INTER-OFFICE MEMORANDA 25 JAN 1994 - 13 DEC 1995

UNCLASSIFIED

EL/WG APR 2004

2 Items Strictly Confidential

M.B. 15 Dec. 2011

UN ARCHIVES

SERIES S-1120

BOX 25

FILE 4

ACC. 1998/0278

file: Security
2) Inter-Office Memo

Note to Chief of Security

I requested the report when I was serving as Acting ED and OIC/OSRSG because I believe the Head of Mission or the Executive Director should be consulted before such operations are mounted. I was as surprised as my colleagues to see armed, uniformed troops roaming through our offices in search of stolen computers. We are all concerned and would like to see an immediate end to the recent increases in the theft and other loss of UNAMIR equipment. I believe, however, that the proper methods should be followed.

On Sunday 28 May, 1995, whilst I was in my [illegible] Major Jimson Sichilima and the Camp Commandant came and informed me about a theft incident that UNAMIR HQ on the night of Saturday 27 May, 1995. 27 May, 1995. [illegible] it turned out to be the Movcon office [illegible] floor in the annex building to the HQ. The [illegible] the left hand side to the cafeteria. [illegible]

Sammy K. Bu[illegible]
Senior Politica[illegible] Advisor
1 June 1995

[illegible] the two Movcon staff members occupying the [illegible] computers, telephone fax machine, and some other s[illegible] were stolen. A search was conducted around the [illegible] the outlining bushes but to no avail. From that [illegible] was given to the guards at the gate to search [illegible] the HQ. In an attempt to recover the stolen items, [illegible] appraised of the situation [illegible]

[illegible] Monday 29, May, I informed the CAO Mr. [illegible] not long after, the FFH and the [illegible] to [illegible]

cc: SRSG
ED
CAO

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTER-OFFICE MEMORANDUM

DATE: December 13, 1995

TO: All UNAMIR Military and Civilian Staff

FROM: S. Matthew
Chief Administrative Officer

SUBJECT: **APPOINTMENT OF OIC ADMINISTRATION DURING MY ABSENCE**

Effective immediately, Mr. William Clive will assume the functions of OIC Administration until my return from compassionate leave.

Please accord him your usual cooperation.

United Nations Nations Unies

INTEROFFICE MEMORANDUM

Date: November 3, 1995

To: Chiefs of Sections/Unit

From: Abdoulaye Bah,
Chief General Services Officer

Subject: Acting Arrangements

During my absence on leave from 6 November to 18 November 1995, Mr. Mark Kiejna will be Officer-in-Charge of the General Services Section.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTER-OFFICE MEMORAMDUM
MEMORANDUM INTERIEUR

Date: 17 October 1995

TO: All International Civilian Staff
UNAMIR

FROM: Susan Matthew,
Chief Administrative Officer

SUBJECT: UN SALARY DISTRIBUTION FORMS

Please see below an excerpt from a fax dated 11 October 1995 received from the Field Administrations and Logistics Division:

> "WISH ADVISE THAT TO ENABLE U.N. CASHIER'S OFFICE TO PROCESS DIRECT DEPOSIT PAYMENTS ACCURATELY AND TO AVOID ERROR AND DELAY, STAFF MEMBERS SHOULD INDICATE TYPE OF BANK ACCOUNT AS CHECKING OR SAVINGS ACCOUNT."

Therefore, all Staff who have not yet made arrangements for direct salary deposit are requested to immediately contact the Civilian Personnel Section.

Thank you for your cooperation.

UNITED NATIONS - SALARY DISTRIBUTION REQUEST
INTERNATIONAL RECRUITED STAFF MEMBERS

This form is to be completed in duplicate and returned to Personnel Management & Support Services, Field Administration and Logistics Division, United Nations Headquarters, New York for onforwarding to the Payroll Unit of the Office of Programme Planning, Budget and Finance.

NAME: _____ INDEX NO: _____
(Last Name) (First Name) (Middle Initial)

DUTY STATION: _____
(City) (Country)

I hereby request the following currency distribution for payment of my salary and allowances (net base salary, post adjustment, dependency allowances and mobility and hardship allowance, as applicable) to take effect on:

_____
(Day) (Month) (Year)

1. Payable in local currency at the duty station: Percentage: _____
(Established Missions Only)

2. Payable outside the duty station in a single currency of choice: Percentage: _____

Currency of payment: _____

Name of Bank: _____

ABA Number (where applicable)** _____
** The ABA (American Banking Association) number can be obtained from your personal cheque (first nine digits in lower left-hand corner) or it can be obtained from your bank.

Address of Bank: _____

_____ ZIP Code _____ Country _____

Account Number: _____ Type of Account: - **CHECKING/SAVINGS (Delete one)**

Date: _____ **Signature:** _____
(Staff Member)

INSTRUCTIONS

This form must be used for the establishment of the currency distribution of payments of emoluments for the duty station, and ALL subsequent changes. Changes in the currency of payment of salary and allowances may be requested not more than twice a year. Requests must be submitted at least one month in advance of the proposed effective date of payments.

Date: _____ **Signature:** _____
(Chief Finance/Admin. Officer)

ST/AI/402 dated 23 March 1995

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

UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM

Date: 3 October 1995
Ref: COMMS/10.1

To: All Military & Civilian Staff

From: Thad Anglin
CCO

Subject: COMCEN - Sunday Schedule

Further to our memorandum of 20 September 1995 pertaining to the hours of operation of the COMCEN, please note that on Sundays, it will remain open from 10.00 - 11.00 hrs for the collection of faxes/cables.

file

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

UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM

Date: 20 September 1995
Ref: COMMS/9.36

To: All Military & Civilian Staff

From: Mr. Thad Anglin
CCO

Subject: New Operating Hours - COMCEN

Please note that commencing Monday 18 September 1995 the hours of operation for the Communications Centre (COMCEN) are as follows:

Monday to Friday .....0730 hrs to 2000 hrs.
Saturday .....0730 hrs to 1300 hrs.
Sunday .....closed for business

The Orderly Room at the Amahoro HQ may be utilized to send faxes to New York Headquarters after hours.

For coded or confidential material, please contact the Operations Duty Officer who will advise the Standby Duty Operator for transmission.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

September 18, 1995

TO: MR. S. K. BUO
A/EXECUTIVE DIRECTOR
OFFICE OF THE SRSG

FRO: RUPERT LEWIS
SUMMO

SUBJECT: OFFICE FURNITURE FOR THE INTERNATIONAL TRIBUNAL FOR RWANDA

As per our discussion, this note is intended to serve as confirmation of the fact that sometime during the previous (3rd) Mandate, a shipment of Office furniture which was scheduled for use by the International Tribunal for Rwanda, had arrived in the Mission area.

The furniture was subsequently distributed to various UNAMIR Offices. To that effect, please find attached a copy of the directive (from Mr. G.J. Wordley) which authorized the distribution.

To date the Office of the SUMMO has been working closely with the Trafipro Warehouse Management Team to provide Office furniture on a replacement basis to the I.T.R to meet its needs, in light of the imminent arrival of its International staff of Investigators.

This is an on going process, but due to Budgetary constraints we are limited in our immediate response.

Best regards.

cc. CAO
CISS

To SRSG, for informatio
as discussed.

Sammy Buo
18/9/95

(cc: [illegible])

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

UNAMIR - MINUAR

INTERNAL MEMORANDUM
MEMORANDUM INTERIEUR

Date: 6 September 1995

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

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

Subject: Office of the Spokesperson

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

Please extend to him your usual cooperation.

OUAZANY LATIFFA
OSRSG

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

UNAMIR - MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTER-OFFICE MEMORANDUM

1 September 1995

To: All UNAMIR International Staff Members

From: Ms Susan Matthew, CAO

Subject: International Staff - Regularisation of Rwandan visa for UNAMIR staff.

1. Please refer to our circular of 21 July 1995 requesting staff members to obtain an official entry visa for Rwanda before 31 August 1995.

2. As of today, only 116 of a total of 210, have submitted their Laissez-Passer for a visa for Rwanda.

3. It is advisable that those who have not yet obtained an official entry visa for Rwanda, should contact the Travel Unit and submit their LP to the Visa Clerk.

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NDEX	NAME	REMARKS
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
2100	ALBRIGHTSEN, M.	
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[illegible]6	ASHIMA, S.	
[redacted]		
16192	AWAWDEH, Z.	
[redacted]		
20036	BAH, A.	
37871	BALASUBRAMANIAN, T.	
92363	BALASUBRAMANIAN, V.	
[redacted]		
[redacted]		
[redacted]		
[redacted]		
5487	BATIOUK, H.	
36587	BAUDIN, P.	
47712	BENAMADI, Z.	
20930	BENTON P.	
25[illegible]	BLUMERIS, M.	
[illegible]3	BOELLA, G.	
2[illegible]45	BOOTH, M.	
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
80863	CARBONELL, M.C.	
20635	CARLOS, D.	
11154	CASTELLON G.	
[redacted]		

NDEX	NAME	REMARKS
[redacted]		
[redacted]		
39447	CHRISTENSEN, H.	
[redacted]		
1905	CONDE, M.	
[redacted]		
[redacted]		
7906	DAO, A.S.	
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
17145	DOMINGUEZ, L.	
24684	DRIGGERS, D.	
0207	DU CHATENET, S.	
77452	EINARSON, P.	
91332	EKESSA, B.	
[redacted]		
85766	FARAH, A.	
[redacted]		
[redacted]		
[redacted]		
06616	FORSINETTI, M.R.	
16919	GABA-KPAYEDO, K.	
[redacted]		
37670	GAYE, [illegible]	
[redacted]		
[redacted]		
[redacted]		
[redacted]		
37738	GONDJI, Z.	
[redacted]		
83087	GREGOIRE, R.	

INDEX	NAME	REMARKS
[redacted]	[redacted]	
210213	HALL, L.	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
241729	ISAAC, A.	
[redacted]	[redacted]	
213902	JAIRO, M.	
091999	JALLOH, I.	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
704642	KARLSSON, J.	
[redacted]	[redacted]	
091488	KAYAMBA, R.	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
915408	KIDANE, B.	
[redacted]	[redacted]	
603706	KIFLE, A.	
345231	KIRU, B.	
513528	KOUMAGO, A.	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
070193	LINDSTROM, L.	
[redacted]	[redacted]	
89214	LOMBARDO, J.	

INDEX	NAME	REMARKS
.72401	MASRI,A.K.	
714591	MATTHIAS, S.	
[redacted]		
)96970	MBAPPE, F.	
[redacted]		
[redacted]		
)64047	MCNEILL , P.	
)00000	MCNEILL, B.	
)77817	MENSAH, B.	
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
714696	MWAMADI, J.	
[redacted]		
[redacted]		
[redacted]		
599179	NCUBE, M.	
[redacted]		
[redacted]		
279734	NJINE, N.	
[redacted]		
[redacted]		
24 96	OCTONG, J.	
.5 58	OLER, E.	
525149	OSMAN, O.	
)91131	OUATTARA, C.	
[redacted]		
[redacted]		
[redacted]		
[redacted]		
229516	PARKES, E.	
[redacted]		
352900	PARNITUDOM, S.	
)62752	RAEKENA, R.	

INDEX	NAME	REMARKS
[redacted]	[redacted]	
187330	RAMACHANDRA, A.	
184792	RAMRATTAN, R.	
[redacted]	[redacted]	
293045	RETTA, A.	
185393	REYNOLDS, L.	
[redacted]	[redacted]	
[redacted]	[redacted]	
304088	SALIB, T.H.	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
240162	SEMRET, A.	
[redacted]	[redacted]	
092003	SHELLEY, J.	
690223	SIGURBJORNSSON, S.	
[redacted]	[redacted]	
[redacted]	[redacted]	
38700	SMITH, STEVEN	
[redacted]	[redacted]	
137752	SSALI, S.	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
808388	TADESSE, S.	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
38604	TOUSSIGNANT, G.	
[redacted]	[redacted]	
334340	URASA, T.P.	
276317	URRA, L.	

NDEX	NAME	REMARKS
20688	VALDEZ, H.	
77664	VALENZUELA, C.	
29750	VALENZUELA, F.	
10468	VAN DEN BERG, J.	
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
72637	YOFTAHE, D.	
[redacted]		

Inter - Office

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

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

Date: 26 August 1995

To: All Civilian and Military Staff

From: Wilfrid de Souza
Executive Director

Subject: Spokesman / acting arrangements

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

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

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

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

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

4. Thank you for your cooperation.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

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MISSION POUR L'ASSISTANCE AU RWANDA

Admin

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

DATE: 25 August 1995

TO: All UNAMIR Staff

FROM: Chaim Ouziel, CAO

SUBJECT: **Staff meeting**

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

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

Admin

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTER OFFICE MEMORANDUM

DATE: 24 August 1995

TO: All UNAMIR Staff

FROM: Chaim Ouziel, CAO

SUBJECT: **Foreign currency exchange**

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

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

INFORMATION CIRCULAR No. 046/95

DATE: 12 August 1995

TO: All UNAMIR Staff

FROM: Chaim Ouziel, CAO

SUBJECT: **Foreign currency exchange**

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

PROTOCOL

UNITED NATIONS | NATIONS UNIES

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

UNAMIR - MINUAR

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

TO: All Section Chiefs

FROM: Paul McNeill, Chief Finance Officer

DATE: August 21, 1995

SUBJECT: Officer in Charge

I will be away from the mission until 16 September.

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

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

Inter-Off 2

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

Date: 4 September 1995

To: All Military and Civilian Personnel

From: Wilfrid de Souza
Executive Director

Subject: **Absence from Mission Area**

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

2. Please extend to him your usual cooperation.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

TO : ALL MILITARY AND CIVILIAN PERSONNEL
AMAHORO BUILDING

THRU: MR. RUPERT LEWIS
SUMMO

FROM: NANCY MUGO
SO. HQ

DATE: 22 AUGUST 1995

SUBJECT: FURNITURE REQUIREMENTS FOR AMOHORO BUILDING

This office has continued to receive furniture requests from several offices located at the Amahoro Building. However, due to Personnel moving to Trafipro and the International Tribunal for Rwanda, we are unable to be issued with any furniture for this building.

We are aware that certain offices still require furniture, so kindly fill in the attached forms stating your requirements and we shall endeaviour to meet those needs from a future supply of office furniture.

Kindly return your forms to the Supply Office Rm. 1080 ASAP.

CC. TONY WHEELER
ISS STAFF ENGINEER

UNIT: OSRSG/Political. UNIT SUPPLY OFFICER:

ROOM #: 4077 SIGNATURE:

DATE: 28/8/95 UNID #:035 EXT #: 11071

ITEM	DESCRIPTION	UNIT	QTY REQ'D	TOTAL REQ'D	QTY AVAIL	REMARKS
1	CABINET FILING 3DRW	EA				
2	TABLE 6'	EA				
3	DESK	EA				
4	CHAIR ROTARY	EA	1			
5	CHAIR VISITOR	EA				
6	CABINET 2 DWR	EA				
7	SAFE	EA				
8	WHITEBOARD	EA				
9	MAPBOARD	EA				
10	CHALKBOARD	EA				
11	BASKET WASTE	EA				
12	COMPUTOR DESK	EA	1			

File: Inter - Office

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

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

To: A.B. Sidique Dao

Info: [redacted] CHAO

File Reference: 4000.1/LOG-34

Date: 16 Aug 95

Subject: Supply of Water to Director of Cabinet, MINIPLAN

Reference: Your Memo of 15 Aug 95

1. The problem of delivery of water to the residence of Ms Gassana is regretted. Unfortunately, the Brown and Root water vehicle drivers were replaced this past week and some disruption to the resupply of water occurred as a result. This has now been rectified.

2. Water was delivered to Ms Gassana's residence PM 15 Aug. Arrangements are in train to reconfirm delivery schedules to meet her requirements.

OIC, OSRSG (Mr. Bu)

for your info pl.

16.8.95

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: Col Osae-Addae, CHAO & Chairman, UHAAG

FROM: A. B. Sidique Dao, Humanitarian/Rehab. Officer

SUBJECT: Supply of Water to the Director of Cabinet, MINIPLAN

Some four weeks ago, Major Albert of HAC informed this office that water would be supplied to the residence of the the Director of Cabinet of the Ministry of Planning, Ms. Edith Gassana, following an urgent request by the latter which was endorsed, and infact approved, by the Office of the SRSG. According to Major Albert, water would be supplied to the Ms. Gassana's residence every four (4) days until the general situation improves in Remera where she lives. And as a matter of fact, water was actually supplied to the said residence on two occasions by the Canadian Logistics Group at Traffipro.

We are reliably informed, however, that no water has been supplied to the Director's residence for over ten (10) days now; even though UNAMIR has given assurances as indicated above. Obviously, this is causing serious hardship and embarrassment to all the parties involved. You would recall that I brought this matter to your attention last week for appropriate action.

Could you please intervene to ensure an immediate resumption of water supply by UNAMIR to the residence of Director Gassana? We should be obliged for your co-operation.

Cc: OIC, OSRSG
[redacted]

1) DCOS Sp
Info. Follow up will be done
Co
15/8

2) 95 CMSG/OPS O
Please investigate and rectify. Water is to be delivered once a week not every four days; however, if you would be so kind as to confirm the requirement with Ms Gassana, I'd be grateful
DCOS Sp
15 Aug 95

3) 95 CMSG
Water delivered to location at 1515 hrs 15 Aug. A recce will be done on 16 Aug to reconfirm all delivery sites and quantities given to each. We have been having some problems in the past week or so because of a total replacement of the drivers which took place. This situation will be rectified very soon.
Capt
for OPS O
16/8/95

file: Inter-Office

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

TO: Col Osae-Addae, CHAO & Chairman, UHAAG

FROM: A. B. Sidique Dao, Humanitarian/Rehab. Officer

15-8-95

SUBJECT: Supply of Water to the Director of Cabinet, MINIPLAN

Some four weeks ago, Major Albert of HAC informed this office that water would be supplied to the residence of the the Director of Cabinet of the Ministry of Planning, Ms. Edith Gassana, following an urgent request by the latter which was endorsed, and infact approved, by the Office of the SRSG. According to Major Albert, water would be supplied to the Ms. Gassana's residence every four (4) days until the general situation improves in Remera where she lives. And as a matter of fact, water was actually supplied to the said residence on two occasions by the Canadian Logistics Group at Traffipro.

We are reliably informed, however, that no water has been supplied to the Director's residence for over ten (10) days now; even though UNAMIR has given assurances as indicated above. Obviously, this is causing serious hardship and embarrassment to all the parties involved. You would recall that I brought this matter to your attention last week for appropriate action.

Could you please intervene to ensure an immediate resumption of water supply by UNAMIR to the residence of Director Gassana? We should be obliged for your co-operation.

Cc: OIC, OSRSG
DCOS SP

File: Inter-Office

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTEROFFICE MEMORANDUM

Kigali 8 August 1995

TO: All Chiefs of Unit

FROM: Wilfrid de Souza
Executive Director

SUBJECT: Meeting of the Chiefs of Unit of the Office of the SRSG

All Chiefs of Unit of the Office of the SRSG are invited to a meeting to be held tomorrow Wednesday 9 August 1995 at 10.00 am in the conference room of the SRSG.

Agenda:

1. New format of the Situation Report
2. Administrative matters
3. Other business

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File: Inter-Office

INTEROFFICE MEMORANDUM

Kigali 10 August 1995

TO: Chaim OuzieL
CAO

FROM: Wilfrid de Souza
Executive Director

SUBJECT: Mission to Geneva 14-15 August 1995

1. An urgent meeting to discuss the situation in Rwanda prisons has been called by the Department of Humanitarian Affairs to be held in Geneva on Monday 14 August 1995. By his cable 2641 of 9 August, Mr. Koffi Annan has requested that DPKO be represented at that meeting by a UNAMIR staff member. Having discussed the matter with Mr. Khan who is presently on home leave, he has decided that I should attend that meeting.

2. I should, therefore, be grateful if you would kindly issue the corresponding PT-8 for my departure on Saturday 12 August, via Nairobi. My preferred itinerary is Kigali-Nairobi-Paris-Geneva and the same or via Brussels for my return trip. I will be departing Kigali on Saturday with UNAMIR flight to Nairobi. Return date should be left open pending confirmation from New York Headquarters to the duration of the meeting.

3. Thank you for your cooperation.

cc: SRSG
S.BUO
Finance
Travel
Personnel

BUO
File: Inter-Office Memo
2) Personnel

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

INTER-OFFICE MEMORANDUM

①

TO: Major General Guy Tousignant
Force Commander & Acting Head of Mission

FROM: Wilfrid de Souza
Executive Director

DATE: 8 August 1995

SUBJECT: Military Legal Officer for UNAMIR

It has recently come to my attention that Major Craig McConaghy, who has been serving as UNAMIR's military legal officer, will be leaving Rwanda with the rest of the Australian contingent on 23 August 1995. I understand that, while serving in this capacity, Major McConaghy was actively involved in providing legal advice to UNAMIR's military component, as well as in assisting in the resolution of various matters of a military and legal nature with the Rwandese authorities, particularly the RPA. Based upon this information, I propose that a replacement for Major McConaghy be found as soon as possible, so that UNAMIR's military component will continue to receive expert legal advice on military matters, especially in those incidents which risk developing into a conflict situation vis à vis the local and national authorities.

② Executive Director

1. I agree with the excellent work performed by the military legal officer. Nevertheless, we were never established for one. It was a bonus provided by Australia.
2. We would have to establish to need for a legal officer (MIL) through New York. I don't know who could provide and if we could justify the need. It should be noted that our chief of Police is also a lawyer (Nigeria)

cc: SRSG

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

DATE: 2 AUGUST 1995

TO: All Section Chiefs
UNAMIR

FROM : A. BAH, Chief
General Services

SUBJECT : Mail delivery between UNAMIR HQ Amahoro and TRAFIPRO Buildings

With the move of some UNAMIR Sections from UNAMIR HQ Amahoro Hotel to TRAFIPRO, arrangement has been made for delivery of mail between these two places.

There will be mail shuttle daily at 9.00 am from Amahoro Hotel to TRAFIPRO, 10.00 am from TRAFIPRO to Amahoro Hotel and 11.00 am from Amahoro Hotel to TRAFIPRO, 3.00 pm in afternoon from Amahoro Hotel to TRAFIPRO, 4.00 pm from TRAFIPRO to Amahoro Hotel. You are requested to ensure that mails are delivered to Mail Operations and Diplomatic Pouch Unit at Amahoro Hotel and to the office of Mr. W. Clive, CISS at TRAFIPRO.

This schedule is being set up on a provisional base. When staff and space will be available at TRAFIPRO a sub-unit for the handling of Mail Operations, Diplomatic Pouch, Reproduction and Archives will be established at TRAFIPRO.

For the time being if you need a quick delivery please call Mail Operations and Diplomatic Pouch Unit Ext. 11126.

CC: Mr. C. OUZIEL, Chief
Administration Officer

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTER-OFFICE MEMORANDUM

TO: All UNAMIR Staff DATE: 29 July 1995

FROM: for Chaim Ouziel, CAO

SUBJECT: **The lines for salary and MSA payments are too long**....

... and we wish, as all do, to shorten them. Shortly we will be changing the cashier's office outlay so that there will be two windows instead of the current one. But until then, the only way to reduce the lines is to stretch the pay period. Consequently, the next pay (of the July salaries and MSA) will be as follows:

Civilian Police	Monday	31 July
UN Volunteers Int'l staff	Monday	31 July
UNAMIR Local staff A-M	Tuesday	1 August
UNAMIR Local staff N-Z	Wednesday	2 August
UN Volunteers local staff	Wednesday	2 August
Contingent troops	Thursday	3 August
Human Rights Int'l staff	Thursday	3 August
UNAMIR Int'l staff A-M	Saturday	5 August
UNAMIR Int'l staff N-Z	Monday	7 August
Human Rights local staff	Tuesday	8 August
Staff Officers	Wednesday	9 August
Military Police	Thursday	10 August
Military Observers A-M	Friday	11 August
Military Observers N-Z	Saturday	12 August

We would appreciate adherence to the above schedule. Equally, please remember that the above dates are just the earliest that payments may be picked up. If there is a line at the Cashier's window, payments may also be picked up any time after the above dates. We would appreciate if anyone who can pick up their payment after the above dates would please do so.

Thank you for your cooperation in this matter.

file: memo

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

A: Kimso Nilsvang
Chef du Personnel

25 juillet 1995

DE: Wilfrid de Souza
Directeur Exécutif

OBJET: Directives concernant la gestion des heures supplémentaires du personnel local de la MINUAR

1. Je me réfère à votre memorandum du 20 juillet 1995 adressé à tous les chefs de section concernant l'objet ci-dessus.

2. Je voudrais à cet égard attirer votre attention sur le fait que vos directives ne tiennent pas compte de la situation particulière dans laquelle se trouvent certains chauffeurs appartenant à la catégorie du personnel local. Tel est le cas du chauffeur du Représentant Spécial du Secrétaire Général, du Commandant de la Force et de celui qui est affecté à mon service, dont les horaires sont forcément ceux des personnalités qu'ils conduisent. Etant donné les nombreuses obligations de ces dernières qui ne coïncident pas nécessairement avec les heures de service, il est évident que les heures supplémentaires des chauffeurs concernés dépassent largement la moyenne.

3. La solution qui consisterait à accorder uniquement un repos compensatoire à ces chauffeurs reviendrait à priver fréquemment de chauffeur - et par conséquent, de déplacement - ceux qu'ils conduisent, à moins que vous ne prévoyiez du personnel de remplacement.

4. Il ressort donc de ce qui précède que le cas de ces chauffeurs, auxquels il faudrait ajouter celui qui est affecté à l'unité de la Radio MINUAR, mériterait d'être étudié tout spécialement de manière à trouver la solution appropriée.

5. Je suis disposé à en discuter avec vous à votre plus proche convenance et vous en remercie d'avance.

cc: SRSG
FC
CAO

C:\MEMO.WS

file

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: Kimso Nilsvang
CCPO

25 July 1995

FROM: Wilfrid de Souza
Executive Director

SUBJECT: Reassignment of Miss Genevieve Salvat and Mrs. Pauline Urasa

1. Reference is made to my memorandum of 20 July 1995 regarding the reassignment of Miss Agnes Atsiaya.

2. In this connection, please be advised that effective immediately, Mrs. Pauline Urasa has been reassigned to replace Miss Atsiaya and that Miss Genevieve Salvat has replaced Mrs. Urasa as my assistant in the Office of the SRSG.

3. I should be grateful if you would kindly make the necessary administrative arrangements accordingly and take the appropriate step for the replacement of Miss Salvat in the Radio Unit.

4. Thanks for your cooperation.

cc: SRSG
CAO
Isel Rivero
Radio Unit
G. Salvat
P. Urasa

C:MEMO.WS

file

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

URGENT

TO: Mr. Chaim Ouziel
CAO

FROM: Wilfrid De Souza 22 July 1995
Executive Director

SUBJECT: Allocation of Space for Radio UNAMIR at TRAFIPRO

1. As you are aware the SRSG has decided that the Radio Unit should be relocated to TRAFIPRO. In this connection, please find attached a self-explanatory memorandum from the Officer-in-charge of Radio UNAMIR.

2. As you are also aware, Radio UNAMIR is one of the main tools that would help the Mission to achieve the political objectives assigned to it under the new Mandate. It must therefore be given high priority and every effort should be made to facilitate its smooth functioning.

3. In view of the above I should be grateful if you would kindly instruct the offices concerned to relocate the EDP Section so as to make the appropriate space available to the Radio Unit.

4. Thank you for your cooperation.

cc: SRSG
FC
Radio Unit

Post-it™ routing request pad 7664

ROUTING - REQUEST

Please
☐ READ
☑ HANDLE
☐ APPROVE
and
☐ FORWARD
☐ RETURN
☐ KEEP OR DISCARD
☐ REVIEW WITH ME

To Mr. S. Buo

For information

Date 22.07.95 From ED

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

Kigali, 21 Juillet 1995

A : W. De Souza
Directeur Exécutif

DE : Patricia Tomé
OIC, Radio Unit.

OBJET : Espaces requis à TRAFIPRO pour RADIO MINUAR

Pour faire suite aux instructions du Représentant Spécial, et dans le but d'aménager un plus large espace de travail pour notre personnel (17 personnes confinées actuellement dans deux bureaux au quatrième étage de l'hotel AMOHORO), Radio MINUAR a demandé un espace à Trafipro.

Nous avons à plusieurs reprises discuté de ce déménagement avec Mr. Joe LOMBARDO, Task Officer, et nous lui avons précisé que nous désirions occupper, l'aile droite du Batiment A, coté droit du couloir. L'espace requis représente 3 bureaux (celui du Chef de la radio et de son assistante, et deux salles de rédaction pour les journalistes), ainsi que 2 studio (un studio d'antenne et un studio de production des programmes).

Cet emplacement était considéré idéal pour plusieurs raisons: location au rez-de-chaussée, ce qui facilite le transport de nos équipements techniques ; possibilité de relier le camion-studio lorsque celui-ci sera opérationnel ; moins de nuisance causée par l'énorme générateur installé à l'arrière du batiment, le bruit pouvant perturber sérieusement la diffusion en direct de nos programmes.

En début de semaine, nous avons appris et constaté par nous-mêmes que la section EDP s'était installée dans les bureaux que nous avions choisi. Lorsque nous avons demandé des explications, nous avons été informés que le responsable de l'allocation des bureaux à Trafipro était Mr TONY WHEELER de BMS.

Nous vous serions reconnaissant si vous pouviez intervenir auprès des personnes concernées afin que nous puissions obtenir l'espace qui nous avait été précédemment alloué. Après une inspection de tous les locaux disponibles à Trafipro, nous n'avons pas trouvé de solution de rechange, auquel cas la section sera dans l'obligation de demeurer au quartier-général.

D'avance, nous vous remercions de votre compréhension.

File

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

URGENT

TO: Maj. Roger Albert
Military Operations

FROM: Wilfrid De Souza 22 July 1995
Executive Director

SUBJECT: Request for Assistance

1. The attached letter from the Minister of Information requesting that transportation be provided for participants in a seminar being organized by the Ministry of Information was received somewhat late when the seminar had already begun.

2. However, given that the seminar will last for one month, I consider that it is not too late to explore all the possibilities of responding positively to this request. This is why I should be grateful if, as the Acting Chairman of the UNAMIR Humanitarian Assistance Advisory Group (UHAAG) you would kindly, and as a matter of priority, bring the request to the attention of the Group at its next meeting for its consideration. I would also appreciate it if you would let me know as soon as possible the result of your deliberations on the question, so that I can prepare a reply to the Minister's letter.

3. Thank you for your cooperation.

cc: SRSG
FC
CAO
Mr. Dao

① Mr DAO
Please see me urgently
21.7.95
WS

REPUBLIQUE RWANDAISE
MINISTERE DE L'INFORMATION
B.P. 1532 KIGALI.

Kigali, le 19 JUIL 1995

N°224/12.01

SD
1. A noter que cette demande est un peu en retard
2. Qui au sein de la MINUAR s'occupe de ces demandes qui ne sont pas d'ordre militaire ?
FC
20 Jul 95

URGENT

copy given to Mr. DAO 21-7-95
PC 14.7.95

Son Excellence Monsieur Shaharyar KHAN
Représentant Spécial du Secrétaire Général des
Nations Unies au Rwanda.
KIGALI.

Objet : Demande d'assistance en transport.

Excellence Monsieur le Représentant Spécial,

J'ai l'honneur de recourir à votre Excellence pour demander à la MINUAR de soutenir le Ministère de l'Information dans l'organisation d'un séminaire de formation de journalistes qu'il mène avec le concours de l'UNESCO à partir de ce mercredi 19 juillet 1995 pour une durée d'un mois sur le thème de la collecte et du traitement de l'information radiophonique.

Le concours que le Ministère de l'Information sollicite de la MINUAR consiste à l'aider à assurer quotidiennement le transport de 30 participants et de 3 formateurs de la ville à KABUSUNZU et de temps en temps de conduire cette équipe en reportage. Le Ministère de l'Information fait appel à la compréhension et à la générosité de la MINUAR puisqu'il est dans l'impossibilité de pourvoir tant soit peu au transport des séminaristes et de leurs encadreurs.

Dans l'attente de la suite que vous voudrez bien réserver à cette requête, je vous prie d'agréer, Monsieur le Représentant Spécial, l'assurance de ma haute considération.

Le Ministre de l'Information
Jean Baptiste NKULIYINGOMA

Eugène NDAYO
Directeur de Cabinet

REPUBLIQUE RWANDAISE
Ministère de l'Information

Copie pour information à :
- Monsieur Ismaïl Diallo
  Représentant de l'UNESCO au Rwanda
  C/O PNUD
  KIGALI.

File:
Inter office Memo

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: **Mr. Kimso Nilsvang**
CCPO

From: **Wilfrid De Souza**
Executive Director

Date: 15 July 1995

Subject: **Extension of Assignment/Appointment with UNAMIR**

1. Your note of 6 July 1995 on the above subject refers.

2. I have taken note with interest of your suggestions regarding the design of the new extension of assignment/appointment forms and I agree with you that it should not be left up to FALD to determine strictly internal UNAMIR personnel matters. In fact, I would suggest, should you and the CAO consider it appropriate, that certain flexibility or perhaps even delegation of authority in personnel matters be negotiated with FALD.

3. However, in what concerns the specific matter of extension of assignment or appointment with UNAMIR, while the proposed new forms may be considered a progress compared to the one currently in use, they still do not address our main concern because:

(i) The proposed new forms still leave to the Chief of Section alone the authority to decide whether or not the renewal of the contracts of the staff under his/her supervision should be recommended;

(ii) They, therefore, do not offer any opportunity for overall control of the size of the mission as the Chief of Section cannot be expected - and is not required - to know where staff might be available for redeployment.

../2

4. I trust you will agree with me that at a time when we are scaling down the mission such a practice, for the sake of good management, cannot be allowed to continue.

5. The form must be designed in such a manner as to allow the Head of the Mission to be in control at all times of the size of the Mission, which should be commensurate with the political objectives assigned to it by the Security Council. It follows that no recommendation of extension of contract for international staff should be made without his knowledge and approval.

6. In view of the foregoing I should be grateful if you would kindly review the proposed forms in order to make room for the approval of the SRSG as we discussed.

7. May I add that the form or forms should also clearly indicate that extension of contract, under the current circumstances should, in principle, be limited to the duration of the mandate and, in any event, should not go beyond January 1996.

8. Thank you for your cooperation.

CC: SRSG
FC
CAO

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Note to the Executive Director

Ref. Extension of assignment/appointment with UNAMIR

After our discussion on the above subject, we reviewed, in consultation with the CAO, the forms on extension of appointment/assignment.

We believe that not only the form should be amended but the whole procedure should be changed in the context of the scaling down of UNAMIR personnel. The current procedure leaves it to FALD to decide on the duration of the extension. We feel that we should indicate to FALD the name of the staff member that we want to extend and the duration of the extension based on our mission operational requirements.

see my note

The form that we have been using until now (a copy was submitted to you) is addressed first to the staff member who is requested to express his/her willingness to extend his/her appointment/assignment. It then goes to the Section Chief who in turn is requested to indicate whether or not to recommend the extension. Upon receipt of this form, our Administration take action and request FALD to extend without any indication regarding the duration of the extension.

We now propose the following:

<u>Form 1</u> **The Chief of Sections should first be requested to indicate their recommendation. If this is positive they should also indicate the duration of the extension based on their needs and the closing down phase of UNAMIR.**

<u>Form 2</u> **On receipt of Form 1, Form 2 will be sent to the staff member concerned requesting him/her to indicate his/her willingness to extend further his/her assignment/appointment. If the Section Chief does not recommend further extension, Personnel will immediately inform the staff member concerned accordingly.**

Only upon receipt of Form 2 will action be taken to approach FALD/DPKO for extension.

This new procedure will provide us with a better control on the movement and requirement of UNAMIR staff.

K. Nilsvang
6 July 1995

cc: CAO

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Date:

FORM 1

TO: (Section Chief)

FROM: Kimso Nilsvang, Chief
Civilian Personnel Officer

SUBJECT: **Extension of assignment/appointment with UNAMIR**
Mr/Ms. _____ expiry date - _____

The assignment/appointment of the above staff member in your Office/Service/Section is due to expire shortly (see expiry date above).

Based on the current needs of the mission I should be grateful if you would advise this office whether or not you recommend further extension of the staff member's assignment/appointment. If so, please indicate the duration of the extension. If not, please provide the reason(s) for not recommending the extension.

Please complete, sign and return this memo to my office at your earliest convenience.

( ) Extension recommended through _____.

( ) Extension not recommended for the following reason(s):

_____

_____

_____

Name and Title: _____

Signature: _____

Date: _____

UNITED NATIONS
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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Date:

FORM 2

TO: (Staff Member)

FROM: Kimso Nilsvang, Chief
Civilian Personnel Officer

SUBJECT: **Extension of assignment/appointment with UNAMIR**

Your current assignment/appointment with UNAMIR will expire on _____.

Based on the current needs of the mission we wish to recommend to FALD/DPKO the extension of your assignment/appointment for a further period through _____.

Please advise whether or not you wish that the above recommendation be submitted to FALD/DPKO. Please complete, sign and return this memorandum to my office at your earliest convenience.

( ) I wish that my assignment/appointment be recommended for further extension as indicated above.

( ) I wish that my assignment/appointment be recommended for extension not further than _____ .

( ) I do NOT wish that my assignment/appointment be further extended.

Signature: _____

Date: _____

File:
Note

NOTE TO MR. A.S. DAO

During the absence of Ms. Ladan M. Rafii from Kigali from Monday, 17 July through Wednesday, 19 July 1995, I am designating you as the member of the SRSG's office responsible for the preparation of the section on political activity for the Daily Sitrep reports.

Wilfrid de Souza
15 July 1995

cc: PA

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

Office of the Special Representative of the Secretary-General
UNAMIR, Kigali
Tel.: (212) 963-3582 & (250) 84265 - Fax.: (212) 963-3090 & (250) 86877

TO: All Military and Civilian Personnel

FROM: Shaharyar M. Khan DATE: 14 July 1995
SRSG

SUBJECT: Secretary-General's Visit

Everyone in UNAMIR worked immensely hard to make the visit of the Secretary-General a success. I am grateful for the effort that was made. I am gratified that the Secretary-General was pleased with the results of the visit.

Once again, my congratulations and thanks for the commitment.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

DATE: 12 July 1995

TO: All UNAMIR Personnel
All Heads of UN Agencies and
Offices in Kigali

FROM: Chaim Ouziel, CAO

SUBJECT: **Visit of the United Nations Secretary-General**

The Secretary-General will arrive in Kigali on Thursday 13 July 1995. He will visit the UNAMIR headquarters on Friday 14 July 1995 at 08:30 a.m. (and not 07:30 a.m. as previously scheduled). The Secretary-General will review a medal parade and address the staff.

All UNAMIR and UN Agencies' personnel are cordially invited to attend the event. Please be in place by 08:15 at the latest.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

file

INTER-OFFICE MEMORANDUM

DATE: 11 July 1995

TO: All UNAMIR Administrative Section/Unit Chiefs/FSAs

FROM: William Clive, CISS W. Clive

SUBJECT: **Coordination of FSAs**

This is to advise you that effective immediately, Mr. Joseph Lombardo will carry out the duties of FSA Coordinator on top of his present responsibilities.

All FSAs are also instructed by this memorandum to report all administrative issues pertaining to their individual sector to Mr. Lombardo.

Please extend to Mr. Lombardo your usual cooperation.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

DATE: 10 July 1995

TO: All UNAMIR Section and Unit Chiefs
Division Of Administration

FROM: Chaim Ouziel
Chief Administrative Officer

SUBJECT: **APPOINTMENT OF CHIEF OF SECTION**

1. This is to advise that with immediate effect Mr Kel Gleeson is being appointed as the new Chief of MOVCON/Airops. In conjunction with this, the title of the section is being renamed as Movement Control (MOVCON).

2. Please extend to him your usual cooperation.

c.c.
SRSG
FC
ED

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

6 July 1995

To: Mr. Eric Dogbegah, Chief
MIS/EDP

From: Sammy Kum Buo,
Political Adviser
OSRSG

Subject: **Computer Training**

My secretary. Ms. Latifa Ouazany, is interested to take the training course on WordPerfect 6.0a, scheduled on Monday, 17 July 1995. As Ms. Carmen Berna, who has been selected to take the training, will not be available, is there a possibility for Ms. Ouazany to replace her?

Thank you in advance for your cooperation.

UNITED NATIONS
INTEROFFICE MEMORANDUM

UNAMIR-MINUAR

NATIONS UNIES
MEMORANDUM INTERIEUR

Date: 04 July 1995
Ref: MIS/EDP/Training

TO: All Section/Unit Chiefs, CIVPOL and Military Branches/Units

THRU: Mr. W. Clive, Chief
ISS

FROM: Eric Dogbegah, Chief
MIS/EDP

SUBJECT: Computer Training

The Software Training Team from UNPF will arrive in Kigali on 9 July 1995. Working in conjunction with UNAMIR's EDP Assistants, training of staff will begin on 13 July 1995. The attached list of candidates was prepared in conformity with the training applications that were received. Training would cover WINDOWS and WP. Since the team will be here for a limited period of time, and to determine the number of training space that would be available, you are hereby requested to confirm if staff members of your Section shown on the list would be available to take the training at the suggested time and day.

Or additional people require training

Your urgent response would be very much appreciated before 7 July 1995.

cc: - Ms. Kelly Smith, EDP Assistant
- Ms. Claudia Grabner, EDP Assistant
- Mr. Enos Gakindi, EDP Assistant

WordPerfect 6.0a - Beyond Introduction

	Name	Unit	Ext
1	Emmanuel Uwikunda	Supply	11139
2	German Castellon	R&I	
3	Sissay Tudesse	CIVPOL	11216
4	Babirye Justine	Procureme	
5	Michael Blomeris	CMC	11095
6	Ingabire Chantal	Comms	11201
7	Berna Carmen	OSRSG	11071
8	Asten Tegene	Transport	11214
9	Brian East	UNAMIR	11060
10	Peter Campbell	MA/FC	11121
11	Emma Silvestre	Personnel	11089
12	Honore Mbwayahandi	BMS	11085

Date: Monday 17 July 1995
Time: 9:00 - 16:00

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEUR

Date: 3 July 1995

TO: All Section Chiefs/Administrative Assistants

FROM: K. Nilsvang
Chief Civilian Personnel Officer

SUBJECT: **New Leave Request and Check-In/Out Forms**

... Please find attached revised "Request for Leave" and "Check-In/Out" forms which should be in use as of today.

Kindly inform the staff members in your section of these new forms.

Thank you

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

21 June 1995

- NOTE -

TO THE CHIEF OF THE BUILDING & ENGINEERING SERVICES SECTION

I wish to refer to the meeting you attended in my office on 13 June 1995 at which a Rwandese citizen complained about a water pipe that was broken near her residence in the Kicukiro district of Kigali because of UNAMIR's road repair project near our TRAFIPRO premises.

You will recall that you promised to repair the pipe in order to restore interrupted water supply to the area and that, pending completion of the repairs, that resident of Kicukiro could obtain water from our reservoir at TRAFIPRO.

I have been contacted twice since our meeting by the same resident who says the pipe repairs have not begun and she has not been able to receive water from our reservoir.

You and I have spoken on several occasions on this specific incident and on the overall need on our part to be sensitive to such complaints by Rwandese nationals, especially when our responsibility has clearly been established, in order to maintain and enhance cooperative and harmonious relations between UNAMIR and the host country. I therefore urge you to look into this matter with the necessary urgency, and thank you for your usual cooperation.

Sammy Kum Buo
Senior Political Adviser

cc.: SRSG
ED
CAO

File: Inter-Office

INTERNAL STAFF DISTRIBUTION ONLY

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

Force Commander's Memorandum

From: Maj Gen GC Tousignant

To: DISTRIBUTION LIST

Date: 13 June 1995

Subject: CONSULTATIONS WITH GOVERNMENTS OF ZAIRE AND TANZANIA

Ref: UN Code Cable 1946 12 Jun 95 - Attached

1. GENERAL. The referenced cable announced the appointment of Mr Ajello as Special Envoy to the Secretary General for the conduct of consultations with the Governments of Zaire and Tanzania. The aim of this memorandum is to request your help in the planning and support of Mr Ajello's visit to Rwanda, Zaire and Tanzania.

2. ACCOMPANYING OFFICERS. I have designated Lieutenant-Colonel Richard V. Blanchette as the military senior officer to accompany Mr Ajello. Kindly designate a political officer who is fluent in both English and French to accompany, advise and assist Mr Ajello in preparing the report to the Council.

3. INFORMATION REQUEST CONCERNING MR AJELLO. The following information related to Mr Ajello is required:

a. Arrival date and time in Kigali;

b. Composition of travelling party (if not alone); and

c. Biographical sketch.

4. BRIEF TO MR AJELLO. As requested at referenced cable, Mr Ajello will be briefed on the current situation in neighbouring countries. DCOS Ops has been tasked with the preparation of this briefing and will seek input

from UNREO Executive Officer. Date and time of subject briefing are to be confirmed.

5. MISCELLANEOUS. The following points are brought to your attention:

a. Security. The requirement for security elements to accompany the Special Envoy during the Consultations Phase will be determined after consultation with Mr Ian Douglas in Goma; and

b. Laissez-passer. Laissez-passer for Lt-Col Blanchette and the selected political officer are requested (same for security elements if they accompany the delegation).

6. Your cooperation is appreciated.

Distribution List

Action	Information
ED	UNHCR
Spec Asst to SRSG	
CAO	
DCOS Ops	
UNREO (Exec Offr)	
CSO	

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

File: Note to File?
Inter-Office?

9 June 1995

NOTE TO THE CHIEF OF BMS

Our colleagues at UNHCR have informed us that they have approached your Section in search of an electrical transformer and three adaptor plugs. It would be greatly appreciated if we could assist them to the extent possible.

I thank you for your usual cooperation.

Sammy Kum Buo
SPA/OSRSG

cc: ED

Admin / Inter-Office

UNITED NATIONS
ASSISTANCE MISSION IN RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

DATE: 06 Jun 95

REF: AIR OPS 250

TO: All UNAMIR Military and Civilian Personnel

FROM: C. Ouziel
Chief Administrative Officer

SUBJECT: UNAMIR WEEKLY FLIGHT SCHEDULE

1. Due to circumstances beyond our control, we are no longer able to utilize our medium transport aircraft, the Antonov-26. In order to compensate for this shortcoming, we have been utilizing a far more expensive aircraft on a daily basis, in the hopes that a solution to our problem would be forthcoming.

2. We have reached a point where we are certain that we will no longer be able to use the Antonov-26, however the daily use of the Hercules has become a financial liability. In order to keep our operation cost-effective, while maintaining operational capability and flexibility, it has been decided that a modified regular weekly flight schedule will be brought into force.

3. Until further notice, UNAMIR will run regularly-scheduled flights each day except Sunday and Wednesday. Notwithstanding VIP movements and other special requirements, the flight schedule will be as follows:

Schedule for Monday, Tuesday, Thursday, Friday, and Saturday (ALL TIMES ARE LOCAL)

DEPART NAIROBI AT 0900HRS CHECK-IN AT 0700HRS
ARRIVE KIGALI AT 0945HRS

DEPART KIGALI AT 1015HRS CHECK-IN AT 0815HRS
ARRIVE NAIROBI AT 1300HRS

4. Once again, there are no flights on either Sunday or Wednesday.

5. Thank you for your continued cooperation. Best regards.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

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

31 May 1995

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

SUBJECT: Arrival of New Executive Director

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

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

file: SRSG
2) Inter-Office

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

NOTE

TO: Mr. Sammy Kum Buo DATE: 30 May 1995

FROM: Isel Rivero

I have been advised by Ms. Kiru that you intend to do some staffing changes in the office of the SRSG. I will be very grateful if you would wait for the return of Ambassador Khan before transferring any of his two secretaries out of his office.

cc: SRSG
ED
CCPO

Note to Ms. Isel Rivero

As you are aware, the ED arrived yesterday, 29 May. I am therefore not planning to make any staff changes that would involve the SRSG's office.

Thank you
Sammy Buo

CC: SRSG
ED
CCPO

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

DATE: 29 May 1995

TO: **All Civilian Personnel**

FROM: **K. Nilsvang**
CCPO

SUBJECT: **Staff meeting with the CAO**

This is to inform you that the CAO, Mr. Chaim Ouziel will address all UNAMIR civilian personnel on Tuesday, 30 May 1995 at 11:45 a.m. in the Conference room on the ground floor.

Please be punctual.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

file: Radio UNAMIR
copy → Admin/Pers
background → Radio

29 May 1995

NOTE TO CCPO

With reference to your Note of today's date May requesting our comments on Headquarters' [illegible] SU No. 008 of 25 May recommending a candidate to fill the post of senior producer for Radio UNAMIR soon to be vacated with the end of Mr. Joseph Licari's assignment on 31 May, I would like to inform you that the Head of the Radio Unit would like to receive a list of additional candidates from which he could make a choice. I attach hereto for your information, a Note from him to me on the subject matter. It would therefore be greatly appreciated if Headquarters could be requested to send additional candidates for UNAMIR's evaluation.

I thank you for your cooperation.

Sammy K. Buo
OIC/OSRSG

File: Security
2) Inter-Office

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: **Liz Hughes**
UNV Program Manager

DATE: 26 May 1995
Ref.: UNAMIR/SO/097

FROM: Paul Ischlika
CSO/ASC

SUBJECT: **UNV ZONE WARDEN**

The presence of some 75 UNVs in the mission, and residing all over the city, makes it extremely necessary that a UNV security officer be appointed as a zone warden who will be responsible

(i) To coordinate the activities of all the UNVs with the security and safety unit;

(ii) To assist all new arrivals with their immigration process at the airport;

(iii) To acquaint himself with the residences of all UNVs, draw up plans of residences showing their exact locations, in collaboration with the UNV accommodation officer;

(iv) To carry out preliminary inspections on residences intended for rent, and report to the CSO for his approval;

(v) All security related matters affecting UNVs will be channelled through him to the chief of security;

(vi) Disseminate security instructions to all UNVs from time to time;

(vii) Monitor the movements of all UNVs, and bring to light any undiscipline behavior on the part of any UNV such as violation of security standing instructions, and accordingly inform the UNV Program Manager and the CSO.

(viii) Maintain an up-to-date staff list of all UNVs and advise the CSO on all security related matters pertaining to UNVs.

Any candidate considered for this position will have to be somebody with a very good military experience, and a good knowledge of Rwanda in general, and Kigali in particular. He should also have good knowledge of the Gendarmes and the RPAs for easy coordination.

Considering the nature of such responsibility, and if my proposal is accepted, I would like to recommend Capt Kojo Amonoo Appiah (rtd.) who has just arrived a few days ago on the mission. For your information, Capt. Appiah served as a military Observer in Rwanda before, during and after the war, and has a very outstanding record during those difficult times. As a matter of interest, he was very highly recommended by the former Executive Director Dr.A.H.Kabia to New York for employment as Security Officer with the United Nations.

I am reliably informed that Capt.Appiah was recruited as Transport Assistant, but with us all agreeing to utilize his knowledge and experience, I am sure there be no difficulty in redeploying him as a UNV security officer/zone warden.

cc: CCPO
Action ED

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

INTEROFFICE MEMORANDUM

23 May 1995

To: Chief Transport Officer

Info: CAO

From: Sammy Kum Buo,
OIC/OSRSG

Subject: **Vehicles assigned to OSRSG**

1. This is to confirm that the following 17 vehicles are currently assigned to the various sections in the Office of the SRSG as follows:

UNAMIR VEHICLE NO:	ASSIGNED TO:
1 - 1298	SRSG
635	SRSG's Cabinet
3	Executive Director
9 - 36 - 1459	Political
37 - 245	Protocol 37 - 245
22	Legal Adviser
42 - 44 - 202 - 1161	Radio UNAMIR 44 - 202 - 1161
1456 - 1457	Spokesman
1462	Humanitarian

2. The above list does not include vehicles assigned to the two Political Information Officers deployed in Gisenyi and Cyangugu.

3. Because of the nature of their responsibilities which include attending meetings, press conferences and travelling around the country to conduct interviews, the staff of the Radio Unit need 2 additional vehicles. We have approved this request and hope we can count on your cooperation in order to ensure the effective discharge of the tasks assigned to the Radio.

.../...

4. With the imminent departure of one Political Affairs Officer and Mr. Joseph Licari of the Spokesman's Office, vehicles Nos. 36 and 1457 should be reassigned within the OSRSG as follows: UNAMIR 36 to Office of the Spokesman and UNAMIR 1457 to Radio Unit. With this arrangement, the Radio Unit would require only one additional vehicle (Landcruiser).

5. I should also bring to your attention that the OSRSG would need one 4 Runner or Landcruiser for a Political Information Officer who is expected to arrive in the Mission by the end of the current month and would be deployed out of Kigali immediately thereafter. Furthermore, as you are aware, the staff of the OSRSG are permanently on call and are often called upon to work on short notice long after office hours when UNAMIR shuttle buses have stopped running. We are therefore requesting that one vehicle, preferably a 4 Runner, be assigned to the OSRSG for the use of such staff. The keys would be kept in the reception desk in the lobby.

6. Thank you for your usual cooperation and urgent attention to this matter.

cc.: Chiefs of Section, OSRSG

22.05.95 VEHICLES ASSIGNED TO OFFICE OF SRSG Page 1

UNAMIR NO	MAKE	TYPE	MODEL	REMARKS
1	TOYOTA	CROWN SUPER SALOON	JZS133L-ABMGF	SRSG ✓
3	TOYOTA	CRESSIDA	LX80L-ABMES	EXEC DIRECTOR ✓
9	TOYOTA	CRESSIDA	LX80L-ABMES	SAMMY BOU ✓
22	TOYOTA	COROLLA DSL	CE90L-ABMDS	LEGAL ADVISER ✓
36	MITSUBISHI	LANCER GL	CB8ASNDL	~~SPAO~~
37	MITSUBISHI	LANCER GL	CB8ASNDL	PROTOCOL ✓
42	MITSUBISHI	LANCER GL	CB8ASNDL	~~SPOKESMAN~~ UNAMIR Radio ✓
44	MITSUBISHI	LANCER GL	CB8ASNDL	UNAMIR RADIO ✓
202	MITSUBISHI	MINI-BUS 12 PAX	P15WHLZL	UNAMIR RADIO ✓
245	HYUNDAI	MINI-BUS 12 PAX	1-0154-046-000	
635	TOYOTA	LAND CRUISER II	LJ79LV-KR	SPAO / Special Assistant
1151	TOYOTA	4 RUNNER	LN135L-GKMDS	POLITICAL INFO OF ? Zenga or Milos?
1161	TOYOTA	4 RUNNER	LN135L-GKMDS	UNAMIR RADIO STAT ?
1298	TOYOTA	LAND CRUISER STATION WAGON	HZJ80L-GCMRS	SRSG ✓
1456	SSANG YONG	KORONDO	KH-7PD9	Diallo
1457	SSANG YONG	KORONDO	KH-7PD9	Joseph
1459	SSANG YONG	KORONDO	KR-DW5-13	Auh. Condé
1462	SSANG YONG	KORONDO	KR-DW5-13	HUMANITARIAN ✓
~~[illegible]~~	~~[illegible]~~	~~[illegible]~~		~~RADIO UNIT~~

??

5/23/95 VEH Page 1

UNAMIR NO	MAKE	TYPE	MODEL	REMARKS
42	MITSUBISHI	LANCER GL	CB8ASMDL[redacted]	UNAMIR RADIO
44	MITSUBISHI	LANCER GL	CB8ASNDL	UNAMIR RADIO
202	MITSUBISHI	MINI-BUS 12 PAX	P15WHLZL	UNAMIR RADIO
1161	TOYOTA	4 RUNNER	LN135L[redacted]	UNAMIR RADIO
1456	SSANGYONG	KORONDO	KH-7PD9	SPOKESMAN
1457	SSANGYONG	KORONDO	KH-7PD9	J. LICARI

To Spokesman

According to the Transport Section, two cars (no. 1456 & 1457) are attached to your office. Please confirm if this is the case.

DIC/OSRSG
23 May

To Head of Radio

Please confirm if the four vehicles listed above are attached to your section.

DIC/OSRSG
23 May

OK
for
Bernardi

5/23/95 VEH Page 1

UNAMIR NO	MAKE	TYPE	MODEL	REMARKS
42	MITSUBISHI	LANCER GL	CB8ASMDL	UNAMIR RADIO
4	MITSUBISHI	LANCER GL	CB8ASNDL	UNAMIR RADIO
2	MITSUBISHI	MINI-BUS 12 PAX	P15WHLZL	UNAMIR RADIO
1	TOYOTA	4 RUNNER	LN135L [redacted]	UNAMIR RADIO
1	SSANGYONG	KORONDO	KH-7PD9	SPOKESMAN
1	SSANGYONG	KORONDO	KH-7PD9	J. LICARI

To Spokesman

According to the Transport Section, two cars (no. 1456 & 1457) are attached to your office. Please confirm if this is the case.

[redacted]
OIC/OSRSG

Vehicule no. 1457 is with Mr. J. Licari. It was given to him by the E.D. Mr. KABIA. Mr. Licari is to give back the vehicule on 1 June 1995. (Spokesman 23-5-95//11:20)

23 May

To Head of Radio

Please confirm if the four vehicles listed above are attached to your section.

OIC/OSRSG
23 May

File : Inter-Office

Spoke with SRSG on 20/5
The remaining UNVs should be deployed as scheduled.
SRB

UNAMIR/UNV Programme

To: Mr. S. Buo
Executive Director a.i.

From: Liz Hughes
UNV Programme Manager

19 May 1995

Subject: UNV Specialists

In a Memorandum of Understanding (see annex 1) between UNV/Geneva and UN Headquarters signed on 13 January 1995, it was agreed that UNV/Geneva would supply a total of 74 UNV specialists to augment UNAMIR's administration. In addition a Programme and Support Unit headed by a Programme Manager would be established to manage the UNVs assigned to the mission. Two UNVs would be assigned to this unit. The total cost of the programme would not exceed 1.9 mil. These costs are all inclusive including the overhead costs of UNV/Geneva. (see annex 2).

The first budget allotment for US$ 662,600 was issued on 10 March and on 15 March UNVs began to arrive on mission preceded by the Programme Manager who was fielded 23 February. At the time of writing there are 40 UNVs in-country, with 7 more on travel status and due to arrive before 25 May. We have been informed by UNV/geneva that all UNVs will be in Rwanda before the end of May. With recent problems of obtaining visas at the airport we have been forced to reroute all UNVs through Nairobi to obtain visas before arrival. This may lead to unanticipated delays of a week or so.

The UNV specialists are located in all areas of administration and range from plumbers to engineers.(see annex 3). All are third level educational graduates. 19 of the 40 now on the ground are University Graduates while the remainder are highly qualified in their specific fields. Of the total of 76 accepted for UNAMIR 70 per cent have previous UN Mission experience in either Cambodia, Somalia or Mozambique, All UNVs have a minimum of 5 years working experience in their specialist area.

The cost to the United Nations for each UNV for a contract period of 6 months is US$ 18,950. This includes all travel expenses, medical and life insurance, a repatriation grant and a monthly duty allowance of US$ 2,000. Additional expenses are for training which includes language classes and seminars. There is a budget of US$ 150,000 for security to be utilized in the event of evacuation. Programme support on the ground for the six month period totals US$ 58,000, while Geneva's overheads run at US$ 302,240 for the same period. It has been estimated that from now until the 9 June, UNAMIRs expenditure for the UNV Programme will not exceed US$ 200,000. Since March the average expenditure in Kigali has been US$ 60,000. This figure will increase with the arrival of the remaining UNVs.

The sum of US$ 2,000 per UNV includes all the expenses related to their living costs. All of them are living in private residences and endure the hardships of lack of water and electricity. They are also more vulnerable to insecurity such as house break-ins. They do not have the privilege of living in the UN secured locations, such as the Meridian or Chez Lando, as they do not receive a mission subsistence allowance. They are entitled like all other UNAMIR personnel to rest and recuperation breaks however they do not receive any additional monetary support during these periods but benefit from a flight to and from Nairobi.

In all other aspects of mission life UNVs are fully integrated in each section, and as the Programme Manager I have received only positive reports from their respective supervisors.

Each UNV has a six month contract starting from date of entry into the country.

I hope this information will assist you in UNAMIRs future planning exercise. If you require any further information, I would be happy to assist.

Annex I

UNAMIR
FINANCE SECTION
OBLIGATED/RECORDED/RECEIVED
1995 MAR 23 P 1:32

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNITED NATIONS AND
THE UNITED NATIONS VOLUNTEERS PROGRAMME

Pursuant to UN Security Council resolution S/RES/872 (1993) of 5 October 1993 establishing the United Nations Assistance Mission for Rwanda ("UNAMIR") as a peacekeeping operation, the United Nations and the United Nations Volunteers programme ("UNV") agree to collaborate by providing, within the framework of UNAMIR and subject to the terms and conditions of this Memorandum of Understanding, UNV Specialists to support UNAMIR's operation.

To implement this collaboration, the UN and UNV agree as follows:

1. REQUIRED UNV SPECIALISTS

UNV will initially provide 74 United Nations Volunteer Specialists to support UNAMIR's operations. The job descriptions attached as Annex 3 are generic and subject to modification. In addition, this MOU will serve as a flexible framework for the recruitment of additional UNV Specialists consistent with the needs of UNAMIR.

2. IMPLEMENTATION ARRANGEMENTS

2.1 Selection of Candidates

UNAMIR shall communicate to UNV its need for UNV Specialists, including post/job description for the requested number of UNV Specialists.

Upon receipt of the post/job description, UNV will, within the timeframe requested by UNAMIR, identify and submit to UNAMIR's Director of Administration, for selection and clearance, the candidates who satisfy the essential criteria set forth in the job description. UNAMIR shall endeavor, within five working days of receipt of a candidate's fact sheet, curriculum vitae, or Personal History Statement form, to notify UNV of its acceptance or rejection of the candidate. Notwithstanding the foregoing, at the election of UNAMIR and upon notice to UNV, UNV shall undertake to select and recruit the requested UNV Specialists without prior presentation to UNAMIR.

2.2 Recruitment of Candidates

Following the selection of UNV Specialists, UNV will commence recruitment and fielding process subject to confirmation from UNAMIR of local security clearance for the deployment of UNV Specialists in any part of the region. Medical clearance will

have to be obtained prior to departure in accordance with UNV's relevant procedures.

2.3 Arrival and Orientation

Arrangements for the travel of UNV Specialists to UNAMIR headquarters will be administered by UNV. The fielding of UNV Specialists will proceed, in stages, as soon as the MOU is signed. Upon arrival, the UNV Specialists will be received and accommodated by the UNV Programme Administration and Support Unit (PASU) and will receive systematic briefing by the PASU and UNAMIR on all related aspects of their work, including technical aspects of the assignments as well as:

* Socio-cultural, economic and historical conditions,
* UN operations in the Rwanda region,
* UN system common procedures in the field,
* channels and methods of communication, reporting, and supervision,
* Security matters, rules and procedures, including security plans and policies, mine awareness, Radio/Telecommunications and first aid procedures and similar subjects,
* Administrative and logistical support, and
* UNV conditions of service and procedures.

2.4 Work-Planning and Performance Assessment

Upon arrival, UNV Specialists will develop workplans with their supervisors, in conformity with their job descriptions and prevailing circumstances. The workplans will be copied to the PASU and will form a basis for performance evaluation.

3. UNV SERVICE ADMINISTRATION

3.1 Status of UNV Specialists

In the performance of their duties, the UNV Specialists will be subject to the overall direction and substantive supervision of UNAMIR authorities. They will be accorded the normal UN staff privileges and immunities required for the independent exercise of their functions during their assignment. Other than contractual differences unique to the UNV programme, no distinction shall exist between UNV Specialists and other UN staff/officials with regard to their professional and international status, or the services and support provided to them.

3.2 Administration

UNV will establish a Programme and Administrative Support Unit ("PASU") to provide, in coordination with the Office of the

Director of Administration for UNAMIR, the administrative backstopping of the UNV Specialists, including the payment of entitlements. The PASU will report directly to the Office of the Director of Administration for UNAMIR . Draft terms of reference for the PASU Programme Manager are attached as Annex 2.

The PASU will be staffed by: one Programme Manager, one Backstopping Officer for a duration of three months only to help launch the UNV programme, two UNV Programme Officers, and two local administrative assistants.

The PASU will be located in UNAMIR premises and all facilities, equipment and office suplies, including at least two vehicles, wil be provided by UNAMIR. All related operational costs will also be borne by UNAMIR.

4. CONDITIONS OF SERVICE

4.1 Duration of Assignment

All UNV Specialists will be recruited by UNV for an initial period of six months. The assignments however, may be extended at the request of UNAMIR, subject to: (a) the extension or renewal of UNAMIR's mandate, (b) the availability of funds for the contract extension period, and (c) the consent of the UNV Specialist.

4.2 Service Regime/Conditions of Service

Each UNV specialist will be paid a lump sum monthly duty allowance (MDA) of US$ 2.000, which covers settling-in-grant, all living and other allowances, accommodation, utilities and incidental in-country travel. UNV Specialists will be entitled to hazard pay while performing duties in duty stations which have been declared as hazard pay locations by the UN Security Coordinator. Provision for the payment of hazard allowances to UNV Specialists will be included in a separate budget revision. No other entitlement will be payable to the UNV Specialists.

4.3 Security

UNV Specialists will be subject to the overall direction and guidance of the UN Designated Official with respect to security matters for UNAMIR, and will in every respect be incorporated into all applicable security plans. The PASU Programme Manager will liaise directly with the Chief of Security of UNAMIR for all security related matters.

In the event of temporary evacuations for security reasons, UNV entitlements shall apply during the period of evacuation. Any additional costs resulting from such evacuations will necessitate a budget revision which will incorporate new funding requirements.

4.4 Transportation and Communications

UNAMIR shall provide and maintain all transportation, communication, personal safety and similar or related equipment, materials and other facilities which may be necessary for the UNV Specialists and PASU staff to accomplish their tasks.

4.5 Medical Evacuations

Medical evacuations will be effected in accordance with UNV's applicable Conditions of Service.

4.6 Requirement to Complete UNV assignments

As provided in UNV's Conditions of Service, UNV Specialists are expected to complete their assignments. UNAMIR shall not offer any assignment or contract to a UNV Specialist unless the UNV Specialist has fully served and completed his/her contract with UNV.

4.7 Early Termination

UNAMIR may, upon not less than seven calendar days' written notice to UNV, request the termination of any UNV Specialist; such a request shall include the reasons for the early termination.

Notwithstanding any other provision of the conditions of service, any UNV Specialist may resign form service upon seven days' written notice.

Upon early termination of a UNV Specialist, either upon request from the UN or by notice from the UNV Specialists, UNV shall repatriate the UNV Specialist and, at the request of UNAMIR, provide a replacement for which costing is included under item "C" of the budget.

4.8 Obligations of the UNV Specialists

The UN and UNV acknowledge UNV Specialists are not UN "staff members" under the Staff Regulations of the UN and do not enjoy, and are not bound by, rules and regulations relating to the employment of UN Staff Members. However, UNV Specialists serve under contract with UNV and are bound to UNV Rules of Conduct, the Conditions of Service and other applicable UNV Rules and Regulations.

UNV Specialists will not, without prior approval of the concerned UN authorities, engage in outside activities nor issue statements to the press, radio or other public information agencies nor take part in mass communications activities such as film, radio or television production.

5. FINANCIAL ARRANGEMENTS

The initial estimated total budget for this MOU is US$1,944,010 as shown in attached Annex 1. The UN will establish an allotment and indicate an account number to which expenditures will be charged based on this allotment. UNV will provide to the UN a report on actual expenditures within 3 months after the completion of this project and will provide such additional reports as may be required to account for the funds provided by the UN.

6. MISCELLANEOUS

All correspondence related to the agreement shall bear the symbol, and will be known within UNV by the reference, RWA/94/V01.

This MOU shall become effective immediately upon signature by the UN and UNV and shall terminate upon completion of the last obligation hereunder. The duration of this MOU may be extended at the request of the United Nations and subject to availability of the required UN funds. In such a case, the extension will be reflected in an attachment to this document.

This MOU represents the entire agreement and understanding between the UN and UNV with respect to this project. This MOU shall not be amended or modified, no waiver or of any term shall be binding and no breach excused, unless in writing by the parties.

On behalf of the United Nations Volunteers

Rafeeuddin Ahmed
Associate Administrator
UNDP

13. 1. 1995
(DATE)

On behalf of the United Nations

Yukio Takasu
Controller
UN

11 January 1995
(DATE)

ANNEX 2

BUDGET ALLOCATION FOR UNAMIR
(IN US $)

	UNV/HQ (a)	FIELD (b)	TOTAL
A)			
74 UNV SPECIALISTS 6-MONTHS ASSIGNMENT			
Monthly Duty Allowance		888,000	888,000
Assignment Travel	207,200		207,200
Repatriation Travel		207,200	207,200
Medical & Life Insurance	55,500		55,500
Resettlement Allowance		44,400	44,400
Sub-Total	262,700	1,139,600	1,402,300
B)			
SECURITY/EMERGENCY EVACUATION, REPLACEMENT & RELATED COSTS		150,000	150,000
C)			
ORIENTATION & TRAINING		50,000	50,000
D)			
UNV FIELD PROGRAMME & ADMINISTRATION	106,560	58,440	165,000
E)			
PROGRAMME SUPPORT COST	176,730		176,730
TOTAL	545,990	1,398,040	1,944,030

(a) AMOUNT TO BE RENDERED TO UNDP TREASURY.
(b) AMOUNT TO BE REMITTED TO UNAMIR.

ANNEX 3

Distribution of UNVS in UNAMIR		
Section	Nos. of UNVs allocated	Nos. of UNVs fielded at 19 May
Building and Maintenance	14	10
Logistics	9	6
General Services	4	1
Transport	14	2
Procurement	8	5
Personnel	1	1
Movecon	5	1
Finance	2	1
Board of Enquiry	1	1
Communications	8	5
Miss/EDP	6	3
Radio/Information	2	2
TOTAL	74	38

* Two UNVs are assigned to the Programme and Support Unit making the total of 40 and overall total expected of 76.

UNVS UNAMIR NATIONALITIES

NO	NAME	NATIONALITY
1	AWALE LEILA	KENYAN
2	CHILEMBA M.	MALAWI
3	CONTEH MOHAMED	SIERRA LEONE
4	DIALLO MOCTAR	MAURITANIA
5	DUVERNEY JENNIFER	BRITISH
6	ELOTU MARY	UGANDA
7	FORSTER HARRIETTE	GAMBIAN
8	GRABNER CLAUDIA	CANADA
9	GREEN ALAN	BRITISH
10	GUPTA A,K.	INDIA
11	GUNAWARDENA	SRI LANKA
12	HEGARTY ALAN	BRITISH
13	HIRSH F.MARIA	PORTUGAL
14	HUNT A. NIGEL	BRITISH
15	JAFRUL HASSAN	BANGLADESH
16	JEANTOU EDEL	MAURITUS
17	JAYARATHUNA DLH	SRI LANKA
18	JAYSINGHE L.N.	SRI LANKA
19	LIPSCOMBE R.	BRITISH
20	MCKECHNIE B.M.	IRISH
21	MUFTI S.	BANGLADESH
22	MUJYAMBERE ALEX	UGANDA
23	NEYDORFF M.A.	SRI LANKA
24	NGADANDE N.M.	CHAD
25	NICOLAYSEN DAG	NORWAY
26	NOVOA PEDRO	PORTUGAL
27	OPTIZ SIMONA	GERMAN
28	OSMACHKINA N.	RUSSIAN
29	OOSTHUIZEN PIERRE	SOURTH AFRICA
30	POWLES ROBERT	BRITISH
31	RUTIMIRWA ALEX	UGANDA
32	SANWIDI JOEL	BUKINA FASO
33	SMITH KELLY	USA
34	STANLEY DON	SRI LANKA
35	TENYWA MOSES	UGANDA
36	THADITHIL HANSELLER	INDIA
37	THIAM MOHAMED	MAURITANIA
38	THROMBATORE G.	ITALY
39	TIXIER GUILLAUME	FRANCE
40	WARSAME ALI M.	ETHIOPIAN

File. Press (Spiro
2) Inter-Office

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

MEMORANDUM

DATE: 19 May 1995

TO: Mr. Eric Dogbegah
Chief, Management Service

FROM: Ismaël A. Diallo
Spokesman

SUBJECT:: Pagemaker for UNAMIR BULLETIN

Our memo of 31 March 1995, identified to you our needs for in-house typesetting of the UNAMIR Bulletin. In response to that memo, a computer and laser printer were supplied to this office, without however the required pagemaker programme.

In another memo of 27 April 1995 shown to the Special Representative, Ambassador Khan, the principle of in-house typesetting was approved. That memo stressed the urgent need for the acquisition of the pagemaker software, without which we cannot control the quality of our typesetting in the Bulletin's three languages.

The urgency has been again stressed in our Information Programme, dated 6 May, which has the blessing of the Special Representative, as testified by his remarks in the document's margin. Ambassador Khan also stressed this matter at a meeting he held with UN Information Officers on Wednesday, 17 May, stating that the Bulletin should come out without further delay.

In addition, according to the information received yesterday, there is ample budget for the whole programme. But the launching of the Bulletin is being hampered by the lack of the pagemaker, which situation you can kindly rectify. There are two options:

a: acquiring the pagemaker software locally at RW. Fr. 50,000.

b: ordering it express from abroad.

If the first option could be taken, it would respond better to the extreme urgency of the needed solution. If, however, for some administrative reasons, the second option is the only one permissible, then an order ought to be placed at once.

In either case, your decision should be made known to us without delay, so that we may break the current impasse.

cc: Ambassador Khan, SRSG
Mr. S.K. Buo, Ag. ED
Mr. A. Bah, Chief, General Services

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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

18 May 1995

To : Mr. Magne Albrigtsen,
Officer-in-Charge, Communications Section

From : Sammy Kum Buo,
OIC/OSRSG

Subject: **Official Faxes**

1. This is to confirm that the following officers in the OSRSG are authorized to send official faxes directly through the Radio Room:

- Mr. Ismael Diallo, Spokesman;

- Mr. Sammy Kum Buo, Senior Political Adviser.

2. All other officers in the OSRSG wishing to send official faxes must have them authorized in advance by the Executive Director.

3. Thank you for your usual cooperation.

cc.: Spokesman

cc: ED

To Spokesman

Please note also, with reference to the above, that the texts of your press reports to New York are still to be approved by the ED before they are sent

Thanks!
S. Buo

file: Inter-Unamir
2) Radio Unamir

See fax to Da Costa 16 May

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

TO: SAMMY BUO, EXECUTIVE DIRECTOR A.I DATE: 15-5-95

FROM: ZOUAOUI BENAMADI, HEAD OF RADIO UNIT

SUBJECT: MR. LICARI'S MEMORANDUM

Having received the memorandum written by Mr. Joseph Licari on 5-5-95, I want to make the following points:

1. Mr Licari claims he has received an "unfriendly" welcome, and was subject to inconveniences in trying to get himself organized. These allegations are unfounded, as from the first day, Mr Licari was invited to share the existing means at the mission's disposal.

2. Following several days of briefing on the radio and its means, Mr Licari, given his grade, suggested being made responsible for liaising with UN radio in New York and other UN agencies in Kigali. I accepted this suggestion, which was made official by the Executive Director in his reply to my memo, dated 9th March (see enclosed document). But since that date, Mr Licari works in the spokesman's office.

3. With the aim of rationalising work in the OSRSG, the Executive Director A.I. asked Mr. Licari to rejoin his original post. I was consulted and I welcomed this proposal, as the radio unit is short of staff. Mr Licari replied that unfortunately, he couldn't accept this offer, as he didn't intend to renew his contract, because of so-called problems with the Head of Radio. I find this rather puzzling, as Mr. Licari, on his arrival here, had warned me that he didn't want to stay more than 3 months in Kigali, for administrative and financial reasons.

you have already identified these issues

4. I regret having to mention these clarifying points, in response to a memorandum which needlessly points the finger at a Unit doing its best to set up a radio and make it a success.

cc: Ambassador Shaharyar Khan
Mr Ismael Diallo
Mr.Luis Da Costa

UNITED NATIONS
ASSISTANCE MISSION IN RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Date: 9 mars 1995

TO: Dr. Kabia, Executive Director

FROM: Zouaoui Benamadi

SUBJECT: Organisation chart for Radio UNAMIR

The present organisation chart for Radio UNAMIR is based on the following assumption: the more we speak the language of the people in the country of whom we are guests, the more our listenership will grow and the better UNAMIR will be able to help in finding a solution to the problems plaguing the country. It therefore seems important to me to put in place a proper editorial board in Kinyarwanda with, as quickly as possible, a news bulletin in Swahili. This of course requires a substancial input in personnel without which this objective could not only not be reached, but the present rhythm could also not be maintained.

With the means at hand for the time being, here is the tentative framework of this chart which I am now submitting for your approval. It includes a brief description of each indiviaul's tasks.

Zouaoui Benamadi: Head of Radio animation and political management.

Patricia Tomé: General coordination and in charge of French Section.

Joseph Licari: Responsible for relations with Unated Nations Agencies and United Nations Radio.

Manassé Mugabo: Responsible for Kinyarwanda editorial board and Radio Rwanda monitoring.

Marc Vergara: Responsible for English Section

Chief Radio
proceed
hand
for the recruitment of staff
the
AKI
10/3

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

INTEROFFICE MEMORANDUM

15 May 1995

URGENT

To: Mr. A.H. Golo,
OIC/Administration

From: Sammy Kum Buo,
OIC/OSRSG

Subject: **UNAMIR's Support to the Tribunal**

1. Further to the SRSG's memo to you dated 10 May on the above subject, I have been directed to request that:

a) up to 30 seats be reserved on the UNAMIR flight from Nairobi to Kigali on **Friday, 19 May** for delegates who would be attending the funding conference on the Tribunal later that morning in Kigali. Arrangements should be made to ensure that the flight arrives Kigali on **19 May by 9 a.m.** at the latest. As it is our plan to transport the participants back to Nairobi after the conclusion of the conference later in the afternoon of 19 May, we would appreciate receiving your proposals as to how that plan can effectively be implemented. It is currently felt that the plane could depart Kigali for Nairobi at about 1700 hrs at the latest;

b) buses with drivers should be made available for the local transportation of the delegates during their stay in Kigali. In this connection, the buses should be available at Kigali Airport to receive the delegates upon their arrival and should also transport them to the airport upon their departure.

2. For additional information or clarification, please do not hesitate to contact the Chief of Protocol or myself.

3. Thank you for your usual cooperation.

cc.: SRSG
Chief of Protocol
Chief AirOps/Movement
Chief Transport

15 May 1995

To : Ms. Isel Rivero

From : Sammy Kum Buo

Regarding your notes, please be informed of the following:

- The Spokesman receives the HQ news briefings promptly from my office before they are circulated to other officers. It is not necessary, considering the resources and time involved, to photocopy and distribute.

- Concerning the preparation of the political section of the SITREP, I consider that Ms. Kristen Scott remains responsible for that task in addition to her other responsibilities.

Many thanks

cc- Spokesman
Ms. Kristen Scott

File: Inter-Office

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTER-OFFICE MEMOPRANDUM.

TO: Samy BUO
Acting ED
UNAMIR
Kigali

Kigali, 09 May 1995

FROM: Lona Charles OUATTARA
Chief, Airops/Movcon
UNAMIR
Kigali

Subject: Ambassador KARIM.
References: David DRIGGERS's report dated 09/05/95
Steven SMITH's report dated 09/05/95
Report from OUATTARA to IOC Administration
Note verbale dated 03/05/95

From the above please be advised that Nairobi Ramp Supervisor, Patrick BAUDIN did receive the instruction from his supervisor, Mr David DRIGGERS to meet Ambassador KARIM. Although he did not meet him at the plane, he met him at the luggage and took him to our plane. I must say that he has been rather negligent not meeting him at the plane.

This bring back to my attempt of reorganizing this section without much support. Patrick BAUDIN is not a trained Ramp supervisor. That is why I am trying to recrute a local one with aviation background, Mr. WANJOHI.

I should also like to recall the problem I am having trying to perform immigration duties at the two airports. Some of my assistants are refusing to perform these duties saying that there are not part of our responsibilitie (ref. item d of J. MacMILLAN's memo).

As far as the British Officer is concerned Mr. LARRY being the passenger supervisor should have tried to go and check when Serge Smith asked him to check on him. But he simply told Serge SMITH that nobody was missing. Here again I am dealing with a staff from Brown and Root. We do not have any control over such a staff and I have many times looked forward to have him removed from the airport.

In conclusion, the implementation of the Section reorganization

could solve all these problems. We would also like to point out that there is a need to clarify the limit of responsibility for visa request. Likewise the section needs to have a good Ramp supervisor and the two radio operators. The Chief, Airops/Movcon should be backed by the administration for discipline enforcement.

Regards.

Regards.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : All sections/unit chiefs 8 May 1995

From : A. H. GOLO, OIC
Administration

Subject : Draft Archives Classification Manual Plan.

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

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

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

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

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

RECEIVED
09 MAY 1995
UNAMIR
PERSONNEL SECTION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

UNAMIR
ARCHIVES AND RECORDS MANAGEMENT SERVICE
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SRSG, FC AND CAO OFFICES

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

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

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

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

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

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

File: Inter-Office

cc: SS

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

MEMORANDUM

DATE: 5 May 1995

TO: Ambassador Shaharyar M. Khan
SRSG

FROM: Shaka M. Ssali
Deputy Chief, Radio UNAMIR Unit

Shaka M. Ssali

THROUGH: Zouaoui Benamadi
Chief, Radio UNAMIR Unit

SUBJECT:: Ban on News Reporting to Radio UNAMIR Journalists

Mr. Zouaoui Benamadi, Head, Radio UNAMIR, requested me to contact appropriate Rwandan government authorities on the above subject.

I have discussed the Byumba Incident with Major Shaban Wilson Rutayisire, the Rwandan Director of Information, and he has agreed to inform all the regional administrators to allow UNAMIR journalists to carry out their duties unhindered. He has further promised to write and circulate a memo to all the officials concerned and will make a copy of that memo available to Radio UNAMIR.

Good work. I hope the [illegible] is now behind us. Plse. maintain follow-up. [illegible] 6/5

cc: Mr. Sammy K. Buo
Ag. Executive Director

* * * * * *

File: Admin

UNITED NATIONS NATIONS UNIES

IN 1487

FACSIMILE
MOST IMMEDIATE

TO: GOLO, OIC, ADMINISTRATION, UNAMIR

FROM: ABDUL HAMID KABIA, U.N. POLITICAL OFFICE FOR SOMALIA, NAIROBI

DATE: 4 MAY 1995

The Special envoy of the Secretary General Mr. Aldo Ajello (USG) has been instructed to proceed to Bujumbura on Saturday 6th May and return to Nairobi on Monday 8th May. He requires UNAMIR to provide him with an aircraft to undertake the mission.

I have already alerted Mr. Driggers who is awaiting formal authorization from you to proceed accordingly.

Regards.

E/D/R CAO ATRAPS

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UNAMIR - MINUAR

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MISSION POUR L'ASSISTANCE AU RWANDA

MOVCON is much too important a unit to have such lack of coordination - would CAO pl. clear up this confusion? [illegible]

MCU/OPS-139/JM
02 MAY 1995

To: MR L.C OUATTARA
CHIEF AIROPS/MOVCON

Why this [illegible] to [illegible]

From: JAN MCMILLAN
OPS MCU

Subject: SECTION FUNCTIONS

Ref A: Section Functions Minute dated 27 April 1995.

1. I have recently received two instructions from your office as the Chief of Air Operations and Movement Control. The first received 27 April the second received 02 May 1995.

2. The last instruction requests addressees to implement immediately the new Air Operations and Movement Control organisation.

3. It is with regret that I feel obliged to address this situation as a formal written response but as you are aware I have attempted to advise you of some of the problems currently faced within the Movements organisation which affects the efficiency and utilisation of limited assets.

4. The instruction attached at Annex A was never put forward for discussion to any of the Movement Control staff that I have spoken to. It certainly was not addressed to myself prior to this implementation instruction being distributed, and I believe that as it effects myself as a supposed unit chief I should have been consulted.

5. Although I understand and respect your position as the Chief of Air Operations and Movement Control and will abide by your directions. I believe that some of the staff you currently have working for you could have offered a great deal of assistance in the planning and implementation of the new organisation.

6. The organisation and plan as a whole currently, and will certainly in the future, affect the duties which you require the Movement Control Unit to perform.

7. I take this opportunity to comment on a number of points written in your paper.

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INTER-OFFICE MEMORANDUM.

TO: SRSG.

FROM: Lona Charles OUATTARA, Chief, Airops/Movcon.

Subject: Local Staff Recruitment.
Reference: Letter from Chief, Airops/movcon to IOC, Administration dated 08/04/95.
SRSG's request for a brief explaination of the situation dated 26/04/95

Since UNOSOM closure, we lost our minimum radio coverage.This absence of radio communications negatively effects the efficiency, safety and contingency response capability of UNAMIR Airops/Movcon. The last case to remember is, when Nairobi airops knew lately about the fact that the B-200 pilote- in- command did not file a flight plan before take-off to Kigali, the decision could not be taken to stop the flight for lack of communications between the aircraft and our office in Gigiri.

Examples of this nature are many. Fortunately the professionalism of the crew and of UNAMIR Airops/Movcon staff keeps the job done safely without these valuable requirements. On several occasions I addressed this issue to both CCPO an IOC Administration and was finally authorized to recruit Mr. Wanjohi, Mr. Daniel GITHITHO and Mrs. Njeri WACHIRA, respectively as Nairobi Ramp Supervisor and Radios Operators.

On Monday April 24, while these three local staff had already start the work, the personnel section was instructed by the Chief of Administration to freeze their recruitment on the grounds that UNAMIR had more local staff than authorized.At this point it should be noted that these staff will cost UNAMIR less than US$2000 as opposed to several millions and lost of lives if an aircraft was lost for lack of proper communications.

I sincerely believe that the section duties are becoming more and more difficult due to this fact, the Ramp Supervisor having to guess when an aircraft should be arriving.I wish you understand this position and find the appropriate arrangement with the Chief, Administration for allowing this recruitment to go ahead.

Regards.

cc. IOC Administration,
ED.

would ED/CAO pl sort this out? I would be glad if send a letter. Geel 27.4

To OIC/Admin
Mr. Golo, please let us discuss this as a matter of urgency and make a recommendation to the SRSG, as requested.
Thanks
28/4

cc: SRSG.

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

28 April 1995

- **NOTE TO :** **DFC**
OIC/Admin.
Spokesman
Chief of Protocol
SPAO
PAO

In connection with the imminent commencement by 3 May of the work of the Kibeho independent investigation commission of which UNAMIR is a member, and having in mind that UNAMIR is expected to provide logistical support for the commission, you are kindly invited to a meeting in the SRSG's conference room **today, 28 April, at 16.00,** to consider UNAMIR's possible assistance.

Sammy Kum Buo
OIC/OSRSG

File: Inter. Office
2/Admin ?

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

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Regards.

cc. IOC Administration,
ED.

UNITED NATIONS
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To CAO: I find the case made by the Chief of Airops/Movcon compelling and would urge that the process that you initiated earlier this month be expedited so as to recruit the necessary personel
Thanks.
26/4
cc: Chief Airops

INTER-OFFICE MEMORANDUM.

TO: ALLY GOLO, IOC ADMINISTRATION

FROM: Lona Charles OUATTARA, Chief, Airops/Movcon.

Subject: UNAMIR Flights Safety

References: - Letter from Chief, Airops/Movcon to IOC Administration, dated 08/04/95.
- Routing Slip from IOC Administration to Mr Koumago, acting CCPO.
- Routing Slip from Koumago, acting CCPO to IOC Administation dated 12/04/95.

I would like to kindly draw your attention on the fact that it is not possible for UNAMIRAiroperations to continue working under such circumstances of flying aircrafts without anyradiocoverage.

Having come to an acceptable agreement with the CCPO at least three months ago, I found it extremely dangerous to continue to fly aircrafts without complying with the minimum Aviation Safety requirements such as flights following, which only put at risk the aircraft, but above all, the security of passengers. Many of a times UNAMIR Air operations Unit is left guessing the hypothetic arrival of VIP flights because of the total lack of ground-to-air and ground-to-ground communications facilities and appropriate qualified staff to man them.

I have personnally addressed these occurrences several times without the least result. At JKIA, both the Base Aviation safety Officer and the Ramp Supervisor never know the exact time the flight is due, due to lack of communications. In my capacity of your adviser regarding Aviation Safety, Please be advised that it is totally unaceptable to ICAO Standards to operate an aircraft without these minimum requirements such as communications.

Failing to do so, we are also risking the impounding of our entire fleet in Nairobi by Kenyans Civil Aviation Authorities, on proper safety grounds as opposed to the impounding of the An-26 on what can be considered as purely political grounds, the safety grounds being highly questionable.

From the above-mentioned, I therefore kindly suggest that recruitment constraints be regarded as secondary while dealing with aviation safety. The impounding of aircraft, costs UNAMIR thousands of dollars/day, an air crash will cost millions of dollars, while the recruitment of three local kenyans will cost less than US$2000 per month. It would then be advisable that you reconsider your decision to stop the recruitment you had initially authorized.

Regards.

cc. CISS
ED
SRSG

would CAO/AWOPS perhaps wish to pl. tell me — on what subject a brief — I need to intervene and with whom
Secretary 26/4
ED
AD
Ops

TO: ALLY GOLO
OFFICER IN CHARGE
UNAMIR, KIGALI

THROUGH: PETER HORNSBY
CHIEF INTEGRATED SUPPORT SERVICES
UNAMIR, KIGALI

FROM: L. C. OUATTARA
CHIEF AIR OPS/MOVCON
UNAMIR, KIGALI

DATE: 8 APRIL 1995

SUBJECT: RECRUITMENT OF LOCAL STAFF

PLEASE FIND ENCLOSED A MEMO FROM ME TO K. NILSVANG REQUESTING RECRUITMENT OF LOCAL STAFF. IN THE FIRST CASE OF GITHITHO AND WACHIRA, THERE IS AN URGENT NECESSITY FOR TWO RADIO OPERATORS.

FLIGHT FOLLOWING, WHICH IS A BASIC ELEMENT OF ANY AIR OPERATION, HAS BEEN FURNISHED TO UNAMIR FOR THE LAST SEVEN MONTHS BY UNOSOM. WITH THE CLOSURE OF UNOSOM, UNAMIR FINDS ITSELF WITHOUT FLIGHT FOLLOWING CAPABILITIES. THIS ABSENCE OF RADIO COMMUNICATIONS NEGATIVELY EFFECTS THE EFFICIENCY, SAFETY, AND CONTINGENCY RESPONSE CAPABILITY OF UNAMIR AIR OPS/MOVCON.

ADDITIONALLY, ANY AIR OPERATIONS WITH THREE AIRCRAFT WHOSE OPERATIONAL AREA SPANS THREE COUNTRIES ON ANY GIVEN DAY, WOULD BE FOUND OPERATIONALLY DEFECTIVE BY ANY AUDIT.

IN THE SECOND CASE, WONJOHI, THERE IS AN URGENT NEED FOR AN ADDITIONAL RAMP SUPERVISOR. UNAMIR AIR OPS/MOVCON OPERATES TWO WORK SHIFTS AT JOMO KENYATTA AIRPORT. CURRENTLY, WE HAVE ONE RAMP SUPERVISOR. THIS LEAVES ONE OF THE SHIFTS UNSUPERVISED. ACTIVITIES AT INTERNATIONAL AIRPORTS INVOLVE VERY SENSITIVE ISSUES SUCH AS SECURITY AND SAFETY. FOR THIS REASON IT IS IMPERATIVE THAT EACH SHIFT HAVE SUPERVISION. THIS WILL ALLOW UNAMIR TO BE SPARED FROM EMBARRASSMENTS SIMILAR TO THE PETER KIRUTI INCIDENT IN NOVEMBER/94.

FURTHER, AND IN RELATION TO OUR NEW RELATIONSHIP WITH TO KENYA AIRPORTS AUTHORITY, MR. OMUSE, AS WOULD ANY OTHER AIRPORT MANAGER IN THE WORLD, WOULD HAVE GREAT DIFFICULTY ACCEPTING UNSUPERVISED WORK SHIFTS.

REGARDS

FASU
Please proceed as approved by the OSC/Administration
20/4/95

File: Unter Office

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

DATE: 26 April 1995

TO: A. H. GOLO
OIC, Administration

FROM: L. C. OUATTARA
Chief, AIR OPS/MOVCON

SUBJECT: Non compliance of air regulations by aircraft commander of UN 369

1. Thursday April 13, 1995 05:30 hours UN-369 departed Nairobi for Kigali. The aircraft commander did not file a flight plan, as required by international regulations. In addition, the tower operator did not verify the existence of a flight plan, as required by standard operating procedures. Therefore UN-369 depart Jomo Kenyatta Airport without a proper flight plan.

2. ICAO recommended procedures, as well as the individual regulations of member states, make it very clear that **the responsibility for pre-flight planning to include the filing of appropriate flight documents is the responsibility of the aircraft commander.**

3. AIR OPS/MOVCON personnel assist in this process **as a courtesy only and when their primary responsibilities permits.** UNAMIR AIR OPS/MOVCON, by regulation, can not accept the responsibility for the pre-flight planning process. In addition AIR OPS/MOVCON is not part of the Kenyan Air Traffic System and therefore can not insure compliance to normal operating procedures.

4. The concept of ultimate authority and responsibility being incumbent on the pilot in command is one of, if not, the first concept that any pilot is taught. I have spoken to the aircraft commander involved in this incident and reminded him of the pertinent regulations which govern this basic concept.

CC: ED
SRSG

File:
Wte - Office?

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

UNAMIR - MINUAR

26 April 1995

TO: Sammy K. Buo, OIC, Office of The SRSG

FROM: A. B. S. Dao, Humanitarian\Rehabilitation Officer

SUBJECT: Problems between the RPA and GOAL

Following the report by Mr. John Ging, Field Director of the European NGO, GOAL, relating to an incident in Gikongoro involving his colleagues: one (1) Australian, one (1) Irish and two (2) Zairean drivers in whose possesion was found a letter from the ex-President of Rwanda now residing in Zaire, I got in touch with Major Kamanzi, RPA Liaison Officer, at 11:30 hrs for a speedy resolution of the matter. In particular, I requested the Major to use his good offices to secure the release, from the RPA Military Intelligence Unit, of the passports of the Australian and Irish GOAL expatriates, Rosland Muller and Vera Marron respectively. Secondly, I informed him that the GOAL Field Director would also very much like to address the problem of the two (2) Zairean drivers.

Major Kamanzi has just called to say that the military intelligence officer who is handling this matter is off to Gikongoro and will be back this evening. He promised to call me at 8:30 hrs tomorrow, 27th April, 1995 when, hopefully, this matter would have been resolved.

I have informed Mr. John Ging accordingly.

File: Inter-Office
2): Admin

UNITED NATIONS
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UNAMIR-MINUAR

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To CAO: I find the case made by the Chief of Airops/Movcon compelling and would urge that the process that you initiated earlier this month be expedited so as to recruit the necessary personnel. Thanks.
26/4
cc: Chief Airops

INTER-OFFICE MEMORANDUM.

TO: ALLY GOLO, IOC ADMINISTRATION

FROM: Lona Charles OUATTARA, Chief, Airops/Movcon.

Subject: UNAMIR Flights Safety.

References: - Letter from Chief, Airops/Movcon to IOC Administration, dated 08/04/95.
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Regards.

cc. CISS
ED
SRSG

Would CAO/Airops perhaps wish to tell me — a brief — on what in fact I need to intervene and with whom
Saalbery 2/26/4
ED
CAO/Air Ops

TO: ALLY GOLO
OFFICER IN CHARGE
UNAMIR, KIGALI

THROUGH: PETER HORNSBY
CHIEF INTEGRATED SUPPORT SERVICES
UNAMIR, KIGALI

FROM: L. C. OUATTARA
CHIEF AIR OPS/MOVCON
UNAMIR, KIGALI

DATE: 8 APRIL 1995

SUBJECT: RECRUITMENT OF LOCAL STAFF

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ADDITIONALLY, ANY AIR OPERATIONS WITH THREE AIRCRAFT WHOSE OPERATIONAL AREA SPANS THREE COUNTRIES ON ANY GIVEN DAY, WOULD BE FOUND OPERATIONALLY DEFECTIVE BY ANY AUDIT.

IN THE SECOND CASE, WONJOHI, THERE IS AN URGENT NEED FOR AN ADDITIONAL RAMP SUPERVISOR. UNAMIR AIR OPS/MOVCON OPERATES TWO WORK SHIFTS AT JOMO KENYATTA AIRPORT. CURRENTLY, WE HAVE ONE RAMP SUPERVISOR. THIS LEAVES ONE OF THE SHIFTS UNSUPERVISED. ACTIVITIES AT INTERNATIONAL AIRPORTS INVOLVE VERY SENSITIVE ISSUES SUCH AS SECURITY AND SAFETY. FOR THIS REASON IT IS IMPERATIVE THAT EACH SHIFT HAVE SUPERVISION. THIS WILL ALLOW UNAMIR TO BE SPARED FROM EMBARRASSMENTS SIMILAR TO THE PETER KIRUTI INCIDENT IN NOVEMBER/94.

FURTHER, AND IN RELATION TO OUR NEW RELATIONSHIP WITH TO KENYA ~~AIRPORTS AUTHORITY, MR. OMUSE, AS WOULD ANY OTHER AIRPORT MANAGER~~ IN THE WORLD, WOULD HAVE GREAT DIFFICULTY ACCEPTING UNSUPERVISED WORK SHIFTS.

REGARDS

FASU

Please proceed as approved by the OIC / Administration

20/4/95

ROUTING SLIP

CAO/UNAMIR — Hunrasos 13/4/95

To: Mr. Roumega

For action ✓

For attention

For information only

For comments

Pls discuss

Pls draft reply for CAO's signature

~~Pls reply directly~~

Pls coordinate reply/ action with (see below)

Pls copy to (see below) - Chief Administration
- CISS

Circulate SAO, SpTo, CFO, CCPO, CPO, CGSO, CCO, CTO, CBMSO, CMISO

Copy to SRSG, FC, CCIVPOL, SAO/UNOMUR

Other instruction: The engagement of personnel for ALDAS/MONUSCO as negotiated in the Chief Admin's telecons with Mr. Lipsid 13/4/95 is agreed to. Please proceed with recruitment at the earliest possible date.

ROUTING SLIP		FICHE DE TRANSMISSION
TO: A:	CAO	
FROM: DE:	Koumago	
Room No. – No de bureau	Extension – Poste	Date
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	X	VOTRE ATTENTION
AS DISCUSSED		COMME CONVENU
AS REQUESTED		SUITE A VOTRE DEMANDE
NOTE AND RETURN		NOTER ET RETOURNER
FOR INFORMATION		POUR INFORMATION

In view of the sensitivity of the issue, I do not have any objection to the Attached - Please Approve

AL 12/4/95

COM.6 (2-78)

file :

Rec'd 20/4 SB

Comments on p. 2 → for Spokesman

UNITED NATIONS — NATIONS UNIES

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

UNAMIR - MINUAR

MEMORANDUM INTERIEUR

A: M. Zouaoui Benamadi
chef de la Radio

DE: Ismael A. Diallo
Porte-parole — IADiallo

DATE: 20 Avril 1995

OBJET: <u>Coopération entre la Radio des Nations Unies et Radio-MINUAR</u>

1. M. Ayman El-Amir, chef de la section Radio des Nations Unies à New York m'a adressé, le 7 avril 1995 un Fax en six (6) points sur le sujet en objet.

2. Ce Fax a été reçu le 8 avril et des copies ont été remises

- à l'Ambassadeur Khan, pour information;
- au Dr. Kabia, alors Directeur Exécutif, pour aider au suivi des suggestions contenues dans le message; et
- à vous-même, pour action.

3. Je vous demandais de m'en parler et vous redemandais, quelques jours après, de me laisser connaitre la suite réservée aux idées de M. El-Amir.

4. Le Dr. Kabia, peu avant son départ de Kigali, m'a fait part du problème qu'il avait avec le texte d'un Fax que vous adressiez à M. El-Amir en réponse à celui qu'il m'a adressé, à moi, en tant que "chef de l'information de la MINUAR".

Le Dr. Kabia m'a dit qu'il ne pouvait autoriser l'envoi de votre Fax à cause de la phrase au point six (6) de votre texte, qui dit ceci: <<In the future, I would like to receive directly your suggestions and remarks>>.

.../

5. Je constate que votre fax, daté le 18 avril, donc après le départ du Dr. Kabia, a été envoyé à New York avec l'autorisation du Directeur exécutif a.i. C'est par M.S.K. Buo que j'ai su que votre réponse à M. El-Amir a été expédiée et c'est lui qui m'en a fait donner copie.

6. Quoique vous n'ayiez point daigné répondre à mes démarches autérieures strictement professionnelles sur le fonctionnement du service de l'information de la mission, je souhaite que, cette fois, vous preniez la peine de respecter l'organigramme de la MINUAR-sans états d'âme - pour m'éclairer sur le sens que vous donnez à la phrase au point six (6) de votre Fax du 18 avril à M. Ayman El-Amir.

Dois-je ajouter que je souhaite aussi que le climat de travail ne se détériore pas davantage aux dépens du service qui nous lie.

cc: M. le Directeur exécutif a.i.
M. Samir Sanbar, ASG, DPI → No need to send this memo to New York

To Spokesman, from OIC/OSRSG
21/4

I have discussed this issue with the Head of the Radio. I fully agree with the last para. of your memo above. I think we should all remember why we are here: to serve the United Nations in its efforts to promote peace in Rwanda. The SRSG's instructions are clear, as outlined earlier. We have 2 information units, one headed by you, and the other, the Radio unit, headed by Mr. Benamadi. Both units should work together to serve UNAMIR's information needs.

Thanks

File: Inter. Office

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

TO: Ambassador Shaharyar M. Khan
SRSG

FROM: Ladan M. Rafii
Political/Legal Officer

DATE: 28 February 1995

SUBJECT: Status of Mission Agreement

In accordance with your recent request, I am writing to inform you of certain observations made with regard to the current status of the Agreement signed on 5 November 1993 between the United Nations and the former Government of Rwanda on the status of the United Nations Assistance Mission for Rwanda (UNAMIR).

1. The Agreement is confined to UNAMIR's mandate as described in the Security Council resolution 872 (1993) of 5 October 1993. Pursuant to this resolution, UNAMIR was mandated to:

- contribute to the security of Kigali
- monitor observance of the ceasefire agreement
- monitor the security situation in the country
- assist with mine clearance
- investigate instances of alleged non-compliance with the provisions of the Arusha Peace Agreement relating to the integration of the armed forces
- monitor the repatriation of Rwandese refugees and resettlement of displaced persons
- assist in the coordination of humanitarian assistance
- investigate and report on activities of the gendarmerie and police

Although UNAMIR's mandate has been modified in other resolutions passed by the Security Council subsequent to resolution 872, a strict interpretation of the terms of the Agreement would indicate that its provisions do not encompass any tasks assigned to UNAMIR beyond the scope of those outlined above.

Accordingly, and in response to a request from U.N. Headquarters in New York, a draft exchange of letters was prepared to ensure that the Agreement of 5 November 1993 applied to UNAMIR's current mandate. A letter dated 5 October 1994 was sent from the SRSG to the former Rwandese Minister of Foreign Affairs seeking the Government's approval of these letters. At a meeting held on 24 October 1994 between our Legal Adviser and the Director of Cabinet of the same Ministry, we were informed that the matter of the exchange of letters was still under discussion with the Government, but that a formal response should be expected soon. On 8 November 1994, a Note Verbale was sent to the Ministry of Foreign Affairs from the SRSG's office reminding the Ministry that we had yet to receive a response on the issue.

On 18 January 1995, our Legal Adviser attended a meeting at the Ministry of Foreign Affairs during which Head of Cabinet at the Ministry stated that the Government of Rwanda would spare no effort in cooperating with UNAMIR and that action on the exchange of letters would take place soon. He further stated that instructions would be issued to their staff interacting with UNAMIR to be aware of and to respect UNAMIR's privileges and immunities. The Director-General of the Ministry of Foreign Affairs added at this meeting that, in his opinion, the existing Agreement signed in 1993 remained valid.

Following problems experienced by various UNAMIR personnel at Kigali airport, a Note Verbale dated 2 February 1995 was sent to the Minister of Foreign Affairs referring to the privileges and immunities granted members of UNAMIR in the status of mission Agreement. We reminded the Ministry of our previous requests regarding the exchange of letters. In response, the Minister of Foreign Affairs wrote a letter the same day addressed to the Ministries of Defence, of Transport and Communications, and of Finance (with copies to the Rwandese President and Prime Minister) referring to the status of mission Agreement and requesting their respective personnel to "respect the commitments undertaken by the Rwandese Government concerning the status of UNAMIR." Despite this acknowledgement of the validity of the Agreement, UNAMIR has yet to receive any formal notification on the part of the Government indicating its willingness to supplement the existing Agreement to include coverage of UNAMIR's expanded mandate. (It should also be noted that the draft exchange of letters submitted to the Government on 5 October 1994 has since become outdated due to the further expansion of UNAMIR's mandate in Security Council resolution 965 of 30 November 1994.)

2. The existing Agreement refers to "the status of the United Nations Assistance Mission for Rwanda". For purposes of this Agreement, UNAMIR is deemed to consist of the "Special Representative" (including any member of UNAMIR to whom he delegates a specific function or authority); a "civilian component" (consisting of U.N. officials and other persons assigned by the Secretary-General to assist the SRSG or made available by participating States to serve as part of UNAMIR); and a "military component" (consisting of military and civilian personnel made available by participating States to serve as part of UNAMIR).

Other U.N. agencies operating in Rwanda are not covered by the terms of this Agreement, but they may have concluded their own individual agreements with the Government (as in the case of the U.N. Human Rights Field Operation in Rwanda). Even in the absence of such separate bilateral agreements, they would be accorded certain rights under the Convention on the Privileges and Immunities of the United Nations adopted by the U.N. General Assembly on 13 February 1946 and to which Rwanda is a signatory party.

3. The Agreement only refers to the term "the Government" as meaning "the Government of the Republic of Rwanda". That is, it is not restricted to a particular type of regime governing the country. As such, despite the recent change in Government, the existing Agreement is still legally binding (assuming the Government has obtained formal recognition), and any violation of this international obligation by the current Rwandese Government would result in state responsibility for which it would be held liable (unless it raises a valid defence for the non-performance of its obligations).

File: Inter-Office

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

MEMORANDUM

TO: SEE BELOW

FROM: K. Scott DATE: 22 February 1995
Political Affairs Officer

SUBJECT: Contributions to SITREPS of the OSRSG

As you know, both the Daily and Weekly SITREPS of the OSRSG are summaries of the activities of the entire office. For this reason, in order to facilitate the efficient and accurate preparation of these reports, I would greatly appreciate your cooperation. Please submit by 05.00 p.m. each day a short summary of your activities (meetings attended, topics discussed) and any other contributions that you may have. This contribution can be handwritten and can be given either to myself, to A. Atsiaya, my secretary, or placed under my door.

In a parallel manner, please submit contributions for the Weekly SITREP each Monday by 10.00 a.m.

Thank you for your cooperation.

Addressed to: [redacted]
Mr. P.B. Dessande
Mr. Z. Benamadi
Mr. S. Dao
Mr. I. Minta
Mr. M. Conde
Radio
Ms. L. Rafii

cc: SRSG
ED
SPAO

File: Inter-Office Mem
2) Progs

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM

TO: Allen Hundley
Radio Technician

FROM: Sammy Kum Buo
Political Adviser and Acting Spokesman

RE: PROPOSED RADIO PROGRAMMING

DATE: 9 December 1994

Further to our conversation this morning, I would appreciate it if with the arrival of Mr. Marc Vergara, our new international staff-member in the Radio Unit, you could submit to me your proposals regarding programming for the U.N. Radio. In particular, you should describe our modus operandi or concept of operations, hours of programming and the radio's targetted audience. This information will be evaluated for eventual submission to the Executive Director and SRSG for their consideration with a view to enabling the radio to begin immediate broadcasting once a license has been received and proper frequencies have been allocated for this purpose.

cc: SRSG - ED

File: Inter-Office Mem
2) Press

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM

TO: Allen Hundley
Radio Technician

FROM: Sammy Kum Buo
Political Adviser and Acting Spokesman

RE: OFFICE SPACE FOR RADIO UNIT

DATE: 9 December 1994

In the interest of maximising efficient use of our limited office space made available for the Radio Unit, you and Mr. Marc Vergara should, on a temporary basis pending the arrival of Mr. Mehu's replacement, share the Spokesman's office (Room 4052). The office now allocated to the local journalists (Room 4034) should remain for their use, and Room 4012 (formerly assigned to Mr. Harman) should be utilized for operational purposes.

Thank you for your cooperation in this regard.

cc: ED

UNITED NATIONS — NATIONS UNIES

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

UNAMIR - MINUAR

To: Dr. Abdul Hamid Kabia
Executive Director

From: Sammy Kum Buo,
Political Adviser

Date: 4 October 1994

Subject: **Vehicle Allocation to Political Staff**

I would like to request a vehicle and a driver for the political staff in the Office of the SRSG. As you are aware, this office currently has five Officers and a secretary with additional staff expected shortly. With the growing tempo of work, it is essential that the staff be able to move around sometimes on very short notice.

While there is a scheduled bus service available, the work programme of the staff may not always conform with the schedule. Thus, it would be useful and helpful if a vehicle and a driver could be made available at the earliest possible opportunity.

Thank you for your attention and cooperation.

To ED

Many thanks for your efforts and your kind consideration of our request. Since there are many of us, and since we have different schedules and activities, a car without a driver may not be a very satisfactory arrangement. We are therefore prepared to wait until the services concerned can recruit a driver.
Many thanks again. Sammy Buo
6 Oct. 1994

Pl Adv
I am requesting to the Transport unit to assign a vehicle (sedan) to you but for some startup time there is a small shortage of drivers. Your unit will be assigned three 4+4's for the officers to factor the 4x4's 5 when the vehicle fleet arrives from Prison.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

file: Inter-Office

To: Maj Gen Kagame
Minister of Defence

From: Col Tikoca
A/FC

Date: 20 July 1994

Composition of the French Delegation

- M Dufourck, Secretary General of the Quai D'Orsay
- Mme Boivineau, Ambassador, Quai D'Orsay
- Gen Germanos, Deputy Chief of Staff of Operations, Army
- Col Klein, Executive Assistant
- Communications technician

They are due to arrive Kigali Airport at 0730 hrs using a Falcon 50 aircraft. Their initial intention was to spend the day here conferring with Rwandese officials as available. However there may be some delay in the arrival time because of the confusion over the status of their welcome.

May we assume that your welcome to them includes permission for the French liaison team that is currently with us to go to the airport to meet them and to leave a guard on the aircraft? The French liaison team would travel in two vehicles with a UNAMIR escort.

File: Inter-Office
2) Military
3) Humanitarian
SKB

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

UNAMIR - MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

Seen 2/104/94

INTER OFFICE MEMORANDUM

To: See Distribution

File Ref:

From: FC

Date: 7 May 1994

Subject: EVACUATION OF CIVILIANS BY UNAMIR PERSONNEL

1. It has been noted with concern that some UNAMIR personnel have been evacuating civilians (mostly Rwandans) using the existing UNAMIR flights on personal initiatives.

2. This practice is prejudicial to the credibility, impartiality and security of the mission and should cease immediately.

3. All are reminded that the authorized agency through which all humanitarian actions are carried out is the Humanitarian Affairs Cell (HAC) at this HQ.

4. All humanitarian requests are therefore to be passed on to this cell for action as appropriate. There is to be no initiatives or promises given unless staffed through HAC. Our security is dependent on it.

RA DALLAIRE
Maj Gen
Force Commander

Distribution List

Action:

External:

MILOB GP HQ
BYUBAT
TUN COY(-)

Information:

Internal:

CAO and Civilian Staff
~~Dr Kabia and~~
Political Staff
COO
CMPO
CLogO
CPlans
HAC

FC
DFC

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

21 April 1995

To: Mr. A.H. Golo,
OIC, Administration

From: Sammy Kum Buo,
OIC, Office of SRSG

Subject: **Official mission to Kampala (Uganda)**

The SRSG has decided that Mr. Ismael A. Diallo, Spokesman, should travel with Mr. Shaka Ssali, of Radio UNAMIR, on official mission to Kampala. They are scheduled to leave Kigali on Sunday, 23 April, and to return on Thursday, 27 April.

It would be greatly appreciated if the various administrative services concerned could make the necessary travel arrangements.

M. Kum Bono
file: Inter-Office

United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO: Tout le Personnel du
A: Bureau du RSSG

DATE: 21 Mars 1994

REFERENCE:

THROUGH: Dr. Abdul H. KABIA
S/C DE: Directeur Executif/RSSG

FROM: Beadengar P. DESSANDE
DE: Chef du Bureau du Protocole et de Liaison/RSSG

SUBJECT:
OBJET: Messe de Requiem - Feu Jean-Pierre STEVELINCK et Feue Shireen CAUSEY

1. Une messe de requiem sera organisée le jeudi 24 Mars 1994, dans l'après-midi, en memoire de nos très regrettes collègues dont les noms sont mentionnés plus haut.
   Le programme vous sera communique dès que possible.

2. Afin de couvrir les divers frais de ce service, il est convenu a la réunion du 19 mars 1994, de requérir du personnel de notre bureau une contribution volontaire.

3. Apres concertation, le montant minimum de contribution du personnel du Bureau du RSSG est indiqué comme suit :
   - Professionnel FRW. 1.000
   - Services Généraux FRW. 500

4. Mme M.R. Forsinetti - Bureau 4068 ext. 1468 est chargee de recueillir votre contribution.

cc. RSSG (pour information)

* File: Inter-office? N. Kum Buo

MEMORIAL SERVICE

FOR

MR JEAN PIERRE STEVELINCK

AND

MS SHIREEN CAUSEY

WILL BE HELD

THURSDAY, 24 MARCH 1994 AT 1600 HOURS

AT

THE GIKONDO PARISH CHURCH

ALL MEMBERS OF UNAMIR

ARE INVITED TO ATTEND

PLEASE MINIMIZE TRANSPORT DUE TO LIMITED PARKING

LIMITED BUS TRANSPORT WILL DEPART THE UNAMIR HEADQUARTERS AT

1515 HOURS

PRIMATURE
Rugenge
Ruhondo
Nyakabanda
CHURCH

File: Inter Offi

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

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

8 February 1995

To: Mr. Charles Ouattara,
Chief AIR/OPS

From: Dr. A. H. Kabia,
Executive Director, OSRSG

Subject: **Airport Access Passes**

Please kindly take the necessary measures with the Rwandese authorities to secure airport access passes for the following officers in the OSRSG who will need such passes in connection with their official responsibilities:

. Mr. Sammy Kum Buo, Political Adviser;

. Mr. Zouaoui Benamadi, Spokesman.

Thank you for your cooperation and attention to this matter.

cc - Spokesman

File : Inter-office

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

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

TO: The Office of the SRSG
The Office of the FC (cc to BNs and UNMO's, please)
The Office of CIVPOL
The Office of the CAO (cc to appropriate offices, please)

FROM: Mr. M. Kane
Political Adviser
OSRSG

SUBJECT: Subscription for magazines and newspapers.

DATE: 4 February 1994

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1. The Chief Finance Officer has advised the Bureau of Information, Education and Press (BIEP) of the availability of limited funds earmarked for the subscription of magazines and newspapers.

2. In order to use these funds in an efficient manner, and to respond to the Mission's needs, I am requesting the BIEP to make the appropriate requisition on behalf of all components. The BIEP would be responsible for the timely distribution of magazines and newspapers to all designated offices.

3. I would appreciate if you could advise the BIEP of your needs **no later than 11 February.**

4. Your cooperation is most appreciated.

cc Ms. C. Deliso
Mr. H. Benz
Mr. S. Setian

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

25 January 1995

To: DCOS/OPS

From: Mr. Beadengar P. Dessande,
OIC, ED/OSRSG

Subject: **UNAMIR Daily SITREP**

You are kindly requested to include the Political Adviser to the SRSG, Mr. Sammy Kum Buo, on the distribution list for the Daily SITREP.

Thank you for your immediate attention to this matter.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: Mr. Mamadou Kane
Mr. Sammy Kum Buo
Mr. Beadengar Dessande

FROM: Abdul H. Kabia
Executive Director
Office of the SRSG

DATE: 25 January 1994

SUBJECT: **Temporary assignment of functions with effect from 25.1.94**

Please find below a delineation of responsibilities which is effective immediately.

Dr. Abdul H. Kabia

- Responsible for coordinating the activities of the advisers and units in the Office of the SRSG and report on same to the SRSG.

- Coordinate the preparation of communications and reports to New York.

- Liaise with the Force Commander and the UN Resident Coordinator on matters relating to Humanitarian Affairs (pending the arrival of the Humanitarian Officer).

- Maintain coordination between the office of the SRSG and the Force Commander, so as to harmonize political and military strategy.

Mr. Mamadou Kane

- Maintain liaison with the RGF, RPF, Political parties, Prime Ministers and other members of Government, and provide political advice and analysis as required.

- Responsible for coordinating administrative and personnel matters of the office of the SRSG and liaising with all units in UNAMIR on these matters.

Mr. Sammy Kum Buo

- Responsible for liaising with the Diplomatic Corps and the OAU, (with special attention to the representatives of the Facilitator and other Heads of State of the neighbouring countries) and provide political advise and analysis as required.

- Coordinate the preparation of daily and weekly situation reports.

- Represent the OSRSG in the Joint Military Commission and provide political advice as required.

Mr. Beadengar Dessande

- Responsible for all matters relating to protocol and the visitors bureau.

- Coordinate all visits and meetings by and with the SRSG.

- Represent the office of the SRSG in Commissions of Enquiry established by the SRSG and follow all matters relating thereto.

- Maintain liaison with the DMZ and MILOBS Sectors and provide political advise as required.

cc: SRSG, FC, CAO

COMMUNICATIONS PLAN FOR MANDATE PERIOD
5 JANUARY - 5 APRIL 1994

Communication Center, UNAMIR Headquarters is presently operating on two shifts from 0700 Hours local time until 2100 Hours, Monday through Friday, weekends and holidays 1100 Hours to 1300 Hours. One radio operator is on standby for emergency. A full complement of operators (6) should arrive shortly. It is anticipated that 24-hours coverage will commence on the 28th of February 1994.

SATELLITE TERMINALS.

The Intelsat Earth Station is expected in Kigali about 15 February, and installation will commence immediately. The system should be fully operational by the 15th of April. This will provide us with direct communications access to New York Headquarters and other UN missions.

Four VSAT Terminals for phone, FAX facilities is being procured to link the northern and southern sectors with UNAMIR Headquarters. In addition, Inmarsat 'C' Terminals 'Text only' will be installed in UNAMIR COMCEN, UNOMUR HQS, MILOB HQS and Kigali Sector Hqs.

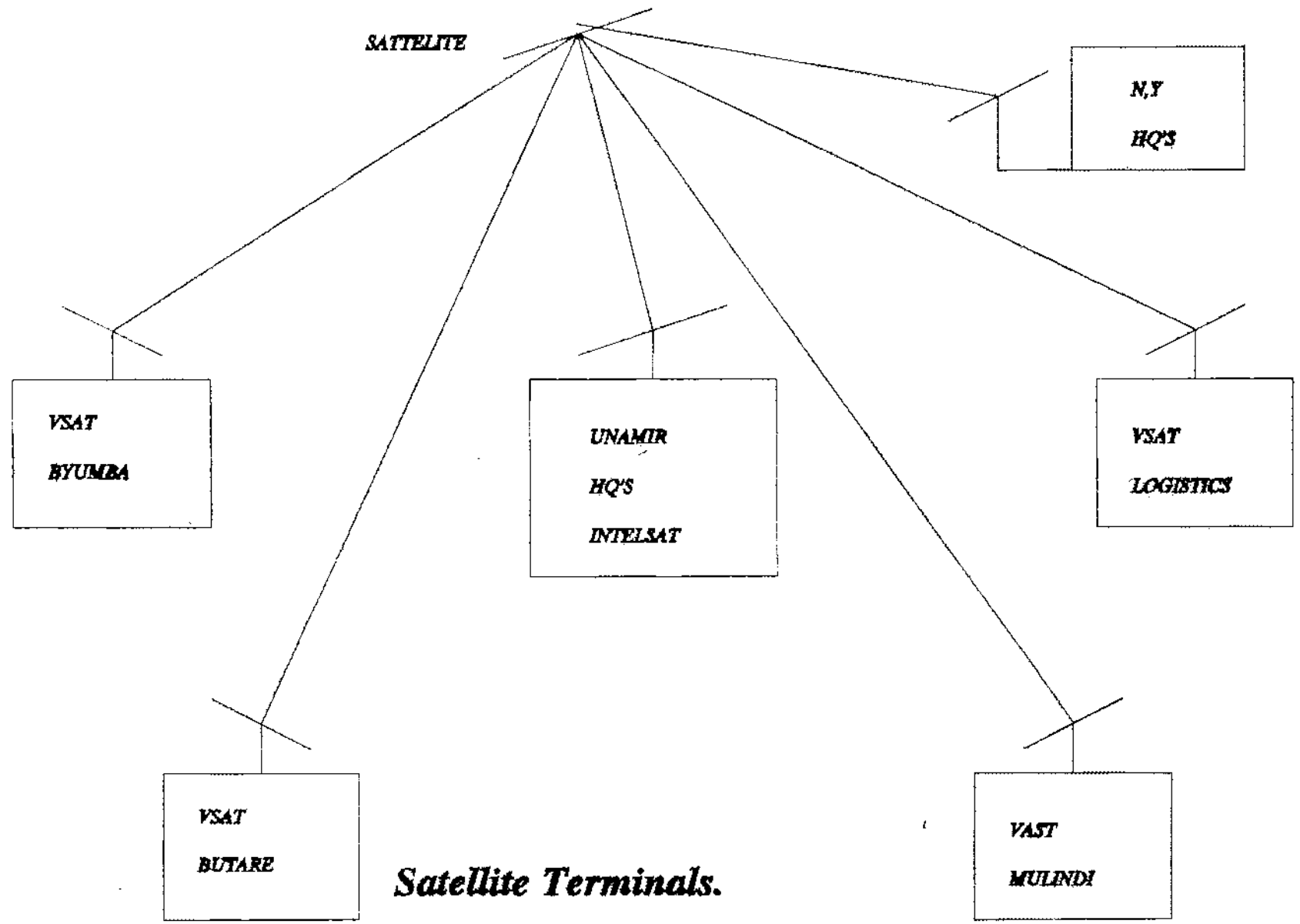
RURAL TELEPHONES.

UHF and VHF Rural Telephone links will be utilized to provide alternative telephone services between the various Sector Hqs. and Zone offices in the mission area. This facility is especially useful in areas where the local telephone network is inadequate.

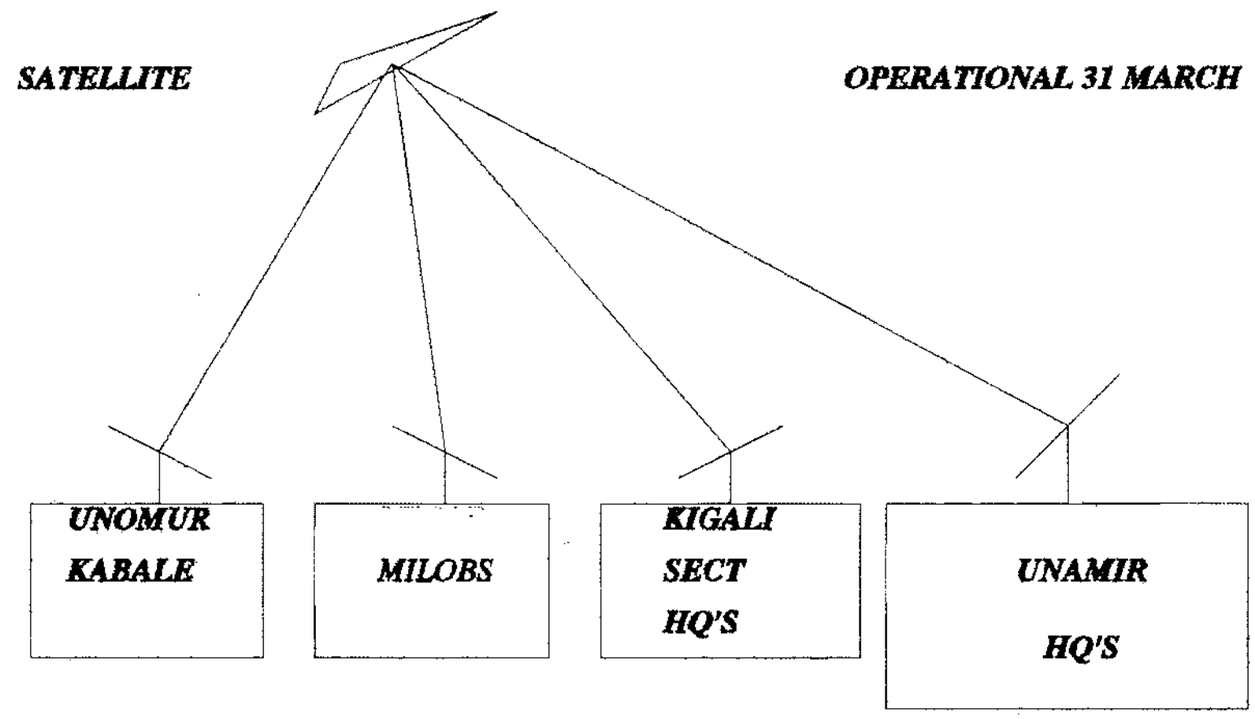
VHF COMMUNICATIONS NETWORK.

The VHF radio network is now operational, with Channels 7, 8 and 10 assigned to Military operations and Channel 9 for administrative use. In addition, Channel 11 will be installed for MILOBs Kigali on 4th of February and Channel 12 for CIVPOL. Once the communications equipment from UNTAC is received, we will continue with installation of modules, base stations and repeaters as required.

-oOo-

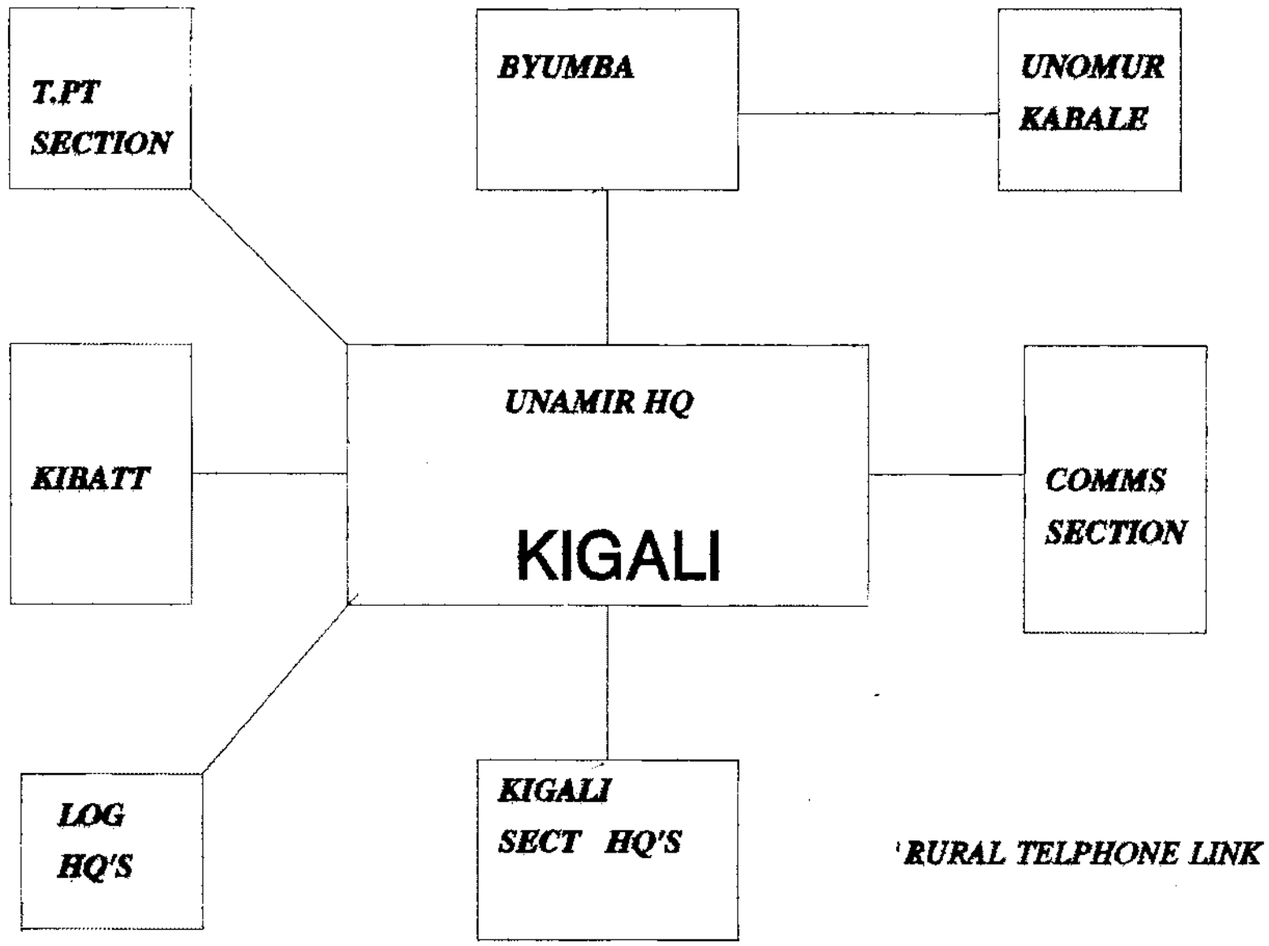


Satellite Terminals.



INMARSAT"C"TERMINAL

TEXT ONLY


T.PT
SECTION
BYUMBA
UNOMUR
KABALE
KIBATT
UNAMIR HQ
KIGALI
COMMS
SECTION
LOG
HQ'S
KIGALI
SECT HQ'S
RURAL TELPHONE LINK

UNAMIR

CHANNEL ALLOCATION

AREA	USER	MODE	CHANNEL
KIGALI	FORCE HQ	1	SIMPLEX 1
KIGALI	ADMIN.(CIVILIAN)	2	SIMPLEX 2
KIGALI	MIL.OBS	3	SIMPLEX 3
DMZ	DMZ SEC.HQ	4	SIMPLEX 4
KIGALI	KIGALI SEC.HQ	5	SIMPLEX 5
–	–	6	–
KIGALI	FORCE HQ	7	CHANNEL 7
KIGALI	KIGALI SEC.HQ	8	CHANNEL 8
KIGALI	ADMIN.(CIVILIAN)	9	CHANNEL 9
DMZ	DMZ SEC.HQ	10	CHANNEL 10
KIGALI	KIGALI MIL OBS	11	CHANNEL 11
KIGALI	CIV POL	12	CHANNEL 12