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Nations Unies  
Mission pour l'Assistance au Rwanda

United Nations  
Assistance Mission to Rwanda

Le Représentant Spécial  
du Secrétaire Général

The Special Representative  
of the Secretary-General

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**MESSAGE FROM THE SRSG TO ALL PERSONNEL**

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**RESTRICTED**

**UNITED NATIONS ASSISTANCE MISSION TO RWANDA  
UNAMIR DESIGNATED OFFICIAL INFORMATION CIRCULAR**

16 December 1994

**CONFIDENTIAL**

TO: *All United Nations Personnel in Rwanda*

FROM: *Shaharyar Khan,  
Special Representative of the  
Secretary-General*

*Shaharyar Khan  
17.12.*

SUBJECT: **Security Plan**

1. *The Secretary-General has instructed that security arrangements for all United Nations personnel in Rwanda be coordinated by myself and by the UNDP Resident Representative, acting as my deputy, will coordinate UNDP and the other UN agencies personnel with appropriate coordination between the entities.*
2. *The Security Plan for Rwanda is currently being revised and, as part of the routine requirements of the Plan, information regarding the location of personnel and property must be submitted as indicated below.*
3. *In the event of internal disorder or hostilities, and depending on the level of disturbance, one of the following five Security Conditions will be declared and UN personnel will be notified regarding what precautions to take and how to conduct themselves.*

- (i) **Phase I - Precautionary**  
(Movement should be limited to essential activities)
- (ii) **Phase II - Restricted Movement**  
(All movement should be restricted)
- (iii) **Phase III - Relocation**  
(Personnel and, to the extent possible, property should be relocated to concentration centres in anticipation of possible evacuation)
- (iv) **Phase IV - Programme Suspension**  
(Regular operations cannot continue; all non-essential personnel will be evacuated)
- (v) **Phase V - Evacuation**  
(All operations must be halted; all personnel will be evacuated)

Phases III - V are only applicable to personnel whom the UN is under obligation to repatriate, although some exceptions do exist.

- 4. Shortly, you will be notified of the appointment of a Zone Warden or Area Coordinator who will be primarily responsible for security in the geographic area in which you live. If you have any questions regarding the Security Plan, they may be directed to your Zone Warden or Area Coordinator.

#### Precautionary Measures

- 5. In the meantime, all personnel should take certain measures now, as routine precautions. Specifically, all international personnel should undertake the following preparations:
  - (a) Prepare an inventory in quadruplicate of all furniture, valuables, household effects and automobiles (Proforma inventory blanks are attached to this circular) and, for military staff, send two copies to the Chief Military Personnel Officer; for civilian staff, send two copies of inventory to the Civilian Security and Safety Unit Amahoro Hotel, Agency staff send two copies to UNDP Field Security Officer. You should retain the remaining two copies. The Security and Safety Section and the UNDP Field Security Officer will maintain a data bank for purposes of the Security Plan. Every three months, you should send an updated inventory to the Security and Safety Unit;
  - (b) For military staff, advise the Chief Military Personnel Officer and your superior officer of the location of your residence; make sure to notify the relevant officials of your new address whenever you move. For civilian staff, advise the Personnel Section and your Chief of Division/Section/Unit of the location of your residence;

*make sure to notify the relevant officials of your new address whenever you move. For agency staff, advise the UNDP Field Security Officer of the location of your residence, old or new. This data will be transmitted to the Security and Safety Unit Data Bank and to the UNDP Field Security Officer as required;*

- (c) For all staff, advise the Security and Safety Unit and other relevant officials of any medical conditions which you may have which might affect your mobility or ability to comply with any security directives.*
- (d) Check regularly to see that identity cards, passports, Laissez-Passers and health certificates are in order;*
- (e) Check that at least one week's supplies of water and food are maintained in your residence;*
- (f) Check that reserves of gas supplies are maintained;*
- (g) Ensure that supplies of flashlights, candles, matches and contents of first-aid kits are maintained;*
- (h) Check that UN and privately owned vehicles, if any, are constantly refuelled and that spare wheels and tool kits are in order;*
- (i) Maintain reserve finances of at least US\$400 (e.g. in traveller's checks);*
- (j) Consider what arrangements will be made for care of household pets in case evacuation is ordered;*
- (k) Give consideration to selection of clothes, depending on the season, to be packed should an evacuation be ordered, the limit in weight to be 15 kgs per person.*

*Family members, non-local domestic servants, visitors*

- 6. As UNAMIR is a non-family mission, there is no direct obligation and thus, there are no special provisions for the evacuation of family members. Further, because it is anticipated that UNAMIR will continue functioning during periods of greater disruption than a family mission, it is anticipated that family members of UNAMIR staff who happen to be in Kigali despite instructions to the contrary will evacuate earlier than UNAMIR personnel. Thus it is recommended that family members in the Mission area leave the country as soon as Phase I is declared by commercial carrier before UNAMIR evacuates. In any event, any UNAMIR staff member with family in Rwanda should ensure that spouse's and children's locations are known at all times and that appropriate arrangements are made for their security. Exceptions and special arrangements will be made for dependents of agency staff, as the situation normalizes further.*
- 7. Similarly, non-local domestic servants employed by staff members and visitors, including dependents, are not covered under the Security Plan. These categories of individuals should*

*be advised to leave the country during Phase I. Financial responsibility for their travel is solely that of the staff member involved. In any event, these categories of individuals should be advised to maintain valid passports, visas, health certificates and other documents required for travel outside the country.*

*Payment of allowances/compensation for loss or damage*

8. *In the case of evacuation, allowances will be paid in the safe haven area or home country, to those eligible under the provisions of the Security Plan.*
9. *Compensation of internationally-recruited staff members for loss of, or damage to, personal effects, including household goods, attributable to service in connection with an emergency situation or a disaster will be payable in accordance with the relevant administrative instructions. In cases of hardship, appropriate advances may be made pending final settlement of a claim for compensation.*

*Parting words*

10. *Again, I remind you that it is essential to your own security that you fill in and submit the attached forms to the appropriate offices as indicated above to ensure that those responsible for the implementation of the Security Plan are able to locate you in case of an emergency.*
11. *Please retain this letter for reference and continue to update the appropriate offices within UNAMIR of any change of address or property inventory.*

ANNEX I

INFORMATION OR SECURITY PLAN LISTING

UNAMIR ID N° \_\_\_\_\_

NAME: \_\_\_\_\_  
(Family name) (Other names)

NATIONALITY: \_\_\_\_\_  
COUNTRY/CITY OR HOME LEAVE: \_\_\_\_\_

DUTY STATION WITH UNAMIR: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

RESIDENTIAL ADDRESS AT DUTY STATION: (state quarters, floor, entrance,  
type of building; attach location sketch to main road)

HOME TELEPHONE: \_\_\_\_\_

FUNCTION/TITLE: \_\_\_\_\_

DATE OF ARRIVAL AT DUTY STATION: \_\_\_\_\_

UN LAISSEZ-PASSER N°.: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

NATIONAL PASSPORT N°.: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

PARENT ORGANIZATION: \_\_\_\_\_

LOCATION OF PARENT ORGANIZATION: \_\_\_\_\_

EXPIRATION DATE OF CONTRACT WITH PARENT ORGANIZATION: \_\_\_\_\_

- \* DEPENDENTS PRESENT AT DUTY STATION : YES \_\_\_\_\_ NO \_\_\_\_\_
- \* SPOUSE: \_\_\_\_\_
- \* CHILDREN/DOB/SCHOOL (attach additional info. on a separate sheet)

- \* It should be noted that the presence of these groups in the UNAMIR mission areas runs contrary to UNAMIR administrative circular #13/94. If these individuals are present in the UNAMIR mission area, they are the sole responsibility of the staff member. Under no circumstances will UNAMIR be held liable for their security and safety.

CIVILIAN STAFF MEMBERS: SUBMIT TO CHIEF CIVILIAN PERSONNEL OFFICE

CIVPOL STAFF MEMBERS: SUBMIT TO CHIEF, CIVPOL, PERSONNEL OFFICE

MILITARY STAFF MEMBERS: SUBMIT TO CHIEF MILITARY PERSONNEL OFFICE

AGENCY STAFF: SUBMIT TO UNDP FIELD SECURITY OFFICER

ANNEX 2

INVENTORY OF PERSONAL EFFECTS OF FURNITURE, HOUSEHOLD  
EFFECTS, AUTOMOBILES AND VALUABLES

Note: Please complete this form in the following order:

I. FURNITURE AND HOUSEHOLD EFFECTS IN:

- |                  |                  |                |
|------------------|------------------|----------------|
| A. Living Room   | E. Bedroom No. 3 | I. Laundry     |
| B. Dining Room   | F. Bedroom No. 4 | J. Balcony     |
| C. Bedroom No. 1 | G. Office        | K. Other rooms |
| D. Bedroom No. 2 | H. Kitchen       | L. Garage      |

II. AUTOMOBILE(S)

III. VALUABLES

IV. CLOTHING

Name: \_\_\_\_\_

Functional Title: \_\_\_\_\_ Grade/Rank: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Inventory: \_\_\_\_\_

DESCRIPTION OF ITEM	PLACE OF PURCHASE	DATE OF PURCHASE	PURCHASE COST**		ESTIMATED REPLACEMENT COST
			LOCAL	US \$	

\* IT IS THE STAFF MEMBER'S RESPONSIBILITY TO ADVISE THE DESIGNATED OFFICIAL OF ANY CHANGES IN THE INFORMATION GIVEN.

\*\* STATE ONLY IN CURRENCY ACQUIRED.

## ANNEX 2 (Cont'd)

Page \_\_\_\_\_ of \_\_\_\_\_

[illegible]

**\*\* State only in currency acquired.**

CIVILIAN STAFF MEMBERS: SUBMIT TO SECURITY AND SAFETY UNIT

CIVPOL STAFF MEMBERS: SUBMIT TO CIVPOL PERSONNEL OFFICE

MILITARY STAFF MEMBERS: SUBMIT TO CHIEF MILITARY PERSONNEL OFFICE

AGENCY STAFF: SUBMIT TO UNDP FIELD SECURITY OFFICER