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UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA

UNAMIR - MINUAR
CIVPOL HQ

NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

To: *All Heads of Divisions/CPMTs*

From: *CIVPOL Commissioner*

Through: *Chief Personnel Officer*

Subject: *Interim CIVPOL leave policy*

Date: *13/4/1995*

Ref.: *CIVPOL/memo/Int/329/95*

1. The rules governing the application of leave and CTO for CIVPOL Observers are:

a) Leave entitlement is 1.5 days per month giving up a total of 18 days for a one year tour duty (6 months tour duty: 9 days). Leave may be accrued up to a maximum of 12 days, on the understanding that it is to be taken as actual leave without any cash compensation in lieu of leave not used.

After completing the first two months tour of duty, a CIVPOL Observer may be granted leave in advance.

b) CIVPOL Observers request for duty for 7 days a week (including Sundays and official mission holidays!) may be granted up to 6 days CTO with mission subsistence allowance (MSA) for each month of such continuous service (i.e. after 30 days of service).

c) If CTO is taken outside the mission area, the MSA is reduced and there is from now on no payment of MSA if an individual is in his home country.

d) CTO is granted to all CIVPOL Observers to provide them with opportunities for rest after a specially spell of duty.

Consequently such time-off shall normally be taken as soon as possible after completion of the continuous period of service.

CTO cannot be accrued and if not taken during or immediately following the month in which it is earned, it will be forfeited. Not more than 6 days can be taken in one month!

e) Leave and CTO with per diem must be taken within the regular tour of duty. The tour of duty shall not be extended in order to facilitate taking such leave or time off. CIVPOL Observers may, however, be granted up to 12 days of accrued leave and CTO

in the last month of tour duty in order to complete all their own arrangements (i.e. to pay the accommodation).

f) Sick leave will not be counted against the UN leave entitlement. If sick leave is claimed while the officer is on leave or CTO, then under current UNAMIR practice no payment will be made to such sick leave unless a medical certificate is produced to substantiate each day of sick leave.

g) Travelling time shall count against leave entitlement, but Sunday and UNAMIR holidays that fall during a leave period will not count against the entitlement.

2. *The CPMTs and the Heads of Divisions are responsible for planning and approving leave for their officers. It is their responsibility to supervise that the officers don't overspend their leave or CTO (see CIVPOL/MEMO/INT/19/95).*

3. *If a CIVPOL Observer has resumed on duty the resumption of duty certificates (CTO/Leave) has to be forwarded with the monthly attendance sheet record to the Personnel Division not later than the fifth day of the following month.*

CPPO

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

To: *See distribution list* *Date: 4/5/1995*

From: *CIVPOL Commissioner* *Ref.: CIVPOL/memo/377/95*

Subject: *Minutes of CIVPOL Commissioner's Admnistrative meeting with Heads of Divisions/ Police Monitoring Teams held at CIVPOL HQ Conference Room on 15 April, 1995.*

PRESENT:

1. *COL. C.O. DIARRA: CIVPOL COMMISSIONER*
2. *LT. COL. AROUNA TRAORE: DEPUTY CIVPOL COMMISSIONER*
3. *SUPT O.M. GYEABOUR: CPOO*
4. *MAJOR BARZ ANTON: CPMT GISENYI*
5. *MAJOR BERTHE ZANGA: DIRECTOR OF TRG*
6. *SUPT. B. C. MWALE: CPIO*
7. *MAJOR EULALIO NETO: AG. CPMT RUHENGERI*
8. *DSP CHRIS ERO: CPMT-KIGALI*
9. *DSP ZAKI AHMED: CPMT KIBUYE*
10. *DSP I.A. KUGBEY: CPMT CYANGUGU*
11. *DSP M.Y. GUMEL: CPMT BUTARE*
12. *DSP B.K. MENDS: AG. CPTO*
13. *CAPT. HANS CHR. SCHLEMM: CPPO*
14. *CAPT. DAHER HASSAN: CPMT GIKONGORO*
15. *ASP THOMAS ADDI: AG. CPMT GITARAMA*
16. *A/SUPT. M.W. IMATA: AG/CP LOGO*
17. *ASP ADAMU ADAMS: SEC*

AGENDA

1.AMENDMENTS AND ADOPTION OF PREVIOUS MINUTES

2.CONTROL OF TASKS

3.REPORTS OF CPMTS AND HEADS OF DIVISIONS

4.COMMISSIONER'S DIRECTIVES/INSTRUCTIONS AND CLOSING REMARKS.

GENERAL

The Chairman in his opening remarks expressed disappointments over the late distribution of minutes of the previous meeting which denied him the opportunity of going through. He therefore directed the secretary to ensure that future minutes are compiled and presented to him for perusal one week before the next meeting. There after, he gave officers present few minutes to peruse before its adoption.

The meeting was then called to order at exactly 1010 hrs.

I. AMENDMENTS AND ADOPTION OF PREVIOUS MINUTES

(1) On page 1 serial n°15, the word offecer is to read officer. (b) On page 2, ser. n°5, on the first line the word confir is to read confer while the word serious on ser. n°8 is to read seriously.

(c) On page 4 para IA line 6 there should be a coma after the word persons. (d) On page page 5 the second line from the top, the word confunction is to read conjunction.

(e) On page 6, para 3 H line 5 the t of the word team should be a capital letter. (f) Also on page 8 para 4 P last line, cancel the words "may be".

After the above amendments, the minutes were adopted.

II. CONTROL OF TASKS

The tasks as assigned to officers are reflected on page 4.

II. CONTROL OF TASKS

S/N°	TASK	TASKED OFFICERS	REMARKS
1	TO ENSURE COMPILATION OF FUTURE MINUTES WITHIN ONE WEEK OF THE DAY OF SUCH MEETING	SECRETARY	
2	TO LIAISE WITH COMMUNICATION FOR THE ADJUSTMENT OF CIVPOL VEHICLES COMMUNICATION SETS/MOTOROLAS TO THE NEW EMERGENCY CHANNEL 7	CPOO	
3	TO FILE SOONEST DETAILED INVESTIGATION REPORT INTO THE CASE OF THE MURDER OF THE FORMER PREFECT OF BUTARE	CPMT BUTARE	
4	TO REPORT ACTIONS TAKEN BY THE COMMUNICATION WITH RWANDATEL REGARDS DEFECTS IN THE FAX MACHINE	CPOO	
5	TO DRAW UP JOB SPECIFICATION FOR HQS INVESTIGATION DIVISION	CPIO	
6	TO SUBMIT A PROPOSAL ON CIVPOL LOCATION PLAN FOR EVACUATION	CPOO	
7	TO WRITE A MEMO TO THE OFFICE OF THE SRSG ON THE SUBJECT OF HIRING LOCAL SECURITY GUARDS FOR CIVPOL HEADQUARTERS	CPOO	
8	TO SUBMIT A COMPREHENSIVE REPORT ON LOGISTICS NECESSARY FOR THE IMMEDIATE TAKE OFF OF THE COMMUNAL POLICE TRAINING INSTITUTIONS.	CPTO	

III. REPORTS OF CPMTS AND HEADS OF DIVISIONS

A. CPMT KIGALI PREFECTURE

ACTION

The CPMT/Kigali Prefecture in his report told the meeting that the general situation in Kigali had been calm but tense. He also reported that the Govt. of Rwanda observed a weeklong National Mourning for victims of 1994 genocide. The anniversary commemorating the genocide had as part of the events, laying of wreaths at the grave sides of some of the victims buried at Rebero burial grounds in Kigali.

He further disclosed that the anniversary was brought to an end on 14/4/95 with a conference on the role of Govt. in support of victims of genocide widows and orphans, which took place at Nyamirambo Sport Complex under the Chairmanship of the Minister of Works and Social Affairs. During the conference, it was announced that from the president down to the level of bourgmestre, each public officer would be given one orphan for keeps while others would be made to benefit from a Trust Fund for Orphans in Rwanda.

On the Tribunal of genocide, the CPMT disclosed that the tribunal had its opening assizes on 6/4/95 as a mark of the genesis of trial of genocide suspects in Rwanda, which many claimed was unduly delayed. Six out of the seven suspects published were arraigned and after taking pleas, the tribunal adjourned indefinitely on the request of defense lawyers who wanted more time to study the relevant dossiers and exhibits.

The CPMT in another development, told the house about the protest demonstration against continued UNAMIR presence in Rwanda which was staged on 11/4/95 in front of UNAMIR FHQ.

As regards social, commercial and economic situation, the team leader said there was low activities in all the communes due to the National Mourning declared by Govt. The CPMT also revealed that Gendarmerie Brigades crime statistics show slight increase in armed robbery, stealing and banditry in the prefecture. He further disclosed that the team is constantly monitoring investigations that are being conducted by Gendarmerie Central Criminal investigation Division into various cases of armed robbery and allied offenses including the recent alleged armed robbery at IOM Kigali office where over 60,000 USD was stolen. The team leader in concluding his report, told the house that the prevailing situation in Kigali will have far reaching

consequences on monitoring functions, as most of the locals in the prefecture feign ignorance of French or English and jeer at PMT in the course of monitoring. This recent development will make monitoring functions difficult and hazardous, he concluded. The CPMT gave his teams logistics holdings as one serviceable vehicle and a computer without printer and requested the Chairman of the need to improve this situation now that the sector has 6 observers.

The Chairman on considering the vast area covered by the team, directed CP LOGO to allocate a second vehicle immediately after the meeting. On the issue of printer, the Chairman advised the team leader to exercise patience until CIVPOL receives more allocations.

ACTION

B. CPMT/GISENYI PREFECTURE

The CPMT told the house that the general situation in the prefecture was tense due to the recent protest demonstration staged against UNAMIR's presence in Rwanda by locals who mounted road blocks on major highways on the 12/13-4-95. He also reported an upsurge in banditry activities where three locals were killed in Rubavu Commune by unknown persons suspected to be Interahamwe from Zaire on 25/4/95. In another incident, one RPA soldier was shot and killed by militia suspected to have come from a refugee camp in Zaire.

Apart from the killings by bandits, the team further disclosed RPA's arbitrary arrests and killing of locals on daily basis with no apparent reason. The CPMT also reported the visit of the Ambassador of the Federal Republic of Germany and the representative of the German Govt. for Africa to PMT Gisenyi and how the vehicles of the diplomats were subjected to intensive searches at the RPA road block near Ruhengeri. In conclusion, the CPMT reported the incident of a fatal motor accident involving UNAMIR vehicle attached to Human Rights where a 15 year old girl was killed.

The team leader also expressed his ordeal when he had a flat tyre while on patrol due to a lack of tools in the vehicle allocated to the team and requested for tools to avoid a second experience.

The Chairman in his response told those present, that the security situation is a matter of concern to UN and that the issue is being discussed with the appropriate local authorities.

The Chairman also directed the CPMT to channel his request for tools to the appropriate quarters for solution.

ACTION

C. CPMT/BUTARE PREFECTURE

The team leader told the house that the memorial ceremony in honour of 1994 genocide victims in Rwanda was organised in the prefecture on 7/4/95. In attendance, were the Minister of communications, MILOBS/CIVPOL, TAC HQ Staff Officers and NGOS in the prefecture. He further disclosed that during the ceremony, locals carried placards with various inscriptions discrediting UNAMIR. He also reported that the FC and the DCMO paid a working visit to the Prefecture. The period under review also witnessed the re-opening of the University at Butare and the intensive searches conducted by RPA on students and vehicles entering the campus to the extent that some of the students have expressed dissatisfaction about the deployment of RPA soldiers to the campus main entrance as an infringement of their rights to free movements. The CMPT further reported that the Butare Radio Base station has been changed to channel 24 and handset/Radios to channel 9. On the relationship with UN Agencies, the team leader said it had been very cordial. The CPMT thereafter requested for stationeries, Camera, Computer and Measuring Tape to facilitate the teams tasks.
The Chairman in his response said that as far as UNAMIR is concerned CIVPOL has the largest share of stationeries and directed him to route his request for stationeries to CP LOGO. The Chairman demanded from the CPMT the extent of investigation in the murder of former Prefect of Butare. The CPMT told the Chairman that investigation was in progress, and that there was no new development.

The CPMT was however directed to have close contact with the prosecutor in view of the sensitivity of the case and to inform him as soon as possible if there is the need to support him with more men.

D. CPMT/GIKONGORO PREFECTURE

The team leader briefed the house of the general situation in his Prefecture which according to him was calm but tense. The CPMT disclosed that locals who fled the communes for fear of revenge killing are gradually

returning to their home communes. The leader, also affirmed that CIVPOL Observers in the prefecture have cordial relationship with MILOBS and other UN Agencies and that patrols are conducted jointly with MILOBS in the prefecture. The team is currently investigating a case of accidental discharge involving a corporal from Zambatt which was referred to it by CO Zambatt. He equally told the house that location plan for evacuation of both MILOBS and CIVPOL have been completed in the prefecture. He later requested for a computer and local interpreter in the area to enhance efficiency of the tasks before his team.

The Chairman assured the team leader that as soon as sufficient numbers of computer are allocated to CIVPOL, he would be considered while the issue of interpreter will be looked into.

ACTION

E. CPMT/GITARAMA PREFECTURE

The acting CPMT for Gitarama in his brief told the house that there exist cordial relationship between CIVPOL and all arms of UN Agencies in the Prefecture. He also disclosed that same relationship exists with of the RPA. The team leader revealed that the prefecture had not experienced any form of protest demonstration but there is however a change of attitude by locals in the area towards PMT. During the period under review, the CPMT disclosed that a number of Hutus who took refuge at Gitarama MILOBS HQ were later escorted to their respective communes by MILOBS/CIVPOL Observers. He also reported the incident of indiscriminate firing at Gitarama prison by RPA that resulted in the death of one inmate and leaving several others injured. The team confirmed the release of one local suspected of genocide following its intervention.

The CPMT in conclusion, requested for a computer or type writer to facilitate correspondence between the team and CIVPOL HQ.

The Chairman remarked that each prefecture should have all the facilities but for now they are in short supply. He therefore directed that the team should make use of milobs and formed troops facilities in the area.

ACTION

F. CPMT/CYANGUGU

The Cyangugu team leader reported that his team, Milobs and formed troops share the same idea, operationally in the prefecture. In his report, he disclosed the intensification of both day and night patrols by RPA especially in Nyamasheke area where there have been series of incursions by bandits from Zaire. He also reported arbitrary arrests and killing of locals by RPA. On 26/3/95, a woman from Zaire was beaten to death by RPA for undisclosed reason which resulted in an exchange of fire between Zairean soldiers and RPA soldiers. Two RPA soldiers were reported killed during the shoot-out. This is just to mention a few of similar incidents that have happened in the prefecture.

The team leader deplored the deplorable condition of Cyangugu prison where there are 1,700 inmates instead of 500. He also disclosed that the WFP vehicles are still being held in the prefecture. The CPMT also requested for either a computer or a type writer and a generator for the sector.

The Chairman advised the CPMT to be particularly careful in the execution of their job in this trying periods due to the uncooperative and fastidious attitude of the locals who are their source of information.

G. CPMT/KIBUYE PREFECTURE

The CPMT in his brief reported that the general situation in the prefecture was tense due to incessant harassments, arbitrary arrests and killings without cogent reasons by RPA. The CPMT also disclosed that some of the refugees who left the country since 1959 are now back to the country and are making claims of ownership of properties owned by the Hutus. This situation according to the CPMT has caused disharmony between the Hutus and the Tutsis population in the prefecture. He also reported the problem of over crowdness at Kibuye prison with over 682 inmates.

H. CPMT/RUHENGERI PREFECTURE

The CPMT told the meeting that the security situation in the prefecture was calm. Patrols are conducted together with MIlobs and some times with Human Rights investigation Team. He further disclosed that road blocks were mounted on the 12/4/95 by anti-UNAMIR demonstrators thereby preventing them from carrying out patrols within the prefecture on that day. The following

day, while on patrols, in quest for information, the Bourgmestre/official in the commune pretended not to have any problem with UN Agencies, but intelligence gathered revealed that RPA operatives in mufti were all over the place waiting to deal with any local having anything to do with UNAMIR Personnel. This uncooperative attitude has hindered information gathering the CPMT added. The team leader also told the house that on 11/4/95, big truck belonging to the RPA hit the rear of their vehicle, UNAMIR 1081 breaking the pointer and causing a little dent. The driver of the vehicle sped off and refused to stop. He concluded that he has to travel 39 km daily to TUNBATT location in Gisenyi to send SITREP after patrols. This he said is not an easy task.

The Chairman directed the team leader to report the accident to the military police before taking the vehicle to the workshop. He also advised him not to relent in their efforts of carrying out the various tasks set for CIVPOL.

I. CP LOGO

The Acting Chief Logistics Officer briefed the house on a number of bottle-necks he scaled to secure stationeries which he has since distributed to CPMTs and heads of Divisions. He also told the meeting that he took possession of four vehicles recently of which one was allocated to Ruhengeri Training School, two to Kigali Prefecture and one to HQ. Investigation Division. He also disclosed that two additional television sets have been collected, bringing the total to three.

The Chairman in his response directed the Ag. CPLOGO to read to the hearing of all those present, the various circulars on safety/parking of UN vehicles, also on the approved km to be utilised within Kigali. The Chairman, once again reminded the logistics officer that the designation of CALOG should henceforth read CP LOGO while the administrative functions should now be incorporated into the schedule of the Chief of Police Personnel Officer (CPPO). He directed UN vehicles on charge to CIVPOL due for service/maintenance to pass through CP LOGO to the workshop who would IN turn collect same from the workshop after the routine maintenance.

ACTION

J. CPPO

The Chief Police Personnel Officer in his brief, advised all personnel to always fill their forms properly to avoid any adverse effect on their MSA. He also told the house that new forms have been put in place and would soon be circulated for the guidance of all. At this juncture, the CPMT/Kibuye prefecture requested to know the authority of Milobs Sector Commanders over CIVPOL CTO/Leave and general movements. The Chairman explained to the house that Sector Commanders cannot approve CIVPOL CTO/leave request but can exercise administrative control over CIVPOL Observers in the Prefecture. He expatiated further that CIVPOL movement in the sectors must be made known to the Milobs Sector Commander where such exist, adding that the Sector Commander is to only appreciate their administrative task and not operational one, however the Chairman advised all CPMTs to report any incident of misunderstanding with Milobs to his office for resolution without delay, and finally advised the CPPO to be guided by the CTO/leave percentage as contained in the CAO circular.

K. CPIO

The Chief Police Investigation Officer announced that he had nothing to report at the moment. The Chairman then asked him to brief the house on the progress of two investigation reports referred to his office from Gisenyi and Gitarama for review. On this, the CPIO said he was yet to work on them. The Chairman frowned at his slow pace and thereafter urged him to be alive to his responsibilities and directed him to provide a profoma on HQ investigation job specification which would be adopted. He reminded the CPIO that his job includes analysis of cases already investigated by CPMTs in the prefectures and to follow up all cases under investigation in the prefecture.

L. CPTO

The acting CPTO told the house that the Ministry of Interior was contacted over the take off of the communal police as a result of which a meeting was organised between the Deputy CIVPOL Commissioner and the Director of Training/Communal Police HQ. The proposed site for the school at Gishali was also visited. It was unanimousouly agreed during the visit that the area was suitable as it has four buildings, which can be used as instructors's

quarters. He disclosed that for the School to take off, the following infrastructures would have to be put in place:
a. student hostel, b. classrooms, c. toilets and d. kitchen.
Expatiating further, the acting CPTO, disclosed that the course handouts which hitherto used to be a source of worry, were now regularly distributed to the cadets.
He also expressed satisfaction about to the two translators posted to the Division, whose inputs according to the CPTO were worthy of commendation. The CPTO also announced 20 th May, 95 as the tentative date of completion of training for the current batch of gendarmerie in Ruhengeri Training School.

ACTION

M. CPOO

The Chief Police Operations Officer in his brief told the house that he was able to put in order the emergency channel 7 on handsets of all CIVPOL HQ staff including Kigali Prefecture adding that he would do same to personnel outside Kigali very soon. The CPOO futher told the house that the communication section when contacted on the defects in the fax machine, disclosed that, lack of the machine's direct line with Rwandatel is the bane and promised the installation of two direct lines to Rwandatel within the month. He therefore appealed to CPMTs to continue to make use of Milobs/Ground troops facilities until ours is put in place. On the provision of security guards at CIVPOL HQ, he said he had dispatched a reminder which according to him is presently receiving attention.

The Chairman urged the CPOO to make sure that the emergency channel 7 is functioning in all handsets including those in vehicles of all CIVPOL Personnel. He directed the CPOO to make a memo on emergency calls available to CPMTs to avoid re-occurrence of what happened to DSP Lasisi Kasali and to up date the location plan for evacuation of CIVPOL personnel without delay. The Chairman concluded that the CPOO should redirect the memo on the provision of security at CIVPOL HQ to the office of the SRSG for final determination.

IV. COMMISSIONER'S DIRECTIVES/INSTRUCTIONS

The Chairman drew the attention of the house to the recent protests against UNAMIR and advised every one to be extra careful and to adhere

strictly to COS memo on carrying of Rwandese women, the parking of UN vehicles and all other circulars relating to personal security.

On traffic violation, the Chairman emphasised the need for CIVPOL to act within the parameters of UN regulations adding that it is not pleasant to see military police officers pointing accusing fingers at CIVPOL Observers. Everyone should try not to be contravened. He also stressed the need to maintain cordial relationship with Milobs and formed troops with whom we are collocated. Without being told our tasks are different from theirs but we need their support to exist for now as CIVPOL is yet to be fully established. He finally advised CPMTs to always report any incident of personality clash with Milobs. He thank all present for the efforts put in individually and as a group in these trying moments of the mission and expressed appreciation for their dedication to duty and promotion of peace.

The meeting ended at 1500hrs, after adjourning to the 6th of May, 1995.

ACTION

Col. C. O. DIARRA
CIVPOL Commissioner

ASP A. Adams
Secretary

Circulate
C

CPPO ← Received on the 11/5/95 at 11:30HRS

Received in. 627
By: L. B. Q
Rm n°
Date: 2-5-95

ASC 2 UNAMIR II

MINUTE

760-2-1
CHAPCON2793/95

ALL UNAMIR II CONTINGENTS

For information:

CO
MED COY
OP SPT COY

UNAMIR II CHAPLAINS AND RELIGIOUS TEACHERS CONFERENCE

1. At our last meeting held on 12th April we resolved to meet on a monthly basis. The next meeting will be held on the at AS MED HQ on WED 10th May.

2. The program is as follows;

a. Meet at AS MED HQ Conference Room at 1000 hrs for the Conference,

b. Tour of UN Hospital 1115 hrs,

c. Lunch at AS MED HQ at 1230, and

d. Conclusion of Conference at 1330 hrs.

For planning purposes we require the names of members intending to attend by SAT 6th May.

To circulate

CPPO

Received n° 5.79
By: ...
Rm n° ...
Date: 21/4

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA
L'ASSISTANCE AU RWANDA

NATIONS UNIES
MISSION POUR

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

DATE: 20 April 1995

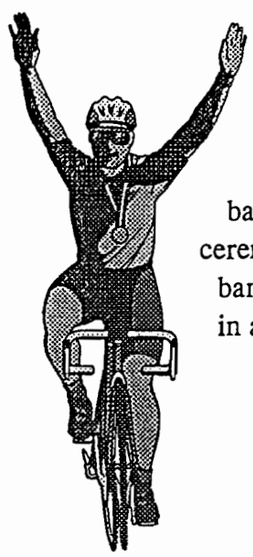
To: All UNAMIR Civilian and Military Personnel

Through: Shaharyar M. Khan, Special Representative of the Secretary-General

From: Brandy McNeill, Civilian Welfare Officer
Major Deepak Das, Military Welfare Officer

SUBJECT: Amateur Sports Competition Day

To celebrate our contract with the Cercle Sportif de Kigali , a friendly sports competition will be held on Monday, 1 May 1995. All UNAMIR personnel are invited and encouraged to participate or spectate. You may register for the different sporting events by contacting the individuals listed on back. The sports day will conclude with a barbecue dinner and awards ceremony. Musical entertainment will be provided by Indbatt's jazz band. Please come to the barbecue even if you don't wish to participate in a sports event.



Registration Deadline
27 April 1995

For more Information or to register for a specific event, please contact:

Basketball - Brian Seales, BMS, Extension 15116, C/S BM6 channel 11

Soccer - Adriane O'Sullivan, Transport, Extension 11213, C/S 84C channel 11

Squash - Deckland Corrigan, Logistics, Extension 11118, C/S HL1A

Sherlock Holmes Mystery Walk - Brandy McNeill, CWO, Ext 11098, C/S WO channel 11

Swimming - Sgt. Kim Bohun, Aussmed, Telephone 75216, C/S ASO channel 4

Tennis - Brandy McNeill, Welfare Office, Extension 11098, C/S WO channel 11

Track and Field - Norris Josseling, Transport, Extension 11087, C/S 84C channel 11

Volleyball - Brian Seales, BMS, Extension 15116, C/S BM6 channel 11

Barbecue - Jack Parnell, Log/CMC, Extension 11138, C/S HL22 channel 3

Civilian Welfare Officer - Brandy McNeill, Extension 11098, C/S WO channel 11

Military Welfare Officer - Major Deepak Das, Extension 11108, C/S Delta Dot channel 11

You're invited
Sports Day/Barbeque
1 May 1995

Attachments: Sports Day Flyer
Schedule of Events and General Information
Registration and Nomination Forms

To circulate

CPPO

Received in n° 615
By: ...
Rm n° ...
Date: 27/4/95

FROM : DCOS OPS

~~3000.12 (OPS)~~

TO : LISTS A, B AND E
MILOB GP HQ
FSO
FORCE ENGR COY
AUSMED
95 FLSG

INFO : CSO
UNCIVPOL
STO
B & R
UNDP

DATE : 27 APRIL 95

SUBJECT : **ACCESS SECURITY**

1. Lately, there have been a number of instances of UN vehicles being stolen or hijacked at gun point. It has been noted that the robbers have now started using the UN vehicles to gain access to UN facilities and residences in order to carry out armed robberies.

2. In view of the above, it is directed that instructions be passed to all the guards who are guarding UN installations to ensure that all UN vehicles are properly screened and identified before they are allowed access inside the premises. Further, the sentries on duty must establish the identity of the driver and the occupants of the vehicles by checking their identity cards.

3. It is further requested that similar instructions be passed to civilian security agencies like KK Security who are providing security to UN installations and private residences, for implementation.

CALOG

received: 15/4/95

MW/kt

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

CIVPOL HQ

To: *All Divisions/CPMTS* *Date: 11/4/1995*

From: *CIVPOL Commissioner* *Ref.: CIVPOL/memo/Int/24/95*

Subject: *Maintenance of vehicles*

1. With effect from the date of this memo, all CIVPOL vehicles due for maintenance at the workshop will be channelled through CALOG who will keep a register to that effect.

2. Similarly, CALOG is expected to make constant follow-up of all the CIVPOL vehicles in the workshop and report progress to the concerned observers for collection.

3. You are advised to strictly adhere to this procedure.

4. Regards

CPO
open a file
for this
d

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : CALOG.

Date : 4 /4 /1995

FROM : Zambia CIVPOL Contigent Leader.

INFO : CIVPOL Commissioner

SUBJECT : **Extention /Replacement of CIVPOL Observers.**

1. I refer to your minute CIVPOL / CALOG / REP / 1 / 95 / dated 30.3.1995.

2. The following officers have accepted to extend theirtour of duty with UNAMIR to six months. That is up to 1.6.1996.
   1. C.P.120 SUPT. B.C.MWALE.
   2. C.P.121 SUPT. R.B.MVULA.
   3. C.P.122 A/SUPT. M.W.IMATAA.
   4. C.P.123 A/SUPT. A.C.MWENGUE-CHUMA.

3. Regards.

Received No. 478
by:
Date: 4/4

Action Taken

UN CIV POL

QPPO

UNITED NATIONS
ASSISTANCE MISSION IN RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Received in: MO/596
By:
Rm n°:
Date: 26/4/95

TO: LIST D

FROM: Maj Deepak Das
Force Welfare Officer

INFO: DCOS SP, CMPO

FILE: MEDPARMAY

DATE: 24 May 1995

SUBJECT: UN MEDAL PARADE SCHEDULE: MAY 95 & NUMERAL 2

1. Please be informed that the Force Welfare Officer will be away on leave from 10 - 31 May 1995.

2. Contingents who have their medal parade scheduled in the month of May 95 are requested to collect UN Medals, certificates and numeral 2 (if applicable) from the Force Welfare Office between 01 and 08 May 1995.

3. They are also requested to forward their nominal rolls and confirmed programmes by 01 May, to facilitate the preparation of UN certificates and confirm availability of the FC/DFC.

4. Best regards.

CIVPOL

CPPO
all to inform
and to be
the measures taken

UNITED NATIONS
ASSISTANCE MISSION IN RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Received in. MO 608
By: LBQ
Rm n°
Date: 26/4/95

TO : LIST D

DATE: 24 April 1995

FROM : Maj Deepak Das
FORCE WELFARE OFFICER

INFO : ADCOS Sp, CMPO

SUBJECT : DETAILS OF PARCELS & REGISTERED LETTERS AT POST OFFICE NAIROBI

1. A consolidated list of parcels/registered letters lying at Nairobi since long is forwarded herewith.

2. Please be informed that efforts are still on to obtain a customs and demurrage waiver from Kenyan Government authorities. However, in case it does not come through, the responsibility of collecting these would lie with individuals to whom the parcels are addressed. The average cost for obtaining each parcel is approximately US$ 60-70 as a rough guide.

3. Individuals who wish to collect their parcels/registered letters immediately may do so through their contingent LOs or contact the Force Welfare Officer.

AIRMAIL

S.No	No	Name	Date	Remarks
1.	311	SOLDA ZIDI WAHID	04/4	TUNBATT
2.	183	MOHAMED RAKI HANDI	27/3	"
3.	755	TUNBATT	27/3	"
4.	321	"	22/3	"
5.	2136	MSAURI AHMED	14/3	"
6.	13448	CPL CHAGINI TEKI	17/3	"
7.	707599	CPL BRAIN ROYAL	28/12	CANADIAN
8.	1706	SGT GAN ADUZI	27/2	TUNBATT
9.	2217	CICAYADI MONGIV	06/3	"
10.	976	BAHRI HEDI	01/2	"
11.	1178	SALDAT R	21/2	"
12.	1435	SGT FADUZI SGAIER	09/2	"
13.	2136	MAAWRI AHMED	02/3	"
14.	700158	COL CHEICKOUMS DIARRA	01/2	MALI CONT ✓
15.	1146	SARRAY H	03/2	TUNBATT
16.	321	CHAMKHI MAKHLOUF	17/1	"
17.	700389	ADEL YOKOUBI	25/1	"
18.	1437	JERCHICHI JETHI	09/2	"
19.	88	YAGOUDI ADEL	16/1	"
20.	14299	FEZAI FAOUZI	21/12	"
21.	91	ABILA MOSTAPHA	16/1	"
22.	90	MOHAMED L	16/1	"
23.	13539	FAOUZI GUESMI	04/1	"
24.	13362	TUNBATT	12/1	"
25.	13237	SGT BEN HASSEN CHELBI	30/12	"
26.	14005	BEN HADJI FREDJ	15/2	"
27.	14004	SGT ADL MBARKI	29/12	"
28.	1843	MOHAMMED RAK HANDI	03/3	"
29.	2136	MARMRI AHMED	04/4	"
30.	2789	ABDULLAH HADI	28/3	"
31.	3675	SGT JOUNI	05/4	"
32.	3445	ADJT MAHMOUD MEKADEN	11/4	"
33.	14566	THEOPHKUS ADV	22/12	GHANBATT
34.	15160	MILOBS HQ	16/1	RECD FROM USA
35.	1125	SOLDAT RIDHA	09/3	NOT KNOWN
36.	194	THADDEUS A	30/1	"
37.	979	CAPT TORGEON	08/2	"
38.	13405	JUKI JA	02/12	"
39.	13931	ISMAIL OLAEH	30/12	"
40.	12777	CAPT SM GUEYE	25/11	SENEGAL CONT
41.	70687	CAPT SM GUEYE	23/11	"

DISPATCHED PARCELS

S.No	No	Name	Date	Remarks
1.	976	ALI BOURIDIL	24/3	TUNBATT
2.	533	SALDOT ATIBYIOKTA	25/1	"
3.	8052	HMIDI ABDALLAH	16/3	"
4.	34988	SGT ABDOURANMANE	04/1	"
5.	6747	S/SGT ASUMADU MARGARET	08/2	"
6.	9761	ALI BOUCIDI	14/3	"
7.	29810	SGT CHET EMMANUAL	02/12	"
8.	2150	KHEMRI HASSAN AHMED	10/2	"
9.	9779	MAJ GYAMPO	24/3	GHANBATT
10.	11484	SGT ISSEIU MOHAMMAD	29/4	"
11.	8653	QUANSON BAIR	28/4	"
12.	10268	CAPT ET DARKWAH	17/3	"
13.	5094	THEOPHILUS ADV	15/2	"
14.	5840	SGT FELICIA QUAYE	17/2	"
15.	2375	CPL OWUSU SAMUEL	31/1	"
16.	2258	SGT OSEI BOATENG	31/1	"
17.	6801	ASIEDU EMMANUEL	24/2	"
18.	9779	MAJ GYAMPO	23/3	"
19.	2375	L/CPL OWUSU SAMUEL	10/2	"
20.	11953	BAR BAAN NICHOLAS	07/4	"
✓21.	31440	CHRISTOPHER O ERO	17/1	CIVPOL✓
22.	4410	MAJ PD LAWAL	07/2	NICOY
23.	7771	LUC COTE	16/3	CANADIAN
24.	27132	SGT HE LACHANCE	23/11	"
✓25.	32106	BK MENDIS	28/12	CIVPOL ✓
26.	5175	SGT LASSINE UJOITA	15/2	MALI CONT
27.	5169	SGT LASSINE GORTA	15/2	"
28.	12029	CPL NTIO FANE	07/4	"
29.	5134	CAPT FELICIA BARIMA	15/2	NOT KNOWN
30.	2987	SGT MAYARET ASUMADU	31/1	"
31.	6737	S/SGT K DARKOU	24/2	"
32.	3864	S/SGT MAYARET ASUMADU	08/2	"
33.	2586	ISSRAKA DIARRA	31/1	MILOB
34.	28773	ADJT DOUDOU	15/12	SENEGAL
35.	4561	MANE CLAIRE	09/2	CANADIAN
36.	34169	LT CDR S SAM(JR)	30/12	MA TO DFC

REGISTERRED DISPATCHED PARCEL

S.No	No	Name	Date	Remarks
1.	1361	CAPT QUINTAIN NAREDDINNE	24/3	NOT KNOWN
2.	1636	QUESMI FAOUZI	23/3	TUNBATT
3.	1228	HAFSAWO VOUREDDIHE	02/3	"
4.	630	ADJT REBAOUI SALAH	07/2	"
5.	165	BHIKI ARROUSSI	19/1	"
6.	6401	ZAMMALI SALEM	29/2	"
7.	6334	YOULLF	25/1	"
8.	573	SGT CHELHELLI KAMEL	02/2	"
9.	582	ALLEGUI SOBRI	02/2	"
10.	6792	SGT ASSANE BEN	03/1	SENEGAL CONT
11.	1366	CAPT DIRISTAIN NARMEDUSE	17/3	NOT KNOWN
12.	5669	SQN/LDR CHARLES DRAH	28/12	MILOB
11.				

CPPO

MWI/st

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: Chief of Claims
A: Administration

DATE: Kigali, 20 April 1995

REF: CIVPOL/MEMO/343/95

FROM: CIVPOL Commissioner
DE:

INFO: All Divisions/CPMTs

SUBJECT: Claim for Loss of Personal Effects.
OBJET:

1. I refer to UN facsimile dated 7th April, 1995 and also your memo R/3068 on the above subject matter.

2. Information on the matter was circulated to all CIVPOL Observers on 15th April, 1995 for those affected to make their submissions by 18th April, 1995 to this HQs.

3. In view of the fact that no submissions have been received by the deadline therefore, CIVPOL submits nil returns.

4. Regards.

CPPO

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR
CIVPOL HQ

To: See Distribution List

From :CIVPOL

Subject: Minutes of CIVPOL commissioner's Administrative meeting with Heads of Divisions and Chiefs of Police Monitoring Teams held at CIVPOL HQ conference room on 25 March,1995.

Present:

1. COL.C.O. DIARRA: CIVPOL COMMISSIONER
2. LT. COL. AROUNA TRAORE: DEPUTY CIVPOL COMMISSIONER
3. LT. COL. SANGARE ANATOLE: CPTO
4. SUPT.O.M.CYEABOUR: CPOO ✓
5. SUPT.R.B. MVULA: CPMT. RUHENGERI ✓
6. MAJ.BARY ANTON: CPMT. GISENYI ✓
7. MAJ. EULALIO NETO: CPMT. BYUMBA
8. DSP.EFFIONG BASSEY: CALOG. ✓
9. DSP. I.A.KUGBEY: CPMT.CYANGUGU ✓
10. CP.NIMETIGNA TRAORE: CPMT. GITARAMA ✓
11. DSP.GUMEL MOHAMMED: CPMT. BUTARE ✓
12. DSP. K.A. LASISI: LIAISON OFFICER F.HQ.
13. CAPT. DAHER HASSAN: CPMT GIKONGORO ✓
14. DSP.MOHAMMED A. ZAKI: CPMT KIBUYE ✓
15. DSP. HUBERT DUKU : LIAISON OFFICER-MILOBS GP HQ
16. DSP. BADU C.ACQUAH : AG.CPMT KIBUNGO
17. CAPT. SIDAI RASHIDAN: AG. CPMT KIGALI ✓

CONTROL OF TASKS.

SER NO	TASK	OFFICERS ASSIGNED TASK	REMARKS
1.	Preparing the list on control of tasks and actions taken on a separate paper.	SECRETARY.	
2.	To persue with communications on the use of Emergency Channel 7 to the PMTS based outside Kigali.	CPOO	
3.	To prepare a report on Roadblocks/Search on UNAMIR Military/Civilian staff by RPA in the Gisenyi Prefecture.	CPMT 5B	
4.	To prepare and submit a comprehension security report on the situation in the Butare Prefecture since the deployment of SENBATT.	CPMT 3A	
5.	To confire with communications on the need to check on our FAX machine which is not as good in receiving as that one at UNAMIR hqs.	CPOO	
6.	Table a paper on transfer Policy for discussion.	CALOG.	
7.	To produce a suitable pattern to be used by all CPMTS in their briefs on future meetings.	CPOO.	
8.	To seriously look into the issue of security at CIVPOL HQ in view of withdraw[illegible]	CPOO.	

AGENDA

ACTION

1.Amendments and adoption of previous minutes.
2.Control of tasks.
3.Reports of CPMTS and heads of Divisions.
4.Commissioner's directives instructions and closing remarks.

OPENING REMARKS:

The meeting commenced at 10:10hrs.The chairman in his address asked if all the officers had received minutes of the previous meeting to which everyone responded positively.He then requested the officers to excuse him at a later stage since he was required to attend to a MALIAN delegation scheduled to leave KIGALI in the afternoon,in his absence therefore,the Deputy Commissioner would stand in for him.However,he informed the meeting that who ever had a serious issue to discuss with him could see him later in the day at his residence.

The Chairman further expressed his dismay in the way the previous minutes were taken which did not leave room for reflection of control of tasks on a separate paper.He strongly advised the secretariat to make sure the proper format of minutes taking was followed to the latter.He then finally excused himself and left the meeting at 10:45hrs in the Chairmanship of Deputy Police Commissioner.

1. AMENDMENTS AND ADOPTION OF PREVIOUS MINUTES:

On page 3,para 3 B,the fourth line from the bottom to read:The CPMT informed the meeting about the MILOBS Sector Commander's requirement,who wanted all the administrative problems channelled though him.

On page 3,para 3 A,last line cancel the word "man power".

On page 4,para 35,fourth line from the top,to read,he stated further that the security situation in Sector 4 C.....

On page 5,para 3 G,fourth line from the bottom the word "auctioned" to read cautioned.

On page 3,para 3 B,the last sentence to read "The Chairman reiterated to..."

After the amendments,the minutes were adopted.

2.CONTROL OF TASKS.

The tasks as assigned to different officers are reflected on a different paper.

3.REPORTS OF CPMTS AND HEADS OF DIVISIONS:

ACTION

A.KIGALI SECTOR- CPMT.

The Acting CPMT for Kigali Prefecture informed the meeting that currently they were following up five case's of habitual arrests and that he was in Butare Prefecture on 24.3.1995 on investigations.His team is monitoring the distribution of food to displaced persons,NGOS and some local personnel refer some cases to the team for investigations.

The team leader however went on to say that lack of transport and enough man power was retarding progress on their efforts of covering a vast area like Kigali.CALOG advised the Kigali team leader that their vehicle UN 1296 could not be released from Workshop because of lack of the windscreen.The chairman informed him also to wait for the new postings which were in the offing.

B.CPMT GISENYI.

The CPMT for Gisenyi Prefecture informed the meeting that four observers were on the ground and that they are deeply involved in a number of investigations and cited as an example a case of a TOYOTA HAICE MINIBUS for coop a NGO based in the area which was impounded on 17.3.1995.by the Gendamiere but later released on 18.3.1995 after CIVPOL contacted the local Gendamiere command.The CPMT further went on to complain about the increase in the number of road blocks and body searches directed at UNAMIR officials in the area which seriously affect effective patrols.He stated that the situation in general was tense as information at hand was that the locals were in fear of INTERAHAMWE attacks especially at night in some Sectors of the Prefecture where there is no RPA presence.The CPMT ended by informing the meeting about the request from the Gendamiere Commander Gisenyi to train his staff on arrest procedure,investigations and interrogations in criminal cases.The chairman informed the meeting that the training of Gendamiere was one of the responsibilities of CIVPOL observers but that it was difficult to organize training for only one prefecture,so would be candidates should be referred to Ruhengeri Training School.He further directed the CPMT to write a comprehensive report on the road blocks in the area.

C.CPMT BUTARE.

The CPMT for Butare Prefecture informed the meeting that amongst many other monitoring activities his team undertook,they monitored the cordon and search task conducted by RPA where a number of items like 7 rifles,4 grenades and numerous electronic equipment were recovered.

ACTION

.The team also conducted border patrols in the communes bordering Burundi in confunction with MILOBS.The CPMT further informed the meeting about unconfirmed reports that April 7th,1995 planned celebrations could be a revenge massacre against the HUTUS.
The team leader later requested for more man power, Camera,stationery,measuring tape and an interpreter.The CPMT in answer to a question regarding some fresh information on the murdered Butare Prefect,said that the matter was under active investigation.

Calog wanted to know whether the bullet found at the scene of crime was examined by ballistic experts in order to compare it with those fired by the escort.In reply the CPMT said that was not done.

D.GIKONGORO CPMT.

The CPMT for Gikongoro Prefecture in his brief said there were four observers and that one officer has been in Kigali for unexplained reasons.He requested for furniture for his office.He further went on bitterly to complain about lack of transport and how the vehicle un 754 which war loaned to him was with drawn,the situation which has made it literally impossible for the team to operate.
The chairman in reply told the CPMT that the vehicle in question was loaned to CPMT in order to undertake a task at Kibeho camp and that the CPMT if he felt aggrieved could have approached the Deputy Commissioner and not any other officer for clarification.

3.E. GITARAMA CPMT.

The CPMT for Gitarama Prefecture informed the meeting that one observer out of the total number of three was on CTO and that they enjoy very good relation ship with MILOBS and NGOS with whom they sometimes hold joint patrols.The team investigated a grenade explosion in Musambira commune and some mass arrests in Ntongwe commune.They also visited Kigoma where there was a false report of the existence of a secret prison.
He further went on to say that many locals seem to be killed every day and now some locals are comparing the present government to the last one because of violations of human rights.

3.F. CYANGUGU CPMT.

The CPMT informed the meeting that on 15.3.1995.the sector was graced with the visit of the Force Commander.The team continued with their daily patrols which are normally coordinated by the [illegible] Sector Commander.

ACTION

The CYANGUGU Prefect usually consults CIVPOL from time to time.The team also learnt that a family of seven Hutus was murdered by RPA suspects on 13.3.1995 and that BANDITRY situation especially in NYAMASHEKE area was on the increase due to infiltration by former government soldiers.He further requested for a computer,more man power and additional vehicle to enable the team cover the borders with Zaire and Burundi.

The chairman in response agreed with the CPMT in his requests but stressed that at the moment there are no cars and personnel but at the same time all prefectures are expected to operate properly and effectively with the available resources.

G.BYUMBA CPMT.

The CPMT in his brief said there were three observers and have so far made 10 patrols and that the Prefecture has about 35 communes. The situation is calm although most locals prefer to stay away from activities in the evenings.The locals also fear to give out information freely because of reprisals from RPA who are reported to have occupied a lot of houses illegally.The team leader went on to inform the meeting about an unfortunate incident where on 20.3.1995 at about 1:30 hrs a UNAMIR soldier from Nigeria Company who was on sentry duties shot dead a local who strayed into their camp.The locals later demonstrated against the incident but fortunately the situation was brought under control by UNAMIR hdqs.

H. KIBUNGO CPMT.

The Acting CPMT for KIBUNGO Prefecture informed the meeting that since there were only two observers in the area,they work very closely with MILOBS and have monitored quite a number of cases and incidents in the area.The team leader complained about frustrations by some local officials who some times deny access to UNAMIR officials to visit certain Sectors,he appealed to authorities (UN) to explain to the government the role of CIVPOL observers so as to pass on the same information down to the prefects and the local officials who seem to be in the dark about the same.He also reported on the mass arrests by RPA and that some junior soldiers with RPA are very uncooperative unlike their seniors.He also informed the meeting about the imminent attack by RGF on 30 June 1995 which information was unconfirmed.

ACTION

I. Kibuye CPMT.

The acting CPMT informed the meeting that the Prefecture had nine communes with very bad roads which need a good car for patrols.The situation is calm but tense due to some unexplained arrests by RPA,joint patrols with MILOBS are normally undertaken.He further went on to brief the meeting about the arrests of seven ADRA local workers on suspicion of taking part in genocide,also 59 suspects were found "imprisoned" in a small house without any ventilation.

J.RUHENGERI CPMT.

The CPMT for Ruhengeri Prefecture informed the meeting about the Burgmestres' meeting which took place in his area and attended by sixteen officials to discuss among other topics security in the area.He went on to say that there was no land for returnees in most of the sectors.The CPMT also briefed the meeting about the continued searches on all UNAMIR vehicles by RPA and that the relation-ship with RPA lower ranks was bad,he later appealed for action from UNAMIR since the situation was tense.The cooperation with MILOBS was quite good .Information on the intended April massacre of Hutus was gathered but unverified.

k. L.O./FHQ.

The liaison Officer at Force head quarters informed the meeting that though there were only two officers,his office still continued to carry out very important tasks of liaison between UNAMIR hdqs, CIVPOL,and other agencies.The office has no vehicle at the moment but indicated that there was some progress made on the body works of their vehicle which was in the workshops.

L. L.O. MILOBS/G.P. HQ.

The Liaison Officer at MILOBS said he was the only one and had declined to perform duties as DUTY OFFICER since he was not on second- mend and at the same time he was being rostered at CIVPOL hdqs for similar duties.He further complained about his telephone extension which was not working.

M. CALOG.

The chief of administration and logistics informed the meeting that a list of those qualified for decorations with RIBBONS and MINIATURE have been submitted to the Welfare Officer and that the prices to [illegible] the same are being [illegible] pply them free [illegible] sed [illegible] issue had been

ACTION

submitted to the commissioner for directives.The CALOG went on to say one secretary was tested and passed and that SRSG had written NEW YORK on the employment of interpreters (local) and some applications have been submitted only awaiting for green light from UN.He stated further that the Welfare committee could not sit because it could not form a quorum since some members were posted outside Kigali,so there was a need to have such officers replaced.He later told the meeting that a draft paper on transfer policy for CIVPOL observers was ready for distribution.Two female cleaners have been pruned.

N. CPOO.

The chief of Police Operations informed the meeting that our fax 11215 was fixed and so PMTS should be using it for their sitreps and not Amahoro.He further reminded some CPMTS who had not submitted their returns on Prefects and local Political officers in their respective areas to do so.However,most CPMTS complained about the malfunctioning of our fax machine hence the preference for the one at Amahoro.

O. CPTO.

The Chief Police training officer imformed the meeting that during the period under review he secured an appointment with the Minister of interior on the training programme of Gendarmiere,he also secured the meeting between the SRSG and the Minister.The CPTO also met the Gendarmiere Major who is incharge of training.The police Commissioner visited the communal Police training centre at Gishari in Waramanganna sub/prefecture.
He further went on to say that the secretary General in the Foreign Affairs Ministry of Mali visited Ruhengeri Training School and met both Military and CIVPOL observers in the sector.He later said that work on renovation of Ruhengeri Training School had begun.

P.INSTRUCTIONS INFORMATION.

a).The meeting should commence early i.e. 9:00hrs so that by 12:30hrs it ends.
b).The CPMT briefs should be to the point and be of similar pattern.
The chairman in his closing remarks said that more information was being received from the prefectures which was very good indeed but advised CPMTS to submit separate reports urgently in cases of serious incidents.He went on to emphasize that the situation in the country was tense and therefore officers should be careful and tactful.The chairman further said that any incident involving civpol observers [illegible] so that maybe [illegible] could be taken.

ACTION

Q. MISCELLANEOUS.

The CPTO suggested as to whether the CPMTS meetings could be rescheduled to any other day of the week instead of Saturdays.
The CPMT Gisenyi observed that due to some difficulties encountered in collecting the required information in a short time and therefore requested for more time.
The Chairman indicated that the time factor was dictated by UNAMIR hqs who wanted the information urgently.There being no other business,the meeting was declared closed at 13:15hrs.The next meeting will be held on 15.4.1995 at 9:00hrs.

COL.C.O.DIARRA
CHAIRMAN.

M.W.IMATAA A/SUPT.
SECRETARY.

DISTRIBUTION LIST:

- SRSG
- DSRSG/CIVPOL LIAISON OFFICER
- F.C.
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- CPOO
- CPMT-RUHENGERI
- CPMT-GISENYI
- CPMT-BYUMBA
- CALOG
- CPMT-CYANGUGU
- CPMT-GITARAMA
- CPMT-BUTARE
- L.O -FHQ
- CPMT -GIKONGORO
- CPMT- KIBUYE
- L.O.-MILOBS GP. HQ.
- CPMT-KIBUNGO
- CPMT-KIGALI.

CPO

COD/st

UNITED NATIONS **NATIONS UNIES**

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

UNAMIR - MINUAR

TO: All CPMT
A: All CIVPOL HQ Divisions

Date: Kigali, 15 April 1995

Ref: CIVPOL/INT/MEMO/26/95

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

Subject: Claims for Loss of Personal Effects

1. I refer to UN facsimile dated 7th April, 1995 on the above subject matter.

2. All CIVPOL Observers who had submitted their claims for loss of personal effects during evacuation in April 1994 should submit their names to CALOG for onward transmission to the Claims Unit.

3. The submissions should be received before the close of business on 18th April 1995.

4. Regards.

CPO

Received N° 529
By:
File n°
Date: 13/4

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 025/95

DATE: 12 April 1995

TO: All UNAMIR Military, Civilian Police and Civilian Personnel

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

SUBJECT: Mail Processing through the Registry

This circular is to bring to your attention the following procedures concerning the processing of both official and private mail to UNAMIR, in accordance with the United Nations Records Control Procedures Manual.

1. Flow of official Mail

All incoming mail, with the exception of correspondence subject to special instructions, is to be opened by the Registry, classified by subject and type and distributed to the relevant Sections, units and services.

If a letter is bearing an official address but appears to be of a personal nature, it will be forwarded to the addressee by Registry, without opening it. In this case the Registry will indicate on the envelope: **"If this letter concerns UNAMIR official business please send it back to the Registry for processing".**

2. Flow of Private Mail

When on an envelop, it is marked private, confidential or only the name of a UNAMIR personnel, without the functional title, the letter is sent directly to the addressee, without opening it.

If on a letter it is not marked confidential or private, but it is found to be of a confidential nature when opened, the Registry will reseal it and indicate on the envelope **"Opened by the Registry"** and send it to the addressee.

If a letter presumed to be official has been opened by the Registry and found to be of a personal nature, the Registry will reseal it and forward it to the addressee with the indication **"This letter was presumed to concern UNAMIR official business and therefore opened by the Registry."**

circulate 13-4-95

CPO

Received No. 583
By:
Action°
Date: 13/4

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

INFORMATION CIRCULAR No 026/95

DATE: 11 APRIL 1995

TO : All UNAMIR Civilian and Military Personnel

FROM: A.H. Golo, OIC Administration

SUBJECT : UNAMIR Mailing Address Nairobi

I am pleased to inform you that UNAMIR has established the following post office Box in Nairobi effective 5 April 1995,

UNAMIR
P.O. Box 30888
City Square P.O.
Nairobi
KENYA

Due to difficulties encountering us with local customs at Jomo Kenyata Airport in clearing parcels, I would like to confirm that this P.O.Box is for letter mail only.

Thank you for your co-operation.

Received: 05-04-95

UN Civ pol

Reg 458

1/4

CRO for action

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION IN RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : List D

FROM : Maj Deepak Das
FORCE WELFARE OFFICER

DATE : 31 March 1995

SUBJECT : UNITED NATIONS FIFTIETH ANNIVERSARY COLLECTION

1. Please find attached an order form for fiftieth anniversary collection items for placing your contingent demands for them.

2. Please note that the prices indicated may be marginally more than those indicated in the order form, due to increased shipping & handling charges.

3. All contingents /CIVPOL / MILOB GP HQ are requested to forward their firm demands by 05 Apr 95. Items ordered should be paid for in cash in US dollars immediately on receipt, as they are prepaid for by the FWO.

4. Best regards.

responsible office: O.M. Gyeabour to inform + to collect the money

To mark the 50th Anniversary of the United Nations, this brochure offers several items that commemorate this unique world celebration in a personal way.

This is the first in a series of brochures that will follow as more countries around the world offer gift items to help celebrate the occasion.

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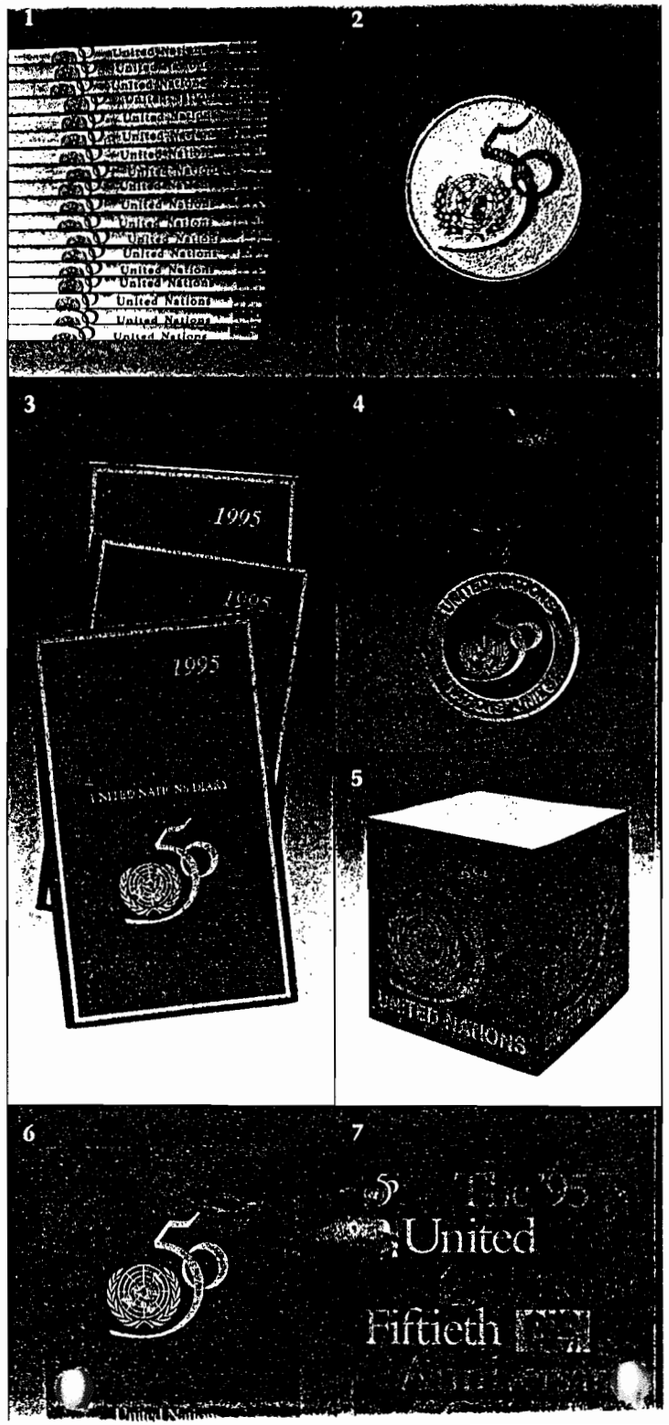

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UNITED NATIONS NATIONS UNIES
ASSISTANCE MISSION IN RWANDA MISSION POUR L'ASSISTANCE AU RWANDA
UNAMIR - MINUAR

TO : Distribution List D, OIC Registry, 95 FLSG

FROM : Maj Deepak Das
FORCE WELFARE OFFICER

FILE : PS 12 30 March 1995

SUBJECT : ESTABLISHMENT OF A FORCE BASE POST OFFICE AT UNAMIR HQ

Reference: (a) Administrative Instruction No. 010/95.

(b) DCOS (SP) letter No. 4000.1/LOG 8 dated 24 March 1995

Establishment of Base Post Office.

1. Base Post Office (BPO) will become functional at the Force HQ Kigali with effect from 3 April 1995. The Base Post Office will arrange collection of the mail pouches received for the contingents from their home countries. Contingents will forward to the BPO directly or through the weekly resupply vehicles the outbound mail pouches as per the schedule given in paragraph 4 below.

Staff and Transport

2. (a) Force Postal Officer (At present Force Welfare Officer)
(b) Supervisor Postal (from INDBATT)
(c) Postal Clerks/Orderlies/Driver (Force Engr Coy/Ghanbatt/local civilian employee/Senbatt)
(d) Transport (1 Ton with Driver from 95 FLSG)

Responsibility for provision of staff and transport mentioned in paragraph 3 (b) and (c) will be with all the contingents, by rotation. Personnel detailed at serial (c) and (d) above are requested to report to the FWO by ~~1500h~~ 0930h on ~~31 March~~ 03 Apr 1995.

Schedule

3. Vehicle detailed from 95 FLSG for the purpose of weekly resupply will collect mail for delivery to and from the contingents as per the following weekly schedule. Collection and deliver of mail at BPO will be done at 1600h a day prior to the schedule. This mail schedule will also change as and when resupply runs are rescheduled.

Contingent	Sector	Location	Days of the week
Ethiopia	4C	Cyangugu	Thursday
Ghana	2	Kibungo	Tuesday

Malawi	3A	Kibuye	Tuesday
Mali	3B	Gitarama	Wednesday
Nigeria	1	Byumba	Monday
Senegal) Tac HQ)	4B	Butare	Wednesday
Tunisia	5	Mutura	Monday
Zambia	4A	Gikongoro	Friday

Note: FHQ Staff will hand over their mail directly to the BPO a day prior to their respective contingent weekly/biweekly despatch days.

Contingents' responsibilities.

4. (a) Establishment of a Field Post Office to function with the Contingent.

(b) Procurement and stocking of sufficient number of mail pouches from their home countries, after taking into account the transit time involved between Kigali and their Central Mailing Units. An initial stock of 20 pouches would suffice. Contingents are requested to FAX their postal authorities to despatch these pouches ASAP.

(c) Obtain forms required for tagging, labelling and documentation, material for bundling of private mail and official mail, sealing and closing of mail pouches from BPO/OIC UNAMIR Registry and Pouch Unit every month.

(d) Nominate an Unit Postal Officer for interaction with the Force Base Post Office in fulfilling the postal tasks and also educating their own contingents in mail handling.

(e) The Unit Postal Officer will check and sign the official mail of the battalion. The particulars of the postal officer of each battalion will be intimated to the Supervisor, Base Post Office.

(f) Private mail and official mail should be put in separate bundles and enclosed in the same mail pouch.

(g) The mail pouch, duly sealed and addressed to their Central Mailing Units, as per Appendix 'A', and six copies of manifest in form AV-7, as per Appendix 'B', will be handed over to the 95 FLSG resupply vehicle for delivery to the Base Post Office. One copy of the manifest will be returned, duly signed, by the BPO for record at the Contingent FPO. In order to keep a watch over receipt and despatch of mail pouches record as per Appendix 'C' may be maintained by each FPO

(h) Receipt of mail pouches handed over to contingent FPO/ In-charge resupply vehicle will be maintained as per appendix 'E'

(i) Contingents are requested to FAX their Central Mailing Unit in their host country as per App 'D' and obtain confirmation that UN franked aerogrammes will be accepted for free delivery within the country and if not, obtain sufficient quantity of national postage stamps for sale to contingent members.

BPO responsibilities

5 The Base Post Office will hand over the sealed inbound mail pouches received from the Central Mailing Unit of contingents for distribution to the 95 FLSG daily resupply vehicle. Receipt of mail pouches will be recorded as per App 'E'. The outbound mail pouches closed by the contingent Post Office will be opened, examined and resealed by the Base Post Office. The contingents may either use sealing material for the purpose of closing the mail pouches or special pouches with the locking arrangement. Should the later case be preferred one key should be deposited with the Supervisor, Base Post Office.

6 For further details, the contingent's rep may contact the Force Postal Officer or the Supervisor Base Post Office at Force Hq Room 1050 extension 11108.

Appendix 'A'

AV-8

BY AIR MAIL

From : UNAMIR BASE POST OFFICE, KIGALI, RWANDA

For : (Write full address of Central Mailing Address of host country in bold letters)

Daily Ser No:

Mode of Despatch
BY AIR

LC/AO Kg g

Flight No:
(Write Flight Nos by which the mail pouch is to be conveyed from Nairobi to destination)

Airport of transhipment

Offloading Airport

Appendix 'C'

RECORD OF RECEIPT AND DESPATCH OF MAIL POUCHES

Date	Receipt		Despatch	
	Daily ser number	Weight Kg g	Daily ser number	Weight Kg g

Appendix 'E'

RECORD OF RECEIPT OF MAIL POUCHES

Date	Time	Name of Contingent	Serial Pouch No.	Received by Resupply veh i/c	Received by Contingent Postal Officer

C/ PERSONNEL

UNAMIR-CIVPOL HEADQUARTERS DUTY ROSTER FOR THE WEEK 14/4/95 - 20/4/95

DATE	UN ID	DUTY OFFICER	TIME	
			FROM	TO
FRIDAY 14/4/95	CP 021	ASP ADAMU ADAMS	0800	1800
	CP 182 CP 065	CAPT. MAYER BERND-CHRISTIAN CP CAMARA MAMADOU	1800	0800
SATURDAY 15/4/95	CP 020	ASP OWOLABI A. CHRIS	0800	1800
	CP 078 CP 063	LT. JAMA MOHAMMED CP TOURE S. AMADOU	1800	0800
SUNDAY 16/4/95	CP 094	CAPT. NEDAL ALI RASHDAN	0800	1800
	CP 030 CP 110	DSP YAW ADU LT. SANCUM CAMARA	1800	0800
MONDAY 17/4/95	CP 026	DSP DUKU HUBERT	0800	1800
	CP 033 CP 078	DSP MENDS BONNER KAWESI LT. MOHAMMED JAMA	1800	0800
TUESDAY 18/4/95	CP 021	ASP ADAMU ADAMS	0800	1800
	CP 180 CP 020	CAPT. LOTHAR ELLENBERGER ASP OWOLABI CHRIS	1800	0800
WEDNESDAY 19/4/95	CP 021	ASP ADAMU ADAMS	0800	1800
	CP 030 CP 065	DSP YAW ADU CP CAMARA MAMADOU	1800	0800
THURSDAY 20/4/95	CP 122	A/SUPT M.W. IMATAA	0800	1800
	CP 026 CP 110	DSP DUKU HUBERT LT. SANCUM CAMARA	1800	0800

1. DUTY VEHICLE : UNAMIR 754

2. SUPERVISING OFFICER : CPOO

LT. COL AROUNA TRAORE

DEPUTY CIVPOL COMMISSIONER

CPD

MW/kt

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

CIVPOL HQ

To: *All Divisions/CPMTS* *Date: 11/4/1995*

From: *CIVPOL Commissioner* *Ref.: CIVPOL/memo/Int/24/95*

Subject: *Maintenance of vehicles*

1. With effect from the date of this memo, all CIVPOL vehicles due for maintenance at the workshop will be channelled through CALOG who will keep a register to that effect.

2. Similarly, CALOG is expected to make constant follow-up of all the CIVPOL vehicles in the workshop and report progress to the concerned observers for collection.

3. You are advised to strictly adhere to this procedure.

4. Regards

CPO

MI/kt

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

CIVPOL HQ

To: *All Divisions/CPMTS* *Date: 10/4/1995*

From: *CIVPOL Commissioner* *Ref.: CIVPOL/memo/Int/25/95*

Subject: *Re-allocation of vehicles*

1. *The undermentioned vehicles have been officially allocated as follows:*

(a) UN 1143	*4 RUNNER*	*KIBUYE PMT*
(b) UN 463	*NISSAN PICK UP*	*GIKONGORO PMT*
(c) UN 824	*HILUX PICK UP*	*BUTARE PMT*
(d) UN 755	*HILUX PICK UP*	*KIGALI PMT*
(e) UN 723	*HILUX PICK UP*	*INVESTIGATIONS*

2. *The affected personnel are requested to report to CIVPOL HQ at the earliest opportune time to have the papers formalised from CALOG.*

3. *Regards.*

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

UNAMIR-MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

Received No. 518
By: .....
Ref. n°: .....
Date: 10/4

ADMINISTRATIVE INSTRUCTION N° 012/95

DATE: 8 April 1995

TO: All UNAMIR Personnel
Civilian, Military, CIVPOL and MILOBs

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

SUBJECT: **Guidelines on provision of treatment at UN medical facilities**

Introduction

1. Confusion exists over the responsibilities of UNAMIR medical facilities to provide treatment to non-UN personnel. The major area of concern appears to be the responsibility to treat Brown and Root Services Corporation (BRSC), expatriate and locally hired UNAMIR employees. This instruction provides guidance on the UNAMIR medical dependency.

UN Personnel

2. UNAMIR medical facilities have a responsibility to provide primary health care and inpatient services to all UNAMIR personnel and to UN personnel for emergency cases only and on a reimbursement basis. These personnel fall into any of the following categories:

(a) UN military
(b) UN international staff
(c) CIVPOL
(d) MILOBS
(e) UNV
(f) Agencies [Expatriate personnel from other UN agencies such as UNREO, UNDP, UNHR, UNICEF, UNHCR, etc for emergency cases only and on a reimbursement basis].

BRSC

3. BRSC provide a range of services to the UN which are often readily available from other sources. When the UN establishes a contract with BRSC in each particular mission, it decides on who is responsible for the provision of medical care. In the case of UNAMIR, the UN has decided that since an adequate UN medical facility exists, the responsibility of providing health care to BRSC will rest with the UN.

NGO's

4. There is no obligation to provide treatment to NGO personnel. However in emergencies a request for assistance can be anticipated and treatment provided on reimbursement basis.

Locally Hired Personnel

5. Medical treatment should be provided to all locally hired staff of UNAMIR.

CPO
UN Civ pol

UNITED NATIONS NATIONS UNIES

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

From: Col K M Tutt
DCOS (Sp)
HQ UNAMIR — Extn 11109

To: List A & D

Info: CMPO, Force Welfare Officer

File Reference: 4000.1/LOG-57

Date: 6 Apr 95

Subject: NATIONAL DAYS

1. Please find below a listing of the National Days of those nations making a military contribution to UNAMIR. Contingents and CMPO are to note these dates and where possible ensure that there are no conflicting events such as Medal Parades which reduce the ability of invited guests to attend both events. I would be grateful for advice on national days for those contingents not mentioned below.

2. NATIONAL HOLIDAYS

a.	26 JAN	AUSTRALIA INDIA
b.	6 MAR	GHANA
c.	20 MAR	TUNISIA
d.	26 MAR	BANGLADESH
e.	4 APR	SENEGAL
f.	18 APR	ZIMBABWE
g.	3 MAY	POLAND
h.	28 MAY	ETHIOPIA
i.	12 JUN	RUSSIA
j.	1 JUL	CANADA

CP

bas/ma

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR
CIVPOL HQ

To: ALL CIVPOL HQ DIVISIONS /CPMT KIGALI

Date: 3/4/1995

From: CALOG

Ref.: CIVPOL/memo/6606/CALOG/95

Info: CIVPOL COMMISSIONER/ALL CPMTs

Subject: SECURITY OF UNAMIR VEHICLES

1. Reference is made to the Administrative instruction No. 011/95 dated 27 March, 1995 issued by the Officer-in-Charge Administration on the above underlined subject matter. Your attention is drawn to the area requiring those in a position to secure overnight parking at their residences to furnish a statement to this effect to the CTO, etc. This Unit intend to send a coordinated statement based on your attestation.

2. You are therefore required to forward your statement attesting to the fact that you are able to provide secure overnight parking at your residences, and describing such an arrangement.

3. Your attention is also drawn to paragraphs 3-7 for strict adherence.

4. Regards.

CPO

UNITED NATIONS

ASSISTANCE MISSION TO RWANDA

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR-MINUAR

ADMINISTRATIVE INSTRUCTION NO. 016/95

5 April 1995

TO: ALL International Civilian, Civilian Police and Military personnel

FROM: Ally Golo
OIC Administration

SUBJECT: Liberty to use UNAMIR vehicles

1. Please be reminded that UNAMIR vehicles are provided for official duty purposes only. Use of UNAMIR vehicles for leave, recreational or other off - duty purposes must be limited and can only be authorized where the vehicle(s) concerned are not immediately required to carry out the day-to-day operational functions of the mission.

2. When such off - duty use is authorized, the costs for such usage must be reimbursed to UNAMIR. As recovery of such costs is calculated on a mileage basis, the term "liberty mileage" is applied. The current liberty mileage rate is 14.3 cents per kilometer.

3. Duty tasks performed in the mission area using UNAMIR vehicles can cover a wide range of operational and administrative functions (e.g. personnel, logistics, national, finance and travel, etc.). Such duty tasks can also include:

- Travel to and from work (limit up to 30 Kilometers per day).
- Travel to attend official functions, to which military/civilian personnel are invited as guests.
- Travel to official group hospitality functions held in the name of the mission.
- Travel by an official UNAMIR sports team to attend sporting fixtures.

4. UNAMIR vehicles assigned to military units at the Headquarters, battalions and civilian sections may be used locally for shopping, banking and other similar use up to a maximum of 30 Kilometers a day.

5. Use of UNAMIR vehicles for private purposes (other than welfare or as outlined in paragraph 4) such as after normal working hours, weekends and UN holidays, is considered liberty and therefore, such use is subject to reimbursement to the organization.

6. Use of vehicles drawn from Headquarters Transport Dispatch pool by military and International Civilian Personnel for purposes other than official duty is considered liberty and is therefore subject to reimbursement in full.

7. Attached is a copy of a weekly trip ticket which must be completed by each individual driver. It is the responsibility of each user/driver to ensure each column in the trip ticket is properly filled in, including recording of all fuel drawn as well as the exact locations where such fuel was drawn.

8. In the event of trips undertaken in excess of 30 Kilometers which are considered duty by the user, justification of same must be provided in writing to the Chief Integrated Transportation and Maintenance Management and the trip ticket certified by the head of the appropriate section\unit, supporting documentation such as a copy of a MOP form or other relevant documentation must be attached, where applicable. Failure to provide such documentation results automatically in liberty charges.

9. Subject to availability, vehicles may be drawn from the Transport Vehicle Pool upon a written request for liberty purposes. Forms are available from the Headquarters Transport Dispatch Unit.

10. The maximum period vehicles may be used for liberty purposes is three days; including weekends and UN holidays.

TPT/1

UNAMIR HQ
TRANSPORT SECTION
The "Ticket" must be filled out (IN PRINT) at end of each trip taken

UNAMIR VEHICLE WEEKLY TRIP TICKET

UNAMIR No

VEHICLE TRIP LOG FOR MONTH OF _____ 199 _____

ASSIGNMENT TO _____ LOCATION _____

DATE	DRIVER'S NAME	ID NO	KILOMETERS				DESTINATION	PETROL		
			START	END	DUTY	LIBERTY		STATION	REFUEL KMS	LTRS
				TOTAL						

KMS START OF WEEK..... KMS END OF WEEK.....

TOTAL PETROL RECEIVED.....

AVERAGE KMS/PER LITRE.....

PETROL COUPONS AND TRIP LOGS PREPARED AND FORWARDED BY..... DATE.....

REMARKS (CTO ONLY).....

POL RECORDED BY..... DATE..... LIBERTY KMS RECORDED BY..... DATE.....

CPO

UNITED NATIONS

ASSISTANCE MISSION TO RWANDA

NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR-MINUAR

ADMINISTRATIVE INSTRUCTION NO. 015/95

4 April 1995

TO: ALL International Civilian, Civilian Police and Military personnel

FROM: Ally Golo
OIC Administration

SUBJECT: Use of UNAMIR Vehicles For Welfare and Official Purposes

Please be advised that limited utilization of UNAMIR vehicles is allowed for welfare purposes including use in neighboring countries, subject to the following strict conditions:

(a) All vehicles utilized for welfare purposes must HAVE A "group transport" capacity, which means it must have a carrying capacity of not less than ten people.

(b) Authority for use of any vehicle for welfare purposes is given solely by the CAO or by delegation by the Chief Integrated Transportation and Maintenance Management (CITMM) after they have confirmed the group transport nature of the trip; that the number of UNAMIR personnel (including driver) utilizing any one vehicle is not less than ten; that the driver of the vehicle is fully qualified to operate the type and class of vehicle being assigned; and that responsibility for the safety of the vehicle and passengers during the trip is assumed by the organizer of the Welfare Group Transport, in writing.

(c) Vehicle will be provided with full tank of fuel at start of trip. Any additional petrol, oil, lubricants or any maintenance required by the vehicle, either in mission area or in neighboring countries will be paid for by the group availing of the recreational transport, who will also be responsible for the return of the vehicle to its home base.

(d) Applications for Welfare Group Transport should be submitted to the CAO the CITMM through the medium of a standard form. This document should give particulars of the name of the organizer, the destination, the time and date of departure and the estimated time and date of return. The duration of any Welfare trip should never exceed 72 hours.

(e) The CAO or CITMM will, subject to the availability of appropriate vehicles, append his/her authorization on the application form, with an annotation of the type and registration number of the vehicle, the speedometer reading at the time of handover of the vehicle and the name and I.D. number of the individual who is assuming responsibility for the vehicle, as well as those of all passengers. All scratches or body damage on vehicles being assigned should be noted prior to the start of the trip.

(f) This authorization should be retained by the person to whom the vehicle is assigned, who should annotate thereon the time and date the border was crossed, on the outward return journeys. The authorization should be handed back together with the vehicle to the CAO, the CITMM or their appointed representatives. They in turn, should immediately inspect the vehicle in the presence of the individual to whom the vehicle was assigned and annotate on the original application form any damage or loss extraneous to that existing prior to the start of the trip. A copy of the application should be given to the applicant and the original should be submitted to the CITMM for his records.

(g) All vehicles issued for Welfare Group Transport should carry particulars of UNAMIR vehicle insurance coverage for presentation, if and when required at border crossings or if requested by local police. They should also be provided with a crook-lock for prolonged parking. The vehicles must always be parked in a secured place.

(h) Particular care must be taken when utilizing UNAMIR vehicles in a neighboring state; that the vehicle is driven with the utmost courtesy and consideration for other road users. In the event of an accident, the local police should be called and be given the full cooperation of the driver and passengers,while at the same time retaining their prerogatives as United Nations International staff. In cases of serious accidents or other difficulties, contact should be made by phone or fax with UNAMIR headquarters Duty Officer, Chief Security Officer, MP, Civpol or CITMM. It should be noted that the cost of any damage to the vehicle or that of any items stolen therefrom will be the financial responsibility of the group utilizing the vehicle.

(i) The foregoing procedures are for the most part also applicable to utilization of UNAMIR vehicles for official duty. Unlike Welfare Group Transport, however, any kind of appropriate vehicle may be used taking into account the terrain to be traversed and the purpose for which the journey is being made. Additionally, all trips into neighboring states must be supported by Movement Of Personnel forms (MOP) signed by the pertinent Authorizing Officers. For control purposes, the same type of application form must be submitted in advance to the OIC Administration or to the CITMM, in respect of any vehicle to be used for official purposes outside the mission area. On completion of the trip, a copy of the MOP and the application for utilization of the vehicle should be stapled together for submission to the CITMM.

(j) A copy of the application form to be used for either Welfare Group Transport or for official purposes in neighboring states is attached for your ease of reference and for utilization in each case as indicated.

UTILIZATION OF UNAMIR VEHICLES FOR RECREATIONAL AND OFFICIAL PURPOSES WITHIN THE MISSION AREA OR IN THE NEIGHBOURING COUNTRIES

PART I

NAME OF ORGANIZER_____ FUNCTIONAL TITLE_____

SECTION_____TELEPHONE No_____ID No_____

PURPOSE OF TRIP (OFFICIAL/RECREATIONAL)_____

DRIVERS's NAME_____

DRIVERS PERMIT No AND CATEGORY_____

DETAILS OF PASSENGERS

NAMES	ID No	SECTION

ITINERARY

TRAVEL FROM_____TO_____

DATE AND TIME OF RETURN_____

ONWARD JOURNEY - BORDER POST_____DATE & TIME_____

RETURN JOURNEY - BORDER POST_____DATE & TIME_____

(Vehicle must be returned within 72 hours)

PART II

TO BE FILLED BY ISSUING AUTHORITY

VEHICLE DETAILS

TYPE OF VEHICLE ASSIGNED_____REGISTRATION No_____

TIME AND DATE OF DEPARTURE_____ODOMETER READING AT START_____

VEHICLE RECEIVED IN ROAD WORTHY CONDITION AND WITH ITEMS AS INDICATED ON MAINTENANCE CARD.

THE FOLLOWING DAMAGES AND OBSERVATIONS ARE NOTED

_____

_____

NAME_____ ID No_____ NAME_____ ID No_____

(PRINT NAME AND ID No) *(PRINT NAME AND ID No)*

_____ _____

Signature of Organizer Signature of Issuing Authority

PART III

(TO BE FILLED BY THE ISSUING AUTHORITY OR HIS REPRESENTATIVE)

DATE AND TIME OF RETURN OF VEHICLE_____

ODOMETER READING_____

INDICATE CONDITION OF VEHICLE:

EQUIPMENT: _____

DAMAGES: _____

NAME_____ ID No_____ NAME_____ ID No_____

(PRINT NAME AND ID No) *(PRINT NAME AND ID No)*

_____ _____

Signature of Organizer Signature of Issuing Authority

Reg 466
3/4.

CP

FROM : COS 3000.12(Ops)

TO : LISTS A, B,& E
UNCIVPOL
MILOB GP HQ
FSO
FORCE ENGR COY
AUSMED
95 FLSG

DATE :02 APR 95

SUBJECT : **SPECIAL SECURITY INSTRUCTIONS**

1. The Govt of Rwanda is planning to celebrate the first anniversary of the genocide from 07 to 14 April 95, which as you know has caused apprehensions in the minds of the majority of the population and the international community.This occasion is likely to evoke strong sentiments in the local population and may result in outbreak of violence and general degeneration of law and order in the country.

2. Although there are no confirmed indications that violence may break out in the above mentioned period, it is felt that certain additional personal security measures must be observed by UNAMIR personnel from 04 April 95 till further orders to the contrary, so as a preventive and cautionary measure. These measures are as follows:

a. Do not travel alone in a vehicle whether by day or by night. Restrict you movement to essential travel such as from your place of residence to the place of work and back only. Keep your movement to the minimum.

b. Always inform someone as to where you are going and when you are likely to return.

c. Never leave your place of residence or work without your radio.

d. Do not travel at night unless absolutely necessary, and if you have to, travel in pairs.

e. Avoid travel to the city and the market as far as possible. Stock upon your foodstuff and other essential household goods for a fortnight before 04 April 95.

f. Avoid travel on dirt roads that are not frequently travelled on by others. Do not drive in potholes

moved/dug ground.

g. Do not move out of your respective AORs till further orders, without permission.

h. Avoid entering large crowds, demonstrations or gatherings unless prearranged security elements are in place.

i. Be aware of the procedure to call for help in case of an emergency.

3. The above measures are by no means comprehensive and complete. Your attention is drawn to our letter on Security Awareness forwarded vide our letter no 3000.12 (Ops) dated 25 Mar 95.

circulate

CP

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR-MINUAR

To: All UNAMIR Civilian & Military personnel
B&R, STO, RPA LO
UNREO/UNDP (With a request to inform all NGOs and UN Agencies)

From: COS

No: 3000.1/COS.2

Date: 01 April 1995

Subject: Security at UNAMIR Headquarters

To enable check unauthorized entry into UNAMIR HQ, it has been decided to introduce with immediate effect the following procedure to control the traffic in and out of UNAMIR HQ:

(a) All vehicles and personnel entering and leaving the HQ between 1800 hours and 0700 hours the following day are requested to register the vehicle number and the driver's UNAMIR ID number in the log book kept at the Entrance Gate.

(b) In the case of NGO's, Embassy staff and other UN agencies, a pass will be issued at the gate from 1800 hours to 0700 hours. The driver is requested to deposit his/her identification with the security at the entrance, which will be returned on exiting the HQ. A specimen copy of pass is attached herewith as Appx.

(c) Visitors to the RPA Liaison Office will be accompanied by the UNAMIR security person during any visit that takes them beyond the confines of Liaison Office on the ground floor. This is applicable both during day and night.

2. Taking into consideration the security of personnel, property and vehicles at UNAMIR HQ, I am sure you will appreciate the measures being taken and will cooperate with us.

Received No. 472
By: .....
Rm n° .....
Date: 3/4

APPX

VISITOR's PASS

(FROM 1800 Hrs to 0700 Hrs)

Name : _____

Organisation : _____

ID No (If applicable) : _____

Vehicle No : _____

Person to meet : _____

Purpose : _____

Date : _____

In Time : _____ Hrs

Out Time : _____ Hrs

Signature from the Office/Offr visited : _____

C.P.

COD/st

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

TO: See Distribution
A:

DATE: Kigali, 30 March 1995

REF: CIVPOL/MEMO/264/95

FROM: CIVPOL Commissioner
DE:

SUBJECT: Postings of CIVPOL Observers
OBJET:

1. In view of the shortage of manpower, I have temporarily closed down the CIVPOL Monitoring Teams in Byumba and Kibungo to use the paltry strength to beef up the other prefectures until we reach CIVPOL approved strength of one hundred and twenty (120) officers. The MILOBs GP HQ CIVPOL Liaison Office will also be temporarily closed.

.... 2. Please find attached the postings of the fifty-eight CIVPOL Observers.

3. All Officers should report at their stations on Monday 3 April 1995. CMPTs to report the date transferee arrive their stations.

4. Regards.

Distribution list:

Milob GP HQ
FHQ
All CIVPOL Division and Sections

POSTINGS OF CIVPOL OBSERVERS

29 March 1995

SER	UN ID	RANK	NAME	NATIONALITY	POSTED FROM	POSTED TO
			CIVPOL COMMAND			
1.	CP 001	LT. COL	Arouna Traoré	Mali	CIVPOL HQ, DPC	CIVPOL HQ, DPC
2.	CP 034	W/DSP	Quarshie Lydia Boohemaa	Ghana	CIVPOL HQ, Admin. Assistant	CIVPOL HQ, Admin. Assistant
3.	CP 061	COMPOL	Sidibe Almahamoud	Mali	Ruhengeri T/S	CIVPOL HQ, Specia Assistant
			POLICE TRAINING DIVISION			
4.	CP 004	LT. COL	Sangare Anatole	Mali	CIVPOL HQ, CPTO	CIVPOL HQ, CPTO
5.	CP 033	DSP	Mends Bonner Kwesi	Ghana	CIVPOL HQ, PTO	CIVPOL HQ, PTO
6.	CP 063	CP	Toure S. Amadou	Mali	T.C	CIVPOL HQ, PTO
			POLICE OPERATION DIVISION			
7.	CP 025	SUPT	Gyeabour Ofosu Mensah	Ghana	CIVPOL HQ, CPOO	CIVPOL HQ, CPOO
8.	CP 179	CAPTAIN	Sczech Siegfried	German	CIVPOL HQ, POO	CIVPOL HQ, POO
9.	CP 0021	ASP	Adamu Adams	Nigeria	CIVPOL HQ, POO	CIVPOL HQ, POO
10.	CP 122	A/SUPT	Andrew Charles Mwengwe Chumma	Zambia	Ruhengeri T/S	CIVPOL HQ, POO
			ADMINISTRATION & LOGISTICS DIVISION			
11.	CP 0019	DSP	Bassey Effiong	Nigeria	CIVPOL HQ, CALOG	CIVPOL HQ, CALOG
12.	CP 121	A/SUPT	Mathias Wamulume Imataa	Zambia	CIVPOL HQ, LOGO	CIVPOL HQ, LOGO
			PERSONNEL DIVISION			
13.	CP 181	CAPTAIN	Schlemm Hans-Christian	German	CIVPOL HQ, CP	CIVPOL HQ, CPO
14.	CP 0020	ASP	Owolabi Adetokunbo Chris	Nigeria	PMT, Buyumba	CIVPOL HQ, PO
			INVESTIGATION DIVISION			
15.	CP 120	SUPT	Basil Chiwela Mwale	Zambia	CIVPOL HQ, POO	CIVPOL HQ, CPIO
16.	CP 030	DSP	Adu Yaw	Ghana	PMT, Gikongoro	CIVPOL HQ, PIO

SER	UN ID	RANK	NAME	NATIONALITY	POSTED FROM	POSTED TO
			FHQ/CIVPOL LIAISON OFFICE			
17.	CP 0015	DSP	Lasisi K. Akanni	Nigeria	L.O. FHQ/CIVPOL	L.O. FHQ/CIVPOL
18.	CP 182	CAPTAIN	Mayer Bernd-Christian	German	T.C	L.O. FHQ/CIVPOL
			POLICE MONITORING TEAM BUTARE			
19.	CP 0024	DSP	Gumel Mohammed	Nigeria	CPMT, Butare	CPMT, Butare
20.	CP 100	CAPT	Roberto Dambi	Guinée-Bissau	PMT, Butare	PMT, Butare
21.	CP 081	LT	Abdulhakim Mohamed	Djibouti	CIVPOL HQ, POO	PMT, Butare
22.	CP 184	LT	Steinmetz Markus Manfred	German	PMT, Butare	PMT, Butare
			POLICE MONITORING TEAM CYANGUGU			
23.	CP 029	DSP	Kugbey Innocent Albert	Ghana	CPMT, Cyangugu	CPMT, Cyangugu
24.	CP 0018	DSP	Gomna Usman Sule	Nigeria	PMT, Cyangugu	PMT, Cyangugu
25.	CP 092	CAPT	Moad Jamil Mohid Aloudah	Jordan	PMT, Cyangugu	PMT, Cyangugu
26.	CP 101	LT	Lino Gomes	Guinée-Bissau	PMT, Cyangugu	PMT, Cyangugu
			POLICE MONITORING TEAM GIKONGORO			
27.	CP 076	CAPT	Daher Hassan	Djibouti	CPMT, Gikongoro	CPMT, Gikongoro
28.	CP 032	DSP	Cornelius Badu Acquah	Ghana	PMT, Kibungo	PMT, Gikongoro
29.	CP 095	1st LT	Ghand Fakhr Shukri Katan	Jordan	PMT, Byumba	PMT, Gikongoro
30.	CP 183	1st LT	Wahlen Michael	German	PMT, Gikongoro	PMT, Gikongoro
			POLICE MONITORING TEAM GISENYI			
31.	CP 178	MAJOR	Barz Anton	German	CPMT, Gisenyi	CPMT, Gisenyi
32.	CP 028	ASP	Ashun Farouk	Ghana	PMT, Gisenyi	PMT, Gisenyi
33.	CP 0016	ASP	Mohammed Al Alhassan	Nigeria	PMT, Gisenyi	PMT, Gisenyi
34.	CP 080	LT	Awaleh Sougueh	Djibouti	PMT, Gisenyi	PMT, Gisenyi

SER	UN ID	RANK	NAME	NATIONALITY	POSTED FROM	POSTED TO
			POLICE MONITORING TEAM GITARAMA			
35.	CP 1032	CP	Traore Nimetigna	Mali	CPMT, Gitarama	CPMT, Gitarama
36.	CP 031	ASP	Addi Thomas	Ghana	PMT, Gitarama	PMT, Gitarama
37.	CP 185	LT	Schlicht Wernmer	German	PMT, Gitarama	PMT, Gitarama
38.	CP 0017	ASP	Egbuka Edward Chuka	Nigeria	PMT, Kibungo	PMT, Gitarama
			POLICE MONITORING TEAM KIBUYE			
39.	CP 0023	DSP	Zaki M. Ahmed	Nigeria	CPMT, Kibuye	CPMT, Kibuye
40.	CP 027	ASP	Brew JNR Charles S. Moses	Ghana	PMT, Kibuye	PMT, Kibuye
41.	CP 107	LT	Malik Djata	Guinée-Bissau	PMT, Kibuye	PMT, Kibuye
42.	CP 079	LT	Housein Farah	Djibouti	LO, FHQ/CIVPOL	PMT, Kibuye
			POLICE MONITORING TEAM KIGALI			
43.	CP 0022	DSP	Ero Christopher	Nigeria	CPMT, Kigali	CPMT, Kigali
44.	CP 026	DSP	Duku Hubert	Ghana	L.O. MILOBS/CIVPOL	PMT, Kigali
45.	CP 180	CAPTAIN	Ellenberger Lothar	German	PMT, Kigali	PMT, Kigali
46.	CP 094	CAPT	Nedal Ali Rashdan	Jordan	PMT, Kigali	PMT, Kigali
47.	CP 065	CP	Camara Mamadou	Mali	T.C	PMT, Kigali
48.	CP 078	LT	Mohamed Jama	Djibouti	PMT, Kigali	PMT, Kigali
49.	CP 110	LT	Sancum Camara	Guinée-Bissau	PMT, Gikongoro	PMT, Kigali
			POLICE MONITORING TEAM RUHENGERI			
50.	CP 121	SUPT	R.B. Mvula	Zambia	CPMT, Ruhengeri	CPMT, Ruhengeri
51.	CP 096	MAJOR	Eulalio Domingos Neto	Guinée-Bissau	CPMT, Buyumba	PMT, Ruhengeri
52.	CP 082	LT	Hassan Offley	Djibouti	PMT, Ruhengeri	PMT, Ruhengeri
53.	CP 186	LT	Hoffmann Jorg	German	PMT, Ruhengeri	PMT, Ruhengeri

SER	UN ID	RANK	NAME	NATIONALITY	POSTED FROM	POSTED TO
			RUHENGERI NATIONAL TRAINING SCHOOL			
54.	CP 062	CD	Marena Sekou	Mali	T.C	Ruhengeri, T/S
55.	CP 0010	CD	Coulibaly Tiemoko	Mali	Ruhengeri T/S	Ruhengeri, T/S
56.	CP 1034	CP	Ouattara Ngolo	Mali	Ruhengeri T/S	Ruhengeri, T/S
57.	CP 1033	CP	Sanogo Moussa	Mali	Ruhengeri T/S	Ruhengeri, T/S
58.	CP 077	CAPT	Abdullah Osnan	Djibouti	Ruhengeri T/S	Ruhengeri, T/S

Legend

P.C.	=	Police Commissioner
D.P.C	=	Deputy Police Commissioner
C.P.O.O.	=	Chief Police Operations Officer
C.P.I.O.	=	Chief Police Investigations Officer
C.A.L.O.G	=	Chief Administration & Logistics
C.P.M.T.	=	Chief Police Monitoring Team
C.P.	=	Chief of Personnel
C.P.T.O.	=	Chief Police Training Officer
P.O.O.	=	Police Operation Officer
P.I.O.	=	Police Investigation Officer
L.O.G.O.	=	Logistics Officer
P.M.O.	=	Police Monitoring Officer
P.I.O.	=	Police Investigations Officer
C.P.T.O.	=	Chief Police Training Officer
Admin. Assistant	=	Administrative Assistant
C.P.M.T.	=	Chief Police Monitoring Team
P.M.T.	=	Police Monitoring Team
L.O.	=	Liaison Officer
T/S	=	Training School
T.C.	=	Training Centre