UNAMIR

ADMINISTRATIVE CIRCULARS

15 JULY 1994 - 1 DEC 1995

UNCLASSIFIED
RH/WG APR 2009

PLEASE RETAIN
ORIGINAL ORDER

UN ARCHIVES
SERIES S-1120
BOX 24
FILE 6
ACC. 1998/0278

UNITED NATIONS
ASSISTANCE MISSION IN RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

ADMINISTRATIVE INSTRUCTION No. 031/95

To: All Civilian Staff

From: Susan Matthew
Chief Administrative Officer

1 December 1995

Subject: Extension of United Nations Laissez-Passer (UNLP) and Visa

1. Please be informed that, due to the uncertain situation with regard to the renewal of UNAMIR mandate, I have instructed the Civilian Personnel Section to process for extension any Laissez-Passer, which is due to expire soon to enable the local authorities to extend visas which are valid only up to 8 December 1995, thus allowing those who are travelling during the upcoming holiday season to depart/return to the mission area without difficulty.

2. Therefore, all staff members concerned are invited to contact (a) the Civilian Personnel Section in connection with the renewal of their Laissez-Passers and (b) the Travel Unit with regard to the extension of their Rwandaise visa. Those who will be undertaking official or personal travel are responsible for ensuring that their travel documents are in order, bearing in mind that the processing of visas by the local authorities may take up to two weeks.

UNITED NATIONS
ASSISTANCE MISSION IN RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

ADMINISTRATIVE INSTRUCTION No. 030/95

To: All Civilian Staff

From: Susan Matthew
Chief Administrative Officer

1 December 1995

Subject: Extension of Appointment/Assignment

1. Pending the decision with regard to the renewal of UNAMIR mandate, I wish to inform you that, in agreement with U.N. Headquarters, the appointment/assignment of staff members may be extended, as an interim measure, up to 31 January 1996.

2. Staff members who do not wish to extend their assignment/appointment beyond 31 December 1995 must inform the Officer-in-Charge of the Civilian Personnel Section, in writing, through their Chief of Section, by 8 December 1995 so that the necessary check-out procedure may be initiated in time.

3. I take this opportunity to express my appreciation for your understanding of our current uncertain situation over which the Administration has no control.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

ADMINISTRATIVE CIRCULAR NO.053/95

18 October 1995

TO: All International Civilian, Civilian Police and Military Personnel

FROM: Susan Matthew
Chief Administrative Officer

SUBJECT: **MOVEMENT OF SPOUSES AND DEPENDENTS ON UNAMIR AIRCRAFT**

1. Please be advised that it is the policy of this mission that the spouses and dependents of personnel assigned to UNAMIR are not permitted to travel on UNAMIR aircraft.

2. It should be noted that this is a non-family mission and accordingly the above policy is being directed to fall in line with this condition.

3. Thank you for your cooperation.

SAMM BUO

file: Admin

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

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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 a· ilable.

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?

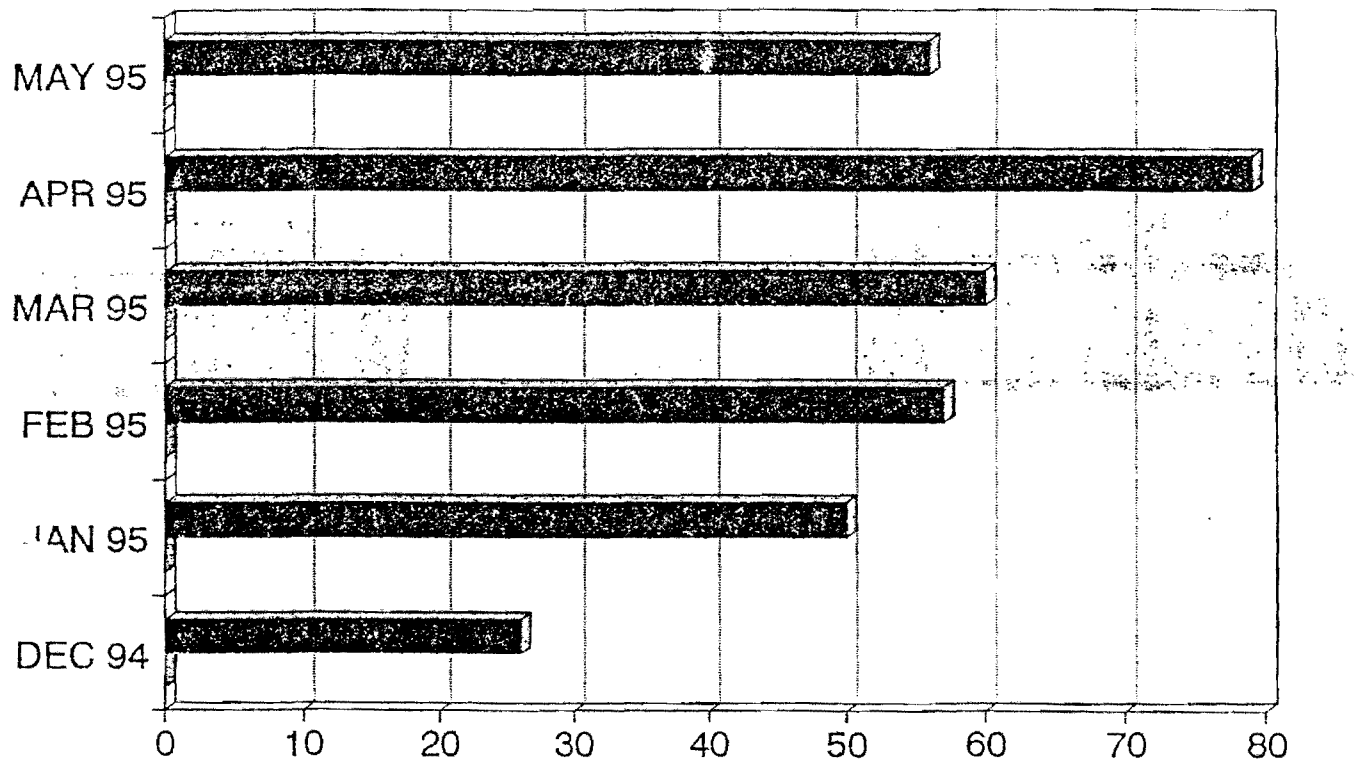
ED

Shalikashvili

Reçu le 2 8 AOUT 1995

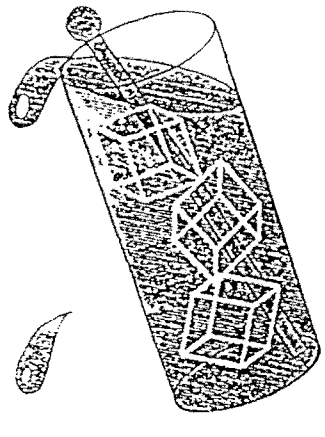
ACCIDENTS/INCIDENTS REPORTED

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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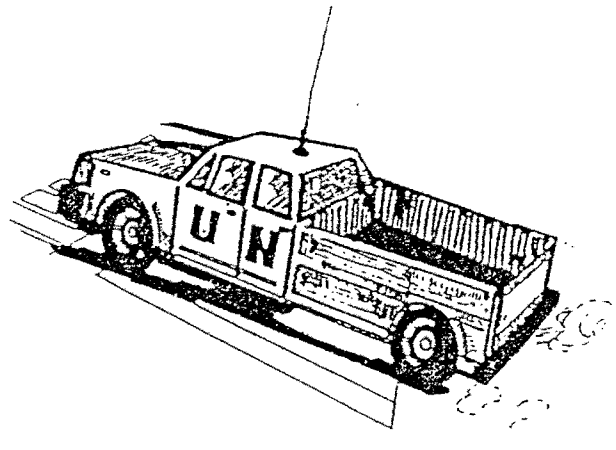

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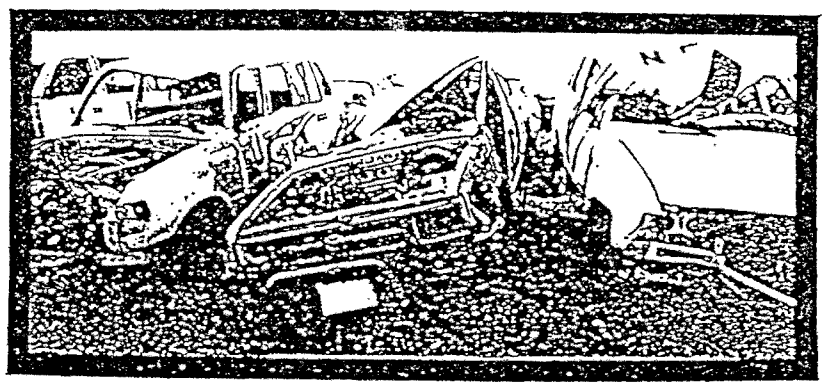


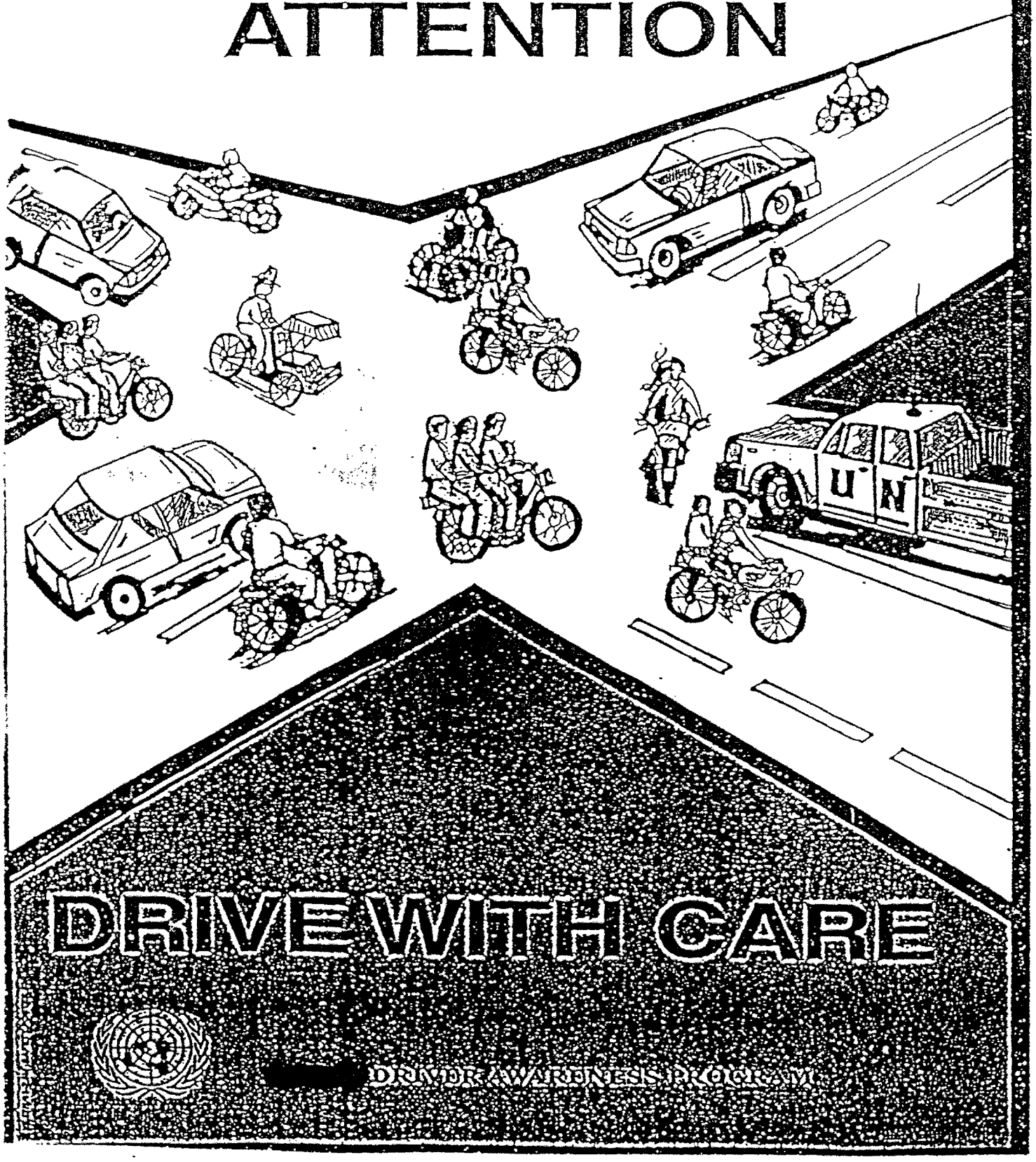
If YOU are the Driver --

DON'T DRINK!!

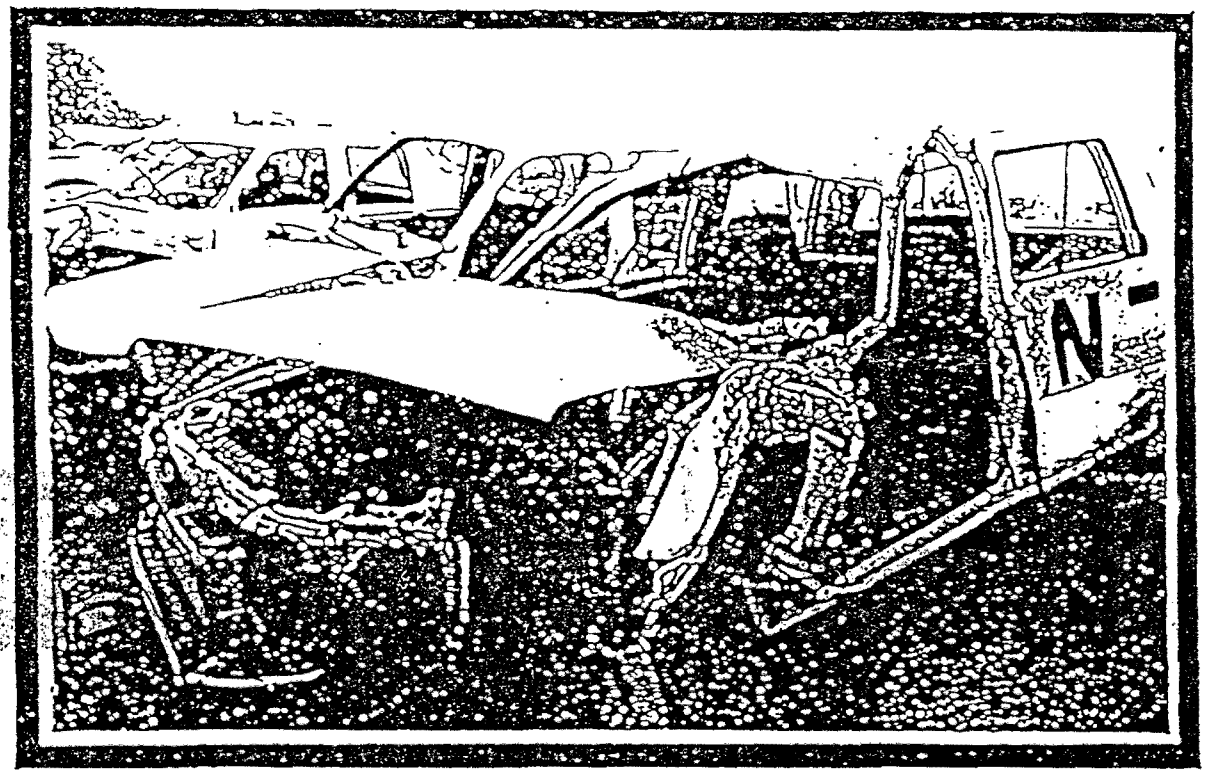
UNITED NATIONS SAFETY POSTER #2

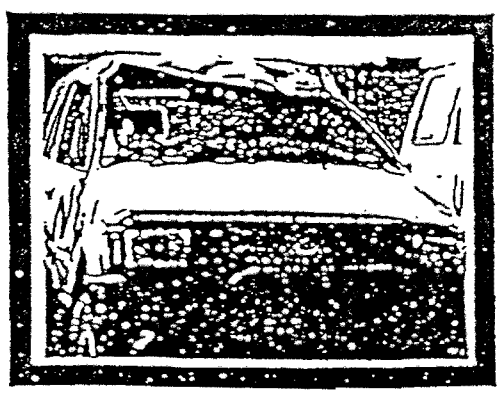
DRIVER AWARENESS PROGRAM

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

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UNITED NATIONS
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.

file

UNITED NATIONS **ST**

Secretariat

ST/SGB/277
19 May 1995

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: POLICY GOVERNING ASSIGNMENT TO AND RETURN FROM MISSION DETAIL*

1. The Organization's primary objective in selecting staff for its field operations is to obtain the most competent and committed personnel. Mission service is considered part of personal and professional growth and development. I therefore expect programme managers to encourage staff to serve on mission, thus providing the opportunity to take up new responsibilities.

2. To enable this to happen effectively, it is necessary to balance the needs of the releasing department or office, which must maintain productivity in programme delivery, and the need of staff on mission detail, who must be confident that they can return to their parent department or office. Administrative instruction ST/AI/404 of 19 May 1995 addresses this issue, and sets out procedures and guidelines governing mission detail.

Boutros BOUTROS-GHALI
Secretary-General

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* Personnel Manual index No. 4530.

95-15018 (E) 230595 250595

UNITED NATIONS

ST

Secretariat

ST/AI/404
19 May 1995

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: ASSIGNMENT TO AND RETURN FROM MISSION DETAIL*

1. The present administrative instruction contains procedures and guidelines governing assignment to and return from mission detail. The Organization's policy on the subject is set out in bulletin ST/SGB/277 of 19 May 1995. Personnel directive PD/3/81/Rev.1 of 4 April 1984 is hereby cancelled.

2. The assignment of staff members to mission service and their reassignment back in their parent duty stations are issues of human resources management that have acquired special importance in the context of the exceptional growth in United Nations peace-keeping and related field operations. With this in mind, a review has been undertaken to ensure that policies and procedures concerning mission assignment reflect the overall objectives of the Organization and the legitimate concerns of the staff. The outcome of this review is being translated into a series of administrative instructions, of which the present document is the first.

3. The primary objective of the United Nations in the context of assignment to and return from mission service is to have its field operations staffed with the most competent and committed personnel whose values and expectations are congruent with those of the Organization. That objective is implemented through the selection process. As the selection process is currently being reviewed, a circular outlining the process will be issued once the review is completed. The Secretary-General is highly committed to having staff integrate mission service into their personal growth. He therefore expects programme managers to encourage their staff to serve on mission through staff rotation, and through

* Personnel Manual index No. 4540.

95-15020 (E) 240595 260595

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that rotation to further the careers of both their staff on detail and the staff who remain in their department/office by giving them the opportunity to take up new responsibilities.

4. The high demand for staff to be released for mission service has placed a significant burden on departments and offices away from Headquarters, and more so in view of the unpredictability of the duration of the mandates. For staff members, mission service is an opportunity to acquire additional experience, thus rendering the professional life of an international civil servant more complete, as well as to acquire further skills; as they are often called upon to function at higher levels in a work system more flexible than that of the established environment of their parent duty stations.

5. It is in this context that modifications to the existing policy of mission detail are addressed in the present administrative instruction in terms of:

(a) Assignment to and blocking of posts of staff members on mission detail;

(b) Mission replacement;

(c) Training and preparing staff for mission assignment;

(d) Debriefing and reintegration of staff returning from mission service.

6. It should be emphasized that mission detail, as any other assignment in the Organization, is at the discretion of the Secretary-General, as provided in staff regulation 1.2, which states: "Staff members are subject to the authority of the Secretary-General and to assignment by him to any of the activities or offices of the United Nations." In this respect, all internationally recruited staff members can be assigned to missions as deemed necessary by the Secretary-General. At the same time, without prejudice to this tenet, voluntary service on mission is encouraged and preferred. The Organization's policy is thus to invite qualified candidates to volunteer for mission service, and to encourage parent departments/offices to release such qualified staff subject to the guidelines detailed in paragraphs 7 to 9 below. Selection for mission service is made in the light of the needs of the mission concerned, with due regard to performance, potential, necessary skills and suitable experience. Selection is not an entitlement in any sense or form.

7. Consistent with the intent of paragraph 6 above, it is most important that staff in the Professional and General Service and related categories proceeding on mission detail be assured that they can return to their current post. Accordingly, for a period of up to two years, in conjunction with a staff member's mission assignment, releasing departments/offices are responsible for ensuring that the posts of detailed staff members holding permanent or long-term appointments are blocked. These posts are to be filled only through temporary recruitment of replacement staff, if necessary, or through temporary staff redeployment (including a special post allowance, when called for). If it is proposed that the mission detail be extended beyond two years, it will not be possible to grant any extension unless there is a specific written agreement to continue blocking the post in the parent department. The implementation of this agreement will be monitored by the Office of Human Resources Management.

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8. Staff whose fixed-term appointment will expire during the period of detail may be extended until the expected end of the detail, but mission service does not of itself create an expectancy of renewal. Staff on fixed-term appointment who wish to go on mission should discuss the matter of their return with the releasing department, which will determine in writing whether it can undertake to reabsorb them depending on the needs of the service.

9. The demand for qualified staff to serve on field missions has placed a significant burden on departments and on the staff who remain, who must continue to maintain and even enhance productivity in programme delivery. It is for this reason that departments cannot be expected to block posts for more than two years when permanent staff members proceed on mission detail. Every effort will be made to balance their needs with those of the special mission and of the Organization as a whole. With this in mind, in order to begin building a system of mission rotation that will meet the needs of both programme managers and the staff, it has been decided to set an 8 to 10 per cent ceiling as a guideline in determining the percentage of staff that a department or office is expected to release for mission service. Within that ceiling programme managers are expected to ensure equitable opportunities for the release of their staff for mission service. Once a department/office has reached this ceiling, the department/office would not be expected to release additional staff until a corresponding number of staff have returned. This will serve to facilitate the release of staff for both long-term and short-term assignments and will, in turn, give more staff an opportunity to benefit systematically from the assignment. It would also ensure that programme managers will continue to have committed and competent staff carrying out the programmes that have been entrusted to them.

10. The Office of Human Resources Management and the Department of Peace-keeping Operations are developing an intensive training programme for staff undertaking core administrative functions in field missions. This programme includes two weeks of classroom instruction on United Nations peace-keeping operations and areas of specialization, followed by two and a half months of on-the-job training.

11. In order better to prepare staff and, when appropriate, their families for mission service, counselling sessions dealing with stress management are also being developed. Lessons learned from the present pilot training programme and the further development of relevant counselling sessions will serve as a basis for the issuance of an administrative instruction on the subject of training and counselling for mission service.

12. Debriefing procedures <u>in situ</u> are also an important tool that can assist in both planning for future missions and the reintegration of staff members to life and work at the parent duty station. Such procedures will be established as soon as possible, and will be communicated in an administrative instruction on the subject of debriefing of staff returning from mission detail.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

ADMINISTRATIVE INSTRUCTION NO. 017/95

DATE: 10 April 1995

To: All UNAMIR Civilian and Military Staff

From: Ally H. Golo, OIC
Administration

Subject: **Security of information**

This Administrative Instruction is issued with a view to remind all UNAMIR civilian and military staff of Staff Regulation 1.5, in connection with **"discretion in regard to all matters of official business.... particularly in peace-keeping and peacemaking...."**

... A copy of Secretary General's Bulletin No. ST/SGB/272 dated 9 August 1994 is attached herewith for the full information of everyone, bearing in mind the Secretary General's instructions on this subject.

Please be guided accordingly.

UNITED
NATIONS

ST

Secretariat

ST/SGB/272
9 August 1994

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: SECURITY OF INFORMATION*

1. Most United Nations information is available to the Member States, managers and staff of the Organization and the general public. This is consistent with the Organization's commitment to transparency in the way that its business is undertaken. However, the United Nations functions in a number of areas, most particularly in peace-keeping and peacemaking, political affairs and in all matters related to the security of personnel and installations, in which absolute confidentiality and discretion are essential.

2. All staff members are required, under staff regulation 1.5, to "exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position that has not been made public, except in the course of their duties or by authorization of the Secretary-General. Nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Secretariat."

3. I appreciate that the great majority of staff members are both aware of these provisions and respect them. However, I want to remind all staff of their obligations in regard to security of information under the staff regulations, and their personal responsibility for the proper protection of information which they may be called upon to handle in the course of their duties. Heads of department or mission are responsible for ensuring the safe custody of sensitive information communicated to them, and for ensuring that appropriate security measures are in place to protect vulnerable communications links, such as telephone or facsimile equipment and computer systems.

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* Personnel Manual index No. 1060.

4. Guidelines and standards for transmitting and protecting sensitive information entrusted to or originating from the United Nations will shortly be issued. In the meantime, all responsible officials should review existing arrangements within their department or office to ensure that all staff understand the need for the utmost discretion and that appropriate security measures are in place.

(Signed) Boutros BOUTROS-GHALI
Secretary-General

File Admin

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

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UNAMIR-MINUAR

ADMINISTRATIVE INSTRUCTION NO. 616/95

5 April 1995

TO: ALL International Civilian, Civilian Police and Military personnel

FROM: Ally Golo
OIC Administration

SUBJECT: Liberty to use UNAMIR vehicles

1. Please be reminded that UNAMIR vehicles are provided for official duty purposes only. Use of UNAMIR vehicles for leave, recreational or other off - duty purposes must be limited and can only be authorized where the vehicle(s) concerned are not immediately required to carry out the day-to-day operational functions of the mission.

2. When such off - duty use is authorized, the costs for such usage must be reimbursed to UNAMIR. As recovery of such costs is calculated on a mileage basis, the term "liberty mileage" is applied. The current liberty mileage rate is 14.3 cents per kilometer.

3. Duty tasks performed in the mission area using UNAMIR vehicles can cover a wide range of operational and administrative functions (e.g. personnel, logistics, national, finance and travel, etc.). Such duty tasks can also include:

- Travel to and from work (limit up to 30 Kilometers per day).
- Travel to attend official functions, to which military/civilian personnel are invited as guests.
- Travel to official group hospitality functions held in the name of the mission.
- Travel by an official UNAMIR sports team to attend sporting fixtures.

4. UNAMIR vehicles assigned to military units at the Headquarters, battalions and civilian sections may be used locally for shopping, banking and other similar use up to a maximum of 30 Kilometers a day.

5. Use of UNAMIR vehicles for private purposes (other than welfare or as outlined in paragraph 4) such as after normal working hours, weekends and UN holidays, is considered liberty and therefore, such use is subject to reimbursement to the organization.

6. Use of vehicles drawn from Headquarters Transport Dispatch pool by military and International Civilian Personnel for purposes other than official duty is considered liberty and is therefore subject to reimbursement in full.

7. Attached is a copy of a weekly trip ticket which must be completed by each individual driver. It is the responsibility of each user/driver to ensure each column in the trip ticket is properly filled in, including recording of all fuel drawn as well as the exact locations where such fuel was drawn.

8. In the event of trips undertaken in excess of 30 Kilometers which are considered duty by the user, justification of same must be provided in writing to the Chief Integrated Transportation and Maintenance Management and the trip ticket certified by the head of the appropriate section\unit, supporting documentation such as a copy of a MOP form or other relevant documentation must be attached, where applicable. Failure to provide such documentation results automatically in liberty charges.

9. Subject to availability, vehicles may be drawn from the Transport Vehicle Pool upon a written request for liberty purposes. Forms are available from the Headquarters Transport Dispatch Unit.

10. The maximum period vehicles may be used for liberty purposes is three days; including weekends and UN holidays.

TPT/1

UNAMIR HQ
TRANSPORT SECTION
The "Ticket" must be filled out (IN PRINT) at end of each trip taken

UNAMIR VEHICLE WEEKLY TRIP TICKET

UNAMIR No

VEHICLE TRIP LOG FOR MONTH OF _____ 199 _____

ASSIGNMENT TO _____ LOCATION _____

DATE	DRIVER'S NAME	ID NO	KILOMETERS				DESTINATION	PETROL		
			START	END	DUTY	LIBERTY		STATION	REFUEL KMS	LTRS
				TOTAL						

KMS START OF WEEK..... KMS END OF WEEK.....

TOTAL PETROL RECEIVED.....

AVERAGE KMS/PER LITRE.....

PETROL COUPONS AND TRIP LOGS PREPARED AND FORWARDED BY..... DATE.....

REMARKS (CTO ONLY).....

POL RECORDED BY..... DATE..... LIBERTY KMS RECORDED BY..... DATE.....

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR-MINUAR

ADMINISTRATIVE INSTRUCTION NO. 015/95

4 April 1995

TO: ALL International Civilian, Civilian Police and Military personnel

FROM: Ally Golo
OIC Administration

SUBJECT: Use of UNAMIR Vehicles For Welfare and Official Purposes

Please be advised that limited utilization of UNAMIR vehicles is allowed for welfare purposes including use in neighboring countries, subject to the following strict conditions:

(a) All vehicles utilized for welfare purposes must HAVE A "group transport" capacity, which means it must have a carrying capacity of not less than ten people.

(b) Authority for use of any vehicle for welfare purposes is given solely by the CAO or by delegation by the Chief Integrated Transportation and Maintenance Management (CITMM) after they have confirmed the group transport nature of the trip; that the number of UNAMIR personnel (including driver) utilizing any one vehicle is not less than ten; that the driver of the vehicle is fully qualified to operate the type and class of vehicle being assigned; and that responsibility for the safety of the vehicle and passengers during the trip is assumed by the organizer of the Welfare Group Transport, in writing.

(c) Vehicle will be provided with full tank of fuel at start of trip. Any additional petrol, oil, lubricants or any maintenance required by the vehicle, either in mission area or in neighboring countries will be paid for by the group availing of the recreational transport, who will also be responsible for the return of the vehicle to its home base.

(d) Applications for Welfare Group Transport should be submitted to the CAO the CITMM through the medium of a standard form. This document should give particulars of the name of the organizer, the destination, the time and date of departure and the estimated time and date of return. The duration of any Welfare trip should never exceed 72 hours.

(e) The CAO or CITMM will, subject to the availability of appropriate vehicles, append his/her authorization on the application form, with an annotation of the type and registration number of the vehicle, the speedometer reading at the time of handover of the vehicle and the name and I.D. number of the individual who is assuming responsibility for the vehicle, as well as those of all passengers. All scratches or body damage on vehicles being assigned should be noted prior to the start of the trip.

(f) This authorization should be retained by the person to whom the vehicle is assigned, who should annotate thereon the time and date the border was crossed, on the outward return journeys. The authorization should be handed back together with the vehicle to the CAO, the CITMM or their appointed representatives. They in turn, should immediately inspect the vehicle in the presence of the individual to whom the vehicle was assigned and annotate on the original application form any damage or loss extraneous to that existing prior to the start of the trip. A copy of the application should be given to the applicant and the original should be submitted to the CITMM for his records.

(g) All vehicles issued for Welfare Group Transport should carry particulars of UNAMIR vehicle insurance coverage for presentation, if and when required at border crossings or if requested by local police. They should also be provided with a crook-lock for prolonged parking. The vehicles must always be parked in a secured place.

(h) Particular care must be taken when utilizing UNAMIR vehicles in a neighboring state; that the vehicle is driven with the utmost courtesy and consideration for other road users. In the event of an accident, the local police should be called and be given the full cooperation of the driver and passengers,while at the same time retaining their prerogatives as United Nations International staff. In cases of serious accidents or other difficulties, contact should be made by phone or fax with UNAMIR headquarters Duty Officer, Chief Security Officer, MP, Civpol or CITMM. It should be noted that the cost of any damage to the vehicle or that of any items stolen therefrom will be the financial responsibility of the group utilizing the vehicle.

(i) The foregoing procedures are for the most part also applicable to utilization of UNAMIR vehicles for official duty. Unlike Welfare Group Transport, however, any kind of appropriate vehicle may be used taking into account the terrain to be traversed and the purpose for which the journey is being made. Additionally, all trips into neighboring states must be supported by Movement Of Personnel forms (MOP) signed by the pertinent Authorizing Officers. For control purposes, the same type of application form must be submitted in advance to the OIC Administration or to the CITMM, in respect of any vehicle to be used for official purposes outside the mission area. On completion of the trip, a copy of the MOP and the application for utilization of the vehicle should be stapled together for submission to the CITMM.

(j) A copy of the application form to be used for either Welfare Group Transport or for official purposes in neighboring states is attached for your ease of reference and for utilization in each case as indicated.

UTILIZATION OF UNAMIR VEHICLES FOR RECREATIONAL AND OFFICIAL PURPOSES WITHIN THE MISSION AREA OR IN THE NEIGHBOURING COUNTRIES

PART I

NAME OF ORGANIZER_____ FUNCTIONAL TITLE_____

SECTION_____TELEPHONE No_____ID No_____

PURPOSE OF TRIP (OFFICIAL/RECREATIONAL)_____

DRIVERS's NAME_____

DRIVERS PERMIT No AND CATEGORY_____

DETAILS OF PASSENGERS

NAMES	ID No	SECTION

ITINERARY

TRAVEL FROM_____TO_____

DATE AND TIME OF RETURN_____

ONWARD JOURNEY - BORDER POST_____DATE & TIME_____

RETURN JOURNEY - BORDER POST_____DATE & TIME_____

(Vehicle must be returned within 72 hours)

PART II

TO BE FILLED BY ISSUING AUTHORITY

VEHICLE DETAILS

TYPE OF VEHICLE ASSIGNED_____REGISTRATION No_____

TIME AND DATE OF DEPARTURE_____ODOMETER READING AT START_____

VEHICLE RECEIVED IN ROAD WORTHY CONDITION AND WITH ITEMS AS INDICATED ON MAINTENANCE CARD.

THE FOLLOWING DAMAGES AND OBSERVATIONS ARE NOTED

_____

_____

NAME_____ ID No_____ NAME_____ ID No_____

(PRINT NAME AND ID No) *(PRINT NAME AND ID No)*

_____ _____

Signature of Organizer Signature of Issuing Authority

PART III

(TO BE FILLED BY THE ISSUING AUTHORITY OR HIS REPRESENTATIVE)

DATE AND TIME OF RETURN OF VEHICLE_____

ODOMETER READING_____

INDICATE CONDITION OF VEHICLE:

EQUIPMENT: _____

DAMAGES: _____

NAME_____ ID No_____ NAME_____ ID No_____

(PRINT NAME AND ID No) *(PRINT NAME AND ID No)*

_____ _____

Signature of Organizer Signature of Issuing Authority

File : Admin

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

ADMINISTRATIVE INSTRUCTION N° 012/95

DATE: 8 April 1995

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

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

SUBJECT: **Guidelines on provision of treatment at UN medical facilities**

Introduction

1. Confusion exists over the responsibilities of UNAMIR medical facilities to provide treatment to non-UN personnel. The major area of concern appears to be the responsibility to treat Brown and Root Services Corporation (BRSC), expatriate and locally hired UNAMIR employees. This instruction provides guidance on the UNAMIR medical dependency.

UN Personnel

2. UNAMIR medical facilities have a responsibility to provide primary health care and inpatient services to all UNAMIR personnel and to UN personnel for emergency cases only and on a reimbursement basis. These personnel fall into any of the following categories:

(a) UN military
(b) UN international staff
(c) CIVPOL
(d) MILOBS
(e) UNV
(f) Agencies [Expatriate personnel from other UN agencies such as UNREO, UNDP, UNHR, UNICEF, UNHCR, etc for emergency cases only and on a reimbursement basis].

BRSC

3. BRSC provide a range of services to the UN which are often readily available from other sources. When the UN establishes a contract with BRSC in each particular mission, it decides on who is responsible for the provision of medical care. In the case of UNAMIR, the UN has decided that since an adequate UN medical facility exists, the responsibility of providing health care to BRSC will rest with the UN.

NGO's

4. There is no obligation to provide treatment to NGO personnel. However in emergencies a request for assistance can be anticipated and treatment provided on reimbursement basis.

Locally Hired Personnel

5. Medical treatment should be provided to all locally hired staff of UNAMIR.

Identification

6. A simple identification process should be the easiest way to determine who is entitled to medical care. Identification cards are explained as follows:

(a) Blue. UNAMIR military, CIVPOL, MILOBS, UNV and International Civilians - entitled to full medical treatment.

(b) Other UN Agencies - As per their system of identification.

(c) Green. BRSC - These cards are issued to BRSC expatriate. Expatriates are entitled to full medical treatment.

(e) Pale Blue. UNAMIR locally hired civilians.

RPA

7. There are often incidents involving RPA casualties where UNAMIR assistance could be provided. There is considerable goodwill to be gained by providing such treatment but it must also be understood that the RPA often prefer to deal with their own casualties. The following guidelines should be followed when treating RPA casualties:

(a) If at the scene there is a requirement to provide immediate first aid, then it should be provided until relieved;

(b) As soon as an RPA representative arrives at the scene, they should be asked if further assistance is required; and

(c) If a request for assistance is received, treatment should be given as appropriate. As an example, if an incident occurs in Butare, assistance can be given within the Butare area including evacuation to a medical facility in Butare. Medical Branch at HQ UNAMIR should be informed of any request to evacuate away from the immediate area as the RPA LO on HQ UNAMIR will need to be informed.

Non entitled personnel

8. Those personnel not entitled to treatment at a UN facility should be directed to attend either the NGO section of the Central Hospital Kigali or King Faisal Hospital.

Reporting for treatment

9. Before an entitled person reports to a UN medical facility, they should where possible consult their own medical staff and ensure that all medical documentation is brought with them to the UN facility.

Conclusion

10. There will always be occasions where the status of a person presenting for medical treatment cannot easily be identified. Facilities providing medical treatment should exercise common sense to ensure that all personnel are directed to appropriate and adequate care. A great amount of goodwill can be gained from providing medical support to those in need, which can only serve to enhance the image of what is already considered a professional facility.

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ADMINISTRATIVE INSTRUCTION N° 011/95

DATE: 27 March 1995

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

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

SUBJECT: **Security of UNAMIR Vehicles**

1. Further to the previous Administrative Instructions issued on this subject, please be advised that effective 27 March 1995, all personnel to whom UNAMIR vehicles are assigned will be required to park their vehicles in the compound of the Amahoro Hotel, in the parking area of premises where UNAMIR provides security such as the Belgian Village, the Chez Lando, Trafipro or in areas where security is provided by the establishment such as the Meridien, in the absence of their being able to provide secure overnight parking at their residences. For those in a position to secure overnight parking at their residences, a statement to this effect should be sent to the CTO with copy to the Chief of Security and Safety Unit, attesting to and describing such an arrangement. These parking areas mush be utilized during the hours from the cessation of official duties in the evening (including a reasonable time for shopping and meals) to resumption of duties on the following morning.

2. To assist the personnel affected by this instruction, a shuttle bus each will be available at Trafipro and Amahoro Hotel to take staff to their residences. Those buses will depart Trafipro and Amahoro Hotel every hour on the hour between 18:00 hours and 21:00 hours. Owing to the prevailing security situation in Rwanda all UNAMIR vehicles must be parked at 21:00 Hours, except when exigencies of work or operational needs require that a vehicle be driven beyond that hour.

3. Not under any circumstances should UNAMIR vehicles be parked unattended, on streets or outside discos or night clubs during the hours of darkness or for prolonged periods during daytime, unless securely guarded. Loss of or damage to UNAMIR vehicles, while parked unattended in areas other than those outlined in paragraph 1 above will be regarded as being the direct responsibility of the driver or custodian of the vehicle, who will be requested to make financial restitution to the United Nations for such loss or damage.

4. When leaving the car unattended the driver must ensure that all doors, windows and trunk lids are securely locked. During overnight parking, the vehicle must be parked in a safe place such as a garage, or in a well lighted guarded area. Overnight parking at the airport will under no circumstances be permitted. The keys should never be left in an unattended vehicle.

5. All incidents of theft from/or damage to UNAMIR vehicles must be reported immediately to the Transport Section and Security Office.

6. In instances where staff to whom vehicles are assigned depart the immediate area of their assignment, their vehicles must be handed over with their keys to their immediate successor within the same section, should he/she not already have a vehicle. In the event that this is not necessary, the vehicle with its keys should be delivered to the Chief Transport Section. This will allow an opportunity for maintenance and utilization of the vehicle as may be deemed necessary.

7. Failure to observe the foregoing simple requirements, resulting from which vehicles are damaged or from which items are stolen, may cause the personnel to whom the vehicles were assigned, to have to make financial restitution to the United Nations, should subsequent Survey Board actions result in the determination that they have been negligent.

8. Your strict adherence to this Administrative Instruction will be much appreciated.

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ADMINISTRATIVE INSTRUCTION N° 009/95

DATE: 20 March 1995

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

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

SUBJECT: **Office and Residential Accommodation**

Further to Information Circular No. 012/94 dated 24 October 1994, please be advised that a Meeting was called, on 9 March 1995, by the Prefect of Kigali. The meeting was attended by UNAMIR Administration, United Nations Agencies and Non-Governmental Organizations, on the above subject.

During the meeting the Prefet of Kigali expressed concern over the fact that the Prefecture does not know who is renting what premises and from whom they are renting. The problem is arising because the city of Kigali needs to prevent people claiming properties which are not theirs and renting them out. The second problem is also that the Prefecture wants to be certain that no one is renting from persons outside the country considered by the Government as persona non grata. In an effort to avoid these problems the Prefecture of Kigali requires that all UNAMIR personnel and those of other agencies and non-governmental organizations living in private accommodation should furnish the Prefecture with a copy of their contract, the name and address of the owner and an attestation that the person claiming to be the owner of the house is indeed the owner. The ownership attestation is granted by the Office of the Prefecture.

Accordingly, all UNAMIR personnel privately renting premises in Kigali are requested to supply the required information to Building Management Section as soon as possible to enable Management to forward the same to the Prefecture before the deadline (22 March 1995).

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UNAMIR - MINUAR

ADMINISTRATIVE INSTRUCTION No. 006/95

Date: 20 February, 1995

To: Civilian Section Chiefs

Info: FC
DCOS(Sp)

From: Mr A H Golo
OIC Administration

IMPLEMENTATION OF INTEGRATED SUPPORT SERVICES - CHANGES TO ACCOUNTING RESPONSIBILITIES

1. The integratation of Support Services has entailed several changes to the structure of the civilian administration and the responsibilities of some of the sections. This Administration Instruction announces changes to accounting responsibilities within the Administration following the structural changes announced in Administrative Instruction of 8 December. The table below reflects the transfer of of sub-allotment accounting responsibilities.

SUB ALLOTMENT CODE	DESCRIPTION	TRANSFER FROM	TRANSFER TO
251	MILOBS TRAVEL COSTS	CGS	CMOVCON
474	RATIONS	CGS	CILM
262	CIVPOL TRAVEL COSTS	CGS	CMOVCON
181	INT AND LOCAL STAFF TRAVEL COSTS	CGS	CMOVCON
411	RENTAL OF PREMISES	CGS	CBES
438	HELICOPTER AND FIXED WING OPERATING COSTS	CGS	CMOVCON
611	OFFICE FURNITURE	CGS	CILM
612	OFFICE EQUIPMENT	CGS	CILM
656	OBSERVATION EQUIPMENT	CGS	CILM
613	ACCOMMODATION EQUIPMENT	CGS	CILM
693	MEDICAL EQUIPMENT	CGS	CILM
495	CONTRACTUAL SERVICES	CGS	CILM
511	WRITING PAPER	CGS	CILM
512	STATIONERY AND OFFICE SUPPLIES	CGS	CILM
591	MEDICAL SUPPLIES	CGS	CILM

513	SANITATION AND CLEANING MATERIEL	CGS	CILM
517	POL	CTO	CILM
597	UNIFORM ITEMS, FLAGS AND DECALS	CGS	CILM
534	OPERATIONAL MAPS	CGS	CILM
471	TRANSPORT OF COE	CTO	CMOVCON
491	COMMERCIAL FREIGHT AND CARTAGE	CTO	CMOVCON

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UNAMIR - MINUAR

ADMINISTRATIVE INSTRUCTION No. 007/95

Date: 1 March, 1995

To: All Military/Civilian Personnel
UNREO
IOC
WHO
UNDP
UN High Commission for Human Rights (UNHCHR)
International Criminal Tribunal for Rwanda (ICTR)
UNHCR

From: A H Golo
OIC Administration

FUEL ACCOUNTING

IMPORTANT

1. This Administrative Instruction is published to establish issue procedures for fuel throughout UNAMIR. As such it is to be read very carefully as **FAILURE TO FOLLOW THESE PROCEDURES MAY RESULT IN FINANCIAL PENALTIES AND/OR WITHDRAWAL OF UN DRIVING PERMITS.** Addressees are requested to give this Instruction wide circulation within their contingents/sections/Agencies. An accompanying Logistics Directive No. 003/95 details the accounting actions to be taken to implement this Instruction by those responsible.

2. The effective date of implementation of this Instruction will be 1 March 1995.

3. SCOPE This Instruction applies to all vehicles drawing fuel from UNAMIR operated POL points, UNAMIR fuel stations in Kigali and any other POL points. This includes UN owned or leased military or civilian pattern vehicles and vehicles operated by other UN Agencies to which UNAMIR supplies fuel, as follows:

UNREO
IOC
WHO
UNDP.
UN High Commission for Human Rights (UNHCHR)
International Court of Human Rights Tribunal (ICHRT)

4. Detail issue points are referred to as "POL points" throughout this Instruction.

5. FUEL ISSUE

a. Vehicles Fuel for vehicles will only be issued to drivers by POL points on presentation of a properly completed weekly trip ticket, indicating the odometer reading at the last fill up and journeys completed since. On presentation, the trip ticket is to include the recorded reading for the journey to the fuel station. A copy of the weekly trip ticket is attached to this Instruction at Enclosure 1.

b. The POL point manager will carry out the following actions whilst issuing fuel:

- verify the weekly trip ticket to ensure that the odometer reading has been recorded,
- indicate the location of the POL point on the trip ticket and the amount of fuel issued,
- ensure that the person drawing the fuel signs the detail issue sheet **and clearly indicates their name and organisation (ie. other UN Agency).**

c. Generators Fuel for generators will only be issued on production of a valid Generator Logsheet (Enclosure 2) showing the location, serial no. and hours run of the generator and the name of the unit/Agency operating the generator

d. Fuel for generators will not be issued or charged against a UN vehicle number.

e. The POL point manager will carry out the following actions whilst issuing fuel for generators:

- verify each Generator Logsheet to ensure that the number of hours run relates to the amount of fuel being requested.
- indicate the location of the POL point on the logsheet and the amount of fuel issued.
- ensure that the person drawing the fuel signs the detail issue sheet **and clearly indicates their name and organisation (ie. other UN Agency).**

6. If the POL point manager suspects any person of abusing the fuel supply system or of improper use of fuel issued either by not presenting an up-to-date trip ticket/generator logsheet or whose odometer/generator running hours reading does not justify the amount of fuel being requested he will report the matter to the POL Commodity Manager LSG immediately. Responsibility for discrepancies between the trip ticket/generator logsheet and the POL point detail issue form rests with the POL point manager.

REPORTS

7. **All UN and UN Agency Personnel** drawing fuel from UNAMIR fuel points for vehicles or generators are to forward weekly reports as follows:

a. Vehicle Trip Tickets to CTO, UNAMIR HQS.

b. Generator Logsheets to the POL Commodity Manager, LSG.

Enclosures:
1. Weekly trip ticket
2. Generator Log Sheet

TPT/1

UNAMIR HQ
TRANSPORT SECTION
The "Ticket" must be filled out (IN PRINT) at end of each trip taken

UNAMIR VEHICLE WEEKLY TRIP TICKET

UNAMIR No

VEHICLE TRIP LOG FOR MONTH OF _____ 199 _____

ASSIGNMENT TO _____ LOCATION _____

DATE	DRIVER'S NAME	ID NO	KILOMETERS START	END	DUTY	LIBERTY	DESTINATION	PETROL STATION	REFUEL KMS	LTRS
				TOTAL						

KMS START OF WEEK..... KMS END OF WEEK.....

TOTAL PETROL RECEIVED.....

AVERAGE KMS/PER LITRE.....

PETROL COUPONS AND TRIP LOGS PREPARED AND FORWARDED BY..... DATE.....

REMARKS (CTO ONLY).....

POL RECORDED BY..... ...TE..... LIBERTY KMS RECORDED BY..... ..... DATE.....

BM 3080/

UNAMIR

WEEKLY GENERATOR LOG.

GENERATOR SIZE:
SECTOR/LOCATION:
UNIT:

MONTH OF:

TOTAL RUNNING HOUR LAST WEEK:

DATE:	TOTAL FUEL FILLED:	TOTAL OIL USED:	FILLING STATION:	GENERATOR OPERATORS NAME:	ID NO:	SIGNATURE:	TOTAL RUNNING HOUR	TOTAL DAILY HOURS:

TOTAL FUEL FILLED THIS WEEK:	TOTAL OIL FILLED:

(THIS PART TO BE FILLED BY HQ LOGISTIC SECTION ONLY.)

TOTAL RUNNING HOUR END WEEK:	TOTAL FUEL CONSUMPTION PR. HOURS:

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UNAMIR - MINUAR

ADMINISTRATIVE INSTRUCTION NO. 005/95

TO : All UNAMIR Residents of
Chez Lando and Meridien Hotel

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

SUBJECT : **Staff Conduct**

1. We are receiving almost daily complaints from the managements of both the Hotel Chez Lando and Hotel Meridien concerning the matter of UN staff living in these hotels cooking and doing laundry in their rooms. Both practises are to cease immediately.

2. Both hotels provide the facility for the personal laundry of occupants, the costs for which the MSA paid to staff is designed to cover. Should the prices charged be considered as too high, then representations should be made to the applicable management for a reduction or, alternatively, have this done externally.

3. The practise of cooking in hotel rooms is dangerous, placing strains on electrical wiring systems not designed to take the loads involved. It is also unsanitary as improperly stored food or improperly cleaned utensils attract insects and rats. It is also pointed out that neither hotel for the moment is in possession of insurance coverage to cover the risks involved.

4. Your utmost cooperation is strongly requested.

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ADMINISTRATIVE INSTRUCTION N° 04/95

DATE: 13 February 1995

TO: All UNAMIR Civilian and Military Personnel

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

SUBJECT: **Certification of Receipt of Goods or Services**

The attention of all personnel, whose responsibilities entail the signing of Receiving Reports, Invoices, Delivery Notes, Receiving and Inspection Reports, or any such documents presented to UNAMIR for services rendered or goods delivered, is drawn to the requirement that the name of the individual signing for the receipt of such goods or services, should print his/her name in block letters, together with his/her ID card number, immediately below his/her signature.

This is an extremely important detail, the absence of which contributes significantly to delaying the payment of bills, and consequently on occasions, the cutoff of supplies, due to payment delays.

Divisional Heads, Branch Heads, Sector Commanders, Sector FSAs, Section and Unit Chiefs are requested to ensure that their respective staffs are made aware of this requirement and are seen to be complying therewith.

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UNAMIR - MINUAR

ADMINISTRATIVE INSTRUCTIONS NO. 003/95

DATE: 13 February 1995

To: All International Civilian Staff
Military Observers and Civilian Police

From: Ally H. Golo, OIC
Administration

Subject: Annual Leave, Compensatory Time Off and Hospitalization

1. Please be advised that prior to departure on annual leave or CTO, a completed leave form must be presented to the respective Personnel Section for approval prior to departure on such leave or CTO.

2. All cases of hospitalization, whether on duty or on leave/CTO, must be reported to Branch Heads or Chief Civilian Personnel Officer, as soon as possible, by the individual concerned. This information is required in order to maintain proper records for payment of subsistence allowance. Such hospitalization must also be immediately reported to Headquarters, New York.

3. In instances of sick leave while outside the mission area on annual leave or CTO, it should be noted that MSA is payable only to the extent of the number of days of accumulated annual leave with MSA or CTO as at the commencement days of the sick leave.

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ADMINISTRATIVE INSTRUCTION N° 02/95

DATE: 13 February 1995

TO: All Civilian and Military Personnel

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

SUBJECT: **Check-out Procedure in Outstations**

1. The present checkout procedure has all military and civilian personnel undergoing checkout formalities at the Mission Headquarters in Kigali only, irrespective of the location of the last posting or assignment.

2. It is essential that outposted personnel, commence their checkout formalities at the place of their last assignment. This is to ensure that all supplies and equipment on temporary issue to them are handed back and fully accounted for, as well as to ensure that no amounts are outstanding against them in respect of telephone calls, lost or unaccounted for items of equipment, or pending Survey Board cases resulting from traffic accidents or other damage to UNAMIR property.

3. The checkout document to be utilized should be signed by the Regional Administrative Officer, as well as by those persons at the sectoral level, Civilian Police or other posts, to whom items of clothing, equipment or supplies have been handed back and whose duty it is to issue receipts therefore.

UNAMIR SECTOR CHECKOUT FORM

NAME: _____ UNAMIR ID #: _____ INDEX Nº: _____

SECTION: _____ EOD: _____

LAST WORKING DAY: _____

PARENT DUTY STATION/
CONTINGENT: _____ DATE: _____

SECTOR	ITEMS	CHECKED/RECEIVED	SIGNATURE
REGIONAL SAO	COMPUTER PRINTER CALCULATOR TYPEWRITER CAMERA BODY ARMOUR HELMET		
REGIONAL COMMS OFFICER	HANDIE TALKIES BATTERY CHARGER TELEPHONE GENERATOR VEHICLE RADIO TRANSISTOR RADIO OUTSTANDING TELEPHONE BILLS OBSERVATION EQUIPMENT		
REGIONAL MTO	VEHICLE SPARE WHEEL WHEEL CLAMP VEHICLE JACK WHEEL SPANNER VEHICLE DOCUMENTS UNREPORTED VEHICLE DAMAGE		

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UNAMIR - KIGALI

Administrative Instruction 001/95 **18 January 1995**

TO: All UNAMIR
Military and Civilian Personnel

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

SUBJECT: **UNAMIR Driving Permit**

This is to remind all holders of UNAMIR driving permits that the validity of them hinges on the validity of their national, international or military driver's permit/licence.

It is therefore your responsibility to ensure that your national, international or military permit/licence remains valid if you are to operate UNAMIR vehicle.

Thank you for your cooperation.

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ADMINISTRATIVE INSTRUCTION N° 016/94

DATE: 16 December 1994

TO: All UNAMIR Personnel

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

SUBJECT: Malaria Alert

Introduction

As you may be aware, malaria is endemic in Rwanda and occurs all year round and in all parts of the country including urban areas. It is a disease caused by parasitic protozoans that occupy and destroy the red blood corpuscles that carry oxygen from the lungs to the tissues and return carbon dioxide from the tissues to the lungs. The malaria parasite is transferred to the human bloodstream by mosquitos. There are four different types of malaria parasites but the main type present in Rwanda, and the only type that is fatal, is *plasmodium falsiparum. Plasmodium falsiparum* can give rise to a form of acute malaria known as cerebral malaria, in which the malaria parasites multiply quickly in the capillaries of the body organs and especially the brain. Cerebral malaria is a progressive condition; it can follow a less malign episode of malaria that is left untreated. Cerebral malaria can cause an apparently healthy adult to fall into a coma within two hours of infection.

(a) Malaria and its symptoms

The typical symptoms of malaria include fever, chills, headaches, joint pain and general weakness. However, the absence of any one or all of the foregoing symptoms at a particular time cannot be taken as conclusive evidence that a person does not have malaria. Many other symptoms that are typically and more frequently associated with other conditions, such as nausea, vomiting, liver problems, jaundice and labial herpes, can be symptoms of malaria in particular cases.

The fever almost invariably experienced in malaria is episodic and occurs with a variety of frequencies. Fever episodes are correlated with periodic discharges by the malaria parasite into the bloodstream; hence, it is easier to detect the presence of the malaria parasite shortly after an episode of fever. However, the potentially low frequency of fever episodes suggests that the absence of fever in a patient during the previous 48 hours is not a sufficient basis on which to conclude that that patient

does not then have malaria. The more subtle the case of malaria, the more experience with the disease the clinician requires, and the more careful patient history need to be taken, in order to detect it. Many people believe that if they have been exposed to malaria over a prolonged period they do not need to take medications to prevent malaria. While this is true for those exposed to the more benign forms of malaria it is not true for plasmodium falciparum. Past exposure to plasmodium falciparum may mask the symptoms of malaria but will not prevent the individual from contracting cerebral malaria. Should you experience any of the above symptoms, please report immediately to your medical officer or to one of UNAMIR medical facilities for diagnosis.

(b) Prevention

There are two general categories of prophylaxis against malaria: protection against mosquito bites and chemical prophylaxis. The first category includes such measures as using mosquito repellent on exposed areas of the skin; using a mosquito net; and using insecticides in work and living areas. There are a variety of courses of chemical prophylaxis. The two major approaches are the regular ingestion of both chloroquine and paludrine and, alternatively, the regular ingestion of mefloquine. Both courses of chemical prophylaxis have side effects associated with long term use ranging from vertigo to damage of optical nerve, and mefloquine is contraindicated for pregnant women and persons with a history of hypertension, epilepsy or psychiatric problems. For UNAMIR, Headquarters New York has advised that the chemical prophylaxis to be used by personnel is mefloquine. Mefloquine (250 mg) is taken at weekly intervals. In addition to protection against mosquito bites which should be part of your daily precautionary measures, you are therefore urged to take mefloquine only as advised. The UN may not bear any responsibility, should complications develop as the result of the use of any other anti malaria-prophylaxis.

(c) UNAMIR policy on testing for malaria

There are two basic tests that a diagnostician can perform to check for malaria. One is called the "quick smear test." A drop of blood is taken from the patient's finger, spread on a slide and fixed with alcohol. The slide is allowed to dry, which can take as little as two minutes. Giemsa solution is then added to color the contents of the slide. Although the clearest results are available between four and 24 hours after the slide is made, in clinical practice the slide, can usefully be examined under a microscope less than 20 minutes after the Giemsa solution has been applied. The other test is called the "thick layer malaria test." In clinical practice the slide can be examined under a microscope less than 20 minutes after the giemsa solution has been applied. The "thick layer malaria test" has the advantage of allowing the clinician to distinguish the type of malaria, if any, present. This

advantage is of limited utility in Rwanda, where *plasmodium falsiparum*, the only potentially fatal strain of malaria, is dominant. In this connection, UNAMIR's policy is to administer either of the basic tests to all admitted patients, depending on symptoms.

Conclusion

Malaria is a very common illness that may be fatal. A range of preventive measures exist including personal protective measures and chemoprophylaxis. If these measures fail and an individual contracts malaria it often presents itself as a flu like illness. Individuals should report to their medical officer or to one of UNAMIR medical facilities if they fear they have contracted malaria. Following diagnosis by a medical officer, appropriate treatment regimes will be instituted in a timely fashion and should prevent the very serious if not fatal complications of malaria. Please be guided accordingly. The FMEDO and the CCPO are requested to provide copies of this Administrative Instruction to all incoming troops and civilian personnel when rotating or being assigned to Rwanda.

File: Admin

UNITED NATIONS
INTEROFFICE MEMORANDUM

NATIONS UNIES
MEMORANDUM INTERIEUR

UNAMIR-MINUAR

ADMINISTRATIVE INSTRUCTION NO. 014/94

December 7, 1994

TO: **All UNAMIR Civilian and Military Personnel**

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

SUBJECT: **Proper use and handling of EDP Equipment**

It has been brought to my attention that there have been several cases of misuse of UNAMIR computer equipment, resulting to damage, both in terms of hardware failure and data loss. In this connection, the following instructions on the proper use and handling of computers and accessories are hereby issued, based on problems encountered by the MIS/EDP Section while servicing these equipment.

A. REMOVAL OF SOFTWARE DIRECTORIES AND FILES

The following elements should not, under any circumstances, be deleted nor tampered with from the personal computer system:

(i) Software provided with the personal computers; even if the software appears to be of limited use. Some software packages are installed specifically for use in troubleshooting and diagnostics of hardware components.

(ii) Directories set up on the hard disk drive (C:\), particularly the directories with file names ETC, FTP, BAT and BANYAN, as well as NOVELL, NC, NDD directories on lap tops. Any changes required should be referred to the Office of the Chief MIS/EDP.

(iii) Files found in the C:\ directory, in particular, COMMAND.COM, CONFIG.SYS, and AUTOEXEC.BAT since these files are important for the operation of the system unit.

B. HARDWARE CONFIGURATION - INTERNAL SET-UP

Hardware configuration is unique for every computer type and should not be tampered with. Due to changes made in the set-up by some users, hard disk failures and crashes have been encountered, causing either permanent damage to the hard disk or resulting in total data loss. Although, undoubtedly, there are a number of computer-literate staff within both the civilian and military components, troubleshooting and all system changes remain to be the task and responsibility of EDP staff only.

C. PROPER EXITING PROCEDURE

A large number of malfunctions have been found to be the result of improper exiting practices from software operation, again causing serious hardware problems and unrecoverable data losses. In this regard, before switching off the computer, it is essential that every software application must be properly 'exited' from and only when the main menu appears on the screen should the computer be switched off.

D. MOVING OF EDP EQUIPMENT

During relocation of offices, computer equipment are sometimes moved by non-EDP staff members which, in several cases, have caused damages due to improper handling and inaccurate reconnection of cables. The computer is an extremely delicate apparatus and needs to be handled and moved in a proper manner. Thus, when relocating EDP equipment, even within the office, the MIS/EDP Section should be contacted.

E. CARE OF EQUIPMENT

Please bear in mind that assigned computers and accessories are UNAMIR property and should therefore be handled with extra care. Computer equipment, especially lap tops and portable printers, have been returned to EDP for repairs bearing scratch marks, having broken screens and other damaged parts and even dents, inflictions not usually resulting from normal use. Special carrying cases for lap tops and portable printers have been provided precisely to protect them from damages and should be used at all times, especially during transport. Also be informed that UPS batteries issued with computers are to prevent loss of data in times of electrical power failure. Should there be a case of power failure, please save work quickly, turn off computers/printers and UPS batteries. UPS should not be used as the source of main power supply to computers. Those UPS batteries available to UNAMIR have limited capacity and are not repairable. Replacement may not be made for equipment damaged due to misuse.

F. NON-STANDARD SOFTWARE AND OTHER APPLICATIONS (INCLUDING GAMES)

Software other than those provided by the MIS/EDP Section will not be supported by EDP staff and, unless extremely required, should not be install[illegible] on personal computers, as valuable disk space is unnecessarily used up and those in[illegible] without proper license pose legal problems for the UN. In addition, most software packages and applications create changes to the configuration of the systems and in the AUTOEXEC.BAT file which could cause malfunctioning, not the least of which is the possibility of contracting virus into the system. This is particularly likely when copying or applying unscanned diskettes obtained from unknown sources. No additional software installations should be made on Hard Disk Drive (C:\) without prior permission from the Chief, MIS/EDP. Please note that UN regulations governing the use of software in UNAMIR is as follows:

Text Processing	**-**	**Wordperfect**
Database Processing	**-**	**Paradox**
Spreadsheet Processing	**-**	**Quattropro**

These have been installed on the computers with se[illegible]ate ver[illegible] under DOS and WINDOWS. Facilities for developing flow charts and graphics form part of the above mentioned packages. All other necessary facilities for using computers, e.g. formatting of diskettes, creation of sub-directories, copying of files, etc., have been provided under Norton Utilities which form part of the main menu on the computers. Should the need arise for any other type of software to be installed on any computer, the issue should be referred to the Chief of MIS/EDP Section.

Strict adherence to the foregoing instructions would greatly assist in the proper maintenance of UNAMIR EDP equipment which are in very limited supply. Finally, I wish to remind you that assigned users are personally held responsible and accountable for any damage caused to the equipment due to negligence and/or tampering. In documented cases of willful tampering, computer equipment in question may be subject to confiscation, apart from possible reimbursement for repair costs.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

ADMINISTRATIVE INSTRUCTION N°. 013/94

DATE: 5 December 1994

TO: All UNAMIR Military & Civilian Personnel

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

SUBJECT: **Status of UNAMIR as non-family mission**

It came to my attention that some dependents of UNAMIR military and civilian personnel are joining their spouse at the duty station in Kigali or elsewhere within Rwanda. Although I am aware that they are travelling at their own expense, I wish to remind the individuals concerned that dependents who travel to the mission area do so at their own risk, and the United Nations will not be held responsible for their welfare, living conditions or security.

In as much as one is aware of the argument that staff members take full responsibility for the safety of their dependents this will not apply at the time of any evacuation. In other words, one cannot see a situation when the United Nations will bear responsibility for the evacuation of a staff member but not of his/her dependents. As you may be aware this situation in actual fact happened during the relocation of members of UNAMIR personnel to Nairobi following the outbreak of the war in April 1994.

You were all fully informed prior to your departure to the duty station of the special status of UNAMIR being a non-family mission. This was also confirmed in the briefing note that you might then have received. Similarly, the guidelines for Governments contributing military and police observers state clearly that observers may not be accompanied by dependents during their tour of duty with UNAMIR.

In this connection, UNAMIR neither authorizes travel for such dependents on its transportation assets nor makes any other arrangements such as securing visas to facilitate their presence in the area. It will not allow security instructions to be circumvented. Therefore, I seek your utmost cooperation in this regard by requesting those concerned to kindly make arrangements to have their dependents leave the mission area of Rwanda immediately, failing which, this office may be obliged to inform FOD/DPKO accordingly.

UNITED NATIONS

Fld: Admin

Administrative Instruction 011/94 — 4 November 1994

TO: All UNAMIR
Military and Civilian Personnel

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

SUBJECT: Scheduled Vehicle Maintenance/Repairs - Accident Vehicles

1. This Circular should be read in conjunction with Administrative Instruction No. 001/94 of 15 July 1994.

2. With reference to the above Circular, it has become necessary once again to remind all UNAMIR drivers of their responsibility to turn in their vehicles for the scheduled maintenance in accordance with the maintenance record card/slip held in the trip ticket folder of each vehicle.

3. Particular attention should be given to all accidented vehicles. It is imperative that these are presented to the Transport Workshops for technical inspection and assessment of the accident damage immediately following the accident. Failure to do so may be potentially hazardous to UNAMIR drivers and other road users because of the unknown mechanical condition of vehicles after accidents.

4. Vehicles requiring maintenance/repairs and/or assesssment of accident damage/repairs in Kigali should be brought to the Transport Section workshop situated in the former Daihutsu Workshop en route to Kigali Airport. Vehicles in the Sector should be brought to the Field Service Assistants/Civilian Motor Transport Officers of that location or to Kigali if these are not presently in location.

5. Vehicles found to have exceeded the number of kilometers of the detailed scheduled maintenance by more than ten per cent will automatically be grounded for detailed inspection and any damage resulting therefrom may be subject to Survey Board action involving the UNAMIR driver.

6. Pressure of work, extended trips or other reasons cannot be accepted as an excuse for abuse of United Nations property by neglect or undue postponement of scheduled maintenance. Instead, you are invited to plan in advance and coordinate with the Transport Maintenance Staff to have your vehicles properly maintained.

7. It would be most appreciated if Heads of Components/Branches/Sections/Units could ensure that their personnel comply with the above. All are reminded that they can be held financially liable for damage to vehicles caused by failing to comply with maintenance schedules, or for not have reporting an accident.

Your co-operation is hereby requested.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR MINUAR

ADMINISTRATIVE CIRCULAR No. 008/94

19 October 1994

TO: All military and civilian section chiefs

FROM: A. H. Golo, OIC
Administration

SUBJECT: Responsibilities of the Receiving and Inspection Unit

A receiving and inspection unit is to be established in all UN missions. This unit is is the focal point for the receipt of all incoming shipment. It is responsble for receiving, inspecting, and certifying acceptance or rejection of all items purchased for the mission. In particular it will ensure that specifications have been meet regarding quality, quantity, delivery date and any special instruction given to the vendor. The unit is also responsible for maintaining records of all incoming shipments and for promptly notifying EDP. Transport, Communications and PCIU that items of their areas of competence have arrived.

On the arrival of a shipment the RIR Unit will:

1 - Receive and inspect all UNAMIR shipped items;

2 - certify the acceptance of the items if their quality, quantity, specifications and date of delivery are in conformity with the purchase order, or in case of transfert from other missions, with the PT107 (herewith attached); and fill the Receiving and Inspection Report (PT 31, copy attached) ;

3 - inform immediately the respective units, in the case of EDP, BMS, Communications and Transport products as well as PCIU for general services category of items; it will be the responsibility of these units to certify the acceptance or rejection of the goods; the receiving and inspection unit will ensure that these units prepare all the relevant Receiving and Inspection Reports (or Discrepancy Reports); the RIR could be used in both cases, as a formal Discrepancy Report Form already designed does not exist

4 - if the quality, quantity, specifications or the delivery date are not conform with the purchase order the unit may reject the products. The receiving and inspection unit will prepare a Discrepancy Report, which might be the same as the Receiving and Inspection Report, in 5 copies, explaining the reasons for the rejection and communicate it the Chief Procurement Officer for further action.

The RIR is the basic document for the settlement of the bills for all local purchases and for claims against the vendor, if necessary.

Considering the importance of the work of the RI unit, all concerned are invited to cooperate in order to facilitate it in the performance of its task.

File: Admin/Legal

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

ADMINISTRATIVE CIRCULAR NO. 007/94

DATE: 11 October 1994

TO: All Military and Civilian Section Chiefs

FROM: Peter J.A. Hornsby,
OIC Administration a.i.

SUBJECT: Status of Mission Agreement

1. The attached check list provides a ready reference for the respective rights and obligations of UNAMIR and the Government of Rwanda. This is provided first in the interests of information and, second, to facilitate follow-up or implementation measures.

2. All addressees are requested to review the attached and to provide comments on areas which fall within their purview. Comments should be provided on points which do not appear to have been implemented, implementation may not be proceeding smoothly or some specific points may require follow-up or clarification.

3. Please provide your comments to Mr. I. Minta, Legal Adviser by not later than 17 October 1994. Your cooperation is appreciated.

cc: **SRSG**
Force Commander
Executive Director
Legal Adviser

RIGHTS AND OBLIGATIONS UNDER UNAMIR STATUS AGREEMENT AND NECESSARY IMPLEMENTING MEASURES

ISSUE/REFERENCE	UNAMIR	GOVERNMENT
1. UNAMIR's status and activities (Art. IV.5 & 6)	• To strictly observe impartial and international nature; • to observe local laws/regs.	• To respect exclusive international nature, and to take appropriate steps to ensure security/safety of UNAMIR personnel
2. Military Conventions (Geneva - UNESCO)	• Full respect of general Conventions re:conduct of military personnel (Art. IV.7.a)	• Full respect of general Conventions re:treatment c military personnel (Art. IV.7.b)
3. UNAMIR identification/insignia (Art. IV.8 & 9)	• SRSG to decide/display/notify Government regarding	
4. Communications facilities (Art. IV.10 &11)	• Right to install/operate viz Art.10 of 1946 Convention	• To facilitate; allocate radi frequencies
5. Private (UNAMIR) mail	• Own arrangements; if involving currency, parcels or packages, conditions by arrangement with Government	
6. Freedom of movement (Art. IV.12)	• Entitled to such, throughout territory; • Coordinate with Government re:large movements of personnel, stores, vehicles, thru airports, etc.	• To supply, where necessary, maps and oth information, including locations of mine fields other dangers/impediment
7. UNAMIR vehicles (Art. IV.13)	• Shall carry 3rd party insurance per relevant legislation	• No registration/licensing requirements
8. Roads, bridges, canals, ports, airfields (Art. IV.14)	• Exemption from dues/tolls/charges, except charges for services rendered	• Not to levy dues/tolls/charges, excep for services rendered
9. UNAMIR's status as subsidiary organ of UN; privileges, immunities under 1946 Convention; extend to funds/assets of participating states (Art. IV.15)	• For details, see under Government. • SRSG to ensure that commissaries established are not abused (eg, by sale/resale of goods to persons not entitled)	Recognizes rights of UNAMIR t • Duty-free importation • establish/operate commissaries • no customs/excise, warehouse restriction re-export or otherwise dispose of (goods/mate

ISSUE/REFERENCE	UNAMIR	GOVERNMENT
10. UNAMIR premises (Art. V.16)	• Such premises, even when provided by Government, shall be inviolable and subject to exclusive control and authority of the UN • Entry to UNAMIR premises: UN alone controls (Art. V.19	• Shall provide, to extent possible headquarters, camp, and other premise for operational and administrative activities, and for accommodation c members of UNAMIR (no mention of charges)
11. Shared premises (Art. V.16)	• Where UN troops are co-located with Rwandese troops, direct/immediate access by UNAMIR shall be guaranteed	• To guarantee such access
12. Water, electricity and "other necessary facilities" (Art. V.17)	• To maintain any facilities provided by Government; may generate own electricity (Art V.18)	• To assist, as far as possible, in obtaining the same priority as essentia Government services; payment on agreed term
13. Local purchases/services (Art. V.20)	• To ensure, on basis of information from Government, that local purchases do not adversely affect the economy	• To assist in obtaining, a far as possible; no sales taxes
14. Sanitary/health services (Art. V.21)	• Both parties to cooperate fully in accordance with international Conventions	
15. Local personnel (Arts V. 22; VI. 28, 46)	• Recruitment at UNAMIR's discretion • Immunity regarding official activities; exemption from tax and national service obligations	• Government to facilitate upon request
16. Local currency (Art. V.23)	• As needed	• Government to provide most favourable rates
17. Diplomatic privileges of SRSG, FC & PC (Art. VI.24)	• ... and of "such high-ranking members of the SRSG's staff as may be agreed upon" with Government (Agreement needed here)	• Government to recogni observe diplomatic priv under sections 19 & 1946 Convention

ISSUE/REFERENCE	UNAMIR	GOVERNMENT
18. Other UN officials (Art. VI.25)	• Privileges and immunities under Arts V & VII of 1946 Convention, including: • immunity from legal process • exemption from income tax and other direct taxes/fees/charges except municipal rates • immunity from immigration/alien registration requirements • duty free import of furniture/personal effects. All for official, not personal benefit; avoid abuse of privileges	• Government to recognize and observe Arts V & VII regarding.
19. MILOBS, Civ-Pol and Civilian personnel other than UN officials (Art. VI.26)	• Privileges/immunities of "Experts on Mission": Art. VI of Convention • UNAMIR to notify names to Government	• To recognize/observe Art. V (Convention)
20. Military personnel of national contingents (Art. VI. 27, 37, 38, 39, 47)	• Privileges/immunities same as "Members of UNAMIR" (see below) • Shall wear their national uniform with UN insignia (Art VI. 37) • May carry arms on duty (also, civ-pol and security officers (Art. VI. 37) • Under exclusive jurisdiction of their states regarding any criminal acts (Art. VI. 47. b)	• To recognize/observe same • To recognize permits or licenses issued by UN/SRSG to UNAMIR personnel re:firearms (also, drivers' licenses)
21. Members of UNAMIR (including military; excluding locals) Arts VI: 29, 30-34, 46-48	• Exempt from: income tax; direct taxes (except municipality rates); registration fees/charges; customs duty on personal effects; immigration registration/restriction; • Immune from legal process regarding official activities • Any crimes to be handled by SRSG and Government • Civil claims against: SRSG to be notified for certification before proceeding, but personal liberty not to be restricted regarding.	• To recognize/observe same

	ISSUE/REFERENCE	UNAMIR	GOVERNMENT
22.	Entry, residence, departure (Art. VI: 32-34	• SRSG and members of UNAMIR: right to freely enter, reside in, and depart from Rwanda; • To inform Government of entry/departure; • No passport/visa requirements or immigration inspections; etc.	• To facilitate entry/departur • Entry/exit only requires: (a) individual or collective movement order b SRSG or Participating Stat (b) Personal ID for national, or UN LI
23.	Staff identification (Art VI: 35, 36)	• SRSG to issue numbered ID cards; • Members to present on demand by Government official, but not surrender IDs	• UNAMIR IDs the only documents required
24.	Policing/Powers of Arrest (Art VI: 40-42)	• Personnel designated by SRSG shall police UNAMIR premises and deployment areas with powers of arrest; • Military police have powers of arrest over military personnel.	• Government officials may take into custody any member of UNAMIR: (a) at request of SRSG; or (b) in the commission/attem of a crime [42]
25.	Custody/Investigations/ (Art VI: 41-45; 47)	• Military personnel arrested shall be transferred to their contingent commander [41]; • Arrested on UNAMIR premises: transfer to Government [41]; • Preliminary investigation shall not delay transfer of custody; • UNAMIR and Government to cooperate regarding all necessary investigations [44] • Prosecution of UNAMIR civilians subject to SRSG/Government agreement [47.a]; failing which: see **Settlement of Disputes**	• UNAMIR personnel arrest for crimes: transfer immediately to UNAMIR [42] • Government to promptly inform UNAMIR regardinc any UNAMIR member suspected of crime with evidence [47] • Government to prosecute persons accused of acts against UNAMIR or its members [45]
26.	Deceased members (Art. VI. 49)	• SRSG to take charge	

	ISSUE/REFERENCE	UNAMIR	GOVERNMENT
27.	Settlement of disputes (Art. VII: 50-54)	• Any private-law claims excluded from Rwandese jurisdiction by this Agreement: submit to standing **Claims Settlement Commission to be established** [50]; • Disputes regarding local staff: submit to SRSG/Admin procedures [51]; • Any other disputes, or appeals from claims settlement commission: submit to **tribunal of three arbitrators**, unless otherwise agreed [52]; • Disputes regarding 1946 Convention: see Section 30 of Convention [53]	
28.	Liaison/Implementation (Arts. IX; X. 56)	• Appropriate steps by both parties;	• **Government has ultimate responsibility for implementation /observance of privileges/immunities of UNAMIR by all Government agencies**

Fb. Admin

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

ADMINISTRATIVE INSTRUCTIONS NO. 006/94 Amdt. 2

DATE: 28 November 1994

To: All UNAMIR International Civilian Staff

From: Ally H. Golo, OIC
Administration

Subject: R and R Policy

1. Further to the Administrative Instructions No. 006/94 and 006/94 Amdt. 1, I am pleased to inform you that the Office of Human Resources Management has now approved the inclusion of Nairobi in UNAMIR mission area for R & R purposes.

2. Staff members are also advised that para 3 of AI 006/94 is hereby amended:

> **"3. R & R entitlement consists of a full three working days off at the end of the qualifying period. This is not cumulative and may be taken after the entitlement has been established as per para 4 below. Accumulation of credit toward the next period of R&R does not commence until return from the previous R&R. R&R may be combined with annual leave, provided the exigencies of service permit a pro-longed absence. This latter is a decision for section heads on a case-by-case basis. It may not be combined with family visit or home leave travel."**

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

ADMINISTRATIVE INSTRUCTIONS NO. 006/94 Amdt. 1

DATE: 14 November 1994

To: All UNAMIR International Civilian Staff

From: Ally H. Golo, OIC
Administration

Subject: R and R Policy

1. Further to the Administration Instructions No. 006/94 of 8 October 1994 on the above subject and following discussions with FOD/OHRM, staff members are advised that para 5 of the above Administrative Instructions has been amended and should now read as follows:

> **"5. In order to obtain the full three days, staff may depart the mission on the last flight of the day immediately prior to the R & R period provided that the flight will not be earlier than 5:00 P.M. and return to the duty station on the first flight of the day immediately following the R & R provided that the staff member can report for duty before 10:00 A.M. on the same day."**

2. Immediately upon return from R & R, FVT, AL and HL staff members are kindly requested to complete and sign the attached form. After having obtained the signature of the Chief of Section, the form must be sent to Personnel Section for review and recording. Also note that approval for R & R has been delegated to the CCPO, except in cases of Chiefs of Sections which will be approved by the CAO.

Please be guided accordingly.

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

REPORT UPON RETURN FROM LEAVE

(HOME LEAVE, ANNUAL LEAVE, FAMILY VISIT, R & R)

1. **Name:** _____ **I.D. No.** _____

2. **Section:** _____

3. **Type of Leave:** _____

4. **From** _____ **to** _____

5. **Place of Leave:**
   City: _____ Country: _____

6. **Date and Time of departure from Kigali:** _____

7. **Date and time of arrival to Kigali:** _____
   (Please attach Boarding Pass)

8. **Date and Time of resuming duties:** _____

I certify that the above information (1 to 8) is correct:

Signature: _____
(Staff Member)

Date: _____

I certify that the above information (6 to 8) is correct:

Signature: _____
(Chief of Section)

Date: _____

AFTER SIGNATURE OF SECTION CHIEF PLEASE FORWARD TO PERSONNEL

FOR PERSONNEL USE ONLY

The above Staff Member returned from -

☐ **HL** ☐ **AL** ☐ **FVT** ☐ **RR**

Number of days outside mission area: _____

Number of days taken: _____

Balance of accrued MSA credit as of: _____ days: _____

Balance of accrued AL as of: _____ days: _____

Earliest date of next entitlement (if applicable)

HL _____

FVT _____

RR _____

Certified by:

Signature: _____
(CCPO)

Date:

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

ADMINISTRATIVE INSTRUCTIONS NO. 006/94 Amdt. 1

DATE: 14 November 1994

To: All UNAMIR International Civilian Staff

From: Ally H. Golo, OIC
Administration

Subject: R and R Policy

1. Further to the Administration Instructions No. 006/94 of 8 October 1994 on the above subject and following discussions with FOD/OHRM, staff members are advised that para 5 of the above Administrative Instructions has been amended and should now read as follows:

> **"5. In order to obtain the full three days, staff may depart the mission on the last flight of the day immediately prior to the R & R period provided that the flight will not be earlier than 5:00 P.M. and return to the duty station on the first flight of the day immediately following the R & R provided that the staff member can report for duty before 10:00 A.M. on the same day."**

2. Immediately upon return from R & R, FVT, AL and HL staff members are kindly requested to complete and sign the attached form. After having obtained the signature of the Chief of Section, the form must be sent to Personnel Section for review and recording. Also note that approval for R & R has been delegated to the CCPO, except in cases of Chiefs of Sections which will be approved by the CAO.

Please be guided accordingly.

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

REPORT UPON RETURN FROM LEAVE

(HOME LEAVE, ANNUAL LEAVE, FAMILY VISIT, R & R)

1. **Name:** _____ **I.D. No.** _____

2. **Section:** _____

3. **Type of Leave:** _____

4. **From** _____ **to** _____

5. **Place of Leave:**
   City: _____ Country: _____

6. **Date and Time of departure from Kigali:** _____

7. **Date and time of arrival to Kigali:** _____
   (Please attach Boarding Pass)

8. **Date and Time of resuming duties:** _____

I certify that the above information (1 to 8) is correct:

Signature: _____
(Staff Member)

Date: _____

I certify that the above information (6 to 8) is correct:

Signature: _____
(Chief of Section)

Date: _____

AFTER SIGNATURE OF SECTION CHIEF PLEASE FORWARD TO PERSONNEL

FOR PERSONNEL USE ONLY

The above Staff Member returned from -

☐ **HL** ☐ **AL** ☐ **FVT** ☐ **RR**

Number of days outside mission area: _____

Number of days taken: _____

Balance of accrued MSA credit as of: _____ days: _____

Balance of accrued AL as of: _____ days: _____

Earliest date of next entitlement (if applicable)

HL _____

FVT _____

RR _____

Certified by:

Signature: _____
(CCPO)

Date:

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

UNAMIR - MINUAR

ADMINISTRATIVE INSTRUCTIONS NO. 006/94

DATE: 08 October 1994

To: All UNAMIR International Civilian Staff

From: Ally H. Golo, OIC
Administration

Subject: R & R Policy

1. In view of the conditions under which UNAMIR personnel are currently working, a R&R policy has been developed to allow all personnel the opportunity to take some time for rest and recreation to compensate for long hours of work and difficult living conditions.

2. The amount of work currently involved in the mission, requires that all international staff work the hours necessary to ensure tasks are completed. This is interpreted to mean that the staff member will have worked hours in excess of what may be published as official working hours. The work week is considered as six full days, Monday to Saturday.

3. R&R entitlement consists of a full three working days off at the end of the qualifying period. This is not cumulative and must be taken at the time it is earned. If R&R time is not taken within two weeks of having been earned, the time is forfeit. Accumulation of credit toward the next period of R&R does not commence until return from the previous R&R. R&R may be combined with annual leave, provided the exigencies of service permit a pro-longed absence. This latter is a decision for section heads on a case-by-case basis. It may not be combined with family visit or home leave travel.

4. Entitlement to R&R is based on:

   a. First period - following completion of 36 full working days in the mission - in Rwanda.

   b. Subsequent periods - following completion of 24 full working days in the mission - in Rwanda.

c. If, during a qualifying period, an individual spends time outside Rwanda on official duty, the qualifying time for R & R is extended by one week for each 48 hrs spent outside Rwanda.

d. After return from Home Leave, Family Visit Travel or Annual Leave of two weeks or longer, staff must meet the initial 36 days working day requirement before qualifying for the next R & R period.

5. In order to obtain the full three days, staff may depart the mission on the last flight of the day immediately prior to the R & R period and return on the first flight of the day immediately following the period.

6. This R & R period may be combined with Sunday, effectively giving a four day weekend. In this case, return to the mission must be on the last flight on the fourth day.

7. Please note that MSA will continue to be paid during R & R provided that the staff concerned spend their R & R within the mission area. As it currently stands, the designated mission area for UNAMIR is defined as Rwanda and Uganda which would preclude payment of MSA for R & R taken in Nairobi. However, the question of inclusion of Nairobi in mission area for R & R purposes is being reviewed by the Office of Human Resources Management (OHRM) in New York and you will be advised as soon as a decision has been taken.

8. Pending the decision of OHRM to include Nairobi in the mission area, staff member who wish to take R & R in Nairobi may do so and subsequently submit a claim for retroactive payment of MSA.

9. All staff are to note, this R&R is a privilege, not an entitlement or a right. Simple physical presence in Rwanda is not sufficient to earn this privilege. Staff must demonstrate that they have worked extra hours and days over the qualifying period. This matter is to be controlled by section chiefs.

10. For purposes of calculation of this R&R, the effective date of commencement is as of 1 August 1994.

UNITED NATIONS
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UNAMIR - MINUAR

Please print or type
in two copies.

REQUEST FOR R AND R

1.- Name _____ Section _____

2.- Date of entry on duty ***UNAMIR, Kigali*** _____

3.- Full address of place of ***RR***: _____

_____

Phone _____

4.- Duration of ***R*** and ***R***: from _____ to _____

5.- ***R*** and ***R*** combined with Annual Leave:

AL from _____ to _____

(Please complete separate request for *AL* and attach to this request)

Section chief's approval:

Signature: _____ Date: _____

6.- Last ***Home Leave*** from _____ to _____

7.- Last ***Family Visit*** from _____ to _____

8.- Last ***R*** and ***R*** from _____ to _____

For Personnel use only:

Verified by _____

Verified by _____

Verified by _____

9.- I hereby certify that I will take ***R*** and ***R*** within the mission area at the place indicated under 3 above and request payment of ***MSA*** during ***R*** and ***R***.

Staff member's Signature _____ Date _____

10.- I hereby certify that I will take ***R*** and ***R*** outside the mission area and do not request payment of ***MSA*** during ***R*** and ***R***.

Staff member's Signature _____ Date _____

Chief Administrative Officer's Approval.

Signature: _____ Date: _____

NB: An MOP duly completed must be attached to this request.

CC. Finance Unit
SIM and leave file

File: Boards of Inquiry

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION IN RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

DATE: 24 September 1994
Ref: AHG/MMN

ADMINISTRATIVE INSTRUCTION NO. 005/94

TO: All UNAMIR Military and Civilian Heads of Components, Chiefs of Sections and Branches/Units

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

SUBJECT: Standing Operating Procedures on Reporting, Investigations, and Boards of Inquiry

I. REPORTING

1. All accidents/incidents resulting in injury/death to UNAMIR personnel or third parties, or resulting in damage/loss to UNAMIR, contingent, or third party owned property, shall be reported immediately. Where military personnel are involved, a report shall be made forthwith to the unit commander who shall inform the nearest Military Police, the Sector Commander, the Chief of Staff (COS), the Chief Military Personnel Officer (CMPO) and the office of the Director of Administration (DOA)/Chief Administrative Officer (CAO). Where only UNAMIR civilian staff are involved in accidents/incidents resulting in injury/death to UNAMIR personnel or third parties a report shall be made immediately to the Military Police, the Civilian Police (CivPol), the Chief Civilian Security Officer (CCSO) and the DOA/CAO.

2. A detailed description of the incident, including the names and addresses of those involved, the date and time of the incident, the circumstances surrounding the accident/incident, the make and serial numbers of vehicles involved, the nature and extent of damage or loss to property, including vehicles and other items, shall be recorded.

II. INVESTIGATIONS

3. Upon receiving a report of any serious incident referred to in paragraph 3 above, the Force Provost Marshall (FPM)/CMPO or CCSO at mission headquarters shall immediately carry out a complete investigation in order to obtain and record all factual evidence before it becomes obliterated. Commanding officers or civilian section chiefs, as appropriate, shall ensure that the

scene of any serious accident/incident within their area of responsibility is protected until the arrival of the appropriate authorities and that objects that might be useful as evidence are not disturbed.

4. In all cases the investigating officers must, to the extent possible, commence investigations promptly and complete them before the individuals involved and any witnesses leave the mission area due to rotation or repatriation. Priority shall be given to reports on incidents/accidents involving death, serious injury, or major property damage or loss. Completed investigation reports shall have the following documents attached:

(a) Statements from all personnel involved and witnesses to the accident/incident, as well as English translations of the same;

(b) Medical reports on all injured parties (and, in the case of a fatality, the death certificate and any autopsy report);

(c) Results of any tests taken to determine whether the U.N. driver was physically impaired at the time of the accident/incident;

(d) Damage/Discrepancy reports on all damaged vehicles;

(e) Technical inspection reports on any U.N. or contingent-owned weapons involved in the accident/incident; and

(f) Sketches, maps and photographs relating to the accident/incident.

5. In accordance with the Field Administration Manual, the following, and similar others, are considered serious accidents/incidents:

(a) those in which a member of a mission dies or is seriously injured as a result of an incident, suspected misconduct on his/her part, or wilful act(s) or gross negligence on the part of another member of the mission or any other person;

(b) those in which serious injury or death is caused to a third party in a case involving a mission member;

(c) those in which a third party incurs serious loss or damage in an incident involving a member of the mission;

(d) cases involving major property loss or damage to UNAMIR and contingent-owned property, including that resulting from suspected negligence, unsatisfactory control or accounting procedures, fire, explosion or similar occurrence other than in the course of operational activities, or that occurring in any other circumstances where responsibility for the loss or damage is unclear;

(e) members from different contingents are involved;

(f) the Head of Mission/SRSG considers the incident serious enough to warrant investigation by a Board of Inquiry.

6. Accidents/incidents in which

(a) a civilian or military member of the mission suffers minor injuries;

(b) a third party suffers minor injuries or incurs damage or loss to property involving civilian or military members of the mission;

(c) there is minor loss or damage to UNAMIR or contingent-owned property.

shall constitute minor accidents/incidents within the meaning of sub-paragraph 1.2 of paragraph 1.0 of Part IV of Chapter 6 of the Field Administration Manual.

7. In view of the need to avoid wasting MP/CivPol/CCSO resources investigating minor accidents and petty thefts of vehicle mirrors, wipers, etc., driver accident/theft reports (DARs), after scrutiny by the Chief Transport Officer (CTO), shall suffice. However, such reports shall be distributed as if they were MP/CivPol/CCSO reports, and shall be the basis for the issuance by the Military Police of Final Traffic Accident Reports containing: a copy of the Damage Discrepancy Report; a Minor Theft Report; a copy of the Driver's Accident Report; and a memorandum from the Military Police. The Military, Civilian Police, and Civilian components shall prepare Summary Disposal Reports only for those cases in which the amount of damage or loss is $1500 or less. And since all cases in which the amount of damage or loss is $400 or less are dealt with by summary disposal irrespective of liability, such cases shall therefore be sent by the Legal Officer directly to the Local Property Survey Board for its action subject to a record of such cases being kept by the Boards of Inquiry Unit.

III. BOARDS OF INQUIRY

8. The DOA/CAO shall initiate board of inquiry action immediately upon receipt of an investigation report, in all cases whether involving members of formed military units, non-formed military units, Civilian Police, or civilian members of the Mission.

9. All serious accidents/incidents referred to in paragraph 3 above involving civilian staff, members of the Civilian Police (Civpol), members of formed and non-formed military units, shall be investigated by Headquarters Boards of Inquiry constituted in accordance with the knowledge and expertise required by each case. The appointed chairpersons for such boards shall be senior civilian/military officials. Therefore the requirement for Contingent Boards of Inquiry within the meaning of paragraph 1.0, sub-paragraph 1.1 (serious cases) of Part IV of Chapter 6 of the Field Administration Manual is hereby waived.

10. Headquarters Boards of Inquiry referred to in paragraph 9 shall be convened by the SRSG in all cases referred to in paragraph 5 above.

11. Boards of Inquiry (Standing or not) shall be convened upon the order of the DOA/CAO in all cases referred to in paragraph 6 above, and shall be constituted in accordance with the particular knowledge and expertise required for each case.

IV. CONVENING ORDERS FOR BOARDS OF INQUIRY, AND THE COMPOSITION OF THE MEMBERSHIP THEREOF

12. A Board of Inquiry shall commence upon the Convening Order of the Head of the Mission (or his delegate) who also appoints three responsible individuals from among the mission staff as members of the board, and specifies the board's terms of reference. The following model convening orders for the different boards of inquiry are provided in **Annexes A, B, C and D** hereto:

(a) Model Convening Order for a Headquarters Board of Inquiry in respect of serious accidents/incidents;

(b) Model Convening Order for a Standing Headquarters Board of Inquiry in respect of serious accidents/incidents; and

(c) Model Convening Order for a Board of Inquiry in respect of paragraph 6 cases.

(d) Model Convening Order for a Standing Board of Inquiry in respect of paragraph 6 cases.

13. The DOA/CAO and the Chief Finance Officer (CFO) are considered permanent members of all Constituted Boards of Inquiry and may attend meetings as they desire and consider necessary. They are to be given notice of all meetings. The Chief Civilian Personnel Officer (CCPO) shall appoint a civilian secretary to each such board.

14. Any appointed member who is unable to serve due to unforeseen circumstances must immediately inform the DOA/CAO/CMPO as appropriate. In view of the requirements in paragraphs 3 and 4 hereto for speedy investigations in order to guard against the destruction of evidence and the departure of witnesses from the mission area before investigations are concluded, the chairpersons, members and advisers of a Board of Inquiry shall not proceed on other missions or on leave until the Board's report has been completed and submitted.

15. Once a Board has been convened the chairperson, upon receipt of the convening order, shall immediately contact the Legal Officer/the DOA/CAO who shall provide an initial briefing. The Legal Officer/the DOA/CAO shall review the final draft of the report prior to its submission to the Head of Mission for consideration and comment. The chairperson shall regularly advise the Legal Officer/the DOA/CAO of the Board's progress and submit the final draft report for his/her review one week prior to the designated deadline.

16. United Nations staff members may be ordered to appear and testify as witnesses before a Board of Inquiry, as may members of national military or civilian contingents. Any other persons, including local citizens and local police or military officers, may be requested to make statements before a Board or answer its questions but are under no obligation to do so.

17. Witnesses shall be questioned individually by the Board and in the absence of other witnesses, so that information received from one may be compared with that received from others. If necessary, witnesses who have provided information may be questioned again by the Board to clarify any ambiguities in their statements and to indicate to what extent, if any, they have knowledge of relevant facts not mentioned in their initial statements.

18. If a witness refuses to make a statement to the Board, the Board shall record that fact, and shall be obliged to explain any omissions in questioning identified witnesses.

19. If feasible and deemed useful, the chairperson and members of the Board shall visit the scene of the accident/incident and note any important observations that could have a bearing on the determination of the case.

20. A Board of Inquiry does not consider questions of compensation or legal liability.

21. Administrative procedures for a headquarters Board of Inquiry are set out in **Annex G** to this instruction.

V. FINDINGS OF A HEADQUARTERS BOARD OF INQUIRY

22. A Board shall reach its findings only after it has considered all the evidence, and such findings shall be based on and supported by the evidence contained in the report. If there is conflicting evidence as to a matter on which a finding is required, the Board shall, if it prefers one version, explain the preference.

23. A Board shall make at least the following findings relating to the incident under investigation:

a. Findings required concerning death or injury (cases other than motor vehicle accidents)

i. full name of deceased or injured person;

ii. time, date and place death or injury occurred;

iii. cause of death or injury;

iv. whether any person was responsible for the death or injury;

v. if so, identification of person(s) responsible;

vi. whether any court action (prosecution or law suit) has been initiated;

vii. whether deceased or injured person was on United Nations duty at the time of the incident;

viii. whether and when hospitalized, if appropriate;

ix. identification of Military Police (MP) who investigated the incident (attach copy of the MP report);

x. whether any United Nations regulations, rules, orders or instructions were contravened

b. <u>Findings required concerning motor vehicle accidents</u>

i. time, date and place of accident;

ii. identification of vehicle(s) involved;

iii. identification of persons involved (drivers, passengers and pedestrians

iv. identification of person(s) injured;

v. weather, lighting and road conditions;

vi. cause of the accident;

vii. identification of person(s) responsible;

viii. identification of damage to vehicles and other property

ix. identification of MP who investigated (attach copy of the MP report);

x. actual or estimated cost of repairs to vehicle(s) involved

xi. names and addresses of insurers of vehicle(s) involved, if any;

xii. whether or not the United Nations driver was on duty at the time of the accident (if applicable);

xiii. if possible to ascertain if the driver was sober.

c. Findings required concerning damage to or loss of equipment

i. time and date that damage or loss was discovered;

ii. to whom, by whom, and when the loss was reported;

iii. who was responsible for custody of the equipment;

iv. the value of missing article(s) or cost of repairing equipment;

v. name and address of insurer, if any;

vi. whether theft is suspected and whether security authorities were notified (if so, identify security officer).

VI. THE REPORT AND RECOMMENDATIONS OF A HEADQUARTERS BOARD OF INQUIRY

24. The format for the report of a Headquarters Board of Inquiry is shown in **Annex F.**

25. The recommendations of a Board shall deal with any action that in the opinion of the Board should be taken by United Nations authorities, for example action to avoid the recurrence of an incident, such as specific additional safety precautions, or legislative or administrative action such as amending regulations, rules or instructions.

26. The chairperson shall submit a typed draft report, together with all necessary documents and attachments, for review by the Legal Officer for the DOA/CAO.

27. After review the report shall be finalized. The Legal Officer shall prepare for the DOA/CAO, in consultation with the chairperson of the Board, a memorandum to the Head of Mission presenting the Board's report and any comments thereon.

VII. REVIEW OF REPORT BY HEAD OF MISSION AND CLOSURE OF FILE

28. The Head of Mission shall review the report in consultation with the appropriate technical personnel on his staff (e,g. Legal Officer, Medical Officer). When transmitting the report to United Nations Headquarters (Office for Special Political Affairs and the FOD) he/she shall indicate whether he/she has accepted the recommendations of the Board and what measures have been taken to implement them, along with his/her own comments on them and, if necessary, on the report in general.

29. Any recommendations submitted for the Head of Mission's decision, together with his/her comments thereon, shall be communicated to the DOA/CAO who shall request appropriate action from the staff concerned in the DOA/CAO's Office or from the Commanding Officer concerned.

30. The Board of Inquiry file shall be closed after the Head of Mission has forwarded copies of the Board's report to United Nations Headquarters. However, the file and all relevant documentation shall be retained in the mission archives indefinitely.

VIII. REPORTS OF NON-HEADQUARTERS BOARDS OF INQUIRY (WHETHER STANDING OR NOT)

31. Reports of ordinary boards of inquiry in respect of matter referred to in paragraph 6 of these SOPs shall conform in all respects, in terms of findings and the presentation thereof, to those for Headquarters Boards of Inquiry. However, the recommendations of ordinary boards of inquiry shall be dealt with by the DOA/CAO who shall take the necessary action, which may require referring the matter to the Local Property Survey Board, the Claims Unit, or the Chief Civilian Personnel Officer. The DOA/CAO may then close the file.

IX. SUMMARY DISPOSAL OF REPORTS ON INCIDENTS WITHOUT CONVENING A BOARD OF INQUIRY

32. Pursuant to the provisions of paragraph 7, summary disposal actions shall be taken in cases in which (1) there is no death or serious injury; (2) the loss or damage to U.N. or contingent-owned property implicated is not more than US$1500, and the item involved is not an "attractive item" (e.g. camera, computer, calculator, facsimile machine, television, video cassette player,

telephone, etc.); (3) there is no indication of gross negligence or fraud on the part of any U.N. personnel; and (4) no serious disciplinary action can be foreseen. Summary disposals shall be dealt with by the Formed Unit Commander (in cases involving military personnel of formed units), the Force Commander (in cases involving military personnel not part of a formed unit) or the Commissioner of Police (in cases involving CIVPOL monitors) in conjunction with the DOA/CAO.

(a) Incidents not involving death or injury, and in which loss is not more than $1500

(i) Incidents not involving death or injury and in which the loss suffered by the UNAMIR or members thereof is not more than US $1500 per occurrence, and where no serious disciplinary action can be foreseen, may be dealt with by the DOA/CAO where civilian staff are involved, and by the DOA/CAO in conjunction with the contingent commander where military personnel are concerned, without convening a Board of Inquiry.

(ii) The incidents referred to in paragraph 32 above shall nevertheless be properly documented, with identification of the individuals and any items of property involved; detailed findings and recommendations regarding responsibility for the loss and disposition of the property in question; and an indication of any resulting disciplinary and/or corrective action. The report shall be forwarded in triplicate to the CMPO in cases involving only military personnel and no financial loss to the United Nations; and to the DOA/CAO in cases involving civilian personnel and no financial loss to the United Nations.

(b) Driver's Accident/Theft Reports as Basis for Summary Disposal Action

(i) In cases in which drivers of U.N. vehicles report accidents resulting in minor damage, or report petty theft, whereby the nature of the incident attracts no disciplinary action, the Military, Civilian Police, and Civilian components shall prepare Summary Disposal Reports if the amount of damage or loss is $400 or below. And since cases in which the amount of damage or loss is $400 or below are dealt with by summary disposal irrespective of liability, such cases shall be sent by the Legal Officer directly to the Property Survey Board for its action subject to a record of the same being kept by the Boards of Inquiry Unit.

(ii) Investigating agencies shall not dispose of any files relating to summary disposals until a proper release has been given by the office of the DOA/CAO.

33. The format for summary disposal actions with respect to accidents/incidents referred to in paragraph 32 (a) and (b) above is provided in **Annex E** of these SOPs.

X. CONVENING ORDERS FOR BOARDS OF INQUIRY

34. Models for Convening Orders for the four types of boards applicable under these SOPs are given in Annexes **A, B, C and D.**

ANNEX A

MODEL CONVENING ORDER FOR A HEADQUARTERS BOARD OF INQUIRY IN RESPECT OF SERIOUS ACCIDENTS/INCIDENTS

(Name of Mission)

DATE: ....

TO: see Distribution

FROM: SRSG

SUBJECT: CONVENING ORDER: HEADQUARTERS BOARD OF INQUIRY NO.....UNAMIR

1. In accordance with established procedures, **Headquarters Board of Inquiry No.....** is hereby convened to investigate and report on an incident/accident which occurred on ...(date) at...(location).

2. The Board is to submit the final report and 6 copies by:

.....

3. Composition:

(a) Chairperson
(b) Member
(c) Member
(d) Member/Secretary

4. The Chairperson shall advise the Legal Officer/DOA/CAO of the Board's progress and shall submit a draft report, with annexes to him/her for advice on substance and form, one week prior to the designated deadline.

5. After receiving the comments of the DOA/CAO/Legal Officer, the Chairperson shall have the report prepared in its final form. It will be signed by all members and submitted to the Legal Officer for transmission to the DOA/CAO for consideration and comment. The DOA/CAO in turn will submit it to the SRSG with a copy to the Force Commander (in cases involving military personnel).

6. The terms of reference are attached.

ANNEX B

MODEL CONVENING ORDER FOR A STANDING HEADQUARTERS BOARD OF INQUIRY IN RESPECT OF SERIOUS ACCIDENTS/INCIDENTS

(Name of Mission)

*

DATE: ....

TO: see Distribution

FROM: SRSG

SUBJECT: CONVENING ORDER: STANDING HEADQUARTERS BOARD OF INQUIRY NO.....UNAMIR

1. In accordance with UNAMIR Standing Operating Procedures (SOPs) (forwarded under Administrative Instruction No._____ dated ____ September 1994, Standing Headquarters Board of Inquiry No.____ is hereby convened to investigate and report on a number of accidents/incidents involving UNAMIR personnel and resulting in serious injury and/or major property damage.

2. The initial group of cases to be submitted to the Standing Board is as follows (with reference to the last name of the UNAMIR driver/member involved and the date of the accident/incident):

Case No. ____: _____
Case No. ____: _____
Case No. ____: _____
Case No. ____: _____

Additional cases may be submitted to the Board for investigation and reporting pursuant to a directive issued by the SRSG.

3. The Chairperson shall keep the Legal Officer informed of the Board's progress and shall submit the Board's reports in conformity with paragraph 21 of these SOPs and paragraph 5 of Annex **A or C** hereto to the Legal Officer in accordance with the following schedule:

(Cases and dates when to be submitted)

4. Composition: Chairperson:
Member:
Member:
Secretary:

ANNEX C

MODEL CONVENING ORDER FOR BOARD OF INQUIRY IN RESPECT OF MINOR ACCIDENTS/INCIDENTS

* (Name of Mission)

DATE: ....

TO: see Distribution

FROM: SRSG

SUBJECT: CONVENING ORDER: BOARD OF INQUIRY NO.....UNAMIR

1. In accordance with established procedures, Board of Inquiry No..... is hereby convened to investigate and report on an incident/accident which occurred on ...(date) at...(location).

2. The Board is to submit the final report and 4 copies by:

.....

3. Composition:

a. Chairperson

b. Member

c. Member

d. Member/Secretary

4. The Chairperson must advise the Legal Officer of the Board's progress and shall submit a draft report, with annexes to him/her for advice on substance and form, one week prior to the designated deadline.

5. After receiving the comments of the Legal Officer/CAO, the Chairperson shall have the report prepared in its final form. It will be signed by all members and submitted to the DOA/CAO for consideration and comment. The DOA/CAO in turn will submit it to the SRSG with a copy to the Force Commander (in cases involving military personnel).

6. The terms of reference are attached.

ANNEX D

MODEL CONVENING ORDER FOR A STANDING BOARD OF INQUIRY IN RESPECT OF MINOR ACCIDENTS/INCIDENTS

(Name of Mission)

DATE: ....

TO: see Distribution

FROM: SRSG

SUBJECT: CONVENING ORDER: STANDING BOARD OF INQUIRY NO.....UNAMIR

1. In accordance with UNAMIR Standing Operating Procedures (SOPs) (forwarded under Administrative Instruction No._____ dated ____ September 1994, Standing Board of Inquiry No.____ is hereby convened to investigate and report on a number of accidents/incidents involving UNAMIR personnel and resulting in minor injury and/or minor property damage.

2. The initial group of cases to be submitted to the Standing Board is as follows (with reference to the last name of the UNAMIR driver/member involved and the date of the accident/incident):

3. The Chairperson shall keep the Legal Officer informed of the Board's progress and shall submit the Board's reports in conformity with paragraph 21 of these SOPs and paragraph 5 of Annex **A or C** hereto to the Legal Officer in accordance with the following schedule:

Case No. ____: _____
Case No. ____: _____
Case No. ____: _____
Case No. ____: _____

Additional cases may be submitted to the Board for investigation and reporting pursuant to a directive issued by the SRSG.

(Cases and dates when to be submitted)

4. Composition: Chairperson:
Member:
Member:
Secretary:

Annex E

SUMMARY DISPOSAL OF INCIDENTS WITHOUT CONVENING A BOARD OF INQUIRY

1. REFERENCE.....
.....
.....
.....
.....

2 Since the incident is within the conditions specified in appropriate United Nations Regulations, I recommend that no Board of Inquiry should be held.

3. The following is a description of how the accident/incident occurred:
.....
.....
.....
.....
.....

4. The accident/incident was immediately reported to.....
and.....
.....

5. There were no injuries/There were minor injuries to civilian or military personnel.

6. There was no damage/There was minor damage to mission vehicle No:..... (See damage/discrepancy report at annex.....)

7. There was no damage to any civilian vehicle or property/There was minor damage to a civilian vehicle or property in the value .....

8. I recommend that the cost.....(state the amount if known) be written off against .....
.....
.....
.....
.....

9. UNAMIR Military Police/Civilian Security Investigation Report is attached as Annex....

SIGNATURE.....RANK.....
(military only)

NAME.....

DATE.....

Annex E

10. I agree with the above report.

SIGNATURE.....RANK.....
(military only)

NAME.....

APPOINTMENT/TITLE.....

DATE.....

Annex F

FORMAT FOR HEADQUARTERS BOARD OF INQUIRY REPORT

A Headquarters Board of Inquiry report should be structured along the following lines:

a. Constitution: cite the convening order; the time, date and place of the incident; and the period during which the Board conducted its proceedings;

b. Description of the incident: present the objective facts of the incident obtained from the available evidence, with full reference to the sources used, including details of duty being performed at the time;

c. Deliberations: present the main issues to be addressed when assessing the incident and reaching substantiated conclusions;

d. Findings and conclusions: address the issues raised by presenting the Board's findings and conclusions based on the available evidence and relevant mission headquarters/unit orders, directives, regulations or SOPs.

e. Recommendations: recommend any remedial or preventive measure to avoid a similar incident;

f. Signatures: affix the signatures of the chairperson and members of the Board.

g. Annexes: attach as annexes

i. convening order;

ii. UNAMIR MP/Civilian security report, with original photographs;

iii. list of persons present at or involved in the incident, giving name, rank, unit and ID number for UNAMIR personnel and distinguishing them from other persons, whose full names, occupation and address must be listed;

iv. statements and reports of witnesses;

v. any additional relevant documents or statements, including all medical reports and technical inspection reports (e.g. weapon inspection reports, vehicle inspection reports);

vi. any maps or sketches of the scene of the incident;

vii. any claims, local police reports (if any), pending proceedings or actual decisions of local courts;

viii. detail description of property destroyed or damaged, attaching any available damage/discrepancy reports;

ix. relevant copies of mission headquarters/unit orders directives, regulations, SOPs, etc.

Annex G

ADMINISTRATIVE PROCEDURES FOR A HEADQUARTERS BOARD OF INQUIRY

1. Boards of Inquiry are within the authority of the Head of Mission. Unless otherwise directed by the Head of Mission, the Legal Officer shall guide and administer Boards on behalf of the Head of Mission, and shall act through and with the approval of the DOA/CAO.

2. The Legal Officer's/the CAO's secretary shall maintain a record of Boards noting the number of each, the incident being investigated, the date of the incident, the personnel involved, the contingent involved, the date on which the Board's deliberations commenced and the date the report is sent to United Nations Headquarters.

3. There is only one file for reports of Boards of Inquiry, which shall be kept in the office of the Head of Mission.

4. Because the CMPO is aware of tasking and rotation dates of military personnel, he/she may be asked by the Head of Mission or his/her delegate to assign military members to Boards of Inquiry, but this is the limit of his/her role in such a Board.

5. Issue of convening order

The Legal Officer's/the CAO's secretary shall type out one form, mark it with the Board of Inquiry number and:

- send it to the Head of Mission (or his/her delegate) for appointment of the chairperson and members and for signature;

- photocopy it and send one copy each to the Board chairperson, members and secretary;

- provide photocopies to the DOA/CAO, the CMPO, FPM and the Claims Officer;

- file the original, with note of issue and distribution, in the Head of Mission's file.

6. Completion of findings

The Board's secretary types the draft report and submits it with all annexes to the Legal Officer for review by the DOA/CAO;

The Legal Officer returns it to chairperson for final typing (with three copies) by the Board secretary and for signature by the chairperson and members. All photocopies must be legible;

Annex G

The Chairperson returns report to Legal Officer for onward transmission to the DOA/CAO for submission to the Head of Mission.

/. Closure of the file * *

Distribution may be otherwise as directed by the Head of Mission but normally it is as follows:

- cover letter from the Head of Mission plus 2 copies of the report each to the Director, FOD, and the Office for Special Political Affairs (OSPA);

- original and one copy to the Head of Mission's file;

- secretary to make a note of distribution and the dates of such distribution on the Head of Mission's file copies of letters to FOD and OSPA.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

ADMINISTRATIVE INSTRUCTIONS NO.: 004/94

DATE: 17 September 1994

TO: All Military and Civilian Personnel
UNAMIR

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

SUBJECT: UNAMIR VEHICLE REGULATIONS

1. There has been an alarming increase of late in the number of traffic accidents involving UNAMIR Personnel. Many of these accidents have been of a most serious nature, involving, in a number of instances, loss of life and serious bodily injury. There is little doubt that most, if not all of these accidents could have been avoided, had more care and attention been exercised by the drivers and had the vehicles been driven at a speed consistent with road and weather conditions and the environment in which they were operating.

2. Your attention is drawn to Administrative Instruction No. 001/94 of 15 July 1994, Paragraph 2 of which is reproduced below for ease of reference.

"THE LOCAL SPEED LIMITS, AS POSTED BY LOCAL AUTHORITIES, WILL BE OBSERVED AT ALL TIMES. HOWEVER, NOTWITHSTANDING LOCAL REGULATIONS, UN VEHICLES WILL AT NO TIME BE DRIVEN IN EXCESS OF THE FOLLOWING SPEED LIMITS WHICH MAY BE ADJUSTED DOWNWARDS WHENEVER SUCH REDUCTIONS ARE CONSIDERED NECESSARY FOR SAFE DRIVING.

TYPE OF VEHICLE	OPEN ROADS	BUILT-UP AREA
STAFF CARS	100 KPH OR 60 MPH	40 KPH OR 25 MPH
OTHER CARS/ STATION WAGONS	80 KPH OR 50 MPH	40 KPH OR 25 MPH
JEEPS AND 3/4 TONS TRUCKS ...	65 KPH OR 40 MPH	40 KPH OR 25 MPH
ALL OTHER HEAVY VEHICLES	55 KPH OR 35 MPH	40 KPH OR 25 MPH

HOWEVER, THE SPEED OF UN VEHICLES WILL BE ADJUSTED TO SUIT THE TOPOGRAPHY OF THE AREA OF OPERATION, THE CONDITION OF THE ROADS AND THE WEATHER CONDITIONS ETC.. LIKEWISE THE TYPE OF LOAD CARRIED AND THE CONDITION OF THE VEHICLE WILL ALWAYS BE TAKEN INTO CONSIDERATION AND THE SPEED ADJUSTED TO ENSURE SAFE DRIVING AND THE SAFETY OF THE LOAD CARRIED.

3. Other than official guests of UNAMIR, staff travelling on official United Nations business and staff of the United Nations Specialized Agencies, (all of whom should sign appropriate waivers) no non-UNAMIR or non-United Nations personnel should be transported in UNAMIR vehicles. Contravention of this Rule will be considered as a serious breach of the UNAMIR Vehicle Regulations and as such designated as "Gross Negligence".

4. In this connection, please be advised that all accidents involving death or bodily injury or substantial loss to the Organization in terms of vehicle damage or other costs, must be made the subject of Boards of Injury. The Board of Inquiry reports, together with police and other administrative reports must be submitted to Headquarters, New York. Copies must also be made available to the UNAMIR Local Property Survey Board, whose function it is, based on all the available documentary evidence, to adjudicate the degree, if any, of the culpability of the driver and to recommend to the Headquarters Property Survey Board, New York, accordingly. Such recommendations include terms, such as "Grossly Negligent", "Driving without due care and attention", "Contributory Negligence" or "Not responsible for the accident" depending on the circumstances. The recommendations of the UNAMIR Local Property Survey Board, together with copies of all reports on the case will be sent to the Secretary, Headquarters Property Survey Board (HPSB). The Headquarters Property Survey Board will review these recommendations and findings and may agree or disagree Where a recommendation of "Gross Negligence" is agreed by the Headquarters Property Survey Board, and approved by the Controller and the Director, General Services, the whole or part of the loss to the Organization may be recovered from the driver or his Government.

5. It is therefore requested that every possible care be taken in the operation of UNAMIR vehicles, to ensure that speeds are maintained at levels consistent with road, weather and other environmental conditions such as children playing adjacent to the roadways, or persons alighting from busses or other stationery vehicles. Drivers must remain fully alert and be able to anticipate the probability of people walking across the roadway in their path from or in front of stationery vehicles [illegible] cannot be over emphasized in the interest of [illegible] of life and personal injury.

6. Finally, be reminded that [illegible] vehicle - Contingent [illegible] of a valid UNAMIR [illegible]

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

ADMINISTRATIVE INSTRUCTION NO. 003/94 - ADD. 1

TO: Military and Civilian Personnel
UNAMIR

DATE: 31 August 1994

REF: PERSONNEL/NS

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

SUBJECT: Movement of Personnel

1. As you are aware, UNAMIR Headquarters, has to a large extent, relocated back to Kigali. As the process continues, I wish to reiterate previous instructions regarding staff movements outside the mission area, which should be approved only by the CAO on the basis of exigencies of service and upon certification by the respective Chief of Section(s). In this connection, please refer to annex A of Admin/Inst. no. 003/94 dated 15 August 1994, which has been revised and attached hereto for immediate use. Any travel that does not meet this criterion will be considered as annual leave.

2. Likewise, all movements of military personnel outside the mission area which are likely to have financial implications, must be approved by the CAO or his designated representative, upon authorization by the FC/DFC/CMO/ COS.

3. Strict adherence to the above will be appreciated.

ANNEX A

United Nations
Assistance Mission for
Rwanda

Nations Unies
Mission pour l'Assistance au
Rwanda

FOR MOVEMENT CONTROL ONLY

MOVEMENT OF PERSONNEL

Title Rank | Last First Name (CAPITAL OR PRINTED) | Signature

UNAMIR ID No | Section Office/ Branch | Contact Number

ITINERARY

TRAVEL FROM	TRAVEL TO	DATE DD/MM/YY
RETURN TO	TRAVEL FROM	DATE DD/MM/YY

Purpose of Travel

Mode of Transportation

(SPECIFY)

DISTRIBUTIONS (As applicable)

Chief Administrative Officer
Chief Finance Officer (Orig + Copy)
Chief Civilian Personnel Officer
Chief Transport Officer
Chief General Services
Mail Unit
Staff Member's Section
Staff Member

Initiating Officer
(Head of Section/Office/Branch)

Authorized By:

SRSG/FC/ED/CAO/DFC/AO/SCDR/CMO/COS

Applicable for movement outside the Mission area only.
Approved by:

CAO

ANNEX A

United Nations
Assistance Mission for
Rwanda

Nations Unies
Mission pour l'Assistance au
Rwanda

FOR MOVEMENT CONTROL

MOVEMENT OF PERSONNEL

Title/Rank: First Name/Surname of the PERSON

NAMIR ID No: Section/Office/Branch

ITINERARY

TRAVEL FROM	TRAVEL TO	DATE DD/MM/YY
RETURN TO	TRAVEL FROM	DATE DD/MM/YY

Purpose of Travel:

Mode of Transportation:

(SPECIFY)

DISTRIBUTIONS (As applicable)

Chief Administrative Officer
Chief Finance Officer (Orig + Copy)
Chief Civilian Personnel Officer
Chief Transport Officer
Chief General Service
Mail Unit
Staff Member's Section
Staff Member

Initiating Officer
(Head of Section/Office Branch)

Authorized By

SRSG/FC/ED/CAO/DFC/AO/SCDR/CMO/COS

Applicable for movement outside the Mission area only.
Approved by:

[redacted]

ANNEX A

United Nations
Assistance Mission for
Rwanda

Nations Unies
Mission pour l'Assistance au
Rwanda

FOR MOVEMENT CONTROL USE ONLY

MOVEMENT OF PERSONNEL

Title Rank | Last 1st 2 Names | FOR MOVEMENT CONTROL USE ONLY

NAMIR ID No | Section/Office/Branch

ITINERARY

TRAVEL FROM	TRAVEL TO	DATE DD/MM/YY
RETURN TO	TRAVEL FROM	DATE DD/MM/YY

Purpose of Travel

Mode of Transportation

(SPECIFY)

DISTRIBUTIONS (As applicable)

Chief Administrative Officer
Chief Finance Officer (One + Copy)
Chief Civilian Personnel Officer
Chief Transport Officer
Chief General Service
Mail Unit
Staff Member's Section
Staff Member

Initiating Officer
(Head of Section/Office/Branch)

Authorized By

SRSG/FC/ED/CAO/DFC/AO SCDR/CMO/COS

Applicable for movement outside the Mission area only.
Approved by:

[redacted]

S.K.B.

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

UNAMIR - MINUAR

ADMINISTRATIVE INSTRUCTION NO. 002/94

TO: All UNAMIR/UNOMUR Civilian Personnel

DATE: 15 August 1994

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

SUBJECT: **STANDARDS OF CONDUCT**

1. United Nations civilian staff are considered International Civil Servants from whom exemplary conduct is expected at all times. In fulfillment of this requirement, UNAMIR/UNOMUR staff, in their demeanour and comportment, are expected to carry out their functions, official and private, with diplomacy, tact, integrity, politeness and discretion.

2. As the exemplary behaviour of all personnel is a major prerequisite in the creation of a good public image, it is expected that all staff will strictly abide by the guidelines on standards of conduct outlined below. Serious violations of these guidelines will be investigated and, where necessary, may lead to disciplinary action.

Local Laws, Regulation and Customs: All personnel should bear in mind the importance of respecting the laws and regulations of the host country, as well as those of neighbouring countries which may be visited during recreational trips or leave.

Currency Regulations: Currency regulations must be observed by all members of UNAMIR/UNOMUR. It should be noted that it is an offence to change foreign currency at unauthorized money exchange centres. Currency exchange is allowed at Banks and licensed foreign exchange operators only. Currency regulations should also be followed when travelling in neighbouring countries.

Photography: Should restrictions be noted with regard to the taking of photographs, these restrictions should be fully respected. If in doubt as to whether certain locations can be photographed, please refrain from doing so until such time as reliable information is available.

Privately Owned Weapons: UNAMIR/UNOMUR personnel are strictly prohibited from possessing or owning private fire-arms.

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War Souvenirs: UNAMIR/UNOMUR personnel are prohibited from taking possession of any equipment, weapons, ammunition or souvenirs found abandoned.

Hunting and Shooting: Hunting and shooting of game in the mission area should not be engaged in by **UNAMIR/UNOMUR personnel**.

Contact with Local Population: Particular attention must be paid to the sensitivities of the population with regard to local customs, lifestyle and general behaviour. Care should be taken so as not to offend local inhabitants by violating their social or religious customs.

Handling of Information: Personnel should not communicate with any person outside UNAMIR/UNOMUR, information known to them by reason of their service with the UN, unless they have been authorized to do so in the course of their duties. Further, UNAMIR/UNOMUR personnel should also refrain from expressing, in public, any opinion regarding the political and/or military situation in the country.

Consumption and Disposal of Drugs: The possession, sale or use of controlled drugs is strictly forbidden.

Consumption of Alcohol: It must be understood that excessive consumption of alcohol can lead to serious incidents. At no time must any UNAMIR/UNOMUR personnel be seen in public in an inebriated state.

Driving: When driving, UNAMIR/UNOMUR personnel must be in possession of their ID cards, driving licenses and vehicle documentation. Local traffic/driving regulations must be strictly followed. Please drive with care, politeness and courtesy. UNAMIR/UNOMUR personnel must not at any time drive while intoxicated.

Use of UNAMIR/UNOMUR Assets: Extreme care must be taken in the use of UNAMIR/UNOMUR assets, such as aircraft, vehicle or other facilities so that the impression of flaunting a privileged position is not conveyed to the general public.

3. Again, you are reminded that an attitude of restraint in public makes a lasting positive impression and contributes significantly to the image of the mission, thus to its success. Integrity, loyalty, independence, impartiality and the subordination of private interests to the interests of the Organization are daily requirements. Please be guided accordingly.

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

UNAMIR - MINUAR

ADMINISTRATIVE INSTRUCTION NO. 001/94

TO: All UNAMIR/UNOMUR(*) **DATE:** 15 July 1994
Military and Civilian Personnel

FROM: Ally H. Golo
Officer-in-Charge of Administration
UNAMIR/UNOMUR

SUBJECT: **UNAMIR VEHICLE REGULATIONS**

1. **Authorized Use of the United Nations Vehicles**

For the purpose of this instruction, the terms UN **"vehicle"** shall be deemed to include all United Nations owned vehicles, all contingent-owned vehicles as well as vehicles leased by the United Nations, vehicles provided by the host government and vehicles provided by any other source for the sole use by UNAMIR/UNOMUR. The abbreviation **POL** denotes Petrol, Oil and Lubricants.

All personnel concerned in the operation of United Nations vehicles shall ensure that motor transport is used only for authorized purposes and in such a way as to achieve the utmost **economy and efficiency**. No person will operate a UN vehicle unless he/she is in possession of a valid UN driver's permit issued the mission and no driver, irrespective of his driving ability, will be issued such a permit unless he has demonstrated his knowledge of all local traffic regulations, and of the United Nations rules and regulations relating to the operation of its vehicles in the area of operation of UNAMIR/UNOMUR.

The only issuing authority for Driver's Permit in UNAMIR/UNOMUR is the Chief Transport Officer as delegated by the Chief Administrative Officer through the Chief Support Services.

Unit Commanders, Section Chiefs, Staff Officers, all other ranks and civilian staff concerned with the operation of UN vehicles will ensure:

i. Constant and close supervision in respect of the use of transport and its maintenance;

ii. the utmost economy of vehicles and **POL**;

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* as applicable

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iii. the cleanliness of all vehicles especially those used in carrying food supplies;

iv. that water tankers are regularly rinsed;

v. that the respective units set aside one or more vehicles for the exclusive use in the collection of food;

vi. that, if open trucks are used for transporting food or troops, the tarpaulin is covering the vehicles in order to afford protection from dust and heat from the sun;

vii. **no unofficial insignia, emblems or national flags will be displayed on UNAMIR/UNOMUR vehicles.**

2. **Speed Limit**

The local speed limits, as posted by local authorities, will be observed at all times. However, notwithstanding local regulations, UN vehicles will at no time be driven in excess of the following speed limits which may be adjusted downwards whenever such reductions are considered necessary for safe driving.

Type of Vehicle	Open Roads	Built-up area
Staff cars.....	100 kph or 60 mph	40 kph or 25 mph
Other cars/ Station Wagons.....	80 kph or 50 mph	40 kph or 25 mph
Jeeps and 3/4 tons trucks.....	65 kph or 40 mph	40 kph or 25 mph
All other heavy vehicles.....	55 kph or 35 mph	32 kph or 20 mph

However, the speed of UN vehicles will be adjusted to suit the topography of the area of operation, the condition of the roads and the weather conditions etc. Likewise the type of load carried and the condition of the vehicle will always be taken into consideration and the speed adjusted to ensure safe driving and no damage to the load carried.

3. **Personnel authorized to travel in UN vehicles**

Vehicles are provided by the United Nations to UNAMIR/UNOMUR for the purpose of providing adequate transportation for the performance of **official duties**. In view of the nature of UNAMIR/UNOMUR, often located in an area with insufficient public transportation, the vehicles

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transportation on a non-interference basis by the personnel of UNAMIR/UNOMUR may also be used for **off-duty** listed hereunder which constitute the categories of personnel authorized to travel in a UN vehicle whether on or off duty.

i. Staff members of the United Nations and experts on official duty for the United Nations. For the purpose of these instructions all Military Observers, Civilian Police and military personnel assigned to UNAMIR/UNOMUR are considered "Experts on official duty with the United Nations".

ii. Staff of specialized agencies of the United Nations.

iii. Official dependents of the afore-mentioned categories. Please note in this connection that UNAMIR/UNOMUR is a non-family duty station.

iv. Official guests of UNAMIR/UNOMUR, and other personnel travelling in connection with official UN business.

4. **Transportation of Non-UN Personnel**

Non-UN personnel, in relation to these instructions, are individuals who are other UN officials, experts on mission or consultants on official business, persons in any of these latter categories, in the event they incur service-related injury or death as a result of the use of UN transport, would normally be covered by the Organization's compensation arrangements.

In the case of non-UN personnel a distinction must be drawn between passengers in UN vehicles who are official visitors to the mission sponsored by a troop-contributing state and other non-UN passengers. In the case of the former there is an explicit understanding between those Governments and the UN that the Government concerned will hold the UN harmless against any claims arising from loss, damage, injury or death incurred by such visitors while using UN transport.

In as much as the transportation of all other non-UN personnel in UN vehicles may constitute a financial liability for the organization in cases of claims arising from loss, damage, injury or death incurred by non-UN passengers while using UN transport, such passengers will be required to sign a "General Release Form" exempting the organization from liability for any loss, damage, injury or death which may arise from use of UNAMIR/UNOMUR transport.

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5. **Driver's Permit**

As mentioned in the preceding section, no person will operate a United Nations vehicle unless he/she is in possession of a valid UN Driver's Permit issued by the Chief Transport Officer.

A potential driver of a UN vehicle must be in possession of a valid national/international or national military driver's permit/licence in order to qualify for the necessary processing and issue, by the Chief Transport Officer, of the driving permit for the operation and use of the vehicles of the UNAMIR/UNOMUR.

Locally recruited civilian personnel will also be issued with a UN Driver's Permit if required for their service with the mission. They must meet the same criteria as the military personnel and internationally recruited staff members and must be in possession of a valid driver's licence issued by their competent local authorities.

As mentioned previously the issuing authority for the Driver's Permit in UNAMIR/UNOMUR is the Chief Transport Officer who will arrange for the necessary testing of all personnel requiring the permit. However, in view of the number of personnel in the outstation units requiring permits, the Commanding Officer, through their Motor Transport Officers, are authorized to issue Driver's Permits to their qualified personnel after ensuring that they have been properly tested and otherwise meet the qualifications required by the United Nations as mentioned herein.

Nonetheless the ultimate issuing authority is still the Chief Transport Officer and the designated MTO of a unit must report to the CTO at the Force Headquarters, soonest after his arrival in the mission area, for the necessary briefing on the subject of control and use of UNAMIR/UNOMUR vehicles, prior to becoming authorized to process potential contingent drivers for the subsequent issue of the Force Driver's Permit by the CTO. The Motor Transport Officer of each contingent will also be tested and have his Driver's Permit issued by the office of the Chief Transport Officer.

The Force Driver's Permits needed for contingent personnel will be obtained by submission, to the office of the CTO of the duly completed form "Request to CTO for Force Driver's Permit", a copy of which is attached as Annex A, to this chapter.

It should be noted that for the purpose of this engineering equipment brought into the area of operation (and subject

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to payment by UN in accordance with the depreciation rule) instruction, UN-leased vehicles (on long-term basis), and contingent-owned vehicles including armored vehicles and are also regarded as UN vehicles and listed on the Force Vehicle Inventory FVI), and provided with the UN licence plate applicable to UNAMIR/UNOMUR. The drivers must therefore be in possession of the required UNAMIR/UNOMUR Driver's Permit. In view of the particular nature of armored vehicles and other specialized equipment, the issuance of a Driver's Permit for such vehicles and equipment to qualified operators will be in accordance with their established national regulations, but still subject to registration by the CTO as for other permits.

UN driving permits will be withdrawn from personnel found to be driving under the influence of alcohol or drugs; from personnel who commit serious traffic violations or whose driving habits indicate lack of competence or sense of responsibility.

6. **Administrative Instructions/Standing Orders**

It is the responsibility of the Chief Administrative Officer to issue Force-wide Administrative Instructions governing all aspects of the use of UN vehicles. It is the responsibility of the Commanding Officers of the unit to promulgate these instructions to all personnel under their command through the issuance of appropriate Standing Orders.

7. **Authorization for the Use of UN Vehicles**

In UNAMIR/UNOMUR vehicles may either be assigned to individuals for use in their official capacity, assigned to a section for collective use by its personnel, or to a motor pool for collective use by all authorized personnel of a unit including headquarters of the Force. No vehicle will be used unless properly authorized. In the cases of vehicles assigned to individuals he/she may be authorized the official use of the vehicle as required.

In the case of vehicles assigned to a unit/section for collective use, it will be the responsibility of the Supervisor of the unit/section to appoint individuals who shall have the authority to designate transport details. In a Motor Pool a Despatcher will be appointed to assume this responsibility. This authority may not be delegated to others.

8. **Trip Tickets and Monthly Trip Logs**

No UNAMIR/UNOMUR vehicle may be operated unless the operator is in possession of a duly completed Vehicle

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Transport Trip ticket or Monthly Trip Log, hereinafter referred to as the trip ticket. (See **ANNEX B**).

Operators of UNAMIR/UNOMUR vehicles must always use the most direct route possible from one point to another but with due consideration to the prevailing road conditions and other conditions which may affect the choice of route, such as outbreaks of hostilities in the areas to be passed etc...

Each vehicle will have a daily trip ticket and personnel responsible for the operation of vehicles will ensure that:

i. All **POL** drawn for each vehicle are entered on the relevant trip ticket;

ii. daily vehicle checks are carried out as listed on the trip ticket;

iii. all trips made are entered in the trip ticket with particular attention to the mileage at the beginning and at the end of the journey;

iv. any defects in the vehicle are noted on the trip ticket;

v. duly completed trip tickets for each vehicle will be submitted to the Chief Transport Officer monthly;

vi. no vehicle will be used unless found in a mechanically safe and sound condition;

vii. **For contingents and vehicle pools only**

Each detailed trip must be recorded as a separate entry and the trip ticket must be signed both by the authorizing officer and by the operator. This also applies in all cases where a vehicle has been assigned to a unit/section for collective use, each trip shall be recorded and bear the signature of both the authorizing officer and the operator. In cases of pool vehicles the trip ticket must bear the signature of the despatcher and the operator.

9. **Recreational Trips**

The use of vehicles for transport to specific recreational areas shall be governed by separate instructions.

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10. **Transportation to and from work**

Where the situation so warrants, and if in the interest of shall be considered duty travel. In cases of vehicles assigned to individuals for use in their official capacity, the Organization, transportation may be arranged to bring the staff to and from their place of work. Such travel such transportation shall also be deemed duty travel, it being understood that vehicles being used for such purpose will be used to full capacity whenever possible.

11. **Definition of Official Travel**

Official (duty) Travel shall include but not necessarily be limited to the following categories:

(a) Any travel ordered by an appropriate officer or considered necessary for the performance of official duties;

(b) travel to and from residence and place of duty in connection with duty performance;

(c) travel for physical examination, medical or dental treatment, and for other purposes certified by the Section Chief (or Chief of Field Station) as reasonable and required in connection with duty needs;

(d) all travel performed in UN vehicles by military personnel assigned to UNAMIR/UNOMUR on a contingent basis;

(e) other trips may be judged and authorized on an individual basis upon recommendation of a Section Chief (or Chief of a Field Station) concerned. Such requests should be addressed to the **Chief Administrative Officer**.

By definition, all other travel not included in the above categories, if not specifically authorized by the **CAO** or **his representative**, will be regarded as liberty travel and subject to reimbursement of the liberty mileage used at the prevailing rates.

12. **Restrictions on use of vehicles**

The Chief Administrative Officer of UNAMIR/UNOMUR is familiar with the insurance coverage on the vehicles under his control and will impose, where necessary, the restrictions on the use of vehicles to avoid any undue liability to the United Nations.

13. **Reporting of Accidents**

All cases of accidents and incidents, where a UN vehicle

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has been involved, must be reported to the Chief Transport Officer at UNAMIR/UNOMUR Headquarters as soon as possible.

Advance reporting by FAX must include the following information:

AAA UN Vehicle Type and Registration Number.
BBB Driver's Name/Rand/ID No.
CCC Third Party Vehicle Type and Registration Number
DDD Third Party Driver's Name/Address
EEE Location, time and date of accident
FFF Brief details of nature of accident
GGG Any injuries
HHH Damages sustained to both vehicles
III Estimated repair costs to UN vehicles

Above-mentioned information should be transmitted as soon as possible with Driver's Accident Report and Damage/Discrepancy Reports to follow thereafter.

For the additional information pertaining to the cases of accidents, please see **ANNEX C.**

ANNEX C

UNAMIR/UNOMUR DRIVER'S ACTIONS IN CASE OF ACCIDENT

1. In case of an accident whether on or off duty, the driver must stop his vehicle and remain at the scene until all actions stated hereunder are completed, unless his/her personal safety is manifestly in danger.

(a) give such first-aid and personal assistance to any injured person(s);

(b) in case of third party injury or property damage, notify local police either directly or through UNAMIR/UNOMUR channels. The driver should always identify himself/herself by giving out his/her name, rank and ID card number to the local police. If requested to do so, he/she may assist the local authorities in the reconstruction of the actual happenings by giving facts on the accident. However, the driver should always exercise the greatest discretion in any oral comments on the accident, especially with regard to his/her own maneuvers speed and possible mechanical failures or defects of his/her vehicle or any information that might be constituted as an admission of guilt or fault on his/her own part. No written statement should be given to the local investigation authorities, nor the driver sign any statement or document offered by the local police. If requested to submit or sign a written statement, the driver should explain that this must be dealt with by UNAMIR/UNOMUR Administration, upon special request to UNAMIR/UNOMUR Headquarters in Kigali/Kabale;

(c) notify the nearest UNAMIR/UNOMUR office by Motorola, radio or telephone. On receipt of the information concerning an accident, the nearest UNAMIR/UNOMUR office will immediately dispatch a security officer or Military Police to the scene of accident to investigate and assist the driver;

(d) secure the vehicle and its contents against pilferage and ensure that the vehicles involved are not moved from the scene of the accident until after the arrival of police and/or the UNAMIR/UNOMUR investigating officer as applicable unless the vehicle constitutes a hazard to human lives and/or serious traffic accident;

(e) fill out the accident report form found in the trip ticket folder (measurement of brake marks, position of

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vehicles at time of accident, etc.). On the basis of these details a formal report should be submitted without delay to the Chief Transport Officer;

(f) if, in case of serious accident, the local police may ask to test the vehicle, the driver will report the fact by motorola or telephone to UNAMIR/UNOMUR Headquarters or the nearest UNAMIR/UNOMUR office. Inform an authorized officer of the request and give him details of the accident;

(g) if, in the opinion of the authorized officer, the seriousness of the accident warrants it, he may agree to the request; if he has some special reason for refusing the request other than reason considering the accident not serious, he will refer the matter immediately to the CAO, the Chief Support Services or the Chief Transport Officer.

FINANCIAL RESPONSIBILITIES

Please be informed that under **United Nations Staff Rule 112 para 3:**

"Any staff member may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of the staff member's negligence or of his/her having violated any regulations, rule or administrative instructions."

ANNEX A

UNAMIR HQ
TRANSPORT SECTION

REQUESTS TO CTO FOR UNAMIR DRIVING PERMITS

I certify that the following personnel of contingent_____ have successfully passed their driving test and obtained the necessary briefing on safe use/ operation of UNAMIR vehicles and that they are holders of valid driving permits (national/ international/military, where applies)

Name and Rank (MTO)_____

Date_____ Signature_____

Ser No.	Name	Rank	UNAMIR ID No.	National, International or Military Driver's License Number	Types of vehicles Authorized to drive: SEDAN	JEEP	TRUCK 4X4 2	TRUCK 4X4 4	TRUCK 6X6	BUS M/H	Other, Specify
1											
2											
3											
4											
5											
6											
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For use by UNAMIR HQ Transport Section Only

Approved by CTO_____

Date _____

UNAMIR HQ TPT

ANNEX B

TPT/1

UNAMIR HQ
TRANSPORT SECTION
The "Ticket must be filled out (IN PRINT) at end of each trip taken

UNAMIR VEHICLE MONTHLY TRIP TICKET

UNAMIR

ASSIGNMENT TO .....

VEHICLE TRIP LOG FOR THE MONTH OF ..... 199.....

LOCATION .....

DATE	DRIVER'S NAME	KILOMETERS					DESTINATION	PETROL	
		ID N°	START	END	DUTY	LIBERTY		COUPON N°	LTRS

KMS START OF MONTH ....

KMS END OF MONTH .....

TOTAL PETROL RECEIVED .....

AVERAGE KMS/PER LITER .....

PETROL COUPONS AND TRIP LOGS PREPARED AND FORWARDED BY ..... DATE .....

REMARKS (CTO ONLY) .....

POL RECORDED BY ..... **DATE** .....

LIBERTY KMS RECORDED BY ..... **DATE** .....

UNAMIR ANNEX C

DRIVER'S ACCIDENT REPORT

Date of Accident Time LT Vehicle UN/Private (No.)

Location Open Road/Crossroads/Built up Area

Driver ID. No. Passenger(s)

On or Off duty Purpose of Trip

Weather Condition Road Condition

Other Vehicle (No.) Make Model

Driver Address

Insurance Company

Property (Other than Vehicle)

Injured Person(s) Name, Age, Address

I. .tigation

Name of Security Officer

Police Officer No. Station

DETAILED DESCRIPTION (State also Speed; Visibility; extent of Damage, Injury; name of Doctor, Hospital Witness, Passenger; all Actions taken)

(It Is the driver's responsibility to report the accident/incident to the nearest UN office/MP)

19

ADD SKETCH (if applicable)

(Signature

DISTRIBUTION CTO (1), Claims (1), MP Coy (1), Unit File (1).