INTEROFFICE MEMORANDA

2 DEC 1994 - 22 AUG 1995

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RH/WG APR 2004

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

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

Date: 22 August 1995

To: Mr. Chaim Ouziel
CAO

From: Wilfrid de Souza
Executive Director

Subject: **Black market exchange practiced by UNAMIR staff**

1. Please find attached a self-explanatory letter from the Préfet of the city of Kigali. As noted by the SRSG, this is a serious charge against UNAMIR Personnel. It therefore requires that strong preventive measures be taken immediately to avoid the worst.

2. I know that a note to all UNAMIR staff was circulated last week. You may wish to warn the staff once again that such a practice should be discontinued immediately. You may also explore the possibility of involving the Military Police as instructed by the SRSG.

3. Thank you for your cooperation.

cc. SRSG
DFC
CCPO

REPUBLIQUE RWANDAISE
PREFECTURE DE LA VILLE DE KIGALI
B.P. 2285 - KIGALI.

Kigali, le 18/08/1995

copy CAO
21.8.95

RECEIVED
21 AUG 1995
OFFICE OF THE SRSG
UNAMIR

Monsieur le Représentant de la Mission
des Nations Unies pour Assistance au
Rwanda (MINUAR)
K I G A L I.

Objet : Avertissement

Monsieur le Représentant;

Malgré les différentes réunions tenues avec les bureaux de change agrées et les organismes non gouvernementaux oeuvrant au sein de la ville de Kigali, nous constatons que votre organisme, continue à échanger au marché parallèle installé de façon informelle en face de la Poste de Kigali; ce qui avait été formellement interdit.

Il vous est dès lors rappelé que de telles pratiques ne sont pas de nature à asseoir la politique de la Banque Nationale du Rwanda en matière de change et que des mesures de dissuasion pourraient être prises en cas de récidive.

Veuillez agréer, Monsieur le Représentant, l'expression de notre considération distinguée.

Le Préfet de Préfecture de la ville
de Kigali
Major Rose KABUYE.

Il y a seulement
chargé d'affaires
by our
post office
should attest

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

Date: 22 August 1995

To: Mr. S. Khan
SRSG

Through: Mr. W. de Souza
Executive Director

From: Mamady Lamine Condé
SPAO

Subject: **OSRSG Operation Room**

In view of the sensitive forced repatriation situation currently occurring in Gisenyi and Cyangugu and the different irregular information received in your Office, it is imperative to establish a temporary monitoring operation Office in our branch for the sole purpose of collating accurate information.

To be able to do this, we need a base Radio station, tuned to Human Rights and Milobs frequencies, be installed in Colonel Tikoca's Office and one or two Security Officers to assist him on the manning of this radio between 0600 to 1830 hrs, beginning 23 August 1995.

In addition, we need clearance from the channel users, namely Human Rights and the Acting Force Commander/CMO to approve our base station call sign: "PA 0" (PAPA ALPHA ZERO) for direct communication with their various call signs in Cyangugu and Gisenyi and also if need be to include the Rwanda/Tanzanian border monitors.

So far we have taken the initiative by liaising with the Chief Communication Officer for the installation of the Base Radio Station in Colonel Tikoca's Office, which they will be installing as soon as I get your clearance. We have also liaised with the Chief Security Officer, who is now also awaiting for your approval.

Awaiting your decision and further instruction, regards.

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

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

Date: 22 August 1995

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SRSG

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Executive Director

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SPAO

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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

File -

INTEROFFICE MEMORANDUM

Date: 22 August 1995

To: Mr. Kimso Nilsvang
CCPO

From: Wilfrid de Souza
Executive Director

Subject: **Reduction of staff/extension of contracts**

1. Reference is made to my previous correspondence and discussions with you on the above subject. As you are aware, Headquarters is expecting our proposals regarding the reduction of staff by the end of August 1995.

2. My understanding in this connection was that each Chief of Section/Unit would submit to you the attached form duly completed for consideration and decision by the SRSG before 31 August 1995.

3. You may therefore take the necessary measures to expedite the submission of those forms.

4. Thank you for your cooperation.

cc. CAO

UNAMIR - PLANNED POST REDUCTION

GRADE	ALLOT MENT	INCUMBENT 31/7/95	OFFICE SECTION	CONTRACT EXPIRY	DUTY STN. OR MAP	PLANNED FILLING THRU	FINAL STATUS			NET RED'TION BY 31/12/95
							31/10	30/11	31/12	

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

DATE: 21 August 1995

TO: All UNAMIR Staff

FROM: Chaim Ouziel, CAO

SUBJECT: **Designation of new CAO**

I will complete my assignment to the mission on 31 August 1995. Ms. Susan Matthews will replace me as Chief Administrative Officer effective 1 September 1995. She will arrive at the mission on 25 August to allow briefing and handover.

Ms. Matthews brings with her extensive experience in the administration of peace-keeping missions, most recently as CAO of UNFICYP in Cyprus. On behalf of all of us I wish to welcome her to UNAMIR and extend to her our best wishes, support and cooperation in the tasks ahead.

Reçu le 2 1 AOUT 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

NOTE D'INFORMATION

A: **Tous Média** **DATE: 21 août 1995**

DE: **Bureau du Porte-parole, MINUAR**

OBJET: **Séance d'Information**

1. Le Représentant spécial du Secrétaire général des Nations Unies pour le Rwanda, l'Ambassadeur Shaharyar M. Khan, donnera **mercredi 23 août 1995 à 11h00**, une conférence de presse à l'intention des média publics et privés (presse écrite et audio-visuelle) locaux, nationaux et internationaux.

2. La séance d'information se déroulera dans la salle de briefing, au **rez-de-chaussée du siège de la MINUAR (Hôtel Amahoro)**.

Reçu le 2 1 AOUT 1995

Pour de plus amples informations, contactez le bureau du Porte-Parole: tél. 84266, poste 11075 ou 11081 ou 11066.

Vu

FD

Ho à Kampala

22.8.95 WS

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTERNAL MEMORANDUM
MEMORANDUM INTERIEUR

Date: 19 August 1995

To: **DFC**
ED
COS
CAO

From: **Shaharyar M. Khan**
SRSG

Subject: **Helicopter Flights over Vice-President'residence**

Several months ago, we had received complaints that our helicopters were flying low over the President and Vice-President's residences. At the request of the Rwandese Government, we issued instructions to our helicopter pilots that they should avoid flying over these areas.

Yesterday our helicopters again flew low over the Vice-President's resident on three occasions (ie at midday and twice around 3 pm). I would like to know who disobeyed instructions and the action to be taken. Also fresh instructions should be given so that such protests are not made to us again.

Reçu le 21 AOUT 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTERNAL MEMORANDUM
MEMORANDUM INTERIEUR

Date: 19 August 1995

To: **DFC**
ED
COS
Col. Diarra

From: **Shaharyar M. Khan**
SRSG

Shaharyar M. Khan

Subject: **English classes at Police Training Institute**

1. Col. Diarra and the Rwandese Chief of Police had explained to me the reasons why there were 8 French classes and only 1 English class at the police training institute in Ruhengeri. I appreciate that the code civil is French oriented and needs to be taught in French.

2. Nevertheless, there are a large number of English-speaking students who are not being taught directly in the language they understand. Therefore Col. Diarra may make immediate arrangement for an increase in English speaking classes particularly those in which general subjects are taught.

3. I would be grateful to be informed of the changes made which should be implemented as early as possible.

Vu
WS

Reçu le 2 1 AOUT 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

Date: 18 August 1995

To: Mr. Thad Anglin
Chief Communications Officer

From: Wilfrid de Souza
Executive Director

Subject: Long distance line

I would appreciate it if you could allocate, as soon as possible, a long distance line to my Secretary (Ext. 11002).

Thank you for your cooperation.

cc: ED
SASRSG

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: Mr. Chaim Ouziel
CAO

FROM: Shaharyar M. Khan
SRSG

DATE: 17 August 1995

SUBJECT: Improvement of communications facilities UNAMIR Kinshasa office

As you are aware, Mr. Gaye has established the UNAMIR Liaison Office in Kinshasa and is now operating and utilizing UNDP facilities in the same location.

The nature of his communications could be classified as very sensitive and therefore it would be important to establish crypto facilities between that office and UNAMIR and also with New York Headquarters.

I would be grateful if you would authorize to send our communications technicians to Kinshasa to establish such a service. I understand that we assisted the Bujumbura office to install crypto facilities. Should the provision and installation of equipment be feasible, I will advise Mr. Gaye accordingly.

Your co-operation will be appreciated.

Reçu le 17 AOUT 1995
ED's office

EA

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

16 August 1995

To: All Section Chiefs/Units

FROM: Jose S. Aguirre, Officer-in-Charge
Personnel Section

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

... It would be much appreciated if you could circulate to all international staff in your office the attached copy of ST/AI/406 dated 31 July 1995 on the above subject.

We wish to remind them also that in compliance with instructions from FALD/DPKO and with the view to further assist staff on mission service, UNAMIR Personnel Section has started the establishment of review libraries (memorandum dated 24 July refers). They may be consulted in the office of the CCPO's Secretary, Room 3045/3044.

FD

Please circulate to the international GS staff of our floor

28-8-95

1995

cc: OSRSG
ED
CAO

GALI●RWANDA 95- 8-15 : 17:30 UN_FAXPAD COMMCEN:# 3

UNITED NATIONS NATIONS UNIES TELEGRAPH

For use of Cable Operations Unit only / Reservé au Groupe de la correspondance télégraphique PAGE 2 OF 28

PRECEDENCE / PRIORITE: MINIMUM CHARGE / MINIMUM DE TAXE:

CLASS / CATEGORIE:

HANDED FOR DESPATCH / REMIS POUR EXPEDITION

For use of Drafter / A remplir par le rédacteur	DATE: 14 August 1995	ALLOTMENT / COMPTE	FILE / DOSSIER
TELEPHONE / TELEPHONE	DEPT.	ROOM / BUREAU	EXT. / POSTE
B/mfy	PMSS/FALD	S-2275	3-7668

12 PITCH - 69/12 → 10 PITCH - 69/10 →

REF. NO. G_P96EC1.FAX. TO _____ FROM DA COSTA.

AAA. ATTACHED PLEASE FIND ST/AI/406 DATED 31 JULY 1995 ON THE COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES FOR 1996.

BBB. PLEASE NOTE THAT PAGES 10, 16, 18 AND 20 DELIBERATELY DO NOT HAVE TEXT AS THIS VERSION OF THE ADMINISTRATIVE INSTRUCTION IS THE SAME THEY WILL USE TO PRINT THE TWO-SIDED BOOKLET FORMAT.

CCC. REGARDING ANY REQUESTS FOR ADDITIONAL DOCUMENTS FOR THE G TO P EXAM LIBRARIES, THESE MATERIALS HAVE BEEN REQUESTED FROM DPI. WE WILL ENSURE THAT ALL MISSIONS GET COPIES OF THESE ADDITIONAL DOCUMENTS ONCE WE RECEIVE DELIVERY.

(MEDILI/FALD)

NNNN

DO NOT TY... BEYOND TH... MARGINS SEE INSTRUCTI... ON THE REVERSE SIDE

N'INSCRIVE RIEN DANS LES MARGI... VOYEZ LE... INSTRUCTI... AU VERSO

RECEIVED
16 AUG 1995
UNAMIR
PERSONNEL SECTION

LAST LINE OF TEXT / DERNIERE LIGNE DU TEXTE

////

CLEARED IN OFFICE BY / APPROUVE PAR

cc: Mr. Oummih, Mr. Pelanne, Ms. Sidarova

AUTHORIZED BY / AUTHORISE PAR
Savitri Butchey
SIGNATURE DATE:
Luiz Carlos da Costa, Chief, PMSS/FALD/DPKO
NAME AND TITLE, PLEASE TYPE / NOM ET QUALITE EN DACTYLOGRAPHIE

UNITED NATIONS

ST

Secretariat

ST/AI/406
31 July 1995

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

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

1. The present administrative instruction, which governs the competitive examinations scheduled to be held from 26 January to 2 February and in May 1996, supersedes administrative instructions ST/AI/396 and Add.1 of 29 June and 13 July 1994, respectively. It is issued pursuant to Secretary-General's bulletin ST/SGB/173 of 29 August 1979 and takes into consideration the reports of the Central Examination Board (CEB) on the previous examinations and the recommendations made by the Staff/Management Coordination Committee as a result of its review of the procedures governing the competitive examination.

2. The purpose of the present instruction is to set out policies and procedures governing the selection of occupational groups for which the amination will be held, the selection of posts at the P-2 level subject to geographical distribution to be filled by promotion through the examination, the eligibility requirements for staff members wishing to sit for the examination, the organization of the examination and the selection and promotion of successful candidates. The selection of staff to fill Professional posts with special language requirements, such as posts of translators and editors, will continue to be made through separate competitive examinations.

* Personnel Manual index No. 4361.

lection of posts

The Office of Human Resources Management, taking into account information ovided by departments and offices at all duty stations, has established rojections of the P-2 posts subject to geographical distribution that will be r are expected to become available in the 12 months preceding placement. On ne basis of these projections, CEB has made an initial identification of the ccupational groups for which the examination is to be held, namely:

Administration

Electronic data-processing

Finance

Political affairs

Public information

Statistics

4. The written portion of all examinations will be held from 26 January to 2 February 1996.

5. The total number of posts to be selected for this purpose will be approximately 30 per cent of the number of P-2 posts subject to geographical distribution that became available during the previous calendar year. The remaining P-2 posts will be filled through the recruitment of external candidates or the reassignment of staff members already in the Professional category.

6. Prior to the oral examination, candidates convoked for that part of the examination will receive from the Office of Human Resources Management a list, approved by CEB, of all the posts available in the relevant occupational group and will be requested to indicate in order of preference those posts for which they wish to be considered. In addition to the list of posts, candidates will also receive a description of the functions for those posts. It should be noted that an expression of preference by a candidate for a particular post at a given duty station indicates the staff member's readiness to serve in that post at the duty station where it is located, if successful in the examination. The oral examination will not be held before the list of posts is available for distribution to the candidates concerned.

Applications

7. Staff members are invited to apply for no more than two of the occupational groups in which the examination is to be held. An application form is annexed to the present instruction.

/...

Eligibility requirements

8. The competitive examination is open to all staff members in the General Service and other categories, including the Field Service category up to and including the FS-5 level, provided that they have a minimum of five years' continuous service in the Secretariat, have a satisfactory record of performance (the most recent performance evaluation report must also be submitted with the application), have a contract valid until at least 30 June 1996 and meet the requirements set out below. It should be noted that short breaks in service may be allowed at the discretion of CEB.

9. For those staff members who have served a minimum of five years of continuous service in the Secretariat by 31 December 1995 the following shall apply: they must hold at least a first-level university degree equivalent to a bachelor's degree, proof of which must be furnished with the application form. CEB will determine the eligibility of all applicants in consultation with the Office of Human Resources Management.

10. In order to protect the acquired rights of long-serving staff, it has been decided that for those staff members who had served AT LEAST FIVE YEARS by 31 December 1989, the following requirements shall apply: they must submit with their application acceptable evidence of post-secondary academic qualifications.

11. For those staff members who have sat for previous competitive examinations, the following shall also apply, in addition to the requirements stipulated in either paragraph 9 or 10 above:

(a) They must have achieved a mark of at least 30 per cent in the overall written portion of the previous examination in the occupational group(s) for which they are now applying;

(b) In cases where the staff member did not obtain 30 per cent, the staff member should submit to CEB tangible proof in detail of their preparations for the new examination (e.g., transcripts of university level courses, material used, field work). Failure to submit such evidence will result in the staff member's ineligibility to sit for the examination.

12. Staff members who had previously served continuously for at least five years with the United Nations Secretariat, had resigned and, by 31 December 1995, would have served continuously for at least three years since their reappointment will also be considered eligible, provided that they meet the other requirements.

13. Staff members who have been found ineligible by CEB to sit for the examination will be informed of the reason for that decision. Staff members who have cause to believe that they have been unfairly excluded from participating in the examination may appeal to CEB for review. Such appeals must be received by CEB at Headquarters within 10 working days of the receipt of notification of rejection. In order to meet this deadline, candidates serving at offices away from Headquarters must submit their appeal to the Chairperson of CEB by telegram or fax (212) 963-3683.

/...

Format and substance of the examination

14. The examination will be conducted in such a way as to take into account the cultural and linguistic diversity of the United Nations and will consist of both a written and an oral examination:

(a) Written examination (80 per cent of the marks). The written examination consists of two parts: part I, general examination; and part II, specialized examination. The general examination consists of section 1, analytical capacity; section 2, capacity to draft and to summarize; and section 3, international affairs. The general examination is a core examination which is common to all occupations. The specialized examinations test knowledge of the occupations;

(b) Oral part (20 per cent of the marks). The oral examination is designed to evaluate the following: the candidates' ability to communicate and convey their views in a clear, understandable and concise way; initiative; adaptability; negotiating skills and potential for leadership with respect to the relevance of these performance indicators to the functions concerned. Accordingly, cases, topics and questions used in the oral examination will be of a general nature, broadly related to the occupational group.

15. As a matter of principle, all the examination papers will follow a similar format. A standardized format will also be followed in the oral examination.

16. The written examination for a given occupational group will be administered simultaneously at all duty stations. It will be scheduled so as to permit all candidates who have applied for more than one occupational group to complete the required papers. Eligible candidates will be informed in writing of the exact date, time and location of the written examination. The use of non-programmable calculators is permitted in all parts of the examination. Staff members who have to sit for the examination outside established working hours will be granted compensatory time off.

Composition and responsibility of the Central Examination Board

17. CEB is composed of five members appointed by the Secretary-General: a chairperson selected from among staff serving at Headquarters, with the concurrence of the representatives of the staff; two members nominated by the representatives of the staff, one of whom will be from a duty station away from Headquarters; and two members nominated by the Assistant Secretary-General for Human Resources Management, one of whom will be from a third duty station. The membership of CEB for the fifteenth round of the examination will remain in office until the Board is reconstituted for the sixteenth round of the examination. CEB will have a non-voting ex officio member representing the Assistant Secretary-General for Human Resources Management. The composition of CEB will be announced in an addendum to the present administrative instruction.

18. CEB has the following responsibilities:

(a) To oversee the procedures and arrangements for the examination;

(b) To screen all applications and determine the eligibility of candidates to sit for the examination;

(c) To review appeals and complaints of candidates regarding the examination process;

(d) To select and approve, on the basis of a list of projections provided by the Office of Human Resources Management, the posts to be filled through the competitive examinations;

(e) To review and decide upon recommendations made by the specialized boards, especially on arrangements for the marking of papers; recommendations on which candidates are to be convoked to the oral examination, based on results of the written examination; recommendations on the attainment of the minimum professional standards required for promotion and recommendations for the promotion of successful candidates;

(f) To establish the final ranking of candidates and then, taking into account the expressions of preference by the candidates, to assign the posts to the successful candidates;

(g) To make recommendations to the Secretary-General regarding procedures for and possible improvements in future examinations;

(h) To decide, pursuant to paragraph 3 above, which occupational groups will be selected for the next examination.

Composition and responsibility of the specialized boards

19. A specialized board of examiners will be set up for each occupational group selected for the examination. An additional board of examiners will be set up to mark the general examination paper. Specialized boards will normally be composed of staff members of the Secretariat; however, staff members of the specialized agencies or outside experts may also be employed in agreement between representatives of the Secretary-General and representatives of the staff.

20. Each specialized board of examiners will be appointed by the Secretary-General and will consist of a chairperson elected by the members of the specialized board, at least two members nominated by the Assistant Secretary-General for Human Resources Management and an equal number of members nominated by the representatives of the staff. Each specialized board will have a non-voting ex officio member representing the Assistant Secretary-General for Human Resources Management.

21. Under the overall responsibility of CEB, the specialized boards will:

(a) Mark the written examination;

(b) Report to CEB the results of the written examination, which will consist of the consolidated mark of the general paper and the specialized papers;

/...

8/25/8

(c) Make recommendations to CEB regarding the minimum professional standard required;

(d) Recommend to CEB the number of candidates (who are not identified by name) to be convoked to the oral examination for each occupational group, based on the results of the written examination;

(e) Conduct the oral examination;

(f) Recommend to CEB the final ranking of candidates (who are not identified by name) in order of merit by occupational group, based on the total of the combined results of the written and oral examinations.

Responsibility of the Examinations and Tests Section

22. In accordance with Secretary-General's bulletin ST/SGB/Organization, Section P (II), the Examinations and Tests Section has administrative responsibility for conducting the examinations.

23. Based on the recommendations of the Staff/Management Coordination Committee, as approved by the Secretary-General, and in close cooperation with CEB, the Examinations and Tests Section is responsible for:

(a) Ensuring the preparation and validity of examination materials;

(b) Ensuring the confidentiality of all materials and providing for security at all stages of the examination process;

(c) Coordinating with designated Secretariat staff the preparation of materials at different stages of the examination;

(d) Arranging for the issuance of an information circular and of sample examination papers;

(e) Making arrangements for simultaneous world-wide conduct of the examinations;

(f) Convoking all candidates to the written and oral examination, after consultation with CEB;

(g) Ensuring the objectivity of examination procedures at all stages of the examination, working in close cooperation with CEB and the specialized boards;

(h) Providing ex officio members for CEB, each specialized board and for the general paper as representatives of the Assistant Secretary-General for Human Resources Management;

(i) Working directly with consultants and at the same time ensuring maximum security;

/...

(j) Arranging for the production and printing of all materials under maximum security conditions;

(k) Arranging for the dispatch of materials to, and storage at, examination locations, under maximum security conditions;

(l) Providing support and assistance to the examination at all stages.

Languages of the examination

24. In accordance with General Assembly resolution 37/235 D of 21 December 1982, candidates participating in the examination shall be permitted to take the examination in any of the working languages of the regional commissions, with due regard to the requisite proficiency in one of the working languages of the Secretariat. In order to demonstrate such proficiency, all candidates will have to take section 2 of the general paper in either English or French. Alternatively, candidates may elect to take the whole written examination in a working language of a regional commission other than English or French and to sit for a special language test in either English or French. Normally, the oral examination must be taken in either English or French. However, candidates may also opt to take the portion of the oral examination dealing with the ability to communicate in one of the official languages of the regional commissions other than in English or French. Additional information on the format of the written examination as well as lists of topics that may be helpful in preparing for the examination will be included in a separate information circular and will, to the extent possible, be made available in all the languages of the regional commissions. Sample questions are available at all duty stations.

Marking of the examination

25. The specialized board of examiners for each occupational group will organize the marking of the examination papers, which will remain anonymous. Each specialized board will then submit to CEB a list of the candidates (who are not identified by name) in ranking order, with its recommendation on the number of candidates to be convoked to the oral examination on the basis of the results of the written examination. The number of candidates convoked for the oral part of the examination will normally be three times the number of posts available in that occupational group, it being understood that more or fewer candidates may be convoked if CEB considers it to be warranted. The oral examinations will be graded separately by each member of the specialized board of examiners interviewing the candidates, without taking into account the grading of the written examination.

26. The candidates for each occupational group will be ranked on the basis of their combined scores in the written and oral parts of the examination. Bearing in mind the provision of Secretary-General's bulletin ST/SGB/173 that the competitive examination procedure is to "provide eligible staff members with an opportunity to compete for selected posts for which they qualify" and taking into account the level of difficulty of the examination as a whole, the specialized boards will make recommendations as to the level above which the candidates will be considered to be qualified to perform at the Junior

/...

Professional level. The final ranking of the candidates by occupational groups will be established by CEB on the basis of these recommendations. The recommendation concerning the qualification of candidates to perform at the Junior Professional level and the final ranking will be carried out with full respect for anonymity.

Allocation of posts and promotion

27. Successful candidates will be promoted against the posts selected for the examination. The Office of Human Resources Management, in cooperation with CEB, will be responsible for the assignment of successful candidates to posts in the occupational groups in which they have succeeded after taking into account, in order of priority, the ranking of the candidates in the examinations and the stated preferences of the candidates. In the event that within an occupational group there is an unused post (or posts) because there were insufficient candidates meeting the requirements to perform at the Junior Professional level, the unused quota would be allocated to the occupational group that has the rgest number of unplaced successful candidates, up to the limit of available posts in that occupational group. Should there be two or more occupational groups with the same number of successful unplaced candidates, the unused quota would then be allocated to that occupational group with the smallest number of candidates who have been placed.

28. CEB will make the final recommendations to the Secretary-General with regard to the assignment of successful candidates. When approved by the Secretary-General, the recommendations of CEB will be implemented.

29. Successful candidates will normally be expected to serve at least three years in their new post. Candidates who do not wish to be assigned to the post or posts available to them relinquish ipso facto their claim to promotion under the competitive examination and consequently the next ranked unplaced candidate who has been certified as having met the minimum professional standard for promotion will be offered the post after confirmation by CEB. If a candidate who is promoted separates from the Organization within six months of the implementation of the promotion, the next-ranked unplaced candidate who has been certified as having met the minimum professional standard for promotion will be offered the post after confirmation by CEB. In the event that no candidate is available in the relevant occupational group, the unused quota should be allocated to the occupational group that has the largest number of unplaced successful candidates, up to the limit of available posts in that occupational group. Should there be two or more occupational groups with the same number of successful unplaced candidates, the unused quota would then be allocated to that occupational group with the smallest number of candidates who have been placed.

30. After the approval of the Secretary-General of the recommendations of CEB, no additional posts will be considered for placement of candidates from that year's G-to-P examination.

31. All successful candidates in the competitive examination for promotion to the Professional category of staff members from other categories will be recommended for promotion to the P-2 level. The salary step at the P-2 level will be determined on the basis of staff rule 103.9 on salary policy in

/...

promotions. At duty stations where a General Service staff member's remuneration, when computed for promotion purposes under that rule, exceeds the ceiling step of P-2, the staff member will be paid a personal transitional allowance in an amount sufficient to meet the requirements of that rule. As a result of the post adjustment system, a loss in net compensation may be experienced for staff who change duty stations.

32. The names of the successful candidates placed will appear in the information circular on appointments, promotions and other staff changes, which is issued on a regular basis. The effective date of promotion of the successful candidates will be the first day of the month in which they assume the functions of the post for which they have been selected.

Informing candidates of results

33. The Examinations and Tests Section will, upon completion of the examination, communicate in writing to all candidates their ranking achieved in each section of the written examination as well as whether or not they achieved a mark of 30 per cent or higher in the overall written part of the examination. Those candidates who have taken the oral examination will also be given their ranking in that part of the examination. The Office of Human Resources Management will also issue a general report on the conduct and results of the examination to the staff.

General

34. Staff members who have complaints with respect to the procedures and arrangements for the examination should contact CEB within 10 working days of the event which gave rise to the complaint.

35. The Office of Human Resources Management will provide a secretariat to service the boards.

36. In the light of experience with the examinations, the procedures will be reviewed and modified as necessary.

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Annex

APPLICATION FOR THE COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

(United Nations Secretariat staff members only)

All correspondence with candidates will be conducted on the basis of the information given. IT IS THE RESPONSIBILITY OF THE CANDIDATES TO INFORM THE SECRETARY OF CEB OF ANY CHANGES IN THE INFORMATION INDICATED IN THE APPLICATION FORM.

N.B. The deadline for receipt of applications by CEB (United Nations Headquarters) is 13 October 1995.

SECTION I. PERSONAL DATA

Please type or print legibly.

Last name (family name): [ ]

First name: [ ]

Date of birth: Day [ ] Month [ ] Year [ ]

Sex: F ☐ M ☐ Index No. [ ] a/

Nationality: [ ]

Category: [ ] Present level: [ ]

Date of entry in United Nations Secretariat: Day [ ] Month [ ] Year [ ]

Type of appointment: Fixed term ☐ Probationary ☐ Permanent ☐

Expiration or review date: Day [ ] Month [ ] Year [ ]

Main language: (Mother tongue) [ ]

/...

13/15

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

ADMINISTRATION ☐ ELECTRONIC DATA-PROCESSING ☐ FINANCE ☐

POLITICAL AFFAIRS ☐ PUBLIC INFORMATION ☐ STATISTICS ☐

Date of latest performance evaluation report: Day [ ] Month [ ] Year [ ] b/

Please submit a copy of your latest performance evaluation report with your application.

Duty station: _____

Organizational unit: c/ _____

Department/Office: _____
(write in full)

Room No.: _____ Telephone No.: _____

Home telephone No.: _____ (Because of time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number in order to facilitate communications of an urgent nature.)

1. Have you applied to take previous G-to-P examination(s)? Yes ☐ No ☐

2. Were you convoked to sit for previous G-to-P examinations? No ☐

If yes, WHEN? 1979 ☐ 1981 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐
1987 ☐ 1988 ☐ 1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐

WHAT OCCUPATIONAL GROUP(S)?

If yes, did you actually take the examination? No ☐

Yes, in: 1979 ☐ 1981 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐
1987 ☐ 1988 ☐ 1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐

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a/ Usually appears on your monthly salary statement, P.5 forms or grounds pass; if not, please contact your Personnel Officer to obtain your number.

b/ Must be within the normal reporting period of three years.

c/ Please select from this list: Headquarters, ECA, ECE, UNDRO, ER, UNOG, UNCTAD, UNOV, UNIC, ESCAP, ECLAC, ESCWA, UNTSO, UNMOGIP, UNIFIL, UNCHS or other (specify).

/...

SECTION II. EDUCATION

List your qualifications at the secondary and post-secondary levels, indicating the certificate, diploma or degree received.

Written proof of post-secondary education MUST BE ATTACHED to this application. (Send photocopies, do not send any originals.) FAILURE TO PROVIDE PROOF WILL MEAN THAT THE APPLICATION WILL BE DISREGARDED.

Candidates who applied to take last year's G-to-P examination and have nothing new to add to this section may substitute a photocopy of section II of last year's application or may indicate that the information is on file by checking here _____.

CERTIFICATE, DIPLOMA OR DEGREE Exact title in original language. For work towards a degree, please list number of credits	INSTITUTION NAME PLACE COUNTRY	PERIOD OF STUDY Month Year	DESCRIPTION OF COURSES OR MAIN FIELD OF STUDY
Secondary studies		From: 19	
		To: 19	
Post-secondary studies		From: 19	
		To: 19	
		From: 19	
		To: 19	
		From: 19	
		To: 19	
		From: 19	
		To: 19	

If you need more space, attach additional pages.

/...

SECTION III. LANGUAGES

If you have successfully passed a United Nations language proficiency examination (LPE), please indicate the year you obtained the certificate. If you did not pass the LPE, indicate your level of ability below, using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language courses, please indicate the institution and the highest level completed or the diploma obtained.

Language	LPE year	Read	Understand	Speak	Write	Institution and diploma (period(s) of study)

/...

SECTION IV. OCCUPATION(S) FOR WHICH YOU ARE APPLYING

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: F ☐ M ☐

Index No.: _____

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

ADMINISTRATION ☐ ELECTRONIC DATA-PROCESSING ☐ FINANCE ☐

POLITICAL AFFAIRS ☐ PUBLIC INFORMATION ☐ STATISTICS ☐

Indicate the language in which you wish to take the examination:

(a) Written part, general paper, sections 1 and 3 ☐

(b) Written part, general paper, section 2 ☐

(c) Written part, specialized paper ☐

(d) If you plan to take the portion of the oral examination dealing with ability to communicate in a working language of one of the regional commissions other than in English or French, please indicate the language ☐

(Write language in full for each part of the examination in appropriate boxes.)

If you plan to write section 2 in a working language of a regional commission, other than in English or French, please indicate in which of the working languages of the Secretariat you wish to take the special language test.

English ☐ French ☐

Main language (Mother tongue) ☐

Highest educational level:

High school ☐ Post-secondary ☐ BA ☐ MA ☐ Other (Ph.D., etc.) ☐

/...

SECTION V. CERTIFICATION OF ACCURACY OF INFORMATION PROVIDED

Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass LPE or are not enrolled in a United Nations course), must be received by CEB NO LATER THAN 13 October 1995 in a sealed envelope marked CONFIDENTIAL, addressed to:

CENTRAL EXAMINATION BOARD SECRETARIAT
Office of Human Resources Management - Room S-2535F
United Nations Secretariat
New York, N.Y. 10017, USA

For duty stations outside New York, please use the United Nations pouch.

IMPORTANT: APPLICATIONS THAT ARE INCOMPLETE OR DO NOT INCLUDE ESSENTIAL INFORMATION MAY BE REJECTED.

I certify that the above information is correct to the best of my knowledge and I understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I further understand that it is my responsibility to report immediately any changes in the above information to the Central Examination Board.

Date: _____ Signature: _____

List enclosures: _____

_____

_____

_____

_____

_____

_____

_____

☐ MOST RECENT PERFORMANCE EVALUATION REPORT

/...

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

The information below will be used as your mailing label; please print or write legibly.

CEB STAMP

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

You are responsible for immediately reporting any subsequent changes in your address to the Secretary of CEB.

This portion will be returned to you as an acknowledgement of receipt of your application.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTER-OFFICE MEMORANDUM

DATE: 14 August 1995
REF.: AIR OPS 418

TO: All UNAMIR Military and Civilian Personnel

FROM: Chaim Ouziel, CAO

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:

(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.

Reçu le 18 AOUT 1995

UNITED NATIONS NATIONS UNIES

UNAMIR - KIGALI

INTEROFFICE MEMORANDUM

12 August 1995

To: Major Koh'd Rida Aldweiri
Major Khazer Mohammed
Captain Mean Al Khashman

From: Norris R. Jorsling
Chief Integrated Transport
and Maintenance Management

Subject: **Authorization to Operate UNAMIR Vehicle**

Please be advised that as per the CAO's memorandum (attached), you are authorized to operate UNAMIR vehicles.

Regards

cc: SRSG
FC
EDSRSG
DFC/CMO
CAO
CISS
Chief BOI Unit/Admin./Legal Officer
FPM
Co MP Coy

195

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

DATE: 11 August 1995

TO: Mr. Norris Jorsling, CITMM

FROM: Chaim Ouziel, CAO

SUBJECT: **Permit to newly arrived Jordanian Milobs to drive UNAMIR vehicles**

A group of Jordanian Milobs arrived yesterday for service at UNAMIR, on transfer from prior service in UNOMIL, Liberia. They all have a UNOMIL driving permit but are not in possession of their national driving license, which, they have informed me, they have left home.

You have informed me you are reluctant to permit them to drive UNAMIR vehicles until you have ascertained with UNOMIL that their UNOMIL licenses were issued on the basis of still-valid national driving licenses. I appreciate your concern but see it unreasonable not to permit them to drive UNAMIR vehicle in the interim, when they have a permit from one of our sister missions governed by the same FALD rules. Pending issuance of UNAMIR permits, they should be allowed to drive UNAMIR'S vehicles with the UNOMIL permit.

cc: **DFC/CMO**
CISS

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - KIGALI

ROUTINE

ETAT PRIORITE

OUTGOING FAX NO. 5959
MIR NO. ____
MISC NO. ____ 2540

PAGE 1 OF 2

TO: CAO, UNOMIL MONROVIA, LIBERIA	FROM: C. OUZIEL CHIEF ADMINISTRATION OFFICER, UNAMIR KIGALI, RWANDA
ATTN: TRANSPORT SECTION	DATE: 12 AUGUST 1995
INFO: FAX:	INT. DISTN: SRSG, FC, EDSRSG, DFC, CAO, CISS, CITMM
FAX NO: 231-226035 231-226362	PHONE: 212-963-3582, FAX NO: 212-963-3090
DRAFTED BY: N. JORSLING, CITMM	If all pages are not received in good order please contact number listed above
RELEASED BY: W. CLIVE	SECTION: CISS
SUBJECT: NATIONAL, INTERNATIONAL OR MILITARY DRIVING LICENCE	

AAA ATTACHED ARE COPIES OF UNOMIL DRIVING PERMITS ISSUED TO EX UNOMIL MILITARY STAFF MEMBERS WHO ARE RECENTLY ASSIGNED TO UNAMIR.

BBB TO ENSURE COMPLIANCE WITH UN RULES AND REGULATIONS GOVERNING THE ISSUANCE OF UN DRIVING PERMITS, KINDLY FORWARD TO THIS LOCATION COPIES ANY OF THEIR SUBJECT LICENCE SHOWING EXPIRY DATES.

CCC KINDLY TREAT AS VERY URGENT.

REGARDS

Reçu le 15 AOUT 1995
EJ's office

95 AUG 14 10 16
UNAMIR

5979 R/L

UNITED NATIONS OBSERVER MISSION IN LIBERIA

DRIVER'S PERMIT NO. MI-595

This is to certify that United Nations staff member

MAEN AL-KHASHMAN CAPT. 595
NAME RANK NO.

is qualified and authorized to operate the following type(s) of vehicle(s) belonging to the United Nations:

SEDAN	JEEP 4x4	~~TRUCK, H 4x2~~	~~BUS, M/H~~
		~~TRUCK, H 4x4~~	
		~~TRUCK, H 6x6~~	

UNOMIL.2 (11-93)

Chief Transport Officer: Lawson Atkins

UNITED NATIONS OBSERVER MISSION IN LIBERIA

DRIVER'S PERMIT NO. MI-597

This is to certify that United Nations staff member

MOH'd RIDA AL DWEIRI MAJ. 597
NAME RANK NO.

is qualified and authorized to operate the following type(s) of vehicle(s) belonging to the United Nations:

SEDAN	JEEP 4x4	~~TRUCK, H 4x2~~	~~BUS, M/H~~
		~~TRUCK, H 4x4~~	
		~~TRUCK, H 6x6~~	

UNOMIL.2 (11-93)

Chief Transport Officer: Lawson Atkins

DUPL.

UNITED NATIONS OBSERVER MISSION IN LIBERIA

DRIVER'S PERMIT NO. MI-598

This is to certify that United Nations staff member

KHAZER M.I. MOHAMMED MAJ. 598
NAME RANK NO.

is qualified and authorized to operate the following type(s) of vehicle(s) belonging to the United Nations:

SEDAN	JEEP 4x4	~~TRUCK, H 4x2~~	~~BUS, M/H~~
		~~TRUCK, H 4x4~~	
		~~TRUCK, H 6x6~~	

UNOMIL.2 (11-93)

Chief Transport Officer: Lawson Atkins

NOTE TO MR. WILLIAM CLIVE
Chief Integrated Support Services

SUBJECT: **Requisition for satellite antenna system**

1. I understand that some of the pieces of equipment listed in the attached requisition are indispensable for the repair of the satellite dish at the Belgium Village where I reside.

2. When I joined UNAMIR almost three months ago, I was told that the TV antenna would be repaired in two weeks, thereby allowing all the residents of the village to use their TV sets again. That has unfortunately not been the case.

3. I should therefore be grateful if you would kindly expedite the process leading to the acquisition of the equipment required.

4. Thank you for your cooperation.

Wilfrid de souza
11 August 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: Mr William Clive
CISS

Date: 03 Aug 95
File: reqwe.7

THROUGH: Mr Rupert Lewis
SUMMO

FROM: Maj Deepak Das
FWO

SUBJECT: REQUISITION FOR SATELLITE ANTENNA SYSTEMS AND PERIODICALS

Reference: UNAMIR Requisition No LOG-20376 dated 02 Jun 95 for systems contract.

Kindly raise two separate requisitions for procurement of items listed below at serial a. to e. and f. to g. respectively, for military contingents/ troops :-

SNo	Item	Approx Unit Cost in USD	Qty	Approx Total Cost in USD
a.	KTI Multi - System 20 feet C/Ku Band Satellite T.V. Receiving System (Complete each with a BHR 7500 Double receiver)	2500.00	5	12500.00
b.	Multi - system 16 feet C/Ku Band satellite T.V. Receiving System (with Philips 4x4 receiver).	3000.00	1	3000.00
c.	T.V. Decoders(M Net and BBC)	500.00	6	3000.00
d.	RF Antenna Cable	80.00 per 300/metres	1800m	480.00
e.	Disribution Line Amplifier Units	50.00	6	300.00

f.	Newsweek magazine	2.00	10	400.00*
g.	Time magazine	2.00	10	400.00*

(Approx cost for weekly subscription of 10 copies from Aug to Dec 95 i.e. for 5 months. It is suggested that discount voucher for Newsweek / Time subscription be used, and the magazines be obtained via NY P.O. Box).*

To expedite delivery procurement of satellite antenna systems may be done using local vendors or vendors previously selected for the systems contract bid quoted as Reference.

Seeking your usual cooperation.

Best regards.

cc: ED
CCO
DCOS Sp
CMPO
CPO

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR MINUAR

11 August 1995

TO: All Sections/Units

FROM: Chaim Ouziel,
Chief Administrative Officer

SUBJECT: **Absence from Headquarters - CCPO**

Mr. Kimso Nilsvang, Chief Civilian Personnel Officer, will be away from Headquarters for the period inclusive 11 to 21 August 1995. In his absence, Mr. Jose Aguirre will act as Officer-in-Charge of Personnel Section.

For your information please.

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

INTER-OFFICE MEMORANDUM

TO: Colonel Jan Arp
DCOS - OPS

FROM: Wilfrid de Souza DATE: 10 August 1995
Executive Director

SUBJECT: FC's Directive on the Legal Jurisdiction Applicable to UNAMIR and Rwandan Authorities

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1. It has come to my attention that the Force Commander's directive on the above-mentioned subject dated 24 July 1995 omits any reference to procedures governing the handover of UNAMIR contractor personnel to the Rwandan authorities. Despite UNAMIR's revised mandate, and in light of the various difficulties we are encountering with the Rwandan Government regarding the status of such personnel, I would like to propose that some measure of protection be afforded by UNAMIR's military component to the international (not local) staff members of UNAMIR contractors.

2. I understand that this matter has already been brought to your attention by our Political/Legal Officer who has also raised the issue with the Military Legal Officer, Major Craig McConaghy. Our proposal is to include such personnel under category 5 (f) of the directive pertaining to personnel of non-governmental organizations so that they may be accorded the same degree of protection as NGO personnel working in Rwanda.

3. Thank you for your attention to this matter.

cc: SRSG
FC
P/LO

to ED
for info.
9.8.95

UNITED NATIONS
Assistance Mission in Rwanda

UNAMIR MINUAR

NATIONS UNIES
Mission Assistance au Rwanda

9 AUG 1995

To: All Section/Unit Chiefs

Through: William Clive
CISS

From: Eric Dogbegah
CMIS

Subject: **REALITY Procurement System in Production.**

1. The REALITY Procurement System has now been installed in the UNAMIR Local Area Network (LAN) located in the MIS Section in Trafipro and ready for production effective August 9, 1995. All Requisitions, Bids, and Purchase Orders for the current mandate must be processed though the REALITY System.

2. For this purpose, all end-users who does not as yet have LAN connection are kindly requested to visit the MIS Section in Trafipro to use the REALITY system. This central location has been established for all users as an interim measure until your own terminals are connected to the Network in the near future. Training of users on the system will continue and time tables will be issued soon.

3. Attached are the jointly established procedures for document flow of Requisitions, Bids, and Purchase Orders. In this connection, please adhere to the following convention established in the system to identify your affiliations to Units/Areas of Responsibility and Allotment Account Codes.

Unit/Area of Responsibility	Corresponding Bill-To-Center	REQ Prefix
1. Chief Administrative Officer	CAO-MIR	CAO4
2. Engineering	BES-MIR	BES4
3. Transportation	ITMM-MIR	TMM4
4. Communications	COM-MIR	COM4
5. Management Info Systems	MIS-MIR	MIS4
6. Movement Control	MOV-MIR	MOV4
7. General Services	GS-MIR	GSS4
8. Contract Management	CM-MIR	MCO4
9. Logistics	ILM-MIR	ILM4
10. Personnel	CCPO-MIR	CCP4

5. The Bid and Purchase order prefixes are BID5 and MIR5 respectively (5 represent the calendar year).

6. It is of utmost importance that all requisitioners use their default Bill-To-Center in the system and the proper Allotment Account Code which belongs to your Unit (Area of Responsibility) to properly process documents. If incorrect Account Code or Bill-To-Center has been selected, the requisition will move into an OVERRIDE status, irrespective of the availability of funds. This will subject your requisitions to undue budget reviews and return for correction which will result in delays.

7. Your cooperation is much appreciated.

REALITY Requisition Process in UNAMIR.

1. The end-user requisitioner must raise all requisitions in the REALITY requisition module. All requisitions created from scratch in the system will automatically obtain a temporary status TEMP (CHANGE TO RST1). Prior to creating lines in the requisition, the Status must be changed to RST1 by the requisitioner as indicated in the REQ header status. A requisition created from an existing REQ will obtain the status RST1 by default.

2. Once all the lines and pertinent information (Allotment Account Code, Bill-to-Center, etc) have been entered, the requisition must be printed and forwarded to the respective Account Holder (Unit/Section Chief) for his/her review. If appropriate, the Account Holder (Unit/Section Chief) must then sign the hard copy to indicate the certification of need. Although there is an on-line facility for Account Holder to confirm need for requisitions, Budget and Procurement Offices required approved hard copies of the requisitions before further action.

3. Upon obtaining the signed copy of the requisition, the requisition originator must change the REALITY requisition header status from RST1 to RST2 (AWAITING BUDGET APPROVAL). This change of status will prompt the system to forward the requisition for subsequent review/approvals by Budget and the Certifying Officer).

4. Forward the signed copy of the requisition to Budget Section for their review. If applicable, the budget officer must then approve the REALITY requisition and endorse the hard copy provided by the Account Holder (Unit Chief). Upon budget approval, the header status of the requisition will be automatically changed from RST2 to RST3 (AWAITING CERTIFICATION) by the system. The signed hard copy must then be forwarded to the corresponding Certifying Officer for his/her review. At this point the printed copy of the requisition should have two signatures; Unit Head & Budget Officer.

5. If applicable, the certifying officer must then approve the requisition in REALITY prior to printing the same. At this point the header level status of the requisition will be automatically changed from RST3 to RST4 (REQ READY TO PRINT). The Certifying Officer must then sign the electronically approved printed document.

Scenario 1:
If funds are available for all requests in the requisition, they will become requirements at this point. Such requirements are now available for further processing by procurement buyers. The newly printed and signed copy must be forwarded to the Procurement Section for subsequent processing

Scenario 2:
If no funds available in the selected budget the requisition will then move into a [Override] status in the system. In this case, the requisition has not become a requirement in the system for further processing. The newly signed copy of the requisition must then be forwarded to CAO for his review. Please note that all line items in the requisition must become requirements before they could be processed by Buyers.

7. All requisitions in the Override status, therefore, must be cleared by the CAO or his designated official in order for these requests to become requirements in the system. For quick reference, a list of all requisitions that require override will be provided to the CAO on a daily basis. Please note that requisitions which have been approved & certified but require override do reside in this status until they are cleared (overridden) by CAO.

8. Once the requisition becomes a requirement in the system, the jointly established requisition process is complete. Such requirements are now available to be assigned buyers.

REALITY Bid/Purchase Order Process in UNAMIR

1. Upon completion of the joint requisition and certifying procedures, requisitions will automatically appears in Procurement as requirements. The CPO or designated deputies will then assign requirements to buyers. Please not that at this point, the hard copies of requisitions bearing appropriate signatures of Account Holders, Budget Officers, and Certifying Officers must be submitted to CPO before the buying procedure could commence.

2. All Bids and Purchase Orders must be raised in the REALITY Bid/PO module. All buyers have access to the requirements originated from requisitions.

3. Upon receiving the certified requisition (hard copy), all buyers must process requirements by either creating Bids or Purchase Orders, as appropriate.

4. Upon creation, all bids will obtain a status BIDC (Bid in creation) by default. Once the selected vendors are attached to the bid, it must be printed and sent to selected vendors for quotations. When the bid is printed, the bid receives the status BIDP (Bid Printed).

5. When the quotations are received from the vendors, the responses must be entered into the appropriate bid in the system to award the contract to the appropriate vendor(s).

6. The bids that are sent for Headquarters Committee on Contract (HQCC) or Local Committee on Contract (LCC) must be given the appropriate status.

7. Directly created Purchase orders or those created from Bids will obtain a status POCR (PO in Creation) by default, upon creation. Once all lines and relevant information have been entered, the PO approvals must be generated by buyers in the system (Zoom on the [approvals] option. The buyer must print a hard copy of the Purchase Order and forward it to the approving officer (CPO) for his signature. A copy of this document must be sent to Finance Section for their information..

8. All Purchase Orders awaiting approvals in the system must be reviewed and approved by the CPO, as appropriate. Upon approval, the PO will receive the status PORP (PO READY TO PRINT). The approved PO must then be printed. Upon printing the PO, it will receive the status POP (PO PRINTED) in the system. The printed PO will be signed by CPO.

9. Should the printed PO be amended, the buyer must create a change order (Amendment) to the original PO, if required. Upon creating the amendment to the PO the status automatically resets back to POCR (PO IN CREATION). In such situations, the PO in question must be re-approved by CPO, as a newly created PO..

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTEROFFICE MEMORANDUM

Kigali 8 August 1995

TO: Chaim Ouziel
CAO

FROM: Wilfrid de Souza
Executive Director

SUBJECT: Request for the use of UNAMIR's helicopter by the Radio Unit

1. I wish to refer to my memorandum of 2 August on the above subject, copy of which is attached for ease of reference.

2. In this connection, the Officer in Charge of the Radio Unit through the attached memorandum dated 8 August has informed me of a change in the programme. As a result, the travel to Gikongoro by helicopter which was scheduled for 20 August has been re-programmed for friday 11 August 1995.

3. I should therefore be grateful if you would kindly request the offices concerned to make the necessary flight arrangements accordingly.

4. Thank you for your cooperation.

CC: SRSG
FC
Radio Unit
MOVCON

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

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

Date: 2 August 1995

To: Mr. Chaim Ouziel
CAO

From: Wilfrid de Souza
Executive Director

Subject: **Request for the use of UNAMIR's helicopter by the Radio Unit**

1. Please find attached a self explanatory memorandum from the Officer-in-Charge of Radio UNAMIR. As you will note from that memorandum, the Ministry of Information has invited Radio UNAMIR to participate in an information campaign aimed at assessing the security situation in the country and at encouraging the refugees to return. I have strongly recommended that Radio UNAMIR participate in the programme.

2. As you are aware, indeed, Security Council Resolution 997(1995) has mandated UNAMIR, inter alia, "to assist the Government of Rwanda in facilitating the voluntary and safe return of refugees and their reintegration in their home communities...".

3. As indicated in the memorandum, transportation by helicopter will be required on 6 August, 20 August and 7 September 1995 (1 helicopter on each occasion).

4. Please also note that the Minister of Information and some Rwandese journalists to be designated by him, will be travelling with our team of 2 journalists. May I also draw your attention to the request in paragraph 3 of the memorandum.

.../...

5. I should be grateful if you would kindly make the necessary administrative arrangements for the use of UNAMIR's helicopter on the dates indicated above.

6. Thank you for your usual cooperation.

cc. SRSG
FC
MOVON
Radio UNAMIR

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

KIGALI, 2 AOUT 1995

A : Wilfrid De Souza
Directeur Executif

DE : Patricia Tomé
OIC Radio Minuar

SUJET : OPERATION " DESCENTE SUR LE TERRAIN" ORGANISEE PAR LE MINISTERE DE L'INFORMATION

1. Une réunion regroupant les journalistes de la presse rwandaise s'est tenue samedi 29 juillet au Ministère de l'Information au sujet de la mise en place de l'opération " Descente sur le terrain". Selon le Ministre de l'Information, à l'origine de cette initiative, les reportages effectuées par les journalistes auront deux objectifs : rendre compte objectivement de la situation actuelle dans le pays, y compris sur le plan sécuritaire, et encourager les réfugiés rwandais à rentrer chez eux.

2. Un calendrier a été établi pour le déplacement des 17 journalistes de la presse écrite et parlée invités à se joindre à l'opération, dont 2 journalistes de Radio MINUAR.
Lors d'une conversation téléphonique lundi 31 juillet avec le Ministre de l'Information, Mr Jean Baptiste Nkuliyingoma, je lui ai fait part de notre volonté de collaborer mais en fonction de nos capacités, ce dont il a convenu, l'essentiel selon lui, étant que nous assurions une couverture de l'évènement.

-CYANGUGU
6-08 au 10-08 : Pour Radio MINUAR, si possible, déplacement en hélicoptère le 6 Aout et retour le soir. Le Ministre souhaite se rendre sur place pour le lancement officiel de l'opération en présence des autorités locales.
Possibilité de contacter le bataillon ethiopien pour fournir une voiture sur place.

KIGALI RURAL
14-08 au 17-08 : Utilisation d'une voiture de la radio

KIBUYE : Hélicoptère le 20 Aout. Accès par route très
20-08 au 24-08 difficile. Retour le soir.

KIGALI-VILLE , 25-26 Aout ; GISENYI, 28-30 Aout; KIBUNGO, 4-6 Septembre. Concernant ces trois destinations, Radio MINUAR utilisera un de ses véhicules, et fera l'aller-retour dans la journée.

GIKONGORO : Hélicoptère le 7 Septembre pour une journée.
7-09 au 9-09 Contacter les militaires pour transport sur place.

Les 4 dernières étapes pourront se faire par route en une journée pour chaque préfecture : GITARAMA, 11-13 Septembre; RUHENGERI, 14-16 Septembre; BUTARE, 18-20 Septembre; BYUMBA 21-23 Septembre.

3. Le Ministre de l'Information dispose de deux voitures pour assurer cette opération et souhaiterait que la MINUAR fournisse un véhicule supplémentaire pour assurer le transport des journalistes sur le terrain.

4. Une réunion pour finaliser l'organisation de cette opération se tiendra au Ministère de l'Information le Samedi 5 Aout à 9 heures.

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

Kigali, 8 Aout 1995

A : Wilfrid de Souza
Executive Director

De : Patricia Tomé
OIC Radio UNAMIR

Sujet : Opération " Descente sur le terrain ". Demande d'hélicoptère pour le Vendredi 11 Aout, destination Gikongoro.

Après le lancement officiel de l'opération " Descente sur le terrain " à Cyangugu le 7 Aout dernier, par le Ministre de l'Information, la prochaine étape de cette tournée des journalistes dans le pays, sera Gikongoro le 11 Aout prochain.

A l'origine, la visite de cette région avait été fixée au 20 Aout et Radio MINUAR avait demandé un hélicoptère pour cette date. Pour des raisons logistiques, les journalistes rwandais invités par le Ministère de l'Information, ont demandé un changement de calendrier.

De ce fait, Radio MINUAR voudrait pouvoir se rendre à Gikongoro le vendredi 11 Aout par hélicoptère, pour une journée de reportages sur le terrain. 3 journalistes seront envoyés sur place pour enquêter sur la situation humanitaire et sécuritaire.

Merci de votre habituelle coopération.

INTEROFFICE MEMORANDUM

Kigali 8 August 1995

TO: Sidique DAO

FROM: Wilfrid de Souza
Executive Director

SUBJECT: Absence from the Office

1. I should appreciate it if you would inform me in advance of your meetings away from Headquarters.

2. In case of unforseen official meetings outside, my secretary or the secretary assisting you should be informed of where you can be reached.

cc: Isel Rivero

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTEROFFICE MEMORANDUM

Kigali 8 August 1995

TO: All Chiefs of Unit

FROM: Wilfrid de Souza
Executive Director

SUBJECT: Meeting of the Chiefs of Unit of the Office of the SRSG

All Chiefs of Unit of the Office of the SRSG are invited to a meeting to be held tomorrow Wednesday 9 August 1995 at 10.00 am in the conference room of the SRSG.

Agenda:

1. New format of the Situation Report

2. Administrative matters

3. Other business

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

INTER-OFFICE MEMORANDUM

TO: Major General Guy Tousignant
Force Commander & Acting Head of Mission

FROM: Wilfrid de Souza DATE: 8 August 1995
Executive Director

SUBJECT: Military Legal Officer for UNAMIR

It has recently come to my attention that Major Craig McConaghy, who has been serving as UNAMIR's military legal officer, will be leaving Rwanda with the rest of the Australian contingent on 23 August 1995. I understand that, while serving in this capacity, Major McConaghy was actively involved in providing legal advice to UNAMIR's military component, as well as in assisting in the resolution of various matters of a military and legal nature with the Rwandese authorities, particularly the RPA. Based upon this information, I propose that a replacement for Major McConaghy be found as soon as possible, so that UNAMIR's military component will continue to receive expert legal advice on military matters, especially in those incidents which risk developing into a conflict situation vis à vis the local and national authorities.

cc: SRSG

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

INTER-OFFICE MEMORANDUM

GS
Please file
"Legal matters"
8-8-95
WS

TO: Mr. Jacques Albert
Acting CMCO - CCM

FROM: Ladan M. Rafii
Political/Legal Officer

DATE: 7 August 1995

SUBJECT: Earth station - licence fee and segment costs

I am writing in reference to Mr. Gilles Brière's memo dated 31 July 1995 on the above-mentioned subject in which he sought guidance on UNAMIR's legal obligations under the Status of Mission Agreement (SOMA) to pay a licence fee and actual space segment costs for use of the earth station for BRSC communications in Rwanda. Although we have yet to receive a response on the matter from the Office of Legal Affairs in New York, my understanding of the applicable provisions of the SOMA indicates that UNAMIR is not exempt from the payment of such fees to the Government of Rwanda.

I hope the above will be of assistance to you.

cc: Mr. W. de Souza, ED
Mr. C. Oziel, CAO
Mr. W. Clive, CISS
Mr. T. Woods, BRSC PGM

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

5 August 1995

TO : Mr. Chaim Ouziel
Chief Administrative Officer

FROM: Mtshana M. Ncube
Chief, Boards of Inquiry Unit
Administrative/Legal Officer

SUBJECT: Demand by the Kigali Prefecture that UNAMIR personnel should register their presence with the Prefecture

I refer to a letter from the Prefect of Kegali, Major Rose Kabuye, demanding that UNAMIR should register its personnel with the Prefecture.

Under the Status of Mission Agreement (SOMA), UNAMIR should not have to register its personnel with any one, least of all with a local authority.

Paragraph 33 of the SOMA states that, apart from being exempt from passport and visa regulations, members of UNAMIR "shall also be exempt from any regulations governing the residence of aliens in Rwanda, including registration, but shall not be considered as acquiring any right to permanent residence or domicile in Rwanda."

I note here that UNAMIR has, in practice, made concessions in regard to passport and visa regulations. It appears to have accepted "immigration inspection and restrictions on entering into or departing from Rwanda," in that the luggage of staff members is now searched on departing and arriving; and visas are no longer issued on arrival. Most of this is understandable in view of the practice in other Missions.

However, there is no legal or security basis for agreeing to the registration of UNAMIR members sought by the Kigali Prefecture.

TO: [redacted] AND THE ED

Given the above clear opinion of c
Verbale to that effect to the Minist
Municipality of Kigali.

Actioned by ED
Sam
MA
08/08

Post-it™ routing request pad 7664

ROUTING - REQUEST

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

Date _____

To ED,
Sir
Kindly accept
for action
please.

From MA/FC
08 AUG 95

Mr. Ncube

(may we discuss?)

ADMINISTRATION.

FC/ED

This should be reviewed in relation to the Soma.

OR

A Monsieur (Madame) le Coordinateur (trice) 2/3
de. MINUAR.....

Monsieur, Madame,

Depuis le début du mois de Mars 1995, il a été lancée plus d'un communiqué appelant tous les étrangers résident dans la Préfecture de Kigali, à venir se faire enregistrer.

Or nous avons constaté que votre Organisme n'as pas réagi à travers ses Agents à cet appel.

Sur ce, nous vous prions de répondre à cet appel dans les délais ne dépassant pas un mois à partir de la date d'émission de la présente.

Franche collaborati

Le Préfet de la Préfecture de la
ville de Kigali
Major Rose KABERA

REPUBLIQUE RWANDAISE PREFECTURE DE LA VILLE DE KIGALI

Received 3/8/95
BORU

RECEIVED
02 AUG 1995
UNAMIR
OFFICE OF THE C4O

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTEROFFICE MEMORANDUM

TO: All Staff in the Office of the SRSG

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.

Distribution:
SRSG
I DIALLO
S BUO
L ROFU
Radio Ops
Date 3/8/95

UNITED NATIONS
ASSISTANCE MISSION IN RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

URGENT

DATE: 03 Aug 95

REF: AIR OPS 402

TO: All UNAMIR Military and Civilian Personnel

FROM: C. Ouziel
Chief Administrative Officer

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

1. Due to the rotation and withdrawl 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 shcedule 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 unforseen 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 NATIONS UNIES
ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA
UNAMIR - MINUAR

INTERNAL MEMORANDUM
MEMORANDUM INTEREUR

TO: All Civilian and Military Personnel

Date: 04 Aug 95
File: csk.can2

FROM: Maj Deepak Das
FWO

SUBJECT: CANCELLATION OF CONTRACT WITH C.S.K.(KIGALI SPORTIF CLUB)

I regret to inform that inspite of my efforts to renegotiate, C.S.K. has decided to discontinue its contract with UNAMIR with effect from Friday 04 Aug 95, on grounds of breach of contract conventions by large groups of UNAMIR military personnel on numerous occasions.

However, individual UNAMIR members are welcome to obtain private C.S.K. membership directly from the club for a period of three months or one year at rates attached at Appx.

All civilian members, who had taken membership cards for Aug 95 from Ms Brandy McNeill may get their money refunded/ or continue to remain members of the UNAMIR Welfare Committee and avail of facilities like borrowing tapes, books, sports gear, etc with the same monthly deposit.

CBES Only. *Kindly issue necessary instructions for the removal of the UNAMIR generator from C.S.K. on or after 04 Aug 95.*

Efforts are on to obtain subsidised tennis and golf membership for UNAMIR personnel at other locations. Details will be intimated later.

Best regards.

memo

Sent to: CHO
A. BAH

UNITED NATIONS NATIONS UNIES
ASSISTANCE MISSION FOR RWANDA 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

Quelle que soit la fréquence de la navette entre le siège et TRAFIPRO, cela ne peut remplacer une liaison par FAX qui, seule, serait appropriée dans les cas d'urgence. Il serait donc souhaitable que des dispositions soient prises en vue de l'installation d'un système de FAX entre les deux localités.

Wilfrid de Souza WS
4 août 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

URGENT

INTEROFFICE MEMORANDUM

URGENT

Date: 2 August 1995

To: Mr. C. Ouziel
CAO

From: Wilfrid de Souza
Executive Director

Subject: **Request for transportation from the Ministry for Foreign Affairs**

Please find attached a Note Verbale from the Ministry for Foreign Affairs requesting the assistance of UNAMIR for the transportation of 3 officials of the Government from Kigali to Nairobi, **tomorrow** August 3, 1995.

Please note in this connection that the officials concerned are from Ministries which are responsible for the clearance of UNAMIR's imported goods. I would therefore, strongly recommend that this request be considered favorably.

I should be grateful if you would kindly keep me informed of action taken in that respect.

Thank you for your cooperation.

cc. Protocole
MOVCON

URGENT

0829/03 04/cab-1/96

REPUBLIQUE RWANDAISE
MINISTERE DES AFFAIRES ETRANGERES
ET DE LA COOPERATION
B.P. 179 KIGALI.

Le Ministère des Affaires Etrangères et de la Coopération de la République Rwandaise présente ses compliments à la Mission des Nations Unies pour l'Assistance au Rwanda et a l'honneur de lui demander de bien vouloir l'assister dans le transport de Monsieur NSHOGOZA Gérard, Responsable de la Section Evaluation en Douane au Ministère des Finances. Mademoiselle SANANI Béatrice, Vérificatrice des Douanes à l'Aéroport International de Kanombe, Monsieur KARAMAGA Camille, Responsable de la Gestion des Importations au Ministère du Commerce, de l'Industrie et de l' Artisanat.

Ils se rendront à Nairobi le 3 Août 1995 pour raison de Service.

Le Ministère des Affaires Etrangères et de la Coopération saisit cette occasion pour renouveler à la Mission des Nations Unies pour l'Assistance au Rwanda l'assurance de sa très haute considération.

REPUBLIQUE RWANDAISE MINAFFET

Kigali, le 02/08/1995

MISSION DES NATIONS UNIES
POUR L'ASSISTANCE AU RWANDA.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

Vu
WS

INTER-OFFICE MEMORANDUM

TO: All UNAMIR Staff DATE: 29 July 1995

FROM: for Chaim Ouziel, CAO

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 <u>just the earliest</u> that payments may be picked up. If there is a line at the Cashier's window, payments may also be picked up any time <u>after</u> 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.

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

From: Col W J Fletcher
DCOS (Sp)
HQ UNAMIR Extn 11109

To: Distribution List

File Reference: 4000.1/LOG-41

Date: 28 Jul 95

Subject: VEHICLE ACCIDENT STATISTICS - UNSAFE BACKING

Reference: FPM Daily Police Reports

1. In my short tenure with UNAMIR I have come to realize that, while driving conditions within Rwanda are unique in many respect, UNAMIR cannot afford the high accident rate which currently exists. The most glaring statistic is the number of accidents as a result of Unsafe Backing.

2. To pontificate, it is incumbent on all levels in the chain of command to actively participate in efforts to reduce the number of accidents, in particular, Unsafe Backing. Quite simply, accidents cost money! They also result in property damage, personal injury or, in the worst case, death. No agency can afford this, neither should it be blandly accepted. As well, vehicle damage results in vehicles being off the road for an extended period of time for accident repairs or, as is common, being impounded by the Gendarmarie. Given the shortage of administrative vehicles in the mission, this may further result in the driver/agency not having access to a replacement vehicle.

3. Driving a vehicle is a full time job requiring skill and mental awareness. All supervisors within the military and civilian chains of command and all drivers must take these responsibilities seriously. Safety is everybody's business and I would ask that all UNAMIR personnel be reminded of their responsibilities.

Distribution

Action	Info
DCMO	MA/FC
CIV POL COMMISSIONER	MA/DFC
LIST B (except RPA LO)	COS
LIST D	DCOS OPS
LIST F	LIST E

GS

Please copy to Protocol and file original
31-7-95 WS

From : COS

To : ED

Date : 27 July 95

Subject : **Procedure for entry of visitors at UNAMIR**

1. Refer to your memo dated 26 July 95 regarding the procedure for entry of visitors at UNAMIR Headquarters.

2. In this regards I would like to apprise you firstly of the procedure being followed regarding the entry of visitors to the UNAMIR Headquarters.

(a) Any visitor wishing to enter the Headquarters is required to identify himself at the main gate and also give the purpose and the name of the office/officer he wishes to visit.

(b) After obtaining the above details the visitor is escorted to the respective office by either one of the guards or by a member of the concerned office.

3. You would agree that no visitor can be allowed entry until or unless his identity as well as his appointment is confirmed as it undermines the security of the Headquarters.

4. However, it has been observed in the past that some of the visitors (more so in case of the RPA and the Rwandan Govt officials) have refused to identify themselves at the main gate and just drive past in their vehicles without stopping. This happened during the visit of the Chief of Protocol of Rwanda earlier this month. The visitor, when stopped at the lobby by the Military Police, refused to give his identity and spoke arrogantly with them as well as the Camp Commandant. Such behaviour from visitors can never be accepted lest it sets a wrong impression/precedence about our security. It is also relevant to note that no prior intimation regarding the visit was given at the Main Gate or to the Camp Commandant by any office.

5. Regarding the visit by the RPA officer on 26 July 95, I would like to inform you that on having inquired from the guard as well as the Camp Commandant, I was informed by them that no officer by the name of Lt Celestin Kaytankure reported to the Main Gate yesterday. Although, there is a possibility of the above visitor having come to the gate in civilian

dress but never identified himself as such and the guard is in no position to know or allow entry to persons, who do not identify themselves or their purpose of visit.

6. You would agree that the guard has to be strict in such matters of security as what is an "embarrassing situation " from your point of view could result in a " **security lapse** " from the guards point of view. Therefore, there is a need for all offices to inform the Camp Commandant/Main Gate well in advance regarding such visits and it is expected that visitors are courteous enough to stop and identify themselves.

7. Your point, has however been conveyed to the Camp Commandant to avoid such occurrences in future. We will also at our end review the access procedure and incorporate changes if required.

8. Regards.

(K S Sivakumar)
Col
Chief of Staff

Copy to :-

SRSG
FC
DCOS (Ops) -- Request review the access procedure and issue instructions regarding the category of persons and their procedure of entry into the Headquarters at the earliest.

Security Unit

UNITED NATIONS
Assistance Mission in Rwanda

UNAMIR MINUAR

NATIONS UNIES
Mission Assistance au Rwanda

To: All Section/Units

July 27, 1995

From: Eric Dogbegah
CMIS

Subject: **REALITY User Training**

1. The REALITY Procurement System has now been installed in UNAMIR. This system is scheduled to go on-line (production) on 9 August 1995.

2. In this regard, it is essential that all end-users be appropriately trained in the system according to the current settings together with the jointly established procedures and the document flow.

3. Initially, one user from each Units/Section will be attending the system training. The training schedule for Requisitioners, Buyers, and Approving/Certifying Officers is given below. The subsequent training schedule will be issued in the near future. Your usual cooperation is appreciated.

Training Location: HQ-Rm# 3 005 (EDP)

Name	Area	Date
REQUISITIONERS:		
Maurice Jaino	ILM	31/07/95 (8:30 - 4:30)
Wade Bowers	MIS	31/07/95 (8:30 - 4:30)
L. Hall	TPT	31/07/95 (8:30 - 4:30)
Jacques Albert	CM	31/07/95 (8:30 - 4:30)
Patsy Mullings	BMS	01/08/95 (8:30 - 4:30)
Irene Mukashema	GS	01/08/95 (8:30 - 4:30)
Roland Ramratian	COM	01/08/95 (8:30 - 4:30)
Natasha Osmatchkina	EDP	01/08/95 (8:30 - 4:30)

APPROVING/CERTIFYING OFFICERS:

Chaim Ouziel	DAM	02/08/95 (10:00 - 12:00)
William Clive	ISS	02/08/95 (10:00 - 12:00)
Stanley Gaetz	Budget	02/08/95 (10:00 - 12:00)
Epan Kuzhinapurathu	Vendors Unit	02/08/95 (10:00 - 12:00)
Kimso Nilsvang	CPO	02/08/95 (10:00 - 12:00)
Hugo Valdez	Procurement	02/08/95 (2:00 - 4:00)
Chris Ayres	Procurement	02/08/95 (2:00 - 4:00)
Thad Anglin	COM	02/08/95 (2:00 - 4:00)
Minas Lessanu	BES	02/08/95 (2:00 - 4:00)
Abdoulaye Bah	GS	02/08/95 (2:00 - 4:00)

BUYERS:

T.S. Balasubramanian	Procurement	03/08/95 (8:30 - 4:30)
U. Kyin Shwe	Procurement	03/08/95 (8:30 - 4:30)
Abiy Araya	Procurement	03/08/95 (8:30 - 4:30)
Ashok Gupta	Procurement	03/08/95 (8:30 - 4:30)
Osman Osman	Procurement	03/08/95 (8:30 - 4:30)
F. Valenzuela	Procurement	04/08/95 (8:30 - 4:30)
Joel Sanwidi	Procurement	04/08/95 (8:30 - 4:30)
Kafui Gaba	Procurement	04/08/95 (8:30 - 4:30)
M. Joseph	Procurement	04/08/95 (8:30 - 4:30)

PROCUREMENT QUERY:

M. Ngobi Tenywa	Procurement	09/08/95 (2:00 - 4:00)
T. Awan	Procurement	09/08/95 (2:00 - 4:00)
Maria Hirsch	Procurement	10/08/95 (2:00 - 4:00)
Christina Carbonell	Procurement	10/08/95 (2:00 - 4:00)
Norma Ibrahim	Procurement	10/08/95 (2:00 - 4:00)

ED

From : Camp Commandant

To : All Military & Civilian Staff
UNAMIR HQS -(Amahoro Hotel)

Date : 27 July 95

Subject :- **Security of Offices**

1. It has been observed over the past few days that an increasingly large number of offices are being left open during the night.

2. Although a guard is present at the Headquarters round the clock and maximum security of the Headquarters is being ensured at night, it is not possible for the guard to account for each and every equipment in the office when it is left open.

3. May I thus request all office bearess to ensure that their offices are locked when not in use. The guard in no way can be made responsible for any thefts which may occur in such cases.

4. Thank you for your co-operation. Regards.

(C S Dewgun)
Capt
Camp Commandant

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

From: DCOS Ops

To: Distribution Lists A, B & C

Info: Distribution Lists D & E

Date: 26 July 95

Subject: **SECURITY MEASURES FOR UNAMIR PERSONNEL**

1. As a result of the recent improvement in the general security situation in Rwanda, and in particular in Kigali, the Acting Head of Mission and Force Commander announced that forthwith the curfew for UNAMIR personnel has been amended from 2130 hrs to 2300 hrs.

2. All personnel are reminded that normal precautions with respect to travel at night enunciated in previous safety and security instructions remain in effect and must be observed to ensure that UNAMIR personnel expose themselves only to the minimum possible threat level.

Yes Sir,
LISTS A, B, C, D, E
one for ~~all~~ category of ~~personnel~~
OK
WS 27/7/95

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UNAMIR - MINUAR

FROM : LTCOL A. CHABIR, MA/DFC 10007(DFC)/6/3

TO : MAJ AGRAWAL, G3 ENG

INFO : ED- CAO.

COS- DCOS OPS- DCOS SP- OC ENG COY

SUBJECT : REQUEST FOR EXCAVATOR AND GRADER

DATE : 26 JUL 1997

1- AS YOU KNOW, UNAMIR IS COMMITTED IN THE REHABILITATION OF PRISONS IN RWANDA; AND AS APPROVED BY SRSG, FC, ED AND CAO, UNAMIR WILL PROVIDE ALL ENGINEER SUPPORT WITHIN ITS CAPABILITIES.

2- THE GOVERNMENT OF RWANDA HAS AGREED TO USE THE BUS WAREHOUSE " ONTRACOM " , IN KIGALI, AS A TEMPORARY DETENTION CENTER. ICRC, UNDP AND UNAMIR WILL UNDERTAKE ALL NECESSARY WORKS TO BUILD THIS CENTER.

3- AT THIS STAGE, YOU ARE REQUESTED TO PROVIDE AN EXCAVATOR AND A GRADER TO ALLOW ICRC STARTING THE WORK INSIDE THE COMPOUND.

4- REGARDS.

FD

Please copy to
- SRSG for info
- Mr DAO

2-8-95 done 02/8/95
WS

UNITED NATIONS
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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: Chief of Staff 26 July 1995

FROM: Wilfrid de Souza
Executive Director

SUBJECT: Procedure for entry of visitors at UNAMIR Headquarters

1. I should like to bring to your attention that personalities, military as well as civilian, visiting UNAMIR for official business have been refused entry at the main gate or at the reception desk in the lobby.

2. For instance, during the preparation for the visit of the Secretary-General earlier this month, the Chief of Protocol of the Rwandese Government, who was on his way to a meeting at Headquarters, was kept downstairs in the lobby for 20 minutes despite the fact that he had clearly identified himself and requested that the officer at the desk call the office of the SRSG to announce him.

3. This afternoon, a military officer of the Rwandese Government, with whom I had an appointment in my office to discuss an urgent matter, was refused access to the premises by the soldiers at the main gate. This was despite the fact that my assistant had announced that visit to all concerned at the gate and asked them to facilitate his access to the building.

4. Such embarrassing situations are most damageable to the work of our office. I should therefore be grateful if you would kindly instruct those concerned, so that these incidents could be avoided in the future. You might wish to amend the current access procedure accordingly.

5. Thank you for your cooperation.

cc: SRSG
FC
Security Unit

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

A: Kimso Nilsvang
Chef du Personnel

25 juillet 1995

DE: Wilfrid de Souza
Directeur Exécutif

OBJET: Directives concernant la gestion des heures supplémentaires du personnel local de la MINUAR

1. Je me réfère à votre memorandum du 20 juillet 1995 adressé à tous les chefs de section concernant l'objet ci-dessus.

2. Je voudrais à cet égard attirer votre attention sur le fait que vos directives ne tiennent pas compte de la situation particulière dans laquelle se trouvent certains chauffeurs appartenant à la catégorie du personnel local. Tel est le cas du chauffeur du Représentant Spécial du Secrétaire Général, du Commandant de la Force et de celui qui est affecté à mon service, dont les horaires sont forcément ceux des personnalités qu'ils conduisent. Etant donné les nombreuses obligations de ces dernières qui ne coïncident pas nécessairement avec les heures de service, il est évident que les heures supplémentaires des chauffeurs concernés dépassent largement la moyenne.

3. La solution qui consisterait à accorder uniquement un repos compensatoire à ces chauffeurs reviendrait à priver fréquemment de chauffeur - et par conséquent, de déplacement - ceux qu'ils conduisent, à moins que vous ne prévoyiez du personnel de remplacement.

4. Il ressort donc de ce qui précède que le cas de ces chauffeurs, auxquels il faudrait ajouter celui qui est affecté à l'unité de la Radio MINUAR, mériterait d'être étudié tout spécialement de manière à trouver la solution appropriée.

5. Je suis disposé à en discuter avec vous à votre plus proche convenance et vous en remercie d'avance.

cc: SRSG
FC
CAO

C:\MEMO.WS

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

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UNAMIR - MINUAR

Date: 20 July 1995

To: All Chiefs Of Sections

From: K. NILSVANG
CCPO, UNAMIR

Subject: Guidelines for the Administration of
Overtime for UNAMIR Local Staff Members

Please be informed that locally recruited staff members on Limited Duration Appointment (LDA) who are required to work in excess of eight hours of any day of the scheduled work week or when it takes place on Saturday or Sunday shall be given Compensatory Time Off (CTO).

Subject to exigencies of service, CTO may be granted, as appropriate at a time-and-half, or at double-time if the overtime takes place on Sunday or Holiday.

Aggregated overtime shall be converted to days of CTO at the rate of eight hours equals one day.

CTO not taken before the expiry date of contract is forfeited.

For financial constraints, no compensation in term of payment is permitted.

CTO shall be administered by Administrative Assistants or Secretaries to Chief of Sections within respective Section.

Copies of overtime computation sheet shall be forwarded to Personnel Section on a monthly basis for recording.

In the interest of the health of the staff and the efficiency of the service, supervisors shall not require staff member to work more than forty hours of overtime during any one month, except where unusual exigencies of the service so require.

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UNAMIR - MINUAR

TO: Kimso Nilsvang
CCPO

25 July 1995

FROM: Wilfrid de Souza
Executive Director

SUBJECT: Reassignment of Miss Genevieve Salvat and Mrs. Pauline Urasa

1. Reference is made to my memorandum of 20 July 1995 regarding the reassignment of Miss Agnes Atsiaya.

2. In this connection, please be advised that effective immediately, Mrs. Pauline Urasa has been reassigned to replace Miss Atsiaya and that Miss Genevieve Salvat has replaced Mrs. Urasa as my assistant in the Office of the SRSG.

3. I should be grateful if you would kindly make the necessary administrative arrangements accordingly and take the appropriate step for the replacement of Miss Salvat in the Radio Unit.

4. Thanks for your cooperation.

cc: SRSG
CAO
Isel Rivero
Radio Unit
G. Salvat
P. Urasa

C:MEMO.WS

file

ED

MR OVZICL has to discuss this with SRSG today. OK
24-7-95

TO : CAO
CBMS

File: 5000.1(HAC)/A/1

INFO : OSRSG
DCOS OPS
MA TO FC

FROM : HAC UNAMIR HQ

SUBJECT : **OUTSTANDING ASSISTANCE REQUEST REPAIR OF SCHOOL IN BUTARE**

References:

A. Letter from RPA COS dated 16 May 1995.

B. Letter from SRSG dated 16 May 1995

C. 1076/UN/ET/Force Engr Coy dated 23 May 1995

D. 3001.1 (FEO)/OPS/1 dated 14 June 1995

E. 3001.1 (FEO)/OPS/1 dated 03 July 1995

F. UHAAG meeting on 21 July 1995

1. The subject matter was brought to our attention during the UHAAG meeting mentioned in Reference E as being a long outstanding assistance request, from the Army Chief of Staff of the Rwandese Army, Ref A.

2. The F[illegible]riefed the meeting about the many requests as shown in Refs B, C and D put forward to your office for assistance in the form of funding to purchase the necessary construction materials. So far the FEO has not received any funds nor materials as requested.

3. We understand that the project is a joint venture between UNAMIR and UNICEF. We have learned that UNICEF have already started with the proposed tasks assigned to them by the SRSG. UNAMIR has not yet kept it's part of the bargain which is sending a bad message to the Rwandese government and does not help our image.

4. It would be greatly appreciated if some clarification concerning this matter could be given at the soonest so we can resolve this problem one way or the other.

5. Best Regards.

FOR H OSAE-ADDAE
Col
CHAO

Mr CHAO

Please check into this
[illegible]

E Dry

To : All Military & Civilian Staff
UNAMIR Headquarters

From : Camp Commandant

Date : 24 July 95

Subject : RELOCATING OF OFFICES AT TRAFIPRO

1. As you are aware, some of the UNAMIR Headquarters offices at Amahoro Hotel are being relocated in Trafipro Complex. This would involve shifting of office equipment and furniture.

2. May I request you not to shift any Amahoro Hotel furniture in the process as the same would be required to be subsequently handed over to the Hotel owner. All the Hotel furniture should be either handed over to the Camp commandant or the next occupant on a voucher with a copy to the Camp Commandant.

3. Thank you for your co-operation. Regards.

CS Dewgun
Capt
Camp Commandant

Phone : 11256

Vu
WS

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR MINUAR

INTEROFFICE MEMORANDUM

TO: Mr. William CLIVE
Chief, Integrated Support Services
UNAMIR
Kigali

Kigali, june 23, 1995

FROM: Lona Charles OUATTARA
Chief, Airops/Movcon
UNAMIR
Kigali

Subject: Reassignment

I have been approached by the CAO about your decision to reassign me as your adviser on aviation related matters. I franckly thank you for this offer, but I do not think I can fulfill such an assignment better than the duties of Chief, Airops/Movcon. My current assignment is already making me the adviser of FOD, the CAO and the CISS.

Therefore, with all due respects, I am declining your offer.

Regards.

CC.ED
CAO
CCPO

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

DATE: 22 JULY 1995

TO: Mr. KHAN, S.,
SRSG

MGEN TOUSSIGNANT, G.,
FC

Mr. DE SOUZA, W.,
ED

Mr. OUZIEL, C.,
CAO

Mr. DIALLO, I.,
SPOKESMAN

FROM : BAH, A.,
CGS

SUBJECT : Newspapers

Due to non payment, the Gift-shop at Nairobi Six-eighty Hotel had temporarily suspended supply of newspapers to UNAMIR.

I am pleased to inform you that the supply resumed with effect from 20 July 1995 and will continue as usual.

Thank you for your understanding.

CC

CFO
CPO

UNITED NATIONS
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UNAMIR - MINUAR

22 July 1995

TO: Ms. Alice Schacht,
General Service Section

FROM: Kimso Nilsvang
Chief Civilian Personnel Officer

SUBJECT: **Your Reassignment**

Upon request of the Office of SRSG and in consultation with the Chief, General Service Section, I am pleased to confirm your reassignment to the Office of Protocol effective immediately.

I wish you luck in your new functions.

cc: ED
Chief, GSS
Chief, Protocol
sm file

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UNAMIR-MEANER

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OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

DATE: 20 July 1995

TO: Mr. William Clive, CISS

FROM: Chaim Ouziel, CAO

SUBJECT: **Needs at MILOBs - Kibungo**

In the FC/ED/CAO visit to Ghanbatt and Milobs in Kibuye yesterday, the following needs were expressed:

- Ghanbatt feels the water is delivered in insufficient quantity: they estimate their needs of 20,000 liters a day, and apparently, at the current rate of 15 liters/person/day, the total quantity delivered is smaller. They also ask for a one-time refill of their tank (of 60,000 liters) as a buffer stock. (In discussion with Mr. Brière I understand it will be done. Thank you).

- They would like to have a minibus, for transporting soldiers on local recreation trips. (In discussion with Mr. Jorsling I understand it will be furnished . Thank you).

- Lease contracts for some of the Ghanbatt premises appear to be still unsigned or otherwise unsettled. As withdrawal nears, Ghanbatt face complaints from the owners. Pending leases should be obviously expedited.

cc: FC
ED
CCMC
CBMS
CITMM
STO

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UNAMIR - MINUAR

Kigali 19 July 1995

TO : Chaim Ouziel
CAO

FROM : Zouaoui Benamadi
Chief Radio UNAMIR

SUBJECT : Acting Arrangements

During my absence on family visit from 21 July to 15 August 1995, Ms. Patricia Tome, Producer/Coordinator, will be Acting as Officer in Charge of the Radio Broadcast Unit.

Please extend to her your usual co-operation.

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UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

TO: **All Chiefs of Units**
Airops/Movcon

Kigali, 5 july 1995

FROM: **Lona Charles OUATTARA**
Chief, Airops/Movcon
UNAMIR
Kigali

Subject: **Command and Control Within Airops/Movcon**
Reference: **SRSG briefing to Senior Staff dated 29 june 1995**

From the above mentioned, you will recall that I am still Chief, Airops/Movcon. Consequently, all your correspondences should be cleared by me before reaching the CAO or the CISS. You are also requested to immediately stop from raising requisitions related to Section policies financing. All these should be made in my office, based on a proper feasibility study.

Regards.

cc. SRSG
ED
CAO
CCPO
CISS
CPO
CFO

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UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTER-OFFICE MEMORANDUM

DATE: June 27, 1995

TO: W. V. Clive
CISS

FROM: C. Ouziel
Chief Administrative Officer

SUBJECT: **USE OF UNAMIR AIRCRAFT**

We have noticed a substantial increase in the number of requests by non-UNAMIR and non-UN agency personnel wishing to travel on our flights to and from Nairobi. United Nations regulations clearly restrict such travel to exceptional cases. The subject was brought up in recent UN external and internal auditors' reports which stated that UNAMIR must adhere to the regulations and restrict the number of non-UN passengers on its flights.

Commercial airline flights between Kigali and Nairobi have increased in recent months, particularly from Kigali to Nairobi. Non -UN persons requesting to fly on UNAMIR aircraft should in the first place be referred to these flights. Only in truly exceptional circumstances, approved by the SRSG and the CAO, would non-UN staff be accommodated on a UNAMIR aircraft.

cc: SRSG
FC
ED ✓

UNITED NATIONS NATIONS UNIES
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UNAMIR - MINUAR

To: Mr. Hugo Valdes, Chief
Procurement Section

From: Isel Rivero-Mendez
Special Assistant/SRSG

Date: 8 June 1995
Ref: UNAMIR/RD/02

SUBJECT: Purchase of dictionaries

The Executive Director would appreciate it if the attached requisitions for the purchase of dictionaries is given the highest priority. He would also appreciate it if the purchase is made in Nairobi in order to receive the material by next week at the latest.

Thank you for your cooperation.

cc: ED
CAO

Taken this day 26 July 1995
from CAO's office
"Petit Robert" French - French
Almanach SPECIAL

Crono

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

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ANNEX B
TO LOGISTIC INSTRUCTION

SUPPLY REQUEST FORM

Issue / Turn-In | Sheet No | No of Sheets

FROM: DE SOUZA, WILFRID, ED
UNIT SUPPLY OFFICER, UNIT LOCATION

PRIORITY: I II III IV

TO: SUPPLY & MATERIAL MANAGEMENT OFFICER (SUMMS)
Attn: TRAFFIPRO, UNAMIR WAREHOUSE

SUPPLY CLASS: 1 2 3 4 5 6 7 8 9

TO BE ISSUED TO: OSRSG : DE SOUZA WILFRID 003
UNIT OFFICER NAME, UN ID CARD NO, LOCATION

UNIT SUPPLY OFFICER: NAME, RANK, ID #, SIGNATURE

COMMODITY CLASS MANAGER: NAME/POSN, ID #, SIGNATURE

SUPPLY & MATERIAL MANAGEMENT OFFICER: NAME, SIGNATURE

BRSC / CMCO USE ONLY

BRSC W.O. Manager: ..... Signature

BRSC Site Manager: ..... Signature

STOM: ..... Signature

CMCO (if required) ..... Signature

Item	Stock/Decal #	Item Description	Unit of Issue	Qty Req'd	Qty App'd	Qty Issued	Shortfalls	Budget Estimate
		French Dictionary (preferably Larousse) OR ROBERT		1	1	1		
		English/French Dict.		1				
		French/English Dict.						

ISSUE DATE: BY:

RECEIVED DATE: BY:

Shortfalls
P - BRSC procure I - Imprest

APPROVAL	
REPLY, PLEASE	
SEE ME, PLEASE	
YOUR SIGNATURE	
NOTE AND FILE	
NOTE AND RETURN	
YOUR COMMENTS	
PLEASE DESPATCH	
PLEASE POUCH	
	X RETURNED
	INVESTIGATE AND REPORT
	FOR ACTION
	REPLY FOR MY SIGNATURE
	INITIAL AND FORWARD
	PLEASE RETURN
	SENT AS REQUESTED

FROM

DEPT. / BRANCH

RE: Transport aérien de dignitaires
et fonctionnaires Rwandais
par la Minuar.

Ci-joint: Mesc du 2/12/94 du Chef de Bureau Exécutif
au Bureau Exécutif
Copie de la correspondance du
Cabinet du Min des Transports
au Vice-Administrateur en
date du 30/11/94

UNITED NATIONS
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UNAMIR - MINUAR

DATE: 2 December 1994

TO: **Abdul H. Kabia**
Executive Director

FROM: **Ally H. Golo**
OIC Administration

SUBJECT: **USE OF UNAMIR AIR ASSETS**

Further to our conversation of yesterday morning, this memo is to confirm that all passengers travelling on UNAMIR air assets, with the notable exception of the guests of the SRSG and the Force Commander, as defined in Administrative Instruction No. 003/94, will be processed through my office. I will be processing requests of non-UNAMIR personnel in accordance with the request made by the government of Rwanda (copy attached). That is, only UNAMIR personnel, UN agency staff, and possibly NGO's cooperating with the U.N. will be permitted on board UNAMIR flights when fully justified. According to the document, requests for Rwandese government personnel other than dignitaries must be cleared through the Minister of Transport and Communication. Family members and children under 12 may not be permitted on UNAMIR flights.

cc: SRSG
FC
Air Operations
Movement Control
Flight Booking Center

cc: ED CSS Tonde 1/12/94

REPUBLIQUE RWANDAISE

MINISTERE DES TRANSPORTS ET
DES COMMUNICATIONS

Cabinet du Ministre
B. P. 720 KIGALI

Kigali, le 30

No 16.06.01/ 84

Mr Gleason 1/12/94

Monsieur ALLY GOLO
O.I.C. ADMINISTRATION MINUAR
KIGALI

Réf. No :

Annexe :

Objet :

Monsieur,

Faisant suite à nos entretiens du 26/11/1994, j'aimerais par la présente vous confirmer notre décision d'arrêter les vols d'assistance aux passagers voyageant à partir ou à destination de Kigali. Comme convenu, nous souhaiterions que ceci prenne effet à partir du 07/12/1994.

Pendant plusieurs mois, la mission des Nations Unies pour l'Assistance au Rwanda (MINUAR) a gratuitement assuré le transport aérien. Nous vous en sommes très reconnaissants. Cependant, plusieurs compagnies aériennes ont repris leurs vols réguliers sur Kigali. Il nous paraît donc opportun de favoriser la reprise des activités aériennes commerciales en mettant fin à tous les vols gratuits.

Dorénavant, à part les dignitaires et le personnel des Nations Unies opérant dans le cadre de la MINUAR, seuls les fonctionnaires de l'Etat dûment autorisés pourront utiliser les vols de la MINUAR.

Je vous prie de croire, Monsieur,

en ma franche collaboration.

Dr BUTERA Bosco
Directeur de Cabinet

Copie pour information à:

- Monsieur le Ministre des Affaires Etrangères et de la Coopération KIGALI
- Monsieur le Directeur Général a.i. d'AIR RWANDA KIGALI
- Monsieur le Directeur de la Régie des Aéroports du Rwanda KIGALI
- Monsieur le Directeur de l'Aéronautique KIGALI.

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UNAMIR - MINUAR

VIPS (NON-UNAMIR)

FULL ADDRESS : ..... ***DATE :*** .....

.....

PHONE : .....

IT IS FULLY UNDERSTOOD THAT UNAMIR WILL BE REIMBURSED FOR THE TRAVEL EXPENSES AS SOON AS THE MATTER IS CLARIFIED.

PLEASE PRINT CLEARLY

.....	.....	.....
TITLE	**SURNAME**	**FIRST NAME**
.....	.....	.....
NATIONALITY	**PASSPORT No**	**CONTACT NO**

.....
SIGNATURE

THE PURPOSE OF TRAVEL : .....

.....

TRAVEL FROM	**TRAVEL TO**	**DATE : DD/MM/YY**
RETURN FROM	**TRAVEL TO**	**DATE : DD/MM/YY**

ANY SPECIAL REQUIREMENTS.....

.....

NAME & CONTACT PHONE # OF POC / EA

...../.....
.....
PROTOCOL / DATE

AUTHORITY IS HERBY GIVEN TO THE ABOVE MENTIONED PERSON TO UTILIZE A UNAMIR FLIGHT

_____/_____
SRSG / FC / CAO / DATE

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

MOVEMENT OF NON-UNAMIR PERSONNEL

TITLE	SURNAME	FIRST NAMES
NATIONALITY	**ORGANISATION**	**CONTACT NUMBER**

SIGNATURE

ITINERARY

FROM	TO	DAY/MONTH/YEAR
FROM	**TO**	

AUTHORITY IS HEREBY GIVEN TO THE ABOVE MENTIONED PERSON TO UTILISE A UNAMIR FLIGHT.

SIGNED _____ SRSG/FC/CAO

* THIS DOCUMENT IS NOT A GUARANTEE OF A FLIGHT. ALL NON UNAMIR PERSONNEL WILL BE TREATED ON A SPACE AVAILABLE BASIS AND IN ACCORDANCE WITH THE PRIORITY SYSTEM.

GENERAL RELEASE FROM LIABILITY IN CONNECTION WITH TRAVEL ON UN-PROVIDED AIRCRAFT.

I, the undersigned, hereby recognize that my travel on the aircraft provided by UN that is scheduled to depart from_____ for_____on_____199____ is solely for my own convenience and benefit and may take place in areas or under conditions of special risk. In consideration of being permitted to travel on such means of transport, I hereby:

(a) Assume all risks and liabilities during such travel:

(b) Recognize, subject to the provisions of this release, that neither the United Nations nor any of its officials, employees or agents are responsible for any loss, damage, injury or death that may be sustained by me during such travel;

(c) Agree, for myself as well as for my dependents, heirs and estate, that, in any case of loss, damage, injury or death, the liability of the United Nations, if any, shall be limited and shall, as applicable, not exceed the lower of: (i) the amounts of the insurance coverage maintained for this purpose by the United Nations; (ii) the compensation payable to staff of the United Nations; or (iii) the limitations on the amounts recoverable by passengers under the provisions of the Warsaw Convention;

(d) Further agree, for myself as well as for my dependents, heirs and estate that we shall look first to any insurance taken out by myself or provided by my employer or the carrier covering such loss, damage, injury or death, and that compensation shall be payable by the United Nations only to the extent that limits provided under paragraph (c), above, exceed the amounts recovered from such insurance.

.....	.....
(Date)	(Signature of passenger)
.....	.....
(Witness)	(Print name of passenger)

(Revised 16 November 1994).