UNAMIR ADMINISTRATIVE INSTRUCTIONS 3 JAN - 20 SEPT 1995

PLEASE RETAIN
ORIGINAL ORDER

UNCLASSIFIED
EL/WG APR 2009

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

UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM

Date: 20 September 1995
Ref: COMMS/9.36

To: All Military & Civilian Staff

From: Mr. Thad Anglin
CCO

Subject: New Operating Hours - COMCEN

Please note that commencing Monday 18 September 1995 the hours of operation for the Communications Centre (COMCEN) are as follows:

Monday to Friday .....0730 hrs to 2000 hrs.
Saturday .....0730 hrs to 1300 hrs.
Sunday .....closed for business

The Orderly Room at the Amahoro HQ may be utilized to send faxes to New York Headquarters after hours.

For coded or confidential material, please contact the Operations Duty Officer who will advise the Standby Duty Operator for transmission.

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

INFORMATION CIRCULAR NO. 48/95

DATE: 16 September 1995

TO: All UNAMIR Military, Civilian Police and Civilian Personnel

FROM: William CLIVE, OIC/Administration

SUBJECT: Mail delivery between UNAMIR HQ Amahoro and TRAFIPRO Buildings

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

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

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

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

Thank you for your cooperation.

ISEL RIVERO

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

September 15, 1995

UNAMIR DRIVERS' AWARENESS PROGRAMME.

DRIVING IN DIVERSE CONDITIONS

Local Road Conditions

(A) The main roads in Rwanda are in good condition, but during the rainy season the surfaces become very slippery, resulting in numerous avoidable accidents by adjusting speed accordingly.

(B) Kigali city has seen a huge increase in vehicular traffic in recent months and without adequate traffic discipline in place. Extra care and attention is requested at junctions and roundabouts, since most accidents occur in these areas.

(C) Very few roads in Rwanda are lit by street lights. Additionally, pedestrians commonly cross or walk along roadways with little regard for vehicular traffic. Extra vigilance is required in dimly lit areas and in populated and built-up areas.

(D) Visibility is greatly reduced while driving at night, so reduce Your speed accordingly to such an extent that You will be able to see clearly with the aid of Your headlilght.

(E) Always dim Your headlights in all built-up areas and when meeting on-coming vehicles or following another vehicle.

Bad Weather Driving

Rain, sand or fog add to Your driving problems.

(a) Adjust the speed to existing conditions.

(b) Keep windshield clean at all times.

(c) Follow other vehicles at a safe distance.

(d) Apply brakes with light pumping action to avoid skidding.

(e) Signal Your intention to stop or change direction well in advance.

Driving Through Shallow Water

When You unavoidably have to drive through shallow water or large puddles on the road, reduce speed to avoid splashing of water in the brake drums, engine or ignition system.

Cross-country Driving

Cross-country driving requires extra proficiency in use of gear, anticipation of ground conditions and vehicle maintenance.

(a) Before entering a patch of loose or soft soil or muddy conditions, change into 4-wheel drive.

(b) Use suitable gear depending on driving conditions. It is easier to change into a lower gear ratio when the going gets tough than to come to a stop and change into 4-wheel drive.

(c) Do not allow engine to labour under any circumstances.

(d) Follow the speed limit regulations, even if the country is flat and open.

(e) If possible, stay on hard or compacted ground and avoid loose soil or muddy conditions.

(f) Do not drive through a dust cloud raised by the preceding vehicle. Keep 10 meters clear vision to avoid collision in case the preceding vehicle stops suddenly.

Steering into a Skid

If the vehicle skids, always steer Your vehicle in the direction of the skid to regain control of Your vehicle. Sometimes it helps to speed up slightly. Do not disengage the clutch or apply the brakes.

Driving in a Convoy

When driving in a convoy, look out for drivers who try to move between the vehicles of the convoy. Keep the distance between the vehicles not less than 50 meters.

When STOPPING, keep the distance about 5 meters.

It is recommended, when driving in a convoy, to turn on Your headlights and use low beam.

Resting during a Long Distance Drive

The maximum a driver should drive at any one stretch, is 270 kms. After this, the vehicle and the driver must rest for 10 minutes. If in a convoy, an organized rest must follow after 270 kms. During the period of rest, the engine, oil and water gauge must be checked before commencement of the journey.

SPEED LIMITS IN THE AREA

Stopping Distances

It takes a great deal more braking power and requires a much greater distance to slow or stop a vehicle from 50 to 40 miles per hour (80 to 64 kph) than it does from 30 to 20 miles per hour (48 to 32 kph). A careless driver, failing to recognize or properly understand this fact, may enter curves at too high a rate of speed or fail to maintain a proper interval between vehicles, while travelling at high speeds. Vehicle brakes cannot be applied instantly. Your vehicle will travel a considerable distance from the time You take Your foot off the accelerator and depress the brake pedal until the brakes actually take effect. The illustrations below indicate stopping distances which have been obtained from practical tests:

SPEED	STOPPING DISTANCE
25 kph or 15 mph	15 meters or 45 feet
32 kph or 20 mph	20 meters or 60 feet
48 kph or 30 mph	30 meters or 90 feet
64 kph or 40 mph	50 meters or 150 feet
80 kph or 50 mph	70 meters or 210 feet

BEFORE COMMENCING ANY JOURNEY,

FASTEN YOUR SEAT-BELTS!

OFFICE OF SRSG

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

From: Col W J Fletcher
DCOS (Sp)

Extn 1109

RECEIVED
28 AUG 1995
OFFICE OF THE SRSG
UNAMIR

To: List B, D

Info: List A, E, F
File Reference: 4000.1/LOG-41

Date: 28 Aug 95

Subject: VEHICLE SAFETY

Reference: DCOS SP Memo 4000.1/LOG-41 dated 28 Jul 95

1. On 26 August, a Ghanian vehicle was involved in a serious traffic accident in which ten soldiers of GHANBATT were injured. Fortunately there was no loss of life, but the medical prognosis for one of the injured is that he will have a permanent physical incapacity. The cause of the accident was speed to fast for conditions.

2. Addressees are reminded that the chain of command is ultimately responsible for the fate of all personnel under command. Safety is not an issue which is left solely to the individual. It is a leadership issue. The death of or serious injury to any UNAMIR member as a result of improper driving practices is unacceptable and any such negligent action should be severely disciplined. Of secondary importance, the loss of vehicles through accident damage places an additional burden on the unit administrative system as replacements are not available.

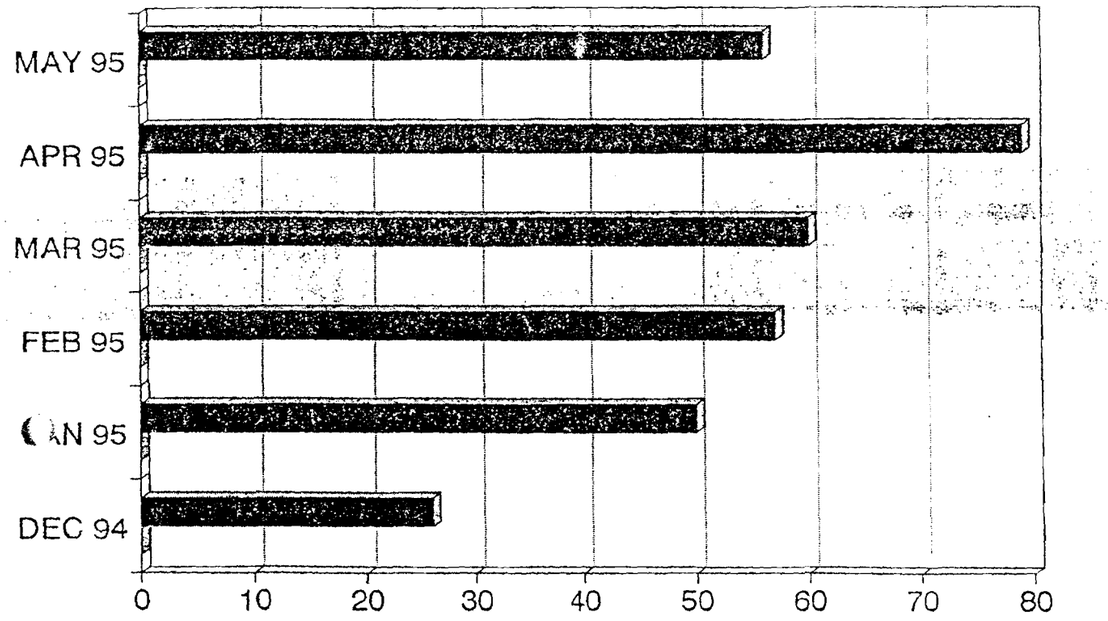
3. Addressees are requested to reinforce their respective vehicle safety programs through personal intervention. Our collective approach should be to make tomorrow an accident free day: one accident free day, every day.

I am deeply concerned at the standard of driving by our personnel. What can be done to improve the situation?

Reçu le 28 AOUT 1995

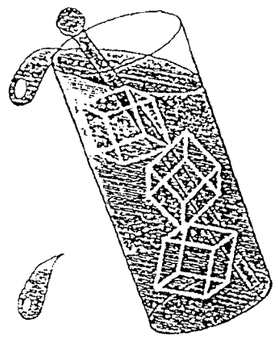
ACCIDENTS/INCIDENTS REPORTED

FOR 3rd MAN DEC 94-MAY 31 95



PLEASE NOTE THE MARKED INCREASE IN ACCIDENTS IN APRIL, BEING THE BEGINNING OF THE RAINY SEASON.

DON'T MIX
DRINKING & DRIVING



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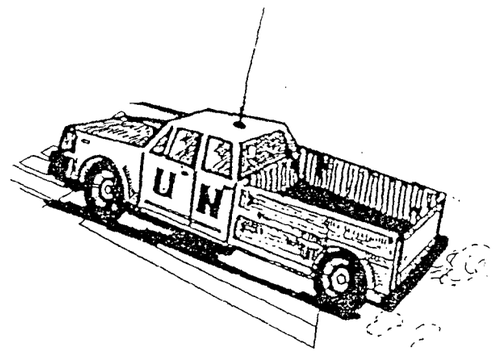

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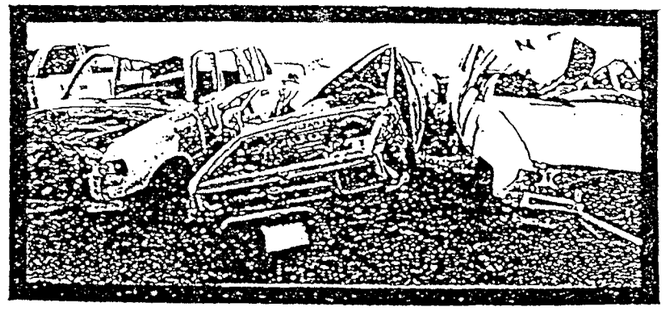


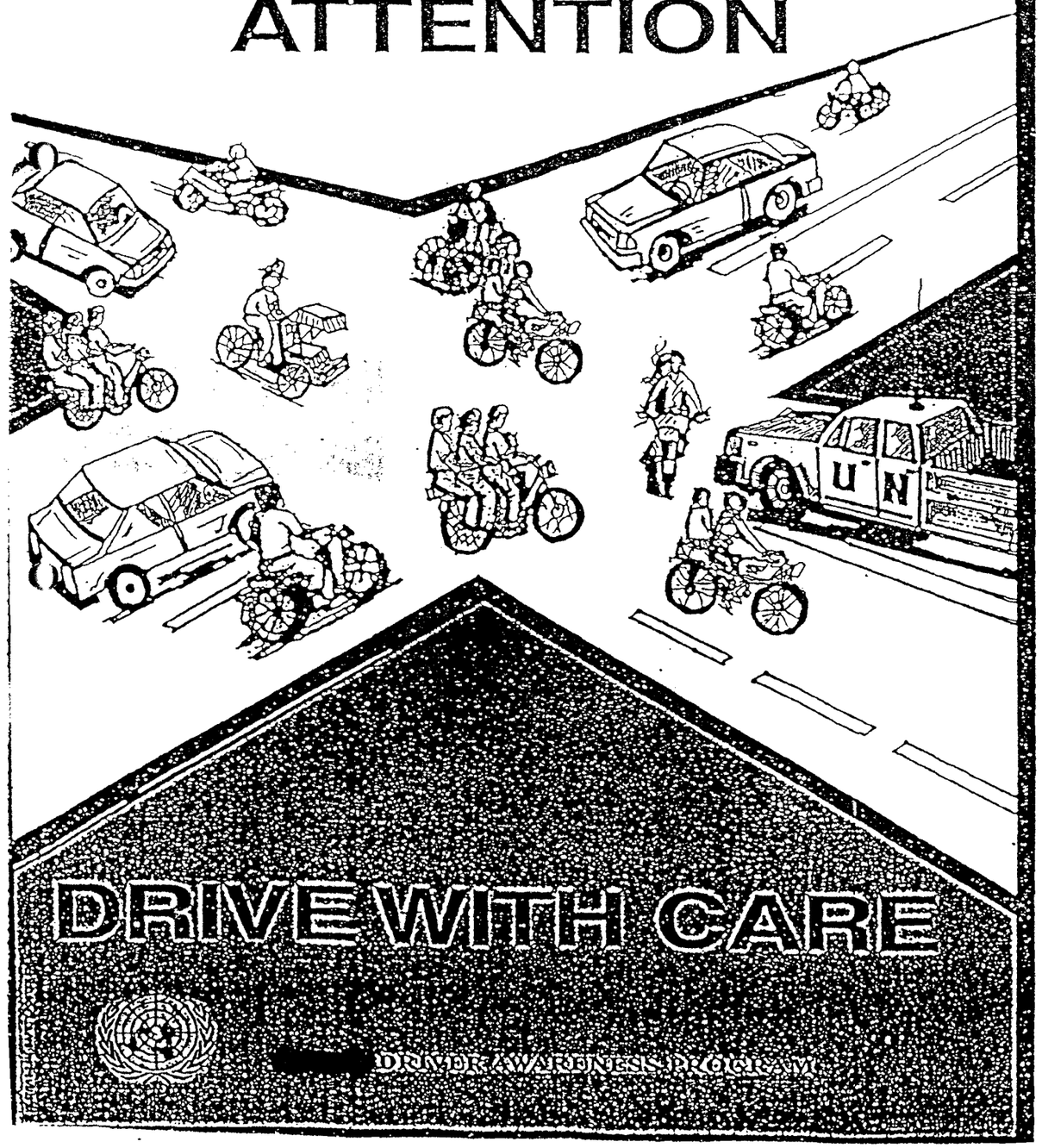
If YOU are the Driver --

DON'T DRINK!!

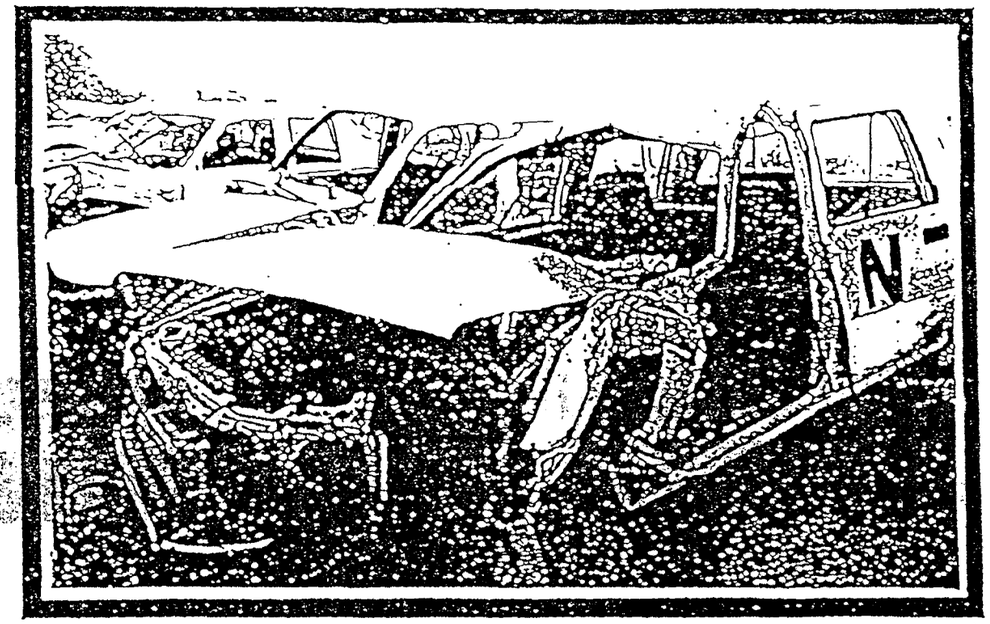
DRIVER AWARENESS PROGRAM

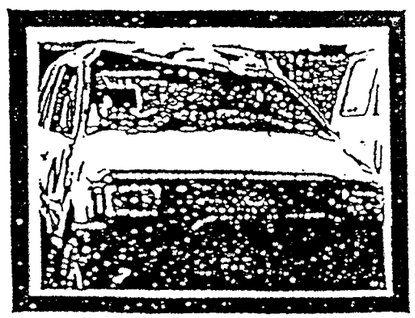
DON'T DRINK
SAVE A LIFE!
AND DRIVE!

DRIVING REQUIRES 100% ATTENTION



These guys all thought they
were great drivers.
Until the day this happened.





DRIVE SAFELY
OR DON'T DRIVE AT ALL.

DRIVER AWARENESS PROGRAM

in advance so that he/she can help obtain revalidation. Should no consular facilities exist in the area or in adjoining territories, such requests may exceptionally be referred to Headquarters for the necessary action.

9.0 United States visas

9.1 Requests for the issuance or renewal of G-4/G-5 visas for staff, their dependents and their household employees, travelling from a mission or other field office to Headquarters, New York shall be transmitted to the FOD with an indication of the approximate date of travel and the place and country of the United States consular office where the issuance is requested. Requests for G-5 visas for household employees shall be submitted on form PT.62, in duplicate, signed on both sides; the staff member's attention should be drawn to the requirements listed on the reverse side of form PT.62.

VIII PROTOCOL MATTERS

1.0 Protocol lists

1.1 A protocol list should be established and maintained in all missions. The preparation of such a list would normally be initiated by the office of the Head of Mission, but in default of such action the CAO should take the initiative, acting through the office of the Head of Mission. The following example should not be considered complete but merely a guideline, since protocol lists, notwithstanding similarities, may vary from mission to mission.

1.2 A protocol list shall normally be in categories, each category taking precedence over the preceding one:

a. VIP category. The VIP category shall normally consist of:

Force Commander (Head of Mission)
Chief Administrative Officer
Special Political Adviser
Deputy Force Commander
Chief of Staff.

In an observer mission the Chief of Staff or Chief Military Observer would be number one on the list as Head of Mission; in other missions number one might be the Special Representative of the Secretary-General.

b. "A" Category. This category consist of military branch heads of the mission headquarters, the Military Adviser to the Force Commander and other senior military officers assigned to the mission

headquarters, civilian section chiefs, the Legal Adviser, the Information Officer, the Chief, Special Task Unit and the Senior Administrative Officer.

c. "B" Category. This category includes the contingent and battalion commanders and the chief of any observer group attached to the mission.

d. "C" Category. This category includes the Headquarters military staff and civilian staff as designated by the Head of Mission.

1.4 There are no official equivalences between military ranks and the grades held by internationally-recruited civilian staff. However, as can be seen from the above example and following established practice, senior civilian staff, often depending on their function in the mission, are equated with senior military officers, i.e. those with the rank of Lieutenant Colonel and above.

2.0 Authorized members of messes and clubs

2.1 Over the years frictions have occurred between the military and civilian staff of a number of peacekeeping operations. Most of them have been due to lack of understanding between military and civilian staff as to the exact role each party performs in the overall picture of an operation. This has been compounded by a lack of clear guidelines defining their relationship and the equivalence between military ranks and civilian grades.

2.2 Frictions of this nature are detrimental to the efficiency of an operation and inevitably result in a slump in morale, particularly at mission headquarters level, where most military/civilian interaction take place.

2.3 Such interaction is by no means confined to working relationships but in some missions includes common billeting, messing, clubs and sports facilities. Over the years most friction has occurred in these areas.

2.4 As a first principle to establish clear guidelines, it must be accepted by all parties that internationally-recruited staff members, even if not themselves officers, enjoy officer status while assigned to a peacekeeping or observer mission. This principle should be easier to understand and accept now that all Headquarters General Service staff assigned to field missions are being accorded Field Service Level status for the duration of their mission service, thus acquiring the same rights and obligations as regular Field Service officers.

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ASSISTANCE MISSION IN RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR-MINUAR

ADMINISTRATIVE INSTRUCTION NO. 025/95

5 July 1995

TO: ALL International Civilian, Civilian Police and Military Personnel

FROM: Chaim Ouziel
Chief Administrative Officer

SUBJECT: Anti-Theft Crook Lock Device

Please be advised that a device which locks the vehicle steering wheel to the clutch or brake pedal is immediately available for use from the Field Service Transport Workshop Stores.

Similar devices with one key which were earlier issued from the Transport Stores should be returned in exchange for the new ones.

This "locking device" is an additional security for your vehicle and those who have not obtained one as yet should contact the Transport Section soonest to have one issued to them.

Kindly note that this device must be fitted at all times when the vehicle is left unattended.

Thank you for your cooperation.

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

INFORMATION CIRCULAR NO. 48/95

DATE: 16 September 1995

TO: All UNAMIR Military, Civilian Police and Civilian Personnel

FROM: William CLIVE, OIC/Administration

SUBJECT: Mail delivery between UNAMIR HQ Amahoro and TRAFIPRO Buildings

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

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

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

Thank you for your cooperation.

UNITED
NATIONS

ST

Secretariat

ST/SGB/278
14 September 1995

Nairobi Distribution
1 copy per staff member

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: THE FINANCIAL SITUATION OF THE ORGANIZATION

1. Through this bulletin I wish to inform all staff members of the serious financial situation facing the Organization and of the related measures I have decided to put into effect.

2. In June, when I addressed the High-level Open-ended Working Group on the Financial Situation of the United Nations, I informed the members of the Working Group that unpaid assessed contributions to the Organization amounted to $2.8 billion as at 31 May. At 31 August 1995, total outstanding contributions had risen to more than $3.7 billion. The current cash shortage is particularly acute with respect to the United Nations regular budget, for which almost $850 million, or some 40 per cent of the total assessed at the beginning of 1995, remains unpaid.

3. The high level of the cash shortfall is unprecedented. After utilizing all other available reserves, regular budget cash was completely depleted in mid-August. Since that time and to date, we have had to borrow a total of $98 million from peace-keeping operations to cover regular budget expenditures. Unless significant contributions are received from those Member States with outstanding contributions, it will be necessary to borrow almost $200 million from peace-keeping operations by the end of October, and nearly $300 million by the end of November.

4. We have been able to borrow from peace-keeping operations only because we have postponed long-overdue reimbursements to about 80 troop-contributing countries as well as the payment of Letters of Assist to Governments. If the current situation continues, the Organization will owe troop-contributing countries more than $1.2 billion by the end of the year. This will place peace-keeping operations in great jeopardy.

/...

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ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

FM ADMIN MATTERS

ADMINISTRATIVE INSTRUCTION NO. 047/95

DATE: 7 September 1995

To: All UNAMIR Civilian Staff

From: William Clive,
Officer-in-Charge/Administration

Subject: **UNAMIR mission area**

I am pleased to inform all international civilian personnel that the Office of Human Resources Management, through Field Administration and Logistics Division (FALD)/DPKO, has now agreed to redefine the mission area of UNAMIR to include Rwanda, Uganda and Kenya as a whole, and not only Nairobi, with effect from 1 September 1995.

Consequently, we are authorized to pay the applicable MSA rate to mission personnel travelling on official business within the mission area: US$ 97.00 in Rwanda and Uganda, and KSh. 5,660.00 in Kenya. In addition, if they are compelled to maintain their accommodation in their base duty station in the mission area, reimbursement of the actual cost of the accommodation is authorized up to a maximum of US$ 27.00 per day upon presentation of relevant receipts.

Please note that personnel who travel to their parent duty station are not entitled to any subsistence allowance in the location.

For rest and recuperation purposes, the above redefined mission area will also apply as from 1 September 1995. As for personnel assigned to UNAMIR Office in Nairobi, given that the conditions of life and work are different from those prevailing in Rwanda, the R & R policy would not be applicable to them.

UNITED NATIONS NATIONS UNIES TELEGRAPH

For use of Cable Operations Unit only Réservé au Groupe de la correspondance télégraphique

conf - 3384

Use of Drafter A remplir par le rédacteur	DATE: 5 September 1995	
JCS	PMSS/FALD	S-2280C	3744

07 SEP 1995

UNAMIR

KIGALI.

_____ OUZIEL FROM DA COSTA. REUR FAX MSG DATED 20 JULY 1995. SUBJECT: UNAMIR MISSION AREA. PLEASE FIND ATTACHED A COPY OF A SELF-EXPLANATORY MEMORANDUM (WALTON/DA COSTA) DATED 24 AUGUST 1995 IN RESPONSE MISSION'S REQUEST INCLUSION KENYA IN MISSION AREA. PLEASE NOTE CCS/OHRM HAS AGREED DEFINE MISSION AREA TO INCLUDE UGANDA, RWANDA AND KENYA EFFECTIVE 1 SEPTEMBER 1995. WISH ALSO DRAW YR ATTENTION PROVISIONS PARA 3 THIS COMMUNICATION RELATING TO APPLICABLE MSA FOR TRAVEL ON OFFICIAL BUSINESS WITHIN MISSION AREA WHICH NOW SUPERSEDES PARA 3 OF CCS MEMORANDUM OF 27 JUNE 1995 A COPY OF WHICH IS ATTACHED FOR YOUR INFORMATION AND IS APPLICABLE TO ALL TRAVEL WHICH TOOK PLACE FROM 1 JANUARY TO 31 AUGUST 1995. BEST REGARDS.

(MEDILI/FALD)NNNN

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AUTHORIZED BY / AUTORISE PAR

Luiz Carlos da Costa, Chief

SIGNATURE: ... DATE: 5

PMSS/FALD/DPKO

NAME AND TITLE (PLEASE TYPE) / NOM ET QUALITE A DACTYLOGRAPHIER:

CAO CAS CEO CFO

2/3

United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO A: Mr. Luiz C. da Costa, Chief
Personnel Management and Support Service
FALD/DPKO

THROUGH S/C DE:

FROM DE: Keith Walton, Chief
Compensation and Classification Service, SACCD/OHRM

SUBJECT OBJET: Mission area - UNAMIR

DATE: 24 August 1995

REFERENCE: 2-13 UNAMIR

LOC

JS

1. Reference is made to your memorandum of 14 August 1995 transmitting a facsimile dated 20 July 1995 from UNAMIR on the above subject.

2. We have examined the issue of UNAMIR mission area again based on the report of the field review mission undertaken in October 1994 and the information provided in recent correspondence from UNAMIR. Accordingly, we would agree that the mission area of UNAMIR be redefined to include Rwanda, Uganda and Kenya with effect from 1 September 1995.

3. Consequently, we hereby authorize payment of the applicable MSA rate to mission personnel travelling on official business within the mission area: US$97 in Rwanda and Uganda, and KSH 5,660 in Kenya (you will recall that a separate rate was established for those UNAMIR staff assigned to Nairobi). In addition, if they are compelled to maintain their accommodation in their base duty station in the mission area, reimbursment of the actual cost of the accommodation is authorized up to a maximum of US$27 per day upon presentation of relevant receipts. Please note that personnel who travel to their parent duty station are not entitled to any subsistence allowance in that location. This provision supersedes that described in paragraph 3 of our memorandum of 27 June 1995, and should also be applicable to travel taken place from 1 January to 31 August 1995.

4. For rest and recuperation purposes, the above redefined mission area will also apply as from 1 September 1995. As for personnel assigned to UNAMIR office in Nairobi, given that the conditions of life and work are different from those obtaining in Rwanda, the R&R policy should not be applicable to them.

5. Finally, we would recall that the authority in setting the conditions of service of staff members is vested with the Assistant Secretary-General for Human Resources Management. The R&R policy established by UNAMIR should be considered as an ad hoc provisional measure pending the completion of the review of CTO policy currently conducted by the FALD/OHRM/OPPBA working group.

6. Please do not hesitate to contact us again should FALD or UNAMIR require any further clarification on the matter.

3/3

United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO / A: Mr. Luiz C. da Costa, Chief
Personnel Management and Support Service
FALD/DPKO

THROUGH / S.C.D.E:

FROM / DE: Keith Walton, Chief
Compensation and Classification Service, SACCD/OHRM

DATE: 27 June 1995

REFERENCE: 2-13 UNAMIR

SUBJECT / OBJET: Mission area for rest and recuperation and cost of retained accommodation - UNAMIR

1. I refer to the attached facsimile dated 9 June 1995 from the Chief Administrative Officer of UNAMIR.

2. We would note that the current arrangements for rest and recuperation in respect of UNAMIR staff have been established locally. As far as we are concerned, the inclusion of Nairobi in the mission area for administrative purposes seems to be adequate. In this light, and given that FALD, OPPBA and OHRM are reviewing leave/time-off provisions for all mission personnel, we do not see, at this stage, the necessity of extending the mission area to include the whole country of Kenya for "R&R" purposes as suggested by UNAMIR.

3. Regarding mission personnel travelling on official business to Nairobi, we would agree that they receive, in lieu of MSA, the applicable daily subsistence allowance (DSA) during the period of official stay in that city. In addition, if they are compelled to maintain their accommodation in their mission duty station in Rwanda, the cost of the accommodation will be reimbursed up to a maximum of US$27 per day subject to presentation of relevant receipts. As for those who undertake official travel within Rwanda, in addition to payment of MSA, they will be reimbursed the actual hotel room cost incurred at the destination of such travel, also up to a maximum of US$27 per day upon presentation of hotel receipts, provided that they are compelled to maintain the accommodation at their base duty station. Please note the above reimbursement is not applicable when accommodation is provided by UNAMIR. Staff originally assigned from Nairobi are not entitled to any subsistence allowance when they are on official business at their parent duty station.

4. Please inform UNAMIR Administration accordingly.

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ASSISTANCE MISSION FOR RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR · MINUAR

ADMINISTRATIVE INSTRUCTION NO. 047/95

DATE: 7 September 1995

To: All UNAMIR Civilian Staff

From: William Clive,
Officer-in-Charge/Administration

Subject: UNAMIR mission area

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Consequently, we are authorized to pay the applicable MSA rate to mission personnel travelling on official business within the mission area: US$ 97.00 in Rwanda and Uganda, and KSh. 5,660.00 in Kenya. In addition, if they are compelled to maintain their accommodation in their base duty station in the mission area, reimbursement of the actual cost of the accommodation is authorized up to a maximum of US$ 27.00 per day upon presentation of relevant receipts.

Please note that personnel who travel to their parent duty station are not entitled to any subsistence allowance in the location.

For rest and recuperation purposes, the above redefined mission area will also apply as from 1 September 1995. As for personnel assigned to UNAMIR Office in Nairobi, given that the conditions of life and work are different from those prevailing in Rwanda, the R & R policy would not be applicable to them.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR-MINUAR

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

DATE: 25 August 1995

TO: All UNAMIR Staff

FROM: Chaim Ouziel, CAO

SUBJECT: **Staff meeting**

This is to inform you that there will be a meeting of all UNAMIR staff on Tuesday, 29 August 1995, at 2:00 p.m. in the conference room on the ground floor.

The purpose of the meeting is to introduce the new CAO, Ms. Susan Matthew.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTER OFFICE MEMORANDUM

DATE: 24 August 1995

TO: All UNAMIR Staff

FROM: Chaim Ouziel. CAO

SUBJECT: **Foreign currency exchange**

I reproduce below, to bring to your attention once more, the circular issued on 12 August on the above subject. The Rwandan authorities have again informed us that they view as illegal the exchange of foreign currency through persons who are not "authorized agents", and warned of arresting offenders.

Again: all staff are advised and warned of this situation, and instructed to exchange foreign currency only at banks, government institutions or other authorized agencies displaying signs that they are so authorized.

INFORMATION CIRCULAR No. 046/95

DATE: 12 August 1995

TO: All UNAMIR Staff

FROM: Chaim Ouziel, CAO

SUBJECT: **Foreign currency exchange**

The Government of Rwanda views as illegal the exchange of foreign currency through persons who are not "authorized agents". It has issued explicit instructions to the Gendarmerie to arrest any person indulging in such unauthorized exchange. All staff are thus advised and warned of this situation, and instructed to exchange foreign currency only at banks, government institutions or other authorized agencies displaying signs that they are so authorized.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

DATE: 21 August 1995

TO: All UNAMIR Staff

FROM: Chaim Ouziel, CAO

SUBJECT: **Designation of new CAO**

I will complete my assignment to the mission on 31 August 1995. Ms. Susan Matthews will replace me as Chief Administrative Officer effective 1 September 1995. She will arrive at the mission on 25 August to allow briefing and handover.

Ms. Matthews brings with her extensive experience in the administration of peace-keeping missions, most recently as CAO of UNFICYP in Cyprus. On behalf of all of us I wish to welcome her to UNAMIR and extend to her our best wishes, support and cooperation in the tasks ahead.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INFORMATION CIRCULAR No. 045/95

DATE: 15 August 1995

TO: All UNAMIR Personnel
All UNAMIR Contractors

FROM: Chaim Ouziel, CAO

SUBJECT: **Liability for loss/damage to UN Property**

1. Pursuant to the rules and procedures outlined in the United Nations Field Administration Manual, and to Financial Rule 110.34 and Staff Rule 112.3, the following guidelines are established to assist the UNAMIR Local Property Survey Board (LPSB) in making decisions, or recommendations to the Headquarters Property Survey Board (HPSB) for its decision, on any loss, damage, deficiency or irregularity occurring in property belonging to, entrusted to, or in the charge of UNAMIR.

2. In reviewing cases, the LPSB shall rely on investigation reports by UNAMIR's investigative units or its own investigations. When necessary, the LPSB may call UNAMIR or contractors' employees involved with, or with knowledge of the case to appear before it to answer questions the LPSB may have.

3. In order to properly assess costs when damage to, loss or destruction of UN property has occurred, the LPSB will seek to establish whether there has been a deviation from standing UN or UNAMIR rules or instructions; and whether there has been negligent conduct. In determining whether there has been negligent conduct, the LPSB shall apply the following criteria and definitions:

(a) Negligence is the omission to do something which a reasonable, discerning person, in the context of day to day human affairs, would have done; or, conversely, doing something which a discerning and reasonable person would not do.

(b) Gross negligence is negligence of a high degree involving wilfulness, drunkenness or reckless disregard for the consequences of one's actions.

4. In cases where the LPSB has found negligence or gross negligence to have occurred, it shall take into account the following provisions in assessing liability for the different categories of UNAMIR personnel:

(a) Military and civilian personnel receiving MSA

(i) Any on- or off-duty military or civilian personnel (including those under Special Service Agreements, SSA) in receipt of Monthly Subsistence Allowance (MSA) who causes damage to, or loss or destruction of, UN property through gross negligence shall be assessed 100% of the loss/cost, but not exceeding US$10,000.

(ii) Any off-duty military or civilian personnel and those under SSA in receipt of MSA, who causes damage to, or loss or destruction of, UN property through negligence (not amounting to gross negligence), shall be assessed 50% of the loss/cost, but not exceeding US$5,000.

(iii) Any on-duty military or civilian personnel and those under SSA in receipt of MSA, who causes damage to, or loss or destruction of UN property through negligence (not amounting to gross negligence), shall be assessed 25% of the loss/cost, but not exceeding US$2,500.

(b) Military personnel not in receipt of MSA

Military personnel who are not in receipt of MSA, who cause damage to, or loss or destruction of United Nations property on- or off-duty, shall be liable only in cases of gross negligence. In all such cases, the assessment of cost will be made to the Government of the troop contributing country concerned. For both on-duty and off-duty personnel, there shall be an assessment of 100% of the loss/cost, but not exceeding US$10,000.

(c) Civilian experts and contractor's personnel

Where civilian experts and contractor's personnel cause damage to, or loss or destruction of UN property on- or off-duty, an assessment of 100% of the loss/cost shall be made in all such cases upon proof of any degree of fault or negligence.

(d) United Nations Volunteers (UNVs) and SSA Personnel, Non-Recipients of MSA

(i) Any on- or off-duty United Nations Volunteer (UNV) and any one under SSA not in receipt of MSA, who causes damage to, or loss or destruction of UN property through gross negligence shall be assessed 100% of the loss/cost, but not exceeding US$7,500.

(ii) Any off-duty UNV and any one under SSA not in receipt of MSA, who causes damage to, or loss or destruction of UN property, through

negligence (not amounting to gross negligence), shall be assessed 50% of the loss/cost, but not exceeding US$3,750.

(iii) Any on-duty UNV and any one under SSA not in receipt of MSA, who causes damage to, or loss or destruction of UN property through negligence (not amounting to gross negligence), shall be assessed 25% of the loss/cost, but not exceeding US$1,875.

(e) Local Personnel

(i) Any on- or off-duty locally hired employee who causes damage to, or loss or destruction of UN property through gross negligence shall be assessed 100% of the loss/cost, but not exceeding US$5,000.

(ii) Any off-duty locally hired employee who causes damage to, or loss or destruction of UN property through negligence (not amounting to gross negligence), shall be assessed 50% of the loss/cost, but not exceeding US$2,500.

(iii) Any on-duty locally hired employee who causes damage to, or loss or destruction of UN property through negligence (not amounting to gross negligence), shall be assessed 25% of the loss/cost, but not exceeding US$1,250.

5. In considering a case, the LPSB will take into account all the facts, including all mitigating circumstances and factors such as necessity and unforeseeability, to determine fault or negligence and the degree thereof.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INFORMATION CIRCULAR No. 046/95

DATE: 12 August 1995

TO: All UNAMIR Staff

FROM: Chaim Ouziel, CAO

SUBJECT: **Foreign currency exchange**

The Government of Rwanda views as illegal the exchange of foreign currency through persons who are not "authorized agents". It has issued explicit instructions to the Gendarmerie to arrest any person indulging in such unauthorized exchange. All staff are thus advised and warned of this situation, and instructed to exchange foreign currency only at banks, government institutions or other authorized agencies displaying signs that they are so authorized.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

11 August 1995

TO: All Sections/Units

FROM: Chaim Ouziel,
Chief Administrative Officer

SUBJECT: **Absence from Headquarters - CCPO**

Mr. Kimso Nilsvang, Chief Civilian Personnel Officer, will be away from Headquarters for the period inclusive 11 to 21 August 1995. In his absence, Mr. Jose Aguirre will act as Officer-in-Charge of Personnel Section.

For your information please.

UNITED NATIONS
ASSISTANCE MISSION IN RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

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INTEROFFICE MEMORANDUM

URGENT

DATE: 03 Aug 95

REF: AIR OPS 402

TO: All UNAMIR Military and Civilian Personnel

FROM: C. Ouziel
Chief Administrative Officer

SUBJECT: UNAMIR FLIGHT SCHEDULE DURING THE PERIOD 04 - 09 AUGUST 1995

1. Due to the rotation and withdrawl of various UNAMIR contingents to their home countries, the UNAMIR flight schedule will be heavily altered during the period 04 - 09 Aug 95. The proposed shcedule for this period is as follows:

Fri 04 Aug - UN071 DEPARTS NAIROBI TO KIGALI 0600H LOCAL - CHECK IN 0400H.
UN071 DEPARTS KIGALI TO NAIROBI 1430H LOCAL - CHECK IN 1230H.

Sat 05 Aug - UN071 DEPARTS NAIROBI TO KIGALI 0600H LOCAL - CHECK IN 0400H.
THERE IS NO PLANNED FLIGHT TO NAIROBI FROM KIGALI.

Sun 06 Aug - **THERE IS NO PLANNED FLIGHT ON THIS DATE.**

Mon 07 Aug - **THERE IS NO PLANNED FLIGHT ON THIS DATE.**

Tue 08 Aug - **THERE IS NO PLANNED FLIGHT FROM NAIROBI TO KIGALI.**
UN071 DEPARTS KIGALI TO NAIROBI 1700H LOCAL - CHECK IN 1500H.

Wed 09 Aug - UN071 DEPARTS NAIROBI TO KIGALI 0900H LOCAL - CHECK IN 0700H.
UN071 DEPARTS KIGALI TO NAIROBI 1015H LOCAL - CHECK IN 0815H.

After Wednesday 09 August 1995, the regular flight schedule will come back into force. (Flights each day except Wed and Sun; Dep Nairobi at 0900h local; Dep Kigali at 1015h local)

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2. Please utilize the above schedule for all travel planning purposes. In the event that unforseen valid travel requirements surface during this time frame, then there **may** be a possibility of utilizing the Beechcraft on an ad-hoc basis. Other than those flights listed above, under no circumstances will R & R or leave passengers be carried between Kigali and Nairobi.

3. Any inconvenience is regretted, however, our current efforts towards downsizing must take precedence in the short-term.

4. Best regards.

URGENT

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

Date: 2 August 1995
Ref.: UNAMIR/PRU/95

To: **All Chiefs of Sections**
FSA Coordinator

From: K. Nilsvang
Chief Civilian Personnel Officer

Subject: **Vacancy Announcement**

Please bring the attached Vacancy Announcements to the attention of international staff in your Section/Office.

cc. DSRSG

ITED NATIONS NATIONS UNIES TELEGRAPH

For use of Cable Operations Unit only / Réservé au Groupe de la correspondance télégraphique

PRECEDENCE

KGMF-3125

Action to:

PAGE 1 OF 14

MSG. STD NO.

27 JUL 1995

UNAMIR - REGISTRY

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DATE: 26 JULY 1995

ROOM / BUREAU 2280A

EXT. / POSTE 3-6114

DC/JGY

FPS/FOD

ALLOTMENT / COMPTE

[ ] - Action completed

[ ] - Acknowledge

UNA-xxxxx-xxx

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FILE / DOSSIER

CCP 0136

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BY FACSIMILE

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N'INSCRIVE RIEN DANS LES MARGI VOYEZ LE INSTRUCTI AU VERSO

_____ FROM DA COSTA.

PLEASE FIND ATTACHED LATEST VACANCY ANNOUNCEMENTS TO BE DISSEMINATED TO ALL STAFF IN YOUR LOCATION, INCLUDING STAFF OUTPOSTED TO REMOTE AREAS. **FOR EASE OF ACKNOWLEDGEMENT PLEASE REFER TO THE DATE OF TRANSMISSION AND THE NUMBER OF VACANCY ANNOUNCEMENTS RECEIVED. IN THIS CASE 26 JULY AND 15 VACANCIES.**

THIS ACKNOWLEDGEMENT SHOULD STILL BE SENT TO MR. TORTEL, DIRECTOR, RECRUITMENT AND PLACEMENT DIVISION/OHRM COPIED TO FOD.

VA: 95-A-ECA-101-AA CHIEF, ADMIN. & CONF. SERV DIV.

VA: 95-S-ESC-094-BA POPULATION AFFAIRS OFFICER

VA: 95-S-ESI-098-NY POPULATIONS AFFAIRS OFFICER

VA: 95-A-DHA-102-NY CHIEF, OFF. OF THE USG

VA: 95-A-DSM-359-NY PROCUREMENT OFFICER

VA: 95-A-DSM-364-NY ADMINSTRATIVE OFFICER

RECEIVED
27 JUL 1995
UNAMIR

CCP 8

AUTHORIZED BY / AUTORISE PAR

SIGNATURE Luiz Carlos da Costa, Chief FPMSS/FALD/DPKO DATE

NAME AND TITLE PLEASE TYPE / NOM ET QUALITE A DACTYLOGRAPHIER

For use of Drafter / A remplir par le rédacteur		DATE: 26 JULY 1995		ALLOTMENT / COMPTE	FILE / DOSSIER
LDC/JGV	FPS/FOD	ROOM / BUREAU 2280A	EXT. / POSTE 3-6114	UNA-XXXXX-XXX	

12 PITCH / 12/14 | 10 PITCH / 10/12

VA: 95-E-DSM-368-NY CHIEF OF OFFICE, USG

VA: 95-A-HAB-363-NA SPECIAL ASSISTANT

VA: 95-T-HAB-361-NA SPANISH TRANSLATOR

VA: 95-T-OCS-362-NY TANSLATOR (SPANISH)

VA: 95-A-HRM-365-NY SECRETARY, APPT. AND PROMO PANEL

VA: 95-I-DPI-357-MD DIRECTOR, UNIC MADRID

VA: 95-I-DPI-367-NY CHIEF, EDITORIAL SECTION

VA: 95-B-DPI-366-NY LEGAL LIBRARIAN

VA: 95-P-DPA-360-NY/CORR.1 DEPUTY DIRECTOR,

EAST ASIAN AND THE PACIFIC DIV.

YOUR USUAL COOPERATIONS IS ALWAYS APPRECIATED.

REGARDS.

(MEDILI/FALD)

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AUTHORIZED BY / AUTORISE PAR

SIGNATURE Luiz Carlos da Costa, Chief DATE

FPMSS/FALD/DPKO

NAME AND TITLE OF EASE TYPE / NOM ET QUALITE EN DACTYLOGRAPHIER

United Nations Secretariat

Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER	95-A-ECA-101-AA
DEADLINE FOR APPLICATIONS	15 SEPTEMBER 1995
POST TITLE AND LEVEL	CHIEF, ADMINISTRATION AND CONFERENCE SERVICES DIVISION, D-1
POST NUMBER	D1-009
DUTY STATION	ADDIS ABABA
ORGANIZATIONAL UNIT	ADMINISTRATION AND CONFERENCE SERVICES DIVISION ECONOMIC COMMISSION FOR AFRICA (ECA)
INDICATIVE MINIMUM GROSS ANNUAL REMUNERATION (INCLUDING POST ADJUSTMENT) *	US$ 100,502 Without dependants US$ 101,012 With dependants

FUNCTIONS

Under the general direction of the Executive Secretary, the incumbent:

- provides policy advice tot he Executive Secretary on all aspects of administration and management of human and financial resources of ECA;
- provides direction, co-ordination and supervision to the different sections of the Division;
- is responsible to the Under Secretary-General for Administration and Management, United Nations Headquarters, for the consistent implementation of the Organization's Financial Regulations and Rules, as well as Staff Regulations and Rules and related administrative policies;
- directs the interpretation and implementation of the relevant decisions and resolutions of the General Assembly and the Commission;
- maintains liaison and negotiates with representatives of Member Governments and the host government (Ethiopia) on various matters;
- manages and controls the funds generated from extrabudgetary funded projects;
- coordinates staff/management matters and staff welfare matters.

QUALIFICATIONS:

Advanced university degree in social sciences, business, public administration or related fields. Approximately 18 to 22 years of progressively responsible experience in administration of which 7 should be at the managerial level. Must have demonstrated sound managerial and negotiation skills. Extensive experience at the national and international level. Leadership ability with excellent communication skills. Knowledge of organizations of the UN system an asset.

LANGUAGES:

Fluency in English or French with drafting ability; working knowledge of other UN official languages desirable.

External applicants are requested to complete a United Nations Personal History form (P.11), available at UN offices, or to send a detailed curriculum vitae including date of birth and nationality.

Interested UN Staff members at the D-1 or P-5 level, who possess the relevant training and experience, should submit applications on the Application for Vacancy form (PPS-2), which is available at local UN personnel offices.

The Secretary-General reserves the right to appoint a candidate at one level below the advertised level of the post.

Preference will be given to equally qualified women candidates.

All applications should be sent to: Ms. Ying Ying Tang, Office of Human Resources Management, United Nations, Room 2500, New York, N.Y. 10017. Fax No. (212) 963-3134.

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* plus a number of additional benefits, when applicable, such as housing subsidy, dependency allowance, education grant for children, repatriation grant, six weeks' paid vacation, etc.

PLEASE REFER TO BOTH THE VACANCY ANNOUNCEMENT NUMBER AND THE POST NUMBER IN ANY CORRESPONDENCE

United Nations *Secretariat*

4

Vacancy Announcement

ANCY ANNOUNCEMENT NUMBER	95-S-ESC-094-BA
DLINE FOR APPLICATIONS	15 SEPTEMBER 1995
ST TITLE AND LEVEL	POPULATION AFFAIRS OFFICER, P-4
ST NUMBER	UNE-24480-E-P-4-002
TY STATION	BANGKOK
GANIZATIONAL UNIT	FERTILITY AND FAMILY PLANNING SECTION POPULATION DIVISION ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC (ESCAP)
DICATIVE MINIMUM GROSS ANNUAL EMUNERATION (INCLUDING OST ADJUSTMENT) *	US$ 79,150 Without dependants US$ 80,010 With dependants

NCTIONS:

Under the supervision of the Chief of the Division, the incumbent:

- plans, coordinates and directs activities to support the member governments in the formulation policies and development and implementation of population programmes;
- prepares periodic reviews of population and fertility situation obtained in the countries of the region;
- prepares research/studies on the population policy and family planning programmes in the ESCAP region;
- handles training programmes for programme managers and researchers/evaluators engaged in fertility and family planning research;
- maintains contacts with the national governments to assess the current and future needs of national population and family planning programmes;
- assists in the preparation, organization and convening of the regional conferences, Population Committee and other technical meetings, seminars and workshops on population and related matters;
- prepares (i) documentation for the annual session of the Commission (ii) programme of work and priorities, and (iii) relevant sections of the medium-term plan of the Division.

QUALIFICATIONS:

Advanced university degree in the social sciences or economics with specialization in populations studies including statistical and demographic analysis. Approximately 8 to 12 years of professional experience at the international level preferably in Asia and the Pacific. Experience in demographic research/population planning and implementation desirable.

LANGUAGES:

Fluency in English or French with drafting ability; working knowledge of other UN official languages desirable.

External applicants are requested to complete a United Nations Personal History form (P.11), available at UN offices, or to send a detailed curriculum vitae including date of birth and nationality.

Interested UN Staff members at the P-4 or P-3 level, who possess the relevant training and experience, should submit applications on the Application for Vacancy form (PPS-2), which is available at local UN personnel offices.

The Secretary-General reserves the right to appoint a candidate at one level below the advertised level of the post.

Preference will be given to equally qualified women candidates.

All applications should be sent to: Mr. Suwit Habanananda, Chief, Personnel Services Section, ESCAP, United Nations Building, Rajdamnern Avenue, Bangkok 10200, Thailand Fax No.: (662) 288-1000.

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* plus a number of additional benefits, when applicable, such as housing subsidy, dependency allowance, education grant for children, repatriation grant, six weeks' paid vacation, etc.

PLEASE REFER TO BOTH THE VACANCY ANNOUNCEMENT NUMBER AND THE POST NUMBER IN ANY CORRESPONDENCE

LANGUAGES:

Fluency in English or French; working knowledge of other United Nations official languages desirable.

External applicants are requested to complete a United Nations Personal History form (P.11), available at UN offices, or to send a detailed curriculum vitae including date of birth and nationality.

Interested UN Staff members at the P-4 or P-3 level, who possess the relevant training and experience, should submit applications on the Application for Vacancy form (PPS-2), which is available at local UN personnel offices.

The Secretary-General reserves the right to appoint a candidate at one level below the advertised level of the post.

Preference will be given to equally qualified women candidates.

All applications should be sent to: Mr. Normand Dussault, Office of Human Resources Management, Room 2535, United Nations, New York, 10017. Fax No.: (212) 963-3134.

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* **plus a number of additional benefits, when applicable, such as housing subsidy, dependency allowance, education grant for children, repatriation grant, six weeks' paid vacation, etc.**

PLEASE REFER TO BOTH THE VACANCY ANNOUNCEMENT NUMBER AND THE POST NUMBER IN ANY CORRESPONDENCE

United Nations *Secretariat*

Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER	95-A-DHA-102-NY
DEADLINE FOR APPLICATIONS	1 SEPTEMBER 1995
POST TITLE AND LEVEL	CHIEF, OFFICE OF THE UNDER-SEC. ETARY-GENERAL, D-1
POST NUMBER	UNA-40111-E-D-1-001
DUTY STATION	NEW YORK
ORGANIZATIONAL UNIT	OFFICE OF THE UNDER-SECRETARY-GENERAL DEPARTMENT OF HUMANITARIAN AFFAIRS (DHA)
INDICATIVE MINIMUM GROSS ANNUAL REMUNERATION (INCLUDING POST ADJUSTMENT) *	US$ 102,965 Without dependants US$ 104,542 With dependants

FUNCTIONS

Under the guidance of the Office of the Under-Secretary-General (USG) for Humanitarian Affairs, the incumbent:

- performs the functions of Chief of Staff and provides support to facilitate the exercise of the USG's management responsibilities;
- assists the USG on matters relating to the Organization and staffing of the Department, the coordination, planning and expedition of his work programme, as well as in the follow-up of its implementation;
- assists in the coordination of activities of and ensures complementarity between the New York and Geneva Offices as well as field structures;
- assists in the management of the Central Emergency Resolving Fund (CERF), including advise to the USG on its utilization;
- ensures the timely preparation of reports to intergovernmental bodies; reviews assessment on events and developments of significance submitted by heads of divisions in the department for the consideration of the USG;
- assists the USG in his contacts with governments, delegations, the press and the general public;
- ensures the preparation of speeches, statements, and briefing papers on subjects with which the USG is concerned;
- carries out ad hoc assignments at the request of the USG.

QUALIFICATIONS:

Advanced university degree in international relations, law or economic and social administration. Approximately 18 to 22 years of professional experience at the international level, preferably in policy and management oriented work in the UN. Extensive experience in project formulation and execution in the areas of emergency management and the coordination of relief operations. Long practical experience in the field with UN technical and humanitarian assistance. Specialized knowledge of office management, human resources development as well as the theory and practice of emergency management.

LANGUAGES:

Fluency in English or/and French; working knowledge of another UN official language desirable.

External applicants are requested to complete a United Nations Personal History form (P.11), available at UN offices, or to send a detailed curriculum vitae including date of birth and nationality.

Interested UN Staff members at the D-1 or P-5 level, who possess the relevant training and experience, should submit applications on the Application for Vacancy form (PPS-2), which is available at local UN personnel offices.

The Secretary-General reserves the right to appoint a candidate at one level below the advertised level of the post.

Preference will be given to equally qualified women candidates.

All applications should be sent to: Mr. Adnan T. Issa, Office of Human Resources Management, Room 2500, United Nations, New York, 10017. Fax No.: (212) 963-3134.

* plus a number of additional benefits, when applicable, such as housing subsidy, dependency allowance, education grant for children, repatriation grant, six weeks' paid vacation, etc.

PLEASE REFER TO BOTH THE VACANCY ANNOUNCEMENT NUMBER AND THE POST NUMBER IN ANY CORRESPONDENCE

United Nations *Secretariat*
Internal Vacancy List

Reference: ST/SGB 267
ST/AI/390
ST/IC/1993/56

Publication/Transmission date: 21 July 1995
Deadline for Applications:11 August 1995

DEPARTMENT FOR DEVELOPMENT SUPPORT AND MANAGEMENT SERVICES

Applications* for any of the following posts should be sent to Mr. Normand Dussault, Recruitment and Placement Division, Office of Human Resources Management, Room S-2535, United Nations, New York, N.Y. 10017. Fax No. (212) 963-3134.

Post number VA number	Grade	Functional title	Occupational group	Duty station
OHA-45790-T-P-3-006 VA: 95-A-DSM-359-NY	P-3	Procurement Officer	Administration	New York

The incumbent is responsible for all procurement activities related to the requisitions assigned to him. He/she will be specifically responsible for the procurement of geophysical, computer, mining, surveying, geothermal, laboratory, video/sound and hydraulic equipment; and weather testing equipment as well as supplies, accessories and parts. Purchase orders frequently involve shipping, insurance, installation/commissioning, training and maintenance, which are to be provided by the manufacturer at the project site. He/she has to follow-up closely on the obtaining of export license on expediting, on payments and on claims.

UNA-45500-E-P-3-007 VA: 95-A-DSM-364-NY	P-3	Administrative Officer	Administration	New York

The incumbent assists in the financial management of the resources available to the Department. He/she is also responsible for the planning and monitoring of the computerization of the Department's operations. In addition, the incumbent is in charge of the administration of matters related to the introduction of new technologies into the Department, including IMIS and the upgrade of the financial databases of the Department's resources.

* Interested UN Secretariat staff at the level of the post or one level below must apply using Application for Vacancy form (PPS-2) which is attached to ST/IC/1993/66. It is also available at the Recruitment and Placement Division, OHRM, Room S-2500 at Headquarters in New York, at UN personnel offices for offices away from Headquarters. Applications should be received no later than three weeks after the publication/transmission date indicated above.

N.B. It is important to note that some of the above posts which include projected vacancies may not become available as expected as a result of the current restructuring or for other unforeseen circumstances.

REMOVE BY 14 AUGUST 1995

United Nations *Secretariat*
Internal Vacancy List

ference: ST/SGB 267
ST/AI/390
ST/IC/1993/66

Publication/Transmission date: 21 July 1995
Deadline for Applications:11 August 1995

DEPARTMENT FOR DEVELOPMENT SUPPORT AND MANAGEMENT SERVICES

Applications* for any of the following posts should be sent to Mr. Normand Dussault, ecruitment and Placement Division, Office of Human Resources Management, Room S-2535, United Nations, New York, N.Y. 10017. Fax No. (212) 963-3134.

ost number /A number	Grade	Functional title	Occupational group	Duty station
JNA-45110-E-D-1-001 /A: 95-E-DSM-368-NY	D-1	Chief of Office, USG	Economics	New York

The incumbent is responsible for all directing and managing the staff and activities of the Office, and for monitoring and liaising on behalf of the USG, the operational and normative activities carried out by the Department. He/she assists and advises the USG on required substantive contribution to various legislative and intergovernmental bodies on economic and social matters; the preparation of briefs and statements for the USG. The incumbent also monitors the activities undertaken by the Department with regard to the Regular Programme of Technical Cooperation, and advises the USG on the use of these funds; and assists the USG in the supervision of the work of DDSMS Directors, and ensures the implementation of decisions taken concerning the Department's programmes and activities.

* Interested UN Secretariat staff at the level of the post or one level below must apply using Application for Vacancy form (PPS-2) which is attached to ST/IC/1993/66. It is also available at the Recruitment and Placement Division, OHRM, Room S-2500 at Headquarters in New York, at UN personnel offices for offices away from Headquarters. Applications should be received no later than three weeks after the publication/transmission date indicated above.

N.B. It is important to note that some of the above posts which include projected vacancies may not become available as expected as a result of the current restructuring or for other unforeseen circumstances.

REMOVE BY 14 AUGUST 1995

United Nations *Secretariat*
Internal Vacancy List

Reference: ST/SGB 267
ST/AI/390
ST/IC/1993/66

Publication/Transmission date: 21 July 1995
Deadline for Applications: 11 August 1995

HUNITED NATIONS CENTRE FOR HUMAN SETTLEMENTS (Habitat)

Applications* for any of the following posts should be sent to Mr. Nadjib-Ullah Omer, Chief, Personnel Recruitment and Administrative Section, United United Nations, P.O. Box 30030, Nairobbi, Kenya. Fax No.: 254-2-624262.

Post number VA number	Grade	Functional title	Occupational group	Duty station
UNU-19111-E-P-3-001 VA: 95-A-HAB-363-NA	P-3	Special Assistant	Administration	Nairobi

The incumbent undertakes substantial duties relating development of management policies plans and programmes between the ASG and Senior Managers of the Centre; supports the activities of Deputy Executive Director in the office of ASG and in his absence the Officer-in-Charge; develops proposals and implements logistical arrangements.

Special requirements: Fluency in Engiish and working knowledge of French/Spanish are essential.

UNU-19290-E-P-3-002 VA: 95-T-HAB-361-NA	P-3	Spanish Translator	Language and Related work	Nairobi

The incumbent translates, revises and edits texts covering the full range of subject dealt with the United Nations Centre for Human Settlements. He/she gives as required, authoritative advice to all departments on questions concerning terminology and usage in the working languages (Spanish).

Special requirements: Six years of translation experience preferably in the UN and Master or BA in Spanish literature.

* Interested UN Secretariat staff at the level of the post or one level below must apply using Application for Vacancy form (PPS-2) which is attached to ST/IC/1993/66. It is also available at the Recruitment and Placement Division, OHRM, Room S-2500 at Headquarters in New York, at UN personnel offices for offices away from Headquarters. Applications should be received no later than three weeks after the publication/transmission date indicated above.

N.B. It is important to note that some of the above posts which include projected vacancies may not become available as expected as a result of the current restructuring or for other unforeseen circumstances.

REMOVE BY 14 AUGUST 1995

United Nations *Secretariat*
Internal Vacancy List

IC

Reference: ST/SGB 267
ST/AI/390
ST/IC/1993/66

Publication/Transmission date: 21 July 1995
Deadline for Applications: 11 August 1995

DEPARTMENT OF ADMINISTRATION AND MANAGEMENT
Office of Conference and Support Services

Applications* for any of the following posts should be sent to Ms. Norma Aguirre Recruitment and Placement Division, Office of Human Resources Management, Room S-2535, United Nations, New York, N.Y. 10017. Fax No. (212) 963-3134.

Post number VA number	Grade	Functional title	Occupational group	Duty station
UNA-41727-E-P-4-022 VA: 95-T-OCS-362-NY	P-4	Translator (Spanish)	Language and Related Work	New York

The incumbent is responsible for translating, mostly without revision, texts covering a broad range of subjects dealt with by the United Nations, particularly those subjects requiring experience and recognized proficiency. He/she drafts, mostly without revision, summary records and serves as monitor of precis-writing teams; counsels and assists junior translators/precis-writers, as required; assists revisers in the selection of terminological materials. Must have passed the UN Spanish Translator's Examination.

* Interested UN Secretariat staff at the level of the post or one level below must apply using Application for Vacancy form (PPS-2) which is attached to ST/IC/1993/66. It is also available at the Recruitment and Placement Division, OHRM, Room S-2500 at Headquarters in New York, at UN personnel offices for offices away from Headquarters. Applications should be received no later than three weeks after the publication/transmission date indicated above.

N.B. It is important to note that some of the above posts which include projected vacancies may not become available as expected as a result of the current restructuring or for other unforeseen circumstances.

REMOVE BY 14 AUGUST 1995

United Nations *Secretariat*
Internal Vacancy List

Reference: ST/SGB 267
ST/AI/390
ST/IC/1993/66

Publication/Transmission date: 21 July 1995
Deadline for Applications: 11 August 1995

DEPARTMENT OF ADMINISTRATION AND MANAGEMENT
Office of Conference and Support Services

Applications* for any of the following posts should be sent to Mr. William F. Mudiwa Recruitment and Placement Division, Office of Human Resources Management, Room S-2535, United Nations, New York, N.Y. 10017. Fax No. (212) 963-3134.

Post number VA number	Grade	Functional title	Occupational group	Duty station
UNA-41727-E-P-4-022 VA: 95-A-HRM-365-NY	P-3	Secretary, Appointment and Promotion Panel	Administration	New York

The incumbent serves as Secretary to the Appointment and Promotion Panel in connection with appointment, placement, promotion and review of contractual status of staff in the General Service and related categories; manages the work of the Field Service Promotion Review Panel in connection with the annual promotion review for staff members in the Field Service category and on the Field Service level status (mission appointees); participates in the formulation and drafting of policy documents pertaining to the different duties assigned to the Panel; replaces the Secretary of the Board and Committee in his/her absence..

* Interested UN Secretariat staff at the level of the post or one level below must apply using Application for Vacancy form (PPS-2) which is attached to ST/IC/1993/66. It is also available at the Recruitment and Placement Division, OHRM, Room S-2500 at Headquarters in New York, at UN personnel offices for offices away from Headquarters. Applications should be received no later than three weeks after the publication/transmission date indicated above.

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REMOVE BY 14 AUGUST 1995

United Nations *Secretariat*
Internal Vacancy List

12

Reference: ST/SGB 267
ST/AI/390
ST/IC/1993/66

Publication/Transmission date: 21 July 1995
Deadline for Applications: 11 August 1995

DEPARTMENT OF PUBLIC INFORMATION

Applications* for any of the following posts should be sent to: Ms. Netta Avedon, Professional Staffing Service, Recruitment and Placement Division, Office of Human Resources Management, Room S-2535, United Nations, New York, NY 10017. Fax No.: (212) 963-3134

Post number VA number	Grade	Functional title	Occupational group	Duty station
UNA-31769-E-P-5-011 VA: 95-I-DPI-357-MD	P-5	Director, UNIC Madrid	Public Information	Madrid

The Director of the UNIC Madrid serves the Member State of Spain in carrying out DPI work programmes and diverse activities to promote an informed understanding of the public of United Nations goals and activities. Maintains sensitive political liaison work with governmental bodies and international organizations in the country. Informs Headquarters of local trends and attitudes towards the Organization and assumes full administrative responsibility of the Centre.

UNA-31763-E-P-5-016 VA: 95-I-DPI-367-NY	P-5	Chief Editorial Section	Public Information	New York

The incumbent develops, formulates and executes a writing and publications strategy for authoritative publications which promote and inform on the goals and activities of the United Nations. Oversees writing and production of a range of books, pamphlets, brochures and other print products on a timely basis for different audiences. He/she includes in the publications strategy electronic dissemination of information materials. Professional expertise in writing, editing and book publishing.

* Interested UN Secretariat staff at the level of the post or one level below must apply using Application for Vacancy form (PPS-2) which is attached to ST/IC/1993/66. It is also available at the Recruitment and Placement Division, OHRM, Room S-2500 at Headquarters in New York, at UN personnel offices for offices away from Headquarters. Applications should be received no later than three weeks after the publication/transmission date indicated above.

N.B. It is important to note that some of the above posts which include projected vacancies may not become available as expected as a result of the current restructuring or for other unforeseen circumstances.

REMOVE BY 14 AUGUST 1995

United Nations *Secretariat*
Internal Vacancy List

13

Reference: ST/SGB 267
ST/AI/390
ST/IC/1993/66

Publication/Transmission date: 21 July 1995
Deadline for Applications: 11 August 1995

DEPARTMENT OF PUBLIC INFORMATION

Applications* for any of the following posts should be sent to: Ms. Netta Avedon, Professional Staffing Service, Recruitment and Placement Division, Office of Human Resources Management, Room S-2535, United Nations, New York, NY 10017. Fax No.: (212) 963-3134

Post number VA number	Grade	Functional title	Occupational group	Duty station
UNA-31782-E-P-4-006 VA: 95-B-DPI-366-NY	P-4	Legal Librarian	Library	New York

Under the supervision of the Unit Chief, the incumbent is responsible for the operation, organization and maintenance of the legal reference collection by performing extensive legal research; providing reference services; selecting legal materials; and maintaining a selected UN collection. He/she in charge of the selection of legal materials for the General Collection of the Library. The incumbent compiles and submits for reproduction the legal bibliography included in the United Nations Juridical Yearbook and other legal ad hoc bibliographies.

* Interested UN Secretariat staff at the level of the post or one level below must apply using Application for Vacancy form (PPS-2) which is attached to ST/IC/1993/66. It is also available at the Recruitment and Placement Division, OHRM, Room S-2500 at Headquarters in New York, at UN personnel offices for offices away from Headquarters. Applications should be received no later than three weeks after the publication/transmission date indicated above.

N.B. It is important to note that some of the above posts which include projected vacancies may not become available as expected as a result of the current restructuring or for other unforeseen circumstances.

REMOVE BY 14 AUGUST 1995

United Nations *Secretariat*
Internal Vacancy List

14

Reference: ST/SGB 267
ST/AI/390
ST/IC/1993/66

Publication/Transmission date: 7 July 1995
Deadline for Applications: 28 July 1995

DEPARTMENT OF POLITICAL AFFAIRS

Applications* for any of the following posts should be sent to Ms. Sumiyo Sudo-Rao, Professional Staffing Service, Recruitment and Placement Division, Office of Human Resources Management, Room S-2535, United Nations, New York, NY 10017. Fax No. (212) 963-3134.

Post number VA number	Grade	Functional title	Occupational group	Duty station
UNA-37121-E-D-1-004 VA: 95-P-DPA-360-NY/Corr.1	D-1	Deputy Director, East Asia and the Pacific Division	Political Affairs	New York

The incumbent serves as Principal Advisor to the Director of East Asia and the Pacific Division and the Assistant Secretary-General in the fields of preventive diplomacy and peacemaking particularly on political and security developments in East Asia and the Pacific region, specifically Japan, Korean Peninsula and the Spratly Islands; He/she assists the Director in the direction and management of the substantive work of the Division. He/she also participates in negotiations and discussions with representatives of Member States, regional organizations and other UN Offices on measures for enhancing regional security and cooperation. The incumbent also assists the Director in developing the work programme of the Division and the related budgetary issues.

Special requirements: In-depth knowledge of the politics and society of the above-mentioned region; substantive knowledge and experience with various regional organizations such as Asia Pacific Economic Conference, Association of Southeast Asian Nations (ASEAN), ASEAN Regional Forum; excellent drafting abilities.

* Interested UN Secretariat staff at the level of the post or one level below must apply using Application for Vacancy form (PPS-2) which is attached to ST/IC/1993/66. It is also available at the Recruitment and Placement Division, OHRM, Room S-2500 at Headquarters in New York, at UN personnel offices for offices away from Headquarters. Applications should be received no later than three weeks after the publication/transmission date indicated above.

N.B. It is important to note that some of the above posts which include projected vacancies may not become available as expected as a result of the current restructuring or for other unforeseen circumstances.

REMOVE BY 31 JULY 1995

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UNITED NATIONS

Vacancy Announcements

24 JULY 1995

WEEKLY SUMMARY UPDATE

PROFESSIONAL STAFFING SERVICE
OFFICE OF HUMAN RESOURCES MANAGEMENT

PROFESSIONAL CATEGORY AND ABOVE
LIST OF INTERNAL/EXTERNAL VACANCIES ONLY

he Office of Human Resources Management, Professional Staffing Service (PSS) nvites eligible candidates to apply for the following Professional posts in he United Nations Secretariat. For your information, vacancy announcements ave been posted on the 1st floor of the Secretariat Building (near the afeteria), on the 3rd floor of the DC-1 building (in the lounge) and on the rd floor of the DC-2 building (near Credit Union). Copies may be found in oom S-2500 (PSS) and Room DC1-201 (GSS).

eadline 24 July 1995

4-E-ECE-057-GE/RECIR.	P-4	Economic Affairs Officer Division for Economic Analysis and Projections Economic Commission for Europe (ECE) Geneva
5-D-DHA-060-GE	P-3	Computer Information Systems Officer Information Dissemination Unit Information Management and External Relations Branch Department of Humanitarian Affairs (DHA) Geneva
15-P-DPA-064-NY	D-2	Director, Africa II Division Department of Political Affairs (DPA) New York

REMOVE BY 1 AUGUST 1995

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UNITED NATIONS

Vacancy Announcements

Deadline 31 July 1995

94-Z-PCS-043-GE/RECIR.	P-5	Senior Environmental Affairs Officer Inter-Governmental Negotiating Committee on Desertification Department for Policy Coordination and Sustainable Development Geneva
95-E-PCS-072-NY	P-4	Economic Affairs Officer Policy Coordination and Inter-Agency Affairs Branch Division for Policy Coordination and ECOSOC Affairs Department for Policy Coordination and Sustainable Development New York
95-T-UNV-073-VI	P-4	Translator (English) Translation and Editorial Service Division of Administration and Common Services United Nations Office at Vienna
95-T-UNV-074-VI	P-4	Translator (Self-Revising) English Translator Section United Nations Industrial Development Organization (UNIDO Vienna
95-S-ESI-077-NY	P-5	Chief, Developing Economies Section Macroeconomic and Social Policy Analysis Division Department for Economic and Social Information and Policy Analysis New York
95-L-OLA-078-NY	P-4	Legal Officer Codification Division Office of Legal Affairs New York

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UNITED NATIONS

Vacancy Announcements

-L-OLA-079-NY	D-2	Director, Codification Division Office of Legal Affairs New York
adline 14 August 1995		
-E-ECL-058-SC	P-5	Chief, Population and Development Area Latin American Demographic Centre Economic Commission for Latin America and the Caribbean (ECLAC) Santiago
-S-DCP-075-VI	P-5	Senior Policy Co-ordination Officer Policy Planning and Evaluation Office United Nations International Drug Control Programme (UNDCP) Vienna
-S NV-081-VI	P-5	Crime Prevention and Criminal Justice Officer Crime Prevention and Criminal Justice Branch United Nations Office at Vienna
5-A-ECW-085-AM	P-5	Chief, Programme Planning and Coordination Unit Economic and Social Commission for Western Asia Amman, Jordan
5-E-ECW-087-AM	P-4	First Economic Affairs Officer Economic Development Issues and Policies Division Economic and Social Commission for Western Asia Amman, Jordan
5-E-ECW-088-AM	P-4	Economic Affairs Officer Energy, Natural Resources and Environment Division Energy Issues Section Economic and Social Commission for Western Asia Amman, Jordan

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UNITED NATIONS

Vacancy Announcements

95-E-ECW-089-AM	P-4	Economic Affairs Office Energy, Natural Resources and Environment Division Energy Issues Section Economic and Social Commission for Western Asia Amman, Jordan
95-E-ECW-090-AM	P-4	Population Affairs Officer Social Development Issues and Policies Division Population Section Economic and Social Commission for Western Asia Amman, Jordan
95-M-ECW-091-AM	P-4	Statistician Statistics Division Economic and Social Commission for Western Asia Amman, Jordan
95-G-ESC-092-BA	P-5	Chief, Mineral Resources Section Environment and Natural Resources Management Economic and Social Commission for Asia and the Pacific Bangkok

Deadline 21 August 1995

95-E-ECW-082-AM/CORR.	D-1	Chief, Economic Development Issues and policies Division Economic and Social Commission for Western Asia Amman, Jordan
95-G-ECW-083-AM	P-5	Chief, Transport Section Sectoral Issues and Policies Division Economic and Social Commission for Western Asia Amman, Jordan

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Vacancy Announcements

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5-G-ECW-084-AM	P-5	Chief, Energy Issues Section Energy, Natural Resources and Environment Division Economic and Social Commission for Western Asia Amman, Jordan
5-E-ECW-086-AM	P-4	Economic Affairs Officer Natural Resources Section Energy, Natural Resources and Environment Division Economic and Social Commission for Western Asia Amman, Jordan
95-S-ESC-093-BA/CORR	P-4	Social Affairs Officer Social Policy Section Social Development Division Economic and Social Commission for Asia and the Pacific Bangkok
95-A-DPK-095-NY	D-1	Chief, Logistics and Communications Service Field Administration and Logistics Division Department of Peace-Keeping Operations New York
95-A-HRM-096-NY	P-4	Examinations Officer Examinations and Tests Section Office of Human Resources Management Department of Administration and Management New York
95-E-ESI-097-NY	P-5	Chief, Microeconomic Issues and Policies Section Microeconomic and Social Policy Analysis Division Department for Economic and Social Information and Policy Analysis (DESIPA) New York

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UNITED NATIONS

Vacancy Announcements

dline 28 August 1995

5-ESI-098-NY	P-4	Population Affairs Officer Population and Development Section Population Division Department for Economic and Social Information and Policy Analysis (DESIPA) New York

dline 1 September 1995

A-DHA-102-NY	D-1	Chief, Office of the Under-Secretary-General Department of Humanitarian Affairs (DHA) New York

dline 15 September 1995

S-[C-094-BA	P-4	Population Affairs Officer Fertility and Family Planning Section Population Division Economic and Social Commission for Asia and the Pacific (ESCAP) Bangkok
-A-ECA-101-AA	D-1	Chief, Administration and Conference Services Division Economic Commission for Africa (ECA) Addis Ababa

SRSG Keep for SRSG's return / 24.7.95

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

ADMINISTRATIVE INSTRUCTION NO. 026/95

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21 July 1995

To: All UNAMIR International Staff Members

From: Chaim Ouziel, CAO

Subject: International Staff - Regularisation of Visa for Rwanda

1. Please refer to my earlier circular no. 024/95 of 22 June 1995 concerning the abovementioned subject.

2. The procedure for obtaining the visas for International Staff Members is outlined below. In all, we have to arrange Rwandan visas for more than 200 persons. Therefore, staff are requested to submit their visa requests in accordance with the schedule below.

*** *** ***

1. Please approach the Travel Unit to obtain visa forms, complete them and submit them to the Travel Unit with 2 passport-size photographs, no later than the following dates:

Names starting with		
A and B	...	Tuesday, 25 July
B to F	...	Friday, 28 July
G to K	...	Tuesday, 1 August
L to O	...	Friday, 4 August
P to S	...	Tuesday, 8 August
T to Z	...	Friday, 11 August

2. Staff members should complete the visa form in all respects, indicating one year against length of stay.

3. We are informed by the Ministry of Foreign Affairs that they will require two weeks for visa issuance.

Pl. fill my form also SY 27.4
Rec'd Betty

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

UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 042/95

Date: 12 July 1995

To: All UNAMIR Military, Civilian Police & Civilian Personnel
Sectors 1 & 2

From: Chaim Ouziel
CAO

Subject: VHF Re-programming - Sectors 1 & 2

The following is the schedule for the re-programming of VHF Handheld Radios, Base Station Radios and Mobile Radios located in Sectors 1 & 2:

DATE	LOCATION	TIME
17 JULY 1995	SECTOR 1, BYUMBA	0930 - 1600
18 JULY 1995	SECTOR 1, BYUMBA	0900 - 1600
19 JULY 1995	SECTOR 1, BYUMBA	0900 - 1600
20 JULY 1995	SECTOR 2, KIBUNGO	0930 - 1600
21 JULY 1995	SECTOR 2, KIBUNGO	0900 - 1600

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR-MINUAR

INFORMATION CIRCULAR

DATE: July 10, 1995

TO: All UNAMIR Personnel

FROM: C. Ouziel
Chief Administrative Officer

SUBJECT: **USE OF HEADQUARTERS PARKING LOT FROM 12-14 JULY**

As part of the visit of the Secretary-General to Kigali there will be a medal parade at the parking lot of the Amahoro Stadium on Friday 14 July, 1995 at 7:30 a.m. All staff are cordially invited to attend this event.

In preparation for the parade, the parking lot which faces the main entrance will be closed to all traffic from 12 July at 8:00 a.m. to 14 July at 10:00 a.m. Access to the remaining portion of the parking lot will be on a first come, first serve basis. Once the parking lot is full, staff members will have to park their vehicles in the Chez Lando parking lot. Needless to say, car pooling and shuttle buses should be used as much as possible on these days.

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

UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 042/95

Date: 12 July 1995

To: All UNAMIR Military, Civilian Police
& Civilian Personnel
Sectors 1 & 2

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CAO

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20 JULY 1995	SECTOR 2, KIBUNGO	0930 - 1600
21 JULY 1995	SECTOR 2, KIBUNGO	0900 - 1600

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR-MINUAR

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

UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 041/95

Date: 8 July 1995

To: All UNAMIR Military, Civilian Police & Civilian Personnel

From: Chaim Ouziel
CAO

Subject: Temporary Close-down of Communications and Telephone Links - Sector 5

Please note that all phone/fax capacities in MUTURA, will be closed down from 10.00 a.m. today until noon on Tuesday 11 July 1995. The disruption of service results from the re-location of the Satellite Station due to withdrawal of TUNBATT troops from that area.

We regret the inconvenience caused and thank you for your cooperation.

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

UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 040/95

Date: 6 July 1995

To: All UNAMIR Military, Civilian Police & Civilian Personnel
Sectors 3 & 4

From: Chaim Ouziel
CAO

Subject: VHF Re-programming - Sectors 3 & 4

The following is the schedule for the re-programming of VHF Handheld Radios, Base Station Radios and Mobile Radios located in Sectors 3 & 4:

DATE	LOCATION	TIME
10 JULY 1995	SECTOR 4C, CYANGUGU	0900 - 1700
	SECTOR 4A GICONGORO	0900 - 1700
11 JULY 1995	SECTOR 4C	0800 - 1700
	SECTOR 4A	0800 - 1700
12 JULY 1995	SECTOR 4B, BUTARE	0900 - 1700
13 JULY 1995	SECTOR 3A, KIBUYE	0900 - 1700
	SECTOR 3B, GITARAMA	1000 - 1700
14 JULY 1995	SECTOR 3A	0900 - 1500
	SECTOR 3B	1000 - 1500

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR 040/95

3 July 1995

To: All locally-recruited personnel

FROM: Kimso Nilsvang, Chief
Civilian Personnel Officer

SUBJECT: ~~Official holidays~~

I am pleased to inform you that the SRSG has authorized all locally-recruited personnel to observe Tuesday, 4 July as an official holiday.

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

UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 038/95

Date: 29 June 1995

To: All UNAMIR Military, Civilian Police & Civilian Personnel

From: Chaim Ouziel
CAO

Subject: VHF Re-programming - Kigali

The following is the schedule for the re-programming of VHF Handheld Radios, Base Station Radios and Mobile Radios located in Kigali.

DATE	User	Time
3 July 1995	MILOB/CIVPOL	08.00 - 12.30
	Military Police	08.00 - 12.30
	Force HQ	13.30 - 17.00
4 July 1995	Humanitarian (UNREO)	08.00 - 12.00
	Human Rights	13.30 - 17.00
5 July 1995	UNAMIR Civilian Staff	08.00 - 12.30
	Political (SRSG)	08.00 - 12.30
	Contractors (BRSC etc.)	02.00 - 17.00
6 July 1995	Communications Section	08.00 - 12.00
	INDBATT	13.00 - 18.00

Please note that the re-programming of Handhelds and Mobiles will be carried out at the VHF Workshop in the Communications Compound, located in the Industrial Park GIKONDO.

With respect to the Base Stations, a technician will visit the respective locations to programme them.

Strict adherence to the time-table is requested to ensure a smooth operation. Thank you for your cooperation in this matter.

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

UNAMIR - MINUAR

Information Circular No: 037/95

Date: 28 June 1995

To: All UNAMIR Military, Civilian Police & Civilian Personnel

From: Chaim Ouziel
CAO

Subject: Re-programming of VHF Radio Communications Equipment

UNAMIR has been instructed by the Government of Rwanda to change most of the currently used VHF frequencies. In response to this request, the Communications Section will be re-programming all hand held radios, mobile radios, base station radios and repeaters in the Mission area.

The complete exercise is estimated to last approximately five (5) weeks and all Sections, Units and Contingents will be informed at least 4-5 days before programming commences in their particular area.

Please note that during the programming process, there will be an unavoidable loss of communication for users of the various nets. This is regretted and all efforts will be made to reduce the outage time.

Any questions regarding this matter should be directed to the following Communications personnel, Tel/No: 11201/11202:

Magne Albrigtsen, Chief Radio Technician
Richard Gregoire, Supervisor VHF Workshop

Your cooperation in this matter is appreciated.

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

UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 038/95

Date: 29 June 1995

To: All UNAMIR Military, Civilian Police & Civilian Personnel

From: Chaim Ouziel
CAO

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	Military Police	08.00 - 12.30
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	Political (SRSG)	08.00 - 12.30
	Contractors (BRSC etc.)	02.00 - 17.00
6 July 1995	Communications Section	08.00 - 12.00
	INDBATT	13.00 - 18.00

Please note that the re-programming of Handhelds and Mobiles will be carried out at the VHF Workshop in the Communications Compound, located in the Industrial Park GIKONDO.

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Strict adherence to the time-table is requested to ensure a smooth operation. Thank you for your cooperation in this matter.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Fwd ADMIN

Date: 28 June 1995

To: **Mr. Wilfrid De Souza**
Executive Director

Mr. Chaim Ouziel
CAO

From: **Shaharyar M. Khan**
SRSG

Shaharyar M. Khan

Subject: **Replacement of Staff**

As we scale down according to the new mandate, we shall need to apply cuts fairly, judiciously and transparently. I suggest the following guidelines:

a) The scale-down should be achieved through non-renewal of contracts. As far as possible, termination of services should be avoided.

b) Existing staff must not be replaced by others who may have worked with recently appointed officials (eg UNISOM, etc.). I have no objection to UN staff serving in other stations being given priority of recruitment provided:

i) No one's contract is terminated only to appoint a former colleague;
ii) There is a clear vacancy.

I was approached by local staff at Nairobi [1 secretary and 2 drivers who are Kenyan nationals]. They had been given notice. They stated that in their place, former UNISOM personnel (also from Kenya) were being inducted. Even if the work of the latter group is considered better, I will not allow an official who has a normal record of service to be replaced arbitrarily. This would appear unfair and a transparently personalised appointment.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTER-OFFICE MEMORANDUM

DATE: June 27, 199

TO: W. V. Clive
CISS

FROM: C. Ouziel
Chief Administrative Officer

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.

cc: SRSG
FC
ED

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

ADMINISTRATIVE INSTRUCTION N° 024/95

DATE: 22 June 1995

TO: All UNAMIR Personnel

FROM: Chaim Ouziel, CAO

SUBJECT: Visa requirements for UNAMIR personnel

1. Enclosed please find the revised visa requirements for all personnel in support of UNAMIR.

2. As advised at para 2 of the attached, a memorandum will be issued in the near future detailing the procedure for the issue of a visa for Laissez-Passer holders currently stationed in Rwanda.

3. Thank you.

cc. Coordinator, UNVs
CMC (for contractor's personnel)

MCC/VISA211/JM
22 JUNE 1995

VISA REQUIREMENTS FOR ENTRY TO RWANDA

1. The Visa requirements for entry to Rwanda for UNAMIR International and Military staff, contracted support staff or United Nations Volunteers are as follows:

Military Members of Troop Contributing Nations:

Military members of Troop contributing Nations are not required to be in possession of a valid Rwandan visa. Movement Control will advise relevant authorities of troop rotations;

Military Observers/Civilian Police:

Military Observers or Civilian Police in support of UNAMIR operations are not required to be in possession of a valid Rwandan visa. Movement Control will advise relevant authorities of Military Observers/Civilian Police rotations;

International Staff Members:

International staff members in possession of a Laissez Passer are advised to obtain a visa before arriving in Rwanda however, should this not be possible an entry visa will be issued on arrival. Arriving personnel are then required to obtain a gratis visa from the Ministry of Internal Affairs as soon as possible after arrival. All other International staff who do not have a Laissez Passer or unless they are citizens of Uganda, Zaire or Tanzania are to be in possession of a valid Rwandan visa prior to entering Rwanda;

United Nation Volunteers:

United Nation Volunteers except residents of Uganda, Zaire or Tanzania are to be in possession of a valid Rwandan visa prior to entering Rwanda; and

Contracted International Staff:

All contract staff, except residents of Uganda, Zaire or Tanzania are to be in possession of a valid Rwandan visa prior to entering Rwanda.

2. Those persons holding a Laissez Passer who are not in possession of Rwandan visas and who have already been granted entry to Rwanda, will be required to obtain visas prior to 31 July 1995. A detailed Administration Instruction on the issue of the visas and the procedures to be followed, will be circulated in the near future. Please note that visa will be valid for the duration of the mission.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR-MINUAR

ADMINISTRATIVE INSTRUCTION N° 024/95

DATE: 22 June 1995

TO: All UNAMIR Personnel

FROM: Chaim Ouziel, CAO

SUBJECT: Visa requirements for UNAMIR personnel

1. Enclosed please find the revised visa requirements for all personnel in support of UNAMIR.

2. As advised at para 2 of the attached, a memorandum will be issued in the near future detailing the procedure for the issue of a visa for Laissez-Passer holders currently stationed in Rwanda.

3. Thank you.

cc. Coordinator, UNVs
CMC (for contractor's personnel)

MCC/VISA211/JM
22 JUNE 1995

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2. Those persons holding a Laissez Passer who are not in possession of Rwandan visas and who have already been granted entry to Rwanda, will be required to obtain visas prior to 31 July 1995. A detailed Administration Instruction on the issue of the visas and the procedures to be followed, will be circulated in the near future. Please note that visa will be valid for the duration of the mission.

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

UNAMIR - MINUAR

Information Circular No: 037/95

Date: 28 June 1995

To: All UNAMIR Military, Civilian Police & Civilian Personnel

From: Chaim Ouziel
CAO

Subject: Re-programming of VHF Radio Communications Equipment

UNAMIR has been instructed by the Government of Rwanda to change most of the currently used VHF frequencies. In response to this request, the Communications Section will be re-programming all hand held radios, mobile radios, base station radios and repeaters in the Mission area.

The complete exercise is estimated to last approximately five (5) weeks and all Sections, Units and Contingents will be informed at least 4-5 days before programming commences in their particular area.

Please note that during the programming process, there will be an unavoidable loss of communication for users of the various nets. This is regretted and all efforts will be made to reduce the outage time.

Any questions regarding this matter should be directed to the following Communications personnel, Tel/No: 11201/11202:

Magne Albrigtsen, Chief Radio Technician
Richard Gregoire, Supervisor VHF Workshop

Your cooperation in this matter is appreciated.

FROM OFFICE OF THE DIRECTORATE 03.24.1994 P.1/3

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PAGE 1 OF 3 pages

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DEPT.: CCS/OHRM

DATE: 23 MARCH 1994

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EXT. / POSTE: 31096

ALLOTMENT / COMPTE: UNAMIR

FILE / DOSSIER: 2-13 UNAMI

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BY FACSIMILE

UNAMIR

KIGALI

_____ DE LISO. I AM PLEASED TO ADVISE YOU THAT, ON BASIS OF INFORMATION COLLECTED DURING RECENT REVIEW MISSION TO RWANDA CONDUCTED BY COMPENSATION AND CLASSIFICATION SURVEY, DIRECTOR OF PERSONNEL HAS APPROVED THE FOLLOWING CONDITIONS OF SERVICE APPLICABLE TO UNAMIR MISSION PERSONNEL:

AAA) AS OF 1 APRIL 1994 THE REVISED MISSION SUBSISTENCE ALLOWANCE WILL BE AS FOLLOWS:

I) FIRST 30 DAYS IN THE MISSION AREA - US$108

AFTER 30 DAYS IN THE MISSION AREA - US$ 97;

THE ABOVE AMOUNTS ARE SUBJECT TO SUPPLEMENTS OF 10 PER CENT FOR STAFF AT THE D-1/D-2 LEVELS AND 25 PER CENT FOR STAFF AT THE ASG/USG LEVELS.

BBB) THE MISSION AREA FOR ADMINISTRATIVE PURPOSES WILL CONTINUE TO BE RWANDA AND UGANDA.

178 X 15%
100 X 15%. D2/D1.

AUTHORIZED BY / AUTORISE PAR

Keith Walton, Chief, CCS/OHRM

SIGNATURE: ..... DATE: .....

Hocine Medili, Director, FOD/DPKO

NAME AND TITLE (PLEASE TYPE) / NOM ET QUALITE (A DACTYLOGRAPHIER)

OIC SAO cc: CTO Entebbe

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DATE 1 AUGUST 1994

FROM/DE: FPS/FOD

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UNAMIR
KIGALI

UNAMIR
NAIROBI
FAX: 254-2-6225[illegible]

___GOLO FROM DA COSTA. SUBJECT REUR MIR NO. 382. SUBJECT: MSA RATES IN UNAMIR. HAVE REFERRED QUESTIONS RAISED REGARDING APPLICABLE SUBSISTENCE RATES PAYABLE UNAMIR PERSONNEL TO THE COMPENSATION AND CLASSIFICATION SERVICE FOR REVIEW AND ADVICE AND WILL REVERT IMMEDIATELY DECISION RECEIVED. WITH REGARD APPLICABLE RATE PAYABLE NEW ARRIVALS WHO TRAVEL KIGALI VIA NAIROBI WOULD SUGGEST THAT PENDING DECISION OF CCS/OHRM AND TO MINIMIZE RECOVERY IF ANY CURRENT RATE YOU EFFECT PAYMENT OF MSA RATE APPLICABLE TO UNOSOM NAIROBI I.E. $100 PER DAY. WILL REVERT AS SOON AS POSSIBLE. BEST REGARDS.

(BEISSEL/FIELDOPS)

NRNN

OIC CFO

CAO

////

LUIZ CARLOS DA COSTA, CHIEF
FPS/FOD/DPKO

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

NE PAS TAPER EN DEHORS DE LA MARGE VOYEZ LES INSTRUCTIONS AU VERSO

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BY FACSIMILE

UNAMIR

KIGALI

CCLO FROM DA COSTA RE REVIEW OF CONDITIONS OF SERVICE AND MISSION SUBSISTENCE ALLOWANCE - UNAMIR. CCS/OHRM HAS ADVISED THAT THE ASSISTANT SECRETARY-GENERAL FOR HUMAN RESOURCES MANAGEMENT HAS APPROVED SEVERAL PROVISIONS AND NEW RATES OF MISSION SUBSISTENCE ALLOWANCE IN RESPECT OF STAFF MEMBERS ASSIGNED TO UNAMIR. PLEASE TAKE NOTE OF ITEMS 2 (A) THROUGH (I) IN ATTACHED MEMO FROM CCS/OHRM DATED 16 DECEMBER 1994.

[BELISSEL/FIELDOPS]

KNNN

@ Pascal Kaffi
(& for your attention & action
@ All Finance staff
& yours

United Nations Nations Unies

To: Mr. Denis G. Beissel, Acting Director
Field Administration and Logistics Division
DPKO

Date: 15 December 1994

Reference: 2-13 UNAMIR

From: Keith Walton, Chief
Compensation and Classification Service, SATD/OHRM

Subject: Review of conditions of service and mission subsistence allowance (MSA) -- United Nations Assistance Mission for Rwanda (UNAMIR)

1. I am pleased to inform you that the Assistant Secretary-General for Human Resources Management has approved, with effect 1 November 1994, a revision to the current levels of mission subsistence allowance (MSA) for staff assigned to the United Nations Assistance Mission for Rwanda (UNAMIR).

2. The following provisions were approved, in conjunction with those allowances:

(a) UNAMIR should remain a special, non-family mission;

(b) The mission area should continue to be defined as Rwanda, Uganda and Nairobi;

(c) Subject to the provisions of staff rules 103.21 and 103.22, the following rates of MSA should apply in the mission area, effective 1 November 1994:

(i) $108 for the first 30 days,
(ii) $97 after 30 days,
(iii) $70 after 30 days with accommodation provided and
(iv) $40 after 30 days with accommodation and meals provided.

(d) The MSA should be paid on a continuous basis within the mission area, subject to the normal limits, with effect from 1 November 1994.

(e) Supplements of 10 and 5% percent to the MSA rates should apply for staff at the D-1/P-5 and ASG/D-2 levels respectively

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(f) In the case of UNAMIR staff assigned to duty station -- Nairobi -- the MSA should be paid in local currency at a rate of Ksh 170,000 per month, with effect from 1 July 1994;

(g) UNAMIR should enter into contracts at the earliest opportunity with all sources of accommodation in Kigali: staff so accommodated should receive the appropriate level of MSA;

(h) FALD and OHRM should review the leave/compensatory time-off (CTO) provisions in UNAMIR as a matter of priority and align such provisions with those of other missions, thereby establishing a uniform leave/CTO policy equitable for both military and civilian personnel in every special mission;

(i) The current salary scales for the General Service (Revision 11) and National Officer (Revision 3) should remain in effect. Salaries will continue to be denominated in Rwandese Francs, but will be payable in United States dollars using a rate of exchange of 144 RF per US$1. Following inter-agency consultations, a lump-sum bonus of 45.8 percent was also authorized for a period of three months as part of a package of special measures to recognize the service of locally-recruited staff. Local salaries will be adjusted thereafter based on a family expenditures survey recently conducted by the designated agency.

cc: Mr. L. Da Costa
Mr. A. Dossal

UNAMIR
FINANCE SECTION
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DATE 1 February 1995

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UNAMIR BY FACSIMILE

KIGALI

-- -----GOLO FROM DA COSTA. REUR RECENT FAX ON SUBJECT: UNAMIR MISSION SUBSISTENCE ALLOWANCE (MSA) - FIRST 30 DAYS RATE OF $108 PER DAY. QUESTION HAS BEEN REFERRED TO THE CCS/OHRM WHICH HAS SINCE CONFIRMED THAT $108 FOR FIRST 30 DAYS NOT PAYABLE WHERE ON ARRIVAL STAFF MEMBER PROVIDED WITH ACCOMMODATION. THE AFTER 30 DAYS RATE OF US$70 IS PAYABLE WHEN ACCOMMODATION IS PROVIDED WITHIN THE FIRST 30 DAYS OF ARRIVAL. ATTACHED COPY MEMORANDUM DTD 30 JANUARY 1995 (WALTON/DA COSTA) REFERS. PLEASE TAKE ACTION ACCORDINGLY. BEST REGARDS

(MEDILI/FALD)NNNN

E/DIR CHF OFD

To all finance Staff

For your attention, info and guidance.

United Nations Nations Unies

TO:	Mr. Luiz C. Da Costa, Chief Personnel Management and Support Service FALD,DPKO
THROUGH:	
FROM:	Keith Walton, Chief Compensation and Classification Service, SATD/OHRM
DATE:	30 January 1995
REFERENCE:	2-13 UNAMIR JCV
SUBJECT:	Mission subsistence allowance (MSA) -- United Nations Assistance Mission for Rwanda (UNAMIR):

1. I refer to your memorandum of 23 January 1995 regarding the recent revision of Mission Subsistence Allowance, (MSA) levels for staff assigned to the United Nations Assistance Mission for Rwanda (UNAMIR).

2. You will recall that the following rates of MSA were approved in the mission area, effective 1 November 1994:

(i) $108 for the first 30 days;
(ii) $97 after 30 days;
(iii) $70 after 30 days with accommodation provided; and
(iv) $40 after 30 days with accommodation and meals provided.

3. The after 30 days rate of $ 70 which is granted when accommodation is provided, will also apply in the case of UNAMIR staff who are provided with accommodation within the first 30 days of arrival.

4. The MSA should be paid on a continuous basis within the mission area, subject to the normal limits, with effect from 1 November 1994; and the 10 and 25 percent supplements for staff at the D-1/D-2 and ASG/USG levels, respectively will continue to apply.

UNITED NATIONS

SECRETARIAT

F.O. ST

ST/AI/137/Amend.5
13 October 1971

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Controller

Subject: REVISED SYSTEM OF DAILY SUBSISTENCE ALLOWANCE

1. Paragraphs 6, 7 and 10 of ST/AI/137 are amended with effect from 1 November 1971 to read as follows:

"6. The rates published in the daily subsistence allowance circulars will apply to the travel of regular staff in levels P-5 and below, and to all project personnel at equivalent levels, including regular staff assigned to technical assistance projects."

"7. In the case of all regular staff travel carried out by Under-Secretaries-General, Assistant Secretaries-General and by staff in the Director and Principal Officer categories, or by project personnel at equivalent levels, the rates published in the daily subsistence allowance circulars for the first 60 days shall form the basis for computing the appropriate daily subsistence allowance.

(a) The rates for Under-Secretaries-General, Assistant Secretaries-General and officials of equivalent rank shall be the published standard rates plus 40 per cent, provided that the Secretary-General may establish maximum rates if he deems it appropriate. The travel rates for Under-Secretaries-General, Assistant Secretaries-General and officials of equivalent rank may be subject to reduction after 60 days in any one place.

(b) The rates for the first 60 days for staff at levels D-2 and D-1, or project personnel at equivalent levels, shall be the published standard rates plus 15 per cent, provided that the Secretary-General may establish maximum rates, if he deems it appropriate. The 15 per cent factor shall not apply to rates payable after 60 days in any one place.

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(c) The daily subsistence rates, which are expressed in United States dollars, shall, when increased by 40 per cent or 15 per cent, as appropriate, be rounded to the nearest dollar - 50 cents or more to be rounded upwards."

"10. The installation grant will be computed on the basis of the rates payable under the revised system during the first 60 days, i.e., on the basis of the United States dollar rates for regular staff and on the basis of the local currency rates for project personnel. The level of the installation grant will be uniform for all staff in the same location, except that in respect of regular staff and project personnel above the P-5 or equivalent level the grant will be adjusted in accordance with formulas provided under paragraph 7 above."

2. Amendment 4 of ST/AI/137 is hereby superseded as from 1 November 1971.

UNITED NATIONS
ASSISTANCE MISSION IN RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Administrative Circular no. 023/95

20 May 1995

To: All International Civilian Staff

From: Ally H. Golo, Officer-in-charge
Administration

Subject: **Check-out procedure upon completion of assignment or appointment**

1. Hereunder is a brief outline of the procedures that should be followed in connection with the above subject.

a) Approximately two weeks prior to your scheduled completion of assignment or appointment, the Civilian Personnel Section will inform you to commence checking-out procedures. Travel arrangements should be made by the individual concerned with the Travel Unit to arrange travel and shipment of personal effects. Once travel arrangements have been made, this information should be conveyed to the Civilian Personnel Section, as well as the last day of duty in the Mission. The monthly attendance record sheet should also be submitted inasmuch as this is required in the processing of your final Mission Subsistence Allowance (MSA) payment.

b) The original "Check-in" form should be obtained from Civilian Personnel Section as this is also the "Check-out" form to be used. This should be completed by reporting to the offices indicated therein and obtaining the signatures of the Heads of those offices certifying, among other things, that any indebtedness to the United Nations is settled, any United Nations equipment or vehicle issued had been returned and the accuracy of leave records verified. Finance Section will be the last section to give clearance and the original check-in/check-out form should be returned to the Civilian Personnel Section.

c) You will be required to fill out a Field Operations Performance Appraisal (FOPA) report, forms of which could be obtained from Personnel Section. You should complete Section I, Part "A" of Section II and submit it to your supervisor for completion of Part "B" of Section II, as well as Section III. Thereafter, please return it to the Civilian Personnel Section, which will arrange for its completion by the Second Reporting Officer and by the Chief Administrative Officer after which it will be returned to you for your signature.

2) The following data provides additional information on applicable entitlements:

Travel Subsistence Allowance (TSA)

You are entitled to the payment of TSA (terminal expenses, DSA for authorized stopovers, reimbursement of airport tax etc.) in connection with your repatriation travel.

Prior to departure, Mission appointees should submit claims for reimbursement of the above expenses to Finance Section, UNAMIR, by completing the F.10 form (Voucher for Reimbursement of Expenses). Claims of non-Mission appointees should be submitted to their parent duty station or place of reassignment upon completion of travel. Reimbursement will be made based on your entitlement.

Shipping entitlement

(a) Unaccompanied air freight

The entitlement to shipment of personal effects is 100 kgs. by unaccompanied airfreight. Please note that should a staff member wish to avail of this entitlement by surface means (by sea) the entitlement is not convertible on a 2 to 1 basis and remains at 100 kgs. It is the staff member's responsibility to visit the Travel Unit during check-out and arrange collection of his/her personal effects for shipment. Requests for shipment of personal effects at an earlier date will normally be accepted.

(b) Accompanied excess baggage allowance

The accompanied excess baggage allowance is 10 kgs. The cost of excess baggage will be reimbursed upon completion of the travel with relevant receipts. Staff members wishing to convert the excess baggage allowance to unaccompanied shipment of personal effects may do so. Where such conversion is requested, the entitlement would have to be consolidated with the 100 kgs. of unaccompanied shipment of personal effects and shipped in one consignment.

Accrued annual leave

For mission appointees, i.e., those staff members holding appointments limited to service with UNAMIR, any unused accrued annual leave balance remaining at the expiration of the appointment (up to a maximum of 60 days) will be commuted to cash and included by UN Headquarters in the final salary payment. It follows therefore that annual leave may not be taken in conjunction with your repatriation. Should you wish to avail of any accrued annual leave, you should do so prior to the last day of duty.

Other staff members (those on assignment from other duty stations) carry any accrued annual leave with them back to their official duty stations. Staff rule 105.1 (c) provides that annual leave may be accumulated, provided not more than twelve weeks (60 days) shall be carried forward beyond 1 January of any year. However, upon completion of a mission, any accumulation of annual leave which otherwise would have become subject to forfeiture during mission service may be utilized to cover all or part of an authorized period of post-mission leave. Any such leave not utilized within four months following departure from the mission area shall be forfeited. Staff members who may be affected by the above provision may elect to take leave in conjunction with repatriation prior to reporting back for duty with their official duty stations or during the four-month period immediately following completion of their assignments (with approval of parent departments).

No MSA payment could be effected for leave taken following completion of mission assignment and prior to your return to your official duty station or place of repatriation. For annual leave taken during the mission assignment, MSA is payable at the rate of one and one-half days of MSA for each completed month of service with the Mission.

Final salary payment

The final salary payment (in the case of mission appointees) will be effected by Headquarters and deposited to your account following commutation of any accrued annual leave.

Final MSA Payment

MSA is paid through the last day of duty determined by UNAMIR. This would normally be the expiry date of the assignment or of the mission appointment contract. You should therefore make your travel arrangement accordingly through the Travel Unit (MOVCON) and confirm the departure date with the Civilian Personnel Section. They will then issue instructions to the Finance Section to effect payment of the final MSA.

Return of your UN Laissez Passer

Mission appointees are requested to return their UNLP to United Nations Headquarters New York following completion of their travel. Final payment may not be processed by Headquarters New York unless the UNLP has been received. If you wish, you may request to have your UNLP returned to you duly cancelled.

Should you have additional questions, please feel free to contact the staff of the Civilian Personnel Section during the course of your check-out.

UNITED NATIONS
ASSISTANCE MISSION IN RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Administrative Circular no. 023/95

20 May 1995

To: All International Civilian Staff

From: Ally H. Golo, Officer-in-charge
Administration

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b) The original "Check-in" form should be obtained from Civilian Personnel Section as this is also the "Check-out" form to be used. This should be completed by reporting to the offices indicated therein and obtaining the signatures of the Heads of those offices certifying, among other things, that any indebtedness to the United Nations is settled, any United Nations equipment or vehicle issued had been returned and the accuracy of leave records verified. Finance Section will be the last section to give clearance and the original check-in/check-out form should be returned to the Civilian Personnel Section.

c) You will be required to fill out a Field Operations Performance Appraisal (FOPA) report, forms of which could be obtained from Personnel Section. You should complete Section I, Part "A" of Section II and submit it to your supervisor for completion of Part "B" of Section II, as well as Section III. Thereafter, please return it to the Civilian Personnel Section, which will arrange for its completion by the Second Reporting Officer and by the Chief Administrative Officer after which it will be returned to you for your signature.

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Shipping entitlement

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No MSA payment could be effected for leave taken following completion of mission assignment and prior to your return to your official duty station or place of repatriation. For annual leave taken during the mission assignment, MSA is payable at the rate of one and one-half days of MSA for each completed month of service with the Mission.

Final salary payment

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Final MSA Payment

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Should you have additional questions, please feel free to contact the staff of the Civilian Personnel Section during the course of your check-out.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

ADMINISTRATIVE INSTRUCTION N° 022/95

DATE: 11 May 1995

TO: All UNAMIR Personnel
Civilian, Military, CIVPOL and MILOBs

FROM: Ally H. Golo
Division of Administration & Management

SUBJECT: Guidelines concerning Boards of Inquiry

1. You are already aware of the important United Nations policy which prohibits circulation of internal documents to entities external to the United Nations Organization.

2. The present instruction relates to documents used in the preparation of Boards of Inquiry reports and the reports themselves.

3. Boards of Inquiry Reports, including all attachments thereto, are internal documents of the United Nations for use only by the Administration in whatever way is prudent in safeguarding and protecting the interests of the United Nations Organization.

4. At no time should reports by Boards of Inquiry be made public or distributed to entities outside the UN. Such entities include governments, international organizations, and all unauthorized persons even within the UN system. The responsibility for deciding under what circumstances a Board of Inquiry report may be transmitted to a government or other entity rests with the UN Headquarters in New York.

5. Boards of Inquiry reports are confidential to Boards preparing them. Board members shall not divulge to any one, except authorized persons, the contents of a Board of Inquiry report, and may not delegate the reproduction of such reports to persons other than members of the relevant Boards of Inquiry.

6. Please be guided accordingly.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

ADMINISTRATIVE INSTRUCTION N° 021/95

DATE: 19 May 1995

TO: All UNAMIR Personnel
(Civilian, Military, CIVPOL and MILOBs)

FROM: Ally H. Golo
Division of Administration & Management

SUBJECT: **Security of UNAMIR Vehicles**

1. Further to previous Administrative Instructions issued on this subject, the Administration notes with concern the number of UNAMIR vehicles which have been stolen recently in broad day light from the UNAMIR Headquarters compound.

2. In this connection all UNAMIR security units, including the Indian Battalion Guard Force currently providing security for the UNAMIR Headquarters and other UNAMIR premises, are required to implement the following procedures:

(a) All drivers of UNAMIR vehicles leaving any UNAMIR premises at any time are required to submit their identity cards to a security officer/guard at the gate, who shall check the identity photograph of each such driver against the face of the driver, record the identity number and the registration number of the vehicle, record the number of passengers, enter the time of departure, and record any other identification features that may be obvious. This is without prejudice to the identification procedure for drivers and vehicles of high ranking UNAMIR officials whose vehicles and drivers are known.

(b) With the exception of vehicles with ministerial or diplomatic registration numbers and vehicles belonging to UN Agencies, all non-UNAMIR vehicles leaving UNAMIR premises shall be subject to the same procedure as in (a) above, and shall also be subject to searches at the discretion of the security officers/guards.

3. All UNAMIR personnel are requested to cooperate with all security units in the enforcement of these measures towards the preservation of UN and staff personal property.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

ADMINISTRATIVE INSTRUCTION N° 018/95

DATE: 4 May 1995

TO: All UNAMIR Personnel
Civilian, Military, CIVPOL and MILOBs

FROM: Ally H. Golo
Division of Administration & Management

SUBJECT: **Preparation, submission and processing of travel claims**

1. Many travel claims submitted to the Finance Section are not prepared properly and/or not accompanied by adequate supporting documentation. As a result, delays have occurred in their processing and settlement. To prevent these delays and related problems, future claimants should properly observe the policies and procedures detailed below.

Required supporting documentation

2. Each claim must be accompanied by the following documents:

(a) In respect of international travel undertaken at the UN expense:

(i) Original travel authorization (PT.8 form);

(ii) Used and/or any unused air ticket stubs;

(iii) Receipts for other costs incurred in connection with either local or international travel, including those for airport taxes, excess baggage, passport photographs, official telephone calls, telexes or faxes, etc;

(iv) Hotel receipts, where a special/higher rate of travel subsistence allowance is being claimed for a required stay in a very expensive hotel.

(b) In respect of official travel undertaken within Rwanda (local travel):

(i) A duly approved UNAMIR MOP (Movement of Personnel) form;

(ii) Hotel receipts, for reimbursement of accommodation costs only;

(iii) Receipts for any other local travel costs.

Preparation of claim form

3. All claims must be made through the "Voucher for Reimbursement of Expenses" (F.10 form), more commonly referred to as the "F-Ten form" or Simply the "F-Ten". The rules for completing this form are as follows:

(a) Both sides of the form must be completed;

(b) The front side of the form should be completed or contain the required information as follows:

(i) For "Payee": The full name of the claimant typed or printed, with the family name in capital letters;

(ii) For "Category": Both the status and the rank/salary level of the claimant, e.g. "Int'l civilian, G-5"; "Staff Officer, Capt."; "MILOB, Major"; "UNV"; "Local, G-4"; "CIVPOL, Supt."; "HRFOR", "International Tribunal for Rwanda";

(iii) Boxes: The appropriate box should be checked and information provided to indicate where the payment cheque is to be picked up or sent (the claimant's duty station address and telephone number should be fully provided) if applicable;

(iv) Under the "Description of Expenses": A brief description should be given of the expenses actually incurred for which reimbursement is being claimed, the dates on which they were incurred, and the amounts involved (to be noted under the "Local Currency" or "US$ equivalent" columns);

(v) In the designated space, the claimant should sign the claim using the same signature appearing on his/her UNAMIR ID or respective organization's ID and note the date on which the claim was prepared;

(vi) The "Signature of Admin./Certifying Officer" should be that of the UNAMIR Officer who signed the claimant's MOP form as "Initiating Officer - Head of Section/Department", or otherwise the Officer authorized to approve the claimant's travel (CAO).

(c) The reverse side of the form should contain the following:

(i) The actual itinerary and dates and times of travel:

(ii) Whether or not a UN or Government vehicle was used to transport the claimant between the airport and his/her residence or office at the places of origin and destination;

(iii) Whether each leg of the travel was undertaken for official or personal purposes;

(iv) The number(s) of any unused air ticket stub(s).

4. If any of the above rules is not complied with properly, or the required information is not provided fully and clearly, the Finance Section will simply return the claim unprocessed.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

ADMINISTRATIVE INSTRUCTION N° 018/95

DATE: 4 May 1995

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Civilian, Military, CIVPOL and MILOBs

FROM: Ally H. Golo
Division of Administration & Management

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UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

ADMINISTRATIVE INSTRUCTION N° 018/95

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4. If any of the above rules is not complied with properly, or the required information is not provided fully and clearly, the Finance Section will simply return the claim unprocessed.

UNITED NATIONS
INTEROFFICE MEMORANDUM

UNAMIR-MINUAR

NATIONS UNIES
MEMORANDUM INTERIEUR

Information Circular No.035/95

DATE:30 May 1995

TO: All UNAMIR Military, Civilian Police &
Civilian Personnel

FROM: Chaim Ouziel
CAO

SUBJECT: **After Hour Calls - Electrical and Generator Unit**

It has been brought to our attention that generator mechanics and electricians are called out to various locations in Kigali after hours, on what is referred to, as emergency calls. However,in various cases it has been found that the situations were exaggerated and the job could be done the next day.

As the security situation in Kigali is not safe, please refrain from making such unnecessary calls. Attached please find a series of questions you should consider before you make the call.

Regards.

REQUEST FOR AFTER HOURS DUTY ELECTRICAL/GENERATOR SUPPORT.

1. NAME/RANK OF CALLER:
2. LOCATION WHERE SUPPORT IS REQUESTED:
3. WHAT IS THE PROBLEM:

   A. IS THE GENERATOR STILL RUNNING ?

      IF NOT:

      IS THERE FUEL IN THE GENERATOR ?

      WAS THERE UNUSUAL NOISES BEFORE IT STOPPED ?

      WHAT DO THE USER BELIEVE IS THE CAUSE OF THE PROBLEM ?

   B. IF THE GENERATOR IS STILL RUNNING:

      HAVE THE FUSES/CIRCUIT BREAKERS ON GENERATOR AND BUILDING BEEN CHECKED ?

      IS THERE POWER IN PART OF THE LOCATION ?

      IF THERE IS POWER IN PART OF THE LOCATION, WHAT PART IS HAVING ELECTRICAL PROBLEM ?

4. CAN THE PROBLEM BE RECTIFIED THE FOLLOWING DAY ?

5. MINOR PROBLEMS SUCH AS CHANGING LIGHT BULBS, RESETTING FUSES OR CIRCUIT BREAKERS, NO ELECTRICITY IN NO PRIORITY AREAS ETC. WILL NOT BE CARRIED OUT AFTER WORKING HOURS.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INFORMATION CIRCULAR NO. 34

DATE: 19 May, 1995

TO: All UNAMIR Personnel

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

SUBJECT: **OPENING OF UNAMIR DUTY FREE SHOP AT TRAFIPRO COMPLEX**

I am pleased to announce that the UNAMIR authorized contractor will open a duty free sales facility on 23 May, 1995 inside the Trafipro complex in the building next to the water purification plant.

It is extremely important for all personnel to understand that every item on sale in this new shop is for the exclusive use of UN personnel and cannot be resold or bartered.

All personnel, civilian and military alike, are advised that anyone found to be reselling or bartering duty free goods will be reported to the SRSG or to the Force Commander, and disciplinary action will be initiated.

A valid UNAMIR identity card must be shown and the ID number shall be recorded by the cashier each time items are paid for. Only US dollars will be accepted as payment for the items on sale in the duty free store. The duty free shop is not opened to UNAMIR local personnel

Please note that a special register will be maintained of all customers who purchase electronic products and other items that have traditionally been considered 'attractive' for resale on the open market.

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UNAMIR - MINUAR

INFORMATION CIRCULAR 030/95

17 May 1995

To: All international civilian personnel of UNAMIR

FROM: Ally H. Golo,
OIC. Administration

SUBJECT: **Information on staff members and contact persons in case of emergency**

Please find attached Information Circular ST/IC/1995/16 of 31 March 1995 on "Home addresses and telephone numbers".

In connexion with this Circular, all international civilian personnel are kindly requested to complete the attached form which is self-explanatory and forward it to the Chief Civilian Personnel Officer as soon as possible, in any case **not later that 19 May 1995.**

cc: SRSG

UNITED
NATIONS

ST

Secretariat

ST/IC/1995/16
31 March 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: HOME ADDRESSES AND TELEPHONE NUMBERS*

1. From time to time, it is necessary for the Organization to contact staff members outside the office, whether for security reasons, emergency work questions or assignments or legitimate inquiries into a staff member's health or well-being. It is essential that the Organization have available current home addresses and telephone numbers of all staff members, as well as the name and telephone number of a person to be contacted in case of an emergency. It is especially important that all staff going on mission, or on United Nations travel of any kind, ensure that all this information is up to date and accurate.

2. The purpose of the present circular is to inform all staff serving at Headquarters that, within the next few weeks, they will receive from their Executive Offices a form containing information that they are requested to verify and complete as needed, before returning the form by the date indicated. Similar requests will be issued regularly in the future to keep the database current. Staff members are reminded that it is their responsibility to report to their Executive Office any changes in their home address, telephone number or information on their contact person when they occur, without waiting for an official request to that effect.

3. Staff members are assured that home addresses, telephone numbers and information on contact persons are kept confidential and are not released except to authorized officials and for authorized purposes. The Security and Safety Service will continue its standard operating practice of handling individual requests for personal information received after normal working hours on a "call back" basis, under which no information is released unless and until the staff member involved gives permission to do so.

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* Personnel Manual index No. 4010.

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ASSISTANCE MISSION FOR RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR 030/95

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UNITED
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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR 029/95

13 May 1995

To: All Personnel, Military, CIVPOL, Civilian of UNAMIR

FROM: Ally H. Golo,
OIC, Administration

SUBJECT: Statements regarding security situation

Under the instruction of the Assistant Secretary-General/UN Security Coordinator, all UNAMIR personnel (military, Civilian Police, civilian) are strongly reminded that under no circumstances should statements regarding any security situation to be made to the Press unless the text has been cleared by his Office. This is particularly critical in cases involving the kidnapping/detention of staff members where premature and irresponsible statements to the media can, and have jeopardized, delicate negotiations and placed the lives of staff at risk.

Please be advised accordingly.

UNITED NATIONS
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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

URGENT

INFORMATION CIRCULAR 028/95 - Corr. 1

8 May 1995

To: All Civilian and Military Personnel

FROM: Ally H. Golo,
OIC, Administration

SUBJECT: **Official Holidays for 1995**

Further to Information Circular 028/95 of 4 May 1995, please note that the Eid-Al-Adha day this year falls on Wednesday, 10 May 1995 which should be considered as official UNAMIR holiday and not Tuesday, 9 May 1995 as announced earlier.

cc: SRSG

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR 028/95

4 May 1995

To: All Civilian and Military Personnel

FROM: Ally H. Golo,
OIC, Administration

SUBJECT: Official Holidays for 1995

Further to the SRSG's memorandum of 3 March 1995 on the above subject, I am pleased to confirm that the Eid-al-Adha day falls, this year on Tuesday 9 May 1995 which is considered as official UNAMIR holiday.

cc: SRSG

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

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 025/95

DATE: 12 April 1995

TO: All UNAMIR Military, Civilian Police and Civilian Personnel

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

SUBJECT: Mail Processing through the Registry

This circular is to bring to your attention the following procedures concerning the processing of both official and private mail to UNAMIR, in accordance with the United Nations Records Control Procedures Manual.

1. Flow of official Mail

All incoming mail, with the exception of correspondence subject to special instructions, is to be opened by the Registry, classified by subject and type and distributed to the relevant Sections, units and services.

If a letter is bearing an official address but appears to be of a personal nature, it will be forwarded to the addressee by Registry, without opening it. In this case the Registry will indicate on the envelope: **"If this letter concerns UNAMIR official business please send it back to the Registry for processing".**

2. Flow of Private Mail

When on an envelop, it is marked private, confidential or only the name of a UNAMIR personnel, without the functional title, the letter is sent directly to the addressee, without opening it.

If on a letter it is not marked confidential or private, but it is found to be of a confidential nature when opened, the Registry will reseal it and indicate on the envelope **"Opened by the Registry"** and send it to the addressee.

If a letter presumed to be official has been opened by the Registry and found to be of a personal nature, the Registry will reseal it and forward it to the addressee with the indication **"This letter was presumed to concern UNAMIR official business and therefore opened by the Registry."**

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

INFORMATION CIRCULAR No. 024/95

DATE: 6 April 1995

TO: All UNAMIR Civilian and Military Personnel, CIVPOL, HRFOR, ICTR, UNDP WHO

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

SUBJECT: **Closing of UNAMIR offices, fuel stations and pouches in commemorating a day of mourning for the victims of genocide**

Further to the SRSG's note dated 3 April 1995 concerning closure of UNAMIR offices on 7 April 1995, please be advised that the UNAMIR fuel stations will also be closed for business on that day in recognition of the national day of mourning. Those planning to refuel vehicles on that date are required to do so on 6 April 1995.

UNAMIR pouches normally scheduled for Fridays will be closed on Thursday 6 April 1995.

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 022/95

DATE: 4 April 1995

TO: All UNAMIR Military, Civilian Police & Civilian Personnel

FROM: Ally Golo, Officer-In-Charge Administration

SUBJECT: **TRAFFIC OFFENCES**

I am in receipt of the monthly statistics compiled by the Force MP Company covering traffic violations during March 1995. I note with considerable concern that of 59 violations listed, 48 are for speeding.

The matter of UNAMIR vehicles being perceived as operating outside traffic laws is a matter of extreme sensitivity with the Government and something which detracts from our presence here. I most earnestly urge all personnel to operate UN vehicles in a prudent and safe manner, in accordance with the rules of the road. I shall be reviewing the specific violations reported for March 1995 and will, if necessary, direct that flagrant violators have their driving permits withdrawn.

UNITED NATIONS NATIONS UNIES

UNAMIR - KIGALI

Information Circular No. 021/95 **3 April 1995**

TO: All UNAMIR Military, Civilian and Civpol Personnel

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

SUBJECT: **Change of Functional Title**

Please be advised that with the integration of all UNAMIR's Transport and Maintenance resources, the office of the Chief Transport Officer (CTO) is now know as the Office of the Chief Integrated Transport and Maintenance Management (CITMM).

This office is now firmly responsible to the Administration for the overall fleet management and maintenance of all UNAMIR VEHICULAR ASSETS.

All are kindly requested to extend to the CITMM the usual cooperation.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

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INFORMATION CIRCULAR N°. 020/95

DATE: 1 April 1995

TO: All UNAMIR Personnel

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

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

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

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

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

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

I. Rivas
08156

UNITED
NATIONS

ST

Secretariat

ST/IC/1995/16
31 March 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: HOME ADDRESSES AND TELEPHONE NUMBERS*

1. From time to time, it is necessary for the Organization to contact staff members outside the office, whether for security reasons, emergency work questions or assignments or legitimate inquiries into a staff member's health or well-being. It is essential that the Organization have available current home addresses and telephone numbers of all staff members, as well as the name and telephone number of a person to be contacted in case of an emergency. It is especially important that all staff going on mission, or on United Nations travel of any kind, ensure that all this information is up to date and accurate.

2. The purpose of the present circular is to inform all staff serving at Headquarters that, within the next few weeks, they will receive from their Executive Offices a form containing information that they are requested to verify and complete as needed, before returning the form by the date indicated. Similar requests will be issued regularly in the future to keep the database current. Staff members are reminded that it is their responsibility to report to their Executive Office any changes in their home address, telephone number or information on their contact person when they occur, without waiting for an official request to that effect.

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Information Circular No. 019/95

23 March 1995

To: All UNAMIR International Civilian Staff

From: Ally H. Golo, OIC
Administration

Subject: Hazard Pay

Please be advised that the United Nations Security Coordinator has now confirmed that the hazard pay has been discontinued as of 1 March 1995.

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UNAMIR - MINUAR

INFORMATION CIRCULAR 015/95

17 February 1995

To: All Civilian and Military Personnel

FROM: Ally H. Golo, OIC
Administration

SUBJECT: New Staff Counsellor and Welfare Officer

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

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

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

Welcome to UNAMIR, Brandy!

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 014/95

February 14, 1995

TO: All International Civilian Staff
Military Observers and Civilian Police

FROM: Ally H. Golo, OIC
Administration

SUBJECT: Establishment of UNAMIR Local Claims Review Board.

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

2. The composition of the Board is as follows:

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

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

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UNAMIR - MINUAR

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UNAMIR - MINUAR

INFORMATION CIRCULAR no 013/95

DATE: 16 February 1995

TO: All UNAMIR Military and Civilian Personnel

FROM : Ally H. GOLO, OIC Administration

SUBJECT : United Nations Stamps

I am pleased to inform you that United Nations Stamps are now available for sale at UNAMIR Mailing Unit, in the following denominations:

a) Swiss Francs : 0.10, 0.50, 0.60, 0.80., 0.90, 1.00

b) US $: 0.01, 0.02, 0.20, 0.30, 0.32, 0.40, 0.45, 0.50.

The stamps are on sale either for philatelic purposes or for simple postage of letters. In the latter case the letters will be pouched to New-York or Geneva according to the chosen currency of the stamps and from there they will be forwarded to their final destination.

Interested persons can contact Mrs. Irene MUKASHEMA in Room - 1066 during office hours.

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UNAMIR - MINUAR

INFORMATION CIRCULAR 012/95

13 February 1995

To: International Civilian Staff Members of UNAMIR

FROM: Ally H. Golo, OIC, Administration

SUBJECT: United Nations ST/IC/1990/13/Amend. 4 dated 5 January 1995

The above mentioned Information Circular is reproduced hereunder for your information:

"To: Member of the Staff

From: The Under-Secretary-General for Administration and Management

Subject: **OPTION OF A LUMP-SUM PAYMENT FOR TRAVEL BY AIR IN LIEU OF PROVISION BY THE ORGANIZATION OF TRAVEL TICKETS AND RELATED ENTITLEMENTS ON HOME LEAVE, EDUCATION GRANT AND FAMILY VISIT TRAVEL.***

1. The purpose of the present amendment is to advise staff member that the period of application for the lump-sum payment option for travel by air on home leave, education grant and family visit is hereby extended to all such travel that commences prior to 31 December 1995.

2. This option applies to eligible staff stationed at Headquarters, New York, the United Nations office at Geneva, the United Nations Office at Vienna, the United Nations Environment Programme (UNEP), the Economic Commission for Africa (ECA), the Economic Commission for Latin America and the Caribbean (ECLAC), the Economic and Social Commission for Western Asia (ESCWA), the United Nations Centre for Human Settlements (HABITAT), the United Nations Truce Supervision Organization in Palestine (UNTSO), the United Nations Interim Force in Lebanon (UNIFIL), the United Nations Peace-keeping Force in Cyprus (UNFICYP), the United Nations Disengagement Observer Force (UNDOF) and the United Nations Military Observer Group in India and Pakistan (UNMOGIP)

/...2

3. Specific instructions on the administration of the option, including required record-keeping and prevention of abuse, will be issued shortly.

4. The present amendment supersedes information circular ST/IC/1990/13/Amend.3.

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* Personnel Manual index No. 7001

UNITED NATIONS
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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR No. 011/95

DATE: 6 February 1995

TO: All UNAMIR Civilian and Military Personnel

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

SUBJECT: UNAMIR Mailing Address at UN HQs

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

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

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

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

UNITED NATIONS NATIONS UNIES

UNAMIR - KIGALI

Information Circular 009/95 **31 January 1995**

TO: All UNAMIR
Military and Civilian Personnel

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

SUBJECT: **Authorization for the use of UNAMIR vehicles**

Further to Adminstrative Instruction No. 001/94 of 15 July 1994, this is to remind all UNAMIR personnel that with the exception of a few designated senior officials, vehicles are assigned to a Unit or Section for collective use by its personnel or assigned to the transport dispatch pool for collective use by all authorized personnel of the mission.

This applies even if an individual has signed personally for collecting the vehicle from the Transport Section.

Please be guided accordingly.

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UNAMIR - KIGALI

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TO: All UNAMIR
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MISSION POUR L'ASSISTANCE AU RWANDA

INFORMATION CIRCULAR N°. 008/95

DATE: 25 January 1995

TO: All UNAMIR Personnel

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

SUBJECT: **Water Point Operations**

This is to advise you that the UNAMIR water point had been relocated from the stadium to the TRAFIPRO industrial complex effective 19 January 1995. A map indicating the TRAFIPRO location is attached herewith.

The water point is now fully operational for refilled jerry can exchange Monday through Saturday.


Nyakabanda
REMERA
MIHURURA

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INFORMATION CIRCULAR N°. 007/95

DATE: 24 January 1995

TO: All UNAMIR Personnel

FROM: K. Nilsvang, Officer-in-Charge
Administration, a.i.

SUBJECT: **Use of MGT Catering Services for UNAMIR Events**

1. I have been made aware that several UNAMIR clubs and organizations have solicited the services of MGT/CSL to cater and provide refreshments at their gatherings. While it is encouraging and indeed desirable to have a selection of social functions to attend in the difficult circumstances we find ourselves in, I would like some procedures to be followed if the services of MGT are going to be required in any way.

2. Any future arrangements being made where MGT catering services are provided on a commercial basis should be channelled and addressed through the Contract Management Cell. The CMC was formed to monitor the financial and managerial aspects of UNAMIR's interaction with all our contractors. As such, I expect CMC to be fully aware of all activities performed by all UNAMIR contractors in the Mission area. I am confident that you will cooperate with CMC in making their task easier.

3. If you have any further questions in this regard, please do not hesitate to contact the CMCO Mr. Brière.

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 006/95

DATE: 23 January 1995

TO: All UNAMIR Military, Civilian Police & Civilian Personnel

FROM: Kimso Nilsvang, Officer-In-Charge Administration

SUBJECT: APPOINTMENT OF SECTOR ADMINISTRATIVE OFFICER CO-ORDINATOR

Please be advised that effective 23 January 1995, Mr. Rudolf Reimann has been appointed Sector Administrative Officer/FSA Co-ordinator.

All Sector administrative/logistics matters should therefore be addressed to or routed through Mr. Reimann's office.

Mr. Reimann is located in Room 3029 at the UNAMIR Headquarters.

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UNAMIR - MINUAR

INFORMATION CIRCULAR 003/95

10 January 1995

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

FROM: Kimso Nilsvang, Acting
OIC, Administration, UNAMIR

SUBJECT: MSA Payment

1. During the month of November 1994, our Finance Section received several complaints in relation to:

- adjustments for accommodation not provided;
- adjustments for leave/CTO for military observers;
- adjustments for leave for civilian personnel; and
- in some few instances, non payment of MSA.

2. All MSA recipients are advised that as a result of concerted efforts throughout the period, the November and December 1994 MSA has been released with all adjustments made based on appropriate information and relevant documents received within due time. However, in respect of personnel for whom adjustments were not yet effected to their satisfaction, it is strongly recommended that the claimant check first and thoroughly whether all the relevant documents have been properly submitted and effectively channelled to the Finance Section before submitting complaints.

3. For your information and guidance, attached herewith is a copy of a **new monthly attendance record.** **It is the basis of all your entitlements and their subsequent payment.** Its accurate and timely completion and submission is therefore paramount.

i. Attendance Record

All individual **MUST** carefully complete and duly sign an attendance record by the end of each month. Starting with January 1995, the **new form should be used**, with all the necessary attachments indicated on the Form when it applies (F.10, Annual/Home Leave and Family Visit Reports, Certified or Uncertified Sick Leave). It is the responsibility of all attendance/leave monitors to submit the attendance records properly by the staff member and duly certified by the respective Section Chiefs or Branch Heads and send them to the Personnel Section **NOT LATER THAN THE CLOSE OF BUSINESS ON THE 5TH DAY OF THE FOLLOWING MONTH.**

ii. Information on Accommodation

All changes in accommodation status during a given month should be communicated to BMS, Accommodation Office **NO LATER THAN THE CLOSE OF BUSINESS ON THE 5TH DAY OF THE FOLLOWING MONTH**.

iii. Staff members who are living in private residence, not provided by UNAMIR, are required to certify it by completing and signing (right side of the Form) the part indicated in the Form. On the basis of this certification Finance Section will be able to pay full MSA.

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UNAMIR - MINUAR

Monthly Attendance Record Sheet

Staff Member:_____
Surname Given Name

Month and Year: _____

Prepared by:_____
Name and S

Section/Unit: _____

Index No. _____

Tick whichever is applicable: / X / for whole day or / X/ / for half day

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
Present at work																													
R & R (Location)																													
Official business (OB)*																													
Annual leave; family visit; or home leave **																													
Sick leave *** (Certified or Uncertified)																													

* - Attach F.10 form (Voucher for Reimbursement of Expenses)

** - Attach Annual Leave Report (for annual, family visit travel or home leave)

*** - Attach Sick Leave Report and Medical Certificate

Approved by:_____
Name and Signature of Section/Unit Head

Date _____

Signature of staff member _____

Only staff member living in private resid
provided by UNAMIR is required to complete and sign

During the period from _____ to _____199
I certify that I lived in a private residence and the Leas
a copy of which has been provided to the Accommodati
is still valid.

Signature of staff member _____

Date _____

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UNAMIR - MINUAR

INFORMATION CIRCULAR No. 002/95

DATE: 11 January 1995

TO: All UNAMIR Military, Civilian Police and Civilian Personnel

FROM: Kimso Nilsvang, Officer-in-Charge Administration

SUBJECT: Display of UN Flags

It has been brought to my attention that some staff members are using the UN Flag to signal their residence. This practice is forbidden. In fact, the use of the United Nations Flag is governed by the United Nations Flag Code and Regulations. Any use made of it in any manner inconsistent with this code is not permitted unless otherwise authorized by the Secretary-General of the United Nations or his Special Representative.

All UNAMIR Personnel both military and civilian are requested to refrain from using the UN Flag on their private residence.

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MISSION POUR L'ASSISTANCE AU RWANDA

INFORMATION CIRCULAR No. 001/95

DATE: 3 January 1995

TO: All UNAMIR Civilian and Military Personnel

FROM: Kimso Nilsvang, Officer-in-Charge
Administration

SUBJECT: **Change of Rwandese Currency**

This is to inform all military and civilian personnel of UNAMIR that the Central Bank of Rwanda has decided to change the bank notes of the following denominations: Rw.Fr. 5000.-, 1000.- and 500.- to new ones effective immediately. The exercise is taking place on 3 and 4 January 1995.

We are now requesting the Bank to assign a representative to UNAMIR Headquarters for about one hour on 4 January 1995 to enable all our personnel to change the old notes in their possession into the new ones. Should the Bank agree with our request, you will be informed immediately of the place and time of operation.

In the meantime, in order to expedite the exercise, it is suggested that each Office/Section or Contingent designates one or two persons as focal points who will collect the old notes within their respective offices/Section/Contingent and will assume responsibility for operating the changes.

These designated persons are requested to contact the Cashier's Office on 4 January 1995 by 10:00 a.m. to find out whether the operation will take place at UNAMIR Headquarters.