

PLEASE RETAIN
ORIGINAL ORDER

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EL/WG APR 2009

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BOX 50
FILE 1
ACC. 1998/0278



File: Admin
Person

TO: All Staff
OSRSG

FROM: *Amalia*
Dr. Abdul Hamid Kabia
Executive Director

Date: 05 October 1994

SUBJECT: DISTRIBUTION OF SECRETARIES OSRSG

This is to confirm the distribution of Secretarial Services which is as follows:

Ms. Nancy W. Mugo	- OSRSG
Ms. Betty Kiru	- ED
Ms. Latifa Ouazany	- Information(Mehu/Harman)
Ms. Abeba Kifle	- Legal (Minta/Raffi)
Ms. Agnes Atsiaya	- Political (Rivero/Strugar)
Ms. Fatimana Diarra	- Political (Buo/Scott)
Ms. Alexie Mukamugenzi	- Protocol
Ms. J. Uwicyeza	- Humanitarian



File: Admin

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Interoffice Memorandum

Date: 28th September 1994

TO: All UNAMIR Civilian
& Military Personnel

FROM: A. H. Golo
OIC/ADMIN.

SUBJECT: Chief Security and Area Security Coordinator for Rwanda

Please be informed that Mr. Paul Ischlika has assumed the functions of Chief, Security and Safety Unit/UNAMIR as of 17 September 1994.

Additionally, Mr. Ischlika will be the UNAMIR Area Security Coordinator for the Evacuation Plan for Rwanda. Mr. Ischlika's office is located on the ground floor of UNAMIR/HQ in hotel Amahoro, room 1011.

Grateful you extend to him all assistance and co-operation in the performance of his duties.

cc: All Cooperating Organizations



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Section Chiefs

DATE: 26 September 1994

FROM: A.H. Golo
OIC/ADM
UNAMIR

REF: PERSONNEL/NS

SUBJECT: FOPA - Field Operations Performance Appraisal Form

Please find attached, a new performance evaluation form to be completed specifically for staff on mission service. This form has been approved by OHRM on a trial basis. It must therefore be used as the only tool to evaluate mission staff. Effective immediately, all section chiefs are required to comply with this new format which must be completed in its entirety when performance appraisal is being carried out.

A copy of this form can be obtained from Personnel Section or if you wish to copy it on your hard disk, please do not hesitate to contact Ms. Sohun personally in room 3053.

Thank you for your usual cooperation.

cc: Office of the SRSG
Office of the Force Commander
AO's Sectoral Offices
Finance Section, Nairobi



FIELD OPERATION PERFORMANCE APPRAISAL FORM

Name (last, first, middle)		EOD in UN service:	EOD in mission:
Category/Grade/Level/Functional title in mission:		Type of appointment:	
Name of Mission:	Parent Dept./Off.(if applicable):	Period covered by this Report:	

PART I : TO BE COMPLETED BY THE STAFF MEMBER ON MISSION SERVICE

1. Describe briefly your major assignments during the period under review; were they clearly defined and explained?
2. What would be your preferred next assignment in terms of both challenge and hardship?

PART II : TO COMPLETED BY THE STAFF-MEMBER'S SUPERVISOR

<p>If you deem it appropriate, comment on the staff member's responses to parts I above, specifying which item are you commenting upon. You may further add any additional information regarding the specific nature of the staff member's assignments that merit particular attention (e.g., responsibilities beyond those usually performed at staff member's level)</p>
<p>For each of the following items, please answer the question as precisely as possible and rate the performance in accordance with the following scale.</p> <p>5 = Unusual contribution (top 2%): truly exceptional and rare performance which far exceeds reasonable expectations, inclusive of creativity, originality and initiative;</p> <p>4 = Exceeds expectations (top 24%): distinctly better performance than reasonably expected, inclusive of consistent willingness to undertake additional work;</p> <p>3 = Fully satisfactory (64%): competent and adept performance that fully meets reasonable expectations;</p> <p>2 = Partly satisfactory (8%): performance meets some of, even most requirements but is in needs of improvement;</p> <p>1 = Unsatisfactory (2%): performance does not meet reasonable requirements;</p> <p>0 = Not Applicable: performance has no relevance to the specific item in question.</p> <p>Please, in ranking the staff member's performance, refer to the relevant peer group.</p>

ITEM EVALUATED	RATING	SPECIFIC PERFORMANCE RELATED COMMENTS
A. QUALITY OF WORK:		
1. Professional knowledge/skills		
2. Thoroughness and accuracy		
3. Analytical ability to access and synthesize information		
4. Creativity in problem-solving		
B. QUANTITY OF WORK:		
1. Volume of work		
2. Promptness of response		
Ability to organize/prioritize		

C. WORKING UNDER PRESSURE/HAZARD		
1. Ability to maintain quality of work		
2. Readiness to accept added duties		
3. Willingness to volunteer when necessary		
4. Moral and poise under stress		
D. INTERPERSONAL SKILLS:		
1. Ability to work harmoniously with supervisor		
2. Ability to work harmoniously with peers/in teams		
Ability to establish and maintain external contacts		
4. Sensitivity to local culture and custom		
E. COMMUNICATION SKILLS:		
1. Written presentation		
2. Oral expression		
F. DEPENDABILITY AND ADAPTABILITY		
1. Reliability in working with minimum supervision		
2. Willingness to adapt to new requirements		
3. Adaptability to conditions of hardship/hazard		

G. SUPERVISION SKILLS (complete only if relevant)		
1. Ability to set and prioritize goals		
2. Ability to organize available resources		
3. Ability to monitor and evaluate subordinates		
4. Ability to motivate subordinates		
5. Ability to delegate work		
6. Ability to build and sustain teams		

Please respond to the following summarizing questions by indicating the appropriate column adding a comment when appropriate

QUESTION	YES	NO	COMMENT
Given what you know about mission assignment, is the staff member suited for such assignment physically? Psychologically? Attitudinally? Please explain.			
Would you choose this staff member to participate in particularly demanding assignments?			

The FOPA is the culminating point of a continuous period of appraisal. It is advisable that the performance be periodically discussed with the staff member. Please indicate in the appropriate space provided.

Have such discussions taken place ? YES____ NO____

Has such discussion taken place in connection with this report ? YES____ NO____

Name and title of reporting supervisor_____ Signature _____

Date_____

PART III : TO BE COMPLETED BY CHIEF OF MISSION FOR SUBSTANTIVE STAFF BY/CHIEF ADMINISTRATIVE OFFICER FOR ADMINISTRATIVE STAFF (If the size of the mission justifies if the above mentioned officials may delegate this authority to designated official):

Name and title: _____

Signature _____ Date _____

In your view and experience how you rank the performance of the staff member according to the following parameters from best to worst in reference to the relevant peer group:

- 1) Best 2% _____ (i.e., unusual contribution);
- 2) next 24% _____ (i.e., exceeds expectations);
- 3) next 64% _____ (i.e., fully satisfactory);
- 4) next 8% _____ (i.e., partly satisfactory);
- 5) last 2% _____ (i.e., unsatisfactory).

Your comments are appreciated but are optional except when the staff member's performance was ranked either by the reporting supervisor or by yourself as either above (2) or below (3)

After the FOPA has been completed the staff member must sign the original of the report and be given a copy thereof. The signature merely acknowledges receipt and does not necessarily indicate agreement with the evaluations contained in the report. Within one month of receipt of this report, the staff member may submit a brief written explanation or rebuttal in accordance with administrative instruction ST/AI/240/Rev.2.

Signature of staff member: _____ Date _____

INTERNAL MEMORANDUM

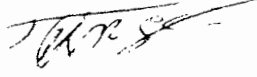
MEMORANDUM INTERIEUR

Date 12 September 1994

To: Distribution List

Thru

From: Thad Anglin, CCO
UNAMIR, Kigali



Subject: Standby Duty Roster - Communications

Please find attached herewith a list of Field Service Communications staff on duty for the period 12 September to 20 November 1994

It is recommended that a copy of the schedule be kept in your office for easy reference

Services of the individual requested can be obtained by contacting the Radio Room on VHF channel 11 or telephone extension 11056

Regards

Distribution

SRSG's Office

Force Commander's Office

CAO's Office

Civilian Personnel Section

Procurement Section

General Services Section

Building Management Section

Management Information System Section

Transport Section

Chief Security Officer

Operations Branch

Military Personnel Branch

Logistics Branch

Plans Branch

CIVPOL

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

UNAMIR COMMUNICATIONS

STANDBY DUTY ROSTER - GENERATOR MECHANIC

PERIOD	NAME	CALLSIGN
12/9/94 18/9/94	O'BRIEN, PATRICK	C24C
19/9/94 25/9/94	RAKENA, RAE	C24A
26/9/94 2/10/94	COLE, VERNELL	C24D
3/10/94 9/10/94	EINARSON, PER	C24
10/10/94 16/10/94	O'BRIEN, PATRICK	C24C
17/10/94 23/10/94	RAKENA, RAE	C24A
24/10/94 30/10/94	COLE, VERNELL	C24D
31/10/94 6/11/94	EINARSON, PER	C24
7/11/94 13/11/94	O'BRIEN, PATRICK	C24C
14/11/94 20/11/94	RAKENA, RAE	C24A

PLEASE NOTE THAT DUTY COMMENCES AT 1700 HRS DAILY AND ENDS 0800 HRS THE FOLLOWING DAY

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

UNAMIR - COMMUNICATIONS

STANDBY DUTY ROSTER - ELECTRICIAN

PERIOD	NAME	CALLSIGN
12/9/94 18/9/94	LINDSTROM, LARS	C23
19/9/94 25/9/94	MARTIN PAUL	C23A
26/9/94 2/10/94	KUDJAWU, ERIC	C23B
3/10/94 9/10/94	KAUKORANTA, JORMA	C23J
10/10/94 16/10/94	KERR, PHILIP	C23P
17/10/94 23/10/94	LINDSTROM LARS	C23
24/10/94 30/10/94	MARTIN PAUL	C23A
31/10/94 6/11/94	KUDJAWU, ERIC	C23B
7/11/94 13/11/94	KAUKORANTA, JORMA	C23J
14/11/94 20/11/94	KERR, PHILIP	C23P

PLEASE NOTE THAT DUTY COMMENCES AT 1700 HRS DAILY AND ENDS 0800 HRS THE FOLLOWING DAY

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

UNAMIR - COMMUNICATIONS

STANDBY DUTY ROSTER - RADIO TECHNICIAN

PERIOD	NAME	CALLSIGN
12/9/94 18/9/94	GREGOIRE, RICHARD	C22R
19/9/94 25/9/94	SIGURBJORNSSON, SIGURDUR	C22A
26/9/94 2/10/94	REYNOLDS, LINDBERGH	C22L
3/10/94 9/10/94	SHAYA, MUNZER	C22S
10/10/94 16/10/94	RAMRATTAN, ROLAND	C22Z
17/10/94 23/10/94	KALILI, BENJAMIN	C22K
24/10/94 30/10/94	FILL, JAMES	C22C
31/10/94 6/11/94	GREGOIRE, RICHARD	C22R
7/11/94 13/11/94	SIGURBJORNSSON, SIGURDUR	C22A
14/11/94 20/11/94	REYNOLDS, LINDBERGH	C22L

PLEASE NOTE THAT DUTY COMMENCES AT 1700 HRS DAILY AND ENDS 0800 HRS THE FOLLOWING DAY



File Admin

INTEROFFICE MEMORANDUM

16 September 1994

To: All Sections
Through: Abdoulaye Bafy, OIC GS
From: Mr Yeshanew Haile
Registry/Mail - OP -/And Pouch Chief
Subject: Duty for the Messengers

The Registry has a pleasure to announce to all services located in Amahoro Hotel that the messengers will visit each office every 1h to collect the outgoing mail or documents for distribution.

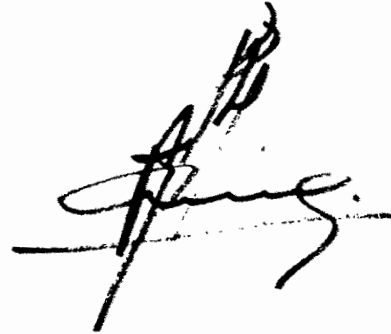
Thank you for your co-operation.

INTERNAL MEMORANDUM

MEMORANDUM INTERIEUR

Date: 12 September 1994

To: All Civilian Personnel
Thru:
From: A. H. Golo, OIC Administration
UNAMIR, Kigali
Subject: VHF Communications



Commencing 0800 hrs, 14 September 1994, UNAMIR Civilian staff will be required to utilize channel 11 for administrative communication purposes.

Channel 9, previously used for this purpose, has been reassigned to the Office of the SRSG

Please ensure that this instruction is strictly adhered to.



file: Inter - OFFICE

To: Maj Gen Kagame
Minister of Defence

From: Col Tikoca
A/FC

Date: 20 July 1994

Composition of the French Delegation

- M Dufourck, Secretary General of the Quai D'Orsay
- Mme Boivineau, Ambassador, Quai D'Orsay
- Gen Germanos, Deputy Chief of Staff of Operations,
Army
- Col Klein, Executive Assistant
- Communications technician

They are due to arrive Kigali Airport at 0730 hrs using a Falcon 50 aircraft. Their initial intention was to spend the day here conferring with Rwandese officials as available. However there may be some delay in the arrival time because of the confusion over the status of their welcome.

May we assume that your welcome to them includes permission for the French liaison team that is currently with us to go to the airport to meet them and to leave a guard on the aircraft? The French liaison team would travel in two vehicles with a UNAMIR escort.

file, Inx - Office memo

IMMEDIATE



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

UNAMIR
NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

KMF 089

FAX IN

TO: Mr. Sammy K. Buo
Senior Political Advisor
UNAMIR, Nairobi, Kenya

FROM: P. Mehu
OIC/OSRSG, UNAMIR, KIGALI

DATE: 9 June 1994

NO. OF PAGES: 15

1. Please be advised that the Special Rapporteur of the Humanitarian Rights Commission, Mr. René Dégui Ségui is arriving Nairobi on the 11 of June and will proceed to Kigali on 12 or 13 June. We have communicated to the Office of the High Commissioner for Human Rights in Geneva your phone numbers in Nairobi and we would very much appreciate that you coordinate and accompany him in Nairobi and Kigali during his mission.

2. Find attached for your information the resolution adopted by the Security Council on 8 June 1994.

Best regards.



INTER OFFICE MEMORANDUM

file: Inter-office
2) military
3) Humanitarian

SKB

Seen 104
2/94

To: See Distribution

File Ref: #

From: FC

Date: 2 May 1994

Subject: EVACUATION OF CIVILIANS
BY UNAMIR PERSONNEL

1. It has been noted with concern that some UNAMIR personnel have been evacuating civilians (mostly Rwandans) using the existing UNAMIR flights on personal initiatives.

2. This practice is prejudicial to the credibility, impartiality and security of the mission and should cease immediately.

3. All are reminded that the authorized agency through which all humanitarian actions are carried out is the Humanitarian Affairs Cell (HAC) at this HQ.

4. All humanitarian requests are therefore to be passed on to this cell for action as appropriate. There is to be no initiatives or promises given unless staffed through HAC. Our security is dependent on it.

RA DALLAIRE
Maj Gen
Force Commander

Distribution List

Action:

External:

MILOB GP HQ
BYUBAT
TUN COY(-)

Information:

Internal:

CAO and Civilian Staff
Dr Kabia and
Political Staff
COO
CMPO
CLogO
CPlans
HAC

FC
DFC

File: Inkr-072

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

28 March 1994

To: All International Civilian Staff,
Military Observers and Civilian Police

From: Christine De Liso *C. De Liso*
O.I.C. Administration

Subject: **Revision to MSA Rates**

We have been informed by United Nations Headquarters that a revised rate of MSA payable to UNAMIR staff is being implemented with effect from 1 April 1994. The new rates are:

First 30 days in the mission area: US\$ 108 per day

After 30 days in the mission area: US\$ 97 per day

The above amounts are subject to supplements of 10% for staff at the D-1/D-2 levels, and 25% for staff at the ASG/USG levels.

The mission area for administrative purposes will continue to be Rwanda and Uganda.



File: ~~ADM~~ Inter Office. 2.11.94

TO: Toutes les Agences du système des Nations Unies.
A:

DATE : 23/3/1994

CC:
CI à:

REFERENCE : ADM/250/8

Circ.: 012/94

THROUGH:
S/C de:

FROM: Mr François P. TISSOT
De: ARR(ADM)

SUBJECT: Horaire valise diplomatique
Objet:

A partir du 28 mars 1994, la valise diplomatique à destination de Genève sera expédiée le lundi au lieu du mardi pour cause de changement d'horaire du vol d'Air France. Vous serez donc priés de faire parvenir le courrier au Registry du PNUD au plus tard le lundi à 14h00.

RECEIVED	
OFFICE OF SRSG	
Date ..	24-3-94
No. 84	By PF

SRSG



MEMORIAL SERVICE

FOR

MR JEAN PIERRE STEVELINCK

AND

MS SHIREEN CAUSEY

WILL BE HELD

THURSDAY, 24 MARCH 1994 AT 1600 HOURS

AT

THE GIKONDO PARISH CHURCH

ALL MEMBERS OF UNAMIR

ARE INVITED TO ATTEND

PLEASE MINIMIZE TRANSPORT DUE TO LIMITED PARKING
LIMITED BUS TRANSPORT WILL DEPART THE UNAMIR HEADQUARTERS AT
1515 HOURS



File: Inter Office

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: Chief Administrative Officer
All Heads and Chiefs of Sections

FROM: Abdul H. Kabia
Executive Director

DATE: 22 March 1994

SUBJECT: Channels of Communication

It has been brought to my attention that some staff members in the Office of the SRSG are constantly giving instructions to and interfering with different Sections in the performance of their duties. This conduct is unacceptable as it does not contribute to the orderly and structured manner in which the Mission should be administered.

By copy of this memorandum, the staff in the office of the SRSG are advised that their administrative and personnel requirements should be brought directly to the attention of the Executive Director, who would refer them if valid, to the appropriate Head or Chief of Section in the Division of Administration and Management, for necessary action. These channels of communication will be coordinated with the Chief Administrative Officer.

cc: All Staff, OSRSG MR Buo

United Nations  Nations Unies
INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

N. Kun Buo
file Inter-Of

TO: Tout le Personnel du
A: Bureau du RSSG
THROUGH: Dr. Abdul H. KABIA
S/C DE: Directeur Executif/RSSG
FROM: Beadengar P. DESSANDE
DE: Chef du Bureau du Protocole
et de Liaison/RSSG
SUBJECT: Messe de Requiem - Feu Jean-Pierre STEVELINCK et Feue Shireen CAUSEY
OBJET: Messe de Requiem - Feu Jean-Pierre STEVELINCK et Feue Shireen CAUSEY

DATE: 21 Mars 1994

REFERENCE:

1. Une messe de requiem sera organisée le jeudi 24 Mars 1994, dans l'après-midi, en memoire de nos très regrettes collègues dont les noms sont mentionnés plus haut.
Le programme vous sera communique dès que possible.
2. Afin de couvrir les divers frais de ce service, il est convenu a la réunion du 19 mars 1994, de requérir du personnel de notre bureau une contribution volontaire.
3. Apres concertation, le montant minimum de contribution du personnel du Bureau du RSSG est indiqué comme suit :
 - Professionnel FRW. 1.000
 - Services Généraux FRW. 500
4. Mme M.R. Forsinetti - Bureau 4068 ext. 1468 est chargée de recueillir votre contribution.

cc. RSSG (pour information)



25 February 1994

INTEROFFICE MEMORANDUM

To: All Civilian Staff
From: Christine De Liso,
OIC/Administration UNAMIR
Subject: SECURITY PROCEDURES

I wish to inform all staff that we are remaining in Security Phase 2 today as a precautionary measure. The situation is calm but in the light of current events it can change at any time. International Civilian Staff have been authorized to report to work. Local staff are being authorized on a case by case basis. If the situation remains calm, I expect International Staff to report for work throughout the weekend to bring essential tasks up to date.

However, I wish to remind all staff that the Phase 2 restrictions have not been lifted, and that movements are restricted. This means that any staff member leaving the building should first clear their movements with their immediate supervisor, and supervisors should be aware of the location of staff and their estimated time of return. It is not advisable to circulate around town after dark.

I also wish to repeat the instructions previously given to all staff: **IF AT ANY TIME YOU ARE NOT SURE WHETHER TO REPORT TO THE OFFICE, CALL THE ADMIN DUTY OFFICER CALL SIGN: ALPHA DELTA OSCAR ON CHANNEL 9 OR TELEPHONE 84278/85 OR ACTING CHIEF SECURITY OFFICER CALL SIGN: SIERRA OSCAR OR TELEPHONE 84278/85 EXTENSION 1413 FOR INSTRUCTIONS.** It is not possible for us to contact all staff individually. Second, while you are travelling, if you see a roadblock or a crowd of people which appears threatening, **IMMEDIATELY TURN YOUR VEHICLE AROUND AND RETURN TO YOUR HOME OR THE NEAREST SAFE PLACE AND REPORT TO THE ADMIN DUTY OFFICER BY TELEPHONE OR RADIO.** Under no circumstances should you endanger your own safety or the safety of others by attempting to negotiate a difficult situation on your own.

Attached for your information is a listing of the five security phases applicable for Civilian Staff. Decisions on security phases are made in consultation with the designated security representatives, Dr. Booh Booh (SRSG) and Mr. Ly (UNDP Resident Representative), the Military Component, The UNDP Chief of Security, Mr. Jean Francois Faivre, and the UNAMIR Chief of Security Mr. Ronald Baumann (CIVPOL). A complete security plan is being prepared and will be distributed shortly.

At 4:00 P.M. today 25 February 1994 there will be a security briefing for Civilian Staff by the Deputy Force Commander. It will be held in the cafeteria. All staff are required to attend.

CIVILIAN STAFF
SECURITY PHASES

- PHASE ONE: PRECAUTIONARY
Staff alerted to possible problems. Travel to the country requires prior approval. *country with ? or outside ?*
- PHASE TWO: RESTRICTED MOVEMENT
All staff and dependents remain at home. No travel unless specifically authorized by the designated official.
- PHASE THREE: RELOCATION
Stand by for possible relocation within or outside the country. Essential staff [who have] previously designated will remain.
- PHASE FOUR: MISSION SUSPENSION
All international civilian staff are relocated outside the country. This may exclude designated staff required for emergency operations or security and military staff for protection purposes.
- PHASE FIVE: EVACUATION

PHASE 1

PRECAUTIONARY

Staff alerted to possible problems.

Travel to the country requires prior
UNAMIR approval.

?
which country?

PHASE 2

RESTRICTED MOVEMENT

- All staff and dependents remain at home. No travel unless specifically authorized by the designated official.

PHASE 3

RELOCATION

Stand by for possible relocations
within or outside the country.

Designated staff to remain in phase 3:

PHASE 4

MISSION SUSPENSION

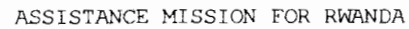
All international civilian staff are
relocated outside the country.

(May exclude designated staff
required for emergency operations or
security.)

CIVILIAN INTERNATIONAL STAFF

PHASE 5

EVACUATION



MISSION POUR L'ASSISTANCE AU RWANDA

INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEUR

To: ALL UNAMIR STAFF

From: Chief Security Office

Subject: READINESS AND ALERTNESS FOR 22 02 94

ADMIN.DUTY-OFFICER: CALLSIGN: "ALPHA DELTA OSCAR" CHANNEL: "9"
(MR.P. MITNICK) PHONE: 84280 / EXT.: 1136

Many thanks for Your cooperation !



SKB

file: Inter-off

INTER OFFICE MEMORANDUM

To: All Professional Staff
Office of the SRSG

From: Abdul H. Kabia
Executive Director

Date: 16 February 1994

Subject: Meeting

You are requested to attend a meeting at 9 a.m. on 17 February 1994 in the Conference Room located on the 3rd Floor of Amahoro.

Please be prompt.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTER OFFICE MEMORANDUM

To: All Staff

From: Dr. Abdul H. Kabia
Executive Director

Date: 15 February 1994

Subject: Designation of Officer-in-Charge, Administration

Please be advised that the Special Representative of the Secretary General has designated Ms. Christine de Liso, Chief Finance Officer as Officer-in-Charge of Administration until the appointment by Headquarters of a CAO. Ms. Christine de Liso will also continue to carry out her functions as Chief Finance Officer.

cc: SRSG
FC
CivPol



UNAMIR - MINUAR

INTER OFFICE MEMORANDUM

To: Mr. Per O. Hallqvist
Chief Administrative Officer

From: Abdul H. Kabia
Executive Director

Date: 10 February 1994

Subject: Reporting Procedure

I am surprised by the contents of paragraph 2 of your memo dated 10 February and other related memos addressed to the SRSG, which seem to imply that you have to report directly to the SRSG on all matters relating to Management and Administration, and that before the SRSG makes decisions on such matters, discussions have to be undertaken with you in advance.

In this connection, I wish to draw your attention to the job description of the Director, Office of the SRSG contained in the report of the Secretary General on the financing of UNAMIR (Doc.A/48/837 of 3 January 1994) which states that the Director, Office of the SRSG is "responsible for the oversight of **all aspects of the mission**, coordinating the activities of the various advisers and reporting on same to the Special Representative; assists the Special Representative and acts on his behalf as required".

In view of the above, you are required, as is the practice of all missions, to report to the SRSG on all matters relating to your area of responsibility, through the Director, Office of the SRSG, who shall continue to act on behalf of the SRSG as required.

I hope I can continue to count on your cooperation in carrying out my responsibilities as the Executive Director for UNAMIR.

cc: SRSG/FC



UNAMIR - MINUAR

File: Inter-Office

Date: 7 February 1994

To: All Division and Section Chiefs

From: Eric Dogbegah, CMISO

A handwritten signature in dark ink, appearing to read "Eric Dogbegah".

Re: Software Training and Support

I am pleased to announce the arrival of the EDP Software Training and Support Team of David Kinsey and Michael Speir. Their office is room 3005 and phone extension 1305.

They will be offering software training courses in WordPerfect, Quattro Pro, and Paradox at the Introductory, Intermediate, and Advanced levels. Each course is one full day in duration (e.g. Paradox Introduction = 1 day; Paradox Intermediate = 1 day; Paradox Advanced = 1 day). There will be no half day classes offered. Estimated class hours are 8:30 to 12:00 (morning session), two hours lunch, and 14:00 to 17:00 (afternoon session).

Courses are tentatively planned to begin Wednesday, 9 February. After a full assessment of the staff's training needs is completed, I will distribute a permanent schedule; hopefully within the week. In the interim high priority students will be scheduled by phone.

At your option, please distribute this memo to your staff. I appreciate your attention to this matter and your assistance in prioritizing your staff's training needs.

Please address any scheduling inquiries to Ms. Chantal Lemieux in Room 3021 at extension 1321.

Note: To anyone who has not submitted his EDP Software Training Questionnaire; please do so immediately at the consequence of losing your opportunity for training.



INTEROFFICE MEMORANDUM

TO: The Office of the SRSG
The Office of the FC (cc to BNs and
UNMO's, please)
The Office of CIVPOL
The Office of the CAO (cc to
appropriate offices, please)

FROM: Mr. M. Kane
Political Adviser
OSRSG

M. Kane

SUBJECT: Subscription for magazines and
newspapers.

DATE: 4 February 1994

1. The Chief Finance Officer has advised the Bureau of Information, Education and Press (BIEP) of the availability of limited funds earmarked for the subscription of magazines and newspapers.

2. In order to use these funds in an efficient manner, and to respond to the Mission's needs, I am requesting the BIEP to make the appropriate requisition on behalf of all components. The BIEP would be responsible for the timely distribution of magazines and newspapers to all designated offices.

3. I would appreciate if you could advise the BIEP of your needs no later than 11 February.

4. Your cooperation is most appreciated.

cc Ms. C. Deliso
Mr. H. Benz
Mr. S. Setian



TO: Mr. Mamadou Kane
Mr. Sammy Kum Buo
Mr. Beadengar Dessande

FROM: Abdul H. Kabia *[Signature]*
Executive Director
Office of the SRSG

DATE: 25 January 1994

SUBJECT: **Temporary assignment of functions with effect from 25.1.94**

Please find below a delineation of responsibilities which is effective immediately.

Dr. Abdul H. Kabia

- Responsible for coordinating the activities of the advisers and units in the Office of the SRSG and report on same to the SRSG.

C - Coordinate the preparation of communications and reports to New York.

- Liaise with the Force Commander and the UN Resident Coordinator on matters relating to Humanitarian Affairs (pending the arrival of the Humanitarian Officer).
- Maintain coordination between the office of the SRSG and the Force Commander, so as to harmonize political and military strategy.

Mr. Mamadou Kane

- Maintain liaison with the RGF, RPF, Political parties, Prime Ministers and other members of Government, and provide political advice and analysis as required.
- Responsible for coordinating administrative and personnel matters of the office of the SRSG and liaising with all units in UNAMIR on these matters.

Mr. Sammy Kum Buo

- B** - Responsible for liaising with the Diplomatic Corps and the OAU, (with special attention to the representatives of the Facilitator and other Heads of State of the neighbouring countries) and provide political advice and analysis as required.

- Coordinate the preparation of daily and weekly situation reports.
- Represent the OSRSG in the Joint Military Commission and provide political advice as required.

Mr. Beadengar Dessande

- Responsible for all matters relating to protocol and the visitors bureau.
- Coordinate all visits and meetings by and with the SRSG.
- Represent the office of the SRSG in Commissions of Enquiry established by the SRSG and follow all matters relating thereto.
- Maintain liaison with the DMZ and MILOBS Sectors and provide political advice as required.