

CINAMIR

63 OPERATIONS/PLANS - CORRESPONDENCE
GENERAL

1 MAR - 24 MAY 1995

PLEASE RETAIN
ORIGINAL ORDER

[1 STRICTLY CONFIDENTIAL]

[1 CONFIDENTIAL]

RH/WG JUNE 2009

UN ARCHIVES

SERIES S1002

BOX 125

FILE 3

ACC. 1998/0203

UNITED NATIONS

NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

From: Col K M Tutt
DCOS (Sp)

Extn 11109

To: CILM

Info: COS, ~~DCOS~~(Ops), DCMO, CIVPOL

File Reference: 4000.1/LOG-41

Date: 24 May 95

Subject: LIBERTY TO USE UNAMIR VEHICLES

Reference:

- A. Admin Instr 016/95 dated 5 Apr 95.
- B. COS Conference of 24 May 95.

1. It is fully understood from Reference A that the rules concerning the off-duty use of UNAMIR vehicles are to prevent their misuse.

2. However, the application of paragraph 8, as drafted, would prevent a large component of the military, and possibly also civilian elements of UNAMIR from completing their duties. An earlier questioning of Reference A was rebutted, but as agreed in Reference B it might benefit from reconsideration. For convenience the paragraph is repeated below:

"8. In the event of trips undertaken in excess of 30 Kilometres which are considered duty by the user, justification of the same must be provided in writing to the Chief Integrated Transportation and Maintenance Management and the trip ticket certified by the head of the appropriate section/unit, supporting documentation such as a copy of a MOP form or other relevant documentation must be attached, where applicable. Failure to provide such documentation results automatically in liberty charges."

3. Each day the majority of MILOB vehicles, contingent patrol and administrative vehicles, Logistic Support Group (military and Brown and Root) vehicles, CIVPOL vehicles and indeed many of the Force HQ vehicles ranging from the Force Commanders to the G4 staff are used daily in excess of 30 kms in order that the Force can operate.

4. The control of the daily use of these vehicles through formal written applications to the CITMM and the provision of supporting documentation will severely limit the operational flexibility essential for our mission and we suggest that an alternative and more practical method of monitoring duty and recreational mileage be introduced and that Reference A is amended.

Copy return to me
p/s

25/5

Thurmont
26/5

3000


G3 OPS

INTER-OFFICE MEMORANDUM
MEMORANDUM INTERIEUR

2. ce
1. Seen
2. Pse info other
ops staff
24/5
3
24/5

To: LIST A
LIST B


Info: CO AUSMED, COS, DCOS Sp
Force Welfare Officer

From: MA/FC 

Date: May 23, 1995

Subject: CHURCH SERVICE AT FORCE COMMANDER'S RESIDENCE

1. On behalf of the Force Commander, I am pleased to announce to all UNAMIR staff that effective 27 May, Sunday Church Service will return to the Convent. As before, the service will commence at 11:00 hrs sharp and all personnel wishing to share in Christian song and prayer are most welcome.
2. Major Ken Hopper, the Australian Chaplain has volunteered to provide all who wish to attend the satisfaction of a regular service for the remainder of his tour in Rwanda. The following schedule will be in effect until further notice:
 - a. SUNDAYs MAY 28 and JUNE 4 - SERVICE AT 11:00 hrs;
 - b. SUNDAYs JUNE 11 and 18 - NO SERVICE;
 - c. SUNDAYs JUNE 25 AND THEREAFTER UNTIL AUGUST 13 - SERVICE AT 11:00 hrs.
3. Major Ken Hopper, the Force Commander and myself look forward to seeing you this coming Sunday.


26/7

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR MINUAR

4000.1/LOG-11

FROM : DCOS SP
TO : List B & C
DATE : 20 MAY 95

SUBJECT : ESTABLISHMENT OF POST EXCHANGE (PX) AT TRAFIPRO

Seen
22/5

1. A contract has been awarded by UNAMIR HQ for the establishment of PX. The contractor has been provided with office space at Trafipro near the water point to install all PX facilities.
2. The PX is expected to provide services for both military and civilian staff of UNAMIR including other UN Agencies within Rwanda.
3. Following services would be provided by the PX:
 - a. Foodstuffs.
 - b. Gift Items.
 - c. Beverages.
4. The PX is expected to be fully operational by 22 May 95. Entry will be through the back gate of TRAFIPRO.

KM TUTT
Col
DCOS SP



3000

INTER-OFFICE MEMORANDUM

DATE: 19 May, 1995

TO: All UNAMIR Civilian, Civil and Military Personnel

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

SUBJECT: ARRIVAL OF MR. W. V. CLIVE TO UNAMIR

This is to inform you that effective 19 May, 1995, Mr. William "Bill" Clive will assume the functions of Chief, Integrated Support Services. In welcoming Mr. Clive I would ask you to extend to him your usual cooperation.

Scm
A
w/s

Thur
26/5



19 May 1995

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

FROM: Kimso Nilsvang, Chief
Civilian Personnel Officer

A handwritten signature in black ink, likely belonging to Kimso Nilsvang, is written over the "FROM:" line.

SUBJECT: Recruitment of local interpreters

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

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

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

Best regards.

Seen
A handwritten signature in black ink, likely belonging to the sender, is written above the date.
22/5

cc: OIC/CAO
G3 Plans
DCOS OPS

A handwritten signature in black ink is written over the "cc:" list.



March 18, 1995

TO: Mr. Shaharyar M. Khan
SRSG

FROM: Ally H. Golo
OIC, Administration

SUBJECT: Recruitment of interpreters for Milobs and CIVPOL

Please refer to your memorandum of 17 March 1995 on the above subject.

We have taken necessary actions to request FALD/DPKO, as per our faxes no.620 of January 30, 1995 and no 1657 of 13 March 1995 to authorize us to recruit an additional 30 to 40 local staff (copies of faxes are attached for your information). You will find also attached the list of pending requests for recruitment of local staff, not only from Milobs and CIVPOL, but also from other Contingents/Sections.

Suitable candidates have been identified for most of the posts on the list and we shall take necessary recruitment actions as soon as we receive the authorization from New York.

CC: FC
ED
CIVPOL
CCPO



TO: See list below*

DATE: 17 March 1995

FROM: Shaharyar M. Kan
Special Representative of the
Secretary-General

Shaharyar M. Kan

SUBJECT: Interpreters

1. During the MILOBs Conference, a common theme was the need for more interpreters. Could we first ask Military and CIVPOL how many they require? We may then examine the possibility of giving up one or two international posts in order to hire the interpreters instead. Approximately, the cost of 20 interpreters equals the budget for one international staff!
2. I would be grateful for quick action.

* ED
CAO
FC
CIVPOL

CCPOD
P/OK
17/3
ES
[Signature]

UNITED NATIONS

NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

OUTGOING FAX NO. 1657MIR NO. 959MISC NO. WTO: Mr. H. Medili,
Director, FALD/DPKOFROM: A. Golo, OIC/CAO
UNAMIR, KIGALI
RWANDAATTN: Mr. L. C. Da Costa, Chief
FPS/FALD/DPKO

DATE: 13 March 1995

FAX NO.: 212-963-0664

PHONE: 212-963-3097
FAX NO.: 212-963-3090ORIGINATOR: B. Mutter
CLEARED BY: K. Nilsvang

SECTION: PERSONNEL

SUBJECT: AUTHORIZATION FOR RECRUITMENT OF LOCAL STAFF

WITH REFERENCE OUR FAX NO. 620 SENT TO YOU ON 30 JANUARY 1995 ON THE ABOVE SUBJECT AND SUBSEQUENT FOLLOW-UP FAXES AND PHONE DISCUSSIONS, PLEASE REFER TO MEMORANDUM FROM CONTROLLER TO ALL CAOS DATED 1 FEBRUARY 1995 ON ADMINISTRATION OF ALLOTMENTS IN WHICH THE CONTROLLER SET OUT THE FLEXIBILITY FOR REDEPLOYMENT OF RESOURCES WITHIN EACH SPECIFIC GROUP, SHOULD OPERATIONAL REQUIREMENTS RESULT IN THE NEED FOR REDEPLOYMENT OF RESOURCES. ON THE BASIS OF THE ABOVE MENTIONED MEMORANDUM, WE SHOULD VERY MUCH APPRECIATE IT IF YOU WOULD KINDLY AUTHORIZE US TO BLOCK TWO POSTS OF INTERNATIONAL STAFF AND RECRUIT 30 TO 40 ADDITIONAL LOCAL STAFF WHOSE AVERAGE MONTH COST IS US\$ 330.-

AS ALREADY INDICATED, WE ARE UNDER CONSTANT PRESSURE MAINLY FROM (1) SECTOR CONTINGENTS WHO REQUIRE MORE INTERPRETERS TO ENABLE THEM TO EFFECTIVELY CONDUCT PATROLS, (2) AUSTRALIAN AND INDIAN MEDICAL CENTRES WHO ALSO REQUIRE INTERPRETERS TO COMMUNICATE WITH LOCAL PATIENTS,

.../2

Epir CAO (CCPD) B. MUTT(PER)

(3) CIVPOL WHO HAS NOW ESTABLISHED TRAINING SCHOOL TO TRAIN MORE THAN 300 LOCAL GENDARMES ALSO REQUIRES SECRETARIAL SUPPORTING STAFF AS WELL AS INTERPRETERS IN BOTH ENGLISH AND FRENCH. AS YOU KNOW, NO LOCAL STAFF ALLOCATION HAS BEEN MADE FOR CIVPOL.

THANK YOU FOR YOUR URGENT ATTENTION.
REGARDS.

Psfz
m 12-959

MEMORANDUM

To: Force Comd

From: Force PAO

Info: SRSG, DFC, COS, DCos Ops, MA, CivSpokesperson,
Radio UNAMIR, UNAMIR HQ Media Board

Subject: 20 May 95, Daily News Summary

1. Sir. Here are the top stories for the morning of 20 May as reported on the BBC World News, the Voice of America and CNN:

a. The International Commission Into The Kibeho Incident states in its report that RPA soldiers used excessive force and that unarmed IDP's were subjected to arbitrary deprivation of life and serious bodily harm in violation of human rights and humanitarian law. The report also said that the number of IDP's killed was significantly higher than that reported by the Rwandan government. The report did not say that the RPA soldiers acted in self-defence. A spokesman for the Rwandan government said that the report was balanced and fair.

b. The Chief Prosecutor of the War Crimes Tribunal in Rwanda, Judge Goldstone, yesterday held a session declaring his concern that if more resources were not committed to the Tribunal there was a danger that it could not function. This morning he announced his delight at the \$6M pledged by donor countries and the Dutch government's pledge to make 35 people available for the Tribunal.

c. The death toll of the ebola virus has now reached 89 dead. There are concerns that a new outbreak may occur in the quarantined area around Kikwit where people are living together in close quarters.

d. The government of Bosnia Hercegovina has pleaded with the UN not to remove its peacekeepers from UN declared safe zones. The UN Secretary General has also stated that he is considering reducing the number of peacekeepers if there is no reduction in fighting there.

e. 300 US soldiers have arrived in the Ukraine to begin joint peacekeeping training with the Ukraine army. They will train against sniper fire, drive by shootings, guarding relief supplies, etc. The exercise comes as relations are still warm between the Ukraine and the US.

f. The Moroccan Prime Minister is in Cairo planning for an Arab summit meeting to fight against the US veto of the UN resolution on Israel's expropriation of land for Jewish settlers.

g. Lebanon's Prime Minister has resigned unexpectedly amidst scandals of corruption within his government and a country crippled by strikes.

h. NASA has announced plans to cut 3,000 jobs over the next five years which will bring it to its lowest employment level since 1961. It also announced plans to cut 25,000 contractor jobs by the year 2000.



Lt(N) Kent Page
Force PAO



mt
18/5

INFORMATION CIRCULAR 030/95

17 May 1995

To: All international civilian personnel of UNAMIR

FROM: Ally H. Golo,
OIC, Administration

SUBJECT: Information on staff members and contact persons
in case of emergency

copy to
Ops Interp
Sec
19/5

Please find attached Information Circular ST/IC/1995/16 of 31 March 1995 on "Home addresses and telephone numbers".

mt
19/5

In connexion with this Circular, all international civilian personnel are kindly requested to complete the attached form which is self-explanatory and forward it to the Chief Civilian Personnel Officer as soon as possible, in any case **not later than 19 May 1995**.

cc: SRSG



Secretariat

ST/IC/1995/16
31 March 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: HOME ADDRESSES AND TELEPHONE NUMBERS*

1. From time to time, it is necessary for the Organization to contact staff members outside the office, whether for security reasons, emergency work questions or assignments or legitimate inquiries into a staff member's health or well-being. It is essential that the Organization have available current home addresses and telephone numbers of all staff members, as well as the name and telephone number of a person to be contacted in case of an emergency. It is especially important that all staff going on mission, or on United Nations travel of any kind, ensure that all this information is up to date and accurate.

2. The purpose of the present circular is to inform all staff serving at Headquarters that, within the next few weeks, they will receive from their Executive Offices a form containing information that they are requested to verify and complete as needed, before returning the form by the date indicated. Similar requests will be issued regularly in the future to keep the database current. Staff members are reminded that it is their responsibility to report to their Executive Office any changes in their home address, telephone number or information on their contact person when they occur, without waiting for an official request to that effect.

3. Staff members are assured that home addresses, telephone numbers and information on contact persons are kept confidential and are not released except to authorized officials and for authorized purposes. The Security and Safety Service will continue its standard operating practice of handling individual requests for personal information received after normal working hours on a "call back" basis, under which no information is released unless and until the staff member involved gives permission to do so.

* Personnel Manual index No. 4010.

95-09305 (E) 040495 060495



**INFORMATION ON STAFF MEMBERS
AND
CONTACT PERSONS IN CASE OF EMERGENCY**

1. Last Name: _____ 2. First Name: _____ 3. Middle Name: _____

4. Index No.: _____

5. ADDRESS: Street: _____

6. City: _____ 7. Zip Code: _____

8. Country: _____

9. Telephone No.:
(including Country, city/area code) _____

10. Fax No.: _____

EMERGENCY CONTACT PERSON (ECP)

11. ECP Last Name: _____ 12. ECP First Name: _____ 13. ECP Middle Name: _____

14. ECP Index No.: (if ECP is a UN Staff Member) _____

15. Relation: _____

16. ECP ADDRESS: Street: _____

17. ECP City: _____ 18. ECP Zip Code: _____

19. ECP Country: _____

20. ECP Telephone No.:
(including country, city/area code) _____

21. ECP Fax No.: _____



file

TO : CCPO 2000.6/ADMIN/ELS

INFO : OIC Administration
G3 PLANS
DCOS OPS *[Signature]*

FROM : CMPO *[Signature]* *Seen*

DATE : 17 May 1995 *18/5* *18/5*

SUBJECT : RECRUITMENT OF LOCAL INTERPRETERS

Reference:

- A. G3 Plans Memo 5000.26 dated 15 May 1995, (Copy enclosed).
- B. COS Memo dated 22 Mar 95, (Copy enclosed).
- C. G3 Plans Memo 5000.4 dated 30 Mar 95, (Copy enclosed).

1. In reference 'B' a request was made to the administration for 48 Interpreters to be recruited in the various sectors of the military component of UNAMIR. Todate, we have not received any feedback to this request.

2. It would therefore be greatly appreciated if action was taken to address this issue as the situation in some sectors has become so desperate.

3. Grateful for your action on the matter.

4. Best regards.

[Signature]

GETACHEW TEFFERRA
Lt Col
CMPO



UNAMIR-MINUAR

File: 5000.26 (Plans)

To: CMPO

From: G3 PLANS

A handwritten signature in dark ink, appearing to be a stylized 'D' followed by a flourish.

Info: DCOS OPS
OIC Admin
CCPO

Date: 15 May 95

Subject: ALLOCATION OF NEW INTERPRETERS TO UNAMIR MILITARY

Reference: A. COS Memo dated 22 March 1995 (enclosed)
B. G3 PLANS Memo 5000.4 dated 30 Mar 95 (enclosed)

1. In Reference A the COS identified a short fall of 48 interpreters for the military element of UNAMIR. In response to this memo, the OIC Admin has indicated that the civilian element of UNAMIR also required additional interpreters and therefore, the military were unlikely to get all 48 interpreters they required. In response to this advice I prepared a priority list, Reference B, for the allocation of additional interpreters to the military.

2. To date I have heard nothing further about the recruitment of additional interpreters for UNAMIR. Would you please accept action to find out if approval has been received to recruit additional interpreters. If so, how many have been allocated to the military and civilian elements of UNAMIR. If additional interpreters have been allocated to the military they should be recruited locally in accordance with the approved priority list for allocation identified in Reference B.

3. Regards

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR MINUAR

To: CAO
From: COS
Info: SRSG, ED, CIVPOL, MA to FC, DCMO & DCOS (Ops)
Date: 22 March 1995

Subject: Recruitment of Interpreters

1. Reference is made to SRSG's Memo dated 17 March 1995 on the above subject.
2. We require 48 interpreters for Military (i.e. Formed Tps - 27, and MILOBS - 21). The details of the requirement are as under:

FORMED TPS

CONTINGENT	REQUIREMENT	HOLDING	DEFICIENCY
ETHIOBATT	6	4 ✓	2
FORCE ENGR COY	2	1	1
MALAWICOY	3	Nil	3
MALICOY	3	Nil	3
NICOY	3	Nil	3
TUNBATT	6	5	1
INDBATT	6	Nil	6
SENBATT	3	Nil	3
ZAMBATT	6	1	5
TOTAL	38	11	27

MILOBS:

Sector	Requirement	Holding	Deficiency
MHQ	3	3	Nil
Sector 1	4	1 ✓	3
Sector 2	4	Nil ✓	4

② G3 Plans

1. Origin?
2. Does this correspond with your submission/req?

Sector 3	4	3	1
Sector 4A	4	4	Nil
Sector 4B	4	Nil	4
Sector 4C	4	Nil ✓	4
Sector 5	4	2	2
Sector 6	4	1	3
Total	35	14	21

3. After the proposal has been approved by the Administration, we would recommend that the recruitment should be done at each sector level in order to ensure that those employed have local knowledge of their areas of responsibility.



UNAMIR-MINUAR

①

File: 5000.4 (Plans)

To: DCOS OPS

From: G3 PLANS

Date: 30 Mar 95

Subject: ALLOCATION OF NEW INTERPRETERS TO UNAMIR MILITARY

Reference: A. Your note dated 29 Mar 95

In response to your note at Reference A please find attached a list of the current interpreter holdings and deficiencies, and a priority allocation list for the new interpreters that may be allocated to UNAMIR military.

② COS

1. In anticipation of a further hiring of approx 40 interpreters, yet acknowledging that some will go to Civ pol and civilians, we have made an allocation of a "reasonable" number.

2. Pls vet and fwd for action.

[Signature]
DCOS OPS
31.3

③ DCOS (ops) *[Signature]*

1. Recommendations are approved

2. Suggest that we wait till allocation /
next of civilian interpreters before we
issue our list or even for the sake to
CAO

[Signature]
H
A. L. H.

CURRENT HOLDING OF INTERPRETERS IN UNAMIR MILITARY

	FORMED TROOPS			MILOBS		
	Requirement	Holdings	Deficiency	Requirement	Holdings	Deficiency
Sector 1	3	1	2	4	0	4
Sector 2	6	6	0	4	0	4
Sector 3				4	3	1
Sector 3A	3	0	3			
Sector 3B	3	0	3			
Sector 4A	6	1	5	4	0	4
Sector 4B	3	0	3	4	0	4
Sector 4C	6	4	2	4	0	4
Sector 5	6	5	1	4	2	2
Sector 6	6	0	6	4	1	3
Force Engr	2	1	1			
Force MP	3	3	0			
AUSMED	2	2	0			
CANCON						
MILOBS HQ				3	0	3
Total	52	23	29	32	6	26

PRIORITY LIST FOR ALLOCATION OF ADDITIONAL INTERPRETERS

PRIORITY	CONTINGENT	ALLOCATION
1	INDBATT (SECTOR 6)	2
2	MILOBS (SECTOR 4C)	2
3	MALAWICOY (SECTOR 3A)	2
4	SENBATT (SECTOR 4B)	2
5	MILOBS (SECTOR 4B)	2
6	MALICOY (SECTOR 3B)	2
7	ZAMBATT (SECTOR 4A)	3
8	MILOBS (SECTOR 4A)	2
9	MILOBS (SECTOR 1)	2
10	NIBATT (SECTOR 1)	1
11	MILOBS (SECTOR 6)	1
12	MILOBS (SECTOR 2)	2
13	MILOBS (SECTOR 4C)	1
14	ZAMBATT (SECTOR 4A)	1
15	SENBATT (SECTOR 4B)	1
16	MILOBS (SECTOR 3)	1
17	INDBATT (SECTOR 6)	2
18	MILOBS (SECTOR 5)	1
TOTAL		30

UNITED NATIONS

ASSISTANCE MISSION IN RWANDA



UNAMIR-MINUAR

NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

File: 5000.26 (Plans)

To: CMPO

From: G3 PLANS *[Signature]*Info: DCOS OPS *[Signature]*
OIC Admin
CCPO

Date: 15 May 95

[Handwritten signatures and dates]
18/5
18/3

Subject: ALLOCATION OF NEW INTERPRETERS TO UNAMIR MILITARY

Reference: A. COS Memo dated 22 March 1995 (enclosed)
B. G3 PLANS Memo 5000.4 dated 30 Mar 95 (enclosed)

1. In Reference A the COS identified a short fall of 48 interpreters for the military element of UNAMIR. In response to this memo, the OIC Admin has indicated that the civilian element of UNAMIR also required additional interpreters and therefore, the military were unlikely to get all 48 interpreters they required. In response to this advice I prepared a priority list, Reference B, for the allocation of additional interpreters to the military.

2. To date I have heard nothing further about the recruitment of additional interpreters for UNAMIR. Would you please accept action to find out if approval has been received to recruit additional interpreters. If so, how many have been allocated to the military and civilian elements of UNAMIR. If additional interpreters have been allocated to the military they should be recruited locally in accordance with the approved priority list for allocation identified in Reference B.

3. Regards

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

KINSHASA KINSHASA

To: CAO

From: COS

Info: SRSG, ED, CIVPOL, MA to FC, DCMO & DCOS (Ops)

Date: 22 March 1995

Subject: Recruitment of Interpreters

1. Reference is made to SRSG's Memo dated 17 March 1995 on the above subject.
2. We require 48 interpreters for Military (i.e. Formed Tps - 27, and MILOBS - 21). The details of the requirement are as under:

FORMED TPS

CONTINGENT	REQUIREMENT	HOLDING	DEFICIENCY
ETHIOBATT	6	4 ✓	2
FORCE ENGR COY	2	1	1
MALAWICOY	3	Nil	3
MALICOY	3	Nil	3
^{BATT} NICCOY	3	Nil	3
TUNBATT	6	5	1
INDBATT	6	Nil	6
SENBATT	3	Nil	3
ZAMBATT	6	1	5
CHANDS 11 TOTAL	6 38	6 11	27

MILOBS:

Sector	Requirement	Holding	Deficiency
MHQ	3	3	Nil
Sector 1	4	1 ✓	3
Sector 2	4	Nil ✓	4

② G3 Plans

1. Origin?

2. Does this correspond with 'your' submission/reg?

[Signature]
VNS/OPS

Sector 3	4	3	Sector 3	1
Sector 4A	4	4	Sector 4A	Nil
Sector 4B	4	Nil	Sector 4B	4
Sector 4C	4	Nil	✓	4
Sector 5	4	2		2
Sector 6	4	1		3
Total	35	14		21

3. After the proposal has been approved by the Administration, we would recommend that the recruitment should be done at each sector level in order to ensure that those employed have local knowledge of their areas of responsibility.



UNAMIR-MINUAR

①

File: 5000.4 (Plans)

To: DCOS OPS

From: G3 PLANS

Date: 30 Mar 95

Subject: ALLOCATION OF NEW INTERPRETERS TO UNAMIR MILITARY

Reference: A. Your note dated 29 Mar 95

In response to your note at Reference A please find attached a list of the current interpreter holdings and deficiencies, and a priority allocation list for the new interpreters that may be allocated to UNAMIR military.

② COS

1. In anticipation of a further hiring of approx 40 interpreters, yet acknowledging that some will go to Civ pol and civilians, we have made an allocation of a "reasonable" number.

2. Pls vet and fwd for action 2 Pls vet and fwd

[Signature]
DCOS OPS
31.3

③ DCOS OPS *[Signature]*

1. Recommendations are approved

2. Suggest that we wait till allocation/sect of civilian interpreters before we issue our list so even for the same to CAO.

[Signature]
Director

CURRENT HOLDING OF INTERPRETERS IN UNAMIR MILITARY

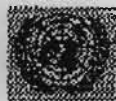
	FORMED TROOPS			MILOBS		
	Requirement	Holdings	Deficiency	Requirement	Holdings	Deficiency
Sector 1	3	1	2	4	0	4
Sector 2	6	6	0	4	0	4
Sector 3				4	3	1
Sector 3A	3	0	3			
Sector 3B	3	0	3			
Sector 4A	6	1	5	4	0	4
Sector 4B	3	0	3	4	0	4
Sector 4C	6	4	2	4	0	4
Sector 5	6	5	1	4	2	2
Sector 6	6	0	6	4	1	3
Force Engr	2	1	1			
Force MP	3	3	0			
AUSMED	2	2	0			
CANCON						
MILOBS HQ				3	0	3
Total	52	23	29	32	6	26

ATTACHMENT B

PRIORITY LIST FOR ALLOCATION OF ADDITIONAL INTERPRETERS

PRIORITY	CONTINGENT	ALLOCATION
1	INDBATT (SECTOR 6)	2
2	MILOBS (SECTOR 4C)	2
3	MALAWICOY (SECTOR 3A)	2
4	SENBATT (SECTOR 4B)	2
5	MILOBS (SECTOR 4B)	2
6	MALICOY (SECTOR 3B)	2
7	ZAMBATT (SECTOR 4A)	3
8	MILOBS (SECTOR 4A)	2
9	MILOBS (SECTOR 1)	2
10	NIBATT (SECTOR 1)	1
11	MILOBS (SECTOR 6)	1
12	MILOBS (SECTOR 2)	2
13	MILOBS (SECTOR 4C)	1
14	ZAMBATT (SECTOR 4A)	1
15	SENBATT (SECTOR 4B)	1
16	MILOBS (SECTOR 3)	1
17	INDBATT (SECTOR 6)	2
18	MILOBS (SECTOR 5)	1
TOTAL		30

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

**LSG
KIGALI RWANDA**

TO: TUNBATT/OPS O/LOG O(CAPT BEN AMARA)//

INFO: UNAMIR HQ/G3 OPS/SO MAINT//

FROM: WO VAILLANCOURT

DEPT: LOG OPS

TEL#: 871-156-0722 OR UNAMIR LINE 11264/11263

FAX#: UNCLAS- 871-156-0734 OR UNAMIR LINE 11264

DATE: 15 MAI 95

TOTAL PAGES INCLUDING THIS PAGE: 1

SUBJECT: EQUIPE D'INSPECTION/REPARATION D'APCs

REFERENCE: A. TUNBATT# 2170 15 MAY

B. UNAMIR 5000.4 PLANS #56 DATED 130800Z MAY 95

C. LSG FAX # 252 14 MAY 95

1. Monsieur, l'équipe d'inspection & réparation de "APCs" commencera son ouvrage demain. Le plan est de commencer à Gisenyi et de terminer à Busogo.

2. Les membres de l'équipe seront:

- a. Sgt pike;
- b. Mcpl Falardeau;
- c. Mcpl Dinel; and
- d. Cpl Baisley.

3. L'équipe va habiter à l'hôtel Meridien si il y a des chambres, peut être pouvez vous assister en réservant 2 chambres effectif demain jusqu'à vendredi matin.

4. Mes salutations,

SIGNATURE:

J. VAILLANCOURT LOG OPS O

CONTROL#:256

*Seen**16/5**16/5*

R

102130Z MAY 95

FM: A/HQ

See
15/5

GR20

TO: GH HQ (KIGALI)

RESTD

OPS/641

ATTN LT COL APOGANYELLA

Thurs
15/5

WELFARE OFFERS @ FOR LT COL
APOGANYELLA FROM CAPT JEFF
KWEITIO OKAI @ AC ARRIVED ACC
1535 GMT @ ALL PARCELS DELT
VERED @ REQ INFO DFC OF
SAME @ REGARDS

2210

TOR/0922/R

11/5/95

SIGNALS

FROM : G3 OPS



3000 (Ops)

TO : TAC HQ BUTARE

DATE : 11 MAY 95

SUBJECT : DISPOSAL OF TAC HQ FILES

1. Reference your signal no Ops 081 dated 08 May 95.
2. All the files in your HQ will be packaged and handed over to UNAMIR Ops Room Chief Clerk who will retain the originals/non-duplicates and destroy the remainder.

①

NL BURUM LES 493139099=FOPF X 8-MAY-1995 09:11:22 216143

P 081058B MAY 95

FROM: TAC HQ BUTARE.

TO :UNAMIR FORCE HQ KIGALI/DCO OPS.

UNCLASS OPS 081.

SUBJECT:TAC HQ FILES.

1. INVIEW OF IMMENT CLOSURE OF TAC HQ.PLEASE INSTRUCT WHAT TO DO WITH TAC HQ FILES.
- 2.YOUR INSTRUCTIONS URGENTLY NEEDED FOR ACTION.

3. REGARDS

BT

#

② G3 Ops

As instruct that they should be packaged and given to UNAMIR Ops Rm Chief Clerk who should keep originals / non-duplicates and destroy remainder.


③


802 OPS

Pse mit to
Tac HQ
accordingly



wfs


Actioned
11/5


DCO OPS
9/5

MESSAGE*Seen
8/5***FM** : TUNBATT COMMANDER**TO** : UN HQ G3 OPS**NR** : 2044 /TUNBATT /G3 ON 6th MAY 1995

ABOUT THE UN HQ G3 OPS REQUEST IN ORDER TO ASSIST THE
EPISCOPAL CHURCH LOCATED AT RUHENGRI , BE INFORMED THAT :

1) THE NAMED REVERAND EMMANUEL, THE EPISCOPAL CHURCH AT
RUHENGRI WAS NOT AROUND. HIS SECRETARY DIDN'T KNOW ABOUT THE
LETTER

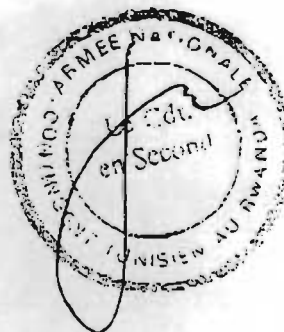
2) SOME SCHOOL MATERIAL HAD BEEN TRANSPORTED FROM
RUHENGRI TO KIDAHO GS(70//48) #

3) OUR TEAM WILL RETURN FOR THREE DAYS FROM MONDAY 8th MAY 1995
IN ORDER TO SEE THE EPISCOPAL CHURCH AND TRANSPORT THE REMAINING
MATERIAL #

4) WE WILL CONTINUE TO REACH THE EPISCOPAL CHURCH #

5) DETAILS WILL BE COMMUNICATED AS FAR AS WE CONTINUE
PROCESSING IN THE MISSION #

6)REGARDS #

*Thurmont
8/5*

Wellars MUGABO
Translator/Interpreter
Operations Branch

Dev

28/4

JOB DESCRIPTION AS AT 23 MARCH 95

The job consists of translating from and to the following languages: Kinyarwanda, French, and English. The materials submitted for translation come from all the departments of OPS, i.e DCOS OPS, C PLANS, AIR OPS, G3, etc.

In addition, I translate from French and Kinyarwanda to English materials belonging to the Offices of DFC and COS. I serve as a verbal interpreter for OPS Branch, DFC's office, and occasionally for BOI convened at UNAMIR Headquarters, as well as UNAMIR C LO/RPA LO meetings. In the latter case, I contribute to the drawing-up of the minutes of the meeting.

When the need arises, I translate (from English to Kinyarwanda and vice-versa) materials pertaining to the Office of SRSG (e.g. texts related to "Operation Retour" and other documents written in Kinyarwanda issued to that office by various Ministries).

Translations are carried out on computer.



UNAMIR - MINUAR

①

INTEROFFICE MEMORANDUM

To: All Chiefs of Sections/Units
UNAMIR

Date: 27 March 1995

From: K. Nilsvang, Chief Civilian Personnel Section
UNAMIR

Subject: Locally-recruited staff - Job descriptions

In order to implement a comprehensive system of local staff management together with the implementation of the new contractual status, it is necessary to have for each staff member a same format of description of duties. This will enable personnel section to establish an accurate benchmark of level criteria and will harmonize status, functional titles and other administrative data related to the staff's contractual status.

In this connection, it would be appreciated if you could complete the attached forms for each staff member locally-recruited working in your section. You will find on each form the name, functional title and section of locally-recruited staff as currently available within personnel records. Please correct any discrepancy if necessary. If a change of functional title/Section is needed, please provide written explanation together with the job description. Please return the forms DULY COMPLETED AND SIGNED BY THE CHIEF OF SECTION to personnel section at your earliest convenience.

Thank you for your careful attention and cooperation.

② G3 Ops

1. Pls complete the regr form for the ops translator.

③ DCOS Ops

See Blank copy attached for any additions

2. Attached info may assist in the completion.
3. Pls return all.
4. Pls contact Mugabo Wellers if you regr further assistance.

20/4

④

Achunge 28/4

DCOS Ops
19.4

At 29/4

FROM : DCOS OPS

TO : CCPO

DATE : 29 APRIL, 1995

SUBJECT: JOB DESCRIPTION

Attached please find a completed Job Description Form in respect of Mr Mugabo Wellars, Ops Translator & Interpreter for your necessary action.



UNITED NATIONS ASSISTANCE MISSION FOR RWANDA (UNAMIR)

JOB DESCRIPTION

Section: OPERATIONS SECTION
Unit: UNAMIR HQ
Location: Country: RWANDA City: KIGALI
Functional title: TRANSLATOR & INTERPRETER
Current incumbent: MUGABO, WELLARS
Direct supervisor: DCOS OPS
(Name & Functional title)

PART 1: FUNCTIONS TO PERFORMED	
FUNCTION	PERCENTAGE OF TOTAL WORK
<u>MAIN FUNCTIONS</u>	
TRANSLATES CORRESPONDENCES FOR THE OPS BRANCH IN FRENCH OR KINYARWANDA INTO ENGLISH AND VICE VERSA. ALSO PERFORMS THE SAME FUNCTIONS FOR THE DFC AND COS WHEN REQUIRED	80%
<u>SECONDARY FUNCTIONS</u>	
VERBAL INTERPRETER FOR THE OPS BRANCH, DFC'S OFFICE, UNAMIR HQ BOIS AND AT RPA/CLO MEETINGS. TRANSLATES TEXT MATERIALS FOR OSRSG WHEN REQUIRED FROM ENGLISH TO KINYARWANDA AND VICE VERSA	20%
<u>TOTAL</u>	100%

PART II: SUPERVISORY FUNCTION TO BE PERFORMED IN CONNECTION WITH THE DUTIES MENTIONED ABOVE:

ASSISTS NEWLY - RECRUITED JUNIOR INTERPRETS

PART III: MANDATORY SKILLS REQUIRED TO PERFORM THE ABOVE DESCRIBED DUTIES: (EDUCATIONAL BACKGROUND OF INCUMBENT, LANGUAGES, TECHNICAL SKILLS, RELEVANT EXPERIENCE, MOBILITY, ETC.)

FLUENCY IN ENGLISH, FRENCH AND KINYARWANDA

PART IV: ADDITIONAL SKILLS CONSIDERED AS AN ASSET TO PERFORM THE DUTIES MENTIONED ABOVE:

- EXPOSURE TO TECHNICAL TERMINOLOGIES SUCH AS MILITARY, POLITICAL, ECONOMIC, LEGAL ETC.
- FAMILIARITY WITH A WIDE RANGE OF ACCENTS OF THE ENGLISH LANGUAGE
- SKILLS IN WRITING, STAFF DUTIES (FORMAT?) AND COMPUTERS

PART V: ADDITIONAL INFORMATION ON PARTICULARS OF THE POSTS (WORKING HOURS, HAZARD, HARDSHIP, MOBILITY, ETC.)

WORKING HOURS 0800-1700 HRS

FOR PERSONNEL SERVICE USE ONLY	
Post number	
Post classified at level	
Incumbent recruited at level	
Justification (if level of recruitment different from level of the post)	
Certified by	

P

130930Z APR 95

FM: CITE (Tols & RANS)

25

RHS 10

TO: UNAMIR CHANCON HQ - KIGALI ←

ops/86

INFO: UNAMIR CITE
ARMY HQSee
H 2/4

OP Sunrise VIII - UNAMIR TOUR OF DUTY OF
178982 SGT OPOKU DAVID OF REF TELE COMM
BIA DG (Tols & RANS) AND COO COMM UNAMIR
HQ OF CM THAT THE TOUR OF DUTY OF 178982
SGT OPOKU DAVID IS ONE YR @ ACK

1505

TOL 1850/21/1850
1850/21/1850

MSF 6138 10

6/18

DRAFT

Guidelines for
Locally Recruited General Service (GSLD)
for Special Peacekeeping Missions

1. The level of each post is determined by the duties and responsibilities assigned to it in line with the relevant classification standards (normally non-HQ classification standard). Candidates for such posts will therefore be selected on the basis of the qualifications required for the job for which they are being considered. The recruitment criteria for this category are set out in Appendix A.
2. Candidates are generally recruited at levels 1 to 6. All candidates will normally be given Recruitment Allowance level A, B or C of their respective grade, depending on the number of years of relevant experience. Candidates with prior experience in peacekeeping missions or humanitarian operations may, in exceptional cases, be given Recruitment Allowance level D, provided the candidates satisfy the minimum years of experience required at the level C of their respective grade. If the best candidate available does not fully meet the minimum requirement in terms of years of experience, he/she should be initially recruited at a lower grade level.
3. High school diploma or equivalent is required for appointment at levels 2 and above. Formal education or vocational training directly relevant to the job may be substituted for up to 2 years of relevant experience.
4. One year of relevant experience within the UN system may be considered equivalent to two years of experience outside the UN system. Technical positions such as driver, BMS assistant, vehicle mechanic, radio technician, etc. require a relevant technical certificate/licence showing successful completion of an apprenticeship and tradesmen's qualification in the relevant field.
5. Level 7 is reserved for former staff members who are recruited for positions requiring extensive prior experience (normally in peacekeeping missions or humanitarian operations) and ability to work independently in a specialized field, such as finance, procurement, personnel, etc. Former staff members may be recruited at the level close to the one they had at the time of separation provided there is an authorized post at that level in the mission's staffing table.
6. Maximum duration of an appointment shall be one year, and there is no expectation of extension. Subject to their having fully satisfied all the requirement of the job (as certified by their performance evaluations) staff members may, at the expiration of their current appointment, be given a new appointment of up to one year's duration. The possibility of a new appointment at the next level of the recruitment allowance

#187

- 2 -

including D at the same grade level may exceptionally be considered at the time of renewing the appointment, after a minimum of one year satisfactory service. Justification of a new appointment should be provided in the performance evaluation report of the previous appointment.

7. Staff members who had been assigned higher-level functions in the course of their appointment (as certified by their performance evaluations) may be exceptionally given a new appointment at the next higher grade level, provided that they satisfy the minimum recruitment requirements for that level and will be performing functions at that level.

8. ALD are intended for assignments not expected to exceed three years, with a possible extension, exceptionally, for a fourth and final year. The appointment may be terminated at any time with appropriate notice, regardless of the duration of the appointment if, in the Secretary-General's opinion, such action would be in the interest of the United Nations.

9. Local staff are recruited and administered by the appropriate officer in the peacekeeping missions.

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G. Hys

GENERIC GRADE LEVEL DEFINITIONS

LEVEL

- GSL-1 Unskilled manual work involving simple repetitive tasks in accordance with specific instructions, with no responsibility for selecting or deviating from work procedures.
- GSL-2 Semi-skilled manual work involving repetitive tasks that require some selection of work procedures from a limited number of alternative standard practices.
- GSL-3 Work involves routine tasks requiring limited discretion related to selection and processing of information or data from standardised sources, involving a choice of procedures or operations from among standard practices.
- GSL-4 Work involves tasks requiring the selection, interpretation and assembly of information and data for the execution of recurring patterns of work based on knowledge of standard practice and requiring a choice of methods to use, or course to follow. Requires a thorough knowledge of the related work in own office and general knowledge of similar work in other offices.
- GSL-5 Work involves non-specialised and some specialised tasks requiring the selection, interpretation and assembly of information and data from several sources in examining problems for which several possible solutions exist but which are normally covered by standard practice. Typically requires basic knowledge of specialised practices and thorough knowledge of procedures of the office and of related work in other offices.
- GSL-6 Work involves responsibility for specialised tasks typically requiring the application of different and unrelated processes and methods and an understanding of a broad area of operation within a specialised field, including related work in other offices.
- GSL-7 Work involves responsibility for a group of related tasks in support of an area of work, typically requiring a thorough knowledge of the assigned area of work as well as a general knowledge of related fields and the application of advanced methods and processes.

BENCHMARK STANDARDS

GSL-1

Work at this level involves specific tasks of a simple and repetitive nature. Decisions or errors normally have little effect beyond the work of the incumbent and immediate organisational unit and are easily corrected. Contacts are mainly with the supervisor and co-workers; contacts outside the immediate work environment are of a routine nature (ask instructions or information). Communication is in the local language, with some elementary knowledge of English required to understand simple instructions. Work at this level is performed under close supervision and usually in accordance with a fixed schedule. Direct applicable instructions are given on what and how the work is to be done and there is little room for interpretation. The work requires knowledge of simple machine operations and use of cleaning materials/solutions and so on, and requires little experience. General education only is required, enough to read simple instructions or identify documents.

Sample Benchmark Titles: Cleaner
Groundsman
Handyman
Labourer
Laundry Assistant
Messenger
Stores Labourer

GSL-2

Work at this level involves routine tasks with related steps and processes. Decisions and errors relate to following and complying with established schedules and specific instructions. Work at this level is well defined by the supervisor who provides detailed and specific instructions, or is performed in accordance with detailed guidelines. Work at this level requires little formal education but does require practical experience directly related to the area of work. For Drivers, specific qualifications to operate a variety of types of vehicle up to and including buses is required. Work at this level also requires some ability to speak and understand English in order to read and understand simple instructions as well as communicate routine information.

Sample Benchmark Titles: Assistant Tradesman
Driver
Junior Clerk
Messenger/Driver
Tailor/Seamstress

BENCHMARK STANDARDS

GSL-3

Work at this level involves a variety of assignments in which decisions are limited to the course of action necessary to complete the tasks as assigned and within established guidelines. Standard procedures are well defined, supplemented by instructions from the supervisor. Regular assigned work is reviewed upon completion, more difficult tasks are reviewed in progress. Decisions may affect the timeliness and accuracy of individual work, related processes, services or the work of others. Contacts are limited to exchanging information related to the immediate work assignment, including discussions on priorities, deadlines and layout of work. Work at this level requires completion of secondary education, proven skills and some related experience. Ability to work in English is required for all positions other than trades-related. For Senior Drivers, requirement to have completed secondary school may be replaced with license to operate any size of moving vehicle and considerable driving experience.

Sample Benchmark Titles: Clerk-Typist
Telephone Operator
Tradesman
Senior Driver
Storekeeper

BENCHMARK STANDARDS

GSL-4

Work at this level includes a range of standard and recurring functions involving diverse work methods. Frequent contact with superiors, co-workers and others is required to exchange factual information. External contacts are limited to giving or obtaining routine information. Office procedures and rules are well-established, though some interpretation and limited analysis may be required in order to ensure that information is correctly processed. Work is either assigned by the supervisor, who provides guidance on non-routine matters; or assignments are generally set out and are continuous and thus it is the completed work that is reviewed. Routine tasks are performed independently. Decisions are limited to the course of action necessary to complete work assignments. Knowledge of practices and procedures in work specialty is required along with considerable related work experience in order to perform the tasks assigned and to apply various work methods. Work at this level may involve responsibility for guiding and supervising lower-level staff and requires a good knowledge of the English language, including an understanding of subject-matter definitions and terms.

Sample Benchmark Titles: Administrative Clerk
Contracts Clerk
Finance Clerk
Personnel Clerk
Procurement Clerk
Secretary
Technician
Trades Foreman

BENCHMARK STANDARDS

GSL-5

Work at this level requires knowledge of the subject matter and programme(s) served, such knowledge being typically gained through completion of secondary school and extended experience in the area of work. Although work is for the most part performed in accordance with established guidelines, the exercise of judgment is required to determine appropriate methods. There is also a requirement at this level to identify and recommend solutions to unique and/or difficult problems. This may involve preparing recurrent reports on assigned areas of work, noting problems for resolution at a higher level, or researching background information requiring familiarity with the program area. Work at this level also requires providing guidance to lower-level staff and clarifying rules and regulations in unclear situations. Work at this level requires fluency in the English language, and involves regular contacts inside and outside of the organisation to exchange relevant information in order to support the work of the supervisor, to check for additional information, or to clarify and/or verify matters.

Sample Benchmark Titles: Senior Administrative Clerk
Senior Contracts Clerk
Senior Finance Clerk
Senior Personnel Clerk
Senior Procurement Clerk
Senior Secretary

GSL-6

Work at this level involves general administrative or specialised tasks in an area of work such as personnel, finance, public relations, and supply and transport. Typical responsibilities would include the collection and interpretation of information from a variety of sources and the preparation of reports; interpreting and applying a wide range of guidelines and practices; and directly supervising support staff through distribution of work assignments and review of completed work. Duties typically focus upon in-depth treatment of matters which extend beyond collection and processing of information to encompass the interpretation and application of rules and procedures concerning specialised area(s) of work and requiring at times the exercise of judgment. The work involves frequent internal and external contacts requiring detailed discussion of, and explanation of, involved procedures. Several years' experience in progressively responsible positions is required to obtain knowledge and understanding of a complex body of guidelines and procedures, an ability to carry out a full range of activities and a good understanding of the purposes and functions of other offices with which a post at this level interacts.

Sample Benchmark Titles: Administrative Assistant
Finance Assistant
Secretary to Head of Office

BENCHMARK STANDARDS

GSL-7

Work at this level involves a wide range of specialised or administrative tasks including co-ordination and supervision of work, and preparation of reports. Work at this level requires significant judgment and initiative in the interpretation and application of rules and procedures covering a wide range of activities. Work is performed under minimal supervision and recommendations are usually accepted as technically accurate. Work at this level involves regular input into the planning of the work programme. Work requires a broad range of contacts of a non-routine nature to solve administrative or technical difficulties as well as to ensure the provision of services by others. Work at this level requires thorough knowledge and understanding of a wide range of policies and procedures, together with well developed management and supervisory skills, obtained through progressively responsible work experience including supervisory responsibilities.

Sample Benchmark Titles: Senior Administrative Assistant
Senior Finance Assistant
Senior Public Information Assistant

Don
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20/4

INTEROFFICE MEMORANDUM

Date: April 13, 1995

To: UNAMIR Internationally Recruited Civilian Staff

From: Brandy McNeill, Civilian Welfare Officer and Staff Counselor

BEM

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20/4

Subject: **STRESS MANAGEMENT PROGRAMS SURVEY**

The purpose of the attached survey is to gather information about mission stress. In specific, I am interested in learning about the personal impact of the evacuation in April 1994.

Your responses will help me plan and deliver welfare, counseling and stress management programs tailored to your needs. Therefore, your participation in this survey will benefit all of us.

If you would complete the attached survey and return it to my office in Room 3052, Amahoro, as soon as possible, but no later than 21 April 1995, it would be very much appreciated.

If you were not at UNAMIR during the evacuation, please do not answer the survey questions. However your comments and suggestions regarding potential welfare programs are welcome and encouraged.

Please telephone me at extension 11098, if you have any questions.

Thank you very much for your participation in the survey.

Confidential Evacuation Survey

PLEASE COMPLETE SURVEY AND RETURN TO CIVILIAN WELFARE OFFICE,
ROOM 3052-AMAHORO AS SOON AS POSSIBLE BUT NO LATER THAN 21 APRIL
1995. IF YOU HAVE ANY QUESTIONS PLEASE TELEPHONE EXTENSION 11098.
YOUR PARTICIPATION IS GREATLY APPRECIATED!

The purpose of this survey is to compile the experiences of the international staff and their reactions to events surrounding evacuation from Kigali in April, 1994. The information gathered will be used to review the concept of staff welfare/counseling in field missions.

Many people develop stress related symptoms following a Critical Incident. A critical incident is an event outside the range of normal experience which is sudden and unexpected, disrupts one's sense of control, involves the perception of a life threat, and may include elements of physical or emotional loss. Examples of Critical incidents include Natural Disasters, Multiple Casualty Accidents, Sexual or Other Assault, Death of Child, Hostage-Taking, Suicide, Traumatic Death in Family, Duty-Related Death of Co-worker and War-related Civilian Deaths. Critical Incidents can not be predicted nor prevented.

While a Critical Incident may occur anywhere, anytime, there are occupational groups who are at increased risk of exposure to psychologically traumatic events. These include fire fighters, emergency health care workers, police officers, search and rescue personnel, disaster relief and humanitarian aid workers, and UNITED NATIONS PEACEKEEPERS, OBSERVERS AND MONITORS.

Critical Incident Stress is a physical or emotional reaction experienced in the face of a Critical Incident which could interfere with your ability to function during or after event. It is normal to experience stress related reactions after a Critical Incident. Reactions may be immediate or may not surface for weeks or months after the Critical Event. Reactions may be physical, emotional, behavioral, or cognitive/mental. The severity of your reactions depends on the suddenness, intensity and duration of the event and the available social support during and following the event. Your past experience, personal loss, perception of threat and personal coping abilities also play a part in the severity of your reactions.

If you were not at UNAMIR during the evacuation please check the sentence below, do not answer the questions and return this survey to the Civilian Welfare Officer in Amahoro, Room 3052.

 I was not in UNAMIR during the evacuation. (DO NOT
COMPLETE SURVEY)

THIS SURVEY IS CONFIDENTIAL. NO IDENTIFYING FACTORS WILL BE USED WHICH COULD JEOPARDIZE YOUR ANONYMITY. AFTER THE SURVEY RESULTS HAVE BEEN COMPILED, THE INDIVIDUAL SURVEYS WILL BE DESTROYED.

PART A

Optional demographics:

Age: _____ Sex: _____ Nationality: _____

Marital status: _____ Number of Children: _____

Job Classification (level and grade): _____

Education Level (highest grade completed): _____

Years of Service with the UN: _____

Number of Missions served at: _____

Length of service at UNAMIR prior to Evacuation: _____

PART B

Check any reactions that you experienced/are still experiencing since the evacuation. Keep in mind that the following reactions are normal symptoms experienced by normal people following an abnormal event.

PHYSICAL SYMPTOMS

Allergies (that didn't exist before the evacuation) _____

Awakening early _____

Chills _____

Chronic fatigue _____

Constipation _____

Diarrhea _____

Difficulty awakening _____

Dizziness _____

Exaggerated startle response _____

Frequent colds _____

Hair loss _____

Headaches _____

High blood pressure _____

Hot flashes _____

Hyperventilation (rapid breathing) _____

Inability to urinate _____

Insomnia (difficulty falling or staying asleep) _____
Loss of appetite _____
Muscle twitches/tremors _____
Muscle weakness _____
Muscular aches and pain _____
Nausea _____
Night sweats _____
Rapid pulse/racing heart _____
Rashes _____
Shortness of breathe _____
Skin rashes _____
Stomach pain _____
Sweating _____
Ulcer _____

MENTAL/COGNITIVE

Confusion _____
Decreased attention span _____
Difficulty making decisions _____
Difficulty problem solving _____
Disorientation _____
Flashbacks (re-experiencing the event) _____
Frequent crying spells _____
Impaired thinking _____
Memory loss _____
Memory problems _____
Poor concentration _____
Restlessness _____
Thoughts of suicide _____

EMOTIONAL SYMPTOMS

Abandonment _____
Alienation _____
Anger _____
Anxiety _____
Bitterness _____
Boredom _____
Depression _____
Fear _____
Feeling overwhelmed in situations you used to be able to
handle _____
Flashbacks _____
Fluctuating moods _____
Guilt _____
Hopelessness _____
Hostility _____
Irritability _____

Nightmares _____
Numbness _____
Resentment _____
Sadness _____
Suicidal _____
Withdrawal _____

BEHAVIORAL SYMPTOMS

Absenteeism _____
Divorce _____
End of significant relationship _____
High risk behavior _____
Increased use/misuse of alcohol and drugs (including
cigarettes) _____
Initiator of domestic violence _____
Initiator of public violence _____
Marital separation _____
Self destructive behavior _____
Tardiness _____
Workaholism _____

PART C

Questions: Please answer these questions as they pertain to your experience at UNAMIR.

1. I felt afraid 24-48 hours **BEFORE** evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
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2. I felt afraid **DURING** evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
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3. I felt afraid 24-48 hours **AFTER** evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
----------------------	----------------------	-------	-------------------	-------------------

4. I SAW shelling and shooting.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
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5. I HEARD shelling and shooting.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
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6. I WITNESSED the death or torture of another human being.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
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7. I HEARD ABOUT the death or torture of another human being.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
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8. I felt CUT OFF/ISOLATED from the rest of the world.

Strongly Disagree	Somewhat Disagree	Agree	Strongly Disagree	Somewhat Disagree
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9. The UN provided adequate mental health support BEFORE the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
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10. The UN provided adequate mental health support DURING the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

11. The UN provided adequate mental health support AFTER the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

12. My life was in danger BEFORE the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

13. My life was in danger DURING the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

14. My life was in danger AFTER the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
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15. My basic needs (water, food, rest) were met BEFORE the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

16. My basic needs (water, food, rest) were met DURING the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

17. My basic needs (water, food, rest) were met AFTER the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

18. I had the tools for self protection (bullet proof vest and helmet) BEFORE the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

19. I had the tools for self protection (bullet proof vest and helmet) DURING the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

20. I had the tools for self protection (bullet proof vest and helmet) AFTER the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

21. I am adequately prepared and trained (i.e. techniques for dealing with hostile people and defusing hostile situations, basic first aid, all weather survival training, self defense, cross culture education) to deal with working in a war zone.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

22. I was held up at gunpoint BEFORE the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

23. I was held up at gunpoint DURING the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

24. I was held up at gunpoint AFTER the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

25. I witnessed the breakdown of a colleague BEFORE the evacuation

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

26. I witnessed the breakdown of a colleague DURING the evacuation

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

27. I witnessed the breakdown of a colleague AFTER the evacuation

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

28. My personal coping abilities were adequate BEFORE the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

29. My personal coping abilities were adequate DURING the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

30. My personal coping abilities were adequate AFTER the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

31. I was kept adequately informed BEFORE the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

32. I was kept adequately informed DURING the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

33. I was kept adequately informed AFTER the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

34. I felt guilty because I was unable to help Rwandese people I was personally acquainted with.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

35. I felt helpless BEFORE the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

36. I felt helpless DURING the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

37. I felt helpless AFTER the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

38. The UN had established and organized procedures for dealing with this type of emergency.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

39. The UN did an adequate job organizing the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

40. I am angry at the UN for the way the evacuation was handled.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

41. I am angry at the way some of my colleagues behaved during the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

42. My life has changed in POSITIVE ways because of the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

43. My life has changed in NEGATIVE ways because of the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

44. The evacuation has NOT changed me.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

45. The UN has an adequate stress management program established at UNAMIR.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

46. The UN should establish stress management programs at all peace keeping missions.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

47. I personally know _____ (number) colleagues who did not return to UNAMIR after the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
-------------------	-------------------	-------	----------------	----------------

48. I personally know _____ (number) colleagues who were so negatively impacted by the evacuation, they did not return to peacekeeping work after the evacuation.

Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree
----------------------	----------------------	-------	-------------------	-------------------

Please add any additional comments or personal experiences that you feel would be useful in planning stress management programs for UNAMIR personnel. If you need extra room, please use the back of this survey to write your comments.

PLEASE RETURN SURVEY TO THE CIVILIAN WELFARE OFFICER IN ROOM 3052, AMAHORO AS SOON AS POSSIBLE BUT NO LATER THAN 21 APRIL 1995. IF YOU HAVE ANY QUESTIONS PLEASE TELEPHONE EXTENSION 11098.



INTER-OFFICE MEMORANDUM

DATE: 13-April 1995

TO: All UNAMIR Personnel

FROM: Ally H. Golo, Officer-in-Charge
Division of Administration & Management

Seen
14/4

SUBJECT: Acting arrangement

During my absence on official mission to Nairobi, from 13 to 18 April 1995, Mr. Hugo Valdes, Chief Procurement Section, will act as Officer-in-Charge of the Division of Administration and Management on my behalf.

Kindly extend to him your usual cooperation.

AK
14/4



TO : List D DATE: 13 April 1995

FROM : Maj Deepak Das
FORCE WELFARE OFFICER *[Signature]*

INFO : CISS, CILM, LOG PLANS, DCOS SP, PCIU (TRAFFIPRO)

SUBJECT : ADDITIONAL ISSUE OF TELEVISIONS AND VIDEO SYSTEMS
FOR TROOP WELFARE

1. Due to receipt of additional TVs and VCRs from UNOSOM the following fresh issues of TVs and VCRs may please be made to cater for the welfare needs of troops without this facility:-

	<u>Contingent</u>	<u>TV</u>	<u>VCR</u>
a.	BBC (Force HQ Staff)	3	3
b.	Force Sig Coy	1	1
c.	INDBATT	1	3
d.	Malawi	1	1
e.	Mali Coy	2	2
f.	NIBATT	-	1
g.	SENBATT	1	1
h.	TUNBATT	2	2
i.	UNAMIR HQ Orderly Room/Camp Commandant	1	1
j.	ZAMBATT	1	1

*Seen
d
14/4*

2. All contingents are requested to forward an inventory of all welfare items received till date including serial number of TVs and VCRs.

3. 95 FLSG Only: On completion of this issue, kindly forward an updated list of TVs/VCRs issued to troops till date. Please also forward a list of all sports/welfare stores received/held in stock at the warehouse.

4. Best regards.

N.B: BBC (Force HQ staff) is composed of :

TUNISIAN STAFF
ETHIOPIAN STAFF AND
GHANANIAN STAFF

clerk of Gnanon D/Room

*[Signature]
14/4*



Sen
12/4

INFORMATION CIRCULAR NO. 025/95

DATE: 12 April 1995

TO: All UNAMIR Military, Civilian Police
and Civilian Personnel

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

SUBJECT: Mail Processing through the Registry

This circular is to bring to your attention the following procedures concerning the processing of both official and private mail to UNAMIR, in accordance with the United Nations Records Control Procedures Manual.

1. Flow of official Mail

All incoming mail, with the exception of correspondence subject to special instructions, is to be opened by the Registry, classified by subject and type and distributed to the relevant Sections, units and services.

If a letter is bearing an official address but appears to be of a personal nature, it will be forwarded to the addressee by Registry, without opening it. In this case the Registry will indicate on the envelope: "If this letter concerns UNAMIR official business please send it back to the Registry for processing".

2. Flow of Private Mail

When on an envelop, it is marked private, confidential or only the name of a UNAMIR personnel, without the functional title, the letter is sent directly to the addressee, without opening it.

If on a letter it is not marked confidential or private, but it is found to be of a confidential nature when opened, the Registry will reseal it and indicate on the envelope "Opened by the Registry" and send it to the addressee.

If a letter presumed to be official has been opened by the Registry and found to be of a personal nature, the Registry will reseal it and forward it to the addressee with the indication "This letter was presumed to concern UNAMIR official business and therefore opened by the Registry."



INFORMATION CIRCULAR No 026/95

DATE: 11 APRIL 1995

TO : All UNAMIR Civilian and
Military Personnel

FROM: A.H. Golo, OIC
Administration

SUBJECT : UNAMIR Mailing Address Nairobi

I am pleased to inform you that UNAMIR has established
the following post office Box in Nairobi effective 5 April 1995,

UNAMIR
P.O. Box 30888
City Square P.O.
Nairobi
KENYA

Due to difficulties encountering us with local customs at
Jomo Kenyata Airport in clearing parcels, I would like to confirm
that this P.O.Box is for letter mail only.

Thank you for your co-operation.



From: DCOS Ops

To: Camp Comdt

Info: Lists A and B

Date: 11 April 95

Subject: INCOMING MAIL DISTRIBUTION

Seen
14/4

1. It has been observed that frequently incoming mail addressed to FHQ or Force Headquarters is distributed directly to a large number of branches, sections or cells within the Headquarters, including, or sometimes limited to the Force Commander. This practice places an unnecessary burden on the FC and his staff, and results in unnecessary duplication of effort.

2. Notwithstanding that it is the responsibility of the originator of the correspondence to ensure that the correct addressees are affixed, correspondence addressed to FHQ should be distributed as below. Accordingly, you are requested to instruct the UNAMIR Orderly Room to forward all mail addressed to UNAMIR Force Headquarters to the applicable SO1 grade staff officer or branches as follows:

- a. G1/CMPO for all military personnel and administrative matters;
- b. Force PM for all police, disciplinary and all matters requiring investigation;
- c. Force WFO for all postal, sports, recreational, medals/certificates and welfare matters;
- d. FMO for all medical and health matters, including casualty evacuation and medical repatriation;
- e. G2/Info offr for all information and matters of intelligence value;
- f. G3 Ops for all current operations, sitreps and patrol reports;
- g. G3 Plans for all matters pertaining to operational and contingency plans, force structure (personnel, equipment and accommodation), troop deployment and rotation, Rules of Engagement and SOPs;

- h. G3 Air for helicopter operations and coordination of air resources;
- i. G3 Engr/FEO for all matters relating to construction and field engineering and EOD;
- j. G4/C Log O for all logistics matters related to supply, transport, maintenance and movement control;
- k. G6/FSO for all communications and signal related functions;
- l. CLO for all matters requiring interaction with Rwandan government agencies and departments;
- m. CHAO for all liaison tasks with UN agencies, NGOs and the IOC for humanitarian assistance and return of IDPs;
- n. Force PAO for all matters relating to the press, media and the release of information to outside agencies;
- o. Camp Comdt for all matters relating to housekeeping duties of UNAMIR Force HQ;

3.. Additionally, an information copy of this correspondence is to be forwarded to the COS who will decide whether to pass the correspondence to the FC, DFC or staff of the civilian component. As required, the COS will provide further direction for staffing action to the branch staff through the applicable DCOS.

4. Mail addressed by the originator of the correspondence to specific appointments within FHQ will be forwarded to those specific appointments. An additional information copy should be send to the COS, if not already included on the originator's distribution list. The FC's staff will continue to screen all mail addressed to the Commander and determine which mail should be viewed by him and which should be referred to the COS for staffing.



4 April 1995

TO: All International Civilian Staff

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

SUBJECT: Officer-in-Charge, Personnel Section

Please be informed that the Chief Civilian Personnel Officer is away on leave. In his absence Mr. Adamou KOUMAGO will officiate as Officer-in-Charge of Personnel Section.

Your usual cooperation would be appreciated.

Seen
6/4

dt
07/4

UNAMIR



United Nations Assistance Mission in Rwanda
Mission Nations Unies Pour L'Assistance Au Rwanda
Nairobi

MINUAR

TO: All UNAMIR Section/Unit Chiefs
Division of Administration & Management

5 April 1995

THROUGH:

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

SUBJECT: OIC Procurement Section - Delegation of Authority

This is to advise you that with the reassignment of the current OIC Procurement Section, Mr. Mauno Vanttaja from UNAMIR effective 5 April 1995 and until the arrival of the selected CPO, Mr. Romulo Paez is hereby designated OIC Procurement with delegated authority to purchase, rent or sell for all activities within the mission's monetary limits.

Please extend to him your usual cooperation.

Copy to:
SRSG
FC
ED

mt
07/H



INFORMATION CIRCULAR No. 024/95

DATE: 6 April 1995

TO: All UNAMIR Civilian and Military Personnel,
CIVPOL, HRFOR, ICTR, UNDP WHO

FROM: Ally H. Golo, Officer-in-Charge
Division of Administration and Management

SUBJECT: Closing of UNAMIR offices, fuel stations and pouches in commemorating
a day of mourning for the victims of genocide

Further to the SRSG's note dated 3 April 1995 concerning closure of UNAMIR offices on 7 April 1995, please be advised that the UNAMIR fuel stations will also be closed for business on that day in recognition of the national day of mourning. Those planning to refuel vehicles on that date are required to do so on 6 April 1995.

UNAMIR pouches normally scheduled for Fridays will be closed on Thursday 6 April 1995.

At
07/4



INFORMATION CIRCULAR N°. 020/95

DATE: 1 April 1995

TO: All UNAMIR Personnel *30.4.95* *Sem*
FROM: Mr. A. H. Golo / OIC Administration *3/4*
SUBJECT: COMMENCEMENT OF MGT CATERING SERVICES AT HOTEL CHEZ LANDO

I am pleased to announce that UNAMIR has extended the services of MGT Consolidated to provide catering services to staff members in a new location in Kigali.

As of April 1st 1995, the open air restaurant of Hotel Chez Lando will be available for lunch and dinner, for the time being with the same daily menu available at the Belgian Village. Due to ongoing renovations, service will only commence at dinner time on the first day of service.

It is expected that the main restaurant of Chez Lando will also be opened in the near future.

Please be advised that entry to the Chez Lando complex is restricted to UN personnel and invited guests only, as per the notices posted outside both entrances.

Thurmont
03/4

AK
03/4

30 March 1995

To: All International Telephone users
From: Thad Anglin, CCO, UNAMIR
Subject: Change of telephone numbering system - North America & United Kingdom.

All users of the UNAMIR telephone system are advised that the North American Numbering Plan has implemented changes to the telephone numbering system which were effective on the 1st January 1995.

The changes involve a shift in the format of the area codes. Users may be aware that formerly all North American area codes used to have either the digit zero (0) or one (1) as the middle digit of the area code. Since the 1st January, this format has changed and area codes are now following the format NXX where N is any digit between 2 and 9 and X is any digit between 0 and 9.

Please note that existing area codes have not been changed. Where there is a requirement for new area codes, of which there are at least six already, they will follow the format above.

The changes in the United Kingdom also involve changes to the area codes. On the 16th April 1995, the UK will change all, repeat all, area codes in existence by the addition of the digit one (1) at the beginning of the area code. This means that, for example, the two area codes in London will change from 71 & 81 to 171 & 181.

In addition, the area codes of five cities will be changed to completely new codes. This information is not readily at hand but one city involved is Bristol.

These new codes should be dialled as the UK's telephone system has already made allowances for them. As of the 16th April, the UK will only be accepting the new codes.

The telephone unit does not have the area codes for the United Kingdom, nor does it have the new area codes for the five cities mentioned above. It is the responsibility of the users to make themselves aware of the new area codes.

②

CC

Seen, psc in form
all ops staff

31/3

③

CC

Treaty

31/3

CISS

FAX

COVER

SHEET

282320¹³ MARCH 95

DTG

FROM: SECTOR 1 HQ BYUMBA
//NIBATT HQ//

TO: UNHQ KIGALI //ORD ROOM//

NUMBER OF PAGES

(Including Cover Sheet)

②

DO2 OPS 1

Pse note is NIBATT
that NIBATT 2 is to
replace the officer.

③

cc

Pse find copy to
DCOS OPS

29/3

④

CC

Sir, Treated.

29/3

⑥

Message

Sent to

NIBATT.

Thurman
29/3

⑤ G3 Ops

1. PLS cfm Adamu
is aware

2. Need conf rep
ASAP

DCOS OPS
29/3

mt
29/3

NA MESSAGE FORM





NA/SIGS/I LARGE
PADS OF 100

FOR SIGCEN USE

P	PRECEDENCE ACTION	PRECEDENCE INFO	DATE-TIME GROUP 282320Z	-MESSAGE-INSTRUCTION MAR 95
FROM	NIBATT HQ			PREFIX
TO	UNAMIR HQ			SECURITY CLASSIFICATION UNCLASS
	(ATTN: COS OPS)			ORIGINATORS NUMBER NIBATT/OPS/266
INFO:	AFC	UNAMIR		

TEXT: NIBATT 1 ROTATION 2 - 5 MAR 950
CAPT M S AAMU UN IN M25890

YOU ARE REQUESTED TO RELEASE
ABOVE MENTIONED OFFR TO REPORT
HHS HQ 29 MARCH 95 @ THIS IS
TO ENABLE HIS PREPARATION FOR
THE ROTATION @ PSE TREAT AS IMPORTANT
AND ACK

RELEASING OFFICER'S SIGNATURE		MESSAGE DRAFTER'S NAME		OFFICE		TEL NO.				
 RANK 		 RANK 								
FOR OPR'S USE	R	DATE	TIME	SYSTEM	OPERATOR	D	DATE	TIME	SYSTEM	OPERATOR

UNITED NATIONS
ASSISTANCE MISSION IN RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR-MINUAR

From: DCOS OPS

File: 3000.12(Ops)

To: LISTS A, B & E
UNCIVPOL
MILOB GP HQ
FSO
FORCE ENGR COY
AUSMED
95 FLSG

Info: CSO
STO
OSRSG
B & R
UNDP

Date: 25 Mar 95

Subject: SECURITY AWARENESS

1. The aim of this instruction is to appraise all military personnel of the prevailing security situation in Rwanda, with a view of creating a sense of security awareness in the hearts and minds of all concerned.

General

2. The overall security situation, although it remains relatively calm, is of serious concern. Incidents of armed robberies directed against UN personnel, accidents involving UN vehicles, hijacking of UN vehicles and altercations between the RPA and formed troops is generally on the increase. Therefore, there is a need to make all uniformed personnel of UNAMIR aware of the procedure to call for help in any adverse situation. Some of the emergency situations which may occur are as under:

- a. Detention by the local authorities.
- b. The victim of a robbery of any kind, at home or elsewhere.
- c. The victim of an assault.
- d. Involvement in a vehicle accident and in need of assistance, an ambulance or a tow truck.
- e. Witness to a situation which would include any of the preceding.

FB(OPS)

(2)

cc
Be forward 1 copy to
all duty offrs. DO offrs
should acquaint themselves
of the grid system
of the KICAZI
MAP

att
27/3

(3)

cc
Treated.
26/3

Thunt
27/3

ac/3

3. It should also be noted that within Kigali, there is a Ready Reaction Force (RRF) available 24 hrs a day to react to any adverse situation in which the extrication of UN personnel warrants the use of armed troops. The RRF can be contacted through the UNAMIR duty officer on channel 4 or telephone # UNAMIR extn 11150 or Rwandatel 84265. The duty officer is responsible for monitoring the channels for emergencies and have access to all the military and civilian information/assets that may be needed in case of emergency, including the RRF, civilian police, military police, tow trucks, ambulances as well as medivac and casevac procedures.

Vehicle/Travel

4. All travel must be authorised prior to your departure from your unit and you must carry your UN ID and license permit at all times. When travelling by car, keep the doors locked and avoid travelling alone at night. Generally, hijackers are less likely to inflict serious injuries when two or more persons are in a vehicle. You must not pick up non - UNAMIR personnel and do not stop for broken down vehicles which are not UNAMIR. Finally, keep your vehicle parked in a safe, guarded, well lit area at night and do not leave valuable items in a parked vehicle.

5. Action at Road Blocks. When approaching a road block/check point drive slowly and put your car lights in the 'park' position. Turn on the interior light and act in a calm and polite manner in your conversation. Milk crates, branches, metal parts of a chair, witches hats and string may be used as road blocks in Rwanda. Please ensure that you observe them and drive very carefully as they are manned by armed soldiers.

Road Accidents

6. The UNAMIR Military Police (MP) Company Headquarters is located 500 meters East of the old UNICEF Building on the main Airport road (GR 125836). The Kigali Detachment operates on channel 7, call sign " ESCORT ZERO". You can contact the MP Desk Officer, day or night, on telephone # UNAMIR extn 11249. All road accident must be reported to the UNAMIR MP Coy HQ.

Personal Security

7. You must keep abreast of the current situation and developments in Rwanda. Particularly in the areas in which you live, work and frequent. Familiarise yourself with your work and residential locations. To enhance your personal security you should:

- a. get to know who your nearest UN neighbour and where the nearest UN vehicle is parked at night;
- b. know the phone number and/or the radio call sign to us in case of emergency (these are included at Annex A);
- c. inform your superior of all your travel plans in and out of the country;
- d. eat and drink in secure locations. There is safety in numbers! Never let the spirit of the moment cloud your judgement with regards to your personal safety;
- e. not travel at night outside your duty station;
- f. lie flat on the floor if you hear explosives or shooting near your residence. Do not look outside and stay away from windows. Try to crawl to a corridor which has no windows;

- g. maintain a week's supply of food and water in your residence;
- h. avoid setting a routine, ie. alternate your route and/or timing to and from home or office; and
- i. try to minimise unnecessary movements and where possible avoid travelling alone and after dark.

How to React to Attack

8. If you are attacked try to remain calm and do not panic (this may be very hard). In general, it is best to comply with the demand of the attackers or captors you are less likely to be harmed. Do not become aggressive and try to establish some type of compromise with your captors. Contact your Security Officer or superior as soon as possible.

Security of Personal Effects

9. You should update your inventory of personal effects, furniture, household effects, automobiles and valuables whenever necessary and submit the revised copy to the Security Officer.

Residential Security

10. Inform the designated Official/Unit Security Officer of any change of address/telephone during your stay in Rwanda. Contact your neighbours to ensure cooperation between the guards in your neighbourhood.

11. You should install curtains on your windows, especially in your bedroom and don't leave keys in a hidden place outside your house (under mats, flower pots, door ledges, etc.). Prior to retiring for the night you should ensure your home is secure by checking all doors and windows. Finally, don't give duplicate keys for your house to domestic help and keep your house keys separate from your vehicle keys.

Hotels

12. When staying in a hotel, familiarise yourself with fire safety instructions and know where the nearest emergency exit is located. Always lock your door after you enter or leave your room. Ensure that no money, jewellery, cameras, or other valuables are visible when leaving your room and, if possible, use a safe deposit box to store your valuables. Always ensure that you lock all suitcases left in the room.

Domestic Help

13. You should request references/recommendations from any locals that you hire as domestic help. Furthermore, ensure that you ascertain their exact residential address in Kigali. Once hired you must ensure that they are issued the proper security pass when hired through Brown and Root. Create a bonus/incentive on top of their salary in case of privately hired help. However, be strict with them and allow no visitors in your residence without your permission.

Guards

14. If you employ a guard, ensure he is issued with a whistle and a flash light. Establish a signal with him so that he will open your gate immediately (For example you might sound the car horn three times at 100 meters from your residence). Avoid waiting in front of your gate. Give your guard clear instructions such as:

- a. Your gate must always be locked (chain with padlock).
- b. Never authorise visitors to enter without your permission.
- c. Patrol every morning and evening to inspect the fence or wall.
- d. Report all incidents (window left open, exterior light not working, etc).

Security Guidelines Summary

15. There are certain important security guidelines which need to be followed by all personnel in uniform. These are as follows:

- a. Carry your ID card with you all times. If you are issued with a Motorola Radio, you are advised to carry it with you as well.
- b. Avoid going out on your own and staying out too late at night. It is advisable that you go out in groups of two or more, and where possible go in convoys of two or more vehicles.
- c. Avoid driving at night at remote and isolated areas in the city. Know safe streets and routes.
- d. Avoid using local taxis and privately owned cars particularly at night time, except if you know the private car owner. Should you be forced to use a local taxi, you must always be in the company of somebody you know and trust. Relying on Registration number plates of taxis is not enough.
- e. Should you be attacked, you should always try to be calm and firm, and courteous. Never show signs of stress and intimidation, even though you may feel intimidated.
- f. Avoid all forms of arguments with your attackers even where you have your right.
- g. It is always in your best interest to yield to the demands of your attackers and where possible establish some kind of rapport with them.
- h. Stop only at established road blocks/check points, and avoid giving lifts to non - UN personnel. Do not stop at hand signals of any kind at night, especially in suspicious circumstances and areas.
- i. Should you be trailed at night, avoid heading for your residence especially if it is a distance away from you. You should always try to head for public houses specially HQ where there is a crowd and call for help on your radio describing your exact location.
- j. Above all, do not discard "Common Sense" as it will assist you to appreciate the situation on the ground, make sensible deductions and take decisions in your best interest. Remember your life comes first, and thereafter, all other things shall be added unto it.

16. Your attention is drawn to the Force Commander's Directive No 01/94 on UNAMIR Conduct, Dress and Weapon Carriage Policy forwarded vide this HQ letter no 5000.45(Plans) dated 7 Nov 94.

ANNEX A TO
SECURITY AWARENESS
DATED 25 MAR 95

EMERGENCY CONTACT NUMBERS/CHANNELS

1. For incidents occurring after 1800 or on the weekend: switch your radio to channel 8 or channel 4 and call callsign "Zero". Callsign Zero is the Military Duty Officer in the UNAMIR HQ Ops Room. You may also call for help on following Callsigns and channels:

- a. **Channel 11 - "Sierra Oscar 9"** HQ Civilian Security Officer - between 0830 and 1800 hrs. Monday -Saturday.
- b. **Channel 8 - Callsign "Zero"** - Military Duty Officer - 24 hrs.
- c. **Channel 7 - Callsign "Escort Zero"** - Force Provost Marshal.
- d. **Civilian Security Officer** - Telephone # 84268 Ext. 11073/11135.
- e. **Military Duty Officer - Channel 4 - call sign "Zero"** or telephone # 84268 Ext. 11150 or # 84265.

2. Standard procedures and discipline must be observed if radio communication is to be used successfully for security purpose. Messages should be planned in advance. Long difficult messages should be avoided as they can be misunderstood. In case of a shooting, do not panic, use your radio to call for assistance. Speak in a calm even voice and give the following information:

- a. Clearly state your callsign.
- b. Give your location and describe the incident that has taken place. This is the most important piece of information and could save vital minutes in time it takes for assistance to reach you.

(1) All personnel should know the grid reference of their place of residence as well as that of homes or other places that are frequently visited.

(2) You should also know their location at all times in relation to prominent reference location (the Meridian, Chez Lando, Mille Collins, The Parliament Building are examples of such locations).

(3) Which way is north, south, east and west in Kigali.

(4) If the situation permits, the person calling for assistance should go to an easily identifiable rendez-vous point to meet the person(s) sent to provide assistance.

(5) End the message with "I need emergency assistance right away."

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Sen
21/3

TO: TO ALL UNAMIR/ AGENCIES PERSONNEL
FROM: PAUL ISCHLIKA
CSO/ASC

DATE: 24 March, 1995
Ref.: UNAMIR/SO/058

SUBJECT: SECURITY AWARENESS BULLETIN OF CURRENT SITUATION VOL. 3

The current security situation has necessitated the production of this news bulletin in order to appraise staff members of the over all security situation in Kigali, and Rwanda in general. It is hoped that UNAMIR personnel will take this information to heart and adjust their movements accordingly.

1. GENERAL:

The overall security situation in Rwanda although is relatively calm, but is still of serious concern, particularly with the rising tension experienced over the last two of weeks. Incidents of hostility in the Refugee camps still continue unabated, and UNAMIR military positions in some of the sectors have come under grenade attacks resulting in serious injuries to UNAMIR military personnel.

Aid Agencies are also undergoing searches at RPA check points as they travel to the sectors. UN personnel are regularly stopped and searched at these check points without consideration for their status as United Nations personnel. UN Laissez-passers, UNAMIR ID cards, and United Nations marked vehicles do not exempt them from these searches. Vehicles, bags, personal belongings, official documents, and even diplomatic bags are all subjected to these searches. The frequency and degree of search is now far beyond the search for weapons. The most common areas are between Gisenyi and Cyangugu, and Kibungu and Rusumo.

Arriving and departing passengers at the Kigali International Airport are also equally subjected to similar searches, and most often, asked to pay custom duties on personal effects.

The office of the SRSB is fully aware of the situation and "NOTE VERBALES" on the issue have been sent to the Foreign Ministry as letters of protest, but to no avail.

AA
31/3

2. KIGALI:

The security situation in Kigali and its environs had remained calm for quite sometime. However it seems to have deteriorated in the last two weeks with threats against UN personnel and hijacking of UNAMIR vehicles being reported. The following are highlights of some of the incidents.

- (a) There has recently been an increase in the number of road blocks and check points mounted by the RPA around the city, particularly at night, sometimes starting at 1900 hrs. As usual, these road blocks are put up in most cases with empty crates and are not lit to be seen from afar. Again, UN vehicles do not escape the searches at these check points. Intensified routine foot, and mobile patrols around the city however continue at night as well.
- (b) In sector 5, Tunbatt HQ. in Ruhengeri came under grenade attack from unidentified gunmen, and 8 military personnel were injured, 4 seriously.
- (c) On the night of Sunday March 5, Nibatt HQ in Byumba also came under grenade attack by unknown persons in which 2 Nigerian military personnel sustained minor injuries. The cause for the attack is unknown.
- (d) On Sunday 26, February 1995 at about 5.15 pm, 3 UNAMIR International Civilian staff driving in a UNAMIR vehicle were fired upon with an automatic weapon by an unknown person, on the Ruhengeri/Kigali road, less than 10 km from Kigali. The front tire exploded as the bullet pierced through it, but the staff members never stopped. The gunman in desperation continued shooting at the vehicle as they sped away. Fortunately there were no injuries.
- (e) On Wednesday March 8, one Nigerian Civpol Officer was physically attacked by three unidentified armed men at his residence between 1900 and 1930 hrs. The location was Kiyovu Rugenge in Kigali. His vehicle UNAMIR # 1144 was taken away with his motorola radio, a wrist watch and US\$300 in cash.
- (f) Another UNAMIR International Civilian staff of the Transport Section was attacked by 3 RPA soldiers at his residence in Remera, at about 1930 hrs on 14 March, 1995.

At gunpoint, he was blindfolded and all his personal belongings taken away. For some strange reason, they did not take his vehicle. Losses were estimated at US\$4885. The matter is being investigated by the military police.

- (g) Another UNAMIR International civilian staff was chased a few days ago by 4 unidentified men in a small red jeep all around Kigali at night. The chase started from the foot of the hill at Chez Lando Hotel and continued through the city. The staff member made a series of evasive moves and confirmed. He however decided to make his way back to Chez Lando hotel, and as soon as he entered the car park, his assailants drove off.
- (h) On Saturday 18 March Human Rights Land Cruiser # 1926HR was reported stolen outside a UN house in Kimihurura.
- (i) On Sunday evening, 19 March, 3 armed men attempted to steal Human Rights vehicle # 1907HR from the Human Rights house at Rugenge in Kigali. The attempt was foiled when the vehicle broke down. The incident was witnessed by the local guard.
- (j) The latest incident was in Byumba in the early hours of Monday 20 March 1995, between 0100 and 0130 hrs, when a Nigerian Guard on sentry duty shot and killed an attacker, while the second one was arrested by the duty officer. Both were later identified to be local staff members of Brown & Root working in Byumba.

3. ARREST OF UNITED NATIONS LOCAL STAFF MEMBERS:

There has been an increase in arrests of UN local staff members by the RPA, all held on charges of genocide. The number has increased from 4 in February in Kigali central prisons to 6, with 3 more held in the gendarmerie stations in the city. In addition to the above, a UNAMIR translator was arrested and finally released.

4. KANOMBE INTERNATIONAL AIRPORT - KIGALI:

The Rwandese airport authorities have expressed their growing concern over the number of UNAMIR staff members attempting to enter the airport. Airport rules and regulations must be followed, and no unauthorised vehicles are allowed inside the airport.

Entering the airport without the appropriate ID cards, and vehicles passes, driving on the ramp to meet aircraft, driving across the runway without permission from the control tower, as well as receiving VIPs and baggage are to cease immediately.

Searching of personal effects of UN staff members with valid UN Laissez-passer, to the airport authorities, is a routine exercise, though its a violation of the status mission agreement between the UN and the Rwandese Government.

5. ROAD ACCIDENTS:

Vehicle accidents are on the increase. UNAMIR personnel should drive with extreme caution at all times.

The RPA drivers are contributing factors who have little or no regard for traffic rules. Nearly all road accidents that involve UN vehicles, the UN staff member is always held responsible even where he/she is not at fault. The investigations and findings are always one-sided, and in which case the staff member has no redress. All staff members are advised to be very careful on the roads, obey all road signs, and have due concern for all road blocks and the officers manning them; and above all, to observe speed limits. Remember the MPs are on the roads, and have been empowered to impound vehicles flaunting the rules. **PLEASE ALSO REMEMBER THAT IF YOU DRINK, DON'T DRIVE.**

6. THE ISSUE OF UNAMIR ID CARDS

The issue of UNAMIR ID cards has come under serious criticisms by the Rwandese authorities hence the curtailing of our privileges and immunities by them. In order to streamline the issuing of ID cards, the SRSG has decided that the following action be taken;

- (a) That UNAMIR will cease issuing ID cards to the following:
 - (i) All UN Agencies except for the Human Rights and members of the International Tribunal;
 - (ii) All Foreign Embassies in Kigali
 - (iii) All Registered Contractors with UNAMIR, except for the International Contract staff in the interim.
- (b) That all the existing UNAMIR cards will be withdrawn by the respective Agencies/Contract Companies as soon as they have devised their own system, and return them to the ID card section at UNAMIR HQ.

7. STANDARDS OF CONDUCTS:

In order not to lose sight of our moral code of conduct as International civil servants, all staff are reminded of the Administrative Instructions issued in August 1994, and recently reproduced by the Chief of Administration on 9 March, 1995 including the following headlines;

Local Laws, Regulations and Customs
Currency Regulations
Photography
Privately Owned Weapons
War Souvenirs
Hunting and Shooting
Contact with Local Population
Handling of Information
Consumption and disposal of Drugs
Consumption of Alcohol
Driving

8. SECURITY:

Having gone at length to remind staff members of the deteriorating security situation that is currently prevailing in Rwanda as a whole, I would like to conclude by strictly warning all members of staff to restrict their movements particularly at night, to keep off the streets, and to be at their residences not later 8 pm.

For the benefit of our new staff members I would like to reproduce our Security Guidelines recalled from our earlier edition of the Security Awareness bulletin, most of which is also found in the Security Pamphlet issued to you on your arrival;

SECURITY GUIDELINES:

- (i) Carry your ID card with you at all times. If you are issued with a Motorola Radio, you are advised to carry it with you as well.
- (ii) Avoid going out on your own and staying out too late at night. It is advisable that you go out in groups of two or more and where possible, go in convoys of two or more vehicles.
- (iii) Avoid driving at night in remote and isolated areas in the city. Know safe streets and routes.
- (iv) Avoid using local taxis and privately owned cars particularly at night, except if you know the private car owner. Should you be forced to use a local taxi, you must always be in the company of somebody you know and trust too well. Relying on Registration number plates of taxis is not enough.

- (v) Should you be attacked, you should always try to be calm and firm, and courteous. Never show signs of stress and intimidation, even though you may feel intimidated.
- (vi) It is always in your best interest to yield to the demands of your attackers and where possible establish some kind of rapport with them.
- (vii) Stop only at established road blocks/check points, and avoid giving lifts to non UN personnel. Do not stop at hand signals of any kind at night, especially in suspicious circumstances and areas.
- (viii) Should you be trailed at night, avoid heading for your residence especially if it is a distance away from you. You should always try to head for Public houses especially where there is crowd and call for help on your radio describing your exact location.
- (ix) Above all, please do not discard "COMMON SENSE" as it will assist you to appreciate the situation on the ground, make sensible deductions and take decisions in your best interest. REMEMBER YOUR LIFE COMES FIRST.

You can call for help on the following channels and callsigns:-

Civilian Security

- (i) Channel 11
Callsign " Sierra Oscar 1 through 9 "
between 0830 and 1800 hrs.
Monday -Saturday.
Telephone # 84268 Exts. 11130/11135/11073

Military

- (ii) Military Duty Officer
UNAMIR HQ - Amahoro
Channel 4, or 8 after 1800 hrs.
Callsign " Zero "
Telephone # 84268 Ext 11150
- (iii) Indian Battalion (Indbatt)
Channel 4
Callsign 6
Telephone # 84268 Exts. 11217/11218
Rwandatel: # 76803

- (iv) Military Police Duty Officer
Channel 4
Callsign " Escort Zero "
Telephone # 84268 Ext.86855/86856
- (v) Force Provost Marshal
Channel 4
Callsign " Papa Mike "
Telephone # 84268 Ext. 11108

UNAMIR MILITARY RAPID REACTION FORCE (RRF):

For the general information of all staff members, there is also the Rapid Reaction Force specially tasked to react to all emergency situations within a short timeframe, and is on standby 24 hourly. The RRF can be contacted through the UNAMIR duty officer at UNAMIR HQ Amahoro on channel 4, or channel 8 after 1800 hrs. or through Indbatt on channel 4, callsign 6, or call Sierra Oscar between 0830 and 1800 hours. The callsign for the Rapid Reaction Force is Romeo Romeo Foxtrot.



File: 5000.26 (Plans)

To: DCOS SP
CMPO

From: G3 PLANS

Info: CISS
DCOS OPS

Date: 24 Mar 95

Subject: POLICY ON THE USE OF INTERPRETERS BY UNAMIR

Reference: A. Your Memo 4000.1 log-23 dated 20 Mar 95

1. The policy on the requirement for interpreters has already been articulated. In short, it was identified that one interpreter was required for each platoon, company HQ and battalion/contingent HQ and two for each MILOBS Sector Command. This requirement was forwarded to UNHQ New York by CISS, however, from the size of the civilian budget it would appear that this requirement was not accepted. Therefore, what ever interpreter assets are available in each sector must be shared by MILOBS, CIVPOL and contingents.

2. For the CMPO, would you please advise me of the number of interpreters in each sector by COB 27 Mar 95.

3. Regards

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25/3
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27/3

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

From: COS

To: List A, B, C, D and E.

Date: 23 March 95

Subject: RUMOURS IN UNAMIR AOR

1. It will soon be a year since the commencement of the genocide and the civil war in Rwanda. Rumours of all kinds are therefore expected to be abound within the country in anticipation of the impending anniversary on 7 April. It should be noted that this is not the first time that rumours of imminent attacks and revenge killing have been circulated in the country. Although 7 April has been designated by the Rwanda government a day of remembrance to recollect the atrocities committed during the war, there is no evidence to support the rumours.

2. It is therefore imperative that UN personnel and international staff and organizations in the country should continue to report facts and not be seen to be contributing to the spread of these rumours through misinterpretation and analysis of events that may not be connected to justify preconceived ideas and notions.

3. UN personnel are however, strongly encouraged to reassure the local population that UNAMIR troops, in conjunction with security agencies of Rwanda, are doing everything possible to maintain a favourable security environment in the country during this period.

4. For your necessary attention and action please.

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24/3

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR MINUAR

To: CAO

From: COS

Info: SRSG, ED, CIVPOL, MA to FC, DCMO & DCOS (Ops)

Date: 22 March 1995

Subject: Recruitment of Interpreters

27/3

1. Reference is made to SRSG's Memo dated 17 March 1995 on the above subject.

2. We require 48 interpreters for Military (i.e. Formed Tps - 27, and MILOBS - 21). The details of the requirement are as under:

FORMED TPS

CONTINGENT	REQUIREMENT	HOLDING	DEFICIENCY
ETHIOBATT	6	4	2
FORCE ENGR COY	2	1	1
MALAWICOY	3	Nil	3
MALICOY	3	Nil	3
NICOY	3	Nil	3
TUNBATT	6	5	1
INDBATT	6	Nil	6
SENBATT	3	Nil	3
ZAMBATT	6	1	5
TOTAL	38	11	27

MILOBS:

Sector	Requirement	Holding	Deficiency
MHQ	3	3	Nil
Sector 1	4	1	3
Sector 2	4	Nil	4

② G3 Plans

1. Origin?
2. Does this correspond with "your" submission/reg?

cc treated

27/3

DCOS OPS
25.3

Sector 3	4	3	1
Sector 4A	4	4	Nil
Sector 4B	4	Nil	4
Sector 4C	4	Nil	4
Sector 5	4	2	2
Sector 6	4	1	3
Total	35	14	21

3. After the proposal has been approved by the Administration, we would recommend that the recruitment should be done at each sector level in order to ensure that those employed have local knowledge of their areas of responsibility.



ADMINISTRATIVE INSTRUCTION NO. 010/95

21 March 1995

TO : All UNAMIR Military Personnel
All UNAMIR Civilian Chiefs of Section

FROM : Ally H. Golo
OIC Administration

Subject : UNAMIR MILITARY POSTAL SERVICE

24/3

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24/3

This Administrative Instruction is based on Chapter 9 of the United Nations Operational Support Manual: Postal and Courier Services (Rev. November 1994).

General

1. For troops in peacekeeping missions, separated from families and loved ones, the ability to communicate is an important contributor to morale. The primary communication method in most cases is the use of a mail service. In most large missions, a base post office is established as a unit under the Chief Logistics Officer, directly supervised by a Force Postal Officer. The establishment of UNAMIR did not cater for this facility and the responsibilities for mail have been rested in the Force Welfare Office.

Incoming mail

2. All personnel should be aware that incoming mail to UNAMIR can be despatched in four separate ways as follows:-

- a) via the weekly pouch from UNHQ
- b) to a P.O. Box in Nairobi and
- c) to a P.O. Box in Kigali
- d) via special service flights chartered by the host country.

3. For use of any of the first three methods above, the sender is required to utilize the local national postal service of their home country, ensuring sufficient postage is attached to reach the destination used. Troop - contributing countries, through their own

postal authorities may establish a central mailing address for their troops in their home country for accepting international mail (addressed to UNAMIR) at local postal rates and arrange subsequent pouching/delivery at govt cost. In all other cases the following instruction apply:-

- a) for mail via the UNHQ pouch, standard first class letters only may be sent. Parcels or registered mail will not be accepted.
- b) for mail via the P.O. Box in Nairobi, standard first class letters only should be sent. Parcels sent via this method may be subject to custom's inspection and duty charges. Registered mail cannot be picked without cumbersome and time consuming procedures needing to be followed. Both parcels and registered mail, because of inherent delays with clearing them in Nairobi may incur storage charges.
- c) mail of any type may be sent to the P.O. Box in Kigali. Parcels and registered mail will, however, be a personal responsibility to collect. Regular first class mail items will be collected and further distributed by UNAMIR.
- d) special flights may include the carriage of parcels as well as first class mail.

4. The addresses for each of the above methods of mails are as follows:-

- a) via UNHQ, NewYork
ID No., Rank, Name
Contingent, UNAMIR
P. O. BOX 4661
Grand Central Station
NYC, New York, 10017
USA.
- b) via Nairobi
ID NO., Rank, Name
Contingent, UNAMIR
P. O. BOX 30552
Gigiri - Nairobi
Kenya
- c) via Kigali
ID No., Rank, Name
Contingent, UNAMIR
BP 749
Kigali - Rwanda

d) via special flight

ID No., Rank, Name
Contingent, UNAMIR,
Rwanda

Prohibited articles

5. The following items are prohibited for dispatch by mail, whether incoming or outgoing:-

- a) coins, banknotes, negotiable bonds payable to the bearer, platinum, gold, silver, precious stones, jewels, and archaeological specimens which are the property of the host country;
- b) articles which by their nature or their packing may expose mail handlers or postal officials to danger or may soil or damage other mail;
- c) explosives, ammunition, inflammable or corrosive materials;
- d) living animals or insects;
- e) opium, morphine, heroin, cocaine, hashish or any other form of narcotic drug;
- f) obscene or immoral articles, pornographic literature or photographs;
- g) earth, sand, grass, straw, seeds or plants;
- h) guns, pistols, rifles, grenades or military hardware souvenirs.
- i) all other items prohibited by legislature in the originating or receiving country. (For example the importation of ivory and articles made thereof as well as certain animal skins is strictly forbidden by US legislation.)

PROCEDURES FOR MAIL IN UNAMIR

6. Contingent official mail and free mail items according to entitlement are to be bundled and sent to UNAMIR HQ, attention Base Post Office, TWICE per week. If the home nation has agreed to the

4/.....

onward despatch of mail at no cost within the home nation, then no postage stamps are required. If this agreement does not exist, then local national postage in the appropriate amount must be placed on the items being sent. In this case it is recommended that the Contingent members be afforded with an opportunity to purchase the required stamps in the mission area.

All in-country forwarding arrangements are to be organized by the troop-contributing government concerned. Under no circumstances will the United Nations be responsible for the settlement of costs arising from internal mail distribution operations.

Field Post Office.

7. Every contingent should have their own field post office to prepare bagging, tagging, sealing and despatch/receipt of their contingent mail, to and from the Base Post Office. All contingents which are located at Kigali may deliver / collect their pouches directly from the airport if they wish to do so. The names of such FPOs and their postal officer should be intimated to BPO.

Procedures for Free Mail.

8. The following procedures shall apply to free mail franked with the UN impression:-

a. Personal Mail. Free UN franked aerogrammes will be collected from the Base Post Office by contingent postal representatives on the second Monday every month. No enclosures are allowed in the free letters or aerogrammes franked with UN impression and each letter/aerogramme should not exceed 10 grams in weight or contain any article prohibited under UN postal regulations (FAM Chapter 18 Section III, Paragraph 2.0 and 2.1). The free mail service for individuals does not include registration or any other specialised service; registered mail must be arranged personally through the local P.O. Free UN aerogrammes will be collected from Base Post Office each month.

b. Official Mail. Free registration service is available under this service and the ten gram weight limit does not apply. For this reason all official mail shall be

endorsed " Official Mail" and signed by an officer who shall indicate his rank and name.

c. Preparation. All free mail for despatch will be franked with the UN stamp; this operation is the contingent's responsibility. All mail will be bundled, bagged, addressed and forwarded to the Base Post Office manifested in duplicate at the Force HQ. Schedules for all contingents for despatch of these bags will be the same days as those of the mail runs given at Paragraph 5 below. UN mail bags will be supplied to each contingent FPO, who will be responsible to account for them.

d. Central Mailing Address in Home Country. All contingents are required to forward to the BPO a central mailing address in their home country where mail bags are to be addressed and from where mail will be distributed free at national postal rates within their country.

e. Special arrangements. Contingents with a National Support Element Postal Service shall have the option, for operational efficiency reasons, to make their own arrangements for free mail within the limitations and principles of the UN Free Mail policy as stated in this chapter. These arrangements will not result in additional cost to the United Nations.

Mail Runs for Contingents.

9. Daily trips of the mail vehicle will be organised to ensure that it makes at least two trips to each sector in a week. This would require the detailment of atleast two vehicles for this purpose as shown below:-

<u>SNo</u>	<u>Day of Week</u>	<u>Sectors</u>	<u>Remarks</u>
a.	Mon, Thurs	Cyangugu Gikongoro Butare	On days helicopter flights are flying to any of these Sectors the veh runs can be cancelled to conserve fuel and man hours.
b.	Tue, Fri	Gitarama Kibuye Kibungo	- do -
c.	Wed, Sat	Gisenyi Byumba	- do -

10. Correct Procedure for Use of Free UN Franked Aerogrammes

a. Free UN franked aerogrammes can be used for mailing *through pouch to a central address in the Home Country only. Staff members using these aerogrammes will have to despatch them through their contingent FPOs.*

b. First class mail to any other country should be affixed with necessary local postal value and must be arranged personally by individuals. Alternatively, the letters may be sent pre-paid via the home country, bearing the national postage applicable between the home country and the country of destination.

c. First class mail may also be sent through the New York pouch to any destination (every Fri) affixed with necessary value of UN stamps available with the UNAMIR Registry & Pouch Office.

11. Conclusion. It is emphasized that it is the responsibility of contingents and their national authorities to make arrangements for special delivery of mail, whether it be via commercial carriers or service flights or a combination of both. The arrangement of a Force Post Office is to coordinate and streamline postal activities as a welfare measure to multinational troops serving the UN.



95 FORCE LOGISTIC SUPPORT GROUP
KIGALI RWANDA

MEMORANDUM

FILE NO.: 8110-1(DCO)

DATE: 27 March 95

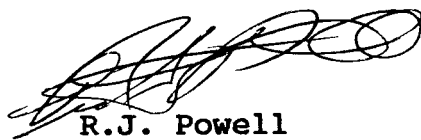
FROM: CO 95 FLSG

TO: Dist List

SUBJECT: HAPPY HOUR INVITATION 25 MAR 95

1. 95 FLSG will be hosting a happy hour on 25 March at Trafipro. The event is designed as a Canadian affair in that we are inviting all the Canadians in the area to attend. I would ask that you not invite other nationalities unless you pre-clear it with the DCO Maj Striethorst, as the facilities are not designed for large numbers. Do pass the word to all the Canadians in the area.

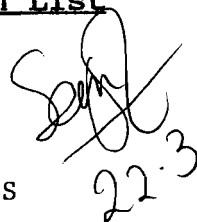
2. The bar will be open from 1830 to 2300 hours.



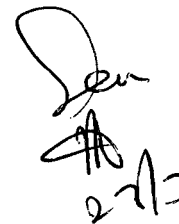
R.J. Powell
LCol
CO
L9

Distribution List

Force Comd
D Cos Ops
MA to Comd
Cdn MP elm
Comd Cdn MILOBS


22/3

mt
24/3


27/3
24/3

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Office of the Force Commander
UNAMIR Force HQ
Kigali
Rwanda

1000-1 (FC)

21 March 1995

ALL UNAMIR BRANCH HEADS

SUNDAY CHURCH SERVICE - FC's RESIDENCE

1. Effective Sunday March 26 1995 and all Sundays thereafter, I will have the pleasure of hosting any and all who wish to participate in religious services at my residence, The Convent.
2. The Commanding Officers of AUSMED and 95 FLSG have "loaned" us their Padres, Chaplain Ken Hopper and Chaplain Dave Kettle, who will celebrate a Catholic Service that will take place at 11:00 hours. All are welcome to come and assist. Due to a lack of parking space within the Convent grounds, mass participants are asked to "car pool" as much as possible to minimize the impact of your presence. Overflow parking outside the compound is also available.
3. I look forward to welcoming all who wish to celebrate their faith in God at my residence starting next Sunday, 26 March, at 11:00.

A large, stylized handwritten signature in dark ink, likely belonging to G.C. Tousignant.

G.C. Tousignant
Major General
Force Commander

Handwritten initials "Tousignant" and the date "22/3" in dark ink.

MANPOWER

1. Resources. Two rifle coys of 9 secs each, totalling 18 secs. At a pinch one more sec available from HQ Coy.

2. Existing Commitments.

(a) BBC	- 2 secs
(b) Force HQ	- 2½ secs
(c) Unicef Bldg	- ½ sec
(d) Transit Camp	- 1 sec
(e) UN Wksp	- 1 sec
(f) Helo Hangar	- 1 sec
(g) Traffi Pro	- 2½ secs (requires 3 secs)
(h) IVECO	- 1 sec
(j) Comn Compound	- 1 sec
(k) Fuel Stn	- 1 sec
(l) FC's residence-	½ sec (beefed upto 8 men by ni)
(m) Ndera ptl	- 1 sec
(n) RRF	- 3 secs
	<hr/>
	18 secs

Note :- Half a sec at Indian Staff Offrs house not incl in above.

3. Leave/R & R. With lve/R & R overdue for the tps, at 20 to 25% it means 3 to 4 secs worth would not be available out of the 19 secs.

4. Ptls in Interior. The static gd duties do not leave manpower for ptls in the rural areas around Kigali in Sect 6.

5. Max Feasible Str on Gds and RRF. Taking lve/R & R into acct, the max available str for gds and RRF can be 14 to 15 secs. This of course does not leave any str for ptls other than RRF.

6. Optimal Tasking.

- (a) Approx 2 secs should be kept for ptls in rural areas, going out 2 or 3 times a week.
- (b) 3 secs required for RRF.
- (c) Thus, a max of 9 or 10 secs could be dply on static gd duties.

7. The 3 gds at Milob Gp + Sect HQ and Civpol HQ were being provided from Movcon manpower which is no longer available due to Movcon trg capsule starting 20 Mar 95 followed by their dply.

②

SOA OPS 2

Has JCS ops
seen this? If
not pss find for
info and guidance.

22/3

⑨ Action

22/3



To: RPA LO

Info: COS
D OPS
RPA HQ

From: CLO

Date: March 1995

Subject: INCREASED COOPERATION OF THE UNAMIR CLO AND RPA LO ACTIVITIES

1. UNAMIR CLO has been working with RPA LO to maintain all necessary activities since the begining of UNAMIR.
2. In order to increase cooperation and efficiency in our activities and to discuss principles, the UNAMIR CLO requests a meeting with RPA LO on 21 March 1995 at 0900 hrs in the CLO's Office.
3. You are invited to participate in the meeting.
4. Best regards.

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22/3

MESSAGE FORM FORMULE DE MESSAGE				SECURITY CLASSIFICATION - COTE DE SECURITE				ORIGINATOR'S NUMBER NUMERO DE L'EXPEDITEUR			
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	171045	Mar	95	P							
BOOK DOSSIER	MESSAGE HANDLING INSTRUCTIONS - INSTRUCTIONS D'ACHEMINEMENT DU MESSAGE										

Mallari Coy
Bon Batt

①

Info: Unamis HQ Cops

Re: your msg of 17 Mar 95 time 0723.

1. Please be info that your advance party will not be able to take over our position on Saturday 18 Mar 95.
2. Unamis HQ advise us to delay our movement until next week Tuesday, therefore we will not have place in our position to accommodate your troops.
3. Please try to arrange your movements plans through UNAMIR HQ Cops in order to have proper Coordination
4. Could you: - also please verify Para 3 of your msg.
5. Regards.

DISTRIBUTION - DIFFUSION

② cc

Pass over copy
to G3 plans

DRAFTER - REDACTEUR			SPECIAL INSTRUCTIONS - DIRECTIVES SPECIALES	
NAME - NOM	OFFICE - BUREAU	TEL - TEL	8020251 1713 ③ Treated 17-3	
RELEASING OFFICER - L'OFFICIER APPROBATEUR				
NAME - NOM	OFFICE - BUREAU	TEL - TEL		
SIGNATURE			SECURITY CLASSIFICATION - COTE DE SECURITE	



Treated
18-3

To: CO UNAMIR MP Coy
CSO
G3 Ops (for Duty Officer's file)

CC
Make a copy for
the DOS

Info: Brown & Root (Ken MacDonald)

From: Force PM

Date: 15 Mar 95

Thunt
8020951
17/3

Subject: BROWN & ROOT RESIDENCES

1. I attach, for your information and action as necessary, a copy of the current list of Brown & Root residences.

2. For Ken MacDonald. Being aware that MPs failed to locate one of your residences this week despite being given an accurate grid reference, might I suggest that each of your houses holds a small number of direction signs/arrows with a B&R logo for positioning - when time allows - on gates and at critical junctions in an emergency? It would be useful, also, to have any telephone numbers that might exist at ~~these~~ residences.



Brown & Root Services Corporation
Kigali, Rwanda

MEMORANDUM

11 MARCH 95

TO: MAJOR BROWN /Force Provost Marshal
THROUGH JIM OWENS /BRSC PGM *[Signature]*
FROM: KEN MACDONALD /Security Mgr. *[Signature]*
SUBJECT: LOCATION OF B&R RESIDENTS BY GRID REF.

Sir.

As you are aware Brown & Root employees reside in various villas throughout Kigali, with a curfew imposed from 24:00 hours till 05:00 hours. I would like to submit the following list of names and residence locations by grid reference to you. In the event one or more of our employees require Security or Medical assistance I would relay the information to your for UNAMIR assistance.

1. PHYLLIS BRYAN VILLA	GRID REF. 073835
2. DARYL MEISENHEIMER VILLA	GRID REF. 106844
3. JERRY FLANNERY VILLA	GRID REF. 073848
4. JOSE NAVADO VILLA	GRID REF. 113822
5. ERIC KALTWASSER VILLA	GRID REF. 073835
6. AMOS LONG VILLA	GRID REF. 091837
7. PATRICK O'BRIEN VILLA	GRID REF. 112824
8. TOM THOMPSON VILLA	GRID REF. 079846
9. PETER WILLIAMS VILLA	GRID REF. 061819
10. MIKE WRIGHT VILLA	GRID REF. 114827

The grid reference's are taken from the RWANDA MILITARY KIGALI STREETPLAN 1:10.000 Z922 OF 1994. If you require more information please contact me by radio channel 3 call sign B R 09A. Thank you in advance for all your help.

FM - MILOB Sect-5

TO - HAC Kigali

INFO - MILOB HQ Kigali

UNHCR Gisenyi

DT-12 Mar 85

original sent
to HAC
17/3

cc

This copy to
be sent to HAC

Thurs 17/3

Sub Shortage of food in Sect-5

1. Ref Humanitarian Conf held this month at your HQ.
2. It had been projected by the undersigned that food distribution pgme in this sect was suffering because there is apparently no more food with the world food pgme as of now. In response, the chief humanitarian officer had affirmed that about 12 containers of sustenance rations were available to be supplied to this Sect.

3. This was again clarified that food shortage in the sect has become so acute that present distribution is being done at drastically reduced scale. Only one Commune has been covered. So far world food has been placed in two other places for distribution. If this situation continues, then this pgme have to be shelved. Implications of this in face of the Cent Stream refugees coming in from Goma need hardly be spelt. There is a urgent need for items like corn beans and oil.

4. In view of above the following may please be clarified
(a) Possibility of releasing sustenance rations to Sect 5 for dist to needy in the Communes under supervision of UNHCR Gisenyi

(b) In case released the time frame in which these ration is the continuance of sustenance rations.

5. An early action is requested keeping in mind the urgency of the situation. Storage place has already been identified. as desired should the stock be released.

Signed

(Ashok Sarkar)

Maj

HUM OFFICER.

①

NL BURUM LES 492400055=SRVS X 14-MAR-1995 16:43:03 596347

TO:UNREO BASE/UNREO 3

FR:UNREO KIBUNGO

DT:

CC:IOC/ALL FIELD OFFICERS

RE:DAILY REPORT n.1, 14-03-95

GENERAL SITUATION IS CALM

MEETING WITH GHANBATT G3 OFF. TO PLAN THE SECURITY DISPOSITIONS CONCERNING THE TRAVEL BY ROAD FROM TANZANIAN BORDER TO KIGALI OF AMBASSADOR Takehito NAKATA, OF JAPAN, ON THE 18 MARCH.

MEETING WITH HUMAN RIGHTS MONITORS FOR A SECURITY/HUMAN RIGHTS SITUATION ASSESMENT ON 5 COMMUNES. DATA SHOULD BE AVAILABLE FROM TOMORROW.

MEETING WITH AEF, RUNNING THE RECENTLY OPENED TRANSIT CENTER IN RUSUMO COMMUNE. THE BOURGMEISTER PRETENDS TO DENY ACCESS TO UNAMIR IN THIS CENTER. THIS WILL BE ADRESSED TO THE PREFECTURE TOMORROW.

VISIT TO RUKIRA COMMUNE.

HUMAN RIGHTS MONITORS HAD PROBLEMS AGAIN IN MUGESERA COMMUNE, AND WERE OPENLY FOLLOWED BY ARMED PEOPLE ON THEIR WAY BACK TO KIBUNGO. MUGESERA COMMUNE CONSTITUTE A MAJOR CONCERN WITH FURTHER POSSIBILITY REGARDING SECURITY OF UN PERSONNEL. THE BEHAVIOR OF THE BOURGMEISTER OF THIS COMMUNE NEEDS TO BE ADRESSED AT A HIGHER LEVEL THAN THE PREFECTURE. ACTION IS REQUESTED.

NO REPORT ON BORDERS CROSSING FROM UNHCR-Kibungo

REGARDS OF THE EVENING THE GUARDIAN ANGEL ECHO

Armed.
15/3

Thunt
16/3

② G3 Ops

1. CO Ghanbatt to coord escorts with HRFO Kibungo; also
2. Discuss with RPA LO here of RPA Comd Kibungo to stop armed elms from following;
3. Include on agenda. for RPA mtg.

693 OPS

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUGAP

To: As per Lists A, B & D

From: Col KS Sivakumar
COS

Date: 11 March 1995

SUBJECT: STANDARDS OF CONDUCTS

1. Administrative Instruction No.002/94/Rev.1 dated 9 March 1995.

2. Please confirm receipt of the above-mentioned Administrative Instruction issued by OIC Administration and ensure strict adherence to the guidelines outlined therein.

13/3

13/3



ADMINISTRATIVE INSTRUCTION N° 002/94/Rev. 1

DATE: 9 March 1995

TO: All UNAMIR Personnel

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

SUBJECT: STANDARDS OF CONDUCTS

②
cc
Fard Copies to
all ops staff
③
11/3
12/3
13/3

1. It has been brought to my attention of an increasing number of conflicting situations between UNAMIR staff and the local inhabitants and authorities. Therefore this Administrative Instruction issued in August 1994 is being reproduced to remind all UNAMIR staff of the paramount importance of maintaining high standard of conduct at all times.

2. Furthermore, please be informed that a decree on currency regulations has been issued by the Rwandese authorities prohibiting currency exchange at unauthorized money exchange centres effective 15 March 1995. In this connection, your particular attention is drawn on paragraph 4 below "Currency Regulations" of this present Administrative Instruction.

3. The purpose of this Administrative Instruction is to remind you that United Nations civilian staff are considered International Civil Servants from whom exemplary conduct is expected at all times. In fulfillment of this requirement, UNAMIR staff, in their demeanour and comportment, are expected to carry out their functions, official and private, with diplomacy, tact, integrity, politeness and discretion.

4. As the exemplary behaviour of all personnel is a major prerequisite in the creation of a good public image, it is expected that all staff will strictly abide by the guidelines on standards of conduct outlined below. Serious violations of these guidelines will be investigated and, where necessary, **may lead to disciplinary action.**

Local Laws, Regulation and Customs: All personnel should bear in mind the importance of respecting the laws and regulations of the host country, as well as those of neighbouring countries which may be visited during recreational trips or leave.

.../

Currency Regulations: Currency regulations must be observed by all members of UNAMIR. It should be noted that it is an offence to change foreign currency at unauthorized money exchange centres. Currency exchange is allowed at banks and licensed foreign exchange operators only. Currency regulations should also be followed when travelling in neighbouring countries.

Photography: Should restrictions be noted with regard to the taking of photographs, these restrictions should be fully respected. If in doubt as to whether certain locations can be photographed, please refrain from doing so until such time as reliable information is available.

Privately Owned Weapons: UNAMIR personnel are strictly prohibited from possessing or owning private fire-arms.

War Souvenirs: UNAMIR personnel are prohibited from taking possession of any equipment, weapons, ammunition or souvenirs found abandoned.

Hunting and Shooting: Hunting and shooting of game in the mission area should not be engaged in by UNAMIR personnel.

Contact with Local Population: Particular attention must be paid to the sensitivities of the population with regard to local customs, lifestyle and general behaviour. Care should be taken so as not to offend local inhabitants by violating their social or religious customs.

Handling of Information: Personnel should not communicate with any person outside UNAMIR, information known to them by reason of their service with the UN, unless they have been authorized to do so in the course of their duties. Further, UNAMIR personnel should also refrain from expressing, in public, any opinion regarding the political and/or military situation in the country.

Consumption and Disposal of Drugs: The possession, sale or use of controlled drugs is strictly forbidden.

Consumption of Alcohol: It must be understood that excessive consumption of alcohol can lead to serious incidents. At no time must any UNAMIR personnel be seen in public in an inebriated state.

Driving: When driving, UNAMIR personnel must be in possession of their ID cards, driving licenses and vehicle documentation. Local traffic/driving regulations must be strictly followed. Please drive with care, politeness and courtesy. UNAMIR personnel must not at any time drive while intoxicated.

.../

Use of UNAMIR Assets: Extreme care must be taken in the use of UNAMIR assets, such as aircraft, vehicle or other facilities so that the impression of flaunting a privileged position is not conveyed to the general public.

5. Again, you are reminded that an attitude of restraint in public makes a lasting positive impression and contributes significantly to the image of the mission, thus to its success. Integrity, loyalty, independence, impartiality and the subordination of private interests to the interests of the Organization are daily requirements. Please be guided accordingly.



①

Sam
9/3

Thur
10/3

UNAMIR

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

INTER-OFFICE MEMORANDUM

TO: LCol Ausdal
INFO: → Col Arp
FROM: Maj J-G Plante
CO Force MP Company *Plante*
DATE: 6 Mar 95
SUBJECT: REQUEST FOR INFORMATION -
CANADIAN CPL KEVIN HERMISTON

mt
11/3

1. On 15 Feb 95, I visited the Canadian High Commission in Nairobi and I learned the following information concerning Cpl Kevin Hermiston:

- a. at 0110 hrs, 20 Jan 95, the Duty Officer, P. Bennet received a call from a Mr. Dick Hermiston advising her that his son Kevin was in trouble in Nairobi and needed assistance;
- b. he mentioned that his son was jailed for beating his wife, because she was fooling around. His son had been released on a bond on KShs. 75,000/- and was at present time staying at the Eagle Star Hotel. His son was afraid of leaving the hotel because the money for his bond had been borrowed from his friends and he had not paid them back. He was married to a Kenyan wife and was on AWOL from the Military;
- c. the father also mentioned that his son had lied to him in the past and he was not too sure of his story; and
- d. Mr Hermiston asked if the High Commission could assist.

② ADC to FC
Comd CCIR
FYI.

Dec ops
7.3

③ Copies sent to
as directed in
minute ② 8.3

2. On Monday, Consular Assistant phoned Hermiston at the hotel tel: 719061/718053/4 and spoke to him. He was unwilling to give any info/detail on the telephone but said that he would come to the office of the High Commission that afternoon.
3. Consular Assistant telephoned Hermiston's father on Monday afternoon (604-539-31101) and he advised the father that his son was fine and would come to the office that same day to speak to a High Commission representative.
4. Hermiston did not come to the office as stated and the Consular Assistant telephoned Hermiston again on 22 Jan. Hermiston again stated that he would come to the office and explain everything. He did not come.
5. Consular Assistant telephoned the hotel again on 23 Jan and was advised by the receptionist that Hermiston had left the hotel with an unpaid bill of approx KShs. 25,000. Hotel personnel stated that Hermiston had sneaked out of the hotel, at night, a few days ago with all his belongings.
6. On 15 Feb 95, I was further told that hotel representatives had advised the Nairobi Police to look for him.
7. On 17 Feb 95, I met Senior Superintendent Muli, Commander of Central Division, Nairobi Police Force. He stated that they are looking for Hermiston but they do not know of his present whereabouts. He added that should they become aware of additional information, the Canadian High Commission in Nairobi would be informed.



FROM : WELFARE OFFICER *bwh*
TO : SEE DISTRIBUTION
DATE : 9 MARCH 95
SUBJECT : STAFF OFFICERS' PHOTOGRAPHS

1. 21 copies of photographs are circulated herewith. Interested personnel may forward their demands through their respective branches to the Welfare Officer on the format attached.

2. It is requested that the copies of the photographs may continue to be rotated as per the seniority of the distribution from one addressee to another on priority basis so that the demand may be placed immediately. The last addressee will return the photographs to the Welfare Officer.

Deen
A
9/3

Distribution

MA/FC
MA/DFC
COS
DCOS (Ops)
DCOS (Sp)
FMO
CMPO
G3 (Ops)
G3 (Plans)
G3 (Engr)
Air Ops
FPM
G4 Logistics
G4 Mov Con
G6 Comms
Camp Comdt

ser No	Rank	Name	ID No	Copy No	No of copies required	Size	Branch

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

From: FC

H. Haignan

To: List B and D

Info: Office of SRSG, OIC Administration

File Reference: 4000.1/Log/7

Date: 7 Mar 95

Subject: EXCHANGE OF CURRENCY ON THE BLACK MARKET

cc
Box info cel
Ops Staff
SP
③ Treeten
De 8-3-

1. A recent Presidential Decree has been issued banning the exchange of foreign currency on the black market.
2. We are seeking a copy of this decree in order that we can comply as necessary with any new regulations, but personnel should now seek any necessary local currency through the banks and other formal channels.



Secretariat

*See
n/b*

ST/IC/1995/10
1 March 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1995 COMPETITIVE EXAMINATION FOR RUSSIAN PROOFREADERS

1. A competitive examination for the recruitment of Russian proofreaders will be held on 29 June 1995 in New York, Geneva, Vienna and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of the examination is to establish a roster from which present and future vacancies for Russian proofreaders at United Nations Headquarters in New York and at other duty stations in Africa, Asia, Europe and Latin America will be filled. Staff members who are successful in the examination and are selected for inclusion in the roster will be assigned to fill vacancies as they occur, on the recommendation of the Office of Conference and Support Services. Assignments are subject to rotation and proofreaders may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Proofreaders are expected to serve a MINIMUM OF FIVE YEARS in a language post.

2. The examination is open to all staff members of the United Nations Secretariat at the P-2 level and below who meet the eligibility requirements. However, if the number of qualified applicants is not sufficient (i.e., at least three), the examination will be postponed and will be announced outside the Secretariat. Staff members from subsidiary organs of the United Nations, as well as staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions, are considered outside candidates for the purpose of the examination. The assignment of staff members of the United Nations Secretariat who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have Russian as their main language; 1/

95-05843 (E) 060395 080395



③ cc
sir
treated
31/3

② CMPO

*This will only apply
to Milob's or Civilian Staff.*

*DOSON
31-3*

*AK
31/3*

(b) Have a perfect command of Russian and an excellent knowledge of either English or French. Knowledge of another official language is desirable. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates be able to support their claims of knowledge of official languages by relevant documentation in their official status files. Staff members who have enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not been enrolled in United Nations language courses must substantiate their claims to knowledge of those languages. For this purpose, they should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they learned the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree from a university or institution of equivalent status at which Russian is the language of instruction;

(d) Have three years of experience in the printing/publishing industry.

Computer and word-processing knowledge is an advantage.

4. The requirement for a university degree or its equivalent mentioned in paragraph 3 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status at which the language of instruction is Russian, in addition to five years' continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's final decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination will consist of four papers:

- I. Copy preparation (2 hours);
- II. Russian language aptitude test (1 hour and 30 minutes);
- III. Language aptitude test in either English or French (45 minutes);
- IV. Proofreading against manuscript (3 hours and 15 minutes).

7. The use of a dictionary or any other reference material is NOT permitted.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 8 to 10 weeks after the written component of the examination. The purpose of the interview is to assess each candidate's professional experience, knowledge of the United Nations, willingness to serve at any duty station and, in particular, ability to work as a member of a team and to adjust to working conditions. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

/...

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual scores.

10. Staff members selected to fill vacancies will be assigned as Russian proofreaders for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members who are already at the P-2 level will be assigned at that level.

11. Staff members with a special post allowance to the P-2 level who complete the trial period successfully and are recommended by the Office of Conference and Support Services and the Office of Human Resources Management will be promoted to the P-2 level. Staff members already at the P-2 level who complete the trial period successfully will be confirmed in their proofreader functions at the P-2 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous level and the special post allowance, if any, will be discontinued.

12. After an initial period of training, proofreaders may be called upon to work on desktop publishing or similar equipment.

13. Staff members at Headquarters applying for the examination should complete the attached form and submit it to the following office NOT LATER than 24 April 1995:

Competitive Examination for Russian Proofreaders
Recruitment and Placement Division
Room S-2535G
United Nations Secretariat
New York, N.Y. 10017

14. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their application to the Recruitment and Placement Division through the Chief Administrative Officer or Director of the United Nations information centre of their respective duty stations before 24 April 1995, the deadline for receipt of applications in the Recruitment and Placement Division.

15. Staff members working at the United Nations Office at Geneva should address their application to:

Competitive Examination for Russian Proofreaders
Secretariat Recruitment Section
Room 266
United Nations Office at Geneva
CH-1211 Geneva-10
Switzerland

/...

Notes

1/ Main language should be understood to be the language in which the candidate is best able to proofread. Candidates' claims to Russian as their main language must be supported by relevant documentation in their official status files, such as record of past language proficiency examinations, language courses attended and degrees obtained at both secondary and university levels.

APPLICATION

1995 'COMPETITIVE EXAMINATION FOR RUSSIAN PROOFREADERS 1/

INDEX NO. 2/

LAST NAME / / / / / / / / / /

Category / Level /

FIRST NAME / / / / / / / / / /

Sex: Male ☒ Female ☐

Date of entry on duty: Month / Year 19 /

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes / in 19 / / No /

Have you taken another United Nations competitive examination? Yes / in 19 / No /

If yes, which examination(s)? _____

What is your main language? 4/ / / / / / / / / / / / / / / / / /

A. Knowledge of other languages 5/

<u>Language(s)</u>	<u>United Nations language programme (Indicate highest level and date)</u>	<u>Courses taken at other institution (name and location)</u>

B. Indicate your ability in each of the languages mentioned above

[illegible]

1...

C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution Place and country	Language of instruction	Attended from/to		Degree 6/ or equivalent	Main field of study
		month/year	month/year		

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to		Certificate or equivalent 6/	Main field of study
		month/year	month/year		

E. Describe work experience (giving dates and length of time) in the printing/publishing industry or in the preparation of official documents and publications of the United Nations

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____

Signature: _____

I have read information circular ST/IC/1995/10 and I understand that, if I am successful in the competitive examination for Russian proofreaders and recommended for inclusion in the roster, my assignment as a Russian proofreader will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____

Signature: _____

/...

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION of the application. In addition, staff members must attach written proof of claimed secondary educational qualifications from establishments at which Russian is the language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff members FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and personnel action forms. If not, please contact your Executive Officer to obtain your number.

3/ Please indicate Department/Office, e.g., DPA, OCSS, ECE, UNCTAD, UNOG, UNOV or other (specify).

4/ Main language should be understood to be the language into which the candidate is best able to proofread. Candidates' claims to Russian as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1995/10.

6/ Give exact name and title in original language. Do not translate or equate.
