

PLEASE RETAIN  
ORIGINAL ORDER

[1 CONFIDENTIAL]

EL/WG APR 2009

UNARCHIVES

SERIES S-1063

BOX 16

FILE 1

ACC. 1998/0278



---

**INFORMATION CIRCULAR No. 025/94**

---

DATE: 30 December 1994

TO: All UNAMIR Personnel

FROM: Kimso Nilsvang, Officer-in-Charge  
Administration

SUBJECT: Official United Nations Holiday

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

I am pleased to inform all UNAMIR Personnel that, as the New Year falls on Sunday 1 January 1995, the following Monday, 2 January 1995 will be an official UN holiday.

Happy New Year.



---

**INFORMATION CIRCULAR No. 025/94**

---

DATE: 30 December 1994

TO: All UNAMIR Personnel

FROM: Kimso Nilsvang, Officer-in-Charge  
Administration

SUBJECT: Official United Nations Holiday

I am pleased to inform all UNAMIR Personnel that, as the New Year falls on Sunday 1 January 1995, the following Monday, 2 January 1995 will be an official UN holiday.

Happy New Year.

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 024/94

DATE: 20 December 1994

TO: ALL UNAMIR Military & Civilian Personnel

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

SUBJECT: Addendum to UNAMIR Telephone Directory

FINANCE SECTION: 11227  
11228  
11229  
11230  
11200

PROCUREMENT SECTION: 11195  
11196  
11197 (FAX LINE)  
11198  
11199

The different Sector Headquarters are also accessible via telephone. The corresponding numbers are as follows:

KIBUYE SECTOR HQ 11231  
11232  
11233  
11234

CYANGUGU SECTOR HQ 11239  
11240  
11241  
11242

GIKONGORO SECTOR HQ	11243
	11244
	11245
	11246

GITARAMA SECTOR HQ	11235
	11236
	11237
	11238

BYUMBA SECTOR HQ	11204
	11205

Other numbers to note:

CHIEF OF STAFF	11112
----------------	-------

COMMUNICATIONS COMPOUND	11201
	11202

TRANSPORT COMPOUND	11213
--------------------	-------

MILITARY POLICE	86856
	86855

CIVPOL	11215
--------	-------

MILITARY OBSERVERS	83911
	82341
	83493

IVECO/B & R	72802
	72803

AUSTRALIAN MEDICS	75555
	76638
	76519

AUSTRALIAN HQ	75216
	76295
	75838
	75046

INDIBATT	11217
	11218

HUMAN RIGHTS	11210
	75601
	75602
	75603

NB: Numbers starting with 7 or 8 are via Rwandatel.  
Revised Edition of Directory to be issued by 15/1/95



**INFORMATION CIRCULAR N°. 022/94**

DATE: 17 December 1994

TO: All UNAMIR Military, Civilian Police  
and Civilian Personnel

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

SUBJECT: Assistance to Victims of War in Rwanda

As you are aware, a most brutal and savage civil war was waged in Rwanda from April to July 1994. As a result, up to a million people may have died. Other casualties of the war were children. It has been reported that there is more than 1 million orphans and children who became separated from their parents in the din of flight from the fighting. Some of the orphans are now under the care of Agencies and Non-Governmental Organizations. Many more are still out there on the streets.

Apart from the children, there are other victims of the atrocities committed during the civil war. However, for a start, we are suggesting that all UNAMIR military, Civilian Police, and Civilian Personnel concentrate on making voluntary contributions towards the welfare of orphaned children in order to begin the healing process. There is no better beginning point than the forthcoming Christmas to try to make the children feel there is still some love and concern in the world. The optimum position is eventually to build supportive social structures such as orphanages and educational and training schools for these children. Your donations can go a long way towards this noble goal. In this connection, it is intended to undertake an office-to-office collection on Monday, 21 December 1994, by members of the "Assistance to Victims of War" Committee. Donations can be made in the form of cash or pledges. A pledge (blank copy attached) will represent a signed written instruction to the Chief Finance Officer to deduct a specified amount from the individual's MSA or salary.

Monies collected will be handed over to NGOs to be chosen at a later stage to meet some of the most pressing needs of some orphans. It is intended that as much media coverage as possible will be given to the event, so that the public are made aware of the concern of UNAMIR personnel for the children of Rwanda in their moment of great need.

Your generous contribution to an cooperation in this worthy cause will be much appreciated.

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 020/94

DATE: 2 DECEMBER 1994

TO : ALL UNAMIR PERSONNEL AND  
ALL BROWN & ROOT PERSONNEL

FROM : ALLY A.H. GOLO  
OIC ADMINISTRATION

SUBJECT: POL POINT IN KIGALI

The aim of this circular is to explain the utilisation of the new POL facility acquired by UNAMIR in Kigali. The new point will become operational on 03 December 1994, and will be run by Brown & Root personnel.

LOCATION:

The new POL point is a service station known as "Super Service" located at grid reference 078837 on map Z922 KIGALI 1:10,000. The site is marked by SS on the map.

VEHICLES:

The station will be available to refuel General Purpose (sedan cars, FourRunners, Land Cruisers and pickups) vehicles only. Only properly registered UNAMIR vehicles will be refuelled. Vehicles must display a UNAMIR registration number front and rear, preferably either stencilled on the body or on number plates issued by the UNAMIR Chief Transport Officer. The bulk holding of POL for contingents will remain the responsibility of 3 CSG at the logistic compound in the Industrial Zone. Trucks may also refuel there when going to collect fuel for contingent resupply. This will ensure that there is a minimal delay in refuelling at both sites.

PERSONNEL:

The site will be run by a BRSC ex-patriate, who will be present on site during the hours of operation, with assistance of local staff. BRSC station management is request to supply UNAMIR G-4 staff, by 1600 hours, with a daily consumption and remaining stock figure. This figure is to be transmitted daily at 1600 hours.

TIMES OF OPERATION:

The site will be operational from 0600 hours to 1800 hours seven (07) days per week. Operational Emergency fuel requirements outside of these times will continue to be handled by 3 CSG.

SECURITY:

DCOS Ops has been requested to arrange 24 hour security at the site. The site security will ensure that only UNAMIR authorized personnel are to enter or receive fuel from this site.

FUEL ISSUE:

Fuel will only be issued to drivers on presentation of a properly completed Daily/Weekly Trip Ticket. A copy of the appropriate form is attached. Prior to refuelling, drivers should ensure that the station attendant sets the pump meter at "ZERO". Upon receipt, the driver must legibly fill in the Fuel Record Sheet at the fuel station and also his/her weekly trip ticket to clearly indicate the quantity received. Drivers must also be aware of the type (gasoline or diesel) and maximum fuel tank capacity of their vehicles. This information can be obtained from the office of the CTO or from the contingent to which the vehicle belongs. Any discrepancy as to quantity received should be brought to the attention of the fuel station management.



UNITED NATIONS ASSISTANCE MISSION FOR RWANDA  
UNAMIR

NOTE: UNAMIR VEHICLES ONLY

GAS STATION \_\_\_\_\_ DAILY SUPER GASOLINE REPORT (SHEET NO.) \_\_\_\_\_  
**WRITE OR PRINT IN BLOCK CAPITAL LETTERS** FOR THE MONTH OF \_\_\_\_\_

S/NO	UNAMIR No	SPEEDO READING	DATE	QUANTITY	QUANTITY IN WORDS	DRIVERS NAME (PRINT)	SIGNATURE	ID NO
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

TOTAL: \_\_\_\_\_

NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_  
CERTIFYING OFFICER



6 December 1994

To: All UNAMIR International Civilian Staff

FROM: Ally H. Golo, OIC  
Administration

SUBJECT: Information Circular No. 018/94

CORRIGENDUM

Information Circular No. 018/94  
dated 1 December 1994, last paragraph page 1

Example 2:

should read:

"Staff member wishes to proceed on leave  
(either outside or within mission area)  
for the period 1 - 15 December 1994  
(15 calendar days): His/her leave balance  
is 6 days paid MSA and 4 days annual leave  
with no payment of MSA.



INFORMATION CIRCULAR NO. 018/94

DATE: 1 December 1994

To: All UNAMIR International Civilian Staff

From: Ally H. Golo, OIC  
Administration

Subject: Accrued Annual Leave

This circular issued in early 1994 is being reissued in order to draw the attention of all civilian staff members on the following procedure governing the accrual of annual leave while on assignment to UNAMIR.

Annual Leave

Staff member shall accrue annual leave while in full pay status at the rate of two and one half (2 1/2) days per month broken down as follows:

One and one half (1 1/2) days paid MSA leave for each completed month of mission assignment.

One (1) day annual leave with no payment of MSA.

Example 1

Staff member has been on assignment to UNAMIR for four months. During this period he/she will accrue following leave:

1.5 x 4 = 6 days with payment of MSA

1 X 4 = 4 days annual leave with no payment of MSA

Example 2

Staff member wishes to proceed on leave (outside mission area) for the period 1 - 15 December 1994 (15 calendar days): His/her leave balance is 6 days paid MSA and 4 days annual leave with no payment of MSA.

In this case:

For MSA payment purpose

1 - 15 December 1994 (i.e. 15 calendar days) MSA will be discontinued for 15 days, including week-ends and official holidays, if any, and staff member will receive MSA payment only for the 6 days he has accrued.

For Leave Purpose

1 - 15 December 1994 only working days (5 days/week) will be counted and deducted from the staff member's leave balance.

Accrued Annual Leave

For mission appointees, i.e. those staff members holding appointment limited to service with UNAMIR, any unused accrued annual leave balance remaining at the expiry of the appointment (up to a maximum of 60 days) will be commuted to cash and included by Headquarters in the final salary payment. It follows therefore that annual leave may not be taken in conjunction with your repatriation. Should you wish to avail of any accrued annual leave, you should therefore do so prior to the last day of duty.

Other staff members (those on assignment from other duty stations) carry any accrued annual leave with them back to their official duty stations. Staff Rule 105.1(c) provides that annual leave may be accumulated, provided not more than twelve weeks (60 days) shall be carried forward beyond 1 January of any year. However, upon completion of a mission, any accumulation of annual leave which otherwise would have become subject to forfeiture during mission service may be utilized to cover all or part of an authorized period of post-mission leave. Any such leave not utilized within four months following departure from the mission area shall be forfeited.

Please also note that NO MSA PAYMENT could be effected for leave taken following completion of mission assignment and prior to your return to your official duty station or place of repatriation. For annual leave taken during the mission assignment, MSA is payable at the rate of one and one-half (1 1/2) days of MSA for each completed month of service with the mission.



INFORMATION CIRCULAR NO. 017/94

DATE: 15 NOVEMBER, 1994

TO: ALL CIVILIAN PERSONNEL USING UNAMIR  
ISSUED FREQUENCIES ON MOTOROLA RADIO SETS

FROM: MR. A. H. GOLO  
OIC/ADMINISTRATION

SUBJECT: USE OF RADIOS IN CASE OF EMERGENCY

1. This circular is being distributed as a guideline to all personnel currently using frequencies on UNAMIR Motorola radio sets for use in case of any of the following emergency situations:
  - Detention by the local authorities;
  - The victim of a robbery of any kind, at home or elsewhere;
  - The victim of an assault;
  - Involvement in a vehicle accident and in need of assistance, an ambulance or a tow truck;
  - Witness to a situation which would include any of the preceeding.
2. If you are involved in one of the aforementioned incidents, please note the following:
  - (i) For incidents occuring between 0830 and 1800: call callsign "Sierra Oscar 9" on channel 11. Sierra Oscar 9 is the headquarters Civilian Security Officer.
  - (ii) For incidents occuring after 1800 or on the weekend: switch your radio to channel 7 (if your radio is programmed with channel 7) or channel 8 and call callsign "Zero". Callsign Zero is the Military Duty Officer in the Headquarters' Operations Room. \*\*\*If your radio is not programmed for channel 8, contact the communications workshop to have it programmed immediately.\*\*\*
  - (iii) In a calm, even voice:
    - a. Clearly state your callsign.
    - b. Use one of the phrases listed in paragraph 1 to describe the incident that has taken place.
    - c. Your location. This is the most important piece of information and could save vital minutes in the time it takes for assistance to reach you. All personnel should:
      - Know the grid reference of their place of residence as well as that of homes or other places that are frequently visited.

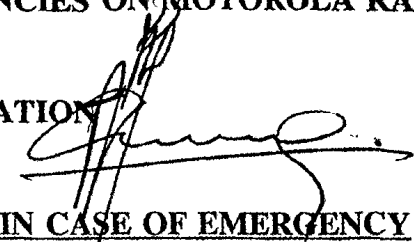
- Know their location *-at all times-* in relation to a **VERY PROMINENT** reference location. The Meridien, Chez Lando, Mille Collines, The Parliament Buildings, are examples of such locations.
  - Which way is north, south, east and west in Kigali.
  - If the situation permits, the person calling for assistance should go to an easily identifiable rendez-vous point to meet the person(s) sent to provide assistance.
- d. End the message with, "I need emergency assistance right away".
3. If no one responds to your call on the first attempt, remain calm and repeat your call.
4. The Civilian Security Officer and Military Duty Officer can also be reached by telephone by calling 84268 extension 11073 and 11150 respectively.
5. The duty officers responsible for monitoring the channels for emergencies have access to all the military and civilian information/assets that may be needed in case of emergency, including a rapid reaction force, civilian police, military police, tow trucks, ambulances, as well as medevac and casevac procedures.
6. Please be guided accordingly.



INFORMATION CIRCULAR NO. 017/94

DATE: 15 NOVEMBER, 1994

TO: ALL CIVILIAN PERSONNEL USING UNAMIR  
ISSUED FREQUENCIES ON MOTOROLA RADIO SETS

FROM: MR. A. H. GOLO  
OIC/ADMINISTRATION 

SUBJECT: USE OF RADIOS IN CASE OF EMERGENCY

1. This circular is being distributed as a guideline to all personnel currently using frequencies on UNAMIR Motorola radio sets for use in case of any of the following emergency situations:
  - Detention by the local authorities;
  - The victim of a robbery of any kind, at home or elsewhere;
  - The victim of an assault;
  - Involvement in a vehicle accident and in need of assistance, an ambulance or a tow truck;
  - Witness to a situation which would include any of the preceeding.
2. If you are involved in one of the aforementioned incidents, please note the following:
  - (i) For incidents occuring between 0830 and 1800: call callsign "Sierra Oscar 9" on channel 11. Sierra Oscar 9 is the headquarters Civilian Security Officer.
  - (ii) For incidents occuring after 1800 or on the weekend: switch your radio to channel 7 (if your radio is programmed with channel 7) or channel 8 and call callsign "Zero". Callsign Zero is the Military Duty Officer in the Headquarters' Operations Room. \*\*\*If your radio is not programmed for channel 8, contact the communications workshop to have it programmed immediately.\*\*\*
  - (iii) In a calm, even voice:
    - a. Clearly state your callsign.
    - b. Use one of the phrases listed in paragraph 1 to describe the incident that has taken place.
    - c. Your location. This is the most important piece of information and could save vital minutes in the time it takes for assistance to reach you. All personnel should:
      - Know the grid reference of their place of residence as well as that of homes or other places that are frequently visited.


- Know their location *-at all times-* in relation to a **VERY PROMINENT** reference location. The Meridien, Chez Lando, Mille Collines, The Parliament Buildings, are examples of such locations.
  - Which way is north, south, east and west in Kigali.
  - If the situation permits, the person calling for assistance should go to an easily identifiable rendez-vous point to meet the person(s) sent to provide assistance.
- d. End the message with, "I need emergency assistance right away".
3. If no one responds to your call on the first attempt, remain calm and repeat your call.
  4. The Civilian Security Officer and Military Duty Officer can also be reached by telephone by calling 84268 extension 11073 and 11150 respectively.
  5. The duty officers responsible for monitoring the channels for emergencies have access to all the military and civilian information/assets that may be needed in case of emergency, including a rapid reaction force, civilian police, military police, tow trucks, ambulances, as well as medevac and casevac procedures.
  6. Please be guided accordingly.



6 September 1994  
LPE/OAH/E/1/95

TO:

FROM:

  
Laura Layton, Officer-in-Charge  
Language Training Programme  
Training Service, OHRM, New York

SUBJECT: Language Proficiency Examinations - January 1995

1. Dates. The first session of Language Proficiency Examinations in Arabic, Chinese, English, French, Russian and Spanish for 1995 will take place on 24 and 25 January 1995.

2. Examinations Administrator. In order for candidates in your office to take these examinations, you must designate to us an administrator who will carry out the following tasks:

- (a) Inform staff at your duty station of the examination dates and application deadlines.
- (b) Distribute the enclosed P.46 application forms to interested staff.
- (c) Verify the eligibility status of the candidates (especially type of contract).
- (d) Collect and pouch back the application forms to be received by the Training Service before the 4 November deadline.

N.B.: Only one United Nations office or agency should administer Language Proficiency Examinations at each duty station. Please contact the other UN offices at your location in order to coordinate the examinations and inform the Training Service of the arrangements you have made.

3. You may designate either yourself or someone else to serve as the administrator of the examinations. Staff who wish to sit for the examination are not eligible to serve as the administrator.

B. Verifying the applications for completeness and eligibility

8. Index number. All staff members of the Secretariat and other UN programmes and funds must provide their 6-digit index numbers (payroll/grounds pass numbers).

9. Additional applications. If a person applies for examination in more than one language during one session, he/she should complete separate forms for each language.

10. Type of contract. Staff members holding short-term/temporary contracts or whose contracts expire before the LPE date are not eligible to sit for the LPE unless they have the expectancy of continued employment as certified by their Executive Office.

( ) 11. Staff members. Staff members not enrolled in the highest level of a United Nations language course are eligible if they can show evidence that they possess an equivalent knowledge of the language in which they wish to be tested.

12. Non-staff members. Non-staff members are eligible only if they have completed the highest level of a United Nations language course.

C. Pouching back the applications

13. After all the applications have been submitted, send them directly to:

Ms. Laura Layton, Officer-in-Charge Language Training Programme Training Service, OHRM, Room S-2445 United Nations, New York, NY 10017.
--

( ) Do not send materials to Training Service via an intermediary office since this may delay our receipt of these materials.

Date: 6 septembre 1994  
Réf. : LPE/OAH/F/1/95

A:

De: Laura Layton,  
Fonctionnaire chargée du programme de formation linguistique  
Service de la formation (Bureau de la gestion des ressources  
humaines), New York

Objet: Examens d'aptitudes linguistiques - janvier 1995

GENERALITES

1. Dates. La première session des examens d'aptitudes linguistiques en anglais, arabe, chinois, espagnol, français et russe pour l'année 1995 aura lieu les 24 et 25 janvier 1995.

( ) 2. Administration des examens. Veuillez nous faire savoir quel fonctionnaire vous désignerez pour s'acquitter des tâches suivantes :

- (a) Faire connaître les dates des examens et les délais de présentation des demandes d'admission aux fonctionnaires en poste dans votre lieu d'affectation;
- (b) Distribuer la demande d'admission (formule P.46) ci-jointe aux fonctionnaires intéressés;
- (c) Vérifier que les candidats remplissent les conditions requises pour se présenter à l'examen (type d'engagement, en particulier);
- (d) Rassembler et renvoyer les demandes d'admission par la valise diplomatique, étant entendu que le Service de la formation devra les recevoir avant la date limite du 4 novembre 1994.

( ) N.B.: Si l'on compte plusieurs bureaux ou organismes des Nations Unies à votre lieu d'affectation, un seul de ceux-ci devra se voir confier le soin d'y administrer les examens. Veuillez en pareil cas vous concerter avec les autres antennes des Nations Unies et faire connaître les dispositions qui auront été prises au Service de la formation.

3. Vous pouvez vous charger vous-même de l'administration des examens ou désigner l'un de vos collaborateurs pour ce faire. Les fonctionnaires qui souhaitent se présenter à l'examen ne peuvent être chargés d'en assurer l'administration.

B. Vérification des demandes d'admission (complétude et conditions à remplir)

8. Numéro de code. Tous les fonctionnaires du Secrétariat de l'ONU ou d'autres organismes, fonds ou programmes des Nations Unies doivent indiquer leur numéro de code (figurant sur le bulletin de salaire et sur la carte d'identité ONU).

9. Demandes d'admission additionnelles. Si un candidat souhaite se présenter à l'examen dans plus d'une langue à la même session, il lui faudra remplir une formule distincte pour chaque langue.

10. Type d'engagement. Les fonctionnaires engagés à titre temporaire, pour une période de courte durée ou pour une période prenant fin avant la date des épreuves ne peuvent se présenter à l'examen à moins que le Service administratif puisse certifier que leur contrat sera renouvelé.

11. Les fonctionnaires qui ne sont pas inscrits dans la classe terminale d'un cours de langue de l'Organisation seront admis à se présenter s'ils peuvent prouver qu'ils possèdent une connaissance équivalente de la langue dans laquelle il souhaitent passer l'examen.

12. Les non-fonctionnaires ne sont autorisés à se présenter à l'examen que s'ils ont achevé la classe terminale d'un cours de langue de l'Organisation.

C. Réexpédition des demandes d'admission par la valise diplomatique

13. Lorsque toutes les demandes d'admission auront été soumises, veuillez les renvoyer directement à l'adresse suivante:

Laura Layton  
Programme de formation linguistique  
Service de la formation (Bureau de la gestion  
des ressources humaines)  
Bureau S-2445  
United Nations, New York, N.Y. 10017

N'envoyez rien au Service de la formation par l'intermédiaire d'un bureau tiers: des retards pourraient en résulter.

UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Post Office Box 30552  
Nairobi, Kenya  
Voice (254-2) 621-234  
Fax (254-2) 622-668

Amahoro Complex  
Kigali, Rwanda  
Voice (1-212) 963-3091  
Fax (1-212) 963-3090

INFORMATION CIRCULAR NO. 012/94

TO: ALL PERSONNEL ENTITLED TO MSA  
FROM: ALLY H. GOLO, OIC/ADMINISTRATION, UNAMIR  
DATE: 24 OCTOBER 1994  
SUBJECT: PAYMENT OF ACCOMMODATION PORTION OF MSA

By Information Circular No. 007/94, dated 22 September 1994, we notified all UNAMIR personnel entitled to receive MSA that the UN's Compensation and Classification Service had instructed UNAMIR to revise downward the daily MSA rate by \$27 when accommodation is provided at no cost to the individual.

In this connection, UNAMIR personnel can claim the \$27 accommodation portion of MSA by presenting proof that they have paid for their housing. To establish the recipient's entitlement to this amount, proof may consist of a rental contract, or of rent or hotel receipts for the days for which a claim is being made.

Please present this proof to the Accommodation Unit in the Amahoro Hotel from Monday through Saturday between the hours of 0900 and 1100.

This circular serves also to remind MSA recipients again that the MSA entitlement can only be paid when proper records are provided on a timely basis.

Proof presented by the close of business on 29 October 1994 will enable payment to be made of this allowance during the first week of November along with the regular MSA payment. Proof presented thereafter by the 21st day of each month will be paid with the regular MSA payment made at the end of that month.



UNITED NATIONS

NATIONS UNIES

ASSISTANCE MISSION IN RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 011/94

TO: ALL UNAMIR MILITARY AND CIVILIAN PERSONNEL

FROM: ALLY H. GOLO  
Officer-in-Charge  
Administration

SUBJECT: UNITED NATIONS DAY (24 OCTOBER 1994)

All UNAMIR personnel are reminded that October 24 is United Nations Day.

In accordance with tradition, you are all requested to assemble at 16.00 hours in front of the Headquarters Building, or in the Television Room in case of rain, to hear the SRSG's message on UN Day, and to hear also from the Force Commander and the CAO what is being done for the general welfare of all staff members.

Following the above messages, there will be a "Happy Hour" organized at CHEZ LANDO commencing at 17.30 hours. The "Happy Hour" is being held under the same conditions as in the past.

Between 0600 hours and 2000 hours on both the 24th and the 25th of October there will be extra broadcast service to carry the message from the Secretary General Mr. Boutros Boutros Ghali in French, Arabic, and English on Shortwave Radio (HF). After the UN-Day Message a 15 minute programme from UN Radio, Geneva, will be broadcast in English. UNAMIR staff members and those of other UN Agencies can listen to the broadcast messages at the following times and on the following frequencies:

DATE/TIME GMT	FREQUENCIES
24/0600 1200	19280
24/0600 1200 1800 2000	10647
24/0600 1200 1800 2000	14500
24/1800 2000	7443
25/0600 1200	19280
25/0600 1200 1800 2000	10647
25/0600 1200 1800 2000	14500
25/1800 2000	7443



UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 010/94

DATE: 18 October 1994

TO: All UNAMIR Military & Civilian Personnel

FROM: Ally Golo, Officer-in-Charge  
Administration

SUBJECT: Re-location of Communications Workshop

Please be informed that the Communications Section has moved the following Operational Units to the new Communications Compound located in the Industrial Area:

Generator Unit  
Electrical Unit  
VHF (Motorola) Workshop  
Special Equipment Unit

The following offices continue to be located at UNAMIR Headquarters:

Office of CCO - Room 3021  
Telephone Unit - Room 1064  
Radio/Fax Room - Ground Floor

To facilitate the smooth functioning of this Section, please adhere to the following procedures:

1. Submit written requests for equipment/installation to the Office of the Chief at Rm. 3021, Amohoro HQ, Ext. 11091.
2. For servicing/repair of equipment already issued, please contact the relevant unit.

Telephone access to the Communications Compound is as follows:

Via RWANDATEL - dial "0" + 74113  
Via UNAMIR PABX - extensions 11201 & 11202

A map showing exact location of the Communications Compound is attached as Annex I.

UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA



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

INFORMATION CIRCULAR NO: 08/94

DATE: 5 October 1994

TO: All UNAMIR Military & Civilian Personnel

FROM: Ally Golo, OIC  
Administration

SUBJECT: Local Telephone Numbers Available from RWANDATEL

Please be informed that the following local telephone lines to downtown Kigali and the rest of Rwanda, Via RWANDATEL, are now fully operational in UNAMIR Headquarters:

84265  
84266  
84268  
84269  
84270  
84273  
84274  
84275  
86870  
86871  
86872  
86873

All incoming calls will be routed through the UNAMIR Switchboard Operator. Designated staff members can access these lines for outgoing calls by dialling "0" for local calls and "00" for long distance calls.





UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 007/94

TO: All International Civilian Staff,  
MILOBS, CIVPOLS & Staff Officers

DATE: 22 September 1994

FROM: A.H. Golo  
Officer-in-Charge  
Administration  
UNAMIR

REF: PERSONNEL/NS

SUBJECT: Revised MSA Rate

1. We are advised by FOD/New York that CCS/OHRM has revised the MSA rate to US\$70.00 per day for UNAMIR staff when accommodation is provided by the United Nations and US\$40.00 per day when both accommodation and meals are provided. The effective date of implementation is 21 September 1994. This is applicable to all UNAMIR personnel in receipt of MSA and who are currently residing in the accommodations so far considered as provided by the United Nations, namely: Amahoro, Meridien, Chez Lando and Village Belge. We are further advised that these rates are not subject to any supplements for staff members at the D-1 level and above.
2. To staff officers who are currently housed in the Village Belge complex will be paid US\$30.00 per day until such time when meal facilities are established.
3. UNAMIR Management is in contact with FOD/NY to review modalities related to this situation. You will be informed in due course of any change.



UNAMIR - MINUAR

INFORMATION CIRCULAR NO.: 006/94

DATE: 16 September 1994

TO: All UNAMIR Civilian Personnel

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

SUBJECT: Staff Meeting with SRSG Mr. SHAHARYAR KHAN

The SRSG, Mr. Shaharyar Khan, will meet all UNAMIR Civilian Personnel at the Meridien Hotel, Conference Room on the ground floor, on Saturday, 17 September 1994. The exact time will be communicated in due course.

All civilian staff are hereby requested to attend the meeting.

Thank you for your co-operation.



Information Circular NO 005/94

TO: All Civilian Staff DATE : 16 September 1994  
UNAMIR - KIGALI REF.: INT/PERS/MD

FROM: Ally H. GOLO,  
Officer-in-Charge  
Division of Administration  
UNAMIR - KIGALI

CC.:

SUBJECT: VISIT OF STAFF COUNCIL REPRESENTATIVES

Mr. Mohammed Oummih, Staff Council's President accompanied by another Staff Council representative, will visit the United Nations Peace-keeping Operations, including UNAMIR KIGALI.

In this connection, Mr. Oummih will address a general meeting of civilian staff and organise the selection of staff representatives at our duty station.

Mr. Oummih will arrive in Kigali between Monday 26 September and Saturday 1 October 1994. The exact date and venue of the meeting will be communicated to you in due course.

Thank you for your cooperation. >



UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO.: 004/94

DATE: 16 September 1994

TO: All Military and Civilian Staff

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

SUBJECT: INTERRUPTION OF POWER SUPPLY SATURDAY, 17 SEPTEMBER 1994

The Communications Section will be conducting tests on the Generator Unit at the Stadium between the hours of 9.00 a.m. to 12.00 noon on Saturday, 17 September 1994. This will result in frequent interruptions of power supply during that period.

Please bear with us for this inconvenience.



INFORMATION CIRCULAR NO. 003/94

TO: All UNAMIR Staff

DATE: 05 September 1994

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

SUBJECT: BUS RUNS - KIGALI

1. Attached find a schedule of bus runs throughout Kigali city. The service will operate on two routes, starting from 0700 and running until 2000 hours. Additional busses will be laid on to cover pick periods, i.e., 0700-0830 and 1630-1830.
2. Use of the bus schedule will assist to alleviate the current pressure on our limited vehicle. Personnel are to avail of the bus before requesting ad-hoc transport.
3. Production of a UNAMIR ID card will entitle the holder to travel on the buses.

**BUS SCHEDULE -KIGALI**

**ANNEX A**

BUS STOPS	MORNINGS TO UNAMIR HQ									EVENINGS FROM UNAMIR HQ		
		BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2		BUS NO 1	BUS NO 2
UNAMIR HQ		08:30	10:00	10:30	12:00	12:30	14:00	14:30	16:00		18:30	20:00
BELGIUM VILLAGE	07:00	08:45	09:45	10:45	11:45	12:45	13:45	14:45	15:45	17:15	18:45	19:45
HOTEL MERIDIEN	07:00	09:00	09:30	11:00	11:30	13:00	13:30	15:00	15:30	17:15	19:00	19:30
UNHCR BUILDING		09:15	09:15	11:15	11:15	13:15	13:15	15:15	15:15		19:15	19:15
MILLE COLLENES	07:00	09:25	09:05	11:25	11:05	13:25	13:05	15:25	15:05	17:15	19:25	19:05
AUSTRALIAN HOSPITAL	07:00	09:35	08:55	11:35	10:55	13:35	12:55	15:35	14:55	17:15	19:35	18:55
3 CSG LOG BASE		09:45	08:45	11:45	10:45	13:45	12:45	15:45	14:45		19:45	18:45
KIGALI AIRPORT		09:55	08:35	11:55	10:35	13:55	12:35	15:55	14:35		19:55	18:35
UNAMIR HQ		10:00	08:30	12:00	10:30	14:00	12:30	16:00	14:30		20:00	18:30

\*\*\* DUTY TRANSPORT WILL BE PROVIDED UPON REQUEST TO DESTINATIONS NOT LISTED ABOVE  
PROVIDED THAT REQUESTS ARE MADE (1) ONE HOUR IN ADVANCE.