PLEASE RETAIN
ORIGINAL ORDER

[I STRICTLY CONFIDENTIAL]

EL/WG MAY 2009

UN ARCHIVES
SERIES S-1060
BOX 24
FILE 4
ACC. 1998/0281

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR
CIVPOL HQ

To: CPPO

Date:CIVPOL/Memo/1107/95
Ref.:26/12/1995

From: CIVPOL Commissioner

Subject: Attendance Record Sheet

1. I forward herewith, attendance record sheet for the month of December, 1995 for Local Staff Members attached to this section as requested, please.

2. Regards.

UNAMIR

MONTHLY ATTENDANCE RECORD FOR CIVPOL SECTION

LOCAL STAFF

MONTH : DECEMBER YEAR : 1995

ID NO.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
L189	NTAHONDEREYE ANDRE	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			H	P				
L210	MUKANSANGA ALPHONSINE	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			H	P				
L088	FUNDI MARIE CLAUDINE	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			H	P				
L090	DUSINGIZE AGATHE	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			H	P				
L013	GATABAZI JEAN MARIE	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			H	P				
L173	MUKANTABANA VIOLETTE	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			H	P				
L214	MUKESHIMANA MARIE THERESE	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			H	P				
L286	TWAHIRWA LEON	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			H	P				
L170	MUVUNYI JOHN	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			H	P				
L370	KARANGWA S.FRANCOISE	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			H	P				
L381	NDIKUMANA DANIEL FERRY	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			H	P				
L392	PETERMIKE MUGUMYA	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			H	P				
L397	MUREBWAYIRE JACQUELINE	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			H	P				
L395	MUKAMULIGO EMERTHE	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			H	P				
L398	MUTAMURIZA KHADIJA	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			H	P				
L410	MUHONGERWA AGNES	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			H	P				
L409	NAMUBONYE DEVOTA	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			H	P				
L411	NZEYIMANA RAPHAEL	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			H	P				

P PRESENT

A ABSENT

WEEKEND

H OFFICIAL HOLLIDAY

AL ANNUAL LEAVE

SL/C SICK LEAVE CERTIFIED

SL/U SICK LEAVE UNCERTIFIED

DATE 28 DECEMBER 1995

CERTIFIED BY SECTION CHIEF

NAME COLONEL C.O. DIARRA

National Defence / Défense nationale

SICK REPORT – FICHE DE VISITE MÉDICALE

DIAGNOSIS – DIAGNOSTIC o Malaria	DATE 18/12/95	TIME IN – ENTRÉ À	TIME OUT – SORTI À
	SEX – SEXE ☐ M ☐ F	MOC – GMP	UNIT – UNITÉ	RANK – GRADE
	SN – NM	SURNAME – NOM Mure Uwayire	FIRST NAME – PRÉNOM Rachel

RECOMMENDATIONS / DISPOSAL ACTION – RECOMMANDATIONS / MESURES À PRENDRE

TREATMENT PRESCRIBED / REMARKS TRAITEMENT PRESCRIT / REMARQUES	M & D TRAITEMENT ET RETOUR AU TRAVAIL ☐	M & XD TRAITEMENT ET EXEMPT DE SERVICE X .....DAYS / JOURS	SICK IN QTRS MALADE ET CONFINÉ AU LIT X .....DAYS / JOURS	SICK LEAVE CONGÉ DE MALADIE X ....3.....DAYS / JOURS
	M & LD MÉD ET TRAVAUX LÉGERS X .....DAYS / JOURS	ADMIT TO HOSPITAL ADMIS À L'HÔPITAL ☐	DISCHARGED FROM HOSPITAL LIBÉRÉ DE L'HÔPITAL ☐	RETURN TO MIR RETOURNER À LA SALLE D'EXAMEN MÉDICAL DATE
	REFER TO CLINIC CONSULTATION EXTERNE ☐			

SPECIAL NOTES / INSTRUCTIONS – OBSERVATIONS SPÉCIALES / INSTRUCTIONS

OLE OMMUNDSEN M.D.
NORMED FIELD HOSPITAL
KIGALI RWANDA

☐ PRESCRIPTION ☐ PHYSIOTHERAPY PHYSIOTHÉRAPIE ☐ DRESSING PANSEMENT ☐ SUTURES POINTS DE SUTURE ☐ X-RAY RADIOGRAPHIE	☐ REFER TO CLINIC CONSULTATION EXTERNE ☐ REFER FOR ADM. SE PRÉSENTER POUR ADMISSION ☐ EYE CLINIC OPHTALMOLOGIE	TEMPERATURE TEMPÉRATURE PULSE – POULS RESPIRATION

MEDICAL FACILITY – ÉTABLISSEMENT MÉDICAL Normed	SIGNATURE OF MSP – SIGNATURE DU PSM Ommundsen
NEXT OF KIN (HOSPITAL ADMISSION ONLY) – NOM DU PLUS PROCHE PARENT (SI ADMIS À L'HÔPITAL)	

CF 2018 (10-92) 7530-21-904-3305

Design – Dessin: DCA – D Admin M (2-2-2) 3-94

CPPO what is this?
23/11

By: ..... Gaf
Rm n° Personnel (Gasiza)
Date: NOV 24 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

done 26/11/95
Gaf

Via
CPPO

TO: UNAMIR Personnel office

Kigali, o1/11/95

FROM: Gasiza Ruchinya Ngabo
CIVPOL Translator-Interpreter

OBJET: Suspension of my job

Dear sir,

I am suspending my job for the following reasons.
First of all, my return ticket to U.S.A. will expire on 1st december 95, and if i miss this sole opportunity, I will never be able to travel back home since my wages are too low.

Besides, I have been away of my family for one year and it is very important to join them.
I thank you for your anticipated understanding.

Sincerly yours.

c.c./ CIVPOL Commissioner

@ PP's
I want to know if these persons are here

Received on the 9/12/95

Received: 1695
file: DEC 5 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR
CIVPOL HQ

TO: CIVPOL Commissioner

Date: 04 December 1995

FROM: Major Kone
CPTO

REF: CPTO/011/04/12/95

SUBJECT: Absence from their post of MM. D.NDIKUMANA and R.NZEYIMANA

I have to bring to your attention the following:
MM. Ndikumana Daniel and Nzeyimana Raphael, translators, by the CIVPOL memo INT/MEMO 173/93 dated of 13/11/1995 (see attached) were appointed to the Communal Police Training Center of Gishari. Until now, 04 December 1995, both employees have not joined their post of assignment yet.

It is reminded that, before the recruitment, the CIVPOL Commissioner requested me to specify that they must exclusively be assigned for Gishari. Asked about the aforementioned condition, the concerned employees agreed to respect it.

When the memo came out, they raised the issue of money to be left to their family. I personally, gave from my own pocket U$ 100.00 to R.Nzeyimana and RWF 15,000.00 to D. Ndikumana.

Despite such generous gestures, they still refused to join their assignment post with the last excuse of waiting for their November salary payment.

Considering the above mentioned arguments, I am requesting to deduct from their salary the amount equivalent to days of absence from work starting from 13 November to 4 December 1995 that means 15 working days.

Additionally, I am requesting to replace the two translators who, in my opinion were unable to meet the job requirements expected from them by CIVPOL.

Daniel paid the RWF 15000=00 to mr Koni on the 7th Dec 1995

COD/st

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR CPTO 107/13/11/1995

TO: Director of Police
A: Communale, Gishari

DATE: 13 November 1995

REF: CIVPOL/INT/MEMO/173/95

FROM: CIVPOL Commissioner
DE:

INFO: CPTO, CPPO, Mr. Ndikumana Daniel Ferry, Mr. Nzeyimana Raphael

SUBJECT: Postings of Two CIVPOL Interpreters
OBJET:

1. Please be informed that the following two CIVPOL interpreters are posted to the Police Communale Training Centre.

a. Mr. Ndikumana Daniel Ferry, and
b. Mr. Nzeyimana Raphael

2. They should report at their station not later than Wednesday 15 November 1995. It is requested that you inform this office when the officers report for duty accordingly.

3. Regards.

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

NATIONS UNIES
MISSION D'ASSISTANCE AU RWANDA

INTER-OFFICE MEMORANDUM

DATE: December 16, 1995

TO: F. Mbappe
OIC Personnel ai

FROM: J. Lombardo
Special Task Officer

SUBJECT: **CIVILIAN POLICE LOCAL STAFF**

With reference to the SRSG's memo of 7 December, 1995, and subsequent discussions held between myself, ISS staff and the Civpol Commissioner, the following has been decided: the services of all local staff currently working for the Civilian Police component of UNAMIR, with the following three exceptions, will not be required past Saturday 30 December, 1995. This day should be considered their last working day with Civpol.

The three exceptions are the following personnel:

1. Ms. Alphonsine **Mukansanga**
2. Ms. Agathe **Dusingize**
3. Ms. Marie-Claude **Fundi**

Their services will be required by Civpol until Saturday 13 January, 1996. This day should be considered their last working day with Civpol.

Please inform the affected personnel accordingly.

Thank you.

Received N° 1786
By:
Date: 1995

cc: A/CAO
Civpol Commissioner

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

TO: STO
A:

Date: Kigali, 15 December 1995
Ref: CIVPOL/MEMO/1087/95

FROM: C.O. Diarra, Colonel
DE: CIVPOL Commissioner

Subject: Local Staff Assigned to CIVPOL
Objet:

1. Following our meeting of 14/12/95 please find attached the list of CIVPOL local staff together with information on those who are to remain on support of closing activities.

2. Best regards.

CIVILIAN PERSONNEL			
LOCAL PERSONNEL			
SECRETARIES			
SER	ID NO	NAME	REMARK
1.	L-088	Ms. Marie-Claudine Fundi	Remain in the Typing Pool
2.	L-090	Ms. Agathe Dusingize	"
3.	L-210	Ms. Alphonsine Mukansanga	"
4.	L-189	Mr. Andre Ntahondereye	"
5.	L-173	Ms. Violette Mukantabana	To be handed over to CCPO
6.	L-370	Ms. Francoise S. Karangwa	"
7.	L-395	Ms. Emerthe Mukamugigo	"
8.	L-397	Ms. Jacqueline Murebwayire	"
9.	L-398	Ms. Khadija Mutamuriza	"
10.	L-407	Ms. Devota Namubonye	"
11.	L-407	Ms. Agnes Muhogerwa	"
TRANSLATORS			
12.	L-013	Mr. Gatabazi Jean-Marie	To be handed over to CCPO
13.	L-214	Ms. Mukeshimana M. Therese	"
14.	L-286	Mr. Twahirwa Leon	"
15.	L-381	Mr. Daniel Ferry Ndikumana	"
16.	L-411	Mr. Raphael Nzeyimana	"
DRIVERS			
17.	L-170	Mr. Muvunyi John	Remain in the CIVPOL HQs
18.	L-392	Mr. Peter Mugumya	"

UNITED NATIONS **NATIONS UNIES**

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

UNAMIR - MINUAR

TO: STO
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Date: Kigali, 15 December 1995
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6.	L-370	Ms. Francoise S. Karangwa	"
7.	L-395	Ms. Emerthe Mukamugigo	"
8.	L-397	Ms. Jacqueline Murebwayire	"
9.	L-398	Ms. Khadija Mutamuriza	"
10.	L-407	Ms. Devota Namubonye	"
11.	L-407	Ms. Agnes Muhogerwa	"
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16.	L-411	Mr. Raphael Nzeyimana	"
DRIVERS			
17.	L-170	Mr. Muvunyi John	Remain in the CIVPOL HQs
18.	L-392	Mr. Peter Mugumya	"

Local Staff

Secretaries 11

Drivers 2

Interpreters 6.

Total 19

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

INTEROFFICE MEMORANDUM

To: Colonel C.O.Diarra
Commissioner, CIVPOL

Date: 16 November 1995

From: Jose S. Aguirre
Officer-in-Charge, Civilian Personnel

Subject: Staff assigned to CIVPOL

1. Further to our memorandum of 16 November 1995 on the above mentioned subject, please note that we have omitted the name of Mr. Andre NTAHONDEREYE, L-189 who is assigned as Bilingual Secretary in your section. With his inclusion, the number of staff alloted to your section is twenty.

2. Any inconvenience caused is much regretted.

cc: A/Supt. Miriam Scott, CIVPOL

A/Supt. Miriam Scott
CIVPOL

UNAMIR

MONTHLY ATTENDANCE RECORD FOR CIVPOL SECTION

LOCAL STAFF

MONTH : NOVEMBER YEAR : 1995

ID NO.	NAME ANDRE (R)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL
L189	NTAHONDEREYE ANDRE	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P		20
L210	MUKANSANGA ALPHONSINE	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	SL	SL			SL	SL	SL		16
L088	FUNDI MARIE-CLAUDINE	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P		21
L090	DUSINGIZE AGATHE	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			S	P	P		20
L219	GASIZA RUCHINYA NGABO	P	P	P			P	P	P	P	P			P	P	P	P	P			A	P	P	P	P			A	A	A		17
L013	GATABAZI JEAN-MARIE	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P		21
L173	MUKANTABANA VIOLETTE	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P		21
L214	MUKESHIMANA M.THERESE	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	S	P			P	P	P		20
L286	TWAHIRWA LEON	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P		21
L170	MUVUNYI JOHN	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	S	S		19
L370	KARANGWA S.FRANCOISE	A	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P		21
L339	RUTONJI FARUKU	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			A	A	A		18
L007	MWIZERWA YVONNE	A	A	A			A	A	A	A	A			A	A	A	A	A			A	A	A	A	A			A	A	A		ABSENT
L381	NDIKUMANA DANIEL FERRY	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	S		20
L392	PETERMIKE MUGUMYA	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P		21
L397	MUREBWAYIRE JACQUELINE	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P		21
L395	MUKAMULIGO EMERTHE	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P		21
L398	MUTAMURIZA KHADIJA	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P		21

P PRESENT

A ABSENT

WEEKEND

H OFFICIAL HOLLIDAY

AL ANNUAL LEAVE

SL/C SICK LEAVE CERTIFIED

SL/U SICK LEAVE UNCERTIFIED

DATE 29/11/1995

CERTIFIED BY SECTION CHIEF 29/11/1995

NAME

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR
CIVPOL HQ

To: Chief Civilian Personnel Officer

Date: 17/10/1995
Ref.: CIVPOL/MEMO/898/95

From: CIVPOL Commissioner

Subject: Absent from Duty N° L 340 Driver-Peter Musuhuke

1. This is to inform you that the above named Driver attached to CIVPOL has not been reporting for duty from 2nd October 1995 to date.

2. All efforts made to trace his whereabout has proved abortive.

3. In view of the fore going I strongly suggest that he should be replaced.

4. Best regards.

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

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

To: Colonel C.O.Diarra
Commissioner, CIVPOL

Date: 14 November 1995

From: Jose S. Aguirre
Officer-in-Charge, Civilian Personnel

Subject: Staff assigned to CIVPOL

1. We wish to inform you that the request made by you for additional staff have been completed by the Personnel Section.

2. In this connection we wish to inform you that according to our records the full complement of staff members assigned to your section are as follows:

a) Interpreters

Jean Marie GATABAZI	L-013
Ruchinya Ngabo GASIZA	L-219
Raphael NZEYIMANA	L-411

b) Secretary

Emerthe MUKAMUGIGO	L-395 Replaces T.Urayenza

c) Junior Interpreters

Therese M. MUKESHIMANA	L-214
Leon TWAHIRWA	L-286
Daniel Ferry NDIKUMANA	L-381

d) Bilingual Clerks

Marie Claudine Fundi	L-088
Agathe DUSINGIZE	L-090
Alphonsine MUKANSANGA	L-210

e) Clerk

Violette MUKANTABANA	L-173

f Clerk/Typists

Francois S. KARANGWA	L-370
Jacqueline MUREBWAYIRE	L-397
Khadija MUTAMURIZA	L-398
Devota NAMUBONYE	L-407 Replaces Y. MUZERWA
Agnes MUHOGERWA	L-410 Takes the place of Interpreter as requested

g) Drivers

John MUVUNYI	L-170
Faruku Faiz SERUNJOJI	L-339
Peter MUGUMYA	L-392 Replaces P.MUSUHUKE

Kindly update your records.

cc:

A/Chief Personnel Staff

CIVPOL

A/Supt. Miriam Scott
CIVPOL

COD/st

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

for filing
CPPO 13/11/95

TO: Director of Police
A: Communale, Gishari

DATE: 13 November 1995

REF: CIVPOL/INT/MEMO/173/95

FROM: CIVPOL Commissioner
DE:

INFO: CPTO, CPPO, Mr. Ndikumana Daniel Ferry, Mr. Nzeyimana Raphael

SUBJECT: Postings of Two CIVPOL Interpreters
OBJET:

1. Please be informed that the following two CIVPOL interpreters are posted to the Police Communale Training Centre.

a. Mr. Ndikumana Daniel Ferry, and
b. Mr. Nzeyimana Raphael

2. They should report at their station not later than Wednesday 15 November 1995. It is requested that you inform this office when the officers report for duty accordingly.

3. Regards.

UNAMIR

MONTHLY ATTENDANCE RECORD FOR_____SECTION

LOCAL STAFF

MONTH : OCTOBER YEAR : 1995

ID NO.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL

P PRESENT

A ABSENT

WEEKEND

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AL ANNUAL LEAVE

SL/C SICK LEAVE CERTIFIED

SL/U SICK LEAVE UNCERTIFIED

DATE_____

CERTIFIED BY SECTION CHIEF_____

NAME_____

UNAMIR

MONTHLY ATTENDANCE RECORD FOR_____SECTION

,LOCAL STAFF

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SL/U SICK LEAVE UNCERTIFIED

DATE_____

CERTIFIED BY SECTION CHIEF_____

NAME_____

UNAMIR

MONTHLY ATTENDANCE RECORD FOR_____SECTION

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AL ANNUAL LEAVE

SL/C SICK LEAVE CERTIFIED

SL/U SICK LEAVE UNCERTIFIED

DATE_____

CERTIFIED BY SECTION CHIEF_____

NAME_____

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR
CIVPOL HQ

To: CPPO

Date:CIVPOL/Memo/~~847~~/95 932/95
Ref.:3/10/1995

From: CIVPOL Commissioner

Subject: Attendance Record Sheet

1. I forward herewith, attendance record sheet for the month of ~~September~~ october, 1995 for Local Staff Members attached to this section as requested, please.

2. Regards.

UNAMIR

MONTHLY ATTENDANCE RECORD FOR CIVPOL SECTION

LOCAL STAFF

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ID NO.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
L189	NTAHONDAGBEYE ABABE		P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	H	P	P	P			P	P	22
L210	MUKANSANGA ALPHONSINE		P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			AL	AL	AL	AL	AL			P	P	17
L088	FUNDI MARIE CLOUDINE		P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	22
L090	DUSINGIZE AGATHE		AL	AL	AL	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	19
L219	GASIZA RUCHINYA NGABO		P	P	P	P	P			P	P	P	P	P			P	P	SL/C	SL/C	SL/C			SL/C	SL/C	SL/C	SL/C	SL/C			SL/C	SL/C	12
L013	GATABAZI JEAN MARIE		P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	22
L173	MUKANTABANA VIOLETTE		P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	22
L214	MUKESHIMANA M. THERESE		P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	22
L286	TWAHIRWA LEON		P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	22
L170	MUVUNYI John		P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	22
L370	KARANGWA S. FRANCAISE		P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	22
L339	RUTONJI FARUKU		P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	22
L007	MUIZERWA YVONNE		P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			AB	AB	AB	AB	AB			AB	AB	15
L381	NDIKUMANA DANIEL FERRY		P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	22
L392	PETERMIKE MUGUMYA																							P	H	P	P	P			P	P	[illegible]
L397	Murebwayire Jacqueline																							P	P	P	P	P			P	P	7
L395	Mukamuligo Emerthe																							P	H	P	P	P			P	P	6
L398	Mutamuriza Khadija																							P	H	P	P	P			P	P	6

P PRESENT

A ABSENT

WEEKEND

H OFFICIAL HOLLIDAY

AL ANNUAL LEAVE

SL/C SICK LEAVE CERTIFIED

SL/U SICK LEAVE UNCERTIFIED

DATE_____

CERTIFIED BY SECTION CHIEF_____

NAME_____

CPPO
For urgent action
Ralph

Received
By:
Rm n°
Date: OCT 27 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

Date: 25 October 1995

To: All Section/Unit Chiefs

From: Jose S. Aguirre
Officer-in-Charge, Civilian Personnel

Subject: Attendance record sheets

Please submit attendance records for the month of September 1995 in respect of local staff members in your section/unit no later than Monday, 30 October 1995.

Thank you for your usual cooperation.

UNAMIR

MONTHLY ATTENDANCE RECORD FOR_____SECTION

LOCAL STAFF

MONTH : OCTOBER YEAR : 1995

ID NO.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL

P PRESENT

A ABSENT

WEEKEND

H OFFICIAL HOLLIDAY

AL ANNUAL LEAVE

SL/C SICK LEAVE CERTIFIED

SL/U SICK LEAVE UNCERTIFIED

DATE_____

CERTIFIED BY SECTION CHIEF_____

NAME_____

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: Personnel Officer, Local Staff Administration
UNAMIR

From: JOHN-MUUUNYA ID.No: C.170

Title: DRIVER Section/Unit: CIVPOL

Subject: Request for Annual leave

I am hereby, submitting a request for annual leave as follows:

	From	To	Accrued Annual Leave or Hours to be recuperated.
Annual leave :	10-11-95	23-11-95	10-ONLY
Hours to recuperate:	—	—	—

Date : 3-10-95 Signature of staff member: .....

FOR PERSONNEL USE

The staff member's Leave Records are verified and the staff member has accrued :
..... days of Annual Leave as at :.....
..... Number of hours to be recuperated.

OBSERVATIONS : Personnel Section : .....

OBSERVATIONS : Finance Section :.....

Date Approval: 3/11/95 Signature of Supervisor.....

Date Approval: ..... Local Staff Administration.....

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

To: Personnel Officer, Local Staff Administration
UNAMIR

From: JOHN-MUUUNYI ID.No: C.170

Title: DRIVER Section/Unit: CIVPOL

Subject: Request for Annual leave

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Hours to recuperate:	—	—	—

Date : 3-10-95 Signature of staff member: .....

FOR PERSONNEL USE

The staff member's Leave Records are verified and the staff member has accrued :
..... days of Annual Leave as at :.....
..... Number of hours to be recuperated.

OBSERVATIONS : Personnel Section : .....

OBSERVATIONS : Finance Section.:.....

Date Approval: 31/11/95 Signature of Supervisor.....

Date Approval: ..... Local Staff Administration.....

U

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR
CIVPOL HQ

To: All Divisions

From: CIVPOL Commissioner

Subject: Posting of Local Staff

Date: 1 November 1995
Ref.:CIVPOL/INT/MEMO/161/95

1. Please find the attached list of posting of local staff assigned to your section/unit.

2. The six local staff should report at your section not later than Thursday 2nd November 1995. It is requested that you inform this office when the local staff report for duty accordingly.

3. Regards.

cc:
- Miss Khadija Mutamuriza
- Miss Jacqueline Murebwayire
- Miss Emerthe Mukamuligo
- Miss Agathe Dusingize
- Miss Devota Namubonye
- Miss Agnes Muhongerwa

SER	UN ID	NAME	POSTED FROM	POSTED TO
1.	L 398	Khadija Mutamuriza	CIVPOL HQ	Training Div.
2.	L 397	Jacqueline Murebwayire	"	Typing pool HQ
3.	L 395	Emerthe Mukamurigo	"	Training Div.
4.	L 090	Agathe Dusingize	"	"
5.	L 407	Devota Namubonye	"	"
6.	L 410	Agnes Muhongerwa	"	Secretariat

U

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

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CIVPOL HQ

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5.	L 407	Devota Namubonye	"	"
6.	L 410	Agnes Muhongerwa	"	Secretariat

CPPO

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR
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- Miss Jacqueline Murebwayire
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SER	UN ID	NAME	POSTED FROM	POSTED TO
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3.	L 395	Emerthe Mukamurigo	"	Training Div.
4.	L 090	Agathe Dusingize	"	"
5.	L 407	Devota Namubonye	"	"
6.	L 410	Agnes Muhongerwa	"	Secretariat

Daniel:

A Bordeaux

avant midi

CA

Vu CPTC pour suite

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

By: .....
Date: OCT 25 1995

A: CIVPOL COMMISSIONER

DATE:23/October/95

DE: CPTO

REF:CPTO/008/95

OBJET: Demande de cinq Secrétaires

1. J'ai l'honneur de vous rendre compte de ce que la Division Instruction est confrontée à d'énormes difficultés dans la dactylographie des fiches pédagogiques.

2. Le nombre de secrétaire qui est de deux n'arrive pas à couvrir le volume de travail. Chaque semaine,nous recevons les copies de douze matières à dactylographier, finaliser et tirer en 600 exemplaires. A cela, il faut ajouter le retard accusé au cours des semaines passées que nous cherchons à rattraper.

3. Pour faire face à ce travail, et en prévision de l'ouverture très prochaine de l'école de la Police Communale de Gishari, je vous demanderai de bien vouloir mettre à ma disposition cinq secrétaires pour la dactylographie.

4. Je souhaiterai, en cas de suite favorable, que l'on tienne compte de la qualité des secrétaires dans le choix quand on sait que la qualité du travail demandé peut aussi s'en ressentir.

To : CIVPOL COMMISSIONER

FROM : C P TO

October, 23rd, 1965

Ref: C P TO/008/95

OBJECT: REQUEST OF FIVE SECRETARIES

1. I submit in the report about the educational problem of slips typing that we have in the instruction division.

2. The number of two secretaries can't refound the labours volume. Every week, we receive copies of twelve matters to be typed, finished and extracted in 600 copies. On that, we have to add that we regret the delay of last weeks which must be repaired.

3. In order to face that labour and in expectation of next opening of the police's school in BISTHAGI Commune, I would like to request for five secretaries for typing on my disposal.

4. I would wish, in the case of favorable retinue, to take into consideration of the secretaries' quality in the choice, as we know that the requested labour may show the effect.

Vu CPTO pr archivé

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Received in: 14.58
By:
Date: OCT 25 1995

A: CIVPOL COMMISSIONER

DATE:23/October/95

DE: CPTO

REF:CPTO/008/95

OBJET: Demande de cinq Secrétaires

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11088 CPPO
11089 Benoit

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR
CIVPOL HQ

To: CPPO

Date: CIVPOL/Memo/847/95
Ref.: 3/10/1995

From: CIVPOL Commissioner

Subject: Attendance Record Sheet

1. I forward herewith, attendance record sheet for the month of ~~September~~ octobre, 1995 for Local Staff Members attached to this section as requested, please.

2. Regards.

8 98

CPPO

UNITED NATIONS **NATIONS UNIES**

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

UNAMIR - MINUAR

for filing
CPPO 19/10/95

TO: Mr. Joey Aguirre
A: Chief, Civilian Personnel Office

Date: 18 October 1995

Ref: CIVPOL/MEMO/900/95

FROM: C.O. Diarra, Colonel
DE: CIVPOL Commissioner

Subject: Update of CIVPOL Personnel
Objet:

.... 1. Please find here attached CIVPOL personnel input and actual situation for the two training centres.

2. I would appreciate if an immediate action be taken to perform the task accordingly.

3. Regards.

CIVPOL/UNDP RUHENGERI/GISHARI TRAINING PROJECT
UNAMIR PERSONNEL INPUT AND ACTUAL SITUATION

18 October 1995

	No. of Personnel Requested	No. of Personnel	Short Fall
1.	International interpreter to coordinate and supervise and review the work of local interpreters	Nil	1
2.	4 additional local interpreters	2	2
3.	2 additional drivers	2 Mr. Musuhuke Peter - (Absent since 2nd October 1995, needs a replacement) Mr. Serunjoji Faruku	1
4.	7 additional drivers Reference CITMM Memo of 6 October 1995	7	7
5.	1 secretary recruited previously has resigned (Mr. Theoneste Urayeneza) since 1/10/95. No replacement has been done	1	1
6.	4 additional local secretaries	2 Ms. Violette Mukantabana & Ms. Yvonne Mwizerwa	2

CPPO

file CPPO 19/10/95

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR
CIVPOL HQ

To: Chief Civilian Personnel Officer

Date: 17/10/1995
Ref.: CIVPOL/MEMO/898/95

From: CIVPOL Commissioner

Subject: Absent from Duty N° L 340 Driver-Peter Musuhuke

1. This is to inform you that the above named Driver attached to CIVPOL has not been reporting for duty from 2nd October 1995 to date.

2. All efforts made to trace his whereabout has proved abortive.

3. In view of the fore going I strongly suggest that he should be replaced.

4. Best regards.

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

TO: Mr. K. Nilsvang
A: Chief, Civilian Personnel Office

Date: 21 September 1995

Ref: CIVPOL/MEMO/799/95

FROM: C.O. Diarra, Colonel
DE: CIVPOL Commissioner

Subject: Update of Staffing List
Objet:

Reference your memo of 19th September 1995.

1. I would like to bring to your attention that the following two local staff members are missing in the list you have attached to.

STAFF MEMBER	NATN	TITLE	DATE OF TRANSFER TO CIVPOL
Mr. MUVUNYI John	RWA	Driver	26/6/95
Ms. MWIZERWA Yvonne	RWA	Secretary	24/8/95

2. Regards.

UNITED NATIONS NATIONS UNIES

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA (UNAMIR)

JOB DESCRIPTION

Section: OFFICE OF THE CIVILIAN POLICE

Unit: CIVPOL HEADQUARTERS

Location: Country: RWANDA City: KIGALI

Functional title: TRANSLATOR

Current incumbent:

Direct supervisor: COLONNEL O.C.DIARRA,CIVPOL COMMISSIONER
(Name & Functional title)

PART 1: FUNCTIONS TO PERFORMED	
FUNCTION	**PERCENTAGE OF TOTAL WORK**
MAIN FUNCTIONS	
Translation/simultan interpretation of subjects given in classrooms by instructors	80%
Translation of correspondance or official documents from different authorities	10%
SECONDARY FUNCTIONS	
Translation of prepared speeches for official occasions	5%
Interpretation duties for CIVPOL observers	5%
TOTAL	100%

UNITED NATIONS NATIONS UNIES

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA (UNAMIR)

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Functional title: TRANSLATOR

Current incumbent:

Direct supervisor: (Name & Functional title) COLONNEL O.C.DIARRA,CIVPOL COMMISSIONER

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Translation/simultan interpretation of subjects given in classrooms by instructors	80%
Translation of correspondance or official documents from different authorities	10%
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Translation of prepared speeches for official occasions	5%
Interpretation duties for CIVPOL observers	5%
TOTAL	100%

UNITED NATIONS NATIONS UNIES

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA (UNAMIR)

JOB DESCRIPTION

Section: OFFICE OF THE CIVILIAN POLICE

Unit: CIVPOL HEADQUARTERS

Location: Country: RWANDA City: KIGALI

Functional title: BILINGUAL SECRETARY

Current incumbent:

Direct supervisor: COLONNEL O.C.DIARRA,CIVPOL COMMISSIONER
(Name & Functional title)

PART 1: FUNCTIONS TO PERFORMED	
FUNCTION	**PERCENTAGE OF TOTAL WORK**
MAIN FUNCTIONS	
Translation of CIVPOL jobs (memos,sitreps, reports) in different languages and to type them	70%
Interpretation of interviews for CIVPOL observers	20%
SECONDARY FUNCTIONS	
To keep and to organize the filing system	10%
TOTAL	100%

file 11/10/93

CIVILIAN PERSONNEL				
LOCAL PERSONNEL				
SECRETARIES				
1.		Ms.	Agathe Dusingize	Rwanda
2.		Ms.	Alphonsine Mukansanga	Rwanda
3.		Mr.	Andre Ntahondereye	Rwanda
4.		Ms.	Marie-Claudine Fundi	Rwanda
5.		Mr.	Theoneste Urayeneza	Rwanda
6.		Ms.	Violette Mukantabana	Rwanda
7.		Ms.	Yvonne Mwizerwa	Rwanda
TRANSLATORS				
1.		Mr.	Gatabazi Jean-Marie	Rwanda
2.		Mr.	Gasiza Ruchinya Ngabo	
3.		Mr	Mukeshimana M. Therese	Rwanda
4.		Mr.	Twahirwa Leon	Rwanda
DRIVERS				
1.		Mr.	Muvunyi John	Rwanda
2.		Mr.	Musuhuke Peter	Rwanda
3.		Mr.	Serunjoji Faruku	Rwanda

URAYENEZA Théoneste L 116

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

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

Background Latin and Modern languages (Db), History (Bac II)
Languages. English, French, Kiswahili, Kinyarwanda, Latin
Technical skills Computer, Electric Machine in typing.
Experience 3 years (Teaching in secondary school History, Geographie and Kinyarwanda)
Mobility 3 Months in UNHCR. 7 Months in UNAMIR (Teleph. Operator, Bilingual Secretary)
I'm able to go outside for work.

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

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

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

file-In 22 opp0 10/18/95

International Staff

	Ms. Sissay Tadesse	Bilingual Secretary

Local Staff

1.	Ms. Agathe Dusingize	Bilingual Clerck
2.	Ms. Alphonsine Mukansanga	"
3.	Ms. Claudine Fundi	"
4.	Mr. Theoneste Urayeneza	"
5.	Mr. Jean-Marie Gatabazi	Translator
6.	Mr. Gachinyangabo Gasiza	"
7.	Mr. Muvunyi John	Driver

Routes for withdrawal

- Each sector to study the likely routes of withdrawal

- Units will be responsible for security of evacuation routes within their boundaries

Role of UNCIVPOL - Alert Stage 2

(i) Crowd Control
Guarding of key points
Liaison with Gendarmerie

Local Staff

Received 10.12.13
By:
Ref:
Date:

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

file in
10/10/95

A: Mr. K. Nilsvang
CCPO

Date : 6/9/1995

DE : Mr. Twahirwa Léon
C/O UNCIVPOL
Training Branch

OBJECT : Demande de Rehaussement en Grade

1. J'ai l'honneur de m'adresser auprès de votre haute bienveillance pour solliciter un rehaussement en grade conformément à la tâche qui m'est assignée comme Interprête-Traducteur.

2. En effet, j'ai été engagé comme interprête à l'AUSMED (UN Hospital) mais le travail comportait aussi bien la traduction que l'interprétation. Il en est de même que le travail actuel au sein du CIVPOL.

3. En outre, mon Chef de Service à l'AUSMED avait tout fait pour plaider ma cause auprès du Chef du Personnel précédent, malheureusement, ce cas n'a pas été considéré.

4. En fait, personne de mes collègues n'a pas un grade aussi minime que le mien.

5. Espérant une suite aussi prompte que favorable à ma demande, je vous prie d'agréer, Monsieur le Chef du Personnel, l'expression de mes sentiments les meilleurs.

cc: - CIVPOL Commissioner

- Training Branch CPTO

file - la copo
10/10/95

Received No. 1355
By:
Date: OCT - 4 1995

UNITED NATIONS
ASSISTANCE MISSION IN RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: A: Monsieur le Chef du Personnel

Date: 3/10/1995

FROM: DE: URAYENEZA Théoneste

SUBJECT: OBJET: Résilliation du Contract

1. Monsieur le Chef du Personnel, j'ai l'honneur de vous mettre au courrant de ma résilliation du Contrat avec la MINUAR/UNCIVPOL à partir du 1 Octobre 1995

2. Tout en vous remerciant des services que vous m'avez rendu, je vous prie d'agréer, Monsieur le Chef du Personnel, l'expression de mon profond respect.

C.P.I: CIVPOL Commissioner

file - h zzoppo
10/10/95

To: CIVPOL Commissioner

From: A. Koumago, Chief Local Staff Unit
Civilian Personnel Section

16 August 1995

Subject: Transfer of staff members
Mukeshimana, Marie-Therese
Twahirwa, Leon

==========

Further to your request for additional Locally recruited Interpreters, I am pleased to transfer Ms. Mukeshimana, M-T. and Mr. Twahirwa, Leon from AUSMED to CIVPOL effective 21 August 1995.

Staff members will report to your Office for briefing on Thursday, 17 August 1995.

Regards.

CC: Mukeshimana, M-T
Twahirwa, Leon
Sms' file

URGENT
Jimmy
check
and prepare
answer
for
22/9

Received No. 1266
By:
Date: SEP 20 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEUR

Date: 19 September 1995

TO: Colonel Cheick Oumar Diarra
CIVPOL Commissioner

FROM: K. Nilsvang
Chief Civilian Personnel Officer

SUBJECT: **Update of Staffing List**

... Please find attached the list of staff members assigned to your Section/Unit. Kindly verify and forward it to Personnel Section, with any correction, no later than Thursday 21 September 1995, in order that we may update our UNAMIR Staffing List.

Your assistance in this regard is highly appreciated.

cc: Mr. William Clive

OFFICE OF THE CIVILIAN POLICE (03)

	USG	ASG	D2	D1	P5	P4	P3	P2	P1	TOTAL	SENIOR GS	INTER. GS	FS	SS	TOTAL INTER	LOCAL	UNV	GRAND TOTAL
AUTHORIZED*												-			-	-		-
CURRENT STAFFING												1			1	12		13
SELECTED PENDING ASSIGNEMENT												-			-	-		-
BALANCE												+1			+1	+12		+13

POST NO	STAFF MEMBER	LEVEL	NATN	TITLE	DATE OF ARRIVAL DD/MM/YY	TYPE OF APP./ DUTY STATION	EXPIRY DATE DD/MM/YY	INDEX NO.	REMARKS
	TADESSE, S.	G-4	ETH	Bilingual Sec.	19/10/94	/UNECA	31/12/95	808388	
	GATABAZI, J.M.	LG-5	RWA	Translator	16/08/94	LDA			
	DUSINGIZE, A.	LG-3	RWA	Bilingual Clerk	19/09/94	LDA			
	NTAHONDEREYE, A.	LG-4	RWA	Bilingual Sec.	07/12/94	LDA			
	GASIZA, RUCHINYA N.	LG-5	RWA	Translator	16/2/95	LDA			
	URAYENEZA, T.	LG-3	RWA	Clerk	24/10/94	LDA			
	FUNDI, M.C.	LG-3	RWA	Bilingual Clerk	16/09/94	LDA			
	MUKANSANGA, A.	LG-3	RWA	Bil. Clerk	24/01/95	LDA			
	TWAHIRWA, LEON	LG-3	RWA	Jr. Interpreter	03/07/95	LDA			Transfered 21/8/95
	MUKESHIMANA, M.T.	LG-3	RWA	Jr. Interpreter	08/02/95	LDA			Transfered 21/8/95
	MUKANTABANA, V.	LG-3	RWA	Clerk	28/11/94	LDA			Transfered
	SERUNJOJI, FARUKU F.	LG-2	RWA	Driver	15/08/95	LDA			
	MUSUHUKE, PETER	LG-2	RWA	Driver	15/08/95	LDA			
	KARANGWA, S.	LG-3	RWA	Secretary	11/09/95	LDA			

Yvonne Musitevuwa 24/8/95
Muvunyi John 26/6/95
~~Director~~ 8/9/95

UNAMIR

MONTHLY ATTENDANCE RECORD FOR CIVILIAN POLICE SECTION

LOCAL STAFF

MONTH : SEPTEMBER YEAR : 1995

ID NO.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL
L189	NTAHONDEREYE ANDRE	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P		21
L116	URAYENEZA THEONESTE	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P		21
L210	MUKANSANGA ALPHONSINE	P		P	P	P	P	P	P			P	P	P	P	P			P	P	P	P	AL			AL	P	P	P	P		21
L088	FUNDI MARIE CLAUDINE	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	AL			AL	P	P	P	P		21
L219	GASIZA RUCHINYA NGABO	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	A	A	A		18
L013	GATABAZI JEAN MARIE	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P		21
L173	MUKANTABANA VIOLETTE	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P		21
L286	TWAHIRWA LEON	P			P	P	P	P	P			P	P	AL	AL	AL			AL	AL	AL	P	P			P	P	P	P	P		21
L214	MUKESHIMANA MARIE THERESE	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P		21
L170	MUVUNYI JOHN	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P		21
L340	MUSUHUKE PETER	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P		21
L090	DUSINGIZE AGATHE	P			P	P	P	P	P			P	P	P	P	P			AL	AL	AL	AL	AL			AL	AL	AL	AL	AL		21
L339	SERUNJOJI FARUKU	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P		21
L007	MWIZERWA YVONNE	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	AL			AL	P	P	P	P		21
L340	KARANGWA S. FRANCOISE								P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P		16
L381	NDIKUMANA DANIEL FERRY																						P			P	P	P	P	P		6

P PRESENT

A ABSENT

WEEKEND

H OFFICIAL HOLLIDAY

AL ANNUAL LEAVE

SL/C SICK LEAVE CERTIFIED

SL/U SICK LEAVE UNCERTIFIED

DATE 30 SEPTEMBER 1995

CERTIFIED BY SECTION CHIEF

NAME COL. C.O. DIARRA

CIVPOL COMMISSIONER

UNAMIR

MONTHLY ATTENDANCE RECORD FOR Ausmed Hospital SECTION

LOCAL STAFF

MONTH : AUGUST YEAR : 1995

ID NO.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
1214	MUKESHIMANA M. Thérèse	P	P	P	P			P	P	P	P	P			P	P	P	P	P														
1286	TWAHIRWA Léon	P	P	P	P			P	P	P	P	P			P	P	P	P	P														

P PRESENT

A ABSENT

WEEKEND

H OFFICIAL HOLLIDAY

AL ANNUAL LEAVE

SL/C SICK LEAVE CERTIFIED

SL/U SICK LEAVE UNCERTIFIED

DATE 22 AUG95

CERTIFIED BY SECTION CHIEF RMScott

NAME WO2 RM SCOTT AUSMED

civpol / memo / 719 / 95

UNAMIR

MONTHLY ATTENDANCE RECORD FOR CIVPOL SECTION

LOCAL STAFF

MONTH : AUGUST YEAR : 1995

ID NO.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
L189	NTAHONDEREYE ANDRE	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P							
L116	URAYENEZA THEONESTE	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P			
L210	MUKANSANGA ALPHONSINE	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P			
L088	FUNDI MARIE CLAUDINE	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P			
L219	GASIZA RUCHINYA NGABO	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P			
L013	GATABAZI JEAN MARIE	P	P	P	AL			AL	AL	AL	AL	AL			AL	AL	AL	AL	AL			P	P	P	P	P			P	P			
L173	MUKANTABANA VIOLETTE															P	P	P	P			P	P	P	P	P			AL	AL			
L214	MUKESHIMANA M. THERESE																					P	P	P	P	P			P	P			
L286	TWAHIRWA LEON																					P	P	P	P	P			P	P			
L170	MUVUNYI JOHN	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P			
L340	MUSUHUKE PETER														P	P	P	P	P			P	P	P	P	P			P	P			
L090	DUSINGIZE AGATHE	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P			
L339	SERUNJOJI FARUKU														P	P	P	P	P			P	P	P	P	P			P	P			
L007	MWIZERWA YOHANE																																

P PRESENT

A ABSENT

WEEKEND

H OFFICIAL HOLLIDAY

AL ANNUAL LEAVE

SL/C SICK LEAVE CERTIFIED

SL/U SICK LEAVE UNCERTIFI .

DATE 25 August 1995

CERTIFIED BY SECTION CHIEF

NAME COL. C.O. DIARRA

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: See distribution list
A:

Date: Kigali, 1 September 1995
Ref: CIVPOL/INT/MEMO/63/95

FROM: C.O. Diarra, Colonel
DE: CIVPOL Commissioner

Subject: Posting of CIVPOL Secretaries
Objet:

1. As of today 1st September 1995 the secretaries assigned to CIVPOL will be posted as follows:

TYPING POOL

a. Ms. Alphonsine Mukansanga
b. Ms. Claudine Fundi

TRAINING SECTION

a. Ms. Mukantabana Violette
b. Ms. Mwizerwa Yvonne
c. Ms. Agathe Dusingize
d. Mr. Theoneste Urayeneza

RUHENGERI TRAINING SCHOOL

a. Mr. Ntahondereye Andre

2. Regards.

Distribution list

CPMTS
Chief of Sections
Secretaries

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

UNAMIR - MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

Received No. 1095
By:
Date: AUG AOUT 16 1995

To: CIVPOL Commissioner

From: A. Koumago, Chief Local Staff Unit
Civilian Personnel Section

16 August 1995

Subject: Transfer of staff members
Mukeshimana, Marie-Therese
Twahirwa, Leon

==========

Further to your request for additional Locally recruited Interpreters, I am pleased to transfer Ms. Mukeshimana, M-T. and Mr. Twahirwa, Leon from AUSMED to CIVPOL effective 21 August 1995.

Staff members will report to your Office for briefing on Thursday, 17 August 1995.

Regards.

CC: Mukeshimana, M-T
Twahirwa, Leon
Sms' file

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

To : Mr. K. Nilsvang. Date : 31 May 1995
CCPO

From : CIVPOL Commissioner. Ref.: CIVPOL/MEMO/460/95

Info : CITMM, OSRSG/CIVPOL Liaison Officer.

Subject : Personnel Requirement for CIVPOL - Civilian Drivers.

1. Following the Visit of the SRSG on 6 May, 1995 to the CIVPOL HQ.,a request was made among other things for Civilian drivers to be attached to CIVPOL HQ. to meet our daily despatch and other essential running needs. The SRSG mandated me to put up a request.

2. I am therefore bringing this information to your notice to enable you take all necessary action to post two Civilian drivers to CIVPOL HQ. to meet the above mentioned personnel needs (duty drivers) of CIVPOL, please.

3. Thank you for your usual cooperation.

4. Regards.

PPL06e
C

Received in: 9/7092
By:
File:
Date: AUG AOUT 16 1995

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

12 August 1995

TO: Col C.O. Diarra, CIVPOL Commissioner

INFO: Mr. W. Clive, CISS
Mr. K. Nilsvang, CCPO
Mr. T. Woods, BRSC PGM
Col S. Kumar, COS

FROM: J. Albert, DCCM

SUBJECT: RETENTION/UPGRADING OF CLEANERS

REF: Your letter same subject dated 9 Aug 95 (Enclosed)

1. With regards to your request in the ref letter, this office has no problem to ask BRSC to fire this three cleaners so that they can be upgraded to new positions within your organization. I have taken the liberty to pass your request to CCPO since there are no provision in the new Contract for these types of position.

2. I would like to remind you that all official correspondences that you wish to send to BRSC have to be channeled through CMC. This is to ensure that all UNAMIR requests are within the Contract limits as well as to establish priority of scarce resources.

3. Regards.

Attachment: 1

2878

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

CCMC

To : *OIC Brown and Root* *Date : 9/8/95*
Attn. : *mr. Tommy Woods*

From : *COL.C.O. Diarra* *Ref. CIVPOL/MEMO/656/95*
CIVPOL Commissioner

Info : *COS, CAO* (1)
UNAMIR HQ

Subject : *Retention/Upgrading of Cleaners*

1. During the last fortnightly Administrative meeting held on 1 August, 1995, the Chief of Staff on a request by the CIVPOL representative consented to the retention and upgrading of the following three cleaners attached to the former CIVPOL Headquarters, KIMIHURURA to the post indicated against their names :

1) Miss NAMUBONYE Devota :	*Clerk in CIVPOL Personnel Section*
2) Mr. IYAGASORE Bosco :	*Storeman (CIVPOL Logistics Assistant)*
3) Miss MUHONGERWA Agnès Marry Aline :	*Despatch Clerk in CIVPOL Secretariat.*

2. I would appreciate if you could take immediate necessary action concerning the three (3) Local Staff as they had since assumed duty in their new offices, please.

3. Regards.

(2) CCPO
this letter was sent by mistake to me. BRSC is not involved in this type of employment.

OP Pl 800
for urgent action

Recei: 983
By: EIV pol
Date: 20 JUL 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

Date: 20 July 1995

To: All Section/Unit Chiefs

From: A. KOUMAGO, Chief
Local Staff Unit, UNAMIR

Subject: Attendance record sheets

I should be grateful if July's attendance records for local staff members could be submitted to this Office no later than Friday, 28 July 1995.

Thank you for your usual cooperation.

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

TO : CCPO **DATE :** 26/7/95

FROM: CIVPOL Commissioner **Ref :** CIVPOL/MEMO/621/95

SUBJECT : Attendance Record Sheet

.... 1. I forward herewith, attendance record sheet for the month of July, 1995, for local staff members attached to this section as requested, please.

2. Regards.

UNAMIR

MONTHLY ATTENDANCE RECORD FOR CIVILIAN POLICE SECTION

LOCAL STAFF

MONTH : JULY YEAR : 1995

ID NO.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
L013	GATABAZI, Jean Marie	H		P	H	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	20
L031	KAMPAYANA, Theobald	H			H																												
L189	NTAHONDEREYE, Andre	H		P	H	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	20
L088	FUNDI, Marie Claudine	H		P	H	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	20
L090	DUSINGIZE, Agathe	H		P	H	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	20
L219	GASIZA, Ruchinya Ngabo	H		P	H	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	20
L166	URAYENEZA, Theoneste	H		P	H	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	20
L210	MUKANSANGA, Alphonsine	H		P	H	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	20
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P PRESENT

A ABSENT

WEEKEND

H OFFICIAL HOLLIDAY

AL ANNUAL LEAVE

SL/C SICK LEAVE CERTIFIED

SL/U SICK LEAVE UNCERTIFIED

DATE 26-7-1995

CERTIFIED BY SECTION CHIEF

NAME COLONEL O. C. DIARRA

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : CCPO **DATE :** 26/7/95

FROM: CIVPOL Commissioner **Ref :** CIVPOL/MEMO/621/95

SUBJECT : Attendance Record Sheet

1. I forward herewith, attendance record sheet for the month of July, 1995, for local staff members attached to this section as requested, please.

2. Regards.

UNAMIR

MONTHLY ATTENDANCE RECORD FOR CIVILIAN POLICE SECTION

LOCAL STAFF

MONTH : JULY YEAR : 1995

ID NO.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
L013	GATABAZI, Jean Marie	H		P	H	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	20
L031	KAMPAYANA, Theobald	H			H																												
L189	NTAHONDEREYE, Andre	H		P	H	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	20
L088	FUNDI, Marie Claudine	H		P	H	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	20
L090	DUSINGIZE, Agathe	H		P	H	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	20
L219	GASIZA, Ruchinya Ngabo	H		P	H	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	20
L166	URAYENEZA, Theoneste	H		P	H	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	20
L210	MUKANSANGA, Alphonsine	H		P	H	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	[illegible]
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P PRESENT

A ABSENT

WEEKEND

H OFFICIAL HOLLIDAY

AL ANNUAL LEAVE

SL/C SICK LEAVE CERTIFIED

SL/U SICK LEAVE UNCERTIFIED

DATE 26-7-1995

CERTIFIED BY SECTION CHIEF

NAME COLONEL O. C. DIARRA

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: : CCPO

Date : 30/6/95

From : CIVPOL Commissioner

Ref. : CIVPOL/MEMO/552/95

Subject : Attendance Record Sheet

... 1. I forward herewith, attendance record sheet for the month of June, 1995, for local staff members attached to this section as requested, please.

2. Regards.

UNAMIR

MONTHLY ATTENDANCE RECORD FOR CIVILIAN POLICE

LOCAL STAFF

MONTH : JUNE YEAR : 1995

ID NO.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL
L013	Gatabazi, Jean Marie	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P	22
L031	Kampayana, Theobald	A	A			A	A	A	A	A			A	A	A	A	A			A	A	A	A	A			A	A	A	A	A	—
L189	Ntahondereye, Andre	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P	22
L88	Fundi, Marie Claudine	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P	22
L219	Gasiza, Ruchinya Ngabo	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P	22
L090	Dusingize, Agathe	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P	22
L166	Urayeneza, Theoneste	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P	22
L210	Mukansanga, Alphonsine	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	P	22

P PRESENT

A ABSENT

WEEKEND

H OFFICIAL HOLLIDAY

AL ANNUAL LEAVE

SL/C SICK LEAVE CERTIFIED

SL/U SICK LEAVE UNCERTIFIED

DATE 30-6-1995

CERTIFIED BY SECTION CHIEF for Chief Supt.

NAME COLONEL O. C. DIARRA.

International Staff

Ms. Sissay Tadesse	Bilingual Secretary

Local Staff

1.	Ms. Agathe Dusingize	Bilingual Clerck
2.	Ms. Alphonsine Mukansanga	"
3.	Ms. Claudine Fundi	"
4.	Mr. Theoneste Urayeneza	"
5.	Mr. Jean-Marie Gatabazi	Translator
6.	Mr. Gachinyangabo Gasiza	"
7.	Mr. Muvunyi John	Driver

Mr CPDO for action

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Received in: 887
By: LBQ
Rm n°:
Date: 27.6.95

INTEROFFICE MEMORANDUM

Date: 24 June 1995

To: All Section/Unit Chiefs

From: K. NILSVANG,
CCPO, UNAMIR

Subject: Attendance record sheets

I should be grateful if June's attendance records for local staff members could be submitted to this Office no later than Friday, 30 June 1995.

Thank you for your usual cooperation.

Retrieved, 29/6/95.

Received No. 856
By: Personal
Date: JUN 19 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

Date: 15 June 1995

To: Colonel Cheick Diarra
Commissioner, CIVPOL

From: Koumago Adamou
Personnel Officer

Subject: Transfer of Ms. Alphonsine Mukansanga

I am pleased to inform you that Ms. Alphonsine Mukansanga who was temporarily transferred to CIVPOL since April 03, 1994, is now assigned to your office until further notice.

cc. Ms. A. Mukansanga

CPPP

UNCIVPOL

Received No. 780
By:
File n°
Date: JUN 2 1995

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

From: Col K M Tutt
DCOS (Sp)
HQ UNAMIR

Extn 11109

To: CISS

Info: List D, FC thro COS

File Reference: 4000.1/LOG-13

Date: 1 June 1995

Subject: LOCALLY EMPLOYED CIVILIANS

Reference:

A. My letter of 31 May 1995.

1. Further to my letter of 31 May 1995. Last night the military support element of UNAMIR were briefed on the implications of the "potential new contract" and are generally disappointed that we have not been briefed earlier so that we could be instrumental in reducing some of the pain that such sweeping reductions in staff levels will cause.

2. As stated in Reference A there are certain areas that could be cut, but others such as interpreters, within which further reductions would seriously dégrade our capability.

3. As the major beneficiaries of the service provided by the local labour we must, even at this late hour be involved in where the cuts take place, or if that is now too late play a part in the re-instatement of key employees by possibly offering up a compensating reduction in other areas.

4. Please advise us of the best means by which necessary remedial action can be taken.

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

To : Mr. K. Nilsvang.
CCPO

Date : 31 May 1995

From : CIVPOL Commissioner.

Ref.: CIVPOL/MEMO/460/95

Info : CITMM, OSRSG/CIVPOL Liaison Officer.

Subject : Personnel Requirement for CIVPOL - Civilian Drivers.

1. Following the Visit of the SRSG on 6 May, 1995 to the CIVPOL HQ.,a request was made among other things for Civilian drivers to be attached to CIVPOL HQ. to meet our daily despatch and other essential running needs. The SRSG mandated me to put up a request.

2. I am therefore bringing this information to your notice to enable you take all necessary action to post two Civilian drivers to CIVPOL HQ. to meet the above mentioned personnel needs (duty drivers) of CIVPOL, please.

3. Thank you for your usual cooperation.

4. Regards

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

TO : *K. NILSVANG* *DATE : 29th May 1995*

FROM : *CIVPOL COMMISSIONNER* *REF : CIVPOL/MEMO/456/95*

SUBJECT : *Attendance record sheet*

I forward herewith attendance record sheet for the month of May, 1995 for local staff members attached to this section as requested, please.

UNAMIR

MONTHLY ATTENDANCE RECORD FOR CIVILIAN POLICE SECTION

LOCAL STAFF

MONTH : MAY YEAR : 1995

ID NO.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
L013	Gatabazi, Jean Marie	H	P	P	P	P			P	P	H	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	21
L031	Kampayāna, Theobald	H	P	P	P	P			P	P	H	P	P			P	P	P	P	P			P	P	P	P	P			AL	AL	AL	18
L189	Ntahondereye, Andre	H	P	P	P	P			P	P	H	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	21
L88	Fundi, Marie Claudine	H	P	P	P	P			P	P	H	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	21
L219	Gasiza, Ruchinya Ngabo	H	P	P	P	P			P	P	H	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	21
L090	Dusingize, Agathe	H	P	P	P	P			P	P	H	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	21
L166	Urayeneza, Theoneste	H	P	P	P	P			P	P	H	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	21
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P PRESENT

A ABSENT

WEEKEND

H OFFICIAL HOLLIDAY

AL ANNUAL LEAVE

SL/C SICK LEAVE CERTIFIED

SL/U SICK LEAVE UNCERTIFIED

DATE 29-5-1995

CERTIFIED BY SECTION CHIEF

NAME Colonel O.C.Diarra:Cp

Veteran
CPPO

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Received No. 740
By:
Time
Date: MAY MAI 24 1995

INTEROFFICE MEMORANDUM

Date: 22 May 1995

To: All Section/Unit Chiefs

From: K. NILSVANG,
CCPO, UNAMIR

Subject: Attendance record sheets

I should be grateful if May's attendance records for local staff members be submitted no later than Monday, 29 May 1995.

Thank you for your usual cooperation.

urgent
CPPO
for action

United Nations Nations Unies
ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

Received in: MO.626
By: L.B.R
In n°:
Date: 26/4/95

Date: April 25, 1995

To: All Section/Unit Chiefs

From: A. KOUMAGO
OIC, Personnel Section

Subject: Attendance record sheets

I should be grateful if April's attendance records for local staff members be submitted no later than Tuesday, 2 May 1995.

Thank you for your usual cooperation.

UNAMIR

MONTHLY ATTENDANCE RECORD FOR CIVILIAN POLICE SECTION

LOCAL STAFF

MONTH : APRIL YEAR : 1995

NO.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL
[redacted]	Gatabazi, Jean Marie			P	P	P	P	H			P	P	P	P	P			H	P	P	P	P			P	P	P	P	P			18
[redacted]	Kampayana,Theobald			P	P	P	P	H			P	P	P	P	P			H	P	P	P	P			P	P	P	P	P			18
[redacted]	Ntahondereye,Andre			P	P	P	P	H			P	P	P	P	P			H	P	P	P	P			P	P	P	P	P			18
[redacted]	Fundi,Marie Claudine			P	P	P	P	H			P	P	P	P	P			H	P	P	P	P			P	P	P	P	P			18
[redacted]	Gasiza,Ruchinya Ngabo			P	P	P	P	H			P	P	P	P	P			H	P	P	P	P			P	P	P	P	P			18
[redacted]	Dusingize,Agathe			P	P	P	P	H			P	P	P	P	P			H	P	P	P	P			P	P	P	P	P			18
[redacted]	Urayeneza,Theoneste			P	P	P	P	H			P	P	P	P	P			H	P	P	P	P			P	P	P	P	P			18
[redacted]								H										H														
[redacted]								H										H														
[redacted]								H										H														
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[redacted]								H										H														
[redacted]								H										H														
[redacted]								H										H														

P PRESENT

A ABSENT

WEEKEND

H OFFICIAL HOLLIDAY

DATE 02-05-1995

CERTIFIED BY SECTION CHIEF

NAME Colonnel O.C. Diarra,CP

info. du Personnel Local 19-4-95

CPPO

COMPTE RENDU DE REUNION DU 5 AVRIL 95 ENTRE LES AUTORITES ADMINNISTRATIVES DE LA MINUAR AVEC LE PERSONNEL LOCAL

En date du 5 Avril 1995, à 14 heures dans la Salle de Conférence de la MINUAR s'est tenue une réunion entre les autorités administratives de la MINUAR avec le Personnel de la MINUAR recruté localement.

Etaient présents :

- Mr Ally GOLO, Chargé de l'Administration et Président de la Réunion
- Mr Adamou KOUMAGO, Chargé de la Section du Personnel Civil
- Mme Fatimata DIARRA, Assistante au Service du Personnel
- Mr Joseph LOMBARGO, Spécial Task Officer
- Mr Christopher Ayres, Légal Advisor
- Le Personnel Local (dont la liste en annexe)

A l'ordre du jour figurait principalement le point suivant : 'LA GRILLE DES SALAIRES APPLIQUE DEPUIS LE MOIS DE MARS 95' ainsi que toutes les questions connexes ayant trait avec les salaires du Personnel localememt recruté par la MINUAR.

Dans le but de délimiter le sujet de débat, quelques 6 questions et/ou considérations avaient été mises par écrit :

1. Comment se fait-il que notre salaire soit réduit pour ce mois de Mars ?
2. Il semble que la Grille de Salaire soit la meme que celle utilisée pour les autres Agences des Nations Unies opérant au Rwanda, cependant étant employés par la MINUAR, une mission a durée limitée dans le temps et dans l'espace, nous nous pouvons pas accepter d'etre considérés comme le staff local des autres agences qui, eux jouissent d'autres privileges allant de pair avec le caractere permanent de leurs Agences. Nous insistons pour avoir d'urgence une grille de salaire spéciale qui tiendrait compte du cout actuel de la vie, du taux de change actualisé ou du montant en dollars tels que figurant sur nos contracts d'avant.

3. Quels sont les avantages réels des Series 300 ? Pourquoi ne prévoit-on pas d'indemnité de fin de contrat comme dans d'autres compagnies? Qu'en est-il de l'assurance maladie ?

4. Généralement un contrat est passé entre 2 parties contractantes et sous les conditions fixées et avant la période d'activité, comment se fait-il qu'on soit invité à signer un contrat de dernière minute, sans informations préalables sur son contenu et après la période du contrat ?

5. Sur quels critères se base - t - on pour déterminer le grade, le niveau du nouveau personnel local. Considère -t-on ses qualifications i.e niveau d'études, expérience, etc ? Quel est l'utilité du formulaire sur le 'Personal History'? Qui doit le consulter pour déterminer le grade/niveau ? Le Service du Personnel ou le Chef de Section ?
Qu'en est-il de l'évaluation ? Qui évalue? Le Chef de Section ou le Chef de l'Unité ? Quand ?

6. Il s'avère plus qu'urgent et nécessaire de procéder au changement de notre Grille Horaire vue le terme court de la MINUAR. Nous exigeons que le Comité Adhoc représentant le personnel local soit associé à l'élaboration d'une nouvelle Grille de Salaires.

Avant d'entrer dans le vif du sujet, Mr Golo a jugé utile de faire un certain nombre de remarques n'ayant pas directement trait avec l'ordre du jour. Il a demandé à l'assistance de s'assurer s'il n'y aurait un élément extérieur à la MINUAR. Il a informé l'assistance qu'il venait d'être apostrophé - et de façon péremptoire- par un journaliste de la Radio Rwanda qui voulait en savoir à propos de la "grève" organisée par le personnel local de la MINUAR. Il a regretté que certaines personnes ait propagé si vite une fausse nouvelle jusqu'en ville. A cette fin, Mr GOLO nous a lu un article du "Staff Rules" stipulant qu'aucun staff des Nations Unies n'est admis à partager des informations reçues avec des parsonnes étrangères aux Nations Unies. Il a donc exhorté le personnel local à garder le secret professionnel," s'il y a un linge sale quelque part, il doit se laver en famille", a-t-il ajouté.

Le Chef de l'Administration a également informé l'assemblée qu'un agent du Ministère des Finances a récemment passé dans son bureau dans le but de réclamer qu'une taxe soit imposée aux salaires du personnel local de la MINAUR pour le compte de l'Etat Rwandais. Il lui a été répondu que le personnel local paie déjà une taxe aux Nations Unies et que par conséquent, une seconde taxe ne peut lui être imposée.

Après cette parenthèse, Mr GOLO a proposé qu'on entre dans le vit du sujet. Mais tout d'abord Mr Wellars MUGABO, ex-représentant du personnel local a tenu à lui présenter le Nouveau Comité Adhoc élargi à 11 personnes représentant le personnel local et devant mener les discussions avec les autorités administratives sauf dans le cas ou quelqu'un de l'assemblée avait un point très important à faire.

Ce Comité est donc composé de :

1. GADDAFI
2. ENOS GAKINDI
3. ERNESTINE UMULISA
4. GAUDENCE MUKAKIGELI
5. WELLARS MUGABO
6. MUGISHA HILLARY
7. NSABIYUMVA LAWRENCE
8.
9.
10. PASCAL NYEMAZI
11. SILAS NSANZABAGANWA

Après cette mise au point, Mr GOLO a entamé le premier s/point à savoir le pourquoi de la la réduction de nos salaires pour ce mois de Mars. Le Chef de l'Administration a expliqué qu'il est établi une grille des salaires pour chaque pays. Cette grille est fixée par le Bureau de Compensation et de Classification basé à New York. Les fonctionnaires de ce bureau doivent visiter plus de 9.000 centres dans plus de 20 pays du monde. Lors de leurs visitesm ils font les enquêtes sur le coût de la vie, ils rassemblent les informations sur sur les 10 compagnies les plus payantes du pays et déterniment le meilleur prix que les Nations Unies doivent attribuer à leur personnel local. Rappelons ici, que la grille de salaires appliquée aujourd'hui a est en vigueur depuis 1992 au taux de 106.3 !

Alors, Mr GOLO a dit que ce groupe de comparateurs a été invité mais qu'il serait pas dire à quand exactement sera le tour de notre pays. De plus, une grille spéciale n'est pas possible.(Ce qui a découragé pas mal d'âmes!)

Vu que cette Commission de la Fonction Publique Internationale peut se faire attendre indéfiniment malgré l'urgence de nos doléances, le personnel local a proposé une solution intermédiaire à savoir : Garder (provisoirement) la même grille mais QU'IL SOIT APPLIQUE LE TAUX DES NATIONS UNIES mis à jour au lieu du vieux taux de 106.3.

A cette même proposition, Mr GOLO a promis son appui et qu'à la sortie de la réunion, il enverrait un Fax à New York présentant nos doléances. Un des participant a tenu a insister sur le rôle à jouer par Mr GOLO pour l'obtention des solutions adéquates à nos problèmes par une métaphore suivante:
"Je considère New York comme un Hôpital Centrale, la MINUAR comme un Centre de Santé et vous (Mr GOLO) comme le Médecin traitant opérant sur terrain, et nous comme des patients agonisants". Pour dire que l'urgence et surtout l'efficacité du médicament venant de New York ne dépendra que de la façon dont notre médecin présentera les cas diagnostiqués.

Le Chef de l'Administration a réitéré son indéfectible soutien. Il a demandé au Service du Personnel de parler du problème lors de la réunion interagence qui se tient tous les jeudis de la semaine. Quant à son fax, il a promis d'exiger qu'en cas d'acceptation , la proposition soit en vigueur avec effet retroactif et qu'il espère que "InshAllah, il réussira".(Applaudissement général).

Mr GOLO a aussi parlé de l'erreur arithmétique figurant sur la grille ou le net est supérieur au brut (ce qui parait anormal). Il l'a dit qu'en attendant que les choses soient élucidées, il a été jugé bon de considérer le petit chiffre comme étant le net et le grand comme brut. Si New York répond le contraire, c'est à notre advantage et les régularisations nécessaires seront biensûr opérées.

Toujours sur le chapitre Calcul des salaires, Mr GOLO a annoncé que nos salaires n'ont été payés qu'à concurrence de 80 % et que les 20% restants sont gardés par le Service des Finances de la MINUAR. Même si, cette annonce a apporté le sourire à plusieurs d'entre nous, elle aussi soulevé des interrogations chez quelqu'uns. Les 20 % en question sont-ils un droit ou un privilège ? Dans le premier cas, le Service des Finances a-t-il le droit de nous payer ou nous retenir une partie du salaire sans nous en informer? Dans le second cas, d'ou proviendrait ce privilège et à partir de quand devions-nous en jouir ?

Le Chef de l'Administration a donné des explications à ce sujet, mais il a semblait qu'une personne de l'assistance n'a pas réellement compris d'ou sont venus les 20% "providentiels".

Après ce deuxième point qui pris pas mal de temps, on procéder au point suivant condernant les avantages que nous offre les Series 300 notre nouveau contrats, Mr Golo et Mr Christopher ont montré que les avantages ne peuvent pas venir immédiatement mais viennent avec le temps et la durée du contract. "Après une certaine période", les avantages comme le congé payé, l'assurance médicale se feront sentir", nous a -t-on assuré. Quant à l'indemnité de fin de contrat, il n'est prévu nul part dans le système des Nations Unies. Les Nations Unies utilisent l'argent des pays membres et ne peuvent pas se permettre de donner des avantages extra comme dans des Compagnies privées.

Le point 4 traitait du manque d'information sur le prochain contrat à signer et surtout sa signature après la période de contrat. Mr Adamou KOUMAGO a expliqué que le modèle de contrats étant le même dans tous les pays, on ne peut pas consulter tout le monde pour demander le consentement de chacun. Le problème en fait réside ailleurs : Certaines personnes trouvait le Service du Personnel quelque peu méfiant à l'à l'égard du personnel local qui se voit signer les contrats ou "letter of appointment"à la toute dernière minute.

Mr Golo a ajouté que cela est dû caractère surchargé duait Service, et qu'il espère qu'à l'avenir, les choses se feront en temps utile.

Sur la question de savoir les critères de mise en grade/niveau de recrutement, Mr GOLO a affirmé que réellement, le Service du Personnel tient compte des qualifications, niveau d'études, expérience, etc. Que le "Personal History" est consulté et est tenu en considérations par Personnel qui est seul reponsable de ce genre de travail.

Sa réponse n'a pas convaincu certains qui se plaignent de voir leurs pairs attribués le même grade/niveau, ou même grade/niveau supérieurs alors que ces premiers ont un niveau d'études et nombre d'années d'expérience supérieurs.

A propos de l'évaluation, Mr GOLO a dit qu'il a déjà donné les formulaires aux différents chefs qui feront le nécessaire. Il a ajouté que suivant le règlement, une évaluation doit être fait après chaque fin de contrat.

Le point 6. avait été répondu automatiquement lors des débats sur d'autres points.

Après la sortie des autorités administratives, le personnel local s'est concerté pour faire une évaluation globale de la réunion. Le personnel local s'est félicité de l'esprit de compréhension dont Mr GOLO a usé à la fin des débats, malgré le ton grondeur qui avait marqué le début de la séance. Le consensus a été que chacun retourne à son poste respectif et attende la réponse de New York qui, comme Mr GOLO a promis leur sera communiquée très incessamment par le biais du Comité des Réprésentants.

Chacun est retourné à son travail plein d'espoir que le prochain rendez-vous ne sera pas dans la Salle de Conférence de la MINUAR, mais plutôt devant les guichets de la Banque Commerciale du Rwanda avec des chèques moins maigres et moins décourageants.

FAIT A KIGALI, LE 6 AVRIL 1995

- GAUDENCE MUKAKIGELI, RAPPORTEUR DE LA REUNION
- ERNESTINE UMULISA, RAPPORTEUR DE LA REUNION

NAMES NOMS & PRENOMS	SECTIONS
IYAMUREMYE MYE. ANDRE 6	Mechanic.
FASHAHO CANISIUS 7	Transport Dispatch
SYAHIBU MUKALAZI. 8	MACHANICAL
Simba. J.Bosco 9	MACHANICAL
- NGIRABABIEMI Innocent. 10	Contract Management Cell.
- KARUHIJE PAUL-DESIRE 11	BILINGUAL SECR. MILOBS GPHQ OPS ROOM.
- MUKAMA JOHN 12	PCIU
RUKERAMIHIGO Jean Bosco 13	communication C
- NYIGEMA JACQUES 14	JUNIOR INTERPRETER, MILOBS (Personnel Branch
- Maniraho Assumani 15	TRANSport. TPT
- Musuhuke. F. 16	TRANSport "
- BUSHAYIJA THARCISSE 17	TRANSPORT.
- Iyamuremye Joseph 18	PCIU Junior Clerk

NOMS	PRENOMS		SERVICE
MUKASHEMA	Irene	34	Registry, Mail Op., Pouch & Reproduction Unit/G-S
MUGISHA	HILLARY	35	ADMIN. ASSIST Engn. Ops - Section
Justin	Basinge	36	Pro-Section
ROSE	NAMUGAMBE	37	FORCE WELFARE OFFICE (SECRETA
Marie Claudine	Tundi	38	Administration Section
Munyinda	MUBAIRI	39	Machan C
NGAYABERURA	Emmanuel (LOZO)	40	Registry - Mail - Ops Pouch
NYOOSILIFI	LYDIE	41	ASS VRYCOL

NOMS & PRENOMS			Services SECTION
. Christine	NDAHUR'I	43	SECRETAIRE - LOGISTIC
2. SHEKHA	Mutamme	44	Secretary - Transpo dispatch unit.
3. GAI			EDP Assistant - EDP & MIS
3. GAKINDI	Enos	45	LOGISTIC CLERK
4. RURANGIRWA	THEOPISTE	46	COMMS
5. MUSONI	BARNABÉ	47	Archives/Registry
6. Aminata	SANO	48	MECHANIC
7) IBRAHIM	NOOR	49	MECHANICIEN
8) UMULISA	G	50	operator - communicat
9. NIYITEGEKA	JANVIER	51	Bilingual - clerk; Regist
10 GATONI	-SEBATUTSI	52	TRANSPORT
11. NSHIMIRE	Jean Bosco	53	GENERATOR MECH.
12	Sébastien	54	

NOMS & PRENOMS		SERVICES
Mupénzi Edward	66	TRANSPORT.
UWIKUNDA Manuel	67	Logistic.
HENSA Amaël	68	Registry
NDAGIRE SPECIOZA	69	FINACE
5. UMUHOZA Dorothée	70	MOVCOM
6. Halidi Hassan	71	Journaliste
7. Gatabazi Valery	72	"
8. Umulisa Immaculée	73	Transport
9. Hitimana J. Chrysostome	74	TRANSPORT
10 Umuhoze Jumaine	75	TRANSPORT.
11. GADDAFI KITAGANDA	76	
12. UMULISA ERNESTINE	77	PROCUREMENT
13. MUKAKIGELI GAUDENCE	78	SECURITY.
14. GAHAMANYI Claude	79	Registry.
15. NSABIYUMVA LAURENTE	80	TRANSPORT
16 Leonard Twahirwa	81.	Transport

NAMES NOMS & PRENOMS		SECTION
IHIBAGIZA	Immaculée 19	UNV
Fidèle	UWAMAHORO 20	LOGISTICS
BONNITA	BAINGANA 21	RADIO
SUZAN	NDAHIRO 22	REGISTRY
NGOGA	EUSTACHE 23	TRANSPORT
BOAZ	Imanivuq 24	GENERAL MECA
MARTIN	TWAGIRIMANA 25	Registry
MURIGO	EVODE 26	TRANSPORT WORKSHOP
KANPAYANA THEOBALD 27		CIVPOL HQ.
NAHUMUSIRA J. Bosco 28		TRANSPORT WORKSHO
JMU MUNYAKAYANZA 29		PCIU
RUTAREMARA William 30		CIVPOL
DUSINGIZE Agathe. 31		CIVPOL
MUKANSANGA Berthilde 32		FED
Théoneste 33		CIVPOL

NAMES NOMS & PRENOMS		SECTIONS
1/ UKEYE Marie Goretti	55	General Services (Property Survey)
2) BUCAKARA Michel	56	~~Chauffeur~~ Transport
3) MUKAMA Jean Bosco	57	Transport (Section)
4/ Ntamugena Nicodème	58	Transport Section
5) RUKUNDO Gustave	59	Communication
6) SAPALI Cyprien	60	Communication
7) Ingabire Chantal	61	Communications
8) Francis NKUNDIYE	62	> BMS
9) NUGENZI Jean Claude	63	(REGISTRY) General Servi
10 Munyakazi Yousouf	64	M K
11. MPUMUJE Camille	65	B. M. S.

NAMES	Section
NOMS & PRENOMS	
1. MUKAYUHI : Alphonsine	COMMUNICATIONS C
2. Uwicyeza Jeanne d'Arc	Humanitarian.
3. Ruzayire Rupélite	Radio broadcasting
4. Nzaramba Evariste	Transport section
5. Simonnyi John	Radio broadcasting

United Nations Nations Unies

INTEROFFICE MEMORANDUM

Date: April 12, 1995

To: Mr. Abdoulaye Bah
Chief, General Services Officer

From: Kimso Nilsvang
CCPO

Subject: Transfer of Mr. Rutaremara William

Following our discussions, I am pleased to inform you that the above mentioned locally recruited staff has been assigned to General Services, Claims Unit, effective Monday 10, April 1995.

cc. Mr. C. O. Diarra
Mr. Rutaremara William

United Nations Nations Unies

Re... No 536
file
13/4

INTEROFFICE MEMORANDUM

Date: April 12, 1995

To: Mr. Cheick O. Diarra
Commissioner, CIVPOL

From: Kimso Nilsvang
CCPO

Subject: Transfer of Mr. Gatabazi Jean Marie

Following your memo dated March 13, 1995, I am pleased to inform you that the above mentioned locally recruited staff has been assigned to CIVPOL, effective Monday 10, April 1995.

cc. Mr. A. Bah, CGSO
Mr. S. Dao
Mr. J. M. Gatabazi

Yve
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d

United Nations Nations Unies

Rec... No 535
By: ...
File n°
Date: 13/4

INTEROFFICE MEMORANDUM

Date: April 12, 1995

To: Mr. Abdoulaye Bah
Chief, General Services Officer

From: Kimso Nilsvang
CCPO

Subject: Transfer of Mr. Rutaremara William

Following our discussions, I am pleased to inform you that the above mentioned locally recruited staff has been assigned to General Services, Claims Unit, effective Monday 10, April 1995.

cc. Mr. C. O. Diarra
Mr. Rutaremara William

CPO — zur Information

Nach Aussage von Mrs. Diarra am 11-04-95 soll die Angestellte am 12-04-95 ihren Dienst beginnen!

11-04

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : Mr. Cheick O. Diarra
Commissionner, CIVPOL

DATE : 03 April 1995

FROM : Kimso Nilsvang
CCPO

SUBJECT : Transfer of Ms. Fundi Marie Claudine

Following your memo dated March, 13, 1995, I am pleased to inform you that above mentioned locally recruited staff is reassigned to CIVPOL, effective Monday 10, April 1995.

file

No 500

5'4

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

To: All Chiefs of Sections/Units
UNAMIR

Date: 27 March 1995

From: K. Nilsvang, Chief Civilian Personnel Section
UNAMIR

Subject: Locally-recruited staff - Job descriptions

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

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

Thank you for your careful attention and cooperation.

No 509

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

File -

INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEUR

March 24, 1995

TO : A. B. Sidique Dao
OIC Humanitarian Affairs
CIVPOL Liaison, OSRSG

FROM : Kimso Nilsvang
CCPO

SUBJECT : Transfer of Mr. Theoneste Urayeneza

Following your memo dated March 13, 1995, I am pleased to inform you that the above mentioned locally recruited staff is reassigned to CIVPOL, effective Monday 27, March 1995.

cc. ED
CAO
CIVPOL Commissioner

CPV
for action
3-4-95

UNITED NATIONS
INTEROFFICE MEMORANDUM

UNAMIR-
MINURR

NATIONS UNIES
MEMORANDUM INTERIEUR

March 31, 1995

TR GATABAZI, Jean Marie
BS FUNDI, Marie Claudine
BS NTAHONDEREYE, André
TR GASIZA, Rukinya Ngabo
BS DUSINGIZE, Agathe
BS KAMPAYANA, Theobald

TO: All Chiefs of Section

FROM: Kimso Nilsvang
CCPO

SUBJECT: Implementation of 300 series

Please find attached a sample of letter of appointment for the locally recruited staff for information. It is recommended that the letter be read carefully.

Staff members are required to sign their letter of appointment in two copies in the Office of Personnel (Rooms 3053 and 3052) prior to collecting their pay cheque from the cashier's office.

Thank you for your usual cooperation.

After response with Theobald K. on the 13th April, 95 all locally recruited staff must the 300 series sign every month before they collect their salary! (2:30 p.m.)
Hans 13/4/95

Recei... N° 469
3/4

UNITED NATIONS
INTEROFFICE MEMORANDUM

MINUAR UNAMIR

NATIONS UNIES
MEMORANDUM INTERIEUR

March 31, 1995

TO: **All Chiefs of Section**

FROM: **Kimso Nilsvang**
CCPO

SUBJECT: **Implementation of 300 series**

Please find attached a sample of letter of appointment for the locally recruited staff for information. It is recommended that the letter be read carefully.

Staff members are required to sign their letter of appointment in two copies in the Office of Personnel (Rooms 3053 and 3052) prior to collecting their pay cheque from the cashier's office.

Thank you for your usual cooperation.

UNITED NATIONS NATIONS UNIES

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA (UNAMIR)

LETTER OF APPOINTMENT

To:

You are hereby offered an APPOINTMENT OF LIMITED DURATION with the United Nations Assistance Mission for Rwanda (UNAMIR), in accordance with the terms and conditions specified below and subject to the provisions of the Staff Regulations and Rules (300 series), together with such amendments as may from time to time be made to such Staff Regulations and Rules. This appointment is offered on the basis, *inter-alia*, of your certification of the accuracy of the information provided by you in the Personal History Form. A copy of the Staff Regulations and the Staff Rules (300 series) is available at UNAMIR Headquarters, Personnel section, for consultation.

1. **ASSIGNMENT**:

Title: Index No.:

Department:

Category: General Services Level:

Official Duty Station: Kigali - Rwanda

Effective date of appointment: 1 March 1995

2. **NET PAY**:

Assessable salary: **Rwandese Francs.....** , which, after United Nations staff assessment gives an approximate yearly net salary of **Rwandese Francs.....** . In addition, you will receive a yearly recruitment allowance, of **Rwandese Francs..... -N/A.**

The salary shown above does not reflect any deductions which may be made as a result of your participation in the United Nations Joint Staff Pension Fund under the provisions of Staff Rule 306.

3. **TENURE OF APPOINTMENT**:

This Appointment of Limited Duration starts on the effective date of appointment shown above and will expire without prior notice on the **31st day of May 1995**.

This appointment may be terminated at any time, in accordance with Staff Rule 309.2 (b), if, in the Secretary General's opinion, such action would be in the interest of the United Nations. Should your appointment be terminated prior to the specified termination date, you will be given notice in writing of one week if your continuous service with UNAMIR is less than one year, and two weeks if you have, at the expected date of termination, accrued more than one year of continuous service with UNAMIR. In lieu of the notice period, the Secretary General may authorize compensation calculated on the basis of the salary which you would have received had the date of termination been at the end of the notice period.

If your appointment expires on the expiration date, no termination indemnity is payable. If it is terminated prior to the expiration date, a termination indemnity equivalent to one week of net salary for each month of uncompleted service will be paid, subject to a maximum of three months' indemnity pay. There is no entitlement to either a period of notice or an indemnity payment in the case of summary 'ismissal for serious misconduct.

4. INFORMATION NOTE:

Your attention is drawn to staff regulation 3.3 relating to staff assessment and to the Regulations and Rules of the United Nations Joint Staff Pension Fund.

5. SPECIAL CONDITIONS

(a). This appointment is non-career in nature. It carries no expectancy of renewal or of conversion to any other type of appointment with the United Nations, and does not entitle the holder to consideration for any other position than the one for which this contract was issued. An extension of this appointment may be issued subject to the agreement of yourself and the United Nations, but under no circumstances may the total tour of duty with United Nations exceed four years.

(b). This appointment carries no entitlement for travel.

(c). Under this appointment, you are not covered by any medical insurance plan.

(d). In accordance with Staff Rule 304.7, you will be requested to undertake full medical examination within three months after the effective date of appointment mentioned above. Your appointment may be extended further under the same terms and conditions only if you are considered medically cleared by the Medical Director, United Nations Headquarters, New York.

(e). This appointment carries entitlement for annual leave at the rate of 1.5 working days per completed month of service. This entitlement will increase to 2.5 working days per completed month of service upon completion of six months of continous service.

Date

KIMSO NILSVANG,
Chief Civilian Personnel Officer
On behalf of the Director of Personnel

TO: The Chief Civilian Personnel Officer, UNAMIR

I hereby accept the appointment described in this letter, subject to the conditions therein specified and those laid down in the staff Regulations and the 300 Series of the Staff Rules. I have been made acquainted with these Regulations and Rules, a copy of which is available at the Personnel Section, UNAMIR Headquarters for consultation.

Date

Staff member' name and Signature

UNITED NATIONS
INTEROFFICE MEMORANDUM

MINUAR UNAMIR

NATIONS UNIES
MEMORANDUM INTERIEUR

March 31, 1995

TO: **All Chiefs of Section**

FROM: **Kimso Nilsvang**
CCPO

SUBJECT: **Implementation of 300 series**

Please find attached a sample of letter of appointment for the locally recruited staff for information. It is recommended that the letter be read carefully.

Staff members are required to sign their letter of appointment in two copies in the Office of Personnel (Rooms 3053 and 3052) prior to collecting their pay cheque from the cashier's office.

Thank you for your usual cooperation.

UNITED NATIONS NATIONS UNIES

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA (UNAMIR)

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Category: General Services Level:

Official Duty Station: Kigali - Rwanda

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On behalf of the Director of Personnel

TO: The Chief Civilian Personnel Officer, UNAMIR

I hereby accept the appointment described in this letter, subject to the conditions therein specified and those laid down in the staff Regulations and the 300 Series of the Staff Rules. I have been made acquainted with these Regulations and Rules, a copy of which is available at the Personnel Section, UNAMIR Headquarters for consultation.

Date

Staff member' name and Signature

UNITED NATIONS
INTEROFFICE MEMORANDUM

MINURR UNAMIR-

NATIONS UNIES
MEMORANDUM INTERIEUR

March 31, 1995

TO: **All Chiefs of Section**

FROM: **Kimso Nilsvang**
CCPO

SUBJECT: **Implementation of 300 series**

Please find attached a sample of letter of appointment for the locally recruited staff for information. It is recommended that the letter be read carefully.

Staff members are required to sign their letter of appointment in two copies in the Office of Personnel (Rooms 3053 and 3052) prior to collecting their pay cheque from the cashier's office.

Thank you for your usual cooperation.

UNITED NATIONS NATIONS UNIES

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA (UNAMIR)

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Department:

Category: General Services Level:

Official Duty Station: Kigali - Rwanda

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On behalf of the Director of Personnel

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Date

Staff member' name and Signature

UNITED NATIONS
INTEROFFICE MEMORANDUM

NATIONS UNIES
MEMORANDUM INTERIEUR

March 31, 1995

TO: All Chiefs of Section

FROM: Kimso Nilsvang
CCPO

SUBJECT: Implementation of 300 series

Please find attached a sample of letter of appointment for the locally recruited staff for information. It is recommended that the letter be read carefully.

Staff members are required to sign their letter of appointment in two copies in the Office of Personnel (Rooms 3053 and 3052) prior to collecting their pay cheque from the cashier's office.

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On behalf of the Director of Personnel

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Date

Staff member' name and Signature

UNITED NATIONS
INTEROFFICE MEMORANDUM

MINURSO UNAMIR

NATIONS UNIES
MEMORANDUM INTERIEUR

March 31, 1995

TO: **All Chiefs of Section**

FROM: **Kimso Nilsvang**
CCPO

SUBJECT: **Implementation of 300 series**

Please find attached a sample of letter of appointment for the locally recruited staff for information. It is recommended that the letter be read carefully.

Staff members are required to sign their letter of appointment in two copies in the Office of Personnel (Rooms 3053 and 3052) prior to collecting their pay cheque from the cashier's office.

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UNITED NATIONS ASSISTANCE MISSION FOR RWANDA (UNAMIR)

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KIMSO NILSVANG,
Chief Civilian Personnel Officer
On behalf of the Director of Personnel

TO: The Chief Civilian Personnel Officer, UNAMIR

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Date

Staff member' name and Signature