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Office of the Special Representative of the Secretary-General
UNAMIR, Kigali

Tel.: (212) 963-3582 & (250) 84265 - Fax.: (212) 963-3090 & (250) 86877

TO: All Military and Civilian Personnel

FROM: Shaharyar M. Khan
SRSG

DATE: 14 July 1995

SUBJECT: Absence from Mission-Area

I will be out of the mission area on home leave from 15 July to 5 August 1995. During my absence, the UNAMIR Force Commander, Major General Guy Tousignant, would act as Chief of the Mission.

Please extend to him the usual cooperation.

JCA
was


cc: All United Nations Agencies



OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

DATE: 13 July 1995

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

FROM: Chaim Ouziel, CAO 

SUBJECT: Visit of the United Nations Secretary-General

The Secretary-General will arrive in Kigali on Thursday 13 July 1995. He will visit the UNAMIR headquarters on Thursday 13 July 1995 at 16:30 (and not on Friday 14 July 1995 at 08:30 a.m. as previously scheduled). The Secretary-General will review a medal parade and address the staff.

All UNAMIR and UN Agencies' personnel are cordially invited to attend the event. Please be in place by 16:30 at the latest.



✓

INTER-OFFICE MEMORANDUM

DATE: 11 July 1995

TO: All UNAMIR Administrative Section/Unit Chiefs/FSAs

FROM: William Clive, CISS *W. Clive*

SUBJECT: Coordination of FSAs

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

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

Please extend to Mr. Lombardo your usual cooperation.



DATE: 10 July 1995 .

TO: All UNAMIR Section and Unit Chiefs
Division Of Administration

FROM: Chaim Ouziel
Chief Administrative Officer

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

SUBJECT: APPOINTMENT OF CHIEF OF SECTION

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

c.c.
SRSG
FC
ED

URGENT



UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

26 Juin 1995

A: M. Chaim Ouziel
Chef de l'Administration

DE: M. Wilfrid De Souza
Directeur Exécutif

A handwritten signature in dark ink, likely belonging to M. Wilfrid De Souza, is written over the printed name and title.

OBJET: Voyage de l'Envoyé Spécial M. Aldo Ajello
(Nairobi - Vienne - New York)

1. Je vous saurais gré de bien vouloir faire délivrer en faveur de M. Aldo Ajello, Secrétaire Général Adjoint et Envoyé Spécial du Secrétaire Général des Nations Unies, un titre de transport aérien (classe affaires) pour lui permettre de se rendre de Nairobi, Kenya à New York (Etats-Unis d'Amérique) via Vienne - Autriche.

2. L'itinéraire de son voyage est joint au présent mémorandum.

cc: SRSG

CISS
CFO

26 Juin 195

ATTENTION: MR. ALDO AJELLO

Voyage de Nairobi à Vienne

Comme suit:

28/6	Départ Dar-es-Salaam: A déterminer
28/6	Arrivée Nairobi: A déterminer
28/6	Départ de Nairobi: 22h45 AF461
29/6	Arrivée à Paris: 06h00 AM
29/6	Départ de Paris: 07h30 AM AF 1682
29/6	Arrivée à Vienne: 09h25
?	Départ de Vienne: à fixer

cc: Pour information
SRSG
ED



INTER-OFFICE MEMORANDUM

DATE: June 27, 199

TO: W. V. Clive
CISS

FROM: C. Ouziel
Chief Administrative Officer

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

SUBJECT: USE OF UNAMIR AIRCRAFT

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

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

*Approved only in rare,
exceptional cases should
SRSG/CAO allow
exceptions. Shaurinyi
27-6*

cc: SRSG
FC
ED

CAO



REF. HR/IOM/1.1

INTER-OFFICE MEMORANDUM

TO: Team Leaders & Head of Units
HRFOR

THROUGH: Mr. Essaied Abderazak
Chief HRFOR, a.i.

FROM: Paul Aghadjanian
OIC, Administrative Cell

A handwritten signature in black ink, reading "Paul Aghadjanian", written over the printed name in the "FROM" field.

Date: 19 June 1995

SUBJECT: CITIZENS OF THE KINGDOM OF SPAIN

1. This is to inform you that the office of the Chief of Protocol, UNAMIR-Kigali approached the administration asking the latter (upon the request of the embassy of Spain in Nairobi) to provide photocopies of the National Spanish passports of all HRFOR, UNVs and EUHRFOR staff members working within your team.
2. The administration was told that it is for registration of Spanish Citizens residing/ working in this country in the absence of a Spanish embassy in Rwanda.
3. The administration requests you ensure that if any Spanish citizen in your teams or units, are made aware of this requirement, and provide the requested photocopies of their passports to the administration not later than 26 June 1995.
4. Thank you for your co-operation.

cc. Ms Carmen Berna
Office of the SRSG
Protocol Section, UNAMIR HQs.



Vu. 14/6.
C Protocol
[Signature]

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

Force Commander's Memorandum

From: Maj Gen GC Tousignant

Tousignant

To: Distribution List

Date: 16 Jun 95

Subject: INFORMATION PACKAGE AND BRIEFING TO MR ALDO AJELLO, SPECIAL ENVOY OF THE SECRETARY GENERAL

GENERAL

1. Mr Aldo Ajello, Special Envoy of the Secretary General, is tentatively scheduled to arrive in Kigali on the UNAMIR flight Tuesday 20 June 95. The Chief of Protocol is currently making arrangements for him to meet with VP Kagame at the earliest opportunity.
2. I have also requested that the Executive Director begin establishing liaisons with the governments of Zaire, Burundi, Uganda and Tanzania to prepare meetings between Mr Ajello and these four Heads of State.
3. Mr Ajello also desires to meet with Mr Ian Douglas (UNHCR) in Nairobi on Monday 19 June 95 and arrangements have been made to that effect.

INFORMATION PACKAGE

4. Upon Mr Ajello's arrival in Kigali on Tuesday 20 Jun 95, I request that he be handed a reading package that will contain the following information:
 - a. Current operational situation in Rwanda (OPI is Maj Pitre);
 - b. Current situation in the Refugee Camps in neighbouring countries (OPI is Maj Ndiaye);
 - c. Documentation from UNHCR (OPI is Mr Khassime Diagne);
 - d. Reports from the previous rounds of consultations in Zaire and

Tanzania (OPI is Mr Buo, the political officer assigned to Mr Ajello); and

- e. Estimate of personnel and equipment required for the establishment of Military Observers in neighbouring countries (OPI is Col Nelson).

5. Lt-Col Blanchette, the military officer assigned to Mr Ajello, is tasked to coordinate the preparation of this reading package. Accordingly, OPIs are requested to provide these documents to Lt-Col Blanchette (MA to FC) no later than 1000 hrs, Monday 19 June 95.

BRIEFING

6. The briefing to Mr Ajello is tentatively scheduled for Tuesday 20 June 95 at a time to be determined. The briefing, in the main conference room, should take approximately one and a half hour and will include the following:

- a. Word of welcome (FC - 5 min);
- b. Scope of the presentation (Lt-Col Blanchette - 5 min);
- c. Current operational situation in Rwanda (Maj Pitre - 15 min);
- d. Current developments in the Refugee Camps in neighbouring countries (UNHCR representative - 15 min);
- e. G2 estimate of the situation in Refugee Camps in neighbouring countries (Maj Ndiaye - 15 min);
- f. Review of past political negotiations and humanitarian aspects related to refugee situation in neighbouring countries (Mr Dao - 15 min); and
- g. Estimate of personnel and material requirements to establish a viable observer group outside of Rwandan territory (Col Nelson - 10 min).

7. This briefing should not be a repetition of the written material that Mr Ajello may or may not have had time to read. Rather, it should be aimed at outlining the most important factors that Mr Ajello should be aware of before embarking on his mission. Heads of Departments and personnel with specific interest in Mr Ajello's mission are requested to attend.

SCHEDULE

8. The schedule will remain flexible since Mr Ajello's preferences are yet to be known and will depend on appointments with other dignitaries. Timings will be promulgated as soon as possible. Your cooperation is appreciated.

Distribution List

Action

ED
Chief Protocol
DCOS Ops
DCMO
Pol Advisor
HAO
UNHCR Representative

Information

Spec Asst to SRSG



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

A 5

TO: Mr. Kimso Nilsvang
CCPO

THROUGH: Mr. Beadengar Dessandé
Chief of Protocol 

FROM: Carmen Berna
Protocol Assistant 

DATE: 8 June 1995

SUBJECT: Return to Duty Station

My mission assignment with UNAMIR ends on 30 June 1995. I wish to inform you that, due to family reasons, I am obliged to return to Geneva at the end of my assignment.

I joined UNAMIR on 12 October 1994 and I must say that my experience with this mission has been very challenging and fruitful. I, sincerely hope that I will be considered for other United Nations Peace Keeping Missions in the future, such as Guatemala, Haiti, Angola, Western Sahara as Timor. For your information I should be available from mid-September 1995.

Thank you in advance for your understanding and cooperation.



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

KIGALI - KINSHASA

6 juin 1995

A: M. C. Ouziel
Chef de l'Administration

Attention: M. A. Bah
Chef, Services Généraux

De: B.P. Dessandé
Chef, Bureau Protocole

A handwritten signature in dark ink, appearing to read 'B.P. Dessandé', is written over a horizontal line.

Objet: Fournitures diverses - Bureau du Directeur Exécutif

1. Je vous saurais gré de bien vouloir ordonner la commande de 500 (cinq cents) cartes de visite au nom de M. Wilfrid R. De Souza, Directeur Exécutif, Bureau du Représentant Spécial.

2. Le modèle est joint au présent memorandum.

cc: ED



400.6 / Log

27 May 1995

From : COS
To : Office of the SRSG
CAO
Subject : **DINING OUT : DFC**

*Amala :
PLEASE come to all
officers on their
Floors. 29/5/95*

1. A farewell dinner is being organised at Hotel Chez Lando in honour of Brig Gen H K Anyidoho, DFC / CMO on 10 June 1995.
2. All persons desirous of attending may please forward their names together with 20 US \$ per head to Lt Col V O Awofisayo, CLOGO this HQ (Ext. 11107) by 03 Jun 95.
3. Best Regards.

K S Sivakumar
Col
COS



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

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26 May 1995

TO: Ms. Pauline Benton
UNAMIR HQ - Kigali

FROM: Kimso Nilsvang, Chief
Civilian Personnel Officer

SUBJECT: Your Reassignment

A handwritten signature in dark ink, likely belonging to Kimso Nilsvang, is written over the 'FROM' field.

Further to our discussions and in consultation with the office of the Force Commander, the office of the Special Representative of the UN Secretary General, the office of the Protocol, I am pleased to confirm your reassignment to the office of the Force Commander as Personal Assistant to the FC effective 19 May 1995.

cc : FC
OIC/OSRSG
PROTOCOL



✓

INTEROFFICE MEMORANDUM

26 May 1995

TO: All Military and Civilian Personnel
All United Nations Agencies

FROM: Shaharyar M. Khan
SRSG

Shaharyar M. Khan

SUBJECT: Absence from Mission Area

I will be out of the mission area on an official mission from 27 May 1995. During my absence, the UNAMIR Force Commander, Major General Guy Tousignant, would act as Chief of the Mission.

Please extend to him the usual cooperation.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

DATE: 29 May 1995

TO: All Civilian Personnel

FROM: K. Nilsvang
CCPO

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

SUBJECT: Staff meeting with the CAO

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

Please be punctual.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

11 Mai 1995

A: M. A.H. Golo
OIC/Administration

DE: Shaharyar Khan
SRSG

Shaharyar Khan

OBJET: IDENTIFICATION DES MEMBRES DE LA COMMISSION
INTERNATIONALE D'INVESTIGATION SUR LES EVENEMENTS
DE KIBEHO

1. Vous voudrez bien autoriser le Service de Sécurité à délivrer des Cartes d'Identité aux membres de la Commission ci-dessus indiquée.

2. Les caractéristiques de ces cartes spéciales sont à fournir par M. Mamady Lamine Condé au Chef de Sécurité.

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

28 April 1995

TO: Mr. A.H. Golo
OIC Administration

FROM: B.P. Dessandé
Chief, Protocol *[Handwritten signature]*

SUBJECT: HOSPITALITY

1. By this memorandum I would like to confirm that the Special Representative will give, tomorrow 29 April 1995 at 19H30, a dinner at the MGT Consolidated Restaurant of the Belgian Village in honour of Mr. Aldo Ajello, USG and Special Envoy to Rwanda.
2. The list of invitees will be communicated to you later.

cc: SRSG

~~STC~~ Administration



UNITED NATIONS
ASSISTANCE MISSION IN RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: See distribution list

THROUGH: Dr. Kabia *AKA*
Executive Director

INFO: SRSG
FC
OIC, Adm.

FROM: Mr. Beadengar P. Dessande
Chief of Protocol *[Signature]*

SUBJECT: Status of VIP apartment in the Belgian Village

1. Given the shortage of hotel rooms in Kigali and the difficulties UNAMIR has encountered in housing civilian and military VIPs, the Special Representative reserved three small one-bedroom apartments in the Belgian Village. These apartment are available first and foremost to the Special Representative and the Force Commander to resolve the present housing shortage and must be maintained in a perfect state of cleanliness.
2. With regard to United Nations civilian personnel or military personnel from countries participating in the routine UNAMIR mission, only the Administration's "accommodations" office, and not protocol, is allowed to make the necessary arrangements to welcome and house these visitors. Thus, in the future, all requests to house this category of personnel must be handled by the appropriate unit. The official for this unit (Mr. Paul Aghadjanian - Office 3076 ext. 11085) may turn to the Chief of Protocol for temporary solutions only when all possibilities of reserving rooms in hotels have been exhausted.
3. We solicit your collaboration on this matter.

Distribution: -All Section Chiefs (Civilian and Military)



URGENT

file
Protocol

CC : Ch. ef 7 Prot
for action.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UMANIR - MINUAR

17 mai 1995

A: M. A.H. Golo
Chargé de l'Administration, a.i.

Info: RSG
Chargé du Bureau du Représentant Spécial

De: Bédengar Dessandé
Chef du Protocole

Objet: Hébergement de M. Zacklin

Pl. ensure he is
received. Use conf. room
from room for conf. not utilized.
le n'est pas le
cas
CP
19/5/95

ED
CTO

1. M. Zacklin, Adjoint du Secrétaire Général Adjoint pour les Affaires Juridiques présentement en mission à Arusha, Tanzanie, arrivera à Kigali le jeudi 18 mai 1995 en fin de l'après-midi par le vol MINUAR qui doit ramener au Rwanda le Substitut du Procureur Juge Honoré Rakotomanana et sa délégation. M. Gilli, Chef de l'Administration du Tribunal International sera aussi sur le vol.
2. Il n'y a de chambres disponibles au Complexe du Village Belge pour l'y loger. Vous voudrez bien ordonner au Service compétent d'hébergement de réserver au compte de l'intéressé une chambre dans l'un des hôtels de la place.
3. Il est à noter également que son transport est à assurer à son arrivée à l'aéroport et durant son séjour.

cc: CTO
Accommodation Cell



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

cl

TO: Judge Rakotomanana
Mr. A.H. Golo
~~Mr. P.R. Desandey~~

FROM: Sharharyar M. Khan
SRSG

DATE: 16 May 1995

Sharharyar M. Khan

SUBJECT: ROSG Meeting on Tribunal - 19 May 1995

In the absence of Mr. Ike Minta the Legal Adviser on official duty, Mr. Abu Bakar S. Dao is nominated to act as the Liaison Officer for the meeting. Mr. Dao may establish contact with Deputy Prosecutor's Office, Chief of Protocol, the Government, Chief of Administration and Nairobi to ensure a smooth Conference.

cc: Mr. S.K. Buo
Mr. I. Minta
Mr. A.B.S. Dao



INTEROFFICE MEMORANDUM

DATE: 16 May 95

REF: AIR OPS 206

TO: S. Buo
OIC OSRSG

FROM: A. Golo
OIC Administration

INFO: Chief of Protocol
Chief AirOps/MovCon
Chief Transport Officer

SUBJECT: UNAMIR SUPPORT TO THE TRIBUNAL - FLIGHT ON 19 MAY 95

REF: A. OIC OSRSG memo dated 15 May 95
B. Fax AIR OPS 206 dated 16 May 95

1. After discussion between Nairobi and Kigali, it has been decided that the best way to meet the timing requirements for the UNAMIR flight of 19 May 95 is to have the aircraft depart Nairobi at 0815 local time on 19 May. The aircraft would then arrive in Kigali at 0900 Kigali time, and would remain on the ground until 1700, when it would depart for Nairobi.
2. Please bring changes to the attention of Air Operations ASAP, so that we may keep Nairobi up to date.
3. For your information, a copy of the fax which has been sent to Nairobi is enclosed.
4. Best regards.



OUTGOING FAX NO _____

PAGE 1 OF 12

MIR NO _____

MISC NO _____

TO: SAO UNAMIR Nairobi	FROM: A. Golo OIC Admin UNAMIR
INFO: D Driggers Air Operations Nairobi	DATE: 16 May 95
FAX NO: 254-2-628380/622668	FAX: 212-963-3090
DRAFTED BY: Steven R Smith Air Operations Officer	SECTION: AIROPS/MOVCON
CLEARED BY: C. Ouattara Chief AirOps/MovCon	
FILE NO: AIR OPS 205	
SUBJECT: UNAMIR FLIGHT TIMINGS FOR 19 MAY 95	

AAA. ATTACHED IS A COPY OF ANOTHER MEMO FROM THE SRSG'S OFFICE REGARDING THE TRIBUNAL. AS DISCUSSED DRIGGERS/SMITH THIS MORNING, THE FLIGHT SCHEDULE SHOULD BE AMENDED AS REQUESTED IN PARA 1A OF THE ATTACHED. (IE- ARRIVE KIG 0900LOCAL, DEP KIG 1700LOCAL)

BBB. BEST REGARDS.



UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

15 May 1995

To: Mr. A.H. Golo,
OIC/Administration

URGENT

From: Sammy Kun Buo,
OIC/OSRSG

Subject: UNAMIR's Support to the Tribunal

1. Further to the SRSG's memo to you dated 10 May on the above subject, I have been directed to request that:

- a) up to 30 seats be reserved on the UNAMIR flight from Nairobi to Kigali on **Friday, 19 May** for delegates who would be attending the funding conference on the Tribunal later that morning in Kigali. Arrangements should be made to ensure that the flight arrives Kigali on **19 May by 9 a.m. at the latest**. As it is our plan to transport the participants back to Nairobi after the conclusion of the conference later in the afternoon of 19 May, we would appreciate receiving your proposals as to how that plan can effectively be implemented. It is currently felt that the plane could depart Kigali for Nairobi at about 1700 hrs at the latest;
- b) buses with drivers should be made available for the local transportation of the delegates during their stay in Kigali. In this connection, the buses should be available at Kigali Airport to receive the delegates upon their arrival and should also transport them to the airport upon their departure.

2. For additional information or clarification, please do not hesitate to contact the Chief of Protocol or myself.

3. Thank you for your usual cooperation.

cc.: SRSG
Chief of Protocol
Chief AirOps/Movcon
Chief Transport Officer



INTEROFFICE MEMORANDUM

15 May 1995

To: Mr. A.H. Golo,
OIC/Administration

URGENT

From: Sammy Kum Buo,
OIC/OSRSG

Subject: UNAMIR's Support to the Tribunal

1. Further to the SRSG's memo to you dated 10 May on the above subject, I have been directed to request that:

- a) up to 30 seats be reserved on the UNAMIR flight from Nairobi to Kigali on **Friday, 19 May** for delegates who would be attending the funding conference on the Tribunal later that morning in Kigali. Arrangements should be made to ensure that the flight arrives Kigali on **19 May by 9 a.m.** at the latest. As it is our plan to transport the participants back to Nairobi after the conclusion of the conference later in the afternoon of 19 May, we would appreciate receiving your proposals as to how that plan can effectively be implemented. It is currently felt that the plane could depart Kigali for Nairobi at about 1700 hrs at the latest;
- b) buses with drivers should be made available for the local transportation of the delegates during their stay in Kigali. In this connection, the buses should be available at Kigali Airport to receive the delegates upon their arrival and should also transport them to the airport upon their departure.

2. For additional information or clarification, please do not hesitate to contact the Chief of Protocol or myself.

3. Thank you for your usual cooperation.

cc.: SRSG
Chief of Protocol
Chief AirOps/Movcon
Chief Transport Officer



15 May 1995

TO: Mr. Charles Ouattara, Chief
MOVCON/AirOps

FROM: Kimso Nilsvang, Chief
Civilian Personnel Officer

A handwritten signature in black ink, likely belonging to Kimso Nilsvang, the Chief Civilian Personnel Officer.

SUBJECT: **Travel of UNAMIR staff to Arusha to provide support to the Tribunal**

... With reference to the attached SRSG's memo of 10 May 1995 on the above subject, this is to inform you that the following UNAMIR staff members will accompany Justice Rakotomana, Deputy Prosecutor to Arusha:

Mr. Ike Minta, Legal Adviser
Mr. Rupert Lewis, Logistics Officer and
Mr. Guillaume Tixier, Interpreter

I would appreciate your taking necessary action to process the Travel Authorization (PT.8) and charge the related costs to the Tribunal.

cc: SRSG
Justice Rakotomana
ED
LA
Protocol
CCPO



TO: Mr. Ally H. Golo
OIC, Administration

FROM: Shaharyar M. Khan
SRSG

DATE: 10 May 1995

Shaharyar M. Khan

SUBJECT: UNAMIR's Support to the Tribunal

Please note that Justice Rakotomana, Deputy Prosecutor wishes UNAMIR's assistance in travelling to Arusha on the morning of 16 May. He will be accompanied by Messrs. Collin Port, Ike Minta our Legal Adviser and a logistics expert from your staff.

They will be looking, among other things, at facilities for their offices including accommodation, telecommunications, pouch, as well as possible transport arrangements between Kigali and Arusha.

They would return on 18 May in the afternoon. Please arrange for the Beechcraft to take them to Arusha on the 16 in the morning.

In addition, Judge Goldstone will be arriving in Kigali on 18 May in the morning from Nairobi. His travel arrangements have yet to be confirmed. However, the Beechcraft that brings him to Kigali could proceed to Arusha to fetch Justice Rakotomana and his party. Judge Goldstone expected date of departure is 20 May 1995.

I have also been informed that Mr. Zacklin from the United Nations Office of Legal Affairs, New York, will be arriving either in Kigali or Nairobi on 20 May. He will be accompanied by another officer. His travel plans are yet to be confirmed.

Finally, Judge Goldstone wishes to call for a funding conference related to the Tribunal on the 19 May, for which a room will have to be made available at the Hotel Mille Collines. As soon as I receive written confirmation on this matter, I will forward it to you. Payment would be made by the Tribunal.

Kindly make the necessary arrangements with the Section Chiefs as required. Our Protocol Office has been informed.

cc: ED
CPO
LA
Movcon/Airops



✓

INFORMATION CIRCULAR 029/95

13 May 1995

To: All Personnel, Military, CIVPOL, Civilian of UNAMIR

FROM: Ally H. Golo,
OIC, Administration

SUBJECT: Statements regarding security situation

Under the instruction of the Assistant Secretary-General/UN Security Coordinator, all UNAMIR personnel (military, Civilian Police, civilian) are strongly reminded that under no circumstances should statements regarding any security situation to be made to the Press unless the text has been cleared by his Office. This is particularly critical in cases involving the kidnapping/detention of staff members where premature and irresponsible statements to the media can, and have jeopardized, delicate negotiations and placed the lives of staff at risk.

Please be advised accordingly.



TO: Mr. Ally H. Golo
OIC, Administration

FROM: Shaharyar M. Khan
SRSG

Shaharyar M. Khan

DATE: 10 May 1995

SUBJECT: UNAMIR's Support to the Tribunal

Please note that Justice Rakotomana, Deputy Prosecutor wishes UNAMIR's assistance in travelling to Arusha on the morning of 16 May. He will be accompanied by Messrs. Collin Port, Ike Minta our Legal Adviser and a logistics expert from your staff.

They will be looking, among other things, at facilities for their offices including accommodation, telecommunications, pouch, as well as possible transport arrangements between Kigali and Arusha.

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Kindly make the necessary arrangements with the Section Chiefs as required. Our Protocol Office has been informed.

cc: ED
GPO
LA
Movcon/Airops

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

MEMORANDUM

TO: CAO

FROM: Isel Rivero
SA/SRSG *Isel Rivero*

DATE: 19 June 1995

SUBJECT:: AMBASSADOR KHAN'S TRAVEL

I have just received a note from the SRSG that he will be taking the PIA flight out of Karachi to Nairobi on Thursday, 22 June 1995. He would like to take the UNAMIR flight to Kigali on Friday (23 June 1995) morning.

Could you advise the Liaison Officer in Nairobi to make hotel bookings at the Grand Regency for the night of 22nd and, ensure that Ambassador Khan is met at the airport the same day.

Best wishes.

cc: FC
ED
Protocol
AIROPS

- - - - -

DATE:

DPC

OPS BRANCH DISTRIBUTION LIST	
G3 OPS	MAJ JK CHAMBERLAIN (1)
G3 PLANS	CMAR Test/eyex/NTOR Dunn (2)
G3 AIR	NONE
G3 ENGR	
G2 CELL	
FSO	
CLO	
MAJ Dcos OPS (Col Arp only if regr) (4)	

NATIONS UNIES
ION POUR L'ASSISTANCE AU RWANDA

DCOS OPS
DCOS SP
DCMO
See note from
COS at min (3)
JCS
A MA TO
5/5

Pls indicate any volunteers from
your section.

PASS BY HAND & RETURN
NLT COB 8 May

SUBJECT: VISIT OF THE ARCHBISHOP OF CANTERBURY TO RWANDA

This is to inform you that during his visit to Kigali, Archbishop George CAREY will be meeting with heads of UNAMIR (civil and military), the United Nations Agencies and NGO's at a reception that His Grace will offer, on Thursday 11 May 1995 from 19h00 to 20h00 at "Hotel des Diplomates".

In order to allow the Welcoming Committee to address invitations to the above-mentioned, I would be grateful if you would forward to me the names and titles of the 8 officers.

(2) COS
who do you
want to talk to
about this function
8 + officers (DPC + 7)
JCS
A/MA TO
5/5

B.P. Dessandé
Chief of Protocol
5 May 1995

(3) Circulate to Per/Sec Heads
Each sec to detail one rep

cc: SRSG
OIC-ED/OSRSG

A

PTO →

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

From: Col K M Tutt
① DCOS (Sp)
HQ UNAMIR

Extn 11109

To: MA to FC

Info: Force Provost Marshal, CLOGO

File Reference: 4000.1/LOG-14

Date: 5 May 95

Subject: VISIT OF ARCHBISHOP OF CANTERBURY

1. The suggested possible attendees in order of preference are:

- ② ✓ Lt Col Awofisayo
- ✓ Col K M Tutt ✓
- ③ ✓ Maj M Cuthbert-Brown

④ Brig. Gen. H. Anyidoaho
DFC/COS



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : All sections/unit chiefs

8 May 1995

From : A. H. GOLO, OIC
Administration

Subject : Draft Archives Classification Manual Plan.

Attached herewith please find the draft Archives Classification Manual Plan for information and use as appropriate. The purpose of the plan is to ensure that every aspect of work of UNAMIR is recorded for present and future references.

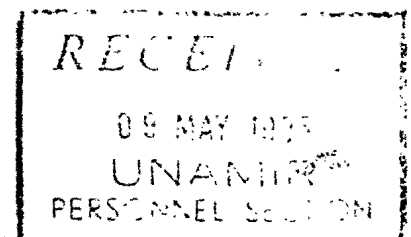
Staff members in the field of preparation of both internal and external correspondence are requested to ensure that they make full use of the manual. Correct case file reference and keyword should be quoted and copy sent to Archives for record purposes.

Section chiefs, military branches and CIVPOL are requested to correct and confirm that case files conform to their requirements. Corrected text and queries should be addressed to Mr. ~~SELOMON~~ ACHEVIH, Archives Assistant, room No 4. Extension: 11178, as soon as possible but not later than 17 May 1995.

Upon receipt of all the answers a brain storming session will be held with the administrative Assistants and Secretaries to the chiefs of UNAMIR Sections/ Units.

CC:

- SRSG
- FC
- DFC
- MILOB
- CIVPOL
- DCOS OPS
- DCOS SUP



UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
SRSG, FC AND CAO OFFICES

ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
1-1	SRSG		SRSG	
		EXECUTIVE DIRECTOR	EXECUTIVE	
		POLITICAL AFFAIRS	POLITICAL	
		PROTOCOL AFFAIRS	PROTOCOL	
		LEGAL AFFAIRS	LEGAL	
		SPOKESMAN	SPOKESMAN	
		BROADCAST CONSULTANT	BROADCAST	
		PRESS BRIEFING	PRESS	
		GENERAL RADIO RWANDA	GENERAL	
		UNAMIR RADIO	UNAMIR	
		SECURITY COORDINATOR	SECURITY	
		RWANDA GOVERNMENT	RWANDA	
		NOTE VERBALE	NOTE	
		ADMINISTRATIVE INSTRUCTION CIRCULARS	CIRCULARS	
		RELATIONS WITH IGO AND NGOS	RELATIONS	
		RELATIONS WITH UN AGENCIES	RELATIONS	
		RELATIONS WITH HOST COUNTRY	RELATIONS	
		DAILY PROGRAMME (SITREP)	DAILY	
		OFFICIAL VISITS	OFFICIAL	
		VISITORS	VISITORS	
		NOTE FOR FILE	NOTE	
		BOARD OF INQUIRY	INQUIRY	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
SRSG, FC AND CAO OFFICES

ITEM N	TITLE	CASE FILE	KEYWORD	REMARKS
1-2	HUMAN RIGHTS		HUMAN	
		COMMISSION ON HUMAN RIGHTS	COMMISSION	
		HUMAN RIGHTS VIOLATIONS	HUMAN	
		INTERNATIONAL TRIBUNAL	INTERNATIONAL	
		MASSACRE OF CIVILIANS	MASSACRE	
		DETENTION CAMPS	CAMPS	
		CONDITIONS IN DETENTION	CONDITIONS	
1-3	HUMANITARIAN ASSISTANCE		HUMANITARIAN	
		CONVOYS	CONVOYS	
		CO-OPERATION WITH HUMANITARIAN AGENCIES	AGENCIES	
		DISPLACED PERSONS	DISPLACED	
		EDUCATION PROGRAMME	EDUCATION	
		FAMILY TRACING PROGRAMME	FAMILY	
		HEALTH PROGRAMME	HEALTH	
		LAND TENURE	LAND	
		REFUGEES	REFUGIEES	
		RIVAL CLAIMS TO PROPERTY RIGHTS	PROPERTY	
		SECURITY OF HUMANITARIAN RELIEF (FOOD)	HUMANITARIAN	
		WARE HOUSING AND DISTRIBUTING RELIEF GOODS	RELIEF	
1-4	ORGANISATION AND MANDATE		MANDATE	
		SECRETARY GENERAL REPORTS	REPORTS	
1-5	NATIONAL RECONCILIATION		NATIONAL	
		CONFERENCE ON NATIONAL RECONCILIATION	RECONCILIATION	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
SRSG, FC AND CAO OFFICES

ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
1-6	PUBLIC ORDER		PUBLIC	
		COMMUNAL POLICE	COMMUNAL	
		ETHNIC POLITICAL MOTIVATED CRIMES	ETHNIC	
1-7	GOVERNMENT		GOVERNMENT	
		GOVERNMENT OF RWANDA	RWANDA	
		TRANSITIONAL NATIONAL ASSEMBLY	ASSEMBLY	
1-8	CEASE-FIRE		CEASE	
		ARMS, AMMUNITION AND EQUIPMENT CONTROL	AMMUNITION	
		CANTONMENT OF MILITARY FORCES	CANTONMENT	
		CEASE FIRE AGREEMENT	AGREEMENT	
		CEASE FIRE LINE INCIDENTS	CEASE FIRE	
		DEMILITARIZATION	DEMILITALIZATION	
		DEMOBILISATION	DEMOBILISATION	
		DISARMAMENT	DISARMAMENT	
		EMBARGO ON ARMS IMPORTATION	EMBARGO	
		LIAISON WITH NEIGHBOURING GOVERNMENTS	NEIGHBOURING	
		MINE CLEARING	MINE	
		PEACE AGREEMENT IMPLEMENTATION	IMPLEMENTATION	
		REGROUPING OF MILITARY FORCES	MILITARY	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
SRSG, FC AND CAO OFFICES

ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
2-1	(FC) CEASE FIRE		CEASE FIRE	
		CEASE FIRE AGREEMENT	AGREEMENT	
		CEASE FIRE LINE INCIDENTS	CEASE FIRE	
		DEMILITARIZATION	DEMILITARIZATION	
		DEMOBILIZATION	DEMOBILIZATION	
		DEPLOYMENT OF MILITARY PERSONNEL	DEPLOYMENT	
		MINE CLEARING	MINE	
		PEACE AGREEMENT IMPLEMENTATION	PEACE	
2-2	HUMANITARIAN ASSISTANCE		HUMANITARIAN	
		CONVOYS	CONVOYS	
		DISPLACED PERSONS	DISPLACED	
		REFUGEES	REFUGEES	
		SECURITY OF HUMANITARIAN RELIEF (FOOD)	RELIEF	
2-3	PUBLIC ORDER		PUBLIC	
		COMMUNAL POLICE	COMMUNAL	
		GENDARMERIE	GENDARMERIE	
		LIAISON WITH POLICE AUTHORITIES	POLICE	
		TRAINING AND INTEGRATION OF ARMED FORCES	TRAINING	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
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ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
2-4	TRANSITIONAL GOVERNMENT		TRANSITIONAL	
		GOVERNMENT OF RWANDA	GOVERNMENT	
		TRANSITIONAL NATIONAL ASSEMBLY	TRANSITIONAL	
2-5	MEDICAL SERVICES		MEDICAL	
		MEDICAL AND INSPECTION REPORT	INSPECTION	
		MEDICAL SHIPMENT	MEDICAL	
2-6	PERSONNEL		PERSONNEL	
		DEPLOYMENT	DEPLOYMENT	
		MILITARY OFFICERS LIST	MILITARY	
		MILITARY STAFF LIST	MILITARY	
		REPATRIATION	REPATRIATION	
		ROTATION	ROTATION	
		WITHDRAWAL	WITHDRAWAL	
		REPLACEMENT	REPLACEMENT	
2-7	FORCE COMMANDER		FC	
		CIVPOL	CIVPOL	
	MEETING (DFC)		METING	
		FORCE COMMANDER CONFERENCE	CONFERENCE	
		ENGINEERING MEETINGS	ENGINEERINGS	
		LOGISTICS MEETINGS	LOGISTICS	
		GENERAL MEETINGS	GENERAL	
		MINUTES OF THE MEETINGS	MINUTES	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
SRSG, FC AND CAO OFFICES

ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
2-8	OPERATION PLANNING		OPERATION	
		DAILY REPORT	DAILY	
		BRIEFING SHEETS	BRIEFING	
		CHANGE OF COMMANDS	CHANGE	
		CHECK POINTS	CHECK POINTS	
		DUTY OFFICERS PANEL	PANEL	
		LOGISTICS PLAN	LOGISTICS	
		OBSERVATION POSTS	OBSERVATION	
		PATROL AND RECONNAISSANCE	PATROL	
2-9	PUBLIC ORDER		PUBLIC	
		TRAINING AND INTEGRATION OF ARMED FORCES	TRAINING	
		LIAISON WITH POLICE AUTHORITIES	LIAISON	
2-10	PERSONNEL		PERSONNEL	
		DEPLOYMENT (TRP)	DEPLOYMENT	
		DAILY SITREPS	SITREPS	
		PROTESTS/ VIOLATIONS	PROTESTS	
		ENTERTAINMENT AND CELEBRATIONS	CELEBRATIONS	
		PRESS PUBLIC RELATIONS	PRESS	
		POLITICAL LEGAL	POLITICAL	
		SECURITY COUNCIL	COUNCIL	
		MILOB	MILOB	
		CIVPOL	CIVPOL	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
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ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
3-1	CAO		CAO	
		ADMINISTRATIVE ISSUES	ISSUES	
		ADMINISTRATIVE REPORTS	REPORTS	
		AGREEMENT BETWEEN RWANDA GOVERNMENT AND UNAMIR	AGREEMENT	
		AGREEMENT BETWEEN UN AND USA GOVERNMENT	AGREEMENT	
		ANNUAL LEAVE REQUEST	LEAVE	
		ATTENDANCE RECORDS	ATTENDANCE	
		AGREEMENT ON BELGIAN VILLAGE	BELGIAN	
		AGREEMENT ON CHEZ LANDO	CHEZ LANDO	
		CORRESPONDANCE WITH OTHER PEACE KEEPING MISSION	CORRESPONDANCE	
		DIGEST OF PEACE KEEPING MISSIONS (DPKO) IN BRIEF	DIGEST	
		ISSUES ON GENERATORS	GENERATORS	
		HUMAN RIGHT MATTERS	HUMAN	
		INCIDENTS REPORTS	INCIDENTS	
		INFORMATION CIRCULARS	CIRCULARS	
		INTERNATIONAL TRIBUNAL FOR RWANDA	TRIBUNAL	
		AGREEMENT ON LE MERIDIEN	MERIDIEN	
		MGT CONSOLIDATED (CATERING)	MGT	
		MINUTES	MINUTES	
		MISCELLANEOUS	MISC	
		PRESS CLIPPING (FOR UN)	CLIPPING	
		PROVISION	PROVISION	
		AGREEMENT ON RENTAL CONTRACTS	RENTAL	
		SECURITY PLAN FOR RWANDA	SECURITY	
		CAO'S SECURITY CO-ORDINATOR	SECURITY	
		PROPERTY SURVEY BOARD	PROPERTY	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
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SRSG, FC & CAO OFFICES

ITEM No	TITLE	CASE FILE	KEYWORD	REMARKS
		STAFF MATTERS AND STAFF WELFARE	WELFARE	
		STAFF IN CAO'OFFICE	STAFFING	
		AGREEMENT ON TRAFIPRO	AGREEMENT	
3-2	AIR OPERATIONS (MOVCON)		OPERATIONS	
		REQUEST FOR FLIGHT	FLIGHT	
		AIR SAFETY UNIT	SAFETY	
		CONVOY SITREPS	SITREPS	
		SPANISH AIR FORCE	SPANISH	
		SHIPMENTS	SHIPMENTS	
		FLIGHT SCHEDULES/REQUESTS	SCHEDULE	
		PASSENGER MANIFEST	MANIFEST	
		CARGO OPERATIONS	CARGO	
		HELICOPTER FLIGHT	HELICOPTER	
		OVERFLIGHT	OVER	
3-3	GENERAL SERVICE SECTION		GENERAL	
		REGISTRY, ARCHIVES AND RECORDS MANAGEMENT	REGISTRY	
		ADMINISTRATION INSTRUCTIONS	INSTRUCTIONS	
		INFORMATION CIRCULARS	INFORMATION	
		INTERNAL MEMOS	MEMOS	
		UN STAMP/ POSTAL EXPENSES	STAMP	
		MAIL ADRESSE OF FORMER STAFF	ADRESSE	
		SUPPLY REQUEST FORM	SUPPLY	
		INTERNATIONAL TRIBUNAL COURT	TRIBUNAL	
		LAUNDRY SERVICES	LAUNDRY	
		ATTENDANCE RECORD	ATTENDANCE	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
SRSG, FC AND CAO OFFICES

ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
3-4	GENERAL SERVICE SECTION		GENERAL	
		DELIVERY OF NEWSPAPERS FOR SRSG/FC	NEWSPAPER	
		CHECK IN/OUT SHEET FILE	IN/OUT	
		ACCIDENT	ACCIDENT	
		PETTY CASH	PETTY CASH	
		CORRESPONDANCE DISTRIBUTION	CORRESPONDANCE	
		CLAIMS	CLAIMS	
		ESTABLISHMENT OF UNAMIR CLAIMS REVIEW BOARD	REVIEW	
		UNIFORM FILE	UNIFORM	
		UNAMIR WELFARE CLUB NEWSLETTER	WELFARE	
		MANAGEMENT INFORMATION SYSTEM AND TRAINING	MANAGEMENT	
		CLEANING MATERIAL AND SANITATION SUPPLIES	CLEANING	
		CORPS DIPLOMATIQUE AU RWANDA	CORPS	
		UNAMIR BULLETIN ISSUE	BULLETIN	
		AMIRWANDA S.A.R.L	AMIRWANDA	
3-5	BUILDING AND ENGINEERING SERVICES			
		LIVING ACCOMMODATION	LIVING	
		OFFICE ACCOMMODATION SPACE	SPACE	
		GENERATOR WORKSHOP	GENERATOR	
		ELECTRICAL WORKSHOP	OPERATOR	
3-6	COMMUNICATION SECTION		COMMUNICATION	
		COMMUNICATION EQUIPMENT	EQUIPMENT	
		TELEPHONE SWITCHBOARD	TELEPHONE	
		RADIO TECHNICIAN	TECHNICIAN	
		RADIO OPERATOR	OPERATOR	
3-7	LOGISTICS SECTION		LOGISTICS	
		CONTINGENT OWN PLANNING EQUIPMENT	PLANNING	
		CANSICS DEPLOYMENT/SUPPORT	CANADIAN	
		TUNBATT/SUPPORT	TUNISIAN	
		ETHIOBATT DEPLOYMENT/SUPPORT	ETHIOBATT	
		BRITON DEPLOYMENT/SUPPORT	BRITON	
		ZAMBATT DEPLOYMENT/SUPPORT	ZAMBATT	
		FRAFBATT DEPLOYMENT/SUPPORT	FRAFBATT	
		MALICOY DEPLOYMENT/SUPPORT	MALICOY	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
SRSG, FC AND CAO OFFICES

ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
		GHANBATT DEPLOYMENT/SUPPORT	GHANBATT	
		AUSMED DEPLOYMENT/SUPPORT	AUSMED	
		INDBATT DEPLOYMENT/SUPPORT	INDBATT	
		DEPLOYMENT/SUPPORT	NICOY	
		MALAWICOY DEPLOYMENT SUPPORT	MALAWICOY	
		STATUS OF MISSION AGREEMENT	AGREEMENT	
		MACHINERY PLAN	MACHINERY	
		TRANSIT CAMP ENTEBBE	TRANSIT	
		SECTOR LOGISTIC SUPPORT	SECTOR	
		UNAMIR LOGREPS	UNAMIR	
		UNHQS SUPLIED STOCK	UNHQS	
		LOGOPS MEETINGS	MEETING	
		WEEKLY ENGINEERING MEETINGS	WEEKLY	
		VISITORS	VISITORS	
		PRESENTATIONS MEDALS	PRESENTATIONS	
		UNV PROGRAMME	UNV	
		INTEGRATED SUPPORT SERVICES	INTEGRATED	
		MILOBS LOGISTICS SUPPORT	MILOBS	
		MP LOGISTIC SUPPORT	MP	
		SUPPLY PROCEDURES	PROCEDURE	
		WAREHOUSING	WAREHOUSING	
		TRAFIPRO/KICUKIRO	TRAFIPRO	
		RATIONS SUPPLY WEEKLY REPORT	RATIONS	
		JET A1 AVIATION FUEL	JET A1	

ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
		LIQUID PETROL GAS	LPG	
		DEFENCE STORES	DEFENCE	
		OPERATIONAL MAPS	MAPS	
		AMUNITION	AMUNITION	
		FIRE FIGHTING	FIRE	
		TOILET FACILITIES	TOILET	
		ACCOMMODATION STORES	ACCOMMODATION	
		WARFARE	WARFARE	
		ACCOUTREMENTS	ACCOUTREMENTS	
		FIELD SERVICE UNIFORM	UNIFORM	
		STATIONERY	STATIONERY	
		EQUIPMENTS GENERAL	EQUIPMENT	
		EQUIPMENT TRANSFER FROM UNOSOM	UNOSOM	
		EQUIPMENT TRANSFER FROM UNOMUR	UNOMUR	
		EQUIPMENT TRANSFER FROM ONUMUZ	ONUMUZ	
		EQUIPMENT TRANSFER FROM UNPROFOR	UNPROFOR	
		EQUIPMENT TRANSFER FROM UNHQS	UNHQS	
		EQUIPMENT TRANSFER FROM UNSD	UNSD	
		EQUIPMENT TRANSFER FROM UNTAC	UNTAC	
		EQUIPMENT TRANSFER FROM MINURSO	MINURSO	
		EQUIPMENT TRANSFER FROM FRANCE	FRANCE	
		EQUIPMENT TRANSFER FROM CANADA	CANADA	
		EQUIPMENT TRANSFER FROM R.O.KOREA	R.O KOREA	
		EQUIPMENT TRANSFER FROM USA	USA	
		EQUIPMENT TRANSFER FROM UK	UK	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
SRSG, FC AND CAO OFFICES

ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
3-8		CONTRACTUAL SUPPORT BSRC	CONTRACTUAL	
		BRSC/ PERSONNEL	PERSONNEL	
		CONTRACTS MANAGEMENT RESPONSIBILITIES	CONTRACTS	
		TASK ORDER SCOPE OF WORK	SCOPE	
		WEE KLY REPORTS	REPORT	
		DAILY SITREP CORRESPONDANCE	SITREPS	
		BRSC\CIRCULARS BULLETINS	CIRCULARS	
		FEEDEM INTERNATIONAL	FEEDEM	
		ALL POINTS INTERNATION	ALL POINTS	
		CANDY LOGISTICS	CANDY	
		OTTOMAN ENGINEERING	OTTOMAN	
		PX	PX	
		CONTRACT CATERING	CATERING	
		OTHER CONTRACTS	OTHERS	
		SUPPORT FOR UNREO	UNREO	
		UN AGENCIES NGO	NGOS	
		US EMBASSY	US	
		UNHCR	UNHCR	
		HRFOR	HRFOR	
		R/I	R/I	
		PCIU	PCIU	
		INSURVEY	INSURVEY	
		OUT SURVEY	SURVEY	
		MAMBAS APCS	MAMBAS	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
SRSG, FC AND CAO OFFICES

ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
3-9	MANAGEMENT INFORMATION SYSTEM		INFORMATION	
		INFORMATION SYSTEM	INFORMATION	
		ELECTRONIC DATA PROCESSING(EDP)	EDP	
		COMPUTERS	COMPUTERS	
3-10	FINANCE SECTION		FINANCE	
		AUDIT	AUDIT	
		BANKING ARRANGEMENT	BANKING	
		BUDGET	BUDGET	
		CERTIFYING OFFICERS	CERTIFYING	
		COORDINATION WITH CONTRIBUTING COUNTRIES	COORDINATION	
		SALARY AND ALLOWANCES	SALARY	
		TELEPHONE BILLS	TELEPHONE	
		MANDATE PERIOD REPORT	MANDATE	
		ALLOTMENT ADVICE	ALLOTMENT	
3-11	MAIL OPERATIONS SERVICE		MAIL	
		CORRESPONDENCE DISTRIBUTION	CORRESPONDENCE	
		DIPLOMATIC POUCH MATTERS	POUCHES	
3-12	MEETINGS		MEETING	
		SECTION HEAD MEETINGS	MEETING	
		STAFF MEETINGS	STAFF	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
SRSG, FC AND CAO OFFICES

ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
3-13	PERSONNEL SECTION		PERSONNEL	
		APPOINTMENT	APPOINTMENT	
		ASSIGNMENT	ASSIGNMENT	
		INTERNATIONAL CIVILIAN STAFF LIST	INTERNATIONAL	
		EMPLOYMENT APPLICATIONS	EMPLOYMENT	
		JOB DISCRIPTIONS	DISCRIPTION	
		PERFORMANCE EVALUATION REPORTS	PERFORMANCE	
		POST CLASSIFICATION	POST	
		PRIVILEGES AND IMMUNITIES	PRIVILEGES	
		PROMOTION	PROMOTION	
		RECRUITMENT	RECRUITMENT	
		REPARTRIATION	REPARTRIATION	
		SEPARATION	SEPARATION	
		STAFF TABLE	TABLE	
		TRAINING	TRAINING	
		VACANCIES	VACANCIES	
		ADMINISTRATIVE REPORT	ADMINISTRATIVE	
		MOVEMENT OF PERSONNEL	MOVEMENT	
		LEAVE	LEAVE	
		LOCAL STAFF	LOCAL	
		TRANSLATOR/INTERPRETER	TRANSLATOR	
		SALARY ADVANCE	SALARY	
		UNV SPECIALISTS ASSIGNMENT	UNV	
		DEPENDANCY STATUS	DEPENDANCY	
		ATTENDANCE RECORD	ATTENDANCE	
		TERMINATION OF ASIGNEMENT	TERMINATION	
3-14	PROCUREMENT SECTION		PROCUREMENT	
		PROCUREMENT MATTERS	PROCUREMENT	
		HEADQUARTER COMM.CONTRACTS	HCC	
		LOCAL COMM. ON CANTRACTS	LCC	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
SRSG, FC AND CAO OFFICES

ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
3-15	SECURITY AND SAFETY UNIT		SECURITY	
		EVACUATION PLAN	EVACUATION	
		DAILY SITUATION REPORTS	DAILY	
		ATTENDANCE REPORT	ATTENDANCE	
		INVESTIGATIONS REPORT	INVESTIGATION	
		ROTATION	ROTATION	
		DEPLOYMENT	DEPLOYMENT	
		SITUATION REPORT	SITUATION	
		REPARTRIATION	REPARTRIATION	
		STAFF LIST	STAFF	
		PERSONAL SECURITY	PERSONAL	
		ACCIDENT REPORTS	ACCIDENT	
		INCIDENTS REPORTS	INCIDENTS	
		ARRESTS	ARRESTS	
		THEFTS	THEFTS	
		FIRE SAFETY	FIRE	
		INVESTIGATIONS	INVESTIGATIONS	
		CONTRACTORS REPORTS	CONTRACTORS	
		SECURITY CLEARANCE	CLEARANCE	
		UNAMIR ID CARDS	ID CARDS	
3-16	SHIPMENTS		SHIPMENTS	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
SRSG, FC AND CAO OFFICES

[illegible]

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

28 April 1995

TO: Mr. A.H. Golo
OIC Administration

FROM: B.P. Dessandé
Chief, Protocol

SUBJECT: HOSPITALITY

1. By this memorandum I would like to confirm that the Special Representative will give, tomorrow 29 April 1995 at 19H30, a dinner at the MGT Consolidated Restaurant of the Belgian Village in honour of Mr. Aldo Ajello, USG and Special Envoy to Rwanda.
2. The list of invitees will be communicated to you later.

Mr. Dessandé,
Kindly provide the list of
invitees as earlier discussed.

Thank you.

cc: SRSG
STO-Administration

AO CMC

③ CMC AO
how would
with MGT
as decided
Whine
CMC
29/4/95

Handwritten signature and initials
x 1155



URGENT

URGENT

URGENT

URGENT

URGENT

21 April 1995

TO: All Civilian International and Local Staff

FROM: Ally H. Golo, OIC
Administration

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

SUBJECT: Meeting with the SRSG

Please be informed that there will be a meeting with the SRSG

**Tomorrow, Saturday, 22 April 1995 at 11:00 Hours
at the Meridien Hotel.**

Transportation will be provided on scheduled routes from 10:00 Hours. All are kindly requested to be present and punctual.

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

6 April 1995

Statement of the Secretary-General on Rwanda

"Today, I share with the Government and people of Rwanda the pain of commemorating the first anniversary of the genocide that has gravely shaken the foundation of your nation.

"On behalf of the United Nations family, I wish to convey my deepest sympathy and condolences to the survivors of this tragic nightmare that has left a deep scar on the conscience of mankind. Never should the world allow such a tragedy on our planet. Never should the perpetrators of such crimes be permitted to get away with impunity.

"While there has been no world war in the half century since the United Nations was created, today's ceremony reminds us, sadly, that humanity continues to see much sorrow, violence and injustice. Let us, therefore, recommit ourselves and rededicate our efforts to the objective of a better world as envisaged in the Charter of the United Nations, and to this end, reaffirm our collective faith "in the dignity and worth of the human person.

"The deep expression of grief and the demonstration of solidarity with the people of Rwanda constitute a ray of hope for the future. The International community, including non-governmental organizations and United Nations agencies and the United Nations Assistance Mission for Rwanda (UNAMIR), have been working side by side with the Government and people of Rwanda, to rebuild a society torn apart emotionally, morally and physically by the tragic events we are today remembering.

"The tasks for reconstruction and reconciliation are formidable and demanding, but we must intensify our efforts to that end. This effort would be the most fitting and enduring tribute that we can pay in memory of those who lost their lives. As Secretary-General of the United Nations, I pledge the continued support of the Organization to all endeavours aimed at building a new Rwandese society based on tolerance, harmony and justice."

* * * * *



TO: Mr. Kel Gleeson
Chief, MCC

FROM: I. Minta *[Signature]*
Legal Adviser/OSRSG

DATE: 18 April 1995
REF: OSRSG/LA/001/95

SUBJECT: Introduction of Airport Departure Tax

Your memo to the Chief Protocol Officer on the above subject has been referred to me, with the attached Legal Assessment addressed "To Whom It May Concern".

I think it is important that all relevant provisions of the SOMA be taken into account in this and any other matter. In particular, paragraphs 14 and 29 contain language relevant to the issue. They read as follows:

"14. UNAMIR may use roads, bridges, canals and other waters, port facilities and airfields without the payment of dues, tolls or charges, including wharfage charges. However, UNAMIR will not claim exemption from charges which are in fact charges for services rendered. [Emphasis added]"

"29. Members of UNAMIR shall be exempt from taxation on the pay and emoluments received from the United Nations or from a participating State and any income received from outside Rwanda. They shall also be exempt from all direct taxes, except municipal rates for services enjoyed, and from all registration fees and charges [Emphasis added]"

It is therefore necessary to ascertain exactly what tax or duty is being charged in this or any other instance, in order to decide whether it is a contravention of the SOMA. I do not think the provisions on freedom of movement, passport and visa requirements, provide a conclusive answer on the question of tax exemptions.

Besides all that, there are a number of provisions in the SOMA that require administrative arrangements to be made with the Government in order to ensure or facilitate the observance of relevant privileges and

immunities. The last time we were asked to assist with problems related to the rotation of troops (the case of the Senegalese in February), I think we made the point that formal procedures need to be established with the Government to regularize the handling of the personnel involved, to avoid having to deal with problems on an ad hoc basis. I believe such procedures should include agreeing with the airport and other authorities on the tax exemptions that should be observed.

I also believe that these arrangements are the responsibility of the Administration, mainly because they are better informed as to when troops are being moved and in what numbers, etc. Actually, it was suggested to us at the time of the Senegalese case that we should leave such matters to the Administration. However, I am willing to participate in any relevant negotiations, if required.

cc: FC
Chief Protocol Officer, OSRSG
OIC/Administration



UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

18 April 1995

TO: Mr. A.H. Golo
OIC, Administration
ATTENTION: AIROPS
MOVCON
CISS
STO

FROM: Sammy K. Bud
OIC/OSRSG

SUBJECT: ASSISTANCE TO THE GOVERNMENT
REF: REQUEST OF THE PRIME MINISTER

1. Please note that H.E. Mr. Faustin TWAGIRAMUNGU, Prime Minister, will take the UNAMIR flight KIGALI-NAIROBI tomorrow 19 April 1995. He will be accompanied by a delegation of ten persons of which the names and titles will be communicated to you as soon as possible, together with the supporting documents.

2. As the Prime Minister will take a flight from Nairobi at 22H00 to continue his mission in Europe, he requests to leave Kigali at 17H00 local time. Please therefore inform urgently Mr. B. Dessandé, Chief, Protocol Office (office 4060, extension 11069, 066 or 071) if a second UNAMIR flight could be arranged tomorrow afternoon.

cc: SRSG



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

14 avril 1995

A: OIC, Administration

Attention: AIOPS
MOVCON
CISS
A/MA/FC

De: Dr. A.H. Kabia 

Objet: Demande d'assistance en transport aérien par le Gouvernement

1. Veuillez vous référer à l'annotation manuscrite datée du 11 avril 1995 du Représentant Spécial sur la note du 10 avril 1995 à son attention sur l'objet sus-mentionné et prendre les dispositions nécessaires pour permettre au Premier Ministre d'accomplir son programme dont une copie est jointe à la présente.

2. J'indique à toutes fins utiles que le contact au Cabinet du Premier Ministre est:

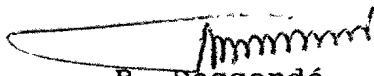
M. Eustache Munyanshongore, Chef de Protocole
Tél: 86901
85444

cc: FC
DFC
AIOPS PLAN

Note to the SRSG


Subject: Prime Minister's Request for Air Transport

1. As communicated verbally this morning, this note serves to confirm the request of the Prime Minister, who would like to obtain from UNAMIR, air transport assistance (helicopter) to visit Cyangugu on 16 April 1995 where he is invited to preside at a ceremony for the burial of the remains of the victims of genocide of that Prefecture.
2. He will be accompanied by 7 (seven) persons, including the Ministers of Social Affairs, Justice, and the President of the Rwandese Red Cross. The list of persons accompanying him, as well as the time of departure will be communicated as soon as possible by the Cabinet of the Prime Minister.
3. Instructions will be transmittted to the relevant offices as soon as the above particulars are received.


B. Dessandé
10 April 1995

we may agree to PM's request
(Shahmy) 11-4

CP

①
Copy remitted to AIROPS. (M. Seng Smith)
11/4


**VISITE DU PREMIER MINISTRE A LA PAROISSE DE
MIBIRIZI, PREFECTURE DE CYANGUGU**

16 avril 1995

Liste des passagers

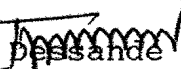
1. S.E.M. Faustin Twagiramungu, Premier Ministre
- Accompagnateurs:
2. S.E.M. F. Nsengumuremyi, Président de la Croix Rouge Rwandaise
3. S.E.M. Pie Mugabo, Ministre du Travail et des Affaires Sociales
4. S.E.M. A.M. Nkubito, Ministre de la Justice
5. Lt. Colonel Bavugamenshi
6. Lt. Mugabe, Officier d'Ordonnance du PM
7. Mme. Françoise Nsengumurenzi
8. Journaliste de la Presse Nationale

ETD Kigali: 08h30 AM (TBC)

ETA-MIBIRIZI: ?

ETD-MIBIRIZI: ?

ETA-KIGALI: 13H00

B.P. 
Chef du Protocole
12 avril 1995
ext. 11069



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

14 avril 1995

A: OIC, Administration

Attention: AIOPS
MOVCON
CISS
A/MA/FC

De: Dr. A.H. Kabia, Directeur Exécutif *A.H. Kabia*

Objet: Assistance en transport aérien (hélicoptère)

Référence: Correspondance du 29 mars 1995 du Représentant Résident, PNUD, Kigali

1. Vous voudrez bien trouver ci-joint une copie de la réponse du Représentant Spécial à la correspondance précitée.
2. Votre attention est appelée sur le deuxième paragraphe du présent mémorandum.

101

cc: FC
DFC
AIOPS PLAN



COPY

11 April 1995

Dear Mr. Hasegawa,

I would like to thank you for informing me, by your letter of 29 March 1995, of the next visit to Rwanda of H.E. Ambassador Honoraire Takehito Nakata with whom I will have the pleasure of meeting during his visit.

I would like to inform you that I am giving instructions to UNAMIR Air Operations to make the necessary arrangements for a helicopter to be made available to Ambassador Takehito Nakata on 19 April 1993 to transport him from Kigali to Gisenyi and from Gisenyi to Kigali. As UNAMIR's mandate does not authorize our helicopters to fly over neighbouring countries to Rwanda, I suggest that you communicate with the High Commission for Refugees in order that its Representative in Goma organizes the transportation of the Ambassador by road from Gisenyi to Goma and return to Gisenyi.

In order to allow the Mission's Air Operations to plan the flight from Kigali to Gisenyi and return, I would be grateful if you could communicate to the Protocol Office, room number 4060, extension 11069/071 as soon as possible, the time of departure from Kigali, the time of visit to Goma and the time of return to Kigali.

Highest regards.

Yours sincerely,

Shaharyar M. Khan
Special Representative of the
Secretary-General

Mr. Sukehiro Hasegawa
Resident Representative
UNDP
Kigali
Rwanda

Ishami ry'Umuryango w'Abibumbye riharanira Amajyambere

29 March, 1995

Dear Ambassador Khan

Subject: Visit of Honorary Ambassador Takehito Nakata to Rwanda (18 - 22 April)

Honorary Ambassador Takehito Nakata will visit Rwanda between 18-22 April. During the visit there have been a number of activities planned. As parts of the ambassadors visit we are planning a number of events, on 19 April the ambassador will travel to Goma. In order to assure the ambassador is given a full overview of the situation in the area, I would appreciate if you would make available the resources of UNAMIR in the way of air support to and from Goma and a briefing by UNAMIR personnel on the ground.

UNDP of will of course incur any cost involved for the support services.

Please except my appreciation and thanks in advance.

S. Hasegawa
Sukehiro Hasegawa, R.R.
UNDP Kigali, Rwanda

①

*Pl. make a helicopter
available on 19.*

*CP.
COS*

*Seabury D.C.
30.3*

②

*To: Mr. QUATRAS, Chief Air Ops
Pls. take note of the above annotation from SRS 6
and advise this office for arrangements made.
CP.
30/3/95 mmr: PDS*

③

*Copy submitted to Sgt Smith
11/4 Senande'*



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Military and Civilian Staff

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

DATE: 14 April 1995

Shaharyar M. Khan

SUBJECT: Farewell Dinner for Abdul Hamid Kabia, Executive Director

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

See you there.



TO: All Civilian and Military Staff
UNAMIR

FROM:

Abdul Hamid Kabia
Abdul Hamid Kabia
Executive Director

DATE: 13 April 1995

SUBJECT: Officer-in-Charge, OSRSG

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

cc: OIC, Administration

OIC, Personnel



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

13 avril 1995

A: Ally H. Golo
OIC - Administration

De: B.P. Dessande
Chef de Protocole # 11069

Objet: Requête du Gouvernement
(Primature)

1. Le Représentant Spécial vous autorise à mettre à la disposition du Premier Ministre un hélicoptère pour se rendre le 13 avril 1995 dans la commune de Masago, Préfecture de Gitarama.
2. La délégation qui l'accompagne comprend 5 personnes dont le Ministre de l'Intérieur.
3. Le Premier Ministre souhaite être à Masago à 10h00 pour en repartir à 12h00 pour retourner à Kigali.

-FC
CC: -DFC
-AiroPS
-MOUCON
-AiroPS.PLAN



Chief, Protocol

TO: All Departmental Heads
All Chiefs of Units

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

DATE: 10 April 1995

Shaharyar M. Khan

SUBJECT: Farewell Dinner for Abdul Hamid Kabia, Executive Director

The Executive Director, Dr. Abdul Hamid Kabia one of the longest UNAMIR senior staff is leaving UNAMIR by end of the week for another taxing assignment. If your staff wish to join us in bidding farewell to our colleague, please forward their names before Wednesday 12 April 1995 to the Chief of Protocol on extension 11069 or extension 11002.

①
Rec. 11/4/95

Attention: C BERNAT

P. BRATON OK

URGENT ✓

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

6 April 1995

TO: Mr. Charles Ouattara
Chief, AIROPS
ATTENTION: CISS
A/MA/FC

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

SUBJECT: REQUEST FOR HELICOPTER FOR UGANDAN DELEGATION

1. Please make the necessary arrangements for a helicopter to be available to the Government of Rwanda/Ministry of Foreign Affairs and International Cooperation/State Protocol Office, for transporting the Vice-President of Uganda to Nyarubuye and to Kibungo during the morning of today 6 April 1995.
2. The Government Protocol Office has indicated that the delegation to be transported will consist of 7 (seven persons) including the Vice-President.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

MEMORANDUM

DATE: 4 April 1995

TO: Dr. A. H. Kabia
Executive Director

FROM: Isel Rivero *[Signature]*
Special Assistant to the SRSG

SUBJECT::

The SRSG has decided to visit Ruhengeri on the 9th of April. The use of a helicopter will be required. The estimated departure time is 8.30 a.m. He will be accompanied by a party of six.

(7.30)

Departure time from Ruhengeri will be ~~conveyed to you~~ *12 noon*
~~shortly~~

*OK -
For information
on this
to
for
for*

*(1)
A/HA/FC
for completion
C. P. B. M. M. M.
Revis = 16410*

*CC: A/ROPS
for coordination
with A/HA/FC
6/5/95*



INFORMATION NOTE

TO: All Media

DATE: 3 April 1995

FROM: The Office of the Spokesman, UNAMIR

SUBJECT: Press Briefing

1. The Special Representative of the UN Secretary-General, Ambassador Shaharyar M. Khan, will hold a press briefing on Wednesday, 5 April 1995 at 11 a.m.
2. Major-General G.C. Tousignant, UNAMIR Force Commander will participate.
3. All the media, official and private, printed and audio-visual, national and international are welcome.
4. The meeting will take place in the Briefing Room on the ground floor of UNAMIR Headquarters (Hotel Amahoro).

Note:

On every Wednesday at 11:00 a.m. a press briefing will be held at the same venue. The Special Representative of the UN Secretary-General will occasionally invite a residing or visiting official to address the press.

For more information, please contact the Office of the Spokesman in Kigali: Ext.: # 11075 or 11124 or 11066



TO: All Pilgrimage candidates DATE: 31 March 1995

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

SUBJECT: Organization of Pilgrimage to Mecca

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

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



March 31, 1995

TO: All Chiefs of Section

FROM: Kimso Nilsvang
CCPO

fw *[Signature]*

SUBJECT: Implementation of 300 series

Please find attached a sample of letter of appointment for the locally recruited staff for information. It is recommended that the letter be read carefully.

Staff members are required to sign their letter of appointment in two copies in the Office of Personnel (Rooms 3053 and 3052) prior to collecting their pay cheque from the cashier's office.

Thank you for your usual cooperation.



UNITED NATIONS ASSISTANCE MISSION FOR RWANDA (UNAMIR)

LETTER OF APPOINTMENT

To:

You are hereby offered an APPOINTMENT OF LIMITED DURATION with the United Nations Assistance Mission for Rwanda (UNAMIR), in accordance with the terms and conditions specified below and subject to the provisions of the Staff Regulations and Rules (300 series), together with such amendments as may from time to time be made to such Staff Regulations and Rules. This appointment is offered on the basis, *inter-alia*, of your certification of the accuracy of the information provided by you in the Personal History Form. A copy of the Staff Regulations and the Staff Rules (300 series) is available at UNAMIR Headquarters, Personnel section, for consultation.

1. ASSIGNMENT:

Title: Index No.:

Department:

Category: General Services Level:

Official Duty Station: Kigali - Rwanda

Effective date of appointment: 1 March 1995

2. NET PAY:

Assessable salary: Rwandese Francs....., which, after United Nations staff assessment gives an approximate yearly net salary of Rwandese Francs..... In addition, you will receive a yearly recruitment allowance, of Rwandese Francs..... -N/A.

The salary shown above does not reflect any deductions which may be made as a result of your participation in the United Nations Joint Staff Pension Fund under the provisions of Staff Rule 306.

3. TENURE OF APPOINTMENT:

This Appointment of Limited Duration starts on the effective date of appointment shown above and will expire without prior notice on the 31st day of May 1995.

This appointment may be terminated at any time, in accordance with Staff Rule 309.2 (b), if, in the Secretary General's opinion, such action would be in the interest of the United Nations. Should your appointment be terminated prior to the specified termination date, you will be given notice in writing of one week if your continuous service with UNAMIR is less than one year, and two weeks if you have, at the expected date of termination, accrued more than one year of continuous service with UNAMIR. In lieu of the notice period, the Secretary General may authorize compensation calculated on the basis of the salary which you would have received had the date of termination been at the end of the notice period.

If your appointment expires on the expiration date, no termination indemnity is payable. If it is terminated prior to the expiration date, a termination indemnity equivalent to one week of net salary for each month of uncompleted service will be paid, subject to a maximum of three months' indemnity pay. There is no entitlement to either a period of notice or an indemnity payment in the case of summary dismissal for serious misconduct.

4. INFORMATION NOTE:

Your attention is drawn to staff regulation 3.3 relating to staff assessment and to the Regulations and Rules of the United Nations Joint Staff Pension Fund.

5. SPECIAL CONDITIONS

(a). This appointment is non-career in nature. It carries no expectancy of renewal or of conversion to any other type of appointment with the United Nations, and does not entitle the holder to consideration for any other position than the one for which this contract was issued. An extension of this appointment may be issued subject to the agreement of yourself and the United Nations, but under no circumstances may the total tour of duty with United Nations exceed four years.

(b). This appointment carries no entitlement for travel.

(c). Under this appointment, you are not covered by any medical insurance plan.

(d). In accordance with Staff Rule 304.7, you will be requested to undertake full medical examination within three months after the effective date of appointment mentioned above. Your appointment may be extended further under the same terms and conditions only if you are considered medically cleared by the Medical Director, United Nations Headquarters, New York.

(e). This appointment carries entitlement for annual leave at the rate of 1.5 working days per completed month of service. This entitlement will increase to 2.5 working days per completed month of service upon completion of six months of continuous service.

Date

KIMSO NILSVANG,
Chief Civilian Personnel Officer
On behalf of the Director of Personnel


TO: The Chief Civilian Personnel Officer, UNAMIR

I hereby accept the appointment described in this letter, subject to the conditions therein specified and those laid down in the staff Regulations and the 300 Series of the Staff Rules. I have been made acquainted with these Regulations and Rules, a copy of which is available at the Personnel Section, UNAMIR Headquarters for consultation.

Date

Staff member' name and Signature

30 March 1995

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

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

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

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

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

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

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

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



30 March 1995

TO: Mr. Eric Dogbegah
Chief, Management Information
System Section

THROUGH: Dr. A.H. Kabia *[Signature]*
Executive Director

FROM: Beadengar Dessandé *[Signature]*
Chief, Protocol/Visits Office
Rm. 4060 Ext. 11069

SUBJECT: ADDITIONAL COMPUTER/PRINTER FOR PROTOCOL OFFICE

Because of the recent increase in staff in the Protocol Office, it is necessary to bring to your attention that a computer and printer are urgently required.

Would you please, therefore, arrange for the above equipment to be issued to the Protocol Office (Room 4086).

Thank you in advance in anticipation of your cooperation in this urgent matter.



INFORMATION NOTE

TO: All Media

DATE: 28 March 1995

FROM: The Office of the UNAMIR Spokesman *AD*

SUBJECT: Press Briefing

1. The Special Representative of the UN Secretary-General, Ambassador Shaharyar M. Khan, will hold a press briefing on Wednesday, 29th March 1995 at 11 a.m., to which are invited all the media, official and private, written and audio-visual, national and international.
2. The meeting will take place in the Briefing Room on the ground floor of the UNAMIR Headquarters (Hotel Amahoro).
3. The briefing will be regularly held every Wednesday at the same time and same venue. On such occasion, Ambassador Khan will be inviting from time to time some officials residing in Kigali or on visit here to address the press.



UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

29 mars 1995

A: M. Ally H. Golo
OIC, Administration

De: M. Beandengar P. Dessandé
Chef, Bureau Protocole/Visites - ext. 11069

Subject: Déjeuner offert en l'honneur du Haut-Commissaire aux Droits de l'Homme,
le 31 mars 1995 - Village Belge

1. J'accuse réception de votre mémorandum du 29 mars 1995 sur l'objet sus-mentionné dont le contenu est dûment noté et vous remets sous ce couvert la liste révisée des invités au déjeuner cité plus haut.

2. Vous voudrez bien noter que cinq personnalités dont les noms sont marquées d'un astérisix sont empêchées d'y prendre part.

cc: SRSG
ED
CFO



UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

**DEJEUNER OFFERT PAR LE REPRESENTANT SPECIAL
AMBASSADEUR S.M. KHAN EN L'HONNEUR DU
HAUT COMMISSAIRE AUX DROITS DE L'HOMME,
MR. JOSE AYALA-LASSO
ET SA DELEGATION**

Date: 31 mars 1995

Lieu et heure: Village Belge a 12h30

LISTE D'INVITES

2. M. José Ayala-Lasso, Haut-Commissaire aux Droits de l'Homme
3. Professeur René Degni-Segui, Rapporteur Spécial sur le Rwanda
4. Juge M. Honoré Rakotomanana, Substitut du Procureur Général du Tribunal Pénal International
5. M. Georg Mautner-Markhof, Chef, Branche des Procédures Spéciales
6. M. Jamal Benomar, Chef, Section des Services Techniques
7. M. Mubiala, Assistant du Rapporteur Spécial
8. M. Thomas Netter, Service de l'Information
9. S.E. M. Nkubito, Ministre de la Justice
10. S.E. M. Seth Sendashonga, Ministre de l'Intérieur et du Développement Communal

11. S.E. Dr. Jacques Bihozagara, Ministre de la Réhabilitation et de la Réintégration Sociale*
12. Procureur Général de la République du Rwanda*
13. M. Emmanuel Gasana, Directeur de Cabinet, Présidence
14. M. Gédéon Rudahunga, Directeur Protocole d'Etat, MINAFETT
15. M. Sikehiro Hasegawa, Représentant Résident du PNUD
16. M. Urasa, Représentant du HCR
17. M. Dan Toole, Représentant Résident de l'UNICEF
18. Dr. Idrissa Sow, Coordonnateur Spécial, OMS
19. M. Tesheste Zergaber, Représentant du PAM
20. M. Wilmer J. Collet, Représentant de la FAO
21. M. Jost Van Der Aalst, Chef de mission, IOM
22. M. Julio Gamba, Représentant Résident de la Banque Mondiale
23. M. Randolph Kent, Coordonnateur des Affaires Humanitaires*
24. M. William Clarence, Chef Opération des Droits de l'Homme au Rwanda
25. M. Abderrazak Essaied, Directeur Adjoint
26. Commandant de la Force, MGEN. Tousignant, UNAMIR
27. Colonel Shiva Kumar, Commandant Adjoint de la Force, a.i., UNAMIR
28. Dr. Abdul H. Kabia, Directeur Exécutif, UNAMIR
29. M. Ally H. Golo, OIC Administration, UNAMIR
30. Mlle. Ladan Rafii, Political Legal Officer, UNAMIR*

*Ces personnalités sont empêchées et reggrentent de ne pas prendre part au déjeuner.




UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

27 mars 1995

AU: Chef de l'Administration, a.i.

DE: Beadengar P. Dessandé 
Chef, Protocole/Visites, Bureau 4060 # Ext. 11069

SUBJECT: Déjeuner en l'honneur du Haut-Commissaire aux Droits de l'Homme
M. José Ayala-Lasso

1. Je porte à votre connaissance que le Représentant Spécial offrira le 31 mars 1995 à 12h30 au Village Belge un déjeuner-buffet en l'honneur du visiteur cité plus haut qui séjournera au Rwanda du 31 mars au 3 avril 1995 inclus.
2. Vous voudrez bien faire prendre cette commande en compte sur la rubrique "Hospitalité" de vos registres de finances et ordonner le "MGT CONSOLIDATED" management à exécuter ladite commande.
3. Ci-joint la liste des convives et le bon de commande dûment signé par moi.

cc: - ED/OSRSG
- CFO



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

**DEJEUNER OFFERT PAR LE REPRESENTANT SPECIAL,
AMBASSADEUR S.M. KHAN EN L'HONNEUR
DU HAUT-COMMISSAIRE AUX DROITS DE L'HOMME
M. JOSE AYALA-LASSO**

Date: 31 mars 1995

Lieu et heure: Village Belge a 12h30

Nombre de convives: 30 (liste jointe)

A handwritten signature in dark ink, appearing to read 'B.P. Dessandé', is written over a horizontal line.

27 mars 1995
Le Chef de Protocole
B.P. Dessandé



CP

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

**DEJEUNER OFFERT PAR LE REPRESENTANT SPECIAL
AMBASSADEUR S.M. KHAN EN L'HONNEUR DU
HAUT COMMISSAIRE AUX DROITS DE L'HOMME,
MR. JOSE AYALA-LASSO
ET SA DELEGATION**

Date: 31 mars 1995

Lieu et heure: Village Belge a 12h30

LISTE D'INVITES

2. M. José Ayala-Lasso, Haut-Commissaire aux Droits de l'Homme
3. Professeur René Degni-Segui, Rapporteur Spécial sur le Rwanda
4. Juge M. Honoré Rakotomanana, Substitut du Procureur Général du Tribunal Pénal International
5. M. Georg Mautner-Markhof, Chef, Branche des Procédures Spéciales
6. M. Jamal Benomar, Chef, Section des Services Techniques
7. M. Mubiala, Assistant du Rapporteur Spécial
8. M. Thomas Netter, Service de l'Information
9. S.E. M. Nkubito, Ministre de la Justice
10. S.E. M. Seth Sendashonga, Ministre de l'Intérieur et du Développement Communal

11. S.E. Dr. Jacques Bihozagara, Ministre de la Réhabilitation et de la Réintégration Sociale
12. Procureur Général de la République du Rwanda
13. M. Emmanuel Gasana, Directeur de Cabinet, Présidence
14. M. Gédéon Rudahunga, Directeur Protocole d'Etat, MINAFETT
15. M. Sikehiro Hasegawa, Représentant Résident du PNUD
16. M. Urasa, Représentant du HCR
17. M. Dan Toole, Représentant Résident de l'UNICEF
18. Dr. Idrissa Sow, Coordonnateur Spécial, OMS
19. M. Tesheste Zergaber, Représentant du PAM
20. M. Wilmer J. Collet, Représentant de la FAO
21. M. Jost Van Der Aalst, Chef de mission, IOM
22. M. Julio Gamba, Représentant Résident de la Banque Mondiale
23. M. Randolph Kent, Coordonnateur des Affaires Humanitaires
24. M. William Clarence, Chef Opération des Droits de l'Homme au Rwanda
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30. Mlle. Ladan Rafii, Political Legal Officer, UNAMIR



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

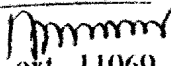
NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

25 mars 1995

A: M. Abderrazak Essaïed
Chef-Adjoint, Opération des Droits de l'Homme
Kigali

Info: SRSG
FC

De: B.P. Dessandé 
Chef, Protocole/Visites, ext. 11069
Bureau du Représentant Spécial

Objet: Visite à Kigali du Haut-Commissaire aux Droits de l'Homme (31 mars 1995 -
3 avril 1995)

Référence: Coordination de programme

*Thank you fl- keep
working if the less will and
so + Burundi?
S 22.3
CP*

1. Je voudrais par la présente indiquer, à titre de rappel, qu'à l'issue de l'entrevue que j'ai eue avec vous en vos bureaux de l'Opération des Droits de l'Homme au Rwanda, les points ci-après ont été retenus concernant l'objet cité plus haut, à savoir:

a) Pour le Haut-Commissaire M. José Ayala-Lasso:

Transport: La MINUAR (CAO-Transport) mettra à sa disposition 2 voitures avec chauffeur pendant toute la durée de son séjour - Notons qu'un hélicoptère de la MINUAR sera disponible dans la matinée du 31 mars 1995 à Bujumbura pour transporter le Haut-Commissaire et sa délégation 4/5 personnes à Kigali. (RE: mémorandum du 22 mars 1995 au Chef de l'Administration a.i.)

Hébergement: La MINUAR réserve pour son compte et celui de sa délégation des chambres à "l'Hôtel Méridien": 1 suite et 3 chambres.

Audiences: Les demandes d'audiences avec les autorités locales relèvent de votre bureau, toutefois signalons que le Représentant Spécial a expressément sollicité par note verbale SRSG/NV/41/95 du 21 mars 1995, une visite de courtoisie au Vice-Président de la République et Ministre de la Défense Nationale, pour le Haut-Commissaire (copie vous été transmise par fax du 22 mars 1995 pour information).

Briefing: Un briefing sera conduit au siège de la MINUAR à 11H00 conjointement par le Chef de Mission, Ambassadeur Khan et le Commandant de la Force, Général-Major Tousignant - Lieu: grande salle de conférence du siège.

b) Pour le Rapporteur Spécial: Professeur René Degni-Segui et sa suite:

- Il est entendu que votre bureau fournira le transport pour cette délégation
- Les trois (3) "appartements VIP" du Village Belge n'étant pas disponibles à la période considérée, nous avons trouvé convenable d'héberger le Rapporteur Spécial et sa suite dans le même hôtel que le Haut-Commissaire. A cet égard la MINUAR réserve également pour leur compte 1 suite et 1 chambre à l'Hôtel Méridien.

Distribution:

ED/OSRSG
OIC-CAO
DFC
COS
DCMO
CISS
STO
CTO
MA/FC
MA/DFC
ACCOMMODATION
G3-AIOPS
AIOPS
MOVCON
CSO



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

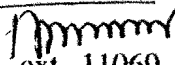
UNAMIR - MINUAR

5

25 mars 1995

A: M. Abderrazak Essaied
Chef-Adjoint, Opération des Droits de l'Homme
Kigali

Info: SRSG
FC

De: B.P. Dessandé 
Chef, Protocole/Visites, ext. 11069
Bureau du Représentant Spécial

Objet: Visite à Kigali du Haut-Commissaire aux Droits de l'Homme (31 mars 1995 -
3 avril 1995)

Référence: Coordination de programme

1. Je voudrais par la présente indiquer, à titre de rappel, qu'à l'issue de l'entrevue que j'ai eue avec vous en vos bureaux de l'Opération des Droits de l'Homme au Rwanda, les points ci-après ont été retenus concernant l'objet cité plus haut, à savoir:

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Hébergement: La MINUAR réserve pour son compte et celui de sa délégation des chambres à "l'Hôtel Méridien": 1 suite et 3 chambres.

Audiences: Les demandes d'audiences avec les autorités locales relèvent de votre bureau, toutefois signalons que le Représentant Spécial a expressément sollicité par note verbale SRSG/NV/41/95 du 21 mars 1995, une visite de courtoisie au Vice-Président de la République et Ministre de la Défense Nationale, pour le Haut-Commissaire (copie vous été transmise par fax du 22 mars 1995 pour information).

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- Il est entendu que votre bureau fournira le transport pour cette délégation
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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA


NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

24 March 1995

To: UNAMIR HQ Camp Commander

Info: Dr. A.H. Kabia, ED/OSRSG

From: B.P. Dessandé 
Chief, Protocol/Visits Bureau # 4060 ext. 11069

Subject: Assignment of vehicle parking

1. I am informing you that a new vehicle (mini-bus) is assigned to the SRSG'S office Protocol/Visits Section. Please kindly provide a space in the parking lot of the HQ and advise this office.
2. Tank you for you cooperation.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

22 March 1995

TO: Mr. A.H. Golo
OIC, Administration
Attention: -CISS
 -AIROPS
 -MOVCON

FROM: Beadengar Dessande
Chief, Protocol *[Signature]*

SUBJECT: SRSG WORKING VISITS

I would like to communicate to you the following work programme of the SRSG for the coming week, which will necessitate transport by helicopter or by airplane:

- (a) 28 March 1995: Visit to Sectors: 2A and 2B; he will stay two hours in each sector.
- (b) 31 March 1995: He will be travelling to Nairobi, Kenya, and will return to Kigali on 2 April 1995.

For the departure from Kigali to Nairobi, would you please make arrangements for the Unamir flight to leave Kigali at 16H00 local time.

For the return journey to Kigali, the SRSG will take the regular Unamir morning flight on 2 April.

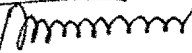
The number of colleagues who will be accompanying the SRSG during his visits will be communicated to you as soon as possible.

cc: ED/OSRSG
SA/SRSG
SPOKESMAN
SPAO



22 March 1995

TO: Mr. A.H. Golo
OIC, Administration
ATTENTION: - CISS
- AIROPS
- MOVCON

FROM: B.P. Dessande 
Chief, Protocol/Visits Bureau
Room 4060 extension 11069

SUBJECT: VISIT TO KIGALI OF COMMISSIONER FOR HUMAN RIGHTS

I would like to inform you that the High Commissioner for Human Rights, Mr. José Ayala-Lasso, will visit Rwanda from 31 March to 3 April 1995. He will arrive Kigali on 31 March from Bujumbura.

In this respect, the Special Representative requests you to take all necessary measures to put at the disposal of Mr. Ayala-Lasso a helicopter to transport him from Bujumbura to Kigali.

He will be accompanied by:

Mr. Georg Mautner-Markhof, Chief, Special Procedures Branch
Mr. Jamal Benomar, Chief, Technical Advisory Services Section
Mr. Thomas Netter, Information Service, UNOG.

As the High Commissioner envisages arriving at Kigali at 09H30 on 31 March 1995, the helicopter should be available at Bujumbura at 09H00 at the latest.

cc: ED/OSRSG
SA/SRSG
SPOKESMAN
PAO

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



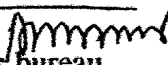
NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

21 mars 1995

cc: Executive Director

TO: Ms. Nancy Mugo
Logistics

FROM: Beadengar Dessande 
Chef de Protocole/Visiteurs bureau
Extension 11069

SUBJECT: Réaffectation au sein de la MINUAR
Référence: Carte d'Accès à l'Aéroport de Kigali

Je me réfère au mémorandum du 20 mars 1995 du Chef du Personnel Civil sur l'objet cité plus haut et vous demande de bien vouloir remettre à mon bureau la carte d'accès à l'aéroport de Kigali récemment emise en votre bénéfice afin de la renvoyer à la Régie des Aéroports du Rwanda qui doit en délivrer une pour votre remplaçante.



UNAMIR - MINUAR

20 March 1995

TO: Ms. Nancy MUGO
Ms. Pauline BRENTON

FROM: Kimso Nilsvang, Chief
Civilian Personnel Officer

SUBJECT: Reassignment within UNAMIR

Further to our discussions and consultations with the Executive Director and your respective Supervisors, I am pleased to inform you that your reassignments have been approved as follow:

- (i). Ms. MUGO reassigned from Protocol, OSRSG to Logistics, ISS.
- (ii). Ms. BRENTON reassigned from Radio Unit to Protocol Office.

These reassignments are effective immediately.

cc: ED
CAO
CISS - CILM
CPO (Protocol)
Radio
Personnel (International)

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA




NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

21 mars 1995

cc: Executive Director

TO: Ms. Nancy Mugo
Logistics

FROM: Beadengar Dessande 
Chef de Protocole/Visiteurs bureau
Extension 11069

SUBJECT: Réaffectation au sein de la MINUAR
Référence: Carte d'Accès à l'Aéroport de Kigali

Je me réfère au mémorandum du 20 mars 1995 du Chef du Personnel Civil sur l'objet cité plus haut et vous demande de bien vouloir remettre à mon bureau la carte d'accès à l'aéroport de Kigali récemment emise en votre bénéfice afin de la renvoyer à la Regie des Aeroports du Rwanda qui doit en délivrer une pour votre remplaçante.



UNAMIR - MINUAR

*Rec'd
20/3/95*

20 March 1995

TO: Ms. Nancy MUGO
Ms. Pauline BRENTON

FROM: Kimso Nilsvang, Chief
Civilian Personnel Officer

SUBJECT: Reassignment within UNAMIR

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- (ii). Ms. BRENTON reassigned from Radio Unit to Protocol Office.

These reassignments are effective immediately.

cc: ED
CAO
CISS - CILM
CPO (Protocol)
Radio
Personnel (International)



16 March 1995
Ref: MIS/EDP Trng.

TO: All Section/Unit Chiefs, CIVPOL and
Military Branches/Units

FROM: Ally H. Golo, OIC
Administration

A handwritten signature in dark ink, appearing to read "Ally H. Golo", is written over the "FROM:" line.

SUBJECT: Implementation of Management Information Systems and
Training of UNAMIR staff on software applications

The renovation of UNAMIR's Local Area Networks (LAN) and re-implementation of Management Information Systems as well as Mission Standard Software is currently in progress. Training on computer systems is scheduled to start shortly for UNAMIR staff. In this connection please complete the first part of the attached questionnaire which is a summary, and distribute the second part to the members of your Section who would require training. Replies have to reach the Office of CMIS by Friday, 24 March 1995. Lack of response from you by the date specified would be interpreted as lack of need for these services.

COMPUTER TRAINING SKILLS QUESTIONNAIRE

Support to UNAMIR
by ITSS Training Team, UNPROFOR

Submission deadline: 24 March 1995

The information on this questionnaire will be used to customize computer training courses offered to UNAMIR Personnel by ITSS Training, UNPROFOR to ensure that maximum benefit is gained by attending courses appropriate to specific requirements.

Firstname: B E R N A

Lastname: C A R M E N

Section: Protocol Unit: OSRS G Location: _____

Bldg: Amahoro Room: 4077 Phone no: _____ Ext: 11071

① To carry out my current job functions I need to use: (please ☒ appropriate box)

- ☒ WordPerfect - a word processing program which helps me to produce formal/informal text documents. (PART A)
- ☒ Quattro Pro - a spreadsheet program which helps me to produce documents involving numbers and calculations. (PART B)
- ☒ Paradox - a database program which helps me to produce lists, query and manipulate large amounts of data. (PART C)

② Are you familiar with using a mouse and understand its functions? ☒ Yes ☐ No

③ Have you attended a formal training for *Windows 3.1*? ☒ Yes ☐ No

④ I require the following training during this visit by UNPROFOR IT Trainers:

- ☒ Paradox 4.5 for Windows ☒ WordPerfect 6.0 for Windows
- ☒ Quattro Pro 5.0 for Windows ☐ Solutions to specific questions

For completion and approval by Section Chief or SAO:

This staff member will require the training requested above to carry out his/her job function.

Section Chief or SAO: _____ Signature: _____
(Print)

Please return completed forms to Eric Dogbegah, Chief MIS, Kigali.

Information Questionnaire

Date: 18/3/95

Section: Political (OSRSG) Chief of Section: Extension:
Unit: Chief of Unit: Extension:
Focal Person: Location: Extension:

Applications		Location	Number of Network W/S (*)	Number of Staffs to train
Electronic Mail	YES / NO
Reality System	YES / NO
Finance System	YES / NO
Personnel Mgmt	YES / NO
Transport System	YES / NO
Travel System	YES / NO
Pouch & Mail System	YES / NO
Pass & ID System	YES / NO
Word Processor	YES / NO
Spreadsheet	YES / NO
DataBase	YES / NO
Graphics and Charts (**)	YES / NO
WinFax (**)	YES / NO
..... (**)	
..... (**)	
..... (**)	
..... (**)	

Comments:

(*) W/S - Workstation or Computer to be connected to the Network.
(**) Would have to be justified.

NAME: BERNA Carner UNIT: OSRSG EXT: 110 71**PART A****WORDPERFECT SKILLS** *(Complete this part only if you need word processing training.)*

Please rate your WordPerfect word processing experience:

- ☐ I am currently using or have recently used WordPerfect for DOS.
- ☒ I am currently using or have recently used WordPerfect for Windows.
- ☐ I have used and/or attended a formal course for another word processing package.
- ☐ I have never used a word processing application but need to learn.

PART B**QUATTRO PRO SKILLS** *(Complete this part only if you need spreadsheet training.)*

Please rate your Quattro Pro spreadsheet experience:

- ☐ I am currently using or have recently used Quattro Pro for DOS.
- ☐ I am currently using or have recently used Quattro Pro for Windows.
- ☐ I have used and/or attended a formal course for another spreadsheet package.
- ☒ I have never used a spreadsheet application but need to learn.

PART C**PARADOX SKILLS** *(Complete this part only if you need database training.)*

Please rate your Paradox database program experience:

- ☐ I am currently using or have recently used Paradox for DOS.
- ☐ I am currently using or have recently used Paradox for Windows.
- ☐ I have used and/or attended a formal course for another database package.
- ☒ I have never used a database application but need to learn.

Please return completed forms to Eric Dogbeyah, Chief MIS, Kigali



UNAMIR - MINUAR

TO: Dr. A. H. KABIA
Executive Director, OSRSG

FROM: Nancy MUGO
PROTOCOL, OSRG, UNAMIR, KIGALI

DATE: 16 March 1995

Reference several verbal conversation with you concerning my post with the OSRSG Protocol office, which I have served in since leaving the SRSG's office in November 1994. I would like to inform you that I have greatly enjoyed working in the Protocol office and I have learnt a great deal. However, I feel that given the workload in this office I am being under utilized.

There is a vacancy in the logistic section and after discussion with the Officer in charge I believe I could be more useful to this section as I feel this post will be more challenging.

I hope you will be able to release me from this department which I have been honoured to serve and give me this opportunity to serve UNAMIR in another department.

Thanking you for your understanding and cooperation.

CC. CCPO
Chief Supply Officer
CPO 1

Approved, Subject
to a replacement
being provided. Good Luck
16/3

ROUTING SLIP		FICHE DE TRANSMISSION	
TO: M. Dessande			
FROM: Hadar M. Rafii			
Room No. - No de bureau		Extension - Poste	Date
			11/3/95
FOR ACTION		POUR SUITE A DONNER	
FOR APPROVAL		POUR APPROBATION	
FOR SIGNATURE		POUR SIGNATURE	
FOR COMMENTS		POUR OBSERVATIONS	
MAY WE DISCUSS?		POURRIONS-NOUS EN PARLER ?	
YOUR ATTENTION		VOTRE ATTENTION	
AS DISCUSSED		COMME CONVENU	
AS REQUESTED		SUITE A VOTRE DEMANDE	
NOTE AND RETURN		NOTER ET RETOURNER	
FOR INFORMATION	<input checked="" type="checkbox"/>	POUR INFORMATION	



TO: Ambassador Shaharyar M. Khan
SRSG

FROM: Ladan M. Rafii
Political/Legal Officer

LWR

DATE: 9 March 1995

SUBJECT: Exchange of local and foreign currency in Rwanda

I would like to bring to your attention the fact that national regulations governing the exchange of foreign currency in Rwanda were recently revised by the Rwandese Government. Among the various revisions made, the Rwandese Government announced that, with effect from 6 March 1995, a flexible rate of exchange for the Rwandese franc would be instituted. Commercial banks and foreign exchange bureaux are now free to set their own rates of exchange. The National Bank of Rwanda (BNR) has ceased to announce official exchange rates for the Rwandese franc, although it will continue to calculate and publish, on a daily basis, the average market rate of exchange for reference purposes only.

Despite the prevalence of black market transactions in Rwanda which, in the past, have been mainly due to force of circumstance, UNAMIR staff should be reminded that any transactions of foreign currency with unauthorised dealers is considered an offense under national law. According to the latest regulations promulgated by the BNR, official transactions in foreign currency can only be undertaken with the BNR itself, or with other banks authorised by the BNR to engage in foreign exchange, or with foreign exchange bureaux (these are defined as any other establishment authorised by the BNR to engage in monetary transactions). Establishments such as hotels must also apply for and obtain a permit before they can engage in authorised exchange of currency (although hotel bills may still be paid in the currency of the client's choice acceptable to the hotel management).

At present, foreign currency may be exchanged at the following authorised commercial establishments: the BNR (Banque Nationale de Rwanda), Bank of Kigali (Banque de Kigali), the Commercial Bank (Banque Commerciale), and later, at the Continental Bank (Banque Continentale). Although permits have already been granted to eight foreign currency dealers in Rwanda under the new regulations (please see attached list), these offices may not yet be operational. According to BNR officials, the counter at Kigali Airport may also be considered an authorised dealer in foreign currency.

cc: FC
ED
CAO
CFO
LA

LWR
This is a very good document. I suggest you circulate it also among staff in the office.
17/3

PERMIS D'EXPLOITATION DE BUREAU DE CHANGE

SITUATION AU 07/03/1995 EN FIN DE JOURNEE

N°	BUREAU	ADRESSE POSTALE	TELEPHONE	FAX	DATE AUTOR. PROVISoire
001	H. RAMJI	BP 205 KIGALI	7 68 40	7 54 50	06/03/1995
002	LA TROUVAILLE	BP 1420 KIGALI	7 68 92	7 47 37	06/03/1995
003	GAKUBA RUBOJO Egide	BP 1314 KIGALI	7 39 53	7 39 53	06/03/1995
004	EMBALLAGE RWANDA	BP 1551 KIGALI	7 57 05	7 57 05	06/03/1995
005	SADRUDIN ALIBHAI JINAH	BP 102 GISENYI	40 628	40 628	06/03/1995
006	SICODEX	BP 2081 KIGALI	7 33 18	7 33 18	07/03/1995
007	RWACOM	BP 457 KIGALI	7 39 33	7 36 51	07/03/1995
008	AFRICCOM	BP 1596 KIGALI	7 56 91	7 53 49	07/03/1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - KINSHASA

MEMORANDUM

TO: Dr. A. Kabia
Executive Director

FROM: K. Scott
Political Officer

DATE: 6 March 1995

SUBJECT: Meetings with the President and the Vice-President

The Force Commander's office has requested that we set up joint meetings of the SRSG and the Force Commander with both the President and the Vice-President this week. The FC's office suggests either Tuesday, Wednesday or Thursday late in the day or Thursday between 11.00 a.m and 2.00 p.m.

Please inform regarding the timings of these meetings.

Thank you for your cooperation

cc: SRSG
Protocol

yes. let us
also have a meeting
agents. Shabunji.
63

Protocol
for your attention
63



INTER-OFFICE MEMORANDUM - MEMORANDUM INTERIEUR

To: Chief of Protocol

Info: Office of the SRSG

From: MA/FC

A handwritten signature in black ink, appearing to be 'R. J. ...', written over the 'From:' field.

Date: 4 Mar 95

Subject: VISIT TO RWANDA OF MADAME BONINO - ECHO

1. Please find attached copies of the Visit Itinerary of Madame BONINO and a delegation of nineteen other personnel (8 staff and 11 journalists) to Rwanda during the period 10 - 13 March 1995. These items were passed to the FC by Mr Achim Kratz when he visited him on 3 March.
2. Please note that there will be some involvement for UNAMIR. The SRSG and the FC are scheduled to meet with the delegation at 17:00 on 11 March. This meeting will be preceded by a proposed trip to NYARUBUYE in a UNAMIR helicopter.
3. Your staff's attention to this matter would be appreciated.

Attachments: two

- A. Programme de Visite de Mme Bonino; (two pages) and
- B. Visite de Mme Bonino au Rwanda/Burundi/Zaire. (three pages)

**DÉLÉGATION DE LA COMMISSION
DES COMMUNAUTÉS EUROPÉENNES
EN RÉPUBLIQUE RWANDAISE**

lib/6 per
14, rue Député Kamuzinzi, B.P. 515, Kigali
Téléphone : (250) 75586/75589
Télex : (909) 22515 DECCE RW
Télécopieur : (250) 74313

Réf. N168/AK/mth

Kigali le 01 Mars 1995

**Télécopie à l'attention de Monsieur ONIDI
Chef de Division à ECHO**

Objet : Programme de Visite de Mme Bonino (projet)

10/03 : 18h : Arrivée à l'aéroport de Kigali
Transfert à l'hôtel des Milles Collines
Dîner de travail avec l'Envoyé Spécial +
Experts ECHO

11/03 : 7h30 : Petit déjeuner

Rendez-vous avec les responsables du pays

8h00 : Ministre des Affaires Etrangères

9h00 : Ministre de la Réhabilitation

10h00: Président de l'Assemblée Nationale

11h30: Premier Ministre

13h00: Rencontre avec les Représentants des Etats
Membres chez l'Ambassadeur de France

14h30
Arrivée de Kigali
15h00:45 Visite de la prison de Kigali où
NYARUBUYE(1) par hélicoptère *Ministère*

17h00: Rencontre avec l'Ambassadeur Khan, Envoyé
Spécial de Boutros Ghali et avec le Général
Toussignat, chef de la MINUAR au bureau de
la Délégation *Ministère*

18h00: Conférence de presse au bureau de la
Délégation

20h00: Réception en l'honneur de Mme Bonino à
l'hôtel des Milles Collines

(1) un des lieux du génocide

12/03 : Visite à Goma

13/03 : 12h00: Arrivée à Kigali


13h00: Déjeuner au HCR

15h00: Rencontre avec les NGO à la Délégation avec
les agents du Ministère de la Réhabilitation

17h00: Conférence de presse

18h00: Rencontre finale avec les fonctionnaire de
la Délégation + experts ECHO

18h30: Départ pour l'aéroport.


Achim Kratz

COMPOSITION DE LA DELEGATION DE LA VISITE DE MME BONINO

1. Mme Bonino, Membre de la Commission
2. M. Schiavo, Chef de Cabinet adjoint
3. M. di Robilant, Assistant de Mme Bonino
4. M. Ziattein, Porte-Parole
5. M. Gómez-Reino, Directeur de ECHO
6. M. Onidi, Chef d'unité de ECHO/1
7. M. Stenberg, Chef d'unité DG VIII
8. Un responsable de la Sécurité
9. M. Grandi, HCR

+ 11 journalistes.

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

MEMORANDUM

TO: Maj. Campbell
AMA to FC

FROM: K. Scott
Political Officer
OSRSG

DATE: 6 March 1995

SUBJECT: Programme of the delegation of Madam Bonino,
Chief of Division of the European Community
Humanitarian Office (ECHO)

Attached please find a draft copy of Madam Bonino's programme. Please make available 2 helicopters on 11 March 1995 at 15.45. The delegation, accompanied by the SRSG, will be travelling to Nyarabuye. The delegation will return from Nyarabuye to the airport at 17.00 hours and will proceed directly to UNAMIR Headquarters to receive a joint briefing from the SRSG and the FC.

Please inform me if there are any difficulties with this programme. The contact person at the EU is Ambassador Kratz who can be reached at Tel. 75586 or 75589.

Thank you for your cooperation.

cc: ~~SRSG~~
ED
Protocol
G3 Air OPS

Shell not
company
younge.
Gall.
McM
Kersten

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

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Thank you for your cooperation.

cc: SRSG
ED
Protocol
G3 Air OPS

(2)
K. Scott
You need to talk to
RPA LO + Sector 2
MILOBS TO COORD THE
ARRIVAL + GET PERMISSION
FROM RPA.

PC
AMA/PC

Amb. CONDE:

Dr. Kabia asked me
to refer this to you.

Kristen
7-03-95



UNAMIR - MINUAR

TO : Mr. K. NILSVANG
Chief of Personnel

DATE: 3 February 1995

INFO : Dr. KABIA
Executive Director

Mr. B. DESSANDE
Chief of Protocol

Mr. A. GOLO
OIC Administration

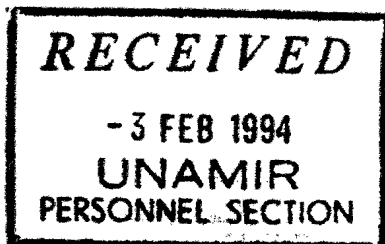
FROM : Carmen BERNA, Protocol Assistant
Stanley OLIVIER, Interpreter

SUBJECT : Language courses at UNAMIR

In reference to our last meeting, there is some concern that the UN Office in New York may not approve the use of teaching materials since these materials are normally used in the context of an Official UN language proficiency program which requires the use of licensed professional language teachers.

To avoid such confusion, we propose that these course be offered in the context of the UNAMIR Welfare Club as a source of entertainment and intellectual enrichment and may not be subject to the United Nations eligibility rules regarding who is qualified to participate in language courses.

For your information, we are currently drafting a survey form to ascertain the interest in language courses at UNAMIR. This survey will consist of a single-page form upon which interested parties will mark the language of choice as well as the preferred times. We will inform you of the outcome of this survey as soon as we have tabulated the results.



DRAFT - Sample form

Q U E S T I O N N A I R E

In the framework of its activities, the Welfare Club proposes organizing language courses in English, French and Spanish for UNAMIR staff and employees.

Please fill out the language categories below. If you are interested in taking one of these courses, kindly indicate the desired schedule combination.

I. Language Selection. Kindly place an "X" in the appropriate box:

English		French		Spanish	
Beginner	<input type="checkbox"/>	Beginner	<input type="checkbox"/>	Beginner	<input type="checkbox"/>
Intermediary	<input type="checkbox"/>	Intermediary	<input type="checkbox"/>	Intermediary	<input type="checkbox"/>
Advanced	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Advanced	<input type="checkbox"/>
Conversation	<input type="checkbox"/>	Conversation	<input type="checkbox"/>	Conversation	<input type="checkbox"/>

** Intermediate & above required for conversation classes.

II. Proposed Schedules and Days for each language and level:

Beginner	Monday from 17 to 18:00	<input type="checkbox"/>
	Thursday from 17 to 18:00	<input type="checkbox"/>
Intermediary	Tuesday from 17 to 18:00	<input type="checkbox"/>
	Friday from 17 to 18:00	<input type="checkbox"/>
Advanced	Wednesday from 17 to 18:00	<input type="checkbox"/>
	Saturday from 8 to 9:00	<input type="checkbox"/>

In addition, a computer classes is currently being organized by qualified staff members.

We invite your comments or suggestions regarding language courses:

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - KINSHASA

MEMORANDUM

TO: All Staff
OSRSG

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

DATE: 3 March 1995

SUBJECT: Appointment of Chief of the Radio Unit

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

- - - - -



UNAMIR-MINUAR

TO: Mr. A.H. Golo
OIC/Administration

DATE: 25 February 1995

ATTN: Mr. K. Nilsvang
CCPO

FROM: A.H. Kabja *A.H. Kabja*
Executive Director

SUBJECT: Temporary Replacement of Ms. Amsale Retta

As you are aware Ms. Amsale Retta will be proceeding on leave from 26 February to 18 March 1995.

Please be advised that during her period of absence, she will be replaced in the Office of the SRSG by Ms. Abeba Kifle.

cc: All Staff of OSRSG



DATE: 21 February 1995

To: ED
CAO
Mr. Conde

From: Shaharyar M. Khan
SRSG

A handwritten signature in dark ink, appearing to read "Shaharyar M. Khan".

Subject: Eid/Bayram celebration

1. I would like to appoint the following committee to organize the Eid/Bayram festival for the end of fasting:

1. Dr. A.H. Kabia (Chairman)
2. Mr. Ally H. Golo
3. Mr. Conde (Secretary)
4. Mr. Z. Benamadi
5. Col. Mueen
6. A representative from the agencies
7. A woman representative
9. A representative from the Rwandese community (Imam of Mosque)

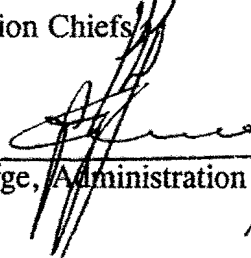
2. The Committee should decide:

- (a) The day the festival is to be celebrated;
- (b) The place and timing of Eid prayers;
- (c) An appropriate function (get-together - possibly after the Eid prayers);
- (d) Transport/Security arrangement at mosque;
- (e) Any inter-action with local Muslim community;
- (f) How can we share with Muslim regiments (eg Nigerian or Tunisian) in their sectors?



13 February 1995

TO: All Office/Section Chiefs

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

SUBJECT: Special Post Allowance (SPA)

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

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

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

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



TO: **FORCE MEDICAL OFFICER**

FROM: **Mr.P.B.DESSANDE**
OIC/ED 

SUBJECT: **MEDICAL KIT**

We would appreciate it if you provide a medical kit for Mr.Milos Strugar, Political Affairs Officer from the SRSG Office, who has been deployed in Sector 4 (Gikongoro, Cyangugu, Kibuye).



(Produced)

UNAMIR - KIGALI

6 February 1995 ✓

TO: All UNAMIR Contingent
Military and Civilian Section

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

SUBJECT: Further Vehicle Allocations

A number of vehicles are expected to arrive in the mission area shortly.

The Vehicle Establishment Committee which is the sole body in the mission authorized to make permanent assignments is expected to meet to decide on the allocation of these vehicles.

In order to ensure as far as possible a just distribution of these vehicles, kindly complete the attached vehicle establishment proposal form and forward it to my office no later than 10 February 1995. Kindly note that even if you have previously submitted a vehicle request to this or any other office, this exercise must be repeated on the attached form. Justification must clearly indicate the purpose for which the vehicle is to be used and the number of staff members whose day to day duties hinges on the use of the vehicle. You must also consider the contents of Information Circular 009/95 of 31 January 1995 (enclosed) when preparing your vehicle request.

Thank you for your cooperation.

cc: ~~Deputy Force Commander~~
OIC Administration
Chief Integrated Support Services
D/COS Sp/Chief Logistics Officer
Chief Military Observer
Chief CIVPOL
Chief Transport Officer
Legal Adviser, OSRSG

VEHICLE ESTABLISHMENT PROPOSAL

DESCRIPTION	PRESENT HOLDING	PRESENT REQUIREMENT	FUTURE REQUIREMENT	SHOW JUSTIFICATION FOR EACH VEHICLE
SEDAN LIGHT				
SEDAN MEDIUM				
SEDAN HEAVY				
JEEP 4X4				
BUS LIGHT				
BUS MEDIUM				
BUS HEAVY				
PICK UP, DOUBLE CABIN				
TRUCK, CARGO LIGHT				
TRUCK, CARGO MEDIUM				
TRUCK, CARGO HEAVY				
AMBULANCE				
TRUCK, CRANE HEAVY				
TRUCK, RECOVERY				
TRUCK, FUEL				
TRUCK, WATER				
TRAILER, FUEL				
TRAILER, WATER				
TRAILER, CARGO				
RECOVERY VEH 8X8				
FORKLIFT, LIGHT				
FORKLIFT, MEDIUM				
FORKLIFT, HEAVY				
TRUCK, SEWAGE				
TRUCK, KITCHEN				
TRUCK, MOBILE WORKSHOP				
FRONT END LOADER				
BACKHOE				
DISTRIBUTOR BITUMEN				
ROAD GRADER				
VIBRATOR ROLLER				
SCOOP LOADER				
DOZER				
TRACTOR & FLATBED				
TRACTOR & 70 TON TRAILER				
DUMP TRUCK				
GARBAGE COMPACTOR				
MOTOR CYCLES				
TOTAL				

PREPARED BY TRANSPORT SECTION



UNAMIR - MINUAR

TO : All Sections, UNAMIR

FROM : Minas Lessanu,
CBMSO

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

DATE : 1 February 1995

Please be informed that I will be away on home leave from February 02 to February 20, 1995.

In my absence Mr Eddy Oler will act as my Deputy, Mr Mihael Sobec will handle all Brown & Root projects and Mr Patsey Mullings will take care of the day to day activities of the section. Mr Patsey Mullings will be your contact person and he will be in room number 3085 and can be contacted on tel 11084 or by radio channel 11, call sign BM3.

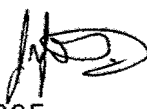
Regards.



UNAMIR - MINUAR

INTER OFFICE MEMORANDUM

File No.....

To: See distribution list below
From: ADC to FC 
Date: 27 January 1995
Subject: New telephone number at the
Force Commander's residence

Reference:

Please be informed that the new telephone extension at the Force Commander's residence is as follows:

UNAMIR Extension No.: 11207 ✓

Thank you for your kind attention to this matter.

Distribution list:

SRSG
ED
CAO
CProtocol ✓
SPAO
CCO
MA/FC
MA/DFC & COS
DCOS (Ops)
DCOS (Sp)
C Mil Obs Force
HAC
C Civ Pol
Tac HQ



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

DATE: 26 January 1995

FROM: Paul Ischlika
CSO/ASC

Ref.: UNAMIR/SO/019

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

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

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

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

All friends and well-wishers are cordially invited.

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

Once again thank you very much and God bless.



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

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

Kigali, 20 janvier 1995

A: M. K. Nilsvang
OIC, Administration

Action: AIROPS

Info: OIC-SRSG
DFC
CSS

De:

B.P. Dessandé
OIC.ED/SRSG # 11069

1. Vous voudrez bien prendre des dispositions pour mettre un hélicoptère à la disposition du Gouvernement afin de permettre à S.E.M. RWIGE, Pierre Célestin, Ministre de l'Enseignement Primaire et Secondaire d'effectuer une mission aujourd'hui à Giseny et à Cyangugu.
2. Le Ministre sera accompagné de 5 collaborateurs. Il aura à passer au moins deux heures de temps dans chacune des localités à visiter.

R-4077
Protocol
Secretary,

MEMORANDUM

File No : 1000-5

Dated : Jan 95

See distribution list

SUBJECT : DEPOSITING OF OFFICE KEYS AT THE RECEPTION

1. As you are aware, a key board is being maintained at the reception office which is supposed to hold duplicate keys to all offices in the Headquarters complex. Besides, all original keys being utilized by the OIC/Staff are also required to be deposited at the reception on close of office hours and collected the next day after signing for the same. However, this practice is not being followed by all.
2. What is of a grave concern from the point of view of security and safety is that some of the offices are in possession of all three keys and as a result no key is the available at the reception for use in emergencies eg. in case of outbreak of fire, loss of an original key etc.
3. It has also been noticed in the past that some offices have altered their office locks without any intimation to the Camp Office/Reception.
4. Keeping in view the security and safety aspect the following is requested :-
 - (a) All Offices to ensure that at least one key is available at the reception for use in case of an emergency.
 - (b) Loss of any key is reported immediately to the Camp Office/Reception so that appropriate action is taken for replacing the lock at the earliest.
 - (c) Any change of locks of the office door is intimated to the Camp Office/Reception and duplicate key of the new lock is made available at the reception immediately on occurrence.

5. Submitted for your information and necessary action please.
Regards.



CS Dewgun
Captain
Camp Commandant
Phone : 11137

Distribution list


All Offices (UNAMIR Headquarters)



INTER-OFFICE MEMORANDUM

17 January 1995

TO: Mr D. Carlos/ OIC Fin
Mr K. Gleeson/ C MCC

FROM: Mr B. Dessande/ OIC ED 

INFO: BGen A. H. Anyidoho/ DFC
Mr G. Brière/ CMCO

SUBJECT: **TRAVEL ADVANCE - AIR TICKETS**

1. BGen Anyidoho and Mr Brière will travel to Geneva on 18 Jan 95 to meet the SRSG on 20 January 95 for an official conference which will be held on 20 Jan 95.
2. Finance Section: You are requested to give an advance for this trip to these two persons for the period of 18 Jan to 22 Jan 95.
3. Travel Section: Please confirm the flight reservation bookings made tentatively this morning by your staff. Departure from Kigali to Nairobi will be on the UN flight on 18 Jan in the morning. Departure for Geneva via Paris will be in the evening with an arrival in Geneva on 19 Jan in the morning. Return flight will be confirmed by both individuals at the airport.
4. Sorry for the short notice. Thank you for your cooperation.



UNAMIR - MINUAR

INTERNAL MEMORANDUM
MEMORANDUM INTERIEUR

TO : Dr. A. H. KABIA, EXEC. DIR.

DATE: 16 JANUARY 1995

THRU : Mr. ALLY H. GOLO, OIC ADMIN

FROM : Eric Dogbegah, CMIS

SUBJ.: COMPUTER FOR RWANDA AIRPORT AUTHORITIES.

Reference your IOM of 16 December 1994 on the above subject, please be advised that one set of EDP equipment comprising CPU, MONITOR, PRINTER, UPS and all necessary connecting cables will be issued to the Rwanda Airport authorities on loan up to the end of the current UNAMIR mandate. Kindly advise of the person at the airport who will receive and take responsibility for the equipment while it is in their care.

Kind regards.

Regards.

①

I discussed the point today with
Mr. Butera, Director, Cabinet of the Ministry of
Transports (tel: 7.5750). He has to talk
to the Rwandan airport authorities before
to let us know which one is going to
be responsible for this communication equipment.

C.P. DESSARTE #11069

cc: -DFC

-OIC-Admin

-CCPO

-CMIS



UNAMIR - MINUAR

TO: Mr. Ally H. Golo
OIC, Administration

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

DATE: 16 December 1994

SUBJECT: Loan of equipment to Airport authorities

*CCO
to discuss pls
provide a complete
list of equipment
on loan including
those stated in the
letter - to be
17/12/94*

The SRSG has received a request from the Government of Rwanda to make available to them on loan, some of the communication equipment UNAMIR was using at the Kigali Airport and has withdrawn.

Following is list of the equipment:

1. 1 telefax machine
2. 1 computer and accessories
3. 1 photocopy machine
4. 4 motorola radios

- to be issued - 16/12/94

The SRSG has authorized the temporary transfer of these equipment on loan to the relevant airport authorities for the period of our present mandate which ends on 9 June 1995.

Please take necessary action.

*Memo
sent to
Dr. Kabia to advise who
in particular this eqpt.
should be delivered to at
the airport. 16/1/95
Eten*

*File
Please send a memo to
Dr. Kabia through Mr. Golo
that 5 sets could be loaned to the
airport 2 sets for the airport and
3 sets to the Ministry of interior
17/12/94 Antygalia
cmk*