

UNAMIR

ADMINISTRATIVE CIRCULARS

17 OCT 1995 - 1 APR 1996

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Administrative  
Circular



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**ADMINISTRATIVE INSTRUCTION N° 002/96**

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DATE: 6 February 1996

TO: All members of the UNAMIR Civilian Administration

FROM: Susan Matthew, CAO

A handwritten signature in dark ink, appearing to read "Susan Matthew", is written over the printed name and title.

SUBJECT: Liquidation of UNAMIR: Administrative Arrangements

1. Staff members will be aware that Security Council Resolution 1029 (1995) extended the mandate of UNAMIR for a final period until 8 March 1996. It further requested the Secretary-General to initiate planning for the complete withdrawal of UNAMIR after the expiry of the current mandate, that withdrawal to take place within a period of six weeks after the expiry of the mandate.

2. In order to implement the Security Council Resolution a liquidation plan has been drawn up. As part of that plan, key personnel will transfer to Nairobi in order to complete all administrative and financial procedures necessary for final closure of the mission. To facilitate the liquidation plan and the associated need for the Administration to operate for the time being out of both Nairobi and Kigali, the following arrangements will apply at UNAMIR Nairobi:

**Hours of Work**

3. In order to maintain good communication between the Kigali and Nairobi offices, UNAMIR Nairobi will continue to work 0900 - 1800 hrs Monday through Friday.

**Administrative Duty Personnel**

4. An Administrative Duty Officer (ADO) and Duty Secretary will be present in the Nairobi office 0900 - 1330 hrs each Saturday on a roster basis.

5. The rosters will be established by CALO in consultation with the Civilian Personnel Section until such time as OIC/PERS relocates to Nairobi. All staff members of the civilian administration (Integrated Support Services, General Services, Finance, Procurement and Civilian Personnel) in the Professional category and all Field Service Officers at the FS-4 level and above, will be placed on the ADO Roster. Communications and Transport personnel will be exempt from the ADO roster as they will be required to establish their own Stand-by Duty Roster. All Administrative Assistants, Secretaries, Shorthand Typists and Clerk/Typists will be placed on the Duty Secretary Roster.

6. The duties of the ADO and Duty Secretary are attached as Annex "A"

**Transport and Communications Stand-By Roster**

7. The CALO in consultation with CITMM until such time as CITMM relocates to Nairobi will draw up a Roster of Transport personnel to be on stand-by outside working hours Monday to Friday and on Saturdays and Sundays. The Stand-by Transport Officer will be on stand-by duty on a weekly basis.

8. The CALO in consultation with CCO until such time as CCO relocates to Nairobi will draw up a Roster of Radio Technicians to be on stand-by outside working hours Monday to Friday and on Saturdays and Sundays. He will also draw up a roster of Radio Personnel/Fax Operators who will be on stand-by duty outside working hours Monday to Friday and on Saturdays and Sundays. These stand-by duties will also rotate on a weekly basis.

**Promulgation of Duty Rosters**

9. All duty and stand-by rosters will be coordinated by CALO and will be issued by him in a consolidated circular on a two-weekly basis.

**Time off in lieu (TOIL)**

10. Staff members who perform ADO, Duty Secretary and Transport and Communications stand-by duty will be compensated by half-a-day time off in lieu (TOIL), to be taken as soon as possible following the duty - preferably during the week immediately following the duty. TOIL is not cumulative and will only be granted in units of half-a-day.

**Processing of Correspondence**

11. Further to Administrative Instruction 029/95, correspondence originating from Units relocated to Nairobi to addressees outside UNAMIR will be signed by CALO Nairobi until such time as the CAO relocates from Kigali to Nairobi.

12. Internal correspondence will continue to be processed as heretofore. Addressees are reminded that all internal and external correspondence should conform to the style and format prescribed by the UN Correspondence Manual.

**Transportation to/from work**

13. Staff members will be transported to/from work each day. The CALO, in consultation with CITMM will be responsible for developing bus routes in Nairobi to pick up/drop off staff. Specific pick up/drop off points will be established and staff members will be expected to make their own way between these points and their residences. Please note that separate pick up/drop off at staff members' individual residences will not be feasible. Staff are therefore advised to live in reasonable proximity to each other. This is also advisable for safety and security reasons.

14. The foregoing arrangements will be effective immediately.

## Annex "A"

### Duties of Administrative Duty Officer (ADO) and Duty Secretary

Duty Officers and Duty Secretaries have to inform CALO if any change of telephone and/or address has taken place prior to their duty weekend.

It is the responsibility of Duty Officers and Duty Secretaries to arrange for their own replacement for the whole duration of a duty period, should they be unable to carry out any part of their duties as scheduled and to notify CALO in writing accordingly.

The Administrative Duty Officer will be on duty at UNAMIR House Nairobi on Saturdays from 0900 - 1330 hrs and will occupy his/her own office for this purpose. He/she is responsible for the following:

- (a) Checking the fax machines for incoming traffic which requires attention and/or distribution and taking the appropriate action;
- (b) Inform CALO and/or CAO of any significant and important communications or developments affecting the mission;
- (c) Contacting any member of the civilian administration who may be required as well as taking action on any matter involving the administration which requires immediate attention;
- (d) The ADO is to remain in Nairobi during his/her duty weekend and may be contacted when required for additional duty on Saturdays, Sundays and official holidays.

The Duty Secretary will report to the Administrative Duty Officer at 0900 hrs on Saturday morning and will be available in his/her own office until 13:30 to assist any member of the mission as required.

UNAMIR - MINUAR

**ADMINISTRATIVE CIRCULAR NO. 02/96**

22 January 1996

To: All International Civilian Staff

From: Susan Matthew  
Chief Administrative Officer



Subject: **Check-out procedure upon completion of  
assignment/appointment or relocation to Nairobi**

A. In view of the forthcoming closure of UNAMIR, staff members will either be repatriated, re-assigned to another mission, or relocated to Nairobi to provide staff support during the liquidation stage. In either case, Civilian Personnel Section will be advising you on your future administrative status with UNAMIR and consequently will provide you with the check-out list approximately two weeks prior to your scheduled completion of assignment or appointment.

(i) The "Check-out" form to be issued by the Civilian Personnel Section should be presented to each of the offices indicated therein and bear the signatures of the indicated Heads of Office as confirmation that, inter-alia all indebtedness to the United Nations is settled, any United Nations equipment or vehicle issued had been returned, and the accuracy of leave records verified. Finance Section and Travel Unit will be the last offices to give clearance.

(ii) The monthly attendance record sheet should be submitted to the Civilian Personnel Section prior to departure in order to determine your final Mission Subsistence Allowance (MSA) payment.

(iii) Individual staff are requested to contact Travel Unit relating to their travel arrangement and shipment of personal effects.



**B. Please take note of the following additional information for those who will be completing their mission assignment/appointment:**

**(i) Performance reports**

If not yet done by now, you will be required to fill out a Performance Evaluation Report (PER) for those assigned from a duty station or a Field Operations Performance Appraisal report (FOPA) for mission appointees, which will be issued by the Civilian Personnel Section. You should complete Section I, Part "A" of Section II and submit it to your supervisor for completion of Part "B" of Section II, as well for its completion by the Chief Administrative Officer after which it will be returned to you for your signature.

**(ii) Travel Subsistence Allowance (TSA)**

You are entitled to payment of terminal expenses, DSA for authorized stopovers and airport tax in connection with your repatriation travel. Prior to departure, mission appointees should submit claims for reimbursement of the above expenses to Finance Section, UNAMIR, by completing the F.10 form (Voucher for Reimbursement of Expenses). Those returning to their duty station should submit their claims to the Finance section of parent duty station or of their next mission in the event of reassignment from UNAMIR.

**(iii) Shipment of personal effects**

On travel upon separation from service or re-appointment/re-assignment to a new duty station, you may be authorized to ship personal effects at United Nations expense up to a maximum of 100 kilograms. However, you may wish to convert your entitlement of 100 kgs. to accompanied excess baggage which is 10 kgs. Please contact the Travel Unit relating to your shipping entitlement.

**(iv) Accrued annual leave**

Staff members holding appointments limited to service with UNAMIR will be entitled to payment of any unused accrued annual leave balance, up to a maximum of 60 days. The payment will be consolidated into your final salary which will be issued by UN Headquarters by means of P.35 action. Annual leave may not be taken in conjunction with your repatriation. Should you wish to avail of any accrued annual leave, you should do so prior to your last day of duty.

On the other hand, staff members assigned to UNAMIR may carry over any accrued annual leave with them back to their official duty stations. However, upon completion of assignment, any accumulation of annual leave over 60 days which is not

utilized within four months following departure from the mission area shall be forfeited. Staff members who may be affected by the above provision may elect to take leave in conjunction with repatriation prior to reporting back for duty with their official duty stations or during the four-month period immediately following completion of their assignments (with approval of parent departments).

MSA is paid up to your last working day at UNAMIR.

**E. Return of your UN Laissez Passer**

Mission appointees are requested to return their UNLP to United Nations Headquarters New York following completion of their travel. Final payment may not be processed by UN Headquarters unless the UNLP has been received. If you wish, you may request to have your UNLP returned to you after having been duly cancelled.

Should you have additional questions, please feel free to contact the staff of the Civilian Personnel Section during the course of your check-out.



UNAMIR - MINUAR

ADMINISTRATIVE CIRCULAR NO. 02/96

22 January 1996

To: All International Civilian Staff

From: Susan Matthew  
Chief Administrative Officer



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Should you have additional questions, please feel free to contact the staff of the Civilian Personnel Section during the course of your check-out.

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ADMINISTRATIVE INSTRUCTION NO. 01/96

To: All International Civilian Staff

From: Susan Matthew  22 January 1996  
Chief Administrative Officer

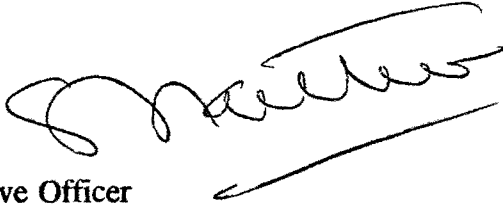
Subject: Financial Obligations of Staff Members

1. The purpose of this present instruction is to bring to your attention that you are expected, as a matter of proper conduct befitting their status as international civil servants, to meet all your financial obligations without involving the United Nations.
2. It has recently come to my attention that some staff members have left the duty station with unpaid bills incurred during their mission appointment/assignment to UNAMIR. With the forthcoming closure of UNAMIR, you are reminded that all your financial obligations (*inter alia* hotel, house rent, telephone and electricity bills, and salary of housekeepers) should be settled before departure from the duty station. In this connection, you are advised to obtain receipts for all payments which you would have made in order that you may have proper documentation in the event of unfounded claims in the future from third parties.
3. Please take note that evasion of financial responsibilities may result in ineligibility for future mission assignment/appointment.

ADMINISTRATIVE INSTRUCTION No. 030/95

To: All Civilian Staff

From: Susan Matthew  
Chief Administrative Officer



1 December 1995

Subject: Extension of Appointment/Assignment

1. Pending the decision with regard to the renewal of UNAMIR mandate, I wish to inform you that, in agreement with U.N. Headquarters, the appointment/assignment of staff members may be extended, as an interim measure, up to 31 January 1996.
2. Staff members who do not wish to extend their assignment/appointment beyond 31 December 1995 must inform the Officer-in-Charge of the Civilian Personnel Section, in writing, through their Chief of Section, by 8 December 1995 so that the necessary check-out procedure may be initiated in time.
3. I take this opportunity to express my appreciation for your understanding of our current uncertain situation over which the Administration has no control.

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UNITED NATIONS

ASSISTANCE MISSION IN RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR-MINUAR

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ADMINISTRATIVE INSTRUCTION NO. 011/95 - Amdt. 1

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18 December 1995

TO: All UNAMIR Personnel  
Civilian, Civilian Police, Military, and Milobs

FROM: Susan Matthew  
Chief Administrative Officer

SUBJECT: Security of UNAMIR Vehicles

Further to the previous Administrative Instructions issued on this subject, please be advised that effective 1 January 1996, all personnel to whom UNAMIR vehicles are assigned will be required to park their vehicles in the compound of the Amahoro Hotel, in the parking area of premises where UNAMIR provides security such as the Belgian Village, Trafipro or in areas where security is provided by the establishment such as the Meridien, in the absence of their being able to provide secure overnight parking at their residences. For those in a position to provide secure parking at their residence, a statement to this effect should be sent to the CITMM with copy of the Chief of Security and Safety Unit, attesting to and describing such an arrangement. These parking areas must be utilized during the hours from the cessation of official duties in the evening (including a reasonable time for shopping and meals) to resumption of duties on the following morning.

Owing to the prevailing security situation in Rwanda all UNAMIR vehicles must be parked by 23:00 hours, except when exigencies of work or operational needs require that a vehicle be driven beyond that hour.

Under no circumstances should UNAMIR vehicles be parked unattended, on streets or outside discos or nightclubs during the hours of darkness or for prolonged periods during daytime, unless securely guarded. Loss of or damage to UNAMIR vehicles, while parked unattended in areas other than those outlined in paragraph 1 above will be regarded as being the direct responsibility of the driver or custodian of the vehicle, who will be requested to make financial restitution to the United Nations for such loss or damage.



When leaving the car unattended the driver must ensure that all doors, windows and trunk lids are securely locked. During overnight parking, the vehicle must be parked in a safe place such as a garage, or in a well lighted guarded area. Overnight parking at the airport will under no circumstances be permitted. The keys should never be left in an unattended vehicle.

All incidents of theft from/or damage to UNAMIR vehicles must be reported immediately to the Military Police, Security Office and Transport Section.

In instances where staff to whom vehicles are assigned depart the immediate area of their assignment, their vehicles must be handed over with their keys to their immediate successor within the same section, should he/she not already have a vehicle. In the event that this is not necessary, the vehicle with its keys should be delivered to the CITMM. This will allow an opportunity for maintenance and utilization of the vehicle as may be deemed necessary.

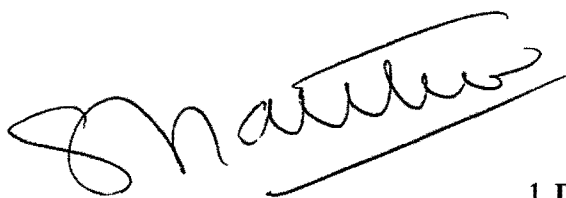
Failure to observe the foregoing simple requirements, resulting from which vehicles are damaged or from which items are stolen, may cause the personnel to whom the vehicles were assigned, to have to make financial restitution to the United Nations, should subsequent Survey Board actions result in the determination that they have been negligent.

Your strict adherence to this Administrative Instruction will be much appreciated.

ADMINISTRATIVE INSTRUCTION No. 030/95

To: All Civilian Staff

From: Susan Matthew  
Chief Administrative Officer



1 December 1995

Subject: Extension of United Nations Laissez-Passer (UNLP) and Visa

1. Please be informed that, due to the uncertain situation with regard to the renewal of UNAMIR mandate, I have instructed the Civilian Personnel Section to process for extension any Laissez-Passer, which is due to expire soon to enable the local authorities to extend visas which are valid only up to 8 December 1995, thus allowing those who are travelling during the upcoming holiday season to depart/return to the mission area without difficulty.

2. Therefore, all staff members concerned are invited to contact (a) the Civilian Personnel Section in connection with the renewal of their Laissez-Passers and (b) the Travel Unit with regard to the extension of their Rwandaise visa. Those who will be undertaking official or personal travel are responsible for ensuring that their travel documents are in order, bearing in mind that the processing of visas by the local authorities may take up to two weeks.





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ADMINISTRATIVE INSTRUCTION N° 029/95

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DATE: 21 November 1995

TO: All members of the UNAMIR Civilian Administration

FROM: Susan Matthew, CAO

SUBJECT: Outgoing Correspondence

A handwritten signature in cursive script, appearing to read "Susan Matthew", with a horizontal line drawn underneath it.

1. Please be advised that, with immediate effect, all official outgoing correspondence from the Civilian Administration to addressees outside UNAMIR, that is to say all UN Offices/Agencies, NGOs, Government and local authorities, contractors, vendors, private individuals, will be sent in the name and will be personally signed by the Chief Administrative Officer. The only person authorized to sign on behalf of the CAO will be the designated OIC/Administration during the absence of the CAO.

2. Addressees are also asked to ensure that in future all internal and external correspondence conforms to the style and format prescribed by the UN Correspondence Manual. In this connection, attached are samples of the following documents:

- (a) Informal Impersonal Letter (Exhibit 4)
- (b) Informal Letter (Exhibit 7)
- (c) Inter-office Memorandum (Exhibit 10)

3. A standard format for outgoing faxes has previously been distributed.

4. Insofar as spelling is concerned, I should like to clarify that with certain exceptions, United Nations correspondence follows the spelling given in The Concise Oxford Dictionary of Current English. Where the Concise Oxford gives alternative spellings, the preferred spelling, which is the one printed first, should be used.

The spelling of the names of institutions and organizations follows national usage, e.g., American Federation of Labor.

5. The cooperation of all concerned would be appreciated.

cc: SRSG

Exhibit 4  
TYPING INSTRUCTIONS

UNITED NATIONS  NATIONS UNIES

POSTAL ADDRESS—ADRESSE POSTALE UNITED NATIONS N.Y. 10017  
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE UNATIONS NEW YORK

AL/CD  
On carbon copies  
of the first page  
only

(2 spaces)  
REFERENCE ↓ DCS/ES/1(84) ..... (on the same line) ..... 4 January 1984  
← 20 spaces approximately →  
← 6 lines minimum; more if letter is short →  
← 15 spaces minimum →  
Dear Sirs,

Text: should normally be single spaced with double spacing between salutation and text, between paragraphs and between text and complimentary closing.  
Short letters (15 lines or less) may be one and one-half spaced, with same spacing between salutation and text and between paragraphs; double spacing is left between end of text and complimentary closing.

Yours truly, ← To be centred above the signature block; the longest line should end approximately at the right-hand margin  
4 to 6 lines →  
Anne M. Hughes  
Chief  
Editorial Service  
Department of Conference Services

2 inches from bottom of page → Oxford University Press  
16-00 Pollitt Drive  
Fair Lawn, N.J. 07410

On carbon copies only → Copy to:  
Mr. A. ....  
Miss B. ...

Exhibit 4  
INFORMAL IMPERSONAL LETTER

UNITED NATIONS  NATIONS UNIES

POSTAL ADDRESS—ADRESSE POSTALE UNITED NATIONS, N.Y. 10017  
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE UNATIONS NEWYORK

REFERENCE: DCS/ES/1(84)

4 January 1984

Dear Sirs,

Would you be so kind as to inform me whether the thirty-ninth edition of Hart's Rules for Compositors and Readers at the University Press Oxford has now been issued in the United States?

I should also be grateful if you would kindly inform me of the publication date of the latest editions of the Oxford Dictionary for Writers and Editors and the Oxford Miniguide to English Usage.

I thank you in advance for your early reply to these queries.

Yours truly,

Anne M. Hughes  
Chief  
Editorial Service  
Department of Conference Services

Oxford University Press  
16-00 Pollitt Drive  
Fair Lawn, N.J. 07410

Exhibit 7  
TYPING INSTRUCTIONS

AB/CD

UNITED NATIONS  NATIONS UNIES

On carbon copies  
of the first page  
only

POSTAL ADDRESS—ADRESSE POSTALE UNITED NATIONS, N.Y. 10017  
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE UNATIONS NEWYORK

(2 spaces)  
REFERENCE ↓ DCS/SS/3(84).....(on the same line) ..... 12 January 1984  
← 20 spaces approximately →  
← 6 lines minimum; more if letter is short →  
← 15 spaces minimum →  
Dear Mr. Robertson,

Text: should normally be single spaced with double spacing between salutation and text, between paragraphs and between text and complimentary closing.  
  
Short letters (15 lines or less) may be one and one-half spaced, with same spacing between salutation and text and between paragraphs; double spacing is left between end of text and complimentary closing.

Yours sincerely, ← To be centred above the signature block; the longest line should end approximately at the right-hand margin  
4 to 6 lines →  
Thomas S. Hinds  
Chief  
Sales Section  
Department of Conference Services

2 inches from bottom of page → Mr. John Robertson  
Angus and Robertson Pty. Ltd.  
221 George Street  
Sydney, N.S.W. 2000  
Australia

On carbon copies only → Copy to:  
Mr. A. ....  
Miss B. ...

Exhibit 7  
INFORMAL LETTER  
(Secretariat official to a business firm)

UNITED NATIONS  NATIONS UNIES

POSTAL ADDRESS—ADRESSE POSTALE UNITED NATIONS, N.Y. 10017  
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE UNATIONS NEWYORK

REFERENCE: DCS/SS/3 (84)

12 January 1984

Dear Mr. Robertson,

Thank you for your letter of 5 January 1984.

In principle, we encourage and expect subscribers who order through agents (or the UNA) to renew through the agent and if the renewal is received on the agent's form, we grant the discount. However, because we do not grant exclusivity of sales and have no "official" sales agents in any country, we keep no records of which subscriber belongs to which agent. Therefore, if the subscriber renews directly with us, we do not give the discount to the original agent.

Incidentally, you may be interested in knowing that Hunter Publications in Victoria is our largest agent in Australia in terms of volume. Hunter is serviced both from New York and Geneva.


Yours sincerely,

Thomas S. Hinds  
Chief  
Sales Section  
Department of Conference Services

Mr. John Robertson  
Angus and Robertson Pty. Ltd.  
221 George Street  
Sydney, N.S.W. 2000  
Australia

Exhibit 10  
TYPING INSTRUCTIONS

**UNITED NATIONS**  
INTEROFFICE MEMORANDUM



**NATIONS UNIES**  
MEMORANDUM INTERIEUR

On carbon copies  
of the first page  
only → {  
Cleared by: R. Smith  
(if appropriate)

AB/CD

TO: Mr. ...

THROUGH: Ms ...  
S/C DE:

FROM: Vladimir ...  
DE:

SUBJECT: Transborder Data Flows and Brazil (ST/CTC/40): French and  
OBJET: Spanish versions

DATE: 10 February 1983

REFERENCE: DCS/PD/12(83)

1 1/2 spaces

CONFIDENTIAL  
and/or  
PERSONAL (if  
appropriate)

Include "Mr." →

Include "Ms" →

Omit "Mr." →

Indent 2 spaces →

The margin is aligned with the first letter of the typewritten indication of the subject →

4 lines minimum; more if text is short

With reference to ...

20 spaces minimum

Text: should normally be single spaced with double spacing between paragraphs and before and after indented quotations.

Short memoranda (15 lines or less) may be one and one-half spaced, with same spacing between paragraphs; double spacing is used before and after indented quotations.

On original and carbon copies → Copy to:

Mr. C. Gaulkin

Mr. S. Tiewul

Mr. J. De Vera

3 to 4 lines



Exhibit 10  
INTEROFFICE MEMORANDUM

UNITED NATIONS



NATIONS UNIES

INTEROFFICE MEMORANDUM

MEMORANDUM INTERIEUR

TO: Mr. Johan Theron, Chairman  
A: Working Committee, Publications Board

DATE: 10 February 1983

REFERENCE: DCS/PD/12(83)

THROUGH: Ms Eileen Corrigan, Secretary  
S/C DE: Working Committee, Publications Board

FROM: Vladimir M. Grechko, Director  
DE: Publishing Division  
Department of Conference Services

SUBJECT: Transborder Data Flows and Brazil (ST/CTC/40): French and  
OBJET: Spanish versions

1. In reply to your memorandum of 20 January 1983 referring to the financial implications for external typesetting of the above publication in French and Spanish for internal reproduction, we have prepared the cost estimate.
2. The volumes are estimated at 220 pages each. The French typesetting estimate is \$12,000, which includes the preparation of artwork for figures and maps. The Spanish estimate is \$10,500; however, the translations would have to be submitted simultaneously in order to prepare both French and Spanish artwork together.

Copy to:  
Mr. C. Gaulkin  
Mr. S. Tiewul  
Mr. J. De Vera

SAVED KHAN  
UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

**ADMINISTRATIVE INSTRUCTIONS 028/95**

10 November 1995

**To:** All military and civilian personnel of UNAMIR

**FROM:** Susan Matthew,  
Chief Administrative Officer

A handwritten signature in cursive script, appearing to read "Matthew", written over the printed name of the Chief Administrative Officer.

**SUBJECT:** Guidelines for conduct of personnel in United Nations  
peace-keeping operations and related missions in the field

I refer to the attached guidelines which are being issued as a reminder to all categories of personnel in United Nations peace-keeping operations and related missions in the field that they are all under obligation to maintain at all times the highest standards of conduct required in both their official and personal capacities.

Furthermore, personnel should always be aware that violation of local laws may make them liable to the jurisdiction of the local courts.

Please be guided accordingly.

## **GUIDELINES FOR CONDUCT OF PERSONNEL IN UNITED NATIONS PEACE-KEEPING OPERATIONS AND RELATED MISSIONS IN THE FIELD**

*The United Nations organization embodies the aspirations of all peoples of the world for peace. In this context, the United Nations Charter requires that all personnel must maintain the highest standards of integrity and conduct. The standards summarized below reflect the standards included in various official issuances of the United Nations; in particular the United Nations Charter and Staff Regulations and Rules. A Code of Conduct is under preparation, but these guidelines are issued now as a reminder to all categories of personnel in United Nations Peace-Keeping Operations and related missions in the field of the high standards they are required to maintain in both their official and personal activities.*

1. All personnel serving in United Nations Peace-Keeping Operations and related field missions ("UN mission personnel") are in the service of United Nations Organization and must follow instructions received from the Chief of Mission, or his or her authorized delegate, who represents the Secretary-General and must not accept instructions from sources external to the Organization.
2. In exercising their official duties in the country in which they are serving, usually to help it to recover from the trauma of a conflict, UN mission personnel must:
  - a. perform their duties with the interests solely of the United Nations in view, acting so as to recognize the needs and interests of the host country and its people, and acting with strict impartiality, integrity and tact in all their dealings;
  - b. not abuse or exploit individual members of the local population, in particular, women and children;
  - c. neither solicit nor accept any material reward honour or gift from any source other than the Organization;
  - d. treat United Nations property, especially vehicles and communications equipment, with care and must not trade, sell or use such equipment for personal benefit;
  - e. exercise utmost discretion in all matters of official business and must keep confidential all information and material designated as confidential; and
  - f. show courtesy and respect to all other UN mission personnel regardless of their creed, gender, rank or origin

3. In their private life, UN mission personnel must:

- a. ensure that their conduct will not discredit the mission and not damage its credibility, effectiveness and image; in particular by meeting all their personal financial obligations in the host country before departing;
- b. not engage in excessive consumption of alcohol or abuse or traffic in drugs or any other illegal substances; and
- c. show respect and courtesy towards all the population, and for their laws, customs and traditions.

October 1995



Information  
Circular



UNAMIR - MINUAR

INFORMATION CIRCULAR NO.034/96

1 April 1996

To: All Civilian and Military Staff  
UNAMIR

From: Susan Matthew  
Chief Administrative Officer

Subject: Reassignment of Staff to Nairobi Office

Please be informed that the following Sections/Units will move to the UNAMIR Nairobi Office as part of our liquidation plan:

A. Boards of Inquiry: 8 April 1996

Mr. M. Ncube will remain in Kigali up to 19 April 1996.

B. General Service Section:

(i)	Claims Unit	9 April 1996
(ii)	Registry/Pouch Unit	2 April 1996
(iii)	Property Survey Board	3 April 1996

C. Personnel Civilian Section:

(i)	International Staff Unit	10 April 1996
(ii)	Local Staff Unit	19 April 1996

The office of the Chief Administrative Officer and Integrated Support Services are expected to maintain staff up to 19 April 1996.



UNAMIR - MINUAR

INFORMATION CIRCULAR NO.032/96

1 April 1996

To: All International Staff

From: Susan Matthew  
Chief Administrative Officer

A handwritten signature in cursive script, appearing to read "Susan Matthew", is written over the printed name and title.

Subject: Internal Control over Lump-Sum Travel

We are in receipt of a fax dated 28 March 1996 from FALD/DPKO New York on the above subject, the text of which we quote as follows:

"Increasingly it has been observed that Staff Members reassigned to other Missions/Duty Stations while on Home Leave have not been complying with the certification procedure within the required 10 working days after completion of travel.

In order to address this problem it is advised that the Parent Mission send a facsimile to the Staff Member at the new destination through the CAO reminding the Staff Member of his/her obligation to submit certifying documents within 10 working days at the same time informing the Staff Member of the parent mission's responsibility to recover cost of travel if staff member fails to comply.

You are also advised to request administration of new duty station to obtain required documents from Staff Member, review and forward by pouch to parent mission and simultaneously send fax message confirming that documents were submitted within 10 working days.

Such confirmation will avoid unnecessary recovery action, pending the receipt of original documents and confirmation that they satisfy established requirement".

Handwritten initials "jm" in cursive script, located in the bottom right corner of the page.




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INFORMATION CIRCULAR N°. 033/96

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DATE: 1 April 1996

TO: All Military and Civilian Personnel  
and Contractors

FROM: Susan Matthew, CAO 

SUBJECT: Liability for loss/damage to UN property

As UNAMIR enters its final liquidation phase, I should like to confirm that all UNAMIR administrative directives and issuances remain in force, including those promulgated in Information Circular 045/95 dated 15 August 1995 concerning Local Property Survey Board action in cases of loss or damage to UN property.

All personnel are reminded of the need to be especially vigilant at this time with regard to the safety and security of personal and UN-owned property, including vehicles.





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INFORMATION CIRCULAR N°. 030/96

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DATE: 29 March 1996

TO: All Military and Civilian Personnel  
FROM: Susan Matthew, CAO  
SUBJECT: Officer-in-Charge, Administration

A handwritten signature in black ink, appearing to read "S. Matthew", written over the printed name "Susan Matthew, CAO".

Please be advised that during my absence from the mission area 3 through 10 April 1996, Mr. Paul McNeill will be Officer-in-charge, Administration (OIC/Administration) in addition to his usual duties as Chief Finance Officer.

INFORMATION CIRCULAR NO. 026/96

28 March 1996

TO: All UNAMIR Military & Civilian Personnel

FROM: Susan MATTHEW,  
CAO



SUBJECT: Postal Services

This is to inform you that effective immediately UNAMIR Post Office Box NO. 749 Kigali Rwanda will cease to be in use by UNAMIR. Staff are therefore advised to use:

UNAMIR Post Office  
Box NO.30888  
City Square  
Nairobi Kenya.

The ICTR have taken over P.O. Box 749 Kigali and arrangements are in place for mail coming through the Kigali Post Office Number to be redirected to UNAMIR personnel.

Thank you for usual cooperation.



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**INFORMATION CIRCULAR N° 027/96**

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DATE: 27 March 1996

TO: All International Civilian Personnel

FROM: Susan Matthew, CAO

SUBJECT: Staff meeting

This is to inform you that the SRSG will hold a meeting of all UNAMIR International Civilian Personnel on Friday, 29 March 1996, at 1200 hrs. in the Conference room on the ground floor.

The purpose of the meeting is to bid farewell to all departing UNAMIR staff.

Please be punctual.

INFORMATION CIRCULAR NO:025/96

DATE: 26 MARCH 1996

TO: All UNAMIR Military & Civilian Staff

FROM: Susan Matthew  
CAO



SUBJECT: Access to International Dialling

Please note that as part of the phased withdrawal of UNAMIR communications facilities and hand-over to ICTR, all Pin Numbers will be disabled on Sunday 31 March 1996 between 10.00 to 15.00 Hrs. This action should not affect staff with direct access to New York HQ and UNAMIR Nairobi. However, staff having this facility should call Ext. 11282 to verify that this service is in place.

During the period 1 - 19 April 1996, only a very limited number of Pin Numbers will be made available. Therefore, Heads of all Sections both Civilian & Military are requested to submit immediately to the Chief Communications Officer, a list of essential staff who should be given this facility.

We are also compelled to withdraw the Social Call facility offered to all UNAMIR staff, effective 31 March 1996 at 12.30 hrs.

Please note that after 19 April 1996, the operation of the PABX and all communications systems in Amahoro will become the responsibility of ICTR.

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**INFORMATION CIRCULAR N°. 024/96**


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DATE: 25 March 1996

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

FROM: Susan Matthew, CAO

SUBJECT: Safety and Security



1. The purpose of this information circular is to draw the attention of staff members to the recent increase in Landmine incidents taking place along the western border of Rwanda with Zaire. Reports of vehicles blown up and people killed or maimed in these landmine incidents are all too frequent. With immediate effect, staff members are warned to ensure all movements outside Kigali are essential, and to be extra cautious on such trips, even on tarmac roads.
2. Personnel are further advised that with the closure of UNAMIR and the associated phasing out of personnel and equipment, the capability of recovery breakdown especially outside Kigali is very limited, which inevitably will cause delays while waiting for assistance. This applies equally to UN Agencies using UNAMIR recovery services.
3. Your understanding and cooperation at this crucial stage will be appreciated.

cc: UN Agencies, Kigali

UNITED NATIONS



NATION UNIES

UNAMIR -  
MINUAR

**INFORMATION CIRCULAR NO. 023/96.**

20 March 1996

TO: All Civilian Personnel

FROM: Susan Matthew  
Chief Administrative Officer

A handwritten signature in cursive script, appearing to read 'Matthew', written in black ink.

SUBJECT: **DEADLINE OF ELECTRICAL EQUIPMENTS TURN-IN**

This is to inform you that the closing date for return of equipment to the UNAMIR Warehouse Trafipro, i.e. Fridges, TV sets, VCRs, Deep/Freezers, Music systems, Stoves etc; will be the 25th March 1996.

Kindly note the UNAMIR Warehouse will cease operation on the 31st March 1996. Any staff member who will fail to return the UNAMIR assets by the above mentioned date will be financially liable.

Your immediate cooperation on this matter will be highly appreciated.



**INFORMATION CIRCULAR No. 022/96**

14th March 1996

To: All UNAMIR Military & Civilian Personnel,  
A: Amahoro Hotel.

FROM: Susan Matthew,  
DE: Chief Administrative Officer,

SUBJECT: Liquidation of the Amahoro stationery supply office.  
OBJET:

1. This is to inform you that the UNAMIR stationery supply office based at the Amahoro Hotel will close with effect from midday 29th March 1996. There will be no further issues or turn in of supplies from or to the Amahoro Hotel after this date. Any turn in of equipment or supplies prior to this date would be greatly appreciated.
2. All offices in the Amahoro Hotel are to submit their last Q1, see attached, no later than Monday 25th March 1996. The office will endeavor to meet all requirements dependant on stocks. Requests received after this date will not be processed.
3. The issue of supplies will be from 0800 - 1200 hours. The turn in of supplies will be from 1400 - 1630 hours. The following floors will receive priority on the dates stated:

Ground Floor	Monday 25th March 1996
1st Floor (Military)	Tuesday 26th March 1996
2nd Floor (Civilian)	Wednesday 27th March 1996
3rd Floor (SRSG)	Thursday 28th March 1996
Q1s received on Monday	Friday 29th March 1996

4. Your co-operation in this matter with regard to dates and timings is greatly appreciated.




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INFORMATION CIRCULAR N°. 020/96

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DATE: 8 March 1996

TO: All Civilian Personnel

FROM: Susan Matthew, CAO 

SUBJECT: Safety and Security of UN Property

In connection with the end of the UNAMIR mandate and the imminent move of the civilian administration to Nairobi, I should like to remind all staff members of the need to be vigilant in respect of personal safety and security and of the safety and security of UN property and premises. Such vigilance is equally important in Kigali and Nairobi. You are particularly reminded of the contents of Information Circulars Nos. 059/95 and 063/95 dated 16 and 28 November 1995 respectively.

The regulations with regard to use and parking of vehicles in Rwanda, as promulgated in Administrative Instruction 011/95 of 18 December 1995 remain in force.

While there is no curfew in effect in Nairobi, there is nonetheless a need at all times to exercise care and common sense. UN vehicles should always be properly secured and should be parked overnight either at UNAMIR House or within secure compounds. On no account, should vehicles be parked unattended on the street or outside discos or night clubs during the hours of darkness or for prolonged periods during daytime unless securely guarded.

Staff members are advised to seek the guidance of the UNAMIR Civilian Security Section if they have queries with regard to any safety and/or security related matter.






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INFORMATION CIRCULAR N°. 020/96

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DATE: 8 March 1996

TO: All Civilian Personnel  
FROM: Susan Matthew, CAO   
SUBJECT: Safety and Security of UN Property

In connection with the end of the UNAMIR mandate and the imminent move of the civilian administration to Nairobi, I should like to remind all staff members of the need to be vigilant in respect of personal safety and security and of the safety and security of UN property and premises. Such vigilance is equally important in Kigali and Nairobi. You are particularly reminded of the contents of Information Circulars Nos. 059/95 and 063/95 dated 16 and 28 November 1995 respectively.

The regulations with regard to use and parking of vehicles in Rwanda, as promulgated in Administrative Instruction 011/95 of 18 December 1995 remain in force.

While there is no curfew in effect in Nairobi, there is nonetheless a need at all times to exercise care and common sense. UN vehicles should always be properly secured and should be parked overnight either at UNAMIR House or within secure compounds. On no account, should vehicles be parked unattended on the street or outside discos or night clubs during the hours of darkness or for prolonged periods during daytime unless securely guarded.

Staff members are advised to seek the guidance of the UNAMIR Civilian Security Section if they have queries with regard to any safety and/or security related matter.



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INFORMATION CIRCULAR N°. 018/96

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DATE: 6 March 1996

TO: All UNAMIR Personnel

FROM: Susan Matthew, CAO

SUBJECT: Closing Down Parade: UNAMIR-II

1. A parade will be held at Amahoro HQ on 8 March 1996 on the occasion of closing down of UNAMIR II.
2. In view of the above, the car parking area in front of the building will be required for practice and the final parade on 7 and 8 March 1996 respectively.
3. All persons using the central car parking area will therefore be required to make use of the visitors car park area, on the above mentioned dates.
4. Your inconvenience in this regard is regretted.



UNAMIR - MINUAR

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INFORMATION CIRCULAR No. 014/96

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Date: 04 March 1996

TO: All UNAMIR Civilian and Military Personnel

FROM: Susan Matthew  
Chief Administrative Officer

SUBJECT: Repair of Amahoro Hotel

Please be informed that repairs to the Amahoro Hotel will commence on 02 March 1996 to be completed before the end of the month. As the structure continues to be occupied during the repairs we expect all occupants of offices in the building to cooperate with Brown & Root Co. who will be carrying out the repairs.

Attached please find the proposed schedule for the repairs as prepared by Brown & Root. During the period when your office is to be repaired, the furniture should be moved to the centre and should be covered with material to be provided by Brown & Root. As shown on the schedule, the repairs will take one day for each office, and five or six offices will be under repair on the same day. When the rooms are under repair, the occupants will have to accommodate themselves in other offices for that day.

When the repairs are completed, it is strictly forbidden to adhere any pictures, maps or other materials to the walls. Any damages incurred in the building after the repairs will be the responsibility of the occupant of the office.

As the building will be handed over to the Government of Rwanda on the 31st of March 1996 we hope that you will fully cooperate in keeping all offices neat and clean.

Regards.

## PAINTING SCHEDULE

<i>Dates</i>	<i>Rooms</i>
March 2 1996	4084, 4077, 4068, 4061, 4052 and 4045
March 4 1996	4085, 4076, 4069, 4060, 4053, 4044
March 5 1996	4005, 4012, 4021, 4028, 4035
March 6 1996	4004, 4013, 4020, 4029, 4034
March 7 1996	3045, 3052, 3061, 3068, 3077, 3084
March 8 1996	3044, 3053, 3060, 3069, 3076, 3085
March 11 1996	3006, 3012, 3021, 3028, 3035
March 12 1996	3004, 3013, 3020, 2029, 3034
March 13 1996	2084, 2077, 2068, 2061, 2052, 2045
March 14 1996	2085, 2076, 2069, 2060, 2053, 2044
March 15 1996	2005, 2012, 2021 2028, 2035
March 16 1996	2034, 2029, 2020, 2013, 2004
March 18 1996	1045, 1050, 1057, 1060, 1061
March 19 1996	1061, 1060, 1057, 1050, 1045
March 20 1996	1005, 1012, 1017, 1024, 1029, 1036
March 21 1996	1006, 1011, 1018, 1023, 1030, 1035



INFORMATION CIRCULAR NO. 16/96

Date: 29 February 1996

TO: All UNAMIR Staff

FROM: Susan Matthew  
Chief Administrative Officer

A handwritten signature in cursive script, appearing to read "Susan Matthew", with a long horizontal flourish underneath.

SUBJECT: Official Holiday on 05 April 1996

You are aware that the end of the final UNAMIR mandate will be on 8 March 1996. Consequently, in view of the exigencies of service, it has been decided to consider Good Friday (5 April 1996) as one of the official holidays instead of Women's Day (8 March 1996).

A small, handwritten mark or signature, possibly initials, located in the bottom right corner of the page.



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INFORMATION CIRCULAR No. 012/96

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26 February 1996

TO: All International Civilian  
and Military Personnel

FROM: Susan Matthew  
Chief Administrative officer

A handwritten signature in cursive script, appearing to read "Matthew", with a horizontal line underneath.

SUBJECT: Relocation of FS Transport Workshop

The FS Transport Workshop will be relocated at the Traffipro Compound from 27 February 1996.

Tyre repair work and car washing will only be carried out at the Brown and Root Iveco Workshop.

Kindly note that longer delays will be experienced with regard to maintenance and repair work due to the limitations of the new workshop facility.

The cooperation of all concerned will be appreciated.

*Let's  
Go with*



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UNAMIR - MINUAR

<sup>d</sup>  
INFORMATION CIRCULAR NO: 006/96

Date: 3 February 1996

To: All UNAMIR Military & Civilian Staff

From: Susan Matthew  
Chief Administrative Officer  
UNAMIR, Kigali

A handwritten signature in cursive script, appearing to read "Matthew", is written over the typed name and title of the sender.

Subject: Re-programming of all VHF Communications Equipment

In order to comply with requirements of the Government of Rwanda regarding the use of frequencies, we are required to re-programme all VHF communications equipment.

Attached is a schedule for this exercise for the various Sectors, which must be strictly adhered to. Non-compliance could result in the radio equipment being withdrawn from the user.

Your cooperation in successfully completing this operation would be appreciated.

To: Thad Anglin  
Chief Communication Officer

From: Curtis Teemull  
Radio Technician

Thru: Senior Radio Technician

Date: 1 February 1996

Subject: **Reprogramming of All UNAMIR Radios**

Kindly note that it has become necessary to reprogram all Unamir Radios beginning on Monday 5th February 1996. Following is a schedule and assembly points where Radios will be reprogrammed. Also, all radios will be checked against Stores and Inventory Unit Records before programming.

**Monday 5th February 1996**

Sector 4: Users of Channel-12;  
Assembly point for reprogramming: Shagasha at 09:00.  
Assembly point for reprogramming: Cyangugu at 09:45.

**Wednesday 7th February 1996**

Sector 5 & 2B: Users of Channel-10;  
Assembly point for reprogramming: Gisenyi at 09:00.  
Assembly point for reprogramming: Nyundo at 09:45.  
Assembly point for reprogramming: Kibuye at 10:00.

**Thursday 8th February 1996**

Kibungo (Sector 1): Users of Channel-3  
Assembly point for reprogramming: Kibungo at 09:00.

**Friday 9th February 1996**

Sector 3 & 2A: Users of Channel-18 and Channel-13;  
Assembly point for reprogramming: Butare and Gitarama respectively at 10:00.

**Monday 12th February 1996**

Kigali (Sector-1): Users of Channels 4, 14 & 21.  
Assembly point for reprogramming: Comms Compound - All radios must be cleared by Stores and Inventory Unit before programming.



**Wednesday 14th February 1996**

Kigali (Sector-1): Users of Channels 11, 15, 22, 9 & 7.

Assembly point for reprogramming: Comms Compound - All radios must be cleared by Stores and Inventory Unit before programming.

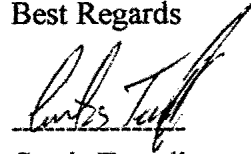
a

**Friday 16th February 1996**

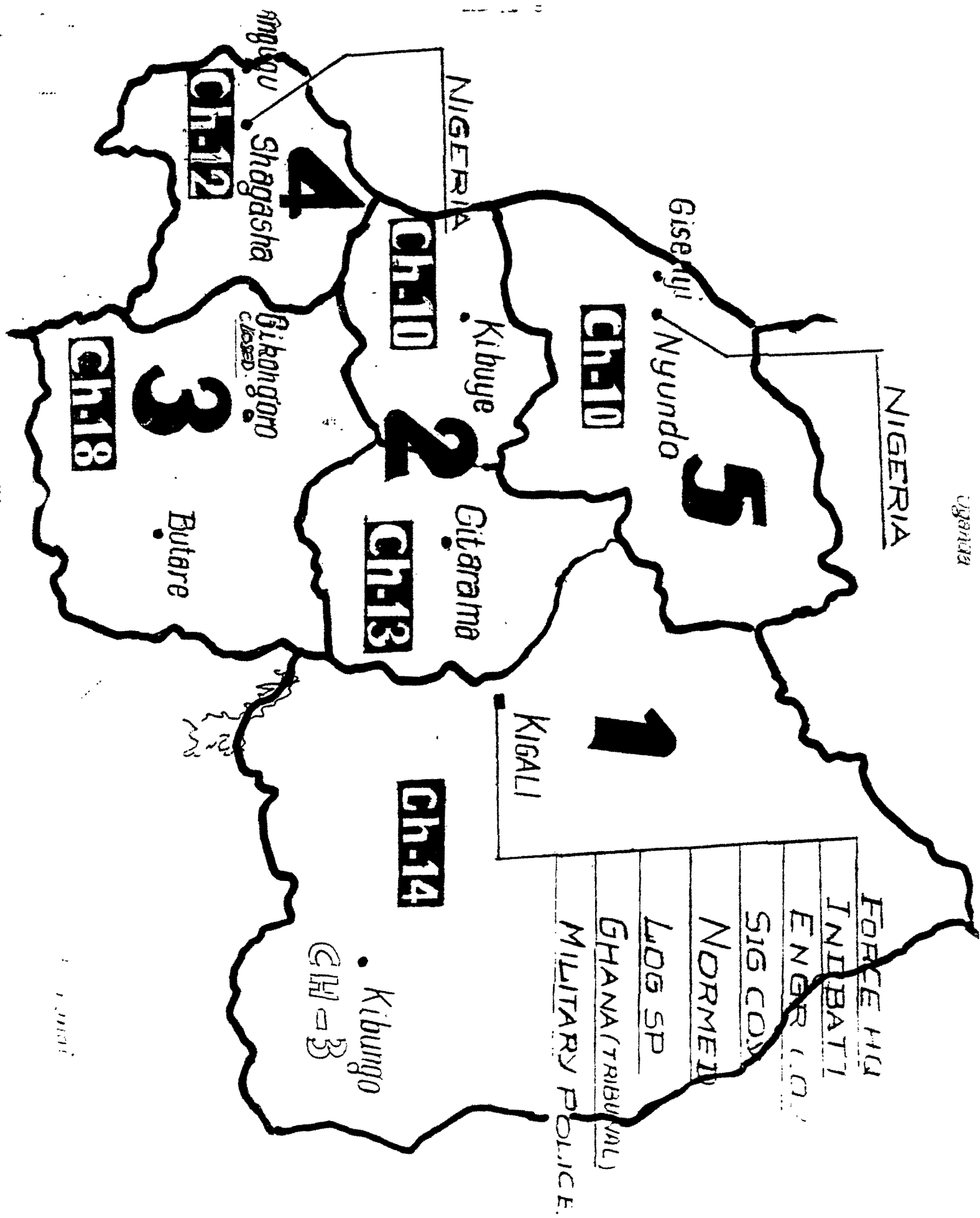
Kigali (Sector-1): Users of Channels 8, 16 & 2.

Assembly point for reprogramming: Comms Compound - All radios must be cleared by Stores and Inventory Unit before programming.

Best Regards



Curtis Temull



UNAMIR - MINUAR

**INFORMATION CIRCULAR NO. 005/96**

22 January 1996

To: All International Civilian Staff

From: Susan Matthew  
Chief Administrative Officer



Subject: **Special One-time MIP Enrolment Opportunity**

We are in receipt of a fax dated 11 January 1996 from FALD/DPKO New York on the above subject, the text of which we quote as follows:

"As you may be aware, when MIP was launched in September 1987 under the terms of ST/AI/343, the plan was conceived as compulsory for staffmembers though not for eligible family members. Section 2.2 of ST/AI/343 states that

'Eligible family members of active staff must be enrolled within 30 days after the staff member joins the Organization or within 30 days after the marriage of the staff member or birth/adoption of a child. If eligible family members are at any time withdrawn from the plan, they may not subsequently re-enter, nor will they be eligible at a later date for after-service health insurance.'

"Over the last several years, the Insurance Section has received numerous requests from the overseas offices administering the plan to grant exceptions to this rule in particular individual cases. In light of these inquiries, the Insurance Section has concluded that as some eight years have elapsed since the inception of MIP, it would be appropriate to authorize a one-time opportunity for staffmembers enrolled in MIP to enrol eligible dependants not presently covered under the plan. Accordingly, you are authorized to conduct an enrolment campaign for this purpose. The effective date of eligibility under the plan in connection with any newly enrolled dependant will be 1 January 1996. Applicable MIP premium levels should be adjusted accordingly with retroactive effect to 1 January 1996."

\* Should you wish additional information, please contact Civilian Personnel Office. The deadline for receipt of enquiries/enrolment is 30 January 1996.

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UNAMIR - MINUAR

**INFORMATION CIRCULAR NO. 004/96**

22 January 1996

To: All International Civilian Staff

From: Susan Matthew  
Chief Administrative Officer



Subject: **VAN BREDA HEALTH INSURANCE PLAN -**  
**1996 RENEWAL**

In accordance with the attached communication dated 21 December 1995 from the Chief of Insurance Unit, please be advised of the key provisions relating to the renewal of the Van Breda Hospital, Medical and Dental Insurance Plan which have been approved for implementation in the 12-month period commencing 1 January 1996.

Please be guided accordingly.



MESSAGE NO

SYMBOL CLASS

SYMBOL FOR DISPATCH

For use of Drafter / A remplir par le rédacteur

DATE: 21 December 1995

DRAFTER

DEPT

POSTAL SYMBOL

POSTAL CODE

A. Bieler:farf

IS/OPPBA

S-2755A

3-5507

(SEE ATTACHED LIST)

ETAT PRIORITE

AAA. THE PURPOSE OF THIS COMMUNICATION IS TO ADVISE YOU OF THE KEY PROVISIONS RELATING TO THE RENEWAL OF THE VANEREDA HOSPITAL, MEDICAL AND DENTAL INSURANCE PLAN WHICH HAVE BEEN APPROVED FOR IMPLEMENTATION IN THE 12-MONTH PERIOD COMMENCING 1 JANUARY 1996.

BBB. AS A RESULT OF A SIGNIFICANT DEFICIT IN 1995 AND PROJECTED PLAN COSTS FOR 1996, THE OVERALL LEVEL OF VANEREDA PREMIUMS HAS TO BE INCREASED BY 15 PERCENT. HOWEVER, WITHIN THE OVERALL 15 PERCENT INCREASE, TWO GROUPS OF PREMIUMS AND PERCENTAGES OF SALARY WILL COME INTO EFFECT ON 1 JANUARY 1996.

CCC. THE PREMIUMS APPLICABLE TO PARTICIPANTS WHOSE DUTY STATION IS IN SANTIAGO WILL RISE BY 30 PERCENT OVER CURRENT PREMIUM RATES EFFECTIVE 1 JANUARY 1996. THIS PREMIUM INCREASE OVER AND ABOVE THE BASIC INCREASE IN PREMIUM REQUIRED FOR 1996 IS DUE TO THE FACT THAT THE AVERAGE LOSS RATIO (CLAIM REIMBURSEMENTS DIVIDED BY PREMIUM REMITTED TO VANEREDA) FOR

SIGNATURE

T.A. Bieler, Chief, IS/OPPBA

DATE: 21 Dec 1995

-2-

For use of Director - A remplir par le rédacteur		DATE	
TYPE ACHETEUR	DEPT	FROM BUREAU	EXT. POSTAL

THIS GROUP OF PARTICIPANTS HAS EXCEEDED THE GLOBAL LOSS RATIO EACH YEAR OVER THE PAST FIVE YEARS BY A SIGNIFICANT MARGIN. ON THE RECOMMENDATION OF THE HEALTH AND LIFE INSURANCE COMMITTEE (HLIC), THE CONTROLLER APPROVED THE APPLICATION OF A PREMIUM SURCHARGE IN THE CASE OF CHILE-BASED PARTICIPANTS WITH A VIEW TO MITIGATING THE IMBALANCE WHICH HAS ARISEN.

DDO. AS A RESULT OF INTRODUCING A PREMIUM DIFFERENTIAL FOR CHILE-BASED PARTICIPANTS, THE REQUIRED PREMIUM INCREASE APPLICABLE TO ALL OTHER DUTY STATIONS WILL BE 13.7 PERCENT WHICH, IN COMBINATION WITH THE 30 PERCENT INCREASE APPLICABLE TO CHILE-BASED PARTICIPANTS, WILL YIELD THE REQUIRED AGGREGATE 15 PERCENT INCREASE FOR 1996. THUS, THE PREMIUMS AND PERCENTAGES OF SALARY WHICH WILL BECOME EFFECTIVE ON 1 JANUARY 1996 ARE AS FOLLOWS:

1. PREMIUM LEVELS AND CONTRIBUTIONS RATES APPLICABLE TO PARTICIPANTS WORLDWIDE EXCEPT UNATIONS, UNDP AND UNICEF STAFF ADMINISTERED BY ECLAC:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NO. REVISED	PRECEDENCE	URG. SEC. NO.
SVC CLASS		
CHECKED FOR DISPATCH		

-3-

For use of Drafter / A remplir par le rédacteur	DATE	ALLOTMENT / COWRTE
1. PER. AFFECTEUR	DEPT	ROOM / BUREAU
		EXT. / POSTE

COVERAGE	MONTHLY US DOLLAR	PERCENTAGE
<u>LEVEL</u>	<u>PREMIUM</u>	<u>OF SALARY</u>
S/M ONLY	97.00	1.36
S/M PLUS ONE		
FAMILY MEMBER	204.00	2.20
FAMILY	337.00	3.49

2. PREMIUM LEVELS AND CONTRIBUTION RATES APPLICABLE TO  
CHILE-BASED PARTICIPANTS:

COVERAGE	MONTHLY US DOLLAR	PERCENTAGE
<u>LEVEL</u>	<u>PREMIUM</u>	<u>OF SALARY</u>
S/M ONLY	110.00	1.55
S/M PLUS ONE		
FAMILY MEMBER	233.00	2.52
FAMILY	385.00	4.00

EEE. CONTAINMENT OF HOSPITAL COSTS. WITH EFFECT FROM

1. C. H. P. R. S. P.	AUTHORISED BY / AUTHORIZED BY
	SIGNATURE
	DATE
NAME AND TITLE / NOM ET FONCTION (TO BE PRINTED IN CAPITAL LETTERS)	

UNITED NATIONS		NATIONS UNIES		TELEGRAPH		PAGE	
For use of Cable Operations Unit only / Réserve au Groupe de la correspondance télégraphique							
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-4-

1 JANUARY 1996, THE FOLLOWING DAILY ROOM RATE CEILINGS ARE ESTABLISHED WITH RESPECT TO HOSPITAL ACCOMMODATION (BED AND BOARD):

1. A USDLR 600.00 PER DAY CEILING APPLICABLE TO HOSPITAL ACCOMMODATION IN EUROPE AND NORTH AMERICA (INCLUDING THE UNITED STATES). NORMAL STANDARD OF ACCOMMODATION REMAINS SEMI-PRIVATE.
2. A USDLR 330.00 PER DAY CEILING FOR ALL DUTY STATIONS OUTSIDE EUROPE AND NORTH AMERICA.
3. APPLICABLE TO ISRAEL ONLY, A USDLR 700.00 PER DAY ROOM RATE CAP, CONFORMING TO THE NATIONALLY UNIFORM SEMI-PRIVATE HOSPITAL ACCOMMODATION RATE IN THAT COUNTRY.

FFF. A FURTHER MODIFICATION IN THE BENEFIT STRUCTURE WILL BECOME EFFECTIVE ON 1 JANUARY 1996. THE OUTPATIENT MENTAL AND NERVOUS BENEFIT IS MODIFIED TO PROVIDE FOR 50 PERCENT

FILE NO.		AUTHORISED BY / AUTHORIZED BY	
		DATE	
		SIGNATURE	



UNITED NATIONS		NATIONS UNIES		TELEGRAPH		PAGE	
For use of Cable Operations Unit only / Réserve au Groupe de la correspondance télégraphique							
REFERENCE		PRECEDENCE		MESSAGE NO.			
CABLE ADDRESS							
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For use of Drafter / A remplir par le rédacteur		DATE		ALLOTMENT / COMPTES		FILE	
CABLE ADDRESS		DEPT		ROOM / BUREAU		EXT. POSTE	

-5-

REIMBURSEMENT OF OUTPATIENT TREATMENT COSTS UP TO AN ANNUAL  
CEILING OF USDLR 1,000.00. THE PREVIOUS STIPULATION REGARDING  
THE ALLOWABLE NUMBER OF VISITS PER YEAR IS DROPPED.

G.G.G. AS A RESULT OF THE PROTRACTED DISCUSSIONS AND  
NEGOTIATIONS CONCERNING RENEWAL OF THE VANBREDA PLAN FOR 1996,  
ISSUANCE OF THE RELATED INFORMATION CIRCULAR WILL BE SLIGHTLY  
DELAYED. THE CIRCULAR WHICH WILL CONTAIN FULL DETAILS  
REGARDING THE PROVISIONS OUTLINED ABOVE IS PRESENTLY BEING  
FINALIZED AND WILL BE ISSUED AND DISTRIBUTED IN JANUARY 1996.

BEST WISHES TO YOU AND YOUR STAFF FOR CHRISTMAS AND THE NEW  
YEAR.

THOMAS A. BIELER, CHIEF  
INSURANCE SECTION/OPPBA

NNNN

11/11		AUTHORISED BY (NAME AND SIGNATURE)	
DATE		DATE	
SIGNATURE		SIGNATURE	

UNAMIR - MINUAR

**INFORMATION CIRCULAR No.002/96**

16 January 1996

TO: All UNAMIR International Civilian Staff  
A:

FROM: Susan Matthew  
DE: Chief Administrative Officer  
UNAMIR, Kigali



SUBJECT: **Extension of Assignment/Appointment**  
OBJET:

1. This is to inform you that your appointment/assignment to UNAMIR has been extended by New York Headquarters up to **31 March 1996**, unless you had previously indicated to the Civilian Personnel Section of your wish for an earlier departure from the mission area.
2. The relevant P5 Actions and Letters of Appointment for mission appointees are forthcoming.
3. A separate exercise will be carried out regarding those who may be required to remain beyond 31 March 1996.



INFORMATION CIRCULAR NO. 001/96

DATE: 4 January 1996

TO: All Military and Civilian International Staff  
UNAMIR

FROM: William Clive, Officer-In-Charge  
Administration

A handwritten signature in dark ink, appearing to be "W. Clive", is written over the printed name of the Officer-In-Charge.

SUBJECT: VISAS

Please be advised that with effect from 4 January 1996, all visa applications and information relating thereto, will be handled by the Protocol Section, UNAMIR.

This Section can be reached on extension 11071/2, Room 4072, Amahoro Headquarters.

UNAMIR - MINUAR

**INFORMATION CIRCULAR NO. 005/96**

22 January 1996

To: All International Civilian Staff

From: Susan Matthew  
Chief Administrative Officer



Subject: **Special One-time MIP Enrolment Opportunity**

We are in receipt of a fax dated 11 January 1996 from FALD/DPKO New York on the above subject, the text of which we quote as follows:

"As you may be aware, when MIP was launched in September 1987 under the terms of ST/AI/343, the plan was conceived as compulsory for staffmembers though not for eligible family members. Section 2.2 of ST/AI/343 states that

'Eligible family members of active staff must be enrolled within 30 days after the staff member joins the Organization or within 30 days after the marriage of the staff member or birth/adoption of a child. If eligible family members are at any time withdrawn from the plan, they may not subsequently re-enter, nor will they be eligible at a later date for after-service health insurance.'

"Over the last several years, the Insurance Section has received numerous requests from the overseas offices administering the plan to grant exceptions to this rule in particular individual cases. In light of these inquiries, the Insurance Section has concluded that as some eight years have elapsed since the inception of MIP, it would be appropriate to authorize a one-time opportunity for staffmembers enrolled in MIP to enrol eligible dependants not presently covered under the plan. Accordingly, you are authorized to conduct an enrolment campaign for this purpose. The effective date of eligibility under the plan in connection with any newly enrolled dependant will be 1 January 1996. Applicable MIP premium levels should be adjusted accordingly with retroactive effect to 1 January 1996."

\* Should you wish additional information, please contact Civilian Personnel Office. The deadline for receipt of enquiries/enrolment is 30 January 1996.

UNAMIR - MINUAR

**INFORMATION CIRCULAR NO. 005/96**

22 January 1996

To: All International Civilian Staff

From: Susan Matthew  
Chief Administrative Officer



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UNITED NATIONS  
ASSISTANCE MISSION IN RWANDA

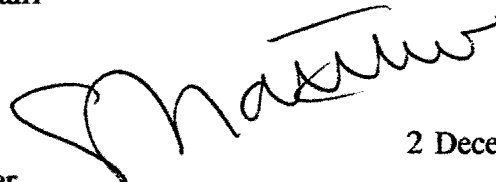
NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR No. 066/95

To: All International Civilian Staff

From: Susan Matthew  
Chief Administrative Officer



2 December 1995

Subject: Corrigenda to the Administrative Instructions  
issued on 1 December 1992

The following corrigenda should be made to the two Administrative Instructions issued on 1 December 1995:

- (a) Administrative Instruction No. 030/95 on Extension of Assignment/Appointment should be addressed to all international civilian staff;
- (b) Administrative Instruction on Extension of United Nations Laissez-Passer (UNLP) and Visa should read "Administrative Instruction No. 031/95" and be addressed to all international civilian staff.



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INFORMATION CIRCULAR N°. 064/95

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DATE: 29 November 1995

TO: All International Civilian Personnel

FROM: Susan Matthew, CAO

SUBJECT: Staff meeting

A handwritten signature in dark ink, appearing to read "Matthew", with a long horizontal line extending from the end of the signature.

This is to inform you that the SRSG will hold a meeting of all UNAMIR International Civilian Personnel on Wednesday, 29 November 1995, at 15:00 hrs. in the Conference room on the ground floor.

The purpose of the meeting is to brief the staff on the status of UNAMIR mandate.

Please be punctual.



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INFORMATION CIRCULAR N°. 063/95

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DATE: 28 November 1995

TO: All UNAMIR Military, Civilian Police  
and Civilian Personnel

FROM: Susan Matthew, CAO

SUBJECT: Security checks

Further to my information circular of 16 November 1995 on Security checks at UNAMIR premises (Amahoro and Trafipro), the following additional security measures will come into immediate effect at Trafipro. The aim of these measures is to further tighten the loose ends in our system.

(a) The water point gate (back gate) will be closed to all in-coming vehicles after 1730 hrs. daily; and only vehicles in the parking lot will be allowed exit. On Saturdays the gate will be closed at 1330 hrs. and will remain closed on Sundays.

(b) The main gate will be the only entry point to all vehicles after the closure of the water point gate.

(c) All visitors to local staff members will be met by the individual staff members outside the gates;

(d) All staff members working late will be required to sign out, as well as signing in and out on late entry, and on weekends;

(e) Staff members are advised to properly close their offices at close of duty, and that if any office is left open, the staff member may be obliged to reimburse the UN for any loss of goods and/or equipment from the office in question; They are further advised to leave the lights on in their offices at night.

(f) The back entrance to the two main office buildings will be closed at the close of duty, and entry will only be through the main entrances.

Your understanding and cooperation in the event of any inconvenience caused by these measures will be highly appreciated.



**INFORMATION CIRCULAR 061/95**

21 November 1995

**To:** All UNAMIR staff

**FROM:** Susan Matthew  
Chief Administrative Officer

**SUBJECT:** Official holidays for 1996

Pursuant to Staff Rule 101.3(b) and with the approval of New York Headquarters, the following days are regarded as official holidays in the United Nations offices (UNAMIR) in Rwanda:

New Year's Day	1 January 1996
Eid/Bayram	2 March 1996
Women's Day	8 March 1996
Easter Monday	8 April 1996
Labour Day	1 May 1996

Eid-al-Adha (to be celebrated in May 1996 depending on the sighting of the moon at Eid al Fitr)

Independence Day	1 July 1996
U.N. Day	24 October 1996
Christmas Day	25 December 1996

On the other hand, the following official holidays shall be observed by UNAMIR office in Nairobi:

New Year's Day	1 January 1996
Good Friday	5 April 1996
Easter Monday	8 April 1996
Labour Day	1 May 1996
Moi Day	10 October 1996
Kenyatta Day	20 October 1996
Jamhuri Day	12 December 1996
Christmas Day	25 December 1996
Boxing Day	26 December 1996


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**INFORMATION CIRCULAR N° 060/95**

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DATE: 20 November 1995

**TO:** All UNAMIR Personnel

**FROM:** S. Matthew, CAO 

**REF:** Notice of termination of Agreement from Angelica Imex Ltd. of 13 November 1995 (copy attached)

**SUBJECT:** **CLOSURE OF UNAMIR PX**

1. I regret to inform you that on November 15 1995, UNAMIR received a Notice of Termination of Agreement from our PX Contractor Angelica Imex Ltd. I have decided to accept their notice and have also informed Angelica Imex Ltd. that I expect them to continue to provide their services until their current stock of merchandise is depleted.
2. This matter will be reviewed as soon as a decision concerning the future of UNAMIR is received from UN NY. I will keep you informed of any further developments. Your cooperation and understanding in this matter is appreciated.
3. Please do not hesitate to contact Contracts Management at extension 11627 for any further clarification on this matter.

General  
Circular

**IN THE NAME OF ALLAH, THE MERCIFUL AND MOST GRACIOUS**

**Eid-Al-Fitri Celebration**

To mark the end of the holy month of Ramadan, Muslims in Rwanda will celebrate Eid-Al-Fitri on Monday, 19 February 1996.

On behalf of the muslim brothers and sisters of UNAMIR, warm felicitations and an invitation are extended to all muslims and friends in UN Agencies, NGOs and elsewhere in Rwanda.

To pray and celebrate together the following programme is planned:

1. Free bus ride at 6:30 a.m. for Muslims from UNAMIR HQ at Amahoro to the Mosque at Kacyiru for the Eid prayers on Monday, 19 February 1996.
2. Reception and gathering of Muslims and their friends at the Belgian Village immediately after the Eid prayers, at 08:00 a.m.

In respect of the above, a modest contribution of \$US 20.00 is requested from the muslims for the holy festive occasion.

**Note:**

**The Special Representative of the Secretary-General for Rwanda, Ambassador Shaharyar M. Khan, will attend.**

**Contacts**

**UNAMIR HQ  
Ext. 11075, 11068 and 11213**



INTER-OFFICE MEMORANDUM

DATE: February 1, 1996

TO: Executive Director  
Chief of Staff  
Chief Military Observer  
CCPO  
CMOVCON  
CBOI

FROM: S. Matthew  
Chief Administrative Officer

SUBJECT: UNAMIR HEADQUARTERS MOVE TO TRAFIPRO

As part of the liquidation process UNAMIR Headquarters will move to Trafipro from the Amahoro Hotel location by 16 March, 1996. It is important, therefore, for addressees to submit to my office a list of personnel and office space requirements for the move to Trafipro. Personnel and office space requirements should be valid as at 8 March, 1996 and should take into account any downsizing that is to take place within the section/unit. In order to ensure a smooth transfer of offices to Trafipro, addressees are kindly requested to provide the information by no later than 5 ~~March~~ February, 1996.

Thank you.

③ G4 Log 1  
Hans for CMO  
as the new C.O.  
member.  
G4 Log  
2 Feb 96



*Sissay*

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**INTER-OFFICE MEMORANDUM**

---

DATE: February 1, 1996

TO: Executive Director  
Chief of Staff  
Chief Military Observer  
CCPO  
CMOVCON  
CBOI

FROM: S. Matthew  
Chief Administrative Officer

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Thank you.

Reçu le - 1 FEV. 1996



INTER-OFFICE MEMORANDUM

DATE February 1, 1996

TO Executive Director  
Chief of Staff  
Chief Military Observer  
CCPO  
CMOVCON  
CBOI

FI M. S. Matthew  
Chief Administrative Officer

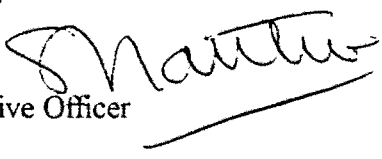
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Thank you.

③ 94 Log/15.  
Hans for record  
as per 226-121.  
number.  
94 Log/15.  
27 Feb 96

INTEROFFICE MEMORANDUM

To: All Section Chiefs Date: 31 January 1996  
From: Susan Matthew  Ref.: BC/ssg/TS-  
Chief Administrative Officer  
Subject: Transfer of Records to Headquarters Archives Section

As the closing date of UNAMIR is approaching, it is becoming urgent to consolidate the mission's archives and store them in a safe place.

1. In view of the fact that UNAMIR is expected to operate at least partly from Nairobi during and beyond the 6 weeks of liquidation period, each Section is requested to keep its active files and arrange for its shipment to Nairobi. If you need storage boxes for archives, please contact Supply Unit.

2. It would be appreciated if you could adhere to the following guidelines in order to achieve consistency in the archival exercise both for the active files and the closed ones. Prior to submission all files should be reviewed and categorized as (i) those that have no value and do not fall under the main categories in para (3) which are to be **destroyed** and (ii) those to be retained and later transfer to UN Headquarters, New York.

3. The following points should be taken into consideration to determine records to be retained:

- (a) All outgoing and internal communications originated by your office, which are not personal and relate to the work of UNAMIR are considered official correspondence;



- (b) All relevant correspondence which could be used for future Board of Inquiries, Claims or Audit investigations;
- (c) Incoming correspondence on which relevant action has been taken, thereby making you an originator and those which apply to para (b) above;
- (d) Records that reflect objectives and basic policies of the United Nations as carried out by the mission and its day-to-day operations;
- (e) Records of historical value;
- (f) If necessary, a chronological file may be kept for reference but **should not be substituted** for the official subject files;
- (g) UN Documents (i.e., Security Council resolutions) should not be mixed with correspondence and other records. These are only considered reference/working files;
- (h) Circulars and Administrative Instructions are to be kept in a separate file and are only to be submitted at the end of the mission to Archives by the originator (i.e., Office of the SRSG or CAO as applicable); and
- (i) All records are to be retained by subject and filed in chronological order, as far as applicable following the "UNAMIR Archives and Records ... Classification Manual Plan" herewith attached.

4. Some documents such as courtesy copies are to be kept in the subject files for reference only. However, if no action has originated from such and if these do not fall under 3(b) above, these records are to be disposed of to avoid volume under the understanding that the originating office is to submit them.

---

5. **Personnel records for all staff (international, local, Civilian Police etc.) and applications for employment are to be submitted by Personnel Section and are considered confidential. Based on this, individual units should not retain for further submission personnel records such as attendance and others.**

6. **All finance records related to disbursements, payments, payroll and others are to be submitted to Finance and budget, Headquarters directly by the Chief Finance Officer and are considered of sensitive nature.**

7. **All archives records related to purchase, settlement of bills and correspondence with vendors will be moved from Kigali to Nairobi for processing and storage. They will be forwarded subsequently to UN HQ Archives.**

8. For the submission of records to be transferred to headquarters please adhere to the following procedures:

- (a) Prepare a file plan of your subject files by number and submit it to the Archives Officer who is to advise, if necessary which files are to be retained for transfer and which are to be **destroyed**;
- (b) Review your records for a general "clean up" to ensure that irrelevant documents are not being submitted and that every document is under its respective category;
- (c) Determine the number of boxes needed and request assistance if necessary from the Archives Officer;
- (d) Pack your files in the same order as the one stipulated on your file, the first file on the list should be the first file in box number 1, in case a file takes various folders, then volume 3 should be in front of volume 2 etc);

- (e) Boxes should be clearly marked on both narrow sides with office name, abbreviation and files contained. Office and division should be marked on the wide side of the box as per the attached figure;
- (f) Boxes **must** be numbered i.e. box 3 of 10 (see figure);
- (g) Ensure that on the inside cover of the box, a copy of the file plan pages for those files inside the specific box are displayed. Highlight if deemed necessary (see figure);
- (h) Do not seal your boxes;
- (i) Once this operation is complete, submit a copy of your final file list, indicating the box number where the file is placed and the dates of each in the appropriate column on the list. This has to be submitted both as hard copy and on diskette to the Archives Officer; and
- (j) For consistency, all the above should be prepared in Word Perfect 5.1 for DOS.



UNITED NATIONS  
ASSISTANT MISSION FOR RWANDA

NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : All sections/unit chiefs

8 May 1995

From : A. H. GOLO, OIC  
Administration

Subject : Draft Archives Classification Manual Plan.

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

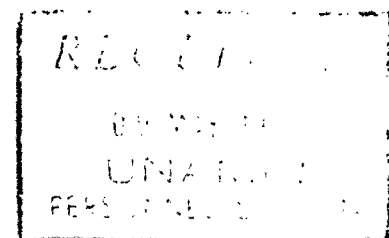
Staff members in the field of preparation of both internal and external correspondence are requested to ensure that they make full use of the manual. Correct case file reference and keyword should be quoted and copy sent to Archives for record purposes.

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

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

CC:

- 1 03
- FC
- DFC
- MILOB
- CIVPOL
- DCOS OPS
- DCOS SUP



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

SRSG 1

ITEM NO	TITLE	CASE FILE	KEYWORD	FILE No
1	SRSG		SRSG	01
		EXECUTIVE DIRECTOR	EXECUTIVE	01-1
		POLITICAL AFFAIRS	POLITICAL	01-2
		PROTOCOL AFFAIRS	PROTOCOL	01-3
		LEGAL AFFAIRS	LEGAL	01-4
		SPOKESMAN	SPOKESMAN	01-5
		BROADCAST CONSULTANT	BROADCAST	01-6
		PRESS BRIEFING	PRESS	01-7
		GENERAL RADIO RWANDA	GENERAL	01-8
		UNAMIR RADIO	UNAMIR	01-9
		SECURITY COORDINATOR	SECURITY	01-10
		RWANDA GOVERNMENT	RWANDA	01-11
		NOTE VERBALE	NOTE	01-12
		ADMINISTRATIVE INSTRUCTION CIRCULARS	CIRCULARS	01-13
		RELATIONS WITH IGO AND NGOS	RELATIONS	01-14
		RELATIONS WITH UN AGENCIES	RELATIONS	01-15
		RELATIONS WITH HOST COUNTRY	RELATIONS	01-16
		DAILY PROGRAMME (SITREP)	DAILY	01-17
		OFFICIAL VISITS	OFFICIAL	01-18
		VISITORS	VISITORS	01-19
		NOTE FOR FILE	NOTE	01-20
		BOARD OF INQUIRY	INQUIRY	01-21

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

SRSG 2

ITEM N	TITLE	CASE FILE	KEYWORD	FILE No
2	HUMAN RIGHTS		HUMAN	03
		COMMISSION ON HUMAN RIGHTS	COMMISSION	03-1
		HUMAN RIGHTS VIOLATIONS	HUMAN	03-2
		INTERNATIONAL TRIBUNAL	INTERNATIONAL	03-3
		MASSACRE OF CIVILIANS	MASSACRE	03-4
		DETENTION CAMPS	CAMPS	03-5
		CONDITIONS IN DETENTION	CONDITIONS	03-6
3	HUMANITARIAN ASSISTANCE		HUMANITARIAN	04
		CONVOYS	CONVOYS	04-1
		CO-OPERATION WITH HUMANITARIAN AGENCIES	AGENCIES	04-2
		DISPLACED PERSONS	DISPLACED	04-3
		EDUCATION PROGRAMME	EDUCATION	04-4
		FAMILY TRACING PROGRAMME	FAMILY	04-5
		HEALTH PROGRAMME	HEALTH	04-6
		LAND TENURE	LAND	04-7
		REFUGEES	REFUGIEES	04-8
		RIVAL CLAIMS TO PROPERTY RIGHTS	PROPERTY	04-9
		SECURITY OF HUMANITARIAN RELIEF (FOOD)	HUMANITARIAN	04-10
		WARE HOUSING AND DISTRIBUTING RELIEF GOODS	RELIEF	04-11
4	ORGANISATION AND MANDATE		MANDATE	08
		SECRETARY GENERAL REPORTS	REPORTS	08-1
5	NATIONAL RECONCILIATION		NATIONAL	06
		CONFERENCE ON NATIONAL RECONCILIATION	RECONCILIATION	06-1

(2)

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

3

SRSG 3

ITEM NO	TITLE	CASE FILE	KEYWORD	FILE No
6	PUBLIC ORDER		PUBLIC	09
		COMMUNAL POLICE	COMMUNAL	09-1
		ETHNIC POLITICAL MOTIVATED CRIMES	ETHNIC	09-2
7	GOVERNMENT		GOVERNMENT	010
		GOVERNMENT (RWANDA)	GOVERNMENT	010-1
		TRANSITIONAL NATIONAL ASSEMBLY	ASSEMBLY	010-2
8	CEASE-FIRE		CEASE	01
		ARMS, AMMUNITION AND EQUIPMENT CONTROL	AMMUNITION	01-1 A
		CANTONMENT OF MILITARY FORCES	CANTONMENT	01-2 B
		CEASE FIRE AGREEMENT	AGREEMENT	01-3 C
		CEASE FIRE LINE INCIDENTS	CEASE FIRE	01-4 D
		DEMILITARIZATION	DEMILITARIZATION	01-5 E
		DEMOBILISATION	DEMOBILISATION	01-6 F
		DISARMAMENT	DISARMAMENT	01-7 G
		EMBARGO ON ARMS IMPORTATION	EMBARGO	01-8 H
		LIAISON WITH NEIGHBOURING GOVERNMENTS	NEIGHBOURING	01-9 I
		MINE CLEARING	MINE	01-10 J
		PEACE AGREEMENT IMPLEMENTATION	IMPLEMENTATION	01-11 K
		REGROUPING OF MILITARY FORCES	MILITARY	01-12 L

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

(4)

F. C 1				
ITEM NO	TITLE	CASE FILE	KEYWORD	FILE No
1	CEASE FIRE		CEASE FIRE	01 A
		CEASE FIRE AGREEMENT	AGREEMENT	01-4B
		CEASE FIRE LINE INCIDENTS	CEASE FIRE	01-5 C
		DEMILITARIZATION	DEMILITARIZATION	01-63 D
		DEMOBILIZATION	DEMOBILIZATION	01-7 E
		DEPLOYMENT OF MILITARY PERSONNEL	DEPLOYMENT	01-8 F
		MINE CLEARING	MINE	01-9 G
		PEACE AGREEMENT IMPLEMENTATION	PEACE	01-10 H
2	HUMANITARIAN ASSISTANCE		HUMANITARIAN	02
		CONVOYS	CONVOYS	02-1
		DISPLACED PERSONS	DISPLACED	02-2
		REFUGEES	REFUGEES	02-3
		SECURITY OF HUMANITARIAN RELIEF (FOOD)	RELIEF	02-4
3	PUBLIC ORDER		PUBLIC	07
		COMMUNAL POLICE	COMMUNAL	07-1
		GENDARMERIE	GENDARMERIE	07-2
		LIAISON WITH POLICE AUTHORITIES	POLICE	07-3
		TRAINING AND INTEGRATION OF ARMED FORCES	TRAINING	07-4



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

(5)

F.C 2				
ITEM NO	TITLE	CASE FILE	KEYWORD	FILE No
4	TRANSITIONAL GOVERNMENT		TRANSITIONAL	08
		GOVERNMENT (RWANDA)	GOVERNMENT	08-1
		TRANSITIONAL N. TIONAL ASSEMBLY	TRANSITIONAL	08-2
5	MEDICAL SERVICES		MEDICAL	010
		MEDICAL AND INSPECTION REPORT	INSPECTION	010-1
		MEDICAL SHIPMENT	MEDICAL	010-2
		AIR AMBULANCE SERVICE Ambulance		010-3
6	PERSONNEL		PERSONNEL	012
		DEPLOYMENT	DEPLOYMENT	012-1
		MILITARY OFFICERS LIST	MILITARY	012-2
		MILITARY STAFF LIST	MILITARY	012-3
		ROTATION	ROTATION	012-5
		WITHDRAWAL	WITHDRAWAL	012-6
		REPLACEMENT	REPLACEMENT	012-7
7	DEPUTY FORCE COMMANDER (DFC)		DFC	014
		CIVPOL	CIVPOL	014-1
	MEETING (DFC)		METING	017
		FORCE COMMANDER CONFERENCE	CONFERENCE	017-1
		ENGINEERING MEETINGS	ENGINEERINGS	017-2
		LOGISTICS MEETINGS	LOGISTICS	017-3
		GENERAL MEETINGS	GENERAL	017-4
		MINUTES OF THE MEETINGS	MINUTES	017-5

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FC 3				
ITEM NO	TITLE	CASE FILE	KEYWORD	FILE No
8	OPERATION PLANNING		OPERATION	018
		DAILY REPORT	DAILY	018-1
		BRIEFING SHEETS	BRIEFING	018-2
		CHANGE OF COMMANDS	CHANGE	018-3
		CHECK POINTS	CHECK POINTS	018-4
		DUTY OFFICERS PANEL	PANEL	018-5
		LOGISTICS PLAN	LOGISTICS	018-6
		OBSERVATION POSTS	OBSERVATION	018-7
		PATROL AND RECONNAISSANCE	PATROL	018-8
9	PUBLIC ORDER		PUBLIC	019
		TRAINING AND INTEGRATION OF ARMED FORCES	TRAINING	019-1
		LIAISON WITH POLICE AUTHORITIES	LIAISON	019-2
10	PERSONNEL		PERSONNEL	020
		DEPLOYMENT (TRP)	DEPLOYMENT	020-1
		DAILY SITREPS	SITREPS	020-2
		PROTESTS/ VIOLATIONS	PROTESTS	020-3
		ENTERTAINMENT AND CELEBRATIONS	CELEBRATIONS	020-4
		PRESS PUBLIC RELATIONS	PRESS	020-5
		POLITICAL LEGAL	POLITICAL	020-6
		SECURITY COUNCIL	COUNCIL	020-7
		CONSOLE NCE		020-8

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CAO 1				
ITEM NO	TITLE	CASE FILE	KEYWORD	FILE No
1	CAO		CAO	01
		ADMINISTRATIVE ISSUES	ISSUES	01-1
		ADMINISTRATIVE REPORTS	REPORTS	01-2
		AGREEMENT BETWEEN RWANDA GOVERNMENT AND UNAMIR	AGREEMENT	01-3
		AGREEMENT BETWEEN UN AND USA GOVERNMENT	AGREEMENT	01-4
		ANNUAL LEAVE REQUEST	LEAVE	01-5
		ATTENDANCE RECORDS	ATTENDANCE	01-6
		AGREEMENT ON BELGIAN VILLAGE	BELGIAN	01-7
		AGREEMENT ON CHEZ LANDO	CHEZ LANDO	01-8
		CORRESPONDANCE WITH OTHER PEACE KEEPING MISSION	CORRESPONDANCE	01-9
		DIGEST OF PEACE KEEPING MISSIONS (DPKO) IN BRIEF	DIGEST	01-10
		ISSUES ON GENERATORS	GENERATORS	01-11
		HUMAN RIGHT MATTERS	HUMAN	01-12
		INCIDENTS REPORTS	INCIDENTS	01-13
		INFORMATION CIRCULARS	CIRCULARS	01-14
		INTERNATIONAL TRIBUNAL FOR RWANDA	TRIBUNAL	01-15
		AGREEMENT ON LE MERIDIEN	MERIDIEN	01-16
		MGT CONSOLIDATED (CATERING)	MGT	01-17
		MINUTES	MINUTES	01-18
		MISCELLANEOUS	MISC	01-19
		PRESS CLIPPING ( FOR UN)	CLIPPING	01-20
		PROVISION	PROVISION	01-21
		AGREEMENT ON RENTAL CONTRACTS	RENTAL	01-22
		SECURITY PLAN FOR RWANDA	SECURITY	01-23
		PROPERTY SURVEY BOARD	PROPERTY	01-24
		CAO'S SECURITY CO-ORDINATOR	SECURITY	01-25

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CAO 2				
ITEM No	TITLE	CASE FILE	KEYWORD	FILE No
		STAFF MATTERS AND STAFF WELFARE	WELFARE	01-28
		STAFF IN CAO OFFICE	STAFF	01-27
		AGREEMENT ON TRAFIPRO	AGREEMENT	01-28
		UN ANNIVERSARY	ANNIVERSARY	01-29
	AIR OPERATIONS (MOVCON)		OPERATIONS	07
		REQUEST FOR FLIGHT	FLIGHT	07-1
3		AIRSAFETY UNIT	SAFETY	07-2
		CONVOY SITREPS	SITREPS	07-3
		SPANISH AIR FORCE	SPANISH	07-4
		SHIPMENTS	SHIPMENTS	07-5
		FLIGHT SCHEDULES/REQUESTS	SCHEDULE	07-6
		PASSENGER MANIFEST	MANIFEST	07-7
		CARGO OPERATIONS	CARGO	07-8
		HELICOPTER FLIGHT	HELICOPTER	07-9
		OVERFLIGHT	OVER	07-10
		Air Ticket	TICKET	07-11
	GENERAL SERVICE SECTION		GENERAL	08
		REGISTRY, ARCHIVES AND RECORDS MANAGEMENT	ARCHIVES	08-1
		ADMINISTRATION INSTRUCTIONS	INSTRUCTIONS	08-2
		INFORMATION CIRCULARS	INFORMATION	08-3
		INTERNAL MEMOS	MEMOS	08-4
		UN STAMP/ POSTAL EXPENSES	STAMP	08-5
		MAIL ADDRESSEE	ADDRESSEE	08-6
		SUPPLY REQUEST FORM	SUPPLY	08-7
		LAUNDRY SERVICES	LAUNDRY	08-9
		ATTENDANCE RECORD	ATTENDANCE	08-10

INSURANCE COVERAGE SPK D  
CAO 07-12  
(ON FLIGHT)  
OPERATION CHAMELEON  
CAO 07-13  
AIRCRAFT AGREEMENT  
CAO 07-14  
CAO 01-22  
READING FILE  
CAO 01-23

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CAO 3				
ITEM NO	TITLE	CASE FILE	KEYWORD	FILE No
3	GENERAL SERVICE SECTION		GENERAL	08-11
		DELIVERY OF NEWSPAPERS FOR SRSG/FC	NEWSPAPER	08-12
		CHECK IN/OUT SHEET FILE	IN/OUT	08-13
		ACCIDENT	ACCIDENT	08-14
		PETTY CASH	PETTY CASH	08-15
		CORRESPONDANCE DISTRIBUTION	CORRESPONDANCE	08-16
		CLAIMS	CLAIMS	08-17
		ESTABLISHMENT OF UNAMIR CLAIMS REVIEW BOARD	REVIEW	08-18
		UNIFORM FILE	UNIFORM	08-19
		UNAMIR WELFARE CLUB NEWSLETTER	WELFARE	08-20
		MANAGEMENT INFORMATION SYSTEM AND TRAINING	MANAGEMENT	08-21
		CLEANING MATERIAL AND SANITATION SUPPLIES	CLEANING	08-22
		CORPS DIPLOMATIC AU RWANDA	CORPS	08-23
		UNAMIR BULLETIN ISSUE	BULLETIN	08-24
		AMIRWANDA S.A.R	AMIRWANDA	08-25
				08-26
4	BUILDING AND ENGINEERING SERVICES			09
		LIVING ACCOMMODATION	LIVING	09-01
		OFFICE ACCOMMODATION SPACE	SPACE	09-02
		GENERATOR WORKSHOP	GENERATOR	09-03
		ELECTRICAL WORKSHOP	OPERATOR	09-04
5	COMMUNICATION SECTION		COMMUNICATION	010
		COMMUNICATION EQUIPMENT	EQUIPMENT	010-01
		TELEPHONE SWITCHBOARD	TELEPHONE	010-02
		RADIO TECHNICIAN	TECHNICIAN	010-03
		RADIO OPERATOR	OPERATOR	010-04
6	LOGISTICS SECTION		LOGISTICS	012
		CONTINGENT OWN PLANNING EQUIPMENT	PLANNING	012-01
		CANSICS DEPLOYMENT/SUPPORT	CANADIAN	012-02
		TUNBATT/SUPPORT	TUNISIAN	012-03
		ETHIOBATT DEPLOYMENT/SUPPORT	ETHIOBATT	012-04
		BRITON DEPLOYMENT/SUPPORT	BRITON	012-05
		ZAMBATT DEPLOYMENT/SUPPORT	ZAMBATT	012-06
		FRABATT DEPLOYMENT/SUPPORT	FRABATT	012-07
		MALICOY DEPLOYMENT/SUPPORT	MALICOY	012-08

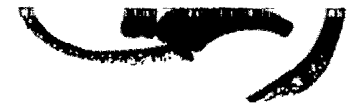
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CAO 4				
ITEM NO	TITLE	CASE FILE	KEYWORD	FILE NO
		GHANBATT DEPLOYMENT/SUPPORT	GHANBATT	012-09
		AUSMED DEPLOYMENT/SUPPORT	AUSMED	012-10
		INDBATT DEPLOYMENT/SUPPORT	INDBATT	012-11
		DEPLOYMENT/SUPPORT	NICOY	012-12
		MALAWICOY DEPLOYMENT SUPPORT	MALAWICOY	012-13
		STATUS OF MISSION AGREEMENT	STATUS	012-14
		MACHINERY PLANT	MACHINERY	012-15
		TRANSIT CAMP ENTEBBE	TRANSIT	012-16
		SECTOR LOGISTIC SUPPORT	SECTOR	012-17
		UNAMIR LOGREPS	UNAMIR	012-18
		UNHQS SUPLIED STOCK	UNHQS	012-19
		LOGOPS MEETINGS	MEETING	012-20
		WEEKLY ENGINEERING MEETINGS	WEEKLY	012-21
		VISITORS	VISITORS	012-23
		PRESENTATIONS	PRESENTATIONS	012-24
		UNV PROGRAMME	UNV	012-25
		INTEGRATION SUPPORT SERVICES	INTEGRATED	012-26
		MILOBS LOGISTICS SUPPORT	MILOBS	012-27
		MP LOGISTIC SUPPORT	MP	012-28
		SUPPLY PROCEDURES	PROCEDURE	012-29
		WAREHOUSING	WAREHOUSING	012-30
		TRAFIPRO/KICUKIRO	TRAFIPRO	012-31
		RATIONS SUPPLY WEEKLY REPORT	RATIONS	012-32
		JET A1 AVIATION FUEL	JET A1	012-33

CAO 5				
ITEM NO.	TITLE	CASE FILE	KEYWORD	FILE NO
		LIQUID PETROL GAS	LPG	012-34
		DEFENCE STORES	DEFENCE	012-35
		OPERATIONAL MAPS	MAPS	012-36
		AMUNITION	AMUNITION	012-37
		FIRE FIGHTING	FIRE	012-38
		TOILET FACILITIES	TOILET	012-39
		ACCOMMODATION STORES	ACCOMMODATION	012-40
		WARFARE	WARFARE	012-41
		ACCOUTREMENTS	ACCOUTREMENTS	012-42
		FIELD SERVICE UNIFORM	UNIFORM	012-43
		STATIONERY	STATIONERY	012-44
		EQUIPMENTS GENERAL	EQUIPMENT	012-45
		EQUIPMENT TRANSFER FROM UNOSOM	EQUIPMENT	012-46
		EQUIPMENT TRANSFER FROM UNOMUR	EQUIPMENT	012-47
		EQUIPMENT TRANSFER FROM ONUMUZ	EQUIPMENT	012-48
		EQUIPMENT TRANSFER FROM UNPROFOR	EQUIPMENT	012-49
		EQUIPMENT TRANSFER FROM UNHQS	EQUIPMENT	012-50
		EQUIPMENT TRANSFER FROM UNSD	EQUIPMENT	012-51
		EQUIPMENT TRANSFER FROM UNTAC	EQUIPMENT	012-52
		EQUIPMENT TRANSFER FROM MINURSO	EQUIPMENT	012-53
		EQUIPMENT TRANSFER FROM FRANCE	EQUIPMENT	012-54
		EQUIPMENT TRANSFER FROM CANADA	EQUIPMENT	012-55
		EQUIPMENT TRANSFER FROM R.O.KOREA	EQUIPMENT	012-56
		EQUIPMENT TRANSFER FROM USA	EQUIPMENT	012-57
		EQUIPMENT TRANSFER FROM UK	EQUIPMENT	012-58

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CAO 6				
ITEM NO	TITLE	CASE FILE	KEYWORD	FILE NO
7		CONTRACTUAL SUPPORT BSRC	BSRC	012-59
		BRSC/ PERSONNEL	BSRC PERSONNEL	012-60
		CONTRACTS MANAGEMENT RESPONSIBILITIES	CONTRACTS	012-61
		TASK ORDER SCOPE OF WORK	SCOPE	012-62
		WEE KLY REPORTS (LOGREP)	REPORT	012-63
		DAILY SITREP CORRESPONDANCE	SITREPS	012-64
		BRSC\CIRCULARS BULLETINS	CIRCULARS	012-65
		FEEDER INTERNATIONAL	FEEDER	012-66
		ALL POINTS INTERNATIONAL	ALL POINTS	012-67
		CANDY LOGISTICS	CANDY	012-68
		OTTOMAN ENGINEERING	OTTOMAN	012-69
		PX	PX	012-70
		CONTRACT CATERING	CATERING	012-71
		OTHER CONTRACTS	OTHERS	012-72
		SUPPORT FOR UNREO	UNREO	012-73
		UN AGENCIES NGOS	NGOS	012-74
		US EMBASSY	US	012-75
		UNHCR	UNHCR	012-76
		HRFOR	HRFOR	012-77
		R/I	R/I	012-78
		PCIU	PCIU	012-79
		INSURVEY	INSURVEY	012-80
		OUT SURVEY	OUTSURVEY LOSSES	012-81
		MAMBAS APCS	MAMBAS	012-82



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CAO 8				
ITEM NO	TITLE	CASE FILE	KEYWORD	FILE No
12	PERSONNEL SECTION		PERSONNEL	016
		APPOINTMENT	APPOINTMENT	016-1
		ASSIGNMENT	ASSIGNMENT	016-2
		INTERNATIONAL CIVILIAN STAFF LIST	INTERNATIONAL	016-3
		EMPLOYMENT APPLICATIONS	EMPLOYMENT	016-4
		JOB DISCRIPTIONS	DISCRIPTION	016-5
		PERFORMANCE EVALUATION REPORTS	PERFORMANCE	016-6
		POST CLASSIFICATION	POST	016-7
		PRIVILEGES AND IMMUNITIES	PRIVILEGES	016-8
		PROMOTION	PROMOTION	016-9
		RECRUITMENT	RECRUITMENT	016-10
		REPARTRIATION	REPARTRIATION	016-11
		SEPARATION	SEPARATION	016-12
		STAFF TABLE	TABLE	016-13
		TRAINING	TRAINING	016-14
		VACANCIES	VACANCIES	016-15
		ADMINISTRATIVE REPORT	ADMINISTRATIVE	016-16
		MOVEMENT OF PERSONNEL	MOVEMENT	016-17
		LEAVE	LEAVE	016-18
		LOCAL STAFF	LOCAL	016-19
		TRANSLATOR/INTERPRETER	TRANSLATOR	016-20
		SALARY ADVANCE	SALARY	016-21
		UNV SPECIALISTS ASSIGNMENT	UNV	016-22
		DEPENDANCY STATUS	DEPENDANCY	016-23
		ATTENDANCE RECORD	ATTENDANCE	016-24
		TERMINATION OF ASIGNEMENT	TERMINATION	016-25
		CONSULTANT	CONSULTANT	016-26
13	PROCUREMENT SECTION		PROCUREMENT	017
		PROCUREMENT MATTERS	PROCUREMENT	017-1
		HEADQUARTER COMM.CONTRACTS	HQS	017-2
		LOCAL COMM. ON CANTRACTS	LOCAL	017-3

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CAO 9				
ITEM NO	TITLE	CASE FILE	KEYWORD	FILE No
14	SECURITY AND SAFETY UNIT		SECURITY	018
		EVACUATION PLAN	EVACUATION	018-1
		DAILY SITUATION REPORTS	DAILY	018-2
		ATTENDANCE REPORT	ATTENDANCE	018-3
		INVESTIGATIONS REPORT	INVESTIGATION	018-4
		ROTATION	ROTATION	018-5
		DEPLOYMENT	DEPLOYMENT	018-6
		SITUATION REPORT	SITUATION	018-7
		REPARTRIATION	REPARTRIATION	018-8
		STAFF LIST	STAFF	018-9
		PERSONAL SECURITY	PERSONAL	018-10
		ACCIDENT REPORTS	ACCIDENT	018-11
		INCIDENTS REPORTS	INCIDENTS	018-12
		ARRESTS	ARRESTS	018-13
		THEFTS	THEFTS	018-14
		FIRE SAFETY	FIRE	018-15
		INVESTIGATIONS	INVESTIGATIONS	018-16
		CONTRACTORS REPORTS	CONTRACTORS	018-17
		SECURITY CLEARANCE	CLEARANCE	018-18
		UNAMIR ID CARDS	ID CARDS	018-19
15	SHIPMENTS		SHIPMENTS	019

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ITEM NO	TITLE	CASE FILE	KEYWORD	FILE No
16	CITMM	PETROL, OIL AND LUBE ACCOUNT	PETROL	020-1
		VEHICLE ACQUISITION AND REPLACEMENT	ACQUISITION	020-2
		VEHICLE ALLOCATION (DISPATCH)	ALLOCATION	020-3
		VEHICLE INVENTORY	INVENTORY	020-4
		VEHICLE STATUS REPORT	STATUS	020-5
		ACCIDENT REPORTS (DAMAGE)	ACCIDENT	020-6
		STAFFING IN CTO	STAFFING	020-7
17	TRAVEL SECTION	LAISSEZ PASSER	LP	021-1
		TRAVEL OF STAFF	TRAVEL	021-2
		VISA	VISA	021-3
		NATIONAL PASSPORT	PASSPORT	021-4
		NATIONAL DRIVING LICENCE	National	021-5

## LIST OF FILES

pared by: \_\_\_\_\_

BOX NO.	DATE BEGIN	DATE END	FILE NO.	FILE TITLE	DIS-POSE



Inter-Office memorandum

TO: All UNAMIR Staff

FROM: William Clive  
OIC, Administration

DATE: 04 January 1996

SUBJECT: Fire prevention

1. Please be informed that a UNAMIR fire department has been established and located at the Brown & Root Camp.
2. In case of any fire accident please contact the dispatcher Bravo Romeo 31 or Mr. Bill Griffeth, Bravo Romeo 16A on channel 6. Mr. Griffeth can also be reached at the Meridien Hotel telephone No. 82176/77/ or 78 Room No. 302.
3. Regards.



UNAMIR - MINUAR

## INTEROFFICE MEMORANDUM

To: All International Civilian personnel of UNAMIR      Date: 19 December 1995  
A:

Ref.: UNAMIR/PRU/95

FROM: William V. Clive, OIC  
DE: Administration

SUBJECT: Re-assignment of UNAMIR Staff  
OBJET:

This is to bring to your attention the contents of a self-explanatory communication from FALD, New York concerning requests for re-assignment of staff from UNAMIR to other missions.

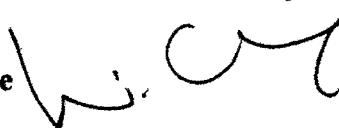
"With reference to the above mentioned subject, please be advised that we are not undertaking any re-assignment of staff from UNAMIR to any other missions at this time, unless specifically requested by PMSS. Please advise all staff members that if their services are no longer required at present by UNAMIR, a request will be forwarded to PMSS for their return to parent office or repatriation."

Please be guided accordingly.

---

27 November 1995

**TO:** Ms. Susan Matthew  
CAO

**FROM:** W. Clive   
CISS

**SUBJECT:** Facilities Occupied by UNAMIR

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Reference is made to your memorandum dated 21 November 1995 on the above Subject.

Enclosed herewith, please find a comprehensive list of all the facilities which are occupied by UNAMIR, it also includes those facilities that were vacated.

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# ALL FACILITIES OCCUPIED BY UNAMIR IN RWANDA

November 28, 1995

NO.	FACILITY	OWNER	LOCATION	OCCUPANTS	DATE OCCUPIED	DATE VACATED	LEASE AGREEMENT	REPAIRS	PAYMENT	REMARKS
1.	MERIDIEN HOTEL	SUPROTEL	KACYIRU - K'LI	UN STAFF	22 - 09 - 94	NA	YES	YES	DONE	-
2.	PHARMALAB	PHARMALAB	AIRPORT ROAD KIGALI	INDBATT	15 - 11 - 94	NA	YES	NO	DONE	SOALTEE
3.	NANDHARI	R. S. CHANA	GIKONDO - K'LI	INDBATT	01 - 11 - 94	NA	YES	NO	DONE	ALEXANDRA
4.	CHEZ LANDO	A. M. KATENGWA	REMER II - K'LI	UN STAFF	01 - 09 - 94	NA	YES	NO	DONE	
5.	B & R CAMP	GOV'T. PROP.	REMER II - K'LI	B & R STAFF	JUNE 1995	NA	NO	PIECE OF LAND		
6.	TRANSIT CAMP	GOV'T. PROP.	REMER II - K'LI	MIL. STAFF	AUG. 95	NA	NO	"		
7.	BELGIAN VILLAGE	BELGIAN EMBASSY	KIGALI	STAFF OFFICERS ACC	JULY 95	NA	Understanding with Belgian Gov't			
8.	OPA PHARMLAB	JAYANTILAL PATEL	KIMIHURURA - K'LI	TUN MP	01 - 11 - 94	04 - 12 - 95	YES	NO	DONE	
9.	HOUSE	Y. NSABAKA	GIKONDO	ZAM MP	01 - 11 - 94	04 - 12 - 95	YES	NO	DONE	
10.	HOUSE (2218)	F. NZIRORERA	REMER II - K'LI	ZAM MP	01 - 12 - 94	04 - 12 - 95	YES	NO	DONE	
11.	HOUSE (3373)	P. NYAZA	REMER III - K'LI	NIG MP	01 - 03 - 95	04 - 12 - 95	YES	NO	DONE	
12.	HOUSE (4435)	A. BUGINGO	REMER II - K'LI	ZAM MP	15 - 03 - 95	04 - 12 - 95	YES	NO	DONE	
13.	HOUSE (640)	C. MUKADEKWE	REMER II - K'LI	STAFF OFF'S	10 - 06 - 95	04 - 12 - 96	YES	NO	DONE	
14.	HOUSE (76)	HABIMANA TITO	REMER II - K'LI	STAFF OFF'S	27 - 06 - 95	04 - 12 - 95	YES	NO	DONE	
15.	AMAHORO HOTEL	MIN. OF YOURH	REMER II - K'LI	HQS, OFFICES	01 - 10 - 93	NA	YES	NO	DONE	HQS.
16.	TRAFIPRO	SONORWA	KICUKIRO - K'LI	HQS OFFICES	22 - 01 - 95	NA	YES	NO	DONE	
17.	MP HQS	ECOBEX	REMER II - K'LI	MP'S OFFICES	01 - 11 - 94	NA	YES	NO	DONE	



NO.	FACILITY	OWNER	LOCATION	OCCUPANTS	DATE OCCUPIED	DATE VACATED	LEASE AGREEMENT	REPAIRS	PAYMENT	REMARKS
18.	UNICEF BLDS	GOVT. PROP.	REMERA II - K'LI	OFFICES	01 - 11 - 94	END AUG TRIBUNAL TOOK OVER		BEFORE OCCUPATION	?	CASE WITH LEGAL OFFICE
19.	COMMS COMP.	S. ANTOINE	GIKONDO - K'LI	COMMS	01 - 02 - 94	NA	YES	NO	DONE	
20.	LOGISTICS BASE	K. BONIFACE	GIKONDO - K'LI	MILITARY	DEC. 1993	NA	YES	NO	ESCROW	CASE WITH LEGAL OFFICE
21.	BRITCON / BAHADUR	K. BONIFACE	MUHIMA - K'LI	INDBATT	DEC. 1993	NA	YES	NO	ESCROW	CASE WITH LEGAL OFFICE
22.	ANNEX TO BRITCON	W. BANKUNDIYE	MUHIMA - K'LI	INDBATT	1 AUG. 94	NA	YES	NO	DONE	
23.	SCRAP COMP.(4562)	A. KATABARWA	GIKONDO - K'LI	SCRAPE COMP.	01 - 10 - 94	NA	YES	NO	DONE	
24.	TRANSPORT PLOT NO.(05/427) AND (ANNEX) TO THE WORKSHOP	S. ADHIKARI	REMERA II - K'LI	TRANSPORT WORKSHOP AND JUNK YARD	01 - 11 - 94	NA	YES	NO	DONE	S.A.R.L. MOTORS
25.	IVECO	M. J. BAPTISTI	GIKONDO - K'LI	WORKSHOP BRSC	27 - 01 - 94	NA	YES	NO	DONE	
26.	PLOT 4693	GILI FILIPO	KIGALI, KICUKIRO	CONST. COMP. BRSC	01 - 06 - 95	NA	YES	NO	DONE	MURRI FRERES
27.	PLOT 4349	T. H. JAFFER	KIGALI, KACYIRU	WATER STATION	15 - 04 - 95	NA	YES	NO	DONE	
28.	MAGERWA	MAGERWA	MAGERWA - K'LI	CONTAINER STORAGE	15 - 11 - 94	NA	YES	NO	DONE	
29.	PLOT 3538	RWANDA PETRO	KACYIRU - K'LI	FUEL STATION	01 - 12 - 94	NA	YES	NO	DONE	
30.	HANGER	GOV'T OF RWANDA	AIRPORT - KIGALI	HELICOPTER CANADIAN	JULY 1994	NA	NO	NO	NO	

[illegible]

NO.	FACILITY	OWNER	LOCATION	OCCUPANTS	DATE OCCUPIED	DATE VACATED	LEASE AGREEMENT	REPAIRS	PAYMENT	REMARKS
45.	SITA MWITA	ROMAN CATHOLIC CHURCH	RELIMA	GHANBATT	01 - 04 - 95	JULY 1995	YES	BY IRC	DONE	
46.	CHURCH	DIOCESE OF KIBUNGO	BARE	GHANBATT	01 - 12 - 94	15 - 09 - 95	YES	NO	DONE	RELEASED
47.	PIECE OF LAND	H. ALPHONSE	SAKE	GHANBATT	03 - 02 - 95	15 - 09 - 95	YES	NO	DONE	RELEASED
48.	HOUSE	DIOCESE OF KIBUNGO	MULINDI	GHANBATT	01 - 02 - 95	JULY 95	YES	NO	DONE	RELEASED
49.	HOUSE	M. HYNICINTE	NYAMATA	GHANBATT	01 - 11 - 94	15 - 09 - 95	YES	PAID	DONE	RELEASED
50.	HOUSE	M. HYNICINTE	NYAMATA	GHANBATT	01 - 11 - 94	15 - 09 - 95	YES	PAID	DONE	RELEASED
51.	HOUSE	BORGIMASTER	RWENTERU (RUSUMO)	SENBATT	01 - 11 - 94	15 - 09 - 95	YES	NO	DONE	RELEASED
52.	HOUSE	PREFECTURE OF KIBUNGO	GITWE	SENBATT	01 - 02 - 95	15 - 09 - 95	YES	NO	DONE	RELEASED
53.	HOUSE	DIOCESE OF KIBUNGO	RUKIRA	GHANBATT	01 - 02 - 95	15 - 02 - 95	YES	NO	DONE	
54.	SCHOOL	EUGENSE BARIKANA	RUHUHA	GHANBATT	01 - 01 - 95	13 - 07 - 95	NO	NO	NO	
55.	SCHOOL	COMMUNE MUGERESA	KABILIZI	GHANBATT	01 - 12 - 94	11 - 07 - 95	NO	NO	NO	RELEASED
56.	SCHOOL	COMMUNE'S BOURGMASTER	KAYONZA	GHANBATT	01 - 12 - 94	12 - 7 - 95	NO	NEEDED	NO	
57.	HOUSE	"	GISHALI	GHANBATT	01 - 12 - 94	08 - 09 - 95	NO	NEEDED	NO	IN LIEU OF RENT
58.	HOUSE	J. MUKANDERA	KIBUNGO	B & R	07 - 07 - 95	30 - 11 - 95	YES	NO	DONE	RELEASED

NO.	FACILITY	OWNER	LOCATION	OCCUPANTS	DATE OCCUPIED	DATE VACATED	LEASE AGREEMENT	REPAIRS	PAYMENT	REMARKS
59.	COMPOUND	SISTER PIERRETTE	BYUMBA	MILOBS	10 - 07 - 95	NA	YES	NO	DONE	
60.	ECOLE SOCIALE	SISTER ROSALIA	BYUMBA	NIG COY	01 - 11 - 94	10 JULY	YES	NO	DONE	RELEASED
61.	HOUSE ACCN	A. NDAGIJMANA	BYUMBA	B & R	26 - 06 - 95	15 - 07 - 95	YES	YES	DONE	RELEASED
62.	S.O.S	M. YIRIWIHINDI	GIKONGORO	01 - 01 - 94	01 - 01 - 95	NA	YES	NO	DONE	
63.	SCHOOL	GOVT	MURAMBI	ZAMBATT	01 - 09 - 94	04 - 08 - 95	NO	DONE	NO	RELEASE
64.	SCHOOL	GOVT	RUNYOMBYI	ZAM COY						*
65.	COMMUNE/ BANK	GOVT	KARAMA	ZAMCOY	01 - 09 - 94	04 - 08 - 95	NO	in lieu of rent	DONE	RELEASE
66.	COMMUNI BLDGS	"	MUKO							*
67.	"	"	MUSEBEYA							*
68.	"	"	RUKONDO	ZAMCOY	01 - 09 - 94	04 - 08 - 95	NO	to be negotiated	NO	
69.	CHURCH	"	MUSANGE							*
70.	NURSING SCHOOL	"	KADUHA							*
71.	TEA FACTORY HOUSES X5	PRIVATE	KITABI							*
72.	SCHOOL	GOV'T	RURAMBA							*
73.	CHURCH	"	KIBEHO							*
74.	GERMAN NGO BLDG	PRIVATE	MUNINI							*

\* Information will be provided upon receipt from FSA Sector 3 & 4

NO.	FACILITY	OWNER	LOCATION	OCCUPANTS	DATE OCCUPIED	DATE VACATED	LEASE AGREEMENT	REPAIRS	PAYMENT	REMARKS
75.	SCHOOL / CHURCH	ECONOMAT GENERAL	KIGEMBE	MALICOY	03 - 11 - 94	15 - 08 - 95	YES	NO	DONE	
76.	SCHOOL	GOV'T	KANUNA							*
77.		PRIVATE	KIBEHO							*
78.	WAREHOUSE	GOV'T	RWAMIKO							*
79.	BUILDING	GOV'T	NDAGO							*
80.	GUEST HOUSE	GOV'T	MUNINI							*
81.	HOSPITAL	GOV'T	KAMEMBE							*
82.	HOUSE	GOV'T	GISAKURA POUR							*
83.		GOV'T	KARANGIRO							*
84.	SCHOOL	GOV'T	NTARUSHISHI							*
85.	PREFECTURE BLDGS	"	GISUMA							*
86.	HOUSE	"	KIRAMBO							*
87.	CHURCH	"	GISHOMA							*
88.	LARGE BILDG(hall)	"	MT. CYANGUGU							*
89.	CEMENT FACTORY	"	BUGERAMA							*
90.	PIECE OF LAND	TEA FACTORY	SHAGASHA	MALICOY	01 - 08 - 95	NA	YES	REPAIRS IN LIUE OF RENT ON GOING		
91.	HOUSE (8ROOMS)	J. HABIMANA	KAGANO	ETHIOBATT	01 - 01 - 95	04 - 08 - 95	YES	PENDING	DONE	

\* Information will be provided upon receipt from FSA Sector

NO.	FACILITY	OWNER	LOCATION	OCCUPANTS	DATE OCCUPIED	DATE VACATED	LEASE AGREEMENT	REPAIRS	PAYMENT	REMARKS
92.	LAND / TENTS		CYIMBOGO							*
93.	LAND / TENTS		MUSHARA							*
94.	LAND / TENTS		CARRIERE							*
95.	MUNICIPAL BULDING	GOV'T	KAMEMBE							*
96.	TENTS	GOV'T	AIRPORT							*
97.	LAND / TENTS		MUKURU							*
98.	LAND / TENTS		NYAGATARE							*
99	BUILDING	PRIVATE	RWAMBA							*
100	LAND / TENTS		NYAMASHEKE							*
101	ECOLE NORMAL TECHNIQUE(ENT)	GOV'T	KIBUYE							*
102	ECOLE TECHNIQUE OFFICIAL (ETO)	GOV'T	KIBUYE							*
103	COMMUNE BLDG	GOV'T	MABANZA							*
104	CONVENT DE MABANZA	CHURCH	MABANZA							*
105	CONVENT DE MUSHABATI	CHURCH	MUSHABATI							*
106	TENTAGE	GOV'T	NDABA							*

NO.	FACILITY	OWNER	LOCATION	OCCUPANTS	DATE OCCUPIED	DATE VACATED	LEASE AGREEMENT	REPAIRS	PAYMENT	REMARKS
107	CHURCH, SCHOOL	CONGREGATION DE FRERES JOSEPHITE	BIRAMBO	FRABATT	01 - 09 - 94	28 - 02 - 95	YES	NO	DONE	RELEASED
108	CONVENT MUBUGA	CHURCH	MUBUGA				NO		NO	*
109	RADIO STATION	GOV'T	KARONOJI				NO		NO	*
110	NURSES SCHOOL	GOV'T	KADHVA				NO		NO	*
111	AGRICULTURE OFFICES	GOV'T	MABANZA				NO		NO	*
112	MINITRAP BUILDING / LAND	GOV'T	KIBUYE				NO		NO	*
113	UNIVERSITY NATIONAL DE RWANDA	MIN. OF HIGHER EDUCATION	BUTARE	TAC. HQS	01 - 09 - 94	28 - 02 - 95	LEGAL OFFICE IS NEGOTIATING WITH AUTHORITIES			*
114	HOUSE	E. MUNYANGENDO	BUTARE	B & R	26 - 07 - 95	NA	YES	NO	DONE	
115	COMPOUND	CONSILE GENERAL DE LOIRET	BUTARE	MIL. PERSONNEL	01 - 01 - 95	NA	YES	NO	DONE	
116	FUEL STATION	SOPEGAS	BUTARE	FUEL STORAGE	01 - 12 - 94	NA	YES	NO	DONE	
117	HOUSE	GASPARD HATEGEKIMANA	RUHANGO	MALICOY	01 - 10 - 94	20 - 08 - 95	YES	NO	DONE	RELEASED

NO.	FACILITY	OWNER/ REPRESENTA	LOCATION	OCCUPANTS	DATE OCCUPIED	DATE VACATED	LEASE AGREEMENT	REPAIRS	PAYMENT	REMARKS
118	HOUSE	KHALFAN TWA GIRAMUTARA	RUHANGO	MALICOY	01 - 10 - 94	15 - 08 - 95	YES	NO	DONE	RELEASED
119	HOUSE	MUNYABURANGA	RUHANZO	MALICOY	01 - 11 - 94	20 - 08 - 95	YES	NO	DONE	RELEASED
120	CHURCH	Y'IHUYE	BUTARE	SANBATT	01 - 03 - 95	20 - 08 - 95	YES	NO	DONE	RELEASED
121	FACILITY	CECILE MUKANDEKEZI	BUTARE	SENBATT	01 - 03 - 95	20 - 08 - 95	YES	NO	DONE	RELEASED
122	CHURCH PROPERTY	FRERES DE SAINT - GABRIEL	BUTARE	SENBATT	15 - 08 - 95	20 - 08 - 95	YES	NO	DONE	RELEASED
123	HOUSE	M. NKOMEJE	BUTARE	SENBATT	16 - 02 - 95	20 - 08 - 95	YES		DONE	
124	NOTRE DOME D'AFRIQUE	FELICIEN MIBILIGI	BUTARE	SENBATT	01 - 03 - 95	20 - 08 - 95	YES	YES	DONE	RELEASED
125	CHURCH	DIOCESES OF BUTARE	BUTARE "KIGEMBE"	SENBATT	03 - 11 - 94	15 - 08 - 95	YES	NO	DONE	
126	HOUSE	K. ALLOYS	CYANGUGU KAMEMBE	MILOBS	01 - 09 - 95	NA	YES	NO	DONE	
127	BUILDING	PCFN	KISAKURA	ETHIOBATT	01 - 08 - 94	15 - 07 - 95	YES	PAID IN LIEU OF RENT	DONE	RELEASED
128	HOSPITAL	GOVT	CYANGUGU	ETHIOBATT	01 - 08 - 94	30 - 06 - 95	YES	PAID IN LIEU OF RENT	DONE	
129	CHURCH	ABBE JEAN KASHENGO	NYUNDO	TUNBATT / NICOY	01 - 10 - 94	31 - 08 - 95	YES	BEING CARRIED OUT		
130	CHURCH	ABBE JEAN KASHENGO	NYUNDO	TUNBATT / NICOY	01 - 09 - 95	NA	YES	NO	DONE	



NO.	FACILITY	OWNER	LOCATION	OCCUPANTS	DATE OCCUPIED	DATE VACATED	LEASE AGREEMENT	REPAIRS	PAYMENT	REMARKS
131	CHURCH BLDGS	ABBE JEAN KASHENGO	NYUNDO	TUNBATT	01 - 06 - 95	08 - 07 - 95	YES	NO	DONE	RELEASED
132	BLDG	R. RUKERIKIBANA	GASENYI "HOTEL MERIDIEN"	MILOBS	15 - 04 - 95	NA	YES	NO	DONE	Annex to Hotel Meridien - Gisenyi
133	ROOMS IN HOTEL	GULF EDEN ROCK HOTEL	KIBUYE	MILOBS	22 - 06 - 95	NA	YES	NO	DONE	
134	MOTEL	J. GATERAYIHA	RUHEGERI	MILOBS	01 - 01 - 95	NA	YES	NO	DONE	
135	UNAMIR HOUSE	K. MUTURA	NAIROBI	OFFICES	01 - 07 - 95	NA	YES	NO	DONE	
136	AIRPORT FACILITY	KENYAN GOVT	NAIROBI	OFFICES AND AIR SUPPORT STAFF	01 - 01 - 95	NA	YES	NO	DONE	

KHAN, JAVED N. -  
OSRSB

UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

**Information Circular 056/95**

10 November 1995

**To:** All international civilian personnel of UNAMIR

**FROM:** Susan Matthew,  
Chief Administrative Officer



**SUBJECT:** Education grant for staff on special mission

I wish to bring to your attention the contents of a communication from FALD, New York addressed to the President of the Field Service Staff Union (Jerusalem) concerning the question of education grant in special missions .

"I have noted the view expressed by the Field Service Staff Council regarding the modalities for payment of education grant with respect to special missions. However, I would note at this juncture that the decisions which have been taken regarding the modalities of payment of the grant have reference not to special missions per se but to those which have been designated as non-family missions. It is my view, from consultation with OHRM, that there is no new policy to be promulgated and that it remains inappropriate for the dependents of staff members, whether they be children, or spouses or others, to join the staff member at a duty station which has been designated as non-family by virtue of difficult living or security condition.

The Department of Administration and Management and DPKO, in consultation with other United Nations programmes, as well as with the United Nations Security Coordinator, have decided that it is necessary to emphasize that the payment of the 1995-96 education grant for study which takes place within the mission area of a non-family mission, is inappropriate."





UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM  
MEMORANDUM INTERIEUR

Date: 17 October 1995

TO: All International Civilian Staff  
UNAMIR

FROM: Susan Matthew,  
Chief Administrative Officer

A handwritten signature in cursive script, appearing to read "Susan Matthew", with a horizontal line underneath.

SUBJECT: UN SALARY DISTRIBUTION FORMS

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

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

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

Thank you for your cooperation.

Handwritten initials "jn" in a cursive script, positioned next to a vertical line.

Correspondence



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**INTER-OFFICE MEMORANDUM**

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DATE: January 26, 1996

TO: W. De Souza  
Executive Director

FROM: S. Matthew  
Chief Administrative Officer

SUBJECT: **EQUIPMENT PLEDGED TO GENDARMERIE AND COMMUNAL POLICE**

The following is written as the response to the request from Mr. Khan concerning equipment to be pledged to the gendarmerie and communal police training school.

The following equipment will be transferred to the Gendarmerie School in Ruhengeri and charged against the Trust Fund:

- 1 Land Cruiser
- 1 Pick up Truck
- 1 Minibus.

The following equipment will be transferred to the Communal Police Training School and charged against the Trust Fund:

- 2 Generators
- 1 Pick up truck.

The transfer of this equipment should be completed within one week. The transfer will be charged against the Trust Fund in accordance with the SRSG's memo of 19 December, 1995.

cc: CISS  
CFO



**NOTE TO MR. JAVED KHAN**

**Subject: Project RWA/95/B16 "Strengthening  
the National Gendarmerie of Rwanda"**

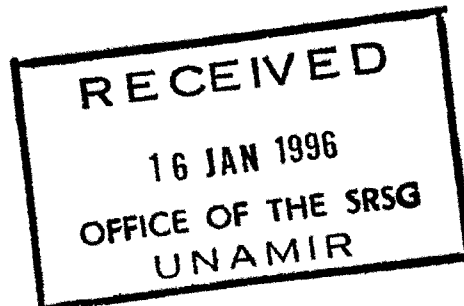
1. Please check with the CAO's Office whether the equipment listed in the SRSG's memo of 19 December 1995 (copy attached), has been released to the Gendarmerie and when.
2. Please examine with those concerned in the CAO's Office the possibility of releasing the additional equipment mentioned in Mr. Hasegawa's letter of 12 January to the SRSG, it being understood that it will have to be purchased through the UNDP Trust Fund. You may wish to discuss that aspect with UNDP before contacting the CAO's Office.
3. Please report as soon as possible.

Wilfrid de Souza  
25 January 1996



Ishami ry'Umuryango w'Abibumbye riharanira Amajyambere

N° 024



ED  
The SRSG had  
agreed that  
there be purchased  
out of Trust Funds.  
12 January 1996  
16-1-96

Dear Ambassador,

**Subject : Project RWA/95/B16 "Strengthening the National Gendarmerie of Rwanda"**

We would like to thank you for your cooperation in re-building the National Gendarmerie training centre in Ruhengeri with UNDP. The support of UNAMIR was, in fact, essential to the success of this project.

In accordance with the project document however, it was agreed that UNAMIR would provide a number of items to the training centre that have not yet been transferred to the Government; the remaining items being two generators and one pick-up. UNDP would be most grateful if UNAMIR could provide these items at its earliest convenience as the Government is in need of them.

Thank you for your cooperation.

  
Sukehiro Hasegawa  
Resident Representative

Ambassador S. Kahn ✓  
Special Representative of the UN Secretary General  
UNAMIR  
Kigali

COPY : Major Frank Rusagara  
Project Coordinator  
Kigali

Reçu le 16 JAN. 1996





UNAMIR - MINUAR

INTERNAL MEMORANDUM  
MEMORANDUM INTERIEUR

Date: 19 December 1995

To: The CAO  
Col. Diarra

From: Shaharyar M. Khan  
SRSG

*Shaharyar M. Khan*

Subject: UNAMIR Equipment being used by Gendarmerie/Communal Police

I have decided that UNAMIR equipment that has been used by the Gendarmerie School in Ruhengeri and the Communal Police School in Gishati may be retained by the two institutions even though CIVPOL Trainers have been withdrawn. These items would be regularized under the Trust Fund scheme already signed.

With regard to the Equipment being used at the Gendarmerie School in Ruhengeri, the following items previously in their use may be released to the Gendarmerie officials:

1 Land Cruiser	}	in Garage
1 Truck		
1 Minibus		
3 Punch holes		
1 Staple Mob		
1 Staple Giant		
2 Metal Filing Cabinets		
11 Rotary Chairs		
1 TV		
1 VCR		
1 Computer		