UNAMIR

SECTOR 5, GISENYI

MISCELLANEOUS

6 FEB - 7 MAR 1995

9 strictly Confidential
M.R. 6-6-2012

PLEASE RETAIN
ORIGINAL ORDER

UN ARCHIVES
SERIES S-1062
BOX 84
FILE 3
ACC. 1998/0283

Milobs GP

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR : MINUAR

Copy to all Secs
SMPO

INFORMATION CIRCULAR 017/95

03 March 1995

To: All Civilian and Military Personnel

FROM: Shaharyar Khan
Special Representative
of the Secretary General

SUBJECT: Official Holidays for 1995

After consultation with representatives of other UN agencies and staff representatives, I am pleased to inform you of the following designated official United Nations (UNAMIR) holidays in Rwanda:

New Year's Day	1 January 1995
Eid/Bayram	2 March 1995
Women's day	8 March 1995
Easter Monday	17 April 1995
Labour Day	1 May 1995
Eid-al-Adha	May 1995 (depending on the sighting of the moon at Eid al Fitr)
Independence Day	1 July 1995
UN Day	24 October 1995
Christmas	25 December 1995

Please note that the number of official holidays for any duty station may not exceed nine days per year. When one of these official holidays falls on a non-working day, the following working day shall be observed as an official holiday in lieu thereof.

1. Copy to Sector SB
2. All MILOBS to SEE

09/3/95

C milobs force
DCMO
Copy to Secs and Brs.
4/4

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

SMPO

From: DCOS (Sp)

To: List A,B,D

File Reference: 4000.1/LOG 8

Date: 3 Apr 95

Subject: UNAMIR ACTIVITIES - 7 APRIL 1995

1. The SRSG has directed, in the attached directive that on 7 April 1995 UNAMIR offices will be closed and the UN Flag will fly at half mast.

(1)

UNITED NATIONS — NATIONS UNIES

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

UNAMIR - MINUAR

P.O. Box 749, Kigali, Rwanda

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

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

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

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

03 April 1995

(2) MA

For your action
thank.

COS

Please note
He has copy
LT COL
MA
3 Apr 95

- - - - -

MESSAGE FORM
FORMULE DE MESSAGE

SECURITY CLASSIFICATION – COTE DE SECURITE: PRIORITY

FILE – DOSSIER:

PAGE	DATE – TIME GROUP / GROUPE DATE – HEURE			PRECEDENCE / PRIORITE		CLASS	SPECIAL CAT SPEC	LIMF L'OFF	LIMITED ACCESS	ORIGINATOR'S NUMBER / NUMERO DE L'EXPEDITEUR
	DATE – TIME / DATE – HEURE	MONTH / MOIS	YEAR / ANNEE	ACTION	INFO					
OF / DE	041600 B	APR	95							

BOOK / DOSSIER

MESSAGE HANDLING INSTRUCTIONS – INSTRUCTIONS D'ACHEMINEMENT DU MESSAGE

DO NOT STAPLE, CREASE, FOLD OR SMUDGE – NE PAS BROCHER, PLIER, FROISSER OU MACULER

FM- UNAMIR HQs // OPs
TO- TUNBATT
INFO-

1. YOU ARE TO UNDERTAKE THE FOLLOWING TASKS WITH EFFECT FROM TOMORROW 05 APR 95 UP TO 10 APR 95 :—

A. PROVIDE SECURITY FOR 24 VEHICLES BELONGING TO IOM / UNHCR TO BE PARKED AT THE MILK FACTORY IN RUHENGERI.

B. PROVIDE SECURITY TO WFP WAREHOUSE AT KORA. YOU MAY CONTACT THE GENDARMERIE FOR ASSISTANCE

C. PROVIDE SECURITY FOR UNHCR HOUSE AND UNHRFO OFFICE IN GISENYI.

2. FOR YOUR ACTION //

DISTRIBUTION – DIFFUSION

DRAFTER – RÉDACTEUR			SPECIAL INSTRUCTIONS – DIRECTIVES SPECIALES
NAME – NOM	OFFICE – BUREAU	TEL – TEL	
RELEASING OFFICER – L'OFFICIER APPROBATEUR			
NAME – NOM	OFFICE – BUREAU	TEL – TEL	
D. MAULU	OPS	11150	
SIGNATURE			SECURITY CLASSIFICATION – COTE DE SECURITE
Capt			

DND 1507 (10-88) 7530-21-902-4274

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ASSISTANCE MISSION TO RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

4/4
SMPO Br 4/4

INFORMATION CIRCULAR N°. 020/95

DATE: 1 April 1995

TO: All UNAMIR Personnel

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

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

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

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

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

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

SECURITY PLAN :UNAMIR ,UN CIVILIANS AND NGOS
SECTOR 5,GISENYI

GENERAL

1. In the event of deteriorating in Sector 5 security alert measures will be activated in Sector 5.This instructions lays down the measures to be adopted under various conditions in order to ensure safety of all personnel working in Sector 5.

2. The plan denotes the following:-

a. Measures to counter the increased threat in the sector.This would involve the deployment of TUNBAT abinitio to protect the soft targets in Sector 5.

b. Individual and collective security measures to be taken to ensure security of all personnel in Sector 5.

THREAT

3. The current situation in the sector is calm.However in view of sudden spurt of rumors of likely escalated violence around the 06 April 95 in view of the anniversary of the WAR and the recent infiltrations in the border belt and in the areas around the volcanic forests,it is appreciated that this problem is likely to stay with us in this sector.Also this activity is a indication that the former RGF is in the process of regrouping and is trying to destabilise this region.This activity may be a preamble to a insurgency operation.The developing threat is unlikely to accord us the reaction time to activate the security measures which would be desirable and hence in view of the latent threat we must be alert at all times and ensure the security of personnel and the equipment entrusted in our care.

4. The threat to UN and NGO'S in Sector 5 is likely to be :

a. Insurgency threat aimed at the local administration,population and the RPA.

b. Attacks on the UN and NGO personnel /property.

5. The above mentioned threat is likely to develop as under:

a. Infiltration into Sector 5 assess the strength and capability of the RPA.This process is already under way as indicated by the activities over the past couple of weeks.
b. Ambushing of UNAMIR vehicles and property.

c. Theft of vehicles,personal property,office and residential property.

d. Extortion.

f. Sabotage of UN property.

IDENTIFICATION OF SOFT TARGETS

6. The potential soft targets in Sector 5 are:

GISENYI

a. Meridian Hotel.(Residence MILOB'S at Gisenyi).

b. Human Rights House 1 and 2 at Gisenyi.

c. UNHCR Staff and Office premises at Gisenyi.

d. UNHCR,WFP and COOPI Warehouse.

e. CARE Way Station.

f. MSF(B) ,Nyundo.

g. MERLIN.

h. IOM.

j. CARITAS,Nyundo.

k. GED.

l. CIVPOL House.

m. Zimzam House. (Residence of MILOBS).

RUHENGERI

a. Muhaburo Hotel (Residence MILOBS at Ruhengeri)

b. MSF (H).

c. ICRC.

d. WFP.

e. IOM.

f. ARP.

g. Bangla Desh.

7. It is unlikely that all the above mentioned assets can be

provided TUNBAT troops for their protection due to the limited resources available.This is especially so in the case of some organisation having a number of houses as their residence and office.The discussions are in progress with the TUNBAT at the moment to determine the availability of the troops and the locations that can be provided with the TUNBAT for it's protection.The same will be intimated to all concerned.The locations not provided with the same are strongly advised to shift into the Meridian Hotel /Muhaburo Hotel, as the case may be,for the period 5-10 Apr.

SECURITY MEASURES.

8. The following measures require to be followed to enhance your personal security :

a. get to know where your nearest UN neighbor lives and where the nearest UN vehicle is parked.

b. know the radio call signs in case of emergency.

c. inform CY-0/CY-3 in case of any plans to travel outside Gisenyi.

d. There is safety in numbers.Eat and drink in secure locations and avoid going out to places other than the Meridian.Never let the spirt of the moment cloud your judgement with regards to your personal safety.

e. Dont travel outside Gisenyi/Ruhengeri at night.

f. Lie flat on the floor in case you hear shooting near your residence.Do not look outside and stay away from the window.Try and crawl to a corridor without windows.

g. Maintain a weeks supply of food and water in your residence.

h. Avoid setting a routine ie,try and change the timing of your moves.

9. HOW TO REACT TO ATTACK.If you are attacked try and remain calm and do not panic.In general it is best to comply with the demand of the attacker.Do not be aggressive and try to establish some type of compromise with your attacker.Contact CY-0 immediately.

RESIDENTIAL SECURITY.

10. Contact your neighbors and try and coordinate the gaurds in the neighborhood.Prior to your retiring for the night you should ensure that all the doors and windows are secure.Finally dont give duplicate keys for your domestic help and keep your house keys separate from vehicle keys.

11. Gaurds. If you have a guard employed at your residence ensure he is issued with a whistle and a flash light.Establish a signal with him so that he will open your gate immediately(for example you might sound the horn 3 times for him to open the gate).Avoid waiting at the gate ,as that might the place some one may try and jump you.Ensure your guard ensures:

a. Your gate must at all times be padlocked.

b. Never allow visitors to enter without your permission.

c. Report all the incidents.

SECURITY GUIDELINES SUMMARY

12. There are some guidelines everyone must follow at all times:-

a. Carry your ID card /passports at all times.

b. Avoid going out alone at night and staying out late.Go in a group of at least 2 people.

c. Avoid driving at night in the remote areas of the sector.

d. Should you be attacked ,you should always try to be calm and firm and courteous.Never show signs of stress and intimidation even if you feel both.

e. Avoid all forms of arguments with your attackers even if you have your rights.

f. Should be trailed at night avoid heading for your residence and head for the meridian (use the front parking in this case) or the Mahabura Hotel as the case may be and contact the nearest MILOB control.At the same time contact CY-0 /CY-3 /CY-0B as the case may be and inform regarding the nature of the problem.

g. Above all do not discard "COMMON SENSE" as it will assist you to appreciate the situation on the ground , make sensible deductions and take decisions in your better interest.REMEMBER YOUR LIFE COMES FIRST,AND THEREAFTER ,ALL OTHER THINGS SHALL BE ADDED ON TO IT.

Gopi Menon
Maj
Ops Officer

To: MILOB GP HQ

Info: UNAMIR FORCE HQ
TUNBAT

From: Sector 5 MILOB,Gisenyi

Subject: CHANGE IN LOCATIONS OF UNAMIR FORCES IN SECTOR 5

1. There was a meeting held at the office of the Brigade Comd 211 Inf Bde located at Ruhengeri.The Bde Comd was not available and the talks were held between the Bde Political Officer whom the Bde Comd had nominated and the Representative from this HQ.

2. The talks were centered around the movement and the readjustment of the formed troops deployed in Sector 5 that the RPA desired be made as soon as possible.The following readjustment was desired to be affected at the earliest:-

a. The 4 TUNCOY located at Gisenyi be moved from the present location of the Naval Base which it is presently occupying.It was stated that this move was required due to the fact that the RPA soldiers who had been sent abroad for training on operations on water had completed the course and had returned and were planned to be located at this base.The TUNBAT would have to do the recce for the alternate suitable area which they would like to occupy in lieu of the Naval Base.

b. The 3 TUNCOY located at Busogo (4927) be moved of the location as the same is required by the RPA to deploy their RAPID REACTION FORCE which they plan to employ in case of any immediate threat from the direction of the Birungas Volcanic Range to the north of the sector.A alternate location for the coy was proposed as the Bishops school at RAMBURA (4514).The location proposed is self sufficient in terms of accommodation,water and electricity.The other alternative proposed was that TUNBAT carries out the recce of an alternate site which will be approved by the RPA.

3.The RPA representative expressed that they were very happy with the cooperation between the formed troops in Sector 5 and the RPA and hoped that this would not be taken as a measure of harassing the TUNBAT.The RPA further added that they would appreciate that the locations mentioned above will be handed over to them at the earliest.in fact in a time frame of 3 days.It was explained to the RPA that due to the infrastructure which had to be created /shifted in the move of the coys it would not be possible to move them in the time frame desired.However within three days a feed back would be given on what actions were being taken .

4. However it was explained to the RPA that these talks should have been held with the TUNBAT COMD and not with the MILOBS, as TUNBAT were the affected unit.RPA requested that the message be passed to the TUNBAT for their further action.The same will be communicated to the TUNBAT by the undersigned today.

5. Best Regards.

for Gopi Menon FLT/LT
Maj
Ops Officer
For Sector Comd

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: ALL SECTORS **FILE REF:** MILOBS/MSA/6441.46

FROM: MILOBS GP HQ **DATE:** 30 March 1995

SUBJECT: **LETTER OF PAYMENT AUTHORITY**

1. Attached is a newly designed format from the Chief Finance Officer, UNAMIR, in respect of the above mentioned subject matter.

2. It will be the only acceptable authority note form upon which the Cashier, UNAMIR will release the MSA of any absentee MILOB.

3. All under command should familiarise themselves with it for further action.

GK ADDO
Capt
(SO Finance)

ANNEX A

LETTER OF PAYMENT AUTHORITY

PAYMENT THROUGH A THIRD PARTY
(WHO PAYMENT IS TO BE MADE THROUGH) FOR MONTH OF.....

1. **NAME OF FINAL RECIPIENT.....**

2. **UN ID NUMBER OF FINAL RECIPIENT.....**

3. **SIGNATURE OF FINAL RECIPIENT.....DATE.....**

4. **NAME OF THIRD PARTY.....**

5. **UN ID NUMBER OF THIRD PARTY..... .....**

6. **SIGNATURE OF THIRD PARTY.....DATE.....**

MILOB GP HQ

TO : ALL SECTORS DATE: 30 MAR 95

FROM : MILOB GP HQ/OPS/

SUBJECT : ADMINISTATIVE CONTROL OF CIVPOL IN THE SECTOR.

1. Attached letter details CIVPOL responsibilities and working relationship.

2. Please acknowledge and indicate your current working relationship and impression of CIVPOL in your Sector. If problems exist, offer suggestion for improvement.

J McCOMBER
MAJ
SOO

CIVPOL :
For your info.
30/03

To: CMO → DCMO

Date: 21/3/95

Ref:CIVPOL/MEMO/260/95

From: CIVPOL Commissioner

Info: SRSG, FC, OSRSG/CIVPOL Liaison Officer

Subject: Administrative Control of CIVPOL in the Sector

As you are aware the UN Civilian Police Monitoring teams are deployed in all the prefectures in Rwanda to carry out tasks according to UNAMIR mandates.

2. These tasks are :

(i) To monitor the activities of the Communal Police and National Gendarmerie.

(ii) To investigate any cases of violations in conjunction with the local authorities.

(iii) To monitor the process of return of Rwandan refugees/displaced persons and their resettlement.

(iv) To assist in the establishment and training of communal police and National Gendarmerie.

(v) To assist the prefects in law and order maintenance.

(vi) To maintain liaison with local authorities.

(vii) To assist Milobs and ground troops in police matters.

3. To perform these tasks, CIVPOL Headquarters and CIVPOL Observers in the Sectors need close cooperation with military observers, ground troops, UN and other Agencies,and local authorities. CIVPOL is now in evolution stage and is co-located with milobs.

4. Before CIVPOL reach its authorised strength of 120 observers and in order to facilitate its operations, it is decided to place CIVPOL monitoring teams in sectors under the administrative control of Milobs Sector Commanders.

5. By this arrangement, I expect a good working cooperation between the chief of CIVPOL Monitoring teams and Milobs Sector Commanders.

6. Regards

UNITED NATIONS
ASSISTANCE MISSION IN RWANDA

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UNAMIR - MINUAR

ADMINISTRATIVE INSTRUCTION NO. 010/95

21 March 1995

TO : All UNAMIR Military Personnel
All UNAMIR Civilian Chiefs of Section

FROM : Ally H. Golo
OIC Administration

Subject : UNAMIR MILITARY POSTAL SERVICE

This Administrative Instruction is based on Chapter 9 of the United Nations Operational Support Manual: Postal and Courier Services (Rev. November 1994).

General

1. For troops in peacekeeping missions, separated from families and loved ones, the ability to communicate is an important contributor to morale. The primary communication method in most cases is the use of a mail service. In most large missions, a base post office is established as a unit under the Chief Logistics Officer, directly supervised by a Force Postal Officer. The establishment of UNAMIR did not cater for this facility and the responsibilities for mail have been rested in the Force Welfare Office.

Incoming mail

2. All personnel should be aware that incoming mail to UNAMIR can be despatched in four separate ways as follows:-

a) via the weekly pouch from UNHQ

b) to a P.O. Box in Nairobi and

c) to a P.O. Box in Kigali

d) via special service flights chartered by the host country.

3. For use of any of the first three methods above, the sender is required to utilize the local national postal service of their home country, ensuring sufficient postage is attached to reach the destination used. Troop - contributing countries, through their own

postal authorities may establish a central mailing address for their troops in their home country for accepting international mail (addressed to UNAMIR) at local postal rates and arrange subsequent pouching/delivery at govt cost. In all other cases the following instruction apply:-

a) for mail via the UNHQ pouch, standard first class letters only may be sent. Parcels or registered mail will not be accepted.

b) for mail via the P.O. Box in Nairobi, standard first class letters only should be sent. Parcels sent via this method may be subject to custom's inspection and duty charges. Registered mail cannot be picked without cumbersome and time consuming procedures needing to be followed. Both parcels and registered mail, because of inherent delays with clearing them in Nairobi may incur storage charges.

c) mail of any type may be sent to the P.O. Box in Kigali. Parcels and registered mail will, however, be a personal responsibility to collect. Regular first class mail items will be collected and further distributed by UNAMIR

d) special flights may include the carriage of parcels as well as first class mail.

4. The addresses for each of the above methods of mails are as follows:-

a) via UNHQ, NewYork

ID No., Rank, Name
Contingent, UNAMIR
P. O. BOX 4661
Grand Central Station
NYC, New York, 10017
USA.

b) via Nairobi

ID NO., Rank, Name
Contingent, UNAMIR
P. O. BOX 30552
Gigiri - Nairobi
Kenya

c) via Kigali

ID No., Rank, Name
Contingent, UNAMIR
BP 749
Kigali - Rwanda

3/.....

d) via special flight

ID No., Rank, Name
Contingent, UNAMIR,
Rwanda

Prohibited articles

5. The following items are prohibited for dispatch by mail, whether incoming or outgoing:-

a) coins, banknotes, negotiable bonds payable to the bearer, platinum, gold, silver, precious stones, jewels, and archaeological specimens which are the property of the host country;

b) articles which by their nature or their packing may expose mail handlers or postal officials to danger or may soil or damage other mail;

c) explosives, ammunition, inflammable or corrosive materials;

d) living animals or insects;

e) opium, morphine, heroin, cocaine, hashish or any other form of narcotic drug;

f) obscene or immoral articles, pornographic literature or photographs;

g) earth, sand, grass, straw, seeds or plants;

h) guns, pistols, rifles, grenades or military hardware souvenirs.

i) all other items prohibited by legislature in the originating or receiving country. (For example the importation of ivory and articles made thereof as well as certain animal skins is strictly forbidden by US legslation.)

PROCEDURES FOR MAIL IN UNAMIR

6. Contingent official mail and free mail items according to entitlement are to be bundled and sent to UNAMIR HQ, attention Base Post Office, TWICE per week. If the home nation has agreed to the

onward despatch of mail at no cost within the home nation, then no postage stamps are required. If this agreement does not exist, then local national postage in the appropriate amount must be placed on the items being sent. In this case it is recommended that the Contingent members be afforded with an oportunity to purchase the required stamps in the mission area.

All in-country forwarding arrangements are to be organized by the troop-contributing government concerned. Under no circumstances will the United Nations be responsible for the settlement of costs arising from internal mail distribution operations.

Field Post Office.

7. Every contingent should have their own field post office to prepare bagging, tagging, sealing and despatch/receipt of their contingent mail, to and from the Base Post Office. All contingents which are located at Kigali may deliver / collect their pouches directly from the airport if they wish to do so. The names of such FPOs and their postal officer should be intimated to BPO.

Procedures for Free Mail.

8. The following procedures shall apply to free mail franked with the UN impression:-

a. Personal Mail. Free UN franked aerogrammes will be collected from the Base Post Office by contingent postal representatives on the second Monday every month. No enclosures are allowed in the free letters or aerogrammes franked with UN impression and each letter/aerogramme should not exceed 10 grams in weight or contain any article prohibited under UN postal regulations (FAM Chapter 18 Section III, Paragraph 2.0 and 2.1). The free mail service for individuals does not include registration or any other specialised service; registered mail must be arranged personally through the local P.O. Free UN aerogrammes will be collected from Base Post Office each month.

b. Official Mail. Free registration service is available under this service and the ten gram weight limit does not apply. For this reason all official mail shall be

endorsed " Official Mail" and signed by an officer who shall indicate his rank and name.

c. Preparation. All free mail for despatch will be franked with the UN stamp; this operation is the contingent's responsibility. All mail will be bundled, bagged, addressed and forwarded to the Base Post Office manifested in duplicate at the Force HQ. Schedules for all contingents for despatch of these bags will be the same days as those of the mail runs given at Paragraph 5 below. UN mail bags will be supplied to each contingent FPO, who will be responsible to account for them.

d. Central Mailing Address in Home Country. All contingents are required to forward to the BPO a central mailing address in their home country where mail bags are to be addressed and from where mail will be distributed free at national postal rates within their country.

e. Special arrangements. Contingents with a National Support Element Postal Service shall have the option, for operational efficiency reasons, to make their own arrangements for free mail within the limitations and principles of the UN Free Mail policy as stated in this chapter. These arrangements will not result in additinal cost to the United Nations.

Mail Runs for Contingents.

9. Daily trips of the mail vehicle will be organised to ensure that it makes at least two trips to each sector in a week. This would require the detailment of atleast two vehicles for this purpose as shown below:-

SNo	Day of Week	Sectors	Remarks
a.	Mon, Thurs	Cyangugu Gikongoro Butare	On days helicopter flights are flying to any of these Sectors the veh runs can be cancelled to conserve fuel and man hours.
b.	Tue, Fri	Gitarama Kibuye Kibungo	- do -
c.	Wed, Sat	Gisenyi Byumba	- do -

6/....

10. Correct Procedure for Use of Free UN Franked Aerogrammes

a. Free UN franked aerogrammes can be used for mailing *through pouch to a central address in the Home Country only. Staff members using these aerogrammes will have to despatch them through their contingent FPOs.*

b. First class mail to any other country should be affixed with necessary local postal value and must be arranged personally by individuals. Alternatively, the letters may be sent pre-paid via the home country, bearing the national postage applicable between the home country and the country of destination.

c. First class mail may also be sent through the New York pouch to any destination (every Fri) affixed with necessary value of UN stamps available with the UNAMIR Registry & Pouch Office.

11. Conclusion. It is emphasized that it is the responsibility of contingents and their national authorities to make arrangements for special delivery of mail, whether it be via commercial carriers or service flights or a combination of both. The arrangement of a Force Post Office is to coordinate and streamline postal activities as a welfare measure to multinational troops serving the UN.

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA

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

17 March 1995

BULLETIN NO. 1

1. I am addressing all United Nations civilian, civpol and military personnel in Rwanda with the objective of stressing the need to comply with Rwandese laws and regulations. It is also incumbent upon us to respect the cultural, traditional and social customs of the Rwandese People.

2. With regard to the official exchange rate for the Rwandese Franc, the Rwandese Government decreed a flexible exchange rate as of 6th March 1995. Currency must therefore be changed only through official channels. All personnel must avoid inducements to obtain local currency through private or unofficial channels.

3. I am concerned that United Nations privileges and immunities intended to assist officials in performing their official duties, are being misused. It has been brought to my attention, that some alcoholic beverages and electronic equipment have found their way into the open market. I deplore efforts to misuse the privilege for financial gain and should this trade continue, I shall not hesitate to stop duty-free imports of such items. United Nations personnel are requested to keep a meticulous check on duty-free imports and utilize them exclusively for their own use.

4. United Nations Personnel are also requested to drive with great care, to respect traffic laws and to observe speed regulations. Care must be taken not to drive following consumption of alcohol. Drivers not familiar with the rule of "priorité à droite" (priority from the right) are required to take a driving course from the Chief Transport Officer.

5. An increasing number of United Nations personnel are renting private residential accomodation. All rental agreements must be registered with UNAMIR for purposes of Security. In addition, an attestation should be obtained from the Prefecture prior to entering into any contractual arrangements.

6. Moreover, the Government's regulations must be respected in that rent should be paid to the real, approved owner of the house and not directly to a foreign bank in favour of a person with unchecked credentials. A visit to the corresponding Prefecture will ensure the correct ownership of the property.

7. Finally, all United Nations personnel are requested to respect the social and cultural customs of the Rwandese people, and United Nations Civilians are to abide by the Standards and Conduct of International Civil Servants and military personnel, by the Force Commander Directive's No.1. Conduct must always be dignified and respectful towards Rwandese citizens. Anyone who does not abide by these standards and behaves himself/herself in an unbecoming manner will be subject to disciplinary measures.

8. I am asking UNAMIR Military Police to keep a careful watch on all United Nations personnel's conduct regarding local traffic/driving regulations. UNAMIR Military Police has been empowered to take action against those drivers that are patently in breach of the law with respect to civilian staff, the Military Police have authority to detain only the vehicle of those suspected of driving under the influence of alcohol. In the event a staff member is suspected of drunken driving, the Military Police shall take custody of the vehicle, but drive the suspect to his/her residence before impounding the vehicle.

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Office of the Special Representative
of the Secretary-General

UNAMIR - MINUAR

17 MARS 1995

BULLETIN No. 1

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

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

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

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

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

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

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

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

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : See Distribution **FILE NO** : MILOB/POST/6443.72

FROM : MILOB GP HQ **DATE** : 23 March 1995

SUBJECT : REDEPLOYMENT OF MILOBS

Reference :

A. MILOBS/POST/6443.33 dated 25 Feb 95.

1. Approval has been given to redeploy 36 MILOBS as per the attached list with effect from 1 Apr 95. The rotation is scheduled for the same date between 1200 and 1400 hrs.

2. To ensure a smooth rotation, MILOBS GP HQ will be the receiving/dispersal point for the redeployment exercise. Sector Commanders are to ensure that they move their personnel to and from the receiving/dispersal point. Vehicles detailed should arrive at MILOBS GP HQ on 1 Apr 95 by 1200 hrs and depart at 1400 hrs same date.

3. Please ensure all the affected MILOBS adhere to the rotation plan.

K OPONG -KYEKYEKU
Lt-Col
for CMO

Distribution :

External :

Action :

All Sectors

Information :

MA to DFC/CMO
HAC
Air Ops Cell-Kigali Airport

Internal :

Action :

SOO
SLOGO

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

UNAMIR - MINUAR

TO: See Distribution **FILE REF:** MILOBS/POST/6443.71

FROM: MILOBS GP HQ **DATE:** 21 March 1995

SUBJECT: **POSTINGS OF NEWLY ARRIVED MILOBS**

1. Approval has been given to post the under listed newly arrived MILOBS to sectors stated against their names.

Srl	No	Rank	N A M E	N A T	Deployment
1	M 8893	Lt-Col	Sainz Nestor	Uruguay	Sector 5
2	M 8895	Capt	Latorre Alberto	Uruguay	Sector 5
3	M 8894	Maj	Cardozo Walter	Uruguay	Sector 2
4	M 8900	Maj	Maulana Ignancio	Malawi	Sector 2
5	M 8898	Maj	Ziyabo Gibson	Malawi	Sector 1
6	M 8899	Maj	Kademba Billy	Malawi	Sector 1
7	M 8905	Capt	Yusuf Shehu Ahmed	Nigeria	Sector 3 (Butare)

2. The effective date of the posting is Sat 25 Mar 95. Sector Comds are to arrange transport to pick the MILOBS from MILOBS GP HQ to their Sectors on Sat 25 Mar 95 by 1200 hrs.

3. Please accept for action.

K OPONG-KYEKYEKU
Lt-Col
for CMO

Distribution :

External :

Action :

Sectors 1, 2, 3, 5

Information :

MA to DFC/CMO
Sectors 4A, 4B, 4C, 6

Internal :

SOO
SLOGO

FROM: FORCE COMMANDER

TO: SECTOR COMD SECTOR 5
HUMAN RIGHTS, GISENYI
UNHCR, GISENYI
WFP, GISENYI

INFO : MILOB GP HQ

DATE : 28 FEB 95

SUBJECT : **LOOTING OF WFP TRUCKS AT GISENYI ON 18-19 FEB 95.**

1. I take this opportunity to commend each one of you for the role you played in trying to retrieve and redeem the situation on 18-19 Feb 95, when the WFP trucks carrying relief material and food to the refugee camps in Goma, were being looted.

2. While performing your respective duties on 18-19 Feb 95, you defied acute dangers and risks to your lives and worked as a team, thereby saving a considerable part of the cargo, which is in keeping with the finest traditions of United Nations Peace Keeping.

3. I wish to compliment each one of you on your exemplary performance during the incident, which has further enhanced the image of UNAMIR in the eyes of the people of Rwanda. I am sure that in future too, you will continue to discharge your duties in the same fashion.

ALL MILOBS TO SEE

Lets keep it up.! 06 MAR 95

PROGRAMME DES NATIONS UNIES
POUR LE DEVELOPPEMENT

MEMORANDUM INTERIEUR

UNITED NATIONS
DEVELOPMENT PROGRAMME

INTEROFFICE MEMORANDUM

A: Tous les Chefs d'Agences des Nations Unies
Experts et fonctionnaires internationaux

14/03/1995
Circ. 029/95
FIN/213/1

DE : Sukehiro HASEGAWA
Représentant Résident.
PNUD, KIGALI

OBJET : Taux de change des Nations Unies.

J'ai le plaisir de porter à votre connaissance que le taux de change des Nations Unies est de 223 FRW Pour 1 US $ et ce à partir du 15 mars 1995.

Je vous remercie.

copy

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : See Distribution

File Ref: MILOB/POST/6443.69

FROM : MILOB GP HQ

DATE : 17 March 1995

SUBJECT : **DATA ON MILOBS DEPLOYMENT**

1. This HQ intends to compile data on locations MILOBS have served during their tour of duty. Such a data will help the Personnel Branch to avoid posting MILOBS to sectors they have already served.

2. It is therefore requested that you submit returns on all MILOBS in your sector as per the format below to reach MILOBS GP HQ by 22 Mar 95.

Srl	No	Rank	Name	Nationality	Sectors served with Period

3. Please accept for action.

K OPONG-KYEKYEKU
Lt-Col
for CMO

Distribution:

External:

Action:

All Sectors
HAC
Air Ops Cell-Kigali Airport
Human Rights Commission (Attn MILOBS)

Internal:

Action:
SOO
SLOGO

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : Sector 5
Human Rights, Kigali

FILE NO : MILOB/POST/6443.67

FROM : MILOB GP HQ

DATE : 15 March 1995

SUBJECT : **POSTINGS - CAPT BM COULIBALY (MO-2084)**

1. The above mentioned MILOB is posted to FHQ and attached to Human Rights Commission, Kigali as a liaison officer. He is to report at his new post by Mon 20 Mar 95.

2. Please accept for action.

K OBONG -KYEKYEKU
Lt-Col
for CMO

21/3

M E S S A G E

ROUTINE 18 0830B MAR 95

FROM: HAC RESTD

TO : MILOB GP HQ A 43

INFO: SECTOR 5

POSTINGS OFFR PD CAPT SC AGBANUSU UNID M7741 PD REF MILOB/POST/ 6443.63 DTD 13 MAR 95 PD MN OFFR REPORTED LOC FOR DUTY WEF 17 MAR 95 AS REQ ///

DRAFTER'S NAME	APPT	TELE
HE ARTHUR	CC	250 - 72951

RELEASING OFFICER'S SIGNATURE WITH RANK

UNAMIR
Force HQ
KIGALI

16 March, 1995

3000.

See Distribution

Subject: UNAMIR TRANSPORT SUPPORT TO RWANDESE GOVERNMENT

1. The Rwandese Government has requested UNAMIR to assist it with the provision of transport for conveyance of examination papers to all ten (10) Prefecture HQs within RWANDA. It should be noted that Sector 5 will have two prefectures to assist.

2. With the SRSG's support and with direction from the Force Commander, the exercise will be conducted by UNAMIR from 16 to 21 March 1995.

3. The programme of the tasks is hereby attached for your necessary action.

4. Necessary liaison is to be affected as soon as possible. Any problems, must be forwarded to UNAMIR HQ immediately for resolution.

J ARP
Colonel
for Force Commander

Distribution:

External:

Action:

TAC HQ/ BUTARE

MILOB GP HQ
ALL MILOB SECTOR HQs
NIBATT
GHANBATT
ZAMBATT
INDBATT
ETHIOBATT
TUNBATT
SENBATT
MALAWICOY
MALICOY
FORCE ENGR COY
95 FLSG.

PROGRAMME FOR CONVEYANCE OF EXAMINATION PAPERS TO PREFECTURES

SRL	DATE	UNIT	TYPE OF VEH	FROM	TO	ETD	REMARKS
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1.	16 MAR	INDBATT	2 X 3 TON VEHS	KIA	MINISTRY OF EDUCATION	0800 HRS	TO CONTACT MR KALISA EUGENE AT THE INFO CENTRE AT KIA
2.	17 MAR	ALL FORMED UNITS/SEC MILOBS	2X4 RUNNERS L/ROVERS	UNIT/SECTOR MILOBS HQ	ALL PREFECTURE HQ	0800 HRS	CONTACT INSPECTORS OF SCHOOLS IN THEIR RESPECTIVE PREFECTURE HQS
3.	18 MAR	95 FLSG	4 X 3 TON PICK UPS	MINISTRY OF EDUCATION, KIGALI	BUTARE AND KIBUNGO	0800 HRS	ONE PICK UP FOR EACH PREFECTURE. CONTACT - INSPECTORS OF SCHOOLS AT PREFECTURE HQS
4.	18 MAR	INDBATT	4 X 3 TON VEHS	MINISTRY OF EDUCATION KIGALI	BYUMBA, GIKONGORO, CYANGUGU AND KIBUYE	0800 HRS	CONTACT - INSPECTOR OF SCHOOLS IN THEIR RESPECTIVE PREFECTURE HQS. DRIVERS AND VEHS TO BE ACCN BY FORMED TROOPS

5.	18 MAR	FORCE ENGR COY	3 X 3 TON VEHS	MINISTRY OF EDUCATION, KIGALI	RUHENGERI, GISENYI AND GITARAMA	0800 HRS	CONTACT INSPECTOR SCHOOLS IN THEIR RESPECTIVE PREFECTURE HQS. TO NIGHT STOP AT FORMED TPS LOCS
6.	19 MAR	ALL FORMED UNITS & SECTOR MILOBS	3X4 RUNNERS (INCLUDING 2 ALREADY PROVIDED AT SRL 2	SECTOR PREFECTURE HQS	ALL EXAM CENTRES IN THEIR RESPECTIVE PREFECTURES	0800 HRS	
7.	20 MAR	ALL FORMED UNITS AND MILOBS SECTOR HQS	AS PER SRL 6				NO CHANGE
8.	21 MAR	INDBATT, FORCE ENGR COY AND 95 FLSG	AS PER SRLS 2, 3, 4 AND 5	AS PER SRLS 2, 3, 4 AND 5	RESPECTIVE PREFECTURE HQS WHERE THEY DELIVERED EXAM PAPERS	0800 HRS	DEPART FOR KIGALI TO DELIVER ANSWER BOOKS TO THE MIN OF EDUCATION

SECTOR 5

FROM : COS 3000.15(Ops)

TO : ETHIOBATT
TUNBATT
ZAMBATT
INDBATT
FRAFBATT
MALICOY
MALAWICOY
NICOY
MILOB GP HQ

DATE : 24 FEB 95

SUBJECT : **REACTION TO SITUATIONS**

1. In the recent past, there have been a number of incidents which have come to the notice of this HQ, in which the intervention of formed tps was required to save the situation. However, the tps could not react to these situations in an acceptable time frame,as the procedure of reporting an incident which requires the assistance of armed tps, was not laid down.

2. In future, whenever an incident occurs, and the preliminary findings of the MILOBS present on the spot, merit the requirement of armed tps, the MILOB will immediately inform the Sector Comd on radio, who in turn will apprise he local commander of the formed tps. The local comd will then order his tps to react to the situation. In case the situation is beyond his control, he will immediately inform his unit HQ who in turn shall rush reinforcements to the incident site at the earliest.

3. In emergent situations and when communications fail, the local comd will respond to the request of the MILOBS to meet any unforseen contingencies.It must be appreciated, that if this procedure is not followed, it may result in the situation escalating to such a level that it results in the loss of property and life, which is not acceptable at any cost.

4. **MILOB Gp HQ only.** You are requested to issue suitable instructions on the above subject to all sector MILOBS at the earliest.

5. Acknowledge.

SECT COMD CONF

1. Clandestine Prisons to be checked.
2. Utility Services. Water, Electricity, Sanitary facilities, Water Supply. ICRC working.
3. Oil change likely to be shifted to Formed Troops
4. Sub Prefet of GitaRama arrested.
5. Security Measures.
   (a) Houses of NGOs. } RRT at all times.
   (b) MILOBs.
   (c) Formed Tps.
   (d) Warehouses — RPA/Gendarmerie Gd/2
   CARE CENTER.
   (e) Shift MILOBs living outside of Town.
   (f) TUNDAT PATROL VIS AT REGULAR TIME.
6. Security Plan from All Sectors 15 MAR 95.
7. Sector 4B → Joining GitaRama. 19 MAR 95.
8. Bandit Camp: Sector 5 Area.
9. Comm Assets.
10. 1. Radio Exchanges

STAFF OFFICERS

Ops

1. SITREP.
   (a) Grid Reference
   (b) Time of incident.
   (c) Ist of incidence.
2. FAX. All imp fax to be counterchecked.
3. Force Cdrs VIS. Inputs required to be fed back to the MILOB GP HQ at the earliest.
4. Overview of the Security sit in Sector for the month ~~for this~~ with the assessment.

9. In case of any MILOB not doing his task Sector Cdr to write to MILOB HQ will be changed in 48 H.

10. Heli Recce: 2 x Persons / Sector for training to read of the Helicopter. May be Engineer Offr. KIGALI. Trg for a week in MONDAY.

11. Sector. Cdr Maps for Briefing.

12. Next Meeting at GISENYI.

14 MARCH,1995.

FROM: MILOB SECTOR 5 HQ

TO: MILOB GP HQ

SUBJECT: REPORT ON COMPUTER QUALIFIED MILOBS

1. Forwarded herewith, please, find the above-mentioned report.

SRL	ID NO	RANK	NAME	NTLY	DEPLOYMENT	DDM
a.	M2627	Maj	Bayer	Polish	Ops offr(Sub-sec 5b)	2/6/95
b.	M0614	Maj	Macza	Polish	Team Ldr(Sub-sec 5b)	2/6/95

2. Best regards.

Gopi Menon
Maj
Ops Offr

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : MILOB GP HQ

FROM: MILOB SECTOR 5 DATE: 14 March 1995

ATTN: SLOGO

SUBJECT: **CHANGE OF OIL IN VEHICLES**

1. In order to ensure optimum utilization of vehicles, it is suggested that the change of oil in the vehicles in this Sector be entrusted to the TUNBATT location. The TUNBATT has the necessary infrastructure and has no objections provided they get a written authorization from the UNAMIR CTO.

2. It is requested that such a direction be given to the TUNBATT at the earliest.

3. Best regards.

B.M. COULIBALY
CAPT
OPS/LOG OFFR
SECTOR 5

TO: MILOB HQ, SECTOR 5

ATTN: MAJ. G. MENON
OPS OFFR & A/SECTOR CO

FROM: MILOB HQ, SUB-SECTOR 5B
MAJ. J. BAYER
OPS OFFR

SUBJECT: DFC'S VISIT TO 5B - ITINERARY

1. THE VISIT TO BE EFFECTED BY DFC AT 5B LOCATION ON 09 MAR 1995 IS SUGGESTED TO PROCEED AS FOLLOWS:

- 1000 - ARRIVAL
- 1010 - BRIEFING AT MILOB HQ, SUB-SECTOR 5B
- 1030 - MEETING WITH THE PREFECT OF THE RUHENGERI PREFECTURE AND MILITARY OFFICIALS: THE BRIGADE CO AND BATALION CO
- 1100 ~ 1115 - MEETING WITH NGOS' REPRESENTATIVES AT MILOB HQ, SUB-SECTOR 5B
- 1200 - LEAVING FOR TUNBATT HQ.

2. ITINERARY CONSULTED WITH LOCAL ADMINISTRATIVE AND MILITARY AUTHORITIES CONCERNED.

****
*** ACTIVITY REPORT ***
****

TRANSMISSION OK

TX/RX NO.	3176
CONNECTION TEL	11278
CONNECTION ID	
START TIME	07/03 17:37
USAGE TIME	01'12
PAGES	2
RESULT	OK

MiLOB Sitrep → UN HQ

****
*** ACTIVITY REPORT ***
****

TRANSMISSION OK

TX/RX NO.	3175
CONNECTION TEL	083911
CONNECTION ID	
START TIME	07/03 17:34
USAGE TIME	02'43
PAGES	5
RESULT	OK

CIVPOL Sitrep
MILOB Sitrep } to MILOB HQ KIGALI

****
*** ACTIVITY REPORT ***
****

TRANSMISSION OK

TX/RX NO.	3169
CONNECTION TEL	086877
CONNECTION ID	
START TIME	07/03 17:18
USAGE TIME	01'18
PAGES	2
RESULT	OK

CIUPOL (HQ KIGALI

****
*** ACTIVITY REPORT ***
****

TRANSMISSION OK

TX/RX NO.	3170	
CONNECTION TEL		086877
CONNECTION ID		
START TIME	07/03 17:20	
USAGE TIME	00'36	
PAGES	1	
RESULT	OK	

CIVPOL
HQ KIGALI

TO: MILOB HQ, SECTOR 5

ATTN: MAJ. G. MENON
OPS OFFR & A/SECTOR CO

FROM: MILOB HQ, SUB-SECTOR 5B
MAJ. J. BAYER
OPS OFFR

SUBJECT: COMPLEMENTARY INFORMATION FOR SECTOR COMMANDERS' CONFERENCE.

1. RUHENGERI PREFECTURE JUDICIARY SYSTEM:

A. THE SYSTEM EXISTS IN THEORY, CONSISTING OF TRIBUNALS AT COMMUNES BEING SUBORDINATED TO THE PREFECTURE TRIBUNAL, MOREOVER, THE STRUCTURE AT THE PREFECTURE LEVEL ENCOMPASSES ALSO THE APPEAL COURT AND THE JURY BOARD. THE APPEAL COURT SHOULD ALSO BE RESPONSIBLE FOR CASES IN GISENYI AND KIBUYE.

B. IN FACT IT'S ONLY IN KIDAHO AND NKULI COMMUNES (2 OUT OF 16) THAT LOCAL TRIBUNALS REMAIN OPERATIONAL AND EVEN THOSE LIMIT THEIR ACTIVITIES TO CONSULTATION ON LEGAL AFFAIRS FOR POPULACE.

C. IN RUHENGERI HIGHER LEVEL BODIES DON'T OPERATE DUE TO LACK OF QUALIFIED PERSONNEL AND MATERIAL RESOURCES. ONLY ONE DEPUTY PRESIDENT OF THE PREFECTURE TRIBUNAL REMAINS IN OFFICE. ONE INSPECTOR OF JUDICIARY POLICE ASSISTS HIM.

D. ONE STAFF MEMBER OF THE PREFECTURE OFFICE SUBSTITUTES FOR THE PUBLIC PROSECUTOR. NO JUDGE WORKS AT THE APPEAL COURT WHICH IS HEAVILY DAMAGED AND PILFERED.

2. PRISON:

A. ALMOST ALL CASES TO BE HANDLED ARE IN CONJUNCTION WITH GENOCIDE CHARGES. ALL RELATED CASES WERE TRANSFERRED FROM COMMUNAL DETENTION CENTERS TO THE RUH PRISON WHICH HAS AT PRESENT THE POPULATION OF SOME 600. APPROX. 50-60 PEOPLE ARE BEING DETAINED AT THE BRIGADE DETENTION CENTER. IN EACH COMMUNAL DETENTION CENTER THERE'RE SOME 10-15 DETAINÉES, MOST OF THEM ON COMMON CRIME CHARGES.

B. CONDITIONS AT THE PRISON ARE TOLERABLE WHILE AT COMMUNAL DET CENTERS ARE MISERABLE AS DETAINÉES SLEEP ON CONCRETE FLOORS AND HAVE NO BLANKETS.

TO: MILOB HQ, SECTOR 5
ATTN: MAJ. G. MENON
OPS OFFR & A/SEC CO

FROM: MILOB HQ, SUB-SECTOR 5B
MAJ. J. BAYER
OPS OFFR

SUBJECT: DRAFT PATROL PROGRAM FOR WEEK OF 13 THROUGH 19 MARCH '95

1. SUGGESTED PATROL PROGRAM FOR SUB-SECTOR 5B MILOBS IS AS FOLLOWS:

DATE / TEAM	MON 13	TUE 14	WED 15	THU 16	FRI 17	SAT 18	SUN 19
YM 7	DUTY	D	STB	H (NDUSU + GATONDE)	DUTY	STB	DUTY
YM 8	E	STB (BUTARO)	DUTY	STB	D	DUTY	
YM 9	STB	DUTY	G (CYERU, NYAMWGALI)	DUTY	STB (CYABINGO, NYARUTOVU)	C	STB

2. PROGRAM ESTABLISHED IN COORDINATION WITH UNHCR AND HR TEAMS. OVER THE NEXT TWO WEEKS ALL COMMUNES WILL BE VISITED BY MIXED TEAMS CONSISTING OF MILOBS, CIVPOL, UNHCR AND HR REPS FOR INFORMATION UPDATE.

TO: MILOB HQ, SECTOR 5

ATTN: MAJ. G. MENON
OPS OFFR & A/SECT CO

FROM: MILOB HQ, SUB-SECTOR 5B
MAJ. J. BAYER
OPS OFFR

SUBJECT: INFORMATION ON LOCAL AUTHORITIES

1. MOST LOCAL OFFICIALS TOOK OFFICE IN SEPTEMBER '94. ONLY SOME MINOR CLERKS WERE LEFT FROM PREVIOUS STAFF. ALL APPOINTMENT WERE EFFECTED BY NOMINATION AND NOT THROUGH ELECTION.

2. THE PREFECT, IGNACE KARUHIJE, TOOK OFFICE ON 01 NOV '94. HE IS A HUTU, A MEMBER OF MDR AND A FORMER AMBASSADOR UNDER THE HABYARIMANA'S ADMINISTRATION. HIS RELATIONS WITH THE MILITARY SEEM TO BE CORRECT, THE SAME APPLIES TO HIS RELATIONS WITH POPULATION.

3. VIRTUALLY NO INFORMATION IS AVAILABLE ON BOURGOMAISTRES. THEY BELONG TO VARIOUS POLITICAL GROUPINGS WITH FPR BEING APPARENTLY THE LEAST REPRESENTED. AT NYAMUTERA COMMUNE THE BOURGOMAISTRE IS VERY UNCOOPERATIVE AND HIS RELATIONS WITH POPULATION SEEM TO BE TENSE.

SITREP COVERING PERIOD 061600 MAR 95 TO 071600 MAR 95

1. A - calm

B - CYANIKA border Post operational

2. A - NTR

B - NTR

3. A - One team pattrolled H - route. Detailed report to follow

B - CYANIKA BP routenely visited

C - ICRC and MSF contacted for information feed back.

4. No of returneer at CYANIKA BP on 6th march 95 was 09.

5. NTR

6. A - Veh state - one operational (UNAMIR 1076)
- two Vehs at the work shop 1005 for A mantanance and 487 for body repairs

B. Fuel state - No fuel supplied on 06-03-95 as promised.

7. A 1. (12)
2. (08)
3. (04)
4. NIL

B NTR

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTER-OFFICE MEMORANDUM

DATE: 28 February 1995

TO: All UNAMIR Military and Civilian Personnel

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

SUBJECT: **Official United Nations Holiday**

I am pleased to inform all UNAMIR Military and Civilian Personnel that Thursday, 2 March 1995 which marks the end of the Ramadan fasting period "Eid/Bayram" will be an official UN holiday.

All UNAMIR Offices will remain closed for that day.

EID MUBARRAK

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR No. 011/95

DATE: 6 February 1995

TO: All UNAMIR Civilian and Military Personnel

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

SUBJECT: UNAMIR Mailing Address at UN HQs

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

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

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

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

Pers/Log offr
Make copy for SB
All units to note.
Sector Comd
7/3

20/08 '14 14:09 ☎ 001

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : ALL SECTORS/ BRANCHES FILE NO : MILOB/MEDAL/6443.11

FROM : MILOB GP HQ DATE : 27 FEB 1995

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR-MINUAR

INFORMATION CIRCULAR No. 016/95

DATE: 28 February 1995

TO: All UNAMIR Military and Civilian Personnel

FROM: Ally H. Golo
OIC/Administration

SUBJECT: Official United Nations Holiday

I am pleased to inform all UNAMIR Military and Civilian Personnel that Thursday, 2 March 1995 which marks the end of the Ramadan fasting period "Eid/Bayram" will be an official UN holiday.

All UNAMIR Offices will remain closed for that day.

EID MUBARRAK

FOR CMD

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: See Distribution FILE REF: MILOBS/ADMIN/6404.6

FROM: MILOBS GP HQ DATE: 28 February 1995

SUBJECT: LEAVE/CTO FOR MILOBS

Pers/LOG offr
make copy for SB. Note
for your compliance.
MILOBS for perusal
4/3
Sect C

References:

A. UNAMIR SOPs Issued December 1994.

B. 4000.1/LOG 8 dated 18 Feb 95 - UNAMIR MILITARY LEAVE POLICY (copies attached).

1. Reference A has just been distributed and this HQ had received several complaints on the subject of accumulation of CTO. All MILOBS are to note that CTO cannot be accumulated and the Force HQ is about to make the necessary amendment to Part 8 Section 8 of the SOPs to conform with the UN Field Operations Service Manual on the subject.

2. Paragraphs 10 and 11 of Reference B outline the current rules governing the application and approval of leave/CTO which will come out as an amendment to the SOPs. Consequently, Annex A to UNAMIR SOPs Part 8 Section (Leave/CTO Application Form for UNMO-UNAMIR) has been revised to conform with current regulations. Additionally, Annex E to UNAMIR SOPs Part 8 Section 8 (Special Leave Application Form for UNMO-UNAMIR) has been designed for use.

3. It is directed that with effect from 1 Mar 95, Annex A (Revised Feb 95) and Annex E (copies attached) are the authorized forms for use by MILOBS applying for Leave/CTO and Special Leave respectively. Sector Personnel Officers are to ensure copies of the forms are made available for use by MILOBS.

4. Please accept for action.

K OPONG-KYEKYEKU
Lt-Col
for CMO

Distribution:

External:
Action:

MA to DFC/CMO
All Sectors
HAC
Air Ops Cell - Kigali Airport
Human Rights Commission

Internal:
Action:

SOO
SLOGO

Attachments:

1. Military Leave Policy - UNAMIR
2. Annex A to UNAMIR SOPs Part 8 Section 8 (Revised Feb 95).
3. Annex E to UNAMIR SOPs Part 8 Section 8.

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

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

Extn 11109

To: FC through DFC

Info: COS, DCMO, DCOS(ps), CMPO, Welfare Officer, CISS

File Reference: 4000.1/LOG 8

Date: 18 Feb 95

Subject: FORCE COMMANDERS APPROVAL - MILITARY LEAVE POLICY

Reference:

Field Operations Service Manual.

I have put out two drafts of a revised leave policy to the attendees of the Chief of Staffs conference and incorporated their helpful and constructive comments

2. The attached third draft requires your approval..

FLAG A

3. The policy has been drawn from UN Regulations and this policy letter aims at clarifying the application of those regulations.

4. There is however one area within which I believe you should advance the strict letter of the regulations and bring contingents/staff more into line with the monthly R&R practice enjoyed by the civilian component and the CTO earnt by the MILOBS.

5. I have therefore drafted a paragraph on R&R which needs your specific agreement.....

SIDE FLAG 1

SMPD
Again peruse the to ensure it agrees with your vi on behalf
19/2
DFC
SMPD
No com

Subject: UNAMIR - MILITARY LEAVE POLICY

Reference:

A. Field Operations Service Manual.

1. The UN authority for military leave is Reference A. This letter translates that authority into the current practice applicable for all military members of UNAMIR.

2. Approval of leave is subject to the prevailing operational conditions. The effective strength of a unit for all reasons including leave must not fall below 75%.

3. UN Leave cannot be taken either in the last month of UN service or after the completion of UN service, however MILOBS can, in their final month, take up to 12 days of accrued leave and compensatory time off(CTO) in order to organise their departure from the mission area.

4. Sick Leave will not be counted against the UN leave entitlement. However, all cases of compassionate leave will be counted against leave entitlement. In cases where no balance of leave days remain and compassionate leave is required, special requests are to be submitted as special cases to the CMTO for the Force Commander's consideration.

5. For the purposes of leave there are two separate categories of military with different levels of leave entitlement:

a. Contingents and Staff.

b. Military Observers.

CONTINGENTS AND STAFF

6. Contingents and Staff are entitled to up to 15 days leave in every 6 months period of a tour, accrued at a rate of 2.5 days for each calendar month. It can be taken after two months service and after completing that two months it can be taken in advance. After the completion of two months service, of a six month tour, up to 15 days leave may be taken.

7. Travelling time shall count against leave entitlement, but Sundays or UNAMIR holidays that fall during a leave period will not count against the entitlement.

8. Commanders/branch heads are authorised to organize recreation trips for their contingents/staff who have completed 36 days service. After 36 days this R&R can be taken each month when Commanders/branch heads believe that R&R is necessary to improve the continued effectiveness of their area of responsibility. It is usually to be taken within or adjacent to the mission area and should not exceed 3 working days. In each six month period Commanders/branch heads may authorise one of these three day periods of R&R to be added to leave.

9. Leave Allowance, $10.50, is payable daily for up to seven days leave for that leave taken after completing 3 months service of each 6 month tour of duty. It is paid through Unit Finance/Personnel Officers who are to forward their requirements to the CMPO one month in advance.

MILITARY OBSERVERS

10. The rules governing the application of leave and CTO for MILOBS are as follows:

a. The FC/CMO shall establish the hours of work and official holidays. Leave entitlement is 1.5 days per month giving a total of 18 days for a one year tour. Leave may be accrued, up to a maximum of 12 days, on the understanding that it is to be taken as actual leave without any cash compensation in lieu of leave not used. After completing the first 2 months tour of duty, a MILOB may be granted leave in advance.

b. At the discretion of CMO MILOBS required for duty for 7 days a week, including Sundays and official mission holidays, may be granted up to 6 days CTO, with mission subsistence allowance (MSA), for each month of such continuous service (i.e. after 30 days of service). If CTO is taken outside the Mission area, the MSA is reduced by 50%.

c. CTO is granted only to MILOBS, not to contingents/staff, to provide them with opportunities for rest after a specially arduous spell of duty. Consequently, such time-off shall normally be taken as soon as possible after completion of the continuous period of service. CTO cannot be accrued and if not taken during or immediately following the month in which it is earned, it will be forfeited. Not more than 6 days can be taken in any one month.

d. CTO is a privilege and can only be taken when the exigencies of the service so permit. It is subject at all times to the discretion of the CMO, who shall establish appropriate procedures for the advance approval of the observers' time-off, its place, duration, etc.

e. Leave and CTO with per diem must be taken within the regular tour of duty.

The tour of duty shall not be extended in order to facilitate taking such leave or time off. MILOBS may, however, be granted up to 12 days of accrued leave and CTO, with retained MSA, in the last month of their tour of duty in order to complete all arrangements, including travel and baggage formalities, prior to departure from the mission area.

f. In exceptional circumstances special leave of absence, without MSA, may be granted. Any request for such leave should be forwarded with the recommendation of the CMO to the Force Commander for decision.

PROCEDURE FOR APPLYING FOR LEAVE/CTO

11. Heads of Branches and Cells at UNAMIR HQ, CMO and Sector Commanders are responsible for planning and approving leave for their personnel. A fortnightly forecast of leave should be submitted to the CMPO for monitoring purposes. All personnel intending to go on leave/CTO will complete a leave application form and forward it through the chain of command to the approving officer. Application will be approved as follows:

a. CMO will approve up to 18 days of continuous leave/CTO for UNMO Sector Commanders and Heads of Branches at MILOB HQ.

b. Sector Commanders and Heads of Branches at MILOB HQ will approve for UNMOs under them up to 18 days continuous leave/CTO.

c. Heads of Branches/Contingent Commanders will approve up to 15 days of continuous leave for their contingents/staff.

d. DFC will approve any periods of leave/CTO over 18 days for MILOBS or 15 days contingents/staff.

e. FC will approve all leave/CTO for DFC, CMO, Head of Branches and Sector Commanders.

12. Leave applications, Leave passes and completed movement orders, when proceeding outside UNAMIR area of operations, are required for all leave periods. These can be obtained from CMPO.

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

INFORMATION CIRCULAR No. 011/95

DATE: 6 February 1995

TO: All UNAMIR Civilian and Military Personnel

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

SUBJECT: UNAMIR Mailing Address at UN HQs

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

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

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

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

Pers/Log offr
Make copy for SB
All mbrs to note.
Sector Comd
4/3

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : ALL SECTORS

FILE NO : MILOB/MSA/6441.29

FROM : MILOB GP HQ

DATE : 27 FEB 1995

INFO : MA TO DFC/CMO
SOO
SLOGO

SUBJECT : PAYMENT OF MSA IN SECTORS

1. A request was made to the Chief Finance Officer to consider the possibility of paying personnel in their respective Sectors every month. However for reasons of cash insecurity and low manpower, the Chief Finance Officer was unable to meet our request. He offered an alternative suggestion that an individual may be permitted to collect the MSA of the other MILOBs of the same location if a written and signed authority note is given. Attached is a copy of the authority note to be used.

2. It is requested that Sector Commanders forward their views on this alternative arrangement by 01 Mar 95, after which the alternative arrangement will be implemented and the attached Annex will be accepted for use.

3. Please accept for action.

K-OPONG KYEKYEKU
Lt Col
FOR CMO

Pers/Log offr
1. Make copies of form for milobs to complete.
2. Arrange to go to Kigali for same on Monday. You will collect MSA for SA & SB.
4/3 Sector Comd

ANNEX A

LETTER OF PAYMENT AUTHORITY

PAYMENT THROUGH A THIRD PARTY
(WHO PAYMENT IS TO BE MADE THROUGH) FOR MONTH OF.....

1. NAME OF FINAL RECIPIENT.....

2. UN ID NUMBER OF FINAL RECIPIENT.....

3. SIGNATURE OF FINAL RECIPIENT.....DATE.....

4. NAME OF THIRD PARTY.....

5. UN ID NUMBER OF THIRD PARTY.....

6. SIGNATURE OF THIRD PARTY.....DATE.....

20/08 '14 14:09 ☎

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : ALL SECTORS/ BRANCHES FILE NO : MILOB/MEDAL/6443.11

FROM : MILOB GP HQ DATE : 27 FEB 1995

INFO : MA TO DFC/ CMO

SUBJECT : MILOBS QUALIFIED FOR UNAMIR MEDALS

1. As per regulations MILOBs assigned originally to UNAMIR qualify for medals after 90 days continuous service. Attached is the list of MILOBs who will be qualified for medals as at 15 Mar 95.

2. Force HQ (CAMP) intends to organise a Medal Award Parade on 08 Mar 95 for MILOBs and Staff Officers. It is requested you submit returns indicating the UNID, Rank and Name of MILOBs who could be released to take part in the parade. Returns to reach MILOBs HQ by 02 Mar 95.

3. Any inconvenience caused by the short notice is deeply regretted.

K OPONG-KYEKYEKU
Lt Col
FOR CMO

CARTE D' INVITATION

M. Le Commandant du Secteur MILOBS de Ruhengeri

A l'occasion de la visite de son Excellence Monsieur Shaharyar Khan Représentant Spécial du Secrétaire Général de l' ONU pour la MINUAR à l' Ecole de la Gendarmerie Nationale (EGENA) de Ruhengeri, le Colonel Cheick Oumar Diarra Chef de la Police Civile de la MINUAR (CIVPOL) vous prie de bien vouloir prendre part à cette visite qui aura lieu le Jeudi 23 Février 1995 à partir de ....10.h.00.....

Merci

AGENDA FOR M SHAHARYAR KHAN VISIT.

The Program of the visit of His Excellency M Shaharyar Khan Special Representative of the Secretary-General of the United Nations to Gendarmerie National School at Ruhengeri, on Thursday 23rd February 1995.

10:00-10:05	*Hospitality - Honor - Presentation*
10:00-10:15	*Director's briefing*
10:00-15:25	*Visiting school*
	- *Study's main office* - *Center main office* - *Library.*
10:25-10:40	*Visit of classes : A1, A2, A3, B1, B2, B3.*
10:40-10:50	*Visit of Dormitories*
10:50-11:00	*Break*
11:05-11:10	*Thanks to the School Director.*
11:10-11:30	*A tour of the Town, and departure to Kigali by helicopter.*

END OF VISIT.

11152

UNAMIR TELEPHONE DIRECTORY

EFFECTIVE: 28 JAN 94

PREPARED BY CANSTOC PBX CELL

RWANDATEL NUMBERS

UNAMIR HQ

UNAMIR SWBD	84275
	84266
	84268
	84269
	84270
	84273
	84274
	86870
	86871
	86873
	86877
	86875
DUTY O	84265
FAX	86877

BLUE BERET CAMP (BELGIAN VILLAGE)

SRSG	82914
ED TO SRSG	82910
COS	82917
D COS OPS	82903
G3 PLANS	82907

MILOB GP HQ

CMO	82341
FAX	83911
SWBD	83493
	82342

AUSCON

CO	76295
DUTY O	75216
LEGAL O	75838
OC LOG COY	75046
AUSMED HOSP	75555
	75717
	76630
DUTY O	76519

IVECO (BROWN&ROOT)

OR	72803
FAX	72802

CENTRE BON PASTEUR (CONVENT)

FC	84982

MP COY HQ

PM	86856
RAD RM	86855

INDBATT

CO	72352
2IC	75561
OPS O/ADJT	76803
D COY	86976

UNAMIR TELEPHONE EXTENSION

UNAMIR HQ KIGALI

FC	11007
DFC	11111
COS	11112
D COS OPS	11186
G3 PLANS	11148
G3 OPS	11185
DUTY O	11150
AIR OPS	11161
FORCE ENGR O	11161
FORCE SIG O	11152
PM	11129
D COS SP	11109
A/D COS SP	11107
LOG COORD CTR	11118
G4 TPT	11117
SO ADMIN	11127
CMPO G1	11120
DCMPO G1	11119
FORCE MED O	11105
	11115
	11116
OR/FAX	11278

SECTOR 1 HQ BYUMBA

CO NICOY	11204
SIGS DET/FAX	11205

SECTOR 2 HQ KIBUNGO

	11274
	11275
FAX	11276
SIGS DET	11277

SECTOR 3 HQ GITARAMA

FAX	11235
SECT COMD	11236
SIGS DET	11237
MALICOY OPS	11238

SECTOR 4A HQ GIKONGORO

FAX	11243
GHANBATT OPS	11244
RAD RM	11245
SIGS DET	11246

SECTOR 4B HQ KIBUYE

CO FRAPBATT	11231
SIGS DET	11232
LOG O	11233
OPS/FAX	11234

SECTOR 4C HQ CYANGUGU

ETHIOBATT CO	11239
LOG O	11240
SIGS DET	11241
ETHIOBATT 2IC	11242

SECTOR 5 HQ KABALI

TUNBATT HQ	11265	- E.C.O
SIGS DET	11266	- Tel
FAX	11267	- FAX
TUNBATT HQ	11268	- C O

SECTOR 6 KIGALI

INDBATT

CO	11218
ADJT	11217

BLUE BERET CAMP (BELGIAN VILLAGE)

SRSG	11191
ED TO SRSG	11192
DFC	11283
D COS OPS	11193

CENTRE BON PASTEUR (CONVENT)

FC	11207

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 024/94

DATE: 20 December 1994

TO: ALL UNAMIR Military & Civilian Personnel

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

SUBJECT: Addendum to UNAMIR Telephone Directory

FINANCE SECTION: 11227
11228
11229
11230
11200

PROCUREMENT SECTION: 11195
11196
11197 (FAX LINE)
11198
11199

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

KIBUYE SECTOR HQ 4B 11231
11232
11233
11234

CYANGUGU SECTOR HQ 4C 11239
11240
11241
11242

.../2

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

Other numbers to note:

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

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

VSAT TELEPHONE/FAX NUMBERS

EFF: 17 DEC 94

SECTOR 1 HQ - BYUMBA

11204 - SIGS DET
11205 - NICOY OPS/FAX

SECTOR 2 HQ KIBUNGO

NIL

SECTOR 3 HQ GITARAMA

11235 - MILOBS OPS RM
11236 - SECTOR COMD
11237 - SIGS DET
11238 - MALICOY OPS RM

SECTOR 4A HQ GIKONGORO

11243 - GHANBATT RAD RM
11244 - NO TEL
11245 - FAX
11246 - SIGS DET

SECTOR 4B HQ KIBUYE

11231 - CO FRAFBATT
11232 - SIGS DET
11233 - LOGISTIC OFFR
11234 - FRAFBATT OPS

SECTOR 4C HQ CYANGUGU

11239 - CO ETHIOBATT
11240 - LOGISTIC OFFR
11241 - SIGS DET
11242 - 2I/C ETHIOBATT

SECTOR 5 HQ KABALI *

INMARSAT (OUTGOING ONLY)

SECTOR 6 KIGALI

RWANDA TEL

TAC HQ BUTARE

INMARSAT (OUTGOING ONLY)

MILOB HQ KIGALI

RWANDA TEL

NOTE:
A. WHEN DIALING FROM CDN MM4 DIAL 4 PLUS DESIRED NUMBER - IE 4 - XXXXX.
B. WHEN DIALING FROM UNAMIR FIVE DIGIT PHONES DIAL DESIRED NUMBER DIRECT - IE: 11222.
C. WHEN DIALING FROM RWANDA TEL TELEPHONES ASSISTANCE FROM UNAMIR TEL OPERATOR IS REQUIRED.

RWANDATEL TELEPHONE NUMBERS
EFFECTIVE: 17 DEC 94

UNAMIR HQ AMAHORO HOTEL SWITCHBOARD

84265 UNAMIR DUTY O
84275
84266
84268
84269
84270
84273
84274
86870
86871
86873
86877
86875
86877 - FAX

BLUE BERET CAMP (BELGIAN VILLAGE)

82910 - DR KABIA
82914 - SRSG
82916 -
82907 - G3 PLANS
82917 - D COS OPS
82903 - FC

MILOB GP HQ

82341 - CMO
83911 - FAX
83493 - SWBD
82342 - SWBD

AUS CON HQ

75216 - DO
75838 - LEGAL O
76295 - AUSCON COMD
75046 - OC LOG COY AUSMED

AUS CON HOSP

75555 -
75717 -
76630 -
76519 - AUS HOS DO

3 CSG

74837 - DUTY OFFR

IVECO (BROWN & ROOT)

72803 - OR
72802 - FAX

CENTRE BON PASTEUR (CONVENT)

84982

COMMUNICATIONS (FIELD SERVICE)

74113

ENGLISH TEACHING CENTER (ETC)

72939
72892
72894

UNAMIR E.S.M

75216
75838
76295
75046

UNAMIR C.H.K

76519

MP COY HQ

86856 - PROVOST MARSHAL
86855 - RADIO ROOM

INDBATT

BN HQ

72352 - CO
75561 - 2 I/C
76803 - OPS O/ADJT
86976 - D COY HQ (PHARMA LAB)

RURAL TELEPHONE LINK TO BYUMBA

11204

II. MILITARY COMPONENT

Name	Title	Tel. No.	Room No.
OFFICE OF FORCE COMMANDER			
TOUSIGNANT, MGEN	Force Commander	11007	2005
SALVAT, G.	Secretary to FC	11008	2004
ANYIDOHO, BGEN	DFC/COS	11111	2028
BYE, Susan	Secretary to DFC	11122	2029
KUHMAR, COL	Chief of Staff	11112	2021
HADDOW, LT COL	MA to FC	11121	2013
CAMPBELL, MAJ	AMA to FC	11121	2013
LEMAY, MAJ	EA to FC	11113	~~[illegible]~~ 2034
SAM, LT CDR	MA to DFC	11122	2029
KE ITOKO, LT CDR	AMA to DFC	11112	~~2021~~ 2012
ST-DENIS, CAPT	ADC to FC	11113	2012
NSIAH, CAPT	ADC to DFC/COS	11112	2020
GRENIER, CAPT	MPIO	11123	~~3020~~ 2034
BARTLETT, MCPL	FC's Clerk	11131	
ASAMANI, SSGT	DFC's Clerk	11[illegible]16	
~~MORIN, CPL~~ CPL Kelly	FC's Driver	11124[illegible]	2034
~~GUAY, CPL~~ MCPL Remington	FC's Bodyguard	11124[illegible]	2034
OFORI, SGT	DFC's Driver	11124[illegible]	2034
MEDICAL BRANCH			
RAMSEY, COL	Force Medical Officer	11105	2085
CRAWFORD, MAJ	Medical Officer	11116	2084
PRESS, MAJ	UK Medical LO	11106	2076
WHITE, WO2	Chief Clerk	11115	2084
MILITARY ADMINISTRATION BRANCH			
TEFFERRA, LT COL	G1/CMPO	11120	2045
SENCHIM, MAJ	G1/DCMPO	11119	2052
~~BOISSONNEULT, MAJ~~	~~Welfare Officer~~	~~11108~~	~~1050~~
DEEPAK, MAJ	Welfare Officer	11108	1050
Brown Maj	FPM	11108	1050

FOR VERIFICATION & RETURN TO
ENDKA/COMMS - Rm: 3021

Name	Title	Tel. No.	Room No.
NICHOLSON, MAJ H. W.	SO SUP	11118	2061
BURGESS, CAPT	SO FOOD	11118	2061
MOORE, MAJ S.	SO TPT	11117	2068
ARORA, MAJ	SO TPT	11117	2068
MOORE MAJ. A	SO MAINT	11118	2061
MUZYAMBA, CAPT	SO 2 MAINT	11117	2068
DESSALEGN, CAPT	SO 2 ENGR	11117	2068
CHIMBA, CAPT	SO 2 FOOD	11118	2061
JAGAN NATH, WO1	C CLK LOG	11106	2076
DEBRAH, SGT I	CLK LOG	11106	2076

MILITARY LIAISON OFFICE

JIBRIL, LT COL	CLO	11140	1024
SOULA, MAJ	L.O	11140	1024
ANOVAR, CAPT	L.O	11140	1024
ADAM, CAPT	L.O	11140	1024
MOLOKO, CAPT	L.O	11140	1024
BEN MAHMOUD, S SGT	L.O. ASSISTANT	11140	1024

CAMP OFFICE

GAGNON, LT	CAMP COMDT	11152
DUPUIS, WO	A/CAMP COMDT	11152
BULMER, SGT	RECEPTION SUPR	11147
RAFTUS, MCPL	ADP SUPR	11155

NAME	RANK	TITLE	ROOM	TEL NO	RWANDA TEL
HEADQUARTERS					
TOUSIGNANT	MGEN	FORCE COMMANDER	2005	11137	82903
ANYIDOHO	BGEN	DFC/COS	2028	11111	
HADDOW	LCOL	MA TO FC	2013	11121	
CAMPBELL	MAJ	AMA TO FC	2013	11121	
LEMAY	MAJ	FA TO FC	2012	11113	
SAM	LT CDR	MA TO DFC	2029	11122	
ST-DENIS	CAPT	ADC TO FC	2012	11113	
NSIAH	CAPT	ADC TO DFC/COS	2021	11112	
GRENIER	CAPT	MPIO	2020	11123	
SALVAT	Ms	FC'S SEC	2004	11125	
		DFC'S SEC	2029	11122	
BARTLETT	MCPL	FC'S CLK		11155	
ASAMANI	SSGT	DFC'S CLK			
		FC'S DVR	2034	11124	
		FC'S BODYGUARD	2034	11124	
		DFC'S DVR	2034	11124	
		~~FC'S RUNNER~~			
		~~DFC'S RUNNER~~			
MILITARY OPERATIONS BRANCH					
ARP	COL	DCOS/OPS	11186	82917	
BRIMELOW	LCOL	G3 PLANS	11148	82907	
YELLA	LCOL	G3 OPS	11185		
CHUMBU	MAJ	G3 OPS 2	11185		
PITRE	MAJ	G3 OPS 3	11185		
EDET	WO2	C CLK OPS	11185		
ANDOH	CPL	CLK OPS	11185		
TESFAYE	COMD	G3 PLANS 2	11148		
MALIK	MAJ	G3 PLANS 3	11148		
DENNY	CAPT	G3 PLANS 4	11148		
GYENAW	WO1	C CLK PLANS	11148		
AGRAWAL	MAJ	G3 ENGR	[illegible]		
SANA RAK	~~SQN LDR~~	G3 ATR	11161		
RUTHERFORD	MAJ	G6			
KAMANGE	MAJ	G2	11060		
MOORHOUSE	CAPT	G2 SO 3	11060		
MEHTNANI	MAJ	SDO	11150	84265	
ABARA	MAJ	SDO	11150	84265	
LIENDA	MAJ	SDO	11150	84265	
OGUNJOBI	FLT LT	DO	11150		
ADAMU	CAPT	DO	11150		
GHOUL	CAPT	DO	11150		
MAULU	CAPT	DO	11150		
MTACHT	CAPT	DO	11150		

MILITARY LOGISTIC BRANCH

O'KELLY	COL	DCOS/SP	2053	11109
CHABIR	LCOL	ADCOS/SP	2069	11107
NICHOLSON	MAJ	SO SUP	2061	11118
BURGESS	CAPT	SO FOOD	2061	11118
PANKAJ ARORA	MAJ	SO TPT	2068	11117
MOORE A.	MAJ	SO MAINT	2061	11118
JAGAN NATH	SUB	C CLK LOG	2076	11106

MILITARY ADMINISTRATION BRANCH

GETACHEW TEFFARRA	LCOL	G1/CMPO	2045	11120
SENCHIM	MAJ	G1/DCMPO	2052	11119
DEEPAK DAS	MAJ	WELFARE O	1050	11108
BROWN	MAJ	G1/DISCIP	[illegible]	[illegible]
		G1/ADMIN		
		G1/PERS		
		C CLK ADMIN		

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

UNAMIR - MINUAR

INFORMATION CIRCULAR 015/95

17 February 1995

To: All Civilian and Military Personnel

FROM: Ally H. Golo, OIC
Administration

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

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

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

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

Welcome to UNAMIR, Brandy!

Repatriation convoys since December 1994

Plse find below statistics organized repatriation convoys since December 1994:

13.12.94	Jomba	494 persons
14.12.94	Jomba	111 persons
15.12.94	Jomba	152 persons
17.12.94	Jomba	209 persons
30.12.94	Kibumba	63 persons
31.12.94	Kibumba	22 persons
	Katale	115 persons
06.01.95	Katale	42 persons
07.01.95	Kibumba	33 persons
12.01.95	Kibumba	51 persons
13.01.95.	Katale	19 persons
19.01.95	Kibumba	65 peronss
23.01.95	Mugunga	178 persons
24.01.95	Mugunga	364 persons
26.01.95	Kibumba	471 persons
03.02.95	Mugunga	237 persons
08.02.95	Mugunga	785 persons
11.02.95	Mugunga	488 persons
12.02.95	Kibumba	471 persons
15.02.95	Kibumba	782 persons
16.02.95	Mugunga	588 persons
17.02.95	Katale	159 persons
Total		5899 persons

Per camp this gives the following result:

Jomba area	966 persons
Katale	335 persons
Kibumba	1958 persons
Mugunga	2640 persons
Total	5899 persons

Approximately 80% of the repatriated caseload is originating from Prefecture Gisenyi (main communes Giciye, Gaseke and Satinsyi). The rest is mainly originating from Prefectures Ruhengeri, Kigali, and Gitarama.

SPONTANEOUS REPATRIATION BORDER POINTS GOMA 1995

Statistics 01.01.95 till 13.02.95:

Residence	Grande Barriere	Petite Barriere
Goma	1176	737
Kituku	279	69
Mugunga	1908	381
Sake	36	11
Kibumba	393	83
Kahindo	6	16
Katale	244	68
Rutshuru	172	127
Masisi	987	1010
Minova	110	11
Misc.	193	82
Total	5504	2595

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

INFORMATION CIRCULAR NO. 014/95

February 14, 1995

TO: All International Civilian Staff
Military Observers and Civilian Police

FROM: Ally H. Golo, OIC
Administration

SUBJECT: Establishment of UNAMIR Local Claims Review Board.

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

2. The composition of the Board is as follows:

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

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

PERS / LOG OFFR

copy for SB.

HQ UNAMIR
HAC
Kigali

13 Feb 95

See Distribution

WEEKLY HUMANITARIAN REPORT FOR PERIOD 05 FEB TO 12 FEB 95

General Situation

1. The humanitarian situation within Rwanda continues to improve. The IDPs in camps in Sector 4A continue to leave from camps targeted by Op RETOUR however it would appear that many IDPs are moving to KIBEHO and NDAGO camps where food distribution continues. Prisons throughout the country continue to receive new arrivals and are becoming severely overcrowded. Sectors 2, 3 and 4 report continued arrests by RPA.

HAC ACTIVITIES

2. The Cell performed tasked in support of Op RETOUR. A representative of the cell attended the UNREO weekly general meeting with NGOs. At this meeting humanitarian problems concerning the Northwest of the country were discussed. The HAC representative passed on security issues of concern to the representatives.

3. A briefing on HAC operations was given to the newly arrived Milobs at the training school in KIGALI.

4. HAC sent a representative to a meeting in GISENYI concerning the possible eruption of volcanoes in Zaire.

5. One patrol was conducted during this period. The patrol was led by the CHAO and involved a follow up visit to investigate the needs of the UNHCR way station at MATIMBA in Sector 1. It was determined that some improvement in the way station was evident compared with the cell's previous patrol. UNREO has been informed of the results of the patrol.

Sector 1

6. Patrol to MUKONO reported that GOAL Ireland has established a new health centre. UNREO to note.

Sector 5

19. Milobs conducted a joint patrol with UNHCR representative and CIVPOL to investigate humanitarian needs in GISENYI, KAMANA (GR 2712), KIVUMU (GR 2303), MUTURA (GR 3123). The patrol liaised with local authorities to determine urgent humanitarian needs.

20. UNAMIR transport assistance requested by WFP, as reported in last weekly Sitrep, was cancelled by WFP. Efforts will be made to accommodate new timings for next week.

Sector 6

21. INBATT carried out work at the REMERA unaccompanied children's centre. Work included the provision of a 5000 litre water storage facility, the restoration of a water supply, provision of electric wiring and the restoration of electricity.

22. INDBATT transported and distributed education materials to the MGAMBAZI (GR 0403) and MBOGO (GR 9604) on behalf of UNICEF.

Op Retour

23. Op RETOUR continued under the direction of UNREO. 3,947 IDPs were moved by vehicle during this reporting period. In addition, IDPs left MUNINI Camp (GR 4800) and KAMANA Camp (GR 5197) on foot for NYAKIZU commune. Milobs provided escort. A total of 35,406 IDPds have been moved since the commencement of the operation.

Medical Assistance

24. UNAMIR Contingent medical personnel treated 5,114 Rwandan citizens.

25. AUSMED treated 302 Rwandan citizens at CHK and conducted medical screening of 470 IDPs during Op RETOUR. AUSMED Engineer element provided humanitarian assistance to orphans in GISENYI.

HAC PLANNED ACTIVITIES

26. Patrols will be sent from KIGALI to the Sector 2 area to assess the Op RETOUR procedures at the home communes. The IOC has requested HAC support in the conduct of joint patrols for Op RETOUR.

for. S. Iliya
Col
CHAO

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

ADMINISTRATIVE INSTRUCTION N° 04/95

DATE: 13 February 1995

TO: All UNAMIR Civilian and Military Personnel

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

SUBJECT: **Certification of Receipt of Goods or Services**

The attention of all personnel, whose responsibilities entail the signing of Receiving Reports, Invoices, Delivery Notes, Receiving and Inspection Reports, or any such documents presented to UNAMIR for services rendered or goods delivered, is drawn to the requirement that the name of the individual signing for the receipt of such goods or services, should print his/her name in block letters, together with his/her ID card number, immediately below his/her signature.

This is an extremely important detail, the absence of which contributes significantly to delaying the payment of bills, and consequently on occasions, the cutoff of supplies, due to payment delays.

Divisional Heads, Branch Heads, Sector Commanders, Sector FSAs, Section and Unit Chiefs are requested to ensure that their respective staffs are made aware of this requirement and are seen to be complying therewith.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

ADMINISTRATIVE INSTRUCTION N° 02/95

DATE: 13 February 1995

TO: All Civilian and Military Personnel

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

SUBJECT: **Check-out Procedure in Outstations**

1. The present checkout procedure has all military and civilian personnel undergoing checkout formalities at the Mission Headquarters in Kigali only, irrespective of the location of the last posting or assignment.

2. It is essential that outposted personnel, commence their checkout formalities at the place of their last assignment. This is to ensure that all supplies and equipment on temporary issue to them are handed back and fully accounted for, as well as to ensure that no amounts are outstanding against them in respect of telephone calls, lost or unaccounted for items of equipment, or pending Survey Board cases resulting from traffic accidents or other damage to UNAMIR property.

3. The checkout document to be utilized should be signed by the Regional Administrative Officer, as well as by those persons at the sectoral level, Civilian Police or other posts, to whom items of clothing, equipment or supplies have been handed back and whose duty it is to issue receipts therefore.

UNAMIR SECTOR CHECKOUT FORM

NAME: _____ UNAMIR ID #: _____ INDEX N°: _____

SECTION: _____ EOD: _____

LAST WORKING DAY: _____

PARENT DUTY STATION/
CONTINGENT: _____ DATE: _____

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

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

UNAMIR - MINUAR

ADMINISTRATIVE INSTRUCTIONS NO. 003/95

DATE: 13 February 1995

To: All International Civilian Staff
Military Observers and Civilian Police

From: Ally H. Golo, OIC
Administration

Subject: Annual Leave, Compensatory Time Off and Hospitalization

1. Please be advised that prior to departure on annual leave or CTO, a completed leave form must be presented to the respective Personnel Section for approval prior to departure on such leave or CTO.

2. All cases of hospitalization, whether on duty or on leave/CTO, must be reported to Branch Heads or Chief Civilian Personnel Officer, as soon as possible, by the individual concerned. This information is required in order to maintain proper records for payment of subsistence allowance. Such hospitalization must also be immediately reported to Headquarters, New York.

3. In instances of sick leave while outside the mission area on annual leave or CTO, it should be noted that MSA is payable only to the extent of the number of days of accumulated annual leave with MSA or CTO as at the commencement days of the sick leave.

****
*** ACTIVITY REPORT ***
****

RECEPTION OK

TX/RX NO.	2229
CONNECTION TEL	
CONNECTION ID	
START TIME	21/02 12:40
USAGE TIME	01'42
PAGES	2
RESULT	OK

FROM:MILOBS HQ SECTOR 5

TO: MILOBS GP HQ DATE: 15 FEB 1995

SUBJECT: ASSISTANCE TO WAR VICTIMS.

1. REF:MILOBS /ADMIN/643303.3

2. A SUM OF 520 DOLLARS US TOWARDS CONTRIBUTION OF UNDERMENTIONED MILOBS FOR THE ASSISTANCE TO WAR VICTIMS IN RWANDA IS FORWARDED HEREWITH:

LT COL	E ESSIEN	20$
MAJ	MENON	20$
MAJ	SARKAR	20$
SQN LDR	MORGAN	20$
MAJ	SINA	20$
MAJ	MUNYANI JK	20$
MAJ	SOUVOR	20$
MAJ	SIDIBE	20$
MAJ	GUMBO	20$
MAJ	MUMTHAI	20$
MAJ	KHALEQU	20$
MAJ	MAZCKA	20$
MAJ	M'SOME	20$
MAJ K.	ALAM	20$
MAJ	TAIF	20$
CAPT	COULIBALY	20$
CAPT	AGBANUSI	20$
CAPT	KUSHAMBA	20$
CAPT	M'RABET	20$
CAPT	MILED	20$
FLT LT	ESSUMAN	20$
CAPT	MUPINDE	20$
CAPT	MARA	20$
CAPT	SANTOS	20$
CAPT	NGONDO	20$
LT	OSSEI	20$

1. Received an amount of US$ 520.00 from Capt Coulibaly (Sect 5)
Lt-Col
SMPO
2. Thanks.

3. CONTRIBUTIONS OF THE FOLLOWING MILOBS ON CTO/LEAVE AND YET TO REPORT WILL BE FORWARDED LATER.

LT COL	MEYER
MAJ	GORDEEV
MAJ	CHIKURA
MAJ	TEMBO
MAJ	BAYER
CDT	CAMARA
MAJ	ALAM
CAPT	DIAO

4. BEST REGARDS.

LT COL
E ESSIEN
COMMANDER
MILOBS SECTOR 5.

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR

DATE: 15 FEBRUARY 1995

TO: All Civilian and Military Personnel, UNAMIR

FROM : A. BAH, Chief General Services Section

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

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

Please extend to him your usual co-operation.

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

17 February 1995

TO: **All Civilian and Military Personnel**

FROM: Zouaoui Benamadi
UNAMIR Spokesman

SUBJECT: **RADIO UNAMIR FREQUENCIES**

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

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

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

The schedule of programmes are as follows:

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

Good listening!

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 014/95

February 14, 1995

TO: All International Civilian Staff
Military Observers and Civilian Police

FROM: Ally H. Golo, OIC
Administration

SUBJECT: Establishment of UNAMIR Local Claims Review Board.

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

2. The composition of the Board is as follows:

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

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

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

UNAMIR - MINUAR

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.

17/2.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

ADMINISTRATIVE INSTRUCTION N° 02/95

DATE: 13 February 1995

TO: All Civilian and Military Personnel

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

SUBJECT: **Check-out Procedure in Outstations**

1. The present checkout procedure has all military and civilian personnel undergoing checkout formalities at the Mission Headquarters in Kigali only, irrespective of the location of the last posting or assignment.

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REPUBLIQUE DU ZAIRE

REGION DU NORD-KIVU

Cabinet du Gouverneur de Région

Objet :
Autorisation survol espace aérien zaïrois.

Goma, le 22 FEB 1995

N°01/1169 /CAB/GR-NK/95.-

TRANSMIS copie pour information à:
- Monsieur Nici DAHRENDORF, Senior Protection Officer à GOMA.-

- - - - - - - - - - - - - - - - - - - -

A Messieurs ;
- le Commandant de la 4ème Région Militaire à GOMA.-
- le Commandant de la 8ème Circonscription Militaire à GOMA.-
- le Directeur Régional du SNIP Nord-Kivu à GOMA.-
- le Directeur de la R.V.A. à GOMA.

-=-=-=-=-

Messieurs,

J'ai l'honneur de vous informer que dans le cadre de la surveillance des volcans actifs, la Sous-délégation du Haut Commissariat des Nations Unies pour les Réfugiés est autorisée de survoler l'espace aérien zaïrois les 24 et 25 février 1995 par hélicoptère de l'UNAMIR en provenance du Rwanda.

Vous voudrez bien prendre des dispositions utiles en vue de faciliter cette mission dont l'objectif primordial est de préserver la population des conséquences d'une éventuelle éruption volcanique.

Veuillez agréer, Messieurs, l'expression de mes sentiments patriotiques.-

PP LE GOUVERNEUR DE REGION a.i.

=.KAHATYA KIMUHA TASSI.=
DIRECTEUR DE REGION.

REPUBLIQUE DU ZAIRE * REGION DU NORD-KIVU * Cabinet du Gouverneur de Région

Télécel : 49049 Goma

B. P. 821 Goma

MILOB HQ

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

17 February 1995

TO: **All Civilian and Military Personnel**

FROM: Zouaoui Benamadi
UNAMIR Spokesman

SUBJECT: **RADIO UNAMIR FREQUENCIES**

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18H00 - 19H00	ENGLISH
19H00 - 20H00	KINYARWANDA

Good listening!

Copy for Sector SB
Milobs to read

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR MINUAR

TO : ALL SECTORS **File Ref.:** MILOB/6617.0/LOG

FROM: MILOBS GP HQ(LOG BR) **Date:** 14 February 1995

INFO: FIELD SERVICE COMMUNICATION

SUBJECT: **AUTHORIZED BASE STATION/HAND MOTOROLA**

1. Attached please find number of Hand Motorola/Base Station establisher for respective Sectors.

2. It is demanded that all Sectors get missing Hand Motorola to Field Service.

H.KA TF
Lt C T
SLOG

LOGS | ~~OFFR~~ LOG OFFR

Make demand for the deficiency.
~~Sect~~ sector concd
21/2

1) Stephan MEERSSCHAERT || 39650 UN Pacs

2) Dario TEDESCO || 1114 UN C.I.

3) Bruce DAVIDSON British Passport 375218

4) Sophie LAURENTY Belgian Passport 341006

5) Luis Sztorcz UNLP 37078

6) Rainier Bordewijk Dutch Passport K484337

- Weight of equipment: Approx. 100 KGS

Dates: 1) Friday 24 Feb
(drop-off at Nyiragongo)
2) Saturday, 25 Feb
(pick-up from N.)

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

NEWS RELEASE

UNAMIR NR-95.12 February 20, 1995

Attack On United Nations Position In Mutura

KIGALI, RWANDA -- On February 15, 1995 at approximately 11:55 p.m., the Tunisian Battalion Headquarters at Mutura was fired upon by small arms fire, including 3 rocket propelled grenade (RPG) rounds, for about 30 seconds in a deliberate and unprovoked attack. It is believed that this attack by unknown armed elements was aimed at destroying the signal installation within the camp.

The following morning, February 16, a patrol of Tunisian troops searched the vicinity of the camp to determine the perpetrators of the attack. In the process, a mine suspected of being planted was detonated by the patrol resulting in the injury of 8 Tunisian troops: four seriously, the others moderate and minor. A second mine, also suspected of being planted by the attackers was found and defused.

"This unprovoked attack on a UN position and the injury of the Tunisian soldiers is of great concern to me," stated Maj.-Gen. Guy Tousignant, UNAMIR Force Commander. "We are carefully investigating the incident to determine who is responsible and will take every action to hold them accountable for this incident."

Four of the casualties have been evacuated to Nairobi for treatment. A United Nations Military Police investigation of the attack is in progress.

- 30 -

Note to editors: For more information, plse contact the UNAMIR Spokesperson, Mr Zouaoui Benamadi in Kigali at (212) 963-3582 ext 11065 or the UNAMIR Military Spokesperson, Lt(N) Kent Page at (212) 963-3582 ext 11124

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

NEWS RELEASE

UNAMIR NR-95.13 February 20, 1995

Looting of World Food Program Vehicles

KIGALI, RWANDA -- At approximately 2 p.m., February 18, a convoy of World Food Program (WFP) trucks carrying humanitarian supplies to refugee camps in Goma, Zaire, were stopped near the border at Gisenyi for inspection by border officials. When stopped, a crowd of about 50 people from the Gisenyi area transit camp surrounded the trucks and began looting them. Government troops on the scene in an attempt to control the situation, opened fire on the crowd, killing two people. At this point, the crowd grew to 400-500 people. The WFP trucks were looted during this incident.

UNAMIR troops were called to assist and three Armoured Personnel Carriers from the Tunisian Battalion in Mutura were dispatched.

The trucks were stopped at the site until the evening, at which point they were allowed to turn back from the border to drive to the security of the Tunisian Battalion compound at Mutura.

On the way to the compound, seven of the trucks were detained until the morning of February 19. The trucks were then released, but on the way to Mutura, were stopped at the Gisenyi area transit camp where looting of these remaining vehicles took place.

"The looting of humanitarian relief supplies is unacceptable," stated Maj.-Gen. Guy Tousignant, UNAMIR Force Commander. "Steps are being taken to determine who hindered the situation by preventing the WFP from withdrawing to a safe location and by delaying the arrival of UN troops on the scene."

-30-

Note to editors: For more information, plse contact the UNAMIR Spokesperson, Mr Zouaoui Benamadi in Kigali at (212) 963-3582 ext 11065

****
*** ACTIVITY REPORT ***
****

TRANSMISSION OK

TX/RX NO.	2421	
CONNECTION TEL		083911
CONNECTION ID		
START TIME	23/02 17:35	
USAGE TIME	01'41	
PAGES	2	
RESULT	OK	

To: Nilob HQ

D. Sitrep.

****
*** ACTIVITY REPORT ***
****

TRANSMISSION OK

TX/RX NO.	2419	
CONNECTION TEL		11278
CONNECTION ID		
START TIME	23/02 17:26	
USAGE TIME	01'42	
PAGES	2	
RESULT	OK	

info: To UN HQ

Daily Sitrep-

FROM: CHIEF OF CIVPOL (RUHENGERI).

TO: Sector COMMANDER MILOBS RUHENGERI.

1. ON THE OCCASSION OF THE VISIT OF HIS EXCELLENCY MR. SHAHARYAR KHAN, SPECIAL REPRESENTATIVE OF THE SECRETARY GENERAL OF UN FOR UNAMIR AT THE GENDARMERIE SCHOOL OF RUHENGERI, COLONEL CHEIK OMAR DIARRA, CHIEF OF UNAMIR CIVPOL, INVITES YOU TO PARTICIPATE AT THIS VISIT ON 23 FERRUARY 1995 FROM/AT 10.00 hr. a.m.

2. OPS OFFR 5B TO REPRESENT SECTOR COMMD.

FROM: MILOBS HQ SECTOR 5

TO: MILOBS GP HQ
(CMPO)

Date: 20 feb 1995

SUBJECT: DEPLOYMENT OF MILOBS

1. Refernce yours on subject matter dated 11 feb 1995, please be informed that CAPT MARA CHEIK :ID M 2155; DOA 20.08.94 DDM20.08.95 from GUINEA has been omitted from the list for Sector 5.

2. Kindly rectify this.

3. Best regards.

B M COULIBALY
CAPT
PERS/LOG OFFR.

MILOB GP HQ

TO : ALL SECTORS 5 DATE: 18 FEB 95

FROM : MILOB GP HQ(OPS)

INFO : DCMO

SUBJECT : PROTOCOL/PRESS COVERAGE

1. Attached please find a copy of FHQ letter No 1000.7(DFC)/G/11 dated 10 Feb 95.

2. Accept for strict compliance.

for A ANOCHKINE
Lt Col
For CMO

cc:
FHQ(G2) - Your above quoted letter is hereby acnowleged.

21/2
Sector Comd

MILOB Gp HQ

Info Sectors.

SOO 14/2

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Office of the DFC/CMO
UNAMIR Force HQ
Kigali
Rwanda

300.7(DFC)/G/11

10th February 1995

LIST C & D

PROTOCOL/PRESS COVERAGE

1. The enthusiasm shown by various Press Teams of contingents/units to cover major events during the visit of VIPs is very much appreciated by UNAMIR Force Hq.

2. Nonetheless, in order to make judicious and prudent use of the existing facilities and to concentrate on essential activities only, it is directed, as a matter of policy, that pictures are not to be taken by Press Teams at mealtimes/refreshments during such visits. However, if a presentation or exchange of gifts should be made during these breaks, these could be adequately covered. An exception to this rule is if the gathering is purely a social one, it will be left to the VIP to decide whether or not he would like pictures to be taken.

3. Accept for immediate compliance.

4. Acknowlege.

HK Anyidoho
Brig Gen
DFC/CMO

cc:
FC
COS

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Action. Copy to
see Secs for action
15/2
SMPO 17/2

ADMINISTRATIVE INSTRUCTIONS NO. 003/95

DATE: 13 February 1995

To: All International Civilian Staff
Military Observers and Civilian Police

From: Ally H. Golo, OIC
Administration

Subject: Annual Leave, Compensatory Time Off and Hospitalization

1. Please be advised that prior to departure on annual leave or CTO, a completed leave form must be presented to the respective Personnel Section for approval prior to departure on such leave or CTO.

2. All cases of hospitalization, whether on duty or on leave/CTO, must be reported to Branch Heads or Chief Civilian Personnel Officer, as soon as possible, by the individual concerned. This information is required in order to maintain proper records for payment of subsistence allowance. Such hospitalization must also be immediately reported to Headquarters, New York.

3. In instances of sick leave while outside the mission area on annual leave or CTO, it should be noted that MSA is payable only to the extent of the number of days of accumulated annual leave with MSA or CTO as at the commencement days of the sick leave.

PER/LOG OFFR
a. Make copy for Sector SB
b. Mil obs to read and note.
c. Insts for your strict compliance