NOTICES, ANNOUNCEMENTS, BULLETINS, ETC.

31 AUG - 8 NOV 1994

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ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA
UNAMIR - MINUAR

8 November 1994

TO: All Civilian and Military Personnel

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

SUBJECT: **Absence from Mission Area 8 to 11 November 1994**

Please be advised that during my absence on mission from 8 to 11 November 1994, Mr. Kimso NILSVANG will act as Officer-in-Charge of the Division of Administration.

Please extend to him your usual cooperation.

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UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM

07 November 1994

TO: All UNAMIR personnel

FROM: Mr. G. Brière// CMCO/RO BRSC

REF: Administration Instruction BRSC contract dated 28 Sept 94

SUBJECT: **BRSC SUPPORT SERVICES CONTRACT - CIRCULAR BULLETIN NO 2 - USER GUIDELINES**

Aim

1. The aim of this circular is to describe procedures and provide guidance to all UNAMIR personnel who need to have work to be performed by Brown and Root Services Corporation (BRSC) under this support services contract. This document is a brief recapitulation of ref A which was only distributed to Subtask Order Managers (STOMs).

Background

2. BRSC contract has been established to provide complete Logistical support to UNAMIR. It is **not** intended to replace UN qualified personnel nor to replace the United Nations procurement system. In order to be able to accomplish their role BRSC counts on a large number of fully qualified tradesman and subcontractors who can be called upon on short notice to provide support services.

UNAMIR support services contract

3. This services contract is divided into 14 subtask orders (subtask 10.00 to 10.13). Each of the 14 subtask orders is controlled by a STOM (see Annex A). Each subtask is in turn divided into subsubtasks to cover each specific areas of work. STOMs ascertain that coordination takes place with the other agencies/organisations involved in the same areas of activities before a WOR is submitted. Example: CBMS liaise with the Force Engineer regarding road and bridge repairs, SO Maint discuss with CTO about problems of maintenance, SO Tn talks to CTO with regards to transport problems, ect.

Request procedures

4. Support services requests can only be initiated through a Work Order Request (WOR) with the exception of minor work order request (MWOR - see para 5). WORs must be submitted to STOMs for approval. Users must first identify the scope of work to be performed and identify which category of work it falls under in the Work Breakdown Structure (WBS - Annex A). When the scope of the WOR falls in more than

one subcategory of the WBS, then the user must submit one WOR per subcategory. Upon completion of his WOR, the user must send it to the appropriate STOM as per WBS.

5. Minor work order requests (MWOR - see annex B) are used only when the material cost is less than $300 USD and the man hour requirement is less than half a day. MWOR can be initiated only for minor repairs in four locations: Hotel Amahoro, Hotel Chez Lando, Hotel Meredien and Belgium Village. MWOR can be dropped in boxes located at each of these four locations. Minor repairs at all other locations require a normal WOR.

Work Order Requests

6. The WOR form (see Annex C) is basically divided into three parts. The top part is to be completed by UNAMIR personnel requiring work to be done. The second part is reserved to STOM for comments. The last portion is restricted for use of CMC staff only.

7. WORs should be typed or printed legibly. Electronic copies on floppy disks are also available on request from CMC if desired. WORs must be complete and all relevant information (Description of Task, Location of Task, Plans, Sketches and Specifications ...) must be provided. WORs will be rejected if incomplete. For larger projects STOM/CMC may request a complete and detailed study.

8. There are four categories of priorities of work. Users and STOMs will ensure that the proper priority has been assigned to each WOR based on the following guidelines:

a. Flash: this category will be used only when the problem/situation is life threatening or it poses a threat to the security of material or installations;

b. Immediate: this category will be used when the resolution of the problem is essential to maintain operational effectiveness;

c. Urgent: The criteria for this category is similar as for immediate but the problem does not impact directly on the operational effectiveness; and

d. Routine: All other requirements fall into this category.

9. Upon receipt of a signed and dated WOR, STOMs will determine if the WOR is within the scope of their corresponding STO as well as to ensure that the priority of work is at the appropriate level. STOMs will then decide if the work should be done by UNAMIR or BRSC. In the case that STOMs choose BRSC then WOR will be submitted to CMC which will immediately assign it a control number (top of the form). This number will be issued sequentially and it is independent of the WBS/STO. The CMC will then complete the last portion of the request, seek proper authorization, allocate a WOR number in the appropriate STO category and process the request. See Annex D for work order request flow chart.

Work orders inquiries

10. **Customers who wish to obtain or discuss the status of a WOR will liaise with the appropriate STOM.** CMC is to act as the interface between STOMs and BRSC to coordinate all management aspects of the Contract where STOMs will look after all technical aspects with BRSC. CMC office is located in Amahoro complex in rooms 1012 and 1023 and CMC staff can be contacted at phone # 11138. Please consult phone book for phone numbers of STOMs.

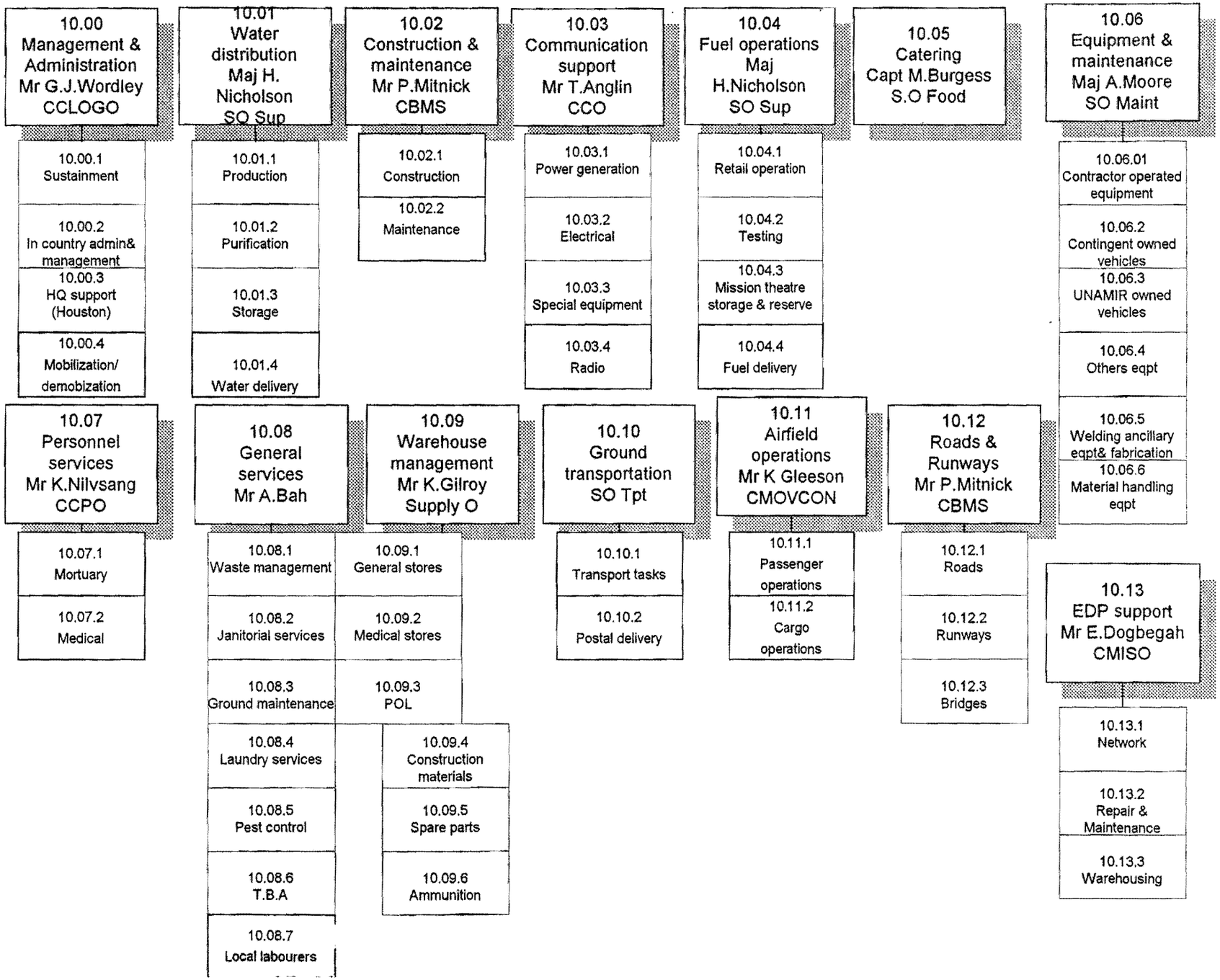
LIST OF ANNEXES

Annex A - Structure for work order request.
Annex B - Minor Works Request Form
Annex C - Work Order Request Form
Annex D - Work Order Request Flow chart.

BRSC\CIRC_NOT\CIRC_NOT.002

ANNEX "A" TO CIRCULAR BULLETIN #2
DATED 07 NOVEMBER 1994

SUBTASK BREAKDOWN STRUCTURE FOR WORK ORDER REQUEST



MINOR REQUEST

BROWN & ROOT SERVICES CORPORATION

Annex B to circular bulletin #2

dated on 7 Nov 94

REQUESTOR

DATE OF REQUEST _____ ID NUMBER _____

NAME OF REQUESTOR _____ TEL / CALL SIGN _____

SECTION / BRANCH _____

LOCATION OF WORK ☐ UNAMIR HQ AMAHORO ROOM NUMBER _____

☐ BELGIAN VILLAGE

☐ CHEZ LANDO HOTEL

☐ MERIDIAN HOTEL

DESCRIPTION OF DISCREPANCY

_____

_____

_____

BRSC

BRSC NUMBER _____

LIST OF MATERIALS USED (receipt # is available) **WOR NUMBER** 10. . . -

_____

_____

_____

REMARKS / COMMENTS

_____

_____

_____

TOTAL OF LABOUR HOURS

_____

_____

CERTIFICATION (When work's completed)

I CERTIFY THAT THE WORK WAS COMPLETED SATISFACTORY

SIGNATURE OF ACCEPTANCE _____ NAME _____

SIGNATURE OF BRSC RESP _____ NAME _____

Note1 : one minor repair per request

Note2: minor requests examples: Install new padlock; Repair a window; Change light; Fix a toilet problem; Cleaning.

When completed BRSC send a copy to CMC

Annex C to circular bulletin #2
dated 7 Nov 94

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UNAMIR - MINUAR

WORK ORDER REQUEST **CMC#** _____

DATE OF REQUEST:_____ **WORK LOCATION:**_____
Description of work (attach sheet if necessary):

_____
_____
_____
_____
_____

Point of Contact:_____ **Phone/Call sign:**_____
Priority of Work: [ ] Flash; [ ] Immediate; [ ] Urgent; [ ] Routine
Requested Completion Date:_____

SUBTASK MANAGER (only) Subtask WO number: _____
Comments:
_____
_____
Subtask Order Manager:_____ **Date:**_____

CONTRACT MANAGEMENT CELL (only) **Work Order Number:** 10. . .0-

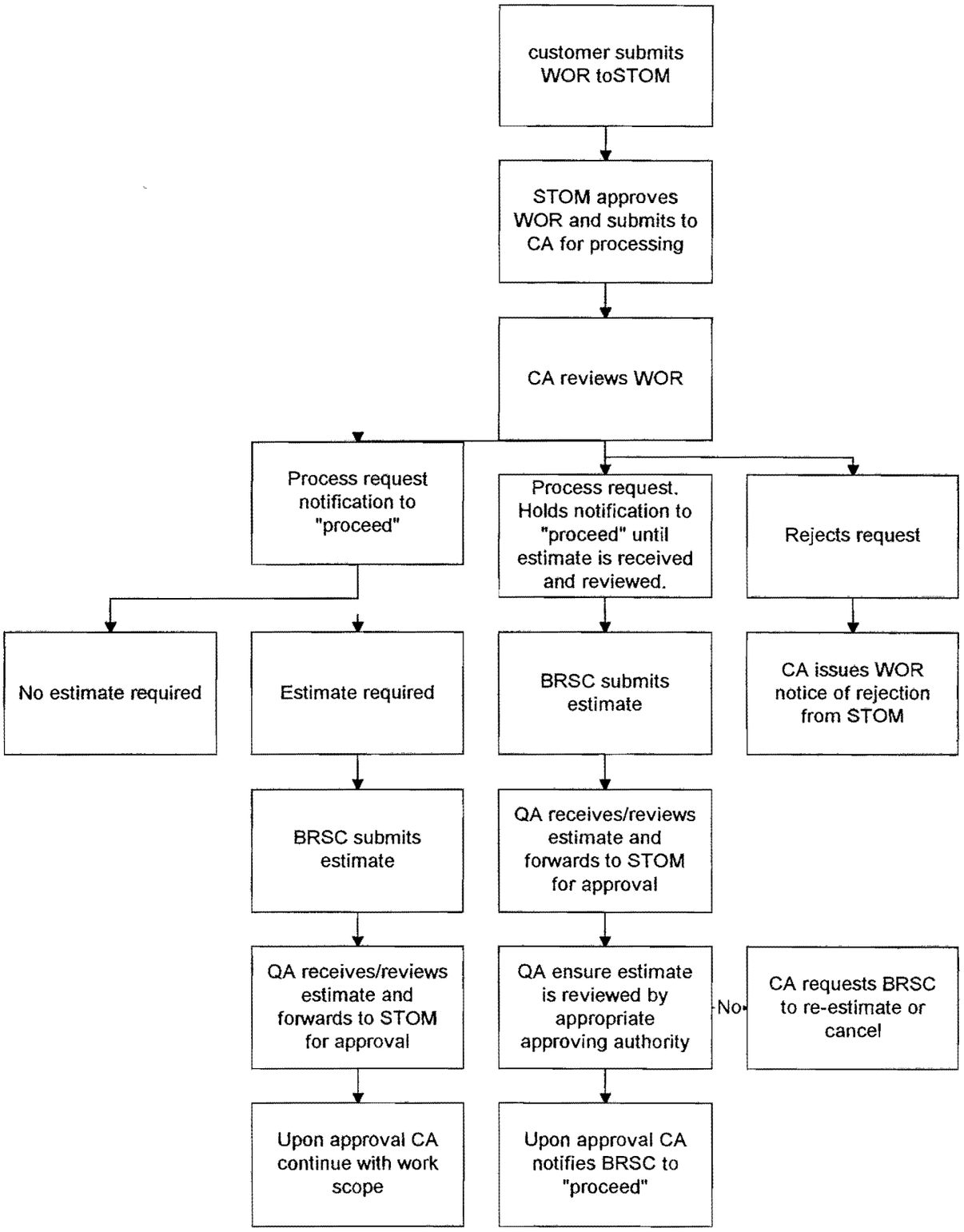
Cost estimate:
[ ] Need Detailed cost estimate. Provide estimate in __ day(s)
[ ] Need Rough order cost estimate. Provide estimate in __ day(s)
[ ] No cost estimate required
Action:
[ ] Do Not begin work until directed by the Contract Administrator.
[ ] Begin work immediately
Comments:
_____
_____
_____

AUTHORIZED BY:_____ **Date:**_____

CERTIFIED AUTHORITY:_____ **Date:**_____

Annex D to circular bulletin # 2
dated 07 Nov 1994

WOR PROCESS FLOW



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ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

DATE: 6 NOVEMBER, 1994

TO: **ALL SECTION/UNIT CHIEFS**
DIVISION OF ADMINISTRATION AND MANAGEMENT

FROM: **MR. A. H. GOLO**
OIC/ADMINISTRATION

SUBJECT: **RELATIONSHIP BETWEEN MILITARY AND ADMINISTRATIVE STAFF**

I am in receipt of a memo from the Force Commander which expresses dismay at the lack of understanding that has grown between his staff and their civilian counterparts. This came as a surprise to me as I was not made aware of the magnitude of the situation. It is my intention to review this situation with the Force Commander with a view to ensuring increased levels of understanding and cooperation between all UNAMIR personnel.

The relationship between the military and the administration, as well as all other UNAMIR components, is of paramount importance to me and to the smooth functioning of the mission on a daily basis. I would be grateful for an account of any instance where there was a disagreement/lack of understanding that may have arisen, hampering the smooth implementation of projects or routine tasks. This should include dates, full documentation and an account of how the situation was resolved, citing the relevant military branch/unit concerned. If no situation of discordance between your section/unit and the relevant military branch/unit exist, please so indicate. Reports should be submitted to my office by no later than close of business on Tuesday November 8, 1994.

The integration meetings that are currently being held, as emphasized by Mr. Medili, Director DPKO, are testimony to the priority the Force Commander and myself give to the smooth flow of information and ideas between the military and ourselves. It is up to each one of you as Section or Unit Chief to use your initiative and good judgement to ensure that the momentum of the integration meetings carries on to the implementation and post-implementation stages and that the administrative side of the Mission performs to its maximum potential.

cc: SRSG
FC
ED
DFC/COS

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ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

INFORMATION CIRCULAR NO. 016/94
DATE: 5 NOVEMBER, 1994

TO: **ALL UNAMIR PERSONNEL**

FROM: **MR. A. H. GOLO**
OIC/ADMINISTRATION

SUBJECT: **CATERING SERVICES FOR UNAMIR STAFF**

- I am pleased to announce that UNAMIR has contracted the services of MGT Consolidated to provide catering services to staff members.

- As of November 3rd, 1994 a restaurant has been opened adjacent to the swimming pool at the Belgian Village. Attached is a list of prices, meal times and a sampling of the menu. The menu changes daily and is on a 25 day cycle, ensuring a wide selection of meals.

- Negotiations are under way to set up a restaurant in close proximity to Headquarters that would be similar to the one at the Belgian Village.

- Work is proceeding to ready the Headquarters' kitchen area into a café that will serve snacks and light meals to all staff members.

I would like to take this opportunity to compliment the staff of Support Services, in particular the Contract Management Cell and Building Management Services, for their ongoing efforts in making the lives of all UNAMIR personnel more comfortable.

SCHEDULE AND MENU OF BELGIAN VILLAGE CATERING FACILITY

1. BREAKFAST : 06:30 - 08:00

	MENU A		MENU B - US $2.00
(i)	Choice of fruit	(i)	Choice of fruit
(ii)	Cereals with milk		or
(iii)	Eggs to order	(ii)	Cereals with milk
(iv)	Hot rolls, butter, jam	(ii)	Hot rolls, butter, jam
(v)	Tea or coffee	(iv)	Tea or coffee

2. LUNCH: 12:00 - 13:30

3. DINNER: 18:00 - 22: 00

LUNCH AND DINNER MENU FORMAT

(i)	Soup.
(ii)	Main dish (chicken, fish, beef, or pork).
(iii)	Vegetable.
(iv)	Potato.
(v)	Rice or bread.
(vi)	Dessert.
(vii)	Tea or coffee.

4. BAR SERVICE

		$	
(i)	Canned Beer	1.00	
(ii)	Regular whiskey (40 ml)	1.00	
(iii)	Premium Whiskey (40 ml)	1.00	
(iv)	Vodka (40 ml)	1.00	
(v)	Gin (40 ml)	1.00	
(vi)	Rum (40 ml)	1.00	
(vii)	Martini (40 ml)	1.00	
(viii)	Vermouth (40 ml)	1.00	
(xi)	Cognac (40 ml)	2.00	
(x)	Wine [red/white] (750 ml)	6.00	
(xi)	Wine [red/white] (per glass)	1.50	
(xii)	Coke / Fanta / Sprite	1.00	(per can)
(xiii)	Soda / Tonic water	1.00	(per can)
(xiv)	Dunhill cigarettes	15.00	(per carton)
(xv)	Rothmans cigarettes	15.00	(per carton)
(xvi)	Benson Hedges cigarettes	15.00	(per carton)
(xvii)	Marlboro cigarettes	15.00	(per carton)

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UNAMIR - MINUAR

TO: All Civilian and Military Personnel

FROM: Shaharyar M. Khan
SRSG

DATE: 2 November 1994

SUBJECT: Absence from Mission Area - 3-13 November 1994

I will be out of the mission area on an official mission to Europe from 3-13 November 1994.

During my absence, the Force Commander Major General Tousignant would act as Chief of Mission. All communication addressed to the SRSG should be routed through my office and directed to the Acting Chief of Mission for his attention and necessary action.

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UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

27 October 1994

TO: **All military and civilian chiefs of sections/units**

FROM: **A. Bah, oic, General Services**

SUBJECT: **Nomination of an officer-in-charge of PCIU**

I would like to inform you that whenever Mr. Ph. Mukoko is absent, Mr. Marc Molatte, being the second highest rank officer in the unit, will be officer-in-charge of PCIU, untill he is back.

cc: Mr. A. Golo
Mr. Hailé Yeshanew

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ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

DATE: 26 October 1994

TO: All Chiefs of Section/Unit

FROM: Ally H. Golo, OIC
Administration

SUBJECT: Meeting of all Section/Unit Chiefs

Please be advised that there will be a meeting of all Section/Unit Chiefs today at 1500 hours, with **Mr. Hocine Medili, Director/DPKO,** in the Conference Room in the Lobby.

HQ UNAMIR

FROM: COL K. O'KELLY, DCOS SP 4000.1/Log-51

TO: SEE DISTRIBUTION LIST

DATE: 19 OCTOBER 1994

SUBJECT: **ISSUE OF POTABLE WATER - UNAMIR HQ AND MILOB GP HQ STAFF**

1. THE LOGISTIC COORDINATION CELL, IN CONJUNCTION WITH BROWN AND ROOT, HAVE ESTABLISHED A POTABLE WATER ISSUE POINT IN THE KIGALI AREA FOR CIVILIAN AND MILITARY STAFF. THIS FACILITY HAS BEEN ESTABLISHED TO REDUCE THE AMOUNT OF BOTTLED WATER PURCHASED BY UNAMIR AND TO BUILD UP RESERVE STOCKS. THE WATER HAS BEEN PROCESSED THROUGH A REVERSE OSMOSIS WATER PURIFICATION UNIT (ROWPU), AND IS REGULARLY TESTED BY OUR MEDICAL FACILITY. STAFF MAY THEREFORE BE ASSURED THAT THE WATER IS QUITE FIT FOR CONSUMPTION. THE ROWPU PROCESS UTILISES CHLORINE AND THEREFORE THE WATER WILL SMELL OF CHLORINE. WHILST TO SOME PERSONNEL THIS MAY BE SLIGHTLY UNPLEASANT, THE WATER IS QUITE DRINKABLE. PLEASE NOTE THAT BOTTLED WATER WILL NOT BE ISSUED OR SOLD ONCE THIS FACILITY HAS COMMENCED OPERATION **ON FRIDAY 21 OCT 94.** THOSE PERSONNEL DETAILED IN THE ATTACHED LIST FROM UNAMIR HQ AND MILOBS GP HQ ARE ENTITLED TO DRAW POTABLE WATER FROM THE FACILITY.

2. THE WATER ISSUE POINT IS A 20 FOOT SEA CONTAINER, LOCATED AT THE ENTRANCE TO THE AMAHORO STADIUM. IT WILL BE MANNED BY A BROWN AND ROOT EMPLOYEE AND CUSTOMERS ARE REQUESTED TO BE COURTEOUS, HELPFUL AND PATIENT WITH THE SERVING STAFF. CUSTOMERS ARE NOT TO PARK INSIDE THE ENTRANCE TO THE AMAHORO STADIUM OR IN SUCH A WAY AS TO RESTRICT ENTRANCE TO THE STADIUM. **THE DAYS FOR ISSUE ARE MONDAY, WEDNESDAY, AND FRIDAY BETWEEN THE HOURS OF 0700 AND 1700.** SHOULD A PROBLEM ARISE WITH THIS SERVICE, IT TO BE RAISED WITH THE LOGISTIC COORDINATION CELL **NOT** WITH THE PERSON AT THE ISSUE POINT **OR** BROWN AND ROOT.

3. STAFF WILL INITIALLY BE ISSUED ONE FULL 20 LT WATER JERRY CAN EACH, WHICH THEY ARE TO SIGN FOR. FROM THEN ON THE JERRY CAN WILL **ONLY** BE EXCHANGED FOR A FULL JERRY CAN ON PRODUCTION OF THE EMPTY CAN. ONE JERRY CAN SHOULD BE SUFFICIENT FOR ONE WEEK. PLEASE NOTE THAT THE WATER IS FOR DRINKING AND COOKING PURPOSES ONLY, NOT FOR WASHING. IT IS NOT INTENDED TO RESTRICT THE ISSUE TO ONE JERRY CAN PER STAFF MEMBER PER WEEK, HOWEVER IF ISSUES BECOME EXCESSIVE, A RATIONING SYSTEM WILL BE INSTITUTED. ALL STAFF ARE THEREFORE REQUESTED TO USE THE SYSTEM AS IT IS INTENDED.

4. FOR MILOBS GROUP HQ, IT SHOULD BE NOTED THAT BULK POTABLE WATER FACILITIES ARE BEING LOCATED IN EACH OF THE SECTORS. IF MILOBS IN THE SECTORS WISH TO DRAW DRINKING WATER FROM, THESE FACILITIES THEY MAY DO SO ONCE THE POINT HAS BEEN ESTABLISHED. MILOBS IN THE SECTORS SHOULD CONDUCT LIAISON WITH THE CONTINGENT IN THEIR SECTOR. ONCE AGAIN, THE WATER IS ISSUED FOR DRINKING ONLY AND HENCE ISSUES FROM BULK WATER FACILITIES WILL BE MADE ON THE BASIS OF 3 LT PER PERSON PER DAY.

5. ALL STAFF MEMBERS COOPERATION AS DETAILED WILL ENSURE A SMOOTH OPERATION AND A VALUABLE SERVICE TO ALL STAFF.

6. REGARDS.

DISTRIBUTION:

CMC
OIC BROWN AND ROOT
ENCLOSED STAFF LIST

ENCLOSURE:

1. STAFF LIST UNAMIR AND MILOB GP HQ (BROWN & ROOT ONLY).

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION IN RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

DATE: 18 October 1994

TO: ALL UNAMIR PERSONNEL (Civilian and Military)
UN Agencies

FROM: ALLY H. GOLO
Officer-in-Charge
Administration

SUBJECT: UNAMIR Recreation and Welfare Club: Appointment of an Ad Hoc Welfare Club Committee

The Special Representative of the Secretary General has just approved the creation of an UNAMIR Recreation and Welfare Club to be implemented immediately.

The purpose of the Club is to promote and maintain the highest possible level of morale and welfare among UN staff by providing suitable facilities for outdoor sports, indoor games, a reading room, a video library, swimming facilities, facilities for send-off parties and "happy hours", means for going on hikes, picnics, and carrying out other activities which will enhance the staff members' leisure hours.

The Constitution of the Club calls for elections for members of the Welfare Club Committee. However, for the time being, in view of the urgent need to establish the Club, the Special Representative has authorized the launching of Club activities through an ad hoc volunteer committee made up of two persons each from the following:

Civilian Component
Military Component
UN Agencies (Coordinated by UNDP)
Representatives at large

We shall ensure that the ad hoc volunteer committee has broad geographical and cultural representation, as well as senior, middle and junior ranks of officers and personnel. The office of the OIC Administration shall be responsible for the final selection of the ad hoc committee.

Accordingly, volunteers should express their interest through their respective Heads of Branches/Sections/Organizations. The Heads of Branches/Sections/Organizations will in turn submit the names of volunteers to Mr. Mtshana M. Ncube, Administrative/Legal Officer, Room 3045, Tel. Ext. 11099, Amahoro Hotel, UNAMIR Headquarters, no later than 26 October 1994.

In the meantime the Constitution of the Recreation and Welfare Club will be circulated.

SR-86

MEMORANDUM

1000-5 (CC)

15 Oct 94

Distribution List

GATE CONTROL UNAMIR HQ

1. Ever since the 15 Aug 94, the Canadian Defense and Security platoon has been tasked to provide security for the UN HQ area. However, due to other committment within theatre for the D & S Pl, many different soldiers from the Canadian Contingent have been providing the security at the gate for UNAMIR HQ.

2. Those soldiers were given specific instructions for the execution of their duties and are not familiar with all faces of pers working in UNAMIR HQ. As a reminder, drivers are req to TURN OFF the vehicles headlights as they approach the gate, STOP and have ALL pers within the vehicle show their ID cards for ease of identification and access to the HQ.

3. Your full cooperation in this matter and the widest distribution of this letter would be greatly appreciated.

J.F.D. Gagnon
Lt
Camp Commandant
11152

DISTRIBUTION LIST

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List B
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List E

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ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA
UNAMIR - MINUAR

English

DATE: 13 OCTOBER 1994

French

A: TOUS LES CHEFS DE SECTIONS MILITAIRES ET CIVILS

DE: YESHANEW HAILE
CHEF DE L'ENREGISTREMENT ET DES COURRIERS
ET DE LA VALISE DIPLOMATIQUE UNAMIR/MINUAR

S/C DE Mr A. BAH, OIC GS

SUJET: ACHEMINEMENT DE LA VALISE DIPLOMATIQUE.

J'ai

Nous avons le plaisir de vous annoncer qu'un arrangement a été fait pour l'envoi de la valise diplomatique pour le siège à New York. Nous prions tous les chefs des sections de préparer le rapport administratif (A.R) et de le faire signer par le C.A.O et le de remettre à l'unité de la valise diplomatique (Pouch Unit).

Toute la correspondance doit être reçue chaque vendredi avant 11 h pour qu'elle puisse être enregistrée et incluse dans le "Summary of Enclosures" en un mot. Tous les civils et militaires désirant utiliser la valise diplomatique, sont invités à déposer toute la correspondance, ouverte, aux services de la valise diplomatique. Chaque vendredi avant 11h 30, cette valise sera fermée, scellée et envoyée au siège.

Je vous remercie de votre coopération.

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UNAMIR - MINUAR

TO: All Staff OSRSG

FROM: Dr. Abdul Hamid Kabia
Executive Director
UNAMIR

DATE: 12 October 1994

SUBJECT: **OSRSG Staff Meeting**

There will be a staff meeting today at 1500hrs in the SRSG's Conference Room.

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UNAMIR - MINUAR

A: Chefs d'Unités/de Sections DATE: 6 octobre 1994

DE: K. Nilsvang
CCPO

REF: PERSONNEL/NS

OBJET: Demandes de congé

Il semble que certains employés locaux aient pris de longs congés sans en demander la permission par écrit au service du personnel. J'attire votre attention sur le fait que, étant régis par le contrat de louage spécial (CSA), les employés locaux ne peuvent prétendre à aucun type de congé spécial. Nous vous prions donc de vous assurer que l'autorisation requise a bien été obtenue préalablement à tout départ, faute de quoi ce congé sans autorisation sera considéré comme un abandon du poste et le contrat résilié par la suite. Afin d'éviter toute confusion, nous vous prions d'informer immédiatement le service du personnel de telles absences et de les reporter sur la feuille de présence mensuelle (Formulaire DSS) pour répercuter les retenues financières correspondantes.

Eu égard au personnel international, nous vous rappelons qu'il est très important de nous envoyer régulièrement copie des fiches de Mouvement de personnel (MOP) signées, une fois qu'elles ont été traitées.

Merci de votre coopération.

Bureau du SRSG
Bureau du Commandant de la Force
Bureau du Directeur Exécutif
Bureau du OIC/ADM
Bureaux sectoriels de l'administration
Section Finances, Nairobi
MILOBS & CIVPOL

UNITED NATIONS
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UNAMIR - MINUAR

TO: All Unit/Section Chiefs DATE: 06 October 1994

REF: PERSONNEL/NS

FROM: K. Nilsvang
CCPO

SUBJECT: Request for leave of absence

It was brought to my attention that certain local staff have taken long leave of absence without advising Personnel Section in writing. Please note that as SSA appointees, the local staff are not entitled to any kind of special leave. You are therefore required to ensure that proper authorization is given prior to their departure otherwise this unauthorized leave will be considered as abandonment of post and their contract terminated accordingly. In order to avoid any misunderstanding, you are requested to inform Personnel Section immediately of such absences and the monthly attendance record sheet (DSS form) properly noted for financial deductions.

As far as International Staff are concerned, we would like to reiterate the importance of receiving copies of signed Movement of Personnel forms (MOP) on a more regular basis after they have been processed.

Thank you for your usual cooperation.

Office of the SRSG
Office of the Force Commander
Office of the Exe. Dir.
Office of the OIC/ADM
AO's Sectoral Offices
Finance Section, Nairobi
MILOB & CIVPOL

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UNAMIR - MINUAR

TO: All Unit/Section Chiefs DATE: 06 October 1994

REF: PERSONNEL/NS

FROM: P. Hornsby
Chief Support Services &
OIC/Adm.

SUBJECT: Chief Civilian Personnel Officer (CCPO)

Further to the announcement made by the OIC/ADM, Mr. Golo, during the general meeting with Mr. Da Costa, I am pleased to inform you of the nomination by New York of Mr. K. Nilsvang as the CCPO for UNAMIR. This nomination took effect on 2 October 1994, date at which Mr. Nilsvang arrived in Kigali. As such, all correspondence and requests for both Local and International Personnel must be channelled through him.

In addition, I wish to inform you that Mr. Diallo assisted by Ms. Salib, is temporarily in charge of International Staff until his imminent departure from UNAMIR. Two additional Personnel Officers are expected to report to Kigali in the very near future and you will be informed of their respective responsibilities in due course. Meanwhile, Ms. Sohun and Mr. Digni are in charge of Local Staff and the military contingents respectively.

Thank you for adhering to the above instruction.

cc: Office of the SRSG
Office of the Force Commander
Office of the Exe. Dir.
AO's Sectoral Offices
Finance Section, Nairobi
MILOB & CIVPOL

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UNAMIR - MINUAR

NATIONS UNIES
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CMC INFORMATION CIRCULAR

7 October 1994

TO: All UNAMIR Staff

FROM: Mr. J. Albert, DCMCO

SUBJECT: **PROCEDURE FOR MINOR REQUEST FOR 4 LOCATIONS**

A. Starting Monday 10 October 94, a new procedure will be in place to request Brown & Root Services Corporation (BRSC) to make repair/minor work up to a total material value of $40. If the work required is outside the capability or purchasing authority of the BRSC employee, the work request will be addressed to the relevant Work Order Manager for further action. The locations covered by the new procedure are:

1. UNAMIR HQ AMAHORO
2. BELGIAN VILLAGE
3. CHEZ LANDO HOTEL
4. MERIDIAN HOTEL

B. As an example, minor requests could be one of the following areas:

1. Repair a window
2. Install new padlock
3. Change light
4. Fix a toilet problem
5. Cleaning

C. Boxes will be located, with forms, in the designated locations for UNAMIR staff to deposit their requests. Boxes are located at the following locations:

1.	UNAMIR HQ AMAHORO	Reception
2.	BELGIAN VILLAGE	Bar
3.	CHEZ LANDO HOTEL	Reception
4.	MERIDIAN HOTEL	Reception

D. Each day, BRSC will complete the work requested in one or two days. When a task is completed, the work requestor will certify that the work has been satisfactory completed.

ATTACHMENT1: "MINOR REQUEST - BRSC" FORM

MINOR REQUEST

BROWN & ROOT SERVICES CORPORATION

REQUESTOR

DATE OF REQUEST _____ ID NUMBER _____

NAME OF REQUESTOR _____ TEL / CALL SIGN _____

SECTION / BRANCH _____ _____

LOCATION OF WORK ☐ UNAMIR HQ AMAHORO ROOM NUMBER _____

☐ BELGIAN VILLAGE

☐ CHEZ LANDO HOTEL

☐ MERIDIAN HOTEL

DESCRIPTION OF DISCREPANCY

_____

_____

_____

BRSC

BRSC NUMBER _____

LIST OF MATERIALS USED (receipt # is available) **WOR NUMBER** **10. . . -**

_____

_____

_____

REMARKS / COMMENTS

_____

_____

_____

TOTAL OF LABOUR HOURS

_____

_____

CERTIFICATION (When work's completed)

I CERTIFY THAT THE WORK WAS COMPLETED SATISFACTORY

SIGNATURE OF ACCEPTANCE _____ NAME _____

SIGNATURE OF BRSC RESP _____ NAME _____

When completed BRSC send a copy to CMC

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

DATE: 7 October 1994

TO: All UNAMIR HQ Staff

FROM: Ally Golo, OIC Administration

SUBJECT: Power Interruptions for Electric Repair
8th & 9th October 1994

You are reminded that there will be electric service interruptions during the coming weekend on **Floor 3** (SRSG Offices) between the hours of 09.00 and 16.00 as a continuation of the project to upgrade the wiring system at the Amahoro HQ Complex.

Please make sure that your offices are accessible during this period to facilitate the required work.

Thank you for your usual cooperation.

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UNAMIR - MINUAR

TO: All Civilian Staff
UNAMIR

DATE: 29 September 1994

FROM: A.H. Golo
OIC/ADM

REF.: PERS/NS

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

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

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

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

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

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

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UNAMIR - MINUAR

TO: All Civilian Staff
UNAMIR

DATE: 29 September 1994

FROM: A.H. Golo
OIC/ADM

REF.: PERS/NS

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

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

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

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

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UNAMIR - MINUAR

Interoffice Memorandum

Date: 28th September 1994

TO: All UNAMIR Civilian & Military Personnel

FROM: A. H. Golo
OIC/ADMIN.

SUBJECT: Chief Security and Area Security Coordinator for Rwanda

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

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

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

cc: All Cooperating Organizations

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

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UNAMIR - MINUAR

TO: All Section Chiefs

DATE: 26 September 1994

REF: PERSONNEL/NS

FROM: A.H. Golo
OIC/ADM
UNAMIR

SUBJECT: FOPA - Field Operations Performance Appraisal Form

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

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

Thank you for your usual cooperation.

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

UNITED NATIONS NATIONS UNIES

FIELD OPERATION PERFORMANCE APPRAISAL FORM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ITEM EVALUATED	RATING	SPECIFIC PERFORMANCE RELATED COMMENTS
A. QUALITY OF WORK:		
1. Professional knowledge/skills		
2. Thoroughness and accurary		
3. Analytical ability to access and synthesize information		
4. Creativity in problem-solving		
B. QUANTITY OF WORK:		
1. Volume of work		
2. Promptness of response		
3. Ability to organize/prioritize		
C. WORKING UNDER PRESSURE/HAZARD		
1. Ability to maintain quality of work		
2. Readiness to accept added duties		
3. Willingness to volunteer when necessary		
4. Moral and poise under stress		
D. INTERPERSONAL SKILLS:		
1. Ability to work harmoniously with supervisor		
2. Ability to work harmoniuosly with peers/in teams		
Ability to establish and maintain external contacts		
4. Sensitivity to local culture and custom		
E. COMMUNICATION SKILLS:		
1. Written presentation		
2. Oral expression		
F. DEPENDABILITY AND ADAPTABILITY		
1. Reliability in working with minimum supervision		
2. Willingness to adapt to new requirements		
3. Adaptability to conditions of hardship/hazard		

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

Please respond to the following summarizing questions by indicating the appropriate column adding a comment when appropriate

QUESTION	YES	NO	COMMENT
Given what you know about mission assignment, is the staff member suited for such assignment physically? Psycologically? Attitudianlly? Please explain.			
Would you choose this staff member to participate in particularly demanding assignments?			

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

Have such discussions taken place ? YES_____ NO_____

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

Name and title of reporting supervisor_____ Signature _____

Date_____

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

Name and title: _____

Signature_____Date_____

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

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

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

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

Signature of staff member: _____Date _____

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Section Chiefs

DATE: 26 September 1994

REF: PERSONNEL/NS

FROM: A.H. Golo
OIC/ADM
UNAMIR

SUBJECT: **Leave Request Form**

Attached, you will find a new leave request form for all UNAMIR staff. Effective today, this form supersedes all previous ones in circulation and must be filled out by staff for approval prior to their departure on leave.

Thank you for your usual cooperation.

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

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ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Please print or type
in two copies

REQUEST FOR LEAVE

Name:_____ Section:_____

Type of leave:

/ / **Annual Leave**	/ / **Home Leave**	/ / **CTO**
/ / **Family Visit Travel**	/ / **Accelerated Home Leave**	/ / **TOIL** (Time off in Lieu)

Place of Leave:_____(For official leave)

Duration of Leave: from_____to_____

Contact Address:_____

_____Phone:_____

Staff Member's Signature:_____Date:_____

Section Chief's Approval:

Signature:_____Date:_____

For Personnel Use Only: Submit one to FO when this section is completed.

Annual Leave Requested: _____ Balance:_____

CTO/TOIL Requested: _____ Balance:_____

Number of Points accrued: _____ Balance:_____

Cable/Administrative Report to New York_____

New York Approval:_____

Date of Departure:_____

Approval Chief Administrative Officer (CAO):

Signature:_____Date:_____

cc: Finance Unit
S/M and Leave File

UNITED NATIONS
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UNAMIR - MINUAR

TO: All UNAMIR HQ Staff

FROM: Ally Golo, OIC Administration

DATE: 22 September 1994

RE: Power Interruptions for Electric Repair at Amohoro HQ

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

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

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

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

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

Thank you for your usual cooperation.

\wp51\doc\amhq2009.mcm

UNITED NATIONS
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UNAMIR - MINUAR

DATE: 19 September 1994

TO: All Civilian Staff

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

SUBJECT: Meeting with USG/DPKO

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

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

URGENT

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

INTERNAL MEMORANDUM MEMORANDUM INTERIEUR

Date: 17 September 1994

To: All Section Heads - Civilian and Military

Thru. P. J. Hornsby, Chief Support Services

From: Thad Anglin, Chief Communications Officer

Subject: Telephone directory

The Communications unit is in the final stages of implimenting the telephone system for the Amahoro hotel complex. In order to supply proper service to all personnel within UNAMIR, it is imperative that we are supplied with the names of all individuals, their departments, job titles, room numbers and telephone numbers.

We will be preparing a telephone directory based on the information, which will be distributed in particular to the telephone operators who do not have this information.

Please provide the information requested, in writing, to Room 1063 as soon as possible. We will begin making the telephone directory on Monday 19 September for possible distribution by Friday 23 September.

We ask that you treat this with utmost importance as we wish to provide the best service possible.

Please also note that the Communications unit has a fault reporting desk, telephone 11059, for electrical, generator, VHF communications and telephone faults. This is not an information desk, purely a point to report faulty communications equipment.

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ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

16 September 1994

To: All Sections

Through: Abdoulaye Bah, OIC GS

From: Mr Yeshanew Haile
Registry/Mail - OP -/And Pouch Chief

Subject: Duty for the Messengers

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

Thank you for your co-operation.

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

UNAMIR - MINUAR

DATE: 14 SEPTEMBER 1994

TO: ALL CIVILIAN INTERNATIONAL STAFF

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

SUBJECT: LIVING ACCOMMODATION

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

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

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

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INTERNAL MEMORANDUM MEMORANDUM INTERIEUR

Date 12 September 1994

To: Distribution List

Thru

From: Thad Anglin, CCO
UNAMIR, Kigali

Subject: Standby Duty Roster - Communications

Please find attached herewith a list of Field Service Communications staff on duty for the period 12 September to 20 November 1994.

It is recommended that a copy of the schedule be kept in your office for easy reference

Services of the individual requested can be obtained by contacting the Radio Room on VHF channel 11 or telephone extension 11056.

Regards

Distribution

SRSG's Office	Force Commander's Office	CAO's Office
Civilian Personnel Section	Procurement Section	General Services Section
Building Management Section	Management Information System Section	
Transport Section	Chief Security Officer	Operations Branch
Military Personnel Branch	Logistics Branch	Plans Branch
CIVPOL		

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

UNAMIR - COMMUNICATIONS

STANDBY DUTY ROSTER - GENERATOR MECHANIC

PERIOD		NAME	CALLSIGN
12/9/94	18/9/94	O'BRIEN, PATRICK	C24C
19/9/94	25/9/94	RAKENA, RAE	C24A
26/9/94	2/10/94	COLE VERNELL	C24D
3/10/94	9/10/94	EINARSON, PER	C24
10/10/94	16/10/94	O'BRIEN, PATRICK	C24C
17/10/94	23/10/94	RAKENA, RAE	C24A
24/10/94	30/10/94	COLE, VERNELL	C24D
31/10/94	6/11/94	EINARSON, PER	C24
7/11/94	13/11/94	O'BRIEN, PATRICK	C24C
14/11/94	20/11/94	RAKENA, RAE	C24A

PLEASE NOTE THAT DUTY COMMENCES AT 1700 HRS DAILY AND ENDS 0800 HRS THE FOLLOWING DAY

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

UNAMIR - COMMUNICATIONS

STANDBY DUTY ROSTER - ELECTRICIAN

PERIOD		NAME	CALLSIGN
12/9/94	18/9/94	LINDSTROM, LARS	C23
19/9/94	25/9/94	MARTIN PAUL	C23A
26/9/94	2/10/94	KUDJAWU, ERIC	C23B
3/10/94	9/10/94	KAUKORANTA, JORMA	C23J
10/10/94	16/10/94	KERR PHILIP	C23P
17/10/94	23/10/94	LINDSTROM LARS	C23
24/10/94	30/10/94	MARTIN PAUL	C23A
31/10/94	6/11/94	KUDJAWU, ERIC	C23B
7/11/94	13/11/94	KAUKORANTA, JORMA	C23J
14/11/94	20/11/94	KERR, PHILIP	C23P

PLEASE NOTE THAT DUTY COMMENCES AT 1700 HRS DAILY AND ENDS 0800 HRS THE FOLLOWING DAY

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

UNAMIR COMMUNICATIONS

STANDBY DUTY ROSTER - RADIO TECHNICIAN

PERIOD		NAME	CALLSIGN
12/9/94	18/9/94	GREGOIRE, RICHARD	C22R
19/9/94	25/9/94	SIGURBJORNSSON, SIGURDUR	C22A
26/9/94	2/10/94	REYNOLDS, LINDBERGH	C22L
3/10/94	9/10/94	SHAYA, MUNZER	C22S
10/10/94	16/10/94	RAMRATTAN, ROLAND	C22Z
17/10/94	23/10/94	KALILI, BENJAMIN	C22K
24/10/94	30/10/94	HILL, JAMES	C22C
31/10/94	6/11/94	GREGOIRE, RICHARD	C22R
7/11/94	13/11/94	SIGURBJORNSSON, SIGURDUR	C22A
14/11/94	20/11/94	REYNOLDS, LINDBERGH	C22L

PLEASE NOTE THAT DUTY COMMENCES AT 1700 HRS DAILY AND ENDS 0800 HRS THE FOLLOWING DAY

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ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

INTERNAL MEMORANDUM MEMORANDUM INTERIEUR

Date: 12 September 1994

To: All Civilian Personnel

Thru.

From: A. H. Golo, OIC Administration
UNAMIR, Kigali

Subject: VHF Communications

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

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

Please ensure that this instruction is strictly adhered to.

Protocol

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UNAMIR - MINUAR

TO: All Section Chiefs'

DATE: 10 September 1994

REF.: LOC/PERS/NS

FROM: A.R. Diallo
CCPO

cc: Mr. A.H. Golo
OIC/ADM.

SUBJECT: Job Description for Local Staff

This is further to our memorandum dated 15 August 1994 in which we had requested all Division Chiefs to provide this office with their requirement in local personnel. In para. 2 of the same memorandum we asked that you accompany each request with a brief post description in order to facilitate the pre-selection of candidate and to speed up the recruitment process. Now that all the approved posts have been filled in this initial phase of local recruitment, we would like you to issue, in the interest of both the staff and the Organization, detailed job description of all encumbered posts in your section. Please bear in mind that each staff will be evaluated in accordance with his/her established post description at the end of October, prior to the second contract. Those staff who do not meet the requirements of the post will be advised accordingly.

We would also like to remind you that Personnel Section is the only Section with a given mandate to recruit staff for UNAMIR. We therefore count on your cooperation to coordinate the recruitment of local staff and to rely on the staff of Personnel Section and its facilities to process all applications. This will enable us to make optimum use of our approved allocation to satisfy each section's staffing needs.

Your strict adherence to the above instructions is highly appreciated. Thank you for your kind cooperation.

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ASSISTANCE MISSION FOR RWANDA

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UNAMIR MINUAR

TO: All Section Chiefs

DATE: 15 August 1994

FROM: A.R. Diallo
CCPO

REF: Ltr Pers/ANS

cc: A.H. Golo
OIC Administration

SUBJECT: Local Staff Requirement

This is to inform you that Personnel Section, located on the second floor, room number 3044, is in the process of recruiting local staff for the mission.

All section chiefs are therefore requested to submit in writing, no later than Tuesday 29/08/94, their immediate requirement(s) in local personnel for their respective section(s). When submitting the request(s), please make sure that clear indications are given with respect to the functional title and description of the posts. This will enable Personnel section to proceed diligently with the right selection of candidate(s).

In addition, we would like to bring to your attention that a certain number of local posts have been budgetted and earmarked for each section. This number must be strictly adhered to when preparing your request and under no circumstances exceed the approved allocation. Should you need any further information on your allocation, please consult with Personnel Section.

Finally, please find attached for your information a list of guidelines and procedures governing recruitment of local staff.

Thank you for your cooperation.

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UNAMIR MINUAR

TO: All International Staff
UNAMIR

DATE: 31 August 1994

REF: Int Pers NS

FROM: A.H. Golo
OIC/Administration

cc: A.R. Diallo
CCPO

SUBJECT: Compensation for service under hazardous conditions

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

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

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

Thank you for your cooperation.

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ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

ANNEX C

GENERAL RELEASE FROM LIABILITY ON ACCOUNT OF USE OF UN TRANSPORT

I, undersigned, hereby recognize that my use of or travel on means of transport, including vehicles, aircraft or ships, owned or operated by the United Nations is solely for my own convenience and benefit and may take place in areas or under conditions of special risk. In consideration of being permitted to use or travel on such means of transport, I hereby:

(a) Assume all risk during such travel;

(b) Recognize that neither the United Nations nor any of its officials, employees or agents are liable for any loss, damage, injury or death that may be sustained by me during such travel;

(c) Agree, for myself as well as for my dependants, heirs and estate, to hold harmless the United Nations and all its officials, employees and agents from any claims or action on account of any such loss, damage, injury or death.

_____
Passenger:

_____
Date:

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