UNAMIDR

G3 OPERATIONS/PLANS - CORRESPONDENCE GENERAL

19 MAY - 11 SEPT 1905

PLEASE RETAIN
ORIGINAL ORDER

[4 CONFIDENTIAL]
RH/WG JUNE 2009

UN ARCHIVES
SERIES S-1062
BOX 125
FILE 2
ACC. 1998/0283

DCOS (OPS)

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

From: Col W J Fletcher
DCOS (Sp) Extn 11109

To: List A and List B Less Serial 29

Info:

File Reference: 4000.1/LOG-54

Date: 11 Sep 95

Subject: MORNING COFFEE BREAK

Reference:

1. Adds should be aware that a Morning Coffee Break has been instituted. Coffee and tea are available in the Con/Briefing Room daily from 1030 to 1100 hrs. Participation has been somewhat spartan the last week. All HQ personnel are encouraged to and welcome to attend.

S803 OPS
Please pass on to all our offs
12/9

14/9

802 OPS
14/9

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

UNAMIR - MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

6 September 1995

(1)

MEMORANDUM

(2) All OPS Branch Staff should endeavour to attend and donate generously

To: All UNAMIR Personnel

From: William Clive
OIC, Administration

Subject: **Fundraising event on Saturday 09 September 1995 Amahoro Stadium**

I am pleased to inform you that the UNAMIR Basketball team and the UNV Programme will organise a fundraising event on Saturday 09 September 04:00, at Amahoro Stadium (see attached programme).

The fundraising aims at assisting the orphanage Saint Exupery, Kigali, which accommodates 280 orphans aged from 3 months to 15 years. Currently, this institution relies exclusively on support provided by national and international NGOs and individual contributions.

In collaboration with the director of the orphanage, a list of priority needs has been established mainly in the following areas: hygiene, school equipments, building maintenance.

I trust this initiative deserves the attention and support of all UNAMIR staff, civilian and military.

The children are awaiting your presence.

(3) Chief clerk 8/9 Pass through the branch

11/9

8/9

PROGRAMME

Date: **Saturday 09 September 1995**
Time: **04:00 p.m.**
Venue: **Amahoro Stadium**

* * *

15:00 - 15:15	Speech by UNAMIR representative and Director of the orphanage
15:15 - 15:30	Photo session with the children
15:30 - 15:45	Rwandese traditional dance
15:45	Basketball game
Half time events:	Fundraising Toys distribution Refreshments Music

Conclusion of ceremony

* * *

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

DATE: 4 September 1995

TO: All UNAMIR Personnel

FROM: Susan Matthew
CAO

SUBJECT: **Acting arrangement**

During my absence from the mission area, from 4 September to 3 October 1995, Mr. William Clive, Chief Integrated Support Services Section, will act as Officer-in-Charge of Administration on my behalf.

Kindly extend to him your utmost cooperation.

5/9

4/9

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

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

Date: 4 September 1995

To: All Military and Civilian Personnel

From: Wilfrid de Souza
Executive Director

Subject: **Absence from Mission Area**

1. I will be on leave from 4 to 15 September 1995. During my absence, Mr. Sammy Kum Buo, Senior Political Adviser, would act as Executive Director.

2. Please extend to him your usual cooperation.

5/9

5/9

DCOS-OPS

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

MCC/WD-510/JM
05 SEPTEMBER 1995

(1)

TO: ALL CHIEFS OF SECTION
LIST A
LIST B
LIST C
LIST E

FROM: JAN MCMILLAN
CMCC

SUBJECT: OFFICER IN CHARGE (OIC) OF THE MOVEMENT CO-ORDINATION CENTRE (MCC).

1. I will be absent on leave from the 07 September to 09 October inclusive. During my absence, Mr Neil Gray will be the OIC MCC from 07 to 20 September and Mr Erich Ball will be the OIC MCC from 25 September to 08 October 1995.

2. Please extend to them your usual co-operation.

3. Regards Jan.

(2) 7/9

Seen 7/9

8/9

D-OS OPS

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: Lists A, B, C, D

From: COS

Date: 01 Sep 95

Subject: WORKING ETHOS

1. It is reiterated that office working hours are as follows:

(a) Monday - Friday

0800 - 1700 h - Office

1230 - 1330 h - Lunch Break

(b) Saturday

0800 - 1230 h - Office

1230 - 1700 h - Duty Officer in each Branch/Section

2. It has been noticed that the officers are not adhering to the laid-down office timings. In future, any officer absent from the place of duty/work is required to intimate the Branch/Section head of his whereabouts as also attend the radio set when called for. Note this for strict compliance.

3. Please ack.

CC
Please ack

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

DATE: 25 August 1995

TO: All UNAMIR Staff

FROM: Chaim Ouziel, CAO

SUBJECT: **Staff meeting**

This is to inform you that there will be a meeting of all UNAMIR staff on Tuesday, 29 August 1995, at 2:00 p.m. in the conference room on the ground floor.

The purpose of the meeting is to introduce the new CAO, Ms. Susan Matthew.

26/8

26/8

26/8

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

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

(1)

Date: 26 August 1995

To: All Civilian and Military Staff

From: Wilfrid de Souza
Executive Director

Subject: **Spokesman / acting arrangements**

1. Mr. Ismaël A. Diallo, Spokesman, will be absent on leave from 28 August to 17 September 1995.

2. During his absence, the responsibility for the Office of the Spokesman will be exercised by the following staff members as indicated below:

   - **Ms. Ladan Rafii**, Legal/Political Officer from 28 August to 7 September.

   - **Lt. Kent Page**, Military Public Affairs Officer from 8 to 17 September.

3. All calls to the Spokesman's Office should be channelled to:
   - Ext. 11076 (28 August to 7 September) and
   - Ext. 11124 (8 to 17 September).

4. Thank you for your cooperation.

(2) Seen 29/8

29/8

UNAMIR
MILITARY POLICE MILITAIRE
KIGALI RWANDA

UNITED NATIONS ASSISTANCE MISSION IN RWANDA

MILITARY POLICE COMPANY

INTER OFFICE MEMORANDUM

TO: List A & B

INFO:

FM: Maj SA DARE
CO Force MP Coy

DATE: 26 Aug 95

SUBJECT: RESUMPTION ON DUTY-OFFICER

References:

A. My letter on out-station officer dated 31 Jul 95.

1. Please be informed that I have resumed duty on completion of my annual leave on 26 Aug 95

2. Your understanding and co-operation to this MP Coy during my period of absence is noteworthy. I look forward to the continuance of same.

3. Best regards.

SA DARE
Maj
CO MP Coy

29/8

29/8

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

DATE: 21 August 1995

TO: All UNAMIR Staff

FROM: Chaim Ouziel, CAO

SUBJECT: **Designation of new CAO**

I will complete my assignment to the mission on 31 August 1995. Ms. Susan Matthews will replace me as Chief Administrative Officer effective 1 September 1995. She will arrive at the mission on 25 August to allow briefing and handover.

Ms. Matthews brings with her extensive experience in the administration of peace-keeping missions, most recently as CAO of UNFICYP in Cyprus. On behalf of all of us I wish to welcome her to UNAMIR and extend to her our best wishes, support and cooperation in the tasks ahead.

23/8

24/8

23/8

UNAMIR
MILITARY POLICE MILITAIRE
KIGALI RWANDA

UNITED NATIONS ASSISTANCE MISSION IN RWANDA

MILITARY POLICE COMPANY

INTER OFFICE MEMORANDUM

TO: List A & B

INFO:

FM: Maj SA DARE
CO Force MP Coy

DATE: 26 Aug 95

SUBJECT: RESUMPTION ON DUTY-OFFICER

References:

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3. Best regards.

SA DARE
Maj
CO MP Coy

Seen
28/8

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

UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM

Date: 15 August 1995
Ref: COMMS/8.15

To: All Civilian/Military Staff

From: Thad Anglin
CCO

Subject: Re-location of CCO Office

Please be advised that the Office of the CCO has moved to the Communications Compound, located in the Industrial Area effective Monday 14 August 1995.

The new telephone extensions are as follows:

11842
11843

24/8

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTER OFFICE MEMORANDUM

DATE: 24 August 1995

TO: All UNAMIR Staff

FROM: Chaim Ouziel, CAO

SUBJECT: **Foreign currency exchange**

I reproduce below, to bring to your attention once more, the circular issued on 12 August on the above subject. The Rwandan authorities have again informed us that they view as illegal the exchange of foreign currency through persons who are not "authorized agents", and warned of arresting offenders.

Again: all staff are advised and warned of this situation, and instructed to exchange foreign currency only at banks, government institutions or other authorized agencies displaying signs that they are so authorized.

INFORMATION CIRCULAR No. 046/95

DATE: 12 August 1995

TO: All UNAMIR Staff

FROM: Chaim Ouziel, CAO

SUBJECT: **Foreign currency exchange**

The Government of Rwanda views as illegal the exchange of foreign currency through persons who are not "authorized agents". It has issued explicit instructions to the Gendarmerie to arrest any person indulging in such unauthorized exchange. All staff are thus advised and warned of this situation, and instructed to exchange foreign currency only at banks, government institutions or other authorized agencies displaying signs that they are so authorized.

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Post Office Box 749
Kigali, Rwanda
Voice (250) 84265
Fax (250) 86877

TO: All Section Chiefs

FROM: Paul McNeill, Chief Finance Officer

DATE: August 21, 1995

SUBJECT: Officer in Charge

I will be away from the mission until 16 September.

From today through 29 August, Mr. Koffi KETEMEPI (telephone extension 11702) will be Officer-in-Charge of the Finance Section.

From 30 August through 16 September, Mr. Danilo CARLOS (telephone extension 11710) will be Officer-in-Charge of the Finance Section.

23/8

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

G3OPS
G3Plans } For info

22/8

DATE: 21 August 1995

TO: All UNAMIR Staff

FROM: Chaim Ouziel, CAO

SUBJECT: **Designation of new CAO**

I will complete my assignment to the mission on 31 August 1995. Ms. Susan Matthews will replace me as Chief Administrative Officer effective 1 September 1995. She will arrive at the mission on 25 August to allow briefing and handover.

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24/8

(2) SOG – INFO
23/8

23/8

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION IN RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: All Certifying Officers
All Civilian Section Heads
and Military Branch Heads

Through: Chaim Ouziel, Chief Administrative Officer

From: Paul McNeill, Chief Finance Officer

Subject: **Sub-Allotment Advice No. 5-03-9403**

UNAMIR FINANCE SECTION OBLIGATED/RECORDED/RECEIVED 1995 AUG 15 A 10: 08

1. Attached please find a copy of subject allotment advice which reflects a total sub-allotment of $97,700,800 to cover the cost of UNAMIR operations for the period from 10 June to 8 Dec. 1995.

2. You will note that amounts alloted under different object codes sometimes do not match the actual requirements of the mission. With this in mind, it is therefore important for all certifying officers/civilian section heads, and military branch heads to quantify the mission's requirements falling under their respective responsibility to enable UNAMIR to communicate to HQ New York the need to augment and realign funds for the various budget lines concerned. All responsible officers are likewise requested to provide the necessary justification where additional or realignment of funds would be requested.

3. Hence, the upcoming budget submission should reflect actual needs. As you may be aware Section Chiefs had been requested to submit their requirements by 31 July, 1995. For those Section Chiefs who have not, we need the details outlining your requirements as soon as possible.

4. Additionally, please pay particular attention to the additional cost relating to the move of UNAMIR headquarters to TRAFIPRO and also the relocation of military personnel/components due to the New Mandate.

5. Failure of our mission to justify the revised requirements for the Fourth Mandate will have a serious impact on our accomplishment of programmes or activities lined up for the current mandate. The full co-operation of all concerned is therefore requested.

Distribution:

SRSG	CAO	C/Air Ops/MovCon
Executive Director	CCPO	CTO
Force Commander	CSS	OIC Procurement
DFC/COS	CBES	CMIS
CMPO	CGS	CCO
DCOS (SP)	CPO	
DCOS (OPS)		

16/8

Seen 18/8

KAMF 3078

UNITED NATIONS CENTRE

95 JUL 19 16 437

UNITED NATIONS NATIONS UNIES

95 JUL 19

27477

FACSIMILE TRANSMISSION

To:	From:
Mr. Shaharyar Khan, SRSG UNAMIR, Kigali	Bock Yee, Officer-in-Charge Peace-keeping Finance Division, OPPBA
Attention: Mr. Chaim Ouziel, Chief Administrative Officer UNAMIR, Kigali	*Date:* 17 July 1995
Outgoing fax number: 212-963-3090	*Incoming fax number:* (212) 963-4365

Subject: Allotment Advice 5-03-9403

Please find attached Allotment Advice no. 5-03-9403 providing funds for the maintenance of UNAMIR for the period from 10 June to 8 December 1995 in accordance with General Assembly resolution 49/20 B of 12 July 1995.

UNAMIR FINANCE SECTION OBLIGATION REFORM O/RECEIVED 1995 JUL 20 P 2:46

cc: Mr. H. Medili

Tana 3-4074

SRSG CAO CISS CFO

UNITED NATIONS NATIONS UNIES

ALLOTMENT ADVICE

14 July 1995
Advice No. 5-03-9403
Period: 10 June to 8 December 1995

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA (UNAMIR)

To: Mr. Kofi Annan, Under-Secretary-General
Department of Peace-keeping Operations

ttention: Mr. Hocine Medili, Director
Department of Peace-keeping Operations

o: Mr. Shaharyar M. Khan
Special Representative of the Secretary-General for the
United Nation Assistance Mission for Rwanda (UNAMIR)

tention: Mr. Chaim Ouziel
Chief Administrative Officer, UNAMIR

This allotment amends Allotment Advice No. 5-03-9375 of 14 June 1995 and is issued xtend its validity and to provide additional funds for UNAMIR, having regard to Security ncil resolution 997 of 9 June 1995 which extended the mandate of UNAMIR until ecember 1995. It is based on the appropriation provided by the General Assembly in its lution 49/20 B of 12 July 1995.

All other conditions in Advice No. 5-03-9375 remain valid.

red by:

A. Lambrakos
e Officer

Approved by:

Leon Hosang, Director
Peace-keeping Financing Division, OPPBA

/...

Allotment Advice UNAMIR

Allotment Advice No : 5-03-9403
Date : 14 July 1995
Period : 10/6/95 - 8/12/95

Peace-Keeping

Headquarters RNA30400 | Field RNA30410 | Total

01 Military Personnel Costs

Military Observers

Code	Name	Prior Allotment	This Allotment	Total	Prior Allotment	This Allotment	Total	Grand total
091	Military observers daily allowances	0	0	0	862,600	4,312,900	5,175,500	5,175,500
251	Travel costs	39,000	104,800	233,800	21,000	104,900	125,900	359,700
801	Clothing and equipment allowance	0	0	0	5,400	26,700	32,100	32,100

Military Contingents

Code	Name	Prior Allotment	This Allotment	Total	Prior Allotment	This Allotment	Total	Grand total
005	Daily allowances	0	0	0	216,500	518,500	735,000	735,000
097	Mission subsistence allowance	0	0	0	60,700	191,700	252,400	252,400
473	Emplacement/rotation/repatriation	343,100	1,715,700	2,058,800	18,100	90,300	108,400	2,167,200
474	Rations	1,965,200	4,680,900	6,646,100	103,400	246,400	349,800	6,995,900
476	Standard troop costs reimbursement	5,672,000	14,816,800	20,488,800	0	0	0	20,488,800
484	Welfare	0	0	0	89,700	191,400	281,100	281,100
486	Clothing and equipment allowance	388,100	927,900	1,316,000	0	0	0	1,316,000

Other costs pertaining to military personnel

Code	Name	Prior Allotment	This Allotment	Total	Prior Allotment	This Allotment	Total	Grand total
477	Contingent owned equipment	421,200	2,401,000	2,822,200	0	0	0	2,822,200
478	Death and disability compensation	106,700	1,121,000	1,317,700	0	0	0	1,317,700
	Total : 01	9,025,300	25,858,100	34,883,400	1,377,400	5,682,800	7,060,200	41,943,600

TR

1995-7-19 20:08 UN_FAXPAD COMMGEN:#23

Allotment Advice UNAMIR

Allotment Advice No : 3 03 8403
Date : 14 July 1995
Period : 10/6/95 - 8/12/95

Peace-Keeping

02 Civilian Personnel Costs

Civilian Police

Code	Name	Headquarters RNA30400 Prior Allotment	Headquarters RNA30400 This Allotment	Headquarters RNA30400 Total	Field RNA30410 Prior Allotment	Field RNA30410 This Allotment	Field RNA30410 Total	Total Grand total
098	Allowances - supplement	0	0	0	242,000	1,214,700	1,457,600	1,457,600
267	Travel costs	5,400	26,800	32,200	12,500	62,500	75,000	107,200
802	Clothing and equipment allowance	0	0	0	1,500	7,500	9,000	9,000

International and local staff

Code	Name	Prior Allotment	This Allotment	Total	Prior Allotment	This Allotment	Total	Grand total
071	Salaries - International	869,500	3,825,800	4,695,300	0	0	0	4,695,300
073	Local staff salaries	0	0	0	89,400	393,400	482,800	482,800
100	Common staff costs	482,500	2,123,100	2,605,600	53,600	235,900	289,500	2,895,100
176	Daily mission subsistence allowance	0	0	0	564,600	2,484,400	3,049,000	3,049,000
181	Travel to and from the mission area	0	0	0	0	0	0	0
242	Other official travel of staff	18,000	79,300	97,300	9,700	42,700	52,400	149,700

United Nations Volunteers

Code	Name	Prior Allotment	This Allotment	Total	Prior Allotment	This Allotment	Total	Grand total
085	Other individual personal services contracts	49,900	236,800	286,700	283,100	1,342,200	1,625,300	1,912,000
	Total : 02	**1,425,300**	**6,291,800**	**7,717,100**	**1,257,300**	**5,783,300**	**7,040,600**	**14,757,700**

03 Premises/accommodation

Code	Name	Prior Allotment	This Allotment	Total	Prior Allotment	This Allotment	Total	Grand total
411	Rental of premises	0	0	0	222,400	978,800	1,201,200	1,201,200
412	Alterations and renovations to premises	0	0	0	29,900	131,300	161,200	161,200

1.3

TM

95- 7-19 20:09 UN_FAXPAC
COMMGEN: 824

Allotment Advice, UNAMIR

Allotment Advice No : 5 9403
Date : 14 July 1995
Period : 10/6/95 - 8/12/95

Peace-Keeping

		Headquarters RNA30400			Field RNA30410			Total
Code	Name	Prior Allotment	This Allotment	Total	Prior Allotment	This Allotment	Total	Grand total
413	Maintenance supplies	0	0	0	25,000	110,000	135,000	135,000
415	Maintenance services	0	0	0	20,000	88,000	108,000	108,000
421	Utilities	0	0	0	50,000	220,000	270,000	270,000
429	Construction/prefabricated buildings	0	0	0	0	0	0	0
	Total : 03	0	0	0	347,300	1,528,100	1,875,400	1,875,400

04 *Infrastructure repairs*

Code	Name	Prior Allotment	This Allotment	Total	Prior Allotment	This Allotment	Total	Grand total
427a	Repair of bridges	0	0	0	74,600	0	74,600	74,600
	Total : 04	0	0	0	74,600	0	74,600	74,600

06 *Transport operations*

Code	Name	Prior Allotment	This Allotment	Total	Prior Allotment	This Allotment	Total	Grand total
439	Rental of vehicles	0	0	0	0	0	0	0
462	Spare parts, repairs and maintenance	226,800	996,800	1,223,400	56,600	249,200	305,800	1,529,200
492	General Insurance	43,000	189,300	232,300	7,600	33,400	41,000	273,300
517	Petrol, oil and other lubricants	0	0	0	511,900	2,252,600	2,764,500	2,764,500
641	Purchase of vehicles	0	0	0	0	0	0	0
644	Workshop equipment	2,300	10,100	12,400	1,900	8,300	10,200	22,600
	Total : 05	271,900	1,196,200	1,468,100	578,000	2,543,500	3,121,500	4,589,600

TM

Allotment Advice UNAMIR

Allotment Advice No : 5-03-9403
Date : 14 July 1995
Period : 10/6/95 - 8/12/95

Peace-Keeping

Headquarters RNA30400 | Field RNA30410 | Total

06 Air operations

Helicopter Operations

Code	Name	Prior Allotment	This Allotment	Total	Prior Allotment	This Allotment	Total	Grand total
741	Hire/charter costs	667,500	3,337,500	4,005,000	0	0	0	4,005,000
742	Positioning/depositioning costs	0	0	0	0	0	0	0
743	Aviation fuel and lubricants	0	0	0	57,500	287,500	345,000	345,000
744	Painting/preparation/Spare parts	0	0	0	0	0	0	0
745	Liability insurance	10,500	52,400	62,900	0	0	0	62,900

Fixed-wing aircrafts

Code	Name	Prior Allotment	This Allotment	Total	Prior Allotment	This Allotment	Total	Grand total
751	Hire/charter costs	681,700	3,408,800	4,090,500	0	0	0	4,090,500
752	Positioning/depositioning costs	0	0	0	0	0	0	0
753	Aviation fuel and lubricants	0	0	0	225,700	1,128,300	1,354,000	1,354,000
754	Painting/preparation	0	0	0	0	0	0	0
755	Liability insurance	85,000	425,000	510,000	0	0	0	510,000

Other air operations costs

Code	Name	Prior Allotment	This Allotment	Total	Prior Allotment	This Allotment	Total	Grand total
746	Landing fees and ground handling - helicopter	0	0	0	40,000	200,000	240,000	240,000
	Total : 06	1,444,700	7,223,700	8,668,400	323,200	1,615,800	1,939,000	10,607,400

95- 7-19 ; 20:12 ;UN_FAXPAD ; COMMGEN:#26

Allotment Advice. UNAMIR

Allotment Advice No : 5-03-[illegible]/3
Date : 14 July 1995
Period : 10/6/95 - 8/12/95

Peace-Keeping

Headquarters RNA30400 | Field RNA30410 | Total

08 Communications

Complementary communication

Code	Name	Prior Allotment	This Allotment	Total	Prior Allotment	This Allotment	Total	Grand total
440	Commercial communications	61,700	271,400	333,100	26,400	116,300	142,700	475,800
506	Supplies	19,500	86,000	105,500	23,000	105,100	128,000	234,500
651	Communications equipment	0	0	0	0	0	0	0
657	Workshop and test equipment	2,300	10,100	12,400	1,000	8,300	10,200	22,600
	Total : 08	83,500	367,500	451,000	52,200	229,700	281,900	732,900

09 Other equipment

Code	Name	Prior Allotment	This Allotment	Total	Prior Allotment	This Allotment	Total	Grand total
469	Spare parts, repairs and maintenance	3,750	18,700	22,450	21,250	106,300	127,550	150,000
611	Office furniture	0	0	0	3,000	14,900	17,900	17,900
612	Office equipment	900	4,500	5,400	1,300	6,700	8,000	13,400
613	Accomodation equipment	2,200	11,200	13,400	1,500	7,500	9,000	22,400
625	Data processing equipment	0	0	0	0	0	0	0
655	Generators	0	0	0	0	0	0	0
656	Observation equipment	0	0	0	0	0	0	0
691	Building maintenance equipment	0	0	0	0	0	0	0
693	Medical and dental equipment	0	0	0	3,700	18,700	22,400	22,400
694	Field defence equipment	0	0	0	0	0	0	0
695	Miscellaneous equipment	4,100	19,000	23,100	3,400	18,300	21,700	44,800
697	Petrol tanks plus metering equipment	0	0	0	0	0	0	0
698	Water purification equipment	1,000	14,100	15,100	2,000	800	2,800	17,900
699	Refrigeration equipment (peace-keeping activities)	0	0	0	0	0	0	0

TAC

Allotment Advice UNAMIR

Allotment Advice No : 5-03-9403
Date : 14 July 1995
Period : 10/6/95 - 8/12/95

Peace-Keeping

	Headquarters RNA30400			Field RN A30410			Total
Total : 09	11,950	67,500	79,450	36,150	173,200	209,350	288,800

10 Supplies and Services

Miscellaneous services

Code	Name	Prior Allotment	This Allotment	Total	Prior Allotment	This Allotment	Total	Grand total
394	Audit services	5,300	26,500	31,800	0	0	0	31,800
451	Official hospitality	0	0	0	900	4,500	5,400	5,400
495	Contractual services	2,115,500	9,308,400	11,423,900	0	0	0	11,423,900
496	Medical treatment and services	0	0	0	15,000	66,000	81,000	81,000
497	Claims and adjustments	3,200	16,000	19,200	800	4,000	4,800	24,000
499	Miscellaneous services	0	0	0	2,500	12,500	15,000	15,000

Miscellaneous supplies

Code	Name	Prior Allotment	This Allotment	Total	Prior Allotment	This Allotment	Total	Grand total
512	Stationary and office supplies	8,000	35,200	43,200	12,000	52,800	64,800	108,000
513	Sanitation and cleaning materials	0	0	0	25,000	110,000	135,000	135,000
533	Subscriptions	200	900	1,100	300	1,300	1,600	2,700
534	Operational maps	1,500	6,600	8,100	0	0	0	8,100
591	Medical and health supplies	18,200	80,100	98,300	163,800	720,700	884,500	982,800
597	Uniform items, flags and decals	33,300	146,300	179,600	0	0	0	179,600
598	Field defence stores	23,700	104,400	128,100	10,200	44,700	54,900	183,000
599	Quartermaster and general stores	7,500	33,000	40,500	22,500	99,000	121,500	162,000
Total : 10		2,216,400	9,757,400	11,973,800	263,000	1,115,500	1,368,500	13,342,300

TM

Allotment Advice UNAMIR

Allotment Advice No : 5-[illegible]403
Date : *14 July 1995*
Period : 10/6/95 - 8/12/95

Peace-Keeping

16 *Air and surface freight*

Code	Name	Headquarters RNA30400 Prior Allotment	Headquarters RNA30400 This Allotment	Headquarters RNA30400 Total	Field RNA30410 Prior Allotment	Field RNA30410 This Allotment	Field RNA30410 Total	Total Grand total
471	Transport of contingent-owned equipment	0	4,500,000	4,500,000	0	0	0	4,500,000
491	Commercial freight and cartage	28,500	1,096,500	1,125,000	34,900	1,340,100	1,375,000	2,500,000
	Total : 16	28,500	5,596,500	5,625,000	34,900	1,340,100	1,375,000	7,000,000

Public Information Programmes

12 *Public information programmes*

Code	Name	Headquarters RNA30402 Prior Allotment	Headquarters RNA30402 This Allotment	Headquarters RNA30402 Total	Field RNA30412 Prior Allotment	Field RNA30412 This Allotment	Field RNA30412 Total	Total Grand total
540	Public Information Production	25,800	98,400	124,200	0	15,000	15,000	139,200
	Total : 12	25,800	98,400	124,200	0	15,000	15,000	139,200

Training

13 *Training programmes*

Code	Name	Headquarters RNA30403 Prior Allotment	Headquarters RNA30403 This Allotment	Headquarters RNA30403 Total	Field RNA30413 Prior Allotment	Field RNA30413 This Allotment	Field RNA30413 Total	Total Grand total
411	Rental of premises	18,500	0	18,500	0	81,200	81,200	99,700
	Total : 13	18,500	0	18,500	0	81,200	81,200	99,700

TR

RWANDA 95-7-19 20:18 UN_FAXPAD COMMEDN:623

Allotment Advice UNAMIR

Allotment Advice No. 5-03-9403
Date : 14 July 1995
Period : 10/6/95 - 8/12/95

Mine-Clearing Programmes

14 Mine clearing programmes

Code	Name	Headquarters RNA30404 Prior Allotment	Headquarters RNA30404 This Allotment	Headquarters RNA30404 Total	Field RNA30414 Prior Allotment	Field RNA30414 This Allotment	Field RNA30414 Total	Total Grand total
604	Mine clearing equipment	92,100	0	92,100	0	0	0	92,100
	Total : 14	**92,100**	**0**	**92,100**	**0**	**0**	**0**	**92,100**

Disarmament and Demobilization

15 Assistance for disarmament and demobilization

Code	Name	Headquarters RNA30405 Prior Allotment	Headquarters RNA30405 This Allotment	Headquarters RNA30405 Total	Field RNA30415 Prior Allotment	Field RNA30415 This Allotment	Field RNA30415 Total	Total Grand total
771	Assistance to disarmament/demobilization	37,300	0	37,300	0	0	0	37,300
	Total : 15	**37,300**	**0**	**37,300**	**0**	**0**	**0**	**37,300**

Staff Assessment

19 Staff assessment

Code	Name	Headquarters RNA30408 Prior Allotment	Headquarters RNA30408 This Allotment	Headquarters RNA30408 Total	Field RNA30818 Prior Allotment	Field RNA30818 This Allotment	Field RNA30818 Total	Total Grand total
079	Staff assessment credits - prof. & above	318,100	1,669,600	1,987,700	0	0	0	1,987,700
008	Staff assessment credits - peace-keeping local staff	0	0	0	35,300	97,200	132,500	132,500
	Total : 19	**318,100**	**1,669,600**	**1,987,700**	**35,300**	**97,200**	**132,500**	**2,120,200**
	Allotment Advice No : 5-03-9403	**14,899,350**	**58,126,700**	**73,126,050**	**4,369,350**	**20,205,400**	**24,574,750**	**97,700,800**

TAR

DCOS/(OPS)

LEAVE/CTO APPLICATION FOR HQ STAFF

PART I - APPLICATION PARTICULARS

Date: 19 JULY 95

1. Name: METHWANI, ROMDHANE Rank MAJOR UNID 2315
Sector/Branch OPS Appointment
Leave Address: KIGALI
Tel : 11247

PART II - LEAVE/CTO APPLICATION AND RECORD

2. Annual Leave Entitlement
   a. DOA 5/7/94 DDM KIGALI=.....month
   b. Total AL for the mission= ..... days
   c. AL balance B/F(if any)=...days
   d. Total AL entitled=.....days
   e. Leave applied for From 25/7/95 To 15/8/95 ....21....days
   f. AL balance c/f= .....days

APPROVAL BY

APPROVED/NOT APPROVED

Signature
Rank Lt Col
Name H DIAYE
Appt G3 OPS
Date 19 Jul 95

3. CTO Entitlement
   a. Duty performed continuously
   From_____To_____=.....days
   b. Total CTO earned=.....days
   c. Accumulated CTO B/F....days
   d. Total CTO entitled=....days
   e. CTO Applied for:
   From_____To_____= .....days
   f. CTO Balance c/f (if any) .....days

----------Detach the below portion----------

PART III - NOTIFICATION FOR LEAVE/CTO APPROVAL Date: 19 JULY 95

To: Name METHANI Rank Major Branch/Sector OPS

Your application for:

a. Leave from 25/7/95 To 15/8/95 APPROVED/~~NOT APPROVED~~

b. CTO from _____ To _____ APPROVED/NOT APPROVED

Remarks: - Good Luck -

Signature: Rank: LT-COL Appt: CMPI.

DATE: 10.8.95

OPS BRANCH DISTRIBUTION LIST	
G3 OPS	10/8 MB
G3 PLANS	
G3 AIR	
G3 ENGR	
G2 CELL	
FSO	
CLO	
C/CLERK	

Circ in turn.

UNITED NATIONS
Assistance Mission in Rwanda

UNAMIR MINUAR

NATIONS UNIES
Mission Assistance au Rwanda

To: All Section/Unit Chiefs

Through: William Clive
CISS

From: Eric Dogbegah
CMIS

Subject: **REALITY Procurement System in Production.**

1. The REALITY Procurement System has now been installed in the UNAMIR Local Area Network (LAN) located in the MIS Section in Trafipro and ready for production effective August 9, 1995. All Requisitions, Bids, and Purchase Orders for the current mandate must be processed though the REALITY System.

2. For this purpose, all end-users who does not as yet have LAN connection are kindly requested to visit the MIS Section in Trafipro to use the REALITY system. This central location has been established for all users as an interim measure until your own terminals are connected to the Network in the near future. Training of users on the system will continue and time tables will be issued soon.

3. Attached are the jointly established procedures for document flow of Requisitions, Bids, and Purchase Orders. In this connection, please adhere to the following convention established in the system to identify your affiliations to Units/Areas of Responsibility and Allotment Account Codes.

Unit/Area of Responsibility	Corresponding Bill-To-Center	REQ Prefix
1. Chief Administrative Officer	CAO-MIR	CAO4
2. Engineering	BES-MIR	BES4
3. Transportation	ITMM-MIR	TMM4
4. Communications	COM-MIR	COM4
5. Management Info Systems	MIS-MIR	MIS4
6. Movement Control	MOV-MIR	MOV4
7. General Services	GS-MIR	GSS4
8. Contract Management	CM-MIR	MCO4
9. Logistics	ILM-MIR	ILM4
10. Personnel	CCPO-MIR	CCP4

5. The Bid and Purchase order prefixes are BID5 and MIR5 respectively (5 represent the calendar year).

6. It is of utmost importance that all requisitioners use their default Bill-To-Center in the system and the proper Allotment Account Code which belongs to your Unit (Area of Responsibility) to properly process documents. If incorrect Account Code or Bill-To-Center has been selected, the requisition will move into an OVERRIDE status, irrespective of the availability of funds. This will subject your requisitions to undue budget reviews and return for correction which will result in delays.

7. Your cooperation is much appreciated.

REALITY Requisition Process in UNAMIR.

1. The end-user requisitioner must raise all requisitions in the REALITY requisition module. All requisitions created from scratch in the system will automatically obtain a temporary status TEMP (CHANGE TO RST1). Prior to creating lines in the requisition, the Status must be changed to RST1 by the requisitioner as indicated in the REQ header status. A requisition created from an existing REQ will obtain the status RST1 by default.

2. Once all the lines and pertinent information (Allotment Account Code, Bill-to-Center, etc) have been entered, the requisition must be printed and forwarded to the respective Account Holder (Unit/Section Chief) for his/her review. If appropriate, the Account Holder (Unit/Section Chief) must then sign the hard copy to indicate the certification of need. Although there is an on-line facility for Account Holder to confirm need for requisitions, Budget and Procurement Offices required approved hard copies of the requisitions before further action.

3. Upon obtaining the signed copy of the requisition, the requisition originator must change the REALITY requisition header status from RST1 to RST2 (AWAITING BUDGET APPROVAL). This change of status will prompt the system to forward the requisition for subsequent review/approvals by Budget and the Certifying Officer).

4. Forward the signed copy of the requisition to Budget Section for their review. If applicable, the budget officer must then approve the REALITY requisition and endorse the hard copy provided by the Account Holder (Unit Chief). Upon budget approval, the header status of the requisition will be automatically changed from RST2 to RST3 (AWAITING CERTIFICATION) by the system. The signed hard copy must then be forwarded to the corresponding Certifying Officer for his/her review. At this point the printed copy of the requisition should have two signatures; Unit Head & Budget Officer.

5. If applicable, the certifying officer must then approve the requisition in REALITY prior to printing the same. At this point the header level status of the requisition will be automatically changed from RST3 to RST4 (REQ READY TO PRINT). The Certifying Officer must then sign the electronically approved printed document.

Scenario 1:
If funds are available for all requests in the requisition, they will become requirements at this point. Such requirements are now available for further processing by procurement buyers. The newly printed and signed copy must be forwarded to the Procurement Section for subsequent processing

Scenario 2:
If no funds available in the selected budget the requisition will then move into a [Override] status in the system. In this case, the requisition has not become a requirement in the system for further processing. The newly signed copy of the requisition must then be forwarded to CAO for his review. Please note that all line items in the requisition must become requirements before they could be processed by Buyers.

7. All requisitions in the Override status, therefore, must be cleared by the CAO or his designated official in order for these requests to become requirements in the system. For quick reference, a list of all requisitions that require override will be provided to the CAO on a daily basis. Please note that requisitions which have been approved & certified but require override do reside in this status until they are cleared (overridden) by CAO.

8. Once the requisition becomes a requirement in the system, the jointly established requisition process is complete. Such requirements are now available to be assigned buyers.

REALITY Bid/Purchase Order Process in UNAMIR

1. Upon completion of the joint requisition and certifying procedures, requisitions will automatically appears in Procurement as requirements. The CPO or designated deputies will then assign requirements to buyers. Please not that at this point, the hard copies of requisitions bearing appropriate signatures of Account Holders, Budget Officers, and Certifying Officers must be submitted to CPO before the buying procedure could commence.

2. All Bids and Purchase Orders must be raised in the REALITY Bid/PO module. All buyers have access to the requirements originated from requisitions.

3. Upon receiving the certified requisition (hard copy), all buyers must process requirements by either creating Bids or Purchase Orders, as appropriate.

4. Upon creation, all bids will obtain a status BIDC (Bid in creation) by default. Once the selected vendors are attached to the bid, it must be printed and sent to selected vendors for quotations. When the bid is printed, the bid receives the status BIDP (Bid Printed).

5. When the quotations are received from the vendors, the responses must be entered into the appropriate bid in the system to award the contract to the appropriate vendor(s).

6. The bids that are sent for Headquarters Committee on Contract (HQCC) or Local Committee on Contract (LCC) must be given the appropriate status.

7. Directly created Purchase orders or those created from Bids will obtain a status POCR (PO in Creation) by default, upon creation. Once all lines and relevant information have been entered, the PO approvals must be generated by buyers in the system (Zoom on the [approvals] option. The buyer must print a hard copy of the Purchase Order and forward it to the approving officer (CPO) for his signature. A copy of this document must be sent to Finance Section for their information..

8. All Purchase Orders awaiting approvals in the system must be reviewed and approved by the CPO, as appropriate. Upon approval, the PO will receive the status PORP (PO READY TO PRINT). The approved PO must then be printed. Upon printing the PO, it will receive the status POP (PO PRINTED) in the system. The printed PO will be signed by CPO.

9. Should the printed PO be amended, the buyer must create a change order (Amendment) to the original PO, if required. Upon creating the amendment to the PO the status automatically resets back to POCR (PO IN CREATION). In such situations, the PO in question must be re-approved by CPO, as a newly created PO..

UNAMIR

2000.1/CMPO/DOC

To : See Distribution

Date : Aug, 1995

Subject : **CLEAREANCE CERTIFICATE**

1. Attached herewith, please, find the new format for the Clearence Certificate forwarded for your necessary action. It is a mission requirement that every Milob or Staff repatriating at the end of their tour of duty should have this form duly completed before their actual departure from the mission area and forwarded to the CMPO for custody.

2. Milob GP HQs and all Branch/Section heads are therefore requested to enforce this procedure and ensure that repatriating personnel under their command adhere to this requirement at all times.

3. I should therefore be very grateful for your cooperation on this matter.

4. Best regards.

GETACHEW TEFFERRA
LT COL
CMPO

Distribution:

Action:

Milob GP HQs.
[redacted].
G3 Plans.
G2/Info.
G3 Air Ops.
G3 Engr
Medical Branch.
Logistics.
Liaison.
HAC.

CC
Plse reproduce copies for our Branch.
Thank 8020751
10/8

Info:

MA TO FC
MA TO DFC
COS
DCOS SP

ANNEX B TO
CMPO Ltr NO.
2000.1(CMPO)
Dated: 10 Jan 94

CLEARENCE CERTIFICATE

TO : CHIEF OF PERSONNEL UNAMIR

PART I

PERSONAL DECLARATION

I hereby declare that I do not have anything whatsoever outstanding with UNAMIR.

Signature:_____

Name:_____

Rank:_____Status:_____UNID:_____

Nationality:_____Date:_____

DOA:_____DDM:_____

PART II

CERTIFICATION

LOGISTICS SECTION:

COMPUTERS(LAPTOP, PC, PRINTER.ETC):_____

_____

a. Remarks:_____

b. Signature:_____

c. Name:_____

d. Title/Appointment:_____

MEDICAL: To be completed by Medical Cell.

a. Remarks:_____

b. Signature:_____

c. Name:_____

d. Title/Appointment:_____

Note: State personal medical status.

SECURITY: To be completed by the Security Cell.

a. Remarks:_____

b. Signature:_____

c. Name:_____

d. Title/Appointment:_____

Note: Ensure that UNID Card is returned.

COMMUNICATIONS BRANCH:

Ensure the following:

(1) Telephone Bills.

(2) Comms Equipment.

a. Remarks:_____

b. Signature:_____

c. Name:_____

d. Title/Appointment:_____

TRANSPORT SECTION: To be completed by UNAMIR CTO

Hand over vehicle if applicable.

Liberty Trip.

a. Remarks:_____

b. Signature:_____

c. Name:_____

d. Title/Appointment:_____

PART III

CLAIMS BRANCH:

a. Remarks:_____

b. Signature:_____

c. Name:_____

d. Title/Appointment:_____

PART IV

PROPERTY CONTROL AND INVENTORY UNIT (PCIU)

a. Remarks:_____

b. Signature:_____

c. Name:_____

d. Title/Appointment:_____

PART V

BOARD OF INQUIRY UNIT(BOI UNIT)

a. Remarks:_____

b. Signature:_____

c. Name:_____

d. Title/Appointment:_____

PART VI

SECT. COMD./UNIT COMD.

a. Remarks:_____

b. Signature:_____

c. Name:_____

d. Title/Appointment:_____

PART VII

CHIEF MILITARY PERSONNEL OFFICER (CMPO)

a. Remarks:_____

b. Signature:_____

c. Name:_____

d. Title/Appointmemt:_____

PART VIII

CHIEF ADMINISTRATIVE OFFICER (CAO)

a. Remarks:_____

b. Signature:_____

c. Name:_____

d. Title/Appointmemt:_____

PART IX

FINANCE SECTION

a. Remarks:_____

b. Signature:_____

c. Name:_____

d. Title/Appointmemt:_____

FROM : **COS**

TO : **DISTRIBUTION LIST**

DATE : **08 Aug 95**

SUBJECT : **FAREWELL LUNCH**

1. There will be a lunch organized at 1215 hrs on 11 Aug 95 to bid farewell to the following officers.

a. Col P G Warfe

b. Lt Col D S M Roche

c. Lt Col B R Curren

d. Lt Col S J Dunn

2. All officers of the rank of Lt Col and above are required to attend. Officers attending should be in by 1210 hrs. A minimal amount of $15 per head will be collected which will include meal charge, two drinks (any) and the guest share.

3. Venue is Chez-lando Orient Restaurant (first floor).

Distribution :

MA TO FC
MA TO DFC
COS
[redacted]
DCOS SP
G 3 OPS
G 2 (INT)
CLO
G 1 (CMPO)
G 4 (LOGISTICS)
HAC
BOI TEAM
CO INDBATT
CO CMSG
DCMO

Noted

9/8

10/8

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MA TO FC
MA TO DFC
COS
DCOS OPS
DCOS SP
[redacted]
G 2 (INT)
CLO
G 1 (CMPO)
G 4 (LOGISTICS)
HAC
BOI TEAM
CO INDBATT
CO CMSG
DCMO

Noted 9/8

10/8

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

24 July 1995

TO: All Section Chiefs/Units

FROM: Kimso Nilsvang, Chief
Civilian Personnel Officer

SUBJECT: **Establishment of review libraries in the field missions for the United Nations G to P Competitive Examinations**

I am pleased to inform you that as a result of DPKO's review of the opportunities existing to further assist staff on mission service in preparing for the United Nations G to P Competitive Examinations, the Personnel Management and Support Service (PMSS) of FALD/DPKO has effectively established review libraries in field missions including UNAMIR.

The libraries form an integral part of the mission and contain the prerequisite study materials required for this purpose. PMSS has already dispatched the necessary documentation for the following occupational groups:

- Statistics
- Social Development
- Security
- Publishing and Printing
- Public Information
- Political Affairs
- Library
- Legal Affairs
- Economics
- Electronic Data Processing
- Engineering, Architecture and Related Work
- Finance
- Administration

I should appreciate it if you could bring this information to the attention of interested staff members within your Office/Section/Unit. The libraries may be consulted in the office of the CCPO's Secretary, Room 3045/3044.

CC: OSRSG
ED
CAO

G3 ops

UNITED NATIONS NATIONS UNIES

UNAMIR MINUAR

INTERNAL MEMORANDUM
MEMORANDUM INTEREUR

TO: List B and D

Date: 23 Jul 95
File: fbpo/par

1

FROM: Maj Deepak Das
FWO

SUBJECT: RECEIPT OF LONG OUTSTANDING PARCELS FROM NAIROBI

I am pleased to inform all affected military personnel whose parcels were held up by Kenyan customs and Postal authorities, that after concerted efforts by this office and FCT, Nairobi all parcels are being released and sent to the FBPO at UNAMIR HQ, Kigali.

These parcels are being received in small batches of approx 20 each starting 21 Jul 95. All affected personnel are requested to check and collect their parcels from the FBPO during week ending 29 Jul 95.

A list of personnel for whom parcels have beeen received is attached for reference. National Seniors/ Contingent Commanders/ country representatives are requested to collect / organise collection and delivery of parcels of personnel who have departed the mission

Best regards.

2 SOE Is there anybody from the branch interested.
25/7

cc: DCOS Sp
CMPO
FCT, Nairobi
FBPO

24/7

REPUBLIC OF KENYA

CUSTOMS AND EXCISE DEPARTMENT

FORM NO. F. 119

CARGO RECEIPT

ORIGINAL
DUPLICATE

Ship's Name..... Rotation No. and Date.....

Entry No. ..... of....., 19..... B/L No.....

Ref. No.....

To the Officer in Charge WILSON DUTY F.

The following goods have been released to.....

for removal to WILSON AIRP.

Marks and Numbers	Number and description of packages
AM 6781 → TUNBATTN NUMBER	PARCEL
AM 5249 → FLS	
AM 1146 → TUNBATT	
AM 1178 → TUNBATT	
AM 3111 → TUNBATT	
AM 183 → TUNBATT	
AM 90 → TUNBATT	
AM 12005 → TUNBATT	
AM 1425 → TUNBATT	
AM 1437 → TUNBATT	
AM 976 → TUNBATT	
AM 3445 → TUNBATT	

Date and time of release or despatch.....

Signature of Officer.....

Date and time of receipt of goods 20 Jul 95

Signature of Officer.....

TUNBATT
FLS
UNBM
Nova
22

Date Stamp

Date Stamp

REPUBLIC OF KENYA

CUSTOMS AND EXCISE DEPARTMENT

FORM NO. F. 119

CARGO RECEIPT

ORIGINAL / DUPLICATE

Ship's Name..... Rotation No. and Date.....

Entry No. ..... of....., 19..... B/L No.....

Ref. No.....

To the Officer in Charge WILSON AIRPORT

The following goods have been released to.....

for removal to WILSON AIRPORT

Marks and Numbers	Number and description of packages
AM 1542 → TCNBA77	UNAMIR PARCEL
AM 2017 → TCNBA77	
AM 321 → TCNBA77	
AM 2136 → TCNBA77	
AM 3675 → TCNBA77	
AM 91 → TCNBA77	

Date and time of release or despatch.....

Signature of Officer.....

Date and time of receipt of goods 20 Jul 95

Signature of Officer.....

Date Stamp

Date Stamp

REGISTERED PARCELS

Date of receipt	RL No/CRP No	Name of addressee	Signature and ID No
13-7-95	R - 127	S/c Nan Rieth	
14-7-95	R - [illegible]	Lt (N) Kent Page [illegible]	
— do —	R 253333669	Dr Amir Ghani Bhatti	
22-7-95	AM 1437	TUN BATT Ferchichi Lethi	
	2136	— do — Mazouri Ahmed	
	AM 1178	— do — Soldat Kidha	
	AM 1435	— do — Sgt Farouzi	
	AM. 90	— do — M Ahamad Lakani	
	AM. 1145	— do — Sourray H.	
	AM. 975	— do — Bahri Hedi	
	AM. 3111	— do — Soldat Zidi	
	AM. 2217	— do — Cuayedimangi	
	AM. 14299	— do — Fezai	
	AM. 321	— do — Chamsi	
	AM 14005	— do — Samir Ben	
	AM. 3675	— do — Sgt Jouini	
	AM. 3445	— do — Adj M. Mekaoui	
	AM. 91	— do — Allia Mustapha	
	AM. 755	— do — Adjt Mabrouk	
?	~~AM 371~~	— do —	
	AM. 183	— do — Soldat Zidi	
	AM-1843	— do — MAHAMED RAKI HANSI	

REPUBLIC OF KENYA

CUSTOMS AND EXCISE DEPARTMENT

FORM No. F. 119

CARGO RECEIPT

ORIGINAL
DUPLICATE

Ship's Name..... Rotation No. and Date.....

Entry No. ..... of....., 19..... B/L No.....

Ref. No.....

To the Officer in Charge WILSON AIRPORT

The following goods have been released to.....

for removal to WILSON AIRPORT

Marks and Numbers	Number and description of packages
AM 13405 → UNAMIR	UNAMIR PARCEL
AM 755 → TUNBATT	
AM 14299 → TUNBATT	
~~AM 13448~~	
~~A 700389~~	Not received.
On place one parcel off MP Charles Ochieng, Chief Marshal OPS Air UNAMIR received.	

Date and time of release or despatch.....

Signature of Officer.....

Date and time of receipt of goods 20 Jul 95

Signature of Officer.....

Date Stamp

Date Stamp

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

UNAMIR - MINUAR

24 July 1995

TO: All Section Chiefs/Units

FROM: Kimso Nilsvang, Chief
Civilian Personnel Officer

SUBJECT: **Establishment of review libraries in the field missions for the United Nations G to P Competitive Examinations**

I am pleased to inform you that as a result of DPKO's review of the opportunities existing to further assist staff on mission service in preparing for the United Nations G to P Competitive Examinations, the Personnel Management and Support Service (PMSS) of FALD/DPKO has effectively established review libraries in field missions including UNAMIR.

The libraries form an integral part of the mission and contain the prerequisite study materials required for this purpose. PMSS has already dispatched the necessary documentation for the following occupational groups:

- Statistics
- Social Development
- Security
- Publishing and Printing
- Public Information
- Political Affairs
- Library
- Legal Affairs
- Economics
- Electronic Data Processing
- Engineering, Architecture and Related Work
- Finance
- Administration

I should appreciate it if you could bring this information to the attention of interested staff members within your Office/Section/Unit. The libraries may be consulted in the office of the CCPO's Secretary, Room 3045/3044.

CC: OSRSG
ED
CAO

G3 OPS

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

INTERNAL MEMORANDUM
MEMORANDUM INTEREUR

TO: List A,B and MP Coy

Date: 21 Jul 95
File: HC.ALLCE

FROM: Maj Deepak Das
FWO

SUBJECT: HAIRCUTTING, TAILORING AND LAUNDRY ALLOWANCE/SERVICES

Please be informed that a haircutting service contract has been signed on 22 Jun 95 with Hotel Meridien Saloon for all military staff members and MP Coy personnel. This contract has been made at a rate of USD 6.00 per haircut from 22 Jun to 08 Dec 95.

However, all UNAMIR military staff members and MP Coy personnel are permitted to take free haircuts on production of their UN ID cards. Civilian staff may avail of the saloon facilities but are required to pay directly to the Saloon Manager.

Kindly note that this free service is not applicable to MILOBs or CIVPOL personnel. It is only for military staff not in receipt of MSA.

Separate arrangements for laundry services, tailoring and haircutting are being made for contingent personnel.

Best regards.

cc: CISS
CBES
CPO
SUMMO

Info to all the sections 24/7

24/7

24/7

Treated 25/7

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR 044/95

TO: All Staff Officers and Military Police Officers

21 July 1995

FROM: Chiam Ouziel
Chief Administrative Officer

SUBJECT: Hair cutting and hair dressing services

I am pleased to inform you that with immediate effect the Salon Chez Samanta has been hired by UNAMIR to provide services for hair cutting and hair dressing to all Staff Officers and Military Police officers. The Salon is located at Hotel Meridian in Kigali. These services are being provided to these two categories of personnel in accordance with paragraph No.97 of the document:" Guidelines for Governments contributing military personnel to UNAMIR".

To benefit from this services Staff Officers and Military Police Officers are requested to present directly to the Salon their UNAMIR ID cards and sign a log sheet upon completion of the services.

Please note that the hair cutting and the hair dressing is not an official duty. Therefore, these services should be performed outside your normal official duty hours.

(2) COS
when does CAO determine "who" works "when" for my staff?
24.7

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

TO: Distribution List

Date:19 Jul 95
File:distrwe20

FROM: Maj Deepak Das
Force Welfare Officer

SUBJECT: DISTRIBUTION OF WELFARE ITEMS

After protracted efforts and a long wait, some welfare items have arrived. These items have been distributed as per existing and projected location and strength of contingents and staff as per the new mandated strength.

Welfare offrs of contingents are requested to report to the FWO to collect the issue vouchers for onward collection from 95 FLSG, TRAFIPRO. A copy of the distribution list is attached for your information.

Best regards and happy times.

Distribution List

95 FLSG
INDBATT
GHANBATT
NICOY
MALICOY
MALAWICOY
MP COY
FEC
FSC
BBC/HQ STAFF(CAMP COMDT)

COS
DCOS SP
CMPO

20/7

NOTE : PLEASE ISSUE BY PART CODE AND NOMENCLATURE

PART CODE	NOMENCLATURE	UI	START	ISSUES RECEIP	BAL	95 FI SG	GH 3	660 IND BATT	135 MALAWI	135 MALI	45 MP COY	125 ENGR CY	75 SIG COY	CSK/ BBC/HQ	135 NICOY	TOTAL
				STRENGTH		85	270		CONTINGENTS / TROOPS							
CLAS-2W-000-0001	AEROGRAMMES from	EA	287750		287750											
CLAS-2W-000-0002	TABLE, PING PONG	EA	7		7				01	01	01	–	–		–	03
CLAS-2W-000-0003	BALL, BASKET	EA	17		17	01	02	03	02	02	01	01	01		02	17
CLAS-2W-000-0004	BALL, PING PONG G/	EA	70		70	06	06	12	06	06	06	06	06		06	70
CLAS-2W-000-0005	BALL, SOCCER	EA	0		0											
CLAS-2W-000-0025	BAR, WEIGHT LIFTIN	EA	6		6											
CLAS-2W-000-0006	CARDS, PLAYING. PL	SE	41		41	02	04	06	04	04	02	04	04	07	04	41
CLAS-2W-000-0007	CASSETTE, PRE-REC	SE (13 EA)	11		11	01	01	02	01	01	01	01	01	01	01	11
CLAS-2W-000-0008	CRICKET SET	SE	1		1	–	–	–	–	–	–	–	01	–	–	01
CLAS-2W-000-0009	CYCLING MACHINE	EA	0		0	–	–									
CLAS-2W-000-0033	DARTS	SE	43		43	03	06	06	03	03	03	06	03	07	03	43
CLAS-2W-000-0010	DART BOARD	EA	27		27	01	02	03	01	01	01	02	01	02	01	15
CLAS-2W-000-0023	FITNESS CENTRE KE	SE	16		16	01	02	03	01	01	01	01	01	02	01	14
CLAS-2W-000-0011	FOOTBALL LEATHER	EA	2		2	–	–	01	–	–	–	01	–	–	–	02
CLAS-2W-000-0032	GAME, DOMINOES	EA	24		24	02	04	04	02	02	01	02	01	04	02	24
CLAS-2W-000-0031	GAME, MASTERMIND	EA	24		24	02	04	04	02	02	01	02	01	04	02	24
CLAS-2W-000-0012	GAME, MONOPOLY	EA	30		30	02	04	04	03	03	02	02	02	05	03	30
CLAS-2W-000-0034	GAME, PETANQUE B	SE	16		16	03	–	–	–	04	–	–	–	09	–	16
CLAS-2W-000-0013	GAME, SCRABBLE	EA	26		26	02	04	04	03	03	01	02	01	03	03	26
CLAS-2W-000-0030	GLOVES, BOXING	PR	6		6	–	02	02	–	–	–	–	–	–	02	06
CLAS-2W-000-0014	HAND BALL	EA	1		1	–	–	–	–	–	–	01	–	–	–	01
CLAS-2W-000-0028	NET, BADMINTON	EA	1		1	–	–	–	–	–	–	01	–	–	–	01
CLAS-2W-000-0015	NET, HAND BALL	EA	1		1	–	–	–	–	–	–	–	–		–	–
CLAS-2W-000-0016	NET, PING PONG GA	EA	2		2	–	–	–	01	01	–	–	–		–	02
CLAS-2W-000-0017	NET, TENNIS	EA	0		0		–	–	–	–	–	–	–	–	–	–
CLAS-2W-000-0018	NET, VOLLEY BALL	EA	0		0	–	–	–	–	–	–	–	–	–	–	–
CLAS-2W-000-0019	PADDLE, PING PONG	EA	10		10	–	–	–	04	04	02	–	–	–	–	10
CLAS-2W-000-0026	RAQUET, BADMINTO	EA	6		6	–	–	–	–	–	–	04	–	02	–	06
CLAS-2W-000-0027	RAQUET, SQUASH	EA	3		3	–	–	01	–	–	–	01	–	01	–	03
CLAS-2W-000-0028	RAQUET, TENNIS	EA	14		14	02	–	04	–	–	–	02	–	06	–	14
CLAS-2W-000-0020	SQUASH BALLS	EA	0		0	–	–	–	–	–	–	–	–	–	–	–
CLAS-2W-000-0024	TRAINER ALL ROUND VARIANT	EA	02		02	–	–	01	–	–	–	–	–	01	–	02
CLAS-2W-000-0022	VOLLEYBALL	EA	02		02	–	–	–	–	–	–	–	–	02	–	02
CLAS-2E-000-0910	STEREO PHILIPS	EA	07		07	–	–	–	–	–	–	–	–	07	–	07
CLAS-2E-000-0920	STEREO SHARP	EA	50		50	02	06	08	04	04	02	04	04	12	04	50
CLAS-2E-000-0060	TELEVISION SONY	EA	22		22	–	01	02	01	01	–	01	02	01	01	10

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA
RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU

UNAMIR - MINUAR

June 26, 1995

To: All Certifying Officers
All Civilian Section and Unit Chiefs

From Paul McNeill
Chief Finance Officer

Subject: **4th Mandate - New Object Allotment Codes**

1. Attached for your information and guidance, is an updated listing of Object of Allotment Codes that should be used for the 4th Mandate.

2. For ease of reference, and further to Finance memo of 22 February 1995 regarding the designation of responsibility for account code managers, please find attached a breakdown by budget line the updated object of expenditure codes and the relevant responsible certifying officers.

Distribution:

SRSG	CCPO	C/Air	Ops/MovCon
Executive Director	CISS	CTO	DFC/COS
Force Commander	CFO	OIC Procurement	CBES
CMIS	CMPO	CGS	CCO
DCOS (Sp)	CILM	DCOS (Ops)	

(ne) C:\WORK\WPDOCS\CODES.DOC

New Object Code	Description	Old Object Code
741	Hire/Charter - Helicopter	438A1
742	Positioning/Depositioning - Helicopter	438A3
743	Aviation Fuel & Lubricants - Helicopter	438A2
744	Painting/Preparation - Helicopter	438A4
745	Liability and war risk insurance - Helicopter	
438A5		
746	Landing Fees and ground handling charges - Helicopter	438C2
747	Air crews subsistence allowance - Helicopter	
748	Resupply Flights - Helicopter	
751	Hire/Charter - Fixed-wing aircraft	438B1
752	Positioning/Depositioning - Fixed-wing aircraft	438B3
753	Aviation Fuel & Lubricants - Fixed-wing aircraft	438B2
754	Painting/Preparation - Fixed-wing aircraft	438B4
755	Liability and war risk insurance - Fixed-wing aircraft	438B5
756	Landing Fees/ground handling charges - Fixed-wing aircraft	
757	Air crews subsistence allowance - Fixed-wing aircraft	
758	Resupply Flights - Fixed-wing aircraft	
761	Hire/Charter - patrol boats	
762	Preparation costs/equipment - patrol boats	
763	Preparation costs/repairs - patrol boats	
764	Petrol, oil & lubricants - patrol boats	
765	Maintenance costs - patrol boats	
766	Positioning/depositioning costs - patrol boats	
767	Liability insurance - patrol boats	
768	Vehicle insurance	492
771	Assistance to demobilized military forces	
772	Spare parts - telecommunications equipment	
773	Data processing services - miscellaneous services	
774	Fuel storage containers - other air operations	
775	Ballistic protective blankets for vehicles	
776	Water and septic tanks	
777	Flak jacket	
3	Supplies for repair of bridges - infrastructure repair	
784	Services for repair of bridges - infrastructure repair	
785	Supplies for upgrading roads - infrastructure repair	
786	Services for upgrading roads - infrastructure repair	
787	Supplies for upgrading of airstrips - infrastructure repair	
789	Services for upgrading of airstrips - infrastructure repair	
801	Clothing & equipment allowance - Military Observers	091-1
802	Clothing & equipment allowance - Civilian Police	096-1
803	Mission Subsistence Allowance - UN Volunteers	
804	Mission Subsistence Allowance - Government provided personnel	
805	Mission Subsistence Allowance - Civilian electoral observers	
265	Travel Costs - Civilian Electoral Observers	

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA (UNAMIR)

DESIGNATION OF RESPONSIBILITY FOR ACCOUNT CODE MANAGERS AND CERTIFYING

Budget Group	Account Code	Description	Account Code Managers	Certifying Officers
1.		MILITARY PERSONNEL COSTS		
		A. MILITARY OBSERVERS		
	091	Mission subsistence allowance (MSA)	CCPO	CCPO
	801	Clothing and equipment allowance	CCPO	CCPO
	251	Travel costs	CMOVCON	CCPO
		B. MILITARY CONTINGENTS		
	095	Daily allowances	CILM	CISS
	097	Meal and accommodation allowance	CILM	CISS
	473	Emplacement/rotation/repatriation of troops	CILM	CISS
	474	Rations	CILM	CISS
	476	Standard troop cost reimbursement	CILM	CISS
	484	Welfare	CILM	CISS
	486	Clothing and equipment allowance	CILM	CISS
		C. OTHER COSTS PERTAINING TO MILITARY PERSONNEL		
	477	Contingent-owned equipment	CILM	CISS
	478	Death and disability compensation	CILM	CISS
2.		CIVILIAN PERSONNEL COSTS		
		A. CIVILIAN POLICE		
	096	Mission subsistence allowance	CCPO	CCPO
	802	Clothing and equipment allowance	CCPO	CCPO
	267	Travel costs	CMOVCON	CCPO
		B. INTERNATIONAL AND LOCAL STAFF		
	071	Salaries - international staff	CCPO	CCPO
	073	Salaries - local staff	CCPO	CCPO
	100	Common staff costs	CCPO	CCPO
	176	Mission subsistence allowance	CCPO	CCPO
	181	Travel to/from the mission area	CMOVCON	CCPO
	242	Other official travel of staff	CMOVCON	CCPO
		C. UNITED NATIONS VOLUNTEERS		
	085	Other individual personal services contracts	CCPO	CCPO

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA (UNAMIR)

DESIGNATION OF RESPONSIBILITY FOR ACCOUNT CODE MANAGERS AND CERTIFYING

Budget Group	Account Code	Description	Account Code Managers	Certifying Officers
3.		PREMISES/ACCOMMODATION		
	411	Rental of premises	CBES	CBES
	412	Alterations/renovations to premises	CBES	CBES
	413	Maintenance supplies	CBES	CBES
	415	Maintenance services	CBES	CBES
	421	Utilities	CBES	CBES
	429	Construction/prefabricated buildings	CBES	CBES
4.		INFRASTRUCTURE REPAIRS		
	783	Supplies for repair of bridges - infrastructure	CBES	CBES
	784	Services for repair of bridges - infrastructure	CBES	CBES
5.		TRANSPORT OPERATIONS		
	439	Rental of vehicles	CTO	CISS
	462	Spare parts, repairs & maintenance	CTO	CISS
	768	Vehicle insurance	CTO	CISS
	517	Petrol, oil and lubricants	CILM	CISS
	641	Purchase of vehicles	CTO	CISS
	644	Workshop equipment	CTO	CISS
6.		AIR OPERATIONS		
		A. HELICOPTER OPERATIONS		
	741	Hire/charter costs	CMOVCON	CISS
	742	Positioning/depositioning costs	CMOVCON	CISS
	743	Aviation fuel and lubricants	CMOVCON	CISS
	744	Painting/preparation/spare parts	CMOVCON	CISS
	745	Liability insurance	CMOVCON	CISS
	747	Meal allowance for crew	CMOVCON	CISS
		B. FIXED-WING AIRCRAFT		
	751	Hire/charter costs	CMOVCON	CISS
	752	Positioning/depositioning costs	CMOVCON	CISS
	753	Aviation fuel and lubricants	CMOVCON	CISS
	754	Painting/preparation/spare parts	CMOVCON	CISS
	755	Liability insurance	CMOVCON	CISS
	757	Meal allowance for crew	CMOVCON	CISS
		C. OTHER AIR OPERATION COSTS		
	746	Landing fees and ground handling charges -	CMOVCON	CISS
	756	Landing fees and ground handling charges-	CMOVCON	CISS

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA (UNAMIR)

DESIGNATION OF RESPONSIBILITY FOR ACCOUNT CODE MANAGERS AND CERTIFYING

Budget Group	Account Code	Description	Account Code Managers	Certifying Officers
8.		COMMUNICATIONS		
		A. COMPLEMENTARY COMMUNICATION		
	441	Cables and telex charges	CCO	CCO
	445	Telephone local	CCO	CCO
	446	Telephone long distance	CCO	CCO
	447	Telephone installation	CCO	CCO
	448	Postage	CGS	CISS
	449	Pouches	CGS	CISS
	651	Communications equipment	CCO	CCO
	657	Workshop and test equipment]	CCO	CCO
	772	Spare parts - telecommunications equipment	CCO	CCO
9.		OTHER EQUIPMENT		
	469	Parts, repair & maint. other equipment	CBES/CCO/CMIS/CIL	CBES/CCO/CI
	611	Office furniture	CILM	CISS
	612	Office equipment	CILM/CCO	CISS
	613	Accommodation equipment	CILM	CISS
	625	Data processing equipment	CMIS	CISS
	655	Generators	CBES	CBES
	656	Observation equipment	CILM	CISS
	691	Building maintenance equipment	CBES	CBES
	693	Medical and dental equipment	CILM	CISS
	694	Field defence equipment	CILM	CISS
	695	Miscellaneous equipment	CILM	CISS
	697	Petrol tanks and metering equipment	CILM	CISS
	698	Water purification equipment	CILM	CISS
	699	Refrigeration equipment (peacekeeping activ	CILM	CISS
10.		SUPPLIES AND SERVICES		
		A. MISCELLANEOUS SERVICES		
	394	Audit services	CFO	CAO
	451	Official hospitality	CAO	CAO
	493	Bank charges	CFO	CAO
	495	Contractual services	CMCO	CISS
	496	Medical treatment and services	CILM	CISS
	497	Claims and adjustments	CGS	CISS
	499	Miscellaneous services	CILM	CISS

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA (UNAMIR)

DESIGNATION OF RESPONSIBILITY FOR ACCOUNT CODE MANAGERS AND CERTIFYING

Budget Group	Account Code	Description	Account Code Managers	Certifying Officers
10.		SUPPLIES AND SERVICES (Cont'd)		
		B. MISCELLANEOUS SUPPLIES		
	512	Stationery and office supplies	CILM	CISS
	513	Sanitation and cleaning materials	CILM	CISS
	533	Subscriptions	CILM	CISS
	534	Operational maps	CILM	CISS
	591	Medical and health supplies	CILM	CISS
	597	Uniform items, flags and decals	CILM	CISS
	598	Field defence stores	CILM	CBES
	599	Quartermaster and general stores (Miscellaneous supplies)	CILM	CISS
11.		ELECTION-RELATED SPLS & SVCS	Not applicable	
12.		PUBLIC INFORMATION PROGRAMMES		
	540	Public information production	PIO/Spokesman of SRSG	CAO
13.		TRAINING PROGRAMME	Not applicable	
14.		MINE-CLEARING PROGRAMME	Not applicable	
15.		ASSISTANCE FOR DISARMAMENT AND DEMOBILIZATION		
	489B	Assistance for disarmament/demobilization	CAO	CAO
16.		AIR AND SURFACE FREIGHT		
	471	Transport of contingent-owned equipment	CMOVCON	CISS
	491	Commercial freight and cartage	CMOVCON	CISS
17.		INTEGRATED MANAGEMENT INFO SY	CMIS	CISS
18.		SUPPORT ACCOUNT FOR PEACE-KPG	Not applicable	
19.		STAFF ASSESSMENT		
	078	Staff assessment	CCPO	CCPO

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTEROFFICE MEMORANDUM - MEMORANDUM INTERIEUR

22 February 1995

To: All Certifying Officers
All Civilian Section and Unit Chiefs

From: Ally H. Golo
OIC Administration

Subject: Designation of Responsibility
for Account Code Managers and Certifying Officers

1. Attached, for your information and guidance, is the updated listing of Account Code Managers and Certifying Officers who shall be responsible for the various object of expenditure codes.

2. The delineation of responsibility, which is an important aspect of sound budget planning and resource management, contributes to the smooth and cost-effective running of the Mission. While recognizing the important roles played by both Certifying Officers and Account Code Managers in the effective administration of allotments, it is incumbent upon these responsible officers to ensure that they are fully aware of the resources allocated to them; that mission requirements are validated not only in terms of priorities and allocation but in accordance with financial regulations and rules; and that expenditure is incurred within the authorized level. In instances where expenditure would be beyond the authorized level, it is likewise incumbent upon these officers to submit revised requirements, including determination of any projects or other expenditures that could be deferred, or identification of accounts which would necessitate redeployment of funds.

3. Should you have any clarification or comments on the matter, please do not hesitate to contact Danny Carlos, Chief Budget Unit, at extension 15118.

Distribution:

SRSG	CCPO	C/Air Ops/MovCon
Executive Director	CISS	CTO
Force Commander	CFO	OIC Procurement
DFC/COS	CBES	CMIS
CMPO	CGS	CCO
DCOS (Sp)	CILM	
DCOS (Ops)		

\WP51\WP51DOC\BUDGET.RSP\DAC

UNITED NATIONS

ASSISTANCE MISSION IN RWANDA

NATIONS UNIES

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.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INFORMATION CIRCULAR

DATE: July 10, 1995

TO: All UNAMIR Personnel

FROM: C. Ouziel
Chief Administrative Officer

SUBJECT: **USE OF HEADQUARTERS PARKING LOT FROM 12-14 JULY**

As part of the visit of the Secretary-General to Kigali there will be a medal parade at the parking lot of the Amahoro Stadium on Friday 14 July, 1995 at 7:30 a.m. All staff are cordially invited to attend this event.

In preparation for the parade, the parking lot which faces the main entrance will be closed to all traffic from 12 July at 8:00 a.m. to 14 July at 10:00 a.m. Access to the remaining portion of the parking lot will be on a first come, first serve basis. Once the parking lot is full, staff members will have to park their vehicles in the Chez Lando parking lot. Needless to say, car pooling and shuttle buses should be used as much as possible on these days.

F ROM: C.L.O.
T O : DCOS/OPS

SUBJECT: DUTY OFFICE

Nams	IDN	DATES	REMARKS
Lt/col MOUSSA MAHAMAT	M.5788	8/7/95	
A/C BEN MAHMOUD	M.2317	9/7/95	
Capt ANOUR B.HAMOUDA	M.2318	15/7/95	
Maj. MOUDALBAYE TOYDE	M.5813	16/7/95	

93 ops

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Bn adjs
300 for info of all branch members

HQ UNAMIR MED BR
FILE: 538-12-1
MED 691/95

To: **List A**
List B
List C
List E
List F

From: **FMO**

Date: **30 June 1995**

Subject: **COUNSELLING SERVICE**

1. A Counselling service run by Major Dave Ward (Australian Army Psychologist) will commence M day 3 July 1995 and will be held every week Monday to Friday, from 0830 to 123 ours at the Australian Medical Support Force UN Hospital Kigali. . Call RWANDATEL 75619 between 0900 to 1200 hours for bookings.

2. The counselling service is **Free** and **Confidential** and is conducted by a trained counsellor.

REMEMBER THAT IF YOU SUFFER TOO MUCH
OR TOO LONG
HELP IS AVAILABLE

Embassy of the United States of America

(1)

Bonnie:

Please go to UNAMIR, section G-3. Can they please radio to Milobs in Kibuye and Cyangungu for us as follows:

Begin message:

Mr Whaley (Counselor) and Ms Harris (Vice Consul) of the US Embassy are travelling to Kibuye and Cyangungu. Would appreciate Milobs' help in making appointments in:

Kibuye with prefet Friday late afternoon July 7 and reserve accommodation (2 rooms) at the small private guest house on the lake (Chez Georges) for nights of July 7 and 8. If no alternate accommodation for driver is available in town, a third room for him.

Cyangungu with prefet Monday morning July 10 at 0900 or 1000. No need to arrange accommodation.

Can Embassy travellers carry anything for Milobs or others?

Many thanks for this assistance.

(2) G3 Ops
Pls fax details to Milobs in 3A & 4C.
6.7

Actioned
06/7

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Inter-Office Memorandum

From: A/COS

To: ED
CAO
COS
CHAO
DCOS Ops
DCOS Sp
FMO

Info: Lists A, B, D, E & F

Date: 4 July 95

Subject: UNAMIR HUMANITARIAN ASSISTANCE COORDINATION

Reference: SRSG Meeting with FC and Staff on 3 July 95.

1. As discussed at the referenced meeting, the recent increase in requests for humanitarian assistance from UNAMIR by outside agencies has highlighted the need for a coordinated provision of humanitarian assistance. This would require both a central focal point for that coordination as well as informed and active participation by all elements of UNAMIR.

2. Accordingly, it was decided that the UNAMIR Chief Humanitarian Assistance Officer (CHAO) with the Humanitarian Assistance Cell (HAC) would be the UNAMIR focal point for all outside assistance. Furthermore, the HAC would be advised and guided by the UNAMIR Humanitarian Assistance Advisary Group (UHAAG) which will meet under the chairmanship of the CHAO on Mondays, Wednesdays and Fridays in the UNAMIR Conference Room at 0930 hrs, commencing 7 July 95. The UHAAG will assess all requests for humanitarian assistance and determine which agencies would be most willing, able and capable to provide such support. The referenced meeting agreed in part that the UHAAG membership should be as follows:

a. CHAO (Chairman);

b. Political Advisor to be appointed by the SRSG;

c. Civilian Administrator to be appointed by the CAO;

d. Medical Operations Officer to be appointed by the FMO;

e. PAffO;

f. Operations Officer to be designated by G3 Ops;

g. Logistics Officer to be designated by DCOS Sp;

h. G3 Engr/FEO: and

i. Minutes Clerk from HAC (alternatively Ops).

3. Therefore, in accordance with the new procedure, henceforth the HAC should receive all requests for assistance from Government Agencies, Departments and Officials as well as UN Agencies and NGO's and would initially process and further evaluate, staff, implement, coordinate and monitor those requests. Consequently, no UNAMIR official, staff or agency should commit any UNAMIR resources until the request is properly staffed by HAC and the UHAAG.

4. It is kindly requested that all members be appointed or designated soonest by the action addressees and made available to attend the inaugural meeting on 7 July.

Action to: DCOS OPS
30 JUN 1995

ZAMBATT/Q 19

TO : DCOS OPS

FROM : ZAMBATT II HQ/SECTOR 4A

INFO : CTO & CMPO

DATE : 29 JUNE 1995

SRSG 04

SUBJECT: OUTSIDE ASSISTANCE (HUMANITARIAN) OF UNAMIR FACILITIES/VEHICLES

1. A request has been received by this HQ from the In-charge for Public Works (Bridges and roads Depts) of Gikongoro Prefecture to assist them with the fol:-

a. 500 Ltrs of diesel and

b. The use of UNAMIR Vehicle.

2. Vide para 'A' above, their request is to use it for the Bulldozer, for repair of roads within Gikongoro Prefecture. And para 'B', the vehicle is requested to be used twice in a week for them to conduct recce of the roads to be repaired.

3. Submitted for your consideration.

4. Warm regards.

03/7

A R BANDA
Lieutenant
for Contingent Commander

(2) CHAO

1. Pls explore possibilities re providing sp.
2. Perhaps we can task Milobs to assist in rte recce.
3. Note that this is a duplicate.

3.7
CHAOS

3.7

DCOS OPS CITMN

NGOs (BY PREFECTURES)

Query1

4/28/95

PREFECT	ORG_NAME	SECTOR
	AFRICAN REVIVAL MINISTRIES	Children
	AMERICAN JEWISH JOINT DIST. COMM.	Children
	AMURT (SWITZERLAND)	Children
	ARTC	Children
	ARTC FEMMES	Children
	ASSN POUR LE DEFENSE DES DROITES D	Children
	CITIZENS' NETWORK	Comm Develop
	ECOTERRA INTL	Medical/Health
	ECOTERRA INTL	Agriculture
	FRATERNITE NOTRE DAME INC	Food
	FRATERNITE NOTRE DAME INC	Comm Develop
	FRIENDS OF THE WEST INTL (USA)	Children
	GLOBAL OPERATION AND DEVELOPMENT	Children
	HEIN NEBELING ISENSEE, ALLEMAGNE	Logistics
	LVIA	Food
	LVIA	Comm Develop
	LVIA	Logistics
	LVIA	Medical/Health
	LVIA	Agriculture
	ORA INTL	Children
	SERVICE ALLEMAND DE DEVELOPPEMENT	Medical/Health
	SERVICE ALLEMAND DE DEVELOPPEMENT	Agriculture
	SERVICE ALLEMAND DE DEVELOPPEMENT	Children
	SYNESER	Comm Develop
	VISA SANTE + ASSOC FRATERNIERE	Medical/Health
	VISA SANTE + ASSOC FRATERNIERE	Children
	VISA SANTE + ASSOC FRATERNIERE	Logistics
All	ARBEF	Medical/Health
All	DUTERIMBERE	Comm Develop
All	• HIGH COMISSION FOR REFUGEES	Logistics
All	HIGH COMISSION FOR REFUGEES	Comm Develop
All	IFRC	Medical/Health
All	IFRC	Medical/Health
All	INADES	Comm Develop
All	INADES	Agriculture
All	INADES	Comm Develop
All	INADES	Agriculture
All	• INTL ORG FOR MIGRATION	Logistics
All	• PHARMACIENS SANS FRONTIERS	Medical/Health
All	PROG DU SECURITE ALIMAENTAIRE AU RWANDA	Agriculture
All	PROG. DU SECURITR ALIMENTAIRE DUE RWANDA	Agriculture
All	PROG. DU SECURITR ALIMENTAIRE DUE RWANDA	Food
All	SAVE THE CHILDREN FUND (UK)	Children
All	SENTINELLES	Children
All	• UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Comm Develop
All	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Logistics
All	• WORLD FOOD PROGRAMME	Food
All	WORLD FOOD PROGRAMME	Food
Burundi	AFRICAN REVIVAL MINISTRIES	Children
Butare	ADRI	Agriculture
Butare	APIDERMUB	Comm Develop
Butare	ARDI	Agriculture
Butare	• AUSTRIAN RELIEF PROGRAM	Agriculture
Butare	AUSTRIAN RELIEF PROGRAM	Water/San
Butare	AUSTRIAN RELIEF PROGRAM	Comm Develop
Butare	AUSTRIAN RELIEF PROGRAM	Medical/Health
Butare	AUSTRIAN RELIEF PROGRAM	Food
Butare	AVSI ITALY	Children
Butare	AVSI ITALY	Children
Butare	BRITISH DIRECT AID	Logistics
Butare	CARITAS RWANDA	Food
Butare	CARITAS RWANDA	Food
Butare	CATHOLIC RELIEF SERVICES	Food
Butare	CATHOLIC RELIEF SERVICES	Food
Butare	CATHOLIC RELIEF SERVICES	Food

PREFECT	ORG NAME	SECTOR
Butare	CATHOLIC RELIEF SERVICES	Food
Butare	CESAL SPAIN	Children
Butare	CESAL SPAIN	Children
Butare	CESAL SPAIN	Medical/Health
Butare	CHILDREN'S RELIEF (GERMANY)	Medical/Health
Butare	CONCERN WORLDWIDE	Medical/Health
Butare	CONCERN WORLDWIDE	Food
Butare	COOPIBO	Agriculture
Butare	CROIX ROUGE BELGIQUE	Medical/Health
Butare	FEED THE CHILDREN (EUROPE)	Community Devt.
Butare	FEED THE CHILDREN (EUROPE)	Community Devt.
Butare	FEED THE CHILDREN (EUROPE)	Community Devt.
Butare	FEED THE CHILDREN (EUROPE)	Food
Butare	FEED THE CHILDREN (EUROPE)	Food
Butare	FEED THE CHILDREN (EUROPE)	Food
Butare	FEED THE CHILDREN (EUROPE)	Food
Butare	FEED THE CHILDREN (EUROPE)	Food
Butare	FEED THE CHILDREN (EUROPE)	Comm Develop
Butare	FEED THE CHILDREN (EUROPE)	Community Devt.
Butare	GESELLLSCHAFT FUR TECHNISCHE ZUSAMMENARB	Food
Butare	GESELLLSCHAFT FUR TECHNISCHE ZUSAMMENARB	Food
Butare	HIGH COMISSION FOR REFUGEES	Food
Butare	HIGH COMISSION FOR REFUGEES	Food
Butare	HIGH COMISSION FOR REFUGEES	Food
Butare	HIGH COMISSION FOR REFUGEES	Medical/Health
Butare	HUMAN RIGHTS WATCH	Human Rights
Butare	IMC	Medical/Health
Butare	IMC	Medical/Health
Butare	INTER SOS	Medical/Health
Butare	INTL COMM OF THE RED CROSS	Food
Butare	INTL COMM OF THE RED CROSS	Food
Butare	INTL COMM OF THE RED CROSS	Food
Butare	MSF	Water/San
Butare	MSF	Medical/Health
Butare	NETHERLANDS DEVELOPMENT ORGINISATION	Agriculture
Butare	NETHERLANDS DEVELOPMENT ORGINISATION	Comm Develop
Butare	PREFED	Rural Devt
Butare	PREFED	Women
Butare	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Medical/Health
Butare	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Food
Butare	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Food
Butare	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Food
Butare	WORLD FOOD PROGRAMME	Food
Butare	WORLD FOOD PROGRAMME	Food
Butare	WORLD FOOD PROGRAMME	Food
Butare	WORLD FOOD PROGRAMME	Food
Butare	WORLD RELIEF INTL	Comm Develop
Byumba	ADRA	Food
Byumba	ADRA	Food
Byumba	ADRA	Agriculture
Byumba	ADRA	Agriculture
Byumba	AFRICAN MEDICAL & RESEARCH FUND (KENYA)	Medical/Health
Byumba	AIDE ET ACTION	Children
Byumba	AIDE ET ACTION	Children
Byumba	AUSTRIAN RELIEF PROGRAM	Food
Byumba	AUSTRIAN RELIEF PROGRAM	Food
Byumba	AUSTRIAN RELIEF PROGRAM	Water/San
Byumba	AUSTRIAN RELIEF PROGRAM	Agriculture
Byumba	AUSTRIAN RELIEF PROGRAM	Food
Byumba	BUFMAR/MEMISA	Medical/Health
Byumba	CANADIAN PHYSICIANS FOR AID AND RELIEF	Medical/Health
Byumba	CANADIAN PHYSICIANS FOR AID AND RELIEF	Water/San
Byumba	CANADIAN PHYSICIANS FOR AID AND RELIEF	Agriculture
Byumba	CARITAS RWANDA	Food
Byumba	CARITAS RWANDA	Food

PREFECT	ORG_NAME	SECTOR
Byumba	CARITAS RWANDA	Food
Byumba	CARITAS RWANDA	Food
Byumba	CARITUS SWITZERLAND	Agriculture
Byumba	CARITUS SWITZERLAND	Agriculture
Byumba	CARITUS SWITZERLAND	Agriculture
Byumba	CARITUS SWITZERLAND	Food
Byumba	CARITUS SWITZERLAND	Agriculture
Byumba	CATHOLIC RELIEF SERVICES	Food
Byumba	CATHOLIC RELIEF SERVICES	Food
Byumba	CECA	Health
Byumba	COMPASSION INTL	Children
Byumba	CROIX ROUGE BELGIQUE	Medical/Health
Byumba	GESELLLSCHAFT FUR TECHNISCHE ZUSAMMENARB	Food
Byumba	GESELLLSCHAFT FUR TECHNISCHE ZUSAMMENARB	Food
Byumba	GOAL (IRELAND)	Medical/Health
Byumba	GOAL (IRELAND)	Medical/Health
Byumba	HIGH COMISSION FOR REFUGEES	Medical/Health
Byumba	HIGH COMISSION FOR REFUGEES	Agriculture
Byumba	HIGH COMISSION FOR REFUGEES	Agriculture
Byumba	HIGH COMISSION FOR REFUGEES	Water/San
Byumba	HIGH COMISSION FOR REFUGEES	Agriculture
Byumba	HIGH COMISSION FOR REFUGEES	Medical/Health
Byumba	INTER SOS	Water/San
Byumba	INTER SOS	Agriculture
Byumba	INTER SOS	Food
Byumba	INTER SOS	Medical/Health
Byumba	JAPAN INTL VOLUNTEER CENTRE	Comm Develop
Byumba	JOINT RELIEF & REHAB SERVICES KENYA	Water/San
Byumba	JOINT RELIEF & REHAB SERVICES KENYA	Medical/Health
Byumba	MALTESER HILFE DIENST	Medical/Health
Byumba	MALTESER HILFE DIENST	Medical/Health
Byumba	MALTESER HILFE DIENST	Medical/Health
Byumba	MALTESER HILFE DIENST	Medical/Health
Byumba	MSF	Medical/Health
Byumba	MSF	Medical/Health
Byumba	NORWEGIAN PEOPLES AID	Medical/Health
Byumba	REFUGEE TRUST IRELAND	Medical/Health
Byumba	REFUGEE TRUST IRELAND	Medical/Health
Byumba	RWANDA RURAL REHABILITATION INTIATIVE	Women
Byumba	SOS CHILDRENS VILLAGES	Children
Byumba	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Agriculture
Byumba	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Medical/Health
Byumba	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Agriculture
Byumba	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Agriculture
Byumba	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Water/San
Byumba	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Medical/Health
Byumba	WORLD FOOD PROGRAMME	Food
Byumba	WORLD FOOD PROGRAMME	Food
Byumba	WORLD FOOD PROGRAMME	Food
Byumba	WORLD FOOD PROGRAMME	Food
Byumba	WORLD FOOD PROGRAMME	Food
Byumba	WORLD FOOD PROGRAMME	Food
Byumba	WORLD FOOD PROGRAMME	Food
Byumba	WORLD VISION INTL	Medical/Health
Byumba	WORLD VISION INTL	Medical/Health
Byumba	WORLD VISION INTL	Children
Cyangugu	ADEPR/PMU INTERLIFE	Medical/Health
Cyangugu	ADRI	Agriculture
Cyangugu	ARDI	Agriculture
Cyangugu	BRITISH DIRECT AID	Logistics
Cyangugu	CARITAS RWANDA	Food
Cyangugu	CHRISTIAN REFORMED WORLD RELEIF COMMITTE	Food
Cyangugu	CHRISTIAN REFORMED WORLD RELEIF COMMITTE	Food
Cyangugu	CHRISTIAN REFORMED WORLD RELEIF COMMITTE	Agriculture
Cyangugu	CHRISTIAN REFORMED WORLD RELEIF COMMITTE	Food

PREFECT	ORG NAME	SECTOR
Cyangugu	CHRISTIAN REFORMED WORLD RELEIF COMMITTE	Food
Cyangugu	CHRISTIAN REFORMED WORLD RELEIF COMMITTE	Food
Cyangugu	CHRISTIAN REFORMED WORLD RELEIF COMMITTE	Agriculture
Cyangugu	CHRISTIAN REFORMED WORLD RELEIF COMMITTE	Agriculture
Cyangugu	CHRISTIAN REFORMED WORLD RELEIF COMMITTE	Food
Cyangugu	CHRISTIAN REFORMED WORLD RELEIF COMMITTE	Food
Cyangugu	CONCERN WORLDWIDE	Food
Cyangugu	CONCERN WORLDWIDE	Medical/Health
Cyangugu	COOPIBO	Comm Develop
Cyangugu	GERMAN EMERGENCY DOCTORS	Medical/Health
Cyangugu	HELP (GERMANY)	Medical/Health
Cyangugu	HIGH COMISSION FOR REFUGEES	Medical/Health
Cyangugu	HIGH COMISSION FOR REFUGEES	Medical/Health
Cyangugu	HIGH COMISSION FOR REFUGEES	Food
Cyangugu	HIGH COMISSION FOR REFUGEES	Food
Cyangugu	HOPITAL SANS FRONTIERE	Medical/Health
Cyangugu	INTL COMM OF THE RED CROSS	Food
Cyangugu	INTL COMM OF THE RED CROSS	Food
Cyangugu	INTL COMM OF THE RED CROSS	Food
Cyangugu	INTL COMM OF THE RED CROSS	Food
Cyangugu	INTL COMM OF THE RED CROSS	Food
Cyangugu	INTL RESCUE COMMITTEE	Medical/Health
Cyangugu	INTL RESCUE COMMITTEE	Water/San
Cyangugu	INTL RESCUE COMMITTEE	Comm Develop
Cyangugu	INTL RESCUE COMMITTEE	Agriculture
Cyangugu	INTL RESCUE COMMITTEE	Food
Cyangugu	MEDECINS DU MONDE	Medical/Health
Cyangugu	MEDICINE POUR LE TIERS MONDE	Medical/Health
Cyangugu	MSF	Medical/Health
Cyangugu	NETHERLANDS DEVELOPMENT ORGINISATION	Comm Develop
Cyangugu	NETHERLANDS DEVELOPMENT ORGINISATION	Agriculture
Cyangugu	NORWEGIAN PEOPLES AID	Medical/Health
Cyangugu	NORWEGIAN PEOPLES AID	Medical/Health
Cyangugu	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Food
Cyangugu	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Medical/Health
Cyangugu	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Medical/Health
Cyangugu	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Food
Cyangugu	WORLD FOOD PROGRAMME	Food
Cyangugu	WORLD FOOD PROGRAMME	Food
Cyangugu	WORLD FOOD PROGRAMME	Food
Cyangugu	WORLD FOOD PROGRAMME	Food
Cyangugu	WORLD FOOD PROGRAMME	Food
Cyangugu	WORLD FOOD PROGRAMME	Food
Gikongoro	AFRICAN HUMANITARIAN ACTION (AHA)	Medical/Health
Gikongoro	AIDE ET ACTION	Children
Gikongoro	AIDE ET ACTION	Children
Gikongoro	ARDI	Medical/Health
Gikongoro	CARITAS RWANDA	Food
Gikongoro	CATHOLIC RELIEF SERVICES	Food
Gikongoro	FEED THE CHILDREN (EUROPE)	Comm Develop
Gikongoro	GOAL (IRELAND)	Medical/Health
Gikongoro	GOAL (IRELAND)	Medical/Health
Gikongoro	GOAL (IRELAND)	Medical/Health
Gikongoro	MERLIN	Medical/Health
Gikongoro	MERLIN	Medical/Health
Gikongoro	MSF	Medical/Health
Gikongoro	MSF	Medical/Health
Gikongoro	MSF	Medical/Health
Gikongoro	MSF	Water/San
Gikongoro	OXFAM UK	Water/San
Gikongoro	OXFAM UK	Water/San
Gikongoro	OXFAM UK	Water/San
Gikongoro	OXFAM UK	Water/San
Gikongoro	SAVE THE CHILDREN FUND (UK)	Food
Gikongoro	SAVE THE CHILDREN FUND (UK)	Medical/Health

PREFECT	ORG_NAME	SECTOR
Gikongoro	SOLIDARITES, FRANCE	Food
Gikongoro	SOLIDARITES, FRANCE	Agriculture
Gikongoro	SOS CHILDRENS VILLAGES	Children
Gikongoro	WORLD RELIEF INTL	Food
Gikongoro	WORLD RELIEF INTL	Agriculture
Gikongoro	WORLD VISION INTL	Agriculture
Gikongoro	WORLD VISION INTL	Agriculture
Gikongoro	WORLD VISION INTL	Agriculture
Gikongoro	WORLD VISION INTL	Agriculture
Gikongoro	WORLD VISION INTL	Children
Gisenyi	ADEPR/PMU INTERLIFE	Agriculture
Gisenyi	ADEPR/PMU INTERLIFE	Food
Gisenyi	ADRA	Medical/Health
Gisenyi	ADRI	Agriculture
Gisenyi	AIDE ET ACTION	Children
Gisenyi	AIDE ET ACTION	Children
Gisenyi	AIDE ET ACTION	Children
Gisenyi	BRITISH DIRECT AID	Logistics
Gisenyi	CANADIAN FIELD AMBULANCE	Medical/Health
Gisenyi	CARITAS RWANDA	Food
Gisenyi	CECA	Health
Gisenyi	CONCERN WORLDWIDE	Medical/Health
Gisenyi	COOPERAZIONE INTERNAZIONALE	Children
Gisenyi	COOPERAZIONE INTERNAZIONALE	Food
Gisenyi	COOPERAZIONE INTERNAZIONALE	Food
Gisenyi	GERMAN EMERGENCY DOCTORS	Medical/Health
Gisenyi	HIGH COMISSION FOR REFUGEES	Food
Gisenyi	HIGH COMISSION FOR REFUGEES	Food
Gisenyi	MINES ADVISORY GROUP	Comm Devt.
Gisenyi	MSF	Medical/Health
Gisenyi	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Food
Gisenyi	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Food
Gisenyi	WORLD FOOD PROGRAMME	Food
Gisenyi	WORLD FOOD PROGRAMME	Food
Gisenyi	WORLD FOOD PROGRAMME	Food
Gisenyi	WORLD FOOD PROGRAMME	Food
Gisenyi	WORLD FOOD PROGRAMME	Food
Gisenyi	WORLD VISION INTL	Agriculture
Gisenyi	WORLD VISION INTL	Agriculture
Gitarama	ADRA	Food
Gitarama	ADRA	Food
Gitarama	ADRA	Medical/Health
Gitarama	ADRA	Agriculture
Gitarama	APIDERMUB	Agriculture
Gitarama	ARMEE DU SALUT	Food
Gitarama	ARMEE DU SALUT	Medical/Health
Gitarama	ARMEE DU SALUT	Medical/Health
Gitarama	ARMEE DU SALUT	Children
Gitarama	ARMEE DU SALUT	Water/San
Gitarama	ARMEE DU SALUT	Food
Gitarama	ARMEE DU SALUT	Food
Gitarama	BUFMAR/MEMISA	Medical/Health
Gitarama	CARITAS RWANDA	Food
Gitarama	CARITAS RWANDA	Food
Gitarama	CARITAS RWANDA	Food
Gitarama	CARITAS RWANDA	Agriculture
Gitarama	CATHOLIC RELIEF SERVICES	Food
Gitarama	CATHOLIC RELIEF SERVICES	Food
Gitarama	CONCERN WORLDWIDE	Children
Gitarama	CONCERN WORLDWIDE	Water/San
Gitarama	CONCERN WORLDWIDE	Children
Gitarama	CONCERN WORLDWIDE	Food
Gitarama	CONCERN WORLDWIDE	Water/San
Gitarama	CONCERN WORLDWIDE	Medical/Health
Gitarama	CONCERN WORLDWIDE	Agriculture

PREFECT	ORG_NAME	SECTOR
Gitarama	HIGH COMISSION FOR REFUGEES	Children
Gitarama	HIGH COMISSION FOR REFUGEES	Medical/Health
Gitarama	INTIATIVE HUMANITAIRE AFRICAINE	Medical/Health
Gitarama	INTL COMM OF THE RED CROSS	Food
Gitarama	INTL HILFSFONDS	Children
Gitarama	JA OLPHANAGE	Children
Gitarama	MALTESER HILFE DIENST	Medical/Health
Gitarama	MEDICOS EN CATASTROFE	Medical/Health
Gitarama	MEDICOS EN CATASTROFE	Food
Gitarama	MEDICOS EN CATASTROFE	Logistics
Gitarama	MEDICOS EN CATASTROFE	Medical/Health
Gitarama	MEDICUS MUNDI (SPAIN)	Medical/Health
Gitarama	MEDICUS MUNDI (SPAIN)	Medical/Health
Gitarama	MEDICUS MUNDI (SPAIN)	Medical/Health
Gitarama	MEDICUS MUNDI (SPAIN)	Medical/Health
Gitarama	MEMISA MEDICUS MUNDI	Medical/Health
Gitarama	MEMISA MEDICUS MUNDI	Medical/Health
Gitarama	MSF	Medical/Health
Gitarama	MSF	Water/San
Gitarama	NETHERLANDS DEVELOPMENT ORGINISATION	Comm Develop
Gitarama	NETHERLANDS DEVELOPMENT ORGINISATION	Agriculture
Gitarama	PROMOTIONS INTIATIVES LOCALES DEVLOPEE	Agriculture
Gitarama	PROMOTIONS INTIATIVES LOCALES DEVLOPEE	Health
Gitarama	PROMOTIONS INTIATIVES LOCALES DEVLOPEE	Education
Gitarama	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Medical/Health
Gitarama	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Children
Gitarama	WORLD FOOD PROGRAMME	Food
Gitarama	WORLD FOOD PROGRAMME	Food
Gitarama	WORLD FOOD PROGRAMME	Food
Gitarama	WORLD RELIEF INTL	Agriculture
Gitarama	WORLD RELIEF INTL	Agriculture
Gitarama	WORLD RELIEF INTL	Agriculture
Gitarama	WORLD RELIEF INTL	Food
Giterama	COOPIBO	Comm Develop
Kibungo	ACORD	Comm Develop
Kibungo	ACORD	Agriculture
Kibungo	ADRI	Agriculture
Kibungo	AEF INTL	Medical/Health
Kibungo	AFRICAN HUMANITARIAN ACTION (AHA)	Medical/Health
Kibungo	AFRICAN HUMANITARIAN ACTION (AHA)	Comm Develop
Kibungo	AIDE ET ACTION	Children
Kibungo	AIDE ET ACTION	Children
Kibungo	AIDE ET ACTION	Children
Kibungo	AUSTRIAN RELIEF PROGRAM	Water/San
Kibungo	BAMBINI DEL RUANDA	Comm Develop
Kibungo	BAMBINI DEL RUANDA	Medical/Health
Kibungo	BAMBINI DEL RUANDA	Children
Kibungo	BORNEFONDEN	Medical/Health
Kibungo	BORNEFONDEN	Agriculture
Kibungo	BORNEFONDEN	Comm Develop
Kibungo	BORNEFONDEN	Children
Kibungo	CARITAS RWANDA	Food
Kibungo	COMPASSION INTL	Children
Kibungo	COMPASSION INTL	Children
Kibungo	CROIX ROUGE BELGIQUE	Medical/Health
Kibungo	HIGH COMISSION FOR REFUGEES	Medical/Health
Kibungo	HIGH COMISSION FOR REFUGEES	Medical/Health
Kibungo	HIGH COMISSION FOR REFUGEES	Medical/Health
Kibungo	IMC	Medical/Health
Kibungo	IMC	Medical/Health
Kibungo	INTL RESCUE COMMITTEE	Children
Kibungo	INTL RESCUE COMMITTEE	Comm Develop
Kibungo	INTL RESCUE COMMITTEE	Water/San
Kibungo	INTL RESCUE COMMITTEE	Medical/Health
Kibungo	JOHANNITER UNFALL-HILFE	Medical/Health

PREFECT	ORG_NAME	SECTOR
Kibungo	JOINT RELIEF & REHAB SERVICES KENYA	Agriculture
Kibungo	MEDECINS DU MONDE	Medical/Health
Kibungo	MEDECINS DU MONDE	Medical/Health
Kibungo	MEDICINE POUR LE TIERS MONDE	Medical/Health
Kibungo	MEDICINE POUR LE TIERS MONDE	Medical/Health
Kibungo	NETHERLANDS DEVELOPMENT ORGINISATION	Comm Develop
Kibungo	NETHERLANDS DEVELOPMENT ORGINISATION	Agriculture
Kibungo	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Medical/Health
Kibungo	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Medical/Health
Kibungo	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Medical/Health
Kibungo	WORLD FOOD PROGRAMME	Food
Kibungo	WORLD FOOD PROGRAMME	Food
Kibungo	WORLD FOOD PROGRAMME	Food
Kibungo	WORLD FOOD PROGRAMME	Food
Kibungo	WORLD FOOD PROGRAMME	Food
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Kibungo	WORLD FOOD PROGRAMME	Food
Kibungo	WORLD FOOD PROGRAMME	Food
Kibungo	WORLD FOOD PROGRAMME	Food
Kibungo	WORLD RELIEF INTL	Agriculture
Kibuye	ADRA	Medical/Health
Kibuye	ADRA	Agriculture
Kibuye	ADRA	Comm Develop
Kibuye	ADRA	Food
Kibuye	ADRA	Food
Kibuye	ADRA	Food
Kibuye	ARDI	Agriculture
Kibuye	ASSN FRANCAISE DES VOLUNTAIRES DU PROGR	Community Devt.
Kibuye	ASSN FRANCAISE DES VOLUNTAIRES DU PROGR	Water/San
Kibuye	BUFMAR/MEMISA	Medical/Health
Kibuye	CARITAS RWANDA	Food
Kibuye	CHRISTIAN REFORMED WORLD RELEIF COMMITTE	Food
Kibuye	CHRISTIAN REFORMED WORLD RELEIF COMMITTE	Food
Kibuye	CHRISTIAN REFORMED WORLD RELEIF COMMITTE	Agriculture
Kibuye	ENFANTS DE MONDE	Children
Kibuye	MEMISA MEDICUS MUNDI	Medical/Health
Kibuye	MEMISA MEDICUS MUNDI	Medical/Health
Kibuye	MSF	Medical/Health
Kibuye	ORPHELINS DU RWANDA	Comm Develop
Kibuye	SOLIDARITES, FRANCE	Medical/Health
Kibuye	SWISS DISASTER RELIEF	Agriculture
Kibuye	SWISS DISASTER RELIEF	Food
Kibuye	SWISS DISASTER RELIEF	Agriculture
Kibuye	SWISS DISASTER RELIEF	Food
Kibuye	SWISS DISASTER RELIEF	Food
Kibuye	SWISS DISASTER RELIEF	Agriculture
Kibuye	SWISS DISASTER RELIEF	Food
Kibuye	SWISS DISASTER RELIEF	Food
Kibuye	SWISS DISASTER RELIEF	Agriculture
Kibuye	WORLD FOOD PROGRAMME	Food
Kibuye	WORLD FOOD PROGRAMME	Food
Kibuye	WORLD FOOD PROGRAMME	Food
Kibuye	WORLD FOOD PROGRAMME	Food
Kibuye	WORLD FOOD PROGRAMME	Food
Kibuye	WORLD FOOD PROGRAMME	Food
Kibuye	WORLD FOOD PROGRAMME	Food
Kibuye	WORLD FOOD PROGRAMME	Food
Kigale	HEALTH AID UK	Medical/Health
Kigali	ACTION TECHNIQUE DIUN DEVELOPMENT COM	Community Devt
Kigali	ADEPR/PMU INTERLIFE	Logistics
Kigali	ADRI	Agriculture
Kigali	AFRICAN HUMANITARIAN ACTION (AHA)	Agriculture

PREFECT	ORG NAME	SECTOR
Kigali	AFRICAN HUMANITARIAN ACTION (AHA)	Medical/Health
Kigali	AFRICAN MUSLIM AGENCY	Logistics
Kigali	AFRICAN MUSLIM AGENCY	Children
Kigali	AFRICAN MUSLIM AGENCY	Comm Develop
Kigali	AFRICAN MUSLIM AGENCY	Medical/Health
Kigali	AFRICAN MUSLIM AGENCY	Water/San
Kigali	AFRICAN REVIVAL MINISTRIES	Medical/Health
Kigali	AIDE ET ACTION	Children
Kigali	AMURT (SWITZERLAND)	Food
Kigali	ARDI	Agriculture
Kigali	ASBL DIALOGUE	Children
Kigali	ASSN OF MEDICAL DOCTORS OF ASIA (AM	Medical/Health
Kigali	ASSN VOLONTAIRES POUR DEVELOP INTERGRE	Agriculture
Kigali	ASSN VOLONTAIRES POUR DEVELOP INTERGRE	Medical
Kigali	ASSN VOLONTAIRES POUR DEVELOP INTERGRE	Education
Kigali	ATLAS LOGISTIQUE	Logistics
Kigali	BAPTIST RELIEF SERVICES	Comm Develop
Kigali	BAPTIST RELIEF SERVICES	Children
Kigali	BAPTIST RELIEF SERVICES	Food
Kigali	BARAKABAHO FOUNDATION	Children
Kigali	BORNEFONDEN	Comm Develop
Kigali	BRITISH DIRECT AID	Logistics
Kigali	BRITISH DIRECT AID	Comm Develop
Kigali	BUFMAR/MEMISA	Medical/Health
Kigali	CARITAS RWANDA	Food
Kigali	CARITAS RWANDA	Agriculture
Kigali	CARITAS RWANDA	Food
Kigali	CARITAS RWANDA	Food
Kigali	CECA	Health
Kigali	CHURCH WORLD SERVICE	Comm Develop
Kigali	CHURCH WORLD SERVICE	Children
Kigali	COMMUNAUTE EMMAUS	Comm Develop
Kigali	COMPASSION INTL	Children
Kigali	COMPASSION INTL	Logistics
Kigali	COMPASSION INTL	Food
Kigali	COMPASSION INTL	Medical/Health
Kigali	CONCERN WORLDWIDE	Food
Kigali	CONCERN WORLDWIDE	Food
Kigali	CROIX ROUGE BELGIQUE	Children
Kigali	CROIX ROUGE BELGIQUE	Medical/Health
Kigali	CUAMM	Food
Kigali	CUAMM	Medical/Health
Kigali	CUAMM	Medical/Health
Kigali	CUAMM	Children
Kigali	GERMAN EMERGENCY DOCTORS	Medical/Health
Kigali	GERMAN EMERGENCY DOCTORS	Children
Kigali	GESELLLSCHAFT FUR TECHNISCHE ZUSAMMENARB	Food
Kigali	GESELLLSCHAFT FUR TECHNISCHE ZUSAMMENARB	Agriculture
Kigali	GESELLLSCHAFT FUR TECHNISCHE ZUSAMMENARB	Agriculture
Kigali	GESELLLSCHAFT FUR TECHNISCHE ZUSAMMENARB	Water/San
Kigali	GESELLLSCHAFT FUR TECHNISCHE ZUSAMMENARB	Food
Kigali	GESELLLSCHAFT FUR TECHNISCHE ZUSAMMENARB	Food
Kigali	GESELLLSCHAFT FUR TECHNISCHE ZUSAMMENARB	Food
Kigali	GESELLLSCHAFT FUR TECHNISCHE ZUSAMMENARB	Food
Kigali	GESELLLSCHAFT FUR TECHNISCHE ZUSAMMENARB	Food
Kigali	GESELLLSCHAFT FUR TECHNISCHE ZUSAMMENARB	Food
Kigali	GESELLLSCHAFT FUR TECHNISCHE ZUSAMMENARB	Food
Kigali	HELP (GERMANY)	Medical/Health
Kigali	HELP (GERMANY)	Comm Develop
Kigali	HIGH COMISSION FOR REFUGEES	Food
Kigali	HIGH COMISSION FOR REFUGEES	Medical/Health
Kigali	HIGH COMISSION FOR REFUGEES	Food
Kigali	HIGH COMISSION FOR REFUGEES	Food
Kigali	HIGH COMISSION FOR REFUGEES	Medical/Health
Kigali	HIGH COMISSION FOR REFUGEES	

PREFECT	ORG_NAME	SECTOR
Kigali	HIGH COMISSION FOR REFUGEES	Medical/Health
Kigali	HIGH COMISSION FOR REFUGEES	Comm Develop
Kigali	INTL COMM OF THE RED CROSS	Food
Kigali	INTL COMM OF THE RED CROSS	Food
Kigali	INTL COMM OF THE RED CROSS	Food
Kigali	INTL COMM OF THE RED CROSS	Food
Kigali	INTL COMM OF THE RED CROSS	Food
Kigali	INTL COMM OF THE RED CROSS	Food
Kigali	INTL COMM OF THE RED CROSS	Food
Kigali	INTL RESCUE COMMITTEE	Logistics
Kigali	ITALIAN COOPERATION	Logistics
Kigali	JA OLPHANAGE	Children
Kigali	KORA ASBL	Comm Develop
Kigali	MEDECINS DU MONDE	Medical/Health
Kigali	MEDICINE POUR LE TIERS MONDE	Medical/Health
Kigali	MEDICOS EN CATASTROFE	Medical/Health
Kigali	MEDICUS MUNDI (SPAIN)	Medical/Health
Kigali	MEMISA MEDICUS MUNDI	Medical/Health
Kigali	MSF	Water/San
Kigali	MSF	Medical/Health
Kigali	NETHERLANDS DEVELOPMENT ORGINISATION	Comm Develop
Kigali	NETHERLANDS DEVELOPMENT ORGINISATION	Agriculture
Kigali	NETHERLANDS DEVELOPMENT ORGINISATION	Children
Kigali	NETHERLANDS DEVELOPMENT ORGINISATION	Comm Develop
Kigali	ORA INTL	Medical/Health
Kigali	ORA INTL	Children
Kigali	ORPHELINS DU RWANDA	Children
Kigali	OXFAM UK	Water/San
Kigali	PEMIERE URGENCE	Logistics
Kigali	PHARMACIENS SANS FRONTIERS	Medical/Health
Kigali	PHARMACIENS SANS FRONTIERS	Medical/Health
Kigali	PHARMACIENS SANS FRONTIERS	Medical/Health
Kigali	REFUGEE TRUST IRELAND	Medical/Health
Kigali	REFUGEE TRUST IRELAND	Medical/Health
Kigali	REFUGEE TRUST IRELAND	Agriculture
Kigali	REFUGEE TRUST IRELAND	Agriculture
Kigali	SAMARITAN'S PURSE INTL RELIEF	Medical/Health
Kigali	SAVE THE CHILDREN FUND (US)	Children
Kigali	SOS CHILDRENS VILLAGES	Children
Kigali	SWISS DISASTER RELIEF	Medical/Health
Kigali	TRIANGLE GENERATION HUMANITAIRE	Children
Kigali	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Medical/Health
Kigali	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Medical/Health
Kigali	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Comm Develop
Kigali	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Food
Kigali	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Comm Develop
Kigali	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Food
Kigali	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Medical/Health
Kigali	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Food
Kigali	WORLD FOOD PROGRAMME	Food
Kigali	WORLD FOOD PROGRAMME	Food
Kigali	WORLD FOOD PROGRAMME

PREFECT	ORG NAME	SECTOR
Kigali	WORLD FOOD PROGRAMME	Food
Kigali	WORLD RELIEF INTL	Agriculture
Kigali	WORLD RELIEF INTL	Agriculture
Kigali	WORLD RELIEF INTL	Agriculture
Kigali	WORLD RELIEF INTL	Agriculture
Kigali	WORLD RELIEF INTL	Agriculture
Kigali	WORLD RELIEF INTL	Agriculture
Kigali	WORLD RELIEF INTL	Agriculture
Kigali	WORLD SOC. FOR THE PROTECTION OF ANIMALS	Medical/Health
Kigali	WORLD VISION INTL	Children
Kigali	WORLD VISION INTL	Children
Kigali	WORLD VISION INTL	Food
Kigali	WORLD VISION INTL	Food
Kigali	WORLD VISION INTL	Medical/Health
Kigali	WORLD VISION INTL	Agriculture
Kigali	WORLD VISION INTL	Medical/Health
Kigali	WORLD VISION INTL	Medical/Health
Kigali	WORLD VISION INTL	Medical/Health
Ruhengeri	ACORD	Comm Develop
Ruhengeri	ACORD	Food
Ruhengeri	ADEPR/PMU INTERLIFE	Agriculture
Ruhengeri	ADEPR/PMU INTERLIFE	Medical/Health
Ruhengeri	ADRA	Children
Ruhengeri	AIDE ET ACTION	Children
Ruhengeri	AIDE ET ACTION	Children
Ruhengeri	AIDE ET ACTION	Water/San
Ruhengeri	AUSTRIAN RELIEF PROGRAM	Comm Develop
Ruhengeri	AUSTRIAN RELIEF PROGRAM	Agriculture
Ruhengeri	AUSTRIAN RELIEF PROGRAM	Medical/Health
Ruhengeri	AUSTRIAN RELIEF PROGRAM	Food
Ruhengeri	AUSTRIAN RELIEF PROGRAM	Water/San
Ruhengeri	AUSTRIAN RELIEF PROGRAM	Water/San
Ruhengeri	AUSTRIAN RELIEF PROGRAM	Comm Develop
Ruhengeri	BORNEFONDEN	Food
Ruhengeri	CARITAS RWANDA	Health
Ruhengeri	CECA	Food
Ruhengeri	CONCERN WORLDWIDE	Agriculture
Ruhengeri	ECOTERRA INTL	Children
Ruhengeri	FRATERNITE NOTRE DAME INC	Water/San
Ruhengeri	HIGH COMISSION FOR REFUGEES	Agriculture
Ruhengeri	HIGH COMISSION FOR REFUGEES	Water/San
Ruhengeri	HIGH COMISSION FOR REFUGEES	Agriculture
Ruhengeri	HIGH COMISSION FOR REFUGEES	Water/San
Ruhengeri	HIGH COMISSION FOR REFUGEES	Food
Ruhengeri	HIGH COMISSION FOR REFUGEES	Agriculture
Ruhengeri	HIGH COMISSION FOR REFUGEES	Medical/Health
Ruhengeri	MEDICUS MUNDI (SPAIN)	Medical/Health
Ruhengeri	MSF	Water/San
Ruhengeri	MSF	Community Devt.
Ruhengeri	SALEMM RWANDA	Medical/Health
Ruhengeri	SAVE THE CHILDREN FUND (UK)	Children
Ruhengeri	TRIANGLE GENERATION HUMANITAIRE	Children
Ruhengeri	TRIANGLE GENERATION HUMANITAIRE	Agriculture
Ruhengeri	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Water/San
Ruhengeri	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Water/San
Ruhengeri	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Water/San
Ruhengeri	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Food
Ruhengeri	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Agriculture
Ruhengeri	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Agriculture
Ruhengeri	VOLCANO VET CTR/MORRIS ANIMAL FOUND	Medical/Health
Ruhengeri	WORLD FOOD PROGRAMME	Food
Ruhengeri	WORLD RELIEF INTL	Food
Ruhengeri	WORLD RELIEF INTL	Agriculture
Ruhengeri	WORLD VISION INTL	Food
Ruhengeri	WORLD VISION INTL	Food

PREFECT	ORG_NAME	SECTOR
Ruhengeri	WORLD VISION INTL	Food
Ruhengeri	WORLD VISION INTL	Agriculture
Ruhengeri	WORLD VISION INTL	Agriculture
Ruhengeri	WORLD VISION INTL	Agriculture
various	HIGH COMISSION FOR REFUGEES	Children
various	SAVE THE CHILDREN FUND (UK)	Children
various	UNITED NATIONS HIGH COMMISSION FOR REFUGEES	Children

REPUBLIQUE RWANDAISE
MINISTERE DE LA SANTE
HOPITAL DE RUTONGO

Rutongo, le 19/6/95
N° H.RUT./0019/95

Au Commandant de la MINUAR
K I G A L I.

OBJET: Demande d'un Camion pour le transport des médicaments.

Monsieur le Commandant,

Permettez-moi encore une fois de solliciter vos services afin de vous demander un camion pour le transport des médicaments se trouvant à l'OPHAR Kigali pour le Centre de Santé de Kabuye et de Kajevuba.

Je vous précise que la distance entre Kigali et le Centre le plus éloigné Kajevuba est de 25 Km et que les médicaments pèsent 3 Tonnes.

Tout en vous remerciant du même service rendu le mois passé, je vous prie Monsieur le Commandant, d'agréer, l'expression de ma très haute considération.

Le Médecin-Directeur
de l'HOPITAL de RUTONGO
Dr. MAHE-YA-BUNTU Christian.

HOPITAL DE RUTONGO
Administration

Archived
30/6

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Amahoro Hotel
Kigali, Rwanda

3 July 1995

Techeste Zergaber
Country Director
World Food Programme
Kigali, Rwanda

Dear Mr Zergaber,

I am pleased to convey to you the extent of the assistance that UNAMIR is able to provide for the World Food Programme as requested in your letter of 28 June 1995. Within resources, UNAMIR will gladly provide the maximum assistance in an emergency and will try to assist whenever possible in the more routine requests you have formulated with any spare capacity that might be available.

Specifically, UNAMIR units in all Sectors throughout Rwanda will assist you in transporting the necessary foodstuffs from the Prefectures Centres to the Communes with any spare vehicle lift that we may be able to make available. However, it is anticipated that this spare capacity will be rather limited until mid August since many of our resources will be utilized until that time for the repatriation of our troops to their home country as a result of our draw-down in troop strength. I would suggest that you coordinate the details of this support with the UNAMIR Chief Humanitarian Assistance Officer who has been informed of your general requirements.

It is with much regret, however, that UNAMIR will be unable to support your requests for security at your warehouses and for construction labourers for further warehouses. I hope sincerely that you will be successful in making alternative arrangements.

With best regards,

Yours sincerely,

Shaharyar Khan
Ambassador
Special Representative of the Secretary General

World Food Programme
Programa Mundial de Alimentos
Programme Alimentaire Mondial
برنامج الأغذية العالمي
The Food Aid Organization of the United Nations System

FILE: WFP/RWA/LOGS/20
WFP/RWA/LOGS/21

DATE: 28.06.95.

Ambassador Shaharyar M. Khan
Special Representative
of the Secretary General
for Rwanda.

FC may pl. examine
IG requested
FC
Sadiq
29.6.

Dear Mr Khan,

SUBJECT: REQUEST FOR UNAMIR ASSISTANCE.

We would be grateful if UNAMIR could provide us with the following assistance as a matter of urgency:-

1. UNAMIR armed military personnel to guard two of our warehouses and their surrounding compounds. These are located in two separate locations within Kicukiro area of Kigali Prefecture.

   Our warehouses/compounds have been broken into on several occasions. This has resulted in WFP loosing large quantities of different food commodities allocated to different WFP Emergency and Rehabilitation Programs within Rwanda. Unless this situation is addressed and an urgent remedy is provided, WFP will continue to encounter enormous problems with its operations.

2. UNAMIR vehicles to transport food for work (FFW) from our warehouses situated in several Prefectures, to primary school teachers in the several Communes. The current transport will initially be for the months of July and August 1995. This will be of great assistance and beneficial to the community of primary school teachers in Rwanda, since it is in line with the current UN mandate of changing our emergency relief programs to rehabilitation projects/programs. The details for this request is illustrated on the attached sheet.

3. UNAMIR personnel to construct/erect WFP Portadome and Rubbhall mobile warehouses in several locations within Rwanda. The most urgent location is presently Nyagatare. A list of other locations will be provided shortly.

Your consideration and assistance in the above matter will be highly appreciated.

With best regards.

Yours sincerely,

Techeste Zergaber
Country Director

PROGRAMME ALIMENTAIRE MONDIAL
B.P. 1150 KIGALI

AM/am

CC: F. Del Reo H. Martin A. Musa

B.P. 1150
Kigali, Rwanda

Telephone: 250 - 76368/74688
Telex: 528 UNDP
Facsimile: 250 - 73550

WFP - RWANDA: ASSISTANCE TO PRIMARY SCHOOL TEACHERS FOR THE MONTHS OF JULY/AUGUST 1995.

		AMOUNT OF FOOD			
PREFECTURE	NUMBER OF TEACHERS	CEREALS MTS	PULSES MTS	FATS MTS	TOTAL METRIC TONS
BUTARE	1,134	56.700	34.020	7.938	98.658
BYUMBA	2,146	107.300	64.380	15.022	186.702
CYANGUGU	1,428	71.400	42.840	9.996	124.236
GIKONGORO	1,233	61.650	36.990	8.631	107.271
GISENYI	2,146	107.300	64.380	15.022	186.702
GITARAMA	2,332	116.600	69.960	16.324	202.884
KIBUNGO	888	44.400	26.640	6.216	77.256
KIBUYE	1,003	50.150	30.090	7.021	87.261
KIGALI	2,438	121.900	73.140	17.066	212.106
RUHENGERI	2,450	122.500	73.500	17.150	213.150
TOTAL	17,198	859.900	515.940	120.386	1,496.226

AM/am

ZAMBATT/OPS 12

FROM : SECTOR 4A/ZAMBATT HQ

TO : DCOS OPS
UNAMIR HQ
KIGALI

DATE : 26 JUNE 1995

SUBJECT : REPORT ON DISARMING ZAMBATT TROOPS

1. On 24 June 1995 at 20:00 hrs, two (02) ZAMBATT soldiers namely M10217 SGT MUKOTA F and M10604 LCPL MWEWA S were disarmed by an RPA patrol. RPA patrol claim the duo trespassed RPA military cantonment. However, investigations revealed that the two ZAMBATT soldiers parked a Land rover jeep belonging to UNAMIR on the road by passing a restaurant. Subjects were dropping empty bottles owed to the said restaurant.

2. An RPA patrol approached ZAMBATT vehicle and found it unoccupied. This prompted them to look for the occupants. The patrol observed the two ZAMBATT soldiers at a restaurant and offensively disarmed them.

3. Pursuant to RPA's action mentioned in para 2 above, ZAMBATT Contingent 2IC, Major C MUSEBA met the RPA Commanding Officer Lt Col Patrick NYAMVUMBA on 251030 B JUN 95. In their brief discussion, RPA Commanding Officer apoligised to ZAMBATT for the action taken by the RPA patrol. He further denied having passed instructions which would lead to UNAMIR troops being disarmed by RPA. The two (02) AK 47 rifles were then handed back to ZAMBATT.

4. Forwarded for your information.

O CHAPULA
Lieutenant
for Contingent Commander

27/6

G3OPS

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: Lists A, B, D, MILOB GP HQ

From: SO to COS

Date: 22 June 1995

SUBJECT: FAREWELL LUNCH FOR DCOS(SP) AND G3(OPS)

1. An official Lunch is being organised at 12 Noon on 30 Jun 95 at Belgium Village to bid farewell to Col KM Tutt and Lt Col A Yella. The A/COS has suggested that only Lt Col and above serving in Kigali should attend.

2. A nominal contribution of US$ 15.00 per person may please be forwarded to Capt S Choudhary, SO to COS, Room # 2012, Tel: X-1113 at UNAMIR HQ latest by 26 Jun 95.

3. Dress: Uniform.

Best regards.

23/6

27/6

26/6

30000

G3 OPS

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

24/6

To: Lists A, B, D, MILOB GP HQ

From: SO to COS

Date: 22 June 1995

SUBJECT: FAREWELL LUNCH FOR DCOS(SP) AND G3(OPS)

1. An official Lunch is being organised at 12 Noon on 30 Jun 95 at Belgium Village to bid farewell to Col KM Tutt and Lt Col A Yella. The A/COS has suggested that only Lt Col and above serving in Kigali should attend.

2. A nominal contribution of US$ 15.00 per person may please be forwarded to Capt S Choudhary, SO to COS, Room # 2012, Tel: X-1113 at UNAMIR HQ latest by 26 Jun 95.

3. Dress: Uniform.

Best regards.

26/6

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

G3 OPS

CC
copy to CPS (+H Staff

SO2 OPS
23/6
Treated
24.6

From: A/COS

To: Distribution Lists A & B

Info: List E

Date: 23 June 95

Subject: **UNAMIR MILITARY STAFF WORK ROUTINE**

1. Effective forthwith all military sections of UNAMIR HQ are authorized to adopt minimal staffing levels on Saturday afternoons as well as on Sundays. Accordingly, on Saturday afternoons and Sundays, all sections need only be manned by a duty officer who is able to contact other members of that section in case of need; all other staff who do not have work to complete may adopt 'Sunday Routine'.

2. Additionally, since it is imperative that all personnel can be contacted at a moments notice if required, all military staff are reminded to ensure that the UNAMIR Duty Officer or the appropriate Section Head is made aware of their whereabouts if different from their principle residence. All staff in possession of motorolas are further reminded to monitor the appropriate channel when away from this HQ or their residential area.

3. Furthermore, in order to foster greater spirit and cohesion among the staff, henceforth all military personnel are strongly encouraged to participate in a daily coffee break to take place at 1000-1030 hrs in the UNAMIR cafeteria.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

(1)

802 OPS 1

You are the OPI
Pse contact the
Arch Asst for
details.

TO : All sections/unit chiefs

8 May 1995

From : A. H. GOLO, OIC
Administration

Subject : Draft Archives Classification Manual Plan.

Roger Sir
802 OPS 1
10/5

Attached herewith please find the draft Archives Classification Manual Plan for information and use as appropriate. The purpose of the plan is to ensure that every aspect of work of UNAMIR is recorded for present and future references.

Staff members in the field of preparation of both internal and external correspondence are requested to ensure that they make full use of the manual. Correct case file reference and keyword should be quoted and copy sent to Archives for record purposes.

Section chiefs, military branches and CIVPOL are requested to correct and confirm that case files conform to their requirements. Corrected text and queries should be addressed to Mr. SOLOMON ACHEVIH, Archives Assistant, room No 4. Extension: 11178, as soon as possible but not later than 17 May 1995.

Upon receipt of all the answers a brain storming session will be held with the administrative Assistants and Secretaries to the chiefs of UNAMIR Sections/ Units.

CC:
- SRSG
- FC
- DFC
- MILOB
- CIVPOL
- DCOS OPS
- DCOS SUP

(2) G3 Ops
Pls nominate one of your Majs and the Chief Clerk as our OPI. Have them review and contact the Arch Asst.
DCOS OPS
9.5

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
SRSG, FC AND CAO OFFICES

ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
1-1	SRSG		SRSG	
		EXECUTIVE DIRECTOR	EXECUTIVE	
		POLITICAL AFFAIRS	POLITICAL	
		PROTOCOL AFFAIRS	PROTOCOL	
		LEGAL AFFAIRS	LEGAL	
		SPOKESMAN	SPOKESMAN	
		BROADCAST CONSULTANT	BROADCAST	
		PRESS BRIEFING	PRESS	
		GENERAL RADIO RWANDA	GENERAL	
		UNAMIR RADIO	UNAMIR	
		SECURITY COORDINATOR	SECURITY	
		RWANDA GOVERNMENT	RWANDA	
		NOTE VERBALE	NOTE	
		ADMINISTRATIVE INSTRUCTION CIRCULARS	CIRCULARS	
		RELATIONS WITH IGO AND NGOS	RELATIONS	
		RELATIONS WITH UN AGENCIES	RELATIONS	
		RELATIONS WITH HOST COUNTRY	RELATIONS	
		DAILY PROGRAMME (SITREP)	DAILY	
		OFFICIAL VISITS	OFFICIAL	
		VISITORS	VISITORS	
		NOTE FOR FILE	NOTE	
		BOARD OF INQUIRY	INQUIRY	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
SRSG, FC AND CAO OFFICES

ITEM N	TITLE	CASE FILE	KEYWORD	REMARKS
1-2	HUMAN RIGHTS		HUMAN	
		COMMISSION ON HUMAN RIGHTS	COMMISSION	
		HUMAN RIGHTS VIOLATIONS	HUMAN	
		INTERNATIONAL TRIBUNAL	INTERNATIONAL	
		MASSACRE OF CIVILIANS	MASSACRE	
		DETENTION CAMPS	CAMPS	
		CONDITIONS IN DETENTION	CONDITIONS	
1-3	HUMANITARIAN ASSISTANCE		HUMANITARIAN	
		CONVOYS	CONVOYS	
		CO-OPERATION WITH HUMANITARIAN AGENCIES	AGENCIES	
		DISPLACED PERSONS	DISPLACED	
		EDUCATION PROGRAMME	EDUCATION	
		FAMILY TRACING PROGRAMME	FAMILY	
		HEALTH PROGRAMME	HEALTH	
		LAND TENURE	LAND	
		REFUGEES	REFUGIEES	
		RIVAL CLAIMS TO PROPERTY RIGHTS	PROPERTY	
		SECURITY OF HUMANITARIAN RELIEF (FOOD)	HUMANITARIAN	
		WARE HOUSING AND DISTRIBUTING RELIEF GOODS	RELIEF	
1-4	ORGANISATION AND MANDATE		MANDATE	
		SECRETARY GENERAL REPORTS	REPORTS	
1-5	NATIONAL RECONCILIATION		NATIONAL	
		CONFERENCE ON NATIONAL RECONCILIATION	RECONCILIATION	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
SRSG, FC AND CAO OFFICES

ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
1-6	PUBLIC ORDER		PUBLIC	
		COMMUNAL POLICE	COMMUNAL	
		ETHNIC POLITICAL MOTIVATED CRIMES	ETHNIC	
1-7	GOVERNMENT		GOVERNMENT	
		GOVERNMENT OF RWANDA	RWANDA	
		TRANSITIONAL NATIONAL ASSEMBLY	ASSEMBLY	
1-8	CEASE-FIRE		CEASE	
		ARMS, AMMUNITION AND EQUIPMENT CONTROL	AMMUNITION	
		CANTONMENT OF MILITARY FORCES	CANTONMENT	
		CEASE FIRE AGREEMENT	AGREEMENT	
		CEASE FIRE LINE INCIDENTS	CEASE FIRE	
		DEMILITARIZATION	DEMILITALIZATION	
		DEMOBILISATION	DEMOBILISATION	
		DISARMAMENT	DISARMAMENT	
		EMBARGO ON ARMS IMPORTATION	EMBARGO	
		LIAISON WITH NEIGHBOURING GOVERNMENTS	NEIGHBOURING	
		MINE CLEARING	MINE	
		PEACE AGREEMENT IMPLEMENTATION	IMPLEMENTATION	
		REGROUPING OF MILITARY FORCES	MILITARY	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
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ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
2-1	(FC) CEASE FIRE		CEASE FIRE	
		CEASE FIRE AGREEMENT	AGREEMENT	
		CEASE FIRE LINE INCIDENTS	CEASE FIRE	
		DEMILITARIZATION	DEMILITARIZATION	
		DEMOBILIZATION	DEMOBILIZATION	
		DEPLOYMENT OF MILITARY PERSONNEL	DEPLOYMENT	
		MINE CLEARING	MINE	
		PEACE AGREEMENT IMPLEMENTATION	PEACE	
2-2	HUMANITARIAN ASSISTANCE		HUMANITARIAN	
		CONVOYS	CONVOYS	
		DISPLACED PERSONS	DISPLACED	
		REFUGEES	REFUGEES	
		SECURITY OF HUMANITARIAN RELIEF (FOOD)	RELIEF	
2-3	PUBLIC ORDER		PUBLIC	
		COMMUNAL POLICE	COMMUNAL	
		GENDARMERIE	GENDARMERIE	
		LIAISON WITH POLICE AUTHORITIES	POLICE	
		TRAINING AND INTEGRATION OF ARMED FORCES	TRAINING	

UNAMIR
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CLASSIFICATION MANUAL PLAN
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ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
2-4	TRANSITIONAL GOVERNMENT		TRANSITIONAL	
		GOVERNMENT OF RWANDA	GOVERNMENT	
		TRANSITIONAL NATIONAL ASSEMBY	TRANSITIONAL	
2-5	MEDICAL SERVICES		MEDICAL	
		MEDICAL AND INSPECTION REPORT	INSPECTION	
		MEDICAL SHIPMENT	MEDICAL	
2-6	PERSONNEL		PERSONNEL	
		DEPLOYMENT	DEPLOYMENT	
		MILITARY OFFICERS LIST	MILITARY	
		MILITARY STAFF LIST	MILITARY	
		REPATRIATION	REPATRIATION	
		ROTATION	ROTATION	
		WITHDRAWAL	WITHDRAWAL	
		REPLACEMENT	REPLACEMENT	
2-7	FORCE COMMANDER		FC	
		CIVPOL	CIVPOL	
	MEETING (DFC)		METING	
		FORCE COMMANDER CONFERENCE	CONFERENCE	
		ENGINEERING MEETINGS	ENGINEERINGS	
		LOGISTICS MEETINGS	LOGISTICS	
		GENERAL MEETINGS	GENERAL	
		MINUTES OF THE MEETINGS	MINUTES	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
SRSG, FC AND CAO OFFICES

ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
2-8	OPERATION PLANNING		OPERATION	
		DAILY REPORT	DAILY	
		BRIEFING SHEETS	BRIEFING	
		CHANGE OF COMMANDS	CHANGE	
		CHECK POINTS	CHECK POINTS	
		DUTY OFFICERS PANEL	PANEL	
		LOGISTICS PLAN	LOGISTICS	
		OBSERVATION POSTS	OBSERVATION	
		PATROL AND RECONNAISSANCE	PATROL	
2-9	PUBLIC ORDER		PUBLIC	
		TRAINING AND INTEGRATION OF ARMED FORCES	TRAINING	
		LIAISON WITH POLICE AUTHORITIES	LIAISON	
2-10	PERSONNEL		PERSONNEL	
		DEPLOYMENT (TRP)	DEPLOYMENT	
		DAILY SITREPS	SITREPS	
		PROTESTS/ VIOLATIONS	PROTESTS	
		ENTERTAINMENT AND CELEBRATIONS	CELEBRATIONS	
		PRESS PUBLIC RELATIONS	PRESS	
		POLITICAL LEGAL	POLITICAL	
		SECURITY COUNCIL	COUNCIL	
		MILOB	MILOB	
		CIVPOL	CIVPOL	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
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ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
3-1	CAO		CAO	
		ADMINISTRATIVE ISSUES	ISSUES	
		ADMINISTRATIVE REPORTS	REPORTS	
		AGREEMENT BETWEEN RWANDA GOVERNMENT AND UNAMIR	AGREEMENT	
		AGREEMENT BETWEEN UN AND USA GOVERNMENT	AGREEMENT	
		ANNUAL LEAVE REQUEST	LEAVE	
		ATTENDANCE RECORDS	ATTENDANCE	
		AGREEMENT ON BELGIAN VILLAGE	BELGIAN	
		AGREEMENT ON CHEZ LANDO	CHEZ LANDO	
		CORRESPONDANCE WITH OTHER PEACE KEEPING MISSION	CORRESPONDANCE	
		DIGEST OF PEACE KEEPING MISSIONS (DPKO) IN BRIEF	DIGEST	
		ISSUES ON GENERATORS	GENERATORS	
		HUMAN RIGHT MATTERS	HUMAN	
		INCIDENTS REPORTS	INCIDENTS	
		INFORMATION CIRCULARS	CIRCULARS	
		INTERNATIONAL TRIBUNAL FOR RWANDA	TRIBUNAL	
		AGREEMENT ON LE MERIDIEN	MERIDIEN	
		MGT CONSOLIDATED (CATERING)	MGT	
		MINUTES	MINUTES	
		MISCELLANEOUS	MISC	
		PRESS CLIPPING (FOR UN)	CLIPPING	
		PROVISION	PROVISION	
		AGREEMENT ON RENTAL CONTRACTS	RENTAL	
		SECURITY PLAN FOR RWANDA	SECURITY	
		CAO'S SECURITY CO-ORDINATOR	SECURITY	
		PROPERTY SURVEY BOARD	PROPERTY	

UNAMIR
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ITEM No	TITLE	CASE FILE	KEYWORD	REMARKS
		STAFF MATTERS AND STAFF WELFARE	WELFARE	
		STAFF IN CAO'OFFICE	STAFFING	
		AGREEMENT ON TRAFIPRO	AGREEMENT	
3-2	AIR OPERATIONS (MOVCON)		OPERATIONS	
		REQUEST FOR FLIGHT	FLIGHT	
		AIR SAFETY UNIT	SAFETY	
		CONVOY SITREPS	SITREPS	
		SPANISH AIR FORCE	SPANISH	
		SHIPMENTS	SHIPMENTS	
		FLIGHT SCHEDULES/REQUESTS	SCHEDULE	
		PASSENGER MANIFEST	MANIFEST	
		CARGO OPERATIONS	CARGO	
		HELICOPTER FLIGHT	HELICOPTER	
		OVERFLIGHT	OVER	
3-3	GENERAL SERVICE SECTION		GENERAL	
		REGISTRY,ARCHIVES AND RECORDS MANAGEMENT	REGISTRY	
		ADMINISTRATION INSTRUCTIONS	INSTRUCTIONS	
		INFORMATION CIRCULARS	INFORMATION	
		INTERNAL MEMOS	MEMOS	
		UN STAMP/ POSTAL EXPENSES	STAMP	
		MAIL ADDRESSE OF FORMER STAFF	ADRESSE	
		SUPPLY REQUEST FORM	SUPPLY	
		INTERNATIONAL TRIBUNAL COURT	TRIBUNAL	
		LAUNDRY SERVICES	LAUNDRY	
		ATTENDANCE RECORD	ATTENDANCE	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
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ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
3-4	GENERAL SERVICE SECTION		GENERAL	
		DELIVERY OF NEWSPAPERS FOR SRSG/FC	NEWSPAPER	
		CHECK IN\OUT SHEET FILE	IN\OUT	
		ACCIDENT	ACCIDENT	
		PETTY CASH	PETTY CASH	
		CORRESPONDANCE DISTRIBUTION	CORRESPONDANCE	
		CLAIMS	CLAIMS	
		ESTABLISHEMENT OF UNAMIR CLAIMS REVIEW BOARD	REVIEW	
		UNIFORM FILE	UNIFORM	
		UNAMIR WELFARE CLUB NEWSLETTER	WELFARE	
		MANAGEMENT INFORMATION SYSTEM AND TRAINING	MANAGEMENT	
		CLEANING MATERIAL AND SANITATION SUPPLIES	CLEANING	
		CORPS DIPLOMATIQUE AU RWANDA	CORPS	
		UNAMIR BULLETIN ISSUE	BULLETIN	
		AMIRWANDA S.A.R.L	AMIRWANDA	
3-5	BUILDING AND ENGINEERING SERVICES			
		LIVING ACCOMMODATION	LIVING	
		OFFICE ACCOMMODATION SPACE	SPACE	
		GENERATOR WORKSHOP	GENERATOR	
		ELECTRICAL WORKSHOP	OPERATOR	
3-6	COMMUNICATION SECTION		COMMUNICATION	
		COMMUNICATION EQUIPMENT	EQUIPMENT	
		TELEPHONE SWITCHBOARD	TELEPHONE	
		RADIO TECHNICIAN	TECHNICIAN	
		RADIO OPERATOR	OPERATOR	
3-7	LOGISTICS SECTION		LOGISTICS	
		CONTINGENT OWN PLANNING EQUIPMENT	PLANNING	
		CANSICS DEPLOYMENT/SUPPORT	CANADIAN	
		TUNBATT/SUPPORT	TUNISIAN	
		ETHIOBATT DEPLOYMENT/SUPPORT	ETHIOBATT	
		BRITON DEPLOYMENT/SUPPORT	BRITON	
		ZAMBATT DEPLOYMENT/SUPPORT	ZAMBATT	
		FRAFBATT DEPLOYMENT/SUPPORT	FRAFBATT	
		MALICOY DEPLOYMENT/SUPPORT	MALICOY	

UNAMIR
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ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
		GHANBATT DEPLOYMENT/SUPPORT	GHANBATT	
		AUSMED DEPLOYMENT/SUPPORT	AUSMED	
		INDBATT DEPLOYMENT/SUPPORT	INDBATT	
		DEPLOYMENT/SUPPORT	NICOY	
		MALAWICOY DEPLOYMENT SUPPORT	MALAWICOY	
		STATUS OF MISSION AGREEMENT	AGREEMENT	
		MACHINERY PLANT	MACHINERY	
		TRANSIT CAMP ENTEBBE	TRANSIT	
		SECTOR LOGISTIC SUPPORT	SECTOR	
		UNAMIR LOGREPS	UNAMIR	
		UNHQS SUPLIED STOCK	UNHQS	
		LOGOPS MEETINGS	MEETING	
		WEEKLY ENGINEERING MEETINGS	WEEKLY	
		VISITORS	VISITORS	
		PRESENTATIONS MEDALS	PRESENTATIONS	
		UNV PROGRAMME	UNV	
		INTEGRATED SUPPORT SERVICES	INTEGRATED	
		MILOBS LOGISTICS SUPPORT	MILOBS	
		MP LOGISTIC SUPPORT	MP	
		SUPPLY PROCEDURES	PROCEDURE	
		WAREHOUSING	WAREHOUSING	
		TRAFIPRO/KICUKIRO	TRAFIPRO	
		RATIONS SUPPLY WEEKLY REPORT	RATIONS	
		JET A1 AVIATION FUEL	JET A1	

ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
		LIQUID PETROL GAS	LPG	
		DEFENCE STORES	DEFENCE	
		OPERATIONAL MAPS	MAPS	
		AMUNITION	AMUNITION	
		FIRE FIGHTING	FIRE	
		TOILET FACILITIES	TOILET	
		ACCOMMODATION STORES	ACCOMMODATION	
		WARFARE	WARFARE	
		ACCOUTREMENTS	ACCOUTREMENTS	
		FIELD SERVICE UNIFORM	UNIFORM	
		STATIONERY	STATIONERY	
		EQUIPMENTS GENERAL	EQUIPMENT	
		EQUIPMENT TRANSFER FROM UNOSOM	UNOSOM	
		EQUIPMENT TRANSFER FROM UNOMUR	UNOMUR	
		EQUIPMENT TRANSFER FROM ONUMOZ	ONUMOZ	
		EQUIPMENT TRANSFER FROM UNPROFOR	UNPROFOR	
		EQUIPMENT TRANSFER FROM UNHQS	UNHQS	
		EQUIPMENT TRANSTER FROM UNSD	UNSD	
		EQUIPMENT TRANSTER FROM UNTAC	UNTAC	
		EQUIPMENT TRANSTER FROM MINURSO	MINURSO	
		EQUIPMENT TRANSTER FROM FRANCE	FRANCE	
		EQUIPMENT TRANSTER FROM CANADA	CANADA	
		EQUIPMENT TRANSTER FROM R.O.KOREA	R.O KOREA	
		EQUIPMENT TRANSTER FROM USA	USA	
		EQUIPMENT TRANSTER FROM UK	UK	

UNAMIR
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ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
3-8		CONTRACTUAL SUPPORT BSRC	CONTRACTUAL	
		BRSC/ PERSONNEL	PERSONNEL	
		CONTRACTS MANAGEMENT RESPONSIBILITIES	CONTRACTS	
		TASK ORDER SCOPE OF WORK	SCOPE	
		WEE KLY REPORTS	REPORT	
		DAILY SITREP CORRESPONDANCE	SITREPS	
		BRSC\CIRCULARS BULLETINS	CIRCULARS	
		FEEDEM INTERNATIONAL	FEEDEM	
		ALL POINTS INTERNATION	ALL POINTS	
		CANDY LOGISTICS	CANDY	
		OTTOMAN ENGINEERING	OTTOMAN	
		PX	PX	
		CONTRACT CATERING	CATERING	
		OTHER CONTRACTS	OTHERS	
		SUPPORT FOR UNREO	UNREO	
		UN AGENCIES NGOS	NGOS	
		US EMBASSY	US	
		UNHCR	UNHCR	
		HRFOR	HRFOR	
		R/I	R/I	
		PCIU	PCIU	
		INSURVEY	INSURVEY	
		OUT SURVEY	SURVEY	
		MAMBAS APCS	MAMBAS	

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
CLASSIFICATION MANUAL PLAN
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ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
3-9	MANAGEMENT INFORMATION SYSTEM		INFORMATION	
		INFORMATION SYSTEM	INFORMATION	
		ELECTRONIC DATA PROCESSING(EDP)	EDP	
		COMPUTERS	COMPUTERS	
3-10	FINANCE SECTION		FINANCE	
		AUDIT	AUDIT	
		BANKING ARRANGEMENT	BANKING	
		BUDGET	BUDGET	
		CERTIFYING OFFICERS	CERTIFYING	
		COORDINATION WITH CONTRIBUTING COUNTRIES	COORDINATION	
		SALARY AND ALLOWANCES	SALARY	
		TELEPHONE BILLS	TELEPHONE	
		MANDATE PERIOD REPORT	MANDATE	
		ALLOTMENT ADVICE	ALLOTMENT	
3-11	MAIL OPERATIONS SERVICE		MAIL	
		CORRESPONDENCE DISTRIBUTION	CORRESPONDENCE	
		DIPLOMATIC POUCH MATTERS	POUCHES	
3-12	MEETINGS		MEETING	
		SECTION HEADS MEETINGS	MEETING	
		STAFF MEETINGS	STAFF	

UNAMIR
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ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
3-13	PERSONNEL SECTION		PERSONNEL	
		APPOINTMENT	APPOINTMENT	
		ASSIGNMENT	ASSIGNMENT	
		INTERNATIONAL CIVILIAN STAFF LIST	INTERNATIONAL	
		EMPLOYMENT APPLICATIONS	EMPLOYMENT	
		JOB DISCRIPTIONS	DISCRIPTION	
		PERFORMANCE EVALUATION REPORTS	PERFORMANCE	
		POST CLASSIFICATION	POST	
		PRIVILEGES AND IMMUNITIES	PRIVILEGES	
		PROMOTION	PROMOTION	
		RECRUITMENT	RECRUITMENT	
		REPARTRIATION	REPARTRIATION	
		SEPARATION	SEPARATION	
		STAFF TABLE	TABLE	
		TRAINING	TRAINING	
		VACANCIES	VACANCIES	
		ADMINISTRATIVE REPORT	ADMINISTRATIVE	
		MOVEMENT OF PERSONNEL	MOVEMENT	
		LEAVE	LEAVE	
		LOCAL STAFF	LOCAL	
		TRANSLATOR/INTERPRETER	TRANSLATOR	
		SALARY ADVANCE	SALARY	
		UNV SPECIALISTS ASSIGNEMENT	UNV	
		DEPENDANCY STATUS	DEPENDANCY	
		ATTENDANCE RECORD	ATTENDANCE	
		TERMINATION OF ASIGNEMENT	TERMINATION	
3-14	PROCUREMENT SECTION		PROCUREMENT	
		PROCUREMENT MATTERS	PROCUREMENT	
		HEADQUARTER COMM.CONTRACTS	HCC	
		LOCAL COMM. ON CANTRACTS	LCC	

UNAMIR
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ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
3-15	SECURITY AND SAFETY UNIT		SECURITY	
		EVACUATION PLAN	EVACUATION	
		DAILY SITUATION REPORTS	DAILY	
		ATTENDANCE REPORT	ATTENDANCE	
		INVESTIGATIONS REPORT	INVESTIGATION	
		ROTATION	ROTATION	
		DEPLOYMENT	DEPLOYMENT	
		SITUATION REPORT	SITUATION	
		REPARTRIATION	REPARTRIATION	
		STAFF LIST	STAFF	
		PERSONAL SECURITY	PERSONAL	
		ACCIDENT REPORTS	ACCIDENT	
		INCIDENTS REPORTS	INCIDENTS	
		ARRESTS	ARRESTS	
		THEFTS	THEFTS	
		FIRE SAFETY	FIRE	
		INVESTIGATIONS	INVESTIGATIONS	
		CONTRACTORS REPORTS	CONTRACTORS	
		SECURITY CLEARANCE	CLEARANCE	
		UNAMIR ID CARDS	ID CARDS	
3-16	SHIPMENTS		SHIPMENTS	

UNAMIR
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ITEM NO	TITLE	CASE FILE	KEYWORD	REMARKS
3-17	CITMM		CITMM	
		PETROL, OIL AND LUBE ACCOUNT	PETROL	
		VEHICLE ACQUISITION AND REPLACEMENT	ACQUISITION	
		VEHICLE ALLOCATION (DISPATCH)	ALLOCATION	
		VEHICLE INVENTORY	INVENTORY	
		VEHICLE STATUS REPORT	STATUS	
		ACCIDENT REPORTS (DAMAGE)	ACCIDENT	
		STAFFING IN CTO	STAFFING	
3-18	TRAVEL SECTION		TRAVEL	
		LAISSEZ PASSER	LP	
		TRAVEL OF STAFF	TRAVEL	
		VISA	VISA	
		NATIONAL PASSPORT	PASSPORT	

MESSAGE

FROM : TUNBATT COMMANDER

TO : FHQ (OPS)

INFO : MILOB HQ (OPS)

NR 2665 //TUNBATT H.Q // G3 ON 18th JUNE 1995 .

TUNBATT WEEKLY PROGRAMS COVERING PERIOD OF 19 TO 25 JUNE 1995 #

" DUE TO THE FUEL SHORTAGE PATROLS WON'T BE CARYED OUT IN THE SECTOR DURING THE PERIOD OF 19 TO 25 JUNE 1995 "

19/6

G3OPS

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

From: A/DFC

To: Camp Commandant

Info: Lists A & B
CSO
RPA LO

Date: 16 June 95

19/6

Subject: ENTRY INTO UNAMIR HQ BUILDING BY SOLDIERS BEARING WEAPONS

1. To ensure the safety of all UNAMIR personnel, all soldiers wishing to enter the UNAMIR HQ building with their weapons are required to unload their personal weapons at the unloading bay outside the building near the main entrance. After this unloading procedure, magazines are not to be placed back on the weapon as long it remains inside the building.

2. Although this directive has been in place for some time, in view of recent reports of violation of this procedure, you are requested to put in place a mechanism of ensuring that the instruction above is adhered to by all military personnel of all nations, including Rwanda, intending to enter UNAMIR HQ. Those soldiers who are not prepared to abide by this weapon regulation will be allowed to remain outside UNAMIR HQ.

3. For your necessary action.

G3 <OPS>

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

From: A/COS

To: Lists A and B

Date: 14 June 95

Subject: DFC's FAREWELL APPRECIATION

1. Please find attached a copy of a farewell letter from the DFC addressed to all UNAMIR HQ staff members.

2. Section Heads are requested to circulate this note of thanks among their respective staffs.

A/G3OPS
16/06

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

From : Brig-Gen HK Anyidoho psc(t), jdc

Office of the DFC/CMO
UNAMIR Force HQ

Kigali
Rwanda

13th June, 1995

HKA/778/121/DO/95

STAFF OF UNAMIR FORCE HQ
C/O COL ARP JAN
A/CHIEF OF STAFF
UNAMIR HQ
KIGALI

Dear Colleagues,

I wish to express my deepest appreciation and gratitude to the Force Commander, Maj Gen G Tousignant and the entire staff of the Force HQ for the farewell dinner organized in my honour. I wish also to thank you for the loyalty and the support you have always given me. I was particularly impressed with the kind words said about me by Force Commander, and I will always cherish the memories of the excellent working relationship we have had.

As I depart UNAMIR and Rwanda for home, I leave your efforts in the hands of God to guard and guide you in all your operations. I know you will continue to serve this mission dutifully and faithfully as ever.

Finally, may I please ask you to convey my sincerest regards to all the Staff at the Headquarters and may God bless you all.

Sincerely Yours

(1)

CLUB DE GOLF "SOURCE DU NIL-NYARUTARAMA" KIGALI.

Kigali, April 28th.,1995.

Colonel J.Arp
UNAMIR HQ
KIGALI., Rwanda.

Dear Sir,

Thank you for your letter of April 18th., 1995. It was with great pleasure that I learned of your liking to play on our lovely course.

As you know, we were recently obliged to hike our fares due to the fact that the available club finances did not cover the upkeeping of our course.

At the end of the war, we undertook heavy expenditure in order to recondition our course so that we could again play on it. Our reserves were eaten up due to this.

At the end of March 95 we drew up a budget for our expenses for this year and because of a limited number of members we had review our fares for the membership fees. Naturally, this also affected the green-fees.

However, we have opened the possibility for people to have temporary membership of either three or six months which is quite interesting and advantageous: ***If you play twice a week, your green-fees amount to a mere 10$ per play!*** We have made out a notice to this effect which is available at the reception desk.

Concerning your discussions with our Vice-President, the Club Committee has taken the following decision: ***Unamir will be allowed to buy non-nominative membership cards. This scheme will allow for multiple players to use the same membership card provided that they do not play at the same time.***

We hope that the above points will be of interest to you and that you will take advantage of this offer. Please do not hesitate to contact us in case you want some extra information concerning this.

Please understand that in fact we are making a serious effort for the survival of our club and we need all the help from golfers that we can get in order to acheive this.

We hope to see you soon on the course again.

Thanking you in the meantime, we remain, Dear Sir,

The Club Committee.

fr:

15/6

(3) Copy Sent to Force Welfare Offr
OE 14.6

(2) Force Welfare Offr
Pls investigate the purchase of 4 memberships from now until Dec 95 (ie 6 months max) so we can share the use
A/COS. 6.95

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

(1)

INTER-OFFICE MEMORANDUM

07 June 1995

TO: Mr R. Lewis, SUMMO
Mr J. Albert, CMC CA

INFO: Mr. C. Ouziel, CAO
LCol K. Tutt, DCOS(Sp) (for all G4 staff)
LCol J. Harper, DCOS (Ops)
LCol R. Powel, CO 95FLSG
Mr K. Nilsvang, CCPO
Mr H. Valdes, CPO
Mr G. Brière, CMCO
Mrs M.R. Forsinetti, SCO
Mrs N. Mugo, SO HQ
Mr. M. Molatte, CPCO
Mrs M. Bergonzoli, SO Nairobi

FROM: Mr W. Clive, CISS

SUBJECT: **NEW APPOINTMENT - SUMMO**

1. This is to inform you that Mr Rupert Lewis is appointed Supply Material Management Officer (SUMMO). Mr Albert is reassigned to Contract Management as Contract Administrator. The position of CILM will be left vacant until further notice.

2. Please ensure that all matters related to Logistics are addressed to the new SUMMO. The administration of the Food Contract (Economat) has been passed over to CMCO.

3. These appointments are effective on 8 Jun 95.

(2) G3 Plans
G3 Ops
For info
10.6

14/06

HQ UNAMIR
HAC
Kigali

7 Jun 95

1016

See Distribution

WEEKLY HUMANITARIAN REPORT FOR THE PERIOD 28 MAY - 03 JUN 95

GENERAL SITUATION

1. The Humanitarian situation within Rwanda continues to improve. There are still movements of IDPs returning to their Communes.

HAC ACTIVITIES

2. HAC is now located in UNAMIR HQ room 2004 and can be reached on phone number 11250.

3. Sector 1

a. Gen Situation
The general situation in this sector remained calm during the period.

b. Food

Food shortage is reported in Kabacuzi and Bizhonde sectors.

c. Water

Ngarama and Byumba face acute water shortage.

4 Sector 2

a. Gen Situation

The humanitarian situation for the period under review is considered generally calm. The various UN Agencies, ICRC and NGOs continued to provide humanitarian assistance to the communities in the sector.

b. **Own Hac Activities**

(1) Milobs visited commune bureaux in the sector to establish rapport with Bourgemestres and various resettlement\transit.

(2) HAC team visited UN Agencies, ICRC and NGOs in Kibungo Prefecture to co-ordinate humanitarian activities.

c. **Orphanages**

Report received from RUKARA Commune indicated the harassment of some orphans by two RPA soldiers. Human Rights and Milobs are said to be investigating the report.

d. **Water**

(1) Good and portable water is said to be the major problem facing some hospitals in the sector. Musenyi in Kanazi Sous Prefecture and Rwinkwavu in Rwamagana Sous Prefecture face acute water shortage.

(2) Nyakirambi Transit Camp in Kirehe Sous Prefecture is accommodating more than 500 returnees is facing acute water shortage.

e. **Health**

(1) The GHANBATT RAP at Kibungo provided medical and dental assistance to some locals during the period under review.

(2) Rwinkwavu hospital management requires 79 beds to augment their current holding.

5. **Sector 3**

a. **Sit Gen**

The situation remained calm. However, due to move of Malawi Coy and Sub Sector 3 A MILOBS to their new location, humanitarian activities in Kibuye were restricted.

b. **Health**

(1) Malawi Coy provided medical assistance to 227 locals during the week under review.

(2) Chronic skin problems is reported in orphanages in the sector.

c. **Orphanages**

Milobs patrol to Nyanza Orphanage indicated that the Orphanage needs furniture, food and medical assistance.

d. **Food**

The food situation in east and west Gitarama Communes is poor, primarily because of the number of people to be fed by the few number of working people.

e. Housing

Housing facilities are required for IDPs in the sector.

f. **Special Needs**

(1) Nyanza Orphanage in dire need of adoptions by suitable NGOs.

(2) Food supplement is required for prisoners in commune cachots.

(3) All health centers require additional medicines. Mobile clinics for hinterland areas are required. The dispensaries in Rutsiro 3909 and Muhira 3886 have inadequate food stock for the number of patients being treated.

6. **Sector 4**

a. General Situation

The situation was reported to be calm during the period. The Sector Hum Offr attended meeting with Human Rights and Security meeting with NGOs.

b. Medical

Medical cover needed in almost all the communes.

c. Housing

Building materials required in most communes.

d. Agriculture

Farming implements needed in most communes

e. **Water**

Portable water required in communes.

7. Sector 5

a. General Situation

The general situation in sector remains calm. However, sporadic incidents of sabotage, in form of explosives planted to destroy vital transformers in Ruhengeri have occurred. Stray incidents of killing by the interhamwe have also been reported.

b. Own HAC Activities

(1) The Ministry of Family and Promotion of Women received substantial assistance from the MILOBS in transporting aid materials to the widows and destitute in the communes.

(2) MILOBS also assisted MSF in reaching their remote posts (Jomba 5609) made inaccessible by rains by providing helipatrol, similarly they provided heliflight to UNHCR to monitor the food and returnees situation in communes.

c. Orphanages

The Orphanage at Mugongo faces acute water problem. The ICRC is said to be carrying out water rehabilitation in the area.

d. Hospitals

The NGO-MSF has expressed dissatisfaction over the quality of local staff manning the health posts. There seemed to be lack of motivation in the people manning these posts.

8. Sector 6

a. Gen Sit

The situation in Kigali Sector is calm with isolated areas requiring attention though these are minor in nature.

b. Own HAC Activities

(1) HAC team went to Nyakabanda Sector to verify the fact that some houses were being occupied by orphans without being looked after by relatives or NGOs. Out of the seven houses visited two had orphans who were not being looked after by relatives or NGOs.

(2) The team also visited Kicukuo commune to familiarize itself with humanitarian activities in the commune. The inhabitants requested for quantity eight hundred (800) hoes for their farming activities.

c. Water

Portable water is needed in the sector as most communes drink water from dug out wells

d. Housing

(1) Housing facilities are needed to house 290 widows and 105 returnees in Kimisagara sector.

(2) There is also no shelter for IDPs in the sector.

H OSAE ADDAE
Col
CHAO

Distribution:
Internal:

SRSG
FHQ(Ops)
FC
DFC
COS
Milob Gp HQ
Milob HQ Sec 1 (Hum Rep)
Milob HQ Sec 2 (Hum Rep)
Milob HQ Sec 3 (Hum Rep)
Milob HQ Sec 4 (Hum Rep)
Milob HQ Sec 5 (Hum Rep)
Milob HQ Sec 6 (Hum Rep)
File

External:

UNREO
UNICEF
UNHCR
WPF
IOC

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

UNAMIR - MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

DATE: 6 June 1995
REF: FCU/ADM 609

TO: Chiefs of Sections /Units

FROM: Mr L.C.Ouattara
Chief of Airops/MOVCON

Seen 8.6

08/06

SUBJECT: ACTING ARRANGEMENTS DURING ABSENCE

1. Please be informed that during my absence from 8-12 Jun 95 Mr Kel Gleeson will be acting in my capacity as the OIC - Airops/MOVCON.

2. Kindly extend to him your usual cooperation.

UNITED NATIONS
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NATIONS UNIES
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UNAMIR - MINUAR

From: **DCOS Ops**

To: **Camp Comdt**

Info: **G3 Ops (for all SDOs and DOs)**

Date: **5 June 95**

Subject: **AFTER HOUR ACCESS TO DCOS OPS' OFFICE**

1. The use of the INMARSAT in DCOS Ops' office is only authorized for Canadian members.

2. Accordingly, you are requested to remind your security personel at UNAMIR HQ to restrict access to this office and authorize the sign out of the associated key to **Canadians only**.

06/5

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UNAMIR-MINUAR

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G3PLANS

INFORMATION CIRCULAR NO. 34

DATE: 19 May, 1995

TO: All UNAMIR Personnel

FROM: A. H. Golo
O.I.C. Administration

SUBJECT: **OPENING OF UNAMIR DUTY FREE SHOP AT TRAFIPRO COMPLEX**

I am pleased to announce that the UNAMIR authorized contractor will open a duty free sales facility on 23 May, 1995 inside the Trafipro complex in the building next to the water purification plant.

It is extremely important for all personnel to understand that every item on sale in this new shop is for the exclusive use of UN personnel and cannot be resold or bartered.

All personnel, civilian and military alike, are advised that anyone found to be reselling or bartering duty free goods will be reported to the SRSG or to the Force Commander, and disciplinary action will be initiated.

A valid UNAMIR identity card must be shown and the ID number shall be recorded by the cashier each time items are paid for. Only US dollars will be accepted as payment for the items on sale in the duty free store. The duty free shop is not opened to UNAMIR local personnel.

Please note that a special register will be maintained of all customers who purchase electronic products and other items that have traditionally been considered 'attractive' for resale on the open market.

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UNAMIR - MINUAR

TO: UNAMIR Military and Civilian Personnel
Staff of United Nations Agencies in Rwanda

31 May 1995

FROM: Maj-General Guy C. Tousignant
Acting Chief of Mission
UNAMIR

SUBJECT: Arrival of New Executive Director

I am pleased to announce the arrival in Kigali, on 29 May, of UNAMIR's new Executive Director, Mr. Wilfrid De Souza.

As Mr. De Souza takes up his important responsibilities, I am sure I can count on all members of the United Nations community in Rwanda to extend to him the usual cooperation.

655

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UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM

01 June 1995

TO: Mr T. Woods/ BRSC PGM

FROM: Mr G. Brière/ CMCO

INFO: Mr W. Clive/ CISS
Mr B. McKechnie/ CAA 4
Mr A. Bah/ OIC GSS
LCol S. Dunn/ G3 Plans
LCol A. Yella/ G3 Ops

SUBJECT: **DISMISSAL OF TWO BRSC LN EMPLOYEES**

1. Please find attached a letter sent to my attention by two ladies who have been dismissed yesterday with a cover letter from LCol Dunn.

2. I understand that the selection of the personnel to accomplish the work assigned by UNAMIR is completely under your jurisdiction. However, you will agree with me that the selection must be based on objective criteria and I know that you have personally been promoting this.

3. However, it is possible that the guidelines that you have set may not have been followed. I would therefore appreciate that you look in the matter and that you take what ever actions that you deem necessary to rectify the situation if required.

4. Please report to my attention the results of your investigation in this case and inform me of any corrective actions you intend to take if required.

5. Tank you for the attention that you will bring to this matter.

Attachments: 02

06/6 4/6

C:\DATA\BRSC\WBS\10_00\1\LNJANITO.001

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UNAMIR-MINUAR

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MISSION POUR L'ASSISTANCE AU RWANDA

To: CMCO

From: G3 PLANS

Info: G3 OPS

Date: 1 Jun 95

Subject: **DISMISSAL OF MUREKEYISONI BERNADETTE & MUKANSANGA ROSE**

You may recall that we discussed this issue yesterday. Your advice was for the two ladies in question to write to you explaining the reasons why they think they have been wronged. That letter is enclosed for your further action.

If I may, I would like the opportunity to let you know that I have watched these two ladies work for the past three and a half months and they have always been punctual and hard workers. Therefore, I find it difficult to accept the decision that they were dismissed because they were considered poor workers.

Finally, I would have thought Brown & Root would have been more aware of the circumstances of their workers (the two ladies in question are looking after seven orphans between them) and more sensitive to their needs.

Thank you for your continued assistance.

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UNAMIR / MINUAR

19 May 1995

TO: Lt. Col. Getachew Tefferra, Chief
Military Personnel Officer

FROM: Kimso Nilsvang, Chief
Civilian Personnel Officer

SUBJECT: **Recruitment of local interpreters**

With reference to your memorandum of 17 May 1995 on the above subject, please be informed that we have not yet received authorization from FALD/DPKO, New York HQ to recruit additional local staff. (Please see attached copy of our Fax to New York).

The SRSG himself was very concerned about the above problem and not only requested us to take necessary actions with Headquarters but he also intervened personally at the highest level at Headquarters in order to obtain the required authorization but so far we have not been successful. I also attach copies of our memoranda of 17 and 18 March on this subject for your information.

I wish to assure you that you will be immediately informed as soon as we obtain the authorization to recruit additional local staff with the indication of the number of staff that we can recruit for contingents.

Best regards.

cc: OIC/CAO
G3 Plans
DCOS OPS

1 COPY CPS Sean DECISIONS 2.6

UNAMIR

2000.6/ADMIN/ELS

To : G3 ~~PLANS~~

Info: D COS (OPS)

From : CMPO

Date : 22 May, 1995

Subject : **RECRUITMENT OF LOCAL INTERPRETERS**

Reference :

A. Your 5000.26 dated 15 May 1995.

B. My 2000.6/ADMIN/ELS dated 17 May 1995.

1. You may have by now, received a copy of a letter from the Chief Civilian Personnel Officer dated 19 May 1995 which was in response to my reference B above; and if not, I have attached a copy for your information.

2. Best regards.

Getachew TEFFERRA
LT COL
CMPO

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UNAMIR - MINUAR

19 May 1995

TO: Lt. Col. Getachew Tefferra, Chief
Military Personnel Officer

FROM: Kimso Nilsvang, Chief
Civilian Personnel Officer

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I wish to assure you that you will be immediately informed as soon as we obtain the authorization to recruit additional local staff with the indication of the number of staff that we can recruit for contingents.

Best regards.

cc: OIC/CAO
G3 Plans
DCOS OPS

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UNAMIR - MINUAR

Seen
206

TO: UNAMIR Military and Civilian Personnel
Staff of United Nations Agencies in Rwanda

31 May 1995

FROM: Maj-General Guy C. Tousignant
Acting Chief of Mission
UNAMIR

SUBJECT: Arrival of New Executive Director

I am pleased to announce the arrival in Kigali, on 29 May, of UNAMIR's new Executive Director, Mr. Wilfrid De Souza.

As Mr. De Souza takes up his important responsibilities, I am sure I can count on all members of the United Nations community in Rwanda to extend to him the usual cooperation.

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UNAMIR - MINUAR

31 May 1995

FROM: EA to Force Commander

TO: Distribution List

SUBJECT: **PHOTOGRAPHS OF FORCE COMMANDER**

1. It is reminded to all Sectors that photographs of the Force Commander taken during unit visits, medal parades, dinners, etc. are requested.

2. Where possible, key photographs and video footage should be forwarded to UNAMIR HQ for inclusion in a commemorative album. Photographs should be dated and identified as necessary. The work and personalities of your unit can then be properly recorded in a UNAMIR album.

3. Submissions should be addressed to Captain Isberg, EA to FC at UNAMIR HQ. Contact 11008 for further information if required.

TO: All Contingents
All Milob Sectors
CAO
CTO
CCO

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1/6

01/06

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UNAMIR - MINUAR

Administrative Circular no. 023/95

20 May 1995

To: All International Civilian Staff

From: Ally H. Golo, Officer-in-charge
Administration

Subject: **Check-out procedure upon completion of assignment or appointment**

1. Hereunder is a brief outline of the procedures that should be followed in connection with the above subject.

a) Approximately two weeks prior to your scheduled completion of assignment or appointment, the Civilian Personnel Section will inform you to commence checking-out procedures. Travel arrangements should be made by the individual concerned with the Travel Unit to arrange travel and shipment of personal effects. Once travel arrangements have been made, this information should be conveyed to the Civilian Personnel Section, as well as the last day of duty in the Mission. The monthly attendance record sheet should also be submitted inasmuch as this is required in the processing of your final Mission Subsistence Allowance (MSA) payment.

b) The original "Check-in" form should be obtained from Civilian Personnel Section as this is also the "Check-out" form to be used. This should be completed by reporting to the offices indicated therein and obtaining the signatures of the Heads of those offices certifying, among other things, that any indebtedness to the United Nations is settled, any United Nations equipment or vehicle issued had been returned and the accuracy of leave records verified. Finance Section will be the last section to give clearance and the original check-in/check-out form should be returned to the Civilian Personnel Section.

c) You will be required to fill out a Field Operations Performance Appraisal (FOPA) report, forms of which could be obtained from Personnel Section. You should complete Section I, Part "A" of Section II and submit it to your supervisor for completion of Part "B" of Section II, as well as Section III. Thereafter, please return it to the Civilian Personnel Section, which will arrange for its completion by the Second Reporting Officer and by the Chief Administrative Officer after which it will be returned to you for your signature.

2) The following data provides additional information on applicable entitlements:

Travel Subsistence Allowance (TSA)

You are entitled to the payment of TSA (terminal expenses, DSA for authorized stopovers, reimbursement of airport tax etc.) in connection with your repatriation travel.

Prior to departure, Mission appointees should submit claims for reimbursement of the above expenses to Finance Section, UNAMIR, by completing the F.10 form (Voucher for Reimbursement of Expenses). Claims of non-Mission appointees should be submitted to their parent duty station or place of reassignment upon completion of travel. Reimbursement will be made based on your entitlement.

Shipping entitlement

(a) Unaccompanied air freight

The entitlement to shipment of personal effects is 100 kgs. by unaccompanied airfreight. Please note that should a staff member wish to avail of this entitlement by surface means (by sea) the entitlement is not convertible on a 2 to 1 basis and remains at 100 kgs. It is the staff member's responsibility to visit the Travel Unit during check-out and arrange collection of his/her personal effects for shipment. Requests for shipment of personal effects at an earlier date will normally be accepted.

(b) Accompanied excess baggage allowance

The accompanied excess baggage allowance is 10 kgs. The cost of excess baggage will be reimbursed upon completion of the travel with relevant receipts. Staff members wishing to convert the excess baggage allowance to unaccompanied shipment of personal effects may do so. Where such conversion is requested, the entitlement would have to be consolidated with the 100 kgs. of unaccompanied shipment of personal effects and shipped in one consignment.

Accrued annual leave

For mission appointees, i.e., those staff members holding appointments limited to service with UNAMIR, any unused accrued annual leave balance remaining at the expiration of the appointment (up to a maximum of 60 days) will be commuted to cash and included by UN Headquarters in the final salary payment. It follows therefore that annual leave may not be taken in conjunction with your repatriation. Should you wish to avail of any accrued annual leave, you should do so prior to the last day of duty.

Other staff members (those on assignment from other duty stations) carry any accrued annual leave with them back to their official duty stations. Staff rule 105.1 (c) provides that annual leave may be accumulated, provided not more than twelve weeks (60 days) shall be carried forward beyond 1 January of any year. However, upon completion of a mission, any accumulation of annual leave which otherwise would have become subject to forfeiture during mission service may be utilized to cover all or part of an authorized period of post-mission leave. Any such leave not utilized within four months following departure from the mission area shall be forfeited. Staff members who may be affected by the above provision may elect to take leave in conjunction with repatriation prior to reporting back for duty with their official duty stations or during the four-month period immediately following completion of their assignments (with approval of parent departments).

No MSA payment could be effected for leave taken following completion of mission assignment and prior to your return to your official duty station or place of repatriation. For annual leave taken during the mission assignment, MSA is payable at the rate of one and one-half days of MSA for each completed month of service with the Mission.

Final salary payment

The final salary payment (in the case of mission appointees) will be effected by Headquarters and deposited to your account following commutation of any accrued annual leave.

Final MSA Payment

MSA is paid through the last day of duty determined by UNAMIR. This would normally be the expiry date of the assignment or of the mission appointment contract. You should therefore make your travel arrangement accordingly through the Travel Unit (MOVCON) and confirm the departure date with the Civilian Personnel Section. They will then issue instructions to the Finance Section to effect payment of the final MSA.

Return of your UN Laissez Passer

Mission appointees are requested to return their UNLP to United Nations Headquarters New York following completion of their travel. Final payment may not be processed by Headquarters New York unless the UNLP has been received. If you wish, you may request to have your UNLP returned to you duly cancelled.

Should you have additional questions, please feel free to contact the staff of the Civilian Personnel Section during the course of your check-out.

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UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

Date: 23 May 1995

To: Per Distribution List

From: Kimso Nilsvang, Chief
Civilian Personnel Officer

Subject: Temporary assignments of secretaries and interpreters

In reference to my Inter-Office Memorandum dated 12 May 1995 regarding the above subject, please be informed that according to the SRSG'S instructions, the local staff reassigned from your respective Units to CIVPOL are requested to remain with CIVPOL until their assignments are completed.

Your cooperation on this matter is highly appreciated.

ST/kth

UNITED NATIONS **NATIONS UNIES**

ASSISTANCE MISSION FOR RWANDA — MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

MD

TO: Mr. Kimso Nilsvang 24/5
Chief Civilian Personnel Officer

Date: 23/5/95
Ref: CIVPOL/MEMO/440/95

FROM: CIVPOL Commissioner

Subject: Temporary assignments of secretaries and interpreters

1. Refer to your letter dated 12th May, 1995 on the above subject.

2. Please be informed that the assignment for which the secretaries and interpreters were seconded to this office is yet to be completed. Thus, it is requested that a further period of a week (23rd-29th May 1995) be granted to them to enable them complete the task. I look forward to your cooperation in this respect.

3. Regards.

082/21/A

24 May 95

To : UNAMIR HQ OPS

From : INDBATT

Subject :- INFORMATION ON THE HEALTH MINISTERS SON

1. Reference your letter No 3000.37(Ops) dated 23 May 95.

2. The questionnaire does not pertain to INDBATT as no individual has requested for asylum/protection as mentioned in your letter. However, at 121900h, on instructions from Force HQ, two individuals were handed over by the Force MP Coy (Captain Shimingo) to INDBATT Soaltee location to be kept under guard. These persons were taken away by the Force MP Coy on morning 13 May 95 at 0830h.

3. Further details may please be ascertained from the Force MP Coy.

26/5

Seen
25/5

(Rajbir Singh)
Major
Ops Officer
for CO INDBATT