MELTINGS

17 SEPT - 19 DEC 1994

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UNITED NATIONS NATIONS UNIES
ASSISTANCE MISSION FOR RWANDA — MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

**TO :** See Distribution List

**Date :** December 22, 1994.

**FROM :** Office of Civpol Commissioner
UNAMIR - CIVPOL HQ
C\O UNEP
P.O. Box 30552
NAIROBI
KENYA.

**Ref.:** UNCP\OPRS\6\VI

**SUBJECT :** **Minutes of Civpol-Commissioner's Weekly Administrative Meeting with Heads of Divisions and Heads of Kigali I & II at Civpol HQ.**

PRESENT :

| | |
|---|---|
| Col. C.O. DIARRA | CIVPOL Commissioner (Chairman) |
| SUPT. O.M. GNEABOUR | CPOO |
| MAJ. S. Youssef | CPCO |
| DSP. C. BADU Alqual | LO/MILOBS HQ |
| CD. SANGARE Anatole | CTO |
| CD. SEKOU Marena | KIGALI II |
| SUPT. R.B. MVULA | POO-Secretary |

OPENING REMARKS :

The Chairman welcomed the members and the meeting commenced at 10h34.

ACTION

1.AMENDMENTS :

The following amendments were made on the previous minutes:

(i) On page 3, item 8, line one the name shish is wrongly spelt. It should read, SHAM SEDD

(ii) Page 4, item 10, line one, the name anatole should start with capital letter "A" to read "Anatole". Also line six, the word french, to start with capital letter "F" to read "French".

(iii) Still on page 4, item 11, line one the word reiterate to read "reiterated".

2. AGENDA :
(a) Adoption of previous meetings
(b) Control of Tasks
(c) Report of Chiefs of Divisions
(d) Information and instructions
(e) Miscellaneous

2.a. After the amendments the previous minutes were adopted.

2.b. No new tasks were given.

2.c.1. CPM-KIGALI TEAM I.

The team Leader of PMT-Kigali stated that his team continued the exercise of patrolling Kigali Metropolis during the past week.

He said on Monday 12/12/94 Kigali Central Market activities were disturbed following directives from the office of the Prefect of Kigali Major Rose Kabuye, ordering non-food dealers to vacate the market which is now designated for food staff only on or before 13/12/94.

The order was complied with and non-food merchants are now at another market called Nyabugogo.

On Tuesday 13/12/94, Kigali Team I visited Bank of Kigali. The Bank's Credit Officer informed the team that the bank's activities are yet to commence. He further said the Bank do not offer foreign exchange services for now following a directive from Rwanda National Bank. The Bank official also said the official current exchange for 1 US $ IS 137 Frs. The Team Leader disclosed that most Banks in Kigali are not operational.

On Wednesday 14/12/94, Kigali Team 1 visited Rural Prefect Dr. GAKUBA Narcisse, who informed them that out of 15 communes, eight (8) have some Land Mines and he solicited for UNAMIR assistance to have them cleared and

During the week, Kigali one team Leader said the sector resolved the issue of transferring of suspects/witness between sector 2 . Kabungo, sector 4, Butare and sector and office of Kigali Public Prosecutor.

ACTION

On Thursday 15/12/94,the Rwanda witness from Kibungo Hajambere was received at Helicopter Pad at the airport and later taken to Amahoro Canadian Contingent base for protective custody.
The team Leader further said PMT had accompanied the Prefect of Kigali (Rural) to Kanzenze Commune on familiarization tour of the area.

On Friday 16/12/94, the former Burundi President Major Pierre Buyoya arrived Kigali for a reconciliation visit.

The team Leader said on 17/12/94 Mr LAKE a U.S. National Security Advisor visited SRSG. The discussion was centred on security situation in Rwanda.

The team leader concluded his briefing with the information that Chief of UNHCR was discussing the nature of Hajambere's custody with the Prosecutor of Kigali.

2.c.2. CPM - KIGALI TEAM II.

The team Leader said on 16/12/94 his team went to Cyangugu for investigations, but the mission was not executed because the R.P.A. soldiers opened fire on them. The incident was reported to Ethiopian Battalion. At this juncture, Supt. O.M. GYEBOUR (CPOO) complained that most of the time sector commanders go out of Kigali.

2.C.3. CPOO :

The Chief Police Operations Officer told the meeting that the success of his office depends entirely on the efficiency of sector commanders who are expected to send Sitrep on time and has to be compiled following the proper format. Others do not follow the standard format , hence he has called to Kigali two sector commanders of Cyangugu and Ruhengeri so that they are taught the correct procedure of compiling sitrep.

The CPOO informed the meeting that sectors commanders carried out investigations out of Kigali without his knowledge. On this note the Chairman directed that in future CPOO should be informed of all investigations done and submit reports to his office.

ALL SECTOR COMMANDERS

CPOO also said he has written to Force Headquarters requesting for more Walkie-Talkies and the matter was receiving attention.

CPOO further observed the need to demarcate the operations office to improve efficiency. He complained of non-availability of secretaries on week-ends and Public holidays to type official correspondences. In response to his request, the Chairman urged CPOO to train his men how to operate the computer instead of asking for more manpower.

ACTION

CPOO

CPOO informed the meeting that the Operations wing had no motor vehicle to cater for operational officers.

2.C.4.C.T.O. :

The Chief training Officer informed the meeting that Ruhengeri Training Centre was officially opened last Monday. He said CIVPOL was requested to compile a Training programme in English which he said he worked on it already.

The Training Officer complained that his office was dark, there were no lights at all. In reply the Chairman directed the CALOG office to get in touch with relevant authority to have the office lit as soon as possible. DSP. H. DUKU Logistic officer said this office had already given the landlord a list of repairs to be done at CIVPOL-HQs building.

The Chairman informed the meeting that the landlord said that in the contract there is no mention of him carrying out repairs of the building, but it can be done by Brown and Roots.

2.C.5. L.O. :

The Liaison officer told the meeting that one CIVPOL officer is deployed at MILOB as a Liaison officer. He said the Deputy CIVPOL Commissioner had given him the guide lines for specification of the role of liaison officer, and has prepared a paper already.

The Chairman then directed the CTO and Maj. S. Youssef to see him on Monday 19 December 1994 for further consultation on the job specification of the liaison officer.

MATTERS ARISING.

The Chairman directed Personnel office to post one Jordan officer to Operations wing.

He also told the meeting that Guinea-Bisau had four officers who speak English and French, and directed Personnel to liaise with the CIVPOL Deputy Commissioner for deployment to Cyangugu, Kibuye and Butare. The deployed were to leave Kigali for their respective areas immediately.

PERSONNEL

4. CALOG :

ACTION

The Deputy Logistics officer informed the meeting that the 13 Bangladesh CIVPOL contingent had safely arrived Kigali. The Chairman quickly corrected this assertion and said the new arrivals were actually for MILOBS and not for CIVPOL.

The Chairman advised the Deputy Logistics officer that in future, before coming to the meeting his office has to compile in-depth data pertaining to Personnel matters for ready answers when need arises.

PERSONNEL

2.D. The Chairman told the meeting he was going for his CTO for some days next week, but lamented that he was not satisfied with the manner work was being done by various CIVPOL Leaders, element of inefficiency are at display an urged all to improve and execute their various assignments diligently.

He quickly observed the need for him to help ailing officers because of his past experience. he said some of the CIVPOL officers had actually improved their performance and cited DSP. CRIS Ero of PMT -Kigali sector I from whom he has noted some remarkable improvement.

The Chairman reiterated the fact that CIVPOL is a full component of UNAMIR, just like MILOB is, therefore we should perform work well just like them.

The Chairman once again pointed out that at CIVPOL Headquarters work was not done in the spirit of efficiency, a lot of improvement is needed and urged all to be conversant with their work and if they do not understand what they are supposed to do, the door to his office is open for everybody who need help and will be guided.

The chairman directed CPOO to inform all sector commanders to be in attendance at the next Saturday Administrative Meeting so that they do not lay behind time, only then will them be conversant with their day to day tasks.

On a very serious note the Chairman reminded the participants to note the fact that Operations office is the centre of CIVPOL's activities.

The Chairman urged the CPOO to use all kigali sector's officers for any assignment when need arises, instead of requesting for extra manpower.

C P O O

2.E. The Chairman directed that CPOO should address the officers in Kigali, not deployed and explain to them their role.

said next meeting would be on Tuesday 19/12/94.

The meeting ended at 12h34.

Cne Keita

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MILOBS COMMAND AND STAFF CONFERENCE
PROGRAMME OF ACTIVITIES
SECTOR ONE - 16 SEPTEMBER 1994

| Srl | TIME | ACTIVITY | REMARKS |
|---|---|---|---|
| 1. | 0815 | Arrival of Sector Comds / MILOB HQ Staff | Coffee/ tea served |
| 2 | 0845 | Arrival of CMO | |
| 3 | 0855 | All participants seated | |
| 4 | 0900 | Host Sector Comd welcomes participants | |
| 5 | 0905 | CMO's Opening Remarks | |
| | | Briefing by Sector Comds | |
| 6 | 0910-0930 | Sector 4A | |
| | 0935-0955 | Sector 4B | |
| | 1000-1020 | Sector 4C | |
| | 1025-1045 | BREAK | Coffee / Tea served |
| | 1050-1110 | Sector 5 | |
| | 1115-1135 | Sector 3 | |
| | 1140-1200 | Sector 2 | |
| | 1205-1225 | Sector 1 | |
| 7 | 1230-1250 | CMO / Staff and HAC consult | |
| 8 | 1255-1315 | Staff Response<br>a COO<br>b HAC Rep<br>c SLOGO<br>d SMPO | |
| 9. | 1315-1320 | Closing Remarks by CMO | |
| 10. | 1320-1420 | Lunch | |
| 11. | 1420-1520 | Visit GATUNA Bridge | |
| 12. | 1530 | Dispersal | |

CALOGO ✓

to see me about (1)

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Reg 16 7
25/11

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MISSION POUR L'ASSISTANCE AU RWANDA
UNIR - MINUAR

Office of the DFC/COS
UNAMIR Force HQ
c/o UNEP
P.O. Box 30552
Nairobi
KENYA

1000.8(DFC)/G/4 24 November 1994

See distribution:

**MINUTES OF DFC/COS's WEEKLY ADMINISTRATIVE MEETING WITH HEADS OF DEPARTMENT HELD AT FHQ CONFERENCE ROOM ON 22 NOVEMBER 1994**

| | | | |
|---|---|---|---|
| Present: | Col KP O'Kelly | - | DCOS SP - Chairman |
| | Col UA Moeen | - | DCMO |
| | Col WP Ramsey | - | FMO |
| | Mr G Wordley | - | CCLOGO/A/CSS |
| | Lt Cdr KE Itoko | - | A/MA to DFC/COS - Sec. |

**OPENING REMARKS**

1. The Chairman welcomed members and the meeting commenced at 1405 hrs.

2. The following corrections were made from Minutes of the previous meeting before they were adopted:

a. In para 4 the word "repair" should read "installation"

b. In para 15 the heading should be "LEAVE FOR MILOBS" and the last word should read "leave". Cancel the abbreviation CTO in the first sentence.

c. In para 22 the word "security" should read "safety".

## ITEM 1 - MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

3. **MEDICAL REPATRIATION**. The FMO said the DFC needed to be briefed on the current situation. — FMO

4. **BULK FUEL STORAGE**. The A/CSS said a facility suitable for a retail depot has been located at a suitable location in Kigali. He reported that it would hold 400,000 litres of fuel, or some 30 day's worth. — A/CSS

5. **CTO/LEAVE ALLOWANCES**. The issue of the Uruguay MILOBS was raised by the Chairman while the DCMO remarked that the habit of individual officers approaching the FC directly should cease. — CMO

6. **OFFICE FURNITURE**. The A/CSS said the CIVPOL has collected most of the available furniture, MILOBS HQ has also received some furniture. He further said the UNICEF building which is soon to be occupied by UNAMIR will have to be furnished. — DCOS SP, A/CSS

## ITEM 2 - NEW BUSINESS

7. **MILOBS REPATRIATION**. The DCMO said the problem of MILOBS repatriation is in the area of their leave and financial claims. He further said that if the Force Commander gives approval for the MILOBS movement, why should the Travel Section (Movement Control) staff object to the approval. A member remarked that Mme. Marie-Therese needs some direction from the CAO's office. — A/CSS

## CLOSING REMARKS

8. The Chairman thanked members and the meeting was concluded at 1434 hrs.

KE Itoko
Lt Cdr
A/MA to DFC/COS
Secretary

Distribution:

| Action: | Info: |
|---|---|
| DCOS SP | DFC |
| DCMO | MA to FC |
| FMO | CAO |
| A/CSS | CIVPOL |

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UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR
CIVPOL HQ

*To:* *See Distribution List* *Date: 7/12/94*

*From:* *DPC* *Ref.: CIVPOL/MEMO/INT/6/94*

*Subject:* *WEEKLY MEETINGS*

*There will be meeting of all Heads of Divisions at 1000 hrs every Saturday at CIVPOL HQ.*

*All must endeavour to attend.*

*CPOO to provide an officer to take minutes at all such meetings.*

*D/List:*

*CPC*

*CPOO*

*CALOG* ✓

*CPMO*

*CTO*

*CPIO*

*Senior Liaison/FHQ*

*Senior Liaison MILOBS HQ*

*PMT Kigali I & II*

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UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR
CIVPOL HQ

*To: See Distribution List* — *Date: 7/12/94*

*From: DPC* — *Ref.: CIVPOL/MEMO/1/7/94*

*Subject: DISCUSSION ON SECURITY COUNCIL RESOLUTION*

*The CIVPOL Commissioner will meet all Heads of Divisions and PMT Kigali I & II at 0900 hrs tomorrow Thursday 8 November 94 at CIVPOL HQ to discuss the Security Council Resolution on the Task of CIVPOL.*

*all should attend with ideas suggestions on the new CIVPOL task.*

*D/List:*

*CPC*

*CPOO*

*CALOG*

*CPMO*

*CTO*

*CPIO*

*Liaison/FHQ*

*Liaison MILOBS HQ*

*PMT Kigali I & II*

C&LOG 18 CIV POL Rg 191 30/11

**MEMORANDUM**

29 Nov 94

Distribution List

**MINUTES OF THE ENGINEERING CONFERENCE DATED 24 NOV 94**

1. The chairman started the meeting at 11:10 am, by welcoming the participants and presenting two new officers: the new FEO and the new Chief of BMS.

ZAMBATT REQUISITIONS, MATERIAL REQUISITIONS' STATUS

2. He proceeded with the verification of the execution of the obligations undertaken by participants in previous conferences. Concerning the ZAMBATT's material requirement, the chairman said that ZAMBATT should show more interest in collecting materials for themselves and that things should be done in time, when required. Then he asked Mr. Philip Cooper from UNPROFOR to report on his visit to Nairobi concerning materials status. Mr. Cooper said that he went to Nairobi indeed to see procurement about the progress of requirements. The equipment and materials were on the Nairobi airport waiting to be sent to Kigali. They are expected any time.

CREDIBILITY OF REPORTS, UNAMIR SELF-HELP PROGRAM

3. The chairman read two contradictory statements from ZAMBATT about their capabilities, one confirming their capabilities, another denying them. He asked the participants to avoid such things if they wanted their reports to be credible. The chairman showed a document concerning procedures to be followed when making requisitions for UNAMIR Self-Help Program for building engr services and reimbursement rules.

RECCE OF NYARUBUYE, KIGALI-GATUNA ROAD MAINTENANCE

4. The chairman announced a visit to Nyarubuye for Friday 25 Nov. The NICOY EOD tm accepted to go and do the EOD inspection. Concerning the NICOY engagement in the Kigali-Gatuna road maintenance the chairman asked them to make it clear about two options (UNAMIR's assistance and any other's). The Unit should state clearly which option is foreseen.

THE "BELGIAN VILLAGE" SECURITY FACILITIES IMPROVEMENT

5. The chairman said that he had tried to task BRITCON and B & R but that it was beyond their capabilities at the moment. Anyway he foresaw the possibility of tasking INDBATT Engineers. He advised Capt R CHETTY, from INDBATT who agreed to carry out the task, about how to do that, with the CBMS co-ordination for materials requirements.

THE NEW CHIEF OF BMS INTRODUCTION

6. Mr. Philip Cooper from UNPROFOR presented the new CBMS and defined the scope of his authority. He also presented Patrick Baudin, another BMS officer and defined his capabilities, particularly centered around in-coming mat. and eqpt. Then, Mr Cooper briefed the participants about ways and procedures to get things. A detailed document was distributed to the participants.

REQUIREMENTS' PRECISION AND THE PROCEDURE OF THEIR SUBMISSION

7. Mr Patrick Baudin first asked for more precision to units when making requirements. The CBMS thanked Mr Cooper and insisted on a number of items briefed by him. Then, he emphasized the fact that in order to help as much as possible, everybody down the line should be involved in the establishment of a procedure that makes things go smoothly and quickly. Thus he said that when a contractee was involved in self-help programs, the units should first of all get approval before contacting him because a lot of problems have already arisen in that matter. He then put emphasis on precision in requirements which would be honored for immediate needs, but propounded the long-term idea of submitting requirements for six months for all contigents. He added that for the next 2 or 3 weeks he would be going to every unit's location to see what their requirements might be.

MR.COOPER's INSPECTION OF SECTORS, TUNBATT's COMPOUNDS IMPROVEMENT AT MUTURA, BUSOGO AND NEMBA, AUSMED EOD ACTION IN TRAFIPRO (KIGALI)

8. Mr. Cooper announced for Friday Nov 25, their visit to three locations (Kibuye, Cyangugu and Gikongoro) and asked contingents' help in collecting them at the helipads. He gave the exact times of arrival and leave at and from every location. To a comment from CBMS advising units to ask for help to FEO in different aspects, the chairman responded insistingly that their capabilities for road building were now zero. But for urgent tasks, he advised CMBS to get into contact with ASTALDI who have some equipment which could be obtained if paid for. He also mentioned some slag found in Mutura and Busogo not far from TUNBATT's location. In his opinion, he was positive about TUNBATT's help. The chairman also advised INDBATT EOD tm leader to be involved in the process. The chairman also asked AUSMED to do some blasting in the B & R area (TRAFIPRO).

RECCE OF THE ROAD IN FRAFBATT AO, THE CO-ORDINATION MEETING BETWEEN FEO, MAJ UDE AND CAPT DEVEAU REGARDING EXPLOSIVES, GHANBATT's ROTATION AND MOVEMENT FROM SECTOR 4 TO SECT 2, GHANBATT's CURRENT NEEDS

9. Lt John Dione from FRAFBATT recognized having received a work order and promised to do a recce as soon as possible. The chairman asked Maj Ude if he had had any chance to meet Capt Devau about explosives. Maj. UDE answered that he had not, and suggested a meeting with himself, Capt Deveau and FEO. Maj. Ahialey from GHANBATT said that GHANBATT will be completing rotation the following week, moving from sector 4 to 2. He talked of needs in timber and other mat. for re-installation. CBMS advised him first to see availability on the local market and send info to BMS. Maj. Ahialey also asked if there was any excavator available, belonging to the Force. The answer was negative and to the question of CBMS regarding the availability of that machine on the local market, the chairman answered that there were 3 sources of mat. & equipment. First, he talked of the MINTRAPE list of eqpt scattered around the country. They can be used if only fuel was provided. Second, he mentioned ASTALDI and the Chinese company. He stressed the fact that ASTALDI could give away some things needed provided that they are paid for.

| SL | ACTION | RESPONSIBLE | REMARKS |
|---|---|---|---|
| 1. | SUBMISSION OF MAT. REQUISITION | CAPT INYAMBO | ZAMBATT |
| 2. | SELF-HELP PROGRAMME FOR BUILD. | ALL UNITS | |
| 3. | MAINTENANCE OF KIGALI-GATUNA ROAD (SUBMISSION OF 2 OPTIONS) | MAJ UDE | NICOY |
| 4. | THE BELGIAN VILLAGE SECURITY FACILITIES IMPR.+TUNBATT's COMPOUNDS SLAGGING AT MUTURA AND BUSOGO | CAPT CHETTY | INDBATT |
| 5. | DETAILED CURRENT REQUSITIONS AND 6 MONTH REQUIREMENTS SUBMISION | ALL UNITS | |
| 6. | MR.COOPER's COLLECTING FROM HELIPADS AT KIBUYE,CYANGUGU AND GIKONGORO | LT DIONE<br>MAJ AHIALEY | FRAFBATT<br>GHANBATT |
| 7. | THE ASTALDI EQPT ALOTTMENT FOR THE TUNBATT's COMPOUNDS IMPROVEMENT | MR.LESSANU | CBMS |
| 8. | THE EOD ACTION IN TRAFIPRO | CAPT HUGHES | AUSMED |
| 9. | THE ROAD RUTSIRO-KAYOVE RECCE | LT DIONE | FRAFBATT |
| 10. | MAJ UDE-CAPT DEVEAU MEETING REGARDING EXPLOSIVES. | MAJ UDE | NICOY |

The chairman closed the meeting at 12:00.

**The next engr conference is scheduled on 1 Dec 94 at 1100 hrs, at the Conference Room, UNAMIR FHQ.**

**THE FOLLOWING PERSONS TOOK PART AT THE CONFERENCE;**

| | | | | |
|---|---|---|---|---|
| a. | Mr.Philip Cooper | from BMS | - | Visitor (UNPROFOR) |
| b. | Mr.Nicolls | " " | - | " |
| c. | Maj Agrawal | | - | G3 Engr/FEO |
| d. | Maj Ahialey | " GHANBATT | - | Engineer |
| e. | Maj W Ude | " NICOY | - | EOD Tm Ldr |
| f. | Capt Hughes | " AUSMED | - | Engineer |
| g. | Capt Inyambo | " ZAMBATT | - | " |
| h. | Capt Chetty | " INDBATT | - | " |
| i. | Lt Dione | " FRAFBATT | - | " |
| j. | Mr.Minas Lessanu | | - | CBMS |
| k. | Mr.Baudin | " BMS | - | (resp.for req. proc.) |
| l. | Mr.Jack Parnell | | - | Quality Assur.Manager |
| m. | Mr.Gabe Andino | " B&R | - | Ops Offr |

J Maczka
Maj
G3 Engr/FEO

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| BMS | D COS OPS |
| B & R | |

ALOG C

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UNCIVPOL
Reg 89
15/11
Report.

**MEMORANDUM**

15 Nov 94

Distribution List

**MINUTES OF THE ENGINEERING CONFERENCE DATED 10 NOV 94**

1. The chairman started the meeting at 11:05 am, welcoming the participants.

B & R TASKS PERFORMANCE, TUNBATT's EXPLOSIVES REQUIREMENT

2. He proceeded with the verification of the execution of the obligations undertaken by participants in previous conferences. In response to the question concerning B & R tasks performance, the B & R representative, Mr.Sheppard, said that he was a new representative and so he could not report on the tasks carried out. The chairman reported that TUNBATT informed him that their EOD Tm was not useful now because they did not have any explosives. The chairman has started making contacts in order to help them to solve the problem.

THE GATUNA BRIDGE IMPROVEMENT, THE TARE BRIDGE REPAIR, CONGRATULATIONS FOR BRITCON ENGINEERS, THE BELGIAN VILLAGE WATER SUPPLY, ANOTHER UXO IN THE INDBATT's COMPOUND, THE BRITCON's ENGR TASKS AND EQPT HANDOVER TO B&R

3. The chairman asked about the progress in the improvement of the GATUNA bridge. Maj James from BRITCON said that it was completed on Nov 9 and that they were undertaking the repair of another, TARE bridge. The chairman showered congratulations on their unit. Next, he reminded the task regarding the Belgian Village water supply and he asked Maj James about the progress. Maj James replied that it would be completed by the end of the week. Furthermore the chairman asked major James why the EOD inspection of the INDBATT'S compound was not yet done. Maj James replied that to his knowledge the task had been done. The chairman stated that supposedly another UXO had been found there therefore Maj James promised to take care of it. Concerning the engr activity's hand over to B & R, the new B & R representative, Mr. Sheppard, said that it had not been done. Maj James added that some of BRITCON's eqpt had been handed over to them.

THE FEEDBACK INFORMATION CONCERNING A MATERIAL REQUIREMENTS

Asked about the feedback information requested concerning requirements, the BMS representative said that it had not been done.

SUBSTANTIATION OF REQUISITIONS, THE ZAMBATT's EOD TERMS OF REFERENCE, EXPLOSIVES FOR NICOY, WEEKLY STATUS REPORT CONCERNING MATERIAL STORES

5. The chairman verified the ZAMBATT material requisition and asked for the provision of an appropriate substantiation when making requirements. He also reminded them that he had not yet received their terms of reference. Major Ude from NICOY talked about bomb disposal in their area of operation and complained that they did not have any explosives to help when the population or RPA

reported some bombs. He was reminded to submit a requirement to CLOGO after approval by G3 Engr/FEO and to agree with RPA what to do with the bombs in the meantime. Lt Dione from FRAFBATT announced that he had received on Nov 10 the eqpt and materials required for the MUBUGA installation, but not plumbing eqpt & mat. He also complained that there was no feedback info concerning his requirement list for the repair of 7 bridges. The chairman reminded that BMS should submit a weekly status report about all incoming eqpt & materials and about the progress in requisitions processing. Mr. Brian Seales confirmed the importance of that system and promised to initiate it. Mr Cooper from UNPROFOR said that they also had materials stores and they should know about the status of requirements in order to help. The chairman answered that he should know about their list of stores in order to know what to request.

REQUIREMENTS PROCESSING TIME, DEFENCE STORES AND A FREEZER FOR GHANBATT

6. Capt Inyambo from ZAMBATT said that he was at his first meeting and was busy reading the minutes of previous ones to get acquainted but anyway asked why the requirements took so long a time to be answered. Maj Diaba explained to him that things had to come from Nairobi. The chairman asked about the collection of defense stores from the Can. Log. Base. Maj Diaba confirmed that they had been already collected. Further, he recognized having received from BRITCON one fork lift, and a freezer, container-size.

MR. COOPER VISIT's AGENDA, INDBATT's ARRIVAL

7. Mr. Cooper from UNPROFOR briefed about their activity. They do such things as engr support in eqpt, materials and accommodation. He announced that next week he will be travelling to sectors, looking at civilian and military installation and all their opportunities. But he complained about the slowness of procedures with the UN: the UN buys but takes too much time to pay. The chairman announced that the INDBATT was expected today and hoped for a relief with their in-coming engr elements.
He closed the meeting on this optimistic note at 11:35 a.m .

**The next engr conference is scheduled on 17 Nov 94 at 1100 hrs, at the Conference Room, UNAMIR FHQ.**

J Maczka
Maj
G3 Engr/FEO

DISTRIBUTION LIST

| Action | Info |
|---|---|
| LIST C | DFC/COS |
| BMS | D COS OPS |
| B & R | |

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MEMORANDUM

21 Nov 94

Distribution List

**MINUTES OF THE ENGINEERING CONFERENCE DATED 17 NOV 94**

1. The chairman started the meeting at 11:10 am, welcoming the participants.

B & R TASKS PERFORMANCE, RECCE OF THE ROAD: BUTARE-WATER DISTRIBUTION POINT, WATER SUPPLY OF THE BELGIAN VILLAGE

2. He proceeded with the verification of the execution of the obligations undertaken by participants in previous conferences. He first reported his Nov 16 visit to Butare where he spoke to Capt Jeff from the Butare TAC HQ about their task on the road from Butare to the water distribution point. The info given seemed contradictory and there was no satisfactory answer concerning local materials for road building. The chairman took the opportunity to remind the participants about the importance of self-help and about the necessity of material Data Base establishment. Then, he reminded about the completion of the task on the Belgian Village Compound. Asked to report on the tasks to be carried out by B & R, the company's representative, Mr.Gabe Andino, said that not much had been done because they have no capacities at the moment, as the eqpt and materials expected from Somalia had not arrived. Thus, the rehabilitation of the Cyangugu and Gikongoro airstrips still had to wait. To a question from Mr. Cooper from UNPROFOR concerning a work order for the airstrips, Mr. Andino replied that he had not received any.

THE NICOY REQUIREMENT FOR EXPLOSIVES, MATERIALS FOR ZAMBATT

3. Maj Ude from NICOY said that there was no progress with their requirement for explosives. The chairman explained that UNAMIR Logistics had to wait for the UNNY approval of the Canadian explosives resale to UNAMIR and advised him to get in touch with Capt Deveau, who presumably was in the position to lend him required materials. Capt Inyambo from ZAMBATT, asked about the corrected, substantiated requirement referred to during the last meeting, said that it was not yet ready.

MATERIALS REQUIREMENTS, ASSIST FOR AMURT, ENGR INSPECTION, THE EOD TASK AT KIBUNGO

4. Mr.Seales from BMS said that their section was busy putting general materials order lists in order and he was emphatically asked to improve the system, in terms of rapidity. Thus, Mr. Cooper complained about a lot of job not being done because of the lack of materials due to slowness. He announced that he was going to Nairobi on Monday Nov 21, to try to speed up the process.
The chairman reminded that he had a letter from AMURT asking for assistance and suggested that they would speak to the INDBATT about it. He also announced for Friday Nov 18 an engr inspection of Sectors HQs at Byumba, Gisenyi and Kibungo. By the way, he mentioned the Kibungo Technical School in need of EOD inspection. As BRITCON cannot be tasked because they are leaving, Major DIABA

from GHANBA answered positively to the chairman's request to do the job. He asked the chairman to just process the work order and let them know.

BRITCON'S ENGR TASKS HAND OVER TO B&R, THE KAYOVE-RUTSIRO ROAD REPAIR

5. Asked about the hand over of BRITCON'S engr activities to B & R, Mr. Andino answered that it had been going on smoothly, in general.The chairman announced that he had received a letter from RPA requesting the repair of the road KAYOVE-RUTSIRO for which a recce is necessary.

THE AUSMED EOD TASKS RESUMPTION, THE KIGALI-GATUNA ROAD MAINTENANCE, NICOY FACILITIES IMPROVEMENT

6. Asked if they could resume the EOD inspection of the Kigali school compounds, Capt Hughes responded positively. Major Ude declared that there had been no task handover between BRITCON and NICOY as it had been said by the former. He also asked for additional info concerning the project recce on the Kigali-Gatuna road. The chairman promised the info and told him that what they had to do was concentrate on clearing the bush in the place pointed in Mr. Currier's recce report and be prepared for permanent maintenance of the road. Major Ude said that previous recces might be outdated as the road deteriorated, and that NICOY had made their own recce. He also reported on collected unexploded materials such as bombs, grenades, mines etc. He complained that they had no explosives to dispose of them. Major Ude also said that they had built one toilet facility but needed 1 or 2 more extra.

PETTY CASH ALLOTMENT SYSTEM FOR UNITS, THE GHANBATT'S FACILITIES IMPROVEMENT, CONTRACTS FOR UNAMIR PERMISES USE, THE MAJ DIABA's REPLACEMENT INTRODUCTION, ENGR INSPECTION OF NICOY

7. The B & R officer said that they had a lot of things not done in a systematic way, but that they were trying to have all the problems addressed. He promised the presence of the Chief of BMS to the conference next Thursday. Maj Diaba from GHANBATT said that self-help was OK, but that the money allocated (2000$) was too small for the needs. Mr Cooper replied that this sum was assigned to help do urgent work. When the money is finished and the work still on hand, more money can be given, depending on the amount of the work. Maj Diaba also talked of the premises occupied by his BATT needing improvement. Mr. Cooper said that when there is some agreement with the government or local authorities for occupation, UNAMIR should get a copy. He added that the kind of work to be done in the premises depended on how long the BATT/UNIT would stay there. Maj Diaba came back to the BMS system, complaining of its slowness and of a lack of follow-up. He then introduced Maj PK Ahialey who came to replace him. He thanked the participants for the co-operation they enjoyed together. The chairman also thanked Maj Diaba for his co-operation and especial availability. The chairman announced a Heli inspection on Friday, Nov 18, to Maj Ude, and said the message would be also carried to other units. He closed the meeting at 11:50.

**The next engr conference is scheduled on 24 Nov 94 at 1100 hrs, at the Conference Room, UNAMIR FHQ.**

THE FOLLOWING PERSONS TOOK PART AT THE CONFERENCE;

| | | | | | |
|---|---|---|---|---|---|
| a. | Mr.Philip Cooper | from | BMS | - | Visitor |
| b. | Mr.Brian Seales | " | " | - | material requests |
| c. | Mr.Gabe Andino | " | B&R | - | Ops Offr |
| d. | Maj Diaba | " | GHANBATT | - | Engineer |
| e. | Maj Ahialey | " | " | - | " |
| f. | Maj W Ude | " | NICOY | - | EOD Tm Ldr |
| g. | Capt Hughes | " | AUSMED | - | Engineer |
| h. | Capt Inyambo | " | ZAMBATT | - | " |

J Maczka
Maj
G3 Engr/FEO

DISTRIBUTION LIST

| Action | Info |
|---|---|
| LIST C | DFC/COS |
| BMS | D COS OPS |
| B & R | |

15

*MINUTES OF CIVPOL COMMISSIONER'S MEETING WITH HEADQUARTERS PERSONNEL ON 3RD NOV. 1994*

*VENUE: CONFERENCE HALL OF UNAMIR HQ*

*I. ATTENDANCE:*

*1) COL. DIARRA CHEICK OUMAR, CIVPOL Commissioner*

*2) LT. COL. TRAORE AROUNA, Deputy CIVPOL Commissioner*

*3) Major Lanceni Diakité, Training*

*4) Major Alioune Sampil, CALOG*

*5) Supt. O. M. Gyeabour, CPMO*

*6) DSP Effiong Bassey, CLOG.T*

*7) DSP L.B. Quarshie, POO*

*8) C.P. OUTTARA N'golo, CIVPOL Secretary*

*9) Capt Toumani Sissoko, PMO*

*10) Capt Alassane Sanogo, PIO*

*11) ASP Adamu Adams, POO*

*The meeting was declared open by the Commissioner Col. Cheick Oumar Diarra at about 1506 hours. In his opening remarks, the Commissioner blamed his inability to meet with the Staff since their appointment largely due to the problems created by lack of office accommodation. The following are highlights of the meeting.*

*II. OFFICE ACCOMMODATION*

*On the issue of office accommodation, the Commissioner explained that the delay in acquisition had been one of the contributing factors in the full take off of CIVPOL programme, but assured this would soon be a thing of the past.*

*III. VEHICLE*

*He stated that as far as CIVPOL duties are concerned, the importance of vehicles cannot be over emphasised.The Commissioner noted that the Department's current strength of 77 officers cannot be serviced by 11 vehicles, out of which two have broken down and leaving it with only 9 serviceable vehicles, that working without the necessary logistics in this regard may entail more problems than it was intended to resolve, he added.*

*Only recently, vehicles that were allocated to MILOBS and CIVPOLS were distributed among MILOBS Sectors without any for the police. This situation has been decried and the authorities duly informed for immediate remedy.*

*III. AUTONOMY OF CIVPOL*

*The Commissioner enjoins CIVPOL to be most committed in the performance of their duties and be above board now that the issue of autonomy is being addressed, as the bulk of UNAMIR job now rest on the police and we cannot afford to fail.*

*IV. TRAINING*

*In the field of training, the commissioner commended UNAMIR-CIVPOL for successfully conducting a training programme of 100 Gendarmerie who will be passing out on 5/11/94. The CP also revealed that plans are under way for the training of another batch of 300 intakes while this will be followed by an induction training programme for the trainers. It was also disclosed that further training programme will be conducted at Ruhengeri in view of the availability of training facilities there. A proposal to facilitate this has been presented to the Rwandese Ministry of Interior for consideration.*

*IV. DEPLOYMENT OF CIVPOL*

*In this regard, the CP stated that the delay in CIVPOL's deployment was due mainly to the attitudes of prefects who claimed ignorance of the outfit and what their functions are likely to be. The CP also disclosed that the Ministry of Interior has agreed in principle to the deployment but demanded CIVPOL schedule of duty. The Minister however said that new prefects would soon be appointed and that he should be given some time to brief them. The CP stressed that there was no other options as the deployment must receive the official blessing of the prefects, the*

*political heads of the prefectures in addition to the fact that CIVPOL will be working juxtapose with the Prefects. The Commissioner however expressed his displeasure over the conduct of some CIVPOL personnel awaiting deployment in Gitarama for their sarcastic remarks over the state of things. The various team leaders were enjoined to carry this message to the officers with a view to acquainting them of the constraints facing the department.*

*The CP also hinted that reorganisation of the HQ staff is being put in place, following the arrival of new CIVPOLS which has beefed up our strength and this will involve new movement and change of duty postings as ordered in the last exercise. He added that the controversy over the control of CIVPOL between the office of the Force Commander and SRSG has been resolved. CIVPOL is now directly under the SRSG.*

*After his opening remarks about UNAMIR CIVPOL, the CP called for questions and suggestions.*

*In his own contribution, Supt O.M. Gyeabour advised the CP to hasten the deployment, as living conditions in Gitarama now due to the preponderance of officers there, can best be described as deplorable. In response, the CP said the situation would soon be over.*

*DSP Bassey Effiong also suggested that since Sector Commanders are willing to absorb CIVPOLS posted to them, it would be better to move the men already posted to render skeletal services instead of waiting for the prefects green light.*

*The DC Lt. Col. Traoré Arouna responded on behalf of the CP that apart from lack of vehicles, the prefects in whose jurisdiction they are going to work have to be officially intimated by the government who have started doing something in that direction. He cited the situation in Butare where the teams posted there are now faced with more than anticipated problems to wit lack of vehicle and other logistics, apart from the present insensitivity of the MILOBS and Prefects in the sectors/prefectures.*

*CDT Sampil Alioune in his own contribution, stated that the Commissioner should not be stampeded into deployment to where there are no logistics stressing that such will create more problem than it was intended to solve. He also observed that some Staff members are not working in harmony with others, and solicitates level headed cooperation and team work.*

*The CP in conclusion directed the DC to arrange a meeting with the sectional heads to streamline functions and furnish him the outcome as soon as possible.*

*The meeting ended at 1550 hours.*

*Minutes taking by*

*ASP Adamu Adams.*

*POO*

UNITED NATIONS NATIONS UNIES

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

14

UNAMIR - MINUAR

**TO:** Deputy Commissioner of Police **Date:** Kigali 27-10-94

**FROM:** Supol Bassey, Effiong (LOGO) **Ref:** 4 Work Order Request 10.02.1.0.004

**SUBJECT:** Report of the Meeting on UN Sign Inscription and Location

1. I attended the meeting as mandated on your headnote. The meeting scheduled at the Conference Room was shifted to another venue in view of another meeting held by the SRSG.

2. At the new venue the meeting commenced at about 14:30 hrs with six UN officials in attendance. Mr. G. Briere, CMCO declared the meeting open. He outlined steps taken so far to get a professional sign writer and craved Major Stephen Moore to get in touch with all the contingents to ascertain if they have any sign writer. He advised that all request made should be in line with UN specification with full description and size.

3. It was highlighted that the estimate submitted by Brown & Root Services Corporation was too expensive. That an attempt would be made to produce the office signs and parking signs layout by computer. He called for list of offices for signs to be submitted on Wednesday 1/11/94.

4. At this stage, I informed him that CIVPOL would be moving to a new office possibly next week and promised to submit the list on 1/11/94 on ascertaining the allocation of offices.

5. The meeting ended at about 15:20 hours.

Suggestion:

I suggest that since I do not know the location of the new office, that I be taken there for the different offices in the Headquarters to be ear-marked to enable me submit the list as requested, please.

LCL Amiraq
Rooney pourrait
nous représenter
à cette réunion
lui donner
ne crois pas

13

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

UNAMIR - MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

**INTER-OFFICE MEMORANDUM**

25 October 1994

| | | |
|---|---|---|
| **TO:** | Col Arp, | DCOS OPS |
| | Col C.O. Diarra, | CIVPOL |
| | LCol Chabir, | CLOGO |
| | Mr. P. Iischlika, | CSO/SC |
| | Mr. P. Mitnick | CBMSO |
| | Mr. A. Bah, | OIC CGS |
| | Mr. T. Woods, | BRSC SM |
| | Ms. C. Lemieux, | CMC BRSC CA Asst. |
| **INFO:** | Mr. J. Albert, | CMC BRSC CA |
| **FROM:** | Mr. G. Brière, | CMCO |

**SUBJECT:** **UN SIGN INSCRIPTION AND LOCATION**

REF: A. Work Order Request 10.02.1.0-004

1. You are invited to attend a meeting with Brown and Roots Services Corporation representatives referring the above subject.

2. Meeting will be held on **Thursday 27 October** at **14:30** in the conference room. Your presence or one of your representative is required in order to proceed with this Work Order Request.

**ATTACHMENT:** 2

02-1-004.DOC

Rcvd 20 Aug 94

UNAMIR WORK ORDER REQUEST

DATE OF REQUEST [illegible] WORK ORDER NUMBER 10.02.1.004

REQUESTING UNIT [illegible] WORK LOCATION

DESCRIPTION OF WORK (attach sheet if necessary)

PROVIDE SIGNAGE FOR UN FACILITIES AS AS REQUESTED.

Point of Contact: MITNICK, PHIL Phone

Priority of Work: [ ] Emergency (Life threatening/Security)
[ ] Urgent
[✓] Routine

Requested Completion Date: TBD

Comments: HQ / OFFICE SECURITY, PARKING [illegible] SAFETY - SECURITY SIGNS [illegible]

REQUESTING OFFICER: STEVE [illegible] Phone Date [illegible]

APPROVED BY: [illegible] Phone Date [illegible]
WORK ORDER MANAGER

COST ESTIMATE:
[✓] Need detailed cost estimate Provide estimate in day(s)
[ ] Need rough order cost estimate. Provide estimate in day(s)
[ ] No cost estimate required

ACTION:
[✓] Do not begin work until directed by the Contract Administrator
[ ] Begin work immediately

Comments:

AUTHORIZED BY: [illegible]
TASK ORDER MANAGER/CONTRACT ADMINISTRATOR

CERTIFIED BY: [illegible]
PROJECT [illegible]

# BROWN & ROOT SERVICES CORP
## ESTIMATE SUMMARY SHEET

TASK NUMBER : 02- 01- 004
Date of Order :
Title : Price list for signs
Completion Date :
Location :

Rur Date & Time 9/28/94 13 13
Est By MRW

| ITEM NUMB | QTY | UNIT | DESCRIPTION | UNIT PRICE | MH UNIT | MAT'L COST | LBR HRS | LABOR RATE $/HR | LABOR COST | EQUIP. COST | S/C COST | TOTAL COST * | COST TO UN ** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | ea | Sign - two colors, 120 cm x 200 cm *** | $75.00 | | | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 2 | 1 | ea | Sign - two colors, 100 cm x 120 cm *** | $95.00 | | | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 3 | 1 | ea | Sign - two colors, 60 cm x 100 cm *** | $45.00 | | | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 4 | 1 | ea | Sign - two or three colors, 120 cm x 200 cm *** | $120.00 | | | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 5 | 1 | ea | Sign - two or three colors, 100 cm x 120 cm *** | $100.00 | | | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 6 | 1 | ea | Sign - two or three colors, 60 cm x 100 cm *** | $50.00 | | | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 7 | | | | | | | 0.0 | 2.00 | $0 | | | $0 | $0 |
| | | | *** Price per letter for above signs is $1.50 regardless | | | | | | | | | | |
| 8 | | | of size of letter or sign. | | | | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 9 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 10 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 11 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 12 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 13 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 14 | | | | | | 0.00 | 0.0 | 30.00 | $0 | | | $0 | $0 |
| 15 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 16 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 17 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 18 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 19 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 20 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 21 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 22 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 23 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 24 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 25 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 26 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 27 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 28 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 29 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 30 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 31 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 32 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 33 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 34 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 35 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 36 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 37 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| 38 | | | | | | 0.00 | 0.0 | 2.00 | $0 | | | $0 | $0 |
| Subtotal: | | | | | | 0 | 0 | | 0 | 0 | 0 | N/A | N/A |
| Estimated Freight | | | | | | | | | | | | $0 | $0 |
| Small Tools & Consumables @ 5% | | | | | | | | | | | | | $0 |
| Grand Total | | | | | | | | | | | | | N/A |
| | | | | | BRSC O/H @ 1.5014% | | | | | | | $0 | |
| | | | | | Subtotal | | | | | | | $0 | |
| | | | | | BRSC G&A @ 3.8919% | | | | | | | $0 | |
| | | | | | Subtotal | | | | | | | $0 | |
| | | | | | Fixed Fee @ 10% | | | | | | | $0 | |
| | | | | | Grand Total | | | | | | | N/A | |

esents Total Cost with UNAMIR furnished materials but contractor-procured due to urgency and/or non availability of material stocks in country
esents Cost UNAMIR furnished and / or procured materials

12

TO : DCP

FROM : SUPOL EFFIONG BASSEY

**SUBJECT : MANIPULATION OF INFORMATION SEMINAR.**

With reference to your left hand margin headnote dated 12-10-1994, I attended the seminar, and submit my report hereunder;

On 13th October 1994, I arrived at the conference room at about 13.25 hours. At about 13.30 hours, Mr Nick Harman, the conference coordinator arrived. In attendance were :
1. DFC, DCOS S, DCMO, HAO, CLO, FMO. Mr Nick Harman declared the conference open at about 13.35 hours with a gimmick, " if you hear a radio announcement that an unidentified whiteman is recruiting young Rwandese on behalf of the RGF for training at Tanzania " what will be your imagination on hearing this news item, the story can either be believed as true or as fantasy.

Therefore, whenever you have to give out information, you have to be very sure of what you are disseminating, because if the story is found to be untrue the target audience will never believe you again. He pointed out that a lot of propaganda and lies has been invented by the former government to prevent those willing to return from coming home. That it is not enough to ordinarily make those who fled to return, that the question which must operate at the back of one's mind is " do these people want to go home ? " has the horror of the nefarious acts they saw scared them from returning home ?

He reiterated that giving out information must be done with greatest economy, that false information could be counterproductive. That his presence here is to establish a radio station and to invent a free flow of information on the need of the people to know the truth and to have a free flow of information in order to restore the confidence of the people in UNAMIR. A programme should be orchestrated solely for the purpose of educating the people of the safety and with time a stupendous confidence would have overwhelmed the entire citizenry both at home and else where vis-a-vis:
Provision of humanitarian information;(I) supply of food items at designated places and time.
II) supply of farming implements and seedlings and
III) Jingles on social security.

**FREE SPEECHES** : At the end of his address, he called for free speeches and the seminar participants advanced suggestions on how to achieve his aim, as enumerated in the last paragraph.

**CLOSE** : The conference ended at 14.30 hours.

11

INTER OFFICE MEMORANDUM

FROM: FC

TO: DFC
DCOS OPS
DCOS SP
DCMO
HAO
UNCIVPOL
CLO
FMO
MA TO FC
MILITARY SPOKESPERSON

INFO: SRSG

DATE: 07 OCT 94

SUBJECT: **MANIPULATION OF INFORMATION SEMINAR**

1. Due to the ever changing situation in a bureaucratic environment such as ours, I request all action addressees to attend a one hour seminar, given by Mr Nick Harman, on the manipulation of information.

2. The Seminar will take place in the UNAMIR conference room at 1330 hours 13 Oct 94.

GC TOUSIGNANT
MGen
Force Commander

10

MEMORANDUM

[illegible] (FC)

[illegible] Sep 94

[illegible]

NAMIR HQ ROOM ALLOCATION

Ref: HQ [illegible] as living accomodation (FC) dated 23 Aug 94

[illegible] As mentioned in ref, reallocation of office space became [illegible] the arrival of new staff officers and civilian [illegible] and enclosed the layout for the UNAMIR HQ bldg which will be implemented on 25 Sep 94

[illegible] All movement of furniture will be done by the staff with the assistance of the reception personnel beginning in the morning of the above mentioned date. Full cooperation is req at all level in order to accomplish this reallocation in an orderly fashion

[illegible] E. Connor
[illegible]
Camp Commander

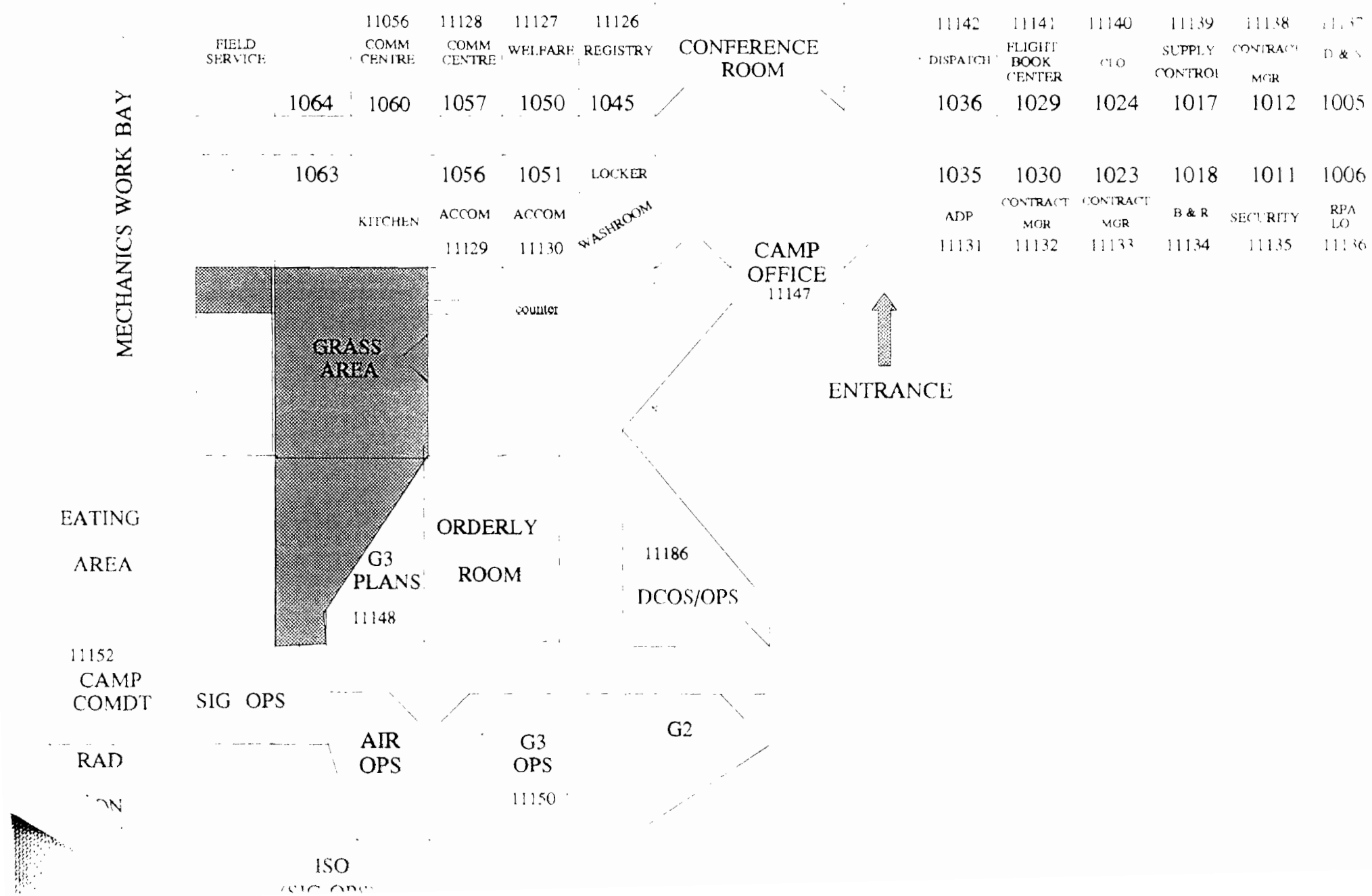
Enclosure:

DISTRIBUTION LIST

[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

# 1st FLOOR LAYOUT

AS OF 22 SEP 94



# 2nd FLOOR LAYOUT

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 11105 | 11106 | 11107 | 11108 | 11109 | 11110 | | 11008 | 11111 | 11112 | 11113 | 11114 |
| F MED O | G1 / G4 CLERKS | C LOG O G4 | MIL SPOKEMAN | DCOS / SP | TRANSLAT SEC TO DFC | FC | FC S SEC | DFC | CONFERENCE ROOM | A / MA & ADC TO FC | DRIVERS AND CLERKS AND GD |
| 2085 | 2076 | 2069 | 2060 | 2053 | 2044 | | 2035 | 2028 | 2021 | 2012 | 2005 |
| 2084 | 2077 | 2068 | 2061 | 2052 | 2045 | | 2034 | 2029 | 2020 | 2013 | 2004 |
| F MED O | F MED O | LCC G4 | LCC G4 | DCMPO SO ADMIN G1 | CMPO G1 | | MA TO FC | MA TO DFC | A / MA & ADC TO DFC | GUEST ROOM | GUEST ROOM |
| 11115 | 11116 | 11117 | 11118 | 11119 | 11120 | | 11121 | 11122 | 11123 | 11124 | 11125 |

# 3rd FLOOR LAYOUT

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 11084 | 11085 | 11086 | 11087 | 11088 | 11089 | 11005 | 11006 | 11090 | 11091 | 11092 | 11093 |
| CBES | BMS | R & I | CTO | CCPO | CCPO | CAO | CAO'S SEC | CSS | CCO | EDP | EDP |
| 3085 | 3076 | 3069 | 3060 | 3053 | 3044 | | 3035 | 3028 | 3021 | 3012 | 3005 |
| 3084 | 3077 | 3068 | 3061 | 3052 | 3045 | | 3034 | 3029 | 3020 | 3013 | 3004 |
| GENERAL SERVICES | | | MOV CON | BMS | LEGAL ADVISOR | | CLAIMS PCIU | C SUP O | CC LOG O | C PROC O | UNAMIR FINANCE O |
| 11096 | 11095 | 11094 | 11097 | 11098 | 11099 | | 11100 | 11101 | 11102 | 11103 | 11104 |

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

**SECTOR COMMANDERS' CONFERENCE**
**AT SECTOR-2 HQ, ON SAT, 24 SEP 94 AT 1000 HRS**

**PROGRAMME OF EVENTS**

| SERIAL | TIME ( HRS ) | E V E N T | REMARKS |
|---|---|---|---|
| 1. | 0945 | Arrival of all Sector Comds and Staff Offrs. | Tea/ coffee served. |
| 2. | 0950 | CMO / Chairman arrives. | |
| 3. | 0955 | All to be seated. | Seats marked. |
| 4. | 1000 | Host Sector Comd's welcoming remarks and handing over the forum to the Chairman (CMO). | |
| 5. | 1005 | Sector Comds brief in the fol order: | Timekeeper-SOO Milob Gp HQ. |
| 6. | 1005-1020 | a. Sector 4 A. | Each speaker will be given max 15 mins. |
| 7. | 1020-1035 | b. Sector 4 B. | |
| 8. | 1035-1050 | c. Sector 4 C. | |
| 9. | 1050-1105 | d. Sector 5. | |
| 10. | 1105-1120 (15 mins) | Tea/ Coffee Break. | |
| 11. | 1120-1135 | e. Sector 3. | |
| 12. | 1135-1150 | f. Sector 2. | |
| 13. | 1150-1205 | g. Sector 1. | |
| 14. | 1205-1220 (15 mins) | P&P Break while CMO consults with SOs. | |
| 15. | | Staff Offrs' response: | |
| 16. | 1220-1235 | SOO. | |
| 16. | 1235-1250 | SLogO. | |
| 17. | 1250-1305 | SMPO. | |
| 18. | 1305-1320 | Chief of CIVPOL. | |
| 19. | 1320-1335 | Chief of HAC or his representative. | |
| 20. | 1335-1400 | CMO/Chairman's concluding remarks and selection of the venue of the next Conference. | |
| 21. | 1400-1500 | Lunch and dispersal thereafter. | |

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

9

Office of the DFC/COS
UNAMIR Force HQ
c/o UNEP
P.O. Box 30552
Nairobi
KENYA

1000.8(DFC)/A/11

22nd September 1994

See distribution:

**MINUTES OF DFC/COS's WEEKLY ADMINISTRATIVE MEETING WITH DEPARTMENT HEADS HELD AT FHQ CONFERENCE ROOM ON 19 SEPTEMBER 1994**

| | | | |
|---|---|---|---|
| Present: | Brig Gen HK Anyidoho | - | DFC/COS - Chairman |
| | Col iD Ticoka | - | CMO |
| | Col J Arp | - | DCOS Ops |
| | Col KP O'Kelly | - | DCOS Sp |
| | Col Moeen | - | A/CMO |
| | Col W Ramsey | - | Force Med Offr |
| | Col CB Yaache | - | CHAO |
| | Mr PJA Hornsby | - | CSS |
| | Lt Cdr S Sam | - | MA to DFC/COS - Sec |

**OPENING REMARKS** — Action

1. The meeting started at 1435 hrs. The Chairman welcomed all members to the meeting and asked for comments on the minutes of the last meeting. In the absence of any comments, the minutes as recorded were adopted. — ALL

| | Action |
|---|---|
| **ITEM 1 - MATTERS ARISING FROM MINUTES OF LAST MEETING** | |
| 2. a. **Visa requirements for UNAMIR personnel**. Bn/Unit/Coy Commanders are to be informed to ensure all tps have their national passports to enable required visas to be issued. | DCOS SP |
| b. **Interpreters/translators**. It was decided that the services of the interpreters/translators who will be attached to Bns in the field should be extended to MILOBS operating in their sectors. | CMO<br>DCOS OPS<br>DCOS SP |
| c. **Standing Operating Procedures (SOPs)**. It was agreed that a draft Standing Operating Procedures for the mission must be completed and distributed to Departmental heads and contingents without any further delay. | DCOS SP<br>CSS |
| d. **CIVPOL equipment/inputs requirements**. Members suggested that the equipment/inputs required by CIVPOL in the training of gendarmes be costed and submitted to the visiting UN Under-Secretary-General for PKO for immediate consideration. | CIVPOL |
| **ITEM 2 - UN VEHICLES SPEED LIMITS** | |
| 3. Members observed that the UNAMIR Administrative Instructions issued in respect of UN vehicles' speed limits need to be reviewed to make the speed restrictions realistic. It was decided that the vehicle speed restrictions should be given a second look to make them realistic without compromising on UNAMIR General Safety Policy. | DCOS SP |
| **ITEM 3 - ACCOMMODATION FOR TUNBATT** | |
| 4. The need to secure accommodation for TUNBATT in Sector 5 was discussed. It was directed that prompt action should be taken to secure the use of those premises suggested in G3 Plans memo on the issue to CAO dated 19 Sep 94. The Battalion is expected to deploy by 27 Nov 94. | CSS |
| **ITEM 4 - OPERATIONAL TRAINING PROGRAMME** | |
| 5. It was mentioned that there is an Operational Training Programme drawn for all the Bns/Coys. However, this proposed programme can only take off when a training area has been acquired. it was therefore decided that a formal request be made to RPA hierarchy for the identified training area to be released for use. | DCOS SP<br>CSS |

Action

## ITEM 5 - RATION FOR STAFF OFFRS/MEN

6. A member observed that the payment of the Daily Ration Allowance to staff officers/men in lieu of rations as proposed is long overdue and suggested that a reminder be sent to the Director FOD/DPKO/UNHQ requesting that prompt action be taken on the issue. — CSS

7. The Force Medical Officer mentioned that whilst the option is being considered by UNHQ, it was essential that some fresh rations are also issued to staff officers/men as opposed to the issue of only hard rations. He recommended that tps should only stay on hard rations for a maximum period of seven days. Thereafter, there is a medical requirement to supplement them with fresh rations and after a period, a full break to fresh rations should occur.

8. A member informed the meeting that plans are far ahead to provide catering facilities at the Belgian Village Mess and the Chez Lando Hotel on a cash basis. As a result, the staff officers and men need to be given their cash allowance. — CSS

## ITEM 6 - PROGRAMME OF VISITS

9. The Chairman mentioned that he had observed with disappointment that programmes of visits to the mission area are prepared and sent out without his knowledge. He also mentioned that there is lack of proper co-ordination between the military component and the civilian administration responsible for such visits. These, he said, are evidenced by numerous last-minute changes that are made in the programmes, with the consequential errors. He further directed that all programmes of visits should be submitted to him for his review and discussion with FC before being released. As a solution for better co-ordination, it was decided that the military and civilian components responsible for these VIP visits should be co-located in the same office. — DCOS SP

## ITEM 7 - TELEPHONE FACILITIES FOR MILOB SECTORS

10. A member stressed the need to install telephone facilities at all MILOB Gp Sector Hqs to enable MILOBS to communicate with their home countries on a payment basis. It was therefore directed that the Chief Communications Officer (CCO) and CANSIGS be contacted to undertake a feasibility study for the installation of telephone facilities at all MILOB Sector Hqs. — DCOS SP, CANSIGS, CCO

## ITEM 8 - OTHER MATTERS

11. Civilian drivers for journalists. It was directed that civilian drivers are to be employed to drive journalists around the AO. The MILOBS presently driving the journalists are to be withdrawn and properly employed. — DCOS SP

The Chairman promised to discuss with the Military Spokesm possibility of pressmen driving around the mission area on their o security situation in Rwanda is relatively calm.

12. **Information flow - Belgian Village**. A member suggest the need for an administration circular to be passed to residents of the Village to keep them informed of all domestic affairs at the Village - for ex when utility services are to be cut off. The Camp Commandant of the Belgian Village will be responsible.

13. **End of tour of duty - CMO**. The incumbent CMO announced that he will be proceeding on a short leave prior to his departure from the mission area on or about 30 Sep 94. He further mentioned that the DCMO will act as CMO until he finally hands over his duties to the incoming CMO. DCMO

14. The Chairman requested the CMO to inform him of his departure date in good time for a befitting farewell reception to be organized for him.

**ITEM 9 - CLOSING REMARKS**

15. In his closing remarks the Chairman asked all member to endeavour to take prompt actions on tasks assigned to them in order for the objective of the meeting to be achieved. He also mentioned that the meeting will be held weekly instead of bi-weekly. ALL

DCOS SP

16. The meeting ended at 1550 hrs.

S SAM
Lt Cdr
MA to DFC/COS
Secretary

DCOS SP
CANSIGS
CCO

Distribution:

| Action: | Info: |
|---|---|
| CMO | MA TO FC |
| DCOS OPS | CAO |
| DCOS SP | |
| CHAO | |
| CIVPOL | |
| FORCE MED OFFR | |
| D/CMO | |
| CSS | |
| CMPO | |

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8

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

Office of the DFC/COS
UNAMIR Force HQ
c/o UNEP
P.O. Box 30552
Nairobi
KENYA

1000.8(DFC)/A/11 28th September 1994

See distribution:

**MINUTES OF DFC/COS's WEEKLY ADMINISTRATIVE MEETING WITH DEPARTMENT HEADS HELD AT FHQ CONFERENCE ROOM ON 26 SEPTEMBER 1994**

| | | | | |
|---|---|---|---|---|
| Present: | Col | J Arp | - | DCOS OPS - Chairman |
| | Col | KP O'Kelly | - | DCOS Sp |
| | Col | CB Yaache | - | CHAO |
| | Col | Diarra | - | Commissioner CIVPOL |
| | Mr | PJA Hornsby | - | CSS |
| | Lt Col | S Iliya | - | CMO Rep |
| | Maj | R Crawford | - | Medical Branch Rep |
| | Lt Cdr | S Sam | - | MA to DFC/COS - Sec |

**OPENING REMARKS**

1 The meeting commenced at 1040 hrs with the Chairman welcoming members to the meeting. The minutes of the last meeting were adopted as recorded.

Action

## ITEM 1 - MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

2. a. **CIVPOL equipment/inputs requirements**. The CIVPOL Commissioner mentioned that the issue of equipment/ inputs requirements for the training of Rwandese gendarmes had yet to be addressed. He attributed the delay to the fact that, to date, the Rwandan Government has not submitted its official request to UNAMIR for this training.

b. It was directed that, since UNAMIR does not have a budget for the training of local gendarmes, the Rwandese Government needs to be advised once again to identify her requirements so that these can be acquired through a bilateral aid programme. — CIVPOL

c. The need for maximum participation by French-speaking CIVPOL African countries in UNAMIR was stressed. The CIVPOL Commissioner promised to continue to use his personal contacts to assist in this direction. — CIVPOL

d. **Tentage for TUNBATT**. Members suggested that while efforts are being made to secure premises from the local authorities for use by TUNBATT, Bns/Coys should be directed to release to TUNBATT UN tentage which is on their charge but not being used, until the accommodation problem is solved. — DCOS SP, CSS

e. The Chairman promised to take up the issue with Bns/Coys Comds. — DCOS OPS

f. **Telephone facilities for MILOBS**. It was mentioned that the telephone user charge of US$10 per minute is very high and therefore needs to be reviewed. — CANSIGS, CCO

## ITEM 2 - ISSUE OF POL LOG BASE

3. A member observed that there is no POL metre/gauge at the POL point at the Log Base and thus future accountability of fuel used or issued would be difficult. It was therefore decided that a POL metre/gauge should be procured and fixed to all POL machines at the Log Base. — DCOS SP

## ITEM 3 - VEHICLES FOR CIVPOLS

4. It was stated that the newly-arrived Nigerian and Ghanaian CIVPOLS had not yet been deployed because of the unavailability of vehicles. It was further stated that the CIVPOL administration needed only four vehicles to enable it to deploy the CIVPOLS.

| | Action |
|---|---|
| 5. The issue was raised regarding the five UNOMUR vehicles which should have been reassigned immediately to MILOB GP HQ for use but ended up at CTO's outfit for registration formalities. | DCOS SP |
| 6. The following decisions were taken:<br><br>a. Vehicle Allocation Committee should meet immediately to redistribute vehicles appropriately as directed earlier;<br><br>b. MILOB GP HQ's and CIVPOL's request for vehicles should be addressed immediately. | |
| **ITEM 4 - EXTENSION OF SERVICE - MILOBS** | |
| 7. The issue was brought up regarding requests for extension of service in UNAMIR by MILOBS transferred from other peace-keeping missions on a temporary basis. A member mentioned that a formal request would be made to the FC for his concurrence. | CMO |
| 8. The question was raised as to whether such MILOBS would be entitled to the award of a second UN medal if their requests were approved. | CSS |
| 9. It was decided that the possibility should be explored of awarding a UN Medal Bar, in addition to the UN badge, to deserving personnel who are assigned to one mission and transferred to another. The meeting was told that this had been possible in earlier missions elsewhere. | |
| **ITEM 5 - OTHER MATTERS** | |
| 10. **CAO's information circular on revised MSA rate**. Members observed that the CAO's information circular on the revised MSA rate had not been received by most personnel who needed to know its contents. It was therefore directed that the secretary should ensure the proper distribution of the said information circular. | DCOS SP |
| 11. **Payment of ration allowance to staff officers/men**. The payment of a ration allowance to staff officers/men came up for discussion once again. Members expressed the need for staff officers/men to be advanced some monies for feeding since rations have ceased to be issued. | DCOS SP<br>CSS |
| 12. **Reimbursement - MILOBS**. A member remarked that those MILOBS who had disbursed various monies from private sources in their sectors during the Rwandan civil war for the purchase of operational requirements have not yet been reimbursed. | |
| 13. It was directed that new submissions should be made by the MILOBS for the necessary reimbursement to be effected. To forestall such delays in future, | CMO<br>CSS |

Action

the need for the setting up of an internal coordination system at the MILOB GP HQ was stressed. The sole responsibility of such a system, would be to coordinate the claim submissions of MILOBS to FHQ to facilitate early payments.

14. A member informed the meeting that there were also plans to deploy Field Service Administrators (FSAs) in all sectors to take charge of administrative problems there. He further stated that presently FSAs had been deployed in Sector 4 only. CSS

**ITEM 6 - CLOSING REMARKS**

15. The Chairman reminded members to submit proposed agendas for meetings at least a day before each meeting to MA to DFC/COS for coordination. ALL

16. The meeting came to a close at 1125 hours.

S SAM
Lt Cdr
MA to DFC/COS
Secretary

Distribution:

| Action: | Info: |
|---|---|
| CMO | MA TO FC |
| DCOS OPS | CAO |
| DCOS SP | |
| CHAO | |
| CIVPOL | |
| FORCE MED OFFR | |
| D/CMO | |
| CSS | |
| CMPO | |

7

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

**SECTOR COMMANDERS' CONFERENCE**
**AT SECTOR-2 HQ, ON SAT, 24 SEP 94 AT 1000 HRS**

**PROGRAMME OF EVENTS**

| SERIAL | TIME ( HRS ) | E V E N T | REMARKS |
|---|---|---|---|
| 1. | 0945 | Arrival of all Sector Comds and Staff Offrs. | Tea/ coffee served. |
| 2. | 0950 | CMO / Chairman arrives. | |
| 3. | 0955 | All to be seated. | Seats marked. |
| 4. | 1000 | Host Sector Comd's welcoming remarks and handing over the forum to the Chairman (CMO). | |
| 5. | 1005 | Sector Comds brief in the fol order: | Timekeeper-SOO Milob Gp HQ. Each speaker will be given max 15 mins. |
| 6. | 1005-1020 | a. Sector 4 A. | |
| 7. | 1020-1035 | b. Sector 4 B. | |
| 8. | 1035-1050 | c. Sector 4 C. | |
| 9. | 1050-1105 | d. Sector 5. | |
| 10. | 1105-1120 (15 mins) | Tea/ Coffee Break. | |
| 11. | 1120-1135 | e. Sector 3. | |
| 12. | 1135-1150 | f. Sector 2. | |
| 13. | 1150-1205 | g. Sector 1. | |
| 14. | 1205-1220 (15 mins) | P&P Break while CMO consults with SOs. | |
| 15. | | Staff Offrs' response: | |
| 16. | 1220-1235 | SOO. | |
| 16. | 1235-1250 | SLogO. | |
| 17. | 1250-1305 | SMPO. | |
| 18. | 1305-1320 | Chief of CIVPOL. | |
| 19. | 1320-1335 | Chief of HAC or his representative. | |
| 20. | 1335-1400 | CMO/Chairman's concluding remarks and selection of the venue of the next Conference. | |
| 21. | 1400-1500 | Lunch and dispersal thereafter. | |

INTER OFFICE MEMORANDUM

FROM: FC

TO: DFC
DCOS OPS
DCOS SP
DCMO
HAO
UNCIVPOL
CLO
FMO
MA TO FC
MILITARY SPOKESPERSON

INFO: SRSG

DATE: 07 OCT 94

SUBJECT: **MANIPULATION OF INFORMATION SEMINAR**

1. Due to the ever changing situation in a bureaucratic environment such as ours, I request all action addressees to attend a one hour seminar, given by Mr Nick Harman, on the manipulation of information.

2. The Seminar will take place in the UNAMIR conference room at 1330 hours 13 Oct 94.

GC TOUSIGNANT
MGen
Force Commander

4

UNAMIR MINUAR

UNITED NATIONS NATIONS UNIES

CIVILIAN POLICE

08.03.94

From: CPOO

To: PC

The usual weekly meeting with the S.R.S.G. took place this morning at UNAMIR HQ from 10.00 hrs to 11.00 hrs. It was presented by the S.R.S.G himself with assistance of the FC, General DALLAIRE, the represent of CIVPOL-PC, the C.A.O and a journalist.

The S.R.S.G. has congratulated the FC for his promotion.

Mr. BOOH-BOOH in a complete briefing talked about all his contacts with the Government, political authorities and the action of U.N.S.G. to find a quickly solution to B.B.T.G. problem. It is possible to hope for a good solution within few days.

The FC reported about the final deployment of UNAMIR military forces in KIGALI and through out all sections in the country.

My report concerning CIVPOL-activities has been good appreciated by the S.R.S.G. and the FC. The co-operation with GdN for the night- and day-patrols in KIGALI is to be continued and reinforce. CIVPOL problems, vehicles, radios and personal are taken into consideration by the C.A.O. for reasonable solution.

3

UNAMIR — MINUAR

UNITED NATIONS NATIONS UNIES

CIVILIAN POLICE

Kigali, 18/02/1994.

REPORT OF THE MEETING BETWEEN CPMT
and PMT Kigali Police and Gd

| | | | | |
|---|---|---|---|---|
| date | : | **18 1400 Feb 94** | | |
| present | : | Comm | SANGARE | (CPMT) |
| | | Comm | TRAORE | (PMT Gd KICUKIRO) |
| | | Offr | N'DRE | " " |
| | | Offr | LOCOH | " " |
| | | Offr | KARO | " " |
| | | ComPrin | SANOGO | (PMT Gd NYAMIRAMBO) |
| | | Offr | SANKOUTCHA | " " |
| | | Offr | DADJI | (PMT Gd NYARUGENGE) |
| | | BInsp | LAMPRECHTER | " " |
| | | RInsp | RUDIGIER | (PMT Gd KACYIRU) |
| | | Capt | MADOUELE | " " |
| | | Capt | LEKUTE | " " |
| | | Corp | VAN MULDERS | " " |
| | | BInsp | SCHIESSENDOPLER | (PMT Kigali Police) |
| | | Offr | GADO | " " |
| | | Offr | KPANKA | " " |
| | | Offr | GNOGMIRE | " " |

SUMMARY

Organization of checkpoints

In order to make Kigali a weapon secure zone a weapon search operation will be organized.

Therefore all PMT are to :

- inform CieComd of the existence of a plan to carry out a such operation and ask them what they think about it.

- propose them where to mount checkpoints and where to patrol.

- ask them wether they dispose of the means to carry out a such operation.

- explain them the goal, the significance and the approach of carrying out weapon searches and controls.

../..

../..

- submit a resume of all proposals and informations or reactions to the CPMT before Monday 28 1200 Feb 94.

Comm SANGARE
CPMT

2

UNITED NATIONS NATIONS UNIES

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

UNAMIR - MINUAR

Office of the DFC/COS
UNAMIR Force HQ
c/o UNEP
P.O. Box 30552
Nairobi
KENYA

1000.8(DFC)/A/11 — 26th September 1994

See distribution:

**MINUTES OF DFC/COS's WEEKLY ADMINISTRATIVE MEETING WITH DEPARTMENT HEADS HELD AT FHQ CONFERENCE ROOM ON 26 SEPTEMBER 1994**

| | | | | |
|---|---|---|---|---|
| Present: | Col | J Arp | - | DCOS OPS - Chairman |
| | Col | KP O'Kelly | - | DCOS Sp |
| | Col | CB Yaache | - | CHAO |
| | Col | Diarra | - | Commissioner CIVPOL |
| | Mr | PJA Hornsby | - | CSS |
| | Lt Col | S Iliya | - | CMO Rep |
| | Maj | R Crawford | - | Medical Branch Rep |
| | Lt.Cdr | S Sam | - | MA to DFC/COS - Sec |

**OPENING REMARKS**

1. The meeting commenced at 1040 hrs with the Chairman welcoming members to the meeting. The minutes of the last meeting were adopted as recorded.

Action

## ITEM 1 - MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

2. a. **CIVPOL equipment/inputs requirements**. The CIVPOL Commissioner mentioned that the issue of equipment/ inputs requirements for the training of Rwandese gendarmes had yet to be addressed. He attributed the delay to the fact that, to date, the Rwandan Government has not submitted its official request to UNAMIR for this training.

b. It was directed that, since UNAMIR does not have a budget for the training of local gendarmes, the Rwandese Government needs to be advised once again to identify her requirements so that these can be acquired through a bilateral aid programme. — CIVPOL

c. The need for maximum participation by French-speaking CIVPOL African countries in UNAMIR was stressed. The CIVPOL Commissioner promised to continue to use his personal contacts to assist in this direction. — CIVPOL

d. **Tentage for TUNBATT**. Members suggested that while efforts are being made to secure premises from the local authorities for use by TUNBATT, Bns/Coys should be directed to release to TUNBATT UN tentage which is on their charge but not being used, until the accommodation problem is solved. — DCOS SP, CSS

e. The Chairman promised to take up the issue with Bns/Coys Comds. — DCOS OPS

f. **Telephone facilities for MILOBS**. It was mentioned that the telephone user charge of US$10 per minute is very high and therefore needs to be reviewed. — CANSIGS, CCO

## ITEM 2 - ISSUE OF POL LOG BASE

3. A member observed that there is no POL metre/gauge at the POL point at the Log Base and thus future accountability of fuel used or issued would be difficult. It was therefore decided that a POL metre/gauge should be procured and fixed to all POL machines at the Log Base. — DCOS SP

## ITEM 3 - VEHICLES FOR CIVPOLS

4. It was stated that the newly-arrived Nigerian and Ghanaian CIVPOLS had not yet been deployed because of the unavailability of vehicles. It was further stated that the CIVPOL administration needed only four vehicles to enable it to deploy the CIVPOLS.

| | Action |
|---|---|
| 5. The issue was raised regarding the five UNOMUR vehicles which should have been reassigned immediately to MILOB GP HQ for use but ended up at CTO's outfit for registration formalities. | DCOS SP |
| 6. The following decisions were taken:<br><br>a. Vehicle Allocation Committee should meet immediately to redistribute vehicles appropriately as directed earlier;<br><br>b. MILOB GP HQ's and CIVPOL's request for vehicles should be addressed immediately. | |
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| 7. The issue was brought up regarding requests for extension of service in UNAMIR by MILOBS transferred from other peace-keeping missions on a temporary basis. A member mentioned that a formal request would be made to the FC for his concurrence. | CMO |
| 8. The question was raised as to whether such MILOBS would be entitled to the award of a second UN medal if their requests were approved. | CSS |
| 9. It was decided that the possibility should be explored of awarding a UN Medal Bar, in addition to the UN badge, to deserving personnel who are assigned to one mission and transferred to another. The meeting was told that this had been possible in earlier missions elsewhere. | |
| **ITEM 5 - OTHER MATTERS** | |
| 10. **CAO's information circular on revised MSA rate**. Members observed that the CAO's information circular on the revised MSA rate had not been received by most personnel who needed to know its contents. It was therefore directed that the secretary should ensure the proper distribution of the said information circular. | DCOS SP |
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| 13. It was directed that new submissions should be made by the MILOBS for the necessary reimbursement to be effected. To forestall such delays in future, | CMO<br>CSS |

Action

the need for the setting up of an internal coordination system at the MILOB GP HQ was stressed. The sole responsibility of such a system, would be to coordinate the claim submissions of MILOBS to FHQ to facilitate early payments.

14. A member informed the meeting that there were also plans to deploy Field Service Administrators (FSAs) in all sectors to take charge of administrative problems there. He further stated that presently FSAs had been deployed in Sector 4 only. CSS

**ITEM 6 - CLOSING REMARKS**

15. The Chairman reminded members to submit proposed agendas for meetings at least a day before each meeting to MA to DFC/COS for coordination. ALL

16. The meeting came to a close at 1125 hours.

S SAM
Lt Cdr
MA to DFC/COS
Secretary

Distribution:

| Action: | Info: |
|---|---|
| CMO | MA TO FC |
| DCOS OPS | CAO |
| DCOS SP | |
| CHAO | |
| CIVPOL | |
| FORCE MED OFFR | |
| D/CMO | |
| CSS | |
| CMPO | |

Office of the DFC/COS
UNAMIR Force HQ
KIGALI
Rwanda

1000.7(DFC)/A/1

17th September, 1994

See Distribution

**MINUTES OF DFC/COS'S ADMINISTRATIVE MEETING WITH DEPARTMENTAL HEADS HELD AT FHQ CONFERENCE ROOM ON 15 SEP 94**

| | | | | |
|---|---|---|---|---|
| Present: | Brig Gen | HK Anyidoho | - | DFC/COS - Chairman |
| | Col | J Arp | - | DCOS Ops |
| | Col | Diarra | - | CIVPOL |
| | Col | CB Yaache | - | CHAO |
| | Col | W Ramsey | - | Force Med Offr |
| | Mr | PJA Hornsby | - | CSS |
| | Lt Col | Cetachew | - | CMPO |
| | Maj | SW Moore | - | DCOS Sp Rep |
| | Lt Cdr | S Sam | - | MA to DFC/COS - Sec |

**OPENING REMARKS**

Action

1. The meeting commenced at 1035 hrs with the Chairman welcoming all members to the meeting. He further stated that he was glad that after a long break, it has been possible to resume the meeting after the Rwandan Civil War.

**AIM**

2. The Chairman stressed that the primary aim of his regular meetings will be to discuss both operational and administrative problems affecting the force which are not normally discussed in detail during the normal FC's morning briefing. Again, he mentioned that it is essential that Departmental Heads meet on regular basis to discuss the progress of work in each department for a better co-ordination. The Chairman also stated that in his absence, either the DCOS Ops or DCOS Sp is to chair the meetings.

ALL

DCOS OPS

DCOS SP

**ITEM 1 - USE OF UNICEF BUILDING BY UNAMIR**

3. Issues raised in the letter received from the Prefect of Kigali, Maj Rose Kabuye asking UNAMIR to vacate the UNICEF building were discussed. It was explained by a member that the UNICEF building is owned by a Rwandese who has been declared Persona non grata by the govt and it was on lease to UNICEF before the Civil war. Furthermore, the member mentioned that although the Government has no objection to the use of the building

Action

by UNAMIR, it does not want any rent to be paid to the owner of the building. The issue of UNAMIR's ejection from the building is however being resolved. — CSS

**ITEM 2 - DELAYS IN ADMINISTRATIVE SUPPORT FOR THE FORCE**

4. Members expressed concern about the undue delays in the arrival of logistics items in the mission for the support of the force. Specifically, it was mentioned that there were some items still waiting in Mogadishu, Somalia to be sent into the mission area. On this score, an assurance was given by the CSS that very soon 120 containers of defence stores and various items needed by the force will arrive in the mission area. — CSS

5. The Chairman however, stated that it is his considered opinion, that there is the need to send designated officers from the FHQ in the future to all the store depots outside the mission area to perform personal liaison duties with the view to hastening action to enable logistics items arrive in the mission area early. — CSS

**ITEM 3 - VISA REQUIREMENTS FOR UNAMIR PERSONNEL OPERATING OUTSIDE THE MISSION AREA**

6. The problem encountered by UNAMIR personnel especially MILOBS at the country's borders was discussed at length. It was decided that the DCOS Sp outfit was to work out a system to enable UNAMIR personnel be issued with the relevant visas to permit such persons free entry into the neighbouring countries for duties. Again the need for personal contacts in dealing with these foreign authorities to facilitate a better working relationship was stressed. — DCOS SP

**ITEM 4 - OBSERVATIONS IN DAILY AND WEEKLY UNAMIR SITREPS**

7. Members made the observation that the Form used by the CMPO's outfit for the State of Deployment (Expanded UNAMIR) in the Daily Sitreps needed to be reviewed to reflect the true state of all the contingents. — CMPO

8. It was also observed that although the Daily Sitreps indicates the Number of In patients/

Sick Reports at the UNAMIR Hospital, the Weekly Sitrep which is a summary of the daily sitreps does not reflect these figures. The CMPO was advised to take note of this anomaly for future guidance. | Action: CMPO

**ITEM 5 - CARRYING OF WEAPONS/AMMUNITION BY RPA SOLDIERS ON UN FACILITIES**

9. Members expressed the need to disarm the three RPA LOs and their escorts before allowing them access into any UN facilities in accordance with Force Commanders directives. The Chairman promised to take the issue with RPA authorities. | DFC/COS

**ITEM 6 - USE OF CYPHER ON FORCE COMMAND NET**

10. The idea for the use of Cypher on the Force Command Net instead of the PLAIN mode was suggested by a member. Although members agreed that there could be the possibility of either the RPA/or RGA monitoring the UNAMIR's VHF and HF nets, it was essential that UNAMIR continues to maintain UN's Policy of total transparency in its operations.

11. The Chairman however promised to discuss with the SRSG and the FC the probable need to encrypt some classified messages. | DFC/COS

**ITEM 7 - INTERPRETERS/TRANSLATORS**

12. Members observed that the number of interpreters/translators presently employed to assist the Force is woefully inadequate. It was stated that each battalion will require between fifteen to twenty interpreters/translators to effectively support the troops in the field. It was therefore decided as a matter of urgency that a programme which has already been submitted to the CAO's office is pursued. | CSS DCOS SP

**ITEM 8 - VEHICLE AVAILABILITY AND DISTRIBUTION**

13. A member expressed his dissatisfaction with the manner in which the few available vehicles in the system have been distributed. It was noted that Staff Officers who do not need the four runner vehicles in the performance of their duties have been issued with such vehicles whilst the MILOB Gp for instance which require the use of such vehicles were issued with only five of the four runner vehicles. The Chairman also lamented that although he is the head of the Vehicle Allocation Committee, the distribution was done without consulting him.

| | Action |
|---|---|
| 14. After a lengthy discussion on the issue, the following decisions were taken: | |
| a. A meeting of the Vehicle Allocation Committee is to be convened to redistribute available vehicles appropriately. | CSS<br>DCOS<br>SP |
| b. In view of the limited number of vehicles in the system, few vehicles should be put in a pool for use by all. Whilst the critical areas are issued with on permanent basis. | DCOS<br>SP |
| c. Efforts should be made to identify/locate where the vehicles are in the mission area. Again vehicle registration exercise is to continue until such a time that all vehicles have been accounted for. | DCOS<br>SP |
| d. All vehicles with the inscription, 'UN POL' should be should be issued to the CIVPOL and where necessary replaced. | DCOS<br>SP |

**ITEM 9 - ROUTINE HELICOPTER FLIGHTS**

15. A member suggested the introduction of routine courier helicopter flights to all sectors to enable departmental heads pay regular routine visits to all sub-units under their departments. Although this idea was considered a laudable one, the high cost of Aviation fuel will not allow this to be practised. However, critical flights were already being undertaken.

16. The issue concerning the refusal of Helicopter pilots to fly at night when requested to do so was discussed. The following decisions were taken:

| | |
|---|---|
| a. Since all the three Helicopters are so equipped and capable to fly at night, CAO's office should take a critical look at the terms of contract regarding the helicopters to enable pilots undertake night emergency tasks. | AIR OPS |
| b. The Battalions/Units should identify, mark and register suitable landing sites to allow helicopters to land both day and night. | BN/ UNITS |

Action

**ITEM 10 - MESSAGE AUTHORIZATION**

17. Members were advised that with the expanding nature of the Force there was the need to control the manner in which messages of both operational nature or administrative nature are released to avoid misapplication and duplication of efforts. Members were reminded of the Inter Office Memorandum originated by the Chief Communication Officer on the subject dated 4 Sep 94. A member also advised that as much as possible messages of administrative nature should only be originated and released by the Civilian Administration on behalf of the force whilst the release of operational messages are to be the sole responsibility of the military component of the mission. — ALL

**ITEM 11 - UN MEDALS AND CERTIFICATES**

18. It was decided after discussions that the CMPO is to make the necessary projections for all those tps who are eligible for the award of UN Medals and certificates to be given without delay.

**ITEM 12 - STAFF LIST**

19. The G1 Staff was tasked to amend the staff list. In addition, departmental heads were advised to relay to those staff officers whose status have been changed from that of staff to MILOBs and have not yet been relieved of their duties, to continue to work in those capacities until they are properly relieved. — CMPO

**ITEM 13 - GENDARMERIE**

20. It was mentioned that the Rwandese Government intends soliciting the assistance of UNAMIR CIVPOL to help train 6,000 gendarmes. The Chairman supported the Commissioner of CIVPOL's advise to the Rwandan Government to put in an official request to UNAMIR for consideration. — CMPO / ALL

21. The Commissioner of CIVPOL was also tasked to write to the TRIOKA Mission for all equipment/inputs requirements needed for both the training of the gendarmes and in the performance of Police duties.

Action

ITEM 14 - CLOSING REMARKS

22. The Chairman thanked members for the contributions made during the meeting and remarked that although the meeting had been long overdue, he was glad to see it resume and it had been very useful.

23. He asked members to keep him continuously informed of developments in their departments for a better co-ordination. Members were also reminded that the recent developments taking place in Rwanda as a whole and in the Force structure in particular, calls for flexibility and all must be involved in the process. He, however, cautioned against actions taken on important operational decisions without his knowledge. Even if he got know of some of them, it was often too late. For cohesiveness, he advised all to carry out close consultations at the various levels of command. ALL

24. The Chairman finally remarked that from all indications, the FC is so far happy with the conduct of operations and urged members to continue working in the same vain. ALL

25. The meeting came, to a close at 1210 hrs. The next meeting was scheduled for Monday 19 Sep 94 ALL

S SAM
Lt Cdr
MA TO DFC/COS
Secretary

Distribution:

| Action: | Info: |
|---|---|
| DCOS OPS | FC |
| DCOS SP | CAO |
| CHAO | |
| CIV POL | |
| FORCE MED OFFR | |
| CMPO | |
| CSS | |