

AMIR

INFORMATION CIRCULARS

4 JAN - 29 MAR 1996

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BOX 60

FILE 6

ACC. 1998/0278

PLEASE RETAIN
ORIGINAL ORDER



INFORMATION CIRCULAR N°. 030/96

DATE: 29 March 1996

TO: All Military and Civilian Personnel
FROM: Susan Matthew, CAO
SUBJECT: Officer-in-Charge, Administration

A handwritten signature in cursive script, appearing to read "Susan Matthew", written over the printed name in the "FROM" field.

Please be advised that during my absence from the mission area 3 through 10 April 1996, Mr. Paul McNeill will be Officer-in-charge, Administration (OIC/Administration) in addition to his usual duties as Chief Finance Officer.



INFORMATION CIRCULAR N° 029/96

DATE: 29 March 1996

TO: All Military and Civilian Personnel

FROM: Susan Matthew, CAO

A handwritten signature in dark ink, appearing to read "Susan Matthew", written over a horizontal line.

SUBJECT: Officer-in-Charge, Integrated Support Services

Please be advised that Mr. W. Clive, Chief, Integrated Support Services will complete his assignment with UNAMIR on 31 March 1996 and will return to UN Headquarters, New York.


Effective 1 April 1996, Mr. Michael Haner is appointed Officer-in-Charge, Integrated Support Services (OIC/ISS).



INFORMATION CIRCULAR N°. 028/96

DATE: 29 March 1996

TO: All Military and Civilian Personnel

FROM: Susan Matthew, CAO 

SUBJECT: Membership of Local Committee on Contracts (LCC) and Liquidation Team (LT)

In view of the departure of Mr. W. Clive, CISS, and the appointment of Mr. M. Haner as OIC/ISS effective 1 April 1996, the following revised arrangements will be implemented:

LCC

Mr. P. McNeill, CFO	Chairman
Mr. M. Haner, OIC/ISS	Member
Mr. M. Ncube, Legal Officer	Member
Mr. M. Lessanu, CBMES	Member

Ms. H. Desta	Secretary
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LT

Mr. Haner, OIC/ISS will replace Mr. Clive, CISS, as Co-Leader of the Liquidation Team.



INFORMATION CIRCULAR N° 027/96

DATE: 27 March 1996

TO: All International Civilian Personnel

FROM: Susan Matthew, CAO

A handwritten signature in cursive script, appearing to read "Matthew", is written over the printed name "Susan Matthew, CAO".

SUBJECT: Staff meeting

This is to inform you that the SRSG will hold a meeting of all UNAMIR International Civilian Personnel on Friday, 29 March 1996, at 1200 hrs. in the Conference room on the ground floor.

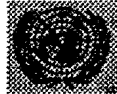
The purpose of the meeting is to bid farewell to all departing UNAMIR staff.

Please be punctual.

Ch = 303

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 026/96

28 March 1996

TO: All UNAMIR Military & Civilian Personnel

FROM: Susan MATTHEW,
CAO

A handwritten signature in cursive script, appearing to read "Matthew", with a long horizontal line extending from the end.

SUBJECT: Postal Services

This is to inform you that effective immediately UNAMIR Post Office Box NO. 749 Kigali Rwanda will cease to be in use by UNAMIR. Staff are therefore advised to use:

UNAMIR Post Office
Box NO.30888
City Square
Nairobi Kenya.

The ICTR have taken over P.O. Box 749 Kigali and arrangements are in place for mail coming through the Kigali Post Office Number to be redirected to UNAMIR personnel.

Thank you for usual cooperation.

INFORMATION CIRCULAR N^o. 024/96

DATE: 25 March 1996

TO: All UNAMIR Military & Civilian Personnel

FROM: Susan Matthew, CAO

SUBJECT: Safety and Security

1. The purpose of this information circular is to draw the attention of staff members to the recent increase in Landmine incidents taking place along the western border of Rwanda with Zaire. Reports of vehicles blown up and people killed or maimed in these landmine incidents are all too frequent. With immediate effect, staff members are warned to ensure all movements outside Kigali are essential, and to be extra cautious on such trips, even on tarmac roads.
2. Personnel are further advised that with the closure of UNAMIR and the associated phasing out of personnel and equipment, the capability of recovery breakdown especially outside Kigali is very limited, which inevitably will cause delays while waiting for assistance. This applies equally to UN Agencies using UNAMIR recovery services.
3. Your understanding and cooperation at this crucial stage will be appreciated.

cc: UN Agencies, Kigali

UNITED NATIONS



NATION UNIES

UNAMIR -
MINUAR

INFORMATION CIRCULAR NO. 023/96.

20 March 1996

TO: All Civilian Personnel

FROM: Susan Matthew
Chief Administrative Officer

A handwritten signature in cursive script, appearing to read "Matthew".

SUBJECT: DEADLINE OF ELECTRICAL EQUIPMENTS TURN-IN

This is to inform you that the closing date for return of equipment to the UNAMIR Warehouse Trafipro, i.e. Fridges, TV sets, VCRs, Deep/Freezers, Music systems, Stoves etc; will be the 25th March 1996.

Kindly note the UNAMIR Warehouse will cease operation on the 31st March 1996. Any staff member who will fail to return the UNAMIR assets by the above mentioned date will be financially liable.

Your immediate cooperation on this matter will be highly appreciated.



INFORMATION CIRCULAR N^o. 021/96

DATE: 11 March 1996

TO: All Military & Civilian Personnel

FROM: Susan Matthew, CAO

A handwritten signature in black ink, appearing to read "Matthew", with a horizontal line underneath it.

SUBJECT: OIC/Finance

Please be advised that during the absence of the CFO, Mr. Paul McNeill, on sick leave, Mr. Prasert Kongrukgreatiyos, will be OIC/Finance in addition to his regular duties in the Finance Section.



INFORMATION CIRCULAR N°. 020/96

DATE: 8 March 1996

TO: All Civilian Personnel

FROM: Susan Matthew, CAO

SUBJECT: Safety and Security of UN Property

In connection with the end of the UNAMIR mandate and the imminent move of the civilian administration to Nairobi, I should like to remind all staff members of the need to be vigilant in respect of personal safety and security and of the safety and security of UN property and premises. Such vigilance is equally important in Kigali and Nairobi. You are particularly reminded of the contents of Information Circulars Nos. 059/95 and 063/95 dated 16 and 28 November 1995 respectively.

The regulations with regard to use and parking of vehicles in Rwanda, as promulgated in Administrative Instruction 011/95 of 18 December 1995 remain in force.

While there is no curfew in effect in Nairobi, there is nonetheless a need at all times to exercise care and common sense. UN vehicles should always be properly secured and should be parked overnight either at UNAMIR House or within secure compounds. On no account, should vehicles be parked unattended on the street or outside discos or night clubs during the hours of darkness or for prolonged periods during daytime unless securely guarded.

Staff members are advised to seek the guidance of the UNAMIR Civilian Security Section if they have queries with regard to any safety and/or security related matter.



INFORMATION CIRCULAR N°. 018/96

DATE: 6 March 1996

TO: All UNAMIR Personnel

FROM: Susan Matthew, CAO

SUBJECT: Closing Down Parade: UNAMIR-II

1. A parade will be held at Amahoro HQ on 8 March 1996 on the occasion of closing down of UNAMIR II.
2. In view of the above, the car parking area in front of the building will be required for practice and the final parade on 7 and 8 March 1996 respectively.
3. All persons using the central car parking area will therefore be required to make use of the visitors car park area, on the above mentioned dates.
4. Your inconvenience in this regard is regretted.

Dessande P. B.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



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UNAMIR - MINUAR

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INFORMATION CIRCULAR NO. 17/96

Date: 29 February 1996

TO: All International Civilian Staff

FROM: Susan Matthew
Chief Administrative Officer

S. Matthew

SUBJECT: Renewal of Visa

Please be informed that the Ministry of Foreign Affairs has agreed to extend visas of UNAMIR staff up to 19 April 1996.

... You are therefore requested to complete the attached form and submit it with your Laissez-Passer and two passport photos to UNAMIR Protocol Section (Attn: Ms. Alice Schacht, Office No. 4068) no later than 12:pm, Saturday 2 March 1996.

pr

DEMANDE DE VISA - APPLICATION FOR VISA

Visa DEMANDE : de transit, de voyage - établissement	DUREE
Visa applied for : transit, - travelling - establishment :	length of stay :
NOM, name,
Autres noms other (name)
Né à (pays)	ville :
Place of birth : (land) :	district, province :
le :	town :
date :	country :
Sexe :	race :
Sex :	race :
Nationalité de naissance :	actuelle :
(nationality of birth)	actuel :
Domicilié à (adresse complète)
(Resident à (adresse complète) Establ shed at.
Passeport No	établi à
Passport No	provided at
la date	par :
expirant le : expiring on :
profession
Occupation :
Employeur
Employer
Nom du Père	et de la mère
name of father.	of mother
de nationalité :	de nationalité :
nationality.	nationality
adresse des parents :
adress of parents
Nom de l'épouse
name of spouse
né a	le :
born at,	on
adresse actuelle de l'épouse :	nationalité :
actuel adress of spouse.	nationality
Visites ou Séjours au Rwanda et dates du séjour :
former visits or stay in Rwanda, and time of stay.
Séjours antérieurs en Afrique, avec lieux et dates.
Former stays in Africa, places, dates
Motif de la demande de visa actuelle :
Reason for application of visa.
Personnes à visiter et adresse
Persons proposed to be visited.
Personnes accompagnant : (enfants)
Persons accompanying (children).
Noms :	Date de naissance :
names :	date of birth
.....	Sexe :
.....	Sex.
.....
.....
.....
Fait à	le :
date of application :
Je certifie que mes déclarations ci-dessus sont exactes
hereby certify that all information given is complete and correct
(Signature)

Ne pas écrire en dessous de cette ligne, réservée au Bureau Central de l'immigration

Do not write below this line.

Visa N° délivré le :

(Signature)



INFORMATION CIRCULAR NO. 16/96

Date: 29 February 1996

TO: All UNAMIR Staff

FROM: Susan Matthew
Chief Administrative Officer

A handwritten signature in cursive script, appearing to read "Susan Matthew", with a long horizontal flourish underneath.

SUBJECT: Official Holiday on 05 April 1996

You are aware that the end of the final UNAMIR mandate will be on 8 March 1996. Consequently, in view of the exigencies of service, it has been decided to consider Good Friday (5 April 1996) as one of the official holidays instead of Women's Day (8 March 1996).



UNAMIR - MINUAR

INFORMATION CIRCULAR No. 014/96

Date: 04 March 1996

TO: All UNAMIR Civilian and Military Personnel

FROM: Susan Matthew
Chief Administrative Officer

SUBJECT: Repair of Amahoro Hotel

Please be informed that repairs to the Amahoro Hotel will commence on 02 March 1996 to be completed before the end of the month. As the structure continues to be occupied during the repairs we expect all occupants of offices in the building to cooperate with Brown & Root Co. who will be carrying out the repairs.

Attached please find the proposed schedule for the repairs as prepared by Brown & Root. During the period when your office is to be repaired, the furniture should be moved to the centre and should be covered with material to be provided by Brown & Root. As shown on the schedule, the repairs will take one day for each office, and five or six offices will be under repair on the same day. When the rooms are under repair, the occupants will have to accommodate themselves in other offices for that day.

When the repairs are completed, it is strictly forbidden to adhere any pictures, maps or other materials to the walls. Any damages incurred in the building after the repairs will be the responsibility of the occupant of the office.

As the building will be handed over to the Government of Rwanda on the 31st of March 1996 we hope that you will fully cooperate in keeping all offices neat and clean.

Regards.

PAINTING SCHEDULE

Dates

Rooms

March 2 1996 4084, 4077, 4068, 4061, 4052 and 4045

March 4 1996 4085, 4076, 4069, 4060, 4053, 4044

March 5 1996 4005, 4012, 4021, 4028, 4035

March 6 1996 4004, 4013, 4020, 4029, 4034

March 7 1996 3045, 3052, 3061, 3068, 3077, 3084

March 8 1996 3044, 3053, 3060, 3069, 3076, 3085

March 11 1996 3006, 3012, 3021, 3028, 3035

March 12 1996 3004, 3013, 3020, 2029, 3034

March 13 1996 2084, 2077, 2068, 2061, 2052, 2045

March 14 1996 2085, 2076, 2069, 2060, 2053, 2044

March 15 1996 2005, 2012, 2021 2028, 2035

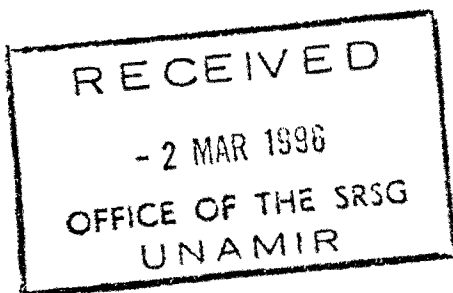
March 16 1996 2034, 2029, 2020, 2013, 2004

March 18 1996 1045, 1050, 1057, 1060, 1061

March 19 1996 1061, 1060, 1057, 1050, 1045

March 20 1996 1005, 1012, 1017, 1024, 1029, 1036

March 21 1996 1006, 1011, 1018, 1023, 1030, 1035



UNITED NATIONS ASSISTANCE MISSION FOR RWANDA
UNAMIR

P.O. Box 749, Kigali, Rwanda
Tel: 250-84265/6/8/9 Fax: 250-86877 [Rwanda]
Fax: 212-963-3090 [USA]

INFORMATION CIRCULAR NO. 013/96

TO : All Military and Civilian Personnel
UNAMIR

FROM : Susan Matthew
CAO

SUBJECT : LIMITED USE OF THE LARGE UNAMIR AIRCRAFT

Due to the draw down of UNAMIR, the L100 aircraft will be fully committed to conducting operational flights for the foreseeable future. Therefore the Beechcraft will be the main mode of travel in and out of Kigali. The large aircraft will operate to Nairobi only as required by the mission for operational purposes.

When planning your travel in the near future please give yourself sufficient lead time as space will not always be readily available.

All seats on UNAMIR aircraft are governed by a priority system, which will be used to determine whether you can be manifested or not.

① Demande d'hélicoptère faite le 4/1/96 (G3-MIR)
- Probable d'Etat saisi (m-la fait) me intéress
dans le programme officiel de déplacements: Visite à la mission
4/03/96- Visite de terrain G3-MIR
The foreign division can place mt on 7 or 8
Bureau des transports a plane mt on 7 or 8
Kigali - Nairobi. R. ensure.
② to ISL
for information only
4/03/96
HOP will be placed
Probable when date
Known
[Signature]



UNAMIR - MINUAR

INFORMATION CIRCULAR No. 009/96

13 February 1996

To: All UNAMIR Military, Civilian and BRSC Personnel
A:

From: Susan Matthew
De: Chief Administrative Officer

Subject: Closure of fuel stations in Kigali.
Objet:

This is to inform you that the SS Kigali fuel station will close with effect from the close of operations on Tuesday 27th February 1996. This is in anticipation of the closure of all UNAMIR operations in Rwanda. There will be no fuel issued to any UNAMIR vehicles from the SS Kigali fuel point after this date.

All DIESEL fuelled vehicles will be fuelled at the Trafipro fuel facility. All GASOLINE (petrol) vehicles will be fuelled at the IVECO fuel facility. It is expected that both of these points will close on 12th April 1996.

Hours of operation will remain similar to those at the SS Kigali, with effect from Wednesday 28th February 1996:

NEW HOURS OF FUEL OPERATIONS

Mon - Sat	0730 - 1730
Sun	C L O S E D



UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 007/96

Date: 09 February 1996

TO: All Civilian and Military staff
UNAMIR

FROM: Susan Matthew
Chief Administrative Officer

A handwritten signature in dark ink, appearing to read 'Matthew', with a long horizontal stroke underneath.

SUBJECT: Reassignment of Staff to Nairobi Office

Please be informed that the following staff members have been reassigned to the Nairobi Office as part of our liquidation plan:

FINANCE SECTION

Mr. MCNEILL, Paul (Chief Finance Officer)

Mr. ABDURREZAK, Ahmed
Ms. BALASUBRAMANIAN, Vijay
Mr. BRIDGEMAN, Hamilton
Mr. CATOLICO, Tom
Ms. DOMINGUEZ, Lourdes
Mr. KETEMEPI, Koffi
Mr. KONGRUKGRATIYOS, Prasert
Mr. KUZHINAPURATHU, Eapen
Mr. SEAV, John
Mr. ZAIDI, Abdul

Mr. CAMARA, Momodou (UNV)
Mr. NGADANDE, Moise (UNV)
Mr. THIAM, Mohamed (UNV)

PROCUREMENT SECTION

Mr. BALASUBRAMANIAN, T. (OIC Procurement)

Mr. ARAYA, Abiy
Mr. BOELLA, George
Ms. GUDETTA, Tenagne
Ms. IBRAHIM, Norma
Mr. PARNITUDOM, Santipot
Mr. MASRI, Karim
Mr. SHWE, Kyin

Mr. GUPTA, Ashok (UNV)
Ms. JEANTOU, Edel (UNV)
Mr. SANWIDI, Joel (UNV)
Mr. TENYWA, Moses (UNV)

PERSONNEL SECTION

Ms. CATOLICO, Remedios

You will be informed of other movements of personnel as and when they occur.



UNAMIR - MINUAR

INFORMATION CIRCULAR 061/95/Rev.1

Date: 16 February 1996

TO: All UNAMIR Staff

FROM: Susan Matthew
Chief Administrative Officer

A handwritten signature in cursive script, appearing to read 'Susan Matthew', is written over the printed name and title.

SUBJECT: Official Holiday on 19 February 1996

Further to Information Circular No. 061/95 issued on 21 November 1995, please be informed that **Eid/Bayram** which is considered one of the nine official holidays in UNAMIR, in fact falls on **Monday 19 February 1996** (and not 2 March 1996).



UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 007/96

Date: 09 February 1996

TO: All Civilian and Military staff
UNAMIR

FROM: Susan Matthew
Chief Administrative Officer

SUBJECT: Reassignment of Staff to Nairobi Office

Please be informed that the following staff members have been reassigned to the Nairobi Office as part of our liquidation plan:

FINANCE SECTION

Mr. MCNEILL, Paul (Chief Finance Officer)

Mr. ABDURREZAK, Ahmed
Ms. BALASUBRAMANIAN, Vijay
Mr. BRIDGEMAN, Hamilton
Mr. CATOLICO, Tom
Ms. DOMINGUEZ, Lourdes
Mr. KETEMEPI, Koffi
Mr. KONGRUKGRATIYOS, Prasert
Mr. KUZHINAPURATHU, Eapen
Mr. SEAV, John
Mr. ZAIDI, Abdul

Mr. CAMARA, Momodou (UNV)
Mr. NGADANDE, Moise (UNV)
Mr. THIAM, Mohamed (UNV)

PROCUREMENT SECTION

Mr. BALASUBRAMANIAN, T. (OIC Procurement)

Mr. ARAYA, Abiy
Mr. BOELLA, George
Ms. GUDETTA, Tenagne
Ms. IBRAHIM, Norma
Mr. PARNITUDOM, Santipot
Mr. MASRI, Karim
Mr. SHWE, Kyin

Mr. GUPTA, Ashok (UNV)
Ms. JEANTOU, Edel (UNV)
Mr. SANWIDI, Joel (UNV)
Mr. TENYWA, Moses (UNV)

PERSONNEL SECTION

Ms. CATOLICO, Remedios

You will be informed of other movements of personnel as and when they occur.



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UNAMIR - MINUAR

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INFORMATION CIRCULAR NO: 006/96

Date: 3 February 1996

To: All UNAMIR Military & Civilian Staff

From: Susan Matthew
Chief Administrative Officer
UNAMIR, Kigali

Subject: Re-programming of all VHF Communications Equipment

In order to comply with requirements of the Government of Rwanda regarding the use of frequencies, we are required to re-programme all VHF communications equipment.

Attached is a schedule for this exercise for the various Sectors, which must be strictly adhered to. Non-compliance could result in the radio equipment being withdrawn from the user.

Your cooperation in successfully completing this operation would be appreciated.

To: Thad Anglin
Chief Communication Officer

From: Curtis Teemull
Radio Technician

Thru: Senior Radio Technician

Date: 1 February 1996

Subject: **Reprogramming of All UNAMIR Radios**

Kindly note that it has become necessary to reprogram all Unamir Radios beginning on Monday 5th February 1996. Following is a schedule and assembly points where Radios will be reprogrammed. Also, all radios will be checked against Stores and Inventory Unit Records before programming.

Monday 5th February 1996

Sector 4: Users of Channel-12;
Assembly point for reprogramming: Shagasha at 09:00.
Assembly point for reprogramming: Cyangugu at 09:45.

Wednesday 7th February 1996

Sector 5 & 2B: Users of Channel-10;
Assembly point for reprogramming: Gisenyi at 09:00.
Assembly point for reprogramming: Nyundo at 09:45.
Assembly point for reprogramming: Kibuye at 10:00.

Thursday 8th February 1996

Kibungo (Sector 1): Users of Channel-3
Assembly point for reprogramming: Kibungo at 09:00.

Friday 9th February 1996

Sector 3 & 2A: Users of Channel-18 and Channel-13;
Assembly point for reprogramming: Butare and Gitarama respectively at 10:00.

Monday 12th February 1996

Kigali (Sector-1): Users of Channels 4, 14 & 21.
Assembly point for reprogramming: Comms Compound - All radios must be cleared by Stores and Inventory Unit before programming.

Wednesday 14th February 1996

Kigali (Sector-1): Users of Channels 11, 15, 22, 9 & 7.

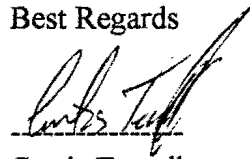
Assembly point for reprogramming: Comms Compound - All radios must be cleared by Stores and Inventory Unit before programming.

Friday 16th February 1996

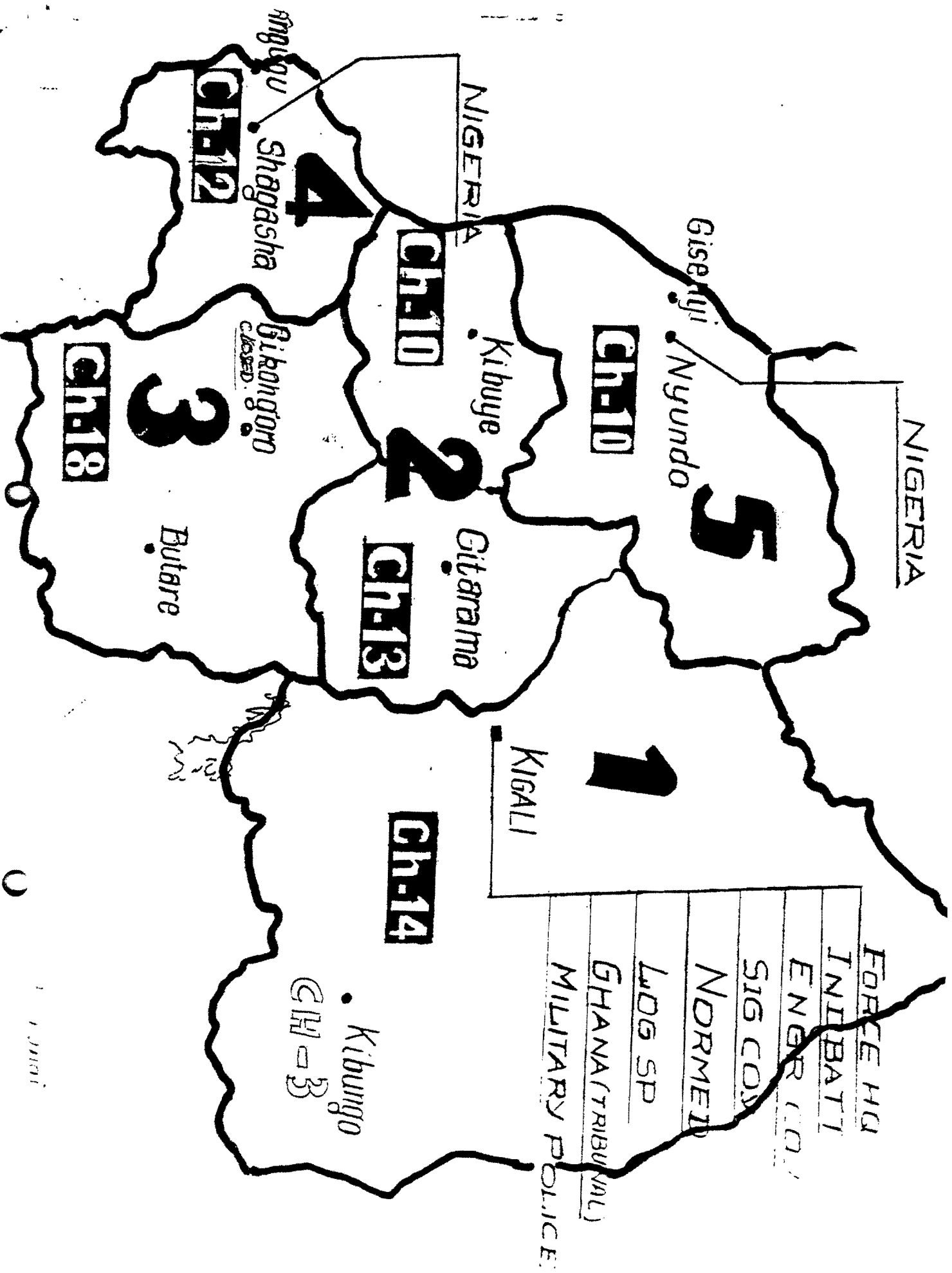
Kigali (Sector-1): Users of Channels 8, 16 & 2.

Assembly point for reprogramming: Comms Compound - All radios must be cleared by Stores and Inventory Unit before programming.

Best Regards



Curtis Temull





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ASSISTANCE MISSION FOR RWANDA

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 006/96

Date: 3 February 1996

To: All UNAMIR Military & Civilian Staff

From: Susan Matthew
Chief Administrative Officer
UNAMIR, Kigali

Subject: Re-programming of all VHF Communications Equipment

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Chief Communication Officer

From: Curtis Teemull
Radio Technician

Thru: Senior Radio Technician

Date: 1 February 1996

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Monday 5th February 1996

Sector 4: Users of Channel-12;
Assembly point for reprogramming: Shagasha at 09:00.
Assembly point for reprogramming: Cyangugu at 09:45.

Wednesday 7th February 1996

Sector 5 & 2B: Users of Channel-10;
Assembly point for reprogramming: Gisenyi at 09:00.
Assembly point for reprogramming: Nyundo at 09:45.
Assembly point for reprogramming: Kibuye at 10:00.

Thursday 8th February 1996

Kibungo (Sector 1): Users of Channel-3
Assembly point for reprogramming: Kibungo at 09:00.

Friday 9th February 1996

Sector 3 & 2A: Users of Channel-18 and Channel-13;
Assembly point for reprogramming: Butare and Gitarama respectively at 10:00.

Monday 12th February 1996

Kigali (Sector-1): Users of Channels 4, 14 & 21.
Assembly point for reprogramming: Comms Compound - All radios must be cleared by Stores and Inventory Unit before programming.

Wednesday 14th February 1996

Kigali (Sector-1): Users of Channels 11, 15, 22, 9 & 7.

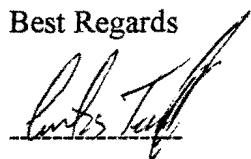
Assembly point for reprogramming: Comms Compound - All radios must be cleared by Stores and Inventory Unit before programming.

Friday 16th February 1996

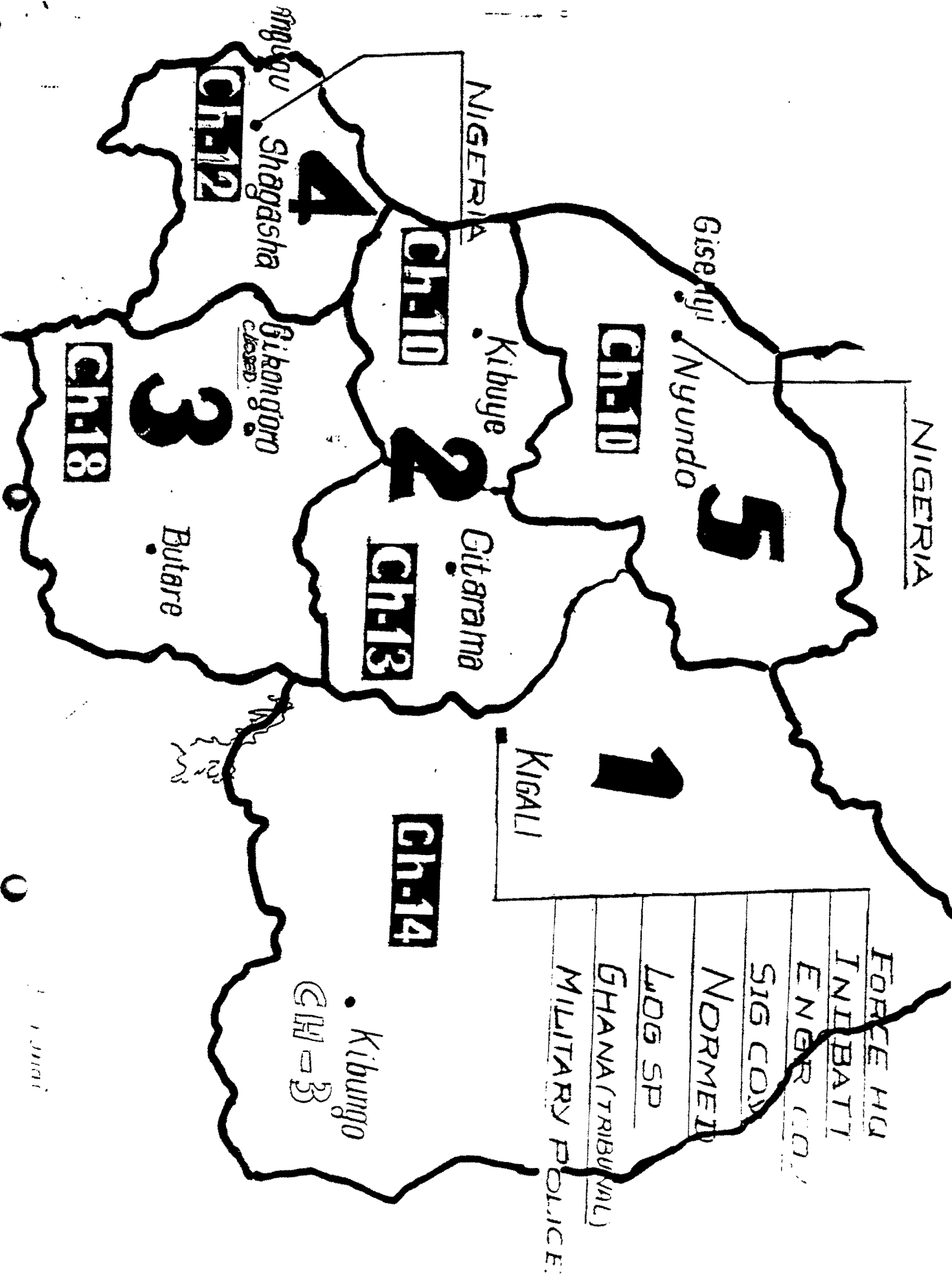
Kigali (Sector-1): Users of Channels 8, 16 & 2.

Assembly point for reprogramming: Comms Compound - All radios must be cleared by Stores and Inventory Unit before programming.

Best Regards



Curtis Temull



UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 005/96

22 January 1996

To: All International Civilian Staff

From: Susan Matthew
Chief Administrative Officer



Subject: **Special One-time MIP Enrolment Opportunity**

We are in receipt of a fax dated 11 January 1996 from FALD/DPKO New York on the above subject, the text of which we quote as follows:

"As you may be aware, when MIP was launched in September 1987 under the terms of ST/AI/343, the plan was conceived as compulsory for staffmembers though not for eligible family members. Section 2.2 of ST/AI/343 states that

'Eligible family members of active staff must be enrolled within 30 days after the staff member joins the Organization or within 30 days after the marriage of the staff member or birth/adoption of a child. If eligible family members are at any time withdrawn from the plan, they may not subsequently re-enter, nor will they be eligible at a later date for after-service health insurance.'

"Over the last several years, the Insurance Section has received numerous requests from the overseas offices administering the plan to grant exceptions to this rule in particular individual cases. In light of these inquiries, the Insurance Section has concluded that as some eight years have elapsed since the inception of MIP, it would be appropriate to authorize a one-time opportunity for staffmembers enrolled in MIP to enrol eligible dependants not presently covered under the plan. Accordingly, you are authorized to conduct an enrolment campaign for this purpose. The effective date of eligibility under the plan in connection with any newly enrolled dependant will be 1 January 1996. Applicable MIP premium levels should be adjusted accordingly with retroactive effect to 1 January 1996."

Should you wish additional information, please contact Civilian Personnel Office. The deadline for receipt of enquiries/enrolment is 30 January 1996.

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UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 004/96

22 January 1996

To: All International Civilian Staff

From: Susan Matthew
Chief Administrative Officer



Subject: **VAN BREDA HEALTH INSURANCE PLAN -
1996 RENEWAL**

In accordance with the attached communication dated 21 December 1995 from the Chief of Insurance Unit, please be advised of the key provisions relating to the renewal of the Van Breda Hospital, Medical and Dental Insurance Plan which have been approved for implementation in the 12-month period commencing 1 January 1996.

Please be guided accordingly.

1990-1991

—

REFERENCES

1997

445-453

SECRET - 24 SEP 1964

For use of Drafters / À remplir par le rédacteur

DATE: 21 December 1995

1 AUG 1964

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A. Bieler:farf

IS/OPPBA

S-2755A

3-5507

(SEE ATTACHED LIST)

ETAT PRIORITE

AAA. THE PURPOSE OF THIS COMMUNICATION IS TO ADVISE YOU OF THE KEY PROVISIONS RELATING TO THE RENEWAL OF THE VANBREDA HOSPITAL, MEDICAL AND DENTAL INSURANCE PLAN WHICH HAVE BEEN APPROVED FOR IMPLEMENTATION IN THE 12-MONTH PERIOD COMMENCING 1 JANUARY 1996.

BBB. AS A RESULT OF A SIGNIFICANT DEFICIT IN 1995 AND PROJECTED PLAN COSTS FOR 1996, THE OVERALL LEVEL OF VANBEREDA PREMIUMS HAS TO BE INCREASED BY 15 PERCENT. HOWEVER, WITHIN THE OVERALL 15 PERCENT INCREASE, TWO GROUPS OF PREMIUMS AND PERCENTAGES OF SALARY WILL COME INTO EFFECT ON 1 JANUARY 1996.

CCC. THE PREMIUMS APPLICABLE TO PARTICIPANTS WHOSE DUTY STATION IS IN SANTIAGO WILL RISE BY 30 PERCENT OVER CURRENT PREMIUM RATES EFFECTIVE 1 JANUARY 1996. THIS PREMIUM INCREASE OVER AND ABOVE THE BASIC INCREASE IN PREMIUM REQUIRED FOR 1996 IS DUE TO THE FACT THAT THE AVERAGE LOSS RATIO (CLAIM REIMBURSEMENTS DIVIDED BY PREMIUM REMITTED TO VAMBREDA) FOR

RECEIVED BY AIR MAIL

20425

DATE: 21 Dec 1995

T.A. Bieler, Chief, IS/OPFBA

For use of Drafter: A remplir par le rédacteur

DATE

ALLOCATION DES COUPES

OFFICE DIRECTEUR

DEPT.

ROOM BUREAU

EXT. POSTE

THIS GROUP OF PARTICIPANTS HAS EXCEEDED THE GLOBAL LOSS RATIO EACH YEAR OVER THE PAST FIVE YEARS BY A SIGNIFICANT MARGIN. ON THE RECOMMENDATION OF THE HEALTH AND LIFE INSURANCE COMMITTEE (HLIC), THE CONTROLLER APPROVED THE APPLICATION OF A PREMIUM SURCHARGE IN THE CASE OF CHILE-BASED PARTICIPANTS WITH A VIEW TO MITIGATING THE IMBALANCE WHICH HAS ARISEN.

DDD. AS A RESULT OF INTRODUCING A PREMIUM DIFFERENTIAL FOR CHILE-BASED PARTICIPANTS, THE REQUIRED PREMIUM INCREASE APPLICABLE TO ALL OTHER DUTY STATIONS WILL BE 13.7 PERCENT WHICH, IN COMBINATION WITH THE 30 PERCENT INCREASE APPLICABLE TO CHILE-BASED PARTICIPANTS, WILL YIELD THE REQUIRED AGGREGATE 15 PERCENT INCREASE FOR 1996. THUS, THE PREMIUMS AND PERCENTAGES OF SALARY WHICH WILL BECOME EFFECTIVE ON 1 JANUARY 1996 ARE AS FOLLOWS:

1. PREMIUM LEVELS AND CONTRIBUTIONS RATES APPLICABLE TO PARTICIPANTS WORLDWIDE EXCEPT UNATIONS, UNDP AND UNICEF STAFF ADMINISTERED BY ECLAC:

AUTHORIZED BY AUTHORIZED PER

SIGNATURE

DATE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

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ALLOTMENT, COMPTE

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COVERAGE	MONTHLY US DOLLAR	PERCENTAGE
LEVEL	PREMIUM	OF SALARY
S/M ONLY	97.00	1.36
S/M PLUS ONE		
FAMILY MEMBER	204.00	2.20
FAMILY	337.00	3.49

2. PREMIUM LEVELS AND CONTRIBUTION RATES APPLICABLE TO CHILE-BASED PARTICIPANTS:

COVERAGE	MONTHLY US DOLLAR	PERCENTAGE
LEVEL	PREMIUM	OF SALARY
S/M ONLY	110.00	1.55
S/M PLUS ONE		
FAMILY MEMBER	233.00	2.52
FAMILY	385.00	4.00

EEE. CONTAINMENT OF HOSPITAL COSTS. WITH EFFECT FROM

SIGNED BY

AUTHORIZED BY / AUTHORIZED BY

SIGNATURE

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NAME AND TITLE

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1 JANUARY 1996, THE FOLLOWING DAILY ROOM RATE CEILINGS ARE ESTABLISHED WITH RESPECT TO HOSPITAL ACCOMMODATION (BED AND BOARD):

1. A USDLR 600.00 PER DAY CEILING APPLICABLE TO HOSPITAL ACCOMMODATION IN EUROPE AND NORTH AMERICA (INCLUDING THE UNITED STATES). NORMAL STANDARD OF ACCOMMODATION REMAINS SEMI-PRIVATE.
2. A USDLR 330.00 PER DAY CEILING FOR ALL DUTY STATIONS OUTSIDE EUROPE AND NORTH AMERICA.
3. APPLICABLE TO ISRAEL ONLY, A USDLR 700.00 PER DAY ROOM RATE CAP, CONFORMING TO THE NATIONALLY UNIFORM SEMI-PRIVATE HOSPITAL ACCOMMODATION RATE IN THAT COUNTRY.

FFF. A FURTHER MODIFICATION IN THE BENEFIT STRUCTURE WILL BECOME EFFECTIVE ON 1 JANUARY 1996. THE OUTPATIENT MENTAL AND NERVOUS BENEFIT IS MODIFIED TO PROVIDE FOR 50 PERCENT

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REIMBURSEMENT OF OUTPATIENT TREATMENT COSTS UP TO AN ANNUAL CEILING OF USDLR 1,000.00. THE PREVIOUS STIPULATION REGARDING THE ALLOWABLE NUMBER OF VISITS PER YEAR IS DROPPED.

GGG. AS A RESULT OF THE PROTRACTED DISCUSSIONS AND NEGOTIATIONS CONCERNING RENEWAL OF THE VANBREDA PLAN FOR 1996, ISSUANCE OF THE RELATED INFORMATION CIRCULAR WILL BE SLIGHTLY DELAYED. THE CIRCULAR WHICH WILL CONTAIN FULL DETAILS REGARDING THE PROVISIONS OUTLINED ABOVE IS PRESENTLY BEING FINALIZED AND WILL BE ISSUED AND DISTRIBUTED IN JANUARY 1996.

BEST WISHES TO YOU AND YOUR STAFF FOR CHRISTMAS AND THE NEW YEAR.

THOMAS A. BIELER, CHIEF
INSURANCE SECTION/OPPBA

LINE
EXT
REF
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1111	AUTHORISED BY / AUTHORIZED SO MAN
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ALICE S.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR No.002/96

16 January 1996

To: All UNAMIR International Civilian Staff

A:

FROM: Susan Matthew
DE: Chief Administrative Officer
UNAMIR, Kigali

A handwritten signature in cursive script, appearing to read "Susan Matthew", with a horizontal line underneath.

SUBJECT: **Extension of Assignment/Appointment**

OBJET:

1. This is to inform you that your appointment/assignment to UNAMIR has been extended by New York Headquarters up to **31 March 1996**, unless you had previously indicated to the Civilian Personnel Section of your wish for an earlier departure from the mission area.
2. The relevant P5 Actions and Letters of Appointment for mission appointees are forthcoming.
3. A separate exercise will be carried out regarding those who may be required to remain beyond 31 March 1996.

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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

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INFORMATION CIRCULAR NO. 001/96

DATE: 4 January 1996

TO: All Military and Civilian International Staff
UNAMIR

FROM: William Clive, Officer-In-Charge
Administration

A handwritten signature in dark ink, appearing to be "W. Clive", written over the printed name of the Officer-In-Charge.

SUBJECT: VISAS

Please be advised that with effect from 4 January 1996, all visa applications and information relating thereto, will be handled by the Protocol Section, UNAMIR.

This Section can be reached on extension 11071/2, Room 4072, Amahoro Headquarters.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

RECEIVED INFORMATION CIRCULAR NO. 001/96
9 JAN 1996
OFFICE OF THE SRSG
UNAMIR

DATE: 4 January 1996

TO: All Military and Civilian International Staff
UNAMIR

FROM: William Clive, Officer-In-Charge
Administration

SUBJECT: VISAS

Please be advised that with effect from 4 January 1996, all visa applications and information relating thereto, will be handled by the Protocol Section, UNAMIR.

This Section can be reached on extension 11071/2, Room 4072, Amahoro Headquarters.

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