greetings.



U R G E N T

21 décembre 1994

A: Tous les Fonctionnaires civiles et militaires de la MINUAR

De: Club de Loisirs de la MINUAR

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

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

Merci de votre compréhension.

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

To: All civilian and military personnel

From: UNAMIR Welfare Club

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

No registration will be accepted beyond this date.

Kindly thank you for your cooperation.

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

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

DATE: 20 December 1994

TO: All UNAMIR Civilian & Military Staff

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

SUBJECT: Power Interruptions for Generator Maintenance
Wednesday 21 December 1994

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

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

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

19 DECEMBER 1994
MIR/PCIU No 045

To: All Civilian and Military Personnel
UNAMIR

From: Marc Molatte,
Supervisor PCIU

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

Subject: *Absence for Annual Leave*

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

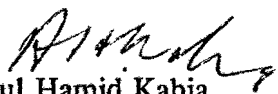
UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Civilian and Military Personnel
UNAMIR

FROM: 
Dr. Abdul Hamid Kabia
Executive Director
UNAMIR, Kigali

DATE: 19 December 1994

SUBJECT: Officers-in-Charge of the OSRSG

I will be away from Kigali from 20 December 1994 to 13 January 1995. During my absence, Mr. P.B. Dessande will be Officer-in-Charge of the Office of the SRSG and Mr. I. Minta the Legal Adviser will supervise the Information activities of the Office. In the absence of Mr. S.K. Buo from 21 December 1994 to 10 January 1995, Mr. L. Condeh will be Officer-in-Charge of the Political Section of the Office.

Ms. L. Raffi will assist Mr. Minta and Ms. K. Scott will assist Mr. Condeh during these periods.

I wish you all Seasons Greetings and a Happy New Year.

MEMORANDUM

1000-1 (Sig Ops)

Dec 94

Distribution List

V-SAT TELEPHONE/FAX NUMBERS

Ref. V-Sat telephone/Fax numbers dated 17 Dec 94

1. Amend Ref as follows:
 - a. Under Belgian Village delete tel number 82916;
and
 - b. Under Belgian Village add tel number 11283 - DFC.
2. The DFC's number is a Rural Link off the UNAMIR switchboard.



J.L. Bolt
WO
Ops WO
2013

DISTRIBUTION LIST

Action

All Military, MILOB, CIVPOL
& Civilian Chiefs of Sections



December 17, 1994

Ref: MIS/EDP

**TO: All Civilian and Military Personnel
UNAMIR**

**FROM: Eric Dogbegah, Chief
MIS/EDP Section**

A handwritten signature in dark ink, slanted upwards to the right, appearing to read "Eric Dogbegah".

SUBJECT: Absence from mission area

Please be informed that during my absence on home leave from 19 December 1994 to 07 January 1995, Mr. Jibao Yimbo will be Officer-in-Charge of the MIS/EDP Section. As is the procedure, all requests for EDP equipment and or accessories should be submitted to Mrs. Semret Asrat in Room No. 3005, tel. ext. 11093.

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

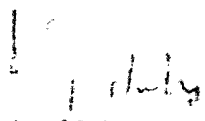
1000.8(DFC)/A6

12th December 1994

ALL CONTINGENTS/UNITS / CIVILIAN
PERSONNEL

CHRISTMAS MESSAGE

1. On behalf of the SRSG, H.E. Shaharyar Khan and the FC, Maj Gen Tousignant, and on my own behalf, I wish to extend to you all the season's greetings and also to wish you peace and goodwill for the coming New Year.
2. I would like to take this opportunity to thank you for the excellent work you have been carrying out in your respective areas of responsibility. I must, however, admit that although this mission has been a difficult one in many respects, your dedication, coupled with tenacity of purpose, enabled the achievement of many successes in the year.
3. As we celebrate this occasion, I entreat you not to limit our activities to merry-making but also to reflect on the achievements as well as identifying the shortcomings of the mission throughout the year with a view to improving our efforts in the coming year.
4. I further wish to remind you of the challenges that lie ahead of us and implore you to be extra vigilant and also to be mindful of those detractors who may want to derail the solid foundations we have already put in place in the search for a lasting peace in Rwanda.
5. Finally, in our effort at peacekeeping, let us strive to be tolerant, accommodating, compassionate but resolute. Remember that we are ambassadors sent to Rwanda for a common purpose - PEACE KEEPING.
6. Once again I wish you all a MERRY CHRISTMAS, A HAPPY AND PEACEFUL NEW YEAR.


HK Anyidoho
Brig Gen
DFC/COS CMO

cc: SRSG
Ex Director
CAO



INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEUR

8 December 1994 *A*

TO : All UNAMIR Sections and Units

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

SUBJECT : Integration of Support Services

1. In keeping with the current integration project and the restructuring this involves, the following sections/units are moved from where they currently exist to where indicated:

<u>Section/Unit</u>	<u>Move From</u>	<u>Move To</u>
MIS	CAO	CISS
R&I	GS	Log. Support Group
PCIU	GS	Log. Support Group
Generator Unit	CCO	CBES
Electrical Unit	CCO	CBES
FSA Unit	CSS	CCLogO
Force Vehicle Inventory Unit	CTO	CCLogO

2. The manning table reflecting the new organization is attached.

cc: SRSG
FC
ED

ANNEX
Distribution of proposed staffing by office of the
United Nations Assistance Mission For Rwanda

	PROFESSIONAL AND ABOVE									FS, GS AND SECURITY					INT TOTAL	LOCAL STAFF	UNV	GRAND TOTAL
	USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2	TOTAL	FS	SENIOR GS	GS	SS	TOTAL				
SUBSTANSIVE DIVISION																		
Office of the Special Representative of the Secretary-General	1								1		1	1		2	3	1		4
Director			1						1			1		1	2	1		3
Special assistant					1				1					1	1			1
Senior Political Advisor				1					1			1		1	2	1		3
Political Affairs Officer					2				2		1			1	3			3
Sector Affairs Officer						6			6						6			6
Liaison Officers					2				2						2			2
Legal Officer						1			1			1		1	2	1	1	4
Information/Radio officers					1	1	2	4	8		1	1		2	10	11		21
Sub-Total	1		1	1	6	8	2	4	23		3	5		8	31	15	1	47
Office of the Force Commander																		
Commander		1							1		1	1		2	3			3
Military/Police staff officers												5		5	5			5
Contingent support																40		40
Sub-Total		1							1		1	6		7	8	40		48
Office for the Coordination of Humanitarian Assistance					1				1			3		3	4	3		7
Sub-Total					1				1			3		3	4	3		7
TOTAL - SUBSTANSIVE DIVISION	1	1	1	1	7	8	2	4	25		4	14		18	43	58	1	102
ADMINISTRATIVE DIVISION																		
Office of the Chief Administrative Officer																		
Chief Administrative Officer				1					1		1	1		2	3	1		4
Administrative Officer						1	1		2			2		2	4			4
Budget management unit							1		1	1		1		2	3	1		4
Sub-Total				1		1	2		4	1	1	4		6	10	2		12
Personnel																		
Office of the Chief						1			1			1		1	2			2
International staff							1		1			2		2	3	2		5
Local staff							1		1			2		2	3	2		5
Translator/Interpreter							1		1			1		1	2	4	1	7
Sub-Total						1	3		4			6		6	10	8	1	19

	PROFESSIONAL AND ABOVE									FS, GS AND SECURITY					INT TOTAL	LOCAL STAFF	UNV	GRAND TOTAL
	USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2	TOTAL	FS	SENIOR GS	GS	SS	TOTAL				
Procurement																		
Office of the Chief						1			1			1		1	2	1		3
Purchasing units							1		1	3				3	4	2	4	10
Contracts unit											1			1	1	2	2	5
Processing & expediting unit								1	1			2		2	3	2		5
Sub-Total						1	1	1	3	3	1	3		7	10	7	6	23
General Services																		
Office of the Chief						1			1			2		2	3	2		5
Registry/mail/pouch											1	3		4	4	2		6
Archives							1		1	2		1		1	1	2		3
Claims review/Property survey board														2	2	2		4
Reproduction												1		1	1	2		3
Sub-Total						1	1		2	2	1	7		10	11	10		21
Finance																		
Office of the Chief						1			1			1		1	2			2
Accounts unit							1		1	1		1		2	3	1	1	5
Cashier											1	1		2	2	2		4
Payments							1		1	1		3		4	5	2	1	8
Sub-Total						1	2		3	2	1	6		9	12	5	2	19
Security																		
Office of the Chief							1		1			2	20	22	23	5		28
Sub-Total							1		1			2	20	22	23	5		28
Integrated support services																		
Office of the Chief					1				1			1		1	2			2
Budget assistant												1		1	1			1
Sub-Total					1				1			2		2	3			3
Management information systems																		
Office of the Chief							1		1			1		1	2			2
Software												1		1	1	1	2	4
Systems management									1		1	3		4	5	1	2	8
Hardware																2	2	4
Sub-Total							1		2		1	5		6	8	4	6	18

	PROFESSIONAL AND ABOVE									FS, GS AND SECURITY					INT TOTAL	LOCAL STAFF	UNV	GRAND TOTAL
	USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2	TOTAL	FS	SENIOR GS	GS	SS	TOTAL				
Engineering and building management																		
Joint engineering office						1	1		2			1		1	3	1		4
Sector engineering offices																5	5	10
Building management unit						1			1						1	1	2	4
Accommodation/leasing										1				1	1	2		3
Operations and maintenance										1				1	1	2	2	5
Utilities										1				1	1			1
Contractor supervision										2				2	2			2
Engineering support unit							1		1	1		1		2	3	1		4
Materials supervisor										1				1	1			1
Generator shop										3				3	3	2	4	9
Electrical shop										3				3	3	2	2	7
Sub-Total						2	2		4	13		2		15	19	16	15	50
Communications																		
Office of the Chief										2		1		3	3	1		4
Radio workshop										1				1	1		1	2
Stores										1				1	1	3		4
Communications centre										5		3		8	8		1	9
Satellite communication maintenance										1				1	1			1
Sector radio operations										5				5	5			5
PABX												2		2	2	9		11
Special equipment										1				1	1	3		4
Sub-Total										16		6		22	22	16	2	40
Nairobi																		
Administrative officer							1		1						1	1		2
Procurement										1				1	1	2		3
Finance										1				1	1	1		2
Transport																5		5
Receipts and issues												2		2	2	1		3
Sub-Total							1		1	2		2		4	5	10		15

	PROFESSIONAL AND ABOVE									FS, GS AND SECURITY					INT TOTAL	LOCAL STAFF	UNV	GRAND TOTAL
	USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2	TOTAL	FS	SENIOR GS	GS	SS	TOTAL				
Logistics																		
Office of the Chief						1			1			1		1	2	1		3
Field service administration										6				6	6	1		7
Contract management cell							2		2	3		1		4	6	1	2	9
Logistics plans office							1		1			1		1	2	1		3
Sub-Total						1	3		4	9		3		12	16	4	2	22
Movement control																		
Office of the Chief							1		1			1		1	2			2
Air operations								1	1		1			1	2	1	1	4
Movement control centre								1	1						1		2	3
Travel and traffic								1	1	1		1		2	3	2		5
Nairobi										1		1		2	2	2	2	6
Sub-Total							1	3	4	2	1	3		6	10	5	5	20
Logistics support group																		
Deputy							1		1			1		1	2	1		3
Logistics operation cell										1				1	1			1
Supply and material management							1		1						1	2	4	7
POL, rations and water										1				1	1	1		2
General stores										1				1	1	1		2
Property Control & Inventory Unit							1		1			4		4	5	5	10	20
Receipts and Issues							1		1			4		4	5	3		8
Force Vehicle Inventory Unit										1				1	1			1
Sub-Total							4		4	4		9		13	17	13	14	44
Maintenance																		
Office of the Chief							1		1			1		1	2			2
Electrical and optical										1				1	1			1
Inventory and records										1				1	1	2	1	4
Heavy vehicles										1				1	1			1
Light vehicles										1				1	1	10	12	23
Parts store										1				1	1	3	2	6
Dispatch										1				1	1	19	1	21
Licensing and safety										1				1	1	1	1	3
Accident investigation										1				1	1	1	1	3
Sub-Total							1		1	8		1		9	10	36	18	64
TOTAL - ADMINISTRATIVE DIVISION				1	1	8	23	4	37	62	6	61	20	149	186	141	71	398
GRAND TOTAL	1	1	1	2	8	16	25	8	62	62	10	75	20	167	229	199	72	500



UNAMIR - KIGALI

3 December 1994

To: SEE DISTRIBUTION

From: Norris Jorsling

Brian Seales

UNAMIR Welfare Club Athletic Committee

Subject: Ten Kilometre and Medley Relay Run

Under the distinguished patronage of the UNAMIR Special Representative for the Secretary General (SRSG), Mr. Shaharyar Khan, the athletic wing of the UNAMIR welfare club cordially invite you to partake in their inaugural ten kilometre and medley relay run on
11 December 1994.

The ten km run will begin at the Amahoro Stadium and proceed along a route taking the runners past the Meredian Hotel and returning to the Stadium.

The Medley relay will take place at the Amahoro Stadium.

Attached is a registration form which must be completed and returned to UNAMIR HQ, Room 3060 or Room 3052 by 1200 hrs. on Thursday, 8 December 1994.

All runners will receive a participation certificate and there will be prizes awarded for the winners of the various categories.

Ensure you participate or come out in your numbers and support your favourite runners.

DISTRIBUTION

1. UNAMIR Civilian/Military Personnel
2. B & R Management
3. All UN Agencies, Kigali
4. UNAMIR RPA Liaison Office

UNAMIR WELFARE CLUB "ATHLETIC WING"



COMPLETED FORM TO BE RETURNED BY
1200 HRS ON THURSDAY 8 DECEMBER 1994
TO ROOM 3060 (NORRIS) OR ROOM 3052 (BRIAN)



10 KM AND MEDLEY RELAY

REGISTRATION FORM

DATE: SUNDAY 11 DECEMBER, 1994.

STARTING TIME: 0800 HRS

PLACE: AMAHORO STADIUM KIGALI

PLEASE COMPLETE THE APPROPRIATE SECTION

45 YEARS AND OVER : YES NO (CIRCLE ONE)

SEX : MALE/FEMALE _____

1) MILITARY

a) Name: _____

b) Contingent/Unit: _____

2) CIVILIAN (UNAMIR)

a) Name: _____

b) Section/Unit: _____

3) U.N. AGENCIES AND CONTRACTORS

a) Name: _____

b) Name of Agency/Contractor _____

4) COMPLETE ONLY IF ENTERING A TEAM FOR THE
MEDLEY RELAY

a) TEAM'S NAME: _____

NOTE:

All 10 km runners must assemble at the AMAHORO STADIUM NO
LATER THAN 0730 HRS ON 11 DECEMBER 1994.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

3 December 1994

TO: All UNAMIR Personnel

FROM: Shaharyar KHAN
Special Representative of the Secretary-General *Shaharyar Khan*

SUBJECT: Working Hours

I am pleased to inform you that after discussion with Senior staff of UNAMIR, I have decided to schedule the working hours as follows:

Monday through Friday 8:00 Hours - 12:30 Hours
 1:30 Hours - 17:00 Hours

Saturday 8:00 Hours - 12:30 Hours

This new schedule is to take effect immediately.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Civilian and Military Personnel

FROM: Paul Ischlika
CSO/ASC

DATE: 29 November 1994
Ref.: UNAMIR/SO/063

SUBJECT: ABSENCE FROM MISSION AREA

Please be advised that I will be away from the Mission area as from 30 November 1994, and during my absence, Security Officer Joubert Winsle will act in my capacity.

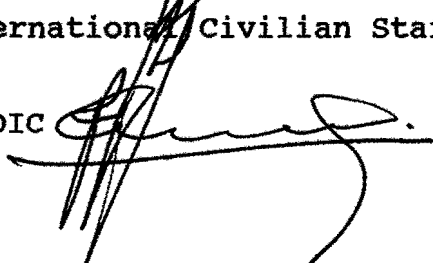
Please extend to him your usual support and cooperation.

cc: SRSG

ADMINISTRATIVE INSTRUCTIONS NO. 006/94 Amdt. 2

DATE: 28 November 1994

To: All UNAMIR International Civilian Staff

From: Ally H. Golo, OIC Administration 

Subject: R and R Policy

1. Further to the Administrative Instructions No. 006/94 and 006/94 Amdt. 1, I am pleased to inform you that the Office of Human Resources Management has now approved the inclusion of Nairobi in UNAMIR mission area for R & R purposes.

2. Staff members are also advised that para 3 of AI 006/94 is hereby amended:

"3. R & R entitlement consists of a full three working days off at the end of the qualifying period. This is not cumulative and may be taken after the entitlement has been established as per para 4 below. Accumulation of credit toward the next period of R&R does not commence until return from the previous R&R. R&R may be combined with annual leave, provided the exigencies of service permit a pro-longed absence. This latter is a decision for section heads on a case-by-case basis. It may not be combined with family visit or home leave travel."



UNAMIR - MINUAR

TO: All UNAMIR
Military and Civilian
Personnel

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

SUBJECT: SECURITY AND SAFETY UNIT

DATE: 24 November 1994

Ref.: UNAMIR/SO/053

With immediate effect, the Security and Safety Unit
will now report to the Chief Administration Officer.

cc: SRSG
FC
ED

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

DATE: 22 November 1994

TO: All Chiefs of Section/Unit

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

A handwritten signature in black ink, appearing to be 'Ally H. Golo', written over the printed name.

SUBJECT: Meeting with team of procurement experts from UNHQ

There will be a meeting of all Chiefs of Section/Unit today, 22 November 1994 at 13:30 hours with the Panel of Experts in Procurement from UNHQ in the Conference room on the ground floor

Please be on time.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: TO ALL UNAMIR/AGENCIES PERSONNEL

DATE: 21 November 1994

FROM: Paul Ischlika
CSO/ASC

Ref.: UNAMIR/SO/045

SUBJECT: SECURITY AWARENESS OF CURRENT SITUATION

The object of this memorandum is to appraise all staff members of the day-to-day events within the Mission with a view of creating a sense of security awareness in the hearts and minds of all concerned. Therefore, it will be in everybody's interest if all security related incidents are promptly reported in writing or even verbally, to the CSO/ASC - Paul Ischlika on Telephone No.11073 - Room No.4061 on the 3rd. floor. The security awareness bulletin will be issued every Monday of the week, providing information on events which occurred during the preceding week.

1. GENERAL:

The overall security situation in Rwanda, although it remains relatively calm, is of serious concern. Incidents of hostility in the Refugee camps were reported where Aid Agencies are threatening to pull out because of lack of security protection. The worst incidents were reported on 11, November (i) Musebeya in Kigongoro, in the sector 4A (N) area, where a clash between the RPA and the Displaced people in the DPs camp led to 7 killings, 13 seriously injured, and an unknown number wounded people. (ii) In Musange in Kigongoro, 7 DPs were reported killed and 4 wounded. The situation is however reported to be returning to normalcy. *normality*

3. KIGALI:

Although the security situation in Kigali city and its environs remains calm, threats on personnel and hijacking of UNAMIR vehicles have been reported. The following are tit-bits of incidents worth mentioning for the attention of staff members:

- (a) In recent times, the RPA has mounted an increased number of Road blocks and check points around the city particularly at night time. These road blocks are put up in most cases with empty crates, and not lit to be seen from afar. They have also intensified routine foot and mobile patrols around the city.

- (b) A military Convoy bringing Returnees to the city from Gitarama ~~end~~ on 25 October was reported to have hit and killed an old man of (50) years of age, and abandoned the body on the road. The angry relatives have demanded an explanation from UNAMIR. A letter of condolence has been written to the bereaved family, and the matter is under investigation.

This hit-and-run attitude on the part of any personnel is totally unacceptable by any International standard, and as such, cannot be tolerated or condoned. It is more honorable to own up and help resolve the matter amicably, than to leave the person to die with no remorse for human feeling. Please refer to all administrative issuances and the Force directives to conduct yourselves in line with UN regulations at all times.

- (c) On 8, November one International staff was followed in the city by some uniformed RPA soldiers driving in a small Jeep. The Staff member suspecting that he was being followed, made some tactical moves to confirm his suspicion. Realizing that he was actually followed, he headed for his residence. Arriving and finding his main entrance gate closed and in an attempt to alert his inmates to open the gate, he was immediately surrounded by his followers who started to hit at his vehicle with their AK47s in desperation. The staff member did not give up, he continued to hoot his horn while making an emergency call on his radio. He finally bashed the gate and drove in while his attackers drove off. One bayonet and a 9mm round was found which had apparently fallen off from their weapon while bashing on the vehicle. The time of incident was at 8.30pm.
- (d) On 29, October one UNAMIR International staff in the finance section in Kigiri - Nairobi, was mobbed by 8 bandits along the Jomo Kenyatta Avenue around 19.30 hrs. and robbed of everything he had; Cash in Dollars and Kenyan Shillings, Calculator, shoes, spectacles and UNAMIR ID card etc. The incident was reported at the Kilimani Police station but no arrest has so far been made.
- (e) One International staff working for Candy House was attacked and assaulted by Uniformed RPA soldiers on Tuesday night 15, November at about 2145 hrs. The incident took place on a bridge on a side road within walking distance from Kigali Night Club. He was questioned and searched for dollars which he didn't have on him. He was saved by an oncoming vehicle which the attackers saw and fled into the bush. He sustained minor bruises on his face.
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- (f) On 29, October one International staff was fined 10,000 Rwandee Francs by the RPA Gendarmerie for Careless driving after impounding the Vehicle UNAMIR 43 for about 10 days. The staff member had to pay before the vehicle could be released.

(g) **HIJACKING OF VEHICLES:**

- (i) On 29, October 1994 one Toyota Land cruiser No.1045 was forcefully hijacked at gun point by Armed RPA soldiers from UNAMIR Military Officer, outside his residence in Kigali city.
- (ii) On 14, November 1994 another 4 Runner Land cruiser No.1088 was hijacked from a staff member of UNAMIR. This took place around 2145 hrs. between the junction of Belgian village and the slope coming to Chez Lando on the main airport road. At gun point he was asked to drive to a remote area where he was given some beatings and asked to get off the vehicle.

This brings the number of hijacked vehicles in two months, to four - 413, 455, (double cab pickups) and, 1045 and 1088 (4 Runner LandCruisers), besides 1016 that was hijacked on 15, October and was recovered by the RPA and returned to UNAMIR on 19 October 1994.

4. **ROAD ACCIDENTS:**

The following road accidents were reported:-

22/10/94 - UNAMIR 49	02/11/94 - UNAMIR 404
29/10/94 - UNAMIR 703	12/11/94 - UNAMIR 724
30/10/94 - UNAMIR 809	15/11/94 - UNAMIR 1073

5. A UNAMIR Military Police Company has been established and is now operational. The military police office is located 500 meters East of the old UNICEF Building on the main Airport road, opposite the Nobiscum Restaurant.

Major J.G. Plante is the FORCE PROVOST MARSHAL, and the Detachment operates on channel 7, call sign " GOLF HOTEL ZERO. " You can contact the MP Desk Officer on telephone # 86855 and the FPM on Telephone # 86856. All accident cases should be reported to the FPM and a copy sent to the CSO/ASC.

SECURITY GUIDELINES:

- (i) Carry your ID card with you at all times. If you are issued with a Motorola Radio, you are advised to carry it with you as well.

- (ii) Avoid going out on your own and staying out too late at night. It is advisable that you go out in groups of two or more, and where possible, go in convoys of two or more vehicles.
- (iii) Avoid driving at night in remote and isolated areas in the city. Know safe streets and routes.
- (iv) Avoid using local taxis and privately owned cars particularly at night time, except if you know the private car owner. Should you be forced to use a local taxi, you must always be in the company of somebody you know and trust too well. Relying on Registration number plates of taxis is not enough.
- (v) Should you be attacked, you should always try to be calm and firm, and courteous. Never show signs of stress and intimidation, even though you may feel intimidated.
- (vi) Avoid all forms of arguments with your attackers even where you have your right.
- (vii) It is always in your best interest to yield to the demands of your attackers and where possible establish some kind of rapport with them.
- (viii) Stop only at established road blocks/check points, and avoid giving lifts to non UN personnel. Do not stop at hand signals of any kind at night, especially in suspicious circumstances and areas.
- (ix) Should you be trailed at night, avoid heading for your residence especially if it is a distance away from you. You should always try to head for Public houses specially HQ where there is crowd and call for help on your radio describing your exact location.
- (x) Above all, please do not discard "COMMON SENSE" as it will assist you to appreciate the situation on the ground, make sensible deductions and take decisions in your best interest. REMEMBER YOUR LIFE COMES FIRST, AND THEREAFTER, ALL OTHER THINGS SHALL BE ADDED UNTO YOU.

You can call for help on the following channels and callsigns:-

- (i) Channel 11 - " Sierra Oscar 9 " HQ Civilian Security Officer - between 0830 and 1800 hrs. Monday - Saturday.

- (ii) Channel 7 or 8 - Callsign "Zero"
Military Duty Officer - after 1800 hrs.
- (iii) Civilian Security Officer - Telephone # 84268
Ext. 11073/11135.
- (iv) Military Duty Officer - Telephone # 84268
Ext. 11150.

Please be guided accordingly.

CC: SRSG.
ED.



UNAMIR - MINUAR

INTER OFFICE MEMORANDUM

21 NOVEMBER 1994

TO: ALL UNAMIR PERSONNEL
FROM: Mr. A. Golo / OIC Administration
SUBJECT: OPENING OF AMOHORO SNACK BAR

1. I am pleased to announce that the Amohoro snack bar is open as of 08:00 hrs today. The snack bar is located in what used to be the old kitchen. MGT will be providing a snack menu as well as light meals (copy of menu attached).

2. Arrangements to open the Chez Lando location have not been finalized to date. Staff will be advised when they are.

UNAMIR H.Q. COMPLEX

MENU

SANDWICHES:

US \$

CHICKEN	2 PCS	2.00
VEGETABLES	2 PCS	2.00
CHEESE & TOMATO	2 PCS	2.00
EGG & MAYONNAISE	2 PCS	2.00

PIZZAS & PUFFS

PIZZA NEPOLITAN	1 PCS	1.00
CURRIED MEAT PUFF	1 PCS	1.00
VEGETABLE PUFF	1 PCS	1.00

HOT ROLLS & PASTRY

CROISSANTS	1 PCS	1.00
CINAMMON ROLLS	1 PCS	1.00
ENGLISH FRUIT CAKE	2 PCS	1.00
PASTRY	1 PCS	1.00
FRUIT TART	1 PCS	1.00
CREAM BISCUITS	1 PKT	2.00

BEVERAGES

TEA / COFFEE	CUP	1.00
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SALAD'S

ASSORTMENT PER SERVING	3.00
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LUNCH

MINI LUNCH - 1 MEAT, 1 VEG, 1 RICE OR POTATO- OR PASTA	5.00
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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

DATE: 21 November 1994

TO: All Chiefs of Section/Unit

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

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

SUBJECT: Meeting - Division of Administration

There will be a meeting of all Chiefs of Section/Unit today 21 November 1994 at 16:00 hours in the Conference room on the ground floor

The agenda of the meeting will be as follows:

"Forward planning in terms of procurement needs for the next three to six months"

Please be punctual.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Section/Unit Chiefs

DATE: 17 November 1994

REF.: PERSONNEL/NS

FROM: K. Nilsvang
CCPO

A handwritten signature in dark ink, appearing to read 'K. Nilsvang', written in a cursive style.

SUBJECT: Attendance Record Sheets (DSS forms)


We would appreciate receiving the attendance record sheets of all your local support staff by 24 November at the latest.

Thank you for your usual cooperation.

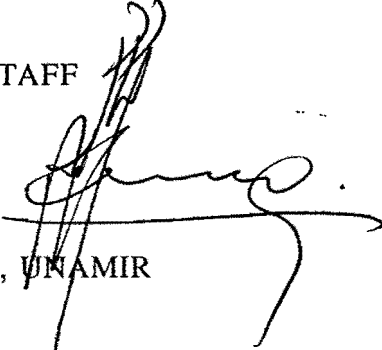
cc: SRSG's Office
CAO's Office
FC's office
FSA Sectors
MILOBS & CIVPOL
MILPOL
AUSTMED

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEUR

17 November 1994 

TO : ALL UNAMIR STAFF

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

SUBJECT : CHANGE OF CBES

With effect 21 November 1994, Mr. Minas Lessanu assumes the duties of Chief, Buildings and Engineering Service, taking over from Mr. Philip Mitnick. Mr. Mitnick will work on a special project prior to his departure from UNAMIR in early December.



UNITED NATIONS
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UNAMIR - MINUAR

DATE: 9 November 1994

TO: All UNAMIR HQ Staff

FROM: Ally Golo, OIC Administration

A large, stylized handwritten signature in black ink, likely belonging to Ally Golo, is positioned to the right of the 'FROM' line.

SUBJECT: Power Interruptions for Electric Repair
Sunday 13 November 1994

Please be advised that electrical repairs will be carried out in the Rotunda area which is occupied by Military Operations, on Sunday 13 November 1994 between the hours of 08.00 and 17.00 as a continuation of the project to upgrade the wiring system at the Amahoro HQ Complex.

Please make sure that your offices are accessible during this period to facilitate the required work.

Thank you for your usual cooperation.

**INTEROFFICE MEMORANDUM**

TO: All Military and Civilian Chiefs of
Section/Unit

DATE: 9 November 1994

FROM: Abdoulaye Bah, OIC
GSS

A handwritten signature in dark ink, appearing to be 'AB' or similar, written over the printed name 'Abdoulaye Bah'.

SUBJECT: Absence from Mission Area

This is to inform you that during my absence on home leave from 10 November to 28 November 1994, Mr. Mark Kiejna will be Officer-in-Charge of the General Services Section.

cc: Dr. A.H. Kabia
Mr. A.H. Golo

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

TO: All military and civilian chiefs of section/unit

FROM: A. Bah, oic
General Services

DATE: 9 November 1994

SUBJECT: Replacement of the Registry supervisor

In view of the imminent departure of Mr. Y. Hailé from UNAMIR, Mr. Ph. Mukoko will be supervisor of the Registry, Pouch and Mail Operations effective 14 November 1994.

Consequently Mr. Marc Molatte will replace Mr. Mukoko as supervisor of the PCIU effective same date.

cc: Mr. A. H. Kabia
Mr. A. H. Golo
All GS staff