

R. BOGHOSIAN

HR Saunders 262

ps 24/vii

HR Caebins 261

17-2-1964

OXUC

Stanleyville.

~~file~~ M. Saunders

Monsieur Le Chef de Service

Administratif

J'ai l'honneur de me référer  
à la Circulaire du Senior Consul  
Judiciaire, datée du 12 juin 1964  
selon laquelle vous pouvez demander  
des certificats d'exemption de droits de  
douane pour les commandes placées  
avant la date de 6 juin 1964.

Je vous prie par conséquent de m'en-  
voyer deux certificats d'exemption :

OK 1<sup>er</sup> Pour une voiture FIAT 1500 que  
j'ai achetée en Mai 1964.

no. 17-2-1964  
2<sup>es</sup> Pour une commande de tabacs pour  
pipes, rouge à lèvres et pipes et cassettes  
pour projecteurs, commandés aussi en Avril  
1964.

Veuillez agréer mes salutations distinguées

Ruz



21 FREDERICIAGADE · COPENHAGEN K · DENMARK · TELEPHONE MINERVA 6260

22411

PLEASE STATE  
ACCOUNT NO.    
BY PAYMENT

M. ROUPEN BOGHOSIAN  
NATIONS UNIES  
B.P. 1506  
STANLEYVILLE  
-----  
CONGO.

## BANKERS:

A/S DEN DANSKE LANDMANDSBANK, NYTORV 7, COPENHAGEN K. ACC. NO. KK 14394.  
 THE FIRST NATIONAL CITY BANK OF NEW YORK.  
 FOREIGN DIVISION, 399 PARK AVENUE, NEW YORK 22, N.Y. ACC. NO. 10055806.  
 MIDLAND BANK LTD., OVERSEAS BRANCH,  
 60, GRACECHURCH STREET, LONDON, E. C. 3. (TRANSF. ACC.)  
 DRESDNER BANK AG, FILIALE BONN, MÜNSTERPLATZ 1-3, BONN. ACC. NO. 94545.  
 SCHWEIZERISCHER BANKVEREIN, PARADEPLATZ, ZÜRICH.  
 POSTAL ACCOUNT NO. 23197.  
 CABLE ADDRESS: OSTERMANNBROS, COPENHAGEN.  
 TELEX: COPENHAGEN 5660, OSTERMANN KH.

COPENHAGEN.

12/05/64

INVOICE NO.

43024

Case No.	Item No.	Product	Quantity	Price	US.DOLLARS
	4506	PRINCE ALBERT 7 OZ-196 GR	4	0,87	3,48
	4508	SWEET CHESTNUT 2 OZ-057 GR	4	0,45	1,80
	4509	THREE NUNS 4 OZ-114 GR	2	0,98	1,96
	4529	GOLD BLOCK 2 OZ-057 GR	4	0,41	1,64
	14053 9	LIPSTICK REFILL MISS AURORE	2	1,00	2,00
	13348 3	DIOR LIPSTICK REFILL NO.23	2	0,84	1,68
	5100	B.B.B., CLASSIC,	1	3,63	3,63
	28000	ORDERFORMS	1	0,00	0,00
		TN 53770 CASSETTE 1			5,42
				-----	
				US.DOLLARS	21,61
		Postage			2,11
		Insurance			0,66
					<hr/>
					\$ 24,38
					=====

### Reservations against fluctuations

**Terms of payment:** net cash on receipt of this invoice



R. J. King

BAT/83/64

17 July 1964

Mr A.W.Cooper, Chief Purchasing  
and Supply Section

J.M.Saunders, Deputy Resident Representative (Administration)

Mr A.Chiappano, Principal Adviser I.P.N. (Unesco)

Mr Chappano has received the following items as gifts from  
friends :

- Campione di vestito
- Free gift of saree and blouse

It will be appreciated if you issue the necessary certificate for the duty free customs withdrawal.

Attached, please find the pertinent customs declaration and airway bills.

c.c. Mr A.Chiappano



BAT/63/64

16 July 1964

To : Mr. K. Heckmann, Chief P.X.  
From : John M. Seunders, Deputy Resident Representative  
Subject : Importation of Table Grill

With reference to your memorandum of 9 July 1964, you are hereby authorized to import a Table Grill for your private use.

When you have received the shipping documents, please contact Mr. Cooper's office for the issuance of the certificate necessary for claiming customs duty exemption. You are, however, reminded, in this connection, that a number of our staff have had difficulties in obtaining such exemption from the Customs authorities, Leo/Admin/CM.18, of 6 June 1964 refers.

cc : Mr. Cooper



OPERATION DES NATIONS UNIES  
AU CONGO




UNITED NATIONS OPERATION  
IN THE CONGO

INTER-OFFICE MEMORANDUM

9 July 1964

TO: Mr. R. Polgar, DCAO  
FROM: Karl Heckmann, General Manager, Commissary Service  
SUBJECT: Importation of Goods

A handwritten signature in blue ink is written over the 'FROM' line.

I should like to have your permission to import a table grill  
for my personal use.

A handwritten signature in blue ink is located at the bottom right of the page.



BAT/24/64

Mr. A. Cooper, Chief Purchasing and Supply

9 July 1964

J.M. Saunders, Deputy Resident Representative

Customs exemption Certificate - Mr. A. SALA

... It will be appreciated if you would issue a Customs Exemption Certificate in ~~the~~ Mr. Sala's favour covering the importation of a projector as per attached customs declaration.

Mr. Sala has just returned from home leave and brought this apparatus with him.



PER. 250/2

Reg

OPERATION DES NATIONS UNIES  
AU CONGO



UNITED NATIONS OPERATION  
IN THE CONGO

ACTION

BOITE POSTALE 7248  
LEOPOLDVILLE  
REPUBLIQUE DU CONGO  
CABLE: ONUC LEOPOLDVILLE

*Joan*  
*cc to m*  
*najman*

*for info*  
4 July 1964

*P 8/vu*

TO:	Saunders 262
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<input checked="" type="checkbox"/>	- Action Completed
<input type="checkbox"/>	- Acknowledged
<input type="checkbox"/>	- No Action Required
INITIALS	

To: Mr. J. Saunders, Deputy Director TAB

From: Carey Seward, Chief Administrative Officer

Subject: Conversion facilities for cars

I have read Mr. Najman's memorandum of 2 July concerning the resignation of Mr. J. Hayes because of my ruling on conversion facilities for cars.

I am not, however, prepared to change the ruling. Transportation for the experts will have to be worked out in some other manner.

*Carey Seward*

cc Mr. Osorio-Tafall



JUL - 61964

ORGANISATION DES NATIONS UNIES  
AU CONGO



UNITED NATIONS ORGANIZATION  
IN THE CONGO

BOITE POSTALE 7248  
LEOPOLDVILLE  
REPUBLIQUE DU CONGO  
CABLE : ONUC LEOPOLDVILLE

INTER - OFFICE MEMORANDUM

TO:	Saunders 262
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<input type="checkbox"/> - Action Completed	
<input type="checkbox"/> - Acknowledged	
<input type="checkbox"/> - No Action Required	
INITIALS	

2nd July 1964

A : Mr. John Saunders, Deputy C A O, Civilian Operations  
De :  
Objet : D. Najman, Chief Unesco Mission

I wish to inform you that I received yesterday a letter of resignation from Mr. J. Hayes, Unesco Expert, as a result of C A O's Administrative Circular No. 346, dated 25 June, regarding to the discontinuation of any conversion facilities of car sale proceeds.

I am wondering whether other experts will follow Mr. Hayes' example following the above mentioned circular but I am afraid that its implementation will result in a pressure on the official vehicles. For instance, to my knowledge the two experts working at the Ministry of information are both using their private car for all their official duties which involve a lot of moving around. I will be grateful that they be allotted official cars after the sale of their own, to enable them to attend to their duties.

On this occasion I wish to make the following suggestion:

Instead of compelling the experts to sell their cars prior to 31 August 1964, an inventory of all those having private cars would be established and the money necessary for the conversion taking place after the sale of the cars to be as of now frozen.

The deadline for the final settlement to be postponed until 30 June 1965.

I would be very much obliged to you if you could consider favourably the above outlined suggestions.



File PER 250.  
J. N.

4 July 1964

To: Mr. J. Saunders, Deputy Director TAB  
From: Carey Seward, Chief Administrative Officer  
Subject: Conversion facilities for cars

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I am not, however, prepared to change the ruling. Transportation for the experts will have to be worked out in some other manner.

cc Mr. Osorio-Tafall ✓





BOITE POSTALE 7248  
LEOPOLDVILLE  
REPUBLIQUE DU CONGO  
CABLE : ONUC LEOPOLDVILLE

INTER - OFFICE MEMORANDUM

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De :  
Objet : D. Najman, Chief Unesco Mission

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ORGANISATION DES NATIONS UNIES  
AU CONGO



UNITED NATIONS ORGANIZATION  
IN THE CONGO

BOITE POSTALE 794  
LEOPOLDVILLE  
REPUBLIQUE DU CONGO  
CABLE : ONUC LEOPOLDVILLE

INTER - OFFICE MEMORANDUM

2nd July 1964

A : Mr. John Saunders, Deputy C A O, Civilian Operations  
De :  
Objet : D. Najman, Chief Unesco Mission

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ONUC  
Leopoldville

CAO ADMINISTRATIVE CIRCULAR NO. 346

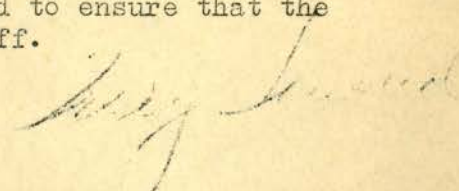
25 June 1964

To : All ONUC Staff Members  
From : Carey Seward, Chief Administrative Officer  
Subject : Conversion facilities of car sale proceeds

As a result of the winding up of the United Nations Operation in the Congo, staff members are hereby informed that all conversion facilities of car sale proceeds, provided under Administrative Circulars No. 190 and 309, will cease on 31 August 1964.

It is stressed that staff members who keep personal cars bought under Administrative Circulars No. 190 and 309, beyond 31 August 1964 will not benefit of any conversion facilities.

Chiefs of Sections are kindly requested to ensure that the present circular is signed by all their staff.



ONUC  
Léopoldville

CIRCULAIRE ADMINISTRATIVE NO. 346

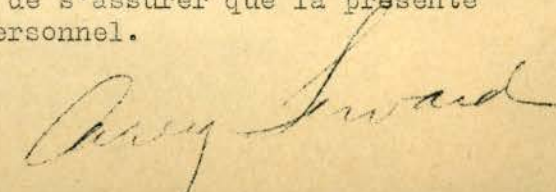
le 25 juin 1964

Destinataires : Tout le personnel de l'ONUC  
Origine : Carey Seward, Chef des Services administratifs  
Objet : Facilités de conversion du produit de la vente des voitures

Par suite de la fin prochaine de l'Opération des Nations Unies au Congo, le personnel est informé que les facilités de conversion du produit des voitures, prévues par les Circulaires Administratives N° 190 et 309 cesseront le 31 août 1964.

Les membres du personnel conservant après le 31 août 1964 leur voiture achetée sous le régime des circulaires précitées (N° 190 et 309) ne bénéficieront d'aucunes facilités de conversion.

Les Chefs de sections sont priés de s'assurer que la présente circulaire est signée par tous leur personnel.





OPERATION DES NATIONS UNIES  
AU CONGO



UNITED NATIONS OPERATION  
IN THE CONGO

BOITE POSTALE 7248  
LEOPOLDVILLE  
REPUBLIQUE DU CONGO  
CABLE: ONUC. LEOPOLDVILLE

Le 13 Juin 1964

7ER 250  
JUN 13 1964

15/VI ACTION

A: Monsieur John M. Saunders, Deputy Chief Administrative Officer

Du: Senior Consultant pour la Magistrature

Objet: Importation d'objets destinés à l'usage privé  
circulaire du 6 Juin 1964 Leo/Admn/CM.12.

TO: Saunders 262  
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Veillez trouver en annexe un exemplaire de la circulaire qui a été distribuée à tous les magistrats sous contrat de l'ONU, relativement à l'objet en rubrique.




Léopoldville, le 12 Juin 1964

Aux: Magistrats engagés par l'ONU au Congo  
Du: Senior Consultant pour la Magistrature  
Objet: Importation d'objets destinés à l'usage privé.-

1. Messieurs les magistrats engagés par l'ONU au Congo sont avisés que désormais ils sont astreints aux droits de douane pour tous objets importés par eux et destinés à leur usage personnel.

2. En conséquence, aucun certificat d'exemption de droits de douane ne leur sera délivré.

3. Néanmoins, ceux des magistrats qui avaient placé des commandes à l'étranger avant la date du 6 Juin 1964 pourront s'adresser au Chef des Services Administratifs pour l'obtention du dit certificat.

  
E. Séjour Laurent  
Senior Consultant  
Judicature



CONFIDENTIEL

Leo/Admin/CM.19

13 Juin 1964

A : Tous les Représentants des Institutions spécialisées et  
Conseillers principaux des Nations Unies

De : B. Osorio-Tafall, Chef des Opérations civiles

Objet : Fouilles des Véhicules ONUC par les Autorités locales

Vous trouverez ci-dessous copie d'une Note Verbale adressée au  
Ministère des Affaires étrangères concernant le sujet susmentionné :

"La Mission des Nations Unies au Congo présente ses compliments au Ministère des Affaires étrangères de la République du Congo et a l'honneur d'attirer son attention sur des rapports qu'elle vient de recevoir selon lesquels les bagages du personnel international en service aux P.T.T., ainsi que les voitures des fonctionnaires de l'Organisation circulant dans Léopoldville, sont fouillés par la police congolaise.

"La Mission fait part au Ministère des Affaires étrangères de son inquiétude devant une telle attitude des autorités policières, qui va à l'encontre des engagements pris par le Gouvernement congolais à l'égard des fonctionnaires sous statut international.

"La Mission prie le Ministère des Affaires étrangères de donner des instructions pour que de tels actes ne se répètent pas à l'avenir; si les autorités congolaises ont des motifs sérieux de croire qu'un fonctionnaire des Nations Unies a commis une infraction à la législation pénale de la République du Congo, il est prévu qu'elles doivent en référer au représentant spécial du Secrétaire général, qui procédera conformément à l'Article 10 de l'Accord du 27 Novembre 1961." 11 Juin 1964

Je vous saurais gré de bien vouloir me signaler à l'avenir tout incident similaire qui pourrait être porté à votre connaissance.



CONFIDENTIEL

LEO/Admin/CM.F.9

13 Juin 1964

A : Messrs J. Hobisch, Assistant administratif, Stanleyville  
J. Kunitzberger, Assistant administratif, Bukavu  
S.C. Rishi, Assistant administratif, Coquilhatville  
W. Schmidt, Assistant administratif, Albertville

De : B. Osorio-Tafall, Chef des Opérations civiles

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Je vous saurais gré de bien vouloir me signaler à l'avenir tout incident similaire qui pourrait être porté à votre connaissance.

cc : M. B. Halbert, Administrateur principal, Elisabethville  
M. F. Scheller, Administrateur, ONUC Luluabourg



CF. 252/64

HP/cm

8 June 1964

-7 Ser 250/2.  
Reg.

To : Mr. A.W. Cooper, Chief, Purchasing and Supply Section  
From : H. Pichler, Administrative Officer, Congo Fund  
Subject : Imports of cars by international Staff Members for personal use  
and facilities for conversion of sale proceeds

With reference to Administrative Circular No 309, dated 15 August 1963, on the above mentioned subject, I should be grateful if you would provide our office with a complete list of international staff members having imported cars for their personal use and inasmuch possible the corresponding entitlements for conversion facilities, taking into account the various rates of conversion.

cc : Mr. Th. de Candia, Chief Finance Officer



LEO/Admin/CM.18

6 June 1964

TO: Chiefs of Mission of all Specialised Agencies and Senior Advisers of other Civilian Operations Units, Leopoldville

FROM: John M. Saunders, Deputy Chief Administrative Officer  
(Civilian Operations)

*J M Saunders*

SUBJECT: Importation of materials for private use

We have been informed that the Director of Customs, Congolese Government has refused to exempt from customs duties items imported by United Nations staff members and experts for their personal use.

As the above position appears to be contrary to the terms of the status agreement between the United Nations and the Republic of the Congo, the matter has been referred to the Chief Administrative Officer and the Legal Adviser for any action necessary in this connection.

In the meantime, however, please advise all concerned that they may have to pay customs duties for items imported by them.

In any event no certificates for the exemption from customs duty will be issued to experts and staff members unless a written request has been submitted to the Chief Administrative Officer by the persons concerned prior to placing the orders..



file  
Info  
C ADM 431

6 June 1964

To: Mr. R. Polgar, Deputy Chief Administrative Officer  
From: Kai Mortensen, Chief, ONUC Transport Branch  
Subject: Purchase of Private Cars from Staff Members

1. In reply to your memorandum of 30 May 1964 to Mr. Saunders, I wish to advise you that we are not interested in the purchase of the private cars of Messrs. Bertoli and Vassiliadis. The pertinent memoranda are returned herewith.
2. For your information, Civilian Operations will not consider purchasing cars from staff members until such time as we have established whether additional vehicles will be required. For the time being, therefore, offers need not be sent to Civilian Operations for consideration.

MR. Saunders - for info.

262  
INFO. COPY

Action To.....

File No.



154 250  
CIVOPS/1055/64

Leopoldville, 1st June 1964

Mr. Roger Polgar, Deputy Chief Administrative Officer

John M. Saunders, Deputy Chief Administrative Officer, CIVOPS

Sale of private car - Dr Jodkowski, Bukavu.

With reference to Cable SULE 282 requesting authority for Dr. Jodkowski to sell his Mercedes Automobile, please be advised that we are not interested in purchasing this vehicle.

cc : Mr. Mortensen



C2

PER XSD

MAY 21 1964  
ACTION

4 F BUKAVU 56 21 1355Z

ETAT ONUC LEO

*Civill*  
*PPW*  
*Mr Richter*  
*921v*  
*stank*

TO:	Mr. Saunders
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<input type="checkbox"/>	Action Completed
<input type="checkbox"/>	Action Wedged
<input type="checkbox"/>	Action Required
IN	

BULE 282. SAUNDERS POLGAR FROM KUNITZBERGER.  
RE, AUTHORIZATION DR. JODKOWSKI FOR SALE OF HIS PRIVATE  
VEHICLE WHICH WAS AUTHORIZED ALTHOUGH ONLY 8 MONTHS SINCE  
IMPORTATION HAVE PASTED. DR JODKOWSKI  
WOULD LIKE TO SALE HIS CAR IMMEDIATELY DUE TO THE PRESENT  
SITUATION AND REQUEST EXEMPTION

XXXXX P2/6

ON CONCERN OF MONETARY COUNCIL INSTRUCTIONS

*M. Coconnis*

*Mercedes*

RCVD 1402/21 BY SA



INCOMING TELETYPE DELIVERED TO:			
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C.A.O.	<input checked="" type="checkbox"/>		MAIL OPS.
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*9-w*  
*C24B*



1st June 1964

Mr. P.C. Martin, Chief, Audit and Inspection

B. Fichler, Administrative Officer, Congo Fund

Purchase of cars from Staff Members -

1. We apologize for not having replied earlier to your memoranda dated 13 April and 20 May 1964. Pursuant to your request we are pleased to provide you with the following information :

- a) Only one Volkswagen Sedan Licence No 9912 has been purchased from a staff member : Miss Ingrid Svensson, covered under requisition No CF/4.62000.
- b) The Assistant Chief Administrative Officer who approved the purchase of the car apparently was not aware of the letter from the Acting Chief Field Operations Service, New York, authorizing purchase of a car from a staff member in exceptional emergency situation.
- c) His understanding was that purchase of cars from staff members can be authorized subject to budgetary provisions.
- d) Since the transport situation of Civilian Operations has always been critical, it was considered to be a suitable and economical way to increase the car park and at the same time save dollars to ONUC. It has to be kept in mind that all staff members who have purchased cars in 1963 are entitled to conversion facilities.

2. If you deem it necessary retroactive approval of the purchase will be sought from Headquarters.

cc : Mr. R. Polgar, Deputy Chief Administrative Officer  
Mr. A. Cooper, Chief, Purchasing and Supply Section



Reg.

PER 250/2

*Info*

①

②

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*Garcia*

*Pishter*

*Belard*

26 May 1964

*9201*

Mr. M. Gauvreau, Chief of Civilian Personnel

Karl Heckmann, Chief PX Officer

Release of Personnel from ONUC PX Service

With reference to my letter to Mr. Schoellkopf dated 29 April 1964, I now wish to inform you that it will not be possible for me to release any of my staff until the phase-out of ONUC PX Service, as laid down in my Phase-out Plan dated 27 April 1964, and the change-over to the Commissary Co-operative has been accomplished on 1 July 1964.

As I have scheduled in the Phase-out Programme, I had contemplated to liquidate the Sub-Depot Elisabethville by end May; consolidate the HQ PX and Commissary by end June, and consolidate the Office of Chief PX Officer and branches by end June at the Genwarran Depot. Any person which will become surplus due to this consolidation will then be released for transfer.

cc: Mr. Saunders, DCAO (Civ.Ops.)  
Col. Nadan, Chairman PX Board

262 INFO. COPY

Action To.....

File No.



Ms 511

Per 250

20 May 1964

To : Radio Officer Jan Pronk, MEMOGLP

From : Roger Polgar, Deputy Chief Administrative Officer

Subject : Request for conversion facilities on car sale proceeds

On 5 May 1964 your memorandum requesting reconsideration of the decision made on conversion facilities for the sale proceeds of your car was sent to Headquarters, New York.

I have today received a reply in which it is stated: "Please inform staff member that your decision of 9 April to convert 50 per cent of original value is correct and his request for 100 per cent conversion is denied."

JUL - 1964  
AC

TO  
FBI  
JUL 10 1964



PER 205

MAY 21 1964

ACTION

OPERATION DES NATIONS UNIES  
AU CONGO



UNITED NATIONS OPERATION  
IN THE CONGO

INTER-OFFICE MEMORANDUM

3  
☐ A. x. Completed  
☐ A. x. Wedged  
☐ - No Action Required  
INITIALS

440/2/3

20 May 1964

*over the Stan  
Registration*  
*Mr. Pichler*  
*Mr. bacours*  
*I think we should circulate a warning note on this, to correct the current circular which says import can be made duty free with prior application*  
*gs 211v*

TO: Mr. John N. Saunders, Deputy Chief Administrative Officer  
(Civilian Operations)  
FROM: A.W. Ceoper, Chief, Purchasing and Supply Section  
SUBJECT: Customs Exemption Certificate -  
Mr. H.G. Dijkerman, Stanleyville  
Ref.: Your Civeps-930/64 dated 15 May 1964

It is with regret I have to advise you I am unable to issue the necessary attestation which will permit Mr. Dijkerman to import the subject items duty free.

The Director of Customs has refused to accept attestations covering items imported by individuals for their personal use - even when prior administrative approval has been obtained for importation.

The matter has been referred to the CAO and the Legal Adviser and is currently the subject of action by the office of the CAO.

I will advise you should there be any change in the attitude of the Director of Customs.

cc: CAO

Mr. Dijkerman, Public Works



CIVOPS-230/64

15 May 1964

Mr. A.V. Cooper, Chief, Purchasing and Supply Section  
John W. Saunders, Deputy Chief Administrative Officer  
(Civilian Operations)

Customs Exemption Certificate -  
Mr. W.O. Bijkerman, Stanleyville

1. With reference to Mr. Bijkerman's memorandum of 27 April 1964 (copy attached), it will be appreciated if you will furnish him with whatever documents necessary for the import into the Congo, customs duty free, of the parts listed in the aforementioned memorandum.

2. It has been pointed out to Mr. Bijkerman that written instructions regarding the importation of merchandise for the use by staff members have been issued a long time ago and should have been followed. However, in view of the small monetary value of the imported material, I agree to granting this privilege, even though Mr. Bijkerman has not applied for approval prior to ordering the material.

cc: Mr. Bijkerman, Public Works



AWB #  
No. of parcels  
Wgt  
Country of origin  
ORGANISATION DES NATIONS UNIES  
AU CONGO



CO INFO under #80  
25 Sept. 1962  
MAY 8 1964  
UNITED NATIONS ORGANIZATION  
IN THE CONGO

URGENT

6acouris  
9/10/✓

BOITE POSTALE 7248  
LEOPOLDVILLE  
REPUBLIQUE DU CONGO  
CABLE : ONUC LEOPOLDVILLE

INTER - OFFICE MEMORANDUM

TO:	Saunders 262
1	
2	
3	
<input type="checkbox"/> - A. Completed	
<input type="checkbox"/> - A. Forwarded	
<input type="checkbox"/> - N. Action required	
IN	

29 April 1964

A : Mr. J. Saunders, Deputy Chief Admin. Officer Civ. Oper., Leopoldville  
De : H. G. Dijkerman, Engineer in charge Public Works, Stanleyville  
Objet : Customs exemption accessories for attractive items

I kindly request you to provide me with a customs exemption declaration for the following accessories, which are not available through PX-Services and which I therefore ordered at the manufacturer.

From: TELEFUNKEN AG  
3 Hannover-Linden  
Göttinger Chaussee 76  
Western Germany

1 loudspeaker extension lead K 819	US-\$ 1.10
1 sound lead K 815	" -.85
1 adapter spindle 38 L	" 1.50
1 audio lead K 822	" 1.25
1 universal coupling	" -.60
1 reducing coupling	" -.35
1 diamond stereo cartridge T 200/DS	" 4.90
	<hr/>
	US-\$ 10.55
Airfreight charges and insurance	" 9.75
	<hr/>
Total	US-\$ 20.30

From: BRAUN AG  
Export Liaison Office  
6 Frankfurt/M  
Schubertstrasse 27  
Western Germany

4 magazines for 50 slides, \$1.30 each	US-\$ 5.20
1 case for BRAUN flashgun F-25	" 2.90
	<hr/>
	US-\$ 8.10
Airfreight charges	" 5.00
	<hr/>
Total	US-\$ 13.10

As I was only informed about this procedure during your visit at Stanleyville on 28th April and as I hope that these articles will arrive within the next 10 days, I hope you will send me this declaration at your earliest convenience.

I told him the  
instructions had been in  
writing for a year or more!

*[Signature]*



PER 250

INFO. COPY



File No.

Mr. Saunders

262

J. Saunders  
12/15

11 May 1964

To : Mr Dino Maretto, WHO, c/o ONUC, Luluabourg  
From : Roger Polgar, Acting Chief Administrative Officer  
Subject : Resale of privately owned motor car

Please refer to your memorandum dated 8 May 1964 on the above subject.

Kindly note that the 6 month period of ownership specified in my memorandum of 8 November 1963 relates to the length of time required by ONUC to enable a staff member to qualify for conversion facilities (Administrative Circular No. 309, para. 4(b)). As regards the period of 12 months ownership referred to in my memorandum of 27 April 1964, this refers to a requirement of the Monetary Council of the Republic of the Congo which ONUC has no authority to alter.

If, however, the local authorities in Luluabourg have allowed the transfer prior to the expiration of the normal period of ownership, and your pink card has been altered accordingly, then ONUC is not in a position to object to your selling the vehicle.

However, I should like to remind you that the intention of the Administration in giving facilities to import private motor cars was to help staff members to solve their transport problems. As I understand that you are staying on in the Congo for the present, it is somewhat surprising to me that you are selling your car so soon after importing it.

cc: ✓ Mr John Saunders, DCAO, Civilian Operations  
Chief Finance Officer  
Mr P. J. M. Carvin, Senior Admin. Off., WHO



CF 193/64

27 April 1964

Dear Mr. Vangeleyn,

Thank you for your letter dated 20 April informing me about Mr. Barraux' complaint in regard to the payment of his car deposit in Congolese francs.

In this connexion I should like to point out that Mr. Barraux, prior to his departure, was informed that the deposit of CF 15,000 as customs guarantee on vehicle importation has always been recorded as Congolese francs. Some confusion might have arisen, however, since the United Nations uses, for internal calculation, the dollar as basis, but this does not mean that his Congolese francs have to be converted. All staff members have been advised by circular of this procedure. For your information I enclose herewith two copies of CAO Information Circular N° 209, dated 9 December 1963.

Under these circumstances, Mr. Barraux is only entitled to receive CF 15,000 - which we are ready to pay in local currency upon his instructions.

Yours sincerely,

John M. Saunders,  
Deputy Chief Administration  
Officer (Civilian Operations)

Mr. C.L. Vangeleyn  
Budget and Control Division  
International Labour Office  
Geneva

cc: Mr. T. De Candia  
Mr. Luscombe, ILO



APR 24 1964

ACTION

Tél. } 31 24 00; 32 62 00  
Tel. }Télégrammes : INTERLAB GENÈVE  
Telegrams :

Ref. No. P/13

20 April 1964

TO:	Saunders 262
1	
2	
3	
<input type="checkbox"/> - Action Completed	
<input type="checkbox"/> - Action Acknowledged	
<input type="checkbox"/> - No Action Required	
INITIALS	

Dear Sir,

Please find attached a photocopy of a letter received from Mr. Barraux, late expert under the ONUC Programme.

According to Mr. Barraux the deposit be made in respect of customs duties on his private car was deducted from the US\$ portion of his subsistence allowance (\$ 234.38 at Congo Francs 64 = US\$ 1.00 = Cong. Francs 15,000, the amount of the deposit) yet on his departure from Leopoldville he was offered only reimbursement of Cong. Francs 15,000. As the rate of exchange is now Cong. Francs 150 = US\$ 1. Mr. Barraux was unwilling to suffer this loss and the matter remains unsettled.

I would ask you to kindly give further consideration, to this matter with a view to giving Mr. Barraux satisfaction and if you can agree with him, to credit the bank account quoted with the equivalent of \$ 234.38.

I would appreciate being informed of your decision on this matter.

Yours faithfully,

*C.L. Vangeleyn*  
C.L. Vangeleyn  
Budgt and  
Control Division

The Chief Administrative Officer  
Civilian Operations  
United Nations Organisation  
in the Congo  
LEOPOLDVILLE  
Congo



GENEVE, le 9 mars 1964.

Roland BARRAUX

Expert B.I.T.

18, rue de Beblenheim

STRASBOURG-NEUDORF

à Monsieur le Directeur Général  
du BUREAU INTERNATIONAL DU TRAVAIL

G E N E V E

Monsieur le Directeur Général,

J'ai l'honneur de vous remettre ci-joint le reçu n° 96.194 qui m'a été délivré par les services financiers de l'Opération des Nations Unies au Congo et représentant le dépôt de garantie pour l'importation d'une voiture personnelle.

L'ONUC ne m'ayant pas fourni de véhicule pendant toute la durée de ma mission au Congo, j'ai dû acheter et utiliser une voiture personnelle, tous les frais d'entretien et de carburant étant à ma charge. Aux termes des accords passés entre l'ONUC et le Gouvernement congolais, le personnel international est exempté du paiement des droits de douane à l'importation des voitures. Néanmoins l'ONUC oblige les fonctionnaires internationaux à constituer auprès de ses services financiers un dépôt de garantie. Ce dépôt est opéré par le blocage de 234,38 dollars U.S. sur le compte de l'indemnité journalière. A la date d'émission du reçu ci-joint ce montant représentait 15.000 francs congolais au taux de 64 francs.

Au moment de mon départ et après revente de ma voiture donc paiement des droits de douane, l'ONUC m'offre de me rendre ce dépôt sous forme de 15.000 francs congolais.

Cette formule me privant de la possibilité d'utiliser ces 234,38 dollars dans les mêmes conditions que le reste des indemnités journalières convenues par mon contrat et les dispositions en vigueur au moment du blocage de cette somme, je vous serais très reconnaissant de bien vouloir intervenir pour que le montant en soit porté au crédit de mon compte n° 31.24.328 - CREDIT LYONNAIS - DOLE (Jura) FRANCE.

Je vous prie d'agréer, Monsieur le Directeur Général, l'assurance de ma très haute considération.

R. BARRAUX.



UNITED NATIONS



NATIONS UNIES

Nº 96194

1/4/63

96194

Branch Office Receipt / Quittance de bureau auxiliaire

Received from BARRAUX Roland ID.5081

Reçu de

ONUC LEOthe amount of FIFTEEN THOUSAND CFS.  
la somme de

Rate to U. S. dollar

64

equivalent to

234.38

Taux par rapport au dollar (U.S.A.)

équivalent à

in payment of CAR GUARANTEE DEPOSIT  
en paiement deDR. 502-10CR. 564-21CFA 15.000-

\$ \_\_\_\_\_

ORIGINAL

For United Nations  
Pour l'Organisation des Nations Unies



Registry

PER 250

26 April, 1964.

Mr. T. De Candia, Chief Finance Officer

G. Khalifa, Chief Transport Officer, Civilian Operations

Purchase of vehicle

Reference Mr. Pichler's memo CF-29/64 of 16 January 1964, please note that Mr. M. Pasteur had not presented his vehicle for sale and we do not wish to buy it anymore.

cc. Mr. Pichler, Adm. Officer ✓  
Congo Fund

261  
INFO. COPY

Action To.....

File No.

APR 27 1964



1 April

PER 250

Premises

1. It was agreed that the resident representative would determine as soon as possible which of the premises now leased by UNIC for office and residential purposes would be retained for CIVOPS use as from 1 July. The leases for such premises would not be renegotiated, but the responsibility for the leases would be assumed by the resident representative as from 1 July. He would take all steps necessary to ensure that the cost of such leases would be met on a self-supporting basis from rents charged to tenants in the case of living accommodations. Inventories would be taken as at 30 June, and the ultimate liability of UNIC for restoration of damage, repair, maintenance and replacement of furniture and fixtures would be established and recorded at that time.

2. In the case of office premises, the resident representative would determine CIVOPS' requirements as from 1 July and, where appropriate and necessary, would assume the responsibility for UNIC leases for such premises as from that date. Inventories would be taken, the cost of damages and repairs assessed for the liability of UNIC in the way described above.

Compensation for use of privately-owned vehicles on official business

The Controller will await the recommendation of the Field, through the Field Service, concerning the manner of payment of such compensation. The Field should specify whether the allowance proposed is based on the assumption that P.M. will be provided by UN or purchased by the staff member, and if the latter, the cost of petrol should be specified.

Crews and maintenance for aircraft

Mr. Stedman will follow up with Dr. Sanchez's office on the possibility of obtaining air crews and maintenance for two C-47's and two Otters, as additional contributions to United Nations programs of assistance in the Congo.



PER 250

LEO/Admin./CM.3

le 21 avril 1964

Destinataires: Chef des missions des institutions spécialisées et  
Conseillers principaux d'autres sections des  
Opérations civiles (la liste des destinataires chargés  
de l'application du présent mémorandum figure au verso)

Origine: John M. Saunders, Chef adjoint des services administratifs,  
(Opérations civiles)

Objet: Importation d'effets personnels en franchise de droits

Je vous serais reconnaissant de rappeler aux experts et autres membres de votre personnel qu'ils doivent suivre la procédure énoncée dans la Circulaire administrative numéro 251 du 11 juin 1962, émanant du Chef des Services administratifs, pour toute importation au Congo - en franchise de droits - d'articles destinés à leur usage personnel. En effet, pour bénéficier d'une exemption de droits, il est indispensable de demander une autorisation préalable, comme indiqué à la partie "B" de la circulaire susmentionnée.



Copies pour exécution:

Dr. A. Bellerive, Représentant principal de l'OMS  
M. J. M. Correa, Chef de la mission de l'OACI  
M. A. El-Atki, Représentant principal du FISE  
M. A. Janssen, Chef de la mission de la FAO  
M. D. Najman, Consultant principal, UNESCO  
M. J.W. O'Byrne, Représentant principal de l'OMM  
M. F. Norman, Représentant principal par intérim de l'UIT  
M. D. Luscombe, Consultant principal et représentant de l'OIT  
M. N. Boskovic, Consultant principal, Communications et transports  
M. E. Grigg, Consultant principal, Affaires sociales  
M. F. Galy, Consultant principal, Administration publique  
M. S. Laurent, Consultant principal, Administration de la justice  
M. A. Gras, Consultant principal par intérim, Services postaux  
M. Z. Darouzi, Consultant principal, Formation de la police  
M. A. Succar, Directeur, Bureau de la coordination économique  
M. M. D'Astuges, Conseiller principal, Section des programmes d'importation  
M. A. Lawrence, Conseiller principal, Section de la planification économique  
M. G. Cederwall, Consultant principal, Finances publiques  
M. M. Larcher, Consultant principal, Travaux publics  
M. R. Richard, Consultant principal, Mines et ressources naturelles  
M. W. Jenssen, Président du Conseil monétaire

Copies pour information:

M. A.C. Gilpin, Chef par intérim des Opérations civiles  
M. J. Brooks, Chef adjoint des Opérations civiles  
M. R. Polgar, Chef par intérim des Services administratifs  
M. D. Manson, Chef des Services généraux  
M. B. Halbert, Administrateur principal, Elisabethville  
M. H. Kunitzberger, Assistant administratif, Bukavu  
M. J. Hobisch, Assistant administratif, Stanleyville  
M. C. Rishi, Assistant administratif, Coquilhatville  
M. F. Scheller, Administrateur, Luluabourg  
M. W. Schmid, Assistant administratif, Albertville



OPERATION DES NATIONS UNIES  
AU CONGO



APR 18 1964  
UNITED NATIONS OPERATION  
IN THE CONGO

INTER-OFFICE MEMORANDUM

17 April 1964

TO: Mr. J. Saunders, Deputy Chief Administrative Officer  
(Civ. Operations)  
FROM: Roger Pelgar, Acting Chief Administrative Officer  
SUBJECT: Duty-free importation by UN staff members

TO: Saunders  
1  
3  
☒ Action Completed  
☐ Acknowledged  
☐ No Action Required  
INITIALS

As you may know, it is the responsibility of the administrative services to provide an authorization for each duty-free importation made by individual staff members into the Congo. The procedure is set out in Administrative Circular No. 251 of 11 June 1962.

It happens too frequently that staff members do not follow the established procedure, probably because they are not aware of the existing rules.

I would appreciate it if you would bring the above circular to the attention of all Heads of Mission.



ONUC

Léopoldville

11 juin 1962

CIRCULAIRE ADMINISTRATIVE N° 251 DU CHEF DES SERVICES ADMINISTRATIFS

Destinataires : Tous les membres du personnel international de l'ONUC

Origine : S. Habib Ahmed, Chef des Services administratifs

Objet : Importation au Congo d'effets personnels par fret maritime ou aérien ou par la poste

A. Dédouanement des bagages non accompagnés, expédiés en vertu de la disposition 107.21 (f) du Règlement du personnel et du document ST/AI/79

1. Afin de réduire dans la mesure du possible les retards que subit actuellement la livraison aux fonctionnaires internationaux de l'ONUC des effets personnels qu'ils sont autorisés à faire venir par voie de terre ou de mer, la procédure de dédouanement à Léopoldville a été modifiée.
2. Désormais, la compagnie qui fait l'expédition devra envoyer sous pli recommandé au consignataire un exemplaire négociable du connaissement ou de la feuille d'expédition. Celui-ci sera remis au Bureau des voyages de l'ONUC (G - 13) qui est chargé du dédouanement et de la livraison des effets personnels.
3. Les fonctionnaires noteront l'adresse à utiliser pour ces expéditions :

C.N.U.C.

Léopoldville, Congo

A l'att. de : \_\_\_\_\_ (nom)

4. Il est en outre rappelé que l'Organisation des Nations Unies ne prendra à sa charge les frais d'expédition et de services connexes et n'acceptera une demande éventuelle de compensation en cas de perte ou de dégâts que si l'intéressé a obtenu avant de faire faire l'envoi l'autorisation prévue par la disposition 107.21 (f) du Règlement du personnel et par le document ST/AI/79.

B. Dédouanement d'effets personnels dont l'expédition par fret maritime ou aérien a été autorisée dans d'autres circonstances

1. Il est des cas exceptionnels où un fonctionnaire peut avoir besoin de faire venir des colis supplémentaires en raison de circonstances imprévues : prolongement de l'engagement, mutation à un poste où le climat est différent ou vol d'effets personnels.
2. En pareil cas, l'ONU ne prend à sa charge ni les frais d'expédition et de dédouanement, ni la compensation des pertes ou dégâts éventuels en cours de voyage.
3. Avant de faire faire une expédition de ce genre, il y a lieu de demander une autorisation au Chef des Services administratifs en joignant un inventaire détaillé indiquant la valeur de chacun des articles. Le CSA fera savoir au fonctionnaire s'il a droit à faire entrer ces articles en franchise, aux termes de l'Accord sur le statut passé avec le Gouvernement de la République du Congo.



4. En règle générale, la franchise ne sera pas accordée pour les catégories d'articles que l'on peut normalement se procurer sur place soit au PX ou à l'Economat de l'ONUC, soit autrement.

5. Dans les cas où l'importation en franchise a été autorisée par le CSA, l'avis de réception des colis par fret maritime ou aérien devra être remis au Bureau des voyages avec une copie de la demande initiale adressée au CSA et de sa réponse. Une attestation sera alors délivrée pour permettre le dédouanement par le fonctionnaire ou, le cas échéant, par un représentant de l'ONU. Les autorités douanières locales gardent le droit de visiter les colis, même lorsque la franchise a été accordée.

C. Dédouanement des colis postaux

1. Lorsqu'il aura reçu l'autorisation prévue à la section B ci-dessus, le fonctionnaire présentera l'avis de réception et l'autorisation à la Section de l'approvisionnement qui délivrera l'attestation.

2. On pourra alors se présenter, suivi de ces documents, au Bureau de poste.



O N U C  
LEOPOLDVILLE

11 June 1962

CAO ADMINISTRATIVE CIRCULAR N° 251

To: All ONUC International Personnel  
From: S. Habib Ahmed, Chief Administrative Officer  
Subject: Freight Shipments and Import of Personal Effects to the Congo

A. Customs Clearance of Authorized Unaccompanied Shipments  
Under Staff Rule 107.21 (f) and ST/AI/79

1. With a view to eliminating as far as possible the current delays in receipt of authorized surface shipments of personal effects destined for International staff members of ONUC, a change of procedure has been instituted with respect to Customs clearance of the effects in Leo.

2. The freight company handling the shipment should send the consignee, by registered mail, a negotiable copy of the Bill of Lading. This copy should then be forwarded to the ONUC Travel Office (G-13), which has been charged with the clearance and delivery of personal effects.

3. Staff members should note the address to be used when they are arranging such a shipment:

O.N.U.C.  
Leopoldville, Congo  
Attn: \_\_\_\_\_ (name)

4. It should be further noted that the cost of shipping and allied services will not be borne by the UN, nor any claim for loss or damages entertained by the Organization, unless advance shipping authorization has been obtained under the provisions of Staff Rule 107.21 (f) and ST/AI/79.

B. Customs Clearance of Authorized Sea or Air Freight Shipments  
for Personal Effects other than under Paragraph "A" above

1. In exceptional circumstances, staff members may require supplementary shipments because of unforeseen circumstances, such as extension of contract, assignment to stations where different climatic conditions exist, and loss of effects through theft.

.../...



2. In these cases, the UN will not assume responsibility for freight or Customs clearance charges or for loss or damage during shipment.

3. Authorization must be requested prior to instituting any arrangements for such shipments, by submitting to the CAO a detailed and valued inventory. At this point the CAO will indicate to the staff member whether or not clearance through Customs, free of duty, can be authorized under the Status Agreement with the Government of the Republic of the Congo.

4. As a general rule, duty-free entry will not be granted for types of articles which are normally available in the ONUC PX or Commissary or otherwise available from local sources.

5. In cases where duty-free Customs clearance has been authorized by the CAO, the Notice of Arrival of such a shipment by sea or air, freight should be submitted to the Travel Unit, General Services, with a copy of the original request to the CAO and the latter's reply. A letter of attestation will then be issued to enable the shipment to be cleared by the staff member himself or, if appropriate, by a UN representative. Local Customs authorities may inspect contents of such shipments even when clearance free of duty is granted.

#### C. Customs Clearance of Parcel Post

1. When authorization has been granted as under Para "B", the staff member will present the Notice of Arrival and authority to Procurement Section to obtain a letter of attestation.

2. These documents may then be presented to the Post Office.



*File*

*Mr. Legum  
Your info.  
Original sent  
to Mr. Khalifa  
for action  
13 April 1964  
P.4/14*

Mr. R. Polgar,  
Acting Chief Administrative Officer  
Chief, Audit and Inspection Service  
Purchase of Cars from Staff Members

1. On 5 February 1964, Requisition CF/4-62020 was issued for the purchase of a Volkswagen Sedan, Licence No. 9912 from a Staff Member, Miss Ingrid Svensson. The authority quoted on the requisition was "In accordance with Administrative Circular No. 309, Amendment 1 dated 2 November 1963". (? 2 December 1963)
2. The authority for this transaction would appear to be the letter dated 7 November 1963 from Acting Chief Field Operations Service New York to Mr. Seward, which states in paragraph 3 "Only in exceptional emergency situations, the United Nations may purchase a car from a staff member; however each case should be presented to HQ for approval prior to any purchase."
3. I should be grateful if you could let me know whether authority was obtained from New York for this particular purchase and whether any other similar purchases have been authorized and/or made.

*P. C. Martin*  
(P. C. MARTIN)

c.c. Deputy Chief Administrative Officer, ✓ 262  
Civilian Operations

INFO. COPY

Action to.....

File No.

APR 14 1964

*Noted  
R. J. Legum  
12/4/64*



PER 250

J 10/11

Ref.: GK/da/15/4/64

10 avril 1964.

A : Monsieur R. Polgar, Dty Chief Administrative Officer  
De : G. Khalifa, Chef du Transport Opérations Civiles  
Sujet : Vente des véhicules de MM. J.Yazigi et G.Frammery

Veuillez noter que les Opérations Civiles ne sont pas intéressées à l'achat des véhicules proposés par Monsieur J. Yazigi et Monsieur G. Frammery.

cc. Mr. Saunders, Dty Chief Admin. Officer  
Civilian Operations.

✓ 262  
INFO. COPY

Action ( )

File No.



File

Polgar  
will  
answer

P 14/11

To MR. JANDERS

Orig. for action to  
Polgar Polgar?

~~10/12/11~~

PER 250

YC394 NY 42 11 15052 ;

LTF

ONUC

LEO ;

1341 FURTHER TO OUR AR 43 ITEM 11 PLEASE CABLE SOONEST  
YOUR RECOMMENDATIONS ON MATTERS CONTAINED IN SUMMARY OF  
AGREEMENT DATED 1 APRIL ESPECIALLY ON COMPENSATION FOR USE  
OF PRIVATELY OWNED VEHICLES - PAGE 3 OF SUMMARY REFERS ;

FIELDSEV "

COL 1341 43 11 1 3 "

24/11/11

RECEIVED CUBETS



URGENT CABLE

M. SANDERS

501-1000 45 11 1-3

2012-2013

100

1890 FEB 2



*Mr Pichler*  
*PER 250/h*  
*P 7/14*

6 April 1964

Mr Karl Heckmann, Chief PX Officer

Roger Polgar, Acting Chief Administrative Officer

Mr Pichler's "Report on tour to Congo Field Stations -  
15-27 March 1964" No. CF-146/64 dated 31 March 1964

I quote below extract from the above mentioned report:

"V. PX. I think there is hardly any place in the Congo where the PX is more necessary, since the supply situation of food is extremely difficult. However, as in Stanleyville, only goods ordered and in reasonable quantities should be sent. The Senior UNESCO expert requested that the teachers also be given beer rations. The instructions to the Chief PX officer should be amended accordingly".

This item concerns Coquilhatville.

I would appreciate it if action could be taken on this matter, in consultation with Mr Saunders.

cc: Mr John Saunders, DCAO  
Civilian Operations

262

INFO. COPY

Action To.....

File No.

APR 7 1964



Registry  
PER. 250Mr. Schmidt  
File  
90 31/III

le 26 mars 1964

Mr R. Nolte, Expert Unesco

Roger Polgar, DCAO

Achat d'une nouvelle voiture

Par lettre du 21 février dernier vous avez sollicité l'autorisation d'acheter un nouveau véhicule car votre travail vous oblige à parcourir de nombreux kilomètres mensuellement et votre voiture actuelle est déjà relativement usagée.

Je vous rappellerai les termes de la circulaire no. 309 du 15 août 1963, paragraphe 5 qui précisent qu'un véhicule ne peut être vendu avant un délai de 12 mois à compter de la date de l'importation. Il ne vous sera donc possible d'importer une nouvelle voiture qu'après la vente du véhicule actuellement en votre possession après le délai précisé ci-dessus.

Cette autorisation est accordée à titre personnel et ne doit pas être considérée comme un précédent. En effet des conversations sont engagées avec les autorités congolaises en <sup>vue</sup> de fixer la politique générale sur l'importation des voitures destinées au personnel de l'ONUC.

cc: Mr John Saunders, DCAO, Civilian Operations  
Mr D. Najman, Chief, Unesco Mission

262  
INFO. COPY

Date

File No.



Mr John Saunders  
DCAO Civ. Ops  
Room 262

DATE OF EXAMINATION: 11-11-2019

14. 371 101221 100222 100223

7-82 2075 1005

Yours truly,  
H. H. H.



WS/dap

CIVOPS/191

19 March 1964

Mr. N. Madan, Senior Administrative Officer  
John M. Saunders, Deputy Chief Administrative Officer  
(Civilian Operations)

Request by Mr. Nolte to import a second car

1. Reference is made to your memorandum dated 9 March 1964.
2. Mr. Nolte states that he requests to import a second car in view of a possible two-year extension of his present assignment. The car, which he drives at present, shows around 15,000 kms. already and would hardly assure trouble-free driving over the whole period. Furthermore, Mr. Nolte intends to buy a car for use during his forthcoming leave in Europe, and, rather than having it stand around unused for a long time or sell it at a cheap price at the end of his vacation, he would like to take it along to the Congo.
3. Considering Mr. Nolte's intense need for a car in connexion with his duties, I recommend that his request be granted.

cc: Messrs. D. Najman, Chief UNESCO Mission  
E. Nolte, UNESCO Expert



PER 259  
MM/AN

OPERATION DES NATIONS UNIES  
AU CONGO



UNITED NATIONS OPERATION  
IN THE CONGO

BOITE POSTALE 7248  
LEOPOLDVILLE  
REPUBLIQUE DU CONGO  
CABLE : ONUC. LEOPOLDVILLE

MAR 10 1964  
ACTION

9 March 1964

To : Mr John Saunders, Deputy Chief Administrative Officer, Civilian Operations  
From : Senior Administrative Officer  
Subject : Request by Mr R. Nolte to import a second car

To:	Saunders	262
1		
2		
3		
<input checked="" type="checkbox"/>	Completed	
<input checked="" type="checkbox"/>	Acknowledged	
<input checked="" type="checkbox"/>	No Action Required	
INITIALS		

..... Enclosed please find copy of a memorandum dated 21 February 1964 from Mr Nolte, Unesco expert, requesting permission to import a second car by virtue of the intense duties that he has to perform.

Your recommendations will be very much appreciated in this matter.

cc: Mr D. Najman  
..... Chief of Unesco Mission  
Mr R. Nolte, Unesco Expert



Léopoldville, le 21 février 1964

A: R. Polgar, D.C.A.O.

De: R. Nolte, Expert Unesco

Monsieur,

Les quelque 2000 km parcourus mensuellement sur les routes pour raisons professionnelles (enseignement à l'Institut Pédagogique de Binza et à l'Université Lovanium, inspections dans divers établissements), m'incitent à prévoir dès maintenant l'achat d'un nouveau véhicule.

Après usage en Europe au cours de mon prochain congé bis-annuel (août- septembre 1964), cette voiture serait importée au Congo, pour y assurer sans défaillance les services qui lui seraient demandés.

Je vous serais très obligé de bien vouloir m'autoriser à passer commande d'une voiture de marque "Volvo" auprès de la "Old East Company" à Léopoldville.

Le plan d'assistance dont dépend mon poste actuel est prévu pour plusieurs années. Néanmoins, dans le cas où mon contrat ne serait pas renouvelé, je m'engage formellement à ne pas importer cette voiture au Congo sous couvert de l'ONU.

D'autre part, je confirme être parfaitement informé du fait qu'aucune facilité de conversion en devises étrangères ne pourra m'être accordée en cas de revente d'un véhicule acheté en transit avec votre accord. La présente demande ne vise d'ailleurs à aucune spéculation mais au seul but de disposer d'un moyen de transport sûr pour l'accomplissement des tâches professionnelles énumérées plus haut.

Avec mes remerciements anticipés, je vous prie d'agréer, Monsieur, l'expression de mes salutations très distinguées.

R. Nolte  
Expert Unesco  
LEOPOLDVILLE



Room 251

as requested Tla

ONUC  
Leopoldville

CAO ADMINISTRATIVE CIRCULAR NO. 318

3 December 1963

To: All ONUC International Civilian Personnel  
From: Carey Seward, Chief Administrative Officer  
Subj: Importation of cars by International Staff Members for personal use and facilities for conversion of sale proceeds

Effective immediately the importation of cars for personal use will be considered a private matter without any UN commitment.

Cars imported under CAO Administrative Circular 309 dated 15 August 1963 will benefit of the conversion facilities of sale proceeds within the limitations of the rules laid down therein.

---

ONUC  
Leopoldville

3 décembre 1963

CIRCULAIRE ADMINISTRATIVE N° 318

Destinataires : Tout le personnel civil international de l'ONUC  
Origine : Carey Seward, Chef des Services administratifs  
Objet : Importation d'automobiles destinées à l'usage privé des membres du personnel international et facilités de conversion du produit de la vente de ces véhicules

A dater d'aujourd'hui, l'importation de voitures par les fonctionnaires de l'ONUC pour leur usage personnel sera considérée comme une affaire strictement privée et n'engagera en aucune façon l'Organisation.

Les voitures déjà importées aux termes de la Circulaire administrative n° 309 du 15 août 1963 bénéficieront des facilités de conversion dans les limites des dispositions de cette circulaire.

*Carey Seward*



## IMPORTATION TO THE CONGO OF A PRIVATE CAR BY INTERNATIONAL STAFF MEMBERS

1. Prior to placing your order with the dealer, request authorisation from the Chief Administrative Officer for importation of a private car.

2. As soon as chassis and engine number are known to you, you request from Finance - by presenting CAO's authorisation for importation of the car - to block on your account CF 15,000 as an affidavit for import duty (reimbursable if you resell the car to a non-resident after expiration of one year's period or if the car should be exported). Finance will issue you with a receipt (original and one copy).

3. Upon presentation of the abovementioned CAO's authorisation, the original of the bank receipt, and the chassis and engine number, Procurement (Traffic Section, BE-9) will request you to fill in a declaration to the extent that you oblige yourself not to sell your car without first informing the Chief Procurement Officer who will contact customs to obtain clearance for sale. An attestation for duty-free importation will then be issued to you within 24 hours. This attestation is required by your dealer.

4. After being advised by your dealer of the arrival of the car, you should make arrangements with one of the local insurance companies for issuance of a third-party liability insurance. License plates and "carte rose" may be obtained against presentation of the "Transit Declaration" (issued by customs upon arrival of the car) at the "Bureau des Impôts".

5. Be sure to retain a copy of the "Transit Declaration" (if necessary, make a photostat) as you may need this document later on when payment of customs duty may become necessary.



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## ENGAGEMENT

Je soussigné, Nom .....Prénom .....  
fonctionnaire de l'Opération des Nations Unies au Congo  
présentement employé à .....titulaire du  
Laissez-Passer des Nations Unies No..... s'engage  
par la présente à ne pas céder ou louer à titre onéreux  
ou gratuit la voiture automobile ci-après désignée, sans  
en avoir référé au préalable au Chef du Service de l'In-  
tendance de l'ONUC, QG, lequel se mettra en rapport à  
toutes fins utiles avec la Direction Générale de Douanes.

Fait à Léopoldville, le

Marque: \_\_\_\_\_  
Châssis: \_\_\_\_\_  
Moteur: \_\_\_\_\_  
Modèle: \_\_\_\_\_



PER 250

*G. S. Seward*

*H*

21 March 1964

Mr. T.F. Cook, UNESCO

Carey Seward, Chief Administrative Officer

Staff Club

This is in reference to the several conversations we have had on the above subject.

Since the closing of the N'Galiema Club there has been no evidence of any spontaneous movement on the part of the staff to start another, smaller, club.

In the face of this lack of interest and past experience with enterprises requiring payments in hard currency (as required by New York in this case), I am unwilling to take any initiative in the matter.

If you feel that there is sufficient interest among the staff to warrant the opening of a new club, would you be good enough to form a committee to study the matter and make recommendations.

The villa which I had proposed to use is vacant and therefore available. However, I cannot hold it empty indefinitely.

Please, therefore, let me know by 26 March whether any progress has been made.

cc Mr. Dorsinville  
Mr. Osorio-Esfall ✓  
Mr. Cooper  
Mr. Hanson  
Mr. Schoellkopf



NOTE TO MRS. JERKOVIC

Dear Mrs. Jerkovic,

Mr. Saunders asked me to inform you as follows:

a) Duty free imported VW 1500.

If you are desirous to sell, please send written offer to CAD. We do not know if you are entitled to conversion facilities - this must have been laid down in the CAD's letter authorising importation. Get in touch with Finance for reimbursement of the import tax deposit (CF 15,000).

b) Your old car.

We presume that import taxes were paid on your old car. If so, you are free to sell it without passing through ONUC.

Please address yourself to me for any further information you may need on the subject.

Yours truly,



W. Schmid  
CIVOPS Room 251

19 March 1964



PER 250

MS/dmp

CIVOPS/191

19 March 1964

Mr. N. Madan, Senior Administrative Officer  
John M. Saunders, Deputy Chief Administrative Officer  
(Civilian Operations)

Request by Mr. Nolte to import a second car

1. Reference is made to your memorandum dated 9 March 1964.
2. Mr. Nolte states that he requests to import a second car in view of a possible two-year extension of his present assignment. The car, which he drives at present, shows around 15,000 kms. already and would hardly assure trouble-free driving over the whole period. Furthermore, Mr. Nolte intends to buy a car for use during his forthcoming leave in Europe, and, rather than having it stand around unused for a long time or sell it at a cheap price at the end of his vacation, he would like to take it along to the Congo.
3. Considering Mr. Nolte's intense need for a car in connexion with his duties, I recommend that his request be granted.

cc: Messrs. D. Najman, Chief UNESCO Mission  
H. Nolte, UNESCO Expert



PER 250

*(2) J. W. Seward*

16 March 1964

To: Mr. Max H. Dorsinville, Officer-in-Charge  
From: Carey Seward, Chief Administrative Officer  
Subject: Staff Club

This is in further reference to our conversation of Sunday morning concerning the establishment of an ONUC Club to replace the N'Galiema.

New York has agreed to the opening of a club, provided sales are made in dollars. Something like 100 staff members have indicated that they would be willing to join a club which would require payment of \$5.- per month as a membership fee. From this it appears that interest in a club which requires payment in hard currency would be very limited indeed. To bear this out, I am told that when the N'Galiema attempted to make sales in PX coupons (during a period when there was 50% convertibility and coupons were purchasable from the Congolese franc portion of MSA) the results were so bad that the N'Galiema almost closed, and had to change back to sales in francs. I am, therefore, not optimistic about the chances for success of a club operated on these terms.

My suggestion is that a committee be appointed to draw up a plan of operation, this committee to evolve into a Board of Governors for management of the club to be created. Since after June 30 those primarily interested in a club would be members of the Civilian Operations programme, perhaps membership on the committee should include a majority from the Civilian Operations side, including staff members of the Specialized Agencies.

At the moment the villa which I had proposed to use for a club is empty and therefore available. It would be useful if the committee were to start its work this week.

cc Mr. B. Osorio-Tafall ✓



OPERATION DES NATIONS UNIES  
AU CONGO



UNITED NATIONS OPERATION  
IN THE CONGO  
MAR 12 1964

File: 1104-1

Folio: 235/64

BOITE POSTALE 7248  
LEOPOLDVILLE  
REPUBLIQUE DU CONGO  
CABLE: ONUC. LEOPOLDVILLE

ACTION

CV/gc

Inter-office Memorandum

TO: *Saunders 262*  
2 .....  
3 ..... 12 March 1964  
☐ - Action Completed  
☐ - Acknowledged  
☐ - No Action Required  
IN TIA'S .....

TO: Mr. J. Saunders, Assistant Chief Administrative Officer  
FROM: J.C. Miranda-Correa, Chief ICAO TA Mission, Congo  
SUBJECT: Civilian Operations' Club

Since the closing of the Galiema restaurant several members of this Mission have commented on the fact that it becomes hard to get together with their work colleagues and their relatives, as the Galiema was the only place where they could meet without having to organize elaborate and expensive parties for this purpose.

They have suggested the convenience of getting together ONUC and Civilian Operations in order to organize a small restaurant club where they could meet after the working hours in the same manner as the Canadian and Pakistani messes are organized.

Would you kindly give consideration to such a project and let me know if I could be of any help in this matter.



OPERATION DES NATIONS UNIES  
AU CONGO



UNITED NATIONS OPERATION  
IN THE CONGO MAR 11 1964

BOITE POSTALE 7248  
LEOPOLDVILLE  
REPUBLIQUE DU CONGO  
CABLE: ONUC. LEOPOLDVILLE

ACTION

ONUC/UNESCO/Memo/680

le 10 mars 1964

TO: *Saunders*  
1 .....  
2 .....  
☐ ..... leied  
☐ ..... ed  
☐ ..... required  
INITIALS

A : Mr. J. Saunders, Chef adjoint des Services Administratifs pour les Opérations civiles

De : D. Najman, Chef de la Mission de l'Unesco au Congo

Objet : Club-restaurant du personnel civil

1. J'ai été saisi par plusieurs membres de la Mission de l'Unesco du problème de l'ouverture d'un club-restaurant pour le personnel civil de l'Onuc à Léopoldville.

2. Vous savez certainement que le Club du Galiema a été fermé à la fin du mois de février et qu'on a laissé entendre aux personnes qui en avaient exprimé le désir qu'un nouveau club serait ouvert sous peu.

3. Malheureusement il en est de ce club comme de beaucoup d'autres actions de l'Administration au Congo : on supprime une institution ou un service avant d'en avoir assuré le remplacement éventuel. C'est ainsi que j'ai appris que l'Administration n'avait plus l'intention d'ouvrir un club - même plus modeste - pour le personnel civil. Cette décision apparaît d'autant plus curieuse que les contingents militaires de différentes nationalités disposent de leurs propres clubs qui ne sont pas uniquement des restaurants, mais également des lieux de rencontre et des foyers de caractère culturel.

4. Je vous serais extrêmement reconnaissant si vous pouviez examiner ce problème avec les Services Administratifs, et si ces derniers maintiennent leur attitude former un groupe de travail composé des représentants des différents services des Opérations civiles pour que ceux-ci puissent éventuellement, en dehors de l'Administration, subvenir à leurs propres besoins.

Je vous en remercie d'avance.

*D. Najman*  
D. Najman