

UNAMIR

INTERNAL MEETINGS

5 OCT 1994 - 16 DEC 1995

✓ PLEASE RETAIN
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Made in England.

*Via
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Received in No. 1781
By:
Date: DEC 18 1995

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meeting*

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

21/12

To: DCOS(OPS)
DCOS(SP)
FMO
MILOB GP HQ
CIVPOL HQ
CISS
CBMS

From: Capt S Choudhary
SO to COS

*S. Choudhary
Capt*

Date: 16 Dec 95

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING - 19 Dec 95

It has been decided to defer the COS Fortnightly Administrative Meeting scheduled to be held on 19 December 1995 until further notice.

CPHOGO
Attend
2/12

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R:	...d 16.12.1995.....
By:	...
For:	...Administration
Date:	...DEC. 1. 1995.....

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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: DCOS(OPS)
DCOS(SP)
FMO
MILOB GP HQ
[REDACTED]
CISS
CBMS

From: Capt S Choudhary
SO to COS

Capt

Date: 01 Dec 95

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING - 05 DEC 95

1. The agenda for COS Fortnightly Administrative Meeting scheduled to be held at 1400 hours on 05 Dec 95 is attached.
2. This is for your information and necessary action.

AGENDA FOR COS FORTNIGHTLY ADMINISTRATIVE MEETING - 05 DEC 95

1. Shipment of M113's.
2. Arms and ammunitions disposal.
3. Liquidation Status Report.
4. Government position on movement of UNOE/COE out of Rwanda.
5. Supply status post 08 Dec 95.
6. Follow up activities in case of Mandate extension

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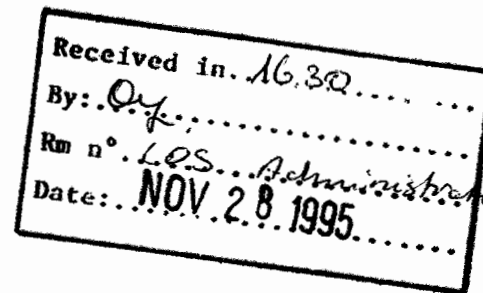
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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: DCOS(OPS)
DCOS(SP)
FMO
MILOB GP HQ
CISS
CBMS



From: Capt S Choudhary
SO to COS

Date: 27 Nov 95

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING - 28 NOV 95

1. The agenda for COS Fortnightly Administrative Meeting scheduled to be held at 1400 hours on 28 Nov 95 is attached.
2. This is for your info and necessary action.

AGENDA FOR COS FORTNIGHTLY ADMINISTRATIVE MEETING - 28 NOV 95

1. Shipment of M113's.
2. Arms and ammunitions disposal.
3. Liquidation Status Report.
4. Government position on movement of UNOE/COE out of Rwanda.
5. Supply status post 08 Dec 95.

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in S/S Maser



Received No. 1550
By: *[Signature]*
Date: NOV. 13. 1995

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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: DCOS(OPS)
DCOS(SP)
FMO
MILOB GP HQ
~~XXXXXXXXXX~~
CISS
CBMS

From: Capt S Choudhary
SO to COS

[Signature]
Capt

Date: 13 Nov 95

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING - 14 NOV 95

1. The agenda for COS Fortnightly Administrative Meeting scheduled to be held at 1400 hours on 14 Nov 95 is attached.
2. This is for your info and necessary action.

AGENDA FOR COS FORTNIGHTLY ADMINISTRATIVE MEETING - 14 NOV 95

1. Transfer of Mambas to Bujumbura.
2. Update on preparations to assist the repatriation of refugees.
3. Shipment of M113s - Update.
4. Move of MPs to Brown and Root Camp.
5. Security at Belgian Village - access to non-UNAMIR personnel.
6. Status Report on Liquidation Planning.

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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



UNAMIR - MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

Received #	1507
By	
Date	NOV. 6 1995

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6/9/95

To: A/COS
DCOS (SP)
FMO
MILOB GP HQ
[REDACTED]
CISS
CBMS

From: Capt S Choudhary
SO to COS

[Signature]
Capt

Date: 04 Nov 95

SUBJECT; COS FORTNIGHTLY ADMINISTRATIVE MEETING

1. It has been decided to defer the COS Fortnightly Administrative Meeting to 1400 hrs on 14 November 1995.
2. This is for your info and necessary action.

Vy Njose
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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

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UNAMIR - MINUAR

Received in.....
By:.....
Rm n°...1478.....
Date:..OCT. 28 1995.....

[Signature]
30/10

4000.61/LOG

26 October 1995

See Distribution List

MINUTES OF COS ADMINISTRATIVE MEETING - 25 OCT 95

Present:	Col Kattah	-	A/COS - Chairman
	Col WJ Fletcher	-	DCOS(SP)
	Col CA Nelson	-	DCMO
	Maj Joy Aberese	-	G4 Med Log
	A/Supdt MW Imataa	-	C LOGO (CIVPOL)
	Mr Minas Lessanu	-	Chief Engineer
	Mr Michael Haner	-	ISS Ops Officer
	Capt S Choudhary	-	SO to COS - Secretary

Opening Remarks

1. The meeting commenced at 1405 hrs with the Chairman welcoming everyone present.

ITEM I - MATTERS ARISING OUT OF THE LAST MEETING

2. Suspension of UNAMIR Account with Nairobi Hospital: Maj Aberese informed the Chairman that an official intimation regarding lifting of ban on suspension of UNAMIR account has not been received from Nairobi Hospital. However, due to the advance payment of medical bills, they have started accepting the UNAMIR patients. In a meeting scheduled for today evening, the CCPO, Chief of Vendors Unit and SO, Med Admin will finalise the exact amount due to be paid to the hospital. Subsequently, a requisition will be raised for payment.

ACTION: FMO.

3. Update on Frafbatt Vehicles: Mr Haner said that since the depreciated value of these vehicles is less than the cost of shipping, UNNY is still considering on their disposal. As reimbursement to a member state for its equipment left back in the Mission area is being considered for the first time, a general policy on the subject is

still to be evolved. Mr Haner cited similar cases in respect of equipments belonging to Bangladesh, Belgium and Zambia.

ACTION: MR HANER.

4. Confirmation of Status of APC: DCOS(SP) said that the status of 59 APCs remains the same. However, the 6 APCs, which are to be shipped to Texas, are being prepared for shipment.

ACTION: DCOS(SP), MR HANER.

5. LOA Vehicles with Ghan Coy: DCOS(SP) said that in this particular case we are ignoring the directions sent by UNNY. In case of extension of the Mandate, Ghan Coy will continue to require these vehicles. If the Mission is not extended, then these vehicles will be despatched as per the instructions received from UNNY. Mr Haner concurred to this idea.

ACTION: DCOS(SP), MR HANER.

6. Force Engineers/Extended Prison Project: The Chairman said that it has been confirmed by the OC, Force Engineer Coy, that they do not have expertise in architectural engineering. Therefore, they will not be able to provide any substantial support in the extended Prison project.

7. Vacation of Accommodation at Kibungo: DCOS(SP) informed the body that the building under consideration has since been vacated by Ghan Coy.

8. Earmarking of Sites for Contingent Stores/Vehicles: Mr. Haner said that the Liquidation team comprising of himself, Maj Malik and Maj S Mongeon has seen a site next to Transit camp. As this place falls between Amahoro Stadium and B&R compound, securing the area will not pose a major problem. Mr Haner, however, confirmed that the team is still on a look out for other available sites.

ACTION: MR HANER, LIQUIDATION TEAM.

ITEM II - UPDATE ON PLANS FOR ASSISTANCE TO UNHCR IF FORCED REPATRIATION TAKES PLACE

9. The Chairman said that the instructions pertaining to assistance to UNHCR in terms of transport for repatriation of refugees from Zaire have been issued vide DCOS(Ops) Instruction No 3000.35(Ops) dated 20 Oct 95 and DCOS(Sp) letter No. Log(tpt)400.12 dated 23 Oct 95.

ACTION: DCOS (OPS), DCOS(SP).

ITEM III - UPDATE ON LIQUIDATION TEAM'S WORK

10. Mr Haner said that by 27 Oct 95, he expects to make a complete schedule of liquidation on D day basis. While charting out a detailed schedule of liquidation for sectors other than Kigali has been completed in all respects, a similar exercise for Kigali is proving to be more demanding. Mr Haner at this point appreciated the efforts

put in by Maj Malik and Maj Mongeon and said that with their eye for details and systematic approach, the Liquidation Team will, for sure, evolve an equally comprehensive plan for Kigali Sector by 27 Oct 95. The work then, will be put up to senior offrs for review and necessary amendments.

MR HANER, LIQUIDATION TEAM.

ITEM IV - DELAYS IN SHIPMENT OF COE FROM UNAMIR

11. With reference to the query made on the subject by UNNY, DCOS(Sp) said that it's difficult to pinpoint the fault on a particular agency. The parties involved are the MCC, Port authorities and the respective contingents. He said that he will personally talk to the CAO and apprise her of the details of this case. Mr Haner held similar views on the subject.

ACTION: DCOS(SP).

ITEM V - SECURITY OF TCVs

12. The Chairman said that information has been received through UN sources that a gang (possibly Somali nationals) is intending to hijack vehicles (large trucks) from Rwanda and send them to Somalia. In view of this, he called upon everyone to take additional precautions in future. The Chairman further said that he has already issued out a letter on this subject.

ITEM VI - MISCELLANEOUS POINTS

13. Material for Packing, Crating & Palletizing: Mr Haner said that in view of the impending closure of the UNAMIR Mission, it is imperative to evaluate our requirement of packing material such as plywood, lumber, bubble wrap and cardboard boxes. He handed over a copy of the letter issued on this subject by CAO to DCOS(Sp). Mr Haner said that Unit/Section-wise requirement of packing material should be submitted to the CBMS.

ACTION: DCOS(SP), CBMS.

14. Theft in MGT Store at Belgium Village: Mr Haner said that liquor worth US\$ 5000/- has been stolen from MGT Store at Belgium Village. Although the MP Coy was informed of this theft on 20 Oct 95, no investigation has been carried out by them till date. He requested the Chairman for a better and prompt response from MP Coy. The Chairman inquired from Mr Haner if he saw any breach of security in this case. Mr Haner said that since the Indian guard is responsible for the security of Belgium Village, finger is likely to be raised at their inability to check such a breach of security. The DCOS(SP) agreed that the MP's reaction on this subject has been far from satisfactory and he promised to expedite the investigation process. However, he strongly disagreed on the aspect of Indian guards inability to check the aforesaid theft. He highlighted the difference between peripheral security and internal security of buildings. He said that while the guard at any place is responsible for peripheral security, the agency or individual himself is responsible for safe

custody and security of all valuable items.

ACTION: DCOS(SP), MR HANER.

15. Wood for Cooking Purpose: Mr Haner said that a case has been brought up by the FSA of Sectors 2 & 5 wherein the Logistic Officer of Ghan Coy has paid the vendor in US dollars for the firewood delivered to the Coy. While the procurement of firewood falls within the rules of UNAMIR, proper procedures have not been followed in terms of documentation. Therefore, Mr Haner suggested to the DCOS(SP) to issue out a letter on the subject, thereby streamlining the actions to be taken by the contingents for procurement of firewood. Mr Haner also handed over a copy of the letter written by FSA Sectors 2 & 5 on this subject to DCOS(SP).

ACTION: DCOS(SP).

Closing Remarks

16. The Chairman requested everyone concerned to forward requisite inputs for decommissioning plan well in time to the Liquidation Team. Finally, he thanked the members for their contribution and declared the meeting closed at 1435 hrs. The next meeting will be held at 1400 hrs on 07 Nov 95.

Secretarial Note

17. It is requested that the agenda items for the next meeting be forwarded by 04 Nov 95.



(Sanjit Choudhary)
Capt
SO to COS
Secretary

Distribution

Action:

DCOS(Ops)
DCOS(SP)
INDBATT
Liquidation Team
FMO
CBMS
Mr Haner

Info:

MA to FC
MA to DFC
A/COS
DCMO
CIVPOL
CAO
CISS

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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



UNAMIR - MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

Received H^o 1436
By:
Date: OCT-21-1995

COCOB
F4H
25/10

To: A/COS
DCOS(SP)
FMO
MILOB GP HQ
CISS
CBMS

From: *for* Capt S Choudhary *Clairt Choudhary*
SO to COS

Date: 21 Oct 05

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING - 25 OCT 95

1. The agenda for COS Fortnightly Administrative Meeting scheduled to be held at 1400 hours on 25 Oct 95 is attached.
2. This is for your info and necessary action.

AGENDA FOR COS FORTNIGHTLY ADMINISTRATIVE MEETING - 25 OCT 95

1. Matters arising out of the last meeting
2. Update on plans for assistance to UNHCR if Forced repatriation should take place (Vehs - Ist and 2nd Line Sp).
3. Brief on the Liquidation Team's work to date.
4. Delays in shipment of COE from UNAMIR.
5. Update on status of FRABATT vehicles.
6. Status of M113 APC Issue:
 - Serial Number Inventory
 - Packing of Sensitive Items
 - Ammunition
7. Extension of LOA on vehicles held by Ghancy.
8. Security of TCVS (letter of warning from UNDP).
9. Miscellaneous points.
10. Points by the participants.
11. Closing remarks by the Chairman.

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21/10

Received
By: . . .
Ref n°
Date: 10 OCT 20 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

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F-1.A-
25/10

To: A/COS
DCOS(SP)
FMO
MILOB GP HQ
[Redacted]
CISS
CBMS

From: Capt S Choudhary
SO to COS

[Signature]
Capt

Date: 20 Oct 95

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING

1. It has been decided to defer the COS Fortnightly Administrative Meeting to 1400 hrs on 25 Oct 95.
2. This is for your info and necessary action.

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Received in N ^o 1405.....
By:.....
File: cos... meeting..
Date: OCT. 16. 1995.....

[Signature]
13/10

TO: CIVIPOL COMMISSIONER Date: 12 december 1995
FROM: CPLOGO Ref:
SUBJET: COS FORTNIGHTLY ADMINISTRATIVE MEETING

1. The above meeting was held on 11th October 1995 and presided over by the Chief of Staff in the Force Commander's conference room.

2. Most of the topics discussed dealt with preparation of Military held equipment and stores for possible shipment outside Rwanda and it was recommended to start making tentative arrangements now rather than waiting until the last minute. It is feared that the RPA who have already shown interest in a number of UN held equipment might be very hostile towards the end of the mission since they would like to be given a lot of things which will not be the case.

3. In my maiden remarks I thanked the Chairman for giving us the two extra container and also went on to brief the meeting about the visit to the Gishari Communal Police site and the state of renovations going on and also the requirement.

4. No date was fixed for next meeting.

11733

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ATT: Sissay
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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

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Date:	OCT. 10. 1995.....
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IMANIR - MINUAR

URGENT

To: DCOS(OPS)
DCOS(SP)
FMO
MILOB GP HQ
CIVPOL HQ
CISS
CBMS

From: Capt S Choudhary
SO to COS

Date: 10 Oct 95

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING

1. It has been decided to defer the COS Fortnightly Administrative Meeting to 1400 hrs on 11 Oct 95.
2. This is for your info and necessary action.

ATT: Sissay

11733



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

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To: DCOS(OPS)
DCOS(SP)
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MILOB GP HQ
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Received	11733
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Date:	10 Oct 95

From: Capt S Choudhary
SO to COS

[Signature]

Date: 10 Oct 95

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING

1. It has been decided to defer the COS Fortnightly Administrative Meeting to 1400 hrs on 11 Oct 95.
2. This is for your info and necessary action.

11733

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ATT: Sissay



UNITED NATIONS
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NATIONS UNIES
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IMANIR - MINUAR

URGENT

To: DCOS(OPS)
DCOS(SP)
FMO
MILOB GP HQ
CIVPOL HQ
CISS
CBMS

From: Capt S Choudhary
SO to COS

[Signature]

Date: 10 Oct 95

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING

1. It has been decided to defer the COS Fortnightly Administrative Meeting to 1400 hrs on 11 Oct 95.
2. This is for your info and necessary action.

C. P. LOBO
F. T. A
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11/10

S. Sp. N. rose
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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: DCOS(OPS)
DCOS(SP)
FMO
MILOB GP HQ
CIVPOL HQ
CISS
CBMS

Received no.	1380
By:	<i>[Signature]</i>
Rm n°	
Date:	OCT-11-1995

From: Capt S Shoudhary
SO to COS

[Signature]
Capt

Date: 09 Oct 95

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING - 10 OCT 95

1. The agenda for COS Fortnightly Administrative Meeting scheduled to be held at 1500 hours on 10 Oct 95 is attached.
2. This is for your info and necessary action.

AGENDA FOR COS FORTNIGHTLY ADMINISTRATIVE MEETING - 10 OCT 95

1. Suspension of UNAMIR Account with Nairobi Hospital
2. Update on FRAFBATT Vehicles.
3. Status of M113 APC Issue -
 - (a) Serial Number Inventory.
 - (b) Packing of Sensitive Items.
 - (c) Ammunition.
4. LOA Vehicles with Ghanbatt.
5. Force Engineers/Expanded Prison Project.
6. Composition Liquidation Gp and Liquidation Task Force.
7. Recce of Sector sites for Decommission Plan.
8. Miscellaneous points.
9. Points by the participants.
10. Closing remarks by the Chairman.

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*S/Sgt Nrose
-for CPT*

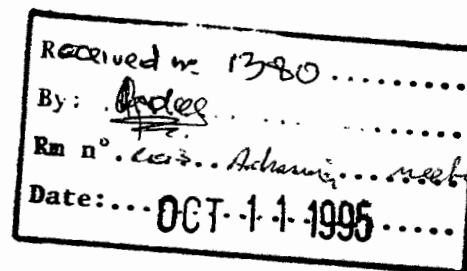
UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: DCOS(OPS)
DCOS(SP)
FMO
MILOB GP HQ
CIVPOL HQ
CISS
CBMS



From: Capt S Shoudhary
SO to COS

[Signature]
Capt

Date: 09 Oct 95

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING - 10 OCT 95

1. The agenda for COS Fortnightly Administrative Meeting scheduled to be held at 1500 hours on 10 Oct 95 is attached.
2. This is for your info and necessary action.

AGENDA FOR COS FORTNIGHTLY ADMINISTRATIVE MEETING - 10 OCT 95

1. Suspension of UNAMIR Account with Nairobi Hospital
2. Update on FRAFBATT Vehicles.
3. Status of M113 APC Issue -
 - (a) Serial Number Inventory.
 - (b) Packing of Sensitive Items.
 - (c) Ammunition.
4. LOA Vehicles with Ghanbatt.
5. Force Engineers/Expanded Prison Project.
6. Composition Liquidation Gp and Liquidation Task Force.
7. Recce of Sector sites for Decommission Plan.
8. Miscellaneous points.
9. Points by the participants.
10. Closing remarks by the Chairman.

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Vad

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: CIVPOL Commissioner

Date: 26 September 1995

A:

FROM:

DCPC/CPOO

Ref: CIVPOL/INT/MEMO/111/95

DE:

Subject: COS Fortnightly Meeting

Objet:

1. I wish to inform you that I today attended the Chief of Staff Fortnightly Meeting at FHQs.

2. Amongst the matters discussed were that twenty four DAF M/vehicles will remain for UNAMIR use whilst the rest of thirty six DAF M/vehicles will be re-routed to Angola. Out of 24 vehicles, four have been declared unroad worth since they were involved in road traffic accidents. The rest will be shared at the next meeting.

3. The meeting observed that there have been too many requests of Assistance from the Rwandan Government and resolution has been passed to assist only when UNAMIR has the capacity.

4. On the reduction of warehouse holdings, the meeting has stood the move until the formation of a Committee which will be tasked accordingly.

5. Access to facilities at PX, MGT, and BV, a guidance circular will be issued.

6. Repairs at Nyundo Accommodation Camp, roofing has been completed and what remains are the fittings of window panes.

7. Under the points by participants, I brought up the delay in partitioning "Ops" office as requested. The committee resolved that two containers be accorded to CIVPOL whilst the partitioning should be carried out without delay and Mr. Clive was tasked. The meeting ended at 1445 hrs.

8. Regards.

Handwritten: Vice
discuss
for

Received No. 1254
By: *[Signature]*
Date: SEP 24 1995
Handwritten: 1733



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - KINSHASA

To: DCOS(OPS)
DCOS(SP)
FMO
MILOB GP HQ
CIVPOL HQ
CISS
CBMS

From: COS *[Signature]*

Date: 25 Sep 95

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING - 26 SEP 95

1. The agenda for COS Fortnightly Administrative Meeting scheduled to be held on 26 Sep 95 is attached.
2. This is for your info and necessary action.

AGENDA FOR COS FORTNIGHTLY ADMINISTRATIVE MEETING - 26 SEP 95

1. Update on DAF Vehicles.
2. Update on M113 Vehicles.
3. Humanitarian Assistance Tasking Policy.
4. Reduction in Warehouse Holdings.
5. NVDs to MILOB Sectors.
6. Access to Facilities at PX, MGT & BV.
7. Repairs to Accommodation at Nyundo Camp.
8. Office Accommodation at Ruhengeri
9. Miscellaneous points.
10. Points by the participants.
11. Closing remarks by the Chairman.

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*S/Sgt Ngase
for action
C*

*R. K. Gupta
11/9/95*



Received No.	1225
By:	<i>[Signature]</i>
Date:	SEP 11 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
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UNAMIR - MINUAR

To: DCOS(OPS)
DCOS(SP)
FMO
MILOB GP HQ
CIVPOL HQ
CISS
CBMS

From: Capt S Choudhary
SO to COS

[Signature]
Capt

Date: 11 Sep 95

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING - 12 SEP 95

1. The agenda for COS Fortnightly Administrative Meeting scheduled to be held on 12 Sep 95 is attached.
2. This is for your info and necessary action.
3. Regards.



AGENDA FOR COS FORTNIGHTLY ADMINISTRATIVE MEETING - 30 AUG 95

1. SRSG Committee on Prison work/assistance.
2. Conference room for SRSG - Update.
3. Provision of transport and stores to support humanitarian requests.
4. Force HQ manning.
5. Status of M113 APC shipment.
 - (a) Serial No Inventory.
 - (b) Packing of sensitive items.
 - (c) Ammunition.
7. Force HQ Staffing list.
8. Miscellaneous points.
9. Points by the participants.
10. Closing remarks by the Chairman.

luc



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: CIVPOL Commissioner **Date:** Kigali 31/8/95
FROM: Deputy CIVPOL Commissioner **Ref:** CIVPOL/INT/MEMO/73/95
SUBJECT: C.O.S. Meeting.

1. I wish to inform you that on 31/8/95 at 14:00 hrs at AMAHORO, I attended the C.O.S. meeting as per your directive.

2. Most of the items on the agenda did not involve CIVPOL affairs but military activities.

3. Under the "points by participants" the Chairman advised the Humanitarian Agencies to make full reports of whatever assistance they are rendering to the Rwandan government and its people. He stated this because the S.R.S.G. is unable to fully appraise the Rwandan Government of the assistance by UNAMIR. He further revealed that the S.R.S.G. is mopping up a plan of taking the Vice-President and the President of Rwanda to all project areas where UNAMIR is involved. He did not specify the actual period of this Tour. The special Task Force Officer also pointed out that the Project Sponsored by UNDP at GISHARI Communal Training School is far from being complete. He estimated that the school would be ready by the second week of October and not September as anticipated.

4. Regards.

In
S/SP Njose
C

Ans. Routine
20/8/95



Received No. 1154
By: ...
Rm n° 16
Date: AUG 29 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
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UNAMIR - MINUAR

URGENT

[Signature]
30/8

To: DCOS(SP)
DCOS(OPS)
FMO
MILOB GP HQ
CIVPOL HQ
CISS
CBMS

From: Capt S Choudhary
SO to COS

[Signature]

Date: 29 August 1995

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING

1. Since the Ghanaian Medal Parade is being held on 30 August 1995, it has been decided to defer the COS Fortnightly Administrative Meeting from 30 August 1995 to 31 August 1995 at 1400 hrs.

2. This is for your information and necessary action.

SP Nya
for C

Done Cleverline
30/6/95

31/8

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

By: WS
Rm n° 22.4
Date: AUG 28 1995

To: DCOS(SP)
DCOS(OPS)
FMO
MILOB GP HQ
CIVPOL HQ
CISS
CBMS

From: Capt S Choudhary
SO to COS

Date: 28 August 1995

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING - 30 AUG 95

1. The agenda for COS Fortnightly Administrative meeting is attached.
2. This is for your information and necessary action.

AGENDA FOR COS FORTNIGHTLY ADMINISTRATIVE MEETING - 30 AUG 95

1. Status of Work at Trafipro.
2. MGT Cafeteria at Trafipro.
3. UNAMIR support to repatriation of refugees.
4. Status of OP CHAMELEON.
5. SRSG's request for a Conference Room in Amahoro hotel.
6. MILOB entitlement - furnishing for living accommodation.
7. Status of M113 APC issue.
 - (a) Serial Number Inventory.
 - (b) Packing of sensitive items.
 - (c) Ammunition.
8. Force HQ staffing list.
9. Points by the participants.
10. Closing remarks by the Chairman.

97 SP Nfase
for C

Jane Claudine
28 18145

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

19/95

By: MS
Rm n° 2.4... Co. 2. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
Date: AUG. 2. 8. 1995

To: DCOS(SP)
DCOS(OPS)
FMO
MILOB GP HQ
CIVPOL HQ
CISS
CBMS

From: Capt S Choudhary
SO to COS

Date: 28 August 1995

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING - 30 AUG 95

1. The agenda for COS Fortnightly Administrative meeting is attached.
2. This is for your information and necessary action.

AGENDA FOR COS FORTNIGHTLY ADMINISTRATIVE MEETING - 30 AUG 95

1. Status of Work at Trafipro.
2. MGT Cafeteria at Trafipro.
3. UNAMIR support to repatriation of refugees.
4. Status of OP CHAMELEON.
5. SRSG's request for a Conference Room in Amahoro hotel.
6. MILOB entitlement - furnishing for living accommodation.
7. Status of M113 APC issue.
 - (a) Serial Number Inventory.
 - (b) Packing of sensitive items.
 - (c) Ammunition.
8. Force HQ staffing list.
9. Points by the participants.
10. Closing remarks by the Chairman.

16
9/SP Nyane.
a



Received	165
By:	\$
Date:	1 AUG 26 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: DCOS(SP)
A/DCOS(OPS)
CISS
MILOBS HQ
CIV POL HQ
CBMS

From: Capt S Choudhary
SO to COS

ill
1-9-95

Date: 26 August 1995

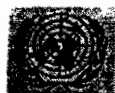
SUBJECT; COS FORTNIGHTLY ADMINISTRATIVE MEETING

1. Since a meeting to introduce the new CAO, Ms. Susan Matthew, to all UNAMIR staff has been fixed at 2.00 p.m. on 29 August 1995, it has been decided to hold the next COS Fortnightly Administrative Meeting on 30 August 1995 at 1400 h instead of 29 August 1995.
2. This is for your information and necessary action.

V. Diop

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

Rc	1756
B	\$
File	COS Admin
Date	AUG 26 1995

From: Col W J Fletcher *[Signature]* Extn 11109
DCOS (Sp)

To: SO to COS

Info: A/DCOS OPS, CISS, MILOBS HQ, CIVPOL HQ, CBMS

File Reference: 4000.1/LOG-9

Date: 25 Aug 95

Subject: COS FORTNIGHTLY ADMINISTRATIVE MEETING

Reference: SO to COS Memo dated 24 August 1995

1. The following items are submitted for the subject meeting to be held 29 August.

- a. Status of work at Trafipro and Transit Camp
- b. UNAMIR Support to Repatriation of Refugees
- c. Accommodation - Belgian Village
- d. Status of OP CHAMELEON
- e. SRSG Request for a Conference Room - Amahoro Hotel
- f. MILOB Entitlement - furnishings for living accommodation

2. I note that there is a scheduling conflict with the Meeting to be held at the same time and date to introduce the new CAO to the UNAMIR Staff. I suggest the subject meeting may have to be rescheduled as a result.-

9/SPN/pose
2

Received	N ^o 1140
By:	<i>[Signature]</i>
Date:	AUG 24 1995



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

[Signature]
31/8

To: DCOS (SP)
A/DCOS (OPS)
CISS
MILOBS HQ
CIV POL HQ
CBMS

From: Capt S Choudhary
SO to COS

[Signature]
Capt

Date: 24 August 1995

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING - 29 AUG 95

1. The next COS Fortnightly Administrative Meeting will be held on 29 Aug 95 at 1400 h.
2. You are requested to forward the items to be included in the agenda for the aforesaid meeting by 26 Aug 95.

2/5/95



Received	1101
By:	
Date:	AUG 17 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

[Signature]
18/8

*Capt Barry
attended on
15/8/95*

To: DCOS(OPS)
DCOS(SP)
FMO
MILOB GP HQ
CIVPOL HQ
CISS
CBMS

From: Capt S Choudhary
SO to COS

[Signature]
Capt

Date: 15 Aug 95

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING - 16 AUG 95

1. The agenda for COS Fortnightly Administrative Meeting is attached.
2. This is for your info and necessary action.

AGENDA FOR COS FORTNIGHTLY ADMINISTRATIVE MEETING - 16 AUG 95

1. Reallocation of offices at Amahoro.
2. Medical support update.
3. APC update.
4. Progress of work at Trafipro/Transit centre.
5. Move of Indian Guard at Trafipro.
6. Redistribution of vehicles.
7. Accommodation at Amahoro for MILOB Group HQ.
8. Accommodation for MILOB Sector HQ at Ruhengeri.
9. Accommodation for Signal detachment at Kibuye.
10. Progress of work at Mombassa.
11. Additional points from the participants.

S/SP Ntate
for action
11/8

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Received	11/8.10.8.2
By:	
Rm n°	Cos Administrative Meeting
Date:	11/8 1995

NATIONS UNIES

C P LOGO Admin
Attended

11/8
8

URGENT

To: DCOS(OPS)
DCOS(SP)
FMO
MILOB GP HQ
CIVPOL HQ
CISS
CBMS

From: COS

Date: 11 Aug 95

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING - 15 AUG 95

1. As decided in the last COS Fortnightly Administrative Meeting, the next Fortnightly Administrative Meeting will be held on 15 Aug 95 at 1400 hours.
2. You are requested to forward the items for inclusion in the agenda for the said meeting by 12 Aug 95.

5/SPN rose
for action

UNITED NATIONS
Assistance Mission for Rwanda



Mission pour l'Assistance au Rwanda

Received in 1042
By: [Signature]
Date: AUG 2 1995
NATIONS UNIES

4000.61/LOG

See Distribution List

MINUTES OF COS ADMINISTRATIVE MEETING - 1 AUG 95

Present	Col K.S. Sivakumar	-	COS	(Chairman)
	Col J. Arp	-	DCOS (OPS)	
	Col W. Fletcher	-	DCOS (SP)	
	Col P. Warfe	-	FMO	
	Col C.A. Nelson	-	DCMO	
	Maj Zimba	-	MILOB LOGO	
	Supt Bassey	-	CIVPOL	
	Mr B. Clive	-	CISS	
	Mr M. Lessanu	-	BMS	
	Mr J. Wheeler	-	BMS	
	Mr M. Haner	-	OCISS	
	Capt M.C. Bramwell	-	SO FS	(Secretary)

Opening Remarks

1. The Chairman commenced the meeting at 1400 hrs and welcomed all present.

Item One - UN Owned and Leased M113 APC's

2. OCISS commenced dialogue by emphasising that a decision need be made as to what now happens with the M113 APC's. COS confirmed that following the ZAMBATT rotation all of the APC's will be in Kigali and that road movement restrictions imposed by the Rwandese Government still do not allow the vehicles to be driven on roads. It was agreed that the APC's should be either returned back to the USA or re-located to the UN mission in Angola under another lease agreement.

3. OCISS confirmed that an LOA has been placed with the US government for repairing the APC's. It was agreed that pending a decision from UNNY as to what happens next with the APC's, the issue as to whether the LOA for repairs be pursued. OCISS requested from DCOS(SP) that serviceability reports on the fleet of APC's be prepared. DCOS (OPS) added that resultant from this report, the LOA for the US for repairs continue but only for that amount of parts to bring the fleet off to a serviceable condition.

4. COS also confirmed that correct security procedures will be made for the movement of ancillary equipment for the APC's like radios and machine guns should the vehicles be re-located to Angola.

ACTION CISS - Obtain decision from UNNY as to whether the APC's are required in Angola.

 DCOS (SP) - Arrange for a technical inspection program on the fleet of APC's to commence. Liaise with OCISS on preparation of LOA for spare parts required.

Item Two - Continuous UN Security at BRSC Camp

5. COS confirmed that security and control access to the BRSC will continue after all existing UN equipment and vehicles have been moved out. DCOS(OPS) added that a gate between the BRSC Camp and the UN Transit camp need be constructed.

ACTION DCOS (OPS) - BRSC Camp security requirements to be formalised for the long term.

 BMS - Arrange for the construction of an access gate between the two camps.

Item Three - Security at Canadian Camp - Trafipro

6. It was agreed that physical and guard security at Trafipro will be extended to cover both the Trafipro annex and the 95 CMSG camp.

ACTION DCOS(SP) - Ensure that the 95 CMSG security plan is co-ordinated with physical security construction being undertaken by BMS.

Item Four - Expiration of KK Private Security Contract

7. The KK private security contract expires on 31 Jul 95. BMS advised that CMC was currently working on having the contract extended. It was agreed by all that the contract does need to be extended.

ACTION CISS - Monitor extension of contract. Advise at next meeting.

Item Five - New Hospital at Trafipro

8. The FMO confirmed that an LOA between the Norwegian Government and UNNY had been approved for the provision of a medical unit from the Norwegian Refugee Council to replace AUSMED. The FMO added the following points in relation to this transition:

- a. The Norwegian facility will be supplemented by support from the INDBATT medical facility and 95 CMSG medical staff.
- b. An advance party arrives on 3 Aug 95, an air shipment of stores and equipment is due over the period 8-10 Aug 95, and the facility should be operational by 16 Aug 95.
- c. The new facility will have no capacity to provide humanitarian support but will treat Rwandan nationals on an emergency transitory basis.
- d. There will be no change in the command and control responsibilities of Medical Branch on HQ UNAMIR. The branch will be headed by a Canadian Medical Officer.
- e. Security requirements for the facility will be covered by the Trafipro security plan.

9. BMS added that clearance from the landlord to operate the medical facility from Trafipro is currently being sought and he anticipated no problems.

ACTION	FMO	- Update next meeting on the transition of medical responsibilities from AUSMED to the Norwegian Refugee Council.
	BMS	- Confirm land clearance by next meeting.

Item Six - Move of Cash Office from HQ Building to Trafipro

10. It was agreed that the re-location of the Cash Office from the HQ building to Trafipro proceed. COS confirmed that resultant from the re-location the alarm and CCTV system be connected to the Trafipro guard room which will allow for monitoring 24 hours a day.

Item Seven - Use of Military Personnel for Op Chameleon (Dar Es Salaam and Mombassa)

11. COS expressed concern regarding the use of military personnel for almost two months for Op Chameleon in Dar Es Salaam and Mombassa. CISS advised that the operation was proceeding as quickly as possible but may take an additional two to three weeks.

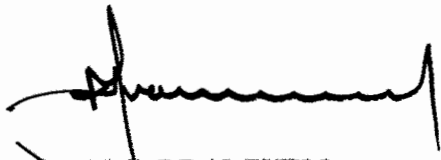
ACTION	CISS	- Update next meeting on progress of Op Chameleon
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Closing Remarks

12. The Chairman advised that the next meeting will be on 15 Aug 95 commencing 1400 hours.

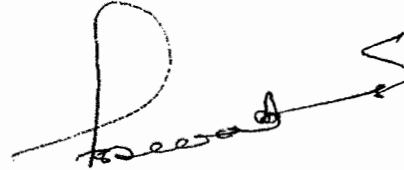
Secretarial Note

13. It is requested that agenda items for the next meeting be forwarded to the Secretary by no later than 12 Aug 95.



M.C. BRAMWELL
CAPT
Secretary

2 Aug 95



K.S. SIVAKUMAR
COL
COS

02 Aug 95

Distribution:

COS
DCOS (OPS)
DCOS (SP)
FMO
DCMO
MILOB HQ
CIVPOL
CISS
BMS
File

For Information:

MA to FC
DFC

*These
to attend
this meeting*

1/8

CH 27/7/95

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Rece... : NO 1028
By:
File:
Date: 966116705

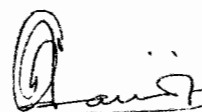
To : DCOS (OPS)
DCOS (SP)
FMO
MILOB GP HQ
CIVPOL HQ
CISS
CBMS

From : Capt S Choudhary
SO to COS

Date : 31 Jul 95

SUBJECT : COS FORTNIGHTLY ADMINISTRATIVE MEETING - 01 AUG 95

1. The agenda for COS Fortnightly Administrative meeting is attached.
2. This is for your info and necessary action.


(S Choudhary)
Capt
SO to COS

AGENDA FOR COC BOMBING SURVIVOR ADMINISTRATIVE MEETING - 01 AUG 95

1. Update on the move to Trafimpro/Amahoro Hotel.
Feedback on the progress of work at Dar-Es-Salaam/Mombasa.
 3. Status of the Hanger at the airport.
 4. Security :
 - (a) BRSG compound.
 - (b) Canadian compound at the Trafimpro.
 - (c) Contract with KK Private Security.
 5. L
6. Other items.

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2.

Received No...	1016...
By:	...
Re: Cos Administrative	
Date:	JUL 29 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

31/7

To : DCOS (OPS)
DCOS (SP)
FMO
MILOB GP HQ
CIVPOL HQ
CISS
CBMS

Info : COS

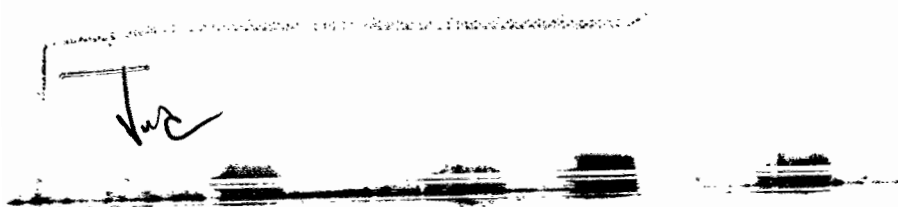
From : Capt S Choudhary
SO to COS

[Signature]

Date : 28 Jul 95

SUBJECT : COS FORTNIGHTLY ADMINISTRATIVE MEETING

1. The next COS Fortnightly Administrative Meeting will be held at 1400 hours on 01 Aug 95 at UNAMIR HQ.
2. You are requested to forward the points you would like to be considered during this meeting latest by 29 Jul 95.
3. Best Regards.



Received No. 9.3.3.
 By: *[Signature]*
 Date: 22 Jul 95
 25/7

21 Jul 95

4000.61/LOG

See Distribution

MINUTES OF COS FORTNIGHTLY ADMINISTRATIVE MEETING - 19 JUL 95

Present :	Col KS Sivakumar	COS - Chairman
	Col J Arp	DCOS (Ops)
	Col WJ Fletcher	DCOS (SP)
	Col PG Warfe	FMO
	Lt Col Ahsan	Rep MILOB
	Sqn Ldr Ayamgha	Rep MILOB
	Maj Deepak Das	FWO
	Supdt Effiong Bassey	Rep Civpol
	Mr William Clive	CISS
	Mr Minas Lessanu	Chief Engineer
	Mr Tom Wheeler	ISS Staff Engr
	Mr Michael Haner	ISS Ops Offr
	Capt S Choudhary	SO to COS, Secy

Opening Remarks

1. The meeting commenced at 1410 hours with the chairman welcoming everyone present.

ITEM 1 - Update on the Proposed Move to Trafipro/Amahoro

2. The chairman said that all efforts must be made to complete the move of designated offices and personnel to Trafipro by 15 Aug 1995. Mr Minas confirmed that the repair and the construction work will be completed by the due date.

3. Col Arp suggested that the accommodation earmarked for 95 FLSG should be ready for occupation by 24 July 1995 in order to enable the new FLSG unit to move directly into it. The chairman agreed with the viewpoint of Col Arp and further said that the two brick buildings within the aforesaid accommodation should also be repaired so as to accommodate 15 additional personnel from Canadian Medical Staff who are expected to replace the AUSMED.

4. The CISS informed that the process of moving certain offices from AMAHORO to Trafipro is already on. The chairman requested DCOS (SP) to work out a movement schedule of offices in consultation with the CISS.

5. Mr Wheeler requested for the partitioning of the FLSG mess in order to create a reasonable space to run a civilian cafeteria. The chairman requested DCOS (SP) to ensure the necessary modification of the mess complex.

ACTION : DCOS (SP), CO 95 FLSG, CISS, CBMS.

ITEM II - UHAAG Sitrep

6. The chairman emphasized on the need of creating a core group comprising of members from both UNAMIR Military & Civilian staff to carry out the vetting out of all assistance related requests received from the government authorities. The CISS said that in the light of the budgetary constraints, lack of resources and own commitments, it is not possible to undertake very many humanitarian assistance tasks. The body however agreed on the need of creating a core group for better co-ordination of whatever little work the UNAMIR can undertake.

ACTION: DCOS (OPS), DCOS (SP), CISS.

ITEM III - UNAMIR Medals

7. The FWO said that he had already received 1000 medals and another consignment of 2500 medals is expected within the next three weeks. He therefore, didnot visualize any problems on this account.

ACTION: FWO.

ITEM IV - INTERPRETERS WITH MILOB

8. Lt Col Ahsan submitted that the present strength of 15 interpreters for all the 10 sectors is far from adequate. The chairman directed him to work out the additional requirement of interpreters and submit it to the DCOS(ops) for further necessary action. DCOS(ops) was asked to obtain a similar requirement from the formed troops and submit a consolidated demand to the CISS for employment.

ACTION: DCOS (ops), MILOB HQ, CISS.

ITEM V - Administration Problems of MILOB in the New Mandate

9. Sqn Ldr Ayamgha said that due to redeployment of the formed troops, the MILOB in various sectors are facing problems mainly in terms of water, FOL, comms etc. The CISS suggested that all requests from the MILOB should be channeled through the respective FSA. The chairman emphasized on the need to follow the correct channel of reporting. He directed that all requests pertaining to signal comm must be routed through the FSO who will in turn take up the matter with the CCO.

10. The CISS informed the body regarding the proposal to establish a vehicle servicing station at Butare.

ACTION : MILOB HQ, FSO, CISS.

ITEM VI - MILOB Office Accommodation.

11. The chairman directed the MILOB rep to put up an update of the MILOB office accommodation in various sectors to Mr Minas. Mr Minas informed the body that a contract has already been signed with the hotel owner at Kibuye. The MILOB office at Kibuye can therefore, be shifted into the hotel accommodation.

ACTION : MILOB HQ, CBMS.

ITEM VII - Hair Cutting & Laundry Allowance

12. The FWO informed that a letter was sent to New York by Mr Ally H Golo, the erstwhile OIC Administration, with the proposal that a sum of \$ 5/- and \$ 13/- be given to each individual on account of hair cutting & tailoring and laundry allowances respectively. The CISS said that the cash allowance is not likely to come through since 8 laundry units have already arrived at Dar-es-Salam and a contract for hair cutting of UNAMIR military staff and MP coy personnel stationed in Kigali has also been finalized with the Meridien Hotel saloon. Mr Minas proposed to procure hair cutting equipment and supply them to the various contingents.

ACTION : DCOS (SP), CBMS.

ITEM VIII - WELFARE Points

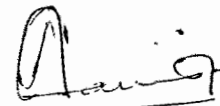
13. The FWO informed the body that a requisition was erroneously raised for the purchase of welfare items for civilian use out of military contingent welfare fund (Account # 484). He requested for the settlement of this erroneous obligation of military fund for procurement of civilian welfare items.

14. The FWO submitted that a policy letter formalising the use of the Px shop and catering contract returns for UNAMIR military & civilian welfare purposes be published so that the money can be concurrently utilized. He suggested that the returns from the caterers & Px shop should be shared on 50 : 50 percent basis for military & civilian welfare purposes. This was agreed to by all the members present in the meeting.

ACTION : FWO, CISS.

Closing Remarks

15. The chairman thanked the members for their contribution and closed the meeting at 1525 hours. The next meeting will be held at 1400 hours on 01 Aug 1995.



(Sanjit choudhary)
Capt
SO to COS
Secretary

Distribution

Action :

DCOS (ops)

DCOS(sp)

DCMO

CO 95 FLSG

CIVPOL

FSO

FWO

CISS

CBMS

Info :

MA to FC

DFC

CAO



Received AMO... 9.6.3...
By:
Date: 9661 11 3861

To : DCOS (OPS)
DCOS (SP)
FMO
MILOB GP HQ
CIVPOL HQ
CISS
CBMS

From : Capt S Choudhary
SO to COS

Date : 17 July 1995

SUBJECT : COS FORTNIGHTLY ADMINISTRATIVE MEETING

Reference :

A. SO to COS letter dated 11 July 1995.

1. The agenda for COS Fortnightly Administrative Meeting is attached.

S CHOUDHARY
Capt
SO to COS

AGENDA FOR COS FORTNIGHTLY ADMINISTRATIVE MEETING ON 18 JULY 1995

1. Update on move to Trafipro/Amahoro Hotel
2. UHAAG Sitrep
3. UNAMIR Medals - Sitrep.
4. Interpreters with MILOB
5. New Mandate - Administration problem of MILOB

URGENT
N° 1
14/7

14/7

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Received At...	935
By:	
Am n°	Cos: Administration
Date:	11 JUL 1995

14/7

To : DCOS(SP)
FMO
MILOB GP HQ
CIVPOL HQ
CISS
CBMS

Info : Col K S Sivakumar

From : Capt S Choudhary
SO to COS

[Signature]
capt

Date : 11 Jul 95

SUBJECT: COS FORTNIGHTLY ADMINISTRATIVE MEETING

1. The next COS Fortnightly Administrative Meeting will be held at 1400 hrs on 18 Jul 95 at UNAMIR HQ.
2. You are requested to forward the points you would like to be considered during this meeting latest by 14 Jul 95.
3. Best Regards.

CPLOGO
I have found office
for you, but that
stuff go, with that
please,
contact him
done
28/6

Received in. 887
By:..... L B
Rm n°. meeting. Sec. 103/AT
Date: 28-6-95

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR
CIVPOL HQ

To: CIVPOL Commissioner
From: CPLOGO *Mr.*
Subject: FORTNIGHTLY ADMINISTRATIVE MEETING

Date: 28 June 1995

1. The meeting attended by some representatives of UNAMIR component was chaired by Col. J. Arp, DCOS OPS. The meeting deliberated on all the items on the Agenda with particular emphasis on the proposed move to TRAFIPRO.
2. STATE OF THE BUILDINGS : Mr. Minas and Mr. Paul Wheeler reported that the two main building is ready for occupation. It was also reported that five of the prfab buildings is also ready and that the toilet system is nearing completion.
3. RELOCATION OF THE SECURITY PERSONNEL NOW OCCUPYING THE OFFICES: It was reported that their movement to the new location will commence soon.
4. ALLOCATION OF OFFICES TO CIVPOL : I brought the shoddy office allocation made to CIVPOL to the attention of members. After extensive discussion Col. Arp referred the matter to the Sub Committee comprising Col. Tutt, Mr. Minas and Mr. Wheeler to meet at 16:00 hours on 27/6/95 and reconsider the case of CIVPOL by allocating sufficient offices for 27 personnel including the civilian staff. To this end, I reminded the sub Committee of our request to be kept together stressing the need of giving us the entire block we asked for in our memo to Mr. W. Chive.
5. RESULT OF SUB COMMITTEE MEETING: Mr. Minas requested me to see him on Friday 30/6/95 at 09:00 hours for the result of the sub committee meeting.

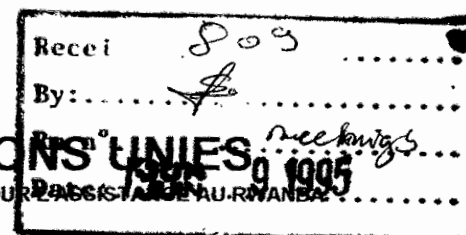
6. NEW FORCE STRUCTURE : The ground troops to remain will be drawn from Ghana, India, Malawi, Mali and Nigeria. Col. Arp in the same vain listed the level of Milobs to be 320 and CIVPOL 67. At this stage I drew his attention to CIVPOL approved level to be 120. He replied that they got in touch with New York who confirmed 67 as the current level in question. He went further to disclose the discourse he had with the CIVPOL Commissioner on the observers who were asked to stand down. He stressed further that the UN may not be interested to increase the strength because when UN asked member states to contribute observers at the prime of the mission they refused to do so.
7. SAFETY OF VEHICLES IN ITMM WORKSHOP : I was mandated to put up a separate write up on this to CISS.
8. CLOSE : Finally, the meeting rose at about 15:30 hours.

1. The next COS Fortnightly Administrative Meeting will be held at 1400 hrs on 27 Jun 95 at UNAMIR HQ.
2. The agenda for the aforesaid meeting is attached.



AGENDA FOR COS FORTNIGHTLY ADMINISTRATIVE MEETING ON 27 JUN 95

1. Review of the minutes of the previous meeting:
 - (a) Update on the proposed move to Trafipro.
 - (b) Accommodation update.
 - (c) Integrated logistics support update.
 - (d) Laundry drycleaning and Haircut facilities.
2. Points proposed by the participants:
 - (a) New Force Structure.
 - (b) Repatriation/de-induction of tps from Mission area.
 - (c) Move of MILOB Group HQ to AMAHORO/TRAFIPRO.
 - (d) Redeployment of MILOBS - Logistical problems.
 - (e) Move of Civ Pol to Trafipro.
 - (f) Clearance certificate to outgoing pers/units.
 - (g) Safety of vehicles in ITMM Workshop.
3. Miscellaneous points
4. Closing remarks by the Chairman.



4000.75/LOG

7 June 1995

See Distribution

MINUTES OF COS FORTNIGHTLY ADMINISTRATIVE MEETING
6 JUNE 1995

Present:	Col K S Sivakumar	COS - Chairman
	Col J Arp	DCOS OPS
	Col Nelson Charles Andre	DCMO
	Lt Col A Chabir	A DCOS SP
	Maj R Wiltshire	Rep FMO
	Supdt O M Gyeabour	Rep CIVPOL
	Mr W Clive	CISS
	Mr M Lessanu	CBMS
	Major P Arora	SO Tpt - Secretary

Opening Remarks

1. The meeting commenced at 1400 hrs and the Chairman welcomed all those present.

ITEM I - Review of the Minutes of the previous meeting

2. Update on move to Trafipro. The CISS informed that the work on Trafipro was progressing satisfactorily and soon the ground floor will be ready for moving offices. The Chairman briefed all on the recent request by the Rwandan Government for vacation of number of accommodations housing UNAMIR facilities in Kigali and highlighted the need for urgency in moving the earmarked offices to Trafipro.

ACTION : DCOS SP, CISS, CBMS

3. Accommodation in Kigali. The issue of provision of accommodation for the International Tribunal and upgradation of the Transit Camp from 500 men to 1000 men was discussed in detail. It was decided that the accommodation for the Tribunal could presently be put on a lower priority and all efforts be directed to find alternate accommodation for those affected by the recent request by the local government, mentioned above.

ACTION : DCOS SP, CBMS

4. Integrated logistics support update. The CISS informed that an expert on transport matters had joined his team and he would soon work on bringing about complete integration in the transport and maintenance.

ACTION : DCOS SP, CISS

5. Accommodation in Sector 5. A DCOS SP informed that Gisenyi and Busogo will be vacated by 7 Jun 95. The Chairman directed that all the facilities should be properly handed over and a No Objection Certificate obtained from the appropriate authorities. The CISS informed that this should be done through the FSA.

ACTION : DCOS SP

6. Policy on use of UNAMIR vehicles. The CISS informed that pending the issue of a fresh guideline the restriction of 30 Kms a day may be ignored.

ACTION : DCOS SP

7. Laundry, Drycleaning and Haircut facilities. The CISS informed that action for provision of these facilities has been initiated.

ACTION : DCOS SP, CISS

ITEM II - Food Contract

8. The CISS informed that the contract has not been signed and the force had about three days reserves of combat ration. UNNY has been approached for emergency relief or purchase through LOA. He further intimated that steps have been initiated to get 'Halal' combat rations presently at Dar es Salaam.

ACTION : DCOS SP, CISS

ITEM III - Water Distribution

9. The CISS informed that it has been decided to operate a night shift to meet the growing demand of water and DCOS OPS has been approached for provision of security. The Chairman directed that the RPA be informed of this. He also asked for an update on the repair of the two water purification units.

ACTION : DCOS OPS, DCOS SP

ITEM IV - Points by participants

10. CISS.

a. The mission presently had only one aircraft and the second aircraft is likely to be made available soon.

b. There were problems of PX and Economat goods with the local customs.

c. The fresh contract was not being split and it was only going to be B & R.

11. CBMS. The CBMS intimated that he had presently identified two accommodations for housing Staff Officers. He also requested that the INDBATT personnel from the building opposite Hotel Meridien be adjusted in existing INDBATT locations. The Chairman directed the issue be discussed with CO, INDBATT.

ACTION : DCOS SP, CBMS

12. DCOS OPS. The DCOS OPS recommended that CBMS should chair a meeting of all agencies affected by move to Trafipro and those served with eviction notice by the government. He could then come up with a plan which would help in making a counter proposal to the government. The Chairman agreed and directed that a rough time schedule be also worked out.

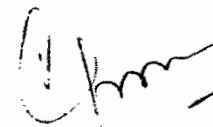
ACTION : DCOS SP, CISS, CBMS

13. DCMO. The DCMO highlighted the problem of non payment of salaries to certain interpreters. The CBMS informed that all interpreters hired through B & R were paid before their services were terminated. He agreed to examine the specific cases, the details of which were provided by the DCMO.

ACTION : DCMO, CBMS

Closing Remarks

14. The Chairman thanked the members for their contributions. The next meeting will be at 1400 hours on Tuesday, 20 June 95.



Pankaj Arora
Maj
SO Tpt
Secretary

Distribution:

Action:

COS
DCOS OPS
DCOS SP
DCMO
FMO
CHAC
CIVPOL
CISS
CBMS

Info:

MA to FC
DFC



UNAMIR - MINUAR

4000.61/LOG

25 May 1995

See Distribution

MINUTES OF COS FORTNIGHTLY ADMINISTRATIVE MEETING
24 MAY 1995

Present:	Col K S Sivakumar	COS - Chairman
	Col K M Tutt	DCOS SP
	Lt Col S Dunne	A/DCOS OPS
	Lt Col B Curren	G3 MED OPS
	Lt Col Opong Kyekyeku	Rep MILOBS
	Supdt O M Gyeabour	Rep CIVPOL
	Mr W Clive	CISS
	Mr M Lessanu	CBMS
	Major P Arora	SO Tpt - Secretary

Opening Remarks

1. The meeting commenced at 1410 hrs and the Chairman welcomed all those present. He extended a special welcome to Mr W Clive, the new CISS.

ITEM I - Update on the proposed move to Trafipro

2. The Chairman informed that the proposed move of the MILOBS Sector HQ and the Support Branch to Trafipro will go ahead as planned. The CBMS confirmed that the construction of pre fabricated shelters in the complex would be completed within a week. The COS directed that the MILOBS should intimate their requirement of accommodation to the DCOS SP, who will organise their move to Trafipro in consultation with the CBMS.

3. The CBMS also confirmed that an alternate site near the Trafipro has been identified for 95 FLSG and it is likely to be ready around mid June. The CISS informed that the problem of limited communication facilities in Trafipro is being discussed and a solution is likely to be found soon.

ACTION : DCOS SP, CISS, CBMS

ITEM II - Accommodation in Kigali

4. The CBMS informed about the problem of renewal of lease of property whose owners were missing. He advised that Procurement was presently negotiating a fresh contract with the government and the problem was only with the building opposite Hotel

Meridien where presently an INDBATT company was located. This house was to be vacated and it had been confirmed to him by the CO, INDBATT that the personnel would be adjusted in the existing locations. The Chairman directed that this again should be ascertained from INDBATT.

5. G3 MED OPS informed that the King Faisal Hospital may not be available, rather the present arrangement with the CHK may be continued. This had been revealed in the last discussion which the FMO had with the Ministry of Health. The Chairman advised that in view of the imminent vacation of the Academy in Aug and the uncertainty about the status of CHK, it had become imperative to identify an independent facility to accommodate about 200 personnel. This should also include suitable area from where the Force medical facility could operate.

ACTION : DCOS SP, CISS, CBMS

ITEM III - Integrated logistics support update

6. The DCOS SP advised that as the new CISS had recently taken over, it was too early to discuss the issue. CBMS informed about certain problems he had faced in working with the military. The Chairman directed that the FEO should discuss the issue with the CBMS and apprise him of the details.

ACTION : DCOS OPS, CBMS

ITEM IV - Accommodation in Sector 5

7. It was decided that no major decision be taken till the adoption of the fresh mandate.

ITEM V - Policy on use of UNAMIR Vehicles

8. The DCOS SP informed that issue was still ambiguous and a clarification would be again sought through the CISS.

ACTION : DCOS SP, CISS

ITEM VI - Laundry, Drycleaning and Haircut facilities

9. The CISS informed that he would initiate action for provision of these facilities.

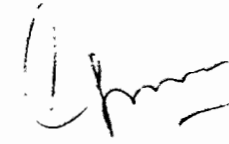
ACTION : DCOS SP, CISS

Closing Remarks

10. The CISS informed that a new team had taken over on the civilian side and he looked forward to increased cooperation with the military.

11. The Chairman advised that presently the mission was undergoing a transitional period. The mandate was due for revision and the new force structure was yet to be spelt

out. He also thanked the members for their contributions. The next meeting will be at 1400 hours on Tuesday, 5 June 95.



Pankaj Arora
Maj
SO Tpt
Secretary

Distribution:

Action:

COS
DCOS OPS
DCOS SP
DCMO
FMO
CHAC
[REDACTED]
CISS
CBMS

Info:

MA to FC
DFC

LIVPOL COMM R

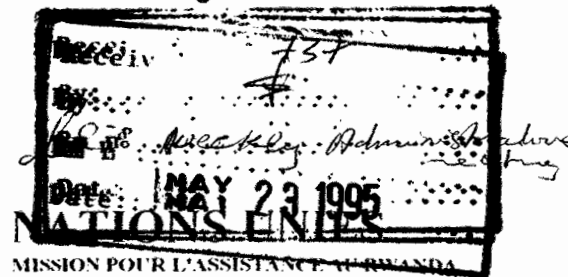
The COS/ADMN.
meeting scheduled
for 23/5/95 has
been postponed to
24/5/95 at 1500 hrs.
Agenda attached ple
23/5/95 COS

CPD
2415
24/5

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



UNAMIR MINUAR



AGENDA FOR COS FORTNIGHTLY ADMINISTRATIVE MEETING
23 MAY 1995

1. Review of the minutes of the previous meeting
 - a. Update on the proposed move to Trafipro.
 - b. Accommodation in Kigali.
 - c. Accommodation of staff officers from Tac HQ. Nigerian staff officers and new arrivals.
 - d. Integrated logistics support update.
 - e. Accommodation in Sector 5.
 - f. Logistic support to new MILOB Sector HQ.
 - g. Improved accommodation for contingents.
 - h. Policy on use of UNAMIR vehicles.
 - j. Laundry, drycleaning and haircut facilities for staff officers.
2. Points by the participants
3. Closing remarks by the Chairman

CP 2 done
5/5

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

4000 31/LOG

See Distribution List

644
LBQ
Weekly Admin meeting
Date: 5-5-95

MINUTES OF COS WEEKLY ADMINISTRATIVE MEETING - 2 MAY 95

Present	Col K S. Sivakumar	COS - Chairman
	Col J. Arp	DCOS OPS
	Col K.M. Tutt	DCOS SP
	Col C.A. Nelson	DCMO
	LtCol B. Curren	G3 MED OPS
	Supdt O.M. Gyeabour	Rep CIVPOL
	Mr M. Lessanu	A/CISS
	Capt M.C. Bramwell	SO FS - Secretary

Opening Remarks

1. The Chairman commenced the meeting at 1400 hrs and welcomed all those present.

Item One - Update on the proposed move to Trafipro.

2. The Chairman requested an update on the proposed move of offices to Trafipro. DCOS SP advised that construction at Trafipro is proceeding, but expressed concerns regarding likely communication difficulties after the move to Trafipro. The Chairman advised that the Trafipro site will need to be reliant on the Rwandatel system and that additional telephone lines for the re-location will need to be thought out in detail.

3. A/CISS confirmed that construction supporting the move to Trafipro is going ahead as planned and confirmed that Mr Gollo will remain in the Amahoro Hotel whilst his section heads will relocate to Trafipro. He also advised that no suitable alternate accommodation for 95 FLSG has been found to date. DCOS SP advised that elements of 95 FLSG currently operating indiscreetly from the organisation as a whole may be able to move separately from their current location.

ACTION: DCOS SP - Liaise with 95 FLSG on finding a suitable alternate location.
A/CISS - Brief the next COS Administration meeting on the exact plan to relocate to Trafipro including who, when and dates.

Item Two - Accommodation in Kigali.

4. The Chairman confirmed that the move of the Force Engr Coy out of the Military Academy to the Byumba Road location has been completed. The Chairman advised that alternate accommodation for AUSMED must be identified whether another military unit or a civilian contractor replaces AUSMED in Aug 95. G3 MED OPS advised that pressure is being placed on AUSMED to vacate CHK because CHK want to convert the AUSMED wing into a private wing for

the purposes of generating revenue. G3 MED OPS advised that preliminary discussions have occurred with the FMO and the head of King Faisal Hospital concerning the possibility of AUSMED or AUSMED's replacement integrating with their organisation. Further discussions with the Ministry for Health will be occurring shortly.

ACTION : G3 MED OPS - Update next meeting on discussions with Ministry for Health, CHK and King Faisal Hospital.

Item Three - Kigali Transit Camp.

5 After considerable discussion it was agreed that a platoon and a company headquarters from INDBATT, total of about 50 soldiers, were now occupying the transit camp on a permanent basis. The company OC has assumed the role of landlord and it was agreed that the cooking facilities at the camp should be made available to the soldiers occupying the camp on a permanent basis.

ACTION No further action.

Item Four - Accommodation of Staff Officers from TAC HQ and New Arrivals.

6. The Chairman raised the issue of the necessity to find accommodation for 17 Officers arriving from TAC HQ by 11 May 95. A/CISS advised that his organisation has suitable rental accommodation available in Kigali.

ACTION DCOS SP - Liaise with A/CISS on finding suitable accommodation.

Item Five - Integrated Logistic Support Update.

7. DCOS SP advised that the DFC is now involved with resolving the integration of transport and maintenance within UNAMIR. DCOS SP advised of further integration possibilities between BMS/Military Engineers and Air Ops/G3 Air.

ACTION DCOS SP - Monitor integration and update next COS Administration Meeting.

Item Six - Accommodation in Sector 5.

8. DCOS SP advised that it had been agreed that the number of TUNBATT locations in Sector 5 will be reduced from four to two.

ACTION DCOS SP - Monitor transition and update next COS Administration Meeting.

Item Seven - Logistic Support to new MILOB Sector HQ.

9. DCOS SP advised that a Logistic Officer would be going to Butare in the near future to identify exact requirements, in particular furniture.

ACTION DCOS SP - Update next COS Administration meeting.

Item Eight - Accommodation of Nigerian Staff Officer in Kigali.

10. DCOS SP advised that the Nigerian Staff Officers (total of seven) want to move out of the Meridien Hotel into Belgian Village. The Chairman advised that the new FC will probably be accommodated in the Belgian Village commencing 15 Aug 95 and strongly supported the view that a rental property within Kigali should be identified for the Nigerians. A/CISS advised that suitable properties were available in Kigali for rental.

ACTION DCOS SP - Liaise with A/CISS on identifying suitable rental accommodation within Kigali for the Nigerian Staff Officers

Item Nine - Improved Accommodation for Contingents.

11. A/CISS advised that BMS was looking at upgrading some contingent accommodation to that of a more permanent nature. DCOS SP advised that new American tentage is arriving in UNAMIR and will be ascertaining in the near future as to how suitable the new tentage is for semi-permanent accommodation.

ACTION DCOS SP - Liaise with A/CISS and formulate a long term accommodation plan utilising new tentage and additional BMS works for improving existing contingent accommodation. Update next COS Administration Meeting.

Item Ten - Liberty of UNAMIR Vehicles.

12. DCOS OPS expressed concern on the current policy on the approval required for the use of UNAMIR vehicles travelling more than 30 km per day. The Chairman concurred that clarification is required.

ACTION DCOS SP - Liaise with the CAO on clarifying vehicle usage policy

Item Eleven - Laundry, Drycleaning and Haircut Services for Staff Officers.

13. DCOS OPS expressed concern regarding the non-payment of incidental allowances to Staff Officers to pay for laundry, drycleaning and haircut services. A/CISS stated that Brown and Root should be providing laundry and haircut facilities to Staff Officers at no cost to the individual. A/CISS stated that drycleaning facilities in Rwanda were currently unpractical given the current infrastructure situation.

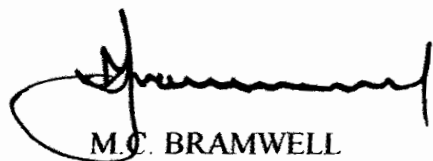
ACTION DCOS SP - Investigate the provision of laundry and haircut facilities to Staff Officers.

Closing Remarks.

14. The Chairman advised that the next meeting will be at 1400 hrs on 16 May 95.

Secretarial Note.

15 It is requested that agenda items for the next meeting be forwarded to the Secretary by no later than 13 May 95. Capt Bramwell is located in room 2068 within HQ UNAMIR and can be contacted on telephone 11117.



M.C. BRAMWELL
CAPT
SECRETARY
3 May 95



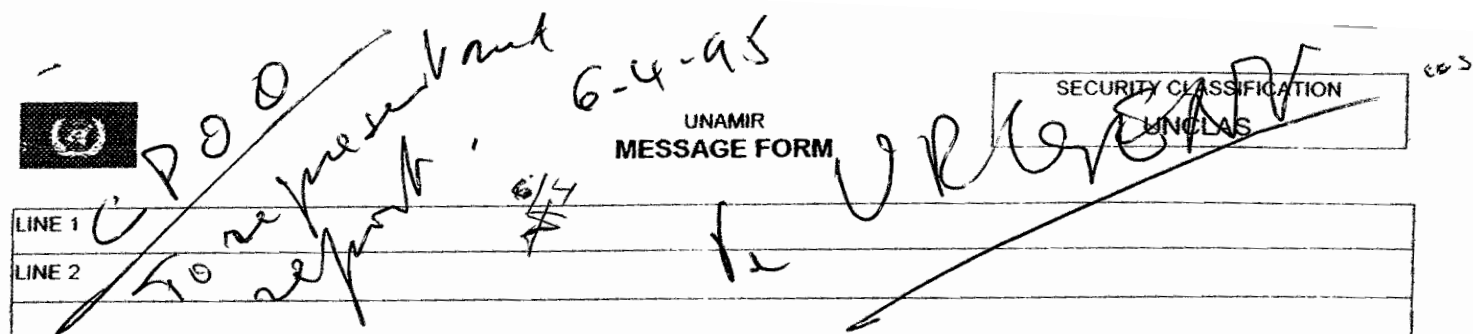
K.S. SIVAKUMAR
COL
COS
03 May 95

Distribution:

COS
DCOS OPS
DCOS SP
DCMO
FMO
CIVPOL
CISS


Information:

MA to FC
2C



SUBJ: COS FORTNIGHTLY ADMINISTRATIVE MEETING

- Received 10/24/91
By: [Signature]
File # 100-443888-100 Administrative meeting
Date: 6/4

PAGE NO 1		DRAFTER'S NAME AND TITLE MAJ PANKAJ ARORA SO TPT				PHONE 11117		REF FILE NO			
NO OF PAGES 1		RELEASER'S NAME AND TITLE AS ABOVE		BRANCH/UNIT HQ UNAMIR LOG PLANS CELL		SIGNATURE 		DATE 4 April 1995			
FOR OPS USE	R	DATE	TIME	SYSTEM	OPERATOR	D	DATE	TIME	SYSTEM	OPERATOR	SECURITY CLASSIFICATION UNCLAS



UNAMIR
MESSAGE FORM

SECURITY CLASSIFICATION
UNCLAS

Rev 420
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LINE 1			
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LINE 3			GR
LINE 4			MESSAGE INSTRUCTIONS
LINE 5			
PRECEDENCE - ACTION PRIORITY	PRECEDENCE - INFO ROUTINE	DATE - TIME GROUP 27 1200B MAR95	SIC/ORIG NO Q 1105
ROUTING INDICATORS INTERNAL: COS DCOS OPS DCOS SP FMO CISS	From: G4, HQ UNAMIR II To: DCMO CIVPOL CHAC		

SUBJ: COS FORTNIGHTLY ADMINISTRATIVE MEETING

1. FURTHER TO PARA 8 OF OUR MINUTES No LOG 4000.2/LOG OF 15 MAR 95.
2. THE MEETING SCHEDULED FOR 28 MAR 95 HAS BEEN POSTPONED TO 4 APR 95.
3. BEST REGARDS.

PAGE NO 1		DRAFTER'S NAME AND TITLE MAJ PANKAJ ARORA SO TPT				PHONE 11118		REF FILE NO			
NO OF PAGES 1		RELEASER'S NAME AND TITLE AS ABOVE		BRANCH/UNIT HQ UNAMIR LOG PLANS CELL		SIGNATURE 		DATE 27 March 1995			
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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

4000.2/LOG

15 March 1995

See Distribution

MINUTES OF COS WEEKLY ADMINISTRATIVE MEETING
14 MARCH 1995

Present:	Col K S Sivakumar	COS - Chairman
	Col U A Moeen	DCMO
	Col K M Tutt	DCOS SP
	Col J Arp	DCOS OPS
	Col P G Warfe	FMO
	Supt O M Gyeabour	Rep CIVPOL
	Mr PJA Hornsby	CISS
	Major P Arora	SO Tpt - Secretary

Opening Remarks

1. The meeting commenced at 1500 hrs and the Chairman welcomed all present.

ITEM I - Identification of component of staff required to move to Trafipro

2. The Chairman highlighted the need to identify the components of staff, both civilian and military, which would be required to move to Trafipro. There was a detailed discussion on the subject and it was decided that the detailed modalities be discussed in the senior officers meeting on 15 Mar 95.

ACTION : DCOS OPS, DCOS SP, FMO

ITEM II - Integration of maintenance and other related functions

3. The CISS and DCOS SP informed that a meeting of all the concerned agencies on the above subject has been scheduled for 15 Mar 95.

ACTION : DCOS SP, CISS

ITEM III - Distribution of Vehicles by the CTO

4. The Chairman informed that there was a need to rationalise the vehicle holdings of contingents and staff. There was a detailed discussion on the subject and the need for defining the vehicle establishment i.e the ideal vehicle holding was brought out. The DCOS OPS broached the idea of a 'taxi service' for the staff. It was also suggested that the administrative travel from accommodation should also be considered while allocating vehicles. The DCMO informed that the MILOBS had not been issued any vehicle, out of the 14 allocated to them by the Vehicle Establishment Committee on 14 Feb 95. The Chairman directed that issue of vehicles to MILOBS be examined and a detailed list of the vehicle holdings of contingents and staff be made available to him.

ACTION : DCOS SP

ITEM IV - Provision of UNAMIR personnel for traffic control

5. The DCOS SP revealed that there might be problems with the local authorities if UNAMIR personnel are employed for traffic control outside UN premises. The Chairman directed that this issue be taken up at the meeting with RPA scheduled for 16 Mar 95.

ACTION : DCOS SP, DCOS OPS

ITEM V - Welfare Mail

6. The DCOS SP informed that the aerogrammes received do not have postage stamps and are only stamped with the UN seal. It is yet to be confirmed by individual nations, whether they can be used as free postage. The CISS informed that the issue also has been referred to UNNY. The Chairman directed that meanwhile the contingents be asked to confirm if these would be honoured in their respective countries.

ACTION : DCOS SP

ITEM VI - Provision of Interpreters to MILOBS at Sector level

7. The DCMO brought out the need for provision of interpreters to MILOBS at the sector level and called for rationalisation of the available resources. The discussion revealed that due to the shortage, it may not be possible to allocate separate resources for the MILOBS and there was a need for greater coordination between the contingents and MILOBS on the employment of interpreters. The Chairman directed that this issue be examined in detail.

ACTION : DCOS OPS

Closing Remarks

8. The Chairman thanked the members for their contributions and informed that the this meeting will henceforth be held on a fortnightly basis. Accordingly the next meeting will be at 1400 hrs on Tuesday, 28 Mar 95.



Pankaj Arora
Maj
SO Tpt
Secretary

Distribution:

Action:

COS
DCOS OPS
DCOS SP
DCMO
FMO
CHAC
CIVPOL
CISS

Info:

MA to FC
DFC



UNAMIR

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

INTER-OFFICE MEMORANDUM

TO: DFC, CAO
FROM: Maj J-G Plante
CO Force MP Coy *Plante*
DATE: 24 FEB 95
SUBJECT: MEETING CAO, DFC, FORCE PM AND CO MP COY

1. For the meeting of 24 Feb 95, I have prepared a "package" which includes:
 - a. Memo dated, 25 Nov 94, informing everyone from the SRSG down of the creation of the Force MP Coy. Attention was drawn to Section 15 of the UNAMIR SOP which outlines the duties, responsibilities and powers of the Force MP personnel;
 - b. Memo to the Force PM, dated 3 Dec 94, requesting clarification regarding our authority over NGOs;
 - c. briefing notes given on 11 Jan 95 to DCOS (Sp) and the Force PM during an official visit. Page two of those notes outlines the requirement for the MP Coy to receive clear Policies over, among others, UNAMIR civilians and regarding drinking and driving;
 - d. Memo to Force PM with info copy to DCOS (Sp), dated 30 Jan 95, urgently requesting Policy Directives for MP personnel over UNAMIR civilians and a clear policy for MPs regarding drinking and driving. **Pls note para 3 which states " for the past two months, we (MP) have been operating ""hoping for the best"" but sooner or later, we (MP) are going to do something to someone, and ""hell will brake loose"";**

- e. Memo to Force PM with info copies to MA to FC, MA to DFC, CAO, DCOS (Sp) and CTO, dated 8 Feb 95, concerning Traffic Enforcement;
- f. first statistical report, dated 10 Feb 95, to MA to FC, MA to DFC, CAO, COS, DCOS (Sp), Force MP, Unit COs and all UN agencies in Rwanda concerning OP RELANTIR;
- g. Memo to MA to FC, MA to DFC, CAO, COS, DCOS (Sp) and Force PM, dated 14 Feb 95, informing the addressees that MPs were about to conduct a full operation on "drinking and driving". In that Memo, it was stated that suspected offenders would see their vehicle keys taken away and return to the driver eight hours following the incident; and
- h. Memo dated, 23 Feb 95, addressed to Force PM with an info copy to DCOS (Sp) concerning the controversy surrounding OP RELANTIR.

2. Submitted for your information or whatever action you may deem necessary, Sir.



UNAMIR

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

INTER-OFFICE MEMORANDUM

TO: DISTRIBUTION LIST

FROM: Maj J-G Plante
Force Provost Marshal

DATE: 25 Nov 94

SUBJECT: UNAMIR MILITARY POLICE COMPANY
UNAMIR SOP, SECTION 15 (ATTACHED)
UNAMIR MILITARY POLICE REGULATIONS

1. With the UNAMIR Military Police Company in operation, I feel that everyone should be aware of Section 15 of the UNAMIR Standing Operation Procedures. That particular Section deals with the following aspects of our work and responsibilities:

- a. Functions;
- b. Powers of Arrest;
- c. Search and Seizure;
- d. Disposal of Seized Property;
- e. General Prohibition for MP Personnel;
- f. Contingent MP;
- g. Relations with Host Country Authorities;
- h. Cooperation with other UN Missions; and

- j. Types of MP Reports.
2. Please, give this Memo the widest distribution.

DISTRIBUTION LIST

Action

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

Information

SRSG
FC
Ex Director
DFC
OIC Administration



UNAMIR

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

INTER-OFFICE MEMORANDUM

TO: Force PM

FROM: Maj J-G Plante
CO Force MP Coy

DATE: 2 Dec 94

SUBJECT: FORCE MP COMPANY JURISDICTION/ASSISTANCE
~~UNAMIR~~

REF: FC DIRECTIVE ON THE LEGAL JURISDICTION APPLICABLE
TO UNAMIR AND RWANDAN AUTHORITIES, 3 NOV 94

1. I am often asked by NGOs from various organizations what type of assistance if any, they can expect to receive from the MP in case of emergencies. I just do not know other than I believe that NGOs are ordinary citizen, not members of the UN, and therefore are on their own when it comes to MP assistance. At the same time do we (MP) have some sort of jurisdiction over them. Having said that, perhaps there exists some documents at your HQ, other than the Ref, which could be of assistance for my personnel.

2. More specifically, I would like to receive a UNAMIR policy on the following questions concerning NGOs:

- a. do we investigate traffic accidents?;
- b. can we enforce UNAMIR traffic regulations, ie, issue traffic tickets?;
- c. do we respond to emergencies, ie, an armed robbery is being committed in a house occupied by NGOs? (this type of incident has occurred in the past);
- d. do we respond to an NGO vehicle being hijacked or to any other type of emergencies for that matter?



VISIT OF D COS SP - FORCE MP COY

1400 HRS, 11 JAN 95

POINTS TO BE DISCUSSED

Accommodation

Accommodation / transit camp;

Status of MP: "Staff" versus "Contingent";

Why two standards: Officers that are "Staff" receive decent accommodation and \$30.00 per day and MPs that are "Staff" are treated differently;

Detention Block (B & R contract has been frozen);

Under the present conditions, I cannot accept the custody of anybody in my facility;

Food for our detainees/prisoners;

Gravel for our parking lot;

Water in Police Station (I asked for a water bladder and the contract for a water pump to pump the water into the water tank has been awarded to B & R;

We very often the building runs out of water (toilet);

Telephones (telephone bills not paid by procurement);

Police Equipment

Radar - obtain from Cdn MP??;

Accident kit;

Computer (only Cdn can operate them) need one more terminal for the shift personnel and to train other MPs but cannot get it;

Handcuffs for MPs;

Traffic Control Vests;
Emergency First-Aid Kits;
Seat-Belt Cutters for emergencies in traffic accidents
Wire Cutters;

(ALERT Kits (quick breathalyzer tests used in Canada);

MP Armbands; and
All required items were identified five months ago.

MP Vehicles

Vehicles for:
Patrols;
Investigation teams;
Administration;
Transport MPs to eat and to work;

Military Police Markings for each vehicle;

Radios;
Sirens;
MP Vehicle Emergency lights; and
MP Vehicle Markings.

OP Overture

400 potentially hard core criminals and no handcuffs; and
No other logistic support except for vehicles.

UNAMIR

UNAMIR SOP written based on other UN Missions - told MPs can
only arrest people from their own Contingent;
Authority over other UN agencies - vehicle/personnel?? do we need
to investigate their accident??;
Authority over NGOs ??; invest their accidents??
Authority over B & R vehicles??;

~~Require clear policy over UNAMIR local employees;~~
~~Clear policy for MPs regarding drinking~~
Clear policy regarding the role and responsibilities of
Contingent MPs; and
Pls note that all those issues have been addressed in the papers
which I prepared last Jun (attached).
UN MP Identification Card.

Policing within Rwanda

By far too many traffic accidents/incidents;

At the present time we are reacting instead of preventing;

Accidents that are not reported to MP?; I have not yet heard of a traffic accident in the area of

More MPs must be seen doing MP work ie, checking vehicles, enforcing traffic regulations, etc, and not only in Kigali but everywhere we have large concentration of UN troops;

As per my plan for the formation of the MP Coy and approved by UNNY and called for a 70 MP Coy, we must create two additional MP Dets to be located at Byumba or Ruhengeri (I prefer Ruhengeri). I now have the personnel to set that up immediately;

Otherwise, the size of the MP Coy which is 51 MPs at the present time plus 24 more due to arrive next week for a total of 75 would need to be reduced to about the size of a 35 (all ranks) platoon; and

Speeding tickets and other incident-lack of support (example of DCMO).



UNAMIR

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

INTER-OFFICE MEMORANDUM

TO: Force PM
INFO: DCOS Sp
FROM: Maj J-G Plante
CO Force MP Coy
DATE: 30 Jan 95
SUBJECT: POLICY FROM UNAMIR HQ-
MP COMPANY

1. While I appreciate the fact that you are very busy, I nevertheless need to remain you that this unit still [REDACTED]
[REDACTED]

2. Amongst others, we need Policy Directives on:

- a. Powers of Arrest/Detain of UNAMIR MP personnel (I am told that my MPs can only arrest people from their own contingent);
- b. ~~authority over UNAMIR civilians;~~
- c. authority over UNAMIR local employees;
- d. ~~authority over UNAMIR local employees;~~
- e. authority over other UN agencies - vehicle/personnel?? do we need to investigate their accidents??, are they subject to Traffic Enforcement Reports??
- f. authority over NGOs ??; do we investigate their accidents??, do we answer calls such as Break, Enter and Theft into their houses??

- g. authority over B & R vehicles??; speeding, drinking and driving; and
- h. authority to conduct searches of UNAMIR personnel (personal effects), UN personnel, UN vehicles, UNAMIR, UN premises.

3. For the past two months, we have been operating "hoping for the best" but sooner or later, we are going to do something to someone, and "hell will brake loose".

4. Moreover, later on this week, I will be launching the MP Company Training School. The first days of training are dedicated to our shift commanders.

INTERNAL DISTRIBUTION

MP Coy Ops WO
Kigali Det Comd



UNAMIR

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

INTER-OFFICE MEMORANDUM

TO: Force PM
INFO: MA to FC, MA to DFC & DCOS Sp
CAO & CTO
FROM: Maj J-G Plante
CO Force MP Coy
DATE: 8 Feb 95
SUBJECT: TRAFFIC ENFORCEMENT

1. Yesterday, a representative from the Medical Branch told a group of MILOBS that the most common injury sustained by UNAMIR personnel was through traffic accidents.
2. Coincidentally, on 2 Feb 95, I lunched Operation RELANTIR with the specific aim of slowing down our drivers through Traffic Violation Reports and an increase visibility of MPs. I strongly believe that the time for "warnings" is over.
3. However, through casual conversations I have had, in the past days, with both military and civilian members of UNAMIR, I formed the opinion that many drivers (nearly all drivers are officers and/or senior civilians) seem totally unconcerned with our accident rate. Moreover, many of them are under the opinion that those "tickets given by an MP Cpl", who must have something better to do anyway, will go directly to File 13 - the garbage can and nothing else will happen.
4. I am determined to reduce our accident rate. I seek your support.



UNAMIR

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

INTER-OFFICE MEMORANDUM

TO: Distribution List

FROM: Maj J-G Plante
CO Force MP Coy

DATE: 10 Feb 95

SUBJECT: Traffic Violation Reports (1 to 10 Feb 95)

1. On 1 Feb 95, I launched OP RELANTIR with the specific aim of slowing down our UNAMIR/UN vehicles - thus reducing the number of Motor Vehicle accidents.

2. To this date, the MPs have issued 86 Traffic Violation Reports.

3. Find attached some statistics outlining what has been issued to who. Those figures have, nevertheless, to be look at carefully since our Operation took place only in Kigali. We will, however, soon include your Sector in our activities.

3. Moreover, this morning the Force Commander asked me to be very vigilant concerning "drinking and driving". I assured him that in the next days, we will begin a policy of "Tolérance Zero" regarding those who drink and drive. I know you share the concern of the Force Commander. As we say in the police business:

"Better be Safe than Sorry"

4. Personally, I have served in numerous UN Missions and I have never seen one plagued with so many traffic accidents.

5. Your cooperation is appreciated.

DISTRIBUTION LIST

(Page two)

DISTRIBUTION LIST

MA to FC
DFC
CAO
COS
DCOS Sp
Commissar CIVPOL
Force PM
CO GANHBATT
CO ETHIOBATT
CO ZAMBATT
CO TUNBATT
CO INDBATT
CO FRANBATT
CO MALAWICOY
CO MALICOY
CO NICOY
CO AUSMED
CO 95 FLSG
CO Force ENGR
UNDP
UNICEF
UNREO
WFP
UNHCR
UNHR
Brown & Root (Security Manager)

MP COY TRAFFIC VIOLATION REPORTS FEB 95

	SPEEDING	ILLEGAL PARKING	ILLEGAL U. TURN	UNSAFE PASSING	STOP SIGN	OMIT SIGNAL	NO DVR PERMIT	NO TRIP TICKET	OTHERS	
										TOTAL
MILOB	13	2			1			1		13
CIVPOL	5	1			1	1	1			9
UNAMIR HQ	14	1				6	1		1	24
UNAMIR CIVY	11					1				12
GHAHBATT	3									3
ETHIOBATT										0
ZAMBATT						1		1		2
TUNBATT										0
INDBATT	2									2
FRAFBATT	1									1
MALAWICOY										0
MALICOY										0
NICOY	1			1						2
AUSMED										0
95 FLSG										0
F ENGR	1									1
UNDP	1									1
UNICEF	1									1
UNREO		1								1
WFP	1									1
UNHCR	1	1								5
UNHR	3					1				4
B & R	2				1	1				4
TOTAL	63	6		1	3	11	2	2	1	86

Period from 1 to 10 Feb 1995



UNAMIR

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

INTER-OFFICE MEMORANDUM

TO: . Distribution List

FROM: Maj J-G Plante
CO Force MP Coy

DATE: 14 Feb 95

SUBJECT: OPERATION RELANTIR

1. As part of OP RELANTIR, be prepared, on order, to conduct a full operation on "drinking and driving".
2. In the event that a driver of a UN vehicle is suspected of having consumed alcoholic beverages, a Military Policeman/woman will drive the vehicle of the suspected driver to the MP Company Compound. The driver will be allowed to proceed in Taxi.
3. The keys of the vehicle could be returned to the driver eight hours following the incident.
4. A full report will be submitted on each case.
5. The operation will be personally supervised by the Kigali MP Det Comdr.

DISTRIBUTION LIST

Action

Kigali Det Comdr
Coy Sergeant-Major

Information

MA to FC
MA to DFC
CAO
COS
DCOS Sp
Force PM



UNAMIR

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

INTER-OFFICE MEMORANDUM

TO: Force PM
INFO: DCOS (Sp)
FROM: Maj J-G Plante
CO Force MP Coy
DATE: 23 Feb 95
SUBJECT: OP RELANTIR

1. On 10 Feb 95 while having a casual conversation with the Force Commander (who at the time was also A/SRSG) the policy of traffic enforcement including drinking and driving was discussed.
2. At that time, the FC told me to give "tickets" to individuals illegally parked at UNAMIR HQ and he used the case of UNREO 5 as an example. At that time, I had also provided him with an update on OP RELANTIR in regards to speeding violators.
3. Concerning his policy on drinking and driving, he told me that the smell of alcohol and/or the admittance on the part of a driver that he/she had previously consumed one bottle of beer was, as far as he was concerned, enough evidence to remove the vehicle keys from the driver and secure the vehicle. His exact words had been "implement that".
4. Driving sober in Rwanda is dangerous enough, specially at night, let alone once one has been drinking.
5. That same day, I briefed you concerning the views of the FC on both individuals illegally parked and drinking and driving.

6. We could perhaps bring this up during the coming Friday meeting with the DFC and the CAO. In other words, I did not create my own policy but merely followed the marching orders that our Force Commander has given his MP Company.

7. So far, and I know you support me, everything we have done in terms of prevention, was done politely, professionally and with only one aim; to help everybody reduce the high accident rate of UN/UNAMIR vehicles in Rwanda, prevent injuries/deaths and embarrassment to the UN/UNAMIR the SRSG and FC.

8. You will recall that prior to my conversation with the FC I had discussed with you of the best avenue to follow in order to get a less restrictive directive (one drink) but following the FC's directives, I had changed my mind.

9. The whole problem is, I believe, one of attitude and education. The MPs are not part of the problem, it is the other way around. Unfortunately, some members of UNAMIR just do not seem to accept a Police Force within their area of work. They see police work as synonymous of police harassment. Specially when those individuals are in command positions, their attitude can have devastating effects on a good Traffic Prevention Program. What does the police in New York, Nairobi, Dakar, Montreal, London or Paris do?

10. Being fair to everyone is perhaps what a professional police force must always strive for. Sometimes I am reminded of John 'Steinbeck' book Animal Farm - "everyone is equal but some are more equal than others" Should I be told to have two set of standards, I will gladly comply, I can be the most flexible person, but I must be told. However, would we also want to have two set of rules while investigating traffic accidents, specially those with injuries? When I see that an officer has lost his Driver's Permit for two speeding tickets and a LCpl was given "7 days extra duties" for the same offense, I think we ought to be careful before instituting two set of standards. However, this is not for me to decide. I am a soldier and I do what I am told.

11. Incidentally, I have been praised for our work by the CTO, the Transport Officer and the Administration Officer of UNHR and others. I am being begged by the MILOB Operation Officers of Sectors 3 and 5 to send MP teams in their respective sectors to conduct OP RELANTIR. We will be there once my Training Program is over and my Traffic Section is fully operational. What about the support of the DFC on the morning of 10 Feb 95. Seldom in my career, as a policeman, had I received such strong support. The Commissioner of CIVPOL has also commented in writing of his strong support of our work as a result of OP RELANTIR and the issuing of Traffic Violation Reports to his CIVPOL personnel. Yet, we are only trying to do our job.

12. During the past two months, the MP Company was only doing reaction work; ie investigating traffic accidents and incidents. We were not ready to embark into a serious crime prevention mode. However, had this continued, who knows how many accidents per day we would have ended up with. Things had to change.

13. We both know that OP RELANTIR is already giving very positive results but it hurts. Individuals are slowing down while others are passing the word around that MPs are conducting alcohol checks. Moreover, yesterday at about 1330 hrs, on the main road from downtown to UNAMIR HQ, I, for over one kilometer, followed four UN vehicles at a speed of about 55 Kph. Last night at about 2200 hrs while driving from my office to my residence, in the general area of the CND I followed UNAMIR 1133 (I think) at a speed of 50 Kph. In both instances, the drivers did not know that they were being followed by an MP. Seldom before had I seen UN drivers driving at 50/55 Kph along that road. We all know that an accident, regardless of who is in the wrong, can be better prevented when one drives at 50/55 than at 90/95 Kph or over. Another sign that OP RELANTIR is giving positive results is the fact that since the 2 Feb 95, only two vehicle accidents involving UNAMIR vehicles have occurred. One in Byumba and a very minor backing accident in Gitarama.

14. This morning while having breakfast at the BBC, I was approached by Mr MacNeil, the Chief Finance Officer. He asked me if our Operation had begun to give positive results. I said "yes". I then asked him if he had been stopped by MPs. He said not personally but he had been a passenger in a car which had been stopped for speeding. I said what happened. He replied "the MP was very polite explaining in details what they were doing, providing information on the measuring/timing method that they are using, even showing us the chart". He further stated that as a result of that, everyone present in the car, at that time, are now driving much slower. He concluded by saying that he was in total agreement with what the Military Police is doing.

15. Also worth of mention is the fact Friday night (17 Feb), an MP patrol had the occasion of stopping Mr Peter Honsby, CSS, for a routine verification. No problem was encountered on either part. Moreover, the following day, Mr Honsby informed Capt Chemingui, the Kigali MP Det Commander, that in his opinion, the MP were doing very good work.

16. Unless otherwise directed, we will continue with the Operation. It will however be relaxed once we are convinced that everybody, both civilian and military personnel are aware that the time is over when one could excessively drive over the speed limit, drink and drive, or provide taxi services to local girls, while the MPs would look the other way.



Adarsh

UNAMIR
MESSAGE FORM

Reg 374
17/3

SECURITY CLASSIFICATION
UNCLAS

LINE 1			
LINE 2			
LINE 3			GR
LINE 4			MESSAGE INSTRUCTIONS
LINE 5			
PRECEDENCE - ACTION ROUTINE	PRECEDENCE - INFO ROUTINE	DATE - TIME GROUP 20 1000 FEB 95	SIC/ORIG NO Q 4100
ROUTING INDICATORS	From: Log Cell, HQ UNAMIR II To: DCOS OPS, DCOS SP, CHAC, CIVPOL, FMO, CISS, MILOB HQ INFO: COS		

SUBJ: COS WEEKLY ADMINISTRATIVE MEETING

1. COS weekly administrative meeting scheduled for 21 Feb is postponed. Next meeting is now scheduled for 1400 hrs on 28 Feb.
2. Regards.

PAGE NO 1		DRAFTER'S NAME AND TITLE MAJ PANKAJ ARORA (SO TPT)				PHONE 11118		REF FILE NO			
NO OF PAGES 1		RELEASER'S NAME AND TITLE AS ABOVE		BRANCH/UNIT HQ UNAMIR LOG COORD CELL		SIGNATURE 		DATE 20 February 1995			
FOR OPS USE	R	DATE	TIME	SYSTEM	OPERATOR	D	DATE	TIME	SYSTEM	OPERATOR	SECURITY CLASSIFICATION UNCLAS

Crop
see C
13/12

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

Reg 193
15/2

4000.1/LOG

14 February 1995

See Distribution

MINUTES OF COS WEEKLY ADMINISTRATIVE MEETING
14 FEBRUARY 1995

Present:	Col K S Sivakumar	COS - Chairman
	Col J Arp	DCOS OPS
	Col K M Tutt	DCOS SP
	Col S Iliya	CHAC
	Supdt O M Gyeabour	Rep CIVPOL
	Mr PJA Hornsby	CISS
	Major P Arora	SO Tpt - Secretary

Opening Remarks

1. The meeting commenced at 1410 hrs and the Chairman welcomed all present.

Matter Arising from Minutes of Previous Meeting

2. Accommodation Requirements. There was a detailed discussion on the provision of accommodation. The salient points are as under :

- a. The Chairman voiced concern over the delay in progress in preparation of Ontracom as an alternative site for Engineers. It was brought out that the Military Academy may have to be vacated even earlier than Aug 95. The CISS revealed that the delay was due to allotment of inadequate funds.

- b. The CISS informed that 52 two man containers allotted from UNOSOM are scheduled to be loaded in the third week of Feb 95. He also confirmed the availability of 44 x 4 man weather havens, which if the kitchen and sitting room are utilised as sleeping accommodation give 88 x 4 man accommodation. The adverse effect of non availability of funds for acquisition of pre-fabricated accommodation and tentage was also discussed.

- c. Transit Camp. The Chairman informed that the future of Transit Camp as a permanent camp was still under consideration .

3. Leave and CTO. There was a full discussion on the entitlements of leave and R&R as proposed by the DCOS SP in his letter on the subject. It was agreed that a fresh policy incorporating the various issues discussed, will be brought out under directions of the Chairman.

ACTION : DCOS SP

ITEM I - Sustainment Rations

4. DCOS OPS informed that a third of the rations have been earmarked for TUNBATT to cater for the evacuation of refugee camps at Goma due to the threat of volcanic eruption. The balance are to be distributed to the target communes. It was also agreed to earmark some for the 'Burundi' option and to consider the requirement of WFP as and when it is projected. It was also brought out that their longevity could not be assessed as there was no expiry date on them.

ACTION : DCOS OPS , DCOS SP , CISS

ITEM II - Detailed Staff Lists at HQ

5. It was agreed that detailed staff lists of units upto the level of Company Commanders be maintained at the HQ.

ACTION : DCOS SP , CMPO

ITEM III - Opening of PX

6. The CISS informed that though the legal opinion on the issue had been rendered on the subject there was still no progress on establishment of a PX in UNAMIR. It was agreed that contingents interested in opening their own PX under the auspices of UNAMIR should do so only after taking prior permission from the HQ.

ACTION : DCOS SP , CISS , CMPO

ITEM IV - Establishment of EDP Committee to Control Issue of Computers

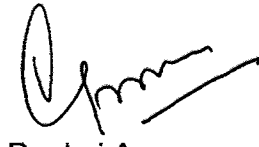
7. The Chairman highlighted the need to streamline the procedure of issue of computers. It was agreed that though there may not be a case for constitution of a committee, the military should lay down their requirements giving out the priorities which would be forwarded to the EDP through the CISS for implementation.

ACTION : DCOS SP , CISS

Closing Remarks

8. The Chairman thanked the members for their contributions. The next meeting

will be at 1400 hrs on Tuesday, 21 Feb 95.



Pankaj Arora
Maj
SO Tpt
Secretary

Distribution:

Action:

COS
DCOS OPS
DCOS SP
DCMO
FMO
CHAC
~~CMBOL~~
CISS

Info:

MA to FC
DFC

Singh
min - 1000
chairs

Reg 155
9/2

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

4000.1/LOG 8

February 1995

See Distribution:

MINUTES OF COS WEEKLY ADMINISTRATIVE MEETING
7 FEBRUARY 1995

Present:	Col K S Sivakumar	COS - Chairman
	Col J Arp	DCOS (Ops)
	Col K M Tutt	DCOS (Sp)
	Col S Ilya	CHAC
	Col Diarra	CIVPOL
	Col W Ramsey	FMO
	Lt Col K Opong-Kyekyeku	SMPO/MILOBS
	Mr PJA Hornsby	CISS
	Lt Col A Chabir	A/DCOS - Secretary

OPENING REMARKS

1. The Chairman welcomed members to the meeting which from this new start would continue as before to be held on a weekly basis.

ITEM I - Accommodation Requirements

2. There was a full discussion on the provision of accommodation. As a result of a concerted effort by DCOS(Ops), CCIS and DCOS(Sp) there had been a consolidated summary of the prevailing accommodation problems in Kigali and the Chairman was keen to confirm what action had been taken.

3. It was agreed to move the 25 man element of the Engineers and their equipment with the incoming Force Signal Coy into the accommodation within the Log Base until a possible alternative site, Ontracom, could be prepared for the Engineers. The Military Academy has to be vacated by Aug 95. BMES are to be asked to confirm status and costs of Ontracom in order that plans can be.

ACTION: DCOS (OPS), BMES

4. It was further agreed that accommodation would be hired for those MPs remaining in Kigali. Action was already in hand to identify suitable accommodation in the MP detachment

areas in advance of the expected authority for their deployment.

5. The FC had despatched a fax to UNNY to expedite the funding of accommodation. There appeared to be a lack of visibility over tentage, and a consolidated listing should be created. The Chairman stated that we should continue to support the drive for more tentage and the CISS responded that we had asked for funding for 500 ten man tents. It was agreed that tentage should continue to be issued in line with the declared G3 priorities.
ACTION: CISS, DCOS (OPS), DCOS(SP)

6. DCOS(Ops) agreed that Support Branch should take responsibility for the Transit Camp and it was further agreed that an element of those personnel who were in theatre for Mov Con duties should be detailed to manage the Transit Camp under the Support Branch. The future of the Transit Camp as a permanent camp possibly with a transit annex supported by a contract caterer, should be considered if it makes better use of assets.
ACTION: DCOS(SP)

ITEM II - Move of HQ into TRAFIPRO

7. It was agreed that the timing of the move of the HQ into TRAFIPRO was, amongst other considerations, conditional on the identification of suitable alternative accommodation for 95 FLSG. It was anticipated by the senior civilian staff that the HQ would move into TRAFIPRO by 15 April 1995.

ITEM III - Vehicles

8. The Chairman voiced concern about the current shortage of vehicles, their issue in an agreed priority order and the continued problem of spare parts. CISS commented that the spare part problem was exacerbated by the wide variety of vehicle types within the fleet. The problem of shortage of vehicles would be alleviated by the imminent arrival of some 70+ additional vehicles, unfortunately many of which might require repair.

9. There was considerable work being undertaken to identify the optimum vehicle establishments for all areas of the mission to aid the Vehicle Establishment Committee to set its priorities of issue. The Chairman pointed out that TUNBATT were likely to be a high priority as they were short of vehicles and it was planned that many of their current patrol vehicles on loan from ZAMBATT would be returned to ZAMBATT, on allocation of additional vehicles.
ACTION: DCOS (SP)

ITEM IV - Welfare

10. It was agreed that the postal system was inadequate, but could be improved by the issue from central, rather than contingent funds, of a float to our staff in Nairobi to expedite the movement of parcels and registered mail. Personnel were to be encouraged to send these items direct to Kigali to avoid the difficulties within Nairobi.
ACTION: DCOS (SP)

ITEM V - Leave and CTO

11. There was a full discussion on the status of staff and their appropriate leave

entitlement. It was agreed that while there were currently only two categories - Contingents(including staff) and MILOBS - this should be challenged creating a third category - Staff, who should have conditions of service closer to the civilian element with whom they work alongside. DCOS(Sp) had recently distributed a letter asking for comment on the application of **current** leave regulations including R&R, after that letter has been agreed and promulgated he would seek improvements from UNNY on leave regulations. It was further agreed that CTO was an emotive subject and must be applied correctly.

ACTION: DCOS (SP)

ITEM VI - Baggage Allowance

12. It was agreed that baggage allowance for individuals was inadequate and a case must be made to revise it.

ACTION: DCOS (SP)

ITEM VII - MT Accidents

13. The Chairman was concerned about the high level of accidents. It was agreed that the withdrawal of UN driving permits for an agreed period would be a suitable deterrent and could be applied throughout the Force, once approved by the Force Commander.

ACTION: DCOS (SP)

ITEM VIII - ANY OTHER BUSINESS

Convoy Escorts

14. The equitable distribution of these duties between elements of the Force will be reviewed under the direction of DCOS(Ops).

ACTION: DCOS (OPS)

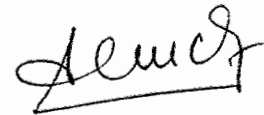
Medals for MILOBS

15. There is now a common qualification date of 90 days for all military elements of UNAMIR.

Closing Remarks

16. The Chairman thanked members for their contributions. The next meeting will be at 1400hrs Tuesday 14 Feb 95.

A Chabir
Lt Col
A/DCOS (Sp)
Secretary



Distribution:

Action:

COS
DCOS (Ops)
DCOS (Sp)
DCMO
FMO
CHAC
~~CIVPOL~~
CISS

Info:
MA to FC
DFC

10.30
Sisay
for, at the meeting
1/2

CIU POL Reg 2
3/1

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UNAMIR - MINUAR

Office of the DFC/COS
UNAMIR Force HQ
c/o UNEP
P.O. Box 30552
Nairobi
KENYA

1000.8(DFC)/G/4

02 December 1994

See distribution:

**MINUTES OF DFC/COS/CMO's WEEKLY ADMINISTRATIVE MEETING
WITH HEADS OF DEPARTMENT
HELD AT FHQ CONFERENCE ROOM ON 29 NOVEMBER 1994**

Present:	Brig Gen HK Anyidoho	-	DFC/COS/CMO - Chairman
	Col J Arp	-	DCOS Ops
	Col KP O'Kelly	-	DCOS (SP)
	Col CB Yaache	-	CHAO
	Col UA Moeen	-	DCMO
	Col WP Ramsay	-	FMO
	Mr PJA Hornsby	-	CSS
	Lt Cdr KE Itoko	-	A/MA to DFC/COS - Sec

OPENING REMARKS

1. The Chairman welcomed members and the meeting commenced at 1035 hrs.
2. The minutes of the previous meeting were adopted as recorded.

ITEM 1 - MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

3. **Medical Repatriation.** The FMO is yet to discuss details of the subject matter with the DFC. The date was fixed for Wed 30 Nov 94.
4. **Bulk Fuel Storage.** The CSS said a suitable facility/property has been acquired and it will be put to use as soon as possible.
5. **CTO/Leave Allowances for MILOBS.** The DCMO remarked that all MILOBS with genuine cases will be refunded the portion of MSA, earlier deducted as a result of CTO/Leave, as well as monies owed for accommodation. The CSS also informed the meeting that Nairobi is now a Mission Area, therefore, the issue of forfeiting 50% of the MSA does not arise for personnel spending leave in Nairobi.
6. **Office Furniture.** The Chairman remarked that it appears new furniture was recently being supplied to offices. He also mentioned the situation whereby refrigerators had been seen in some UNAMIR offices while some contingents in the field were yet to be supplied with the same. The CSS said, however, that some of the refrigerators in the offices were privately acquired. It was decided that fairness in distribution should be the guideline and that formed troops should always be given priority since most of them are far away from the headquarters.
7. **MILOBS Repatriation.** The DCMO raised the issue of MILOBS not receiving their allowances and claims on time, before repatriation. The Chairman remarked that MILOBS themselves need to provide correct and timely information to the appropriate quarters to enable the administration to address their problems. The DCMO also attributed the problem to the frequent changes of finance officers in Nairobi. It was decided that the administration is to see to the prompt payment of MILOBS' allowances and entitlements before repatriation.

ITEM 2 - HAIRCUT/TURN-OUT OF MILITARY PERSONNEL.

8. The Chairman remarked that some contingents do not bother to cut their hair and shave their beards, and also to some extent wash their uniforms. He further said that though the Administration is yet to provide allowances for haircut and laundry facilities, the contingent commanders are to ensure a good turn-out of their officers and men since smart turn-out is a yard-stick of discipline.
9. The CSS explained that New York has been contacted on the issue of an immediate solution for the provision of laundry facilities, however, in the short-term Brown & Root, or other contractors, are being consulted for the provision of laundry facilities. He also said that he had forwarded a recommendation to New York suggesting some form of allowance for laundry and haircut.
10. It was decided that allowances and facilities for haircut and laundry, respectively, should be further pursued.

Action

DFC/
FMO

CSS

DCOS SP

CSS

DCMO

CSS

CSS

ITEM 3 - MILITARY POLICE REPORTS

11. The Chairman said recently that there had been many Military Police Reports on cases of vehicles overspeeding and such offenders being rude to the MPs. He further stated that unless departmental heads help the MPs by instituting disciplinary measures against offenders, the efforts of the MPs will go to waste.

12. A member said, however, that the MPs should concern themselves with the reporting of incidents and not with suggestions to the Authority as to what they should do to offenders.

13. Other members accepted the fact that the current MP's deployment on the roads is putting a check on the excesses of bad drivers.

14. It was decided that the Military Police (MP) be given greater official backing to ensure safe driving on the roads.

Action

ALL

ITEM 4 - CTO/LEAVE

15. DCOS OPS raised the issue of CTO/Leave as it affects staff management, especially when they cannot take their CTO in advance or in arrears. The CSS explained that CTO is forfeited if not taken at the stipulated time. He further said, however, that if staff officers prefer to take monthly CTO then their leave will be reduced from 2 1/2 days a month to 1 1/2 days. It was amplified that there is leave Allowance for the staff who proceed on CTO but no other facilities are provided for them. Once on leave, they take care of themselves.

CSS

ITEM 5 - ACCOMMODATION FOR STAFF OFFICERS

16. A member remarked that some staff officers, especially from Nigeria and India, are not accommodated by the Mission. The CSS explained that an accommodation for one hundred and five (105) officers will be ready for use in a month's time. He further indicated that the Chinese Village was also being explored. In the meantime a member suggested that staff officers should be given temporary accommodation with their country contingents. The DCOS OPS disagreed with this idea because, he said, it would create a double standard in the sense that the staff officers would enjoy their allowances and also encroach on the facilities of the formed troops.

DCOS SP

17. Decision: It was decided that staff officers' accommodation be given priority attention.

CSS

ITEM 6. NEW UNAMIR HQ LOCATION

18. A member mentioned that the Mission Headquarters will be moving to a new location in the centre of Kigali very soon. The DCOS SP pointed out that the issue be given greater consideration from the military, strategic and accommodation point of view before implementation.

19. The issue of availability of office facilities was raised by a member while the CSS explained that there are fifty percent (50%) facilities on the

DCOS SP

ground already and that the remaining 50% will be provided, e.g. prefabricated buildings.

20. Decision: It was agreed that the movement of UNAMIR HQ be given very careful thought before a final decision is taken in view of restricted access to the place and the fact that articulated vehicles most of the time occupy the road.

CSS

ITEM 7 - CIVILIAN EXIT PERMIT TO KAMPALA BY ROAD

21. A member asked if it is possible to get clearance for a civilian worker, namely Mr. Inoka, from the Rwandese Authority to visit Kampala. The DCMO answered that it is possible as long as he has an international passport. The MILOBS in the Sector are always ready to assist in case of difficulty.

DCMO

ITEM 8 - PX - POST EXCHANGE FACILITY

22. The DCMO asked about the feasibility of erecting a PX facility in the UNAMIR HQ or any of the residential quarters. The CSS explained that there are legal problems regarding this issue. The exploration work was however on-going.

DCOS SP
CSS

ITEM 9 - CATERING FACILITY IN BBC

23. A member said the catering services in BBC has a fixed menu and wondered if more flexibility could be introduced into the menu to allow officers to choose portions of it. The CSS explained that it is purely a commercial venture and therefore UNAMIR has no authority over the menu or the prices.

DCOS SP


24. It was decided that the proprietor should be advised to be more flexible with the menu since that flexibility is most likely to win the management more customers.

CSS

CLOSING REMARKS

26. The Chairman remarked that things have somehow improved recently and he thanked all the administrative staff for these positive signs and encouraged them to press on.

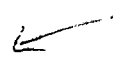
27. The meeting was concluded by 1125 hrs.


KE Itoko
Lt Cdr
A/MA to DFC/COS
Secretary

Distribution:
Action:

Info:

DFC/COS/CMO
DCOS OPS
DCOS SP
DCMO
FMO
CSS

MA to FC
CAO
CHAO
CIVPOL 
FORCE PM

Reg 204
3/12.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

MISSION POUR L'ASSISTANCE AU RWANDA

**Office of the DFC/COS
UNAMIR Force HQ
c/o UNEP
P.O. Box 30552
Nairobi
KENYA**

1000.8(DFC)/G/4

02 December 1994

See distribution:

MINUTES OF DFC/COS/CMO's WEEKLY ADMINISTRATIVE MEETING
WITH HEADS OF DEPARTMENT
HELD AT FHO CONFERENCE ROOM ON 29 NOVEMBER 1994

Present:	Brig Gen HK Anyidoho	-	DFC/COS/CMO - Chairman
	Col J Arp	-	DCOS Ops
	Col KP O'Kelly	-	DCOS (SP)
	Col CB Yaache	-	CHAO
	Col UA Moeen	-	DCMO
	Col WP Ramsay	-	FMO
	Mr PJA Hornsby	-	CSS
	Lt Cdr KE Itoko	-	A/MA to DFC/COS - Sec

OPENING REMARKS

1. The Chairman welcomed members and the meeting commenced at 1035 hrs.
2. The minutes of the previous meeting were adopted as recorded.

ITEM 1 - MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

	<u>Action</u>
3. Medical Repatriation. The FMO is yet to discuss details of the subject matter with the DFC. The date was fixed for Wed 30 Nov 94.	DFC/ FMO
4. Bulk Fuel Storage. The CSS said a suitable facility/property has been acquired and it will be put to use as soon as possible.	CSS
5. CTO/Leave Allowances for MILOBS. The DCMO remarked that all MILOBS with genuine cases will be refunded the portion of MSA, earlier deducted as a result of CTO/Leave, as well as monies owed for accommodation. The CSS also informed the meeting that Nairobi is now a Mission Area, therefore, the issue of forfeiting 50% of the MSA does not arise for personnel spending leave in Nairobi.	
6. Office Furniture. The Chairman remarked that it appears new furniture was recently being supplied to offices. He also mentioned the situation whereby refrigerators had been seen in some UNAMIR offices while some contingents in the field were yet to be supplied with the same. The CSS said, however, that some of the refrigerators in the offices were privately acquired. It was decided that fairness in distribution should be the guideline and that formed troops should always be given priority since most of them are far away from the headquarters.	DCOS SP CSS
7. MILOBS Repatriation. The DCMO raised the issue of MILOBS not receiving their allowances and claims on time, before repatriation. The Chairman remarked that MILOBS themselves need to provide correct and timely information to the appropriate quarters to enable the administration to address their problems. The DCMO also attributed the problem to the frequent changes of finance officers in Nairobi. It was decided that the administration is to see to the prompt payment of MILOBS' allowances and entitlements before repatriation.	DCMO CSS
<u>ITEM 2 - HAIRCUT/TURN-OUT OF MILITARY PERSONNEL.</u>	
8. The Chairman remarked that some contingents do not bother to cut their hair and shave their beards, and also to some extent wash their uniforms. He further said that though the Administration is yet to provide allowances for haircut and laundry facilities, the contingent commanders are to ensure a good turn-out of their officers and men since smart turn-out is a yard-stick of discipline.	
9. The CSS explained that New York has been contacted on the issue of an immediate solution for the provision of laundry facilities, however, in the short-term Brown & Root, or other contractors, are being consulted for the provision of laundry facilities. He also said that he had forwarded a recommendation to New York suggesting some form of allowance for laundry and haircut.	
10. It was decided that allowances and facilities for haircut and laundry, respectively, should be further pursued.	CSS

ITEM 3 - MILITARY POLICE REPORTS

11. The Chairman said recently that there had been many Military Police Reports on cases of vehicles overspeeding and such offenders being rude to the MPs. He further stated that unless departmental heads help the MPs by instituting disciplinary measures against offenders, the efforts of the MPs will go to waste.

12. A member said, however, that the MPs should concern themselves with the reporting of incidents and not with suggestions to the Authority as to what they should do to offenders.

13. Other members accepted the fact that the current MP's deployment on the roads is putting a check on the excesses of bad drivers.

14. It was decided that the Military Police (MP) be given greater official backing to ensure safe driving on the roads.

Action

ALL

ITEM 4 - CTO/LEAVE

15. DCOS OPS raised the issue of CTO/Leave as it affects staff management, especially when they cannot take their CTO in advance or in arrears. The CSS explained that CTO is forfeited if not taken at the stipulated time. He further said, however, that if staff officers prefer to take monthly CTO then their leave will be reduced from 2 1/2 days a month to 1 1/2 days. It was amplified that there is leave Allowance for the staff who proceed on CTO but no other facilities are provided for them. Once on leave, they take care of themselves.

CSS

ITEM 5 - ACCOMMODATION FOR STAFF OFFICERS

16. A member remarked that some staff officers, especially from Nigeria and India, are not accommodated by the Mission. The CSS explained that an accommodation for one hundred and five (105) officers will be ready for use in a month's time. He further indicated that the Chinese Village was also being explored. In the meantime a member suggested that staff officers should be given temporary accommodation with their country contingents. The DCOS OPS disagreed with this idea because, he said, it would create a double standard in the sense that the staff officers would enjoy their allowances and also encroach on the facilities of the formed troops.

DCOS SP

17. Decision: It was decided that staff officers' accommodation be given priority attention.

CSS

ITEM 6. NEW UNAMIR HQ LOCATION

18. A member mentioned that the Mission Headquarters will be moving to a new location in the centre of Kigali very soon. The DCOS SP pointed out that the issue be given greater consideration from the military, strategic and accommodation point of view before implementation.

19. The issue of availability of office facilities was raised by a member while the CSS explained that there are fifty percent (50%) facilities on the

DCOS SP

ground already and that the remaining 50% will be provided, e.g. prefabricated buildings.

20. Decision: It was agreed that the movement of UNAMIR HQ be given very careful thought before a final decision is taken in view of restricted access to the place and the fact that articulated vehicles most of the time occupy the road.

CSS

ITEM 7 - CIVILIAN EXIT PERMIT TO KAMPALA BY ROAD

21. A member asked if it is possible to get clearance for a civilian worker, namely Mr. Inoka, from the Rwandese Authority to visit Kampala. The DCMO answered that it is possible as long as he has an international passport. The MILOBS in the Sector are always ready to assist in case of difficulty.

DCMO

ITEM 8 - PX - POST EXCHANGE FACILITY

22. The DCMO asked about the feasibility of erecting a PX facility in the UNAMIR HQ or any of the residential quarters. The CSS explained that there are legal problems regarding this issue. The exploration work was however on-going.

DCOS SP
CSS

ITEM 9 - CATERING FACILITY IN BBC

23. A member said the catering services in BBC has a fixed menu and wondered if more flexibility could be introduced into the menu to allow officers to choose portions of it. The CSS explained that it is purely a commercial venture and therefore UNAMIR has no authority over the menu or the prices.

DCOS SP

24. It was decided that the proprietor should be advised to be more flexible with the menu since that flexibility is most likely to win the management more customers.

CSS

CLOSING REMARKS

26. The Chairman remarked that things have somehow improved recently and he thanked all the administrative staff for these positive signs and encouraged them to press on.

27. The meeting was concluded by 1125 hrs.



KE Itoko
Lt Cdr
A/MA to DFC/COS
Secretary

Distribution:
Action:

Info:

DFC/COS/CMO
DCOS OPS
DCOS SP
DCMO
FMO
CSS

MA to FC
CAO
CHAO
CIVPOL ←
FORCE PM

CHLORO
to see me
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2



Office of the DFC/COS
UNAMIR Force HQ
c/o UNEP
P.O. Box 30552
Nairobi
KENYA

1000.8(DFC)/G/4

24 November 1994

See distribution:

**MINUTES OF DFC/COS's WEEKLY ADMINISTRATIVE MEETING
WITH HEADS OF DEPARTMENT
HELD AT FHQ CONFERENCE ROOM ON 22 NOVEMBER 1994**

Present:	Col KP O'Kelly	-	DCOS SP - Chairman
	Col UA Moeen	-	DCMO
	Col WP Ramsey	-	FMO
	Mr G Wordley	-	CCLOGO/A/CSS
	Lt Cdr KE Itoko	-	A/MA to DFC/COS - Sec.

OPENING REMARKS

1. The Chairman welcomed members and the meeting commenced at 1405 hrs.
2. The following corrections were made from Minutes of the previous meeting before they were adopted:
 - a. In para 4 the word "repair" should read "installation"
 - b. In para 15 the heading should be "LEAVE FOR MILOBS" and the last word should read "leave". Cancel the abbreviation CTO in the first sentence.
 - c. In para 22 the word "security" should read "safety".

ITEM 1 - MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

3. **MEDICAL REPATRIATION.** The FMO said the DFC needed to be briefed on the current situation.

FMO

4. **BULK FUEL STORAGE.** The A/CSS said a facility suitable for a retail depot has been located at a suitable location in Kigali. He reported that it would hold 400,000 litres of fuel, or some 30 day's worth.

A/CSS

5. **CTO/LEAVE ALLOWANCES.** The issue of the Uruguay MILOBS was raised by the Chairman while the DCMO remarked that the habit of individual officers approaching the FC directly should cease.

CMO

6. **OFFICE FURNITURE.** The A/CSS said the CIVPOL has collected most of the available furniture, MILOBS HQ has also received some furniture. He further said the UNICEF building which is soon to be occupied by UNAMIR will have to be furnished.

DCOS SP
A/CSS

ITEM 2 - NEW BUSINESS

7. **MILOBS REPATRIATION.** The DCMO said the problem of MILOBS repatriation is in the area of their leave and financial claims. He further said that if the Force Commander gives approval for the MILOBS movement, why should the Travel Section (Movement Control) staff object to the approval. A member remarked that Mme. Marie-Therese needs some direction from the CAO's office.

A/CSS

CLOSING REMARKS

8. The Chairman thanked members and the meeting was concluded at 1434 hrs.



KE Itoko
Lt Cdr
A/MA to DFC/COS
Secretary

Distribution:

Action:

DCOS SP
DCMO
FMO
A/CSS

Info:

DFC
MA to FC
CAO
CIVPOL



CIV 802
Reg. 145
22/11

Office of the DFC/COS
UNAMIR Force HQ
c/o UNEP
P.O. Box 30552
Nairobi
KENYA

1000.8(DFC)/G/4

21 November 1994

Saisay
- ouvrir une chemise
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hebdomadaires
- des DFC
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PV pour ne pas mettre
de papier la
réunion du mardi
à

DAILY ADMINISTRATIVE MEETING

ON 15 NOVEMBER 1994

- DFC/COS/CMO - Chairman
- DCOS Ops
- DCOS (SP)
- DCMO
- FMO
- CIVPOL
- CSS
- HAC
- A/MA to DFC/COS - Sec

OPENING REMARKS

1. The Chairman welcomed members and the meeting commenced at 1400 hrs.
2. The following corrections were made as the minutes of the previous meeting were read:

Corrections

- a. In para 3. The last sentence should read. The issue is still with the accommodation section.
- b. In para 4. The statement should read: A member said that at the moment, all accommodations will have telephone facilities installed shortly.
- c. In para 5. The abbreviation UNHQNY should read UNNY.
- d. In para 13. The statement should read: DCOS OPS said the FC and Canadian Chief of Defence Staff will present the medals to CANCON on 25 Nov 94 and that the ceremony will require a minimum of 200 medals.
- e. Item 4. The heading should read CTO FOR MILOBS. There is no CTO for both staff and contingents. Only MILOBS are entitled to CTO therefore the whole discussion concerns only MILOBS.
- f. In para 18 include letter 'g' to make the word before concerning repatriation to read regulations.
- g. Cancel DCOS OPS in the action column for para 22.
- h. In para 24. The word between which and not should read are.

ITEM 1 - MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

	<u>Action</u>
3. <u>RENT ALLOWANCE FOR MILOBS.</u> The DCMO said a comprehensive list of MILOBS with their accommodation status has been compiled. CSS remarked that it is only when the said list, with accurate information, is received that action will be taken on the matter.	DCMO CSS
4. <u>TELEPHONES FOR BBC.</u> A member remarked that some of the telephone lines need immediate repair. It was decided that a regular maintenance schedule will be adopted on all the telephone lines in BBC.	CSS
5. <u>UN DAILY ALLOWANCE.</u> A member raised the issue of irregular and in some cases non payment of UN Daily Allowance.	
6. The DCMO mentioned that MILOBS complained of late payments of their allowances after the civil war. A member attributed the problems of the finance section to a lack of office accommodation in Rwanda.	
7. The issue of non-payment of soldiers' allowances was also raised by a member.	DCOS SP
8. It was decided that the administration will make efforts to ensure prompt payment of allowances with a time table as a guide.	CSS
9. <u>ACCOMMODATION FOR STAFF.</u> A member said some staff officers are yet to be accommodated. The CSS suggested providing hired accommodation for them. He also remarked that the prefabricated buildings in Somalia will not be available until February 1995, therefore staff officers' accommodation problem requires an immediate solution.	CSS
10. <u>ASSAULT OF UNAMIR PERSONNEL BY RPA SOLDIERS.</u> The Chairman remarked that this is a continuous thing and there was a recent incident between the Zambian and the RPA soldiers. CSS also said that a 4x4 vehicle was snatched from a UNAMIR staff member by RPA soldiers at gunpoint on 14 Nov 94. It was agreed that the RPA higher authorities be contacted on the issue.	DCOS OPS
11. <u>BRITCON DISENGAGEMENT PLAN.</u> The CSS said BRITCON has handed over all UN owned plants to Brown & Root. The staff are monitoring the operations while BRITCON remains as a reserve.	CSS DCOS SP
12. <u>MEAL ALLOWANCE</u> A member commented that the meal allowance has not been paid adequately up to the end of October, and that only fifteen (15) days meal allowance of US\$450 was paid a few days ago. Some soldiers have returned to their respective countries without the balance of the meal allowance having been paid.	
13. It was decided that the returns of weekly allowance sheets be forwarded to the finance section for prompt action. It was further decided that personnel and finance sections should ensure no one loses any allowance due him whether in or out of the mission area.	CFO DCOS SP

14. MEDAL PARADE. Members were informed officially of the BRITCON Medal Parade to take place on Thursday 17 November and Saturday 19 November 1994 by the Chairman. DCOS OPS remarked that Canadian Contingents need 260 medals for their medal parade coming up soon.	Action DCOS OPS CSS
15. CTO FOR MILOBS. DCMO asked if advance CTO/Leave could be granted to MILOBS. The CSS remarked that it is not possible to give advance CTO or in arrears. But, it is permissible to give advance CTO in order to establish a structured leave programme. He also mentioned that the MILOBS will not be paid MSA for those days for which they have not yet earned or accrued CTO.	DCMO
16. MEDICAL REPATRIATION. The Chairman mentioned the incident of UNAMIR trying to transport an injured soldier from Nairobi to London and the British Airways rejected the booking for only one seat and advised that the patient required two seats. He further explained that all the staff branches involved in medical repatriation need education as to their respective responsibilities.	
17. FMO said that a paper explaining the responsibilities of the FHQ staff and that of the Contingent Medical Officers will be circulated soon.	FMO
18. BOARD OF INQUIRIES. A member mentioned the role of the Legal Officer (Civilian) in connection with Board of Inquiries. The DCOS SP said a BOI cannot be convened without a Military Police Report. The Chairman said that all cases handled by a BOI are to be reviewed, to avoid difficulties in payment of compensations in the future.	DCOS SP
19. BULK FUEL STORAGE. The CSS said a storage facility of about 1 million litres capacity located 12 km north of Kigali is being negotiated for UNAMIR use.	CSS
ITEM 2 - USE OF UNAMIR VEHICLES	
20. The Chairman remarked that the practice of officers locking up UNAMIR vehicles whenever they proceed on leave should cease. This was accepted by all members.	ALL
ITEM 3 - SPEEDING/TRAFFIC OFFENCES.	
21. The DCOS OPS said there are still cases of speeding by UNAMIR vehicle drivers and there is no clear cut policy on punishing offenders.	
22. The FMO said the 40 km/hr maximum speed limit is too low for security reasons. He suggested an increase up to 60km/hour.	
23. A member raised the issue of traffic offences and some levies enforced by the Gendarmerie, e.g. driving against the traffic - \$500.	
24. It was decided that commanding officers and country senior officers be given powers to punish speeding offenders and the CIVPOL should liaise with the Gendarmerie to discuss the issue of traffic offences and the high levies imposed.	DCOS SP CIVPOL

ITEM 4 - STATUS OF CIVPOL

25. The CIVPOL Representative raised the issue of the inability of some CIVPOL to communicate in either French or English and some countries sending non-commissioned officers to the mission.

26. It was decided that those CIVPOL who cannot speak and write English or French should be sent to another UN mission or repatriated. The CIVPOL Representative was directed to forward a paper to the DFC on the issue.

COMMISS
CIVPOL

ITEM 5 - CTO/LEAVE

27. The DCMO remarked that up till date CTO/Leave allowances for the months of July and August 1994 are not paid to the MILOBS. It was decided that the records be straightened and the payments to be effected without any further delay.

DCOS SP
CSS

ITEM 6 - TELEPHONE FACILITIES

28. A member said the telephone lines are not connected at night for both local and international calls. Some of the switchboard operators do not understand English.

29. It was decided that telephone facilities will be provided for both local and international calls, at night, as soon as more operators are employed.

CSS

ITEM 7 - OFFICE FURNITURE

30. The DCMO remarked that MILOBS need more furniture in the offices. The CSS explained that a small amount of furniture has arrived, but general services has to come up with a distribution plan. He said further that limited quantities will be supplied to satisfy the immediate requirements.

CSS


CHURCH SERVICES

31. The Chairman remarked that it appears only CANCON is conducting regular Sunday church services. CMED Ofrr indicated that AUSMED also has regular Sunday church services. The Chairman encouraged other contingents to do the same, so that himself and other senior officers could worship with them.

ALL

CLOSING REMARKS

32. The Chairman thanked members for their contribution and the meeting was concluded at 1455 hrs.


KE Itoko
Lt Cdr
A/MA to DFC/COS
Secretary

Distribution:

Action:

DFC/COS/CMO
DCOS OPS
DCOS SP
DCMO

FMO
CIVPOL
CSS

Info:

MA to FC
CAO
HAC



Office of the DFC/COS
UNAMIR Force HQ
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Nairobi
KENYA

1000.8(DFC)/G/4

09 November 1994

See distribution:

**MINUTES OF DFC/COS/CMO's WEEKLY ADMINISTRATIVE MEETING
WITH HEADS OF DEPARTMENT
HELD AT FHQ CONFERENCE ROOM ON 07 NOVEMBER 1994**

Present:	Brig Gen HK Anyidoho	-	DFC/COS/CMO - Chairman
	Col J Arp	-	DCOS Ops
	Col CB Yaache	-	CHAO
	Col KP O'Kelly	-	DCOS (SP)
	Mr PJA Hornsby	-	CSS
	Maj RJ Crawford	-	FMO Rep.
	Lt Cdr KE Itoko	-	A/MA to DFC/COS - Sec

OPENING REMARKS

1. The Chairman welcomed members and the meeting commenced at 1030 hrs. He remarked that the meeting was more suitable on Tuesdays than Mondays. It was agreed that subsequent meetings will be held in Room 2035 on Tuesdays at 1000 hrs.
2. The minutes of the previous meeting were adopted as recorded.

ITEM 1 - MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

3. **Rent Allowance for MILOBS.** The Chairman remarked that the idea of deducting rent allowance of US\$27 from all MILOBS not having proof of private accommodation was objected to by members. The issue was kept in view due to the absence of the accommodation officer.

Action

CSS

4. **Telephones for BBC.** A member said that at the moment, all the accommodations have telephone facilities and there was nothing to discuss on the subject.

5. **UN Daily Allowance.** The issue of a daily allowance of US\$1.28 for staff came up for discussion. A member (Major RJ Crawford) said he received the allowance for September 1994 but that of August is yet to be paid. A member said that UNHQNY is still sorting out the returns for August 1994.

CSS

6. **Accommodation for Staff.** The Chairman said it seems that the staff accommodation problem has not been solved completely and he went on to suggest prefabricated buildings as an alternative to hotel accommodation. Col PK O'Kelly supported the idea by suggesting the CAO could explore the possibility of acquiring some from Somalia during his trip to Mogadishu.

DCOS SP
CSS

7. **Assault of UNAMIR Personnel by RPA Soldiers.** DCOS OPS said he had discussed the matter with the RPA LO, but he only saw one incident where UNAMIR personnel involved had not acted appropriately. It seems the RPA's view of the matter was one sided.

DCOS OPS

8. **BRITCON Disengagement Plan.** Members considered the problems surfacing as a result of the BRITCON disengagement programme. The first is the issue of the recovery vehicle BRITCON provided for the mission. UNAMIR requested its retention but the British Government has rejected it. The second problem is the issue of tools for mechanics in the workshops now manned by Brown & Root. Mr. Hornsby said we have enough tools now. It was decided that all personnel involved in the disengagement programme are to be informed about the latest developments.

DCOS SP
CSS

ITEM 2 - MEAL ALLOWANCE.

9. A member raised the issue of daily meal allowance for discussion. DCOS OPS continued that only ten days of September 1994 had been paid, while that of October is still expected. Mr. Hornsby said the money will be collected on Tuesday 08 Nov 94 and payment would be made on Wednesday 09 Nov 94.

CSS

10. The security arrangements for the staff carrying money between Nairobi and Kigali was mentioned. Mr. Hornsby highlighted the fact that UNEP would provide the security up to the airport in Nairobi if contacted.

DCOS SP
CSS

	<u>Action</u>
<u>ITEM 3 - MEDAL PARADES</u>	
11. The Chairman remarked that the Medal Parades should be organized properly. The Office of DCOS (SP) is expected to be involved in the preparations, such as writing the draft speech for the FC.	DCOS SP
12. The issue of availability of medals was also raised for discussion. Mr. Hornsby said contracts for 6,000 medals would be effective 26 November and delivery would be made after four days. Meanwhile UNAMIR will have 320 medals remaining after the BRITCON Medal Parade.	CSS
13. DCOS OPS said the Canadian Chief of Defense Staff will present the medals to CANCON on 25 Nov 94 and that the ceremony will require about 200 medals.	COMD CANCON
14. <u>Decision</u> : It was decided that arrangements would be made to provide an adequate number of medals to meet the contingent's requirements.	CSS
<u>ITEM 4 - CTO FOR STAFF/CONTINGENTS</u>	
15. DCOS OPS raised the issue of staff/contingent's inability to enjoy their CTO for several months unlike the MILOBS. <u>Meanwhile</u> some of the Canadian staff/contingents had already booked their flights and he was not sure that their was available leave for them.	
16. Mr. Hornsby explained the regulations by saying that any personnel who misses his CTO for any month would forfeit it. The staff could apply for a combination of 6 days CTO and 6 days leave. DCOS OPS suggested that Canadian staff/contingent could be granted special leave because most could not be spared, by the nature of their assignments, to proceed on CTO.	DCOS SP CSS
17. It was decided that due consideration be given to personnel who could not avail themselves of CTO before the termination of their tour of duty.	
<u>ITEM 5 - MEDICAL REPATRIATION</u>	
18. Maj. RJ Crawford said there is a lack of understanding on the part of some staff with regard to the interpretation of the regulations concerning repatriation of personnel on medical grounds. He preferred to brief the DFC/COS/CMO on the details of his findings. Mr. Hornsby emphasized the importance of proper medical documentation of the individual's rights to be sent to UNHQ in New York.	FMO REP.
<u>ITEM 6 - CATERING SERVICES AT BLUE BERET CAMP</u>	
19. Maj RJ Crawford mentioned the problem of a lack of information about the cost, timing and the menu to be provided by the caterers in BB.	CSS

20. The Chairman emphasized the importance and role of the committee formed to look into the progress of the canteen.

ITEM 7 - BOARD OF INQUIRIES

21. DCOS OPS expressed his dislike for the incessant manner in which the Board of Inquiries is conducted. He explained further that some issues do not require a BOI. DCOS SP contibuted by saying that for a BOI to be convened a Police Report is required.

22. The Chairman said several incidents have occurred in this mission and a soldier injured here would come up to ask for a claim, after repatriation, and if there is no UNAMIR BOI his application may not be granted.

DCOS OPS

DCOS SP

23. It was decided that the Board of Inquiries served a useful purpose no matter the weight of the incident.

ITEM 8 - BULK FUEL STORAGE

24. A member highlighted the fact that the present arrangement for fuel storage is not adequate and therefore we would need a bigger facility. Mr. Hornsby explained that we have fifteen (15) 10,000 litre tanks and ten (10) 5,000 litre tanks which is not adequate. He said, however, there is a storage facility along the Kigali - Byumba Road with a capacity for approx. one million litres. His fear is hinged on security of the facility since it is in the area controlled by RPA.

DCOS SP
CSS

25. It was decided that we should make arrangements to acquire this facility despite the risk involved.

CLOSING REMARKS

26. The Chairman thanked members for their contribution and reminded them if the venue, date and time of the next meeting.

27. The meeting was concluded at 11.25 hours.



KE Itoko
Lt Cdr
A/MA to DFC/COS
Secretary

Distribution:

Action:

Info:

CMO
DCOS OPS
DCOS SP
CHAO
FMO
CSS

MA to FC
CAO

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Office of the DFC/COS
UNAMIR Force HQ
c/o UNEP
P.O. Box 30552
Nairobi
KENYA

1000.8(DFC)/G/4

18th October 1994

See distribution:

**MINUTES OF DFC/COS/CMO's WEEKLY ADMINISTRATIVE MEETING
WITH HEADS OF DEPARTMENT
HELD AT FHQ CONFERENCE ROOM ON 17 OCTOBER 1994**

Present:	Brig Gen HK Anyidoho	-	DFC/COS/CMO - Chairman
	Col J Arp	-	DCOS Ops
	Col KP O'Kelly	-	DCOS Sp
	Col Diarra	-	Commissioner CIVPOL
	Col Moeen	-	ACMO
	Col CB Yaache	-	CHAO
	Col W Ramsey	-	FMO
	Mr PJA Hornsby	-	CSS
	Maj S Goran	-	Britcon rep
	Lt Cdr S Sam	-	MA to DFC/COS - Sec

OPENING REMARKS

1. The meeting commenced at 1035 hrs with the Chairman welcoming members.
2. The minutes of the last meeting were adopted as recorded. However, it was observed that the suggestion by members for a change of the meeting day from Monday to Tuesday, as discussed during the previous meeting, was omitted.

	<u>Action</u>
3. After a lengthy discussion on the issue, it was decided to maintain Monday as the meeting day until such time as it may be deemed necessary to change it.	-
<u>ITEM 1 - MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING</u>	
4. <u>Vehicle Establishment Committee.</u> The Chairman directed the Secretary to liaise with OIC/Admin. for a meeting to be convened soonest.	CSS SEC
5. <u>UNAMIR vehicle losses.</u> The recent spate of UNAMIR vehicle losses was discussed at length. It was mentioned that the attitude of RPA soldiers in this regard has been taken up with the Rwandese Government.	
6. It was emphasized that UNAMIR personnel should be mindful of the security situation in the country. It was also directed that, in view of recent events, personnel are to be cautioned never to travel alone around the country.	DCOS OPS
7. <u>CIVPOL deployment.</u> It was mentioned that the proposed meeting between the Executive Director of UNAMIR and representatives of the Ministry of the Interior regarding the deployment of CIVPOLs, has yet to take place. The Chairman promised to take up the issue with the Minister of the Interior so that the Prefects could be informed of future CIVPOL deployment in their Prefectures.	DFC/COS/CMO
8. <u>Payment of MSA in the field.</u> In view of the prevailing security situation in the country, it is deemed unsafe to transport monies by road to other sectors in order to pay MILOBS. In light of this, it was thus directed that, until such time as the civilian administration is able to find a workable payment system, MILOBS in the various sectors should organize the collection of their MSA from FHQ, in a manner that will least disrupt their duties. If it becomes necessary, the Finance Officers could fly with the helicopters to effect payment to MILOBS.	CSS
<u>ITEM 2 - FIELD CAPS AND PATROL FLAGS</u>	
9. The meeting was informed that there was a quantity of UN field caps and patrol flags in stock. It was directed that Bns/Units should be advised to put in their demands.	DCOS SP
<u>ITEM 3 - EXTENSION OF SERVICE - MILOBS</u>	
10. The extension of service by MILOBS transferred from other missions was discussed briefly. It was directed that the CMO should ensure that all MILOBS transferred from other missions are cleared before UNAMIR allows them to end their mission with UNAMIR instead of returning to their primary UN mission.	

11. The Chairman remarked that far too many MILOBS have submitted applications for extension of duty tour beyond one year. He further mentioned that a policy will be promulgated soon to stop these applications.

Action

DFC/COS/CMO

ITEM 4 - OTHER MATTERS

12. Equipment for Malicoy. A member mentioned that the Malicoy now based in Gittama needed basic equipment such as vehicles and radios before deployment, and suggested that efforts be made to provide them with these items of equipment.

CSS

13. Status of FRAFBATT. One member wanted to know the status of FRAFBATT. Members were not very sure, but DCOS Ops stated that the battalion would stay until Feb 95 as the end of their first mandate with UNAMIR. Whether they would rotate in the same combination of forces is a matter yet to be decided.

14. Health risk. The Force Medical Officer enquired about the ownership of goat and sheep that roam around the headquarters courtyard. He deemed them a health risk, in view of the fact that they come into the building. It was decided that the animals would be examined in a few days' time to certify whether they are healthy enough for consumption.

DFC/COS/CMO
FMED OFFR

15. DFC's visit to BRITCON. The Chairman announced that he intended to visit Britcon units in the field during the week.

DFC/COS/CMO
BRITCON

ITEM 5 - CLOSING REMARKS

16. The Chairman thanked members for their contributions.

17. The meeting came to a close at 1130 hours.

S SAM
Lt Cdr
MA to DFC/COS
Secretary

Distribution:

Action:

Info:

CMO	A/CMO	MA TO FC
DCOS OPS	CSS	CAO
DCOS SP	BRITCON	
CHAO		
CIVPOL		
FMO		

Letter of Appreciation
15-10-94

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



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UNAMIR - MINUAR

Office of the DFC/COS
UNAMIR Force HQ
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Nairobi
KENYA

1000.8(DFC)/G/4

12th October 1994

See distribution:

**MINUTES OF DFC/COS/CMO's WEEKLY ADMINISTRATIVE MEETING
WITH HEADS OF DEPARTMENT
HELD AT FHQ CONFERENCE ROOM ON 8 OCTOBER 1994**

Present:	Col	J Arp	-	DCOS Ops - Chairman
	Col	KP O'Kelly	-	DCOS Sp
	Col	Moeen	-	ACMO
	Col	CB Yaache	-	CHAO
	Mr	PJA Hornsby	-	CSS
	Lt Col	ME Hanrahan	-	1 CDHSR Rep
	Maj	R Crawford	-	Force Med Offr Rep
	Lt Cdr	S Sam	-	MA to DFC/COS - Sec

OPENING REMARKS

1. The Chairman welcomed members to the meeting at 1010 hrs.
2. The minutes of the last meeting were adopted as recorded.

	<u>Action</u>
<u>ITEM 1 - MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING</u>	
3. <u>Blue Beret Camp (BBC) mess.</u> Members were informed that bids for the catering facilities were closed and that, by the end of October 1994, catering facilities would be provided at the BBC mess on a payment basis. The contract will also include the running of the bar. The meeting was advised that sufficient furniture had been ordered for the mess.	CSS
4. <u>Payment of meal allowance - staff officers/men.</u> Members were assured that payment of the meal allowance to the staff officers/men would be made during the week.	CSS
<u>ITEM 2 - VEHICLE ALLOCATION COMMITTEE</u>	
5. Members stressed that there was an urgent need for the Vehicle Allocation/Establishment Committee to convene a meeting, to be chaired by the COS. The purpose of this meeting would be to identify priority areas - based on each department's requirements - for appropriate allocation of the new vehicles expected to arrive in the mission area. Members further reiterated that allocation of vehicles should not be the responsibility of any one department, but rather of the Vehicle Allocation Committee only.	DFC/COS/CMO DCOS SP
<u>ITEM 3 - VEHICLE MAINTENANCE</u>	
6. One member observed that dates given by Britcon workshop for scheduled vehicle maintenance were not being adhered to. Thus, vehicles are often delayed at the workshop. This practice has been hampering the smooth operation of the mission, and the workshop was to be advised to adhere to dates it gives for such maintenance schedules.	DCOS SP
<u>ITEM 4 - MILOBS GP HQ REQUIREMENTS</u>	
7. It was mentioned that the following were urgently needed by MILOBS: <ul style="list-style-type: none"> a. Computers and photocopying machines - all sectors; b. Generators - for use by MILOBS deployed at Bugasera Prefecture; c. Office accommodation - for all MILOB sectors and sub-sectors except Kigali. 	CSS
8. MILOB GP HQ was advised to submit the necessary requirements on paper for them to be addressed.	A/CMO

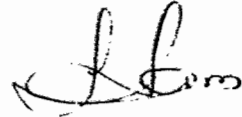
	<u>Action</u>
<u>ITEM 5 - KIGALI AIRPORT SHUTTLE BUS SERVICE</u>	
9. It was observed that the Kigali Airport shuttle bus services do not function effectively and that there is need to improve their efficiency.	DCOS Sp
<u>ITEM 6 - CIVPOL DEPLOYMENT</u>	
10. One member stated that the the Rwandan civil administration had not yet been advised of the future deployment of CIVPOL to all the sectors.	
11. It was therefore suggested that the Ministry of the Interior be informed to relay the message to all the Prefects.	DFC/COS/CMO CIVPOL
<u>ITEM 7 - OTHER MATTERS</u>	
12. <u>Payment of MSA in the field.</u> It was observed that MILOBS are obliged to leave their sectors for Force HQ in order to collect their MSA. This disrupts the performance of their duties. There is therefore a need to come up with a schedule to pay MILOBS in their sectors.	CSS
13. <u>Inclusion of Nairobi in mission area.</u> It was commented that a review of R and R policy by Office of Human Resources Management (OHRM) in New York regarding the inclusion of Nairobi in the mission area was long overdue. A reminder is to be sent to New York.	CSS
14. <u>Claim for losses.</u> Claims for losses of personal items had been submitted but no reimbursement had yet been made. It was decided that re-submission should be made to the Claims Board for the necessary reimbursement.	ALL
15. <u>Interpreters for Bns/Units.</u> It was suggested that Bns/Units be given authority to recruit the services of interpreters in the sectors.	CSS

ITEM 8 - CLOSING REMARKS

Action

16. In his closing remarks, the Chairman stated that there was a need to redefine the future tasks of UNAMIR TAC HQ in Butare. He further stated that this issue would be discussed in detail with DFC/COS/CMO later for a decision to be taken.

17. The meeting came to a close at 1105 hours.



S SAM
Lt Cdr
MA to DFC/COS
Secretary

Distribution:

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Info:

CMO
DCOS OPS
DCOS SP
CHAO
CIVPOL
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CMPO

MA TO FC
CAO

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA

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Office of the DFC/COS
UNAMIR Force HQ
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Nairobi
KENYA

1000.8(DFC)/G/4

05th October 1994

See distribution:

MINUTES OF DFC/COS's WEEKLY ADMINISTRATIVE MEETING
WITH HEADS OF DEPARTMENT
HELD AT FHO CONFERENCE ROOM ON 05 OCTOBER 1994

Present:	Brig. Gen. HK Anyidoho	-	DFC/COS - Chairman
	Col. ID Tikoca		CMO
	Col. J. Arp		DCOS OPS
	Col. Diarra	-	Commissioner CIVPOL
	Col. Moeen		ACMO
	Col. CB Yaache		CHAO
	Col. W. Ramsey		Force Medical Offr
	Mr. PIA Hornsby		CSS
	Lt Col. Chaber		CLOGO
	Lt Col. Getachew Teffera	-	CMPO
	Lt Col. Sam	-	MA to DFC/COS - Sec

OPENING REMARKS

The meeting commenced at 1000 hrs. The Chairman welcoming members to the meeting. The Chairman outlined the situation in the refugee camps that he had visited in Zaire over the

	<u>Action</u>
last few days. He said that the atmosphere in the camps was very tense, and there is occasional harrassment of aid workers. He noted that most of the refugees do want to return to Rwanda, but are afraid of security conditions here after the report submitted by UNHCR. They hold UNAMIR responsible for this, accusing it of supporting the RPF, while at the same time requesting that UNAMIR take a more positive stance in ensuring security across the country.	
2. The Chairman informed the meeting that the Military Spokesman, Maj Plante, has now been appointed Force Provost Marshall.	
3. The minutes of the last meeting were adopted as recorded.	
<u>ITEM 1 - MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING</u>	
4. <u>Review of MSA.</u> There had previously been some discussions regarding an increase before the war. Whey then do we have to face a cut in MSA now that prices have gone up so high in the country? It was felt among the members that there should be a detailed work done to explain in the form of a report why the MSA needs to be reviewed.	DCOS SP CSS
<u>ITEM 2 - DRAFT SOPs</u>	
5. Members were informed that the final draft of the SOPs relevant to each section would be circulated by G3 Plans early this week for any final amendments.	ALL
<u>ITEM 3 - STAFF LIST</u>	
6. One member requested to know the source consulted in compiling the staff list. In view of the expanding force, it was felt that the total number of 43 quoted at headquarters was woefully inadequate.	DCOS SP
<u>ITEM 4 - VEHICLE MAINTENANCE</u>	
7. It was observed that inordinate delays were being experienced in the area of vehicle maintenance. In addition, there appears to be a dearth of spare parts available, a situation exacerbated by a lack of manpower. It was suggested that a decentralized system be set up in the sectors to deal with minor repairs, thereby enabling Britcon personnel to deal with more serious vehicle problems on a more expeditious basis.	DCOS SP
8. A member informed the meeting that the issue of spare parts is being addressed.	CSS

	<u>Action</u>
<u>ITEM 5 - MANAGEMENT OF BLUE BERET CAMP (BBC) MESS</u>	
9. It was observed that there was a need for some ground rules for the running of the Blue Beret Camp (BBC) mess. It was decided that a Mess Committee would be established, composed of the Welfare Officer and one representative from each nation housed in the camp. The Committee will be directly responsible to the COS, and will submit an initial draft of rules and regulations to him for his approval.	DFC/COS
<u>ITEM 6 - CIVPOL ACCOMMODATION</u>	
10. The meeting was advised that CIVPOL had been informed by the RPA that they had to leave the building they were using as their headquarters. No reason was given. CIVPOL is therefore in immediate need of new headquarters.	CSS
<u>ITEM 7 - OTHER MATTERS</u>	
11. <u>Use of UNAMIR liaison officers (LO).</u> One member commented that the UNAMIR LOs were not being fully employed. It was suggested that their role be defined more specifically in order that a better liaison between UNAMIR, humanitarian agencies and the Government be established.	DFC/COS
12. <u>Structural changes to Force HQ (Amahoro Hotel).</u> Members were reminded that, since we are only "borrowing" these premises, no major structural changes should be made in our efforts to improve efficacy of the offices.	CSS
13. <u>PX.</u> The need for a PX was stressed. Members were informed that tenders had been submitted and that bids would close on Monday, 10 October. A decision would therefore be made shortly.	CSS
14. <u>Leave/CTO policy for MILOBS.</u> It was commented that there is no clear UNAMIR policy on this. At present, if MILOBS go on leave/CTO, MSA is automatically being deducted by the Finance Section. The meeting was advised that a message had been sent to UN HQ, New York, for clarification on this.	CMO
15. <u>Meeting of Operations Officers.</u> The need was stressed for the DCOS Ops to hold meetings on a regular basis with the Operations Officers of the battalions/units.	DCOS OPS
16. <u>Clerks for departments.</u> One member stated that the number of clerks employed is insufficient. Members were requested to identify their staff requirements and make a final request to the appropriate quarter for consideration.	CSS

ITEM 8 - CLOSING REMARKS

17. The Chairman thanked members for their contributions and reminded them once again to submit proposed agenda for meetings at least one day before each meeting to MA to DFC/COS for coordination.

ALL

18. The meeting came to a close at 1055 hours.



S SAM
Lt Cdr
MA to DFC/COS
Secretary

Distribution:

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CMO
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CHAO
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