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DATE: Monday 2, October 1995

TIME	ACTIVITY	VENUE
09.30	Ceremony for the late Major Darkwah	Airport
10.15	Meeting with the former Burundi President, Major Pierre Buyoya	Mille Colines Hotel
11.30	Meeting with Mr. Noraloas, Deputy Director for East and West Africa, SIDA	SRSg's Office
14.30	Meeting on Nsinda Prison	Lobby Conference Room

DATE: Monday 2, October 1995

TIME	ACTIVITY	VENUE
11.30	Meeting with Mr. Noraloas, Deputy Director for East and West Africa, SIDA	SRSG's Office



SRSG

SRSG's PROGRAMME

DATE: Saturday 30, September 1995

TIME	ACTIVITY	REMARKS
10.30 - 11.30	Burial Ceremony of the National Hero, late Major-Gen. G.F. Rwigema	Parliament Building

File: SRSG

SRSG'S PROGRAMME - Rev.I

DATE: Thursday 28, September 1995

TIME	ACTIVITY	REMARKS
10.00	Meeting with Ambassador of Belgium	SRSG's office
11.00	Meeting with Minister of Justice	Minister's office
14.30	Brainstorming Meeting on the Mandate, FC/ED/DFC/SPA/COS	SRSG's Conference Room



SRSG

SRSG'S PROGRAMME**DATE: Wednesday 27, September 1995**

TIME	ACTIVITY	REMARKS
08.00	Head of Agencies Meeting	UNDP
14.00	Meeting with UNHCR, IOM, (Ag. SA)	SRSG's Conference Room
15.00	Meeting with Director, Nyungwe Forest Conservation Project (Ag. SA)	SRSG's Office
15.45	Meeting with Mr. William Clarence	SRSG's Office

DATE: Tuesday 26, September 1995

TIME	ACTIVITY	REMARKS
10.00	Meeting with Government Representatives, ED,CAO,SPA,SPO,LO	Lobby Conference Room
2.30	Meeting with Mr. Neill Wrights, Special Adviser and Military Logistic Officer from UNHCR, Geneva	SRSg's office

S RSG

SRSG's PROGRAMME

DATE: Friday 22, September 1995

TIME	ACTIVITY	REMARKS
09.00	Meeting with Speaker of the National Assembly	Speaker's Office

SRSG

SRSG'S PROGRAMME

DATE: Thursday 21, September 1995

TIME	ACTIVITY	REMARKS
10.00	Meeting with Col. Fox of HAC	SRSG's Office
11.00	Meeting with Nasser Ega Musa of UNICEF	SRSG's Office
15.00	Donor Consultation Meeting	UNDP Conference Room

SRSG

SRSG'S PROGRAMME

DATE: Wednesday 20, September 1995

TIME	ACTIVITY	REMARKS
08.00	Heads of Agencies Meeting	UNDP Conference Room
11.00	Press Conference	Lobby Conference

SRSg

SRSg'S PROGRAMME

DATE: Monday 18 September 1995

TIME	ACTIVITY	REMARKS
08.15	Meeting with General Kalkat and Brig. Kapoor	SRSg's office
17.00	Opening Ceremony of the training in Kinyarwanda of non-legal magistrates	Centre National de pastorale Saint-Paul

SRSG'S PROGRAMME

DATE: Saturday 16, September 1995

TIME	ACTIVITY	REMARKS
10.00	Meeting with Mr. Clarence of Human Rights	SRSG's office

SRSB'S PROGRAMME Rev.1

DATE: Friday 15, September 1995

TIME	ACTIVITY	REMARKS
10.00	Meeting with Mr. Gamba of World Bank	World Bank Office
10.45	Meeting with Mr. Hasegawa, UNDP ResRep	UNDP
16.00	Heads of Agencies Meeting	UNDP Conference Room
17.30	Meeting with the Troika	Lobby Conference Room

SMSG'S PROGRAMME

SR56

DATE: Thursday 14, September 1995

TIME	ACTIVITY	REMARKS
14.00	Meeting with H.E. President of Rwanda	President's Office
15.30	Meeting with J.E. Julius Janusz - Apostolic Nuncio	SMSG's office

SRSg'S PROGRAMME - Rev. 1**DATE: Wednesday, 13 September 1995**

TIME	ACTIVITY	REMARKS
10.00	Meeting with Ambassador Ignatius Katetegirwe Uganda's Ambassador to Rwanda	SRSg's Office
11.00	Meeting with Vice Prime Minister and Minister of Interior and Col. Diarra	PM's office
15.00	Meeting with Minister of Primary and Secondary Education	Minister's Office

SMSG’S PROGRAMME

DATE: Tuesday, 12 September 1995

TIME	ACTIVITY	REMARKS
10.30	Meeting with FC/Ag.CAO/SA/SPT0	SMSG’s Conference Room
15.00	Meeting with Minister of Education and Mr. Hasegawa	Minister’s Office

SRSG’S PROGRAMME

DATE: Monday, 10 September 1995

TIME	ACTIVITY	REMARKS
13.45	Meeting with Chief Inspector Lionel Grundy the British Government Overseas Police Adviser (OPA)	SRSG’s Conference Room
15.00	Meeting with Minister of Public Works and Mr. Hasegawa	SRSG’s Conference Room

SRSg'S PROGRAMME/Rev.2[illegible]

SRSg's PROGRAMME

DATE: Thursday, 7 September 1995

[illegible]

S259

SMSG'S PROGRAMME/Rev.1

DATE: Monday, 4 September 1995

[illegible]

GENERAL
CORRESP.



INTEROFFICE MEMORANDUM

Date: 1 December 1995

To: All staff of the Office of the SRSG

From: Wilfrid de Souza

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

Subject: Absence of the mission area

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

Please extend to him the usual cooperation.

cc. FC
CAO



UNAMIR-MINUAR

The Special Representative of the U.N. Secretary-General
P.O. Box 749
Kigali, Rwanda

Fax: 212 - 963 - 3090

Date: 29 November 1995

To: All Military and Civilian Personnel

**From: Shaharyar M. Khan
SRSG**

A handwritten signature in black ink, appearing to read "Shaharyar M. Khan".

Subject: Absence from Mission Area

I will be out of the mission area on annual leave from 30 November to 4 December 1995. During my absence, the UNAMIR Force Commander, Major General Guy Tousignant, would act as Chief of the Mission.

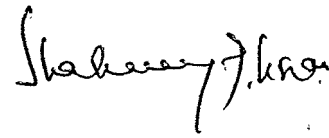
Please extend to him the usual cooperation.

cc: All United Nations Agencies

TO: All Staff of the OSRSG
All Chiefs of Section/Unit

DATE: 1 November 1995.

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



SUBJECT: Office of the Spokesman

With reference to my internal memorandum of 6 September 1995, please note that Mr. Ismaël A. Diallo has returned to UNAMIR Headquarters and has resumed his functions as the Spokesperson to the SRSG effective 1 November 1995.



INTEROFFICE MEMORANDUM

Date: 20 October 1995

To: All Professional Staff
OSRSG, UNAMIR

From: Shaharyar M. Khan *Shaharyar M. Khan*

Subject: Delineation of functions in the Office of the SRSG

Please find attached the summary job descriptions of the substantive posts (Professional and above) in the Office of the SRSG. As you will note, it is clear that the descriptions are not exhaustive but meant only as an overall guide for each officer's work.



- NOTE TO THE SRSG -

Subject: Summary job descriptions of the substantive staff in the Office of the SRSG (Professional and above)

1. As discussed, please find attached the summary job descriptions of the substantive posts (professional and above) in the Office of the SRSG. The job descriptions of Mr. Dao, Mr. J. Khan and Ms. Rafii have been amended to reflect the liaison duties that you assigned to them. The list does not include the staff of the Radio Unit. Staff who have left or those about to leave and who will not be replaced have also been deleted.

2. The number of substantive staff currently stands at 12 as follows:

- Executive Director (Mr. De Souza)
- Senior Political Adviser (...)
- Director of Liaison Office in Kinshasa (Mr. Gaye)
- Spokesman (Mr. Diallo)
- Special Assistant (Ms. Rivero)
- Chief of Protocol (Mr. Dessandé)
- Senior Political Affairs Officer (Mr. Condé)
- Political Affairs Officer (Mr. Tikoca)
- Humanitarian/Rehabilitation Officer (Mr. Dao)
- Political/Economic Affairs Officer (Mr. J. Khan)
- Legal Officer (Mr. Zorrilla)
- Political/Legal Officer (Ms. Rafii)

3. Also attached is a note for the circulation of these job descriptions to the staff members concerned.

WS

Wilfrid De Souza
19 October 1995

- SUMMARY JOB DESCRIPTIONS OF THE SUBSTANTIVE STAFF -

IN THE OFFICE OF THE SRSG (PROFESSIONAL AND ABOVE)

Executive Director (Mr. Wilfrid De Souza)

Responsible for overseeing all aspects of the Mission; Coordinates the activities of the officers/advisers in the Office of the Special Representative; Provides advice to the Special Representative and the Force Commander and supports them in the fulfilment of the mandate of the Mission; Accompanies the Special Representative to meetings with Government ministers and other senior officers of the Government and political forces; Maintains coordination between the Office of the Special Representative and the Force Commander so as to harmonize political and military strategy; Assists the Special Representative and acts on his behalf as required.

Senior Political Adviser (...)

Supports the Special Representative, the Force Commander and the Executive Director in pursuing the Secretary-General's good offices and peace-keeping operations; Responsible for monitoring the local and wider political situations in the context of the work of the Mission; Maintains liaison with the various political forces; Coordinates research and analysis of political developments and advises the Special Representative and the Executive Director accordingly; Recommends policies and actions of a political nature and prepares reports both for the Mission and Headquarters as appropriate; Maintains liaison with diplomatic missions and regional organizations in the work of the Mission; Assists the Special Representative and the Executive Director as required.

Director of UNAMIR Liaison Office in Kinshasa (Mr. Cheikh Tidiane Gaye)

On behalf of the Special Representative, maintains contact with Government authorities and UNHCR and other UN officials in Zaire on matters relating to UN activities in Rwanda, and keeps the Special Representative informed; Also serves as a channel of communication on such matters between the Special Representative, UNHCR and the Zairean Government; Monitors developments in Zaire related to Rwandese refugees, especially in the humanitarian, military, security and political fields and informs the Special Representative accordingly; Analyses relevant developments, identifies possible problems and recommends possible solutions; Develops and maintains contact with the refugee population, their leaders, relief workers and Zairean and UNHCR security personnel with a view to promoting confidence-building measures aimed at facilitating security, repatriation and reconciliation; Maintains regular contact with the United Nations Resident Co-ordinator who is responsible for the co-ordination of humanitarian assistance in Zaire.

.../...

Spokesman (Mr. Ismael Diallo)

Serves as Spokesman for the Special Representative; Responsible for official dissemination of information to the press and the public regarding the work of the Mission and the local conditions affecting same; Advises the Special Representative and the Force Commander on questions concerning relations with the press; Informs the Special Representative and United Nations Headquarters of pertinent political developments; Arranges press conferences; Briefs Headquarters on a regular basis about developments; Responds to media enquiries; Prepares public relations programmes projecting UNAMIR efforts in Rwanda; Coordinates press and media policy with Military Public Affairs Officer and with UN Agencies.

Special Assistant (Ms. Isel Rivero)

Manages the official schedule and the related duties concerning the daily activities of the Special Representative and makes arrangements as required to organize and facilitate the work of the Special Representative; Prepares statements for the Special Representative; Undertakes research and special assignments as directed by the Special Representative; Maintains liaison with the Force Commander and the Deputy Force Commander on behalf of the Office of the Special Representative and attends military briefings; Accompanies the Special Representative on missions and meetings.

Chief of Protocol (Mr. Pierre B. Dessandé)

Responsible for matters relating to Protocol and liaison with the Government of Rwanda, other Governments, the diplomatic community and international organizations; Coordinates all visits and meetings involving UNAMIR, including organizing and facilitating the official travel and visits of the Special Representative; Monitors security arrangements for the Special Representative and recommends policies and actions as required.

Senior Political Affairs Officer (Mr. Mamady Lamine Condé)

Assists the Senior Political Adviser in monitoring local, national and regional political developments; Undertakes research and analysis of the political situation in the country and prepares reports, as appropriate; Maintains regular contact with Rwandese Government officials, in particular the Ministry of Foreign Affairs, French-speaking Ministers and the Speaker of the National Assembly, as well as with local intelligentsia and other opinion-makers; Undertakes special assignments on behalf of the Special Representative, as required; Serves as officer-in-charge of political section in the absence of the Senior Political Adviser; Also serves as officer-in-charge of Protocol in the absence of the Chief of Protocol.

.../...

Political Affairs Officer (Mr. Isoa Delamisi Tikoca)

Assists the Senior Political Adviser in monitoring local, national and regional political developments; Undertakes research and analysis of the political situation in the country and prepares reports, as appropriate; Maintains regular contact with Rwandese Government officials, in particular the Ministry of Defence and English-speaking Ministers, as well as with local intelligentsia and other opinion-makers; Undertakes special assignments as required.

Humanitarian/Rehabilitation Officer (Mr. A.B. Sidique Dao)

Monitors humanitarian and rehabilitation assistance efforts by UNAMIR, United Nations Agencies, bilateral donors, non-governmental organizations and other concerned institutions; Attends all related meetings; Prepares reports on the above activities; Responsible, in particular, for liaison with WFP, WHO, UNICEF, IOM, UNDP (humanitarian section), major NGOs such ICRC, MSF, etc...; Also responsible for all inter-agency/NGO co-ordination; Assists the Special Representative and the Executive Director as required; Carries out special assignments as required.

Political/Economic Affairs Officer (Mr. Javid Khan)

Carries out daily and weekly situation reports under the guidance of the Senior Political Adviser; Prepares notes on meetings and assists senior officers as required; Liaises with UNDP (Economic section), The World Bank and other UN agencies on matters related to socio-economic developmental assistance to the Government of Rwanda; Also responsible for liaison with UNHCR and UNREO (Prisons development); Monitors follow-up action on UN Trust Fund; Carries out special assignments as required.

Legal Officer (Mr. Diego Zorrilla)

Responsible for the overall review and analysis of the progress of the Mission according to its mandate and reports thereon to the Special Representative and the Executive Director; Reviews all legal documents addressed to or emanating from UNAMIR and advises the Special Representative and the Executive Director as appropriate.

Political/Legal Officer (Ms. Ladan Rafii)

Assists the Special Representative and the Executive Director as required; Follows and analyses political developments, especially those with legal implications, and prepares reports as appropriate; Undertakes review of documents with legal implications; Acts as liaison between the Office of the Special Representative and the Human Rights Field Operation in Rwanda as well as the International Tribunal, the judiciary section of UNDP and legal NGOs such as Juristes Sans Frontières; Carries out special assignments as appropriate.



INTEROFFICE MEMORANDUM

Date: 17 October 1995

To: See list attached

From: Shaharyar M. Khan
SRSG

Shaharyar M. Khan

Subject: Weekly meetings of senior officers

1. As we get closer to the end of this fourth mandate of UNAMIR, I believe it is important that we meet regularly every week to exchange views on the activities of the mission and to prepare contingency plans pending the decision of the Security Council in December.
 2. You are therefore invited to join me in a meeting of senior officers to be held every Tuesday and Friday from 9:00 to 9:30 a.m. in conference room 4045.
 3. Thank you for your cooperation.
-

Weekly meetings of senior officers

- SRSG
 - Force Commander
 - Executive Director
 - Chief Administrative Officer
 - Senior Political Adviser
 - Spokesman
 - Special Assistant to the SRSG
 - Senior Political Officer
-



Kigali, 28 September 1995

Dear Mr. Mckeown,

Thank you for your letter of 26 September 1995 informing me of the forthcoming visit to Rwanda from 9 to 12 October 1995 of Her Excellency Mrs. Mary Robinson, the President of Ireland.

I recall vividly her last visit to Rwanda and the positive and compassionate contribution she made during that particularly difficult period of Rwanda's history.

UNAMIR, on its part is ready to assist in every possible way to make the visit a success. In this connection, we look forward to the visit of Ms. Barbara Jones who with whom I have already been in telephonic contact.

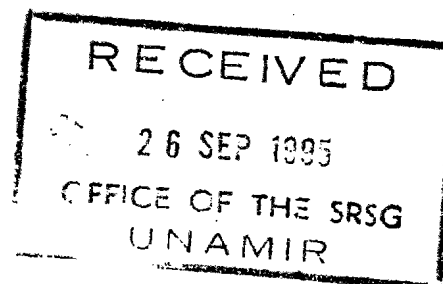
With every good wish.

Yours sincerely,

Shaharyar M. Khan
Special Representative of
the Secretary-General

Mr. Brian McKeown
EU Commission Coordinator
Human Rights Mission in Rwanda
Kigali

F/W - 2345

SRSG
2) Protocol

EU HUMAN RIGHTS FIELD OPERATION MISSION
IN RWANDA

TEL. (250) 75054
FAX (250) 77052

FACSIMILE MESSAGE

To His Excellency
Ambassador Shabaryan Khan
Special Representative of the Secretary General

Fax 250 8 6877

From Brian McKeown
EU Commission Coordinator

Date 26 September 1995

Number of pages including this one 2



Union Européenne
Mission des Droits de l'Homme au Rwanda

Kigali, 26 September 1996

His Excellency
Ambassador Shaharyar Khan
Special Representative of the Secretary General.

Dear Ambassador,

I wish to inform you that President Mary Robinson of Ireland will visit Rwanda from 9th to 12 October. She will be accompanied by the Minister of State for Foreign Affairs Mrs. Joan Burton. Minister Burton is also responsible for Development Cooperation.

Ms. Barbara Jones of the Department of Foreign Affairs will come to Kigali next week to prepare the visit.

With kindest wishes,

Yours Sincerely,


Brian McKeown
EU Commission Coordinator.

*She is most welcome. I feel her
to be the most compassionate visitor of all.
Pl. put up reply. Joel.
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SRSG

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR MINUAR

INTERNAL MEMORANDUM
MEMORANDUM INTERIEUR

OFFICE OF THE SRSG

Date: 15 September 1995

TO: All Staff of the OSRSG
All Chiefs of Sections/Units

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

A handwritten signature in dark ink, appearing to read 'Shaharyar M. Khan'.

SUBJECT: OFFICE OF THE SPECIAL ASSISTANT TO THE SRSG

Ms. Isel Rivero, Special Assistant to the SRSG, has proceeded on home leave with effect from Thursday, 14 September 1995. During the period of her absence, Mr. A. B. Sidique Dao will be acting as my Special Assistant.

Please give him your usual cooperation.



UNAMIR - MINUAR

INTERNAL MEMORANDUM
MEMORANDUM INTERIEUR

SRSG

Date: 6 September 1995

To: All Staff of the OSRSG
All Chiefs of Section/Unit

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

Subject: Office of the Spokesperson

A handwritten signature in black ink, appearing to read "Shaharyar M. Khan".

Mr. Ismael Diallo, UNAMIR Spokesperson, has been asked to assist the Secretary-General's Envoy for the Great Lakes Region, Amb. Jose Luis Jesus. During the time of his absence from UNAMIR Headquarters, Mr. Zouaoui Benamadi will be Acting Spokesperson.

Please extend to him your usual cooperation.