

ONUC
Leopoldville

9 August 1960

ADMINISTRATIVE CIRCULAR NO. 11

TO: All ONUC Staff
FROM: John A. Oliver, Chief Administrative Officer
SUBJECT: UN Rental and Contractual Procedures

Your attention is called to the fact that under UN procedure, no obligation of a ~~contractual~~ or other nature is deemed to be a valid charge against the United Nations unless the necessary clearance and approval of the Procurement Office have been secured. That Office should be consulted at once in all cases involving purchases, rentals, or contractual services, and commitments without reference to the Procurement Office stand in danger of payment refusal by the United Nations.

With regard to the hiring of civilian personnel, proposals must be made in advance to the civilian Personnel Office, which is responsible for actual employment and payroll processing.

The above applies for the present to the Leopoldville area only, but the same principles will be extended to other areas in the Congo as soon as administrative facilities can be provided.

ONUC
Leopoldville

9 August 1960

ADMINISTRATIVE CIRCULAR NO. 10

TO: All ONUC Staff at the "Royal" Building
FROM: John A. Olver, Chief Administrative Officer
SUBJECT: Lights and Air Conditioners

It is requested that lights and air conditioners in all offices be turned off at the close of business every-day, in order to keep charges for electricity at the lowest level.

6-140

ONUC
Leopoldville

6 August 1960

ADMINISTRATIVE CIRCULAR NO. 8

TO: All ONUC Staff
FROM: John A. Olver, Chief Administrative Officer
SUBJECT: Office Cleaning

Commencing at 2000 hours on 8 August 1960, all offices in the "Royal" Building will be cleaned on a daily basis by the building management in accordance with the terms of our rental contract.

File cabinets with locks have been provided on each floor, and these should be used for storage of all classified and valuable materials, particularly at night.

Q/AC

ONUC
Leopoldville

4 August 1960

ADMINISTRATIVE CIRCULAR NO. 7

TO: All Civilian and Military Personnel
FROM: John A. Olver, Chief Administrative Officer
SUBJECT: Communications for the UN Food Relief Coördinator

Until the office of the UN Relief Coördinator has moved to the "Royal" Building, will all departments dealing with this office kindly address all communications to:

Hotel Stanley
Léopoldville
Telephone: 5545 and 5546

J.A.O.

*Translation
Cancelled.*

C/Per 200
le 2 août 1960

CONFIDENTIEL

Sauvegarde de la sécurité interne

Chaque officier de la Force des Nations Unies au Congo qui est appelé à maintenir la sécurité interne ^{en} ~~sa~~ cas de rassemblements turbulents, de manifestations menaçantes ou d'émeutes, doit étudier, rappeler et appliquer les principes et méthodes généraux suivants:

Principes

1. Le but principal de la Force des Nations Unies au Congo, tel qu'il a été défini dans la proposition soumise au Conseil de Sécurité, est d'aider le Gouvernement dans le maintien de l'ordre public. En poursuivant ce but, l'opération des Nations Unies au Congo devrait avoir déployé tout moyen pacifique concevable pour maintenir l'ordre avant de recourir à la force sous une forme quelconque. Tout effort devrait être déployé pour qu'aucun mal ne soit subi par personne, étant donné que la réaction du public à l'emploi de la force par des membres du personnel des Nations Unies pourrait bien s'avérer désastreux pour le succès de l'opération des Nations Unies en entier.
2. Le personnel de Police, soit Congolais soit des Nations Unies, est normalement responsable en premier lieu pour le maintien de l'ordre civil. Les troupes des Nations Unies n'interviendront qu'à la demande de la Police lorsque celle-ci ne s'estime plus en mesure de contrôler une situation donnée. C'est à ce moment que la commande de la situation passera aux militaires. Dans les circonstances spécifiques qui règnent à l'heure actuelle, il arrivera souvent de ne pas trouver une force de Police effective.
3. Même en cas de défense personnelle, il ne faudra faire feu que dans des circonstances extrêmes. Tout essai de désarmer des membres des Nations Unies doit être considéré comme un cas

légitime de défense personnelle. Ce principe doit être interprété à la lumière de la force souveraine du principe No. 1 susmentionné.

4. LA FERMETÉ, LE TACT ET LE SENS DE L'HUMOUR SONT DES QUALITÉS ESSENTIELLES POUR LE CONTRÔLE PACIFIQUE DES RASSEMBLEMENTS.

Méthodes

1. Nonobstant la nécessité qu'il y aurait d'élaborer d'avance des tactiques générales sur la base des principes susmentionnés, chaque situation devrait être jugée selon les circonstances.

2. Les considérations générales suivantes sont avancées comme base de préparation pour l'exercice des fonctions de sécurité interne.

a) Il faudrait recueillir autant de renseignements locaux que possible en vue de constater des sources potentielles de mécontentement et de prévenir des désordres.

b) Des patrouilles mobiles devraient être organisées en vue de fournir des indications rapides au sujet des secteurs troublés en fait ou en puissance.

c) Tout effort possible, y inclus l'emploi de haut-parleurs mobiles, devrait être fait pour décourager l'agroupement de rassemblements massifs.

d) Les meneurs de troubles devraient être identifiés le plus tôt possible, et des efforts devraient être faits pour les faire reconnaître, aux yeux de la foule, comme responsables pour les troubles. A défaut de cela, un effort devrait être fait pour les séparer de la foule et de les faire taire.

e) Des efforts devraient être faits, en employant des orateurs qualifiés, pour faire savoir aux rassemblements que l'ONU essaiera d'aider le Gouvernement à remédier ^{aux} ~~les~~ griefs légitimes qu'ils peuvent avoir. AUCUNE promesse ne devrait être faite.

3. Les troupes de l'ONU susceptibles d'être appelées pour s'occuper des désordres civils devraient être fournis de bâtons ou d'équipement similaire, dont ils devraient se servir par priorité en cas de nécessité. Les armes à feu ne seront employées qu'en cas extrêmes de défense personnelle, et seulement une menue proportion des troupes s'occupant des désordres civils devraient être armées. Les policiers et les troupes exerçant ces fonctions devraient également être fournis de boucliers en filets de fer et de tuyaux d'incendie.

4. Les plans pour réprimer des désordres civils devraient prévoir une direction unifiée des opérations policières et militaires, et des liaisons effectives entre la Police et les Forces des Nations Unies. C'est seulement après avoir été appelé par la police que le commandant militaire d'une section devrait assumer le commandement direct de la situation.

5. La police locale devrait être employée dans les où son emploi s'avère faisable, et devrait être organisée, au besoin, en cadres assortis du personnel policier des Nations Unies.

TOUS LES OFFICIERS ET TROUPES DEVRAIENT ETRE RENSEIGNES EN CONFORMITE AVEC LES PRINCIPES SUS-MENTIONNES, ET DEVRAIENT ETRE CONSTAMMENT AVISES DE LA NECESSITE DE FAIRE PREUVE DE CALME ET DE DISCIPLINE ET DE LA NECESSITE D'EVITER L'EFFUSION DE SANG.



2 August 1960

CONFIDENTIALProtection of Internal Security

The following general principles and methods should be studied, borne in mind, and applied by all officers of the UN Force in the Congo who are called upon to maintain internal security in case of unruly crowds, threatening demonstrations or riots.

Principles

1. The principal purpose of the United Nations Force in the Congo as defined in the proposal to the Security Council is to assist the Government in maintaining law and order. In pursuing this purpose, the UN Operation in the Congo should exhaust all possible peaceful means of keeping order before any resort to force. Every effort should be exerted to avoid harm to anyone, since public reaction to the employment of force by UN personnel might well prove disastrous to the success of the entire United Nations Operation.
2. Normally, Police personnel, either Congolese or United Nations, are in the first place responsible for maintaining civil order. UN troops will intervene only at the request of the Police when they feel no longer able to control a situation. At this point the command of the situation will pass to the military. In the particular circumstances prevailing at the present time, it will frequently happen that no effective Police Forces exist.
3. Firing, even in self-defense, should be resorted to only in extreme instances. Any effort to disarm members of the United Nations Force is to be regarded as a legitimate cause for self-defence. This principle should be interpreted in the light of the over-riding force of principle 1 above.
4. FIRMNESS, TACT AND HUMOUR ARE ESSENTIAL QUALITIES FOR CONTROLLING CROWDS PEACEFULLY.

Methods

1. While general tactics should be worked out in advance on the basis of the foregoing principles, each situation will have to be judged on its merits.
2. The following general considerations are put forward as a basis for preparation for internal security duties.
 - a) As much local intelligence as possible should be gathered with a view to ascertaining possible sources of discontent and anticipating trouble.



- b) Mobile patrols should be organised with a view to giving prompt information on potential or actual trouble areas.
- c) All possible efforts, including the use of mobile loud-speakers, should be made to discourage large crowds from gathering.
- d) The leaders of disturbances should be identified as soon as possible, and efforts made to pin the responsibility for the disturbance on them in the minds of the crowd. Failing this, effort should be made to disengage them from the crowd or silence them.
- e) Efforts should be made, using qualified speakers, to let crowds know that the UN will try to assist the Government in rectifying such justified grievances as they may have. NO promises should be made.

3. UN troops likely to be called in to handle civil disorders should be equipped with batons or similar equipment and should use these first if necessary. Fire-arms are to be resorted to only in extreme instances of self-defence, and only a small proportion of troops handling civil disorders should be armed. Police and troops engaged in such duty should also, to the extent possible, be provided with wire gauze shields and fire hose.

4. Plans for quelling civil disorders should envisage a unified direction of the Police and Military operations and effective communications between the Police and the UN Forces. The Military Commander of an area should take direct command of the situation only after being called in by the Police.

5. Local Police should be used where practicable, and should be organized if necessary in cadres with UN Police personnel.

ALL OFFICERS AND TROOPS SHOULD BE BRIEFED IN ACCORDANCE WITH THE ABOVE-
STATED PRINCIPLES AND SHOULD BE MADE CONSTANTLY AWARE OF THE NECESSITY
FOR CALM, DISCIPLINE AND THE AVOIDANCE OF BLOODSHED.

ONUC
Leopoldville

30 July 1960

ADMINISTRATIVE CIRCULAR NO.5

TO: All ONUC Civilian Personnel
FROM: John A. Olver, Chief Administrative Officer
SUBJECT: Personal Mail

It has now been determined that postal services for outgoing mail from Leopoldville are operating quite satisfactorily. Therefore, it is no longer necessary to use the United Nations diplomatic pouch service for transmission of personal mail to New York for re-posting there.

With immediate effect, personal mail should be sent through the regular postal facilities. In this connection, the ONUC Mail Room in the "Royal" Building will be pleased to lend assistance with regard to sale of stamps, transmission of mail to the local post office, and so forth.

The above does not, of course, affect the arrangement for incoming mail to Leopoldville which will be forwarded in the pouch from New York in those cases where it has been initially addressed to UN Headquarters.

The postal address in Leopoldville mentioned in Administrative Circular No. 1 remains unchanged.

JAO.

Dr. Bunchie

ONUC
Leopoldville

29 July 1960

ADMINISTRATIVE CIRCULAR NO.4

TO: All Supervisors
FROM: John A. Oliver, Chief Administrative Officer
SUBJECT: Office Hours

SAO

Please inform personnel under your direction that, until further notice, Headquarters Offices, ONUC, will open at 8 a.m. every day. All personnel will be expected to be on duty at that time, and they are not to depart until specifically excused by their supervisors.

Regular office hours will be fixed as soon as offices are fully established, and proper arrangements for coverage at all times can be made.

UNITED NATIONS

SECRETARIAT



ST/ADM/SER.A/638

*Admin. Circular**#3**Received with 1/8/60 No. 10 ad-27/1/60 26 July 1960*

TO : All members of the staff at Headquarters and abroad
FROM : The Secretary-General

On the eve of my departure for Leopoldville I want to thank all the members of the staff at Headquarters, as well as those at Geneva and our many offices and missions in the field, and particularly the staff members on duty in the Congo, who have participated in such a great variety of ways toward making effective the United Nations operation in the Congo. I have noticed with the greatest satisfaction and with continuing admiration the deep devotion of the staff to our common task, as they have worked to meet the demands of the biggest single effort of the Organization in its history while carrying on at the same time their regular duties for the United Nations. Innumerable demonstrations of excellent teamwork, combined with long and arduous hours, have contributed significantly to an almost impossible achievement. I am proud of you and derive deep satisfaction from the knowledge that this spirit of cooperation and endeavour will continue to the end of our task.

27 July 1960

Adm. Circ. No. 2

TO: All ONUC Civilian Staff Members

FROM: J.A. Oliver

SUBJECT: The Secretary-General's Arrival

In view of the Secretary-General's arrival in Leopoldville, staff members are hereby requested to report to ONUC Headquarters, Hotel "Royal", tomorrow, Thursday 28 July 1960, at 6.30 a.m.

O. N. U. C.

Leopoldville
20 July 1960

ADMINISTRATIVE CIRCULAR # 1

TO: All Civilian and Military Personnel
FROM: J. A. Olver, Chief Administrative Officer
SUBJECT: Postal Address

We have established, in co-operation with
the postal authorities, the following cable and postal
addresses:

Cable Address: ONUC
Leopoldville

Postal Address: Nations Unies
Boite Postale 7248
Leopoldville
CONGO (Africa)

M. Olver

O N U H.Q. in the Royal building
as per 25 August 1960

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|---|--|---|---|----|
| 71 UN Communication | 72 Canadian Signals Message Center | 73 Civilian Personnel International staff | 74 | 75 |
| 61 Chief Administration Officer Legal Advisers | 62 | 63 Special representative of the Secretary General | 64 Special representative of the Secretary General | 65 |
| 51 Liasion Officers Mil Operations | 52 Liasion Officers Mil Personnel | 53 Mil Personnel | 54 Medical Staff | 55 |
| 41 Mil Operations | 42 Air Operations | 43 Dep Suprem Commander Chief of Staff | 44 Supreme Commander | 45 |
| 31 Translation Service | 32 | 33 Civil Operations Food Relief Coordi- nator (UNICEF) | 34 Civilian Operations | 35 |
| 21 Civilian Operations | 22 Civilian Operations | 23 Civilian Operations Conference room | 24 Civilian Operations Administrativ Officer | 25 |
| 11 Procurement | 12 Procurement | 13 Logistics | 14 Logistics | 15 |

Groundfloor: Mailroom
Security
H.Q. Commandant
Civilian Personnel, local staff
Accommodation and travel
Transport Officer
Radioroom

Room 201
" 203
" 208
" 209
" 210
" 211
" 212