

MEMORANDA

18 DEC 1993 - 29 SEPT 1994

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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Civilian Staff
UNAMIR

DATE: 29 September 1994

FROM: A.H. Golo
OIC/ADM

REF.: PERS/NS

SUBJECT: Visit of Mr. M. Oummih, President of the UN Staff Council & Vice President of the Federation (CCISUA)

This is to inform you that Mr. Oummih, President of the Staff Council of the United Nations Headquarters Secretariat and Vice President of CCISUA is presently in Kigali for a two-day visit. Mr. Oummih is scheduled to address the staff at large from 4:00p.m. this afternoon, in the Meridien Lobby Conference Hall.

In addition, Mr. Oummih will meet with staff members individually tomorrow morning, from 8:00am to 10:00 am. You are therefore advised to schedule your private appointment with him through Mr. Diallo, the CCPO. The private staff meetings will be held in the CCPO's office, room 3044.

For further information, please do not hesitate to contact Personnel Section in rooms 3044 and 3053.



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Civilian Staff
UNAMIR

DATE: 29 September 1994

FROM: A.H. Golo
OIC/ADM

REF.: PERS/NS

SUBJECT: Visit of Mr. Luis Da Costa, Chief of Personnel/FOD

This is to inform you of the visit of Mr. Da Costa, Chief of Personnel/FOD to UNAMIR/HQ in Kigali from 1 - 5 October 1994.

In the afternoon of his arrival, Mr. Da Costa is expected to hold briefing sessions with the SRSG, the Exe. Dir. and the OIC/ADM and after which he will visit the United Nations accommodations and the installations at Amahoro Stadium. On Sunday, 2 October, he will go to Kabale for a one-day visit.

In the morning of Monday, 3 October, Mr. Da Costa will hold working sessions with the SRSG, the Exe. Dir., the FC., the CMO and CIVPOL and from 11:00am to 12:00pm, he will address the Chiefs of Sections/Units. In the afternoon, Mr. Da Costa is scheduled to hold individual working sessions with the staff. Therefore, those wishing to meet him may do so through Mr. Diallo, the CCPO, who will programme an appointment for you to see him privately. The private meetings with staff will start at 2:00pm and is expected to last for one hour and a half. In addition, he will address all the Civilian Staff at the Meridien Lobby Conference Hall at 4:00p.m.

On Tuesday, 4 October, Mr. Da Costa is expected to visit other sites of interest, particularly Sector 4. On 5 October, he will hold debriefing sessions with UNAMIR Senior Management prior to his departure for Nairobi where he will meet with UNAMIR staff at Gigiri.

Please try to schedule your appointment as early as possible on Monday morning, 3 October.



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UNAMIR - MINUAR

Interoffice Memorandum



Date: 28th September 1994

TO: All UNAMIR Civilian
& Military Personnel

FROM: A. H. Golo
OIC/ADMIN.

SUBJECT: Chief Security and Area Security Coordinator for Rwanda

Please be informed that Mr. Paul Ischlika has assumed the functions of Chief, Security and Safety Unit/UNAMIR as of 17 September 1994.

Additionally, Mr. Ischlika will be the UNAMIR Area Security Coordinator for the Evacuation Plan for Rwanda. Mr. Ischlika's office is located on the ground floor of UNAMIR/HQ in hotel Amahoro, room 1011.

Grateful you extend to him all assistance and co-operation in the performance of his duties.

cc: All Cooperating Organizations



UNITED NATIONS
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UNAMIR - MINUAR

TO: All Section Chiefs

DATE: 26 September 1994

FROM: A.H. Golo
OIC/ADM
UNAMIR

REF: PERSONNEL/NS

SUBJECT: FOPA - Field Operations Performance Appraisal Form

Please find attached, a new performance evaluation form to be completed specifically for staff on mission service. This form has been approved by OHRM on a trial basis. It must therefore be used as the only tool to evaluate mission staff. Effective immediately, all section chiefs are required to comply with this new format which must be completed in its entirety when performance appraisal is being carried out.

A copy of this form can be obtained from Personnel Section or if you wish to copy it on your hard disk, please do not hesitate to contact Ms. Sohun personally in room 3053.

Thank you for your usual cooperation.

cc: Office of the SRSG
Office of the Force Commander
AO's Sectoral Offices
Finance Section, Nairobi

FIELD OPERATION PERFORMANCE APPRAISAL FORM

Name (last, first, middle)		EOD in UN service:	EOD in mission:
Category/Grade/Level/Functional title in mission:		Type of appointment:	
Name of Mission:	Parent Dept./Off.(if applicable):	Period covered by this Report:	

PART I : TO BE COMPLETED BY THE STAFF MEMBER ON MISSION SERVICE

1. Describe briefly your major assignments during the period under review; were they clearly defined and explained?

2. What would be your preferred next assignment in terms of both challenge and hardship?

PART II : TO COMPLETED BY THE STAFF-MEMBER'S SUPERVISOR

If you deem it appropriate, comment on the staff member's responses to parts I above, specifying which item are you commenting upon. You may further add any additional information regarding the specific nature of the staff member's assignments that merit particular attention (e.g., responsibilities beyond those usually performed at staff member's level)

For each of the following items, please answer the question as precisely as possible and rate the performance in accordance with the following scale.

5 = Unusual contribution (top 2 %): truly exceptional and rare performance which far exceeds reasonable expectations, inclusive of creativity, originality and initiative;

4 = Exceeds expectations (top 24 %): distinctly better performance than reasonably expected, inclusive of consistent willingness to undertake additional work;

3 = Fully satisfactory (64 %): competent and adept performance that fully meets reasonable expectations;

2 = Partly satisfactory (8 %): performance meets some of, even most requirements but is in needs of improvement;

1 = Unsatisfactory (2 %): performance does nor meets reasonable requirements;

0 = Not Applicable: performance has no relevance to the specific item in question.

Please, in ranking the staff member's performance, refer to the relevant peer group.

Please bear in mind that a 3 rating is fully acceptable in any consideration relating to the staff member's future mission assignments or extention of appointments. Indeed most personnel are expected to perform at this level.

ITEM EVALUATED	RATING	SPECIFIC PERFORMANCE RELATED COMMENTS
A. QUALITY OF WORK:		
1. Professional knowledge/skills		
2. Thoroughness and accuracy		
3. Analytical ability to access and synthesize information		
4. Creativity in problem-solving		
B. QUANTITY OF WORK:		
1. Volume of work		
2. Promptness of response		
3. Ability to organize/prioritize		

C. WORKING UNDER PRESSURE/HAZARD		
1. Ability to maintain quality of work		
2. Readiness to accept added duties		
3. Willingness to volunteer when necessary		
4. Moral and poise under stress		
D. INTERPERSONAL SKILLS:		
1. Ability to work harmoniously with supervisor		
2. Ability to work harmoniously with peers/in teams		
3. Ability to establish and maintain external contacts		
4. Sensitivity to local culture and custom		
E. COMMUNICATION SKILLS:		
1. Written presentation		
2. Oral expression		
F. DEPENDABILITY AND ADAPTABILITY		
1. Reliability in working with minimum supervision		
2. Willingness to adapt to new requirements		
3. Adaptability to conditions of hardship/hazard		

G. SUPERVISION SKILLS (complete only if relevant)			
1. Ability to set and prioritize goals			
2. Ability to organize available resources			
3. Ability to monitor and evaluate subordinates			
4. Ability to motivate subordinates			
5. Ability to delegate work			
6. Ability to build and sustain teams			

Please respond to the following summarizing questions by indicating the appropriate column adding a comment when appropriate			
QUESTION	YES	NO	COMMENT
Given what you know about mission assignment, is the staff member suited for such assignment physically? Psychologically? Attitudinally? Please explain.			
Would you choose this staff member to participate in particularly demanding assignments?			

The FOPA is the culminating point of a continuous period of appraisal. It is advisable that the performance be periodically discussed with the staff member. Please indicate in the appropriate space provided.

Have such discussions taken place ? YES_____ NO_____

Has such discussion taken place in connection with this report ? YES_____NO _____

Name and title of reporting supervisor_____ Signature _____

Date_____

PART III : TO BE COMPLETED BY CHIEF OF MISSION FOR SUBSTANTIVE STAFF BY/CHIEF ADMINISTRATIVE OFFICER FOR ADMINISTRATIVE STAFF (If the size of the mission justifies if the above mentioned officials may delegate this authority to designated official):

Name and title: _____

Signature _____ Date _____

In your view and experience how you rank the performance of the staff member according to the following parameters from best to worst in reference to the relevant peer group:

- 1) Best 2% _____ (i.e., unusual contribution);
- 2) next 24% _____ (i.e., exceeds expectations);
- 3) next 64% _____ (i.e., fully satisfactory);
- 4) next 8% _____ (i.e., partly satisfactory);
- 5) last 2% _____ (i.e., unsatisfactory).

Your comments are appreciated but are optional except when the staff member's performance was ranked either by the reporting supervisor or by yourself as either above (2) or below (3)

After the FOPA has been completed the staff member must sign the original of the report and be given a copy thereof. The signature merely acknowledges receipt and does not necessarily indicate agreement with the evaluations contained in the report. Within one month of receipt of this report, the staff member may submit a brief written explanation or rebuttal in accordance with administrative instruction ST/AI/240/Rev.2.

Signature of staff member: _____ Date _____



TO: All UNAMIR HQ Staff

FROM: Ally Golo, OIC Administration

DATE: 22 September 1994

RE: Power Interruptions for Electric Repair
at Amohoro HQ

The Building Management Unit in conjunction with the Electrical Unit of the Communications Unit has planned a project to upgrade the wiring of the Amahoro HQ. The result will be to improve the quality of electricity supply throughout the building.

This project will require electric service interruptions in portions of the building where installation will be taking place. In addition, the Electricians will require access to all offices on a floor.

In order to be least disruptive, the work has been planned to take place between the hours of 09.00 and 16.00 over consecutive weekends according to the following schedule:

Floor 2 (CAO)	24, 25 September
Floor 1 (FC)	1, 2 October
Floor 3 (SRSG)	8, 9 October
Ground Floor	15, 16 October

Please make your offices accessible on the appropriate days and plan for service interruptions for at least a part of the days arranged for your floor. We apologize for any inconvenience that this may cause.

Thank you for your usual cooperation.

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UNAMIR - MINUAR

TO: To All Military & Civilian Personnel
UNAMIR

FROM: Shaharyar M. Khan
SRSG, UNAMIR

Shaharyar M. Khan
DATE: 20 September 1994

SUBJECT: OIC UNAMIR 21-29 September 1994

I will be away from the Mission area from 21 September to 29 September 1994.
During my absence Major General Tousignant, Force Commander will be the Officer-in-Charge of the Mission.

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UNAMIR - MINUAR

DATE: 19 September 1994

TO: All Civilian Staff

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

SUBJECT: Meeting with USG/DPKO

A meeting will be held at 1830 hrs, 20 September 1994 at the Hotel Meridien to allow the staff to meet and be addressed by Mr. Koffi Annan, the USG/DPKO.

The meeting will necessarily be brief, to allow the USG to maintain his very tight schedule.



Chase

INTEROFFICE MEMORANDUM

16 September 1994

To: All Sections
Through: Abdoulaye Bah, OIC GS
From: Mr Yeshanew Haile
Registry/Mail - OP -/And Pouch Chief
Subject: Duty for the Messengers

The Registry has a pleasure to announce to all services located in Amahoro Hotel that the messengers will visit each office every 1h to collect the outgoing mail or documents for distribution.

Thank you for your co-operation.

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UNAMIR - MINUAR

DATE: 14 SEPTEMBER 1994

TO: ALL CIVILIAN INTERNATIONAL STAFF

FROM: ALLY H. GOLO, OFFICER-IN-CHARGE
DIVISION OF ADMINISTRATION

SUBJECT: LIVING ACCOMMODATION

1. All are aware of the current difficulties we are having finding sufficient living accommodation for staff arriving in the mission. At this point, we have a contract with the **Chez Lando** and hope to soon obtain a further contract for the use of the **Meridien Hotel**. We are still actively seeking additional facilities, always with the view that UN staff are to be housed in groups to enhance security.

2. As facilities are short, space is necessarily tight and, in order to accommodate as many staff as possible, all personnel are expected to double up in the rooms available to the greatest extent possible. It is expected that staff will double up with friends for maximum compatibility, however, if numbers exceed available capacity, it may become necessary to assign people to available rooms, on the basis of double occupancy. As more space is found and made available, this requirement will cease.

3. It is appreciated that, under normal circumstances, staff would be permitted to find their own accommodation, either on a single or shared basis. These are not, for the moment, normal times and inconvenience is to be expected and tolerated. The security situation is currently deemed as such that staff will live in grouped premises provided by the UN. Moving into accommodation outside the provided facilities is, for the moment, not permitted.

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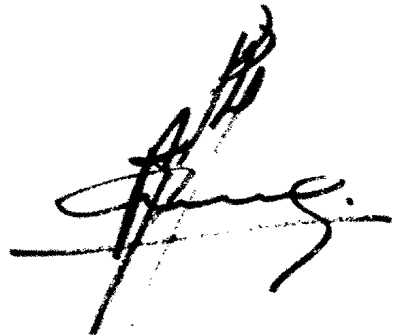
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INTERNAL MEMORANDUM

MEMORANDUM INTERIEUR

Date: 12 September 1994

To: All Civilian Personnel
Thru:
From: A. H. Golo, OIC Administration
UNAMIR, Kigali
Subject: VHF Communications ✓



Commencing 0800 hrs, 14 September 1994, UNAMIR Civilian staff will be required to utilize channel 11 for administrative communication purposes.

Channel 9, previously used for this purpose, has been reassigned to the Office of the SRSG.

Please ensure that this instruction is strictly adhered to.

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UNAMIR MINUAR

TO: All International Staff
UNAMIR

DATE: 31 August 1994

FROM: A.H. Golo
OIC/Administration

REF: Int Pers/NS

cc: A.R. Diallo
CCPO

SUBJECT: Compensation for service under hazardous conditions

Further to a fax received from Headquarters/New York on 30 August 1994, we are pleased to inform you that ICSC, at its Fortieth Session, has approved the implementation of exceptional measures in the form of hazard pay for all internationally-recruited staff assigned to Rwanda including Goma, Bukavu and Uvira (Zaire). The applicable amount of the hazard pay has been raised to US\$ 867.00 per month for three months with effective date 1 September through 30 November 1994.

Please note that the approved sum will only be incorporated into the payroll of each staff member at his/her respective parent duty station and will not be paid locally in the mission area.

You are therefore advised to confirm your individual index number and your duty station or parent organization to Personnel Section as soon as possible for further action.

Thank you for your cooperation.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
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UNAMIR MINUAR

TO All International Staff
UNAMIR

DATE 31 August 1994

FROM: A.H. Golo
OIC/Administration

REF: Int Pers. NS

cc: A.R. Diallo
CCPO

SUBJECT: Compensation for service under hazardous conditions

Further to a fax received from Headquarters/New York on 30 August 1994, we are pleased to inform you that ICSC, at its Fortieth Session, has approved the implementation of exceptional measures in the form of hazard pay for all internationally-recruited staff assigned to Rwanda including Goma, Bukavu and Uvira (Zaire). The applicable amount of the hazard pay has been raised to US\$ 867.00 per month for three months with effective date 1 September through 30 November 1994.

Please note that the approved sum will only be incorporated into the payroll of each staff member at his/her respective parent duty station and will not be paid locally in the mission area.

You are therefore advised to confirm your individual index number and your duty station or parent organization to Personnel Section as soon as possible for further action.

Thank you for your cooperation.

INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEUR

Date: 31 August, 1994

To: All UNAMIR Civilian and Military Staff

From: T. Missailidis
OIC Transport Section.



Subject: SCHEDULE SHUTTLE BUS DEPARTURE TIMMINGS.

Effective 1 September, 1994, except for weekends and UNAMIR holidays, please be advised that the schedule shuttle buses will depart hotel and Unamir HQ daily as follows:

Staff members unable to catch the 17.10 hour buses for any reasons should plan to utilize one of the following schedule shuttle buses as listed below.

	<u>BUS</u>	<u>DEPARTING-TIME</u>	<u>RETURN-TIME</u>
Mornings :	N0:1	07.40 HRS	
	N0:2	07.40 HRS	
	N0:3	07.40 HRS	
	N0:4	07.40 HRS	
Lunch Break :	N0:1	12.30 HRS	13.30 HRS
	N0:2	12.30 HRS	13.30 HRS
	N0:3	12.30 HRS	13.30 HRS
Close Of Day :	N0:1	17.15 HRS	
	N0:2	17.17 HRS	
	N0:3	17.15 HRS	
	N0:4	17.15 HRS	
	N0:5	18.00 HRS	
	N0:6	19.00 HRS	

Thank you for your understanding and co-operation.

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UNAMIR - MINUAR

TO: All International staff
UNAMIR

DATE: 29 August 1994

REF.: INT/PERS/MD

FROM: A.R. Diallo
CCPO

cc: A.H. Golo
OIC/Adm.

SUBJECT: Loss of Personal Effects

All Staff Members including MILOBS and CIVPOL who have lost their personal effects are requested to submit inventories of all lost items to the CCPO for onforwarding to FOD New York where they will be reviewed against the submitted claims.

New arrivals are also strongly advised to comply with the above instructions and complete inventory forms upon arrival in Kigali.

Thank you for your cooperation.

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UNAMIR - MINUAR

TO: All International staff
UNAMIR

DATE: 29 August 1994

REF.: INT/PERS/MD

FROM: A.R. Diallo
CCPO

cc: A.H. Golo
OIC/Adm.

SUBJECT: Payment of Dependency Allowances

All Civilian Staff Member are reminded of their obligation to submit to the CCPO, without delay, duly completed Form P.84 - Status Report and Request for Payment of Dependency Benefits.

The deadline for this submission is 15 September 1994. Dependency benefits will be discontinued for those who fail to comply with the above instructions.

Thank you for your cooperation.

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UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

28 March 1994

To: All International Civilian Staff,
Military Observers and Civilian Police

From: Christine De Liso *C. De Liso*
O.I.C. Administration

Subject: Revision to MSA Rates

We have been informed by United Nations Headquarters that a revised rate of MSA payable to UNAMIR staff is being implemented with effect from 1 April 1994. The new rates are:

First 30 days in the mission area: US\$ 108 per day

After 30 days in the mission area: US\$ 97 per day

The above amounts are subject to supplements of 10% for staff at the D-1/D-2 levels, and 25% for staff at the ASG/USG levels.

The mission area for administrative purposes will continue to be Rwanda and Uganda.



S RSG
ManeRor

INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEUR

RECEIVED	
OFFICE OF SRSG	
Date	23-3-94
No. 809	By PF

Date: March 23, 1994.

TO: All Military and Civilian
International Staff

FROM: Christine De Liso *C. De Liso*
OIC Administration

SUBJECT: SHUTTLE BUS TRANSPORTATION

All UNAMIR Military and Civilian International staff based in Kigali are requested to inform the Transportation Section Dispatch Unit at UNAMIR Headquarters as soon as possible but not later than 31 March 1994, whether daily UN transportation is required from their residence to and from work. This will enable them to complete a survey on the number of routes to be established and the required amount of vehicles that would be needed for the task.

Thank you for your co-operation.

RECEIVED	
OFFICE OF CAO	
Date	23/3
No.	By <i>hup</i>

RECEIVED	
OFFICE OF CAO	
Date	23/3
No.	By <i>hup</i>

PROGRAMME DES NATIONS UNIES
POUR LE DEVELOPPEMENT



cc: *TD*
UNITED NATIONS
DEVELOPMENT PROGRAMME

TO: Toutes les Agences du système des Nations Unies.
A:

DATE : 23/3/1994

CC:
CI à:

REFERENCE : ADM/250/8

Circ.: 012/94

THROUGH:
S/C de:

FROM: Mr François P. TISSOT
De: ARR(ADM)

SUBJECT:
Objet: Horaire valise diplomatique

A partir du 28 mars 1994, la valise diplomatique à destination de Genève sera expédiée le lundi au lieu du mardi pour cause de changement d'horaire du vol d'Air France.
Vous serez donc priés de faire parvenir le courrier au Registry du PNUD au plus tard le lundi à 14h00.

RECEIVED	
OFFICE OF SASG	
Date	<u>24-3-94</u>
No. <u>814</u>	By <u>PF</u>

SASG



Rec'd 16-2-94
Pab

INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEUR

Date: 16 February 1994

Ref.: 050/GS/02/94

TO : Mr. M. KANE,
Political Adviser

FROM : Stephan SETIAN,
Chief General Services Officer

SUBJECT : Conference Room Booking

1. I intend to conduct a coordination meeting of all the logistical elements involved in operation Foodmarket, the food distribution operation and therefore wish to book the SRSG's Conference Room as follows:

- a. Date : 19 February 1994
- b. Time : 10:00 hours
- c. Duration : 1 hour
- d. Number : 12 personnel.

2. Your consideration in this matter would be appreciated.

cc: Mr. B. DESSANDE,
Chief Protocol/Visitor's Bureau

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ASSISTANCE MISSION FOR RWANDA




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UNAMIR - MINUAR

INTER OFFICE MEMORANDUM

To: All Staff

From: 
Dr. Abdul H. Kabia
Executive Director

Date: 15 February 1994

Subject: Designation of Officer-in-Charge, Administration

Please be advised that the Special Representative of the Secretary General has designated Ms. Christine de Liso, Chief Finance Officer as Officer-in-Charge of Administration until the appointment by Headquarters of a CAO. Ms. Christine de Liso will also continue to carry out her functions as Chief Finance Officer.

cc: SRSG
FC
CivPol

N. Dessande

INTER-OFFICE MEMORANDUM

15 February 1994

To: Members of the Local Staff Review Committee:
SAO, CFO, CCO, CCPO, Ms. R. Forsinetti
Mr. P. Dessande

From:

CLSU *CLSU*

Subject: Meeting of the LSRC

Please note that the LSRC will meet on

Thursday 17 February 1994 at 10.00 in the office of the CCPO

You are kindly requested to attend.



UNAMIR - MINUAR

Date: 7 February 1994

To: All Division and Section Chiefs

From: Eric Dogbegah, CMISO

A handwritten signature in dark ink, appearing to read "Eric Dogbegah", with a horizontal line underneath.

Re: Software Training and Support

I am pleased to announce the arrival of the EDP Software Training and Support Team of David Kinsey and Michael Speir. Their office is room 3005 and phone extension 1305.

They will be offering software training courses in WordPerfect, Quattro Pro, and Paradox at the Introductory, Intermediate, and Advanced levels. Each course is one full day in duration (e.g. Paradox Introduction = 1 day; Paradox Intermediate = 1 day; Paradox Advanced = 1 day). There will be no half day classes offered. Estimated class hours are 8:30 to 12:00 (morning session), two hours lunch, and 14:00 to 17:00 (afternoon session).

Courses are tentatively planned to begin Wednesday, 9 February. After a full assessment of the staff's training needs is completed, I will distribute a permanent schedule; hopefully within the week. In the interim high priority students will be scheduled by phone.

At your option, please distribute this memo to your staff. I appreciate your attention to this matter and your assistance in prioritizing your staff's training needs.

Please address any scheduling inquiries to Ms. Chantal Lemieux in Room 3021 at extension 1321.

Note: To anyone who has not submitted his EDP Software Training Questionnaire; please do so immediately at the consequence of losing your opportunity for training.

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UNAMIR - MINUAR

*Ms M.R. Fonsino*INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEUR

RECEIVED	
OFFICE OF SRSG	
Date	<i>2 Jan 94</i>
No. <i>453</i>	By <i>82</i>

1. M. KANE

TO: Photocopier Operator

2. SRSG's file

2 February 1994

FROM:

Magne Albrigtsen,

M. Albrigtsen

Officer-in-Charge, Communications Section

SUBJECT: Priority Order - Use of photocopier

In view of the fact that UNAMIR Headquarters has only one photocopier for general use at the moment, it is imperative to establish a priority order for its users.

Effective immediately, priority on the use of the photocopier shall be given to the SRSG's and the Force Commander's Offices.

For strict compliance please.

cc: */* SRSG's Office

Force Commander's Office

M. DESSAUNDE

Me voir

UNAMIR

RECEIVED	
OFFICE OF SRSG	
Date	1st Feb 94
No.	440 By 22

2000.3/WEL/REC

1st February 1994

See Distribution

RECREATION TRIP TO NATIONAL PARK

1. Arrangements are being made for a recreational trip to the Akagera National Park on Sunday 6 Feb 94.
2. Entrance fee is 1400 FRW per person in organised groups of 10 or more. Details on timings and feeding will be communicated later.
3. Names of all interested personnel should be submitted to the CMPO not later than 4 Feb 94.

Alhaj
VKM COOPER-GLAWU
Maj
for CMPO

Distribution:

External:
Action:

Information:

MILOB Gp HQ
Kigali Sect HQ
DMZ Sect HQ

SRSG's Office
CAO
CTO

Internal:

Ops Sec
Planning Sec
Log Sec
Camp Comdt

FC's Office
DFC's Office

H. Dessaunder,

Apr Sur la demande de R. Karamu,
j'ai inscrit auprès du CMPO le nom
de M. J.R. BOON KOON pour
l'Akagera le dimanche 6/2/94.
Soyez vous êtes intéressé par
cette sortie ?
Rosette 2/2/94 16h



INTEROFFICE MEMORANDUM
MEMORANDUM INTERNE

24 January, 1994

TO: UNAMIR Offices
(see distribution list)

THROUGH: Mr. Hallqvist (CAO)

FROM: Mr. Dogbegah (CMISO)

SUBJECT: EDP TRAINING QUESTIONNAIRE FORM

Computer training courses will soon be offered on the following software:

- . DOS;
- . WordPerfect
- . Paradox;
- . QuattroPro.

If your staff members are interested, please ask them to fill in the attached form. The information in the questionnaire will help us organize sessions following the students computer skills.

Please return all forms approved by Chiefs of Offices by February 4, 1994 to room 3-021 - Chantal Lemieux's office. Interested staff members who will not complete the questionnaire will not be eligible for the first training course and will have to wait until the second phase.

Thank you for your cooperation.

Distribution list

SRSG
EDSRSG
FC
DCF/COS
UNCIVPOL
CAO
SAO
DMA



UNAMIR - MINUAR

INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEUR

10 January 1994

TO: All UNAMIR International Staff

THROUGH: Per O. Hallqvist
Chief Administrative Officer

FROM: Stephan Setian
Chief General Services Officer

SUBJECT: Visa Extension

A handwritten signature in dark ink, appearing to read 'Per O. Hallqvist', written over the 'THROUGH' line of the memorandum.

1. It has been brought to my attention that some of you may require a renewal of your visa.
 2. The present is a reminder to verify your passport and visa status and in the event you do need a renewal, please contact Mr. Michael Blumeris at extension 1412 in order to fill the application form required.
-

I/D.E.1

DEMANDE D'EXONERATION DE DROITS D'ENTREE

1. MISSION : MINUAR

2. NOMS (destinataire de la : JACQUES-ROGER BO
marchandise)

FONCTION : REPRESENTANT SPECI
GENERAL

No CARTE DIPLOMATIQUE : REF. COPIE NV. 000,

3. NATURE DE LA MARCHANDISE : MEUBLES POUR LA RESIDENCE
DU REPRESENTANT
(VOIR FACTURE PRO-FORMA NO.162/93
EN ANNEXE (31/12/1993).

VALEUR : 821.644 RWF.

PAYS DE PROVENANCE/ : VERMA - B.P. 232 KIGALI.
FOURNISSEUR/TRANSITAIRE :

SIGNATURE DU CHEF DE
LA MISSION (NOMS + SCEAU
DE LA MISSION).

M. HANS BENE
ADMINISTRATEUR PRINCIPAL DE
MINUAR(A.I.)

VISA DU MINISTERE DES AFFAIRES
ETRANGERES ET DE LA COOPERATION

KIGALI, LE 02 JANVIER 1994

Imail AMRI SUEO
Ambassadeur
Directeur
du Protocole d'Etat

VISA DE LA DIRECTION
DES DOUANES:

A L'ATTENTION DU FOURNISSEUR DES PRODUITS INDIQUES CI-DESSUS.

VOUS ETES INVITES A NOTER SUR LES BONS DE LIVRAISON, L'IDENTITE,
L'ADRESSE AINSI QUE LES Nos. DE LA CARTE D'IDENTITE ET DE LA
CARTE DE TRAVAIL DE L'AGENT QUI VIENT EFFECTUER L'ENLEVEMENT. A
DEFAULT, VOUS SEREZ PERSONNELLEMENT TENUS RESPONSABLES DE
L'UTILISATION ABUSIVE DE CETTE ATTESTATION.

N° 0658/94

24/01/94

✓ This quote has been discussed
with VERHA. They will grant
10% THE deduction against
other tax exemption documents.

If purchased it's ahead we
need a proper registration

[Signature] 3/2/20

FROM: DE :		
TELEPHONE NO.: NO DE TÉLÉPHONE :	EXTENSION: POSTE :	ROOM NO.: NO DE BUREAU :
RETURNED YOUR CALL	VOUS A RAPPELÉ(E)	
WILL CALL YOU AGAIN	VOUS RAPPELLERA	
WOULD LIKE YOU TO CALL	VOUDRAIT QUE VOUS L'APPELIEZ	
CAME TO SEE YOU	EST VENU(E) VOUS VOIR	
WOULD LIKE TO SEE YOU	VOUDRAIT VOUS VOIR	

*Historique,
Veuillez faire le nécessaire
pour retirer le mobile
du Répertoire Sp. du S.S. de
L.D.N.C.
Merci. P.B. Wolf*

RECEIVED BY - REÇU PAR	DATE	TIME - HEURE

COM.1 (1-90)

TO: A: <i>Je. Mami GATABAZI</i>		
FROM: DE: <i>DESSAIDE, SRSG'S OFFICE</i>		
Room No. - No de bureau <i>4060</i>	Extension - Poste	Date
FOR ACTION	POUR SUITE A DONNER	
FOR APPROVAL	POUR APPROBATION	
FOR SIGNATURE	POUR SIGNATURE	
FOR COMMENTS	POUR OBSERVATIONS	
MAY WE DISCUSS?	POURRIONS-NOUS EN PARLER ?	
YOUR ATTENTION	VOTRE ATTENTION	
AS DISCUSSED	COMME CONVENU	
AS REQUESTED	SUITE A VOTRE DEMANDE	
NOTE AND RETURN	NOTER ET RETOURNER	
FOR INFORMATION	POUR INFORMATION	

*NB: L'Ambassadeur Ubalijoro
m'a référé à vous pour
ce dossier qui est urgent
(RE: Résidence du SRSG)
Merci d'avance*

[Signature]

COM.6 (2-78)



UNAMIR - MINUAR

UNAMIR/IC/08
14 December 1993

To: All UNAMIR Personnel
From: Per O. Hallqvist
Chief Administrative Officer
Subject: Establishment of UNAMIR - resources

1. The Security Council established UNAMIR on 5 October 1993. The Mission's first few staff arrived in Rwanda less than two months ago. As of today the Mission has no approved budget for the mandate period. It had a temporary budget for the period 5 October - 30 November 1993. It has now expired. No cash funds have been transferred to the Mission. The Chief Administrative Officer has no delegated authority to expend funds.

2. Establishment of a new peace-keeping mission "normally" takes between 6 - 8 months. Most of the equipment and supplies required for UNAMIR will be shipped from UNTAC in due time or be procured (mainly abroad), once CAO has been given a delegated procurement authority.

3. In these circumstances, UNAMIR is financially and logistically very weak. Even when delegated procurement authority eases the situation and cash funds have been made available, one has to keep in mind that Rwanda is landlocked and most imports have to come either by air, at high cost, or by road from ports in East Africa (10 - 15 days trucking time). Only a limited number of items can be procured locally. Due to power cuts also the local industry has great problems to produce at the speed we require.

4. In view of this situation I kindly ask for the understanding of all UNAMIR personnel. The Division of Management & Administration currently is not in a position to satisfy more than the most prioritized requests (and often not even those). The division is staffed to approximately 40% and although all staff are doing their best to serve the Mission, they face severe [REDACTED].

5. The SRSG and, under SRSG direction, the CAO are responsible for the proper and efficient use of means available. It is not possible for them to satisfy every individual's request for a vehicle, free access to an international telephone line, office furniture and equipment etcetera. Once the Mission has an approved budget, cash funds at its disposal, local procurement authority, an abundance of operational vehicles, a satellite communications network and additional office premises, workshops etc., SRSG and CAO will be in a position to show the generosity which most staff expect of them at present.

6. Kindly accept the situation on the ground and assist all concerned by showing solidarity and exercising restraint. As soon as circumstances permit all justified requirements will be met.

Rec'd 18/11
[Signature]

I O M

CAO/UNAMIR

18 November 1993

To: Force Commander
Senior Administrative Officer

From: Chief Administrative Officer *[Signature]*

Subj: Arrival of SRSG. Crossing of Dr. Kabia
and Mr. Albrigtsen

1. Dr. Kabia has informed as follows: SRSG has called to say that is arriving in Kigali "on Tuesday 22 November". Tuesday is 23 November. SRSG is arriving either on Monday or Tuesday.
2. Dr. Kabia wants to cross the border to Rwanda on Sunday, being picked up at Gatuna (Ugandan border post) at 10:00 hrs local Ugandan time, which is 09:00 local Rwandan time. The Senior Radio Technician, Mr. Magne Albrigsten, will cross at the same time, using a UNAMIR vehicle.
3. May I kindly ask SAO to arrange for the pick-up in a UNAMIR vehicle with a driver from UNAMIR HQ.
4. May I kindly ask Force Commander to arrange for the driver's, Dr. Kabia's and Mr. Albrigtsen's crossings through RGF and RPF lines and advise Dr. Kabia by telephone or fax, when crossing permit is arranged.
5. May I kindly ask SAO to arrange for the offices of SRSG and his Personal Assistant and of the Senior Political Officer to be fully furnished and cleaned by Monday morning. All offices should have telephones. SRSG (only) shall also have access to direct international dialing. The office of the P.A. should have a PC and a Printer.
6. SRSG requires secretarial assistance from arrival. As Mr. Kyle Baxter Utley is recruited and designated for service as Secretary in the SRSG's Office, may I kindly suggest to Force Commander, that Mr. Utley temporarily takes up the duties of Secretary to SRSG until such time that the Personal Assistant or a Secretary has arrived.

cc: ✓ Pol. Offr. (understand your arrange SRSG's accommodation ?)
CMO

2 room suite at Mills Collins Hotel

2 single rooms - for KABIA + SRSG's Assistant.
