

[ 2 CONFIDENTIAL ]

UNARCHIVES

SERIES 5-1120

BOX 58

FILE 5

ACC. 1998/0278

Pl 4

FL  
ED  
CAO  
1-11-95

OUTGOING CODE CABLE

TO: AKASHI, UNPF-HQ, ZAGREB (PLEASE COPY TO :  
MIN, ZAGREB/PEDAUYE, SARAJEVO/SODALSKI, SKOPJE)  
BEYE, UNAVEM III, LUANDA  
BOTA, UNOMIG, SUKHUMI  
BRAHIMI, UNMIH, PORT-AU-PRINCE  
FEISSEL, UNFICYP, NICOSIA  
JENSEN, MINURSO, LAAYOUNE  
KHAN, UNAMIR, KIGALI  
KOSTERS, UNDOF, CAMP FAOUAR  
KUPALATI, UNTSO, JERUSALEM  
NYAKI, UNOMIL, MONROVIA  
PESSOLANO, UNMOGIP, RAWALPINDI  
SILOVIC, UNMOT, DUSHANBE  
THAPA, UNIKOM, UMM QASR  
WOZNIAC, UNIFIL, NAQUORA

CNZ-1034

CYL-280  
CYG-128  
CYH-138  
CYS-102  
CNW-112  
CNR-313  
CYD-35  
CYN-34  
CNL-147  
CNX-39  
CYT-178  
CYW-61  
CYQ-68

RECEIVED

01 NOV 1995

OFFICE OF THE SRSG  
UNAMIR

FROM: ANNAN, UNATIONS, NEW YORK.

DATE: 30 OCTOBER 1995

NUMBER: 3415

SUBJECT: GUIDELINES FOR CONDUCT OF PERSONNEL IN  
UNITED NATIONS PEACE-KEEPING OPERATIONS  
AND RELATED MISSIONS IN THE FIELD

UNITED NATIONS  
PEACE OPERATIONS  
OCT 31 P 3 31

1. To promote proper conduct among personnel of United Nations peace-keeping operations, and in the light of past incidents regarding conduct of personnel in certain peace-keeping missions, attached are general guidelines for conduct of personnel in peace-keeping operations and related missions in the field. These guidelines should be given the widest possible distribution among your mission's personnel, and you personally should stress their significance. They should receive special attention from the heads of components of your mission, i.e. Force Commander, Chief Military Observer, Civilian Police Commissioner, Head of Civil Affairs, Chief Administrative Officer etc., as appropriate.

Reçu le 1 NOV. 1995

3415 P2/4

2

2. As indicated in the chapeau of the guidelines, a more comprehensive code of conduct is currently under preparation at UNHQ. The attached guidelines meanwhile are being issued as a reminder to all categories of personnel in United Nations peace-keeping operations and related missions in the field that they are all under obligation to maintain at all times the highest standards of conduct required in both their official and personal capacities. Further, personnel always should be aware that violation of local laws may make them liable to the jurisdiction of the local courts.

3. Where the Head of Mission, after resorting (through his senior colleagues) to the normal measures to ensure good order and discipline, considers that the continued presence of an individual is prejudicial to the effective performance of the tasks and to the public image of the Mission, he/she may recommend to UN Headquarters the repatriation of the individual from the Mission, giving supporting reasons for such recommendation. This step may become necessary even in cases where the objectionable conduct is not directly related to the individual's official functions.

4. It is self-evident that serious misconduct on the part of even one individual can discredit the reputation and image of a mission and indeed of the United Nations, and we hope that these guidelines will assist you in deterring such instances. Your cooperation and that of all personnel in your mission in this matter would be highly appreciated.

Best regards.

3415 P3/4

**GUIDELINES FOR CONDUCT OF PERSONNEL  
IN UNITED NATIONS PEACE-KEEPING OPERATIONS  
AND RELATED MISSIONS IN THE FIELD**

The United Nations Organization embodies the aspirations of all peoples of the world for peace. In this context, the United Nations Charter requires that all personnel must maintain the highest standards of integrity and conduct. The standards summarized below reflect the standards included in various official issuances of the United Nations; in particular the United Nations Charter and Staff Regulations and Rules. A Code of Conduct is under preparation, but these guidelines are issued now as a reminder to all categories of personnel in United Nations Peace-Keeping Operations and related missions in the field of the high standards they are required to maintain in both their official and personal activities.

1. All personnel serving in United Nations Peace-Keeping Operations and related field missions ("UN mission personnel") are in the service of the United Nations Organization and must follow instructions received from the Chief of Mission, or his or her authorized delegate, who represents the Secretary-General and must not accept instructions from sources external to the Organization.
2. In exercising their official duties in the country in which they are serving, usually to help it to recover from the trauma of a conflict, UN Mission personnel must:
  - a. perform their duties with the interests solely of the United Nations in view, acting so as to recognize the needs and interests of the host country and its people, and acting with strict impartiality, integrity, independence and tact in all their dealings;
  - b. not abuse or exploit individual members of the local population, in particular, women and children;
  - c. neither solicit nor accept any material reward honour or gift from any source other than the Organization;
  - d. treat United Nations property, especially vehicles and communications equipment, with care and must not trade, sell or use such equipment for personal benefit;
  - e. exercise utmost discretion in all matters of official business and must keep confidential all information and material designated as confidential; and

3415 B4/4

- 2 -

f. show courtesy and respect to all other UN mission personnel regardless of their creed, gender, rank or origin.

3. In their private life, UN Mission personnel must:

a. ensure that their conduct will not discredit the mission and not damage its credibility, effectiveness and image; in particular by meeting all their personal financial obligations in the host country before departing;

b. not engage in excessive consumption of alcohol or abuse or traffic in drugs or any other illegal substances; and

c. show respect and courtesy towards all the population, and for their laws, customs and traditions;

October 1995

1995-10-31

21:05

TOTAL P.04  
PAGE = 04



**UNAMIR**  
Kigali, Rwanda

Nations Unies  
Mission pour l'Assistance au Rwanda

United Nations  
Assistance Mission to Rwanda

Le Représentant Spécial  
du Secrétaire Général

The Special Representative  
of the Secretary-General

---

**MESSAGE FROM THE SRSG TO ALL PERSONNEL**

---

**RESTRICTED**

**UNITED NATIONS ASSISTANCE MISSION TO RWANDA**

**UNAMIR DESIGNATED OFFICIAL INFORMATION CIRCULAR**

16 December 1994

**CONFIDENTIAL**

TO: *All United Nations Personnel in Rwanda*

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

*Shaharyar Khan  
17.12.*

SUBJECT: **Security Plan**

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

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

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

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

#### **Precautionary Measures**

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

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

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

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

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



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

**Payment of allowances/compensation for loss or damage**

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

**Parting words**

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

ANNEX I

INFORMATION OR SECURITY PLAN LISTING

UNAMIR ID N° \_\_\_\_\_

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

NATIONALITY: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

\* DEPENDENTS PRESENT AT DUTY STATION : YES \_\_\_\_\_ NO \_\_\_\_\_

\* SPOUSE: \_\_\_\_\_

\* CHILDREN/DOB/SCHOOL (attach additional info. on a separate sheet)

\_\_\_\_\_

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

CIVILIAN STAFF MEMBERS: SUBMIT TO CHIEF CIVILIAN PERSONNEL OFFICE

CIVPOL STAFF MEMBERS: SUBMIT TO CHIEF, CIVPOL PERSONNEL OFFICE

MILITARY STAFF MEMBERS: SUBMIT TO CHIEF MILITARY PERSONNEL OFFICE

AGENCY STAFF: SUBMIT TO UNDP FIELD SECURITY OFFICER

ANNEX 2

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

Note: Please complete this form in the following order:

I. FURNITURE AND HOUSEHOLD EFFECTS IN:

- A. Living Room

B. Dining Room

C. Bedroom No. 1

D. Bedroom No. 2
- E. Bedroom No. 3

F. Bedroom No. 4

G. Office

H. Kitchen
- I. Laundry

J. Balcony

K. Other rooms

L. Garage

II. AUTOMOBILE(S)

III. VALUABLES

IV. CLOTHING

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

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

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

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

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

\*\* STATE ONLY IN CURRENCY ACQUIRED.

## ANNEX 2 (Cont'd)

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

[illegible]

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

CIVILIAN STAFF MEMBERS: SUBMIT TO SECURITY AND SAFETY UNIT

CIVPOL STAFF MEMBERS: SUBMIT TO CIVPOL PERSONNEL OFFICE

**MILITARY STAFF MEMBERS: SUBMIT TO CHIEF MILITARY PERSONNEL OFFICE**

AGENCY STAFF: SUBMIT TO UNDP FIELD SECURITY OFFICER