UNAMIR

MISCELLANEOUS

6 AUG 1994 - 28 JAN 1995

UNCLASSIFIED

EL/WG JUNE 2009

PLEASE RETAIN
ORIGINAL ORDER

UN ARCHIVES
SERIES S-1062
BOX 166
FILE 2
ACC. 1998/0283

1. Psy Ops Officer - Maj, Inf
with CI backgrnd
MAJ AY RYSHKOVKSKI (RUSSIA)

2. Engr Officer. Maj / Capt
from Army Corps of Engrs.
MAJ MD MURUL AMIN (BANGLA)

3. G3 Ops 10. Any Offr
Maj or Capt with Staff Exposure
to work in Ops Branch.
Capt Leduc CK (CANADA)

4. Int Offr Maj, Inf,
Preferably int Course qual.
MAJ RK OPOKU-ADUSFI (GHANA)

8/12

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

(1)

28 Jan 95

To: DCos Ops

Info: G-3 Plans

From: UNAMIR PAffO

Subject: Psy Ops cell Op Retour

1. A Russian Military Observer presently deployed to the Kibungo area has expressed a desire to take actively take part in Psy Ops regarding Operation Retour. He has indicated that he has previous experience in similar operation.

2. For your consideration.

(2) [redacted]

1. We have req a PsyOps staff offrs from UN HQ to join UNAMIR HQ, but I suspect that it will be some time before he will get here.
2. Is this offr aval to start the Op Retour info/PsyOps campaign? Pls discuss once you have had a chance to evaluate.

DCOSOPS
28.1

(3) copy sent to Dcmo. 28/1

Tour of duty

Kibuns. CU 1. // Ch 15

Alexander RYSHKOWSKI

Doctor of Philology
Russian, English, Chinese Interpreting

9-393 Krasnoyarskaya str., Tel.: (095) 4545007
Moscow, 107589, (095) 4695170
Russia.

File.

UNITED NATIONS
Assistance Mission for Rwanda

NATIONS UNIES
Mission pour l'Assistance au Rwanda

UNAMIR - MINUAR

To : Milob Gp HQ **Attn** : DCMO

From : Sector 1 HQ(BYUMBA) **Date** : 04 Jan 95

Ref : Pers / EMP /04/01/01

SUBJECT : EMPLOYMENT OF INTERPRETERS

1. As you are aware the local rural population speaks Kenya - Rwandese , and the Milobs are conversant in either English or French or both , however none of them can converse in the local dialect .

2. The above results in the inability to gather information directly from the rural population. The Milobs rely on the Govt officials or other educated persons of the area concerned , to translate or give info. These personalities feed selected information to the Milobs as per their vested interests. As one can appreciate this is not a satisfactory arrangement and a genuine source of vital information remains largely untapped.

3. In view of the above and our redefined role of closely monitoring the situations in the communes, you are requested to approach the concerned authorities for employment of two suitable interpreters for this Sector to be deployed one each at Byumba and Rwamagana Sub Sectors. The interpreters so employed should be able to translate Kenya - rwandese to both English and French with equal profeciency . In case required this office can forward the bio data of two such suitable persons for recruitment.

4. Your cooperation in this regard will be highly appreciated.

5. Best Regards .

(H Kante)
Lt Col
Sector Commander

UNAMIR

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

INTER-OFFICE MEMORANDUM

TO: DFC/CMO

INFO: DCMO

FROM: Maj J-G Plante
CO Force MP Coy

DATE: 10 Jan 95

SUBJECT: EVALUATION REPORT-
CAPT Oleg Ivanov

---

1. Find attached my evaluation of Capt Ivanov of your unit, an outstanding officer.

MILOB GP HQ

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

TO: Distribution List D

FROM: Maj Deepak Das
Force Welfare Officer

INFO: DCOS SP, CMPO

FILE: PS9

DATE: 31 Jan 1995

SUBJECT: ISSUE & DESPATCH OF UN FRANKED AEROGRAMMES

1. The purchase and free distribution of pre - stamped Kenyan aerogrammes to military contingents has been under review, to meet the criteria laid down in Field Administration Manual Chapter 18 Page 349 Paragraphs 4 and 5. It has now been decided by the OIC Administration that United Nations franking impression will be used in lieu of stamps on blank UN aerogrammes.

2. Contingents which wish to avail themselves of the free mail service using the UN franking impression in lieu of stamps must obtain clearance from their national postal authorities to ensure that mail so despatched will be honoured for delivery in their homeland.

3. In order to enable the Force Base Post Office to carry out its responsibility of bagging, billing, tagging, sealing and despatch of these aerogrammes to home countries, contingents are requested to forward the addresses of their respective Force / Military Base Post Offices ASAP. Contingents who have their own FPOs / Postal Sections operating are also requested to forward the address.

4. It is clarified that military contingents will continue to receive free aerogrammes at previous scales, except that they will be franked with UN impression in lieu of stamps and can only be used for corresponding with their respective home countries.

5. The delay in procuring aerogrammes for free issue to troops has been caused due to the above development, but the authorised quota for Jan will be issued in Feb 95. Contingent postal/welfare officers are requested to collect the free issue aerogrammes from the Force Welfare Office on 03 Feb 95.

c.c. Mr A.H. Golo, OIC Administration
Mr P. Hornsby, CSS
Mr A. Abdalla, OIC Registry & Pouch.

file

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: OIC FINANCE, UNAMIR, KIGALI. **DATE:** 30 JAN 95

FROM: MILOB GP HQ (PERS SECT)

SUBJECT: **LOCATION STATE OF MAJ H MAHBUBUL HAQUE (UNID MO-0744)**

1. PLEASE AMEND THE LOCATION STATE OF ABOVE MENTIONED MILOB FOR THE MONTH OF DECEMBER 1994 TO READ AS FOLLOWS:

1/12/94	-	19/12/94	RWA	DUTY
20/12/94	-	31/12/94	NBO	DUTY

2. OFFICER HAS BEEN POSTED TO NAIROBI SINCE 20 DEC 94.

3. SORRY FOR THE INCONVENIENCE.

GK ADDO
Capt
SO FINANCE

file

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION IN RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : ALL MILOBS STAFF AT MILOB GP HQ

FROM : OPs BR MILOB GP HQ

ROUTINE PROCEDURE IN THE HQ

1. STARTING FROM 28 JAN 95 ALL STAFF PERSONNEL IN HQ WILL BE REQUIRED TO READ SITREPS FROM THE OPS ROOM. THREE FILES SHALL BE OPENED NAMELY SITREPS FROM SECTORS, SITREP FROM MILOB GP HQ TO FORCE HQ AND A FILE FOR SITREP FROM FORCE HQ TO NY.

2. THE FILES SHALL BE ON DISPLAY FROM 0600HRS TO 1000HRS EVERY DAY AND THERE AFTER THE CONTENTS WILL BE TAKEN TO THE NORMAL FILE IN OPS ROOM. THERE SHALL BE NO EXTRA COPIES TO OFFICES.

3. AS OFFICERS YOU SHALL BE REQUIRED TO SIGN YOUR INITIALS ON THE PROFORMA PROVIDED FOR YOU ON THE TABLE.

4. REGARDS.

A ANOCHKINE
LT COL
SOO

Seen
SMPO — 27/1
SO(PERS) — 27/1
SO(FM) — 27/1

file 25/1

pers

UNITED NATIONS
Assistance Mission for Rwanda

NATIONS UNIES
Mission pour l'Assistance au Rwanda

UNAMIR - MINUAR

To : Milob Gp HQ **Attn** : Pers Offr

From : Sector 1 HQ(BYUMBA) **Date** : 04 Jan 95

Ref : Pers / EMP /04/01/02

SUBJECT : UPKEEP OF SECTOR HQ OFFICE BUILDING AND CARS

1. The building used by the Sector HQ to house its office has an extensive floor space and garden area .

2. The garden is presently overgrown and gives an unkept look to the whole complex which is not in confirmity with the image of UN we intend to potray to the local populace . The cleanliness indoors also suffers due to the lack of conservancy services. As the cars of the Sector are used extensively for patrolling on the dirt tracks they gather a lot of fine dust and become inordinately dirty within a short period , requioring frequent dusting and washing .

3. In view of the above you are requested to use your good offices for approaching the concerned authorities in UNAMIR HQ and the Brown and Root agency to provide a gardener and a janitor for maintenance and upkeep of this Sector HQ Office building as well as for washing the cars.

4. Your cooperation in this regard will be highly appreciated.

5. Best Regards .

(H Kante)
Lt Col
Sector Commander

82050 to discuss with B&R

File all

UNITED NATIONS NATIONS UNIES

Milobs

UNAMIR - KIGALI

INTEROFFICE MEMORANDUM

To: Brig. Gen. H.K. Anyidoho
DFC/COS/CMO

23 January 1995

From: Norris Jorsling
Chief Transport Officer

N.J.

Subject: **Departure of Major Traore Diaroukou**

This office has recently learnt that Major Traore Diaroukou will be departing the mission area shortly upon completion of his assignment with UNAMIR.

Since taking up my appointment with UNAMIR as Chief Transport Officer in March 1994, I have had the pleasure of working closely with Major Diaroukou as the Transport Liaison Officer between the Milobs and my office. He on all occasion rendered maximum assistance to my office in every related transport matters. One specific period during which he excelled was during the hostilities in April 1994 and at the time this office had limited staff at its disposal. It was almost impossible for civilian staff to move around in the country unescorted by Military convoys. Major T.Diaroukou almost single handed maintained some measure of control on all civilian patterned vehicles that were operational at that time.

On behalf of the entire Field Service Transport Section, I would like to thank the Major for the invaluable assistance he has rendered to the Transport Section and UNAMIR as a copy of this report should be given to the officer to take home. I have personally watched Major Traore with keen interest the way he goes about his job. I grade him an outstanding officer and wish him well also into the future.

DCMO

cc: Force Commander

Maj. T. Diaroukou

H. K. ANYIDOHO
BRIG GENERAL
DEPUTY FORCE COMMANDER

File
[illegible]

Check up whether our Fax will be routed through COS.
SMPO's Br
30/12

FROM : COS

TO : See Distribution

DATE : 26 DEC 94

SUBJECT : **CHANNEL OF COMMUNICATION**

1. With immediate effect, all correspondence required to be approved/perused by DFC or FC, will be routed through the COS.

2. All messages/Fax originated by respective branches for HQ UN/DPKO will also be put up to COS for approval before transmission.

3. DCOS (Ops) and DCOS (Sp), will put up a list of outstanding issues still pending with either SRSG's office or DPKO or any other agency for the information of COS by 29 Dec 94.

KS SIVAKUMAR
Col
COS

Distribution

Action

DCOS (OPS)
DCOS (SP)
List B

Information

MA/FC
MA/DFC
C Mil Obs Force
HAC
C Civ Pol
Tac HQ

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

UNAMIR - MINUAR

TELEPHONE BILL

DATE: 17 January 1995
REF: COMMS/TEL 0012

To: Maj. Masid
Military Observers Group, Headquarters(Bangladesh)

From: Thad Anglin
Chief Communications Officer

The following telephone charges for the period April 1994 are being forwarded for your attention:

[x] New York Direct Line Amount Due: $102.18

[x] Details attached.

For queries: Contact Telephone Billing Unit, Room 1062.

This amount will be deducted from your MSA after **31 January 1995**, or payment can be submitted to UNAMIR, Cashier's office, Room 3004 and submit copy of payment receipt to Telephone Billing Unit, Communications Section.

Not known

MAJ MASID
EXT 33090/93/97

DATE	COUNTRY	NUMBER	DURATION	CHARGES
11.04.94	BANGLADESH	8802406225	7.50	18.87
8.04.94	BANGLADESH	8802406225	6.70	16.81
13.04.94	BANGLADESH	8802406225	1.10	6.51
13.04.94	BANGLADESH	8802406225	1.50	6.51
14.04.94	BANGLADESH	8802406225	1.80	6.51
14.04.94	BANGLADESH	8802406225	10.20	25.05
9.04.94	BANGLADESH	8802406225	1.00	4.45
9.04.94	BANGLADESH	8802406225	1.00	6.51
9.04.94	BANGLADESH	8802406225	1.00	6.51
9.04.94	BANGLADESH	8802406225	1.00	4.45
			TOTAL CHARGES:	102.18

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

DEMO SLOGO

INFORMATION CIRCULAR N°. 007/95

DATE: 24 January 1995

TO: All UNAMIR Personnel

FROM: K. Nilsvang, Officer-in-Charge
Administration, a.i.

SUBJECT: Use of MGT Catering Services for UNAMIR Events

1. I have been made aware that several UNAMIR clubs and organizations have solicited the services of MGT/CSL to cater and provide refreshments at their gatherings. While it is encouraging and indeed desirable to have a selection of social functions to attend in the difficult circumstances we find ourselves in, I would like some procedures to be followed if the services of MGT are going to be required in any way.

2. Any future arrangements being made where MGT catering services are provided on a commercial basis should be channelled and addressed through the Contract Management Cell. The CMC was formed to monitor the financial and managerial aspects of UNAMIR's interaction with all our contractors. As such, I expect CMC to be fully aware of all activities performed by all UNAMIR contractors in the Mission area. I am confident that you will cooperate with CMC in making their task easier.

3. If you have any further questions in this regard, please do not hesitate to contact the CMCO Mr. Brière.

DCNO

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 006/95

DATE: 23 January 1995

TO: All UNAMIR Military, Civilian Police & Civilian Personnel

FROM: Kimso Nilsvang, Officer-In-Charge Administration

SUBJECT: APPOINTMENT OF SECTOR ADMINISTRATIVE OFFICER CO-ORDINATOR

Please be advised that effective 23 January 1995, Mr. Rudolf Reimann has been appointed Sector Administrative Officer/FSA Co-ordinator.

All Sector administrative/logistics matters should therefore be addressed to or routed through Mr. Reimann's office.

Mr. Reimann is located in Room 3029 at the UNAMIR Headquarters.

Communicat

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Interoffice Memorandum

Date: 28th September 1994

TO: All UNAMIR Civilian & Military Personnel

FROM: A. H. Golo
OIC/ADMIN.

SUBJECT: **Chief Security and Area Security Coordinator for Rwanda**

Please be informed that Mr. Paul Ischlika has assumed the functions of Chief, Security and Safety Unit/UNAMIR as of 17 September 1994.

Additionally, Mr. Ischlika will be the UNAMIR Area Security Coordinator for the Evacuation Plan for Rwanda. Mr. Ischlika's office is located on the ground floor of UNAMIR/HQ in hotel Amahoro, room 1011.

Grateful you extend to him all assistance and co-operation in the performance of his duties.

cc: All Cooperating Organizations

File 7/4

UNAMIR

UNITED NATIONS ASSISTANCE OPERATION IN RWANDA

INTER-OFFICE MEMORANDUM

TO: FC

INFO: DFC/CMO

FROM: Maj Plante

DATE: 05 SEP 94

SUBJECT: FORMATION OF A UNAMIR MP COY

---

1. I am now in the process of establishing the nucleus of a UNAMIR MP Coy. So far, I have one Sgt from Ghana and nine other MPs from Nigeria.

2. Realizing that there is considerable work to be done in terms of accommodation, office space, transport, communication, stationary, ADP equipment, etc, there is no doubt that I will need personnel to assist me.

3. In my previous job, two Milobs had, for the past five months been working for me and I have always been most impressed with both of them. Capt Alphonsus Bieteru, a qualified Military Police Officer and Capt Oleg Ivanov, an officer with administration qualifications.

4. In the future MP Coy, I will need those two officers on a temporary basis, at least to help me to get things started. Capt Bieteru, would be employed as my Ops Offr until he rotates back to Ghana next Dec and Capt Ivanov would be my Adm/Supply Offr.

5. Hoping that this request will receive a positive reply, we would be in business to start tomorrow morning looking for a Military Police Building, accomodatoion space for the MPs, etc.

① Capt Bieteru &
Capt Ivanov

I just spoke to the FC and he agrees with my proposal. Effective 6 oct, you are both part of my MP Coy
5 oct Plante
FPM.

DFC

UNAMIR

UNITED NATIONS ASSISTANCE OPERATION IN RWANDA

INTER-OFFICE MEMORANDUM

TO: FC

INFO: DFC/CMO

FROM: Maj Plante

DATE: 05 SEP 94

SUBJECT: FORMATION OF A UNAMIR MP COY

---

1. I am now in the process of establishing the nucleus of a UNAMIR MP Coy. So far, I have one Sgt from Ghana and nine other MPs from Nigeria.

2. Realizing that there is considerable work to be done in terms of accommodation, office space, transport, communication, stationary, ADP equipment, etc, there is no doubt that I will need personnel to assist me.

3. In my previous job, two Milobs had, for the past five months been working for me and I have always been most impressed with both of them. Capt Alphonsus Bieteru, a qualified Military Police Officer and Capt Oleg Ivanov, an officer with administration qualifications.

4. In the future MP Coy, I will need those two officers on a temporary basis, at least to help me to get things started. Capt Bieteru, would be employed as my Ops Offr until he rotates back to Ghana next Dec and Capt Ivanov would be my Adm/Supply Offr.

5. Hoping that this request will receive a positive reply, we would be in business to start tomorrow morning looking for a Military Police Building, accomodatoion space for the MPs, etc.

Provost Marshal
This is one with me.
06/10
DFC/CMO

FC

Communicate

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 009/94

DATE: 1 October 1994

TO: ALL UNAMIR MILITARY & CIVILIAN PERSONNEL

FROM: ALLY GOLO, OIC
ADMINISTRATION

SUBJECT: LOCAL FAX/TELEPHONE NUMBERS

THE FOLLOWING FAX NUMBER FOR UNAMIR IS NOW AVAILABLE FOR USE VIA LOCAL PTT (RWANDATEL):

FAX NUMBER: 250-86877

FURTHER TO INFORMATION CIRCULAR NO: 008/94, PLEASE NOTE THAT THERE IS **NO UNIVERSAL ACCESS** (LOCAL OR LONG DISTANCE) FROM UNAMIR EXTENSIONS, DUE TO TECHNICAL CONSTRAINTS EXPERIENCED BY RWANDATEL. YOU WILL BE INFORMED IF AND WHEN SUCH ACCESS BECOMES AVAILABLE. AT PRESENT, ONLY DESIGNATED UNAMIR EXTENSIONS HAVE THIS CAPABILITY.

IT IS ALSO CONFIRMED THAT THE FOLLOWING TELEPHONE NUMBERS MAY BE USED FROM OUTSIDE OF UNAMIR HQ, TO REACH THE UNAMIR SWITCHBOARD OPERATOR:

84265
84266
84268
84269
84270
84273
84274
84275
86870
86871
86872
86873

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

9/10

Ops Br
S.Plan
Log Br
SMPO

INFORMATION CIRCULAR NO: 009/94

DATE: 1 October 1994

TO: ALL UNAMIR MILITARY & CIVILIAN PERSONNEL

FROM: YALLY GOLO, OIC
ADMINISTRATION

SUBJECT: LOCAL FAX/TELEPHONE NUMBERS

THE FOLLOWING FAX NUMBER FOR UNAMIR IS NOW AVAILABLE FOR USE VIA LOCAL PTT (RWANDATEL):

FAX NUMBER: 250-86877

FURTHER TO INFORMATION CIRCULAR NO: 008/94, PLEASE NOTE THAT THERE IS **NO UNIVERSAL ACCESS** (LOCAL OR LONG DISTANCE) FROM UNAMIR EXTENSIONS, DUE TO TECHNICAL CONSTRAINTS EXPERIENCED BY RWANDATEL. YOU WILL BE INFORMED IF AND WHEN SUCH ACCESS BECOMES AVAILABLE. AT PRESENT, ONLY DESIGNATED UNAMIR EXTENSIONS HAVE THIS CAPABILITY.

IT IS ALSO CONFIRMED THAT THE FOLLOWING TELEPHONE NUMBERS MAY BE USED FROM OUTSIDE OF UNAMIR HQ, TO REACH THE UNAMIR SWITCHBOARD OPERATOR:

84265
84266
84268
84269
84270
84273
84274
84275
86870
86871
86872
86873

mij Switchin SCPO →

File

IN REPLY PLEASE QUOTE NO. NB/EDU/2/1/2

MALAWI HIGH COMMISSION.
WAIYAKI WAY.
(Between Mvuli & Church Road)
P.O. BOX 30453,
NAIROBI,
KENYA.

TELEPHONE: 440569 (8 lines)
TELEX: 22749 "KWACHA"
TELEFAX: 440568

8th June, 1994

The Force Commander
United Nations Military Observers
Kigali
RWANDA (Fax No.250-84-265)

CMO
Bravo.
16/6

PROMOTIONS - MALAWI CONTIGENT OFFICERS

Captain D. Mphepo
Captain V. Nundwe

1. On behalf of the Malawi Army Commander, I have been advised to inform you that the above named Malawi Army officers were both promoted to the rank of Major with effect from 1st April, 1994.

2. May I therefore take this opportunity to join the Commander Malawi Army in conveying to them heartiest congratulations and good luck.

3. I hope by now, you have also received the same information from Malawi.

SOO SMPO
(1) Arrange a promotion party in the Meridian.
(2) Let the new Maj's look after the drinks.
(3) Brief me soonest of your preparation.
17 Jun 94.
CMO.

A.S.H. Kwalingana
Lieut Colonel
AG. HIGH COMMISSIONER

SMPO
Send these offrs into Kigali asap
17 Jun 94.
CMO

(1 2) (2) Am

INTER OFFICE MEMORANDUM

To: CMO 1000.7(DFC)/A/4

From: DFC/COS

Date: 23rd August, 1994

Subject: **PROMOTION OFFICERS - GHANAIAN MILOBS**

1. Authority has been granted to promote the under-listed Ghanaian Milobs to substantive ranks stated against their names with effect from 17 August 1994:

SRL	UNID NO	PRESENT RANK	NAME	NEW RANK
1.	MO670	Lt	JS Odoom-Mensah	Capt
2.	MO1219	Flt Lt	NY Nyadodu	Sqn Ldr
3.	MO1234	Flt Lt	CK Drah	Sqn Ldr
4.	MO1218	Flt Lt	S Antwi-Boasiako	Sqn Ldr
5.	MO1232	Flt Lt	S Quartey-Papafio	Sqn Ldr

2. Kindly inform the officers accordingly.

3. I extend, on behalf of Officers and men of GHANA Contingent UNAMIR GH1 their congratulations to the officers for their well deserved promotions.

HK ANYIDOHO
Brig Gen
DFC/COS

24/8
CMO
SMPO

Congratulate offrs on behalf of the Cmd.

UNAMIR

MONTHLY ATTENDANCE RECORD FOR MILOBS GP HQ SECTION

LOCAL STAFF

MONTH JANUARY YEAR 1995

NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
KAYIGEMA JACQUES	A	A	P	P	P	P	A	A	P	P	P	P	P	A	A	P	P	P	P	P	A	A	P	P	P	P	P	A	A	P	P
NTIGULIRWA J.M.V.	A	A	P	P	P	P	A	A	P	P	P	P	P	A	A	P	P	P	P	P	A	A	P	P	P	P	P	A	A	P	P

A: Absent
P: Present

Date: 23.01.1995

Certified by Section Chief:

Name: Lt-Col K OPONG-KYEKYEKU

SMPO, MILOBS GP HQ

BSSFORM XLS

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: CCPO

FILE NO: MILOB/MISC/6443.11

FROM: MILOBS GP HQ

DATE: 20 January 1995

INFO: SECTOR 1

SUBJECT: **EMPLOYMENT OF INTERPRETER FOR SECTOR 1 -BYUMBA**

1. Attached is a request received from MILOBS-SECTOR 1 (BYUMBA) recommending the employment of two suitable interpreters for them.

2. It is requested that action is taken on the subject to enhance the role of MILOBS in the sector.

3. Please acknowledge receipt.

K OPONG-KYEKYEKU
Lt Col
for CMO

Acen

File 1 181

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

UNAMIR - MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

WORK ORDER REQUEST CMC# _____

DATE OF REQUEST: 27-12-1994 **WORK LOCATION:** MILOBS GP HQ

Description of work (attach sheet if necessary):

1. Personnel Office : a) a doorpane to be replaced
   b) a leaking roof to be repaired
   c) one door lock is lacking
2. CMO'S Office : a) a broken windowpane
   b) all the mosquitoets are to be replaced
3. Liaison Officer's Office : a) a broken windowpane
4. OPS Conference room : a) a broken windowpane
5. SMPO'S Office : a) a door to be placed
6. Waiting room : a) a partition to be placed
7. Logistics Branch : a) Secretary's Office - a broken windowpane
   b) Store : a broken window pane
   : a set of shelves needed

Point of Contact: MILOBS GP HQ Phone/Call sign: 83911

Priority of Work: [ ] Flash [ ] Immediate: [ ] Urgent: [ ] Routine

Requested Completion Date: 10 Jan 1995

SUBTASK MANAGER (only) Subtask WO number: _____

Comments:

Subtask Order Manager: _____ Date: _____

CONTRACT MANAGEMENT CELL (only) Work Order Number: 10. . .0-

Cost estimate:

[ ] Need Detailed cost estimate. Provide estimate in __ day(s)

[ ] Need Rough order cost estimate. Provide estimate in __ day(s)

[ ] No cost estimate required

Action:

[ ] Do Not begin work until directed by the Contract Administrator

[ ] Begin work immediately

Comments:

AUTHORIZED BY: _____

CERTIFIED AUTHORITY: _____

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

UNAMIR - MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

WORK ORDER REQUEST

CMC# _____

DATE OF REQUEST: 27-12-1994 **WORK LOCATION:** MILOBS GP HQ

Description of work (attach sheet if necessary):

8. Civilians' Office: a broken windowpane
9. A shed must be built for the generator
10. Mosquitonets for all the offices
11. Ground-floor Store: a doorlock to be placed
12. Upstairs balcony: a) broken doorpanes
b) a doorlock lacking
13. Upstairs store: a) bathroom to be repaired
b) a broken doorpane
c) toilet's door to be placed
14. Bungalow: the thatch must be replaced
15. Dutyroom: a) letterboxes to be placed
b) A windowpane to be replaced.

Point of Contact: MILOBS GP HQ **Phone/Call sign:** 83911

Priority of Work: [ ] Flash [ ] Immediate; [ ] Urgent; [ ] Routine

Requested Completion Date: 10 Jan 1995

SUBTASK MANAGER (only) Subtask WO number: _____

Comments:

Subtask Order Manager: _____ Date: _____

CONTRACT MANAGEMENT CELL (only) Work Order Number: 10. . .0-

Cost estimate:

[ ] Need Detailed cost estimate. Provide estimate in __ day(s)

[ ] Need Rough order cost estimate. Provide estimate in __ day(s)

[ ] No cost estimate required

Action:

[ ] Do Not begin work until directed by the Contract Administrator

[ ] Begin work immediately

Comments:

AUTHORIZED BY: _____ DATE: _____

CERTIFIED AUTHORITY: _____ DATE: _____

PROTECTED A

-RAAGZYUW RCCPJAQ1149 0180622-GGGG--RCCIRSA.

ZNR GGGGG

(1)

R 171401Z JAN 95

FM CFSU OTTAWA//ATTACHE//

TO CCUNAMIR KIGALI

BT

PROTECTED A ATT 11002

SUBJ: VTA REQ - 626 MAJ LIDSTONE

REF: YOUR FAX DATED 14 JAN 95

1. AUTH GRANTED FOR SUBJ MBR TO PROCEED ON VTA

2. REGARDS

BT

#1149

NNR 007 DELIVERED 0180619 626267

Place in offrs personal records

Milob HQ

(2) Sect 4B Milob HQ

For Maj Lidstone.

DCOPS
19-1

Copy on Post for Sec 4B Milob Hq and passed by radio.

Capt

UNAMIR-AI94002 f

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

NOTICE OF MOVEMENT FORM

Name: MOEEN U AHMED ID No: MO003

Section: MILOB GP HQ

TRAVEL

Destination: From: KIGALI, RWANDA To: NAIROBI, KENYA

Date of departure: 07 Jan 95 Time of departure: 0900
Date of return: 11 Jan 95 Time of return: 1400

Accompagnied by:

Names	ID Number
Nil	

Purpose of travel: Official ✓ Non Official ____

Means of transportation: Car: ___ Plate number: ____
Type of car and color: ____

Plane: ___ Flight number: UN Flight
Other: ___ (please specify ____)

Signature: ____ Date: 03 Jan 95

AUTHORIZATION
(to be given by the Head of your Section)

NAME: BRIG H K ANYIDOHO TITLE: DFC/CMO
SIGNATURE: [signature] DATE: 03 JAN 94

COPY TO:
- Head of your Section
- Special Task Officer (for the file of the Duty Officer of the Division of Management and Administration)

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INFORMATION CIRCULAR No. 025/94

DATE: 30 December 1994

TO: All UNAMIR Personnel

FROM: Kimso Nilsvang, Officer-in-Charge
Administration

SUBJECT: **Official United Nations Holiday**

I am pleased to inform all UNAMIR Personnel that, as the New Year falls on Sunday 1 January 1995, the following Monday, 2 January 1995 will be an official UN holiday.

Happy New Year.

MILOB GP HQ

DPC/CMO

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

MILOB GP HQ

TO : See Distribution DATE : 4 Jan 95

FROM : MILOB GP HQ REF : Plans 47/95

SUBJECT: FAMALIRIASATION TRAINING PROGRAMME FOR NEWLY ARRIVED MILOBS/CIVPOL

1. Attached is a programme for orientation of newly-arrived MILOBS/CIVPOL to UNAMIR. Instructors can introduce subjects they consider vital to the Observers while performing duties. This HQ would appreciate being informed to enable adjustments to next programme.

2. Venue for programme shall be KIGALI MILOB Sector 6 HQ. Sector 6 is to assist throughout.

3. Programme is to start on 5 Jan 95. Those involved shall be informed in advance if there are any changes.

4. Participants are required to adhere to the programme.

ALEX ANOCHKINE
Lt Col
for DCMO

DCMO/SMPO

I hope the four Bangladeshi officers have been included in this.

OSI
DSE/CMO

We have. File.

Distribution

External:

Action:

FORCE MEDICAL OFFICER (FHQ)

CHIEF PLANS OFFICER (FHQ)

CHIEF TRANSPORT OFFICER (FHQ)

COMMISIONER CIVPOL

COMD MILOB SECTOR 6

OPS BRANCH

AUSMED

Internal:

Action:

CMO

DCMO

HAC

SOO

SMPO

S LOGO

S PLANS/TRG OFFR

MILOBS SIG O

FAMALIRIASATION TRAINING PROGRAMME FOR AS FROM 5 JAN 95

SRL	DATE	FROM	TO	SUBJECT	PRESENTED BY
(a)	(b)	(c)	(d)	(e)	(f)
1.	5 JAN 95 THUR	0830 HRS	0855 HRS	WELCOME ADDRESS	DCMO
		0900 HRS	1050 HRS	POLITICAL & HISTORICAL BACKGROUND	MAJ KASAMALE
		1100 HRS	1150 HRS	UNAMIR FORMATION AND MANDATE	OPS BRANCH (FHQ)
		1200 HRS	1400 HRS	LUNCH	-
		1400 HRS	1450 HRS	ORGANISATION OF UNAMIR	CPLANS (FHQ) *
		1500 HRS	1550 HRS	ORGANISATION OF FHQ	CMPO (FHQ)*
		1600 HRS	1650 HRS	ORG OF MILOB GP HQ & SECTORS	MAJ KASAMALE
		1650 HRS	1730 HRS	ADMINISTRATION	COMD SECTOR 6
2	6 JAN 95 FRIDAY	0800 HRS	0850 HRS	ADMIN, PERSONAL CONDUCT, DISCIPLINE, LEAVE/CTO AND ENTITLEMENTS	SMPO
		0900 HRS	0950 HRS	BOARDS OF INQUIRY	SMPO
		1000 HRS	1050 HRS	MEDICAL BRIEF	FORCE MED OFFICER
		1100 HRS	1150 HRS	INTRODUCTION, CARE AND MAINT OF COMM EQUIPMENT	MILOB SIGNAL OFFR
		1200 HRS	1400 HRS	LUNCH	

(a)	(b)	(c)	(d)	(e)	(f)
		1400 HRS	1450 HRS	VOICE PROCEDURE AND COMM SEC	MILOB SIGNAL OFFICER
		1500 HRS	1550 HRS	UNAMIR LOGISTICS SYSTEM AND PROCEDURE	MILOB S LOGO
		1600 HRS	1645 HRS	PATROLLING, ESCORTS, CHECK POINTS, OBSERVATION POSTS AND MONITORING	LT COL ANOCHKINE
3	7 JAN 95 SATURDAY	0800 HRS	0850 HRS	COMPLAINTS AND INVESTIGATIONS	LT COL ANOCHKINE
		0900 HRS	0950 HRS	OPS REPORTS/ RETURNS	LT COL ANOCHKINE
		1000 HRS	1050 HRS	BRIEF ON MILOB SECTOR OPS	LT COL ANOCHKINE
		1100 HRS	1150 HRS	RULES OF ENGAGEMENT	CPLANS (FHQ)
		1200 HRS	1400 HRS	LUNCH	
		1400 HRS	1450 HRS	HUMANITARIAN OPERATIONS	HAC
		1500 HRS	1550 HRS	CARE & MAINT OF VEHICLES	CTO
		1600 HRS	1650 HRS	ACCIDENT PROCEDURE	CIVPOL

(a)	(b)	(c)	(d)	(e)	(f)
.4	9 JAN 95 MONDAY	0800 HRS	0850 HRS	CIVPOL OPERATIONS	CIVPOL
		0900 HRS	1230 HRS	DRIVING TEST	CTO
		1230 HRS	1330 HRS	LUNCH	
		1330 HRS	1400 HRS	POSTING INSTRUCTIONS	SMPO
		1405 HRS	1430 HRS	CLOSING ADDRESS	DCMO

LEGEND

CMO : CHIEF MILITARY OBSERVER
DCMO : DEPUTY CHIEF MILITARY OBSERVER
SMPO : SENIOR MILITARY PERSONNEL OFFICER
SLOGO : SENIOR LOGISTICS OFFICER
FHQ : FORCE HEADQUARTERS
CTO : CHIEF TRANSPORT OFFICER
CIVPOL : CIVILIAN POLICE
HAC : HUMANITARIAN ASSISTANCE CELL

NOTES

* LECTURE WILL TAKE PLACE AT FHQ. MILOB SLOGO IS TO ARRANGE APPROPRIATE TRANSPORT.

DFC/CMO'S WELCOME ADDRESS WILL DEPEND HIS PRESENCE IN KIGALI AT THE SCHEDULED TIME.

*

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

milob

INFORMATION CIRCULAR No. 025/94

DATE: 30 December 1994

SMPO

TO: All UNAMIR Personnel

FROM: Kimso Nilsvang, Officer-in-Charge
Administration

SUBJECT: **Official United Nations Holiday**

I am pleased to inform all UNAMIR Personnel that, as the New Year falls on Sunday 1 January 1995, the following Monday, 2 January 1995 will be an official UN holiday.

Happy New Year.

84C2

File 41

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

TO: Lt. Col OPPONG KYKYEKU
SMPO-MILOBS HQ.

DATE: 28 December 1994

FROM: K. NILSVANG
CCPO.

SUBJECT: Local Staff Transfer

Due to an urgent requirement to replace the former Interpreter who resigned from the Force Engineering Office, it is proposed to transfer, as of 28 December 1994, Mr BIMENYIMANA, KAZUBA Eliphaz presently working with your unit, with the possibility to recruit a new Interpreter to replace him.

This is sent for your information.

Thank you for your cooperation.

For an eventual replacement of Mr. KAZUBA, we will need your confirmation (in a memo sent to the CCPO).
Thanks
Jean Jacques
Secretary

File

UNITED NATIONS
INTEROFFICE MEMORANDUM

UNAMIR-MINUAR

NATIONS UNIES
MEMORANDUM INTERIEUR

Action
SMPO Br

ADMINISTRATIVE INSTRUCTION NO. 014/94

December 7, 1994

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

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

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

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

A. REMOVAL OF SOFTWARE DIRECTORIES AND FILES

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

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

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

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

Copies to Sectors
Action

B. HARDWARE CONFIGURATION - INTERNAL SET-UP

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

C. PROPER EXITING PROCEDURE

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

D. MOVING OF EDP EQUIPMENT

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

E. CARE OF EQUIPMENT

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

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

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

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

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

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

File

MILOB

30/12

SMPO 28/12

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION IN RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: Chief
Registry and Pouch Service
UNAMIR

FROM: Maj Deepak Das
Force Welfare Officer

INFO: List D ✓

FILE: ps5

DATE: 27 Dec 94

SUBJECT: FWD OF REGISTERED LETTERS/PARCELS FROM NAIROBI

1. I am writing this letter to bring to your notice about an important welfare matter. A large No of receipts for registered letters / parcels for contingent pers arrive here with a payment note of 35 K Sh to be paid at Nairobi, which you will appreciate is not a feasible proposition for troops serving far away from there. In order to obviate this problem, I request you to kindly take up the matter with Mr Soloman of UNAMIR Registry and Pouch, Nairobi for paying off for the receipts and forwarding the monthly bill to me for reimbursement. In case he needs a small advance for it please request him to contact Capt Rosmann, Asst Welfare Offr at Nairobi as I have requested him to comply, if necessary.

2. May I also request you to kindly instruct the Central P.O. at Kigali not to send arrival slips but hand over registered letters / parcels to us to facilitate their speedy delivery to troops.

3. Seeking your utmost cooperation in this matter.

4. Wishing you and your efficient staff a merry X-mas and a super 1995.

(Deepak Das)
Maj
Welfare Officer

c.c. File Welfare Office

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

SMPO

INFORMATION CIRCULAR No. 001/95

DATE: 3 January 1995

TO: All UNAMIR Civilian and Military Personnel

FROM: Kimso Nilsvang, Officer-in-Charge
Administration

SUBJECT: **Change of Rwandese Currency**

This is to inform all military and civilian personnel of UNAMIR that the Central Bank of Rwanda has decided to change the bank notes of the following denominations: Rw.Fr. 5000.-, 1000.- and 500.- to new ones effective immediately. The exercise is taking place on 3 and 4 January 1995.

We are now requesting the Bank to assign a representative to UNAMIR Headquarters for about one hour on 4 January 1995 to enable all our personnel to change the old notes in their possession into the new ones. Should the Bank agree with our request, you will be informed immediately of the place and time of operation.

In the meantime, in order to expedite the exercise, it is suggested that each Office/Section or Contingent designates one or two persons as focal points who will collect the old notes within their respective offices/Section/Contingent and will assume responsibility for operating the changes.

These designated persons are requested to contact the Cashier's Office on 4 January 1995 by 10:00 a.m. to find out whether the operation will take place at UNAMIR Headquarters.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

Fwd copy to all Secs.
SMPO 8/8/12
24/12

ADMINISTRATIVE INSTRUCTION N°. 013/94

DATE: 5 December 1994

TO: All UNAMIR Military & Civilian Personnel

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

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

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

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

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

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

Actioned

File 6/1

MILOBS

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION IN RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Info all Secs
SMPO

TO: Distribution List

FROM: Maj Deepak Das
Force Welfare Officer

INFO: CMPO

FILE: PS6

DATE: 31 Dec 94

SUBJECT: REGISTERED LETTERS AND PARCELS

1. A large No of receipts for parcels and registered letters arrive from Nairobi for collection after payment of postal and in some cases customs and demurrage charges *at Nairobi*. Since there is no arrangement for payment of these individual receipts from UNAMIR funds it involves sending money from Kigali with authority letters before these can be collected with increased demurrage charges. Often letters / parcels are misplaced by the Nairobi P.O. or lost in transit.

2. In order to obviate this problem contingent welfare offrs are requested to inform all troops to obtain parcels / registered letters only at the u/m address:-

Name
Contingent Name
UNAMIR
c/o PO Bag 749
Kigali,
RWANDA

3. Receipts for parcels / registered letters which have already arrived are being sent to Nairobi with cash (often from the Force Welfare Offr's own money) for collection. It will be appreciated that this arrangement cannot be continued for long and as such it is reiterated that troops be instructed to inform their well wishers to send all parcels / registries only at the address given at Para 2 above.

4. *With sincere good wishes for the new year.*

(Deepak Das)
Maj
Force Welfare Offr

DISTRIBUTION:

List D

Actioned

file h 24/12

CLEARANCE CERTIFICATE

This is to certify that

Name: VIB-SINZIRI FRANCIS
Rank: Major
UNID: MO 594
Nationality: GHANAIN

has terminated his tour of duty in CYANGUGU and has handed back all UN equipment/items issued to him by Sector 4C.

Date: 07 December 1994

LtCol A DOUNBIA
Sector Cdr

Misc

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Section Chiefs

DATE: 15 December 1994

REF: PERSONNEL/NS

FROM: K. Nilsvang
CCPO

SUBJECT: Attendance Record Sheets for December

Further to the meeting of Local Staff held on Saturday last, we wish to inform you that the 300 Series of Limited Duration will not be implemented this month because we are still awaiting additional information from New York. You will be advised in due course of any change in the contractual status of the Local Staff. Meanwhile, we have prepared SSA contracts for every staff and we hope they will be signed as soon as possible so that we can have Finance Section process their salary payment up to 15 December instead of soliciting a salary advance as previously requested by them.

We would therefore appreciate receiving the duly completed DSS forms (attendance record sheets) for all your local support staff by this afternoon at the latest. Personnel Section is sending a staff to have the December SSA signed and to collect the DSS forms.

Thank you for your cooperation.

cc: Office of the SRSG
Office of the Force Commander
SAO's Sectoral Offices
Finance Section, Nairobi
MILOBS, CIVPOL & MILPOL

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA
U N A M I R

TO : FHQ, PER BR

FILE NO : MILOB/MISC/6443.05

FROM : MILOB GP HQ, PERS BR

DATE : 29 November 1994

SUBJECT: LOSS OF PERSONAL EFFECTS IN RWANDA

1. Attached find completed claim forms for loss of personal effect in Rwanda from the undermentioned officers.

a.	Maj	B T Mofobi	NIG
b.	Maj	F B Brossa	NIG
c.	Maj	P Lancaster	CAN
d.	Maj	D Traore	MAL

2. Forwarded for your necessary action.

O = New

OPPONG-KYEKYEKU
Lt Col
For CMO

TO : MILOB GP HQ (PERS BR)
FROM: OIC CLAIM
SUBJ : CLAIM

1. REQUEST SEND THESE ABOVE MILOB TO OUR OFFICE 3069, 2ND FLOOR UNAMIR HQ, IMMEDIATELY

LT COL OPPONG KYEKYEKU
MAJ SAIFUZZAMAN
CAPT ADU

Claims Assistant

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA
U N A M I R

TO : C A O

FILE NO : MILOB/MISC/6443.09

FROM : MILOB GP HQ, PERS BR

DATE : 13 DEC 94

SUBJECT: REPATRIATION-UNMO

1. As the finance section is moving on 15 DEC 94 the UNMO who are moving on 18 DEC will go to NAIROBI on 14 DEC 94 as per the advice.

2. Please accept for action.

KHONDAKER SAIFUZZAMAN
MAJ
For CMO

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA
U N A M I R

TO : C A O

FILE NO : MILOB/MISC/6443.09

FROM : MILOB GP HQ, PERS BR

DATE : 13 DEC 94

SUBJECT: REPATRIATION-UNMO

1. As the finance section is moving on 15 DEC 94 the UNMO who are moving on 18 DEC will go to NAIROBI on 14 DEC 94 as per the advice.

2. Please accept for action.

KHONDAKER SAIFUZZAMAN
MAJ
For CMO

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Info our civilians.
9/12
SMPO Br

INTER OFFICE MEMORANDUM

LSM/003/94
DATE : 7 December 1994

TO : All Unit/Section Chiefs

THROUGH : Mr. Ally H. GOLO
OIC/Administration
UNAMIR

FROM : Ernestine UMULISA
Wellars MUGABO
Local Staff Representatives
UNAMIR

SUBJECT : MEETING FOR UNAMIR LOCAL STAFF

There will be a meeting of the locally recruited staff with the OIC/Administration on Saturday, 10 December 1994 at 9:00 hours in the Meridien Conference Hall.

In this respect, we should be grateful if you would inform in due time the local support staff under your supervision of the date and venue of the meeting mentioned above.

We would like to ask the Office of Transport to kindly facilitate the movement of the said staff to and from the venue of the meeting.

Thank you for your cooperation.

cc: SRSG's Office
CAO's Office
FC's Office
Sector 4 KIGALI
MILOBS & CIVPOL
MILPOL
AUSTMED

Late receipt
13/12/94
Pse file

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

Fwd copy to all Secs.
SMPO 8/8/12
24/12

ADMINISTRATIVE INSTRUCTION N°. 013/94

DATE: 5 December 1994

TO: All UNAMIR Military & Civilian Personnel

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

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

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

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

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

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

File l-24/92

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

MEMORANDUM

TO: MILOB GP HQ
UNAMIR - Kigali

DATE : 22 November 1994
YOUR REF.: CIV/6434.02

FROM: K. Nilsvang, CCPO

SUBJECT: Evaluation report of short-term staff

I acknowledge receipt of your memorandum of 17 November 1994 on the above subject.

1. Please note that the form transmitted to you to be filled for evaluation is a standard form. Any amendment to the form can only be initiated by the Office of Human Resources Management in order to maintain the same evaluation system throughout the UN Secretariat.

2. We also requested you to transmit to this office a detailed job description for each concerned staff member. The job description should not only describe precisely the duties to be performed, but also mention the hierarchical position of the post. To date, I have not received any such job description from your end. I would therefore appreciate it very much if you could follow-up on this matter.

Thank you for your attention.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Section/Unit Chiefs

DATE: 17 November 1994

REF.: PERSONNEL/NS

FROM: K. Nilsvang
CCPO

SUBJECT: Attendance Record Sheets (DSS forms)

We would appreciate receiving the attendance record sheets of all your local support staff by 24 November at the latest.

Thank you for your usual cooperation.

cc: SRSG's Office
CAO's Office
FC's office
FSA Sectors
MILOBS & CIVPOL
MILPOL
AUSTMED

Misc

Chief Mil Obs Force

UNAMIR

2000.1/CMPO/MISC

4 November 1994

PERSONAL EFFECTS INVENTORY FORMS

1. Attached, please, find personal effcts inventory forms which every UNAMIR military personnel is obliged to fill. Heads of section/commanders are to ensure that the last two pages of the attached forms are correctly filled with all the information indicated thereon. The first page will only be filled together with the last two pages in the event of a member putting in a claims for any property loss.

2. The completed forms are to be forwarded to the Military Personnel Branch by 30 November 1994. Please, note that the UN will not reimburse any personnel who does not complete the form, but subsequently puts in a claim for loss of property.

3. Heads of section/commanders are responsible for the reproduction and distribution of the forms to personnel under command.

4. Submitted for your necessary action, please.

GETACHEW TEFFERRA
Lt Col
CMPO

Distribution :

LISTS A,B and D.

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : FORCE HQ (PERS SECT) **FILE NO** : MILOB/MISC/6443.06

FROM : MILOB GP HQ (PERS BR) **DATE** : 5 December 1994

SUBJECT : **UN MEDAL AWARD**

Reference :

A. MILOB/MISC/6443.04 dated 5 November 1994.

1. Reference above, Capt Ronald Garcia URU also qualifies for the UNAMIR MEDAL.

2. The following Uruguayan MILOBS who have already been repatriated on completion of their tour of duty did not receive their UNAMIR Medals before their repatriation.

a. Col M Figoli.
b. Maj J Cieslinskas.
c. Capt M Carrasco.

3. It would therefore be appreciated if their medals could be issued to them through their present contingent senior Lt Col W Purtsher.

4. Please accept for action.

OPPONG-KYEKYEKU
Lt Col
SMPO

File 29/11

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To : OIC Administration
UNAMIR, Kigali

File No : MILOB/ 6409.0

From : MILOB GP HQ
UNAMIR

Date : 28 Nov 94

Subject : **REIMBURSEMENT OF AIRPORT TAX**

1. Find attached followings in respect of Col Moeen Uddin Ahmed, UNID MO 003.

a. One copy of Voucher (F10) for reimbursement including stamps for Airport tax.

b. One copy of Notice of Movement Form.

c. A photo copy of Fax concerning his official duty in Nairobi.

2. The above mentioned officer went to Nairobi on 23 Nov 94 for official duty.

3. You are requested to instruct OIC finance to reimburse US $ 20 (Twenty) for the Airport tax paid by the officer.

4. Best Regards.

K OPONG-KYEKYEKU
Lt Col
for CMO

File

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : ALL SECTORS/BRANCHES **FILE NO** : MILOB/MISC/6433.03

ATTENTION: GHANAIAN MILOBS

FROM : MILOB GP HQ **DATE** : 18 November 1994

INFO : DFC/COS/CMO
GHANBATT HQ

SUBJECT : **GHANBATT ROTATION FLIGHT**

ONE. OBSERVED INDIVIDUAL MILOBS PRIVATELY ARRANGE WITH PILOTS FOR SEATS OF GHANA AIRWAYS FLIGHT. SUCH ARRANGEMENTS DISRUPT ROTATION OF GHANBATT PERSONNEL AND EMBARRASS COMMAND.

TWO. DIRECTED ALL REQUESTS FOR RESERVATIONS ON ROTATION FLIGHT SHOULD BE THROUGH GHANBATT HQ. ANY MILOB JOINING AIRCRAFT WITHOUT AUTHORITY WILL BE DROPPED AND NECESSARY DISCIPLINARY ACTION TAKEN AGAINST HIM.

THREE. ACCEPT FOR STRICT COMPLIANCE.

DRAFTERS NAME	RANK	APPT	SIGNATURE
K OPONG-KYEKYEKU	LT COL	SMPO	

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : CIVPOL HQ **FILE NO** : MILOB/MISC/6433.04

FROM : MILOB GP HQ **DATE** : 18 November 1994

SUBJECT : **UN FAX FROM JORDAN PERMANENT MISSION**

1. Attached find a fax message from The Permanent Mission of Jordan for the Snr Jordanian Officer in UNAMIR wrongly directed to this HQ.

2. Regards.

K OPONG-KYEKYEKU
Lt Col
SMPO

File 24/11
Actional

Misc

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Section/Unit Chiefs

DATE: 17 November 1994

REF.: PERSONNEL/NS

FROM: K. Nilsvang
CCPO

SUBJECT: Attendance Record Sheets (DSS forms)

We would appreciate receiving the attendance record sheets of all your local support staff by 24 November at the latest.

Thank you for your usual cooperation.

cc: SRSG's Office
CAO's Office
FC's office
FSA Sectors
MILOBS & CIVPOL
MILPOL
AUSTMED

MISC

File

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Section/Unit Chiefs

DATE: 17 November 1994

REF.: PERSONNEL/NS

FROM: K. Nilsvang
CCPO

SUBJECT: Attendance Record Sheets (DSS forms)

We would appreciate receiving the attendance record sheets of all your local support staff by 24 November at the latest.

Thank you for your usual cooperation.

cc: SRSG's Office
CAO's Office
FC's office
FSA Sectors
MILOBS & CIVPOL
MILPOL
AUSTMED

Authorised 24/11

UNAMIR

MONTHLY ATTENDANCE RECORD FOR MILOBS GP HQ SECTION

LOCAL STAFF

MONTH DECEMBER YEAR 1994

NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
NTIGULIRWA J.M. VIANNEY	P	P	P	H	H	P	P	P	P	P	H	H	P	P	P	P	H	H	P	P	P	P	P	H	H	H	P	P	P	P	H
BIMENYIMANA K. ELIPHAZ	P	P	P	H	H	P	P	P	P	P	H	H	P	P	P	P	H	H	P	P	P	P	P	H	H	H	P	P	P	P	H
KAYIGEMA JACQUES	P	P	P	H	H	P	P	P	P	P	H	H	P	P	P	P	H	H	P	P	P	P	P	H	H	H	P	P	P	P	H

A: Absent

P: Present

Date: Le 27.12.1994

Certified by Section Chief

Name: LT-COL OPONG-KYEKYEKU

SMPO, MILOB HQ

BSSFORM.XLS

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : K Nilsvang
CCPO

FILE NO : MILOB/MISC/6433.05

FROM : MILOB GP HQ

DATE : 28 November 1994

SUBJECT : **ATTENDANCE RECORD SHEET (DSS FORM)**

Reference: PERSONNEL/NS dated 17 November 1994.

1. Find attached Attendance Record Sheet for three local staffs working with this HQ for the month of November 1994.

2. Submitted for your necessary action.

K OPONG-KYEKYEKU
Lt Col
for CMO

UNAMIR

MONTHLY ATTENDANCE RECORD FOR MILOB EP HQ SECTION

LOCAL STAFF

MONTH NOVEMBER YEAR 1994

NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
NTIGULIRWA JEAN-MARIE VIANNEY	H	P	P	P	H	H	P	P	P	P	P	H	H	P	P	P	P	P	H	H	P	P	P	P	P	H	H	P	P	P	
KAZUBA BIMENYIMANA ELIPHAZ	H	P	P	P	H	H	P	P	P	P	P	H	H	P	P	P	P	P	H	H	P	P	P	P	P	H	H	P	P	P	
KAYIGEMA JACQUES	H	P	P	P	H	H	P	P	P	P	P	H	H	P	P	P	P	P	H	H	P	P	P	P	P	H	H	P	P	P	

A: Absent

P: Present

Date 21 Nov 94

Certified by Section Chief

Name: LT-COL R OPONG-KYEMYEKU

BSSFORM XLS

MISC

Th 19/11

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

1000.MA

21 Oct 94

See Distribution

Respective Br heads to take action as shown on the pts

SOO

S Log O

S MPO

ACTION

SUMMARY OF FC'S GROUND RECCE - 20 OCT 94

1. FC conducted a visit to Butare and Gikongoro on ~~Thu 20~~ Oct. The following points are identified for action as indicated.

2. Sector 3.

a. Intelligence Collation at Tac HQ. WO Tapping is the incumbant IO, and is due to be redeployed by end Oct. Tac HQ currently collates data from Milobs, Sector 3 and Sector 4. Tac HQ sought advice on what their collation responsibilities, and from that their int tasking authority, was to be. Tapping recommended that Milob establish a G2 cell. Tac HQ also requested information on replacement of Tapping. DCos Ops is to advise. DCos Ops

b. Establishment of Forward Repair Facility. The 270km round trip Butare/Kigali which vehicles were required to make for repair/servicing exacerbated the need for service and lengthened the down-time for vehicles. There was a need for a fwd repair facility at Butare. DCos SP is to investigate. S Log O — DCos SP

c. Performance of Maj Walsh. Tac HQ was critical of the performance of a Maj Walsh, a Milob. They reported dissatisfaction in every area of activity and requested his employment be reviewed as a matter of priority. D/CMO to action. D/CMO

d. Selling of Aid Food in Sector 3. Tac HQ reported that aid food was being sold within a camp (name not provided). The report was received by Milobs. D/CMO to report details to HAC. detail out — D/CMO

e. Milob Transport. Milobs reported that their sub-sector had only 2 vehicles, which seriously hampered their activity. D/CMO to investigate. D/CMO

f. Human Rights Follow-ups. Milob reported that incidents reported to HRC are not followed up. D/CMO to investigate. SOO — D/CMO

g. Malawi Coy Equipment. Malawi Coy intended to deploy 2 independent pln positions and requested generators and defence stores. Malawi Coy asked to provide a detailed list of defence stores to D Sup

h. Malawi Coy Ptl Vehs. Malawi Coy requested four 4x4 pick up trucks to allow veh ptls in their area. This request had been made during FC's previous visit but no response had been received. D Cos Ops is to advise Malawi Coy of any intended issue of vehicles to allow planning. D Cos Ops

i. Military Police to Butare. Prefect Butare complained of poor UNAMIR driving standards, and UNAMIR vehicles travelling at excessive speed in town. Pro Marshall is to arrange a highly visible traffic police presence in Butare, which is to be repeated routinely until its need is reviewed. D Cos Sp

j. Number of Bilingual Speakers in Sector 3. FC assessed that there were insufficient bilingual speakers in Sector 3. D/CMO is to conduct a review, liaise with CMPO and make recommendations. D/CMO

Speak SMPO Rutings 18/1/94 Cmn - 3 Mali - 4 Tunisia - 2 9

3. Sector 4.

a. Ghanbatt APC Accident. A formal Inquiry is to be convened into the recent incident in which an APC injured 3 people. CO Ghanbatt is to forward the report to FHQ. CO Ghanbatt

b. Number of Interpreters. 2IC Ghanbatt reported that his bn had only been allocated 7 of the promised 18 interpreters. Staff follow up at FHQ has secured confirmation that CO Ghanbatt is to arrange the recruitment of the remaining 11 through his FSR. CO Ghanbatt to action. CO Ghanbatt

c. Payment of Interpreters. The interpreters that had been employed for up to 6 weeks had yet to be paid, and so were about to quit. This is affecting military capability. CSS is to investigate this and secure a prompt resolution. CSS

d. Vehicle Tyres and Spares. Milobs reported that their 3 vehicles were insufficient in number and inadequately supported in maintenance. Routine maintenance parts (filters and belts) were unavailable when vehicles were sent for servicing. Tyres were not replaced when needed; they reported that these examples of poor support resulted in vehicles being withdrawn from use for days. Those tyres that were replaced were not tracked or balanced, resulting in accelerated wear. D/CMO is to investigate the allocation of vehicles. CSS is to investigate the maintenance and tyres concerns. CSS

Speak S Log O

e. Alternative Accommodation. Ghanbatt reported that they were under pressure from the civil authority to move from the barracks at Butare they currently occupied, into 500 man camp [illegible] accommodation. CO is to report on the status of the contracts to renovate sites chosen as alternatives. The availability and serviceability of replacement accommodation equipment

f. Employment of Milobs. The vehicle shortage reduced the useful employment of the 26 Milobs in Ghanbatt's AOR. D/CMO is to investigate the attachment of Milobs with infantry ptls to gain knowledge of their AOR, formal instruction in Kinirwanda and French, and associated military training.

Speak
S/ O

D/CMO

4. A written report on the above points is to be forwarded to FC through MA by Thu 27 Oct.

F HADDOW
Lt Col RM
MA to FC

Distribution:

Action:

DCos Ops
DCos Sp
D/CMO
ComdHAC
Comd Tac HQ
CO Ghanbatt
OC Malawi Coy
CFS

Information:

FC
DFC

MISC

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : K. NILSVANG
CCPO

FILE NO : CIV/6434.02

FROM : MILOB GP HQ

DATE : 17 NOV 94

SUBJ : **EVALUATION REPORT OF SHORT-TERM STAFF**

REF : YOUR LTR NO LOC/PERS.NS DATED 27 OCT 1994

1. Find attached the Evaluation Report of short-term staff of the following civilian personnel working in MILOB GP HQ

a. KAYIGEMA JACQUES
b. KAZUBA ELIPHAZ BIMENYIMANA
c. NTIGULIRWA JEAN-MARIE-VIANNEY

2. Accept for your action.

OPPONG KYEKYEKU
Lt Col
for CMO

MISC

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Section Chiefs

DATE: 27 October 1994

REF: LOC/PERS.NS

FROM: K. Nilsvang
CCPO

SUBJECT: Evaluation of short-term staff

Reference is made to our memorandum of 10 September 1994 (copy attached), in which you were informed of the requirement to evaluate the local staff of your respective section at the end of October, date at which their initial contract is due to expire. You were also requested to prepare job descriptions to match each of the encumbered posts. In order to assist us in determining whether or not all the contracts should be renewed at the end of October for a further one-month period, we are annexing an evaluation form to be duly completed for all your local support staff. Please return them by 4 November at the latest.

Please note that we are unable to place Local Staff on the 300 series (LD) at this stage because we lack the necessary mechanism to implement it in line with its given rules and regulations. Additional information is required from New York on this issue. Please inform your staff accordingly.

In the meantime, we shall continue with the SSA contracts until further notice.

Thank you for your cooperation.

cc: SRSG's office
FC's office
Exe. Dir
OIC/ADM
FSA/Sectors
CIVPOL & MILOBS

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : See Distribution **FILE NO** : MILOB/MISC/6433.02

FROM : MILOB GP HQ **DATE** : 11 November 1994

SUBJECT : **UNAMIR VISITS PLANNING CHECKLIST**

Attached is a self explanatory letter on the above mentioned subject for the information and guidance of all Country/Contingent Senior Officers.

K OPONG-KYEKYEKU
Lt Col
SMPO

DISTRIBUTION:

External:

Action:

All Sectors

CHAC

ATC

Internal:

Action:

SOO

SPLANS

SLOGO

HQ milobs Gp

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

8/7/11

INTER-OFFICE MEMORANDUM

MEMORANDUM INTERIEUR

Country Seniors should get a copy of this Ltr.

To: DISTRIBUTION LIST

Info: MA/FC

From: AMA/FC

Date: 5 November 1994

Subject: UNAMIR VISITS PLANNING CHECKLIST

1. There would appear to be great variety in the methods used to coordinate the visits of the several type of delegations that chose to visit UNAMIR HQ and its contingent elements.

2. As the Force Commander's Visits Officer, I have taken it upon myself to develop and by way of this memorandum, provide an outline to all personnel who find themselves in charge of a visit. It is hoped that acceptance of this checklist will allow me greater awareness of visits to UNAMIR and possibly also give me the chance to support you in the planning of your activities.

3. Please accept this checklist as delivered. I am open to suggestion for change. If you have a need for force-level support please advise me as soon as possible. Resources are not limitless, and coordination is necessary. I want the visit of your personnel to be as satisfying as possible. I can be contacted at UNAMIR HQ local 11121.

P.T. Campbell
Major
AMA/FC & Visits O

DISTRIBUTION LIST

List A
List B
List D
Office of the SRSG
ED
CAO
CPO

UNAMIR VISITS OFFICER

5 November 1994

CHECKLIST

1. INITIAL WARNING/REQUEST OF VISIT

A. EITHER CIVILIAN THROUGH SNR POL OFFR (ISELE) or

B. UNHQNY FROM REQUESTING CONTRIBUTING NATION or

C. DIRECT FROM CONTRIBUTING NATION TO CONTINGENT HQ

2. DESIGNATION OF VISIT OPI

A. POLITICAL - as designated by CPO or Snr Pol Staff

B. MILITARY - UNAMIR HQ then VISITS O
- CONTINGENT HQ then as designated

3. DIVISION OF RESPONSIBILITIES

A. LEVEL OF SUPPORT FROM UNAMIR HQ TO INCLUDE
- air support
- VIP accommodation
- helicopter support
- ground transport
- escort support
- briefings

B. LEVEL OF SUPPORT FROM CONTINGENT HQ TO INCLUDE
- as per above except provided within contingent resources

4. PRODUCTION OF VISIT SCHEDULE - INITIAL

at this point major items/reqrs from above process should be revealed
- Courtesy Calls to senior staff - SRSG, FC, ED or RWANDA reps;
- UNAMIR Briefing to guest by SRSG & FC, or DCOS Ops/Sp staff;
- Scope of Visit: either UNAMIR (mil or pol) or Contingent only or combination of both;

5. OPI DEVELOPS VISIT SCHEDULE Visits Officer assists

6. OPI PUBLISHES VISIT SCHEDULE - FINAL VERSION Visits Officer assists

P.T. Campbell, Major UNAMIR Visits Officer 11121

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : See Distribution **FILE No:** MILOB/MISC/6433.03

FROM : MILOB GP HQ **DATE** : 9 November 1994

SUBJECT : FLYING OF NATIONAL FLAGS

1. Attached is a self explanatory letter on the above mentioned subject. It is requested MILOBS attention is drawn to paragraphs 2 and 3 of the letter.

2. Please accept for guidance and compliance.

K OPONG-KYEKYEKU
Lt Col
for CMO

Distribution:

External:

Action:

All Sectors

CHAC

Information:

MA to DFC/COS/CMO

Internal:

Action:

SOO

SPLANS

SLOGO

HQ MIL OBS GP

Dcyo 7/11

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

Please info all MILOB Secs to post the rule. SMPO

4000.1/LOG-45

From: Colonel K P O'Kelly
Deputy Chief of Staff (Support)

UNAMIR Force Headquarters
Kigali
Rwanda

See Distribution

5 Nov 94

FLAGS

1. Various matters affecting the operation and administration of UNAMIR and relations between the Force and the Government of Rwanda are governed by a Status of Mission Agreement. This Agreement gives UNAMIR certain rights but also imposes certain responsibilities. If we expect to enjoy the rights and privileges accorded to us, it follows that we must scrupulously observe the duties and responsibilities placed upon us.

2. Article IV, paragraph 8 of the Agreement states:

> The Government recognizes the right of UNAMIR to display within Rwanda the United Nations flag on its headquarters, camps or other premises, vehicles, vessels and otherwise as decided by the Special Representative. Other flags or pennants may be displayed only in exceptional circumstances. In these cases, UNAMIR shall give sympathetic consideration to observations or requests of the Government.

3. It has been noted that a number of contingents have adopted the practice of flying their own national flags on their locations, in addition to the United Nations flag; this clearly falls outside the terms of the Agreement and is to cease.

K P O'KELLY
Col
DCOS (Sp)

Distribution:

Lists A and D
Office of SRSG
CAO
DCOS (Ops)
G1

UNITED NATIONS NATIONS UNIES MOP

VOUCHER FOR REIMBURSEMENT OF EXPENSES

To be completed by Controller	Cheque No.	Examiner:	Currency:	Voucher No.:
Amount:	Bank No.	Approving Officer:	Country:	Date:

TO BE COMPLETED BY CLAIMANT (Please TYPE or PRINT)

PAYEE: CAPT F. NIB-SANZIRI CATEGORY: MILOBS

Cheque to be
- [x] Called for at CASHIER's office — Indicate your Tel. Ext. ____
- [ ] Mailed to following address:
- [ ] Mailed to following BANK A/C: AND Payee Advice to be mailed to:

This space to be filled in by HQ.

Duty Station: ____

Dept./Div. or Office: ____

P.T.8 or MOD No.: ____

Account No. ____

DATE	Attachment No.	DESCRIPTION OF EXPENSES (Tickets purchased, Terminal expenses, Telegrammes, Taxis, Authorized excess baggage, etc.)	LOCAL CURRENCY	EXCHANGE RATE	U.S.$ EQUIVALENT	For Financial Services: Approved Amount
13 MAY 94	1567301	AIRPORT PASSENGER SERVICE CHARGE			US$ 20.00	
31 MAY 94	1631337	AIRPORT PASSENGER SERVICE CHARGE			$ 20.00	
20 JUN 94	1591081	AIRPORT PASSENGER SERVICE CHARGE			$ 20.00	
6 JUL 94	A133405	AIRPORT PASSENGER SERVICE CHARGE			$ 20.00	
10 JUL 94		TELEPHONE CALL	10860.00	917	$ 11.00	
				TOTAL TRAVEL ALLOWANCE (See REVERSE SIDE)	$ 91.00	

I claim the subsistence and terminal expenses in connexion with the journey (as indicated on the reverse side hereof), which I certify to have been made as authorized. I further certify that all expenses claimed represent actual disbursements made by me, and dependants indicated, actually travelled as shown.

Signature of Claimant: F Sanziri Date: 8 Aug 94

This claim is in conformity with the journey as actually authorized. Payment of subsistence and/or transit allowances, is approved for all official stopovers and necessary travel time reported by the Claimant on the reverse side, except as otherwise noted by me.

☐ NO EXCEPTIONS ☐ FINAL CLAIM ☐ FOR EXCEPTIONS, SEE REVERSE

Signature of Auth./Certifying Officer: ____ Date: ____

TOTAL	
LESS ADVANCES	
BALANCE DUE UNITED NATIONS IF ANY	
NET PAYMENT	

GENERAL ACCOUNT	AMOUNT (U.S.$) Dr. or Cr.*	ALLOTMENT ACCOUNT	LIQUIDATION AMOUNT	OBLIGATION DOCUMENT	DESCRIPTION / I.O.V.
Total Debits	Total Credits		Total Liquidations		

* Indicate by brackets

Submit Claim – — ORIGINAL plus ONE copy to FINANCIAL SERVICES — ONE copy to CERTIFYING OFFICER

F.10 (6-86) - E. (over)

TO BE COMPLETED BY CLAIMANT

PLEASE TYPE or PRINT: Extra sheets should be attached with full explanation of lengthy or involved travel. Submit a separate Form F.10 if eligible dependants have itineraries which differ from yours. Subsistence may be subject to a reduction after 60 days under Staff Rules.

Do you have eligible dependants residing with you at your official duty station? *Yes* ☐ *No* ☐

ANNUAL LEAVE TO BE CHARGED: _____ DAYS

For Use of Controller ONLY

Remarks: List names and ages of dependants

CITY AND COUNTRY OF DEPARTURE AND ARRIVAL	MODE OF TRAVEL	DATE DAY	DATE MONTH	DATE YEAR	HOUR *	Indicate whether UN or GOVT. vehicle was made available at DEP and/or ARR Yes	No	COMMENTS OF ADM./CERTIFYING OFFICER REGARDING STOP-OVERS, DELAYS, ETC
EP: NAIROBI - KENYA		13	MAY	54		☑	☐	
RR: KIGALI - ~~KENYA~~ RWANDA		13	MAY	54		☑	☐	
	Official ☑ Personal ☐							
EP: NAIROBI - KENYA		31	MAY	54		☑	☐	
RR: KIGALI - RWANDA		31	MAY	54		☑	☐	
	Official ☑ Personal ☐							
EP: NAIROBI - KENYA		30	JUN	54		☑	☐	
RR: ENTEBBE - UGANDA		30	JUN	54		☑	☐	
	Official ☑ Personal ☐							
EP: ENTEBBE - UGANDA		07	JUL	54		☑	☐	
RR: KIGALI - RWANDA		07	JUL	54		☑	☐	
	Official ☑ Personal ☐							
EP:						☐	☐	
RR:						☐	☐	
	Official ☐ Personal ☐							
EP:						☐	☐	
RR:						☐	☐	
	Official ☐ Personal ☐							
EP:						☐	☐	
RR:						☐	☐	
	Official ☐ Personal ☐							
EP:						☐	☐	
RR:						☐	☐	
	Official ☐ Personal ☐							

* *HOUR should indicate time of departure from or arrival at airports, piers or railroad stations. Any deviation from itinerary and standards of accommodation authorized by Form PT.8 and any stop-over not authorized thereby must be supported by full explanation; otherwise your claim may be reduced.*

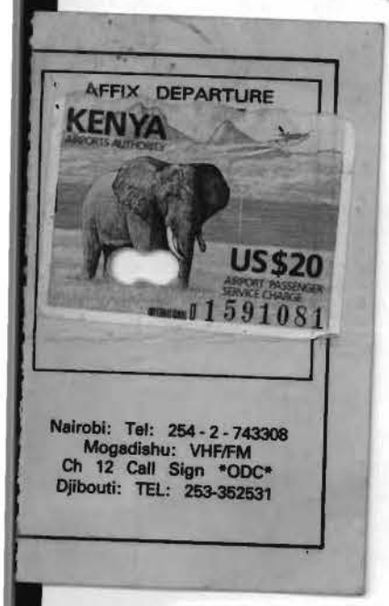
NOTICE TO TRAVELLER: All receipts for transportation and excess baggage, used air transportation stubs and any unused transportation tickets and excess baggage coupons (MCO's) must be returned to the United Nations together with the original Travel Authorization (PT.8) and attached to the claim. The Laissez-Passer should be returned to the Purchase and Transportation Service upon completion of the travel.

REMARKS: (List here attached unused tickets by stating ticket number and the route covered by the ticket.)

Total Travel Allowance in U.S.$ .....

Value of MCO's received:	U.S.$
Value of MCO's used:	U.S.$
BALANCE of MCO's to be returned to the U.N.:	U.S.$

The balance of the MCO's is represented by the following coupon numbers:



UGANDA HOTELS LIMITED
P.O.BOX 7173 KAMPALA UGANDA

DATE 10/7 1994

FRANCIS

TELEPHONE / ~~TELEX~~	AMOUNT
2129633092	10800=
~~USA~~	
KIGALI	
18mins	
108,000/=	
	10800=

NOTE THAT ALL CREDIT SALES CARRY 30% SURCHARGE

Signed..... Date.....

Room No 202 EXT ..... No 0444

ROUTING SLIP — **FICHE DE TRANSMISSION**

TO: / A: Major SENCHIM - DCMPO

FROM: / DE: DIDIER PANSIOT - Claims unit

Room No. – No de bureau	Extension – Poste	Date
3068	11103	20 Octobre 1994

FOR ACTION		POUR SUITE A DONNER
FOR APPROVAL		POUR APPROBATION
FOR SIGNATURE		POUR SIGNATURE
FOR COMMENTS		POUR OBSERVATIONS
MAY WE DISCUSS?		POURRIONS-NOUS EN PARLER ?
YOUR ATTENTION		VOTRE ATTENTION
AS DISCUSSED		COMME CONVENU
AS REQUESTED		SUITE A VOTRE DEMANDE
NOTE AND RETURN		NOTER ET RETOURNER
FOR INFORMATION		POUR INFORMATION

As all indosed claims forms are incomplete, please advise claimants to contact us for clarifications such:

1. Correct identification with UNID, first and family names correctly written.
2. Circumstances with clear addres of residence (Location of incident).
3. Replacement costs with dates and places of purchase.
4. Wether inventory list has been submitted upon arrival in mission area.

Please provide only this missing information which applies to you. We advise you to provide us with requested information in the formal memo attached to your claim form adressed to UNAMIR/CLAIMS UNIT.

Thank you for your cooperation.

COM.6 (2-78)

FROM

NBO

TO KIGALI

FOR YOUR FUTURE FLIGHTS REMEMBER; YOU MUST CONFIRM YOUR RESERVATIONS ON ANY UN AIRCRAFT THROUGH ODC AT LEAST 24 HOURS PRIOR TO SCHEDULED DEPARTURE.

received on 19 October 1994
at claims Unit

UNAMIR

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

INTER-OFFICE MEMO

TO: FINANCE DATE: 13/9/94

FROM: MAJOR W CHIKURA / ZIMBABWE

SUBJECT: LOSS OF PERSONAL EFFECTS IN RWANDA

I WISH TO PUT IN A CLAIM FOR REIMBURSEMENT FOR LOSS OF PERSONAL EFFECTS IN RWANDA WHICH WERE LOST AS FOLLOWS:

DATE: 8 APRIL 1994
LOCATION: KIGALI

CIRCUMSTANCES: Following the shooting down of the former President of Rwanda on 6 April 1994, I was based in Butare as an observer hence renting another house in Remera Tship in Kigali, as a result I could not manage to retrieve my personal belongings

AN INVENTORY OF THESE PERSONAL EFFECTS IS ATTACHED. I AM CLAIMING A TOTAL AMOUNT OF $ 928.00. PLEASE NOTE THE FOLLOWING DETAILS REGARDING THE REIMBURSEMENT:

1. I WISH TO BE REIMBURSED IN: ~~ZIMBABWE~~ US CURRENCY.
2. MY BANK ACCOUNT No. IS AS FOLLOWS:

8592276 STANDARD CHARTERD 108 JASON MOYO STREET BOX 1171 BULAWAYO ZIMBABWE

3. MY CONTACT ADDRESS IS AS FOLLOWS:
29 TEBBER AVE KUMALO NORTH BULAWAYO ZIMBABWE

Chikura

SIGNATURE OF CLAIMANT

Certified that Maj Chikura was in the Mission Area at the beginning of the Rwandan war.

Demps O
19/10/94

INVENTORIES OF FURNITURE, HOUSEHOLD, EFFECTS, AUTOMOBILES AND VALUABLES

NOTE: please complete this form in the following order:

A. FURNITURE AND HOUSEHOLD EFFECTS IN:

1. Living room
2. Dinning room
3. Bedroom No 1
4. Bedroom No 2
5. Bedroom No 3
6. Bedroom No 4 *
7. Office
8. Kitchen
9. Laundry
10. Balcony
11. Other rooms
12. garage

B. AUTOMOBILE(S)
C. VALUABLES
D. CLOTHING

NAME: BERNARD WELLINGTON CHIKURA EOD U.N.: 2145

FunctionalTitle: OBSERVER Rank: MAJOR

Address: 29 TEBBER AVE KUMALO NORTH BULAWAYO ZIMBABWE

Date of Inventory:

Description of item	Place of Purchase	Date of Purchase	Purchase Cost Local Currency	US$	Replacement Cost
BEDROOM NO 4					
1x MIL BINOCULARS	ZIMBABWE		$250.00	$31.2	
1x Compass	ZIMBABWE		$500.00	$68.4	
1x Sleeping bag	ZIMBABWE		$300.00	$37.4	
C. VALUABLES					
1 x PANASONIC CASSET PLAYER			$2.25000	$288.00	
1 x CAMERA (AUTO)	ZIMBABWE		$1.00.00	$125.00	
1 x VIDEO CAMERA	KENYA		$14.0000	$175.00	
D CLOTHING					

Description of item	Place of Purchase	Date of Purchase	Purchase Cost Local Currency	US$	Replacement Cost
1 CLOTHING					
2 x SUITS	ZIMBABWE		$1.500.00	$185.00	
1 x PAIR SHOES	ZIMBABWE		$120.00	$15.00	
2 x MIL SHIRTS	ZIMBABWE		$80.00	$8.00	
2 x MIL TROUSERS	"		$120.00	$15.00	

Received on 19 October 1994 at UNAMIR Claims Unit

UNAMIR

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

INTER-OFFICE MEMO

TO: UNAMIR - FINANCE SECTION. DATE: 24 JUN 94

FROM: LT CDR S I ALADE NIGERIA UNAMIR ID# MILOB 66b

SUBJECT: LOSS OF PERSONAL EFFECTS IN RWANDA

I WISH TO PUT IN A CLAIM FOR REIMBURSEMENT FOR LOSS OF PERSONAL EFFECTS IN RWANDA WHICH WERE LOST AS FOLLOWS:

DATE: 22 APRIL 1994

LOCATION: KIGALI

CIRCUMSTANCES: BANDITS BROKE INTO MY RESIDENCE IN KIGALI.

AN INVENTORY OF THESE PERSONAL EFFECTS IS ATTACHED. I AM CLAIMING A TOTAL AMOUNT OF $797. PLEASE NOTE THE FOLLOWING DETAILS REGARDING THE REIMBURSEMENT:

1. I WISH TO BE REIMBURSED IN US DOLLAR CURRENCY.

2. MY BANK ACCOUNT NO. IS AS FOLLOWS:

PINACLE COMMERCIAL BANK LTD
NAVAL BASE. APAPA LAGOS NIGERIA
A/C NO: 11105182 7

3. MY CONTACT ADDRESS IS AS FOLLOWS:

MILOBS GP HQ
KIGALI

SIGNATURE OF CLAIMANT

DRAFTER: L. BAULA

Certified that Lt Cdr Alade was in the Mission Area at the beginning of the Rwandan Crisis.

DEMPO
19/10/94

INVENTORIES OF FURNITURE, HOUSEHOLD EFFECTS, AUTOMOBILES AND VALUABLES *

Note: Please complete this form in the following order:

A. FURNITURE AND HOUSEHOLD EFFECTS IN:

1. Living Room
2. Dining Room
3. Bedroom No. 1
4. Bedroom No. 2
5. Bedroom No. 3
6. Bedroom No. 4
7. Office
8. Kitchen
9. Laundry
10. Balcony
11. Other Rooms
12. Garage

B. AUTOMOBILE(S)
✓C. VALUABLES
✓D. CLOTHING

Name: LT CDR S I ALADE
EOD U.N.:
Functional Title: MILOBS
Grade/Rank: LT CDR
Address: UNAMIR KIGALI
Date of Inventory: 23 JUN 94

Description of Item	Place of Purchase	Date of Purchase	Purchase Cost** Local Currency	US$	replacement cost
01 SUITCASE	LAGOS	1984	₦350	$292	$350
CLOTHINGS	LAGOS	1992	₦5000	$227	$250
VALUABLES (CITIZEN WRISTWATCH)	NEW YORK	1993	$210	$210	$210
CALCULATOR	LAGOS	1993	₦1500	$68	$75

* It is the staff member's responsibility to advise the Designated Official of changes in the information given.

** State only in currency acquired.

Description of Item	Place of Purchase	Date of Purchase	Purchase Cost** Local Currency	US$	replacement cost

1233

SUITE

Received on 19 October 1994.
at claims Unit.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR MINUAR

INTEROFFICE MEMORANDUM

To: CAO/. Claims OFFICER

Date: 5 Oct 94

From: CAPT SENYO AYER

UNAMIR ID: M0550

SUBJECT: LOSS OF PERSONAL EFFECTS IN RWANDA

I WISH TO PUT IN A CLAIM FOR REIMBURSEMENT FOR LOSS OF PERSONAL EFFECTS IN RWANDA WHICH WERE LOST AS FOLLOWS:

DATE: 29th JUNE 1994

LOCATION: RWANDA

CIRCUMSTANCES: EVACUATION OF UNAMIR PERSONNEL DURING THE RWANDAN WAR

AN INVENTORY OF THESE PERSONAL EFFECTS IS ATTACHED. I AM CLAIMING A TOTAL AMOUNT OF $925.00. PLEASE NOTE THE FOLLOWING DETAILS REGARDING THE REIMBURSEMENT:

1. I WISH TO BE REIMBURSED IN USD ($) CURRENCY.

2. MY BANK ACCOUNT NO. IS AS FOLLOWS:

AGRICULTURAL DEVELOPMENT BANK
TAMALE BRANCH
A/C No : 9121

3. MY CONTACT ADDRESS IS AS FOLLOWS:

CAPT SENYO AYER
AIRBORNE FORCE
BARWAH BARRACKS
TAMALE - GHANA

OR UNAMIR (MILOBS)
P.O. Box 749
KIGALI - RWANDA

SIGNATURE OF CLAIMANT

Certified that Capt Ayer was in the Mission Area at the beginning of the Rwanian war.

R Dempo 19/10/94

Note: Please complete this form in the following order

A FURNITURE AND HOUSEHOLD EFFECTS IN.

1. Living Room	5. Bedroom No. 3	9 Laundry
2. Dining Room	6. Bedroom No. 4	10 Balcony
3. Bedroom No. 1	7. Office	11 Other Rooms
4. Bedroom No. 2	8. Kitchen	12. Garage

B. AUTOMOBILE(S)
C. VALUABLES
D. CLOTHING

3

Name: SENYO AYER EOD U.N.: 21 dec. 94

Functional Title: MIL OBSERVER Grade/Rank: CAPT

Address: UNAMIR MILOBS RWANDA Date of Inventory:

Description of Item	Place of Purchase	Date of Purchase	Purchase Cost** Local Currency	US$	replacement cost USD
1. SUITCASE				120	120
2. WOLLEN SUIT				300	300
3. PERSONAL CLOTHING				250	250
4. TOILETORIES				50	50
5. DRINKS				50	50
6. MILITARY UNIFORMS 4 PAIRS				120	120
7. MILITARY JACKET				35	35
					$925

* It is the staff member's responsibility to advise the Designated Official of changes in the information given.

** State only in currency acquired

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

U N A M I R

TO : FORCE HQ (Pers Section) FILE No: MILOB/MISC/6433.0

INFO : SAO

FROM : MILOB GP HQ (Pers Br) DATE: 06 AUG 94

SUBJECT: EMPLOYMENT OF STAFF / LOCAL PERSONNEL

1. The current operational situation in the country requires normal working condition at our HQ and 5 other sector HQs. It is therefore requested that the necessary arrangements be made for the employment of the following local staff personnel to assist in running our offices.

b.	7 x Clerks (staff)	-	2 for MHQ and 1 for each sector HQ
a.	7 x Interpreters	-	2 for MHQ and 1 one for each sector HQ
c.	7 x Cleaners/Security Gds	-	2 for MHQ and 1 for each sector HQ

2. It is hoped that this will be done in good time to help facilitate our ever increasing work in the new expanded UNAMIR.

3. Please accept for your necessary action.

CMO

KAIZER RIZVI
Maj
for CMO

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

UNAMIR - MINUAR

TO : CCPO **FILE NO:** MISC/6433.01

FROM : MILOB GP HQ **DATE : 15 September 1994**

SUBJECT: EMPLOYMENT OF CIVILIAN CARETAKER FOR KIGALI SECTOR HQ

1. Attached find a letter from Kigali MILOB Sector for the need to employ a local civilian caretaker - Mr NDABABANYE ALFRED.

2. I concur fully with the contents of the letter and sincerely request your humble consideration to employ this local.

3. Regards.

MOEEN U AHMED
~~I D TIKOCA~~
Colonel
For Chief Military Officer

Info : KIGALI Sec HQ

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

KMS/1018/LOG 11 SEPTEMBER 94

From: Kigali Milob Sector HQ

To: Milob Gp HQ (Log Branch)

Info: Force HQ (Log Branch)

EMPLOYMENT OF CIVILIAN CARETAKER FOR KIGALI MILOB SECTOR HQ

Refs:

A. This HQ ltr no.KMS/1005/LOG dated 29 Jul 94.
B. Milob Gp HQ ltr no. nil dated nil. on the subj.

1. When Kigali Milob Sector HQ was raised during the war on 30 May 94 in Amohoro Stadium Complex there was a need to employ a civilian person to do odd jobs in the HQ like sweeping floors, cleaning furniture and for the general upkeep of the HQ. Subsequently an individual named **NDABABONYE ALFRED** was employed on 30 May 94 for the job.

2. Since then the individual has worked in this HQ and has helped a lot when this HQ was moved from Amohoro Stadium Complex to KIMIHURURA and later to its present location. Presently **ALFREDO** is performing the following jobs in this HQ:

a. Keeps the HQ building and the surrounding areas clean.

b. Takes care of the generator, receives fuel for it from the BRITCONT personnel every day, fills the generator when required and switches it on and off as necessary. The Communication Branch personnel have trained him about it.

c. Mans the main gate of the HQ, opening and closing it at night when required.

d. Sets the furniture for conferences and meetings and keeps them clean.

e. Performs the duties of a security guard at night.

3. In view of the above it is requested that the individual be given employment by UNAMIR and be paid from the day he is working for this HQ, that is from 30 May 1994 at the prescribed rate for his job. His biodata is given below. Other necessary forms and documents for his employment have been forwarded to the relevant authorities in CAO's office.

Name	: **NDABABONYE ALFREDO.**
Father's Name	: **SEBULIKOKO.**
Commune	: **CYUMBA.**
Prefecture	: **BYUMBA.**
Date of Birth	: **MAY 1955.**
Last Employment	: **Messenger of Minister DE LA JEUNESSE MIJEMA.**
Languages Understands	: **KINIYARWANDA and FRENCH.**

3. It may be mentioned here that **ALFREDO** has proved to be a very honest and hard working person and his services are very much needed for the smooth functioning of this HQ. The undersigned strongly recommends that he be employed by UNAMIR for this HQ.

2. An early action on the matter is solicited please as the individual is working since 30 May 94 but has not been paid so far.

MUSTAFIZUR RAHMAN
Lt Col
Sector Commander

SMPO: Draft a cover letter to SSPO.

CCPO

from CMO.

I concur fully with the content of the letter attached and hence sincerely request your humble consideration to employ this local

Sd/
CMO

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : SAO **FILE NO** : MILOB/MISC/6443.04

FROM : MILOB GP HQ **DATE** : 3 October 1994

INFO :

SUBJECT : **EMPLOYMENT OF LOCAL STAFF**

1. With the expansion of UNAMIR the functions of this HQ have increased into manifolds with its various branches and sections. For the smooth functioning of this HQ the work load and duties are distributed into its many offices of this establishment which require daily cleaning and maintenance. Besides, this establishment holds a big surrounding area which also to be maintained and secured. However, the local civilian staff component for manual jobs ie. cleaning and security work have not been considered before.

2. In view of this, it is requested that the necessary arrangements be made for the employment of at least two cleaners and 2 night guards.

3. Fortunately, this HQ has since Aug 94 benefitted from the services of two locals in the areas of cleaning and night security and have been found to be dedicated and sincere. Attached is their attendance record for the period.

4. In order to avoid the process of vatting other local staff for the same job, it is recommended that the employment of these two prospective workers be regularised and the necessary outstanding payments made to them.

MOEEN UDDIN AHMED
Col
DCMO

file

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

TO : All Branch
MHQ.

Date : 07 Oct 94

FROM : A/ CMO

SUBJECT : Correspondence/ out going letters

1. All Branch Heads are requested to approve the draft letters/ correspondence before despatch or despatch letters after the office copy seen by the A/ CMO. You are also requested to show the incoming mails to A/ CMO.

2. Forwarded for compliance.

MOEEN UDDIN AHMED
Col
A/CMO

10/10

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : SAO **FILE NO** : MILOB/MISC/6443.04

FROM : MILOB GP HQ **DATE** : 3 October 1994

INFO :

SUBJECT : **EMPLOYMENT OF LOCAL STAFF**

1. With the expansion of UNAMIR the functions of this HQ have increased into manifolds with its various branches and sections. For the smooth functioning of this HQ the work load and duties are distributed into its many offices of this establishment which require daily cleaning and maintenance. Besides, this establishment holds a big surrounding area which also to be maintained and secured. However, the local civilian staff component for manual jobs ie. cleaning and security work have not been considered before.

2. In view of this, it is requested that the necessary arrangements be made for the employment of at least two cleaners and 2 night guards.

3. Fortunately, this HQ has since Aug 94 benefitted from the services of two locals in the areas of cleaning and night security and have been found to be dedicated and sincere. Attached is their attendance record for the period.

4. In order to avoid the process of vatting other local staff for the same job, it is recommended that the employment of these two prospective workers be regularised and the necessary outstanding payments made to them.

MOEEN UDDIN AHMED
Col
DCMO

WEEKLY ATTENDANCE RECORD

REMARKS: PLEASE RETURN THIS FO
DULY COMPLETED AND SI
DIRECTLY TO PERSONNEL
ON A WEEKLY BASIS

NAME: RWANGITINYWA THEMESTOCIES

SECTION: MILOB GP HQ

MONTH OF SEP YEAR 1994

ATTENDANCE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FULL DAY	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	
HALF DAY																															

TOTAL DAYS WORKE 30 DAYS

LEGEND:

A/L: ANNUAL LEAVE
S/L: SICK LEAVE
CTO: COMPENSATORY TIME OFF
P/K: PRESENCE IN KIGALI
P/N: PRESENCE IN NAIROBI
H: OFFICIAL HOLIDAY

CHIEF OF SECTION

WEEKLY ATTENDANCE RECORD

REMARKS: PLEASE RETURN THIS FO
DULY COMPLETED AND SI
DIRECTLY TO PERSONNEL
ON A WEEKLY BASIS

NAME: RWAGITINYWA THEMESTOCIES

SECTION: MILOB GP HQ

MONTH OF AUG YEAR 1994

ATTENDANCE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FULL DAY	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K
HALF DAY																															

TOTAL DAYS WORKE 31 DAYS

CHIEF OF SECTION

LEGEND:

A/L: ANNUAL LEAVE
S/L: SICK LEAVE
CTO: COMPENSATORY TIME OFF
P/K: PRESENCE IN KIGALI
P/N: PRESENCE IN NAIROBI
H: OFFICIAL HOLIDAY

WEEKLY ATTENDANCE RECORD

REMARKS: PLEASE RETURN THIS FO
DULY COMPLETED AND SI
DIRECTLY TO PERSONNEL
ON A WEEKLY BASIS

NAME: NIRERE JEAN DAMASCENE

SECTION: MILOB GP HQ

MONTH OF SEP YEAR 1994

ATTENDANCE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FULL DAY	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	
HALF DAY																															

TOTAL DAYS WORKE 30 DAYS

LEGEND:

A/L: ANNUAL LEAVE
S/L: SICK LEAVE
CTO: COMPENSATORY TIME OFF
P/K: PRESENCE IN KIGALI
P/N: PRESENCE IN NAIROBI
H: OFFICIAL HOLIDAY

CHIEF OF SECTION

WEEKLY ATTENDANCE RECORD

REMARKS: PLEASE RETURN THIS FO
DULY COMPLETED AND SI
DIRECTLY TO PERSONNEL
ON A WEEKLY BASIS

NAME NIRERE JEAN DAMASCENE

SECTION: MILOB GP HQ

MONTH OF YEAR

ATTENDANCE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FULL DAY	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K	P/K
HALF DAY																															

TOTAL DAYS WORKE _____

LEGEND:

A/L: ANNUAL LEAVE
S/L: SICK LEAVE
CTO: COMPENSATORY TIME OFF
P/K: PRESENCE IN KIGALI
P/N: PRESENCE IN NAIROBI
H: OFFICIAL HOLIDAY

CHIEF OF SECTION

WEEKLY ATTENDANCE RECORD

REMARK: [illegible] RETURN THIS FO
DULY COMPLETED AND SI
DIRECTLY TO PERSONNEL
ON A WEEKLY BASIS

NAME NTIGOLIRWA Jean-Marie-Vianney

SECTION MILOB GP HQ

MONTH OF SEPTEMBER YEAR 1994

ATTENDANCE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FULL DAY															P/K	P/K	H	H	P/K	P/K	P/K	P/K	P/K	H	H	P/K	P/K	P/K	P/K	P/K	H
HALF DAY																															

TOTAL DAYS WORKE 12

LEGEND:

A/L: ANNUAL LEAVE
S/L: SICK LEAVE
CTO: COMPENSATORY TIME OFF
P/K: PRESENCE IN KIGALI
P/N: PRESENCE IN NAIROBI
H: OFFICIAL HOLIDAY

CHIEF OF SECTION

WEEKLY ATTENDANCE RECORD

REMAIN[illegible] RETURN THIS FO[illegible] COMPLETED AND SI[illegible] DIRECTLY TO PERSONNEL [illegible] WEEKLY BABIS

NAME KAYIGEMA LJACQUES

SECTION MILOBS GP HQ

MONTH OF SEPTEMBER YEAR 1994

ATTENDANCE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
FULL DAY																									P/K P/K P/K P/K P/K H
HALF DAY																									

TOTAL DAYS WORKED 5

CHIEF OF SECTION

LEGEND:

A/L: ANNUAL LEAVE
S/L: SICK LEAVE
CTO: COMPENSATORY TIME OFF
P/K: PRESENCE IN KIGALI
P/N: PRESENCE IN NAIROBI
H: OFFICIAL HOLIDAY

WEEKLY ATTENDANCE RECORD

REMARKS: PLEASE RETURN THIS FO
DULY COMPLETED AND SI
DIRECTLY TO PERSONNEL
ON A WEEKLY BASIS

NAME BIMENYIMANA K. ELIPHAZ

SECTION MILOB GP HQ

MONTH OF SEPTEMBER YEAR 1994

ATTENDANCE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FULL DAY															P/K	P/K	H	H	P/K	P/K	P/K	P/K	P/K	H	H	P/K	P/K	P/K	P/K	P/K	H
HALF DAY																															

TOTAL DAYS WORKE 12

LEGEND:

A/L: ANNUAL LEAVE
S/L: SICK LEAVE
CTO: COMPENSATORY TIME OFF
P/K: PRESENCE IN KIGALI
P/N: PRESENCE IN NAIROBI
H: OFFICIAL HOLIDAY

CHIEF OF SECTION

WEEKLY ATTENDANCE RECORD

REMARKS: PLEASE RETURN THIS FO
DULY COMPLETED AND SI
DIRECTLY TO PERSONNEL
ON A WEEKLY BASIS

NAME BIANCA NDARUHUTSE C.

SECTION MLOBS GP HQ

MONTH OF SEPTEMBER YEAR 1994

ATTENDANCE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FULL DAY															P/K	P/K	H	H	P/K	P/K	P/K	P/K	P/K	H	H						
HALF DAY																															

TOTAL DAYS WORKED 7

LEGEND:

A/L: ANNUAL LEAVE
S/L: SICK LEAVE
CTO: COMPENSATORY TIME OFF
P/K: PRESENCE IN KIGALI
P/N: PRESENCE IN NAIROBI
H: OFFICIAL HOLIDAY

CHIEF OF SECTION

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA
U N A M I R

TO : SEE DISTRIBUTION **FILE NO** : MILOB/MISC/6443.04

FROM : MILOB GP HQ, PERS BR **DATE** : 27 September 1994

SUBJECT: LOSS OF PERSONAL EFFECTS IN RWANDA
MAJ TITUS WALIKI MOYO (UNID MO-640)

1. Attached find a completed claim form for loss of personal effect form for above mentioned officer.

2. Maj Moyo was duly posted to Milob Sector-1, Mulindi before the outbreak of the Rwandan civil war in April 94.
He had earlier on rented a house in Kigali where he kept his personal belongings and could not move them out to Mulindi before the start of the hostilities.

3. The said items were looted while he was on duty at his new position.

4. Forwarded for your consideration and necessary action.

DOUNKOV
Lt Col
For CMO

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : CAO **FILE NO** : MILOB/MISC/6443.04

FROM : MILOB GP HQ **DATE** : 19 SEP 94

INFO : TRAVEL SECTION

SUBJECT : BAGGAGE ALLOWANCE FOR MILITARY PERSONNEL AND CIVILIAN POLICE

REF : UNNY FAX NO YKF 1411 DATED 14 SEP 94

1. THE REVISED BAGGAGE POLICY PERMITS EACH MILOB 100 KG ACCOMPANIED BAGGAGE DURING THE TIME OF INITIAL TRAVEL TO THE MISSION AND 100 KG AS UNACCOMPANIED AT THE TIME OF REPATRIATION. MILOBS DO REQUIRE 100 KG ACCOMPANIED BAGGAGES ALLOWANCE SINCE ON ARRIVAL HOME THEY WILL BE POSTED TO VARIOUS PLACES OF THEIR RESPECTIVE COUNTRIES AND IT WILL BE VERY DIFFICULT FOR THEM TO TRACE AND GET BAGGAGES FOR UNCERTAIN PERIOD OF TIME. IN ADDITION MOST OF THE COUNTRIES CHARGES HEAVY TAXES FOR UNACCOMPANIED BAGGAGES WHICH HAS TO BE PAID BY THE INDIVIDUAL OFFICERS.

2. IN THE LIGHT OF ABOVE, YOU ARE REQUESTED TO AUTHORISE EACH UNMO 100 KG ACCOMPANIED ADDITIONAL BAGGAGE ON THEIR RETURN HOME (EXCLUDING FREE BAGGAGE ALLOWANCE PROVIDED BY COMMERCIAL AIRLINE). IF THAT IS NOT POSSIBLE MILOBS ARE TO BE GIVEN CHOICE OF 50 KG ADDITIONAL ACCOMPANIED BAGGAGE (EXCLUDING FREE BAGGAGE ALLOWANCE PROVIDED BY COMMERCIAL AIRLINE) OR 100 KG UNACCOMPANIED BAGGAGE DURING REPATRIATION.

3. IN ADDITION MOST OF THE COUNTRIES CHARGES HEAVY TAXES FOR UNACCOMPANIED BAGGAGE WHICH HAS TO BE PAID BY THE INDIVIDUAL OFFICERS.

4. IN THE LIGHT OF ABOVE, YOU ARE REQUIRED TO AUTHORIZE EACH UNMO 100 KG ACCOMPANIED ADDITIONAL BAGGAGE. IF THAT IS NOT POSSIBLE, OFFICERS ARE TO BE GIVEN CHOICE OF 50 KG ADDITIONAL ACCOMPANIED BAGGAGE OR 100 KG UNACCOMPANIED BAGGAGE DURING REPATRIATION.

5. FORWARDED FOR YOUR ACTIVE CONSIDERATION PLEASE.