

UNAMIR

ADMINISTRATIVE CIRCULARS

14 APR 1993 - 6 FEB 1990

/ PLEASE RETAIN  
ORIGINAL ORDER

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RHWG APR 2009

UN ARCHIVES

SERIES	<u>51120</u>
BOX	<u>49</u>
FILE	<u>4</u>
ACC.	<u>1998/0278</u>






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**ADMINISTRATIVE INSTRUCTION N° 002/96**

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DATE: 6 February 1996

TO: All members of the UNAMIR Civilian Administration

FROM: Susan Matthew, CAO 

SUBJECT: Liquidation of UNAMIR: Administrative Arrangements

1. Staff members will be aware that Security Council Resolution 1029 (1995) extended the mandate of UNAMIR for a final period until 8 March 1996. It further requested the Secretary-General to initiate planning for the complete withdrawal of UNAMIR after the expiry of the current mandate, that withdrawal to take place within a period of six weeks after the expiry of the mandate.

2. In order to implement the Security Council Resolution a liquidation plan has been drawn up. As part of that plan, key personnel will transfer to Nairobi in order to complete all administrative and financial procedures necessary for final closure of the mission. To facilitate the liquidation plan and the associated need for the Administration to operate for the time being out of both Nairobi and Kigali, the following arrangements will apply at UNAMIR Nairobi:

**Hours of Work**

3. In order to maintain good communication between the Kigali and Nairobi offices, UNAMIR Nairobi will continue to work 0900 - 1800 hrs Monday through Friday.

**Administrative Duty Personnel**

4. An Administrative Duty Officer (ADO) and Duty Secretary will be present in the Nairobi office 0900 - 1330 hrs each Saturday on a roster basis.

5. The rosters will be established by CALO in consultation with the Civilian Personnel Section until such time as OIC/PERS relocates to Nairobi. All staff members of the civilian administration (Integrated Support Services, General Services, Finance, Procurement and Civilian Personnel) in the Professional category and all Field Service Officers at the FS-4 level and above, will be placed on the ADO Roster. Communications and Transport personnel will be exempt from the ADO roster as they will be required to establish their own Stand-by Duty Roster. All Administrative Assistants, Secretaries, Shorthand Typists and Clerk/Typists will be placed on the Duty Secretary Roster.

6. The duties of the ADO and Duty Secretary are attached as Annex "A"



#### **Transport and Communications Stand-By Roster**

7. The CALO in consultation with CITMM until such time as CITMM relocates to Nairobi will draw up a Roster of Transport personnel to be on stand-by outside working hours Monday to Friday and on Saturdays and Sundays. The Stand-by Transport Officer will be on stand-by duty on a weekly basis.

8. The CALO in consultation with CCO until such time as CCO relocates to Nairobi will draw up a Roster of Radio Technicians to be on stand-by outside working hours Monday to Friday and on Saturdays and Sundays. He will also draw up a roster of Radio Personnel/Fax Operators who will be on stand-by duty outside working hours Monday to Friday and on Saturdays and Sundays. These stand-by duties will also rotate on a weekly basis.

#### **Promulgation of Duty Rosters**

9. All duty and stand-by rosters will be coordinated by CALO and will be issued by him in a consolidated circular on a two-weekly basis.

#### **Time off in lieu (TOIL)**

10. Staff members who perform ADO, Duty Secretary and Transport and Communications stand-by duty will be compensated by half-a-day time off in lieu (TOIL), to be taken as soon as possible following the duty - preferably during the week immediately following the duty. TOIL is not cumulative and will only be granted in units of half-a-day.

#### **Processing of Correspondence**

11. Further to Administrative Instruction 029/95, correspondence originating from Units relocated to Nairobi to addressees outside UNAMIR will be signed by CALO Nairobi until such time as the CAO relocates from Kigali to Nairobi.

12. Internal correspondence will continue to be processed as heretofore. Addressees are reminded that all internal and external correspondence should conform to the style and format prescribed by the UN Correspondence Manual.

#### **Transportation to/from work**

13. Staff members will be transported to/from work each day. The CALO, in consultation with CITMM will be responsible for developing bus routes in Nairobi to pick up/drop off staff. Specific pick up/drop off points will be established and staff members will be expected to make their own way between these points and their residences. Please note that separate pick up/drop off at staff members' individual residences will not be feasible. Staff are therefore advised to live in reasonable proximity to each other. This is also advisable for safety and security reasons.

14. The foregoing arrangements will be effective immediately.



## Annex "A"

### Duties of Administrative Duty Officer (ADO) and Duty Secretary

Duty Officers and Duty Secretaries have to inform CALO if any change of telephone and/or address has taken place prior to their duty weekend.

It is the responsibility of Duty Officers and Duty Secretaries to arrange for their own replacement for the whole duration of a duty period, should they be unable to carry out any part of their duties as scheduled and to notify CALO in writing accordingly.

The Administrative Duty Officer will be on duty at UNAMIR House Nairobi on Saturdays from 0900 - 1330 hrs and will occupy his/her own office for this purpose. He/she is responsible for the following:

- (a) Checking the fax machines for incoming traffic which requires attention and/or distribution and taking the appropriate action;
- (b) Inform CALO and/or CAO of any significant and important communications or developments affecting the mission;
- (c) Contacting any member of the civilian administration who may be required as well as taking action on any matter involving the administration which requires immediate attention;
- (d) The ADO is to remain in Nairobi during his/her duty weekend and may be contacted when required for additional duty on Saturdays, Sundays and official holidays.

The Duty Secretary will report to the Administrative Duty Officer at 0900 hrs on Saturday morning and will be available in his/her own office until 13:30 to assist any member of the mission as required.




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ADMINISTRATIVE INSTRUCTION NO. 01/96

To: All International Civilian Staff

From: Susan Matthew  
Chief Administrative Officer



22 January 1996

Subject: Financial Obligations of Staff Members

1. The purpose of this present instruction is to bring to your attention that you are expected, as a matter of proper conduct befitting their status as international civil servants, to meet all your financial obligations without involving the United Nations.
2. It has recently come to my attention that some staff members have left the duty station with unpaid bills incurred during their mission appointment/assignment to UNAMIR. With the forthcoming closure of UNAMIR, you are reminded that all your financial obligations (inter alia hotel, house rent, telephone and electricity bills, and salary of housekeepers) should be settled before departure from the duty station. In this connection, you are advised to obtain receipts for all payments which you would have made in order that you may have proper documentation in the event of unfounded claims in the future from third parties.
3. Please take note that evasion of financial responsibilities may result in ineligibility for future mission assignment/appointment.





**ADMINISTRATIVE INSTRUCTIONS 028/95**

10 November 1995

**To:** All military and civilian personnel of UNAMIR

**FROM:** Susan Matthew,  
Chief Administrative Officer

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

**SUBJECT:** Guidelines for conduct of personnel in United Nations  
peace-keeping operations and related missions in the field

... I refer to the attached guidelines which are being issued as a reminder to all categories of personnel in United Nations peace-keeping operations and related missions in the field that they are all under obligation to maintain at all times the highest standards of conduct required in both their official and personal capacities.

Furthermore, personnel should always be aware that violation of local laws may make them liable to the jurisdiction of the local courts.

Please be guided accordingly.



## **GUIDELINES FOR CONDUCT OF PERSONNEL IN UNITED NATIONS PEACE-KEEPING OPERATIONS AND RELATED MISSIONS IN THE FIELD**

*The United Nations organization embodies the aspirations of all peoples of the world for peace. In this context, the United Nations Charter requires that all personnel must maintain the highest standards of integrity and conduct. The standards summarized below reflect the standards included in various official issuances of the United Nations; in particular the United Nations Charter and Staff Regulations and Rules. A Code of Conduct is under preparation, but these guidelines are issued now as a reminder to all categories of personnel in United Nations Peace-Keeping Operations and related missions in the field of the high standards they are required to maintain in both their official and personal activities.*

1. All personnel serving in United Nations Peace-Keeping Operations and related field missions ("UN mission personnel") are in the service of United Nations Organization and must follow instructions received from the Chief of Mission, or his or her authorized delegate, who represents the Secretary-General and must not accept instructions from sources external to the Organization.

2. In exercising their official duties in the country in which they are serving, usually to help it to recover from the trauma of a conflict, UN mission personnel must:

a. perform their duties with the interests solely of the United Nations in view, acting so as to recognize the needs and interests of the host country and its people, and acting with strict impartiality, integrity and tact in all their dealings;

b. not abuse or exploit individual members of the local population, in particular, women and children;

c. neither solicit nor accept any material reward honour or gift from any source other than the Organization;

d. treat United Nations property, especially vehicles and communications equipment, with care and must not trade, sell or use such equipment for personal benefit;

e. exercise utmost discretion in all matters of official business and must keep confidential all information and material designated as confidential; and

f. show courtesy and respect to all other UN mission personnel regardless of their creed, gender, rank or origin.



3. In their private life, UN mission personnel must:

- a. ensure that their conduct will not discredit the mission and not damage its credibility, effectiveness and image; in particular by meeting all their personal financial obligations in the host country before departing;
- b. not engage in excessive consumption of alcohol or abuse or traffic in drugs or any other illegal substances; and
- c. show respect and courtesy towards all the population, and for their laws, customs and traditions.

October 1995





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10 November 1995

**To:** All military and civilian personnel of UNAMIR

**FROM:** Susan Matthew,  
Chief Administrative Officer

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peace-keeping operations and related missions in the field**

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Furthermore, personnel should always be aware that violation of local laws may make them liable to the jurisdiction of the local courts.

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  - d. treat United Nations property, especially vehicles and communications equipment, with care and must not trade, sell or use such equipment for personal benefit;
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  - f. show courtesy and respect to all other UN mission personnel regardless of their creed, gender, rank or origin.



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b. not engage in excessive consumption of alcohol or abuse or traffic in drugs or any other illegal substances; and

c. show respect and courtesy towards all the population, and for their laws, customs and traditions.

October 1995





**ADMINISTRATIVE CIRCULAR NO.053/95**

18 October 1995

**TO:** All International Civilian, Civilian Police  
and Military Personnel

**FROM:** Susan Matthew  
Chief Administrative Officer

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

**SUBJECT: MOVEMENT OF SPOUSES AND DEPENDENTS ON UNAMIR  
AIRCRAFT**

1. Please be advised that it is the policy of this mission that the spouses and dependents of personnel assigned to UNAMIR are not permitted to travel on UNAMIR aircraft.
2. It should be noted that this is a non-family mission and accordingly the above policy is being directed to fall in line with this condition.
3. Thank you for your cooperation.



UNITED NATIONS

ASSISTANCE MISSION IN RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR-MINUAR

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ADMINISTRATIVE INSTRUCTION NO. 025/95

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5 July 1995

TO: ALL International Civilian, Civilian Police  
and Military Personnel

FROM: Chaim Ouziel  
Chief Administrative Officer

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

SUBJECT: Anti-Theft Crook Lock Device

Please be advised that a device which locks the vehicle steering wheel to the clutch or brake pedal is immediately available for use from the Field Service Transport Workshop Stores.

Similar devices with one key which were earlier issued from the Transport Stores should be returned in exchange for the new ones.

This "locking device" is an additional security for your vehicle and those who have not obtained one as yet should contact the Transport Section soonest to have one issued to them.

Kindly note that this device must be fitted at all times when the vehicle is left unattended.

Thank you for your cooperation.





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ADMINISTRATIVE INSTRUCTION N° 024/95

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DATE: 22 June 1995

TO: All UNAMIR Personnel

FROM: Chaim Ouziel, CAO

A handwritten signature in dark ink, appearing to be "Chaim Ouziel", is written over the printed name in the "FROM:" field.

SUBJECT: Visa requirements for UNAMIR personnel

1. Enclosed please find the revised visa requirements for all personnel in support of UNAMIR.
2. As advised at para 2 of the attached, a memorandum will be issued in the near future detailing the procedure for the issue of a visa for Laissez-Passer holders currently stationed in Rwanda.
3. Thank you.

cc. Coordinator, UNVs  
CMC (for contractor's personnel)



VISA REQUIREMENTS FOR ENTRY TO RWANDA

1. The Visa requirements for entry to Rwanda for UNAMIR International and Military staff, contracted support staff or United Nations Volunteers are as follows:

Military Members of Troop Contributing Nations:

Military members of Troop contributing Nations are not required to be in possession of a valid Rwandan visa. Movement Control will advise relevant authorities of troop rotations;

Military Observers/Civilian Police:

Military Observers or Civilian Police in support of UNAMIR operations are not required to be in possession of a valid Rwandan visa. Movement Control will advise relevant authorities of Military Observers/Civilian Police rotations;

International Staff Members:

International staff members in possession of a Laissez Passer are advised to obtain a visa before arriving in Rwanda however, should this not be possible an entry visa will be issued on arrival. Arriving personnel are then required to obtain a gratis visa from the Ministry of Internal Affairs as soon as possible after arrival. All other International staff who do not have a Laissez Passer or unless they are citizens of Uganda, Zaire or Tanzania are to be in possession of a valid Rwandan visa prior to entering Rwanda;

United Nation Volunteers:

United Nation Volunteers except residents of Uganda, Zaire or Tanzania are to be in possession of a valid Rwandan visa prior to entering Rwanda; and

Contracted International Staff:

All contract staff, except residents of Uganda, Zaire or Tanzania are to be in possession of a valid Rwandan visa prior to entering Rwanda.

2. Those persons holding a Laissez Passer who are not in possession of Rwandan visas and who have already been granted entry to Rwanda, will be required to obtain visas prior to 31 July 1995. A detailed Administration Instruction on the issue of the visas and the procedures to be followed, will be circulated in the near future. Please note that visa will be valid for the duration of the mission.



UNAMIR - MINUAR

Administrative Circular no. 023/95

20 May 1995

To: All International Civilian Staff

From: Ally H. Golo, Officer-in-charge  
Administration

Subject: Check-out procedure upon completion of  
assignment or appointment

1. Hereunder is a brief outline of the procedures that should be followed in connection with the above subject.

- a) Approximately two weeks prior to your scheduled completion of assignment or appointment, the Civilian Personnel Section will inform you to commence checking-out procedures. Travel arrangements should be made by the individual concerned with the Travel Unit to arrange travel and shipment of personal effects. Once travel arrangements have been made, this information should be conveyed to the Civilian Personnel Section, as well as the last day of duty in the Mission. The monthly attendance record sheet should also be submitted inasmuch as this is required in the processing of your final Mission Subsistence Allowance (MSA) payment.
- b) The original "Check-in" form should be obtained from Civilian Personnel Section as this is also the "Check-out" form to be used. This should be completed by reporting to the offices indicated therein and obtaining the signatures of the Heads of those offices certifying, among other things, that any indebtedness to the United Nations is settled, any United Nations equipment or vehicle issued had been returned and the accuracy of leave records verified. Finance Section will be the last section to give clearance and the original check-in/check-out form should be returned to the Civilian Personnel Section.



- c) You will be required to fill out a Field Operations Performance Appraisal (FOPA) report, forms of which could be obtained from Personnel Section. You should complete Section I, Part "A" of Section II and submit it to your supervisor for completion of Part "B" of Section II, as well as Section III. Thereafter, please return it to the Civilian Personnel Section, which will arrange for its completion by the Second Reporting Officer and by the Chief Administrative Officer after which it will be returned to you for your signature.

2) The following data provides additional information on applicable entitlements:

**Travel Subsistence Allowance (TSA)**

You are entitled to the payment of TSA (terminal expenses, DSA for authorized stopovers, reimbursement of airport tax etc.) in connection with your repatriation travel.

Prior to departure, Mission appointees should submit claims for reimbursement of the above expenses to Finance Section, UNAMIR, by completing the F.10 form (Voucher for Reimbursement of Expenses). Claims of non-Mission appointees should be submitted to their parent duty station or place of reassignment upon completion of travel. Reimbursement will be made based on your entitlement.

**Shipping entitlement**

(a) Unaccompanied air freight

The entitlement to shipment of personal effects is 100 kgs. by unaccompanied airfreight. Please note that should a staff member wish to avail of this entitlement by surface means (by sea) the entitlement is not convertible on a 2 to 1 basis and remains at 100 kgs. It is the staff member's responsibility to visit the Travel Unit during check-out and arrange collection of his/her personal effects for shipment. Requests for shipment of personal effects at an earlier date will normally be accepted.

(b) Accompanied excess baggage allowance

The accompanied excess baggage allowance is 10 kgs. The cost of excess baggage will be reimbursed upon completion of the travel with relevant receipts. Staff members wishing to convert the excess baggage allowance to unaccompanied shipment of personal effects may do so. Where such conversion is requested, the entitlement would have to be consolidated with the 100 kgs. of unaccompanied shipment of personal effects and shipped in one consignment.



#### **Accrued annual leave**

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

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

No MSA payment could be effected for leave taken following completion of mission assignment and prior to your return to your official duty station or place of repatriation. For annual leave taken during the mission assignment, MSA is payable at the rate of one and one-half days of MSA for each completed month of service with the Mission.

#### **Final salary payment**

The final salary payment (in the case of mission appointees) will be effected by Headquarters and deposited to your account following commutation of any accrued annual leave.

#### **Final MSA Payment**

MSA is paid through the last day of duty determined by UNAMIR. This would normally be the expiry date of the assignment or of the mission appointment contract. You should therefore make your travel arrangement accordingly through the Travel Unit (MOVCON) and confirm the departure date with the Civilian Personnel Section. They will then issue instructions to the Finance Section to effect payment of the final MSA.



**Return of your UN Laissez Passer**

Mission appointees are requested to return their UNLP to United Nations Headquarters New York following completion of their travel. Final payment may not be processed by Headquarters New York unless the UNLP has been received. If you wish, you may request to have your UNLP returned to you duly cancelled.

Should you have additional questions, please feel free to contact the staff of the Civilian Personnel Section during the course of your check-out.





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ADMINISTRATIVE INSTRUCTION N° 022/95

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DATE: 11 May 1995

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

FROM: Ally H. Golo  
Division of Administration & Management

SUBJECT: Guidelines concerning Boards of Inquiry

1. You are already aware of the important United Nations policy which prohibits circulation of internal documents to entities external to the United Nations Organization.
2. The present instruction relates to documents used in the preparation of Boards of Inquiry reports and the reports themselves.
3. Boards of Inquiry Reports, including all attachments thereto, are internal documents of the United Nations for use only by the Administration in whatever way is prudent in safeguarding and protecting the interests of the United Nations Organization.
4. At no time should reports by Boards of Inquiry be made public or distributed to entities outside the UN. Such entities include governments, international organizations, and all unauthorized persons even within the UN system. The responsibility for deciding under what circumstances a Board of Inquiry report may be transmitted to a government or other entity rests with the UN Headquarters in New York.
5. Boards of Inquiry reports are confidential to Boards preparing them. Board members shall not divulge to any one, except authorized persons, the contents of a Board of Inquiry report, and may not delegate the reproduction of such reports to persons other than members of the relevant Boards of Inquiry.
6. Please be guided accordingly.





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ADMINISTRATIVE INSTRUCTION N° 021/95

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DATE: 19 May 1995

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

FROM: Ally H. Golo  
Division of Administration & Management

SUBJECT: Security of UNAMIR Vehicles

1. Further to previous Administrative Instructions issued on this subject, the Administration notes with concern the number of UNAMIR vehicles which have been stolen recently in broad day light from the UNAMIR Headquarters compound.
2. In this connection all UNAMIR security units, including the Indian Battalion Guard Force currently providing security for the UNAMIR Headquarters and other UNAMIR premises, are required to implement the following procedures:
  - (a) All drivers of UNAMIR vehicles leaving any UNAMIR premises at any time are required to submit their identity cards to a security officer/guard at the gate, who shall check the identity photograph of each such driver against the face of the driver, record the identity number and the registration number of the vehicle, record the number of passengers, enter the time of departure, and record any other identification features that may be obvious. This is without prejudice to the identification procedure for drivers and vehicles of high ranking UNAMIR officials whose vehicles and drivers are known.
  - (b) With the exception of vehicles with ministerial or diplomatic registration numbers and vehicles belonging to UN Agencies, all non-UNAMIR vehicles leaving UNAMIR premises shall be subject to the same procedure as in (a) above, and shall also be subject to searches at the discretion of the security officers/guards.
3. All UNAMIR personnel are requested to cooperate with all security units in the enforcement of these measures towards the preservation of UN and staff personal property.





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ADMINISTRATIVE INSTRUCTION N° 018/95

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DATE: 4 May 1995

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

FROM: Ally H. Golo  
Division of Administration & Management

SUBJECT: Preparation, submission and processing of travel claims

1. Many travel claims submitted to the Finance Section are not prepared properly and/or not accompanied by adequate supporting documentation. As a result, delays have occurred in their processing and settlement. To prevent these delays and related problems, future claimants should properly observe the policies and procedures detailed below.

**Required supporting documentation**

2. Each claim must be accompanied by the following documents:

(a) In respect of international travel undertaken at the UN expense:

- (i) Original travel authorization (PT.8 form);
- (ii) Used and/or any unused air ticket stubs;
- (iii) Receipts for other costs incurred in connection with either local or international travel, including those for airport taxes, excess baggage, passport photographs, official telephone calls, telexes or faxes, etc;
- (iv) Hotel receipts, where a special/higher rate of travel subsistence allowance is being claimed for a required stay in a very expensive hotel.

(b) In respect of official travel undertaken within Rwanda (local travel):

- (i) A duly approved UNAMIR MOP (Movement of Personnel) form;
- (ii) Hotel receipts, for reimbursement of accommodation costs only;
- (iii) Receipts for any other local travel costs.

**Preparation of claim form**

3. All claims must be made through the "Voucher for Reimbursement of Expenses" (F.10 form), more commonly referred to as the "F-Ten form" or Simply the "F-Ten". The rules for completing this form are as follows:



- (a) Both sides of the form must be completed;
- (b) The front side of the form should be completed or contain the required information as follows:
  - (i) For "Payee": The full name of the claimant typed or printed, with the family name in capital letters;
  - (ii) For "Category": Both the status and the rank/salary level of the claimant, e.g. "Int'l civilian, G-5"; "Staff Officer, Capt."; "MILOB, Major"; "UNV"; "Local, G-4"; "CIVPOL, Supt."; "HRFOR", "International Tribunal for Rwanda";
  - (iii) Boxes: The appropriate box should be checked and information provided to indicate where the payment cheque is to be picked up or sent (the claimant's duty station address and telephone number should be fully provided) if applicable;
  - (iv) Under the "Description of Expenses": A brief description should be given of the expenses actually incurred for which reimbursement is being claimed, the dates on which they were incurred, and the amounts involved (to be noted under the "Local Currency" or "US\$ equivalent" columns);
  - (v) In the designated space, the claimant should sign the claim using the same signature appearing on his/her UNAMIR ID or respective organization's ID and note the date on which the claim was prepared;
  - (vi) The "Signature of Admin./Certifying Officer" should be that of the UNAMIR Officer who signed the claimant's MOP form as "Initiating Officer - Head of Section/Department", or otherwise the Officer authorized to approve the claimant's travel (CAO).
- (c) The reverse side of the form should contain the following:
  - (i) The actual itinerary and dates and times of travel;
  - (ii) Whether or not a UN or Government vehicle was used to transport the claimant between the airport and his/her residence or office at the places of origin and destination;
  - (iii) Whether each leg of the travel was undertaken for official or personal purposes;
  - (iv) The number(s) of any unused air ticket stub(s).

4. If any of the above rules is not complied with properly, or the required information is not provided fully and clearly, the Finance Section will simply return the claim unprocessed.





ADMINISTRATIVE INSTRUCTION NO. 017/95

DATE: 10 April 1995

To: All UNAMIR Civilian and Military Staff

From: Ally H. Golo, OIC-  
Administration

A handwritten signature in black ink, appearing to be "Ally H. Golo", written over the "From:" line and extending into the "Subject:" line.

Subject: Security of information

This Administrative Instruction is issued with a view to remind all UNAMIR civilian and military staff of Staff Regulation 1.5, in connection with "discretion in regard to all matters of official business.... particularly in peace-keeping and peacemaking...."

... A copy of Secretary General's Bulletin No. ST/SGB/272 dated 9 August 1994 is attached herewith for the full information of everyone, bearing in mind the Secretary General's instructions on this subject.

Please be guided accordingly.





UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION NOTE

3 April 1995

The Special Representative of the Secretary-General to Rwanda, Ambassador Shaharyar M. Khan on behalf of all United Nations personnel in Rwanda joins the Government and people of Rwanda in commemorating a day of mourning for the victims of genocide.

On 7 April 1995, all offices of UNAMIR and United Nations Agencies will remain closed and the United Nations flag will fly at half-mast.

Beginning on April 3rd, Radio UNAMIR will observe a commemorative week culminating on April 7th with a statement from the Secretary General of the United Nations that will be broadcast live by the Special Representative to Rwanda.

The Special Representative wishes to express his sincere condolences to the Government and people of Rwanda on this tragic occasion and reiterates the hope of the international community for a lasting peace in the Great Lakes Region.

The Office of the Spokesman  
UNAMIR - Ext. 11075/11066

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Secretariat

ST/SGB/272  
9 August 1994

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SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: SECURITY OF INFORMATION\*

1. Most United Nations information is available to the Member States, managers and staff of the Organization and the general public. This is consistent with the Organization's commitment to transparency in the way that its business is undertaken. However, the United Nations functions in a number of areas, most particularly in peace-keeping and peacemaking, political affairs and in all matters related to the security of personnel and installations, in which absolute confidentiality and discretion are essential.

2. All staff members are required, under staff regulation 1.5, to "exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position that has not been made public, except in the course of their duties or by authorization of the Secretary-General. Nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Secretariat."

3. I appreciate that the great majority of staff members are both aware of these provisions and respect them. However, I want to remind all staff of their obligations in regard to security of information under the staff regulations, and their personal responsibility for the proper protection of information which they may be called upon to handle in the course of their duties. Heads of department or mission are responsible for ensuring the safe custody of sensitive information communicated to them, and for ensuring that appropriate security measures are in place to protect vulnerable communications links, such as telephone or facsimile equipment and computer systems.

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\* Personnel Manual index No. 1060.



4. Guidelines and standards for transmitting and protecting sensitive information entrusted to or originating from the United Nations will shortly be issued. In the meantime, all responsible officials should review existing arrangements within their department or office to ensure that all staff understand the need for the utmost discretion and that appropriate security measures are in place.

(Signed) Boutros BOUTROS-GHALI  
Secretary-General

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UNAMIR-MINUAR

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ADMINISTRATIVE INSTRUCTION NO. 016/95

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5 April 1995

TO: ALL International Civilian and Military personnel  
FROM: Ally Golo  
OIC Administration  
SUBJECT: Liberty to use UNAMIR vehicles

1. Please be reminded that UNAMIR vehicles are provided for official duty purposes only. Use of UNAMIR vehicles for leave, recreational or other off - duty purposes must be limited and can only be authorized where the vehicle(s) concerned are not immediately required to carry out the day-to-day operational functions of the mission.
2. When such off - duty use is authorized, the costs for such usage must be reimbursed to UNAMIR. As recovery of such costs is calculated on a mileage basis, the term "liberty mileage" is applied. The current liberty mileage rate is 14.3 cents per kilometer.
3. Duty tasks performed in the mission area using UNAMIR vehicles can cover a wide range of operational and administrative functions (e.g. personnel, logistics, national, finance and travel, etc.). Such duty tasks can also include:
  - Travel to and from work (limit up to 30 Kilometers per day).
  - Travel to attend official functions, to which military/civilian personnel are invited as guests.
  - Travel to official group hospitality functions held in the name of the mission.
  - Travel by an official UNAMIR sports team to attend sporting fixtures.
4. UNAMIR vehicles assigned to military units at the Headquarters, battalions and civilian sections may be used locally for shopping, banking and other similar use up to a maximum of 30 Kilometers a day.



5. Use of UNAMIR vehicles for private purposes (other than welfare or as outlined in paragraph 4) such as after normal working hours, weekends and UN holidays, is considered liberty and therefore, such use is subject to reimbursement to the organization.
6. Use of vehicles drawn from Headquarters Transport Dispatch pool by military and International Civilian Personnel for purposes other than official duty is considered liberty and is therefore subject to reimbursement in full.
7. Attached is a copy of a weekly trip ticket which must be completed by each individual driver. It is the responsibility of each user/driver to ensure each column in the trip ticket is properly filled in, including recording of all fuel drawn as well as the exact locations where such fuel was drawn.
8. In the event of trips undertaken in excess of 30 Kilometers which are considered duty by the user, justification of same must be provided in writing to the Chief Integrated Transportation and Maintenance Management and the trip ticket certified by the head of the appropriate section/unit, supporting documentation such as a copy of a MOP form or other relevant documentation must be attached, where applicable. Failure to provide such documentation results automatically in liberty charges.
9. Subject to availability, vehicles may be drawn from the Transport Vehicle Pool upon a written request for liberty purposes. Forms are available from the Headquarters Transport Dispatch Unit.
10. The maximum period vehicles may be used for liberty purposes is three days; including weekends and UN holidays.



UNAMIR No

UNAMIR VEHICLE WEEKLY TRIP TICKET

VEHICLE TRIP LOG FOR MONTH OF \_\_\_\_\_ 199\_\_\_\_\_

ASSIGNMENT TO \_\_\_\_\_

LOCATION \_\_\_\_\_

KMS START	KMS END	TOTAL			TOTAL PETROL
OF WEEK.....	OF WEEK.....				RECEIVED.....
AVERAGE KMS/PER		PETROL COUPONS AND TRIP LOGS		PREPARED AND FORWARDED	
LITRE.....	BY.....	DATE.....			
REMARKS (CTO ONLY).....					
POL RECORDED BY.....		DATE.....		LIBERTY KMS RECORDED BY.....	
				DATE.....	





UNAMIR-MINUAR

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ADMINISTRATIVE INSTRUCTION NO. 015/95

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4 April 1995

TO: ALL International Civilian, Civilian Police  
and Military personnel

FROM: Ally Golo  
OIC Administration

SUBJECT: Use of UNAMIR Vehicles For Welfare and Official Purposes

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

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



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



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- (j) A copy of the application form to be used for either Welfare Group Transport or for official purposes in neighboring states is attached for your ease of reference and for utilization in each case as indicated.



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

**PART I**

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

**DETAILS OF PASSENGERS**

NAMES	ID No	SECTION

**ITINERARY**

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

**PART II**

**TO BE FILLED BY ISSUING AUTHORITY**

**VEHICLE DETAILS**

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

\_\_\_\_\_  
\_\_\_\_\_  
NAME \_\_\_\_\_ ID No \_\_\_\_\_ NAME \_\_\_\_\_ ID No \_\_\_\_\_  
***(PRINT NAME AND ID No)*** ***(PRINT NAME AND ID No)***  
\_\_\_\_\_  
Signature of Organizer \_\_\_\_\_ Signature of Issuing Authority \_\_\_\_\_

**PART III**

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

DATE AND TIME OF RETURN OF VEHICLE \_\_\_\_\_  
ODOMETER READING \_\_\_\_\_  
***INDICATE CONDITION OF VEHICLE:***  
EQUIPMENT: \_\_\_\_\_  
DAMAGES: \_\_\_\_\_  
NAME \_\_\_\_\_ ID No \_\_\_\_\_ NAME \_\_\_\_\_ ID No \_\_\_\_\_  
***(PRINT NAME AND ID No)*** ***(PRINT NAME AND ID No)***  
\_\_\_\_\_  
Signature of Organizer \_\_\_\_\_ Signature of Issuing Authority \_\_\_\_\_



ADMINISTRATIVE INSTRUCTION NO. 014/95

DATE: 3 April 1995

**To:** All International Civilian Staff

**From:** Ally H. Golo, OIC  
Administration

**Subject:** Place of R & R

It has been brought to my attention that some international personnel have not been accurately informing Personnel Section of the place they are taking R & R.

I wish to remind all international personnel that there is a specific form that all personnel have to complete upon return to duty, indicating the duration and the full address of the place they have taken R & R.

Should a staff member provide inaccurate information and request payment of MSA while he/she was on R & R outside of the mission area, disciplinary measures will be taken against the staff member concerned.

Please be guided accordingly.





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ADMINISTRATIVE INSTRUCTION N° 013/95

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DATE: 29 March 1995

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

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

SUBJECT: Responsibility for communications equipment

1. Safety of portable communications equipment issued to UNAMIR personnel is the sole responsibility of the individual to whom issued, until it is returned in good order to the Communications Section.
2. In instances where stationary communications equipment, and generators are installed at military, MILOBs, CIVPOL or other UNAMIR locations, the responsibility for security of the equipment rests with the senior official in charge at that position. It is, therefore, incumbent upon those officials to institute secure handover procedures in order to establish control and ultimately accountability, of UNAMIR communications equipment assets.
3. Similarly, security of UNAMIR vehicular radio installations rests with the staff member to whom the vehicle is assigned. Here it is also important that officials establish a secure handover procedure to ensure safety of equipment.
4. Any loss of, or damage to, communications equipment must be reported without delay via the attached Incident Report form. A copy of this form will also be placed in each radio equipped vehicle's Trip Log Book.
5. Prior to replacement of communications equipment or of ancillary attachments (control head, microphone, antenna) due to loss, or theft, etc., an Incident Report outlining in a great detail as possible the circumstances under which the item(s) disappeared, will be required before any replacement action is initiated.



UNAMIR  
COMMUNICATIONS SECTION

INCIDENT REPORT FOR  
COMMUNICATIONS EQUIPMENT

NAME: \_\_\_\_\_ DATE OF INCIDENT: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_ LOCATION: \_\_\_\_\_

VEHICLE REG. NUMBER: \_\_\_\_\_ KMS \_\_\_\_\_

STATEMENT:

..... 19.....

.....  
(Signature)





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ADMINISTRATIVE INSTRUCTION N° 012/95

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DATE: 8 April 1995

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

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

SUBJECT: Guidelines on provision of treatment at UN medical facilities

Introduction

1. Confusion exists over the responsibilities of UNAMIR medical facilities to provide treatment to non-UN personnel. The major area of concern appears to be the responsibility to treat Brown and Root Services Corporation (BRSC), expatriate and locally hired UNAMIR employees. This instruction provides guidance on the UNAMIR medical dependency.

UN Personnel

2. UNAMIR medical facilities have a responsibility to provide primary health care and inpatient services to all UNAMIR personnel and to UN personnel for emergency cases only and on a reimbursement basis. These personnel fall into any of the following categories:

- (a) UN military
- (b) UN international staff
- (c) CIVPOL
- (d) MILOBS
- (e) UNV
- (f) Agencies [Expatriate personnel from other UN agencies such as UNREO, UNDP, UNHR, UNICEF, UNHCR, etc for emergency cases only and on a reimbursement basis].

BRSC

3. BRSC provide a range of services to the UN which are often readily available from other sources. When the UN establishes a contract with BRSC in each particular mission, it decides on who is responsible for the provision of medical care. In the case of UNAMIR, the UN has decided that since an adequate UN medical facility exists, the responsibility of providing health care to BRSC will rest with the UN.

NGO's

4. There is no obligation to provide treatment to NGO personnel. However in emergencies a request for assistance can be anticipated and treatment provided on reimbursement basis.

Locally Hired Personnel

5. Medical treatment should be provided to all locally hired staff of UNAMIR.



#### Identification

6. A simple identification process should be the easiest way to determine who is entitled to medical care. Identification cards are explained as follows:

- (a) Blue. UNAMIR military, CIVPOL, MILOBS, UNV and International Civilians - entitled to full medical treatment.
- (b) Other UN Agencies - As per their system of identification.
- (c) Green. BRSC - These cards are issued to BRSC expatriate. Expatriates are entitled to full medical treatment.
- (e) Pale Blue. UNAMIR locally hired civilians.

#### RPA

7. There are often incidents involving RPA casualties where UNAMIR assistance could be provided. There is considerable goodwill to be gained by providing such treatment but it must also be understood that the RPA often prefer to deal with their own casualties. The following guidelines should be followed when treating RPA casualties:

- (a) If at the scene there is a requirement to provide immediate first aid, then it should be provided until relieved;
- (b) As soon as an RPA representative arrives at the scene, they should be asked if further assistance is required; and
- (c) If a request for assistance is received, treatment should be given as appropriate. As an example, if an incident occurs in Butare, assistance can be given within the Butare area including evacuation to a medical facility in Butare. Medical Branch at HQ UNAMIR should be informed of any request to evacuate away from the immediate area as the RPA LO on HQ UNAMIR will need to be informed.

#### Non entitled personnel

8. Those personnel not entitled to treatment at a UN facility should be directed to attend either the NGO section of the Central Hospital Kigali or King Faisal Hospital.

#### Reporting for treatment

9. Before an entitled person reports to a UN medical facility, they should where possible consult their own medical staff and ensure that all medical documentation is brought with them to the UN facility.

#### Conclusion

10. There will always be occasions where the status of a person presenting for medical treatment cannot easily be identified. Facilities providing medical treatment should exercise common sense to ensure that all personnel are directed to appropriate and adequate care. A great amount of goodwill can be gained from providing medical support to those in need, which can only serve to enhance the image of what is already considered a professional facility.





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**ADMINISTRATIVE INSTRUCTION N° 011/95**

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DATE: 27 March 1995

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

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

SUBJECT: Security of UNAMIR Vehicles

1. Further to the previous Administrative Instructions issued on this subject, please be advised that effective 27 March 1995, all personnel to whom UNAMIR vehicles are assigned will be required to park their vehicles in the compound of the Amahoro Hotel, in the parking area of premises where UNAMIR provides security such as the Belgian Village, the Chez Lando, Trafipro or in areas where security is provided by the establishment such as the Meridien, in the absence of their being able to provide secure overnight parking at their residences. For those in a position to secure overnight parking at their residences, a statement to this effect should be sent to the CTO with copy to the Chief of Security and Safety Unit, attesting to and describing such an arrangement. These parking areas must be utilized during the hours from the cessation of official duties in the evening (including a reasonable time for shopping and meals) to resumption of duties on the following morning.

2. To assist the personnel affected by this instruction, a shuttle bus each will be available at Trafipro and Amahoro Hotel to take staff to their residences. Those buses will depart Trafipro and Amahoro Hotel every hour on the hour between 18:00 hours and 21:00 hours. Owing to the prevailing security situation in Rwanda all UNAMIR vehicles must be parked at 21:00 hours, except when exigencies of work or operational needs require that a vehicle be driven beyond that hour.

3. Not under any circumstances should UNAMIR vehicles be parked unattended, on streets or outside discos or night clubs during the hours of darkness or for prolonged periods during daytime, unless securely guarded. Loss of or damage to UNAMIR vehicles, while parked unattended in areas other than those outlined in paragraph 1 above will be regarded as being the direct responsibility of the driver or custodian of the vehicle, who will be requested to make financial restitution to the United Nations for such loss or damage.



4. When leaving the car unattended the driver must ensure that all doors, windows and trunk lids are securely locked. During overnight parking, the vehicle must be parked in a safe place such as a garage, or in a well lighted guarded area. Overnight parking at the airport will under no circumstances be permitted. The keys should never be left in an unattended vehicle.

5. All incidents of theft from/or damage to UNAMIR vehicles must be reported immediately to the Transport Section and Security Office.

6. In instances where staff to whom vehicles are assigned depart the immediate area of their assignment, their vehicles must be handed over with their keys to their immediate successor within the same section, should he/she not already have a vehicle. In the event that this is not necessary, the vehicle with its keys should be delivered to the Chief Transport Section. This will allow an opportunity for maintenance and utilization of the vehicle as may be deemed necessary.

7. Failure to observe the foregoing simple requirements, resulting from which vehicles are damaged or from which items are stolen, may cause the personnel to whom the vehicles were assigned, to have to make financial restitution to the United Nations, should subsequent Survey Board actions result in the determination that they have been negligent.

8. Your strict adherence to this Administrative Instruction will be much appreciated.





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**ADMINISTRATIVE INSTRUCTION N° 009/95**

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DATE: 20 March 1995

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

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

SUBJECT: Office and Residential Accommodation

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

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

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

*[Handwritten mark]*





ADMINISTRATIVE INSTRUCTIONS NO. 003/95

DATE: 13 February 1995

To: All International Civilian Staff  
Military Observers and Civilian Police

From: Ally H. Golo, OIC  
Administration

Subject: Annual Leave, Compensatory Time Off and Hospitalization

1. Please be advised that prior to departure on annual leave or CTO, a completed leave form must be presented to the respective Personnel Section for approval prior to departure on such leave or CTO.
2. All cases of hospitalization, whether on duty or on leave/CTO, must be reported to Branch Heads or Chief Civilian Personnel Officer, as soon as possible, by the individual concerned. This information is required in order to maintain proper records for payment of subsistence allowance. Such hospitalization must also be immediately reported to Headquarters, New York.
3. In instances of sick leave while outside the mission area on annual leave or CTO, it should be noted that MSA is payable only to the extent of the number of days of accumulated annual leave with MSA or CTO as at the commencement days of the sick leave.





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**ADMINISTRATIVE INSTRUCTION N° 02/95**

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DATE: 13 February 1995

TO: All Civilian and Military Personnel

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

SUBJECT: Check-out Procedure in Outstations

1. The present checkout procedure has all military and civilian personnel undergoing checkout formalities at the Mission Headquarters in Kigali only, irrespective of the location of the last posting or assignment.
2. It is essential that outposted personnel, commence their checkout formalities at the place of their last assignment. This is to ensure that all supplies and equipment on temporary issue to them are handed back and fully accounted for, as well as to ensure that no amounts are outstanding against them in respect of telephone calls, lost or unaccounted for items of equipment, or pending Survey Board cases resulting from traffic accidents or other damage to UNAMIR property.
3. The checkout document to be utilized should be signed by the Regional Administrative Officer, as well as by those persons at the sectoral level, Civilian Police or other posts, to whom items of clothing, equipment or supplies have been handed back and whose duty it is to issue receipts therefore.



### UNAMIR SECTOR CHECKOUT FORM

NAME: \_\_\_\_\_ UNAMIR ID #: \_\_\_\_\_ INDEX N°: \_\_\_\_\_

SECTION: \_\_\_\_\_ EOD: \_\_\_\_\_

LAST WORKING DAY: \_\_\_\_\_

PARENT DUTY STATION/

CONTINGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

SECTOR	ITEMS	CHECKED/RECEIVED	SIGNATURE
REGIONAL SAO	COMPUTER PRINTER CALCULATOR TYPEWRITER CAMERA BODY ARMOUR HELMET		
REGIONAL COMMS OFFICER	HANDIE TALKIES BATTERY CHARGER TELEPHONE GENERATOR VEHICLE RADIO TRANSISTOR RADIO OUTSTANDING TELEPHONE BILLS OBSERVATION EQUIPMENT		
REGIONAL MTO	VEHICLE SPARE WHEEL WHEEL CLAMP VEHICLE JACK WHEEL SPANNER VEHICLE DOCUMENTS UNREPORTED VEHICLE DAMAGE		





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ADMINISTRATIVE INSTRUCTION N° 002/94/Rev. 1

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DATE: 9 March 1995

TO: All UNAMIR Personnel

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

SUBJECT: STANDARDS OF CONDUCTS

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

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

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

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

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

.../



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

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

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

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

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

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

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

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

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

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

.../



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

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





*File*  
**ADMINISTRATIVE INSTRUCTION N° 002/94/Rev. 1**

DATE: 9 March 1995

TO: All UNAMIR Personnel

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

SUBJECT: **STANDARDS OF CONDUCTS**

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

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

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

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

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.../



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

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**ADMINISTRATIVE INSTRUCTION N° 02/95**

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DATE: 13 February 1995

TO: All Civilian and Military Personnel

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

SUBJECT: Check-out Procedure in Outstations

1. The present checkout procedure has all military and civilian personnel undergoing checkout formalities at the Mission Headquarters in Kigali only, irrespective of the location of the last posting or assignment.
2. It is essential that outposted personnel, commence their checkout formalities at the place of their last assignment. This is to ensure that all supplies and equipment on temporary issue to them are handed back and fully accounted for, as well as to ensure that no amounts are outstanding against them in respect of telephone calls, lost or unaccounted for items of equipment, or pending Survey Board cases resulting from traffic accidents or other damage to UNAMIR property.
3. The checkout document to be utilized should be signed by the Regional Administrative Officer, as well as by those persons at the sectoral level, Civilian Police or other posts, to whom items of clothing, equipment or supplies have been handed back and whose duty it is to issue receipts therefore.



### UNAMIR SECTOR CHECKOUT FORM

NAME: \_\_\_\_\_ UNAMIR ID #: \_\_\_\_\_ INDEX N°: \_\_\_\_\_

SECTION: \_\_\_\_\_ EOD: \_\_\_\_\_

LAST WORKING DAY: \_\_\_\_\_

PARENT DUTY STATION/

CONTINGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

SECTOR	ITEMS	CHECKED/RECEIVED	SIGNATURE
REGIONAL SAO	COMPUTER PRINTER CALCULATOR TYPEWRITER CAMERA BODY ARMOUR HELMET		
REGIONAL COMMS OFFICER	HANDIE TALKIES BATTERY CHARGER TELEPHONE GENERATOR VEHICLE RADIO TRANSISTOR RADIO OUTSTANDING TELEPHONE BILLS OBSERVATION EQUIPMENT		
REGIONAL MTO	VEHICLE SPARE WHEEL WHEEL CLAMP VEHICLE JACK WHEEL SPANNER VEHICLE DOCUMENTS UNREPORTED VEHICLE DAMAGE		





## UNAMIR - KIGALI

Administrative Instruction 001/95

18 January 1995

TO: All UNAMIR  
Military and Civilian Personnel

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

SUBJECT: UNAMIR Driving Permit

This is to remind all holders of UNAMIR driving permits that the validity of them hinges on the validity of their national, international or military driver's permit/licence.

It is therefore your responsibility to ensure that your national, international or military permit/licence remains valid if you are to operate UNAMIR vehicle.

Thank you for your cooperation.





ADMINISTRATIVE INSTRUCTION N° 016/94

DATE: 16 December 1994

TO: All UNAMIR Personnel

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

SUBJECT: Malaria Alert

Introduction

As you may be aware, malaria is endemic in Rwanda and occurs all year round and in all parts of the country including urban areas. It is a disease caused by parasitic protozoans that occupy and destroy the red blood corpuscles that carry oxygen from the lungs to the tissues and return carbon dioxide from the tissues to the lungs. The malaria parasite is transferred to the human bloodstream by mosquitos. There are four different types of malaria parasites but the main type present in Rwanda, and the only type that is fatal, is *plasmodium falsiparum*. *Plasmodium falsiparum* can give rise to a form of acute malaria known as cerebral malaria, in which the malaria parasites multiply quickly in the capillaries of the body organs and especially the brain. Cerebral malaria is a progressive condition; it can follow a less malign episode of malaria that is left untreated. Cerebral malaria can cause an apparently healthy adult to fall into a coma within two hours of infection.

(a) Malaria and its symptoms

The typical symptoms of malaria include fever, chills, headaches, joint pain and general weakness. However, the absence of any one or all of the foregoing symptoms at a particular time cannot be taken as conclusive evidence that a person does not have malaria. Many other symptoms that are typically and more frequently associated with other conditions, such as nausea, vomiting, liver problems, jaundice and labial herpes, can be symptoms of malaria in particular cases.

The fever almost invariably experienced in malaria is episodic and occurs with a variety of frequencies. Fever episodes are correlated with periodic discharges by the malaria parasite into the bloodstream; hence, it is easier to detect the presence of the malaria parasite shortly after an episode of fever. However, the potentially low frequency of fever episodes suggests that the absence of fever in a patient during the previous 48 hours is not a sufficient basis on which to conclude that that patient



does not then have malaria. The more subtle the case of malaria, the more experience with the disease the clinician requires, and the more careful patient history need to be taken, in order to detect it. Many people believe that if they have been exposed to malaria over a prolonged period they do not need to take medications to prevent malaria. While this is true for those exposed to the more benign forms of malaria it is not true for plasmodium falciparum. Past exposure to plasmodium falciparum may mask the symptoms of malaria but will not prevent the individual from contracting cerebral malaria. Should you experience any of the above symptoms, please report immediately to your medical officer or to one of UNAMIR medical facilities for diagnosis.

(b) Prevention

There are two general categories of prophylaxis against malaria: protection against mosquito bites and chemical prophylaxis. The first category includes such measures as using mosquito repellent on exposed areas of the skin; using a mosquito net; and using insecticides in work and living areas. There are a variety of courses of chemical prophylaxis. The two major approaches are the regular ingestion of both chloroquine and paludrine and, alternatively, the regular ingestion of mefloquine. Both courses of chemical prophylaxis have side effects associated with long term use ranging from vertigo to damage of optical nerve, and mefloquine is contraindicated for pregnant women and persons with a history of hypertension, epilepsy or psychiatric problems. For UNAMIR, Headquarters New York has advised that the chemical prophylaxis to be used by personnel is mefloquine. Mefloquine (250 mg) is taken at weekly intervals. In addition to protection against mosquito bites which should be part of your daily precautionary measures, you are therefore urged to take mefloquine only as advised. The UN may not bear any responsibility, should complications develop as the result of the use of any other anti malaria-prophylaxis.

(c) UNAMIR policy on testing for malaria

There are two basic tests that a diagnostician can perform to check for malaria. One is called the "quick smear test." A drop of blood is taken from the patient's finger, spread on a slide and fixed with alcohol. The slide is allowed to dry, which can take as little as two minutes. Giemsa solution is then added to color the contents of the slide. Although the clearest results are available between four and 24 hours after the slide is made, in clinical practice the slide, can usefully be examined under a microscope less than 20 minutes after the Giemsa solution has been applied. The other test is called the "thick layer malaria test." In clinical practice the slide can be examined under a microscope less than 20 minutes after the giemsa solution has been applied. The "thick layer malaria test" has the advantage of allowing the clinician to distinguish the type of malaria, if any, present. This



advantage is of limited utility in Rwanda, where *plasmodium falsiparum*, the only potentially fatal strain of malaria, is dominant. In this connection, UNAMIR's policy is to administer either of the basic tests to all admitted patients, depending on symptoms.

#### Conclusion

Malaria is a very common illness that may be fatal. A range of preventive measures exist including personal protective measures and chemoprophylaxis. If these measures fail and an individual contracts malaria it often presents itself as a flu like illness. Individuals should report to their medical officer or to one of UNAMIR medical facilities if they fear they have contracted malaria. Following diagnosis by a medical officer, appropriate treatment regimes will be instituted in a timely fashion and should prevent the very serious if not fatal complications of malaria. Please be guided accordingly. The FMEDO and the CCPO are requested to provide copies of this Administrative Instruction to all incoming troops and civilian personnel when rotating or being assigned to Rwanda.

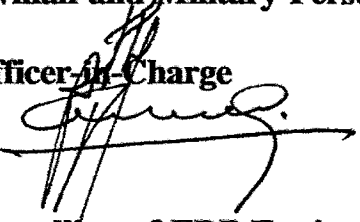




**ADMINISTRATIVE INSTRUCTION NO. 014/94**

**December 7, 1994**

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

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

**SUBJECT:** Proper use and handling of EDP Equipment

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

**A. REMOVAL OF SOFTWARE DIRECTORIES AND FILES**

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

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



## **B. HARDWARE CONFIGURATION - INTERNAL SET-UP**

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

## **C. PROPER EXITING PROCEDURE**

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

## **D. MOVING OF EDP EQUIPMENT**

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

## **E. CARE OF EQUIPMENT**

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



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

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

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

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

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





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**ADMINISTRATIVE INSTRUCTION N°. 013/94**

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DATE: 5 December 1994

TO: All UNAMIR Military & Civilian Personnel

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

SUBJECT: Status of UNAMIR as non-family mission

It came to my attention that some dependents of UNAMIR military and civilian personnel are joining their spouse at the duty station in Kigali or elsewhere within Rwanda. Although I am aware that they are travelling at their own expense, I wish to remind the individuals concerned that dependents who travel to the mission area do so at their own risk, and the United Nations will not be held responsible for their welfare, living conditions or security.

In as much as one is aware of the argument that staff members take full responsibility for the safety of their dependents this will not apply at the time of any evacuation. In other words, one cannot see a situation when the United Nations will bear responsibility for the evacuation of a staff member but not of his/her dependents. As you may be aware this situation in actual fact happened during the relocation of members of UNAMIR personnel to Nairobi following the outbreak of the war in April 1994.

You were all fully informed prior to your departure to the duty station of the special status of UNAMIR being a non-family mission. This was also confirmed in the briefing note that you might then have received. Similarly, the guidelines for Governments contributing military and police observers state clearly that observers may not be accompanied by dependents during their tour of duty with UNAMIR.

In this connection, UNAMIR neither authorizes travel for such dependents on its transportation assets nor makes any other arrangements such as securing visas to facilitate their presence in the area. It will not allow security instructions to be circumvented. Therefore, I seek your utmost cooperation in this regard by requesting those concerned to kindly make arrangements to have their dependents leave the mission area of Rwanda immediately, failing which, this office may be obliged to inform FOD/DPKO accordingly.



Administrative Instruction 011/94

4 November 1994

TO: All UNAMIR  
Military and Civilian Personnel

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

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

SUBJECT: Scheduled Vehicle Maintenance/Repairs - Accident Vehicles

1. This Circular should be read in conjunction with Administrative Instruction No. 001/94 of 15 July 1994.
2. With reference to the above Circular, it has become necessary once again to remind all UNAMIR drivers of their responsibility to turn in their vehicles for the scheduled maintenance in accordance with the maintenance record card/slip held in the trip ticket folder of each vehicle.
3. Particular attention should be given to all accidented vehicles. It is imperative that these are presented to the Transport Workshops for technical inspection and assessment of the accident damage immediately following the accident. Failure to do so may be potentially hazardous to UNAMIR drivers and other road users because of the unknown mechanical condition of vehicles after accidents.
4. Vehicles requiring maintenance/repairs and/or assessment of accident damage/repairs in Kigali should be brought to the Transport Section workshop situated in the former Daihatsu Workshop en route to Kigali Airport. Vehicles in the Sector should be brought to the Field Service Assistants/Civilian Motor Transport Officers of that location or to Kigali if these are not presently in location.



5. Vehicles found to have exceeded the number of kilometers of the detailed scheduled maintenance by more than ten per cent will automatically be grounded for detailed inspection and any damage resulting therefrom may be subject to Survey Board action involving the UNAMIR driver.

6. Pressure of work, extended trips or other reasons cannot be accepted as an excuse for abuse of United Nations property by neglect or undue postponement of scheduled maintenance. Instead, you are invited to plan in advance and coordinate with the Transport Maintenance Staff to have your vehicles properly maintained.

7. It would be most appreciated if Heads of Components/Branches/Sections/Units could ensure that their personnel comply with the above. All are reminded that they can be held financially liable for damage to vehicles caused by failing to comply with maintenance schedules, or for not have reporting an accident.

Your co-operation is hereby requested.

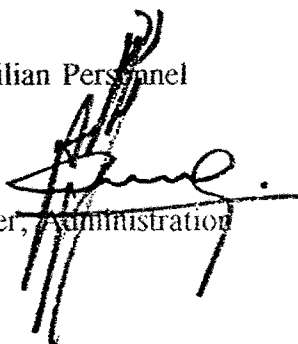


INTEROFFICE MEMORANDUM

20 October 94

Administrative Instruction 010/94

TO: All UNAMIR  
Military and Civilian Personnel

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

SUBJECT: Establishment of UNAMIR vehicle Establishment Committee

Vehicle Establishment Committee

1. At the inception of any field mission of the nature and size of UNAMIR, it is essential that a vehicle establishment committee (VEC) be established at the earliest opportunity. It will be the responsibility of the Committee to implement policy directives concerning the vehicle establishment of the mission and it is the sole authority for defining and approving the initial vehicle establishment for each section/branch/unit of the mission as well as any amendments to same which may be required from time to time.



**Composition of the UNAMIR Vehicle Establishment Committee**

2. The UNAMIR Vehicle Establishment Committee (VEC) will be composed of the following or their representatives:

Deputy Force Commander	-	Co-Chairman
OIC Administration	-	Co-Chairman
Chief Military Observer	-	Member
Chief Civpol	-	Member
DCOSSP/Chief Logistics Officer	-	Member
Chief Support Service	-	Member
Legal Adviser	-	OSRSG
Chief Transport Officer	-	Member/Secretary

Other military and civilian staff may be co-opted as required.

**Terms of Reference for the VEC**

3. The Vehicle Establishment Committee will be charged with the responsibility of:
- (i) translating the general vehicle establishment policy into detailed plans to cover each section/branch/unit of the mission;
  - (ii) defining and approving the initial vehicle establishment as well as any subsequent amendments thereto;
  - (iii) conducting periodic reviews of each section/branch/unit's vehicle establishment and approving additions and/or deletions to same as required.
  - (iv) defining and approving the Mission Reserve of vehicle holdings.



#### **Factors influencing vehicle establishment requirements**

4. The variations in, and the often complex nature of the operations, logistics and engineering tasks facing a mission in the nature of UNAMIR, as well as the differences in physical layout, topography or other characteristics, all serve to influence an individual unit's establishment requirements. In assessing the vehicle establishment requirements for each unit, all factors should be taken into consideration, including the following:

- substantiation of request submitted by an individual or by a unit;
- vehicle utilization data obtained from unit reports;
- assigned tasks of the individual or unit;
- geographic characteristics of the area in which the vehicle is to be operated;
- maintenance resources available;
- staff visits and survey reports;
- suitability of the requested vehicle for the tasks;
- economy/effectiveness of the requested vehicle(s); and
- any special operational requirements.

#### **Current UNAMIR vehicle Allocations**

5. At the start up of the mission like UNAMIR, vehicles are initially allocated by responsible staff on an ad hoc basis, which also may be the case at later stages if necessitated by operational requirements. However, such ad hoc arrangements must be regularized at the earliest opportunity. Consequently, by the issuance of the Administrative Instruction, the appointed chairman of the UNAMIR VEC is requested to convene the Committee to regularize, confirm or change the current vehicle allocations in accordance with existing requirements.

#### **Future Vehicle Allocations**

6. All requests for changes in the vehicle establishment, new allocations, etc. originating from individuals or units should be submitted to the Chief of Logistics or Chief Transport Officer, as applicable. Such requests must include full justification for the proposed change(s).

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7. All Branch Heads and Section Chiefs must ensure, before submission, that any request for vehicle allocations is realistic and properly substantiated.

**Minutes of VEC Meetings**

8. Wherever a change occurring in the Mission Vehicle Establishment (either increase/decrease of vehicles or composition of vehicles) is approved by the VEC, the minutes of the relevant meeting shall include, as an annex, an updated schedule of the total vehicle establishment showing the previous position, the new position and relevant approval. A copy of the minutes of each meeting will be forwarded as soon as possible after the meeting to the Field Operations Division at Headquarters. This will be arranged by the Office of the Chief of Administrative Officer.





ADMINISTRATIVE CIRCULAR No. 008/94

19 October 1994

TO: All military and civilian section chiefs

FROM: A. H. Golo, OIC  
Administration

SUBJECT: Responsibilities of the Receiving and Inspection Unit

A receiving and inspection unit is to be established in all UN missions. This unit is the focal point for the receipt of all incoming shipment. It is responsible for receiving, inspecting, and certifying acceptance or rejection of all items purchased for the mission. In particular it will ensure that specifications have been met regarding quality, quantity, delivery date and any special instruction given to the vendor. The unit is also responsible for maintaining records of all incoming shipments and for promptly notifying EDP, Transport, Communications and PCIU that items of their areas of competence have arrived.

On the arrival of a shipment the RIR Unit will:

- 1 - Receive and inspect all UNAMIR shipped items;
- 2 - certify the acceptance of the items if their quality, quantity, specifications and date of delivery are in conformity with the purchase order, or in case of transfer from other missions, with the PT107 (herewith attached); and fill the Receiving and Inspection Report (PT 31, copy attached) ;
- 3 - inform immediately the respective units, in the case of EDP, BMS, Communications and Transport products as well as PCIU for general services category of items; it will be the responsibility of these units to certify the acceptance or rejection of the goods; the receiving and inspection unit will ensure that these units prepare all the relevant Receiving and Inspection Reports (or Discrepancy Reports); the RIR could be used in both cases, as a formal Discrepancy Report Form already designed does not exist



4 - if the quality, quantity, specifications or the delivery date <sup>do</sup> are not conform with the purchase order the unit may reject the products. The receiving and inspection unit will prepare a Discrepancy Report, which might be the same as the Receiving and Inspection Report, in 5 copies, explaining the reasons for the rejection and communicate it the Chief Procurement Officer for further action.

The RIR is the basic document for the settlement of the bills for all local purchases and for claims against the vendor, if necessary.

Considering the importance of the work of the RI unit, all concerned are invited to cooperate in order to facilitate it in the performance of its task.

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UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

ADMINISTRATIVE CIRCULAR NO. 007/94

\*

DATE: 11 October 1994

TO: All Military and Civilian Section Chiefs

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

A handwritten signature in dark ink, appearing to be 'P. Hornsby', is written over the printed name and title.

SUBJECT: Status of Mission Agreement

1. The attached check list provides a ready reference for the respective rights and obligations of UNAMIR and the Government of Rwanda. This is provided first in the interests of information and, second, to facilitate follow-up or implementation measures.

2. All addressees are requested to review the attached and to provide comments on areas which fall within their purview. Comments should be provided on points which do not appear to have been implemented, implementation may not be proceeding smoothly or some specific points may require follow-up or clarification.

3. Please provide your comments to Mr. I. Minta, Legal Adviser by not later than 17 October 1994. Your cooperation is appreciated.

cc: SRSG  
Force Commander  
Executive Director  
Legal Adviser



File: Boards of Inquiry

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION IN RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

DATE: 24 September 1994

Ref: AHG/MMN

\*

ADMINISTRATIVE INSTRUCTION NO. 005/94

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

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

SUBJECT: Standing Operating Procedures on Reporting,  
Investigations, and Boards of Inquiry

I. REPORTING

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

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

II. INVESTIGATIONS

3. Upon receiving a report of any serious incident referred to in paragraph 3 above, the Force Provost Marshall (FPM)/CMPO or CCSO at mission headquarters shall immediately carry out a complete investigation in order to obtain and record all factual evidence before it becomes obliterated. Commanding officers or civilian section chiefs, as appropriate, shall ensure that the



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

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

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

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

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



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

6. Accidents/incidents in which

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

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

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



### III. BOARDS OF INQUIRY

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

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

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

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

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

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

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

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



14. Any appointed member who is unable to serve due to unforeseen circumstances must immediately inform the DOA/CAO/CMPO as appropriate. In view of the requirements in paragraphs 3 and 4 hereto for speedy investigations in order to guard against the destruction of evidence and the departure of witnesses from the mission area before investigations are concluded, the chairpersons, members and advisers of a Board of Inquiry shall not proceed on other missions or on leave until the Board's report has been completed and submitted.

15. Once a Board has been convened the chairperson, upon receipt of the convening order, shall immediately contact the Legal Officer/the DOA/CAO who shall provide an initial briefing. The Legal Officer/the DOA/CAO shall review the final draft of the report prior to its submission to the Head of Mission for consideration and comment. The chairperson shall regularly advise the Legal Officer/the DOA/CAO of the Board's progress and submit the final draft report for his/her review one week prior to the designated deadline.

16. United Nations staff members may be ordered to appear and testify as witnesses before a Board of Inquiry, as may members of national military or civilian contingents. Any other persons, including local citizens and local police or military officers, may be requested to make statements before a Board or answer its questions but are under no obligation to do so.

17. Witnesses shall be questioned individually by the Board and in the absence of other witnesses, so that information received from one may be compared with that received from others. If necessary, witnesses who have provided information may be questioned again by the Board to clarify any ambiguities in their statements and to indicate to what extent, if any, they have knowledge of relevant facts not mentioned in their initial statements.

18. If a witness refuses to make a statement to the Board, the Board shall record that fact, and shall be obliged to explain any omissions in questioning identified witnesses.

19. If feasible and deemed useful, the chairperson and members of the Board shall visit the scene of the accident/incident and note any important observations that could have a bearing on the determination of the case.

20. A Board of Inquiry does not consider questions of compensation or legal liability.

21. Administrative procedures for a headquarters Board of Inquiry are set out in Annex G to this instruction.



V. FINDINGS OF A HEADQUARTERS BOARD OF INQUIRY

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

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

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



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

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

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

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



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

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

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

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

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

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

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

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

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

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



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

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

- (i) Incidents not involving death or injury and in which the loss suffered by the UNAMIR or members thereof is not more than US \$1500 per occurrence, and where no serious disciplinary action can be foreseen, may be dealt with by the DOA/CAO where civilian staff are involved, and by the DOA/CAO in conjunction with the contingent commander where military personnel are concerned, without convening a Board of Inquiry.
- (ii) The incidents referred to in paragraph 32 above shall nevertheless be properly documented, with identification of the individuals and any items of property involved; detailed findings and recommendations regarding responsibility for the loss and disposition of the property in question; and an indication of any resulting disciplinary and/or corrective action. The report shall be forwarded in triplicate to the CMPO in cases involving only military personnel and no financial loss to the United Nations; and to the DOA/CAO in cases involving civilian personnel and no financial loss to the United Nations.

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

- (i) In cases in which drivers of U.N. vehicles report accidents resulting in minor damage, or report petty theft, whereby the nature of the incident attracts no disciplinary action, the Military, Civilian Police, and Civilian components shall prepare Summary Disposal Reports if the amount of damage or loss is \$400 or below. And since cases in which the amount of damage or loss is \$400 or below are dealt with by summary disposal irrespective of liability, such cases shall be sent by the Legal Officer directly to the Property Survey Board for its action subject to a record of the same being kept by the Boards of Inquiry Unit.
- (ii) Investigating agencies shall not dispose of any files relating to summary disposals until a proper release has been given by the office of the DOA/CAO.



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

**X. CONVENING ORDERS FOR BOARDS OF INQUIRY**

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



ANNEX A

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

{Name of Mission)

\*

DATE: ....

TO: see Distribution

FROM: SRSG

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

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

2. The Board is to submit the final report and 6 copies by:

.....

3. Composition:

- (a) Chairperson
- (b) Member
- (c) Member
- (d) Member/Secretary

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

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

6. The terms of reference are attached.



ANNEX B

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

\*(Name of Mission)

DATE: ....

TO: see Distribution

FROM: SRSG

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

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

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

Case No. \_\_\_\_\_ : \_\_\_\_\_  
Case No. \_\_\_\_\_ : \_\_\_\_\_  
Case No. \_\_\_\_\_ : \_\_\_\_\_  
Case No. \_\_\_\_\_ : \_\_\_\_\_

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

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

(Cases and dates when to be submitted)

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



ANNEX C

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

\* (Name of Mission)

DATE: ....

TO: see Distribution

FROM: SRSG

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

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



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

(Name of Mission)

DATE: ....

TO: see Distribution

FROM: SRSG

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

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

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

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

Case No. \_\_\_\_\_: \_\_\_\_\_  
Case No. \_\_\_\_\_: \_\_\_\_\_  
Case No. \_\_\_\_\_: \_\_\_\_\_  
Case No. \_\_\_\_\_: \_\_\_\_\_

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

(Cases and dates when to be submitted)

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



Annex E

SUMMARY DISPOSAL OF INCIDENTS WITHOUT CONVENING A BOARD OF INQUIRY

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

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

NAME.....

DATE.....



## Annex E

10. I agree with the above report.

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

NAME.....

APPOINTMENT/TITLE.....

DATE.....

---



FORMAT FOR HEADQUARTERS BOARD OF INQUIRY REPORT

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

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



## Annex F

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



ADMINISTRATIVE PROCEDURES FOR A HEADQUARTERS BOARD OF INQUIRY

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

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

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

6. Completion of findings

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

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



## Annex G

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

1. Closure of the file      \*      \*

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

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





ADMINISTRATIVE INSTRUCTIONS NO.: 004/94

DATE: 17 September 1994

TO: All Military and Civilian Personnel  
UNAMIR

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

SUBJECT: UNAMIR VEHICLE REGULATIONS

1. There has been an alarming increase of late in the number of traffic accidents involving UNAMIR Personnel. Many of these accidents have been of a most serious nature, involving, in a number of instances, loss of life and serious bodily injury. There is little doubt that most, if not all of these accidents could have been avoided, had more care and attention been exercised by the drivers and had the vehicles been driven at a speed consistent with road and weather conditions and the environment in which they were operating.

2. Your attention is drawn to Administrative Instruction No. 001/94 of 15 July 1994, Paragraph 2 of which is reproduced below for ease of reference.

**"THE LOCAL SPEED LIMITS, AS POSTED BY LOCAL AUTHORITIES, WILL BE OBSERVED AT ALL TIMES. HOWEVER, NOTWITHSTANDING LOCAL REGULATIONS, UN VEHICLES WILL AT NO TIME BE DRIVEN IN EXCESS OF THE FOLLOWING SPEED LIMITS WHICH MAY BE ADJUSTED DOWNWARDS WHENEVER SUCH REDUCTIONS ARE CONSIDERED NECESSARY FOR SAFE DRIVING.**

<u>TYPE OF VEHICLE</u>	<u>OPEN ROADS</u>	<u>BUILT-UP AREA</u>
STAFF CARS .....	100 KPH OR 60 MPH	40 KPH OR 25 MPH
OTHER CARS/ STATION WAGONS ....	80 KPH OR 50 MPH	40 KPH OR 25 MPH
JEEPS AND 3/4 TONS TRUCKS ...	65 KPH OR 40 MPH	40 KPH OR 25 MPH
ALL OTHER HEAVY VEHICLES .....	55 KPH OR 35 MPH	40 KPH OR 25 MPH



**HOWEVER, THE SPEED OF UN VEHICLES WILL BE ADJUSTED TO SUIT THE TOPOGRAPHY OF THE AREA OF OPERATION, THE CONDITION OF THE ROADS AND THE WEATHER CONDITIONS ETC.. LIKEWISE THE TYPE OF LOAD CARRIED AND THE CONDITION OF THE VEHICLE WILL ALWAYS BE TAKEN INTO CONSIDERATION AND THE SPEED ADJUSTED TO ENSURE SAFE DRIVING AND THE SAFETY OF THE LOAD CARRIED.**

3. Other than official guests of UNAMIR, staff travelling on official United Nations business and staff of the United Nations Specialized Agencies, (all of whom should sign appropriate waivers) no non-UNAMIR or non-United Nations personnel should be transported in UNAMIR vehicles. Contravention of this Rule will be considered as a serious breach of the UNAMIR Vehicle Regulations and as such designated as "Gross Negligence".

4. In this connection, please be advised that all accidents involving death or bodily injury or substantial loss to the Organization in terms of vehicle damage or other costs, must be made the subject of Boards of Inquiry. The Board of Inquiry reports, together with police and other administrative reports must be submitted to Headquarters, New York. Copies must also be made available to the UNAMIR Local Property Survey Board, whose function it is, based on all the available documentary evidence, to adjudicate the degree, if any, of the culpability of the driver and to recommend to the Headquarters Property Survey Board, New York, accordingly. Such recommendations include terms, such as "Grossly Negligent", "Driving without due care and attention", "Contributory Negligence" or "Not responsible for the accident" depending on the circumstances. The recommendations of the UNAMIR Local Property Survey Board, together with copies of all reports on the case will be sent to the Secretary, Headquarters Property Survey Board (HPSB). The Headquarters Property Survey Board will review these recommendations and findings and may agree or disagree. Where a recommendation of "Gross Negligence" is agreed by the Headquarters Property Survey Board, and approved by the Controller and the Director, General Services, the whole or part of the loss to the Organization may be recovered from the driver or his Government.

5. It is therefore requested that every possible care be taken in the operation of UNAMIR vehicles, to ensure that speeds are maintained at levels consistent with road, weather and other environmental conditions such as children playing adjacent to the roadways, or persons alighting from busses or other stationery vehicles. Drivers must remain fully alert and be able to anticipate the probability of people walking across the roadway in their path from or in front of stationery vehicles. This cannot be over emphasized in the interest of the safety of life and personal injury.

6. Finally, be reminded that the use of a UNAMIR vehicle - Contingent on the presence of a valid UNAMIR driver's license.





UNAMIR - MINUAR

ADMINISTRATIVE INSTRUCTION NO. 003/94 - ADD. 1

TO: Military and Civilian Personnel  
UNAMIR

DATE: 31 August 1994

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

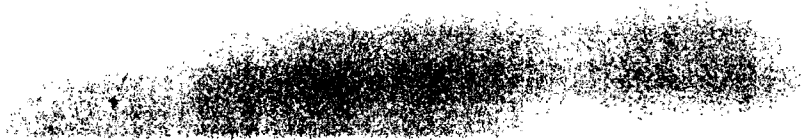
REF PERSONNEL/NS

SUBJECT: Movement of Personnel

1. As you are aware, UNAMIR Headquarters, has to a large extent, relocated back to Kigali. As the process continues, I wish to reiterate previous instructions regarding staff movements outside the mission area, which should be approved only by the CAO on the basis of exigencies of service and upon certification by the respective Chief of Section(s). In this connection, please refer to annex A of Admin/Inst. no. 003/94 dated 15 August 1994, which has been revised and attached hereto for immediate use. Any travel that does not meet this criterion will be considered as annual leave.

2. Likewise, all movements of military personnel outside the mission area which are likely to have financial implications, must be approved by the CAO or his designated representative, upon authorization by the FC/DFC/CMO/COS.

3. Strict adherence to the above will be appreciated.







ADMINISTRATIVE INSTRUCTION NO. 002/94

TO: All UNAMIR/UNOMUR  
Civilian Personnel

DATE: 15 August 1994

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

SUBJECT: STANDARDS OF CONDUCT

1. United Nations civilian staff are considered International Civil Servants from whom exemplary conduct is expected at all times. In fulfillment of this requirement, UNAMIR/UNOMUR staff, in their demeanour and comportment, are expected to carry out their functions, official and private, with diplomacy, tact, integrity, politeness and discretion.

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

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

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

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

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



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

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

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

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

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

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

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

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

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





UNAMIR - MINUAR

ADMINISTRATIVE INSTRUCTION NO. 001/94

TO: All UNAMIR/UNOMUR(\*) DATE: 15 July 1994  
Military and Civilian Personnel

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

SUBJECT: UNAMIR VEHICLE REGULATIONS

1. Authorized Use of the United Nations Vehicles

For the purpose of this instruction, the terms UN **"vehicle"** shall be deemed to include all United Nations owned vehicles, all contingent-owned vehicles as well as vehicles leased by the United Nations, vehicles provided by the host government and vehicles provided by any other source for the sole use by UNAMIR/UNOMUR. The abbreviation **POL** denotes Petrol, Oil and Lubricants.

All personnel concerned in the operation of United Nations vehicles shall ensure that motor transport is used only for authorized purposes and in such a way as to achieve the utmost **economy and efficiency**. No person will operate a UN vehicle unless he/she is in possession of a valid UN driver's permit issued the mission and no driver, irrespective of his driving ability, will be issued such a permit unless he has demonstrated his knowledge of all local traffic regulations, and of the United Nations rules and regulations relating to the operation of its vehicles in the area of operation of UNAMIR/UNOMUR.

The only issuing authority for Driver's Permit in UNAMIR/UNOMUR is the Chief Transport Officer as delegated by the Chief Administrative Officer through the Chief Support Services.

Unit Commanders, Section Chiefs, Staff Officers, all other ranks and civilian staff concerned with the operation of UN vehicles will ensure:

- i. Constant and close supervision in respect of the use of transport and its maintenance;
- ii. the utmost economy of vehicles and POL;

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\* as applicable

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- iii. the cleanliness of all vehicles especially those used in carrying food supplies;
- iv. that water tankers are regularly rinsed;
- v. that the respective units set aside one or more vehicles for the exclusive use in the collection of food;
- vi. that, if open trucks are used for transporting food or troops, the tarpaulin is covering the vehicles in order to afford protection from dust and heat from the sun;
- vii. no unofficial insignia, emblems or national flags will be displayed on UNAMIR/UNOMUR vehicles.

## 2. Speed Limit

The local speed limits, as posted by local authorities, will be observed at all times. However, notwithstanding local regulations, UN vehicles will at no time be driven in excess of the following speed limits which may be adjusted downwards whenever such reductions are considered necessary for safe driving.

<u>Type of Vehicle</u>	<u>Open Roads</u>	<u>Built-up area</u>
Staff cars.....	100 kph or 60 mph	40 kph or 25 mph
Other cars/ Station Wagons.....	80 kph or 50 mph	40 kph or 25 mph
Jeeps and 3/4 tons trucks.....	65 kph or 40 mph	40 kph or 25 mph
All other heavy vehicles.....	55 kph or 35 mph	32 kph or 20 mph

However, the speed of UN vehicles will be adjusted to suit the topography of the area of operation, the condition of the roads and the weather conditions etc. Likewise the type of load carried and the condition of the vehicle will always be taken into consideration and the speed adjusted to ensure safe driving and no damage to the load carried.

## 3. Personnel authorized to travel in UN vehicles

Vehicles are provided by the United Nations to UNAMIR/UNOMUR for the purpose of providing adequate transportation for the performance of official duties. In view of the nature of UNAMIR/UNOMUR, often located in an area with insufficient public transportation, the vehicles

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transportation on a non-interference basis by the personnel of UNAMIR/UNOMUR may also be used for off-duty listed hereunder which constitute the categories of personnel authorized to travel in a UN vehicle whether on or off duty.


- i. Staff members of the United Nations and experts on official duty for the United Nations. For the purpose of these instructions all Military Observers, Civilian Police (and military personnel) assigned to UNAMIR/UNOMUR are considered "Experts on official duty with the United Nations".
- ii. Staff of specialized agencies of the United Nations.
- iii. Official dependents of the afore-mentioned categories. Please note in this connection that UNAMIR/UNOMUR is a non-family duty station.
- iv. Official guests of UNAMIR/UNOMUR, and other personnel travelling in connection with official UN business.

4. Transportation of Non-UN Personnel

Non-UN personnel, in relation to these instructions, are individuals who are other UN officials, experts on mission or consultants on official business, persons in any of these latter categories, in the event they incur service-related injury or death as a result of the use of UN transport, would normally be covered by the Organization's compensation arrangements.

In the case of non-UN personnel a distinction must be drawn between passengers in UN vehicles who are official visitors to the mission sponsored by a troop-contributing state and other non-UN passengers. In the case of the former there is an explicit understanding between those Governments and the UN that the Government concerned will hold the UN harmless against any claims arising from loss, damage, injury or death incurred by such visitors while using UN transport.

In as much as the transportation of all other non-UN personnel in UN vehicles may constitute a financial liability for the organization in cases of claims arising from loss, damage, injury or death incurred by non-UN passengers while using UN transport, such passengers will be required to sign a "General Release Form" exempting the organization from liability for any loss, damage, injury or death which may arise from use of UNAMIR/UNOMUR transport.





5. Driver's Permit

As mentioned in the preceding section, no person will operate a United Nations vehicle unless he/she is in possession of a valid UN Driver's Permit issued by the Chief Transport Officer.

A potential driver of a UN vehicle must be in possession of a valid national/international or national military driver's permit/licence in order to qualify for the necessary processing and issue, by the Chief Transport Officer, of the driving permit for the operation and use of the vehicles of the UNAMIR/UNOMUR.

Locally recruited civilian personnel will also be issued with a UN Driver's Permit if required for their service with the mission. They must meet the same criteria as the military personnel and internationally recruited staff members and must be in possession of a valid driver's licence issued by their competent local authorities.

As mentioned previously the issuing authority for the Driver's Permit in UNAMIR/UNOMUR is the Chief Transport Officer who will arrange for the necessary testing of all personnel requiring the permit. However, in view of the number of personnel in the outstation units requiring permits, the Commanding Officer, through their Motor Transport Officers, are authorized to issue Driver's Permits to their qualified personnel after ensuring that they have been properly tested and otherwise meet the qualifications required by the United Nations as mentioned herein.

Nonetheless the ultimate issuing authority is still the Chief Transport Officer and the designated MTO of a unit must report to the CTO at the Force Headquarters, soonest after his arrival in the mission area, for the necessary briefing on the subject of control and use of UNAMIR/UNOMUR vehicles, prior to becoming authorized to process potential contingent drivers for the subsequent issue of the Force Driver's Permit by the CTO. The Motor Transport Officer of each contingent will also be tested and have his Driver's Permit issued by the office of the Chief Transport Officer.

The Force Driver's Permits needed for contingent personnel will be obtained by submission, to the office of the CTO of the duly completed form "Request to CTO for Force Driver's Permit", a copy of which is attached as Annex A, to this chapter.

It should be noted that for the purpose of this engineering equipment brought into the area of operation (and subject

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to payment by UN in accordance with the depreciation rule) instruction, UN-leased vehicles (on long-term basis), and contingent-owned vehicles including armored vehicles and are also regarded as UN vehicles and listed on the Force Vehicle Inventory FVI), and provided with the UN licence plate applicable to UNAMIR/UNOMUR. The drivers must therefore be in possession of the required UNAMIR/UNOMUR Driver's Permit. In view of the particular nature of armored vehicles and other specialized equipment, the issuance of a Driver's Permit for such vehicles and equipment to qualified operators will be in accordance with their established national regulations, but still subject to registration by the CTO as for other permits.

UN driving permits will be withdrawn from personnel found to be driving under the influence of alcohol or drugs; from personnel who commit serious traffic violations or whose driving habits indicate lack of competence or sense of responsibility.

6. Administrative Instructions/Standing Orders

It is the responsibility of the Chief Administrative Officer to issue Force-wide Administrative Instructions governing all aspects of the use of UN vehicles. It is the responsibility of the Commanding Officers of the unit to promulgate these instructions to all personnel under their command through the issuance of appropriate Standing Orders.

7. Authorization for the Use of UN Vehicles

In UNAMIR/UNOMUR vehicles may either be assigned to individuals for use in their official capacity, assigned to a section for collective use by its personnel, or to a motor pool for collective use by all authorized personnel of a unit including headquarters of the Force. No vehicle will be used unless properly authorized. In the cases of vehicles assigned to individuals he/she may be authorized the official use of the vehicle as required.

In the case of vehicles assigned to a unit/section for collective use, it will be the responsibility of the Supervisor of the unit/section to appoint individuals who shall have the authority to designate transport details. In a Motor Pool a Despatcher will be appointed to assume this responsibility. This authority may not be delegated to others.

8. Trip Tickets and Monthly Trip Logs

No UNAMIR/UNOMUR vehicle may be operated unless the operator is in possession of a duly completed Vehicle



Transport Trip ticket or Monthly Trip Log, hereinafter referred to as the trip ticket. (See ANNEX B).

Operators of UNAMIR/UNOMUR vehicles must always use the most direct route possible from one point to another but with due consideration to the prevailing road conditions and other conditions which may affect the choice of route, such as outbreaks of hostilities in the areas to be passed etc...

Each vehicle will have a daily trip ticket and personnel responsible for the operation of vehicles will ensure that:

- i. All **POL** drawn for each vehicle are entered on the relevant trip ticket;
- ii. daily vehicle checks are carried out as listed on the trip ticket;
- iii. all trips made are entered in the trip ticket with particular attention to the mileage at the beginning and at the end of the journey;
- iv. any defects in the vehicle are noted on the trip ticket;
- v. duly completed trip tickets for each vehicle will be submitted to the Chief Transport Officer monthly;
- vi. no vehicle will be used unless found in a mechanically safe and sound condition;
- vii. For contingents and vehicle pools only

Each detailed trip must be recorded as a separate entry and the trip ticket must be signed both by the authorizing officer and by the operator. This also applies in all cases where a vehicle has been assigned to a unit/section for collective use, each trip shall be recorded and bear the signature of both the authorizing officer and the operator. In cases of pool vehicles the trip ticket must bear the signature of the despatcher and the operator.

9. Recreational Trips

The use of vehicles for transport to specific recreational areas shall be governed by separate instructions.

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10. Transportation to and from work

Where the situation so warrants, and if in the interest of shall be considered duty travel. In cases of vehicles assigned to individuals for use in their official capacity, the Organization, transportation may be arranged to bring the staff to and from their place of work. Such travel such transportation shall also be deemed duty travel, it being understood that vehicles being used for such purpose will be used to full capacity whenever possible.

11. Definition of Official Travel

Official (duty) Travel shall include but not necessarily be limited to the following categories:

- (a) Any travel ordered by an appropriate officer or considered necessary for the performance of official duties;
- (b) travel to and from residence and place of duty in connection with duty performance;
- (c) travel for physical examination, medical or dental treatment, and for other purposes certified by the Section Chief (or Chief of Field Station) as reasonable and required in connection with duty needs;
- (d) all travel performed in UN vehicles by military personnel assigned to UNAMIR/UNOMUR on a contingent basis;
- (e) other trips may be judged and authorized on an individual basis upon recommendation of a Section Chief (or Chief of a Field Station) concerned. Such requests should be addressed to the Chief Administrative Officer.

By definition, all other travel not included in the above categories, if not specifically authorized by the CAO or his representative, will be regarded as liberty travel and subject to reimbursement of the liberty mileage used at the prevailing rates.

12. Restrictions on use of vehicles

The Chief Administrative Officer of UNAMIR/UNOMUR is familiar with the insurance coverage on the vehicles under his control and will impose, where necessary, the restrictions on the use of vehicles to avoid any undue liability to the United Nations.

13. Reporting of Accidents

All cases of accidents and incidents, where a UN vehicle





has been involved, must be reported to the Chief Transport Officer at UNAMIR/UNOMUR Headquarters as soon as possible.

Advance reporting by FAX must include the following information:

AAA UN Vehicle Type and Registration Number.  
BBB Driver's Name/Rand/ID No.  
CCC Third Party Vehicle Type and Registration Number  
DDD Third Party Driver's Name/Address  
EEE Location, time and date of accident  
FFF Brief details of nature of accident  
GGG Any injuries  
HHH Damages sustained to both vehicles  
III Estimated repair costs to UN vehicles

Above-mentioned information should be transmitted as soon as possible with Driver's Accident Report and Damage/Discrepancy Reports to follow thereafter.

For the additional information pertaining to the cases of accidents, please see **ANNEX C**.



ANNEX CUNAMIR/UNOMUR DRIVER'S ACTIONS IN CASE OF ACCIDENT

1. In case of an accident whether on or off duty, the driver must stop his vehicle and remain at the scene until all actions stated hereunder are completed, unless his/her personal safety is manifestly in danger.

- (a) give such first-aid and personal assistance to any injured person(s);
- (b) in case of third party injury or property damage, notify local police either directly or through UNAMIR/UNOMUR channels. The driver should always identify himself/herself by giving out his/her name, rank and ID card number to the local police. If requested to do so, he/she may assist the local authorities in the reconstruction of the actual happenings by giving facts on the accident. However, the driver should always exercise the greatest discretion in any oral comments on the accident, especially with regard to his/her own maneuvers speed and possible mechanical failures or defects of his/her vehicle or any information that might be constituted as an admission of guilt or fault on his/her own part. No written statement should be given to the local investigation authorities, nor the driver sign any statement or document offered by the local police. If requested to submit or sign a written statement, the driver should explain that this must be dealt with by UNAMIR/UNOMUR Administration, upon special request to UNAMIR/UNOMUR Headquarters in Kigali/Kabale;
- (c) notify the nearest UNAMIR/UNOMUR office by Motorola, radio or telephone. On receipt of the information concerning an accident, the nearest UNAMIR/UNOMUR office will immediately dispatch a security officer or Military Police to the scene of accident to investigate and assist the driver;
- (d) secure the vehicle and its contents against pilferage and ensure that the vehicles involved are not moved from the scene of the accident until after the arrival of police and/or the UNAMIR/UNOMUR investigating officer as applicable unless the vehicle constitutes a hazard to human lives and/or serious traffic accident;
- (e) fill out the accident report form found in the trip ticket folder (measurement of brake marks, position of /.....



UNAMIR/UNOMUR DRIVER'S ACTIONS IN CASE OF ACCIDENT

vehicles at time of accident, etc.). On the basis of these details a formal report should be submitted without delay to the Chief Transport Officer;

- (f) if, in case of serious accident, the local police may ask to test the vehicle, the driver will report the fact by motorola or telephone to UNAMIR/UNOMUR Headquarters or the nearest UNAMIR/UNOMUR office. Inform an authorized officer of the request and give him details of the accident;
- (g) if, in the opinion of the authorized officer, the seriousness of the accident warrants it, he may agree to the request; if he has some special reason for refusing the request other than reason considering the accident not serious, he will refer the matter immediately to the CAO, the Chief Support Services or the Chief Transport Officer.

FINANCIAL RESPONSIBILITIES

Please be informed that under United Nations Staff Rule 112 para 3:

"Any staff member may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of the staff member's negligence or of his/her having violated any regulations, rule or administrative instructions."



[illegible]



**UNAMIR** ANNEX C  
**DRIVER'S ACCIDENT REPORT**

Date of Accident \_\_\_\_\_ Time \_\_\_\_\_ LT Vehicle UN/Private (No.) \_\_\_\_\_  
Location \_\_\_\_\_ Open Road/Crossroads/Built up Area \_\_\_\_\_  
Driver \_\_\_\_\_ ID. No. \_\_\_\_\_ Passenger(s) \_\_\_\_\_  
On or Off duty \_\_\_\_\_ Purpose of Trip \_\_\_\_\_  
Weather Condition \_\_\_\_\_ Road Condition \_\_\_\_\_  
Other Vehicle (No.) \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
Driver \_\_\_\_\_ Address \_\_\_\_\_  
Insurance Company \_\_\_\_\_  
Property (Other than Vehicle) \_\_\_\_\_  
Injured Person(s) Name, Age, Address \_\_\_\_\_

**Investigation**

Name of Security Officer \_\_\_\_\_

Police Officer \_\_\_\_\_

No. \_\_\_\_\_

Station \_\_\_\_\_

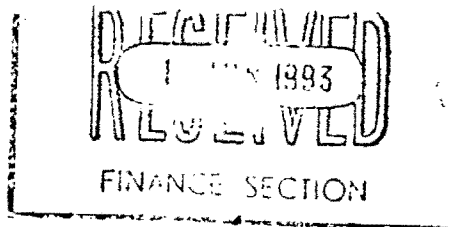
**DETAILED DESCRIPTION** (State also Speed; Visibility; extent of Damage, Injury, name of Doctor, Hospital  
Witness, Passenger; all Actions taken)

(It is the driver's responsibility to report the accident/incident to the nearest UN office/MP)

ADD SKETCH (if applicable)

Signature \_\_\_\_\_





Secretariat

ST/AI/149/Rev.4  
14 April 1993

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Controller

Subject: COMPENSATION FOR LOSS OF OR DAMAGE TO PERSONAL  
EFFECTS ATTRIBUTABLE TO SERVICE\*

Purpose

1. Staff rules 106.5, 206.6 and 306.4 provide that staff members shall be entitled, within the limits and under the terms and conditions established by the Secretary-General, to reasonable compensation in the event of the loss of or damage to their personal effects, determined to be directly attributable to the performance of official duties on behalf of the United Nations. The purpose of the present instruction is to define the terms, conditions and limits governing such compensation and to set forth the procedure for the submission and examination of claims in connection with such loss or damage.

2. The present instruction shall apply to incidents occurring on or after 1 January 1993. It cancels and supersedes administrative instruction ST/AI/149/Rev.3 of 17 November 1988.

Conditions for the entitlement

3. Without restricting the generality of the provisions of staff rules 106.5, 206.6 and 306.4, loss of or damage to the personal effects of a staff member shall be considered to be directly attributable to the performance of official duties when such loss or damage:

(a) Was caused by an incident which occurred while the staff member was performing official duties on behalf of the United Nations; or

(b) Was directly due to the presence of the staff member, in accordance with an assignment by the United Nations, in an area designated by the United

\* Personnel Manual index No. 6100.



Nations Security Coordinator as hazardous, and occurred as a result of the hazards in that area; or

(c) Was caused by an incident which occurred during any travel, by means of transportation furnished by or at the expense or direction of the United Nations, undertaken in connection with the performance of official duties.

4. No compensation shall be paid for any loss or damage which was:

(a) Caused by the negligence or misconduct of the claimant; or

(b) Sustained by a private vehicle which was being used for official business, including travel in connection with home leave, when such use of a private vehicle was solely at the request of and for the convenience of the staff member.

5. Staff members should note that no compensation shall be paid for the loss of or damage to personal effects, except as provided under the Staff Rules and paragraph 3 of the present instruction. Otherwise, such loss or damage shall be the sole responsibility of the staff member. For this reason, it is recommended that staff members obtain, at their own expense, adequate personal property insurance coverage.

Exclusions and limitations

6. The personal effects of a staff member shall be deemed to include the personal effects of the staff member's spouse and dependent children residing with the staff member at the time of the damage or loss, provided that no claim shall be admissible for loss of or damage to the personal effects of the spouse or dependent children in a mission area if the Secretary-General has decided that special circumstances or local conditions make it undesirable for the staff member to be accompanied by dependants.

7. Staff rules 107.22 (b) and (c) and 207.21 (b) and (c) stipulate that insurance coverage will be provided by the United Nations, up to specified limits, in connection with the removal of household goods or the unaccompanied shipment of personal effects for travel on appointment, transfer and repatriation. Loss of or damage to such goods or effects shall be governed exclusively by the provisions of those rules and shall not be compensated for under this instruction.

8. No compensation shall be paid for loss of or damage to any articles which, in the opinion of the Secretary-General, cannot be considered to have been reasonably required by the staff member for day-to-day life under the conditions existing at the duty station. In addition, no compensation shall be paid for loss of or damage to animals, motor cycles, boats, motors of all types and their appurtenances, jewellery, money (except as provided in subpara. 9 (h) below), negotiable instruments, tickets or documents.

9. Compensation in respect of the following items shall be subject to the maximum limits indicated:



	\$
(a) Automobile (and all accessories)	15 000
(b) Television and/or video cassette recorder	1 000
(c) Stereo systems (compact disc players, tape recorder, radio, amplifier, speakers and other accessories)	1 500
(d) Video camera	1 500
(e) Still camera	350
(f) Personal computer equipment (including hardware and software)	3 000
(g) Watch	350
(h) Cash	400

10. No compensation shall be paid for loss of or damage to more than one of each of the articles mentioned above, for any one incident. Compensation in respect of any single article, including its accessories, not listed in paragraph 9 shall be subject to a maximum limit of \$3,000.

11. Excluding any compensation in respect of an automobile (and all its accessories), which shall be treated as a separate award, the maximum allowable compensation in respect of any one incident shall be \$12,000 for a staff member without recognized dependants residing with him or her at the duty station, and \$20,000 for a staff member with recognized dependants residing with him or her at the duty station.

Notification of loss and presentation of a claim for compensation

12. In the event of any loss of or damage to a staff member's personal effects, he or she shall, as soon as possible, notify the appropriate United Nations authorities and other authorities, including the local police, and submit any pertinent evidence. Where articles have been lost or damaged, the staff member shall take all reasonable steps to recover said articles or to receive suitable compensation from the party responsible, or from his or her insurance company, for such loss or damage. Compensation shall be reduced by the amount of any such recovery.

13. In order to be receivable by the Claims Board (see paras. 16 to 18 below), claims for compensation shall be made within two months of the discovery of the loss or damage, shall include copies of reports of investigations into the loss or damage and shall be submitted by the claimant to his or her executive officer/chief administrative officer for examination and submission to the Claims Board. Both the submissions by the claimant and by the executive officer/chief administrative officer shall be in the form of signed statements as described below.



14. The claimant shall set out in detail:

(a) Information pertinent to the amount of compensation claimed, including:

- (i) A description of the article;
- (ii) The age and the condition of the article;
- (iii) The original cost of the article and the date of purchase or acquisition;
- (iv) The replacement cost of the article and supporting documentation on both price and comparability of the proposed replacement article;

(b) All the circumstances pertinent to the loss or damage and the action taken by the claimant in respect thereof (see para. 12 above), including:

- (i) Statements signed by any other person or persons in a position to furnish information relating to the loss or damage, including copies of reports of investigations into the loss or damage;
- (ii) Personal insurance coverage, if any, the action taken to claim under that coverage and the results thereof;
- (iii) In the case of travel by common carrier (air, rail, etc.), a copy of the lost property report and information on any reimbursement claimed from the carrier;
- (iv) In the case of damage, the cost of repair supported by a copy of the invoice and receipt.

15. On receipt of a claim, the executive officer/chief administrative officer shall:

(a) Examine the claim and ascertain whether all required information and material as set forth in the present instruction have been provided and, if necessary, request such further information or material as may be required or as he or she considers desirable;

(b) Provide any additional information on the causes and circumstances of the loss or damage including copies of any investigation reports on the incident which may be available;

(c) As appropriate, certify and provide supporting documentation:

- (i) With regard to paragraph 11, as to the dependency status of the staff member;
- (ii) With regard to subparagraph 3 (c), that the staff member was in official travel status;



(d) Supply a copy of the inventory filed by the staff member in accordance with the applicable security plan, as appropriate;

(e) Provide other pertinent observations including information regarding the replacement cost claimed as appropriate;

(f) Forward the claim, other relevant documents, and his or her comments thereon to the Secretary of the Claims Board.

Consideration of claims

16. All claims shall be examined by the Claims Board in accordance with its terms of reference, set out in annex I/Amend. 2 to the Secretary-General's Bulletin ST/SGB/Organization. The composition of the Board and its administrative arrangements are announced periodically in information circulars. At locations away from Headquarters, local claims review panels may be established, as authorized by the Controller.

17. The Claims Board shall determine its own rules of procedure.

18. The Claims Board shall act in an advisory capacity to the Controller and shall transmit its recommendation regarding the settlement of each claim to the Controller.

19. Where an article is lost, the amount of compensation shall be determined having regard to the following factors:

(a) The age, condition and place of purchase of the article;

(b) The original cost and the amount by which it had depreciated in value at the time of loss;

(c) The replacement cost of the article; and

(d) Any other relevant factors.

20. Where an article is damaged and can be repaired, the amount of compensation shall be equal to the actual cost of repairs but shall not exceed the amount that would have been payable under paragraph 19 if the article had been lost.

Where an article is damaged and cannot be repaired, the amount of compensation shall be equal to the amount that would have been payable under paragraph 19 if the article had been lost.

21. In calculating the amount of compensation payable, consideration shall be given to such amounts as the claimant might have recovered or might be entitled to recover under insurance arrangements or from a third party liable for the loss or damage.

22. When, in the opinion of the Claims Board, unusual hardship would be caused or it would be clearly unreasonable if the amount of compensation were limited to the relevant maxima prescribed in paragraphs 9 to 11 above, or where the claim is otherwise not compensable under this instruction, the Claims Board may

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