

ADR

# INFORMATION CIRCULARS

11 JAN 1994 - 2 DEC 1995

PLEASE RETAIN  
ORIGINAL ORDER

UNCLASSIFIED  
RTH/ING APR 2009

## UNARCHIVES

SERIES	<u>S-1120</u>
BOX	<u>24</u>
FILE	<u>5</u>
ACC.	<u>1998/0278</u>

INFORMATION CIRCULAR No. 066/95

To: All International Civilian Staff

From: Susan Matthew  
Chief Administrative Officer



2 December 1995

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

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

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



---

INFORMATION CIRCULAR N°. 064/95

---

DATE: 29 November 1995

TO: All International Civilian Personnel

Susan Matthew, CAO

SUBJECT: Staff meeting

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

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

Please be punctual.



---

**INFORMATION CIRCULAR N°. 063/95**

---

DATE: 28 November 1995

TO: All UNAMIR Military, Civilian Police  
and Civilian Personnel

FROM: Susan Matthew, CAO

SUBJECT: Security checks

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

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

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

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

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

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


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

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

**INFORMATION CIRCULAR 061/95**

21 November 1995

**To:** All UNAMIR staff

**FROM:**  Susan Matthew  
Chief Administrative Officer

**SUBJECT:** **Official holidays for 1996**

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


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

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

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

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

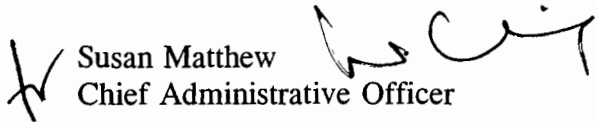
New Year's Day	1 January 1996
Good Friday	5 April 1996
Easter Monday	8 April 1996
Labour Day	1 May 1996
Moi Day	10 October 1996
Kenyatta Day	20 October 1996
Jamhuri Day	12 December 1996
Christmas Day	25 December 1996
Boxing Day	26 December 1996



**INFORMATION CIRCULAR 061/95**

22 November 1995

**To:** All UNAMIR Professional and Field Service staff


**FROM:**  Susan Matthew  
Chief Administrative Officer


**SUBJECT:** Revised scale of pensionable remuneration for staff in the professional and higher categories and for staff in the field service category

In compliance with instructions from the Assistant Secretary-General/OHRM as well as FALD/DPKO, please find attached, an advance copy of the Information Circular which will be issued on the subject of revised scale of pensionable remuneration for the professional and higher categories and for staff in the field service category. Also attached is a covering facsimile message dated 9 November 1995 from the ASG/OHRM.

Please take careful note of their contents especially paras 4 and 5 of the Information Circular i.e. the application of the revised scale in view of the current financial crisis of the Organization.

Thank you for your understanding.



UNITED NATIONS  NATIONS UNIES		TELEGRAPH	
For use of Cable Operations Unit only / Réserve au Groupe de la correspondance télégraphique			PAGE 2 OF 2
TIME RECEIVED	CLASS	REFERENCE	WAG SER NO.
	CLASS		
CHECKED FOR DISPATCH			
For use of Drafter / A remplir par le rédacteur		DATE: 9 November 1995	ALLOTMENT / COMPTE
DRAFTER / RÉDACTEUR	DEPT.	ROOM / BUREAU	EXT. POST
LVR	CSCS/OHRM	S-2475	31097
			FILE / DOSSIER
			7-1 P&H

BY FACSIMILE

(SEE LIST OF ADDRESSEES)

AS A CONSEQUENCE OF CHANGE IN POST ADJUSTMENT FOR NEW YORK TO MULTIPLIER 46.5, THE CHAIRMAN OF ICSC HAS PROMULGATED A REVISED SCALE OF PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES, EFFECTIVE ONE NOVEMBER 1995. IN ACCORDANCE WITH PAST PRACTICE, THE PENSIONABLE REMUNERATION SCALE FOR THE FIELD SERVICE CATEGORY WILL ALSO BE REVISED EFFECTIVE AS OF THE SAME DATE. HOWEVER, IN LIGHT OF THE CURRENT FINANCIAL CONSTRAINTS FACING THE ORGANIZATION, THE SECRETARY-GENERAL HAS DECIDED TO DEFER PAYMENTS DUE AS OF 1 NOVEMBER 1995 UNDER THE OPERATION OF THE POST ADJUSTMENT SYSTEM FOR STAFF OF THE UNITED NATIONS UNTIL JANUARY 1996. THEREFORE, APPLICATION OF THE REVISED SCALE OF PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL AND HIGHER

LAST LINE  
OF TEXT  
DERNIERE  
LIGNE DU  
TEXTE

DO NOT TYPE  
BEYOND THE  
MARGIN  
SEE  
INSTR.  
ON THE  
REVERSE  
SIDE  
—  
UNRECORDED  
RIEN DANS  
LES MARGES  
VOYEZ LES  
INSTRUCTIONS  
AU VERSO

1111

CLEARED BY / SE PAR

M. Brzak-Metzler/K. Walton


AUTHORIZED BY / AUTHORIZED PAR

SIGNATURE

DATE

D.J. Valliday, Assistant Secretary-General/OHRM

NAME AND TITLE PLEASE TYPE IN ROMAN CAPITALS IN DACTYLOGRAPHIC

UNITED NATIONS				NATIONS UNIES		TELEGRAPH		PAGE 2 OF 4	
For use of Cable Operations Unit only								Réserve au Groupe de la correspondance télégraphique	
TIME RECEIVED		A.C.		PRECEDENCE		MSG. SEC. NO.			
		SYST. CLASS.				429			
		CHECKED FOR DISPATCH							
For use of Drafter. A remplir par le rédacteur				DATE: 9 November 1995		ALLOTMENT / COMPTE		FILE / DOSSIER	
DRAFTER / RÉDACTEUR		DEPT.		ROOM / BUREAU		EXT. / POSTE			
LVR		CSCS / OHRM		S-2475		31097		7-1 P&H	

CATEGORIES AND FIELD SERVICE CATEGORY, WHICH WOULD HAVE BECOME EFFECTIVE 1 NOVEMBER 1995, WILL BE DEFERRED FOR THE SAME PERIOD OF TIME. ENCLOSED IS AN ADVANCE COPY OF THE INFORMATION CIRCULAR. REGARDS.

(HALLIDAY, ASSISTANT SECRETARY-GENERAL/OHRM)

NNNN

cc: Mr. L. Da Costa; Mr. A. Dossal; Ms. C. Ago; Mr. G-P. Roz

DO NOT TYPE  
BEYOND THE  
MARGINS  
SEE  
INSTRUCTION  
ON THE  
REVERSE  
SIDE  
—  
N'INSCRIVEZ  
RIEN DANS  
LES MARGES -  
VOYEZ LES  
INSTRUCTIONS  
AU VERSO

LAST LINE  
OF TEXT  
DERNIERE  
LIGNE DU  
TEXTE

TAKEN BY: SEPAR  	AUTHORIZED BY: AUTHOR: SEPAR
	SIGNATURE: _____ DATE: _____
NAME AND TITLE: PLEASE TYPE / NOM ET QUALITE (A DACTYLOGRAPHER)	



ST/IC/1995/  
November 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PENSIONABLE REMUNERATION FOR STAFF IN THE  
PROFESSIONAL AND HIGHER CATEGORIES AND FOR  
STAFF IN THE FIELD SERVICE CATEGORY\*

1. The current procedure for adjusting the scale of pensionable remuneration for staff in the Professional and higher categories provides for this scale to be revised on the same date as the net remuneration amounts (base salary plus post adjustment) of staff in the Professional and higher categories in New York are adjusted. The scale of pensionable remuneration for the above-mentioned categories, in accordance with the provisions of article 54 (b) of the Regulations of the United Nations Joint Staff Pension Fund, must be adjusted with the same effective date and by the same percentage as the net remuneration increase.
2. As indicated in information circular ST/IC/1995/\_\_\_ of \_\_\_ November 1995, the International Civil Service Commission (ICSC) determined that post adjustment multiplier 46.5 for staff in the Professional and higher categories in New York was due as of 1 November 1995. The revised post adjustment multiplier of 46.5 was authorized for New York with effect from 1 November 1995.
3. In accordance with the procedure described in paragraph 1 above, the Chairman of ICSC has promulgated the consequent revised scale of pensionable remuneration applicable to staff in the Professional and higher categories with effect from 1 November 1995. The revised scale is reproduced in annex I to the present circular.
4. The pensionable remuneration amounts for staff in the Field Service category will also be revised with effect from 1 November 1995. The revised scale is set out in annex II to the present circular.

\* Personnel Manual index No. 3300.

ST/IC/1995/  
Page 2

~~587~~  
799

5. In the light of the current financial constraints facing the Organization, the Secretary-General has decided to defer payment due as of 1 November 1995 under the operation of the post adjustment system for staff of the United Nations until January 1996. Also, application of the revised scale of pensionable remuneration for staff in the Professional and higher categories and Field Service category, which would have become effective 1 November 1995, will be deferred for the same period of time.

PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES

(In United States dollars)  
Effective 1 November 1995

Level	S T E P S														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General															
USG	166,213														
Assistant Secretary-General															
ASG	153,788														
Director															
D-2	128,653	131,741	134,651	137,674	140,764	143,923									
Principal Officer															
D-1	113,430	116,001	118,626	121,197	123,829	126,439	128,966	131,546	134,173						
Senior Officer															
P-5	100,694	103,001	105,211	107,462	109,796	111,958	114,263	116,922	119,303	121,535	123,811	126,127	128,487		
First Officer															
P-4	82,782	84,976	87,157	89,235	91,494	93,671	95,881	98,333	100,582	102,967	104,559	106,811	109,112	111,461	113,863
Second Officer															
P-3	67,831	69,937	71,972	73,914	75,918	77,895	80,003	82,524	84,177	86,403	88,036	89,979	91,991	94,046	96,149
Associate Officer															
P-2	54,823	56,574	58,233	60,012	61,788	63,408	65,173	67,245	69,205	70,977	72,351	73,755			
Assistant Officer															
P-1	42,990	44,465	45,773	47,105	48,575	49,892	51,471	53,529	55,265	56,851					

*[Handwritten signature and initials]*

## PENSIONABLE REMUNERATION FOR STAFF IN THE FIELD SERVICE CATEGORY

Effective 1 November 1995

Level	I	II	III	IV	V	VI	7	8	T	E	P	S	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
FS-7	79,522	81,738	83,953	86,171	88,385	90,603	92,818	95,035	97,249	99,467	101,546	103,697									
FS-6	65,590	67,058	68,528	69,997	71,468	72,937	74,406	75,876	77,345	78,816	80,284	81,755									
FS-5	51,852	53,203	54,554	55,905	57,259	58,609	59,960	61,311	62,664	64,013	65,366	66,716	68,068								
FS-4	42,524	43,706	44,890	46,071	47,255	48,437	49,622	50,801	51,986	53,168	54,352	55,533	56,717	57,898	59,082						
FS-3	34,373	35,493	36,642	37,778	38,914	40,048	41,211	42,404	43,582	44,775	45,954	47,169	48,425	49,661	50,898						
FS-2	30,161	31,139	32,115	33,095	34,070	35,050	36,081	37,088	38,109	39,127	41,168	42,187									
FS-1	26,769	27,518	28,262	29,013	29,875	30,750	31,611	32,489	33,351	34,213											

~~787~~  
997




---

**INFORMATION CIRCULAR N° 060/95**

---

DATE: 20 November 1995

**TO:** All UNAMIR Personnel

**FROM:** S. Matthew, CAO 

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

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

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



---

**INFORMATION CIRCULAR N°. 059/95**

---

DATE: 16 November 1995

TO: All UNAMIR Military, Civilian Police  
and Civilian Personnel

FROM: Susan Matthew, CAO

SUBJECT: Security checks

Please be advised that the Guards at UNAMIR premises (Amahoro and Trafipro) have been requested to check the identity of all personnel entering and leaving the grounds. Spot checks of vehicles will also take place.

It is in the interest of the safety and security of all UN staff and property that these checks are being undertaken.

Your understanding and cooperation in the event of any inconvenience will be appreciated.



**Information Circular 058/95**

10 November 1995

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

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

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

**SUBJECT:** Management Update - Issue No. 7

... In line with the instructions of the Under-Secretary-General for Administration and Management, a copy of the latest issue of Management Update is attached for your information.

Handwritten initials, possibly 'JN', in the bottom right corner of the page.

# MANAGEMENT UPDATE

The Secretary-General has requested that the following letter be shared with all staff:

UNITED NATIONS  NATIONS UNIES

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

EXECUTIVE OFFICE OF THE SECRETARY-GENERAL  
CABINET DU SECRÉTAIRE GÉNÉRAL

31 October 1995

Dear Mr. Oumih,

The Secretary-General has directed me to reply to your letter requesting his appearance at an Extraordinary General Meeting of the staff on 1 November 1995. He expressed shock that an announcement of the Extraordinary General Meeting had been issued including his possible attendance, even on a conditional basis, without prior consultation with his office. Moreover, as Chief Administrative Officer, he believes it inappropriate for him to participate in such a meeting, given the content and resolutions emanating from similar Extraordinary General Meetings in recent weeks.

The Secretary-General's Special Representative for Public Affairs and President of SMCC, Ambassador Joseph Verner Reed, has fully briefed him on the disappointing series of exchanges, which have culminated in the further suspension of staff-management consultations last Thursday, 26 October 1995, necessitated when the staff representatives decided to withdraw from the meeting.

The Secretary-General has expressed keen disappointment that his appeal to staff representatives to work with his senior management representatives at this time of substantive challenges before the Organization has gone unheeded. As he has repeatedly stated, staff is the most valuable asset of this Organization. That is why he is concerned that recent actions of the Staff Committee are unnecessarily exacerbating the genuine concerns of staff about the future of the United Nations and their role in it.

Mr. Mohamed Oumih  
President  
Staff Committee  
United Nations Headquarters

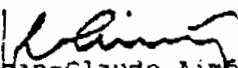


-2-

The Secretary-General has, therefore, decided that a full meeting of the Staff Management Coordination Committee (SMCC) will be convened on 5 February 1996, here in New York. The timing of the Meeting has been set to enable both staff and management to give full thought and preparation to the important issues to be discussed. It will also widen participation to include management and staff representatives of the Secretariat world wide. It is his intention to address the opening session of the Meeting, after which he expects it to give full consideration to the modalities for SMCC to operate in a more satisfactory and collegial manner under an agenda item "Measures to improve the functioning of SMCC and Joint Advisory Committee". Also, building on an understanding arrived at with Geneva staff representatives earlier this month, he expects the agenda to include an item "Code of conduct for staff representatives".

The Secretary-General trusts that he can count on the renewed cooperation of Staff Committee representatives in resuming consultations with his designated senior management representatives.

Yours sincerely,

  
Jean-Claude Aime  
Chief of Staff



---

**INFORMATION CIRCULAR N° 054/95**

---

DATE: 1 November 1995

All Military, Civilian Police  
and Civilian Personnel  
UNAMIR

FROM: Susan Matthew  
Chief Administrative Officer

SUBJECT: Malaria

Further to UNAMIR Administrative Instruction No. 016/94, I should like to take this opportunity to remind all personnel that malaria is prevalent in Rwanda. Everyone is urged to ensure that he/she is taking all necessary precautions against this disease - if in doubt what to do please refer to Administrative Instruction 016/94 and/or consult NORMED or your contingent Medical Officer.

INFORMATION CIRCULAR NO. 052/95

Date: 26 October 1995  
Ref: MIS/EDP/MSS

TO: All UNAMIR Military and  
Civilian Personnel

FROM: Susan Matthew  
CAO

SUBJECT: Windows 95 Software

The attached Information Circular, ST/IC/1995/54, dated 25 August 1995, was received from UNHQ. It concerns the use of Windows 95 Software on our computers in UNAMIR.

In this connection, ALL STAFF are hereby reminded that the authorized software packages for use in this Mission are as follows:

WORDPERFECT	-	for text processing
PARADOX	-	for database processing
QUATTROPRO	-	for spreadsheet processing
VISIO	-	for additional graphics and charts

All these are available in the MIS/EDP Section for installation.

Please be guided accordingly.



Secretariat

ST/IC/1995/54  
25 August 1995

---

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: WINDOWS 95 SOFTWARE

1. The United Nations Secretariat has become increasingly dependent on the availability of electronic mail and other local area network services, which depend on a standardized operating environment.
2. Currently, the standard mini-computer and PC operating systems in use at Headquarters are UNIX and DOS, including its graphical user interface, Microsoft Windows 3.1.
3. A new version of the Windows software (Windows 95) was released on 24 August 1995. However, because Windows 95 can, if used improperly, severely affect overall network performance, its use will not be sanctioned until it has been thoroughly researched and tested by the Electronic Services Division, which is responsible for the maintenance and proper functioning of the network.
4. At this time, unless expressly authorized by the Electronic Services Division, connection to the Headquarters network of computers running Windows 95 or any other non-standard operating system or environment is strictly prohibited. PCs found to be running such software will be disconnected immediately from the network.

-----

95-26127 (E) 280895 290895





---

INFORMATION CIRCULAR N°. 051/95

---

DATE: 14 October 1995

TO: All UNAMIR Military, Civilian Police  
and Civilian Personnel

FROM: Susan Matthew, CAO

SUBJECT: Parking of UNAMIR Vehicles at Meridien Hotel

It has come to my attention through personal observation and through comments made to me by third parties, that UNAMIR drivers have a tendency to park vehicles in a disorderly fashion at the Meridien Hotel. I should accordingly like to solicit the assistance of all personnel to improve our corporate image in this regard by requesting that UNAMIR vehicles are parked in an organized and practical manner and that they do not block (or partially block) the entrances/exits to the parking areas.

Thank you for your cooperation.



---

INFORMATION CIRCULAR No. 050/95

---

10 October 1995

TO: All International Civilian, Civilian Police  
and Military Personnel

FROM: Susan Matthew  
Chief Administrative officer

SUBJECT: Establishment of Butare Workshop

The Field Service Transport Section has established a workshop at the Milobs Sector Headquarters in Butare.

This workshop is equipped to handle "A" and "B" maintenances. In addition, minor repairs and recovery work will also be carried out.

With the exception of recovery work, the normal UNAMIR working hours Mondays thru Saturdays will be observed. Kindly note that "C" and "D" maintenances as well as all accident damage repair work will continue to be carried out at the main Field Service Transport Workshop in Kigali.

Thank you for your cooperation.

BVO, S. K.

POLITICAL ADVISER  
OSRSG

UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

**INFORMATION CIRCULAR 049/95**

09 October 1995

**To:** All international civilian staff

**FROM:** Susan Matthew  
Chief Administrative Officer

A handwritten signature in dark ink, appearing to read 'Susan Matthew', with a horizontal line underneath.

**SUBJECT:** Submission of Education Grant Claims

We wish to draw your attention to a reminder received from FALD/DPKO New York on the above subject in their facsimile message of 3 October 1995, the text of which we quote:

"It has been noted that in many instances staff members have submitted Education Grant claims to the OHRM either in person or by mail. We would appreciate your informing staff members assigned to your location who have entitlement to Education Grant, that such claims should be forwarded to FALD for further processing and NOT repeat NOT directly to OHRM. The above equally applies to Staff Members who have returned to their official duty station (except for those who have returned to the established missions) at the expiration of their assignment, submitting claims in relation to the period spent on special mission service. This will facilitate follow-up on claims when necessary and avoid duplicative actions by OHRM and FALD."

I seek your cooperation in ensuring that the procedures described above are followed. Should you wish additional information on entitlement to education grant, please contact Civilian Personnel Section.

jm

# POLITICAL ADVISER

UNITED NATIONS  
Assistance Mission in Rwanda



NATIONS UNIES  
Mission Assistance au Rwanda

To: All Section/Units

July 27, 1995

From: Eric Dogbegah  
CMIS

Subject: **REALITY User Training**

1. The REALITY Procurement System has now been installed in UNAMIR. This system is scheduled to go on-line (production) on 9 August 1995.
2. In this regard, it is essential that all end-users be appropriately trained in the system according to the current settings together with the jointly established procedures and the document flow.
3. Initially, one user from each Units/Section will be attending the system training. The training schedule for Requisitioners, Buyers, and Approving/Certifying Officers is given below. The subsequent training schedule will be issued in the near future. Your usual cooperation is appreciated.

**Training Location: HQ-Rm# 3 005 (EDP)**

<u>Name</u>	<u>Area</u>	<u>Date</u>
<b>REQUISITIONERS:</b>		
Maurice Jaino	ILM	31/07/95 (8:30 - 4:30)
Wade Bowers	MIS	31/07/95 (8:30 - 4:30)
L. Hall	TPT	31/07/95 (8:30 - 4:30)
Jacques Albert	CM	31/07/95 (8:30 - 4:30)
Patsy Mullings	BMS	01/08/95 (8:30 - 4:30)
Irene Mukashema	GS	01/08/95 (8:30 - 4:30)
Roland Ramratian	COM	01/08/95 (8:30 - 4:30)
Natasha Osmatchkina	EDP	01/08/95 (8:30 - 4:30)



**APPROVING/CERTIFYING OFFICERS:**

Chaim Ouziel	DAM	02/08/95 (10:00 - 12:00)
William Clive	ISS	02/08/95 (10:00 - 12:00)
Stanley Gaetz	Budget	02/08/95 (10:00 - 12:00)
Epan Kuzhinapurathu	Vendors Unit	02/08/95 (10:00 - 12:00)
Kimso Nilsvang	CPO	02/08/95 (10:00 - 12:00)
Hugo Valdez	Procurement	02/08/95 (2:00 - 4:00)
Chris Ayres	Procurement	02/08/95 (2:00 - 4:00)
Thad Anglin	COM	02/08/95 (2:00 - 4:00)
Minas Lessanu	BES	02/08/95 (2:00 - 4:00)
Abdoulaye Bah	GS	02/08/95 (2:00 - 4:00)

**BUYERS:**

T.S. Balasubramanian	Procurement	03/08/95 (8:30 - 4:30)
U. Kyin Shwe	Procurement	03/08/95 (8:30 - 4:30)
Abiy Araya	Procurement	03/08/95 (8:30 - 4:30)
Ashok Gupta	Procurement	03/08/95 (8:30 - 4:30)
Osman Osman	Procurement	03/08/95 (8:30 - 4:30)
F. Valenzuela	Procurement	04/08/95 (8:30 - 4:30)
Joel Sanwidi	Procurement	04/08/95 (8:30 - 4:30)
Kafui Gaba	Procurement	04/08/95 (8:30 - 4:30)
M. Joseph	Procurement	04/08/95 (8:30 - 4:30)

**PROCUREMENT QUERY:**

M. Ngobi Tenywa	Procurement	09/08/95 (2:00 - 4:00)
T. Awan	Procurement	09/08/95 (2:00 - 4:00)
Maria Hirsch	Procurement	10/08/95 (2:00 - 4:00)
Christina Carbonell	Procurement	10/08/95 (2:00 - 4:00)
Norma Ibrahim	Procurement	10/08/95 (2:00 - 4:00)



---

**INFORMATION CIRCULAR**

---

DATE: July 10, 1995

TO: All UNAMIR Personnel

FROM: C. Ouziel  
Chief Administrative Officer

SUBJECT: USE OF HEADQUARTERS PARKING LOT FROM 12-14 JULY

As part of the visit of the Secretary-General to Kigali there will be a medal parade at the parking lot of the Amahoro Stadium on Friday 14 July, 1995 at 7:30 a.m. All staff are cordially invited to attend this event.

In preparation for the parade, the parking lot which faces the main entrance will be closed to all traffic from 12 July at 8:00 a.m. to 14 July at 10:00 a.m. Access to the remaining portion of the parking lot will be on a first come, first serve basis. Once the parking lot is full, staff members will have to park their vehicles in the Chez Lando parking lot. Needless to say, car pooling and shuttle buses should be used as much as possible on these days.

INFORMATION CIRCULAR NO: 040/95

Date: 6 July 1995

To: All UNAMIR Military, Civilian Police  
& Civilian Personnel  
Sectors 3 & 4

From: Chaim Ouziel  
CAO



Subject: VHF Re-programming - Sectors 3 & 4

The following is the schedule for the re-programming of VHF Handheld Radios, Base Station Radios and Mobile Radios located in Sectors 3 & 4:

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
10 JULY 1995	SECTOR 4C, CYANGUGU	0900 - 1700
	SECTOR 4A GICONGORO	0900 - 1700
11 JULY 1995	SECTOR 4C	0800 - 1700
	SECTOR 4A	0800 - 1700
12 JULY 1995	SECTOR 4B, BUTARE	0900 - 1700
13 JULY 1995	SECTOR 3A, KIBUYE	0900 - 1700
	SECTOR 3B, GITARAMA	1000 - 1700
14 JULY 1995	SECTOR 3A	0900 - 1500
	SECTOR 3B	1000 - 1500



**INFORMATION CIRCULAR 040/95**

---

3 July 1995

**To:** All locally-recruited personnel

**FROM:** Kimso Nilsvang, Chief  
Civilian Personnel Officer

A handwritten signature in black ink, likely belonging to Kimso Nilsvang, the Chief Civilian Personnel Officer mentioned in the 'FROM' field.

**SUBJECT:** Official holidays

---

I am pleased to inform you that the SRSG has authorized all locally-recruited personnel to observe Tuesday, 4 July as an official holiday.

INFORMATION CIRCULAR NO: 038/95

Date: 29 June 1995

To: All UNAMIR Military, Civilian Police  
& Civilian Personnel

From: Chaim Ouziel  
CAO



Subject: VHF Re-programming - Kigali

The following is the schedule for the re-programming of VHF Handheld Radios, Base Station Radios and Mobile Radios located in Kigali.

<u>DATE</u>	<u>User</u>	<u>Time</u>
3 July 1995	MILOB/CIVPOL	08.00 - 12.30
	Military Police	08.00 - 12.30
	Force HQ	13.30 - 17.00
4 July 1995	Humanitarian (UNREO)	08.00 - 12.00
	Human Rights	13.30 - 17.00
5 July 1995	UNAMIR Civilian Staff	08.00 - 12.30
	Political (SRSG)	08.00 - 12.30
	Contractors (BRSC etc.)	02.00 - 17.00
6 July 1995	Communications Section	08.00 - 12.00
	INDBATT	13.00 - 18.00

Please note that the re-programming of Handhelds and Mobiles will be carried out at the VHF Workshop in the Communications Compound, located in the Industrial Park GIKONDO.

With respect to the Base Stations, a technician will visit the respective locations to programme them.

Strict adherence to the time-table is requested to ensure a smooth operation. Thank you for your cooperation in this matter.

Information Circular No: 037/95

Date: 28 June 1995

To: All UNAMIR Military, Civilian Police  
& Civilian Personnel

From: Chaim Ouziel  
CAO



Subject: Re-programming of VHF Radio Communications Equipment

UNAMIR has been instructed by the Government of Rwanda to change most of the currently used VHF frequencies. In response to this request, the Communications Section will be re-programming all hand held radios, mobile radios, base station radios and repeaters in the Mission area.

The complete exercise is estimated to last approximately five (5) weeks and all Sections, Units and Contingents will be informed at least 4-5 days before programming commences in their particular area.

Please note that during the programming process, there will be an unavoidable loss of communication for users of the various nets. This is regretted and all efforts will be made to reduce the outage time.

Any questions regarding this matter should be directed to the following Communications personnel, Tel/No: 11201/11202:

Magne Albrigtsen, Chief Radio Technician  
Richard Gregoire, Supervisor VHF Workshop

Your cooperation in this matter is appreciated.



**Information Circular No. 036/95**

15 June 1995

TO: All International Civilian Personnel

FROM: Kimso Nilsvang, Chief  
Civilian Personnel Officer

A handwritten signature in black ink, likely belonging to Kimso Nilsvang, the Chief Civilian Personnel Officer mentioned in the 'FROM' field.

SUBJECT: Staff Members' dependency benefits information

In order to verify/update data in IMIS and Headquarters payroll system on dependency benefits, all international civilian staff are requested to complete the attached forms and return to CCPO's Office (Room 3044) not later than 23 June 1995.

UNV specialists are not required to complete the forms.

STAFF MEMBER RECORD

LAST NAME	
FIRST-NAME	
MID-NAME	
MAID NAME	
INDEX	
SEX (Gender M/F)	
DATE OF BIRTH	
NATIONALITY	
MARITAL STATUS	1.Single    2. Married    3.Divorced 4.Widowed    5. Legally Separated
EFFECTIVE DATE OF MARITAL STATUS	
SEQUENTIAL # OF DEPENDENT	0
TOTAL # OF DEPENDENT	
CONFIRMATION OF DEPENDENCY	n/a
RESIDES WITH STAFF	n/a
RELATION	n/a
EFFECTIVE DATE OF RELATION	n/a
STUDENT	n/a



**SPOUSE RECORD (IF APPLICABLE)**

LAST NAME	
FIRST-NAME	
MID-NAME	
MAID NAME	
INDEX (Index Number of S/M ,if spouse is not a UN staff)	
SEX (Gender M/F)	
DATE OF BIRTH	
NATIONALITY	
MARITAL STATUS	1.Single    2.Married    3.Divorced 4.Widowed    5. Legally Separated
EFFECTIVE DATE OF MARITAL STATUS	
SEQUENTIAL # OF DEPENDENT (1 for spouse)	
TOTAL # OF DEPENDENT (total number of dependents of S/M)	
CONFIRMATION OF DEPENDENCY	yes    no
DEPENDENT RESIDES WITH STAFF	1. with S/M    2. Away 2. Away educational Grant
RELATION	1. spouse recognized 2. spouse non recognized
EFFECTIVE DATE OF RELATION (as dependent)	
STUDENT	n/a



---

Information Circular No.035/95

---

DATE:30 May 1995

TO: All UNAMIR Military, Civilian Police &  
Civilian Personnel

FROM:

✓ Chaim Ouziel  
CAO

SUBJECT: After Hour Calls - Electrical and Generator Unit

It has been brought to our attention that generator mechanics and electricians are called out to various locations in Kigali after hours, on what is referred to, as emergency calls. However, in various cases it has been found that the situations were exaggerated and the job could be done the next day.

As the security situation in Kigali is not safe, please refrain from making such unnecessary calls. Attached please find a series of questions you should consider before you make the call.

Regards.

REQUEST FOR AFTER HOURS DUTY ELECTRICAL/GENERATOR SUPPORT.

1. NAME/RANK OF CALLER:
2. LOCATION WHERE SUPPORT IS REQUESTED:
3. WHAT IS THE PROBLEM:
  - A. IS THE GENERATOR STILL RUNNING ?  
IF NOT:  
IS THERE FUEL IN THE GENERATOR ?  
WAS THERE UNUSUAL NOISES BEFORE IT STOPPED ?  
WHAT DO THE USER BELIEVE IS THE CAUSE OF THE PROBLEM ?
  - B. IF THE GENERATOR IS STILL RUNNING:  
HAVE THE FUSES/CIRCUIT BREAKERS ON GENERATOR AND BUILDING BEEN CHECKED ?  
IS THERE POWER IN PART OF THE LOCATION ?  
IF THERE IS POWER IN PART OF THE LOCATION, WHAT PART IS HAVING ELECTRICAL PROBLEM ?
4. CAN THE PROBLEM BE RECTIFIED THE FOLLOWING DAY ?
5. MINOR PROBLEMS SUCH AS CHANGING LIGHT BULBS, RESETTNG FUSES OR CIRCUIT BREAKERS, NO ELECTRICITY IN NO PRIORITY AREAS ETC. WILL NOT BE CARRIED OUT AFTER WORKING HOURS.



*File. Admin*

---

**INFORMATION CIRCULAR NO. 34**

---

DATE: 19 May, 1995

TO: All UNAMIR Personnel

FROM: A. H. Golo  
O.I.C. Administration *[Signature]*

SUBJECT: OPENING OF UNAMIR DUTY FREE SHOP AT TRAFIPRO COMPLEX

I am pleased to announce that the UNAMIR authorized contractor will open a duty free sales facility on 23 May, 1995 inside the Trafipro complex in the building next to the water purification plant.

It is extremely important for all personnel to understand that every item on sale in this new shop is for the exclusive use of UN personnel and cannot be resold or bartered.

All personnel, civilian and military alike, are advised that anyone found to be reselling or bartering duty free goods will be reported to the SRSG or to the Force Commander, and disciplinary action will be initiated.

A valid UNAMIR identity card must be shown and the ID number shall be recorded by the cashier each time items are paid for. Only US dollars will be accepted as payment for the items on sale in the duty free store. The duty free shop is not opened to UNAMIR local personnel.

Please note that a special register will be maintained of all customers who purchase electronic products and other items that have traditionally been considered 'attractive' for resale on the open market.



*file Ali*

**INFORMATION CIRCULAR 028/95**

4 May 1995

To: All Civilian and Military Personnel

FROM: Ally H. Golo,  
OIC, Administration

SUBJECT: Official Holidays for 1995

Further to the SRSG's memorandum of 3 March 1995 on the above subject, I am pleased to confirm that the Eid-al-Adha day falls, this year on Tuesday 9 May 1995 which is considered as official UNAMIR holiday.

cc: SRSG



INFORMATION CIRCULAR

TO: All UNAMIR Military and Civilian Personnel

FROM: Sammy Kum Buo  
Officer-in-charge  
Office of the SRSG

DATE: 26 April 1995

SUBJECT: Contacts with the Media

As you are aware, the United Nations, through its public information service, attaches great importance to keeping the general public aware of its activities throughout the world. However, such information must be reliable and accurate in order for the Organization to maintain its credibility with the media and the public as a whole. This can only be made possible if each operation or office speaks with one voice and presents a single factual and objective account of the information to be conveyed.

At UNAMIR, the SRSG, as the Secretary-General's representative and head of the mission, presents the official position of the United Nations in Rwanda. Besides his official Spokesman, he can also designate other senior officials at UNAMIR to address the public and the media. This is the official channel for disseminating information on UNAMIR. It is important that this procedure of speaking to the public through an organized channel be respected by all UNAMIR staff, both civilian and military, especially in moments of crisis, so as to avoid the reporting of conflicting accounts in the media. Additionally, all requests for press interviews should be directed through the Spokesman in order to ensure unity and coherence in the presentation of public information. With regard to press releases, these **must** be approved in advance by the Special Representative before they are issued.

I would like to take this opportunity to remind you of the need to exercise good judgment at all times in the handling of information, especially in view of the special circumstances characterizing a peace-keeping operation.

Your cooperation with regard to the above would be greatly appreciated.

cc: SRSG  
FC



UNAMIR - MINUAR

*AS*

---

INFORMATION CIRCULAR NO. 022/95

---

DATE: 4 April 1995

TO: All UNAMIR Military, Civilian Police  
& Civilian Personnel

FROM: Ally Golo, Officer-In-Charge  
Administration

SUBJECT: TRAFFIC OFFENCES

I am in receipt of the monthly statistics compiled by the Force MP Company covering traffic violations during March 1995. I note with considerable concern that of 59 violations listed, 48 are for speeding.

The matter of UNAMIR vehicles being perceived as operating outside traffic laws is a matter of extreme sensitivity with the Government and something which detracts from our presence here. I most earnestly urge all personnel to operate UN vehicles in a prudent and safe manner, in accordance with the rules of the road. I shall be reviewing the specific violations reported for March 1995 and will, if necessary, direct that flagrant violators have their driving permits withdrawn.

UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Information Circular No. 019/95

23 March 1995

To: All UNAMIR International Civilian Staff

From: Ally H. Golo, OIC  
Administration

Subject: Hazard Pay

A handwritten signature in black ink, appearing to be 'Ally H. Golo', written over a horizontal line.

Please be advised that the United Nations Security Coordinator has now confirmed that the hazard pay has been discontinued as of 1 March 1995.





---

INFORMATION CIRCULAR N<sup>o</sup>. 1  
OFFICE OF THE FORCE COMMANDER

---

DATE: 6 February, 1995

TO: ALL UNAMIR INTERNATIONAL CIVILIAN AND MILITARY PERSONNEL

FROM: Major General G. C. Tousignant  
Force Commander

SUBJECT: TRAFIPRO STEERING COMMITTEE

A steering committee on the move of UNAMIR Headquarters has been established as follows:

**Chairmanship** Col. Tutt, DCOS (Supp) and Peter Hornsby, CISS will Chair the Committee.

**Composition** Representatives from the office of the SRSG, FC and CAO, as well as from the CBMS, CCO, CIVPOL, CMO and EDP sections will form the Committee.

***Terms of Reference***

1. The representatives present at the meeting shall come prepared with details such as how many people are in the section, how much office space is currently held by the section as well as the section's anticipated requirements assuming that all their staffing needs are met according to the proposed manning table that will be presented in the next budget.
2. The committee will propose, by Friday February 10, close of business, options for the allocation of all office space, both prefabricated and existing, as well as all other offices and open spaces at the Trafipro complex.
3. The implications of the mission's move into the Trafipro as regards the ownership and continued utilization of the Amahoro hotel will be investigated by the Committee.
4. The Committee will look into the rationalization of various UNAMIR components with a view to accomodating the entire UNAMIR organization within the Trafipro compound.
5. The Committee will take into account UN scales of accomodation as proposed by UNHQ.
6. The Committee will also recommend additional office furniture/equipment that may be required, over and above that which is already in theatre and taking into consideration that promised to UNAMIR by UNOSOM. Consideration must also be given to the furnishing of Amahoro Hotel back into living accomodations.
7. In the options it will present, the Committee will take into account the possibility of having to provide office accomodation to the International Criminal Tribunal for Rwanda.



File: Admin

## UNAMIR - KIGALI

Information Circular 009/95

31 January 1995

TO: All UNAMIR  
Military and Civilian Personnel

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

SUBJECT: Authorization for the use of UNAMIR vehicles

Further to Administrative Instruction No. 001/94 of 15 July 1994, this is to remind all UNAMIR personnel that with the exception of a few designated senior officials, vehicles are assigned to a Unit or Section for collective use by its personnel or assigned to the transport dispatch pool for collective use by all authorized personnel of the mission.

This applies even if an individual has signed personally for collecting the vehicle from the Transport Section.

Please be guided accordingly.



**INFORMATION CIRCULAR 017/95**

03 March 1995

**To:** All Civilian and Military Personnel

**FROM:** Shaharyar Khan  
Special Representative  
of the Secretary General

**SUBJECT:** Official Holidays for 1995

After consultation with representatives of other UN agencies and staff representatives, I am pleased to inform you of the following designated official United Nations (UNAMIR) holidays in Rwanda:

New Year's Day	1 January 1995
Eid/Bayram	2 March 1995
Women's day	8 March 1995
Easter Monday	17 April 1995
Labour Day	1 May 1995
Eid-al-Adha	May 1995 (depending on the sighting of the moon at Eid al Fitr)
Independence Day	1 July 1995
UN Day	24 October 1995
Christmas	25 December 1995

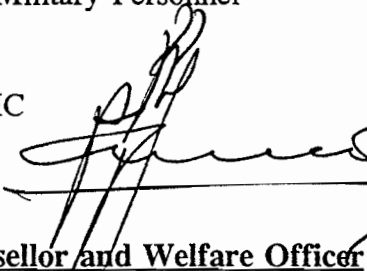
Please note that the number of official holidays for any duty station may not exceed nine days per year. When one of these official holidays falls on a non-working day, the following working day shall be observed as an official holiday in lieu thereof.



**INFORMATION CIRCULAR 015/95**

17 February 1995

**To:** All Civilian and Military Personnel

**FROM:** Ally H. Golo, OIC  
Administration 

**SUBJECT:** New Staff Counsellor and Welfare Officer

It is my pleasure to announce the arrival of our new Staff Counsellor and Welfare Officer, Brandy McNeill.

Brandy's responsibilities will include developing programs for mental and physical well being and improving staff morale. Some ideas that have already been discussed include a lending video and reading library, stress management programs, parties and Happy Hours, fitness and recreation programs, discussion groups, trips and conflict resolution.

Brandy is anxious to deliver any program that will reduce your stress and improve morale. If you have any suggestions for her, please visit her in the Welfare and Counselling Office temporarily located in Room 3052, Extension 11098. The permanent office will be Room 3060, Extension 11087.

Welcome to UNAMIR, Brandy!

**INFORMATION CIRCULAR NO. 014/95**

February 14, 1995

**TO:** All International Civilian Staff  
Military Observers and Civilian Police

**FROM:** Ally H. Golo, OIC  
Administration

**SUBJECT:** Establishment of UNAMIR Local Claims Review Board.

1. Please be informed that the HQs New York authorized the establishment of UNAMIR Local Claims Review Board to perform the functions assigned under Administrative Instruction ST/AI/149 Rev.4. These include to examine and recommend settlement of claims submitted by UNAMIR Civilian Staff Members, Military Observers and Civpol Members for loss or damage to their personal effects, determined to be directly attributable to the performance of official duties on behalf of the United Nations.

2. The composition of the Board is as follows:

Chairman:	Chief Administrative Officer
Member:	Chief Civilian Personnel Officer
Member:	Chief Finance Officer
Member:	Chief Support Services
Member:	Legal Officer
Member: (ex officio)	Senior Military Officer, Military Observer or Civilian Police Officer (for cases involving these categories of personnel)
Secretary of the Board:	Chief of Claims, M. Kiejna

3. Please note that the terms conditions and limits governing compensation as well as the procedures for the submission of claims are specified in ST/AI/149/Rev.4 copies of which are available at the Secretariat of the Board.

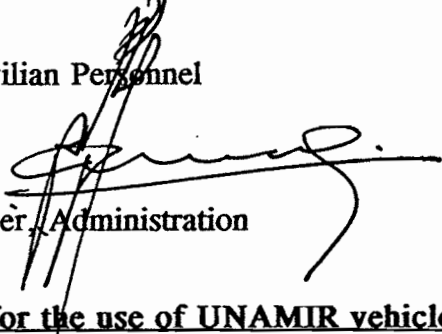


## UNAMIR - KIGALI

Information Circular 009/95

31 January 1995

TO: All UNAMIR  
Military and Civilian Personnel

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

SUBJECT: Authorization for the use of UNAMIR vehicles

Further to Administrative Instruction No. 001/94 of 15 July 1994, this is to remind all UNAMIR personnel that with the exception of a few designated senior officials, vehicles are assigned to a Unit or Section for collective use by its personnel or assigned to the transport dispatch pool for collective use by all authorized personnel of the mission.

This applies even if an individual has signed personally for collecting the vehicle from the Transport Section.

Please be guided accordingly.

UNITED NATIONS  
ASSISTANCE MISSION TO RWANDA



NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

---

INFORMATION CIRCULAR N°. 008/95

---

DATE: 25 January 1995

TO: All UNAMIR Personnel

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

SUBJECT: Water Point Operations

This is to advise you that the UNAMIR water point had been relocated from the stadium to the TRAFIPRO industrial complex effective 19 January 1995. A map indicating the TRAFIPRO location is attached herewith.

The water point is now fully operational for refilled jerry can exchange Monday through Saturday.



REMERA

Sladu Aninung

UNOGE

Nyakabanda

TRAPIDO

KIMHURURA

Report  
Map  
from m  
Belgar  
Aer  
das F  
low





---

INFORMATION CIRCULAR N°. 007/95

---

DATE: 24 January 1995

TO: All UNAMIR Personnel

FROM: K. Nilsvang, Officer-in-Charge  
Administration, a.i.

SUBJECT: Use of MGT Catering Services for UNAMIR Events

1. I have been made aware that several UNAMIR clubs and organizations have solicited the services of MGT/CSL to cater and provide refreshments at their gatherings. While it is encouraging and indeed desirable to have a selection of social functions to attend in the difficult circumstances we find ourselves in, I would like some procedures to be followed if the services of MGT are going to be required in any way.

2. Any future arrangements being made where MGT catering services are provided on a commercial basis should be channelled and addressed through the Contract Management Cell. The CMC was formed to monitor the financial and managerial aspects of UNAMIR's interaction with all our contractors. As such, I expect CMC to be fully aware of all activities performed by all UNAMIR contractors in the Mission area. I am confident that you will cooperate with CMC in making their task easier.

3. If you have any further questions in this regard, please do not hesitate to contact the CMCO Mr. Brière.



---

INFORMATION CIRCULAR NO. 006/95

---

DATE: 23 January 1995

TO: All UNAMIR Military, Civilian Police  
& Civilian Personnel

FROM: Kimso Nilsvang, Officer-In-Charge  
Administration

SUBJECT: APPOINTMENT OF SECTOR ADMINISTRATIVE OFFICER CO-ORDINATOR

Please be advised that effective 23 January 1995, Mr. Rudolf Reimann has been appointed Sector Administrative Officer/FSA Co-ordinator.

All Sector administrative/logistics matters should therefore be addressed to or routed through Mr. Reimann's office.

Mr. Reimann is located in Room 3029 at the UNAMIR Headquarters.

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 004/95

DATE: 23 January 1995

TO: ALL UNAMIR Military & Civilian Personnel

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

SUBJECT: Theft of Radio Antennas

In recent weeks there has been a spate of thefts of magnetic radio antennas from UNAMIR vehicles.

The Communications Section has a very limited supply of these antennas and will not be in a position to replace them on a continuous basis. Staff are therefore instructed when parking a vehicle, to remove the antenna and secure it within the vehicle to prevent such incidents of theft.

Adherence to these procedures is strongly recommended and we thank you for your cooperation.

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

File: Admin

INFORMATION CIRCULAR 003/95

10 January 1995

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

FROM: Kimso Nilsvang, Acting  
OIC, Administration, UNAMIR

SUBJECT: MSA Payment

1. During the month of November 1994, our Finance Section received several complaints in relation to:

- adjustments for accommodation not provided;
- adjustments for leave/CTO for military observers;
- adjustments for leave for civilian personnel; and
- in some few instances, non payment of MSA.

2. All MSA recipients are advised that as a result of concerted efforts throughout the period, the November and December 1994 MSA has been released with all adjustments made based on appropriate information and relevant documents received within due time. However, in respect of personnel for whom adjustments were not yet effected to their satisfaction, it is strongly recommended that the claimant check first and thoroughly whether all the relevant documents have been properly submitted and effectively channelled to the Finance Section before submitting complaints.

... 3. For your information and guidance, attached herewith is a copy of a new monthly attendance record. It is the basis of all your entitlements and their subsequent payment. Its accurate and timely completion and submission is therefore paramount.

i. Attendance Record

All individual **MUST** carefully complete and duly sign an attendance record by the end of each month. Starting with January 1995, the new form should be used, with all the necessary attachments indicated on the Form when it applies (F.10, Annual/Home Leave and Family Visit Reports, Certified or Uncertified Sick Leave). It is the responsibility of all attendance/leave monitors to submit the attendance records properly by the staff member and duly certified by the respective Section Chiefs or Branch Heads and send them to the Personnel Section **NOT LATER THAN THE CLOSE OF BUSINESS ON THE 5TH DAY OF THE FOLLOWING MONTH.**

ii. Information on Accommodation

All changes in accommodation status during a given month should be communicated to BMS, Accommodation Office **NO LATER THAN THE CLOSE OF BUSINESS ON THE 5TH DAY OF THE FOLLOWING MONTH.**

iii. Staff members who are living in private residence, not provided by UNAMIR, are required to certify it by completing and signing (right side of the Form) the part indicated in the Form. On the basis of this certification Finance Section will be able to pay full MSA.

File: Admin

UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

---

INFORMATION CIRCULAR No. 002/95

---

DATE: 11 January 1995

TO: All UNAMIR Military, Civilian Police  
and Civilian Personnel

FROM: Kimso Nilsvang, Officer-in-Charge  
Administration

A handwritten signature in dark ink, appearing to read 'Kimso Nilsvang', written over the 'FROM' line.

SUBJECT: Display of UN Flags

It has been brought to my attention that some staff members are using the UN Flag to signal their residence. This practice is forbidden. In fact, the use of the United Nations Flag is governed by the United Nations Flag Code and Regulations. Any use made of it in any manner inconsistent with this code is not permitted unless otherwise authorized by the Secretary-General of the United Nations or his Special Representative.

All UNAMIR Personnel both military and civilian are requested to refrain from using the UN Flag on their private residence.



*File: Admin*

---

**INFORMATION CIRCULAR No. 001/95**

---

DATE: 3 January 1995

TO: All UNAMIR Civilian and Military Personnel

FROM: Kimso Nilsvang, Officer-in-Charge  
Administration

SUBJECT: Change of Rwandese Currency

This is to inform all military and civilian personnel of UNAMIR that the Central Bank of Rwanda has decided to change the bank notes of the following denominations: Rw.Fr. 5000.-, 1000.- and 500.- to new ones effective immediately. The exercise is taking place on 3 and 4 January 1995.

We are now requesting the Bank to assign a representative to UNAMIR Headquarters for about one hour on 4 January 1995 to enable all our personnel to change the old notes in their possession into the new ones. Should the Bank agree with our request, you will be informed immediately of the place and time of operation.

In the meantime, in order to expedite the exercise, it is suggested that each Office/Section or Contingent designates one or two persons as focal points who will collect the old notes within their respective offices/Section/Contingent and will assume responsibility for operating the changes.

These designated persons are requested to contact the Cashier's Office on 4 January 1995 by 10:00 a.m. to find out whether the operation will take place at UNAMIR Headquarters.

File Admin

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 020/94

DATE: 2 DECEMBER 1994

TO : ALL UNAMIR PERSONNEL AND  
ALL BROWN & ROOT PERSONNEL

FROM : ALLY A.H. GOLO  
OIC ADMINISTRATION

SUBJECT: POL POINT IN KIGALI

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

LOCATION:

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

VEHICLES:

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

PERSONNEL:

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



TIMES OF OPERATION:

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

SECURITY:

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

FUEL ISSUE:

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

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 018/94

DATE: 1 December 1994

To: All UNAMIR International Civilian Staff

From: Ally H. Golo, OIC  
Administration

Subject: Accrued Annual Leave

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

Annual Leave

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

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

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

Example 1

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

1.5 x 4 = 6 days with payment of MSA

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

Example 2

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

In this case:

For MSA payment purpose

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

For Leave Purpose

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

Accrued Annual Leave

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

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

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



UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 017/94

DATE: 15 NOVEMBER, 1994

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

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

SUBJECT: USE OF RADIOS IN CASE OF EMERGENCY

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

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



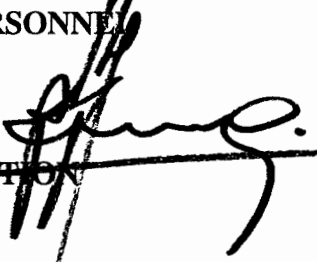
UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

INFORMATION CIRCULAR NO. 016/94

DATE: 5 NOVEMBER, 1994

TO: ALL UNAMIR PERSONNEL

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

SUBJECT: CATERING SERVICES FOR UNAMIR STAFF

- I am pleased to announce that UNAMIR has contracted the services of MGT Consolidated to provide catering services to staff members.
- As of November 3rd, 1994 a restaurant has been opened adjacent to the swimming pool at the Belgian Village. Attached is a list of prices, meal times and a sampling of the menu. The menu changes daily and is on a 25 day cycle, ensuring a wide selection of meals.
- Negotiations are under way to set up a restaurant in close proximity to Headquarters that would be similar to the one at the Belgian Village.
- Work is proceeding to ready the Headquarters' kitchen area into a café that will serve snacks and light meals to all staff members.

I would like to take this opportunity to compliment the staff of Support Services, in particular the Contract Management Cell and Building Management Services, for their ongoing efforts in making the lives of all UNAMIR personnel more comfortable.

## SCHEDULE AND MENU OF BELGIAN VILLAGE CATERING FACILITY

### **1. BREAKFAST : 06:30 - 08:00**

<u>MENU A</u>		<u>MENU B - US \$2.00</u>	
(i)	Choice of fruit	(i)	Choice of fruit
(ii)	Cereals with milk		or
(iii)	Eggs to order	(ii)	Cereals with milk
(iv)	Hot rolls, butter, jam	(ii)	Hot rolls, butter, jam
(v)	Tea or coffee	(iv)	Tea or coffee

### **2. LUNCH: 12:00 - 13:30**

### **3. DINNER: 18:00 - 22: 00**

#### LUNCH AND DINNER MENU FORMAT

- (i) Soup.
- (ii) Main dish (chicken, fish, beef, or pork).
- (iii) Vegetable.
- (iv) Potato.
- (v) Rice or bread.
- (vi) Dessert.
- (vii) Tea or coffee.

### **4. BAR SERVICE**

		\$	
(i)	Canned Beer	1.00	
(ii)	Regular whiskey (40 ml)	1.00	
(iii)	Premium Whiskey (40 ml)	1.00	
(iv)	Vodka (40 ml)	1.00	
(v)	Gin (40 ml)	1.00	
(vi)	Rum (40 ml)	1.00	
(vii)	Martini (40 ml)	1.00	
(viii)	Vermouth (40 ml)	1.00	
(xi)	Cognac (40 ml)	2.00	
(x)	Wine [red/white] (750 ml)	6.00	
(xi)	Wine [red/white] (per glass)	1.50	
(xii)	Coke / Fanta / Sprite	1.00	(per can)
(xiii)	Soda / Tonic water	1.00	(per can)
(xiv)	Dunhill cigarettes	15.00	(per carton)
(xv)	Rothmans cigarettes	15.00	(per carton)
(xvi)	Benson Hedges cigarettes	15.00	(per carton)
(xvii)	Marlboro cigarettes	15.00	(per carton)



UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM  
MEMORANDUM INTERIEUR

INFORMATION CIRCULAR NO. 015/94

Date: 31 October 1994

TO: All UNAMIR Personnel

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

SUBJECT: Official United Nations Holidays

The following days will be official UN holidays for the remaining of 1994:

Tuesday 01 November 1994, All Saints Day and

Monday 26 December 1994, as Christmas falls on Sunday 25 December 1994,  
the following Monday will be a holiday.

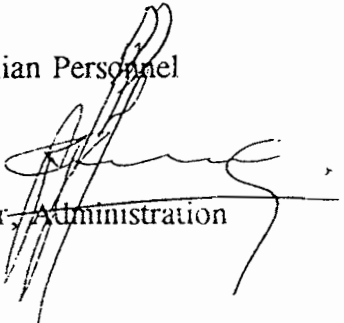




27 October 94

Information Circular No. 014/94

TO: All UNAMIR  
Military and Civilian Personnel

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

SUBJECT: Vehicle Regulations - Weekly Trip Tickets

It has been brought to my attention that a number of UNAMIR personnel driving UNAMIR's vehicles are not complying with the vehicle regulations stipulated in Administrative Instruction No. 001/94 with regard to "Weekly Trip Tickets"

As indicated in the Instruction, the trip ticket serves as an authority to operate an UNAMIR vehicle. The driver is responsible for the completion of trip tickets with regard to recording the mileage driven daily, the gasoline, diesel and/or oil received, the location of the services station, and the speedometer reading. Completed trip tickets should be submitted weekly to the office of the Chief Transport Officer in Kigali or the Field Services Assistants (FSA's) in the sectors.

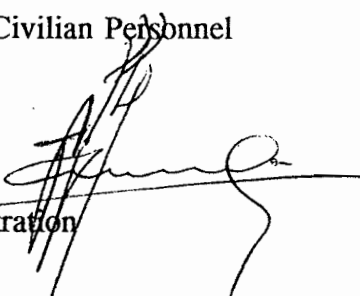
It is imperative that trip tickets are completed daily by the drivers concerned and submitted weekly as indicated above so that the Transport Section may compile the total kilometers and fuel used for their monthly statistical reports.

It will be much appreciated, therefore, if Heads of Components/Branches/Units could ensure that personnel authorized to operate UNAMIR vehicles are regularly reminded to complete their weekly trip tickets.

Please note that failure to complete trip tickets may result in the suspension of driving privileges and in the application of other measures as appropriate.

**INFORMATION CIRCULAR NO. 013/94**

TO : ALL UNAMIR HQ STAFF Date: 24 October 1994  
Military and Civilian Personnel

FROM : Ally H. Golo   
OIC Administration

SUBJECT : Issue of Potable Water - UNAMIR HQ and  
MILOB GP HQ Staff

1. This is to inform all Military and Civilian Personnel at UNAMIR Headquarters that a potable water issue point has been established by the Logistic Coordination Cell, in conjunction with Brown and Root, in order to minimize the personal cost of procuring bottled water. **This water issue point is a 20 foot sea container, located at the entrance to the Amahoro Stadium.** The water has been processed through a reverse osmosis water purification unit (ROWPU), and is regularly tested by our Medical Facility. You are therefore assured that the water is fit for consumption. The ROWPU process utilises chlorine and, as such, will have the smell of chlorine. While this may be unpleasant to some personnel, rest assured the water is quite drinkable.

2. All UNAMIR HQ and MILOBS GP HQ are entitled to draw potable water from the facility. It will be manned by a Brown and Root employee and customers are requested not to park inside the entrance to the Amahoro Stadium or in such a way as to restrict entrance to the stadium. **The days for issue are Monday, Wednesday and Friday between the hours of 0700 and 1700.** Should a problem arise with this service, please forward it to the

Logistic Coordination Cell and NOT with the person at the issue point NOR Brown and Root.

3. This facility has commenced operation on Friday 21 October 1994. Please note that bottled water may no longer be issued and sold in future; cut-off date of which will be communicated in due course. Staff will initially be issued one full 20 liter water jerry can each, which they are to sign for. Thereafter the jerry can will ONLY be exchanged for a full jerry can on production of the empty can. One jerry can should be sufficient for one week. Please note that the water is for drinking and cooking purposes only, not for washing. It is not intended to restrict the issue to one jerry can per staff member per week, however, if issues become excessive, a rationing system will be instituted. All staff are therefore requested to use the system as it is intended.

4. For MILOBS Group HQ, the bulk potable water facilities are being located in each of the sectors. If MILOBS in the sectors wish to draw drinking water from these facilities, they may do so once the point has been established. MILOBS in the sectors should conduct liaison with the contingent in their sector. As the water is issued for drinking only, the bulk water facilities will be made on the basis of 3 liters per person per day.

5. Your cooperation as detailed will ensure a smooth operation and a valuable service to all staff.

UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

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

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

INFORMATION CIRCULAR NO. 012/94

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

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

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

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

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

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

file Admin



UNITED NATIONS

NATIONS UNIES

.....

ASSISTANCE MISSION IN RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 011/94

TO: ALL UNAMIR MILITARY AND CIVILIAN PERSONNEL

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

SUBJECT: UNITED NATIONS DAY (24 OCTOBER 1994)

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

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

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

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

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



UNAMIR - MINUAR

File: Admin

INFORMATION CIRCULAR NO: 010/94

DATE: 18 October 1994

TO: All UNAMIR Military & Civilian Personnel

FROM: Ally Golo, Officer-in-Charge  
Administration

SUBJECT: Re-location of Communications Workshop

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

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

The following offices continue to be located at UNAMIR Headquarters:

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

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

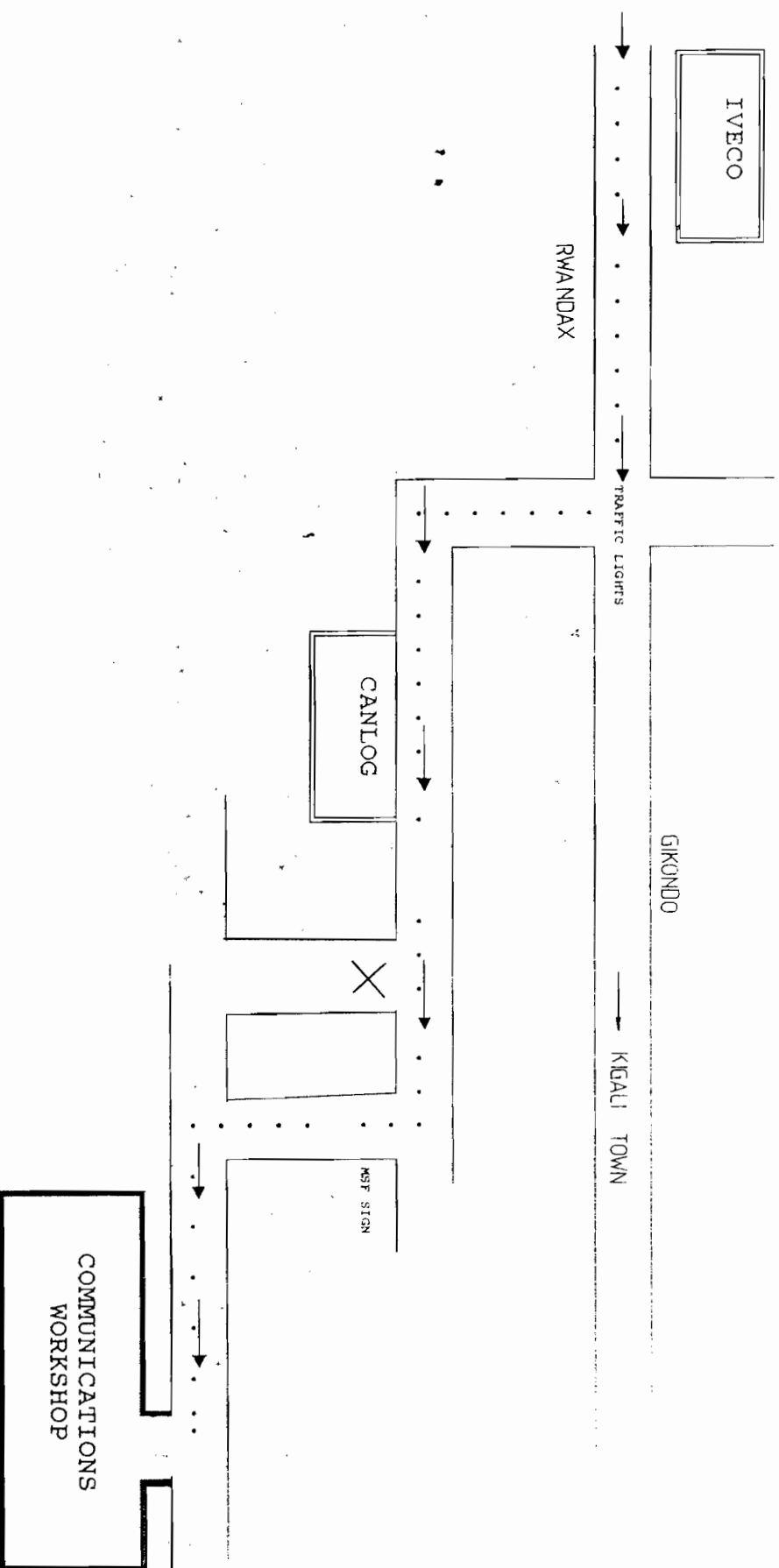
1. Submit written requests for equipment/installation to the Office of the Chief at Rm. 3021, Amohoro HQ, Ext. 11091.
2. For servicing/repair of equipment already issued, please contact the relevant unit.

Telephone access to the Communications Compound is as follows:

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

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

MAP TO COMMUNICATIONS COMPOUND







UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 009/94

DATE: ~~7~~ October 1994

TO: ALL UNAMIR MILITARY & CIVILIAN PERSONNEL

FROM: YALLY GOLO, OIC  
ADMINISTRATION

SUBJECT: LOCAL FAX/TELEPHONE NUMBERS

THE FOLLOWING FAX NUMBER FOR UNAMIR IS NOW AVAILABLE FOR USE  
VIA LOCAL PTT (RWANDATEL):

FAX NUMBER: ..... 250-86877

FURTHER TO INFORMATION CIRCULAR NO: 008/94, PLEASE NOTE THAT  
THERE IS **NO UNIVERSAL ACCESS** (LOCAL OR LONG DISTANCE) FROM UNAMIR  
EXTENSIONS, DUE TO TECHNICAL CONSTRAINTS EXPERIENCED BY RWANDATEL.  
YOU WILL BE INFORMED IF AND WHEN SUCH ACCESS BECOMES AVAILABLE. AT  
PRESENT, ONLY DESIGNATED UNAMIR EXTENSIONS HAVE THIS CAPABILITY.

IT IS ALSO CONFIRMED THAT THE FOLLOWING TELEPHONE NUMBERS MAY  
BE USED FROM OUTSIDE OF UNAMIR HQ, TO REACH THE UNAMIR SWITCHBOARD  
OPERATOR:

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



**CMC INFORMATION CIRCULAR**

7 October 1994

**TO:** All UNAMIR Staff

**FROM:** Mr. J. Albert, DCMCO

**SUBJECT:** **PROCEDURE FOR MINOR REQUEST FOR 4 LOCATIONS**

A. Starting Monday 10 October 94, a new procedure will be in place to request Brown & Root Services Corporation (BRSC) to make repair/minor work up to a total material value of \$40. If the work required is outside the capability or purchasing authority of the BRSC employee, the work request will be addressed to the relevant Work Order Manager for further action. The locations covered by the new procedure are:

1. UNAMIR HQ AMAHORO
2. BELGIAN VILLAGE
3. CHEZ LANDO HOTEL
4. MERIDIAN HOTEL

B. As an example, minor requests could be one of the following areas:

1. Repair a window
2. Install new padlock
3. Change light
4. Fix a toilet problem
5. Cleaning

C. Boxes will be located, with forms, in the designated locations for UNAMIR staff to deposit their requests. Boxes are located at the following locations:

1. UNAMIR HQ AMAHORO Reception
2. BELGIAN VILLAGE Bar
3. CHEZ LANDO HOTEL Reception
4. MERIDIAN HOTEL Reception

D. Each day, BRSC will complete the work requested in one or two days. When a task is completed, the work requestor will certify that the work has been satisfactory completed.

ATTACHMENT1: "MINOR REQUEST - BRSC" FORM

**MINOR REQUEST**  
**BROWN & ROOT SERVICES CORPORATION**

**REQUESTOR**

DATE OF REQUEST	_____	ID NUMBER	_____
NAME OF REQUESTOR	_____	TEL / CALL SIGN	_____
SECTION / BRANCH	_____		_____
LOCATION OF WORK	<input type="checkbox"/> UNAMIR HQ AMAHORO	ROOM NUMBER	_____
	<input type="checkbox"/> BELGIAN VILLAGE		
	<input type="checkbox"/> CHEZ LANDO HOTEL		
	<input type="checkbox"/> MERIDIAN HOTEL		

**DESCRIPTION OF DISCREPANCY**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BRSC**

BRSC NUMBER \_\_\_\_\_

LIST OF MATERIALS USED (receipt # is available)      WOR NUMBER      10. . . -

\_\_\_\_\_  
\_\_\_\_\_

REMARKS / COMMENTS

\_\_\_\_\_

TOTAL OF LABOUR HOURS

\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION**      (When work's completed)

I CERTIFY THAT THE WORK WAS COMPLETED SATISFACTORY	
SIGNATURE OF ACCEPTANCE _____	NAME _____
SIGNATURE OF BRSC RESP _____	NAME _____

When completed BRSC send a copy to CMC



UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 08/94

DATE: 5 October 1994

TO: All UNAMIR Military & Civilian Personnel

FROM: Ally Golo, OIC  
Administration

SUBJECT: Local Telephone Numbers Available from RWANDATEL

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

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

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



UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 007/94

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

DATE: 22 September 1994

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

REF: PERSONNEL/NS

SUBJECT: Revised MSA Rate

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

UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO.: 006/94

DATE: 16 September 1994

TO: All UNAMIR Civilian Personnel

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

SUBJECT: Staff Meeting with SRSG Mr. SHAHARYAR KHAN

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

All civilian staff are hereby requested to attend the meeting.

Thank you for your co-operation.

17.00 pm.

UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MIN

**Information Circular NO 005/94**

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

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

A handwritten signature in black ink, appearing to be "Ally H. Golo", written over a horizontal line.

CC.:

SUBJECT: **VISIT OF STAFF COUNCIL REPRESENTATIVES**

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

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

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

Thank you for your cooperation. >



UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO.: 004/94

DATE: 16 September 1994

TO: All Military and Civilian Staff

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

SUBJECT: INTERRUPTION OF POWER SUPPLY SATURDAY, 17 SEPTEMBER 1994

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

Please bear with us for this inconvenience.





UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 003/94

TO: All UNAMIR Staff

DATE: 09 September 1994

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

SUBJECT: BUS RUNS - KIGALI

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

# **AMENDMENT 1**

## **BUS SCHEDULE - KIGALI**

BUS STOPS	MORNINGS TO		EVENINGS FROM											
	BUS NO 5	UNAMIR HQ	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2	BUS NO 1	BUS NO 2
UNAMIR HQ	07:00		08:30	10:00	10:30	12:00	12:30	14:00	14:30	16:00			16:00	18:00
BELGIUM VILLAGE	07:15	07:30	08:45	09:45	10:45	11:45	12:45	13:45	14:45	15:45	17:15		18:45	19:15
HOTEL MERIDIEN	07:30	07:30	09:00	09:30	11:00	11:30	13:00	13:30	15:00	16:30	17:15		19:00	19:30
UNHCR BUILDING	07:45		09:15	09:15	11:15	11:15	13:15	13:15	15:15	16:15			19:15	19:15
VILLE COLLEENES	07:55	07:30	09:25	09:05	11:25	11:05	13:25	13:05	15:25	16:05	17:15		19:25	19:15
AUSTRALIAN HOSPITAL	08:05	07:30	09:35	09:55	11:35	10:55	13:35	12:55	15:35	14:55	17:15		19:35	19:15
SCSG LOG BASE	08:15		09:45	09:45	11:45	10:45	13:45	12:45	15:45	14:45			19:45	19:15
KIGALI AIRPORT	08:25		09:55	09:35	11:55	10:25	13:55	12:35	15:55	14:35			19:55	19:15
UNAMIR HQ	08:30		10:00	09:30	12:00	10:30	14:00	12:30	16:00	14:30			20:00	19:15

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



SKB

File: Inter-office  
2) Humanitarian

INFORMATION CIRCULAR

To: Heads of Divisions  
UNAMIR

From: Dr. Jacques-Roger Booh-Booh  
SRSG, UNAMIR

Date: 9 May 1994

Subject: Harmonization of UNAMIR activities

In the interest of harmonizing more effectively the activities of UNAMIR, especially during this crisis period, it is essential for all heads of divisions to revert to our pre 6 April practice of co-ordinating all the activities of the mission through the Office of the SRSG. Reports of contacts with Rwandese and other officials in Rwanda should be promptly prepared and submitted to me for information and necessary action.

Furthermore, to demonstrate the continuing totality and unity of our efforts, I have decided to assign with immediate effect and until further notice, Mr. B.P. Dessande, Political Affairs Officer, to liaise with the Office of the Force Commander and to represent the Office of the SRSG in all matters relating to both offices. I am also assigning Mr. S.K. Buo, Senior Political Affairs Officer, to co-ordinate on behalf of the Office of the SRSG, policy aspects relating to humanitarian assistance activities and programmes. These assignments are in addition to their other responsibilities.

The Executive Director will continue to have oversight of all aspects of the mission, including the co-ordination and clearance, on my behalf, of all correspondence destined for offices in New York. As usual, I shall continue to maintain regular contacts and consultations with heads of all divisions in UNAMIR.

UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

UNAMIR/IC/94/015  
30 March 1994

### INFORMATION CIRCULAR

To: All International Civilian Staff

From: Christine De Liso, OIC Administration

*C. De Liso*

Subject: Malaria Prophylaxis

We have received confirmation from United Nations HQ regarding the malaria prophylaxis for the mission area. Based on confirmation from the World Health Organization, we have been advised that LARIUM is the only prophylaxis which is effective in Rwanda/Uganda.

All staff are urged to use the malaria prophylaxis which has been provided. Any staff member who does not have a supply of LARIUM, which is taken on a weekly basis, should contact the Senior Medical Officer immediately.

Information: A/Force Commander  
Commissioner Civpol



UNAMIR/IC/94/009  
1 February 94

INFORMATION CIRCULAR

To: All International Civilian Staff

From: Per O. Hallqvist  
Chief Administrative Officer

Subject: Accrued Annual Leave

The purpose of this circular is to draw the attention of all civilian staff members on the following procedure governing the accrual of annual leave while on assignment to UNAMIR

Annual Leave

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

1 and one half days paid MSA leave for each completed month of mission assignment.

1 day annual leave with no payment of MSA.

Example 1)

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

$1.5 \times 4 = 6$  days with payment of MSA

$1 \times 4 = 4$  days annual leave with no payment of MSA

Example 2)

Staff member wishes to proceed on leave (outside mission area) for the period 1-15 February 94 (15 calendar days) His leave balance is 6 days paid MSA and 4 days annual leave with no payment of MSA.

In this case:

For MSA payment Purpose

1-15/2/94 (i.e, 15 calendar days) MSA will be discontinued for 15 days, including week-ends and official holidays, if any, and s/m will receive MSA payment only for the 6 days he has accrued.

For Leave Purpose

1-15/2/94 (only working days will be counted and deducted from s/m's leave balance)

#### Accrued Annual Leave

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

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

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

JAN

**UNITED NATIONS**  
ASSISTANCE MISSION FOR RWANDA

**NATIONS UNIES**  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

UNAMIR/IC/94/006  
27 JANUARY 1994

**INFORMATION CIRCULAR**

To: All Civilian and Military Personnel

From: Per O. Hallqvist  
Chief Administrative Officer

Subject: **OFFICIAL HOLIDAYS FOR 1994**



The following is a list of designated official United Nations (UNAMIR) holidays in Rwanda:

New Year's Day	01 January 1994
Democracy Day	28 January 1994
Easter Monday	04 April 1994
Labour Day	01 May 1994 (to be observed on Monday 02 May 1994)
Eid-al- Adha	May 1994 (Exact date depending on the sighting of the moon at Eid al Fitr)
Independence Day	01 July 1994
UN Day	26 October 1994
Christmas	25 December 1994 (to be observed on 23 December 1994)
Boxing Day	26 December 1994

The United Nations approves 9 holidays per annum worldwide.

Any staff member who would like to be away on a national holiday not mentioned above, may do so, subject to their supervisor's approval, with full knowledge that it will be charged against their annual leave.

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA  
U N A M I R

MISSION DES NATIONS UNIES POUR L'ASSISTANCE AU RWANDA  
M I N U A R

25 January 1994

UNAMIR/IC/94/06

INFORMATION CIRCULAR

To: See Distribution List  
From: Per O. Hallqvist  
Chief Administrative Officer  
Subject: POUCH SERVICE FRIDAY 28 JANUARY 1994

Please be informed that the New York pouch which normally is sent out Friday at mid day will change this week due to the National Holiday. Please prepare all necessary items for the same time on Thursday 27 January 1994.

Distribution: CAO, SAO, CPO, CCPO, CGSO, CCO, CFO, CBMSO, CMISO  
TO, SPTO  
SRSG, EO SRSG, FC, COMM CIVPOL





INTEROFFICE MEMORANDUM  
MEMORANDUM INTERIEUR

INFORMATION CIRCULAR

UNAMIR/IC/04

11 January 1994

TO: All Staff Members

THROUGH: P. O. Hallqvist, Chief Administrative Officer

FROM: A. R. Diallo, Chief Civilian Personnel Officer

SUBJECT: Transportation for Shopping

In order to accommodate the staff members and facilitate their shopping a 20 seaters bus will be put at their disposal every day, during the week at 16:00 effective 10 January 1994. For that purpose, the Bus will commute from Headquarters (Amahoro Hotel) to Downtown Kigali.

Chiefs of Section are requested to prepare a list, indicating specific days for those who would be using this service. Individual staff members will not be allowed to leave the office for shopping or other personal needs at any other time. This will enable everyone to benefit from the service.

File: Admin

UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR MINUAR

INFORMATION CIRCULAR NO 002/UNAMIR/94

DATE: 28 August 1994

TO: All Civilian and Military Personnel

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

SUBJECT: PROVISION OF COMPO RATIONS AND BOTTLED WATER

Please be advised that due to the critical situation of **compo rations** and **bottled water** available to support the Force and in view of the fact that the situation in the country is normalizing, it has been decided, with effect from 01 September 1994, that the distribution of **compo rations** and **bottled water** will be made available only to troops and staff officers for whom the Organization has the responsibility to provide meals and accommodation. This arrangement will further be reviewed in light of UNAMIR's ability to provide purified water to troops and UNHQ's decision on the arrangements related to the provision of meal allowance to Staff Officers. However, drinking water will be made available to UN personnel in receipt of MSA, at cost.

Water will be made available at US\$8.00 per case (18 litres) and every individual will be entitled to one (1) case per week only. Staff desiring to purchase bottled water may do so at the Logistic Base (located at the Industrial Park in Kigali), where arrangements will be made for provision and recording on Tuesdays and Fridays.



UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM  
MEMORANDUM INTERIEUR

UNAMIR/IC/03

INFORMATION CIRCULAR

11 January 1994

TO: All Staff Members

THROUGH: P. O. Hallqvist, Chief Administrative Officer

FROM: A. R. Diallo, Chief Civilian Personnel Officer

SUBJECT: Working Hours

With reference to Administrative Instruction (UNAMIR/AI/08) dated 15 December 1993, please note that the following was clarified with the CAO.

1. Official work days are Monday through Friday from 08:00 until 17:00, with one hour for Lunch. There are no "official work hours" during week-ends.
2. Staff may be asked by the Chief of their Section to work additional hours.
3. A Roster of Duty Officers/Secretaries to cover weekends is being finalized and will be communicated in due course.

INTEROFFICE MEMORANDUM  
MEMORANDUM INTERIEURINFORMATION CIRCULAR

UNAMIR/IC/02

11 January 1994

TO: All Staff Members

THROUGH: P. O. Hallqvist, Chief Administrative Officer

FROM: A. R. Diallo, Chief Civilian Personnel Officer

SUBJECT: Recreation/Sport clubs

Upon several staff members' request, it is proposed to establish Recreation/Sport Clubs for UNAMIR/UNOMUR Personnel.

The following clubs and coordinators for each clubs have been identified, and staff members who want to participate in these clubs are requested to register with Club Coordinators as indicated below:

Soccer (Football) Club	Mr. P. Mukoko	ext 1335
Volleyball Club	Mr. A. R. Diallo	ext 1376
Country Club	Ms. S. Causey	ext 1335
Basket ball Club	Mr. L. Torres	ext 1136
Golf Club	Mr. H. Benz	ext 1389
Tennis Club	Mr. B. Fouché	ext 1328
Streching Club	Ms. V. Pisteur	ext 1353

Other ideas are welcomed.

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

**INFORMATION CIRCULAR**

UNAMIR/IC/01

11 January 1994

TO: All Staff Members

THROUGH: P. O. Hallqvist, Chief Administrative Officer

FROM: A. R. Diallo, Chief Civilian Personnel Officer

SUBJECT: Administrative Staff and Management Committee

As explained during the Security Meeting in the Rotunda, it is proposed to establish a committee composed of Management and Staff Representatives. The Committee's mandate is to discuss matters of general and common interest, in a spirit of cooperation between Administration and the Staff.

In this regard, it would be appreciated if staff members, through CGSO could either nominate or elect their representatives to the Committee namely two representatives from the Professional category, two from General Service category, two from the Field Service Officer category and two from Local Staff Group. The Committee is expected to start meeting as soon as it is officially established, not later than 31 January 1994.