

UNAMIR

INTERNAL MEMORANDA

11 APR 1995 - 3 JAN 1996

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ORIGINAL ORDER

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**NOTE**

**Date:** 3 January 1996

**To:** All staff of the Office of the SRSG

**From:** Ismaël A. Diallo *Ismaël A. Diallo*  
OIC, Executive Director

**Subject:** Staff assignment

I wish to inform you that Ms. Sissay Tadesse has been assigned, effective immediatly, to replace Ms. Latifa Ouazany who has returned to her parent Organization.



**Date:** 14 December 1995

**To:** All Military and Civilian Personnel

**From:** Wilfrid de Souza  
Executive Director

A handwritten signature in black ink, appearing to read 'W. de Souza', written over the printed name and title.

**Subject:** Absence from mission area

I will be out of the mission area from 15 December 1995 to 9 January 1996. During my absence, Mr. Ismaël DIALLO will act as Executive Director.

Please extend to him your usual cooperation.



## INTEROFFICE MEMORANDUM

**Date:** 1 December 1995

**To:** All staff of the Office of the SRSG

**From:** Wilfrid de Souza

A handwritten signature in dark ink, appearing to read 'W. de Souza', written over the printed name.

**Subject:** Absence from the mission area

I will be out of the mission area from 1 to 4 December 1995. During my absence, Mr. Ismaël Diallo will act as Executive Director.

Please extend to him the usual cooperation.

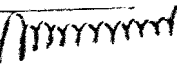
cc. FC  
CAO

File ADMIN.  
Matter

INTEROFFICE MEMORANDUM

TO : Ms. Susan Matthew  
Chief Administrative Officer

Date: 8 September 1995

FROM: Beadengar P. Dessande  
Chief of Protocol   
Room 4060 - Ext: 11069

SUBJECT: Accommodation for the Deputy General Prosecutor,  
International Criminal Tribunal for Rwanda, Kigali.

Please be informed that the Special Representative of the Secretary General of the United Nations has recently decided to provide to Judge Rakotomanana, until otherwise decided, the apartment n° 2 at the Belgium Village which will be from now his provisional residence.

For the judge's comforts the above apartment should be equipped with a minimum essential of equipment as the manager does not provide services such as breakfast, lunch and dinner anymore.

In this connection, please find below a list of the necessary equipments for the above apartment:

- 1 cooker
- 1 refrigerator
- 1 small table for the kitchen
- curtains for door and windows
- 2 sets of pillow cases
- 2 sets of bedsheet
- 1 flask (thermos) 1 1/2 l or 2l)
- 4 tea cups
- tea spoons
- water cups
- plates
- cuttlery

*Handwritten note:*  
Sandy all the  
furniture  
provided from Tribunal  
but not cups  
Bach  
etc

In view of the above we would also like to request that the other two appartments n°3 and n° 4 which are reserved for VIP guests, be furnished with the following items :

- 1 electric stove
- 1 electric kettle

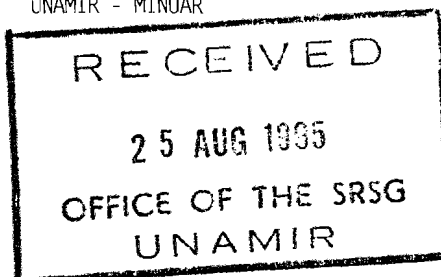
Thank you in advance for your prompt action.

cc: SRSG  
ED  
CISS  
STO  
ICTR

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UNAMIR - MINUAR



24 August 1995

**TO:** Mr. Shaharyar Khan,  
SRSG

**FROM:** Kimso Nilsvang,  
Chief Civilian Personnel Officer

**SUBJECT:** Use of interpreters/translators

*File*

*Kimso Nilsvang*

With reference to your memorandum of 18 August 1995 on the above subject, please be informed that we have three international interpreters including one UNV. Two are under UNAMIR payroll and the third one is under SSA contract with the International Tribunal.

One of UNAMIR interpreters is currently on leave until 15 September 1995 but the second one is available and I have made sure that at least one UNAMIR interpreter is always available at all times.

During the visit of Mr. Shaukat FAREED, one UNAMIR interpreter, Mr. Guillaume TIXIER (UNV) was present in Kigali and was readily available. You might have been misinformed that UNAMIR had no interpreter at that time and that your office would have to request the services of the Tribunal's interpreter. This was due to the fact that Mr. TIXIER was on loan to the Tribunal but it was understood that he could be called back to UNAMIR any time, whenever his services are required by UNAMIR.

In order to avoid such misunderstanding, in future, may I suggest that your office kindly get in touch with this office whenever you need an interpreter/translator.

The names of the interpreter/translators are:

Mr. André GEORGES, P-3 UNAMIR (currently on leave until 15 September)  
Mr. Guillaume TIXIER, (UNV) UNAMIR  
Mr. Georges FRANK, SSA, International Tribunal

cc: ED  
CAO



TO: Mr. Kimso Nilsvang  
CCPO

FROM: Shaharyar M. Khan  
SRSG

DATE: 18 August 1995

*Shaharyar M. Khan*

SUBJECT: Use of interpreters/translators

I would like to bring your attention that during the present visit of Mr. Shaukat Fareed, DHA, New York, my office has requested the services of an interpreter in order to assist Mr. Fareed during his meeting with different Ministers.

It appears that there are no interpreters available at this time in UNAMIR and that my office will have to request the services of the interpreter presently working for the Tribunal.

Could you kindly inform me whether there are still interpreters working for UNAMIR and how many.





cc: ED  
SASRSG

UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: Mr. Chaim Ouziel  
CAO

FROM: Shaharyar M. Khan  
SRSG

DATE: 17 August 1995

SUBJECT: Improvement of communications facilities UNAMIR Kinshasa office

As you are aware, Mr. Gaye has established the UNAMIR Liaison Office in Kinshasa and is now operating and utilizing UNDP facilities in the same location.

The nature of his communications could be classified as very sensitive and therefore it would be important to establish crypto facilities between that office and UNAMIR and also with New York Headquarters.

I would be grateful if you would authorize to send our communications technicians to Kinshasa to establish such a service. I understand that we assisted the Bujumbura office to install crypto facilities. Should the provision and installation of equipment be feasible, I will advise Mr. Gaye accordingly.

Your co-operation will be appreciated.



MEMORANDUM

TO : Mr. Paul McNeil  
Chief Finance Officer

FROM : Shaharyar M. Khan  
SRSG

DATE: 14 July 1995

*Shaharyar M. Khan*

SUBJECT: TRAVEL PLANS - JANUARY AND FEBRUARY 1995

Following your conversation with my Special Assistant, I wish to confirm my travel plans in January and February 1995.

(I) I travelled on UNAMIR Official Business from 14 through the 25 January as follows:

- (a) 14 through 20 January - Geneva Round Table.
- (b) From 21 through 24 January, I was in London awaiting confirmation to meet with French Foreign Ministry Officials. You can designate this as annual leave, except for the 23rd January when I attended a meeting at the British Foreign Office.
- (c) Having received confirmation of appointment on 25 January, I travelled to Paris.
- (d) Upon return to London on the morning of the 26th, I made arrangements to proceed on family visit from the 27th through 8th February.

I hope the above clarifies the matter.

Thank you

- - - -

UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

MEMORANDUM

TO : Mr. C. Ouziel  
Chief Administrative Officer

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

*Shaharyar M. Khan*  
DATE : 14 July 1995

SUBJECT: Secretary-General's visit

I would like to thank you for the support provided by your officers in Air Operations and Transport during the visit of the Secretary-General. In particular I would like to express my satisfaction at the impeccable communication facility which was placed at the disposal of the Secretary-General and which he and his staff highly appreciated.

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*Office of the Special Representative of the Secretary-General*  
*UNAMIR, Kigali*  
*Tel.: (212) 963-3582 & (250) 84265 - Fax.: (212) 963-3090 & (250) 86877*

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TO: All Military and Civilian Personnel

FROM: Shaharyar M. Khan  
SRSG

*Shaharyar M. Khan* DATE:

14 July 1995

SUBJECT: Absence from Mission Area

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

Please extend to him the usual cooperation.

cc: All United Nations Agencies



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**Office of the Special Representative of the Secretary-General**  
**UNAMIR, Kigali**  
**Tel.: (212) 963-3582 & (250) 84265 - Fax.: (212) 963-3090 & (250) 86877**

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TO: All Military and Civilian Personnel

FROM: Shaharyar M. Khan *Shaharyar Khan* DATE: 14 July 1995  
SRSG

SUBJECT: Secretary-General's Visit

Everyone in UNAMIR worked immensely hard to make the visit of the Secretary-General a success. I am grateful for the effort that was made. I am gratified that the Secretary-General was pleased with the results of the visit.

Once again, my congratulations and thanks for the commitment.

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**OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER**

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DATE: 13 July 1995

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

FROM: Chaim Ouziel, CAO 

SUBJECT: Visit of the United Nations Secretary-General

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

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



UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM

12 July 1995

**TO:** Ms I. Rivero-Mendez, Special Assistant to the SRSG

**INFO:** Mr C. Ouziel, CAO  
Mr W. Clive, CISS  
Mr J. Parnell, CAA 5

**FROM:** Mr G. Brière, CCM *Brière*

**SUBJECT:** ECONOMAT CASE UPDATE

1. As mentioned to you yesterday, Mr Minta and I met the SRSG on 08 July 95 to inform him about the meeting we had with the Rwandese Authorities with regard to payment of income taxes by Economat for the years 1994 and 1995.
2. At that meeting, the SRSG asked Mr Minta to prepare a note verbale to Minister of External Affairs and to arrange a meeting with the Deputy Prime Minister. Mr Khan informed us also that he was expecting to obtain the official position of the Rwandese Gouvernement on the SOMA on Monday 10 July 95. Finally, the SRSG asked me to include these problems in the FAX that I was preparing for him to send to the USG WRT the numerous problems we are experiencing in the area of contracts. The FAX addressed to the USG has been sent yesterday but I have not obtained anymore information concerning the other issues.
3. It is to be noted that I also provided a verbal briefing to FALD on the situation considering the operational consequences of this problem. They asked me to send them a complete report by writing ASAP. Since Mr Minta prepared also a briefing on the subject for the SRSG, I asked him to give me a copy of this report in order that I can forward this document to FALD. However, as of today I have not received this document.
4. More importantly as Mr Minta and I explained to the SRSG, the investigating officer of the Criminal Investigations department asked us to meet with him again **before 09 July** to provide the documents on the SOMA clarifying the status of the contractors. I understand very well that the SRSG is addressing this issue personally. However, as mentioned to you yesterday, I think that somebody in UNAMIR should call the investigation officer to explain him that the case is with the SRSG to avoid any further difficulties. In my view this is very important since, as you know, Mr Gardeux has been threaten to be **arrested** and he has been forbidden to leave the country until this affair would be resolved.

5. I understand that the SRSG and yourself are very busy with the SG visit but I would appreciate that you provide me some directions WRT this issue ASAP. I can call the investigating officer (if you so desire) to inform him that the case is personally handle by the SRSG or I can give you his name and phone number if you want to do it. Finally, I would appreciate very much to obtain a copy of the document prepared by Mr Minta for the SRSG, as he promised to me before his departure, in order that I can send a FAX to FALD ASAP.

6. Your cooperation in this matter is very much appreciated and I remain available to meet with you and/or the SRSG if required.






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**OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER**

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DATE: 12 July 1995

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

FROM: Chaim Ouziel, CAO 

SUBJECT: Visit of the United Nations Secretary-General

The Secretary-General will arrive in Kigali on Thursday 13 July 1995. He will visit the UNAMIR headquarters on Friday 14 July 1995 at 08:30 a.m. (and not 07:30 a.m. as previously scheduled). The Secretary-General will review a medal parade and address the staff.

All UNAMIR and UN Agencies' personnel are cordially invited to attend the event. Please be in place by 08:15 at the latest.



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**INTER-OFFICE MEMORANDUM**

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DATE: 11 July 1995

TO: All UNAMIR Administrative Section/Unit Chiefs/FSAs  
FROM: William Clive, CISS *W. Clive*  
SUBJECT: Coordination of FSAs

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

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

Please extend to Mr. Lombardo your usual cooperation.



DATE: 10 July 1995 .

TO: All UNAMIR Section and Unit Chiefs  
Division Of Administration

FROM: Chaim Ouziel  
Chief Administrative Officer

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

SUBJECT: APPOINTMENT OF CHIEF OF SECTION

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

c.c.  
SRSG  
FC  
ED



## MEMORANDUM

TO : Mr. Eric Dogbegah, Chief  
MIS/EDP

FROM : Isel Rivero *(signature)* DATE: 6 July 1995  
SA/SRSG

SUBJECT: Computer Training

Kindly include in your computer training programme the following staff from the OSRSG:

Ms. Agnes Atsiaya  
Ms. Latifa Ouazany

Please note that CARMEN Berna and MINTA Ike both from OSRSG are leaving the mission this coming week.

Regards.

cc: W. Clive  
Chief, ISS

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urgent

NOTE

Mr. W. Clive, Chief  
ISS

Kindly include in your computer training programme the following staff from the OSRSG:

Ms. Agnes Atsiaya  
Ms. Latifa.... -

Agnes:  
see if Ladan or any other  
secretary wishes to be trained.  
Thanks Jhr, 6-7-95

Please note that Caroline Bawa  
and the Muntā Bole from OSRSG are  
leaving the mission this coming week. —

See — —



Date: 04 July 1995  
Ref: MIS/EDP/Training

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

THRU: Mr. W. Clive, Chief  
ISS

FROM: Eric Dogbegah, Chief  
MIS/EDP

SUBJECT: Computer Training

The Software Training Team from UNPF will arrive in Kigali on 9 July 1995. Working in conjunction with UNAMIR's EDP Assistants, training of staff will begin on 13 July 1995. The attached list of candidates was prepared in conformity with the training applications that were received. Training would cover WIN<sup>DPWS</sup> and WP. Since the team will be here for a limited period of time, and to determine the number of training space that would be available, you are hereby requested to confirm if staff members of your Section shown on the list would be available to take the training at the suggested time and day.

*Or additional people require training*

Your urgent response would be very much appreciated before 7 July 1995.

cc: - Ms. Kelly Smith, EDP Assistant  
- Ms. Claudia Grabner, EDP Assistant  
- Mr. Enos Gakindi, EDP Assistant

## Group I

	Name	Unit	Ext
1	Musoni Barnabe	Comms	11057
2	Brian Seales	BMS	15116
3	John Chimba	Log Plan	11117
4	Pankaj Arora	G4 Log	11118
5	Genevieve Salvat	FC Office	11008
6	John Anees	R&I	
7	Mahomed Ben Mhmoud	DCOS	11140
8	Annovar	DCOS	11140
9	Soula Nossan	DCOS	11140
10	Moussa Mahamat Djoui	DCOS	11140
11	Bayamba Rudgers	BMS	111
12	Ngendahimana Ramadan	B&R	11095

Date: Thursday 13 July 1995  
Friday 14 July 1995

Time: 9:00 - 16:00

## Group II

	Name	Unit	Ext
1	Fatimata Diarra	Personnel	11088
2	Francois Moudourou Mbappe	Personnel	11128
3	Austin Apogan - Mella	Operations	11185
4	Hav Beer Bahadur	G6 Comms	11156
5	Promod Mallk	Operations	11162
6	Depak Das	Welfare	11108
7	Rose Namugambe		11108
8	Kevin Tutt	Support	11109
9	Jagan Nath	Logistics	11106
10	Angad Nanlal	Transport	11214
11	John Mayers	BMS	15116
12	Amsala Rgtta	OSRSG	11194

Date: Wednesday 19 July 1995  
Thursday 20 July 1995

Time: 9:00 - 16:00



## Group III

	Name	Unit	Ext
1	Kanayange Clementine	B&R	11095
2	Okunbor Hamis	MILOB	
3	Benson Chisha Musonda	4A	
4	Twagirayeru Jean-Marie	Travel	11142
5	Adu Yan	CIVPOL	11215
6	Badu-Acquah Cornelius	CIVPOL	11215
7	Urayeneza Theoneste	CIVPOL	11216
8	Effiong Bassey	CIVPOL	11215
9	Lydia Boahemaa Quarshie	CIVPOL	11216
10	Diarra Cheick Oumar	CIVPOL	11215
11	Adamu Adams	CIVPOL	11215
12	Jean Claude Mugenzi	Registry	1159

Date: Monday 24 July 1995  
Tuesday 25 July 1995

Time: 9:00 - 16:00

## Group IV

	Name	Unit	Ext
1	Susan Ndahird	Personnel	11128
2	Brandy McNeill	Personnel	11098
3	Innocent Ngirabayeyi	CMC	11155
4	Mark Klejna		11103
5	Ali Abdalla	Registry	11187
6	Aisha Jalloh	Procuremet	15176
7	Tomas Catolico	Procuremet	15176
8	Carole Harris	MCC	11097
9	Mukakigeli Gaudence	Security	11135
10	Theobald Kampayana	CIVPOL	11216
11	Aster Tekabe	GSS	11096
12	Juki Achmad	PCIU	1403

Date: Thursday 27 July 1995  
Friday 28 July 1995

Time: 9:00 - 16:00

## Group V

	Name	Unit	Ext
1	Arouna Traore	CIVPOL	11216
2	Ismael Henda	Registry	11126
3	Jean Claude Gahamayi	Registry	11126
4	Heikki Hamalainen	CMC	11155
5	Rurangirwa Theopiste	CMC	11138
6	Rukeramihigo Jean Bosco	Comms	11202
7	Cyprien Safali	Comms	125
8	Ismael Diallo	SRSG	11075
9	Uwicyeza Jeanmedarc	Humanitari	11072
10	Ike Minta	OSRSG	11082
11	Rafil Ladan	OSRSG	11078
12	Specioza Ndagire	Finance	15119

Date: Tuesday 1 August 1995  
Wednesday 2 August 1995

Time: 9:00 - 16:00

## Group VI

	Name	Unit	Ext
1	Abdelaziz Ammi	R & I	
2	Sahib Singh	COS office	11123
3	Molatte Marc	R & I	
4	David Opoku	TAC	11253
5	Geprge Addo	Personnel	108
6	Valice Worrell	Transport	11214
7	Danilo Carlos	Finance	15118
8	Abeba Kifle	OSRSG	11081
9	Irene Mukashema	Registry	11126
10	Umulisa Ernestine	Procurement	15122
11	Kel Gleeson	MOVCON	11097
12	Evon Parkes	Property	11188

Date: Thursday 3 August 1995  
Friday 4 August 1995

Time: 9:00 - 16:00

AFRICA/RWANDA 185- 7- 4 : 6:33 3056+ COMMEN: 8

## Group VII

	Name	Unit	Ext
1	Betty Kiru	OSRSG	11002
2	Gustave Rukundo	Comms	125
3	Mukayuni Alphonsine	Comms	11170
4	Urayeneza Theoneste	Comms	10
5	Solomon Achevih	GSS	11178
6	Evanson Thuonjoroge	GSS	11126
7	Gatoni Sebatutsi	GSS	11126
8	Umulisa Immaculee	Transport	11214
9	Nkunowanimana Ibrahim	Transport	
10	Waisea Vagewa	Transport	11212
11	Justine Chumbu	Ops	
12	Benny Samuel	FE	11262

Date: Monday 7 August 1995  
Tuesday 8 August 1995

Time: 9:00 - 16:00

## WordPerfect 6.0a - Beyond Introduction

	Name	Unit	Ext.
1	Emmanuel Uwikunda	Supply	11139
2	German Castellon	R&I	
3	Sissay Tudesse	CIVPOL	11216
4	Babirye Justine	Procurement	
5	Michael Blomeris	CMC	11095
6	Ingabire Chantal	Comms	11201
7	Berna Carmen	OSRSG	11071
8	Asten Tegene	Transport	11214
9	Brian East	UNAMIR	11060
10	Peter Campbell	MA/FC	11121
11	Emma Silvestre	Personnel	11089
12	Honore Mbwayahandi	BMS	11085

Date: Monday 17 July 1995

Time: 9:00 - 16:00

WordPerfect 6.0a - Beyond Introduction


	Name	Unit	Ext
1	Wayne Parnell	Log	11138
2	Wjne Njine	Accomm	15113
3	Nikuze Rehema	Claims	11103
4	Gerald Hatzenbichler	MILOBS	11235
5	Aminata Samo	GSS	11178
6	Robert Lateigne	Main	11264
7	Brad Cooling	95 FGSG	
8	Michael Austdal	FC Office	11121
9	Lvin Robert Stork	MOVCON	3061
10	Richard Lipscombe	COMMS	11201
11	Dorothee Umuhdza	MCC	11097
12	Boyd McKechnie	CMC	11138

Date: Wednesday 9 August 1995  
Time: 9:00 - 16:00



MEMORANDUM

TO: Mr. K. Nilsvang  
Chief, Personnel Section

FROM: Isel Rivero  DATE: 5 July 1995  
SA/SRSG

SUBJECT:: Accelerated Home Leave

Having served UNAMIR since 31 August 1994, I would like to proceed on accelerated home leave to Miami, Florida, USA in September and would appreciate your seeking the approval of New York.

In addition I would like to avail myself of the lump sum facility. Once approval is received I shall contact the travel section for itinerary and other arrangements.

The Special Representative has approved my leave.

Thank you for your assistance.

- - - - -



TO NYLSVANG

FROM ME

ACCELERATED HOME LEAVE

HAVING SERVED UNAMIR SINCE 31 AUGUST 1994,  
I WOULD LIKE TO PROCEED ON ACCELERATED HOME LEAVE TO MIAMI, FLORIDA, IN  
SEPTEMBER AND WOULD APPRECIATE YOUR SEEKING THE APPROVAL OF NEW YORK. (VSA)

IN ADDITION I WOULD LIKE TO AVAIL MYSELF OF THE LUMP SUM FACILITY. ONCE  
APPROVAL IS RECEIVED I SHALL CONTACT THE TRAVEL SECTION FOR ITINERARY AND  
OTHER ARRANGEMENTS.

THE SPECIAL REPRESENTATIVE HAS APPROVED MY LEAVE.

THANK YOU FOR YOUR ASSISTANCE.

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UNAMIR - MINUAR

INTEROFFICE MEMORANDUM  
MEMORANDUM INTERIEUR

Date: 3 July 1995

TO: All Section Chiefs/Administrative Assistants

FROM: K. Nilsvang  
Chief Civilian Personnel Officer

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

SUBJECT: New Leave Request and Check-In/Out Forms

... Please find attached revised "Request for Leave" and "Check-In/Out" forms which should be in use as of today.

Kindly inform the staff members in your section of these new forms.

Thank you

---



UNAMIR - MINUAR

INTEROFFICE MEMORANDUM  
MEMORANDUM INTERIEUR

Date: 3 July 1995

TO: All Section Chiefs/Administrative Assistants

FROM: K. Nilsvang  
Chief Civilian Personnel Officer

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

SUBJECT: New Leave Request and Check-In/Out Forms

... Please find attached revised "Request for Leave" and "Check-In/Out" forms which should be in use as of today.

Kindly inform the staff members in your section of these new forms.

Thank you

UNAMIR - MINUAR

### CHECK-IN/OUT SHEET

Name of Staff Member: \_\_\_\_\_ Functional Title: \_\_\_\_\_

Section/Unit in UNAMIR: \_\_\_\_\_ Grade/Level: \_\_\_\_\_

Parent Organization: \_\_\_\_\_ Index Number: \_\_\_\_\_

Arrival date in Kigali: \_\_\_\_\_ Departure date: \_\_\_\_\_

SIGNATURE OF CHIEFS OF SECTIONS/UNITS	CHECK-IN	CHECK-OUT
<b>Chief Administrative Officer [CAO]</b>		
<b>Chief Civilian Personnel Officer [CCPO]</b> (Briefing and Debriefing on administrative and personnel matters)		
<b>Chief Integrated Transport &amp; Maintenance Management [CITMM]</b> (Make/cancel transport arrangements, UN Driver's license)		
<b>Chief Communications Officer [CCO]</b> Check-out:       - Return Equipment received - Personal Telephone bills settled		
<b>Chief Registry and Mail</b> Check-out:       - forwarding address: _____		
<b>Chief Security Officer [CSO]</b> (Issuance/Return of ID card)		
<b>Chief Finance Officer [CFO]</b> - Advance received - MSA paid until: _____		
<b>Chief Management Information System Section [MISS]</b> (Return EDP equipment)		
<b>Supervisor - Property Control Inventory Unit [PCIU]</b> (Return equipment received from General Service/Logistics, including jerry cans)		
<b>Supervisor - Property Survey Board [PSB]</b> (Clearance on vehicle accident liability)		
<b>Accommodation Officer</b>		
<b>Personnel Section</b> Check-out:       - Balance of accrued leave upon departure - Other entitlements - MSA entitlement exceeded?		

Remarks: \_\_\_\_\_

\_\_\_\_\_



PLEASE PRINT OR TYPE  
IN FOUR COPIES

**REQUEST FOR LEAVE**

Name: \_\_\_\_\_ Section: \_\_\_\_\_

Index Number: \_\_\_\_\_ Functional Title: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Organization: \_\_\_\_\_ EOD UNAMIR: \_\_\_\_\_

LUMP SUM OPTION REQUESTED: YES ☐ NO ☐

Type of Leave:

<input type="checkbox"/> Annual Leave	<input type="checkbox"/> Home Leave
<input type="checkbox"/> Family Visit Travel	<input type="checkbox"/> Accelerated Home Leave

Place of Leave: \_\_\_\_\_ (For official Leave)

Duration of Leave: from : \_\_\_\_\_ to \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone: \_\_\_\_\_

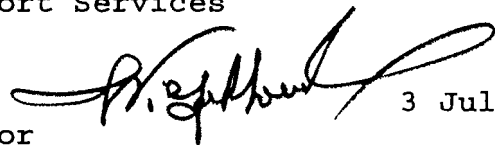
Staff Member's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

<b>Section Chief's Approval :</b>  Signature: _____ Date : _____
<b>For Personnel Use Only :</b> [Submit one to FO when this section is completed].  Annual Leave Requested : _____ Balance as of : _____  R & R Requested : _____  MSA Leave credit balance as of : _____  Cable/Administrative Report to New York : _____  New York Approval : _____  Date of Departure : _____
<b>Approval Chief Civilian Personnel Officer (CCPO):</b>  Signature: _____ Date : _____

CC: Personnel Section (Original)  
Finance Section (1st Copy)  
Staff Member's Section  
Staff Member



TO : Mr. W. Clive, Chief  
Integrated Support Services

FROM : Wilfrid De Souza  3 July 1995  
Executive Director

SUBJECT : Designation of VIP Status

It has recently been brought to my attention that certain staff are flying with VIP priority on UNAMIR flights.

For the sake of the record and protocol, I would like to inform you that designation of VIP is only accorded to the Special Representative of the Secretary-General, the Force Commander, the Executive Director, the Deputy Force Commander and the Chief Administrative Officer.

Kindly take note of the above and thank you for your cooperation.

UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA



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

MEMORANDUM

TO: Movement Control  
Nairobi

FROM: Isel Rivero *[Signature]*  
SA/SRSG

DATE: 29 June 1995

SUBJECT:

Please be advised the Ms. Agnes Atsiaya will be carrying foodstuff and other material for the Special Representative at his request from Nairobi to Kigali on Tuesday, 4 July 1995. Kindly make the necessary exceptions on luggage entitlement for the staff member.

cc: Chief Administrative Officer



---

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

---

DATE: 29 June 1995

TO: All locally-recruited staff members

FROM: Chaim Ouziel, CAO

A handwritten signature in black ink, appearing to be 'CO', written over the name 'Chaim Ouziel'.

I am pleased to announce that a special cost-of-living bonus has been granted to locally-recruited general service staff members in Kigali. For May and June 1995, this bonus amounts to 54% of net salary including the non-pensionable component. The bonus will be included in your June pay.

For the month of April, a bonus has also been granted. But the details for calculating that bonus have not been finalized. As soon as we receive all of the details from New York, that month's bonus will be paid as well.

I wish to take this opportunity to thank our locally-recruited staff members for their important and valuable contribution to UNAMIR.

---

A: Tout le personnel local

DE: Chaim Ouziel  
Chef de l'Administration

A handwritten signature in black ink, appearing to be 'CO', written over the name 'Chaim Ouziel'.

Je suis heureux de vous annoncer qu'une indemnité de cherté de vie spéciale a été accordée au personnel local des services généraux à Kigali. Cette bonification représente 54% du salaire net, y compris la part non soumise à retenue, pour les mois de mai et juin 1995 et vous sera versée avec le salaire du mois de juin.

Une indemnité analogue a aussi été accordée pour le mois d'avril, mais il reste à arrêter les détails du calcul. Elle vous sera versée dès réception de ces détails de New York.

Je saisis cette occasion pour remercier le personnel local de leur apport important et précieux pour la MINUAR.





---

INTER-OFFICE MEMORANDUM

---

DATE: June 27, 1995

①

TO: W. V. Clive  
CISS

FROM: C. Ouziel  
Chief Administrative Officer

A handwritten signature in dark ink, appearing to be "C. Ouziel", is written over the printed name and title.

SUBJECT: USE OF UNAMIR AIRCRAFT

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

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

*in par  
exceptional cases should  
SRSG/CAO allow  
exceptions. Shaurin  
27.6  
CAO*

② Noted  
*[Signature]*  
20 June 95

cc: SRSG  
FC ✓  
ED

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

MEMORANDUM

TO: Mr. C. Ouziel  
Chief Administrative Officer

FROM: Shaharyar M. Khan  
SRSG

DATE: 27 June 1995

*Shaharyar M. Khan*

SUBJECT: Telecommunications

In a number of occasions in the past, I have brought to the attention of the CAO and the Chief of Communications the improvement of the staff at the switchboard.

As you know there are very limited international lines available for UNAMIR staff, with the exception of the direct lines available, as far as I know, to my office, the Executive Director, the Force Commander and you. Other senior staff has to rely on the services of the switchboard in responding and transferring calls. Sometimes there is no answer at all, other times individuals calling are made to hold indefinitely prompting them to hang-up and try again with negative results.

I am aware that some of the problems in reaching UNAMIR arise with Rwandatel lines, and with the overload of the few international lines available. In this regard, perhaps an expansion of our communication equipment could be contemplated. On the other hand, in the specific case of calls that do get through, the problem lies with our switchboard.

I will be grateful if you would look into the above problems with the view to find some suitable solutions.

Thank you for your cooperation.

- 1) I have a problem - that at 7:05, people consider me to be the switchboard (9900-7-8). It takes patience to explain that I cannot transfer them.
- 2) Is it possible to have a tel. for residence?
- 3) The switchboard staff have a tel. to be done. The first impression I could need to be improved.

UNITED NATIONS

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

MEMORANDUM

Copy ED ✓

TO: Mr. C. Ouziel  
Chief Administrative Officer

FROM: Shaharyar M. Khan  
SRSG

DATE: 27 June 1995

*Shaharyar Khan*

SUBJECT:: Mid-Term Review Rwanda Round Table

The above meeting will be held in Kigali from 6 to 7 July 1995. I have indicated to the donors who will be participating that UNAMIR will place at their disposal two UNAMIR flights out of Nairobi on Wednesday 5 July, one in the morning and another in the afternoon. However, I have recently learnt that there are no flights either on Wednesdays or Sundays and this creates a problem.

I would be grateful for your suggestions on the above.

On Friday, 7 July a flight should be made available during the later afternoon.

Thank you for your cooperation.

-----

*Agas*  
*pls-copy ED*  
*For IR*  
*for his info.*  
*Shaharyar*  
*if*  
*done 27/6*

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

MEMORANDUM

TO: CAO

FROM: Isel Rivero  
SA/SRSG

DATE: 19 June 1995

SUBJECT: AMBASSADOR KHAN'S TRAVEL

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

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

Best wishes.

cc: FC  
ED  
Protocol  
AIROPS



To: Mr. Hugo Valdes, Chief  
Procurement Section

From: Isel Rivero-Mendez  
Special Assistant/SRSG

Date: 8 June 1995  
Ref: UNAMIR/RD/02

SUBJECT: Purchase of dictionaries

The Executive Director would appreciate it if the attached requisitions for the purchase of dictionaries is given the highest priority. He would also appreciate it if the purchase is made in Nairobi in order to receive the material by next week at the latest.

Thank you for your cooperation.

cc: ED  
CAO

Isel from Pauline 13/6

I have checked with  
Mr. Valdes regarding the  
above and he says he has  
placed an order from Nairobi  
and that it will take a few  
days from now to receive them.

Crono



UNAMIR - MINUAR

TO: Mr. Wilfred de Souza  
Executive Director

DATE: 12 June 1995  
REF.: UNAMIR/SO/105

FROM: Paul Ischlika  
CSO/ASC

SUBJECT: REQUEST FOR ADDITIONAL MAN-POWER

I wish to bring to your notice the acute shortage of security officers in the mission which has caused great strain on the meagre manpower resources at my disposal.

Although the need for more officers has always been there but is now more pressing than ever before, considering the prevailing deteriorating security situations in the country. My budget provision calls for 20 security officers, but I was only given a complement of 8 officers plus myself making a total of nine.

In April, one officer returned to his duty station in Vienna on completion of his contract and has never been replaced. Any moment from now, the SRSG's bodyguard Charfi Samir will be returning to his duty station in Vienna on request. That will bring the number down to 6 plus 1. The biggest problem now hanging over my head is a suitable replacement for Charfi Samir as bodyguard to the SRSG. This aspect of the duty requires specialized skill in the personal protection of VIPs.

The present strength does even make room for R & R, annual leave/family visit, or sickness. With the International Tribunal members here on our lap, they are requesting for twelve security officers as personal bodyguard to the chief prosecutor and other senior members of the tribunal. I have only been able to attach one security officer to them for lack of adequate manpower. With the numerous VIPs visiting Rwanda, they all need bodyguards/escorts. Those are specific areas where the military has no hands except in extreme circumstances.

In less than a month I will be departing on my family visit which will be the first in nearly two years. This will no doubt create further problems.

Some ex-military officers who served here in Ghanbatt I. did indicate their interest in joining the Mission as security officers and their applications were all sent to New York. Your predecessor Dr. A.H. Kabia did his utmost in pursuing the issue but without success.

For your information one of the applicants ex - Capt. Amonoo Kojo Appiah is back in the mission as UNV attached to the Transport section. Perhaps redeploying him in the security section will be of further assistance to the section.

Below are the areas of deployment for the present strength of security officers;

(a)	Paul Ischlika	-	CSO/ASC
(b)	Winsle Joubert	-	VIP escort/investigation
(c)	El-Khatib Anwar	-	OIC ID section
(d)	Mboli Marcelin	-	International Tribune
(e)	Emasi Waqanivere	-	Airport security
(f)	Charfi Samir	-	SRSB's Bodyguard
(g)	Tommy Bruce	-	Security operations Room
(h)	Grill Igro	-	UNAMIR HQ (on leave)

Places like Trafipro, Motor Garage, Telecommunications, Meridien, Chez Lando, and Belgian Village to name a few, are all areas that require security coverage.

I would be extremely grateful if you could please look into this issue as soon as possible.

cc: CAO

UNITED NATIONS



UNITED NATIONS RWANDA E  
BUREAU D'URGENCE DES NATIONS  
(UNREO)

MEMORAND

To: Mr. W. De Suza  
Executive Director  
UNAMIR

cc: Ms Isel Rivero

From: Randolph C. Kent  
UN Humanitarian Coordinator

Subject: REPAYMENT OF TRAVEL TO NAI

ROUTING SLIP

FICHE DE TRANSMISSION

TO:	A: <i>Paul McNeil</i>	
FROM:	DE: <i>Isel Rivero</i>	
Room No. - No de bureau	Extension - Poste	Date
	<i>11080</i>	<i>9-6-95</i>
FOR ACTION		POUR SUITE A DONNER
FOR APPROVAL		POUR APPROBATION
FOR SIGNATURE		POUR SIGNATURE
FOR COMMENTS	<input checked="" type="checkbox"/>	POUR OBSERVATIONS
MAY WE DISCUSS?		POURRIIONS-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

*Your advice on how to  
proceed please. —*

*Thanks,*

As you know there had been some confusion re  
meeting in Nairobi on 3-4 June. While my mission, as COM.6 (2-78)  
decided to go to Nairobi for two days, using the air ti

I now would like to repay the amounts owing for that ticket and the DSA.

I received US\$ 218 for DSA and an air ticket that cost US\$ 216. In that regard, I should  
mention that when on Monday, 3 June, one of my staff tried to return the DSA on my behalf, he  
was informed that I would need to fill out a form to return the value of the air ticket and the DSA.

Since I am most anxious to settle this matter, I would be very grateful for any assistance  
that you might give me on this matter.

Look forward to showing you the world of UNREO and the IOC! In the meantime, best  
regards.





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UNAMIR - MINUAR

TO: Mr. C. Ouziel,  
Chief Administrative Officer  
UNAMIR

Date: 2 June 1995

FROM: Wilfrid De Souza,  
Executive Director

Ref: UNAMIR/ED/01

SUBJECT: UNDP/UNCHS Consultations African Countries in Crises  
Nairobi, 5-6 June 1995

The Special Representative has been invited to participate in the above consultations. Since he is presently on mission I have requested Mr. Randolph Kent, United Nations Humanitarian Coordinator, to go on his behalf.

Mr. Kent will need to be in Nairobi early Monday morning. Since there are no UNAMIR flights available on Sunday, I have requested him to take a commercial flight to Nairobi. I understand that Cameroon Air is a possibility. Mr. Kent will return with a UNAMIR flight.

I would therefore appreciate it if you would instruct your staff to make the necessary arrangements including issuance of a PT-8 and travel advance for Mr. Kent.

Thank you for your cooperation.

cc: Air Operations  
Travel Unit  
Chief of Finance

Attachment

Crowd



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ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

OUTGOING FAX NO. \_\_\_\_\_

PAGE 1 OF 1

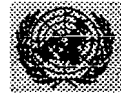
MIR NO. \_\_\_\_\_

MISC NO. \_\_\_\_\_

TO:MR. HEINZ KULL, OIC, UNIT 1, TECHNICAL COOPERATION DIVISION, UNCHS, NAIROBI	FROM:ISEL RIVERO, SPECIAL ASSISTANT TO SRSG <i>[Signature]</i> UNAMIR, KIGALI, RWANDA
ATTN: INFO:	DATE:2 JUNE 1995
FAX NO: 254 2 62463/4	PHONE: 212-963-3582 FAX NO: 212-963-3090
ORIGINATOR: I. RIVERO	SECTION: OSRSG
SUBJECT: 1ST RBA-UNCHS CONSULTATIONS, 5 AND 6 JUNE 1995	

1. On behalf of Ambassador Shaharyar M. Khan, I wish to extend his regrets at being unable to participate in the First RBA/UNCHS Consultation to be held on 5 and 6 June 1995 in Nairobi.
2. Ambassador Khan is presently on mission at UN Headquarters, New York and will not be back until the 12 June 1995. However, Mr. Randolph Kent, United Nations Humanitarian Coordinator in Rwanda will represent him at the occasion.
3. We note, however, that you have placed at the end of the programme "Summary and outlook, future actions, funding considerations". We would like to suggest that this item be given earlier consideration in order to allow for full strategies discussion by the end of the session on Tuesday, evening the 6 June 1995.
4. Best regards.

FROM/TO		ENDORSEMENTS/RESTRICTIONS (CARBON)		ORIGIN/DESTINATION		FLIGHT COUPON 1							
PASSENGER		DATE OF ISSUE		ISSUED IN EXCHANGE FOR		PLACE OF ISSUE - AGENCY							
KENT, R. M.		02 JUN 95				913							
CONJUNCTION TICKETS		ORIGINAL AIRLINE FORM SERIAL NO. PLACE DATE AGENT'S NUMERIC CODE											
X/O		GOOD FOR PASSAGE BETWEEN POINTS OUTLINED		CARRIER	FLIGHT/CLASS	DATE	TIME	STATUS	FARE BASIS	NOT VALID BEFORE	NOT VALID AFTER	ALLOW	BAGGAGE CHUNCK
FROM		KICALL		UN	803	JUN	1995						
TO		NAIROBI											
TOUR CODE		VOID											
PASSENGER TICKET AND BAGGAGE CHECK - ISSUED BY		CAMEROON AIRLINES		K076									
SUBJECT TO CONDITIONS OF CONTRACT IN THIS TICKET		604 2											
AIRLINE CODE		604		6285783044		6		□					
1													
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INTEROFFICE MEMORANDUM

DATE: 06 Jun 95

REF: AIR OPS 250

TO: All UNAMIR Military and Civilian Personnel

FROM: C. Ouziel  
Chief Administrative Officer

A handwritten signature in black ink, appearing to be "C. Ouziel", written over a horizontal line.

SUBJECT: UNAMIR WEEKLY FLIGHT SCHEDULE

1. Due to circumstances beyond our control, we are no longer able to utilize our medium transport aircraft, the Antonov-26. In order to compensate for this shortcoming, we have been utilizing a far more expensive aircraft on a daily basis, in the hopes that a solution to our problem would be forthcoming.

2. We have reached a point where we are certain that we will no longer be able to use the Antonov-26, however the daily use of the Hercules has become a financial liability. In order to keep our operation cost-effective, while maintaining operational capability and flexibility, it has been decided that a modified regular weekly flight schedule will be brought into force.

3. Until further notice, UNAMIR will run regularly-scheduled flights each day except Sunday and Wednesday. Notwithstanding VIP movements and other special requirements, the flight schedule will be as follows:

**Schedule for Monday, Tuesday, Thursday, Friday, and Saturday (ALL TIMES ARE LOCAL)**

**DEPART NAIROBI AT 0900HRS CHECK-IN AT 0700HRS  
ARRIVE KIGALI AT 0945HRS**

**DEPART KIGALI AT 1015HRS CHECK-IN AT 0815HRS  
ARRIVE NAIROBI AT 1300HRS**

4. Once again, there are no flights on either Sunday or Wednesday.

5. Thank you for your continued cooperation. Best regards.



95 FORCE LOGISTIC SUPPORT GROUP  
KIGALI RWANDA

Hold. For  
SRSG's return.

MEMORANDUM

FILE NO.: 8110-1


DATE: 31 May 95

FROM: 95 FLSC CO

TO: Distribution List

SUBJECT: INTERIM INSTR - CANADA DAY 95

1. Please be informed that 95 FLSC shall be holding Canada Day festivities, 1 July 1995, at TRAFIPRO Camp.
2. At that time UNAMIR II medals shall be presented and your presence is graciously requested. Detailed instructions shall be distributed in June but the parade shall be held in the late afternoon and a light reception shall follow in the early evening.
3. For the FWO, please note requirement for UNAMIR II parchments.

  
R.J. Powell  
LCol  
CO

with pleasure.  
Jm  
TRC

DISTRIBUTION LIST

Action

SRSG  
DFC

Info

F Welfare O

Low - programme with  
Follow. - 26/6/95



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UNAMIR - MINUAR

TO: UNAMIR Military and Civilian Personnel 31 May 1995  
Staff of United Nations Agencies in Rwanda

FROM: Maj-General Guy C. Tousignant  
Acting Chief of Mission  
UNAMIR

SUBJECT: Arrival of New Executive Director

I am pleased to announce the arrival in Kigali, on 29 May, of UNAMIR's new Executive Director, Mr. Wilfrid De Souza.

As Mr. De Souza takes up his important responsibilities, I am sure I can count on all members of the United Nations community in Rwanda to extend to him the usual cooperation.



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UNAMIR - MINUAR

TO: Mr. Kimso Nilsvang  
CCPO

THROUGH: Mr. Paul Ischlika  
Chief Security Officer

FROM: Charfi Samir  
Security Officer to the SRSG

DATE: 31 May 1995

SUBJECT: Return to Duty Station

I wish to inform you that due to pressing family matters I would like to return to my duty station with effect from 1 July 1995.

I joined UNAMIR on 13 August 1994 and I found it to be very satisfying and challenging experience. Were it not for the demanding family matters, I would have liked to continue with the mission until the end. If circumstances permits, I will be willing to return and serve in UNAMIR.

Thank you.

cc: SRSG  
ED  
PA to SRSG



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UNAMIR - MINUAR

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UNAMIR - MINUAR

DATE: 29 May 1995

TO: All Civilian Personnel

FROM: K. Nilsvang  
CCPO

A handwritten signature in dark ink, likely belonging to K. Nilsvang, the sender of the message.

SUBJECT: Staff meeting with the CAO

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

Please be punctual.



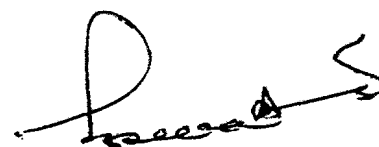
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27 May 1995

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

*Amala :  
Please come to all  
officers on hand  
Floor. 29/5/95*

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

  
K S Sivakumar  
Col  
COS



*Harry Gao  
24.5*

DATE: 24 May 1995  
REF: FCU/CAR/582

*SASG  
revised.  
24-5-95*

TO: William Clive  
Chief Integrated Support Services

FROM: Kel Gleeson *Kel Gleeson*  
Chief FCU

SUBJECT: STATUS OF THE INDIAN SIGNAL UNIT CONTAINERS

1. The Freight Control Unit was advised early 24 May 95 that the Indian Contingent containers coming from the port of Dar-Es-Salaam was being impounded by the RPA. This consignment consisted of ten 20'ISO containers of which two are in Customs and eight are in the custody of the RPA. The issues are:

- a. The RPA are suspicious of the road haulage company that the freight forwarder, Global Containers hired, i.e. Hassan Transport. The reason for this suspicion could not be ascertained.
- b. The packing lists do not match the lists prepared by the freight forwarder.
- c. There are an additional two containers in the consignment which we do not know about.
- d. There was an accusation that the containers contained weapons.
- e. The RPA were not advised about the arrival of the ammunition in one of the containers.

2. Accordingly the following comments and actions are offered in relation to the problem:

- a. The FCU will investigate the concern about the road haulage company.
- b. The mix-up between the lists has been resolved.
- c. UNAMIR has proven that the additional containers do not belong to this consignment.
- d. An inspection of the containers confirmed that they contained no weapons.

e. The RPA will be advised in the future of the arrival of all military contingent equipment by road.

3. The latest report late 24 May 95 is that the RPA is now going to release the consignment after a detailed inspection. The FCU will monitor the situation and advise accordingly.


C.C.  
Isel Rivero-Mendez  
Snr Political Affairs Advisor

INTEROFFICE MEMORANDUM

23 May 1995

To: Chief Transport Officer

Info: CAO

From: Sammy Kum Buo,   
OIC/OSRSG

Subject: Vehicles assigned to OSRSG

1. This is to confirm that the following 17 vehicles are currently assigned to the various sections in the Office of the SRSG as follows:

UNAMIR VEHICLE NO:	ASSIGNED TO:
1 - 1298	SRSG
635	SRSG's Cabinet
3	Executive Director
9 - 36 - 1459	Political
37 - 245	Protocol
22	Legal Adviser
42 - 44 - 202 - 1161	Radio UNAMIR
1456 - 1457	Spokesman
1462	Humanitarian

2. The above list does not include vehicles assigned to the two Political Information Officers deployed in Gisenyi and Cyangugu.

3. Because of the nature of their responsibilities which include attending meetings, press conferences and travelling around the country to conduct interviews, the staff of the Radio Unit need 2 additional vehicles. We have approved this request and hope we can count on your cooperation in order to ensure the effective discharge of the tasks assigned to the Radio.

4. With the imminent departure of one Political Affairs Officer and Mr. Joseph Licari of the Spokesman's Office, vehicles Nos. 36 and 1457 should be reassigned within the OSRSG as follows: UNAMIR 36 to Office of the Spokesman and UNAMIR 1457 to Radio Unit. With this arrangement, the Radio Unit would require only one additional vehicle (Landcruiser).

5. I should also bring to your attention that the OSRSG would need one 4 Runner or Landcruiser for a Political Information Officer who is expected to arrive in the Mission by the end of the current month and would be deployed out of Kigali immediately thereafter. Furthermore, as you are aware, the staff of the OSRSG are permanently on call and are often called upon to work on short notice long after office hours when UNAMIR shuttle buses have stopped running. We are therefore requesting that one vehicle, preferably a 4 Runner, be assigned to the OSRSG for the use of such staff. The keys would be kept in the reception desk in the lobby.

6. Thank you for your usual cooperation and urgent attention to this matter.

cc.: Chiefs of Section, OSRSG



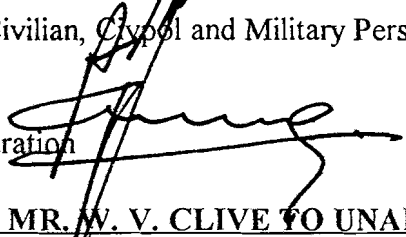
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INTER-OFFICE MEMORANDUM

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DATE: 19 May, 1995

TO: All UNAMIR Civilian, ~~Civil~~ and Military Personnel

FROM: A. H. Golo  
O.I.C. Administration 

SUBJECT: ARRIVAL OF MR. W. V. CLIVE TO UNAMIR

This is to inform you that effective 19 May, 1995, Mr. William "Bill" Clive will assume the functions of Chief, Integrated Support Services. In welcoming Mr. Clive I would ask you to extend to him your usual cooperation.

16 May 1995

TO: Mr. A.H. Golo, OIC Adm

THROUGH: Mr. M. Lessanu, A/CISS

FROM: Mr. J. Albert, A/CILM

SUBJECT: LOGISTICS SUPPORT TO THE RWANDASE GOVERNMENT

Ref: SRSG Note dated 13 May 95

1. The following services have been rendered to the Government of Rwanda since August 1994:

CATEGORY	COST (USD)
a. Construction and maintenance	\$29,317.13
b. General services	\$7,587.10
c. Water distribution	\$28,977.84
d. Fuel operation	\$286,683.50
e. Ground transportation	\$5,327.00
TOTAL	\$357,892.57

2. Renovation cost of the Gendarmerie School has not been included in para 1.a since this project was done by CBES.

3. Regards.

Attachments: 3

*SRSG: I have the  
idealized envelopes.  
Mr. 11.5.95*



## BROWN AND ROOT SERVICES CORPORATION

## UNAMIR SUPPORT

<u>WK_REQUEST</u>	<u>CE_CODE</u>	<u>CLIN</u>	<u>TRAN_DATE</u>	<u>TRAN_AMT</u>
060	LABL	E0810	2/ 9/95	72.00
060	LABL	E0810	2/11/95	19.00
		SUB TOTAL BY WK_REQUEST		91.00
066	LABL	E0810	2/11/95	2.00
		SUB TOTAL BY WK_REQUEST		2.00
075	LABL	E0810	3/ 2/95	76.00
		SUB TOTAL BY WK_REQUEST		76.00
079	LABL	E0810	3/25/95	59.00
079	LABL	E0810	3/25/95	59.00
		SUB TOTAL BY WK_REQUEST		118.00
		SUB TOTAL BY CLIN		287.00
006	LABS	E0820	8/27/94	7.87
006	LABS	E0820	8/27/94	47.81
006	LABS	E0820	8/27/94	147.10
006	LABS	E0820	9/ 3/94	46.08
006	LABS	E0820	9/ 3/94	147.10
006	LABL	E0820	9/ 1/94	275.00
006	LABL	E0820	9/ 1/94	151.00
006	LABL	E0820	9/15/94	637.00
006	LABL	E0820	9/24/94	668.00
006	LABL	E0820	8/13/94	12.00
		SUB TOTAL BY WK_REQUEST		2,138.96
066	LABS	E0820	3/11/95	9.62
066	LABS	E0820	3/11/95	68.74
066	LABS	E0820	3/11/95	179.78
066	LABL	E0820	3/ 2/95	441.00
066	LABL	E0820	3/11/95	474.00
066	LABL	E0820	4/ 1/95	450.00
066	LABL	E0820	3/25/95	479.00
066	LABL	E0820	4/ 1/95	368.00
066	LABL	E0820	4/ 1/95	450.00
066	LABL	E0820	3/25/95	479.00
066	LABL	E0820	4/ 1/95	368.00
066	LABL	E0820	4/ 8/95	303.00
		SUB TOTAL BY WK_REQUEST		4,070.14
067	LABL	E0820	3/ 2/95	255.00
067	LABL	E0820	3/ 2/95	5.00
		SUB TOTAL BY WK_REQUEST		260.00
		SUB TOTAL BY CLIN		6,469.10
019	LABL	E0870	2/ 9/95	831.00
		SUB TOTAL BY WK_REQUEST		831.00
		SUB TOTAL BY CLIN		831.00
		GRAND TOTAL		7,587.10

BROWN AND ROOT SERVICES CORPORATION  
UNAMIR SUPPORT

CONSTRUCTION & MAINT.

<u>WK_REQUEST</u>	<u>CE_CODE</u>	<u>CLIN</u>	<u>TRAN_DATE</u>	<u>TRAN_AMT</u>
001	LABS	E0220	8/13/94	21.62
001	LABS	E0220	8/13/94	76.91
001	LABL	E0220	8/ 6/94	32.00
001	LABS	E0220	8/20/94	4.40
001	LABS	E0220	8/20/94	25.59
001	LABS	E0220	8/20/94	82.19
001	LABS	E0220	8/13/94	4.11
001	LABS	E0220	8/27/94	6.84
001	LABS	E0220	8/27/94	42.08
001	LABS	E0220	8/27/94	127.86
001	EQP	E0220	8/21/94	245.00
001	LABL	E0220	8/20/94	7.00
001	MAT	E0220	8/16/94	16.00
001	LABL	E0220	1/21/95	28.00
SUB-TOTAL BY WK_REQUEST				719.60
0011	LABL	E0220	8/20/94	386.00
0011	LABL	E0220	8/20/94	-386.00
0011	ODC	E0220	8/20/94	209.00
0011	ODC	E0220	8/20/94	130.00
0011	ODC	E0220	8/20/94	47.00
SUB-TOTAL BY WK_REQUEST				386.00
004	LAB	E0310	10/22/94	32.79
004	LAB	E0310	10/22/94	69.23
004	LAB	E0310	11/ 5/94	74.77
004	LAB	E0310	11/ 5/94	155.77
004	LAB	E0310	1/31/95	2.28
004	LAB	E0310	1/31/95	3.60
004	LAB	E0310	10/30/94	3.60
004	LAB	E0310	11/30/94	8.63
004	LAB	E0310	1/31/95	8.10
004	LAB	E0310	1/31/95	5.14
SUB-TOTAL BY WK_REQUEST				363.91
033	LABL	E0220	11/19/94	32.00
033	LABL	E0220	11/19/94	158.00
033	MAT	E0220	12/16/94	637.00
033	MAT	E0220	12/31/94	254.00
033	LABL	E0220	1/28/95	15.00
033	ODC	E0220	12/20/94	8,389.00
033	ODC	E0220	3/30/95	-8,389.00
033	ODC	E0220	3/30/95	8,389.00
033	MAT	E0220	12/24/94	30.00
033	MAT	E0220	12/24/94	-30.00
SUB-TOTAL BY WK_REQUEST				9,485.00
036	LAB	E0220	10/29/94	139.37
036	LAB	E0220	10/29/94	294.23
036	LABL	E0220	11/ 5/94	441.00
036	LAB	E0220	1/31/95	9.71
036	LAB	E0220	1/31/95	15.30
036	LAB	E0220	10/30/94	15.28
036	MAT	E0220	12/31/94	653.00
SUB-TOTAL BY WK_REQUEST				1,567.89
054	LAB	E0220	12/ 3/94	163.01
054	LAB	E0220	12/ 3/94	346.15
054	LAB	E0220	12/10/94	4.37
054	LAB	E0220	12/10/94	17.31

BROWN AND ROOT SERVICES CORPORATION  
UNAMIR SUPPORT

<u>WK_REQUEST</u>	<u>CE_CODE</u>	<u>CLIN</u>	<u>TRAN_DATE</u>	<u>TRAN_AMT</u>
054	LABS	E0220	12/10/94	4.37
054	LABS	E0220	12/10/94	27.59
054	LABS	E0220	12/10/94	81.72
054	LAB	E0220	12/31/94	18.93
SUB-TOTAL BY WK_REQUEST				663.45
081	LABS	E0210	3/25/95	24.43
081	LABS	E0210	3/25/95	174.59
081	LABS	E0210	3/25/95	456.63
081	LAB	E0210	3/25/95	11.87
081	LAB	E0210	3/25/95	23.08
081	LAB	E0210	4/ 1/95	23.74
081	LAB	E0210	4/ 1/95	46.15
081	LABS	E0210	4/ 1/95	34.20
081	LABS	E0210	4/ 1/95	244.43
081	LABS	E0210	4/ 1/95	639.28
081	LABS	E0210	4/ 8/95	10.75
081	LABS	E0210	4/ 8/95	79.15
081	LABS	E0210	4/ 8/95	200.91
081	LABS	E0210	4/15/95	35.18
081	LABS	E0210	4/15/95	17.49
081	LABS	E0210	4/15/95	259.03
081	LABS	E0210	4/15/95	128.77
081	LABS	E0210	4/15/95	657.55
081	LABS	E0210	4/15/95	326.88
081	LABS	E0210	4/22/95	9.77
081	LABS	E0210	4/22/95	93.12
081	LABS	E0210	4/22/95	182.65
081	LABS	E0210	4/29/95	11.73
081	LABS	E0210	4/29/95	87.67
081	LABS	E0210	4/29/95	219.18
081	LABL	E0210	4/ 8/95	2,320.00
SUB-TOTAL BY WK_REQUEST				6,318.23
126	MAT	E0220	1/15/95	2,776.00
126	MAT	E0220	1/17/95	172.50
126	LAB	E0220	1/28/95	73.79
126	LAB	E0220	1/28/95	155.77
126	LAB	E0220	1/21/95	32.79
126	LAB	E0220	1/21/95	69.23
126	LABL	E0220	2/ 9/95	404.00
126	MAT	E0220	3/ 4/95	2,949.00
126	LAB	E0220	1/28/95	23.69
SUB-TOTAL BY WK_REQUEST				6,656.77
127	LABS	E0220	1/14/95	5.25
127	LABS	E0220	1/14/95	33.55
127	LABS	E0220	1/14/95	98.06
127	LABS	E0220	1/21/95	6.12
127	LABS	E0220	1/21/95	41.31
127	LABS	E0220	1/21/95	114.40
SUB-TOTAL BY WK_REQUEST				298.69
135	LABS	E0220	2/11/95	13.12
135	LABS	E0220	2/11/95	91.06
135	LABS	E0220	2/11/95	245.16
135	LABL	E0220	1/28/95	208.00
135	LABL	E0220	1/28/95	5.00
135	LABL	E0220	2/11/95	60.00
135	LABL	E0220	2/18/95	124.00
135	MAT	E0220	2/22/95	212.00

BROWN AND ROOT SERVICES CORPORATION  
UNAMIR SUPPORT

<u>WK_REQUEST</u>	<u>CE_CODE</u>	<u>CLIN</u>	<u>TRAN_DATE</u>	<u>TRAN_AMT</u>
135	MAT	E0220	2/ 7/95	228.72
		SUB-TOTAL BY WK_REQUEST		1,187.06
150	LABL	E0220	3/ 2/95	88.00
		SUB-TOTAL BY WK_REQUEST		88.00
197	LABL	E0220	3/ 2/95	13.00
		SUB-TOTAL BY WK_REQUEST		13.00
198	LAB	E0220	4/ 1/95	35.61
198	LAB	E0220	4/ 1/95	69.23
		SUB-TOTAL BY WK_REQUEST		104.84
199	LABS	E0220	3/25/95	15.74
199	LABS	E0220	3/25/95	117.68
199	LABS	E0220	3/25/95	294.19
199	LABL	E0220	4/ 1/95	90.00
199	LABL	E0220	4/ 1/95	90.00
		SUB-TOTAL BY WK_REQUEST		607.61
220	LABS	E0220	4/15/95	3.91
220	LABS	E0220	4/15/95	27.98
220	LABS	E0220	4/15/95	28.78
220	LABS	E0220	4/15/95	200.35
220	LABS	E0220	4/15/95	73.06
220	LABS	E0220	4/15/95	523.00
		SUB-TOTAL BY WK_REQUEST		857.08
		GRAND TOTAL		29,317.13

WATER DISTRIBUTION							
WOR NUMBER	DESCRIPTION	DATES	QUANTITY	TOTAL DELIVERED	DELIVERY COST TO DATE	PRODUCT COST TO DATE	TOTAL COST
10.01.4.0-007	SUPPLY OF WATER TO THE KIGALI INT. AIRPORT.	DAILY CONT.	100 000 lt.				
10.01.4.0-	SUPPLY OF WATER TO CULTURAL ISLAMIC CENTER KIGALI.	ONCE OFF	50 000 lt				
10.01	4XWATER TANKERS TO IDPS IN BUTARE.	27-Apr-95	?				
	ORPHANAGE AT AIRPORT.	MONTHLY	40 000lt				
	POLICE	DAILY	10 000lt				
	KIBEHO WITH MASSACRE	22-Apr-95	80 000lt				
	ORPHANAGE AT GITERAMA.	1-Apr-95	80 000lt				
	RE-BURIAL SITE KIGALI	15-Mar-95	60 000lt				
	RPA FOR CLEANING OF PORTA-POTS	MARCH AND APRIL	40 000lt				
				7'120,000lt	\$27,411.44	\$1,566.40	\$28,977.84
FUEL OPERATIONS							
WOR NUMBER	DESCRIPTION	DATES	QUANTITY	TOTAL DELIVERED	TOTAL DELIVERY COST TO DATE	TOTAL PRODUCT COST TO DATE	TOTAL COST
10.04.4.0-003	DIESEL TO POWER STATION AT KIA.	DAILY	1600-1800 lt				
10.04.4.0-001	KING FAYCAL CITY HOSPITAL	MONTHLY	IN RETURN WE USE THEIR SUERAGE FACILITIES FOR 5000lt		NO COST CHARGED	NO COST CHARGED	NO COST CHARGED
	RADAR NAVIGATION TOWER AT KIA.	WEEKLY	7 000lt				
	RWANDATEL	MONTHLY	3 000lt				
				536,550lt	\$45,236.00	\$241,447.50	\$286,683.50
WAREHOUSING							
WOR NUMBER	DESCRIPTION	DATES	QUANTITY	TOTAL DELIVERED	DELIVERY COST TO DATE	PRODUCT COST TO DATE	TOTAL COST
NO SUPPORT GIVEN				NIL	NIL	NIL	NIL

GROUND TRANSPORTATION							
WOR NUMBER	DESCRIPTION	DATES	QUANTITY	TOTAL DELIVERED	DELIVERY COST TO DATE	PRODUCT COST TO DATE	TOTAL COST
10.10.1.0-012	KIGALI TRANSPORTATION OF COFFINED BODIES FOR MEMORIAL SERVICE.	7-Apr-95	2 MINIBUS. 1X 55 PAX BUS, 5X MED TRUCKS, 2XTRUCK TRAILERS AND ONE TRUCK OF JERRY CANNED WATER.				
	BUTARE-MOVING PRISONERS	5-Apr-95	3 BEDFORDS, 2 EXPAT. AND 4 L.NATIONALS.				
				N/A	\$5,327.00	N/A	\$5,327.00
	MOTOR VEHICLES ON LOAN TO THE RPA.	CONT.	NINE UNAMIR VEHICLES WITHOUT NUMBERS ALLOCATED.		COSTING ON VEHICLES NOT AVAILABLE		
10.04.	UNAMIR 1039, MAJ KAMAZE	CONT.	ONGOING USE OF VEHICLE				
				?	?	?	?

Date: 15 May 95.

Subject: GENERATORS SUPPORT TO THE RWANDESE GOVERNMENT ETC.

The following is the gen.sets on loan to the Rwandese government and non UN organizations.

A: 1 ea 630 KVA, BM3080/0460, For main power supply Kigali Airport.

B: 1 ea 100 KVA, BM3080/2497, For Rwandatel international telephone earth station in Kigali.

C: 1 ea 36 KVA, BM3080/D-154, For Rwanda National T.V studio, Kigali.

D: 1 ea 60 KVA, BM3080/MIR04, For Kigali Airport radio station.

E: 1 ea 16.4 KVA, BM3080/0439, For "Cercle Sportif" sport compound in Kigali.

2: Given on temporary loan one 100 KVA generator to operate water sub station at Kimihurura, KGL.  
(Gen.set returned.)

3: Given on temporary loan one 100 KVA generator to operate International Telephone Earth Station at Nyanza.  
(Still in use.)

Repair of one 350 KVA and one 125 KVA Government owned generator at same location.

4: Given on temporary loan one 60 KVA generator for reopening of the International Airport radio station located at Kanonbe immediately after the war, this generator was replaced by a 10,6 KVA gen.set the 13 May 95.

- 5: Given on temporary loan one 630 KVA generator for reopening and operation of the International Airport Kigali.  
(Still in use.)
- 6: Repair and maintenance of King Faizal Hospitals two emergency generators, during and after the war, until MSF brought in their own technicians.
- 7: Given to Rwandese Television Station in Kigali one 36 KVA generator.
- 8: Repair and recommission of the Water Supply and Water Treatment Plant in Gitarama after the war.
- 9: Repair of one 125 KVA generator for the Catholic Church Compound in Gitarama.
- 10: Supplying power to NGO Orphanage from the Canadian R & R Center generator in Kigali.
- 11: Supplying power to RPA transmitters at Mnt. Jari near Kigali.
- 12: Repair and recommission of two out of three 650 KVA generators at the power station at Gatsata, so that the Kigali Water Supply and Water Treatment Plant could be operational after the war.



**F**INTEROFFICE MEMORANDUM

15 May 1995

To: Mr. A. Golo  
OIC Administration

From:  Norris Jorsling  
CITMM 

Subject: UNAMIR ASSETS ON LOAN TO RWANDESE GOVERNMENT

*Mr. Rivera  
to discuss  
15/5/95  
[Signature]*

Reference to the above subject, please find attached annex A and B.

Annex A; Summary of vehicles on loan to the Rwandese Government.

Annex B: Cost of vehicles repairs/maintenance and spare parts issued.

Ref annex A, item No 6. UNAMIR 807, Toyota Land Cruisers 4x4. Since the issuing of this vehicle no repairs we carried out prior to the present major accident. (Possible Write-Off)

**TRANSPORT SECTION**

S/N	EQUIPMENT DESCRIPTION	VEHICLE #	DATE TRANSFERED	AUTHORITY FOR TRANSFER	VALUE US \$	CURRENT CONDITION	AGENCY LENT TO
1	TOYOTA 4 RUNNER 4 X 4 JEEP	UNAMIR 1182	17/03/95	SRSG	\$6,663.09	GOOD	ARDEC
2	TOYOTA 4 RUNNER 4 X 4 JEEP	UNAMIR 1193	17/03/95	SRSG	\$6,663.09	GOOD	ARDEC
3	TOYOTA 4 RUNNER 4 X 4 JEEP	UNAMIR 1167	24/02/95	SRSG	\$6,663.09	GOOD	RWANDA GOVERNMENT
4	TOYOTA LAND CRUISER 4 X 4 JEEP	UNAMIR 801	30/11/94	SRSG	\$5,227.78	ACCIDENT	RWANDA GOVERNMENT
5	TOYOTA LAND CRUISER 4 X 4 PICK-UP	UNAMIR 3016	10/02/95	SRSG	\$7,758.50	GOOD	RWANDA GOVERNMENT
6	TOYOTA LAND CRUISER 4 X 4 JEEP	UNAMIR 807	14/01/95	SRSG	\$5,227.78	MAJOR ACCIDENT	RWANDA GOVERNMENT
7	TOYOTA 4 RUNNER 4 X 4 JEEP	UNAMIR 1039	18/11/94	EDSRSG	\$6,663.09	GOOD	RPA LIAISON OFFICER
8	TOYOTA 4 RUNNER 4 X 4 JEEP	UNAMIR 1085	02/12/94	DEC	\$6,663.09	GOOD	PREFECTURE OF KIBUYE
9	TOYOTA LAND CRUISER 4 X 4 JEEP	UNAMIR 3000	24/02/95	SRSG	\$5,227.78	GOOD	RWANDA GOVERNMENT

**ANNEX B****REPAIRS AND MAINTENCE COST TO VEHICLES ON LOAN  
TO THE RWANDA GOVERNMENT**

VEHICLE #	COSTS OF LABOUR	COSTS OF SPARE PARTS	TOTAL IN US \$
UNAMIR 1085	\$855.00	\$208.56	\$1,063.56
UNAMIR 1167	\$90.00	\$80.08	\$170.08
UNAMIR 801	\$97.50	\$117.81	\$215.31
UNAMIR 3000	\$1,920.00	\$1,173.14	\$3,093.14
UNAMIR 1193	\$150.00	\$3.18	\$153.18
UNAMIR 1039	\$900.00	\$714.03	\$1,614.03
UNAMIR 1182	\$90.00	\$121.47	\$211.47
UNAMIR 3016	\$90.00	\$217.45	\$307.45
UNAMIR 807	VEHICLE INVOLVED IN ACCIDENT		\$0.00
		TOTAL	\$6,828.22

COMPUTERS AND OTHER ELECTRONIC EQUIPMENT LOANED TO THE RWANDESE GOVERNMENT

1. Computer set (Monitor, CPU SIREX 486,  
Deskjet Printer 500, UPS Smart 600)

ARDEC, Mme. Kagame

2. One modem (T2SA-251)

Rwandatel, Mr. S. Nkusi

3. One computer set (Monitor, CPU, Bubblejet  
Printer Canon, UPS)

Rwanda Airport

4. Computer Printer

Ministry of Interior

5. One computer set (same as above)

RPA Liaison Office

~~Date:~~ 13 May 95. ✓

~~Subject:~~ <sup>on loan</sup> GENERATORS SUPPORT TO THE RWANDESE GOVERNMENT ETC.

The following is the gen.sets on loan to the Rwandese government and non UN organizations.

A: 1 ea 630 KVA, BM3080/0460, For main power supply Kigali Airport.

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C: 1 ea 36 KVA, BM3080/D-154, For Rwanda National T.V studio, Kigali.

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4: Given on temporary loan one 60 KVA generator for reopening of the International Airport radio station located at Kanombe immediately after the war, this generator was replaced by a 10,6 KVA gen.set the 13 May 95.

- 5:        Given on temporary loan one 630 KVA generator for reopening and operation of the International Airport Kigali.  
          (Still in use.)
- 6:        Repair and maintenance of King Faizal Hospitals two emergency generators, during and after the war, until MSF brought in their own technicians.
- 7:        Given to Rwandese Television Station in Kigali one 36 KVA generator.
- 8:        Repair and recommission of the Water Supply and Water Treatment Plant in Gitarama after the war.
- 9:        Repair of ~~one~~ 125 KVA generator for the Catholic Church Compound in Gitarama.
- 10:       Supplying power ~~to~~ NGO Orphanage from the Canadian R & R Center generator in Kigali.
- 11:       Supplying power to RPA transmitters at Mnt. Jari near Kigali.
- 12:       Repair and recommission of two out of three 650 KVA generators at the power station at Gatsata, so that the Kigali Water Supply and Water Treatment Plant could be operational after the war.

COMPUTERS AND OTHER ELECTRONIC EQUIPMENT LOANED TO THE RWANDESE GOVERNMENT

1. Computer set (Monitor, CPU SIREX 486,  
Deskjet Printer 500, UPS Smart 600)

ARDEC, Mme. Kagame

2. One modem (T2SA-251)

Rwandatel, Mr. S. Nkusi

3. One computer set (Monitor, CPU, Bubblejet  
Printer Canon, UPS)

Rwanda Airport

4. Computer Printer

Ministry of Interior

5. One computer set (same as above)

RPA Liaison Office

---

8/8  
CRN/58



Following Communications equipments have been issued to the  
Government of Rwanda:

- |    |                    |              |             |   |
|----|--------------------|--------------|-------------|---|
| 1. | Nashua Photocopier | Model # 3155 | \$ 2,000.00 | ✓ |
| 2. | Repeater 25W       | MSF 5000     | \$ 7,500.00 | ✓ |

Ar DEC ✓



UNAMIR  
MIS/EDP

EDP EQUIPMENT GIVEN OUT ON LOAN TO THE RWANDA GOVERNMENT AND OTHER AGENCIES

NO.	DESCRIPTION OF EQUIPMENT	SERIAL NO.	DATE TRANSFERRED	AUTHORITY FOR TRANSFER	VALUE US\$	CURRENT CONDITION	AGENCY LENT TO
1.	ONE SET OF COMPUTER		09.03.95	SRSB	2900	NEW	ARDEC HME KAGAME
	- MONITOR - TATUNG - CPU - SIREX 486 - PRINTER- HP DESKJET 500 - UPS - SMART 600	#1247144 #DX9356478 #3220S13004 #94021875093					©
2.	ONE MODEM	263520306 T2SA-251	14.02.95	GEN INSTRUCTIONS FROM THE SRSB	150	NEW	RWANDATEL MR. SAM
3.	ONE SET OF COMPUTER		FEB. 1995	ED/DFC	2500	NEW	RWANDA AIRPORT
	- MONITOR - CPU - PRINTER - CANON BUBBLEJET - UPS	#1T34826334 #DX9356520 #PDS75583 S93050478125					
4.	PRINTER			ED	350	NEW	MINISTRY OF INTERIOR

22/1/98  
4/5

NO.	DESCRIPTION OF EQUIPMENT	SERIAL NO.	DATE TRANSFERRED	AUTHORITY FOR TRANSFER	VALUE US\$	CURRENT CONDITION	AGENCY LENT TO
6.	2 SETS OF COMPUTER		JULY 1994	GENERAL INSTRUCTION OF THE SRSG		STANDARD IN MISSION	UNREO
	- MONITOR - CPU - SIREX 386 - PRINTER HP DESKJET 500 - UPS - SMART 600	AOC HSO701934 AOC HSO840496 DX9104292 DX9104348 3222A42884 3222A43526 3227A26287 6 IN NUMBER					
7.	ONE SET OF COMPUTER	REFUSED TO SUBMIT CLAIMED THAT IT WAS A GIFT FROM EX.FC. NO DOCUMENTATION OF TRANSFER RECEIVED.	APRIL 1994	EX FC		STANDARD IN MISSION	RPA LIAISON OFFICE MAI FRANK KAMAZE

6/6  
CEN/138

NO.	DESCRIPTION OF EQUIPMENT	SERIAL NO.	DATE TRANSFERRED	AUTHORITY FOR TRANSFER	VALUE US\$	CURRENT CONDITION	AGENCY LENT TO
5.	6 SETS OF COMPUTERS 7 PRINTERS 13 UPS		NOV. 1994	AS PER CONTRACT		STANDARD IN MISSION	BROWN AND ROOT
	- MONITOR	AOC TP33204664 AOC HSO778183 AOC TP32913485 AOC HSO840391 AOC HSO778467 ONE					
	- CPU - SIREX 386	DX9104218 DX9104494 DX9104716 DX9104913 DX934404 ONE					
	- PRINTER - HP DSKJT 500	3222A42910 3324S98809 3320S337425 3321S90620 3320S13019 3324S98882 JPBS004091 ONE					
	LASERJET IV LASERJET III						
	- UPS - SMART 600	13 IN NUMBER					

2/6  
CEN 158

OFFICE EQUIPMENT  
WITH OTHER ORGANIZATIONS

5/09/95



7/8  
CRU/58

1

DESCRIPTION	MAKE	MODEL	SERIAL NUMBER	LOCATION
PHOTOCOPIER	NASHUATEC	3115	2483020044	ARDEC (RWANDA)
PHOTOCOPIER	CANON	NP-2020	PJT02450	BELGIAN SCHOOL
FAX MACHINE	CANON	L770	C0423762	HUMAN RIGHTS
FAX MACHINE	CANON	L770	C8906009	HUMAN RIGHTS
FAX MACHINE	PANASONIC	KX-F90	3BCHF229180	HUMAN RIGHTS
PHOTOCOPIER	CANON	NP-3325	1D802362	HUMAN RIGHTS
FAX MACHINE	PANASONIC	KX-F50	3FBHH271809	IOC
FAX MACHINE	PANASONIC	KX-F50	3FBHH273600	IOC
PHOTOCOPIER	RICOH	4215	F3594710637	IOC
PHOTOCOPIER	NASHUATEC	7112	0602260699	SRSG (BURUNDI)
FAX MACHINE	CANON	L770	C8906045	UNHCR
PHOTOCOPIER	CANON	NP-3050	1A404198	UNHCR
PHOTOCOPIER	NASHUATEC	3115	2483020250	UNHCR
TYPEWRITER	PANASONIC	70001	3CM37B08960	UNHCR
PHOTOCOPIER	RICOH	3013	A3604101414	WHO

To: Mr. A. Golo.  
OIC Admin.  
UNAMIR HQ.

From: FSO Einarson.  
SPVR Gen.Unit.BES.

Date: 15 May 95.

Subject: GENERATORS SUPPORT TO THE RWANDESE GOVERNMENT ETC.

The following is the gen.sets on loan to the Rwandese government and non UN organizations.

- A: 1 ea 630 KVA, BM3080/0460, For main power supply Kigali Airport.
- B: 1 ea 100 KVA, BM3080/2497, For Rwandatel international telephone earth station in Kigali.
- C: 1 ea 36 KVA, BM3080/D-154, For Rwanda National T.V studio, Kigali.
- D: 1 ea 60 KVA, BM3080/MIR04, For Kigali Airport radio station.
- E: 1 ea 16.4 KVA, BM3080/0439, For "Cercle Sportif" sport compound in Kigali.

2: Given on temporary loan one 100 KVA generator to operate water sub station at Kimihurura, KGL.  
(Gen.set returned.)

3: Given on temporary loan one 100 KVA generator to operate International Telephone Earth Station at Nyanza.  
(Still in use.)

Repair of one 350 KVA and one 125 KVA Government owned generator at same location.

4: Given on temporary loan one 60 KVA generator for reopening of the International Airport radio station located at Kanonbe immediately after the war, this generator was replaced by a 10,6 KVA gen.set the 13 May 95.

5: Given on temporary loan one 630 KVA generator for reopening and operation of the International Airport Kigali.  
(Still in use.)

6: Repair and maintenance of King Faizal Hospitals two emergency generators, during and after the war, until MSF brought in their own technicians.

7: Given to Rwandese Television Station in Kigali one 36 KVA generator.

8: Repair and recommission of the Water Supply and Water Treatment Plant in Gitarama after the war.

9: Repair of one 125 KVA generator for the Catholic Church Compound in Gitarama.

10: Supplying power to NGO Orphanage from the Canadian R & R Center generator in Kigali.

11: Supplying power to RPA transmitters at Mnt. Jari near Kigali.

12: Repair and recommission of two out of three 650 KVA generators at the power station at Gatsata, so that the Kigali Water Supply and Water Treatment Plant could be operational after the war.

NOTE

most urgent

13 MAY 1995

C A O:

The SRSG would like to have by Monday 15 noon, a list of facilities that we have provided the Rwandese Government since August 1995.

These should include the following:

- Communications: repair of telecommunications and/or assistance to Rwandatel, and any other service you might consider relevant
- Transport: number of vehicles on loan to the Government, requests for assistance provided, servicing of their vehicles, fuel, et cetera
- Air Operations: if possible, number of Rwandese Government officials we have provided transport to, by helicopter, by normal UNAMIR flights, special requests serviced such as ferrying Ministers and other officials to given destinations, and any other relevant service

Should you consider important enumerating any other logistic support we may have provided, please feel free to list them.

Thank you for your assistance.

Ise1 Rivero, SA/SRSG

cc- AIOPS  
TRANSPORT  
COMMUNICATIONS

*bk. attached.  
Ewoka 15/5/95-*

- Repair of Satellite Earth Station's Antenna which was damaged by shells
- Telephone cable repair work at KIMHURURA Telephone exchange
- One OMF Repeater on loan to RPA
- Assistance on Repair/Tuning of RPA Repeaters
- Assistance in programming RPF OMF Radios
- Air to Ground Equipment at Airport to replace damaged airport equipment.
- Assistance in repair of Airport Beacon
- General Electrical repair work at Airport
- Underground cable repair work at Airport
- General Repair/Maintenance work at Meredien Hout
- Complete Repair/Rewire of Police School and 4 Villas at Rukhengeri
- Photocopier on loan to ARDEC



8/8  
CRN/56



Following Communications equipments have been issued to the Government of Rwanda:

- |    |                    |              |             |
|----|--------------------|--------------|-------------|
| 1. | Nashua Photocopier | Model # 3155 | \$ 2,000.00 |
| 2. | Repeater 25W       | MSF 5000     | \$ 7,500.00 |

UNAMIR  
MIS/EDP

*us lib*  
*to requested*  
*15/05*

EDP EQUIPMENT GIVEN OUT ON LOAN TO THE RWANDA GOVERNMENT AND OTHER AGENCIES

NO.	DESCRIPTION OF EQUIPMENT	SERIAL NO.	DATE TRANSFERRED	AUTHORITY FOR TRANSFER	VALUE US\$	CURRENT CONDITION	AGENCY LENT TO
1.	ONE SET OF COMPUTER		09.03.95	SRSG	2900	NEW	ARDEC PME KAGAME
	- MONITOR - TATUNG	#1247144					
	- CPU - SIREX 486	#DX9356478					
	- PRINTER- HP DESKJET 500	#3220S13004					
	- UPS - SMART 600	#94021875093					
2.	ONE MODEM	263520306 T2SA-251	14.02.95	GEN INSTRUCTIONS FROM THE SRSG	150	NEW	RWANDATEL MR. SAM
3.	ONE SET OF COMPUTER		FEB. 1995	ED/DFC	2500	NEW	RWANDA AIRPORT
	- MONITOR	#1134826334					
	- CPU	#DX9356520					
	- PRINTER - CANON BUBBLEJET	#PDS75583					
	- UPS	S93050478125					
4.	PRINTER			ED	350	NEW	MINISTRY OF INTERIOR

NO.	DESCRIPTION OF EQUIPMENT	SERIAL NO.	DATE TRANSFERRED	AUTHORITY FOR TRANSFER	VALUE US\$	CURRENT CONDITION	AGENCY LENT TO
5.	6 SETS OF COMPUTERS 7 PRINTERS 13 UPS		NOV. 1994	AS PER CONTRACT	26,500	STANDARD IN MISSION	BROWN AND ROOT
	- MONITOR	AOC TP33204664 AOC HSO778183 AOC TP32913485 AOC HSO840391 AOC HSO778467 ONE					
	- CPU - SIREX 386	DX9104218 DX9104494 DX9104716 DX9104913 DX934404 ONE					
	- PRINTER - HP DSKJT 500	3222A42910 3324S98809 3320S337425 3321S90620 3320S13019 3324S98882					
	LASERJET IV LASERJET III	JPBS004091 ONE					
	- UPS - SMART 600	13 IN NUMBER					

NO.	DESCRIPTION OF EQUIPMENT	SERIAL NO.	DATE TRANSFERRED	AUTHORITY FOR TRANSFER	VALUE US\$	CURRENT CONDITION	AGENCY LENT TO
6.	2 SETS OF COMPUTER		JULY 1994	GENERAL INSTRUCTION OF THE SRSG	9750	STANDARD IN MISSION	UNREO
	- MONITOR  - CPU - SIREX 386  - PRINTER HP DESKJET 500  - UPS - SMART 600	AOC HSO701934 AOC HSO840496  DX9104292 DX9104348  3222A42884 3222A43526 3227A26287  6 IN NUMBER					
7.	ONE SET OF COMPUTER	REFUSED TO SUBMIT CLAIMED THAT IT WAS A GIFT FROM EX.FC. NO DOCUMENTATION OF TRANSFER RECEIVED.	APRIL 1994	EX FC	2900	STANDARD IN MISSION	RPA LIAISON OFFICE MAJ. FRANK KAMAZE



UNITED NATIONS ASSISTANCE MISSION FOR RWANDA  
UNAMIR

(MISSION DES NATIONS UNIES POUR L'ASSISTANCE AU RWANDA)  
(MINUAR)

KIGALI RWANDA

ROUTINE/PRIORITY/IMMEDIATE/MOST IMMEDIATE  
UNCLASSIFIED/RESTRICTED/CONFIDENTIAL/ONLY/CRYPTO

PAGE 1 OF 1

FAX OUT NO.: 3386

MISC-1688

TO: MR. N. GOERANSSON SAO UNAMIR, NAIROBI	FROM: ALLY H. GOLO OIC ADMIN. UNAMIR, KIGALI
ATTN: FAX NO: (2542)622688	DATE: 14 MAY 1995
INFO: FAX NO:	FAX NO:(212) 963-3090 PHONE: (212) 963-3582
DRAFTER: L.C. OUATTARA CHIEF AIR OPS/MOVCON	EXTENSION: 11086
CLEARED BY:	
INTERNAL DIST.: OIC/OSRSG, SPAO, CCPO, CAIR OPS/MOVCON	
REFERENCE:	
SUBJECT: VIPS ARRIVING IN NAIROBI	

FURTHER TO THE LATEST INCIDENT INVOLVING AMBASSADOR KARIM, I SHOULD LIKE TO STRONGLY EXPRESS MY DISSATISFACTION WITH THE MANNER IN WHICH VIPS ARE BEING RECEIVED WHILE TRANSITING THROUGH NAIROBI, DESPITE THE FACT THAT UNAMIR-KIGALI HAS ALWAYS SENT FAXES IN THIS REGARD. YOU WILL RECALL THAT THIS IS NOT THE FIRST TIME OUR NAIROBI OFFICE HAS FAILED TO MEET VIPS, RESULTING IN GREAT STRESS TO THEM AND SERIOUS EMBARRASSMENT TO UNAMIR.

IN THIS CONNECTION, YOU ARE DIRECTED TO PERSONALLY MEET ALL VIPS UPON ARRIVAL AND DEPARTURE. SHOULD YOU, FOR SOME REASON, NOT BE IN A POSITION TO DO SO, PLEASE ENSURE THAT DAVID DRIGGERS REPRESENTS YOU. THE PRACTICE OF DESIGNATING JUNIOR STAFF FOR THIS PURPOSE IS NOT ACCEPTABLE.

BEST REGARDS.



MEMORANDUM

1001.1(FEO)/OPS/-1

FROM: Maj S Agrawal  
G3 Engrs/FEO

TO: Office of SRSG

THROUGH: DCOS OPS

DATE: 14 May 95

SUBJECT: FORWARDING OF RECCE REPORTS

*Distrestop  
82  
DS  
TSC/*

1. The recce reports for improvement in conditions in the prisons in Rwanda are forwarded herewith for perusal as desired.

2. The understanding regarding the work on these prisons is that the material will not be provided by UNAMIR, but as and when the material is made available by Prison Authorities, or NGOs, the work will be undertaken by UNAMIR.

3. Regards.

13 Apr 95

From : Force Engr Coy

To : Force Engr Officer ✓

Subject : RECCE REPORT ON ENGR WORKS IN PRISON AT GITAGANA

1. Recce for prison at Gitagana was carried out on 11 Apr 95 alongwith representative of MSF.

2. Details of work as projected by representative of MSF are as follows :-

- (a) Changing of roof of a barrack of size 23m x 14m.
- (b) Repairing and fixing of four steel doors to the barrack.
- (c) Fencing of the area of 200m x 200m.
- (d) Fabrication and fixing of two gates in the fencing.
- (e) Digging work for toilets.

3. Stores required for the tasks mentioned above are as follows :-

<u>Ser</u> <u>No</u>	<u>Items</u>	<u>A/U</u>	<u>Quantity</u> <u>Required</u>
(a)	CGI Sheets 8' x 3'	Nos	250
(b)	'J' Hookes	Nos	500
(c)	Door hinges	Nos	15
(d)	Metal sheets 1.5m x 0.8m x 6mm	Nos	01
(e)	Angle iron 50mm x 50mm x 5mm each of length 2.75m	Nos	90
(f)	Barbed wire	Mtr	8500
(g)	Binding wire	Kgs	05
(h)	Prefabricated iron gates of 3.5m x 2m	Nos	02

4. This is for your information and necessary action please.

( B D Pandey )  
Maj  
OC Force Engr Coy

c.c : DCOS Ops

From : Force Engr Coy

To : Force Engr Offr ✓

Subject : RECCE OF PRISON AT NYANZA AND KIBUYE FOR  
ENGR TASK

1. Recce of prison at Nyanza and Kibuye was conducted on 30 Mar 95 and details are as given in succeeding paras.

2. Work at Nyanza Prison. As per the requirement projected by the prison authority, following work is required to be done at Nyanza Prison.

- (a) Demolition of two masonry wall of size 18'x20'x50 cm and reconstruction.
- (b) Repair of one metal door.
- (c) Four metal doors of size 2m x 0.9m each with complete accessories have to be fixed.
- (d) Window grills of four window have to be strengthened. Size of window is 2.5m x 0.6m.
- (e) Fencing of entire area of prison of size 400m x 300m. Total perimeter is 1.4 Kms and minimum height of fencing to be 2.5 m.

3. Details of work at Kibuye Prison. As per the requirement projected by prison authority at Kibuye, following work is to be done.

- (a) ~~Seven metal doors~~ of size 2m x 0.9m with complete accessories have to be fixed.
- (b) Four metal doors of size 2m x 0.8m with complete accessories have to be fixed.
- (c) Three metal doors of size 1.8m x 0.7m with complete accessories have to be fixed.
- (d) Fencing of prison area of size 250m x 250m Total perimeter is 1 Km and minimum height of fencing required is 2.5 m.
- (e) Minimum 12 Nos of security lights are required.

.....2/-



4. Stores required for completion of task at Nyanza Prison are as follows :-

<u>Ser No</u>	<u>Item</u>	<u>A/U</u>	<u>Qty</u>	<u>Remarks</u>
(a)	Brick	Nos	24000	
(b)	Cement (50 Kg Bag)	Nos	180	Incl for fencing
(c)	Sand	m <sup>3</sup>	18	-do-
(d)	Aggregate (10 - 20 mm)	m <sup>3</sup>	30	-do-
(e)	Hinges	Nos	20	
(f)	Steel bar 16mm dia meter	Mtr	50	
(g)	Angle iron 40x40x6mm of length 3.0m each	Nos	155	
(h)	Barbed wire	Mtr	15400	
(j)	Binding wire	Kgs	25	
(k)	Welding set with adequate No of welding rod			
(l)	Metal door of size 2m x 0.9m	Nos	4	

5. Stores required for completion of task at Kibuye prison are as follows :-

<u>Ser No</u>	<u>Item</u>	<u>A/U</u>	<u>Qty</u>	<u>Remarks</u>
(a)	Iron door 2m x 0.9m	Nos	07	Door provided should be with complete accessories.
(b)	Iron door 2m x 0.8m	Nos	04	
(c)	Iron door 1.8m x 0.7m	Nos	03	
(d)	Angle Iron 40x40x6mm of length 3.0m each	Nos	120	
(e)	sand	M <sup>3</sup>	03	
(f)	Aggregate	M <sup>3</sup>	06	
(g)	Cement (50 Kgs Bag)	Nos	15	
(h)	Barbed wire	Mtr	12000	
(j)	Security Light	Nos	12	
(k)	Electrical wire and necessary accessories.			

....3/-

From : Force Engr Coy

To : ADCOS Sp

Subject : REQUIREMENT OF GRAVEL FOR SINDA PRISON

1. Further to our letter No 1076/UN/Recce/49/G dated 21 Apr 95.
2. Gravel required to improve the approach road to Sinda Prison from the main road (distance about 300 m) is 200 cubic meter of gravel.
3. This is for your information please.

c.c : Force Engr Officer

*[Signature]*

( B D Pandey )  
Maj  
OC Force Engr Coy

*[Signature]*  
21/4

Br	49
Fr	

07 Apr 95

From : Force Engr Coy

To : Force Engr Officer ✓

Subject : RECCE OF GITARAMA PRISON FOR ENGR TASKS

1. Recce of Gitarama Prison was carried out alongwith ADCOS Sp and representative of ICRC on 06 Apr 95. Requirement of work as projected by Prison authorities is as under :-

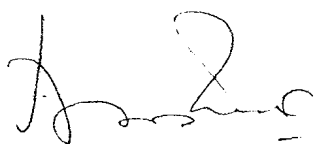
(a) Construction of Masonary wall of size 14.5x 3m x.4m

(b) Barrack for prisoners of size 21 m x 6.85 m x 3 m

(c) Adm block consisting of 20 offices each of size 4 m x 4 m

2. No design or layout has been given for the tasks mentioned at para 1 (b) and 1(c) above. Development of design and assessment for requirement of stores will take time and some interaction with prison authorities and ICRC to incorporate their requirements. Same will be forwarded in due course of time.

3. This is for your information please.



( B D Pandey )  
Maj  
OC Force Engr Coy

c;c : DCOS Ops  
ADCOS Sp



UNAMIR - MINUAR

TO : ALL BATTALION/COMPANY COMMANDERS

FROM: BRIG GEN HK ANYIDOH  
DFC/CMO

INFO : SRSG, COS, DCOS OPS & DCOS SP

DATE: 11<sup>th</sup> MAY 95

SUBJECT: BN COMD'S CONFERENCE WITH SRSG

1. SRSG Ambassador Khan will hold a briefing session with all Battalion/Company commanders on Saturday 13 May 95.
2. Purpose of meeting will be for every unit commander to brief the SRSG on what specific tasks he has been undertaking in his area of responsibility. This is because apart from the assigned tasks from UNAMIR headquarters, some units have been assisting their prefectures/communes in other diverse ways.
3. For example ETHIOBATT reported recently of its troops engaging in farming activities in a particular area. GHANBATT is known to have constructed a Medical centre at its headquarters and also presented some school furniture to the prefect of Kibungo.
4. In all, the SRSG would like to know if the Units can play what he terms "PEACE BUILDING ROLE" such as:
  - a. Repair of roads, buildings, bridges etc.
  - b. Telecommunication - installations or repairs no matter how minor a scale.
  - c. Community developments - local water system, schools etc.
  - d. Transportation to local authorities.
  - e. Looking after orphanage and any other social institution in any form of assistance.
  - f. Medical care - vaccinations/immunization.
  - g. Any other confidence building measures.

5. SRSG would like to be briefed first on all the various tasks units have so far been performing as assigned from Headquarters then to those possible areas mentioned in para 4 (a-g). You are advised to think of whatever your unit could do in terms of assistance that will lead to stability, reconciliation, economic activity, etc.

6. The briefing starts at 1100 hrs. A heli-lift will be arranged to pick all the Commanding Officers outside Kigali. Those commanders who wish to make their journey by road should indicate so to DCOS OPS in good time.



INTEROFFICE MEMORANDUM

11 May 1995

**- REPORT TO SRSG -**

**ON RECEPTION DIFFICULTIES AT AIRPORTS**

1. Upon the instructions of the SRSG, as per his memorandum of 9 May 1995, a group of the following staff members met on the same day at 4:00 p.m. to examine arrangements and problems relating to the reception of UNAMIR visitors at Nairobi and Kigali airports and, in this connection, to investigate two recent specific incidents when Lt. Col. Ashraf Khan and Ambassador Ataul Karim were not met at Kigali and Nairobi airports, respectively:

Mr. S. Buo, OIC, SRSG  
Ms. I. Rivero, SA/SRSG  
Mr. K. Nilsvang, representing OIC/ADMIN  
Mr. C. Ouattara, Chief AIROPS/MOVCON

2. Mr. Goeransson, SAO at the UNAMIR Nairobi Office who, in accordance with the SRSG's memorandum was supposed to participate in the Group's work, could not attend. Mr. Steven Smith of UNAMIR's AIROPS/MOVCON Kigali Office, was invited to the meeting and provided in addition oral explanations and clarifications with respect to the incidents concerning Lt. Col. Khan and Ambassador Karim.

**Lt. Col. Ashraf Khan**

3. A memorandum of 9 May from Mr. Steven Smith to Mr. Charles Ouattara was submitted to the Group. The memo, a copy of which is attached, explains in detail the sequence of events which occurred on Sunday, 7 May at Kigali Airport.

4. The following highlights emerge from Mr. Smith's written and oral explanations:

- (a) UNAMIR's Protocol Office had not been informed of the arrival of Lt. Col. Khan. The UK Chargé d'Affaires in Kigali had advised Col. Tutt but no one had informed the Protocol Office. Had Protocol been informed, an adequate arrangement would have been made to meet Lt. Col. Khan upon his disembarkment from the aircraft and to help him through Immigration.

.../...

- (b) The in-theatre officer, Col. Tutt, who went to the airport to meet Lt. Col. Khan, had no airport pass to gain access to the tarmac and could only meet the visitor after passing the Immigration. He also could not personally identify Lt. Col. Khan.
- (c) Lt. Col. Khan was not allowed by RPA soldiers and Immigration officers to present himself to UNAMIR personnel at the airport for assistance.

**Ambassador Ataul Karim**

5. Mr. Charles Ouattara, Chief AIROPS/MOVCON, submitted to the meeting the attached reports dated 8 and 9 May respectively, from (i) Mr. Patrick Baudin, MOVCON Assistant in Nairobi, and (ii) Mr. David Driggers, Deputy Chief, based in Nairobi, of AIROPS/MOVCON. The reports explained what had happened on Monday 8 May at Nairobi Airport in connection with the reception of Ambassador A. Karim.

6. Judging from the reports and subsequent telephone conversations with Nairobi Office, it emerged that Mr. Patrick Baudin, who had been instructed to receive Ambassador Karim, was late in meeting him. Mr. Baudin however eventually made contact with the Ambassador at the UNAMIR check-in counter and escorted him all the way to UNAMIR aircraft.

7. Furthermore, Mr. Baudin's attempt to contact Ambassador Karim over the airport intercom system requesting the Ambassador to identify himself was not considered appropriate by the Group.

**Recommendations**

8. The Group feels that the combination of the following events made it difficult to blame a particular individual with respect to the incident involving Lt. Col. Khan:

- (i) the difficulty in identifying Lt. Col. Khan;
- (ii) the intransigence of the Rwandese authorities;
- (iii) the fast turn around in Kigali of the aircraft which did not give sufficient time to look for and assist the visitor;
- (iv) the speed with which the RPA deported Lt. Col. Khan without discussing with UNAMIR;
- (v) the failure to inform UNAMIR's Protocol Office of Lt. Col. Khan's arrival.

.../...

9. With respect to the incident involving Ambassador Karim, the Group agrees that responsibility lies primarily with Mr. Patrick Baudin. It also wonders why the Travel Office at Nairobi, which normally receives senior UNAMIR officials and other UN visitors at the airport, did not receive Ambassador Karim after having been informed of the date and time of his arrival. The Group therefore recommends that: (a) a letter of reprimand be sent to Mr. Patrick Baudin by the Chief Civilian Personnel Officer and (b) a letter be addressed by the OIC/ADMIN. to the Nairobi Travel Office to explain why it failed to receive Ambassador Karim at Nairobi Airport.

10. On a more general note, the Group recommends that:

- (a) the UNAMIR Protocol Office should systematically be informed by the CAO of the arrival of all UN and other senior visitors to the Mission area;
- (b) the most senior UNAMIR officer at UNAMIR's Nairobi Office should personally receive all senior UN and other visitors to the Mission upon their arrival at Nairobi Airport and also accompany them to the airport upon their departure. Meanwhile, the Nairobi Travel Office and AIROPS/MOVCON should continue to perform their normal tasks with respect to organizing and facilitating arrangements for the arrival and departure of such officials.

Sammy Kum Buo, OIC/OSRSG .....

Kimso Nilsvang, CCPO (for OIC/ADMIN.).....

Isel Rivero, SA/SRSG.....

Charles Ouattara, Chief AIROPS/MOVCON .....





SRSG

Date: 9 May 1995

To: **ED**  
CAO  
Mr. Goeransson  
MOVCON  
Isel

From: Shaharyar M. Khan  
SRSG

*Shaharyar M. Khan*

Subject: Airport problem

There has been an appalling lack of sensitivity and inefficiency with regard to receiving the inquiry commission representatives.

a) Col Ashraf was "returned" to Nairobi because he did not have a visa. He was unable to plead his case with anyone who could have helped him. Though the main fault lies with an intransigent airport official, surely someone from UNAMIR could have assisted the distinguished visitor [Attached note may be seen].

b) Worse still was that Ambassador Ataul Karim was not received at all at Nairobi airport. He had to fend for himself carry his bags, pass through customs and find his own way to our aircraft. This is a disgraceful lapse for which I must have an explanation in writing within 48 hours. Why was Ambassador Karim not received? Was everyone concerned informed of his arrival? Were clear instructions sent?

I would like ED to hold the inquiry and report to me by Thursday noon.

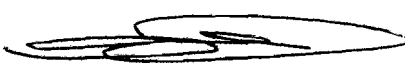


## INTEROFFICE MEMORANDUM

DATE: 09 May 95

REF: AIR OPS 199

TO: C. Ouattara  
Chief AirOps/MovCon

FROM: Steve Smith   
Air Operations Officer

SUBJECT: ASHRAF KHAN - RECEPTION DIFFICULTIES

REFS: A. 4000.1/LOG-21 dated 08 May 95 from Col Tutt  
B. Memo from SRSG dated 09 May 95.

1. The Air Ops personnel that Col Tutt had dealings with on the day in question was Serge Smith. As he is currently on R & R, I will attempt to address the situation as best I can.
  2. When the passengers were disembarked from the aircraft here in Kigali, attempts were made to locate all of the VIP's which had travelled. It was, in fact, a security officer who made contact with the other VIP's and processed them through the appropriate channels. Lt Col Khan was not attired in a military uniform at the time, nor was he dressed in civilian clothing of a style which would normally help distinguish a VIP from regular passengers. At no time did he present himself to either military or civilian UNAMIR personnel and tell them who he was, or request any assistance. For these reasons, he was missed as he disembarked the aircraft.
  3. Lt Col Khan was transported to the passenger terminal with all of the other passengers from the flight. The security officer who was attempting to find him watched all of the passengers disembark from the bus and proceed to the immigration desk. Satisfied that the last VIP was not present, he processed the other VIP's. I should point out that during all of this time, there was nobody present on the ramp side of the airport who had ever met Mr. Khan, and therefore had no idea what he looked like.
  4. Mr. Larry Jauer, the Passenger Handling Manager, went to the immigration area to look for the missing VIP. Mr. Jauer did not find Lt Col Khan, because he was told to look for a British Army Colonel. Nobody in the immigration area fit that description, so Mr. Jauer informed Serge Smith that the missing VIP was not there. Serge Smith informed Col Tutt of this, and because he could not find the VIP anywhere, made the assumption that Lt Col Khan had
-

missed the flight.

5. The flight had departed Kigali for Nairobi by this time. Due to a fast turn around in Kigali, it was on the ground for a total of only 31 mins. While everyone was still trying to find out if the VIP had departed the scene with another party, or was lost somewhere in the terminal, the Rwandese Immigration Department had already handed the case over to RPA Security, who had decided to deport Lt Col Ashraf Khan. In fact, the aircraft departed at 1104hrs with Mr. Khan on board - over twenty minutes before Mr. Jauer went to look for him in immigration. All of the confusion which followed was entirely due to the fact that the VIP could not be found because he was at 20,000 feet heading towards Nairobi.

6. Serge Smith spoke to the immigration official involved after learning that Mr. Khan had been deported. He stated that Mr. Khan simply said that he was invited to Rwanda by the UN, and never mentioned the special purpose of his trip, nor the fact that he was expected by the UK Chargee d'Affaires. I cannot verify the exactness of this statement, however.

7. I also investigated to discover how the VIP was placed back on the aircraft without UNAMIR knowledge. I have discovered that an unknown Rwandese national escorted Lt Col Khan to the aircraft. The Ramp Supervisor questioned why this passenger was so late, and was told by the escort that all of the paperwork had been completed, and that the man had to go to Nairobi. As the Ramp Supervisor has been working here in Kigali less than one week, he mistakenly believed that the escort was one of the Brown & Root local employees. This is not the case, and to now, I have been unsuccessful at discovering who escorted Mr. Khan to the aircraft.

8. After examining the facts, I find one fault with AirOps/MovCon regarding this situation. A man was placed on our aircraft without our knowledge, by taking advantage of a new staff member. Other than this error, everything was conducted as per normal. It was my understanding from speaking with Ms. Scott that each country would be responsible for taking care of their own delegates. The people from AirOps/MovCon did their best on that particular day to discern where the VIP was, however the speed with which he was deported coupled with the failure of the RPA to discuss the deportation with UNAMIR prior to enforcement made all efforts futile.

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F/0-0611

misc-0592

1/2

TO: CHARLES OUATTARA  
CHIEF AIR OPS/MOVCON

FROM: DAVID DRIGGERS  
DEPUTY CHIEF AIR OPS/MOVCON

DATE: 9 MAY 1995

IN 1060

SUBJECT: AMBASSADOR KARIM

1. MAY 6 1995 I RECEIVED A FAX FROM KIGALI OUTLINING THE SCHEDULE OF ARRIVAL FOR FIVE MEMBERS OF THE COMMISSION OF INQUIRY. THREE WERE TO ARRIVE ON THE SEVENTH AND TWO ON THE EIGHT.

2. THAT DAY I INSTRUCTED ZIAD AWAWDEH TO MEET AND ASSIST THE VIPS ARRIVING ON THE SEVENTH. ALL VIPS WERE MEET AND DISPATCHED TO KIGALI WITHOUT INCIDENT.

3. THE AFTERNOON OF THE SEVENTH, BY PHONE, I INSTRUCTED THE AIRPORT SUPERVISOR, PATRICK BAUDIN, TO MEET AND ASSIST AMBASSADOR FLITTNER ARRIVING THE NEXT MORNING 07:45 AND AMBASSADOR KARIM ARRIVING AT 08:55.

4. ZIAD WAS INSTRUCTED BY MYSELF AND MR. GOERANSSON TO TAKE LT. COL. ASHRAF KHAN TO THE AIRPORT AT 08:45 THAT SAME MORNING AND WOULD LEND AID AFTER ASSISTING LT. COL KHAN.

5. MONDAY MORNING (THE EIGHT) I CALLED PATRICK BY RADIO AT 07:15 TO REMIND HIM OF THE VIP ARRIVALS.

6. PLEASE FIND ATTACHED THE STATEMENT BY PATRICK BAUDIN WHICH INDICATES THE SEQUENCE OF EVENTS WHICH TRANSPIRED DURING THE MEETING AND ASSISTING PROCESS FOR AMBASSADOR KARIM.

7. AS YOU CAN SEE, PATRICK WAS LATE IN MEETING THE AMBASSADOR. I CAN NOT FIND ANY EXCUSE FOR THIS. HOWEVER, I MUST POINT OUT THAT THE STATEMENTS MADE BY PATRICK INDICATES THAT THE AMBASSADOR DID RECEIVE MUCH MORE ASSISTANCE THAT HAS BEEN INDICATED IN WRITTEN CORRESPONDENCE RECEIVED BY THIS OFFICE.

David Driggers

SRS9

CAS

AIR OPS

## UNITED NATIONS ASSISTANCE MISSION IN RWANDA

## UNAMIR - MINUAR

8 May 1995

TO: Mr. David Drigger, Deputy Chief Air Operations/MOVCON  
UNAMIR, Kigali

FROM: Patrick Baudin, MOVCON  
UNAMIR, Nairobi

INFO: Mr. Charles Ouattara, Chief Air Operations / MOVCON  
UNAMIR, Nairobi  
Mr. Nils I. Goeransson, S.A.O., UNAMIR, Nairobi

SUBJECT: Events regarding Ambassador A. Karim boarding UNAMIR flight 383 to Kigali on 8 May 1995

1- I was informed by Mr. David Drigger, Deputy Chief Air Operations/MOVCON that Ambassador A. Karim was scheduled to arrive in Nairobi at 0845 hours on 8 May 1994 with British Airways flight BA 69. He was to be met in order to depart, the same day, with UNAMIR 383 going to Kigali.

2- The events regarding his arrival into Nairobi and departure to Kigali are as follows:

- 0845 to 0910 hours - three announcements are made over the Airport intercom system requesting Ambassador Karim to identify himself at gate 4.
- 0900 hours - all the passengers have been checked in.
- 0905 hours - I inquire about Ambassador Karim at the British Airway counter located at the International arrival. I receive confirmation that Ambassador Karim had arrived with the BA 69 flight.
- 0910 hours - I go to the UNAMIR check-in counter where I meet Ambassador Karim with a trolley holding his personal effects consisting of a brief case, a carry on and one medium size suitcase. Ambassador Karim is very agitated and irate due to the fact, according to his statement, that he had to carry his own luggage. I extend my apologies, informing him that three announcements were made over the Intercom - to no avail.
- 0910 hours - I proceed to check-in Ambassador Karim. I provide him with a boarding pass and check in his suitcase. I ask him if his passport has a valid visa for Rwanda to which he informed me that it was not necessary in his case.
- 0915 hours - I escort Ambassador Karim through the Departure tax booth, Emigration, the crew gate, transport him from the Passenger terminal to the Aircraft. Also, I propose to have his luggage within his sight in the aircraft - which he refuses.
- 0920 hours - I request the Captain of the Aircraft to provide Ambassador Karim access to the cockpit. Ambassador Karim refuses.

3- UNAMIR flight 383 to Kigali departs at 1030 hours.



UNAMIR - MINUAR

DATE: 28 April 1995

To: All UNAMIR Civilian and Military Personnel

From: Brandy McNeill, Civilian Welfare Officer  
Major Deepak Das, Military Welfare Officer

SUBJECT: Date Change For Amateur Sports Competition Day

**DATE CHANGED!**  
**Sports Day Competition**  
**Saturday 20 May 1995**

Basketball - Brian Seales, BMS, Extension 15116, C/S BM6 channel 11  
Soccer - Adriane O'Sullivan, Transport, Extension 11213, C/S 84C channel 11  
Squash - Deckland Corrigan, Logistics, Extension 11118, C/S HL1A  
Sherlock Holmes Mystery Walk - Brandy McNeill, CWO, Ext 11200, C/S WO channel 11  
Swimming - Sgt. Kim Bohun, Ausmed, Telephone 75216, C/S ASO channel 4  
Tennis - Brandy McNeill, Welfare Office, Extension 11200, C/S WO channel 11  
Track and Field - Norris Josseling, Transport, Extension 11087, C/S 84C channel 11  
Volleyball - Brian Seales, BMS, Extension 15116, C/S BM6 channel 11  
Barbecue/Raffle Tickets - Any member of Welfare Committee  
Civilian Welfare Officer - Brandy McNeill, Extension 11200, C/S WO channel 11  
Military Welfare Officer - Major Deepak Das, Extension 11108, C/S Delta Dot channel 11

United Nations



Nations Unies

INTEROFFICE MEMORANDUM

**Date:** April 26, 1995

**To:** UNAMIR Internationally Recruited Civilian Staff

**From:** Brandy McNeill, Civilian Welfare Officer *BM*

**Subject:** CONFIDENTIAL EVACUATION SURVEY

Please complete and turn in  
your survey to me in Room  
3052. Telephone Extension  
11098 if you have any  
questions. **Thanks.**

**Just a Reminder!!**



INTER-OFFICE MEMORANDUM.

TO: SRSG.

FROM: Lona Charles OUATTARA, Chief, Airops/Movcon.

Subject: Local Staff Recruitment.

Reference: Letter from Chief, Airops/movcon to IOC, Administration dated 08/04/95.  
SRSG's request for a brief explanation of the situation dated 26/04/95

Since UNOSOM closure, we lost our minimum radio coverage. This absence of radio communications negatively effects the efficiency, safety and contingency response capability of UNAMIR Airops/Movcon. The last case to remember is, when Nairobi airops knew lately about the fact that the B-200 pilote- in- command did not file a flight plan before take-off to Kigali, the decision could not be taken to stop the flight for lack of communications between the aircraft and our office in Ggiri.

Examples of this nature are many. Fortunately the professionalism of the crew and of UNAMIR Airops/Movcon staff keeps the job done safely without these valuable requirements. On several occasions I addressed this issue to both CCPO an IOC Administration and was finally authorized to recruit Mr. Wanjohi, Mr. Daniel GITHITHO and Mrs. Njeri WACHIRA, respectively as Nairobi Ramp Supervisor and Radios Operators.

On Monday April 24, while these three local staff had already start the work, the personnel section was instructed by the Chief of Administration to freeze their recruitment on the grounds that UNAMIR had more local staff than authorized. At this point it should be noted that these staff will cost UNAMIR less than US\$2000 as opposed to several millions and lost of lives if an aircraft was lost for lack of proper communications.

I sincerely believe that the section duties are becoming more and more difficult due to this fact, the Ramp Supervisor having to guess when an aircraft should be arriving. I wish you understand this position and find the appropriate arrangement with the Chief, Administration for allowing this recruitment to go ahead.

Regards.

cc. IOC Administration,  
ED.

would ED  
CAO pl. sort this out? I would be  
glad to send a letter. 27.4

To OIC/Admin  
Mr. Golo, please  
let us discuss  
this as a matter  
of urgency and  
make a recommendation  
to the SRSG, as  
requested.

Thanks.  
Lona Charles  
28/4

See!  
8  
28-4

cc: ~~ED~~





TO: Welfare Committee Members

FROM: Brandy McNeill, Civilian Welfare Officer

SUBJECT: **AGENDA FOR MEETING HELD 2 MAY 1995 1000 HRS**

1. Cercle Sportif de Kigali - Brandy McNeill
  - A. Total Civilian memberships sold to date - 40
  - B. Total number of Civilian visits (1 April - 26 April) - 163
  - C. Average daily number of Civilian visits - 6.79
  - D. Total number of Military visits (1 April - 26 April) - 81
  - E. Average number of Military visits - 3.38
  - F. Complimentary memberships to aerobic instructors - 3
2. Treasure's Report - Hudson Mbunya
  - A. Guidelines for deposits and withdrawals of welfare funds
3. Constitution Revisions - Janina Ogtong or chairperson
  - A. Selection of subcommittee members to recommend changes and report back at next full Welfare Committee meeting
4. Vacant Committee Appointments - Janina Ogtong or chairperson
  - A. Tennis
  - B. Ping Pong
  - C. Trips
  - D. Chess
  - E. Billiards
  - F. Volleyball
  - G. Field Hockey
  - H. Entertainment? Carol Gleason
5. Video/Book Library - Brandy McNeill
  - A. How about \$10/month C.S.K. membership now being considered a Welfare Committee membership entitling members entrance to C.S.K. and free rental of all books and videos?
  - B. Non-members pay daily rental rate and daily admission to C.S.K.
  - C. Purchase of videos and books with welfare funds
6. 1 May 1995 Sports Day - subcommittee chairmen
  - A. Individual Sports Reports
  - B. Sale of raffle and barbecue tickets
7. Next meeting




UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

22 April 1995

TO : All Civilian and Military Staff  
UNAMIR

FROM : Sammy Kum Buo   
Officer-in-Charge, OSRSG

SUBJECT: Acting arrangements

During the absence on official business of Mr. Ismael Diallo, Spokesman, from 23 to 27 April 1995, Lt. Kent Page, Military Public Affairs Officer, will serve as Acting Spokesman.

cc.: SRSG  
OIC, Administration



URGENT

URGENT

URGENT

URGENT

URGENT

21 April 1995

TO: All Civilian International and Local Staff

FROM: Ally H. Golo, OIC  
Administration

A handwritten signature in black ink, appearing to be "Ally H. Golo", written over the printed name and title.

SUBJECT: Meeting with the SRSG

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

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

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

MGT/CSL

CAFE KIGALI -UN HQ BUILDING

FOR ALL OUR VALUED CUSTOMERS  
WHO WOULD NOT LIKE TO  
VENTURE OUT.

WE WILL BE SERVING TAKE AWAY  
MEALS EVERY EVENING AT **5.00 PM**

FROM : **MON. TO FRI.**

PLEASE ORDER YOUR MEAL AT THE  
CASHIER BY **1300 HRS**, TO AVOID  
ANY DISAPPOINTMENT.

RELAX IN YOUR OWN HOME/AWAY  
FROM HOME AND ENJOY YOUR SUPPER  
**BON APPETITE.**



AA.

To: All UNAMIR Civilian & Military personnel  
B&R  
UNDP, UNHCR, UNHRFO, UNREO (With a request to inform  
all NGOs and UN Agencies)  
From: SRSG  
Date: 11 Apr 95

*Garmany J. Khan*

Subject: SEARCHING OF UNAMIR VEHICLES BY RPA

1. Under SOMA, all UNAMIR vehicles are exempted from being searched by RPA, or any security agencies of the Rwandese government. In practice, this is manifested in another manner through varying interpretations by the parties involved. Rwandan officials interpret the SOMA to read that they have the right to search the personal luggage of members of UNAMIR. UNAMIR's interpretation is that personal property of the members of UNAMIR "...required by them by reason of their presence in Rwanda with UNAMIR" is immune to search.

2. In a joint UNAMIR/RPA meeting, it was agreed that searches of vehicles could only be conducted under very exceptional circumstances, which may involve the following:

- a. Transportation of unauthorised (non-UN) personnel.
- b. Transportation of unauthorised equipment or stores.
- c. Personnel in the vehicle have been observed committing a crime.

3. As a result of the modified interpretation by the RPA, these searches have nearly become a routine exercise in many areas of Rwanda. Therefore, it is clear that the original understanding of para 2 has been misused. We are actively discussing a more reasonable approach. For the interim all personnel are cautioned to use restraint and diplomacy in these demands for searches. Requesting Milob or formed troop assistance for negotiation and not proceeding through the check point are possible alternative options to allowing the search to take place. All should be reminded that these searches are not worthy of escalation in the use of force resulting in increased tension or injury.

4. When assisting other personnel or agencies such as UNHCR and UNHRFO, Milobs and formed troops should remember it is the responsibility of the various agencies to determine whether or not to subject themselves to searches and under which parameters those searches can or can not be conducted.

5. UNREO's security plan directs its personnel to indicate that their vehicle is owned by the United Nations, is on official business and that they are protected from searches by formal agreement with the government. They are further directed, if the request for search persists, to permit the search but indicate that a report will be filed and forwarded to the host government's Ministry of Foreign Affairs.

6. UNHCR's and UNHCRFOR's personnel have been directed by similar guidelines but are more concerned with the search of pouches. Their personnel have been directed to allow the search of pouches if demands persist but to indicate that documentation in pouches is not to be read.

7. Until an agreed policy is reached with the RPA please ensure these guidelines are followed.