UNAMIR

PERSONNEL - GENERAL

16 DEC 1994 - 26 OCT 1995

[6 CONFIDENTIAL]
RM/WG MIAM 2009

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ACC. 1998/0281

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

ADMINISTRATIVE INSTRUCTION N° 016/94

DATE: 16 December 1994

TO: All UNAMIR Personnel

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

SUBJECT: **Malaria Alert**

Introduction

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

(a) Malaria and its symptoms

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

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

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

(b) Prevention

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

(c) UNAMIR policy on testing for malaria

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

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

Conclusion

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

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: Col. O.C. Diarra
CIVPOL, Commissioner

FROM: Shaharyar M. Khan DATE: 30 September 1995
SRSG

SUBJECT: **CIVPOL**

We have received instructions from UNHQ, New York that because of the financial crisis being faced by the UN, a substantial reduction must be made immediately in UNAMIR with plans for a complete phase out by 8 December. I shall be grateful if you could therefore convey to me by Tuesday 3 October a plan incorporating the following:

a) Reduction of Civpol by 31 October (I would recommend that all staff not required for training duties may be included). A small HQ staff may be retained.

b) The remainder of Civpol Staff.

Received No. 1454
By: A
Date: OCT 25 1995

UNITED NATIONS
ASSISTANCE MISSION IN RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : List D, CIVPOL HQ, MILOBS HQ

FROM : Maj Deepak Das
Force Welfare Officer

DATE : 25 October 1995

SUBJECT : APPRECIATION

Without the tremendous support of each and every military member, the 50th Anniversary celebrations would not have been such a success.

On behalf of the 50th Anniversary Committee I, wish to convey my personal gratitude to all those who made it happen.

Cheers and thank you for your cooperation.

CPPO

Copy to all Staff Duties Training Cells

Received on: 1749
By:
Date: OCT 25 1995

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

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

To: DCOS OPS, CMPO,

Info: DFC, MA/FC, G2, G3 OPS, G3 PLANS, CMPO, C LOG O, FMO, CHAO, COMMISSIONER CIVPOL, CAO.

File Reference: 4000.1/LOG-2

Date: 24 Oct 95

Subject: COMPENSATORY TIME OFF (CTO)

Reference: A. UNAMIR SOPS Part 8 Section 8
B. United Nations Field Administration Manual

1. There is some confusion over the interpretation of references with respect to the taking of CTO by MILOBS who are employed in a staff officer capacity in UNAMIR Force Headquarters or MILOB Group Headquarters. Specifically, CTO is granted to UNMOs required for duty on a more or less continuous basis of seven days a week to provide an opportunity for rest after a particularly arduous spell of duty. This privilege has been extended by the CMO to MILOBs within the Sectors on the basis of six days CTO for every 30/31 continuous days of duty (this has been interpreted as six days per month).

2. Employment as a staff member of the Force Headquarters or MILOB Group Headquarters does not demand the continuous employment specified at references and personnel are normally accorded Sundays and holidays as free time. Additionally, shift workers have alternating shift schedules which provide a break between cycles. Accordingly in these circumstances personnel are not entitled to CTO, but do fall in the category of being eligible for R&R on the basis of 72 hours per month where circumstances permit.

3. Addressees are requested to advise all personnel of this limitation and to abstain from approving CTO where circumstances do not legitimately support the same in keeping with the intent of references A and B.

CIV POL COMMISSIONER

Received in.....
By:.....
Rm n°.891.....
Date:..30/6/95.....

HQ UNAMIR
Ops Branch
Kigali

3000.15(Ops)

29 Jun 95

Distribution list

FRAG ORDER NO 18

References : **A.** **FRAG ORDER 16 Dated 14 Jun 95**

B. **OPORD 20 Dated 6 Oct 95**

Appendices: **A.** **MAP Showing the New Boundaries**

B. **UNAMIR Drawdown and Rotation Plan**

Situation

1. There is a requirement for redeployment of various contingents and reforming the sectors in order to meet the drawdown and commitments of the new mandate. Rwanda will be organized into five sectors as shown on the map attached as Appendix A.

Mission

2. Contingents are to rotate/repatriate from Rwanda, redeploy within Rwanda, adopt the new boundaries and occupy the sectors by 5 Aug 95.

Execution

3. **General Outline.** The operation will be conducted in two phases as under

a. **Phase 1.**

i. NIBATT to form an independent company of 135 personnel and occupy reformed sector 5 by 7 Jul 95. Excess personnel will be repatriated over the period 12 - 13 Jul 95.

ii. GHANBATT to form two independent company groups of 135 personnel each and occupy reformed sector 2 by 10 Jul 95. One independent company

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group (commanded by a Major) is to prepare for Tribunal protection duties. The Platoon already in Kigali (part of the Tribunal company)is to remain in place. The excess personnel will be repatriated over the period 6 - 9 Sep 95.

iii. MALAWICOY to form an independent coy of 135 personnel and occupy reformed Sector 4 by 18 Jul 95. The excess personnel will be repatriated or the coy rotated over the period 6 - 7 Aug 95.

iv. Reorganization of Indian Engineer and Signal excess personnel into a composite company and placed under command of INDBATT by 20 Jul 95.

v. INDBATT to secure all UN facilities in Kigali (less Tribunal) by 25 Jul 95.

b. **Phase 2.**

i. MALICOY to form an independent company of 135 personnel and occupy reformed sector 3 by 3 Aug 95. The excess personal will be repatriated/coy rotated over the period 1 - 3 Sep 95.

ii. INDBATT to occupy the complete reformed Sector 1 by 3 Aug 95.

iii. GHANBATT Tribunal Coy to move to Kigali by 13 Jul 95 for Tribunal protection duties. It will take on other security duties until such time as the Tribunal task require the complete company.

4. **Delineation of The Reformed Sector Boundaries**. Refer to Appendix A.

NIBATT

5. **Phase 1.**

a. **Grouping.** No change.

b. **Tasks.**

i. Form one independent company group.

ii. Conduct relief in place with TUNBATT by 7 Jul 95 and a hand over of responsibilities from MALAWICOY by 18 Jul 95.

iii. Adopt the new boundaries and occupy the reformed sector 5 by 18 Jul 95.

iv. Carry out the tasks laid down in Reference A.

v. Prepare the excess personnel for repatriation over the period

12 - 13 Jul 95 as per Appendix B.

6. **Phase 2.**

a. **Grouping.** Reformed independent company group.

b. **Tasks.** No change.

GHANBATT

7. **Phase 1.**

a. **Grouping.** No change.

b. **Tasks.**

i. Form two independent company groups of 135 personnel each.

ii. Conduct a hand over of responsibilities from NIBATT by 7 Jul 95.

iii. Carry out the tasks laid down in Reference A.

iv. Hand over responsibility for the southwest portion of the AOR (the communes of Gikoro, Bicumbi, Kanzenze, Gashora and Ngenda) to INDBATT by 13 Jul 95.

v. Adopt the new boundary and occupy reformed Sector 2 by 13 Jul 95.

vi. The platoon in Kigali is to remain in place and be prepared to join the Tribunal company in Phase 2 .

vii. Prepare the Tribunal company (-) for move to Kigali in phase 2.

8. **Phase 2.**

a. **Grouping.** No change

b. **Tasks.**

i. Move the Tribunal company (-) to Kigali by 13 Jul 95.

ii. Tribunal company to take on other security tasks until such time as the Tribunal security task requires the complete company.

iii. Tribunal company to take on the protection of Tribunal when ordered by the Force HQ.

iv. Carry out the tasks laid down in Reference A.

v. Prepare the excess personnel for repatriation over the period 6 - 9 Sep 95 as per Appendix B.

MALAWICOY

9. **Phase 1.**

a. **Grouping**. No change

b. **Tasks.**

i. Form an independent company.

ii. Conduct relief in place with ETHIOBATT by 18 Jul 95.

iii. Carry out tasks laid down in Reference A.

iv. Adopt the new boundary and occupy reformed sector 4 by 18 Jul 95.

v. Prepare the company for rotation or excess personnel for repatriation over the period 6 - 7 Aug 95 as per Appendix B.

10. **Phase 2**. Grouping and tasks no change.

MALICOY

11. **Phase 1.**

a. **Grouping.** No change.

b. **Tasks.**

i. Form an independent company group.

ii. Carry out tasks laid down in Reference A.

12. **Phase 2.**

a. **Grouping.** No change.

b. **Tasks.**

i. Conduct relief in place with ZAMBATT by 3 Aug 95 and a hand over of responsibilities from SENBATT by 12 Aug 95.

ii. Hand over responsibility for current AOR (sector 3B) to INDBATT by 4 Aug 95.

iii. Carry out tasks laid down in Reference A.

iv. Adopt the new boundary and occupy reformed sector 3 by 3 Aug 95.

v. Prepare the company for rotation or excess personnel for repatriation over the period 1 - 3 Sep 95 as per Appendix B.

ZAMBATT

13. **Phase 1.**

a. **Grouping.** No change.

b. **Tasks.**

i. Coordinate recce with MALICOY.

ii. Carry out tasks laid down in Reference A.

iii. Prepare the contingent for repatriation over the period 1 - 4 Aug 95.

14. **Phase 2.**

a. **Grouping.** No change.

b. **Tasks.**

i. Assist MALICOY in occupation of the reformed sector 3.

ii. Hand over the AOR to MALICOY by 3 Aug 95.

iii. Repatriate the contingent over the period 1 - 4 Aug 95 as per Appendix B.

SENBATT

15. **Phase 1.**

a. **Grouping.** No change.

b. **Tasks.**

i. Coordinate recce with MALICOY.

ii. Carry out tasks laid down in Reference A.

ii. Prepare the contingent for repatriation over the period 11 - 13 Aug 95.

16. **Phase 2.**

a. **Grouping.** No change.

b. **Tasks.**

i. Assist MALICOY in occupying the reformed sector 3.

ii. Hand over the AOR to MALICOY by 12 Aug 95.

iii. Remain in current locations until required to move to the transit camp for repatriation over the period 11 - 13 Aug 95 as per Appendix B.

ETHIOBATT

17. **Phase 1.**

a. **Grouping.** No change.

b. **Tasks.**

i. Coordinate recce with MALAWICOY.

ii. Carry out tasks laid down in Reference A.

iii. Assist MALAWICOY in occupation of the sector.

iv. Hand over the AOR to MALAWICOY by 18 Jul 95.

v. Prepare the contingent for repatriation over the period 17 - 19 Jul 95 as per Appendix B.

18. **Phase 2.** Not applicable.

TUNBATT

19. **Phase 1.**

a. **Grouping.** No change.

b. **Tasks.**

i. Coordinate recce with NIBATT

ii. Carry out tasks laid down in Reference A

iii. Assist NIBATT company in occupation of sector 5.

iv. Hand over the AOR to NIBATT company by 7 Jul 95.

v. Prepare the contingent for repatriation over the period 2 - 8 Jul 95 as per Appendix B.

20. **Phase 2.** Not applicable.

INDBATT

21. **Phase 1.**

a. **Grouping.** Under command one composite company (excess Indian Signal and Engineer personnel).

b. **Tasks.**

i. Coordinate and carry out recce of the reformed sector 1 AOR with GHANBATT and MALICOY.

ii. Carry out tasks laid down in Reference A.

iii. Take over responsibility for the southwest portion of sector 2 (the communes of Gikoro, Bicumbi, Kanzenze, Gashora and Ngenda) from GHANBATT by 13 Jul 95.

iv. Form a composite company (excess Indian Engineer and Signal personnel) by 20 Jul 95.

v. Provide security to all UN facilities in Kigali by 25 Jul 95.

22. **Phase 2.**

a. **Grouping.** No change.

b. **Tasks.**

i. Take over responsibility for the Gitarama prefecture (old sector 3B) from MALICOY by 3 Aug 95.

ii. Carry out tasks laid down in Reference A.

iii. Assist the move of GHANBATT Tribunal company to Kigali

iv. Be prepared to take over security duties in Kigali allotted to the Tribunal company, on order of the Force HQ.

v. Prepare 65 personnel for repatriation by 8 Oct 95 as per Appendix B.

Force Engr Coy

23. **Phase 1.**

a. **Grouping.** Less excess personnel placed under command of INDBATT in the composite company.

b. **Tasks.**

i. Provide excess personnel to form the composite company.

ii. Carry out tasks laid down in Reference A.

24. **Phase 2.** Grouping and tasks no change.

Force Sig Coy

25. **Phase 1.**

a. **Grouping.** Less excess personnel placed under command of INDBATT in the composite company.

b. **Tasks.**

i. Provide signal detachments to the independent companies at Gishali, Gikongoro, Shagasha and Matura.

ii. Provide excess personnel to form the composite company.

iii. Carry out other tasks laid down in Reference A.

26. **Phase 2.** Grouping and tasks no change.

FLSG

27. **Phase 1.**

a. **Grouping.** No change.

b. **Tasks.**

i. Carry out tasks laid down in Reference A.

ii. Receive the advance party for Canadian Mission Support Group (CMSG) which is to replace FLSG on 17 - 25 Jul 95.

iii. Prepare the contingent for rotation over the over the period 25 - 26 Jul 95

28. **Phase 2.** Grouping and tasks no change.

AUSMED

29. **Phase 1.**

a. **Grouping.** No change.

b. **Tasks.**

i. Carry out tasks laid down in Reference A.

ii. Prepare for the disengagement from CHK and Academy.

iii. Prepare the contingent for repatriation over the period 21 - 23 Aug 95 as per Appendix B.

iv. Conduct reconnaissance of green field sites for the possible location for Medical Company (AUSMED replacement) and complete key site plan.

30. **Phase 2.**

a. **Grouping**. No change.

b. **Tasks.**

i. Continue to carry out tasks laid down in Reference A.

ii. Prepare to receive the advance party from the Medical Company over the period 1 - 3 Aug 95.

iii. Continue preparation for repatriation and disengagement from CHK and Academy.

Force MP Coy

31. **Phase 1.** Grouping and tasks no change.

32. **Phase 2.**

a. **Grouping**. No change.

b. **Tasks.**

i. Continue to carry out tasks laid down in Reference A.

ii. Prepare 21 personnel for repatriation by 9 Oct 95 as per Appendix B.

Milob Group

33. **Phase 1.** Grouping and tasks no change.

34. **Phase 2.**

a. **Grouping.** No change

b. **Tasks.**

i. Deploy liaison cell to all prefectures.

ii. Collocate sector HQs with Company groups.

iii. Be prepared to deploy/support elements in Burundi, Zaire, Tanzania and Uganda.

iv. Carry out tasks laid down in Reference A.

HAC

35. **Phase 1 and 2.** Grouping and tasks no change.

Coordinating Instructions

36. **Timings.**

a. **Phase 1.**

i. Commence on 1 Jul 95

ii. To be competed by 31 Jul 95

iii. Formation of independent company may commence forthwith but is to be completed before the rotation of the contingents or repatriation of excess personnel.

b. **Phase 2.**

i. Commence on 1 Aug 95.

ii. To be completed by 5 Aug 95.

37. **Structure of Independent Company Group.**

a. The company group will have a strength of 135 personnel consisting of the following:

i. Commanded by a Lt Col.

ii. Three infantry platoons of 30 personnel each.

iii. Company HQ plus a Combat Support Platoon of 38 personnel. The Combat Support Platoon is to contain a Transport Section, Maintenance Section, Supply Section, Communication Section and an Engineer Liaison Detachment.

iv. One Medical Section consisting of Medical Officer, Nursing Officer, Preventive Health Assistant and three medics.

b. **Administrative Requirements**. The Company Group will require the following logistics and administrative resource:

i. **Transport.**

1. Four Trucks.

2. 21 Patrolling Vehicles.

3. Two Ambulances.

ii. **Accommodation and Ancillary Facilities.**

1. Proper living accommodation for the company groups with the facilities for maintenance of vehicles.

2. Appropriate sanitation and bathing facilities within the accommodation.

3. **For Withdrawal/Evacuation Contingencies.**

(i) Nine living tents (16 men tents).

(ii) One large store tent/two medium size store tents.

(iii) One kitchen and dining shelter.

iii. **Water**. One bladder of 100,000 ltr capacity for potable water (including 20 days reserve). The resupply will be from Kigali once a week. Any requirement of non-potable water will have to be gained from local sources.

iv. **POL.** One tank of 10,000 ltr capacity that will include the reserve of 20 days. Resupply will be from Kigali once a week.

v. **Combat Rations**. Companies to hold 10 days reserve.

vi. **Miscellaneous Stores.**

1. Two generators of 40 KVA capacity.

2. One reefer (freezer).

3. One reefer container (cooling).

4. Cooking gas and kerosine supply will be as required.

c. **Communications**

i. All independent company groups are required to provide their own integral communications. The Force Signal Company will provide communication from the Force HQ to the independent company HQ.

ii. Any rear link to the home countries is to be provided by the contingents.

38. **Handing Over of UN Accommodation.** All the contingents will continue providing security to the UN accommodation being occupied by them until handed over to the appropriate authorities or when dismantled and removed. This is also applicable to other UN installations and facilities in the current AOR.

Administration and Logistics

39. Logistics support will be from Kigali.

40. Remainder no change from the Reference B.

Command and Signals

41. **Location of Independent Companies including HQs**.

a. Sector 1 (INDBATT BATTALION GROUP) - Kigali.

b. Sector 2 (GHANBATT COY) - Gishali.

c. Sector 3 (MALI COY) - Gikongoro.

d. Sector 4 (MALAWI COY) - Shagasha.

e. Sector 5 (NIBATT COY) - Mutura.

42. FSO is to carry out an assessment of the requirement for relocating the communication assets.

43. Ack.

J Arp
Obl,
DCOS (Ops)

Distribution:

Action
LIST D

Info
LIST A
LIST B
LIST E
LIST F
MILOB GROUP HQ

EFFECTIVE: 23 JUN 95

UNAMIR DRAWDOWN AND ROTATION PLAN

SER	CONTINGENT	FLIGHT DATES	PERS DEPARTING	PERS ARRIVING	FORCE STRENGTH (5622)	REMARKS
1.	TUNBATT	28-30 JUN 95 4-8 JUL 95	814	0	4808	ALL PERS GONE (LESS STAFF)
2.	MOVCON	3 JUL 95	0	15	4823	TBA
3.	NIBATT	12-13 JUL 95	184	0	4639	135 PERS REMAIN
4.	ETHIOBATT	17-19 JUL 95	830	0	3809	ALL PERS GONE (LESS STAFF)
5.	95 FLSG	24-25 JUL 95	91	85	3803	ROTATION
6.	ZAMBATT	1-4 AUG 95	795	0	3008	ALL PERS GONE (LESS STAFF) IF NOT DIRECT TO ANGOLA
7.	MALAWICOY	6-7 AUG 95	179	135	2964	ROTATION, REPLACED BY 135 (PLUS STAFF)
8.	MEDCOY	9-10 AUG 95	0	100	3064	TBA
9.	SENBATT	11-13 AUG 95	237	0	2827	ALL PERS GONE (LESS STAFF)
10.	AUSMED	21-23 AUG 95	310	0	2517	ALL PERS GONE
11.	MALICOY	1-3 SEP 95	198	135	2454	135 REMAIN OR ROTATION?
12.	GHANBATT	6-9 SEP 95	530	0	1924	270 PERS REMAIN (PLUS STAFF)
13.	INDBATT	5-8 OCT 95	65	0	1859	660 PERS REMAIN
14.	MP COY	9 OCT 95	21	0	1838	45 PERS MP PL REMAINS
15.	HQ STAFF	9 OCT 95	23	0	1815	35 STAFF REMAIN
16.	MOVCON	9 OCT 95	15	0	1800	

INDBATT	660
GHANBATT	270
NICOY	135
MALAWICOY	135
MALICOY	135
HQ STAFF	35
ENGR COY	125
SIGNALS	75
MEDCOY	100
FLSG	85
MP PL	15
TOTAL	

NOTE: MP COY & HQ STAFF WILL COMMENCE DRAWDOWN THROUGH PERIODIC NATURAL ATTRITION TO BE COMPLETED BY 9 OCT 95.

CHRIS Exco

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : *See Distribution List* *DATE: 17/8/95*

FROM : *CIVPOL Commissioner* *REF:CIVPOL/MEMO/674/95*

SUBJECT: *Minutes*

1. I forward herewith minutes of CIVPOL Commissioner's Administrative meeting with heads of Divisions and Chiefs of Police Monitoring Teams held on 7th August, 1995 at CIVPOL HQ. TRAFIPRO.

2. Regards.

DISTRIBUTION

1. SRSG
2. FC
3. OSRSG
4. HEADS OF DIVISIONS
5. CPMTS

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

CIVPOL COMMISSIONER'S CONFERENCE.

ATTENDANCE:

1	COL. O.C.DIARRA, CIVPOL COMMISSIONER	CHAIRMAN.
2.	S/SUPT D.S. NJASE	DEPUTY COMM.
3.	CAPT. MOH'D ALQUDAH	CPMT KIGALI
4.	SUPT. B.C.MWALE	AG.CPMT GIKONGORO
5.	LT. GHANDI KATAW	AG.CPMT CYANGUGU
6.	DSP C. BADU ACQUAH	AG.CPMT GISENYI
7.	DSP A. ADAMS	CPMT RUHENGERI
8.	MAJOR BERTHE ZANGA	DIRECTOR, GENDARMERIE TRAINING SCHOOL.
9.	DSP K.A.LASISI	CPMT KIBUNGO
10.	DSP CHRIS ERO	CPMT BUTARE
11.	SUPT. EFFIONG BASSEY	CPPLOGO/HQ
12.	SUPT.G.JERE	CPMT BYUMBA
13.	SUPT. R.B. MVULA	CPMT KIBUYE
14.	SUPT. B.K.MENDS	CPMT GITARAMA
15.	SUPT. O.M. GYEABOUR	CPOO/HQ
16.	MAJOR ABADI SAIR	AG. CPTO/HQ
17.	COMPOL. A. SIDIBE	L.O./S.A. FHQ
18.	SUPT. ZAKI M. AHMED	SECRETARY

OPENING REMARKS

After welcoming all the officers at the meeting,the CIVPOL Commissioner urged his deputy to continue with the deliberations on the agenda, as there were sensitive commitments requiring his attention and pledged to be with the August gathering as soon as possible.

Before his departure, he highlighted the need of having a different route of patrol rather than the idea of joint patrol with MILOBS as being emphasized by the PMTS, in view of the fact that CIVPOL operations officer briefs along with his MILOBS counterpart at the daily FC's morning prayer meetings. He also mentioned that MILOBS give their brief first then followed by CIVPOL and by the time it is our turn all the developments in the prefectures must have been reported by them and that sometimes the CIVPOL was left with nothing new to fall back on.

He also pointed out that MILOBS have never acknowledged or reflected that the particular report in issue was a patrol jointly carried out with both CIVPOL/MILOBS. Thus, in this connection, he advised the meeting to reach a consensus on how best to go about monitoring activities and come out with appreciable results with regards to various happenings in the prefectures.

REVIEW / ADOPTION OF PREVIOUS MINUTES

The minutes were reviewed with no adverse observation. Therefore, the Deputy CIVPOL Commissioner called for its adoption. At this junction the CPPLOGO moved the motion and it was seconded by CPOO.

REVIEW OF PREVIOUS TASKS

(Main tasks appear on appendix "A").

1. Mr. THEONESTE URAYENEZA, has been assigned to be typing the minutes.
2. The task could not be accomplished due to the last re-deployment exercise, thus a new secretary was appointed to work on the minutes
3. The committee had a meeting as directed, but was unable to submit proposals to the CIVPOL Commissioner
4. It was discovered that CPMTS are still not complying with the warning of sending sitreps daily and promptly.
5. The task was successfully carried out.

REPORTS FROM CPMTS AND HEADS OF DIVISIONS

CPMT BYUMBA PREFECTURE.

The CPMT reported that on 18/07/95, he patrolled KIYOMBE Commune and was informed of the discovery of grenades and mortars in an abandoned house in MWENERO Sector. Appropriate action was taken to clear the area.

The team also reported that returnees who fled the country in 1994 during the war are facing serious problems of re-settlement in view of the fact that their houses were destroyed.

He also reported visiting the prison on 21/07/95 and found 310 inmates, out of which 240 are accused of committing genocide. The Director of the prison complained of having food shortage and also appealed to UNAMIR to construct security wire fence to the new prison to prevent prisoners from escaping.

Also on 24/7/95, the team visited GAKOME orphanage camp at MURAMBI Commune and found 231 orphans living under unhygienic conditions. This resulted in the out break of cerebral spinal Meningitis in which four children died.

He concluded that the general security situation is calm.

CPMT- GIKONGORO PREFECTURE

He reported that the general security situation has continued to remain relatively calm, though quiet a number of people are being killed and locals are being attacked by bandits. He said that at CYABASANA on 23/7/95 at about 15:00 hrs one MR.MANIRAGUHA Ernest was shot dead by RPA for reason yet unknown. Also on 23/7/95 at KIBAGA Sector, a gang of bandits killed one MR MWITANEZA, but four of the culprits were arrested by RPA and they are now in detention.

In another development, on 01/8/95 the former Sub-prefect of GIKONGORO MR HABINSHUTI Oreste was killed by unknown person(s). Though he was last seen at the guest house drinking beer with some locals and when he left the premises at about 23:00 hrs was seen at the gate chatting with two unidentified armed men who later whisked him away to an unknown destination. On the following day, 2/8/95 his corpse was found near MWOGO river bordering GIKONGORO and BUTARE. He was buried on 3/8/95.

The CPMT further revealed that the former Sub-Prefect was relieved of his appointment just a few days before his cruel death. All the UN agencies in conjunction with CIVPOL are investigating the ugly and horrible episode.

CPMT-KIBUYE PREFECTURE

He reported that the area is calm but the locals have continued to display a general lack of confidence in the authority due to its tendency of arresting and imprisoning the people on implausible excuses. People are usually locked up on the gounds of giving information to UN Observers.

He also mentioned that the locals are living in abject poverty. Almost all the basic things for meaningful life are lacking in the area, but NGOS and other UN agencies, such as ADRA, CARITAS, ENFANTS DU MONDE, SDR, MSF, ICRC, SOLIDARITE, WFP and UNICEF are working hard to improve the overall quality of life of the population. In this regard the ICRC is making tremendous progress in the repairs of broken pipes and the MSF on its part has immunized 1,792 prisoners in KIBUYE against

meningitis.

In another instance, he reported that on 3/8/95 a joint CIVPOL and MILOBS patrol to RUTSIRO Commune was informed by locals of RUSEBEGI Sector that on 1/8/95, RPA soldiers in civilian clothes shot dead 13 people in MUKARA forest. The team visited the scene and found 9 corpses yet to be buried whilst the other four were buried in 3 graves.

CPMT-GISENYI PREFECTURE

He reported that the general situation has been relatively calm. NGOs and UN agencies are working round the lock to assist the locals especially in helping the returnees/refugees to re-settle down in their home communes.

CPMT-BUTARE PREFECTURE

He reported that the situation in the area has been generally calm and stable.

He also reported that a re-burial ceremony for some of the victims of 1994 genocide took place at NDORA Commune on 15/7/95 and at RUNYINYA Commune on 29/7/95. Both ceremonies were presided over by the Vice-President and the Minister of Rehabilitation respectively.

He mentioned that recruitment of locals into RPA is in progress.

Again, he reported that on 19/8/95 members of the National Association of Business Men and Women met in BUTARE to discuss amongst others, ways of revamping the nations ailing economy.

The team also reported visiting HUYE, KIBAYI, and MBAZI Communes detention cells and found a total of 326 inmates accused of involvement in 1994 genocide.

He finally reported monitoring the return and resettlement of 25,696 refugees into their home communes. Most of the refugees came from BURUNDI through KANYARU HAUT and KIBAYI Communes.

CPMT -GITARAMA PREFECTURE

He reported that traditionally the area used to be calm. But that tradition has been over-taken by unfortunate events of killings and banditry activities. The situation has really been very tense due to the following:

a.That on 27/7/95 the Sub-Prefect and his entire family which includes a wife, two children and a housemaid were killed and set ablaze by unknown persons

b. That on 1/8/95 Pastor NTAHOBARI Pie was abducted from his house by unknown person(s) and the following day his corpse was discovered in a banana plantation at KAMONYI/TABA Commune.

c. Again, on 1/8/95 at MASANGO Commune, one MR BIREMIMANA Francis was shot dead by RPA. The deceased was reported to be one of the IDPS at KIBEHO Camp before its closure.

The team also visited the prison and found 6,424 inmates suspected of committing genocide. The accused are living under very poor sanitary condition.

CPMT-KIBUNGO PREFECTURE

He reported that though the area has been relatively quiet, there has been a report of mysterious disappearance of women and children at night in one of the sectors of MUHAZI Commune. The Assistant Bourgmestre confirmed the story and further informed the team that the authorities are meeting the locals with a view to finding the cause and solution to the problem.

He also reported an epidemic outbreak of Cholera at NASHO village in RUSUMO Commune. In this connection, UNAMIR Medical Personnel visited the area to ascertain the extent of the claim. However, it was discovered that about a dozen people were infected and were treated immediately to prevent the spread of the contagious disease.

He also informed the meeting of the Force Commander's visit to inspect GHANBATT locations within and outside KIBUNGO town.

CPMT- KIGALI PREFECTURE

He informed the meeting that the area is gaining stability to a very great extent.

He also mentioned that the team monitored the arrival of 2,581 refugees at NDERA Camp and the re-settlement of 2,434 to their home commune.

The team also reported visiting the prison on 31/7/95 and found 9,840 detainees living in pathetic situation. Five suspects were reported to have died as a result of poor sanitary and other related conditions.

He further reported that the locals are experiencing a tough time due to bad harvesting season.

He also mentioned that on 27/7/95 a UNHCR vehicle was snatched at GIKONDO by armed men in Military uniform suspected to be RPA. However, the vehicle was found abandoned the following morning in the same area.

CPMT- CYANGUGU PREFECTURE

He reported that the area is relatively calm except at BUGARAMA Commune where the incidence of banditry activities have become the order of the day.

He also informed the meeting that the RPA in the area are very hostile to UNAMIR Personnel. He pointed an instance where two MALAWI COY Soldiers were shot at by RPA because the driver of their vehicle committed a minor traffic violation and refused to obey RPA signal stopping him, instead he(driver) sped off.

He also informed the gathering that the team found patrolling the area very cumbersome in view of the fact that all the officers are new on the grounds.

He pointed out that the job always suffer when all the officers are re-deployed and a new set of officers are brought as replacement. He therefore, suggested that in any future exercise, at least one old hand should be left behind for the purpose of continuity.

CPMT-RUHENGERI PREFECTURE

He reported that the situation in the prefecture remains stable. However, most of the communes are faced with the problems of inadequate pipe borne water supply, poor teaching materials and health centres having low supply of drugs.

He also informed the meeting that some areas are mine infested, particularly CYERU, BUTARO and NYAMUGALI Communes. The Bourgmestre of these areas complained that some innocent lives were lost as a result of mine explosion. Therefore he (Bourgmestre) appealed to UNAMIR for assistance in clearing the area to avoid re-occurrence of the episode.

He also mentioned that during the period under review both CIVPOL Commissioner and his deputy paid a working visit to the National Gendarmerie Training School, RUHENGERI and equally visited the CIVPOL Monitoring Team's office.

Lastly, he suggested sending additional manpower to all the prefectures to augment their present strength.

HQ LIAISON OFFICER

He reported that his office has continued to maintain a good working relationship with other UNAMIR Components and all CIVPOL requests are dealt with promptly.

DIRECTOR OF TRAINING SCHOOL RUHENGERI

He reported that the training of 510 Gendarmes recruits at the training school has commenced since 31/7/95 and that the recruits were shared into 10 classes, 8 classes consisting of French speaking, and one class each for English and Kinyarwanda speaking students.

He further informed the meeting that though training has commenced, the school is having a shortage of furniture in the classrooms to accommodate the number of the intakes. He added that instructors too, are occupying empty offices without furniture.

Lastly, he informed the meeting that to effectively and efficiently run the school administration, additional computer with its printer, two interpreters, a clerk, four cleaners, a minibus and a pick up are required.

CPPLOGO

He reported that during the period under review he attended the Chief of Staff(COS) fortnightly administrative meeting held on 1/8/95 and he made a request for additional office accommodation, and the request was granted.

He also informed the meeting that the COS approved the request made to up-grade three cleaners attached to former CIVPOL HQ KIMIHURURA to office assistants. They have since resumed duty on 7/8/95 in their new capacity.

He also mentioned that MEMOS were sent to chief of communications, 95 CSMG and Brown and ROOTS respectively intimating them with our desire to transfer all equipments, furniture and stationery to new CIVPOL HQ TRAFIPRO. They responded positively by providing all the resources needed for the exercise. Thus, the movement was completed in a record time between the 4th and 5th AUGUST 1995.

He also reported procuring materials for both national Gendarmerie and Communal Training School, RUHENGERI.

He further informed the gathering about the discrepancies he observed in the handing and taking over notes submitted by some CPMTS. He pointed that a query to that effect has been sent to all concerned for appropriate measure.

He took the issue of motor vehicle number UNAMIR 754 formerly assigned to operations Department as a case study. He mentioned that to his disappointment, the UN vehicle was brought back to logistics without a single tool.

Finally, he highlighted the need for those who return from leave/CTO to report back to personnel Section with a view to enabling the section up date its records. And failure to comply will mean that the affected officer will be deemed to be is still enjoying the said leave/CTO and this development will be reflected in the monthly attendance returns to finance which will invariably affect one's MSA.

CPOO

He informed the meeting that CIVPOL has now been directed with effect from 27/7/95 to report our previous day activities at the daily morning briefing presided over by the Force Commander.

He mentioned that joint CIVPOL/MILOBS Patrols have made us to be at disadvantageous position in the sense that MILOBS take their turn at the briefing before CIVPOL and this gives them the opportunity to narrate all the happenings in the prefectures first, without acknowledging the fact that they organised a team work with CIVPOL. And this situation leaves us in an embarrassing state since it will be unnecessary to venture into what has already been revealed by MILOBS.

He also appealed to all CPMTS to comply with the earlier directive by sending their sitreps daily and promptly.

He also advised that sitreps be faxed to orderly room UNAMIR HQ, since ours is out of order owing to the movement from KIMIHURURA Office to TRAFIPRO.

He also informed the meeting that we have got another base station which is permanently on Channel 16, if there is any thing requiring HQs attention, officers can call from any location on the said frequency.

OTHER MATTERS

At this juncture, the issue of CIVPOL/MILOBS joint Patrol was rediscussed with a view to solving the problems being encountered by CIVPOL Operations Officer at the morning meetings presided over by the Force Commander.

On this note, CPMT Ruhengeri suggested that since every prefecture is wide with a lot of communes and sectors, it will be wise if we take different routes of patrol with MILOBS. He added that using this mechanism will enhance wider coverage of the areas instead of concentrating our combined resources in a limited place. This idea was unanimously accepted and all agreed to work hard towards accomplishing our onerous task of monitoring.

In another development, CPMT KIBUNGO reminded the meeting about the hardship the generality of the locals are experiencing and demanded to know the position of numerous humanitarian requests being submitted daily. He also pointed out that locals are increasingly becoming sceptical about UNAMIR's capability to change their life for the better. He said the locals argue that for the past several months, they have repeatedly given the same or similar information to UNAMIR but little or nothing tangible has been done.

In this regard the CPOO advised the CPMTS to reflect the locals reaction in their sitreps. Also on this note the Deputy CIVPOL Commissioner directed the CPOO to include humanitarian requests on the daily Sitreps for morning briefing as submitted by the prefectures. He further maintained that this practice will make the NGOS and other UN agencies concerned to take any action deemed necessary to ease the problem, considering that representatives of all relevant components are in attendance at the morning briefing.

CLOSING REMARKS

At this juncture, the CIVPOL Commissioner joined the meeting and expressed regret for his inability to be in attendance for the whole session due to inevitable engagements.

He further informed the meeting that he had a meeting with all the CIVPOL Contingent leaders with regards to extension of tour of duty and directed them to discuss the issue with their contingent members and thereafter seek the approval of their home government for the extension of their duty for a period beyond one year.

He also highlighted that if the country concerned consents favourably to the proposals, he would back it fully by forwarding his recommendations to the appropriate authorities. He also warned that if by next week 14/8/95, no response is received he would direct repatriation process of the affected countries to commence without further delay.

At this point CPMT BUTARE suggested that the CIVPOL Commissioner was in the best position to make the request from the respective countries involved. In his reply, the CIVPOL Commissioner mentioned that it is inappropriate on his part to initiate a case for any contingent but rather their leaders are to press the demand home and get approval.

He also informed the meeting that the authorised CIVPOL strength has been increased to 90 observers, which is still in adequate since we are saddled with the task of Training Gendarmes and Communal Police as well as monitoring duties in the prefectures. Thus, he has written another request of additional 20 CIVPOL Observers to augment the strength to 110 personnel and it is hoped that the request will be considered and approved. He also informed the meeting that about 31 CIVPOL Observers are expected to arrive from five countries, as follows: MALI - 5, NIGER - 7, GERMANY - 6, SWITZERLAND - 3, and TUNISIA - 10.

Also CPMT GITARAMA in his contribution suggested that since the issue of sending daily sitreps promptly is constantly being hammered at every conference, there is need to allocate more motor-vehicles to PMTS whenever the ones on charge to them are due for maintenance in order to carry out monitoring duties effectively. The CIVPOL Commissioner welcomed the suggestion and thereafter directed CPPLOGO to take care of the problem since we have spare vehicles in the pool.

Lastly, the CIVPOL Commissioner thanked the officers for their hard work and cooperation and further appealed to them to continue to exercise patience as they have been doing since the suspension of leave and CTO, and that the moment our poor state of manpower improves the embargo will be lifted.

The meeting rose at 14:30 hrs.

COL-O.C. DIARRA
CHAIRMAN

SUPT-MOHAMMED AHMED ZAKI
SECRETARY.

APPENDIX "A".

CONTROL OF TASKS

1. The Administrative Assistant has been directed to appoint a clerk to be responsible for immediate typing of minutes
2. The conference secretary to ensure that minutes are compiled promptly.
3. Welfare committee to hold meeting and submit proposals to the CIVPOL Commissioner
4. CPMTS must ensure that daily sitreps are sent on time through their duty officers.
5. All hand and mobile sets to be reprogrammed, starting from today, 3rd July 1995.

UNITED NATIONS

UNAMIR-MINUAR

NATIONS UNIES

Received 14/72
By: Nadine
Rm n°
Date: OCT 27 1995

INFORMATION CIRCULAR NO. 052/95

Date: 26 October 1995
Ref: MIS/EDP/MSS

TO: All UNAMIR Military and Civilian Personnel

FROM: Susan Matthew
CAO

SUBJECT: Windows 95 Software

The attached Information Circular, ST/IC/1995/54, dated 25 August 1995, was received from UNHQ. It concerns the use of Windows 95 Software on our computers in UNAMIR.

In this connection, ALL STAFF are hereby reminded that the authorized software packages for use in this Mission are as follows:

WORDPERFECT	-	for text processing
PARADOX	-	for database processing
QUATTROPRO	-	for spreadsheet processing
VISIO	-	for additional graphics and charts

All these are available in the MIS/EDP Section for installation.

Please be guided accordingly.

UNITED
NATIONS

ST

Secretariat

ST/IC/1995/54
25 August 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: WINDOWS 95 SOFTWARE

1. The United Nations Secretariat has become increasingly dependent on the availability of electronic mail and other local area network services, which depend on a standardized operating environment.

2. Currently, the standard mini-computer and PC operating systems in use at Headquarters are UNIX and DOS, including its graphical user interface, Microsoft Windows 3.1.

3. A new version of the Windows software (Windows 95) was released on 24 August 1995. However, because Windows 95 can, if used improperly, severely affect overall network performance, its use will not be sanctioned until it has been thoroughly researched and tested by the Electronic Services Division, which is responsible for the maintenance and proper functioning of the network.

4. At this time, unless expressly authorized by the Electronic Services Division, connection to the Headquarters network of computers running Windows 95 or any other non-standard operating system or environment is strictly prohibited. PCs found to be running such software will be disconnected immediately from the network.

95-26127 (E) 280895 290895

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

REQUEST FOR OFFICE SUPPLIES

NAME: M Scott
ID-N°: CP 191
SECTION: personnel

DATE:

ITEM(S)	DESCRIPTION		QUANTITY	SIGNATU
10	Files	✓	10	MMA
10	Fasners	✓	10	MMA
10				

Circulate

CPPO

Received No. 1418
By: A
Date: OCT 16 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

for files
CPPO
19/10/95

To : List D , [redacted], MILOBs Gp HQ

From : Maj Deepak Das
Force Welfare Officer

Date : 17 October 95

Subject : KAMPALA SHERATON HOTEL RATES

Kampala Sheraton, Uganda has offered UNAMIR concessional rates for availing R&R/CTO. Please find attached information handout sent by the Hotel.

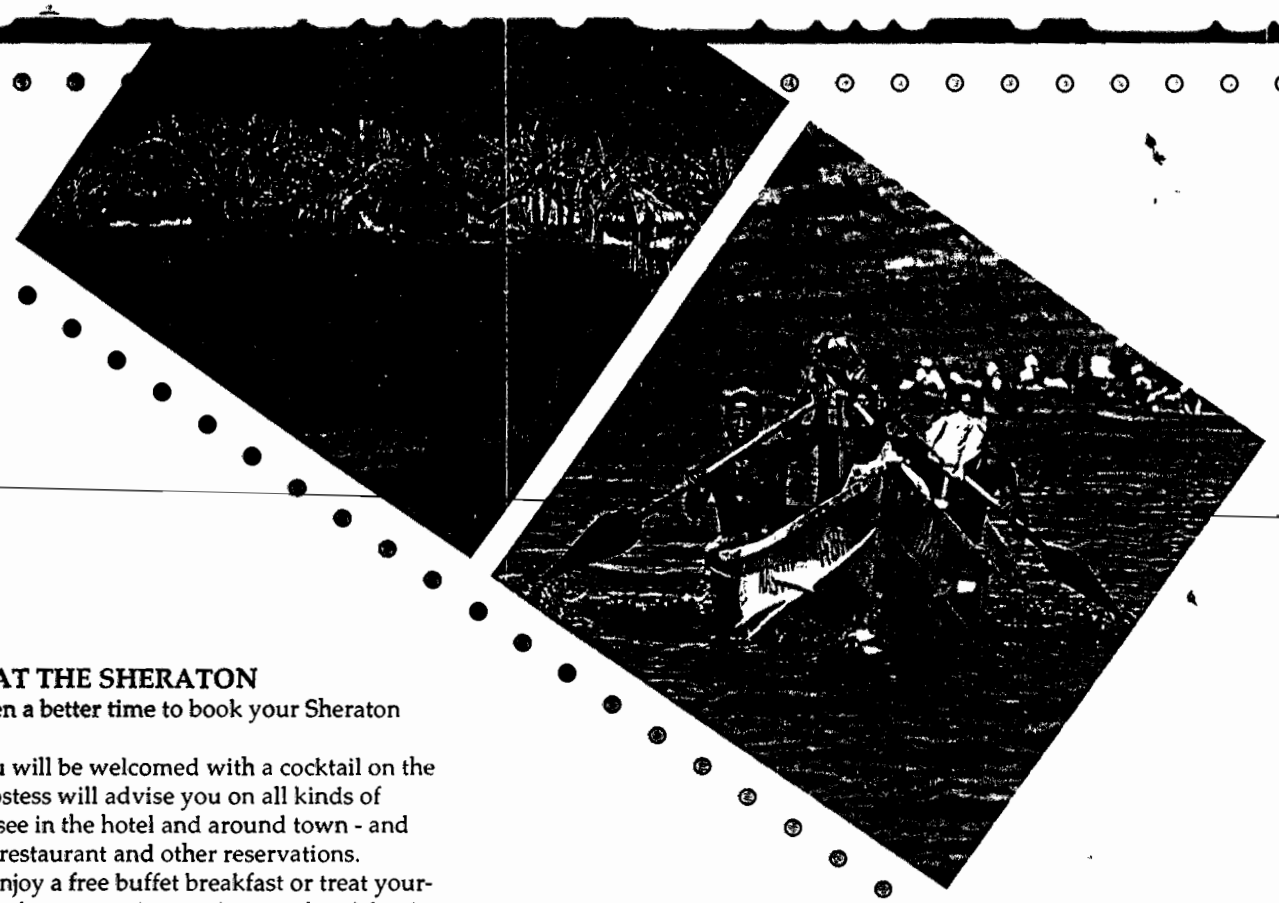
All UNAMIR personnel on production of a UNAMIR ID Card may avail of the following rates:

Type of Room	Per Night (bed/ Breakfast/Tax inclusive)
	US$
Single	75.00
Double	197.00
Extra Bed (max. three persons allowed in a double room)	40.00

They have also offered to do subsidised bookings at National Parks & other hotels in Uganda if required.

Interested personnel are requested to contact the hotel directly for reservations/further details.

Best regards.



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UGANDA, THE PEARL OF AFRICA

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Uganda has a pleasant climate with most days mild and sunny. For visitors, there are many one-day trips to make. For example to Jinja, Uganda's second largest town, or the Source of the Nile, with further downstream the magnificent Bujagali Falls.
From the northern plains to the south-western mountains, Uganda is a country of diversity and immense beauty - the Pearl of Africa.

KAMPALA, A PARADISE CITY

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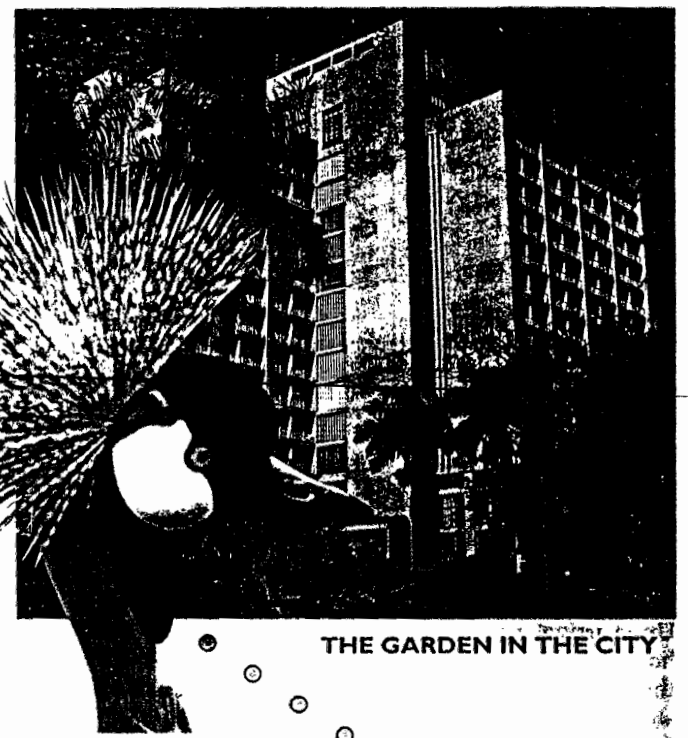
Kampala has a charm that brings visitors back time after time.

Sheraton Kampala
HOTEL



THE GARDEN IN THE CITY

UGANDA,
THE PEARL
OF AFRICA

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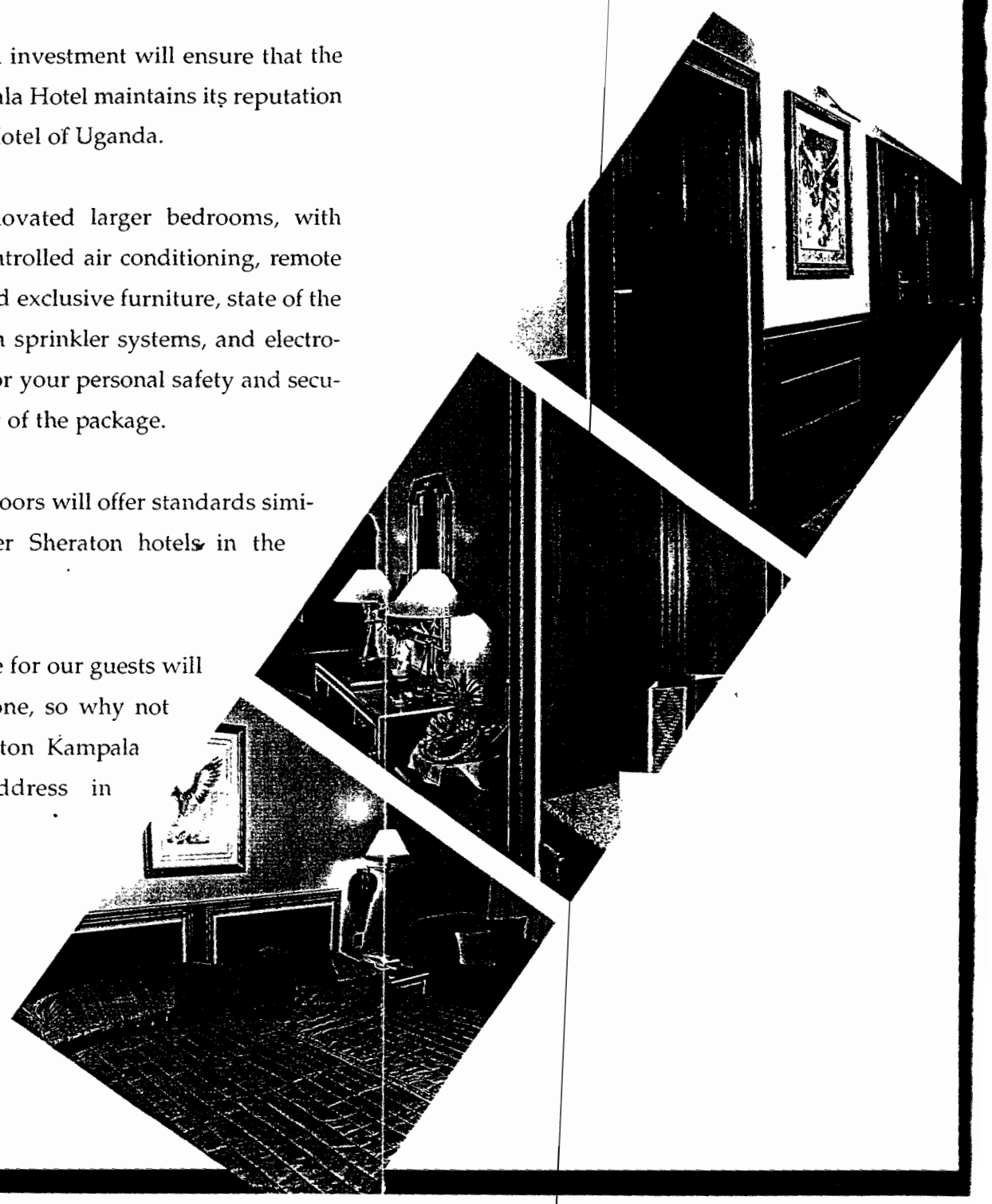
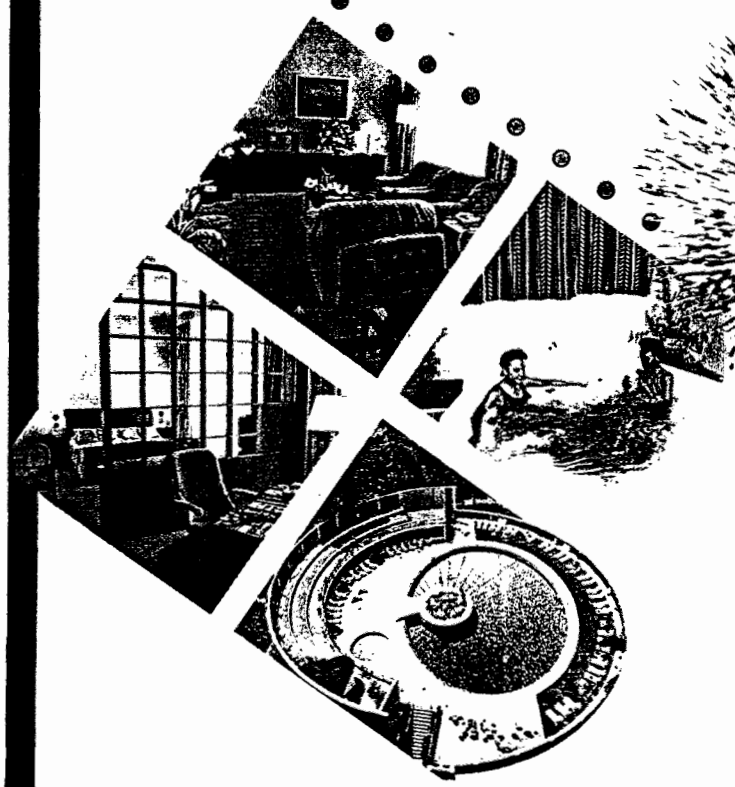


Sheraton Kampala
HOTEL



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Extension 5 for further
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OUR WORLD REVOLVES AROUND YOU

Received in: 140.8
By: [illegible]
Date: OCT 16 1995

UN CIVPOL

V. CMPO C

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTEROFFICE MEMORANDUM - MEMORANDUM INTERIEUR

14 October 1995

To: CMPO

UNAMIR, Kigali

From: H. Bridgeman
Co-ordinator Table Tennis
UN 50th Anniversary Celebrations

We shall be grateful should you distribute the attached entry form to the military components for interested entries to the Table Tennis events.

With Thanks.

UNAMIR 50th UN ANNIVERSARY CELEBRATIONS

TABLE TENNIS ENTRY FORM

NAME OF CLUB/ORGANIZATION:.....

PLAYERS NAMES: .....

.....

.....

.....

.....

Please submit entry forms by Wednesday 18 October 1995 to H. Bridgeman, Finance Section, Traffipro, UNAMIR, Kigali.

CPPO

CIV POL

Received in N° 1414
By:
Date: OCT 16 1995

UNITED NATIONS
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UNAMIR - MINUAR

file CPPO 19/10/95

Office of the Force Commander
UNAMIR Force Headquarters
Kigali
RWANDA

FC/CL/11/OPS

17 October 1995

LIST C&D

PROPOSED FORCE STRENGTH REDUCTION TO MANDATED STRENGTH OF UNAMIR BEFORE 8 DECEMBER 1995

1. Due to acute financial difficulties, the Secretary-General was considering downsizing/reduction of all UN Missions including UNAMIR immediately and had asked for our recommendations, which were forwarded. On the basis of our very persuasive assessment of the consequences of the contemplated reduction, the Secretary-General has decided not to pursue the idea of reducing UNAMIR at this time.

2. For your information and continued performance of your duties till the end of current Mandate.

G C Tousignant
Major General
Force Commander

Received in HQ No. 1417
By: coy
Date: OCT 16 1995

FORCE

TO : LIST D , CIVPOL HQ, MILOB GP HQ

FROM : Maj Deepak Das
FWO

DATE : 6 October 1995

SUBJECT : UN 50TH ANNIVERSARY CELEBRATIONS

General

The UN 50th Anniversary Celebrations are scheduled for four days from 21 - 24 Oct 95. The celebrations would require the fullest cooperation and participation of contingents to make it a success.

Programme

The tentative programme for the celebrations is attached as Appendix A

Responsibilities

Athletics & Team Games:

Names of participating teams should reach the organising member directly with a copy to this office along with registration forms (sample attached as Appx B).

Volleyball

Indbatt is responsible for organising volleyball. Sign up forms should be circulated directly to local Rwandan teams , RPA, European Community and all contingents. Fixtures with timings and list of teams should be forwarded to this office by 15 Oct 95. Permission of the Ministry of Youth and Associated Culture for contacting the local clubs directly has already been obtained.

Dances

All contingents are welcome to perform a traditional dance during the celebration. All desirous are requested to intimate latest by 11 October 1995. The following dances have already been scheduled

a.	Lazium/Fire Dance	Force Engineer Coy
b	Khukri Dance	Indbatt

March Past

Each contingent will provide a detachment of 10 personnel in combat uniform (1 officer and 9 NCOs/OR) who will carry the contingent's national flag during the march past on 24 Oct 95. Two national flags and two flag poles will be brought by each contingent.

Reception

Each contingent may send up to 30 personnel (all ranks) to attend the 50th Anniversary Reception at Amahoro Stadium on Mon 23 October 1995. Dress will be national neat civilian. Personnel out of the above strength of 30, who wish to partake in the Parade of National Dress are requested to reach the Force HQ parking lot by 1645h.

Stalls

Each contingent may set up one or two stalls for the entire duration of the celebrations Stalls may be for food, games, souvenirs, etc. Contingents are requested to project to this office by 10 October 1995 their choice of and quantity of stalls they are desirous of putting up Responsibility for financing, manning, and erecting / decorating the stalls rests with the contingents

Band

GHANBATT and Indbatt are requested to provide their bands as under

		Jazz Band	Brass/Pipe Band
a	Mon 23 Oct 95	1800 - 2130 hrs (GHANBATT)	
b	Tue 24 Oct 95	1200 - 1400 hrs (INDBATT)	1500 - 1730 hrs (BOTH)

Security

A 24 hr joint guard between RPA and UNAMIR will be placed at the stadium from 20 24 October 1995 GHANCOY (TRIBUNAL) will represent UNAMIR and provide a guard of a section strength for the duration at the stadium

Coordinating Conference

There will be a coordinating conference in the office of the FWO on Tue 1000 hrs. All welfare officers / adjutants are requested to attend along with details of their contingents plan for the celebrations. Additional and detailed breifing about the celebrations including responsibilities of various units will be explained and coordinated during the conference.

c c CCS

Appx A

TENTATIVE PROGRAMME OF UN 50TH ANNIVERSARY AT AMAHORO STADIUM KIGALI (RWANDA)

The Amohoro stadium will be decked out with **Exhibitions of UN and UN agencies** which will be **opened to public through out the four days of celebration.**

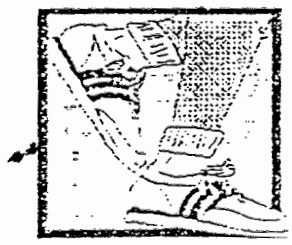
Saturday 21st Oct. 95	9.00 a.m.	Heats for:	Football Basketball Volleyball Table Tennis Track and Field events
Sunday 22nd Oct. 95	8.00 a.m	10K Marathon - Amahoro Stadium Finals for above events.	
Monday 23rd Oct. 95	05.00 p.m.	National costumes parade from the Amahoro building to the Amohoro Stadium.	
	05.30 p.m	Traditional dancers (Indian, Philipinos)	
	06.30 p.m	Formal reception for UN members and members of the Rwandan Government. Music by Ghanian Jazz band Presentation of (2) two re-conditioned cars to the Rwandan Government.	
	07.30 p.m.	Dance to Disco Music	
Tuesday 24th Oct .95	10 00 a.m	School Children and general public begin arriving at the Amahoro Stadium.	
	11.30 a.m	Orphanage dance, and games stalls opening Face Painting for the Children	
	-	Mamba rides and Sports Competition for School Children.	
	13 00 p.m	L U N C H - B R E A K	
	13 30 p.m	Musical afternoon with band from the Ghanian battalion.	
	-	(*)Traditional Dancers [Isonga (Rwandan), Ethiopian, Kenyan, Indian, Philipino]	
	03 30 p.m	UN CHALLENGE CUP - FINALS	
	05.00 p.m	(*)Military and Civilian March Past (UN and national flag bearers) and military band display	
	05.30 p.m	**CLOSING SPEECH**	

(*) **Might change places.**

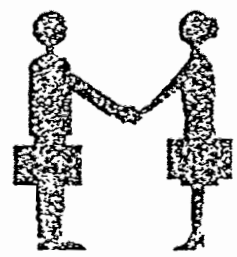
Appx B

DEAD LINE FOR REGISTRATION 15th Oct 9

UNITED NATIONS 50TH ANNIVERSARY CELEBRATION



ATHLETICS MEETING



REGISTRATION FORM

DATES: 21 & 22 OCTOBER 1995

STARTING TIME: 0800 HRS

PLACE: AMAHORO STADIUM KIGALI

PLEASE COMPLETE THE APPROPRIATE SECTION

35 YEARS AND OVER YES NO (CIRCLE ONE)

SEX MALE FEMALE

RACE NUMBER : _____
(see attached list)

1. MILITARY

a) Last Name _____ First Name _____

b) Contingent Unit _____

2. CIVILIANS

a) Last Name _____ First Name _____

b) Section Unit _____

c) UN Agency _____

3. **COMPLETE ONLY IF YOU ARE ENTERING A TEAM IN THE RELAYS**

a) Team's Name _____

NOTE: [redacted]

ATHLETICS EVENTS

a) **10 KMs Run** (0800 Hrs on Sunday 22 October 1995.)

Categories

(i) Over 45 Yrs (Civilian UN Agencies)
(ii) Female
(iii) Male

b)	100 Metres		Men
c)	100 Metres		Women
d)	200 Metres		Men
e)	200 Metres		Women
f)	400 Metres		Men
g)	800 Metres		Men
h)	1500 Metres		Men
i)	5000 Metres		Men
j)	Relay 4 x 100		Men
k)	Relay 4 x 200		Men
l)	Relay 4 x 400		Men
m)	Distance Medley Relay:	1500-800-400-200	Metres

THE HEATS OF ALL ATHLETIC EVENTS WILL TAKE PLACE ON SATURDAY 21 AND THE FINALS ON SUNDAY 22 OCTOBER 1995

cppo

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR
CIVPOL HQ

fyi
cppo
19/10/95

UNAMIR
MEMORANDUM INTERNE

UNAMIR MED BR
File: 4000.4/26/FMO
MED: 1014/95

A: List A,C & D

De: FC

Date: Le 7 Septembre 1995

Objet: Maladies Sexuellement Transmissibles

1. Le nombre de personnes parmi les troupes de la MINUAR récemment atteintes de maladies sexuellement transmissibles devient un sujet grave qui me préoccupe.

2. Nos troupes sont informées de l'existence des moyens mis à leur disposition pour leur protection et elles sont rappelées qu'il n'y aura aucune raison, ni excuse pour nos troupes de quitter cette mission avec une maladie aussi fatale.

3. Prière de vous exécuter.

CPPO

UNITED NATIONS **NATIONS UNIES**

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

for file
CPPO
19/10/95

TO: Mr. Bridgeman
A: Coordinator Table Tennis
UN 50th Anniversary Celebration

Date: 18 October 1995

Ref: CIVPOL/MEMO/897/95

FROM: C.O. Diarra, Colonel
DE: CIVPOL Commissioner

Subject: UN 50th Anniversary Celebration
Objet:

.... 1. Reference to the above subject attached are names of those interested for the Table Tennis events.

2. Regards.

UNAMIR 50th UN ANNIVERSARY CELEBRATIONS

TABLE TENNIS ENTRY FORM

NAME OF CLUB/ORGANIZATION: CIVPOL

PLAYERS NAMES:
Dsp K.A. LASISI #0015.
Dsp CHRIS OWOLABI #0020.
LT. Ghamali Kataw. #0053
LT TOAFIC IBRAHIM
LT. Klingler Jurg. #0027

Please submit entry forms by Wednesday 18 October 1995 to H. Bridgeman, Finance Section, Traffipro, UNAMIR, Kigali.

Fin

UNITED NATIONS **NATIONS UNIES**

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

UNAMIR - MINUAR

for filing — Zippo 18/10/95

TO: Mr. Bridgeman
A: Coordinator Table Tennis
UN 50th Anniversary Celebration

Date: 18 October 1995

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DE: CIVPOL Commissioner

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UNAMIR 50th UN ANNIVERSARY CELEBRATIONS

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PLAYERS NAMES:
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Def. CHRIS OWOLABI #0020.
LT. Ghandi Kataw. #0053
LT. TOAFIC IBRAHIM
LT. Klingler Jurg. #0027

Please submit entry forms by Wednesday 18 October 1995 to H. Bridgeman, Finance Section, Traffipro, UNAMIR, Kigali.

CPPOL

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

UNAMIR - MINUAR

for file
& tele oppo

TO: *SRSG*
Force Commander

Date: 11 October 1995

FROM: *CIVPOL Commissioner* Tanuma

Ref: CIVPOL/MEMO/872/95

SUBJECT: *Assault against UN CIVPOL Observer - ASP MWENGWE A. CHUUMA*

... *1. Find attached a report by a UN CIVPOL Observer who was physically assaulted by a Rwandese Official which is a violation of the mission agreement with the Rwandan Government.*

2. Consequent upon this, I strongly suggest that a protest letter be written to the Rwandan Government with a view to avoiding future occurrence.

3. Best regards.

UNAMIR CIVPOL HQ
P.O.BOX 749
KIGALI-RWANDA.-

9th October 1995

The UNAMIR CIVPOL Commissioner
KIGALI-RWANDA.-

Sir,

On Saturday 7th October 1995, at about 1815 hours as I walked along Avenue des Communications rd with my servant, coming from Zambia "A" house where I had gone to visit friends and going to my house which is also within KICUKIRO. A person who was standing near the red gate of a certain house near the road came following us behind and asked me to stop. He referred to me as Muzehe.
After I had stopped he asked who I was. I informed him that I am a member of UNAMIR. In no time he grabbed the walkie talkie I was holding in my left Hand. I struggled with him until I got it away from him. I showed him my UNITED NATIONS identity Card which he also grabbed intending to take it away from me I struggled and retrieved it from his hands.

He referred to himself as Captain Mushishi and a personnel Officer at Gendarmerie. During the time I was putting my identity card away in my pocket he beat me on the left side of my face near the eye. I sustained a cut from where I was bleeding.

When vehicles from both sides approached. I walked back to Zambia "A" house from where I was driven to Military Police Company.

I reported the incident. I gave my statement and my servant gave his. Later I was taken to REMERA Gendarmerie Brigade. Where I also reported the matter to Gendarmerie. Then I was driven to UNITED NATIONS HOSPITAL. After receiving treatment I was taken to my house.

I am able to recognize the person with whom I struggled and is the person who hit me an the left side of my face if I see him again. Because as I was walking along the road I saw him standing near the Red Gate to the house he later claimed to be his.

During the first time he was talking to me he was putting his hand in the right hip pocket as if he was going to pull a pistol or something else.

A.MWENGWE-CHUUMA
Assistant Supritendent
P.M.T. KIGALI.-
P000 77

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

file
CPPO
16/10

TO: *See Distribution* ***Date:*** *12 October 1995*

FROM: *CIVPOL Commissioner* ***Ref:****CIVPOL/MEMO/880/95*

SUBJECT: *Security Measures Trafipro*

1. To facilitate the access of RPA officers visiting CIVPOL various offices, the following has been decided :

a) The officers manning the three entry points should contact the CIVPOL (OPS) room on Ext. 11757 or 11758 so that one officer can be requested to meet the visitor at the entry point and accompany him to any of the CIVPOL offices he would like to conduct his business.

b) After the completion of his visit the Officer In Charge will accompany the visitor to the gate.

2. Best regards.

Distribution List :

FC
H/Qrs
CO/ INDIBATT
SPOO
CPTO
CPPO
CPLOGO

Received in: 1837
By: [illegible]
Date: SEP 14 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: List A,B,C,D,E & F

From: Capt S Choudhary
SO to COS

Date: 14 Sep 95

Subject: FORCE STANDARD DISTRIBUTION LIST

Reference:OM dated 07 Sep 95 on above subject.

1. Ammendments have been made to Ser Nos 66, 68, 69,77,79 and 80 of distribution list which is attached as appendix to this letter for your information.

APPX
(Refers to para 1 of letter of 14 Sep 95)

40. 95 CMSG
41. Force Engr Coy
42. Force Sig Coy
43. FMO
44. MP Coy
45 - 47 Spare

LIST D - ELEMENTS OF THE FORCE EXTERNAL TO HQ UNAMIR - ADMINISTRATION - NOT TO BE USED IN CONJUNCTION WITH LIST C

48. Indbatt
49. Force Engr Coy
50. Force Sig Coy
51. Ghan Coy - 1
52. Ghan Coy - 2 (Tribunal)
53. Malawi Coy
54. Mali Coy
55. Ni Coy
56. 95 CMSG
57. MP Coy
58. FMO
59 - 60 Spare

LIST E - CIVIL ADMINISTRATION IN HQ UNAMIR

61. Office of SRSG
62. ED
63. CAO
64. CSO
65. CFO
66. FSA Coordinator
67. Claims
68. Gen Services
69. SUMMO
70. CMCO
71. C BOI Unit
72. CCPO
73. CCO
74. CISS
75. CITMM
76. CBES
77. CMIS/EDP
78. Brown & Root
79. PSB
80. PCIU/R&I
81 - 85 Spare

LIST F - OTHER UN AGENCIES

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

Received in: 1978
By:
Date: SEP 21 1995

INTEROFFICE MEMORANDUM - MEMORANDUM INTERIEUR

20 September 1995

To: Mr. William Clive
CISS

Mr. Kimso Nilsvang
CCPO

From: Danilo A. Carlos
OIC Finance Section

Subject: UNAMIR Performance Report - Request for Additional Information

1. Reference is made to attached incoming FAX KGMF-3448 from Mr. Dossal relating to the UNAMIR performance report for the 3rd mandate.

2. To enable us consolidate the requested information, it will be appreciated if the information requested could be provided no later than 1200 hours 23 September 1995.

3. Your usual prompt attention and co-operation is appreciated.

Mr. Nikoang.
OIC/CFO is following up on the fax to GRETZ from LAMBRAKOS re "Financial performance 10.1.94 to 09.30.95."

RECEIVED
21 SEP 1995
UNAMIR
PERSONNEL SECTION

cpployo

The CP wants to know the message of this paper.

Si vis pacem

tary contingents:

Deployment -- We had told ACABQ that the authorized level of 5,500 uld be reached by 15 April 1995, but actual deployment was 5,537 by 15 ril; then went up to 5,617 by 15 May and stayed at 5,614 by 9 June. How n we explain the delay in reaching the authorized level?

Daily allowance -- Based on actual person-days, I show an expenditure $1,302,900 (overrun of $500). This item should tie in directly to no. f person-days.

Emplacement, rotation and repatriation -- how many troops were rotated ring this period?

Rations -- what was the average cost per person per day?
How did the breakdown by rations element, transportation and water rk out?

Welfare - FALD (and Field) are showing more savings than my lculations (based on person-days). Can we explain?
ALD/Field savings = $192,900; mine = $26,800.

Meal and accommodation allowance -- We will probably be criticized for aving a very large number of staff officers on board. Need to know which ntingent the Military Police Company/Force Engineering Company belonged o. Also, where were they stationed and what were they doing that they did ot have access to contingent rations?

ther costs pertaining to contingents:

Contingent-owned equipment -- They are going to ask for a complete sting of APCs in UNAMIR, so let's have this information ready. Did we y the 11 APCs budgeted for? And, did we continue to lease the 50 tracked PCs?

Death and disability -- What are the total numbers for KIA and WIA to ate?

vilian police:

Travel costs -- Field has provided actual deployment. However, since wer civpol deployed, why the overrun on travel?
w many were rotated during this period?

ternational and local staff:

Was the assumption of 40% of international staff being provided with mmodation correct?

2 of 4

UNITED NATIONS NATIONS UNIES

FINANCE MANAGEMENT AND SUPPORT SERVICE
FIELD ADMINISTRATION AND LOGISTICS DIVISION, OPS/DPKO
UN Headquarters

1995 SEP 20 P 12:19

KGmF-3448

OUTGOING FAX NUMBER.	DATE: 19 September 1995
TO: Ms. Susan Matthew Chief Administrative Officer UNAMIR, Kigali INFO: Mr P. McNeill, CFO	FROM: Amir A. Dossal Chief, Finance Management and Support Service, FALD/OPS/DPKO UNHQ, NEW YORK
FAX NUMBER: 963-3090	FAX NUMBER: (212) 963-0642
NUMBER OF TRANSMITTED PAGES: 4	FILE REFERENCE FIN/MIR/95-176
SUBJECT: UNAMIR performance report - request for additional information	

Please find below excerpts from a note presented to FALD by the Peace-Keeping Financing Division, DPPBA in connection with the field submission of the performance report. (Please note that we have already extracted those questions relating to Headquarters' activities.) As discussed with the Chief Finance Officer during his visit to New York, your assistance in providing additional information for the following areas will assist us in finalizing the financing report for UNAMIR which must be submitted to the Advisory Committee by early October, 1995. Excerpts follow:

Military observers:

Travel costs -- Deployment schedule shows fewer mlobs deployed during the period. How many were emplaced rotated? Were travel rates on target?

Clothing and equipment allowance -- Based on actual deployment, we should have a savings of only about $800 under this heading. Field shows an overrun of $4,850.

Drafted by: GS/gts - Room 2145D	Authorized by: Amir A. Dossal

File Ref: (GTS) C:\wp51\wam\mlobs.pradat

CAO CISS CFD

20/9/95

CPPlogo

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

12/10/95
CPPO

TO: *All Heads of Divisions and CPMTS* *Date: 29 September 1995*

FROM: *CIVPOL Commissioner* *Ref: CIVPOL/INT/MEMO/121/95*

SUBJECT: *Nigeria National Day Celebration*

1. You are requested to release all Nigerian CIVPOL Observers who are deployed in your sectors - sections to attend the celebration activities on 29/9/95.

2. Best regards.

Received in...1376.....
By:..Rodes.....
Rm n°.....
Date:..OCT 7 1995.....

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR-MINUAR

UNAMIR
INTEROFFICE MEMORANDUM

UNAMIR MED BR
File: 4000.4/26/FMO
MED: 1014/95

To : **List A,C & D**

From: **FC**

Date: 07 Sep 95

Subject: SEXUALLY TRANSMITTED DISEASE

1. Recent numbers of newly acquired sexually transmitted disease amongst UNAMIR troops is a matter of grave concern to me.

2. Our soldiers have been given the knowledge and means to protect themselves but they must again be reminded to do so. There is no need and no excuse for our troops to leave this mission with a fatal illness.

3. Your action is expected.

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Mails 12/10/95 CPD

INFORMATION CIRCULAR NO. 48/95

DATE: 16 September 1995

TO: All UNAMIR Military, Civilian Police and Civilian Personnel

FROM: William CLIVE, OIC/Administration

SUBJECT: Mail delivery between UNAMIR HQ Amahoro and TRAFIPRO Buildings

Further to my IOM on the above subject dated 2 August 1995, I am pleased to inform you that with effect from 14 September 1995, a sub-unit for handling Mail Operations & Diplomatic Pouch has now been established at TRAFIPRO Building.

To dispatch mail from TRAFIPRO, you are requested to deliver mail to the sub-unit office which is located in the main TRAFIPRO Building next to the MOVCON Office.

Hours of the Mail shuttle Amahoro Hotel to TRAFIPRO remains the same. You are also reminded that pouch to New York is on every Friday. Pouch Materials should be delivered so as to reach Mail Operations and Diplomatic Pouch Unit at Amahoro Hotel before 2.00 pm every Friday.

If you need an urgent delivery within TRAFIPRO, please contact Mail Operations Sub-Unit Ext. 11778.

Thank you for your cooperation.

Received nr. 1267
By: Redus
Rm n°
Date: OCT - 6 1995

REPUBLIQUE DU TCHAD — UNITE - TRAVAIL - PROGRES

MINISTERE DE LA SECURITE PUBLIQUE

DIRECTION GENERALE DE LA SURETE NATIONALE

DIRECTION ADMINISTRATIVE & FINANCIERE

VISAS : - D.B.
- D.C.F
- S.G.G.

ARRETE N° 2647 /PR/M.SEC.P./SUR
Portant promotion au grade Supérieur de certains fonctionnaires du corps de la Sûreté Nationale.

LE PRESIDENT DE LA REPUBLIQUE
CHEF DE L'ETAT
PRESIDENT DU CONSEL DES MINISTRES

(/U la Charte de Transition ;

(/U l'Acte N° 002/CNS/93 du 5 Avril 1993, portant adoption Charte de Transition ;

(/U le Décret N° 282/PR/93 du 9 Avril 1993, portant publication de la Charte de Transition ;

(/U la Loi N° 05/PR/95 du 1er Avril 1995, portant Révision de la Charte de Transition ;

(/U le Décret N° 316/PR/95 du 11 Avril 1995, portant nomination du Premier Ministre, Chef du Gouvernement de Transition ;

(/U le Décret N° 366/PR/PM/95 du 16 Avril 1995, portant nomination membres du Gouvernement de Transition ;

(/U le Décret N° 367/PR/PM/95 du 16 Avril 1995, portant nomination du Secrétaire Général et du Sécrétaire Général Adjoint du Gouvernement ;

(/U l'Ordonnance N° 002/PR/ du 15 Avril 1991, portant Statut Général des Personnels du Corps de la Sûreté Nationale ;

(/U le Décret N° 102/PR/91 du 26 Juin 1991, portant délégation de signature du Ministre de la Sécurité Publique ;

(/U les différents Arrêtés portant dernière promotion des intéressés ;

(/U le procès-verbal N° 0690/DGSN/DAF/CAP/95 du 13 Juin 1995 ;

(/U l'avis favorable du Ministre de la Sécurité Publique, contenu dans sa lettre N° 124/MSP/CAB du 28 Juillet 1995 ;

(/U le tableau d'avancement dressé par la Direction Générale de la Sûreté Nationale ;

SUR PROPOSITION DE MONSIEUR LE DIRECTEUR GENERAL DE LA SURETE NATIONALE

-o -//) R R E T E : -o-

ARTICLE 1ER : Sont promus au grade Supérieur, les fonctionnaires du Corps la Sûreté Nationale ci-après cités, conformément au tableau suivant :

CATEGORIE " A " ECHELLE 2, 3° CLASSE

Au grade de Commissaire Divisionnaire de Police 8° échelon, indice 2080 pour compter du 1er Janvier 1995 ACC. 2ans

- AHMAT NGAWARA NAHOR

.../.../...

CATEGORIE " A " ECHELLE 2, 2° CLASSE

Au grade de Commissaire Principal de Police 5° échelon, indice 1630 pour compter du 1 Janvier 1995.

- IDRISS KABO ACC 6 mois
- MAHAMAT KALBASSOU ACC néant

Au grade de Commissaire Principal de Police 4° échelon, indice 1540 pour compter du 1er Janvier 1995. ACC 1 ans.

- MAHAMAT SALEH HAMID

Au grade de Commissaire Principal de Police, 3° échelon, indice 1450 pour compter du 1er Janvier 1995.

- DALAM KADAGDE ALLAFI ACC 6mois
- DJABAOU DJIMALDONGAR KOULAYO ACC néant

Au grade de Commissaire Principal de Police 1° échelon, indice 1270 pour compter du 1er Janvier 1995.

- MADJIADOUM MADENGAR ABDOULAYE ACC 18 mois
- MAHAMAT SENOUSSI IDRISS ACC 18 mois
- BAKANDI TOURGUE ACC 6 mois

ARTICLE 2 : Le présent Arrêté qui prend effet pour compter du 1er Janvier 1995, tant au point de vue ancienneté que solde, sera enregistré et communiqué partout où besoin sera./-

AMPLIATIONS :

- ARCHIVES PRESIDENCE..... 02
- S.G.G..... 12
- J.B. (SOLDE)..... 02
- D.C.F..... 02
- CE PENSIONS..... 02
- TRESOR CENTRAL..... 02
- I SEC.P..... 02
- DGSN..... 02
- DSP..... 02
- CFPT..... 02
- INTERESSES..... 09
- DOSSIERS/INT..... 09
- P/D..... 20

N'DJAMENA, le 29 AOUT 1995

P. LE PRESIDENT DE LA REPUBLIQUE
LE MINISTRE DE LA SECURITE PUBLIQUE

J)/OUDJALBAYE NGARYANA

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: Force Commander **Date:** 25 September 1995
A:

Ref: CIVPOL/MEMO/812/95

FROM: CIVPOL Commissioner
DE:

Subject: Proposals for Arson Investigations
Objet:

1. Following your verbal instructions on the above subject matter, I have the honour to inform you that the following German Police Officers are specialists in Arson Investigations i.e.

POO 212 Major R. Bastian
POO 216 Capt B. Lenhard

2. They are available and will report to your MA on 26 September 1995.

3. Best regards.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : *H.E.M. Shaharyar Khan*
SRSG

Force Commander

Chief of Administration

Date: *28 September 1995*

Ref : *CIVPOL/MEMO/822/95*

FROM : *Col. O.C. Diarra*
CIVPOL Commissioner

SUBJECT : *Notification of the Death of UNAMIR CIVPOL Observer N° CP 00208 CAPT Fadiala Sekou Toure of Mali*

1. I regret to inform you that we have lost one of our UNAMIR CIVPOL Observer officer CAPT Fadial Sekou Toure who died on Wednesday 27/9/95 around 23:30 hrs in Kigali after a short illness.

.... *2. Please find attached circumstantial report of his death.*

3. Regards.

Received
By
Date: SEP 27 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR
CIVPOL HQ

To: CIVPOL Commissioner

From: Chairman of CIVPOL Welfare Committee

Date:27/9/95
Ref.:KGL.4/V.I/.3

Subject: CIVPOL Welfare Committee Meeting

1. The under-mentioned officers of the above committee are to be released to attend a meeting on Friday, 29 September 95 at 10:00 Hrs in the office of the CPMT/Kigali.

i. [redacted]
ii. A/Supt Mariam Scott
iii. [redacted]

2. I would like to take this opportunity to inform the officers of the need to present all records on their charge in respect of the activities of the committee.

3. Best regards.

Received in N° 13.04
By: [redacted]
Date: SEP 27 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR
CIVPOL HQ

To: CIVPOL Commissioner

Date:27/9/95
Ref.:KGL.4/V.I/.3

From: Chairman of CIVPOL Welfare Committee

Subject: CIVPOL Welfare Committee Meeting

1. The under-mentioned officers of the above committee are to be released to attend a meeting on Friday, 29 September 95 at 10:00 Hrs in the office of the CPMT/Kigali.

   i. DSP Lydia Quarshie
   ii. A/Supt Mariam Scott
   iii. Mr. Urayeneza Theoneste

2. I would like to take this opportunity to inform the officers of the need to present all records on their charge in respect of the activities of the committee.

3. Best regards.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

UNAMIR - MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

Received in: 1.2.8.3.....
By: .....
Date: SEP 18 1995

TO: *CIVPOL Commissioner* *Date: 18 September 1995*

FROM: *Major Neto*

SUBJECT: *Release the Guinea-Bissau CIVPOL Observers*

1. I would like to ask the permission to release the Guinea-Bissau Observers from the prefectures on the 24 September, 1995 to participate to the National Independence Day for Guinea-Bissau.

2. Best regards.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTEROFFICE MEMORANDUM - MEMORANDUM INTERIEUR

20 September 1995

To: Mr. William Clive
CISS

Mr. Kimso Nilsvang
CCPO

From: Danilo A. Carlos
OIC Finance Section

Subject: UNAMIR Performance Report - Request for Additional Information

1. Reference is made to attached incoming FAX KGMF-3448 from Mr. Dossal relating to the UNAMIR performance report for the 3rd mandate.

2. To enable us consolidate the requested information, it will be appreciated if the information requested could be provided no later than 1200 hours 23 September 1995.

3. Your usual prompt attention and co-operation is appreciated.

RECEIVED
21 SEP 1995
UNAMIR
PERSONNEL SECTION

UNITED NATIONS NATIONS UNIES

FINANCE MANAGEMENT AND SUPPORT SERVICE
FIELD ADMINISTRATION AND LOGISTICS DIVISION, OPS/DPKO
UN Headquarters

1995 SEP 20 P 12:19

KGmF-3448

OUTGOING FAX NUMBER:	DATE: 19 September 1995
TO: Ms. Susan Matthew Chief Administrative Officer UNAMIR, Kigali INFO: Mr. P. McNeill, CFO	FROM: Amir A. Dossal Chief, Finance Management and Support Service, FALD/OPS/DPKO UNHQ, NEW YORK
FAX NUMBER: 963-3090	FAX NUMBER: (212) 963-0642
NUMBER OF TRANSMITTED PAGES: 4	FILE REFERENCE: FIN/MIR/95-176
SUBJECT: UNAMIR performance report - request for additional information	

Please find below excerpts from a note presented to FALD by the Peace-Keeping Financing Division, PPBA in connection with the field submission of the performance report. (Please note that we have already xtracted those questions relating to Headquarters' activities.) As discussed with the Chief Finance Officer uring his visit to New York, your assistance in providing additional information for the following areas will ssist us in finalizing the financing report for UNAMIR which must be submitted to the Advisory Committee early October, 1995. Excerpts follow:

Military observers:

Travel costs -- Deployment schedule shows fewer milobs deployed during the period. How many were emplaced/rotated? Were travel rates on target?

Clothing and equipment allowance -- Based on actual deployment, we hould have a savings of only about $800 under this heading. Field shows an verrun of $6,850.

Drafted by: GS/gts - Room 2145D	Authorized by: Amir A. Dossal

File Ref: (GTS) C:\wp60\work\doc\pradat.r

CAO CISS CFD
20/9/95

134

/tary contingents:

Deployment -- We had told ACABQ that the authorized level of 5,500 uld be reached by 15 April 1995, but actual deployment was 5,537 by 15 pril; then went up to 5,617 by 15 May and stayed at 5,614 by 9 June. How an we explain the delay in reaching the authorized level?

Daily allowance -- Based on actual person-days, I show an expenditure f $1,302,900 (overrun of $500). This item should tie in directly to no. f person-days.

Emplacement, rotation and repatriation -- how many troops were rotated ring this period?

Rations -- what was the average cost per person per day?
How did the breakdown by rations' element, transportation and water ork out?

Welfare -- FALD (and Field) are showing more savings than my alculations (based on person-days). Can we explain?
ALD/Field savings = $192,900; mine = $26,800.

Meal and accommodation allowance -- We will probably be criticized for aving a very large number of staff officers on board. Need to know which ontingent the Military Police Company/Force Engineering Company belonged o. Also, where were they stationed and what were they doing that they did ot have access to contingent rations?

ther costs pertaining to contingents:

Contingent-owned equipment -- They are going to ask for a complete isting of APCs in UNAMIR, so let's have this information ready. Did we y the 15 APCs budgeted for? And, did we continue to lease the 50 tracked PCs?

Death and disability -- What are the total numbers for KIA and WIA to ate?

[redacted]

ternational and local staff:

Was the assumption of 40% of international staff being provided with ccommodation correct?

...sultants -- Please explain reason for overrun.

...remises/accommodations:

Rental of premises -- Please provide a listing of which premises were ...ented during the period so we can compare it to the list of premises in ...e budget. The actual list should also clearly identify the new premises ...ented in lieu of prefab accommodations.

What were the problems encountered in the negotiations with the Gov't ... Rwanda?

Alterations and renovations -- Checking against the list of projects ... the budget, which ones were implemented? Which ones were not? Since ...e savings are significant, we must explain.

Maintenance supplies and services -- Since savings are significant, ... must explain. Can we be specific about what kinds of services were ...ovided by the contractor?

Construction/Prefabs -- Please identify what the field expenditures ...re for.

Which specific staff accommodations were not constructed?

Please note that savings under pre-fabs are really $9,666.6 as ...cortionment was $12,066.1, not $10,835.0 (that was a later re-deployment ... funds).

...frastructure repairs:

The Field has not provided any details about the projects that were ... implemented.

...nsport operations:

Purchase of vehicles -- How many vehicles (and what type) from UNOSOM? ...ue of $_____?

Spare parts -- Was most of the overrun needed for extra spares for ...owned, contingent-owned vehicles or APCs?

POL usage -- Why were funds not obligated by the field in the end-of- ...ar obligation?

Rental of vehicles -- What capacity was provided by the rental of ...cles, that is what functions were performed with what type of vehicles?

0155

3654

Communications:

Can we explain a bit about why additional satellite services were required?

Other equipment:

What other office equipment did we have to buy?

Supplies and services:

Contractual services:

Still awaiting details from Field on medical and miscellaneous other services, and on stationery and office supplies, medical supplies, sanitation and cleaning materials and quartermaster and general stores.

Re quartermaster and general stores, which contingents came ill-equipped and what were they missing?)

Re stationery and office supplies, we did provide funds for police training, including office equipment and office supplies under item 13, where you are showing a $0 expenditure. If the Field explanation for the overrun on stationery is correct, shouldn't we shift the applicable portion of the overrun to Training programmes?

Training programmes:

Field has not provided any explanation for savings. How can we say there was no expenditure here at all while we mention the police training programme in Ruhengeri under "stationery and office supplies"? To what degree has the police training programme been implemented?

Assistance for disarmament and demobilization:

Still awaiting details from Field.

Your assistance in responding not later than 25 September 1995 would be greatly appreciated in order that we may finalize this report and have it translated and printed as scheduled. Best regards.

28/6/95
(1) Memo File
(2) Mr A. Adams For Action

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

52

27 June 1995

TO: Col. Diarra
CIVPOL Commissioner

FROM: Kimso Nilsvang, Chief
Civilian Personnel Officer

SUBJECT: **Personnel requirement for CIVPOL - civilian drivers**

Please refer to your memorandum of 31 May on the above subject.

I am pleased to inform you that in consultation with the CITMM, a civilian driver Mr. John MUVUNYI has been reassigned to CIVPOL HQ.

By copy of this memorandum I am requesting the CITMM to instruct the above driver to report to the CIVPOL Commissioner immediately.

cc: CAO
CITMM
OSRSG/CIVPOL Liaison Officer

CITMM

Logo / Link This ok
with our request
and by. for
acknowledgement
BKS - 29/6/95.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

51

To : Mr. K. Nilsvang.
CCPO

Date : 31 May 1995

From : CIVPOL Commissioner.

Ref.: CIVPOL/MEMO/460/95

Info : CITMM, OSRSG/CIVPOL Liaison Officer.

Subject : Personnel Requirement for CIVPOL - Civilian Drivers.

1. Following the Visit of the SRSG on 6 May, 1995 to the CIVPOL HQ.,a request was made among other things for Civilian drivers to be attached to CIVPOL HQ. to meet our daily despatch and other essential running needs. The SRSG mandated me to put up a request.

2. I am therefore bringing this information to your notice to enable you take all necessary action to post two Civilian drivers to CIVPOL HQ. to meet the above mentioned personnel needs (duty drivers) of CIVPOL, please.

3. Thank you for your usual cooperation.

4. Regards

CPLOGO

58

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

PROGRAMME ON THE VISIT OF THE SRSG. HIS EXCELLENCY M. SHAHARYAR KHAN TO UNAMIR-CIVPOL HQ. ON SATURDAY 06 MAY,95 AT 1200HRS.

SRL.	TIME	EVENT.
1.	11.45	CHIEFS OF DIVISIONS CIVPOL HQ. TO BE SEATED.
2.	1200	ARRIVAL OF THE SRSG.
3.	12.05	WELCOME ADDRESS?BRIEFING BY CIVPOL COMMISSIONER.
4.	12.35	INTRODUCTION TO CIVPOL HEADQUARTERS OFFICES.
5.	12.50.	TALKS WITH CIVPOL COMMR.
6.	1300	REFRESHMENTS.
7.	1320.	S.R.S.G. DEPARTS.

UNAMIR KIGALI@RWANDA :95- 5- 3 : 22:53 (UN_FAXPAD

URGENT Copy to CIV comm. COMMCEN: # 5

TED NATIONS ... GNS U ...

For use of Cable Operations ... Reserve ...

Received ... H
By: ...
Correspondance télégraphique
Rm n° ...
Date: 12.5.95

PAGE __ OF __
49

95 MAY -4 01:31 UNAMIR

7052

95 MAY -4 01:31 UNAMIR

Use of Drafter A remplir par le ...

02 MAY 1995

M.SATO/EL DPKO/FALD S-2271A 1-1703

1 CPPO
CPL 0600
for a/a

MOST IMMEDIATE

UNDP PM OF CHAD UNAMIR

N'DJAMENA 212 818-958 KIGALI

----SAMAKE/BRAHIM INFO GOLO FROM WENGERT/DA COSTA.

WISH TO ADVISE THE GOVERNMENT OF CHAD HAS NOMINATED FIVE (05) CIVILIAN POLICE MONITORS (SEE ATTACHED TRAVEL AUTHORIZATION) FOR A TOUR OF DUTY TO THE UNITED NATIONS ASSISTANCE MISSION IN RWANDA (UNAMIR) SCHEDULED TO DEPART ON 12 MAY 1995.

AAA. WOULD APPRECIATE YOU ARRANGE AIR TRAVEL ECONOMY CLASS ONE-WAY N'DJAMENA/KIGALI AT COST NOT EXCEEDING:

XAF 343600 (THREE HUNDRED FORTY THREE THOUSAND SIX HUNDRED) (Y) (NDJ/ADD/KGL)

ANY DEVIATION FROM THE AUTHORIZED ITINERARY SHOULD BE BORNE BY THE TRAVELLERS. THE CHARGES SHOULD BE IOV'D AGAINST A/C NO. RNA-30300-202 AND PT.8 NUMBER 5-06-36495.

BBB. THE CIVPOLS ARE AUTHORIZED 100 KGS OF ACCOMPANIED EXCESS BAGGAGE. UNDP IS AUTHORIZED TO PAY EXACT COST OF EXCESS BAGGAGE. PLEASE IOV CHARGES AGAINST THE ABOVE ACCOUNT AND PT.8 NUMBERS. UNU NNN DOES NOT ACCEPT RESPONSIBILITY FOR INSURING ACCOMPANIED BAGGAGE.

////

DO NOT TYPE BEYOND THE MARGINS SEE INSTRUCTIONS ON THE REVERSE OF

NE RIEN DANS LES MARGES VOYEZ LES INSTRUCTIONS AU VERSO

... DOCUMENT ...

R KIGALI/RWANDA 195- 5- 8 : 22:54 :UN_FAXPAD COMMCEN:# 6

TED NATIONS ...ONS U... TELEGRA...

For use of Cable Operat ons ... Reserve ou Gr ... ...espondance telegraphique PAGE ___ OF ___

use of Drafter A remplir par le ... DATE

OFFICERS REQUIRING SUCH INSURANCE SHOULD ARRANGE IT AT THEIR OWN EXPENSE.

CCC. THE CIVPOLS ARE REQUESTED TO OBTAIN AN ENTRY VISA TO RWANDA (IF REQUIRED) PRIOR TO DEPARTURE FROM HOME COUNTRY. SHOULD THEY HAVE DIFFICULTY IN THIS MATTER, OUR OFFICE MAY BE ABLE TO PROVIDE ASSISTANCE. VISA TO ANY TRANSITTING COUNTRY IF REQUIRED SHOULD BE OBTAINED BY THE TRAVELLERS THEMSELVES PRIOR TO DEPARTURE.

DDD. WHEN ITINERARY IS CONFIRMED PLEASE FAX UNAMIR, INFO FALD (212 963-0664).

EEE. FOR UNAMIR. GRATEFUL FOR MAKING ARRANGEMENTS FOR RECEPTION AND ACCOMMODATION KINDLY CONFIRM ACTUAL ARRIVALS BY FAX TO FALD. REGARDS.

(WENGERT/OPPBA)

NNN

...ACCOUNTS DIV. OPPBA

KIGALI●RWANDA 95 5- 2 22 55 UN_FAXPAD

COMMCEN.# 2

UNITED NATIONS NATIONS UNIES

TRAVEL AUTHORIZATION

This is to authorize the traveller(s) to undertake the travel described below in accordance with the itinerary and authorized entitlements

AUTHORIZATION NO

YEAR	TYPE	SERIAL NO
5	06	36495

OFFICER ASS' SATO/EL

S-2271A 31703

1 INDEX NO 4 TITLE & GRADE NATIONALITY DUTY STATION

5 CIVPOLS (CHAD) CIVPOLS CHAD UNAMIR

NAME OF ACCOMPANYING DEPENDANTS RELATIONSHIP SEX DATE OF BIRTH

ARBAI, CAPT. M.A.
AMALADINE, CAPT. M.H.
HAMAT, LT. Y.
RA, LT. HAROU
HARLES, LT. N.

PURPOSE OF TRAVEL (If Home Leave, Family Visit or Education Grant, indicate city of destination)

TOUR OF DUTY WITH UNAMIR.

ITINERARY, MODE(S) OF TRAVEL AND STANDARDS OF ACCOMMODATION (by Air economy class unless otherwise authorized) N.B.—Connecting points or rest stopovers, if any, should not be included in the itinerary authorized (Departure Date 12 May 95 Return Date)

N'DJAMENA (CHAD) / KIGALI - ONE WAY

(ECONOMY CLASS)

(Itinerary requested by Traveller (Departure Date Return Date)

SPECIAL INSTRUCTIONS:

-AMEX: NO ACTION REQUIRED. UNDP N'DJAMENA will arrange air travel as authorized.

-TRAFFIC UNIT: NO ACTION REQUIRED.

TO TRAVEL AGENCY. It is requested that you procure for the account of the United Nations for the above travel subject to the following (EXCURSION FARES SHOULD BE USED WHENEVER POSSIBLE)

Signature of Authorizing Officer Date

Traveller to be contacted at

Room No. Ext

Home Address

UNDP N'DJAMENA, CHAD

Phone No

AUTHORIZED BAGGAGE & EFFECTS

Traveller must pay all costs in excess of entitlements given below

ACCOMPANIED EXCESS BAGGAGE

Air 100 Kgs.ea

UNACCOMPANIED SHIPMENTS

Surface Volume

and/or Weight

Air Freight-Weight

INSURANCE COVERAGE Unaccompanied shipments only Maximum entitlement is US$ value

The traveller must submit an itemized and valued inventory for this purpose and list articles of special value separately If inventory includes items of special value or exceeds entitlement traveller must submit a signed statement agreeing to pay the extra premium in order to obtain full coverage

NOTE Shipments in connection with home leave family visits or education grant travel are not insured by the United Nations

TRAVEL ADVANCE AUTHORIZED $

Includes amount requested by travellers for excess baggage Yes No

Certifying Officer

Signature

Name Luiz Carlos Da Coste

Title Chief, PMSS/FALD

Date 02 May 95 Dept DPKO

Allo

Acct No(s) RNA-30300-262

For use by EXECUTIVE OFFICES and ACCOUNTS DIVISION

ESTIMATED COSTS TO THE U.N.

a Excess Baggage	4975.00
b Insurance & P	
c Pemma	180.00
d Plans	
e Subsistence	
f Miscellaneous	
g Transportation	3555.00
h Transportation	
i Transportation	
ESTIMATED TOTAL	8710.00

FOR USE BY TRAVEL AGENCY

SALES SLIP NO	STAGES OF JOURNEY FROM	TO	CARRIER	DATE	CLASS	AMOUNT

ACCORDING DATE

25/04 '95 13:30 ☎2542622668 UNAMIR NAIROBI 002

(4)

Received No. 608
By: LBR
En n°
Date: 26/4/95

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

OUT GOING FAX NO 0558

MIR NO

MISC NO 0540

IN 1349

PAGE 1 OF 1

TO : MR AH GOLO OIC ADMIN UNAMIR,KIGALI	FROM : N. I. GOERANSSON SAO UNAMIR, NAIROBI
ATTN : CMO,DCMO,SMPO, CIVPOL HQ	DATE : 25 APR 95
FAX NO : 3-3090	PHONE : 254-2-622598 FAX : 254-2-622668
ORIGINATOR : MAJ RAJESH SAHAI	SECTION : FORCE COORDINATING TEAM, NAIROBI
SUBJECT : NEWLY ARRIVED CIVPOL OBSERVERS	

1. Six CIVPOL Observers from Zambia are arriving on 26 Apr 95 at this location,the names of the officers are as under:-

(a) S/Supdt DS Nyase.
(b) Supdt C Jere.
(c) Supdt K Malambo.
(d) A/Supdt H Makuyu.
(e) A/Supdt M Scott.
(f) A/Supdt AJ Lungu.

Water pump Kindly assist with same matter for the same who arrived Kigali to-day

2. Civpol HQ. The above officers have been manifested on the UN flight arriving Kigali on 27 Apr 95.Accomodation and reception may please be organised at your end.

Thanks Regds

Regards.

CMO DCMO

UNAMIR - RECEIVED
26 APR 1995
- Acknowledge

UNAMIR KIGALI RWANDA 95- 4-21 20:46 SUN FAXPAD 46

OPPO CP 2066 Evacuation

TELECOMMUNICATIONS — TELEGRAM

For use of Cable Operations Unit — Reserved for correspondence telegrams

Received on: 21/4/95 COMMCENTRE
By: H.M.
No. ... PAGE 1 OF 3
Date: 21/4/95

15501

For use of Drafter: A rendu variable

DATE 20 APR 1995

M.SATO/EL DPKO/FALD S-2271A 3-1703

UNAMIR - REGISTRY
Action to: civpol
1
2
12 APR 1995
- Action completed
- Acknowledge
Initial

MOST IMMEDIATE

UNDP UNAMIR

LUSAKA K GAI

----------YUCEL INIO COLO FROM DA COSTA.

WISH TO ADVISE THE GOVERNMENT OF ZAMBIA HAS NOMINATED SIX (06) CIVILIAN POLICE MONITOR (SE ATTACHED TRAVEL AUTHORIZATION) FOR A TOUR OF DUTY TO THE UNITED NATIONS ASSISTANCE MISSION IN RWANDA (UNAMIR) SCHEDULED TO DEPART BY 27 APRIL 1995.

AAA. WOULD APPRECIATE YOU ARRANGE AIR TRAVEL ECONOMY CLASS ONE-WAY LUSAKA/NAIROBI AT COST NOT EXCEEDING: USD 347 (THREEHUNDRED FORTY SEVEN ONLY)

ANY DEVIATION FROM THE AUTHORIZED ITINERARY SHOULD BE BORNE BY THE TRAVELLERS. THE CHARGES SHOULD BE IOV'D ACAINST A/C NO. RNA-30300-2) AND PT.8 NUMBER 5-06-36541.

BBB. THE CIVPOLS ARE AUTHORIZED 100 KGS OF ACCOMPANIED EXCESS BAGGAGE. UNDP IS AUTHORIZED TO PAY EXACT COST OF EXCESS BAGGAGE. PLEASE IOV CHARGES AGAINST THE ABOVE ACCOUNT AND PT.8 NUMBERS. UNAMIR DOES NOT ACCEPT RESPONSIBILITY FOR INSURING ACCOMPANIED BAGGAGE.

IIII - CIVIR FC CAO CIVPOL TVL CF

Name of Drafter A remplir par DATE

OFFICERS REQUIRING SUCH INSURANCE SHOULD ARRANGE IT AT THEIR OWN EXPENSE.

CCC. THE CIVPOLS ARE REQUESTED TO OBTAIN AN ENTRY VISA TO RWANDA (IF REQUIRED) PRIOR TO DEPARTURE FROM HOME COUNTRY. SHOULD THEY HAVE DIFFICULTY IN THIS MATTER, OUR OFFICE MAY BE ABLE TO PROVIDE ASSISTANCE. VISA TO ANY TRANSITTING COUNTRY IF REQUIRED SHOULD BE OBTAINED BY THE TRAVELLERS THEMSELVES PRIOR TO DEPARTURE.

DDD. FOR UNAMIR. GRATEFUL FOR MAKING ARRANGEMENTS FOR RECEPTION AND ACCOMMODATION KINDLY CONFIRM ACTUAL ARRIVALS BY FAX TO FALD. REGARDS.

(WENGERT/OPPBA)

NNN

////

LUIZ DA COSTA

A. BRONNER

DIRECTOR ACCOUNTS DIV., OPPBA

DATE

R- KIGALI/RWANDA 95- 4-21 : 20:48 :UN_FAXPAD

COMMCEN.# 4

3 of 3

UNITED NATIONS NATIONS UNIES

TRAVEL AUTHORIZATION

This is to authorize the traveller(s) to undertake the travel described below in accordance with the itinerary and authorized entitlements.

AUTHORIZATION NO: TA | TYPE | SERIAL NO: 5 | 06 | 36541

2 INDEX NO	3 TITLE & GRADE	4 NATIONALITY	5 OFFICIAL DUTY STATION
S-2271A 31703	CIVPOLS	ZAMBIA	UNAMIR

SECTION/ASST: SATO/EL

1 NAME OF ACCOMPANYING DEPENDANTS / RELATIONSHIP / NATIONALITY / AGE

6 CIVPOLS (ZAMBIA)
ASE, S/SUPT. D.S.
RE, SUPT. C.
LAMBO, SUPT. K.
KUYU, A/SUPT. H.
OTT, A/SUPT. M.
NGU, A/SUPT. A.J.

7 PURPOSE OF TRAVEL (If Home Leave, Family Visit or Education Grant, indicate city of [illegible])

OUR OF DUTY UNAMIR.

8 Traveller to be contacted at:
Room No _____ Ext ____
Home Address
UNDP LUSAKA, ZAMBIA

Phone No

9 NECESSARY, MODE(S) OF TRAVEL AND STANDARDS OF ACCOMMODATION (by Air [illegible] unless otherwise indicated) N.B.—Connecting points or rest stopovers if any, should not be included in the itinerary authorized (Departure Date 27 Apr 95 Return Date

USAKA (ZAMBIA) / KIGALI (VIA NAIROBI) - ONE W
AIROBI/KIGALI - TRAVEL ARRANGED LOCALLY
ECONOMY CLASS)

Itinerary requested by Traveller (Departure Date _____ Return Date

SPECIAL INSTRUCTIONS:

-AMEX: NO ACTION REQUIRED. UNDP LUSAKA will arrange the travel LUSAKA/NAIROBI as authorized.

-TRAFFIC UNIT: NO ACTION REQUIRED.

TO TRAVEL AGENCY: It is requested that you procure for the account of the Under-S[illegible] the above-listed subject to the following EXCURSION FARES SHOULD BE [illegible]

Signature of Authorizing Officer _____ Date

FOR USE BY TRAVEL AGENCY

AGENT'S SHIPMENT NO	STAGES OF JOURNEY FROM	TO	CARRIER	DATE	COST	AMOUNT DUE

10 AUTHORIZED BAGGAGE & EFFECTS

Traveller must pay all costs in excess of entitlements given below

ACCOMPANIED EXCESS BAGGAGE
Air 100 kgs/ea

UNACCOMPANIED SHIPMENTS
Surface-Volume _____
and/or Weight _____
OR Air Freight-Weight _____

INSURANCE COVERAGE (Unaccompanied shipments only. Maximum entitlement is US$ value _____

The traveller must submit an itemized and valued inventory for this purpose and list articles of special value separately. If inventory includes items of special value or exceeds entitlement traveller must submit a signed statement agreeing to pay the extra premium in order to obtain full coverage

NOTE Shipments in connection with home leave family visits or education grant travel are not insured by the United Nations

11 TRAVEL ADVANCE AUTHORIZED $ _____
Includes amount requested by travellers for excess baggage Yes ☐ No ☐

12 Certifying Officer
Signature
Name LUIZ CARLOS DA COSTA
Title CHIEF, PMSS/FALD
Date 20 Apr 95 Dept DPKO
Allot
Acct No(s) RNA-30300-261

For use by EXECUTIVE OFFICES and ACCOUNTS DIVISION

13 ESTIMATED COSTS TO THE U.N.

1 Excess Baggage	9000.00
2 Household & P.E.	
3 Terminal	216.00
4 Transit	
5 Subsistence	
6 Miscellaneous	
7 Transportation	4500.00
8 Transportation	
9 Transportation	
ESTIMATED TOTAL	13716.00

45

COD/st

UNITED NATIONS **NATIONS UNIES**

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

UNAMIR - MINUAR

TO: DSP Effiong Bassey, CALOG
A:

Date: Kigali, 30 March 1995

Ref: CIVPOL/MEMO/INT/21/95

FROM: C.O. Diarra, Colonel
DE: CIVPOL Commissioner

Subject: Incident on redundancy of 2 local workers

Reference your memo of 28th March 1995.

1. I would like you to report in details on the circumstances of the redundancy of 2 local workers in respect of the contacts you have got with these bodies and the representative of Brown & Root.

2. Regards.

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: Colonel C.O. Diarra **Date:** 3/4/1995
CIVPOL Commissioner

From: DSP Effiong Bassey, CALOG **Ref.:** CIVPOL/CALOG/BRSC/1/2/95

Subject: Incident on redundancy of 2 local workers

1. With reference to your memo CIVPOL/MEMO/INT/21/95 dated 30th March, 1995, find attached copy of Brown and Root Services Corporation Kigali dated 13 March 95, which speaks for itself. The document came to hand on 25th March, 95 on personal request. Also, find attached CIVPOL cleaners time sheets for 13-18 March, 1995 and 20-25 March, 1995 which is self explanatory. See the column on minutes and hours lost including the remarks on the column NOTE, below the time sheet form.

2. The details asked for are contained in the memo aforementioned and the time sheets including the remarks made in my memo of complaint referred to in your memo under reference, please.

3. Regards.

Received on 4/4/95

Brown & Root Services Corporation
Kigali, Rwanda

MEMORANDUM

Date: 13 MAR 95

To: All Managers and Supervisors

From: James W. Owens, Project General Manager

SUBJECT: REVISED LOCAL NATIONAL PAYSCALE

REF: (A) Memo dated 12 MAR 95 "New Wage Scales"

By now you should have a copy of the revised local national wage scale policy, ref (A). A copy of this wage scale with my accompanying cover memo should be made available to all of your local national employees. This policy supersedes any previous guidelines. Now both UNAMIR and BRSC are classifying and compensating employees based on the same scale and position descriptions, while taking into consideration the stabilizing economy. Unfortunately, for some employees this new pay scale translates into a reduction in pay from the current BRSC payscale in U.S. dollars, so be prepared to handle the inquiries.

While BRSC cannot do anything about the wage scale itself, I am aware that you may have some personnel performing job functions a majority of the time which are above their current grade and they are not receiving appropriate compensation. Now is the opportunity to make all adjustments as appropriate. In a similar manner, I expect that should you have personnel who are classified at a grade above which they are performing, you make suitable downward adjustments. This is also the opportunity to look at your current labor requirements and adjust your work force as appropriate.

I have attached some general guidelines to assist you in your review process. I encourage you to prepare a list of all your local national employees by name, badge number, current pay title, current work grade and level, current daily wage in U.S. dollars, any revised pay title, revised work grade and level, and revised daily pay wage (in Rwandan Francs). This will help you maintain consistency across the board. I caution you to ensure that you categorize all your employees strictly on the job they perform in comparison with the enclosed grade definitions. As a rule of thumb, employees who are being reclassified should start off at level one within the new grade. For all other employees remaining within their current grade utilize the following guidelines: employees who have been with BRSC less than three months should be classified at level I; employees who have been with BRSC between three and twelve months may be classified at level II; and employees with BRSC more than twelve months may be classified at level III. In other words, there should be no one at level III yet. There may be tendency to over compensate in an effort to keep people at their current wage scale as it is in U.S. dollars. This must be avoided.

In an effort to avoid making these adjustments piecemeal, supervisors should review their entire work force, decide what you want to do, summarize the changes on paper,

review them with your managers and submit to me for final approval no later than 16 MAR 95. Make note of those employees that you will be reducing in force due to the current workload. Should you have any questions, allow me or your manager the opportunity to assist you in determining the correct grade level and equivalent pay grade.

Your assistance in this administrative manner is greatly appreciated.

attachments

Seen on 25/3/95 @ 0925 hrs. Copy collected for information only.

Brown & Root Services Corporation
Kigali, Rwanda

MEMORANDUM

DATE: 12 MARCH 1995

TO: ALL LOCAL NATIONAL EMPLOYEES OF
BROWN & ROOT SERVICES CORPORATION (BRSC)

FROM: JAMES W. OWENS
PROJECT GENERAL MANAGER

SUBJECT: NEW WAGE SCALES

ATTACHMENT: NEW WAGE SCALES

1. The United Nations has conducted a review of the wage scale currently being used by BRSC to pay all of our local national employees. The stabilizing economy in Rwanda, and recent Presidential action to make "Black Market" exchange of currency illegal, and to allow the value of the Rwandan Franc to "float", make this United Nations (UN) review of salaries most timely.

2. The result of this UN review has been publication of the new pay scale attached hereto. BRSC has been given instructions to implement this new scale, which will be consistent with what local nationals working for the UN are paid.

3. As you can plainly see, the new pay scale is in FRW. Starting with the pay cycle beginning on Saturday 18 March 1995, your pay will be calculated based on the attached scale, and you will be paid in FRW beginning 25 March 1995. This will be the scale regardless of the FRW exchange rate with other currencies, and will remain in effect until another review is considered necessary by the UN.

GRADE I: Work at this level involves specific tasks of a simple and repetitive nature. Decisions or errors normally have little effect beyond the work of the incumbent and immediate organizational unit and are easily corrected. Contacts are mainly with the supervisor and co-workers; contacts outside the immediate work environment are of a routine nature, (ask for instructions or information). Communications is in the local language with some elementary knowledge of English required to understand simple instructions. Work at this level is performed under close supervision and usually in accordance with a fixed schedule. Direct applicable instructions are given on what and how the work is to be done and there is little room for interpretation. The work requires knowledge of simple machine operations, e.g., vacuum cleaner, pressure washer, lawn mower, washing machine; and use of cleaning materials/solutions and so on, and requires little experience. General education only is required, enough to read simple instructions or identify documents.

SAMPLE POSITIONS:

- CLEANER
- GROUNDSKEEPER
- HANDYMAN
- LABORER
- LAUNDRY ASSISTANT
- MECHANIC'S HELPER
- MESSENGER
- STEVEDORE

GRADE II: Work at this level involves routine tasks with related steps and processes. Decisions and errors relate to following and complying with established schedules and specific instructions. Work at this level is well defined by the supervisor who provides detailed guidelines. Work at this level requires little formal education but does require practical experience directly related to the area of work. For Drivers, specific qualifications to operate a variety of types of vehicles up to and including buses is required. Work at this level also requires some ability to speak and understand English in order to read and understand simple instructions as well as communicate routine information.

SAMPLE [illegible] ELECTRICIAN, CARPENTER

JUNIOR CLERK
MESSENGER/DRIVER
TAILOR/SEAMSTRESS

GRADE III: **Work at this level involves a variety of assignments in which decisions are limited to the course of action necessary to complete the tasks as assigned and within established guidelines. Standard procedures are well defined, supplemented by instructions from the supervisor. Regular assigned work is reviewed upon completion, more difficult tasks are reviewed in progress. Decisions may affect the timeliness and accuracy of individual work, related processes, services or the work of others. Contacts are limited to exchanging information related to the immediate work assignment, including discussions on priorities, deadlines, and layout of work. Work at this level requires completion of secondary education, proven skill, and some related experience. Ability to work in English is required for all positions. For Senior Drivers, requirement to have completed secondary school may be replaced with license to operate any size of moving vehicle and considerable driving experience.**

SAMPLE POSITIONS:

CLERK-TYPIST
TELEPHONE OPERATOR
JOURNEYMAN MECHANIC, ELECTRICIAN, CARPENTER
SENIOR DRIVER
LABOR SERVICE FOREMAN
STOREKEEPER (SUPPLY SPECIALIST)

GRADE IV: **Work at this level includes a range of standard and recurring functions involving diverse work methods. Frequent contact with superiors, co-workers, and others is required to exchange factual information. External contacts are limited to giving or obtaining routine information. Office procedures and rules are well-established, though some interpretation and limited analysis may be required in order to ensure that information is correctly processed. Work is either assigned the supervisor, who provides guidance on non-routine matters; or assignments are generally set out and are continuous and thus it is the completed work that is reviewed. Routine tasks are performed independently. Decisions are limited to the course of action necessary to complete work assignments. Knowledge of practices and procedures in specialty is required along with considerable related work experience in order to perform the tasks assigned and to apply various work methods. Work at this level may involve responsibility for guiding and supervising lower-level staff and requires a good knowledge of the English language, including an understanding of subject-matter definitions and terms.**

SAMPLE POSITIONS:

ADMINISTRATIVE CLERK
CONTRACTS CLERK
MASTER MECHANIC, ELECTRICIAN, CARPENTER
PERSONNEL CLERK
PROCUREMENT CLERK
SECRETARY

It is not [illegible] requirements than Grade IV for the [illegible]

GENERIC GRADE LEVEL DEFINITIONS

GSL-1
Unskilled manual work involving simple repetitive tasks in accordance with specific instructions, with no responsibility for selecting or deviating from work procedures.

Cleaner
Groundsman
Guardsman
Handyman
Laborer
Laundry Assistant
Messenger
Stores Laborer

GSL-2
Semi-skilled manual work involving repetitive tasks that require some selection of work procedures from a limited number of alternative standard practices.

Assistant Tradesman
Driver
Junior Clerk
Messenger/Driver
Tailor/Seamstress

GSL-3
Work involves routine tasks requiring limited discretion related to selection and processing of information or data from standardized sources, involving a choice of procedures or operations from among standard practices.

Clerk-Typist
Tradesman
Senior Driver
Storekeeper

GSL-4
Work involves tasks requiring the selection, interpretation and assembly of information and data for the execution of recurring patterns of work based on knowledge of standard practice and requiring a choice of methods to use, or course to follow. Requires a thorough knowledge of the related work in own office and general knowledge of similar work in other offices.

Administrative Clerk
Contracts Clerk
Finance Clerk
Personnel Clerk
Procurement Clerk
Secretary
Technician
Trades Foreman

GSL-5

Work involves non-specialized and some specialized tasks requiring the selection, interpretation and assembly of information and data from several sources in examining problems for which several possible solutions exist but which are normally covered by standard practice. Typically requires basic knowledge of specialized practices and thorough knowledge of procedures of the office and of related work in other offices.

Senior Administrative Clerk
Senior Contracts Clerk
Senior Finance Clerk
Senior Personnel Clerk
Senior Procurement Clerk
Senior Secretary

GSL-6

Work involves responsibility for specialized tasks typically requiring the application of different and unrelated processes and methods and an understanding of a broad area of operation within a specialized field, including related work in other offices.

Administrative Assistant
Finance Assistant
Secretary to Head of Office

GSL-7

Work involves responsibility for a group of related tasks in support of an area of work, typically requiring a thorough knowledge of the assigned area of work as well as a general knowledge of related fields and the application of advanced methods and processes.

Senior Administrative Assistant
Senior Finance Assistant
Senior Public Information Assistant

	COLUMN 1* MONTHLY	COLUMN 2* WEEKLY	COLUMN 3* DAILY	COLUMN 4* HOURLY
G1/I	28,[illegible]	[illegible]	[illegible]	[illegible]
G1/II	[illegible]	[illegible]	[illegible]	[illegible]
G1/III	28,[illegible]	[illegible]	[illegible]	[illegible]
G2/I	30,363.50	7,028.59	1,405.72	175.72
G2/II	31,175.01	7,216.44	1,443.29	180.41
G2/III	32,756.42	7,582.50	1,516.50	189.56
G3/I	42,858.70	9,921.00	1,984.20	248.03
G3/II	43,612.41	10,095.47	2,019.09	252.39
G3/III	46,292.02	10,715.75	2,143.15	267.89
G4/I	60,713.12	14,053.96	2,810.79	351.35
G4/II	63,140.72	14,615.91	2,923.18	365.40
G4/III	65,575.26	15,179.46	3,035.89	379.49
G5/I	76,532.98	17,715.97	3,543.19	442.90
G5/II	79,575.57	18,420.27	3,684.05	460.51
G6/I	96,498.26	22,337.56	4,467.51	558.44

Column 1 is indicating an estimated total amount of rwandese francs which will be paid net each month to UNAMIR staff (not considering forthcoming deduction for pension contribution). These indicated amounts are recommended for B&R salary scale.

Column 2, 3, 4 are indicating the weekly salary (based on 4.3 weeks per month), the daily salary (based on 5 days per week) and the hourly salary (based on 8 hours per day) respectively. Adjustments to enable round payments are recommended to be processed by rounding at the higher satisfactory amount, i. e. without reduction.

K. Nilsvang, CCPO UNAMIR G. Briere, CMCO UNAMIR J. Owens, BRSC

GILLES BRIERE
UNAMIR
CMCO
11133

C:\DATA\BRSC\WBS\I0_00\PAY_BRSC.001

TIME BOOK

20-25/3/95

BROWN & ROOT LOCAL NATIONAL TIMESHEET

LOCATION: Kigali, Rwanda CIV POL HQ CLEANERS — PERIOD COVERING — TIMF SHEET # 24

	EMPLOYEE NAME	BADGE NO.	WAGE & LOBOR CODE	WAGE	MON ON/OFF	TUE ON/OFF	WED ON/OFF	THU ON/OFF	FRI ON/OFF	SAT ON/OFF	EMPLOYEE SIGNATURE	HRS/MIN LOST		
1	NAMUBONYE, DEVOTA			$7.00	8h00 5h00	8h00 5h00	8h00 5h00	8h00 5h00	8h00 5h00					
2	UMUHOZA, M. ROSE			$6.00	8h00 5h00	8h15 5h00	8h10 5h00	8h15 5h00	8h00 5h00	8h00		45	05	10
3	UMULISA, JOSIANNE			$6.00	8h00 5h00	8h00 5h00	8h40 5h00	8h30 5h00	8h25 5h00	08h45		40	30	85
4	DUSENGE, MONIQUE			$6.00	8h00 5h00	8h00 5h00	8h00 5h00	8h00 5h00	8h00 5h00	8h00				
5	TWAHIRWA, BEATRICE			$6.00	8h00 5h00	8h00 5h00	8h10 5h00	8h00 5h00	8h00 5h00	8h00		20	60	
6	KAYIRANGA, ANTOINE			$6.00	8h00 5h00	8h00 5h00	6h10 5h00	8h00 5h00	8h00 5h00	8h00				
7	MUKARUKAKA, MARIE JEANE			$6.00	8h00 5h00	8h00 5h00	8h00 5h00	8h00 5h00	8h00 5h00	8h00				
8	NYAGASORE, J. BOSCO			$6.00	8h00 5h00	8h00 5h00	6h10 5h00	8h00 5h00	8h00 5h00	8h00				
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
					TOTAL	0	0	0						

ACTIVITY SUMMARY TO BE COPLETED BY EMPLOYEE'S FIRST LINE EXPARTRIATE SUPERVISOR

TIMESHEET WILL BE SIGNED AND SUBMITTED BY FIRST LINE EXPATRIATE SUPERVISOR

ACTIVITY SUMMARY WORK ORDER NUMBER	# OF HOURS	$$$$ DIST	COMMENT	$$$$	CASH BREAK DOWN
10.08.3.0-002				100	
				50	
				20	
				10	
				5	
				1	

SUBMITTED BY,

SUPERVISOR;
PAUL Mc INTYRE

APPROVED BY:
MANAGER,

NOTE: ON 22/3/95 S/Nr. 2 WAS ONE HOUR LATE FROM BREAK.
SAME FINING APPLIES TO S/Nrs. 3 & 4.

TIME BOOK

BROWN & ROOT LOCAL NATIONAL TIMESHEET

LOCATION. Kigali, Rwanda CIV. POL. HQ CLEANERS

PERIOD COVERING 13-18/3/95

TIME SHEET # 1

	EMPLOYEE NAME	BADGE NO	WAGE & LOBOR CODE	WAGE	MON ON OFF	TUE ON OFF	WED ON OFF	THU ON OFF	FRI ON OFF	SAT ON OFF	EMPLOYEE SIGNATURE	HOUR LOST	MINUTES
1	NAMUBONYE DEVOTA	C938	FM	$7.00	8h00 5h00	8h00 5h00	8h00 5h00	8h00 5h00	7h56 5h00	8h00 12h00			
2	UMUHOZA MARIE ROSE	C938	LB	$6.00	8h00 5h00	8h00 5h00	8h30 5h00	8h00 5h00	8h15 5h00	8h00 12h30			07 20 15
3	UMULISA JOSIANNE	C1219	LB	$6.00	8h00 8h05	8h05 8h00	8h35 5h00	8h30 5h00	8h10 5h00	8h00 12h00		05 MIN	30 30 30 60
4	DUSENGE MONIQUE	C940	LB	$6.00	8h30 5h00	8h10 8h00	8h25 5h00	8h30 5h00	8h00 5h00	8h00 12h30		30 MIN	30 30
5	TWAHIRWA BEATRICE	C937	LB	$6.00	8h10 5h00	8h00 8h00	8h00 5h00	8h00 5h00	7h55 5h00	8h05 12h00		10 -	
6	KAYIRANGA ANTOINE	C941	LB	$6.00	8h00 5h00	8h00 8h00	8h00 5h00	7h40 5h00	7h45 5h00	7h55 12h00			
7	MUKARUKAKA MARIE JEANNE	C1220	LB	$6.00	8h00 5h00	8h00 8h00	8h00 5h00	8h00 5h00	8h00 5h00	8h00 12h00			
8	NYAGASORE JEAN BOSCO	C943	LB	$6.00	8h00 5h00	8h00 5h00	8h00 5h00	7h50 5h00	7h55 5h00	8h00 12h00			
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
					TOTALS								

ACTIVITY SUMMARY TO BE COMPLETED BY EMPLOYEE'S FIRST LINE EXPARTRIATE SUPERVISOR

TIMESHEET WILL BE SIGNED AND SUBMITTED BY FIRST LINE EXPATRIATE SUPERVISOR

ACTIVITY SUMMARY WORK ORDER NUMBER	# OF HOURS	$$$$ DIST	COMMENT		$$$$	CASH BREAK DOWN
10.08.2.0.013 6LN CLEANING					100	
					50	
10.08.3.0.002 2 LN FAC. MAINT.					20	
					10	
					5	
					1	

SUBMITTED BY;

SUPERVISOR;

APPROVED BY:
MANAGER;

NOTE. ON 15/3/95 SP NO. 2 WAS 45 MINUTES LATE FROM BREAK.

UNITED NATIONS
INTEROFFICE MEMORANDUM

NATIONS UNIES
MEMORANDUM INTERIEUR

UNAMIR-
MINUAR

March 18, 1995

TO: Mr. Shaharyar M. Khan
SRSG

FROM: Ally H. Golo
OIC, Administration

SUBJECT: Recruitment of interpreters for Milobs and CIVPOL

Please refer to your memorandum of 17 March 1995 on the above subject.

We have taken necessary actions to request FALD/DPKO, as per our faxes no.620 of January 30, 1995 and no 1657 of 13 March 1995 to authorize us to recruit an additional 30 to 40 local staff (copies of faxes are attached for your information). You will find also attached the list of pending requests for recruitment of local staff, not only from Milobs and CIVPOL, but also from other Contingents/Sections.

Suitable candidates have been identified for most of the posts on the list and we shall take necessary recruitment actions as soon as we receive the authorization from New York.

CC: FC
ED
CIVPOL
CCPO

Admin

Pour mi

personnel

Pbs. H.

30/3/90.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

OUTGOING FAX NO. 620

MTR NO. 308

MISC NO.

PAGE 1 OF 1

KN/ERS

TO: MR. H. MEDILI DIRECTOR, FOD/DPKO UN HQ, NEW YORK	From: A.H. GOLO, OIC ADM. UNAMIR, KIGALI, RWANDA
ATTN: MR. DA COSTA INFO:	DATE: 30 January 1995
FAX NO: 212-963-0664	PHONE: 212-963-3097 (Radio Room) FAX NO: 212-963-3090
ORIGINATOR: B. MUTTER CLEARED BY: K. NILSVANG	SECTION: PERSONNEL
SUBJECT: LOCALLY-RECRUITED STAFF	

WITH REFERENCE PHONE DISCUSSION BETWEEN NILSVANG AND DA COSTA ON BUDGET AUTHORIZED FOR LOCAL STAFF, WE CONFIRM THAT WE HAVE NOW ABSORBED ALL THE AUTHORIZED POSTS. PLEASE NOTE FOLLOWING ELEMENTS:

AAA THE DEPLOYMENT OF MILITARY COMPONENTS OF UNAMIR (CONTINGENTS, CIVPOL, MILOBS) IN ALL PARTS OF THE COUNTRY REQUIRES CONSIDERABLE NEED FOR INTERPRETERS WITHOUT WHICH PATROLS CANNOT BE CONDUCTED EFFICIENTLY.

BBB UNAMIR HAS JUST SIGNED AN AGREEMENT WITH LOCAL AUTHORITIES TO RUN RADIO UNAMIR WHICH RESULTS TO AN ADDITIONAL NEED FOR LOCAL RADIO JOURNALISTS AND INTERPRETERS. UNAMIR IS ALSO REQUESTED TO PROVIDE ADMINISTRATIVE SUPPORT TO CIVPOL PARTICULARLY WITH REGARD TO THE ESTABLISHMENT AND TRAINING OF A NEW INTEGRATED NATIONAL POLICE FORCE, WHICH REQUIRES SECRETARIAL SUPPORT AND INTERPRETERS.

CCC THE SITUATION OF THE COUNTRY AND THE OLD EQUIPMENTS PROVIDED TO UNAMIR RESULT IN AN INCREASING NEED OF SUPPORT PERSONNEL IN TECHNICAL AREAS SUCH AS BMS, TRANSPORT (VEHICLE MECHANICS) AND COMMUNICATIONS.

DDD IN LIGHT OF THE ABOVE, AND PENDING FINALIZATION OF COMPREHENSIVE DOCUMENT ON OUR STAFFING NEEDS, IT WOULD BE APPRECIATED IF YOU COULD AUTHORIZE US AS SOON AS POSSIBLE TO RECRUIT AN ADDITIONAL THIRTY (30) TO FORTY (40) LOCAL STAFF TO FACE OUR URGENT NEEDS. THANKS FOR YOUR URGENT ATTENTION.

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

OUTGOING FAX NO. 1657

MIR NO. 959

MISC NO.

TO: Mr. H. Medili, Director, FALD/DPKO	FROM: A. Golo, OIC CAO UNAMIR, KIGALI, RWANDA
ATTN: Mr. L. C. Da Costa, Chief FPS/FALD/DPKO	DATE: 13 March 1995
FAX NO.: 212-963-0664	PHONE: 212-963-3097 FAX NO.: 212-963-3090
ORIGINATOR: B. Mutter CLEARED BY: K. Nilsvang	SECTION: PERSONNEL

SUBJECT: AUTHORIZATION FOR RECRUITMENT OF LOCAL STAFF

WITH REFERENCE OUR FAX NO. 620 SENT TO YOU ON 30 JANUARY 1995 ON THE ABOVE SUBJECT AND SUBSEQUENT FOLLOW-UP FAXES AND PHONE DISCUSSIONS, PLEASE REFER TO MEMORANDUM FROM CONTROLLER TO ALL CAOS DATED 1 FEBRUARY 1995 ON ADMINISTRATION OF ALLOTMENTS IN WHICH THE CONTROLLER SET OUT THE FLEXIBILITY FOR REDEPLOYMENT OF RESOURCES WITHIN EACH SPECIFIC GROUP, SHOULD OPERATIONAL REQUIREMENTS RESULT IN THE NEED FOR REDEPLOYMENT OF RESOURCES. ON THE BASIS OF THE ABOVE MENTIONED MEMORANDUM, WE SHOULD VERY MUCH APPRECIATE IT IF YOU WOULD KINDLY AUTHORIZE US TO BLOCK TWO POSTS OF INTERNATIONAL STAFF AND RECRUIT 30 TO 40 ADDITIONAL LOCAL STAFF WHOSE AVERAGE MAN MONTH COST IS US$ 330.-

AS ALREADY INDICATED, WE ARE UNDER CONSTANT PRESSURE MAINLY FROM (1) SECTOR CONTINGENTS WHO REQUIRE MORE INTERPRETERS TO ENABLE THEM TO EFFECTIVELY CONDUCT PATROLS, (2) AUSTRALIAN AND INDIAN MEDICAL CENTRES WHO ALSO REQUIRE INTERPRETERS TO COMMUNICATE WITH LOCAL PATIENTS,

. . . /2

EDIR CAO CCPO B. MUTT (PER)

(3) CIVPOL WHO HAS NOW ESTABLISHED TRAINING SCHOOL TO TRAIN MORE THAN 300 LOCAL GENDARMES ALSO REQUIRES SECRETARIAL SUPPORTING STAFF AS WELL AS INTERPRETERS IN BOTH ENGLISH AND FRENCH. AS YOU KNOW, NO LOCAL STAFF ALLOCATION HAS BEEN MADE FOR CIVPOL.

THANK YOU FOR YOUR URGENT ATTENTION.
REGARDS.

p 2 of 2
mlk-959

PENDING REQUESTS FOR RECRUITMENT OF LOCAL STAFF

AUSMED		
-	Mil Pers. Branch	1 Interpreter (English/Amharic) 1 Clerk
-	Central Hosp. Kigali	2 Interpreters (English/Kinirwanda)
GENERAL SERVICES		
-	Registry	2 Registry Clerk
-	Property Survey	2 Clerks
CBES		
-	Electrical Unit	2 Electricians
TRANSPORT		
-	Kigali	1 Mechanic
-	Nairobi	1 Driver
CIVPOL		
-	Kigali	3 Secretaries
-	Ruhengeri	3 Interpereters
EDP		1 Computer Clerk
MILOBS		
-	Sector 1	1 Interpreter
-	Sector 3	1 Interpreter
-	Sector 2	5 Interpreters
-	"C" Company	1 Interpreter
INDBATT		1 Interpeter
LOGISTICS		
-	Property Control	1 Secretary
MILITARY POLICE		1 Interperter
RADIO		2 Technicians 5 Journalists 1 Documentation Assistant
FINANCE		5 Finance Clerks
	Total	43

March 18, 1995

Supas
Lyodio
Rowney
- for action

Reg. 4/4
27/3
43

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEUR

March 24, 1995

TO : A. B. Sidique Dao
OIC Humanitarian Affairs
CIVPOL Liaison, OSRSG

FROM : Kimso Nilsvang
CCPO

SUBJECT : Transfer of Mr. Theoneste Urayeneza

Following your memo dated March 13, 1995, I am pleased to inform you that the above mentioned locally recruited staff is reassigned to CIVPOL, effective Monday 27, March 1995.

cc. ED
CAO
CIVPOL Commissioner

Admin / Put this
in Circleim
personnel file.
Create a personnel
file for
Ph. H. 3073/95.