MEMORANDA

22DEC 1993 - 14JAN 1995

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M.B. 31 Jan. 2012

UN ARCHIVES

SERIES S-1120
BOX 57
FILE 2
ACC. 1998/027E

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

14 January 1995

TO : Military Assistant to the UNAMIR Force Commander

INFO : SRSG
DFC
CAO
CSS
CSO
UNDP
HCR (ATTN: Mr. Sten BRONEE, Deputy Representative)

FROM : Chief of Protocol
ext. 11069

Subject : Visit of Mr. Benon V. SEVAN

1. In reference to your annotation on the memorandum from Mr. SEVAN, Security Coordinator for the United Nations in New York, to the Special Representative dated 10/1/95, concerning his visit to Kigali, Rwanda and Goma, Zaire, I wish to communicate the following:

   a) Mr. Sten BRONEE, Deputy Representative for UNHCR - Kigali (Tel: 77958), who I contacted about travel to Goma, indicated that the date - 22 January 1995 - chosen by Mr. SEVAN for his visit to Goma does not permit his agency to assist in providing air transport as UNHCR has no scheduled flights to Goma on Sundays.

   b) The alternative would be for Mr. SEVAN to travel to Gisenyi via UNAMIR helicopter and for UNHCR to provide ground transport from Gisenyi to Goma to visit the refugee camps.

2. Please note that the Force Commander will be responsible for the mission during this period and that consequently the military officer in his office responsible for visits will need to take stock of the situation with the UNAMIR helicopter division in order to directly inform the general.

3. In addition, Ms. Diana Russler from Security Coordination in New York informed us by fax 963-3090 sent on 12 January 1995 and received this morning, that Mr. SEVAN will be accompanied by :

   - Mr. Richard MANLOVE, Security Coordination, New York
   - Mr. Kevin KENNEDY, Senior Humanitarian Officer, DHA, New York

   I draw your attention to paragraph 3 of the attached fax.

FAX IN 0214

UNITED NATIONS NATIONS UNIES

tel: (212) 963-7684 fax: (212) 963-4104

POSTAL ADDRESS—ADRESSE POSTALE: UNITED NATIONS, N.Y. 10017
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

REFERENCE:

Office of the United Nations Security Coordinator

TO: **Mr. Ally Golo**
OIC Administration, UNAMIR
Rwanda

FAX NO: 3-3090

FROM: Diana Russler
Senior Security Coordination Officer

DATE: 12 January 1994

SUBJECT: Mission to Rwanda

1. In view of the impending mission of Mr. Benon V. Sevan, the United Nations Security Coordinator, to Rwanda, I would appreciate your assistance in arranging the transportation of Mr. Sevan from Nairobi to Kigali Saturday morning, 21 January 1995, aboard UNAMIR aircraft, as well as the coordination of necessary details with UNHCR (visa if required, etc.) for his visit to Goma on Sunday, 22 January 1995.

2. Mr. Sevan will be accompanied by Mr. Richard Manlove (Security Coordination Officer) and Mr. Kevin Kennedy (Senior Humanitarian Affairs Officer, DHA).

3. I would also appreciate any information you may have as to the possibility of placing an aircraft at Mr. Sevan's disposal for travel from Kigali to Bujumbura Monday morning, 23 January.

With best regards.

cc: Mr. O'Connell

SRSG FC E/DIR CAO PROTOCOL [illegible]

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Civilian and Military Personnel
UNAMIR

FROM: Shaharyar M. Khan
SRSG

DATE: 14 January 1995

SUBJECT: Absence from Mission Area 15 January to 7 February 1995

I will be out of the mission area on an official mission and leave from 15 January to 7 February 1995.

During my absence, the Force Commander Major General Tousignant would act as Chief of Mission. All communication addressed to the SRSG should be routed through my office and directed to the Acting Chief of Mission for his attention and necessary action.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

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UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

MEMORANDUM

TO: Mr. Thad Anglin
Chief, Communications

FROM: P. B. Dessande
OIC, OSRSG

DATE: 11 January 1995

SUBJECT: HANDY-TALKIE

Please make available a portable radio to the following staff members in the Office of the SRSG:

a) Agnes Atsiaya - Secretary to the Special Assistant of the SRSG;

b) Carmen Berna - Secretary to the Protocol Office;

c) Nancy Mugo - Secretary to the Protocol Office.

Thank you for your cooperation.

Item	Description	Serial No.	Section
1	SI 360 RADIO	17AITE6-157	Proton OSEG
2	220V Charger.		
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

I HEREBY DECLARE THAT I WILL RETURN ALL UN EQUIPMENT AND SUPPLIES ISSUED TO ME.!!!

NOTE!!!! *WRITE NAME AND ID NUMBER WITH CLEAR BLOCK LETTERS*

ISSUED BY:

NAME: M. FLORIDESEN

SIGNATURE M. Florides

ID NUMBER: 54

DATE: 11-95

RECEIVED BY:

NAME: [illegible]

SIGNATURE [illegible]

ID NUMBER: 107

DATE: 11-1-95

RECEIVED:

NAME BERNA, Carm

SIGNATURE [illegible]

ID NUMBER 162

DATE 11/1/95

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

11 January 1995

TO: Mr. Thad Anglin
CCO

cc: SRSG
[redacted]

FROM: B. Dessandé
Chief of Protocol/Officer-in-Charge, OSRSG

SUBJECT: Issuance of handheld radios for Radio journalists

As you are aware the Radio Broadcast Unit in the OSRSG employs four local staff, three as journalists and one as a technician. Their function is extremely important to the success of UN Radio in Rwanda since it is their reports about UNAMIR and its activities that will be heard by millions of Rwandans each day.

In order to receive assignments to cover rapidly developing events it is essential that their movements and activities be carefully coordinated. For that reason they must have the capability to be in communication with station management at all times.

Since none of these staff members has access to a telephone at home this is to request that you issue a handheld radio to each. The radios should be programmed for Channels 8 and 11 only.

Thank you for your kind assistance in this matter.

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION IN RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

OFFICE OF THE SPECIAL REPRESENTATIVE
OF THE SECRETARY GENERAL IN RWANDA

To whom it may concern,

I, the undersigned, Mr. Beadengar DESSANDE, Acting Executive Director, Office of the Special Representative of the Secretary General in RWANDA, certifies that the bearer of this note is the Brigadier-General Henri Kwami ANYIDOHO, Deputy Force Commander for UNAMIR. He is travelling on an official mission to Geneva, Switzerland and will return to Kigali, Rwanda via The Hague, Netherlands and London, The United Kingdom.

UNAMIR would greatly appreciate if the authorities at the immigration services of the transit countries for all courtesies extended to the Brigadier-General H.K. ANYIDOHO.

UNITED NATIONS UNAMIR

Kigali, 17 January 1995

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

11 January 1995

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CCO

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[redacted]

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UNAMIR - MINUAR

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UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

10 janvier 1995

A: M. Kim Nilsvang

Section: Finance
Section: Voyage

De: M. Beadengar P. Dessande
OIC. ED/OSRSG # 4060 ext. 11069

Objet: Mission du Représentant Spécial
Genève - Paris

1. Je porte à votre connaissance que le Représentant entreprendra très prochainement une mission conformément aux dates et itinéraire indiqués sur la feuille annexée à la présente.

2. Je vous saurais gré de bien vouloir inviter les services compétents à préparer les documents nécessaires afférents au déplacement (billet, frais de mission, etc.)

Rcd 9/01/95 EP

AMBASSADOR KHAN'S PROPOSED ITINERARY

14 January 1995	departs Kigali for Nairobi
15 January 1995	departs Nairobi for Geneva
16 January 1995	attends Geneva Friends of Rwanda Meeting
17 January 1995	attends UNDP Round Table on Rwanda
18 January 1995	"
19 January 1995	departs Geneva to Paris by train

UNITED NATIONS
INTEROFFICE MEMORANDUM

NATIONS UNIES
MEMORANDUM INTERIEUR

UNAMIR-MINUAR

TO: **Flight Booking Center** **DATE: 06 January 1995**

FROM: **D. P. Dessande**
OIC, ED/OSRSG

SUBJECT: **NAMES OF GOVERNMENT DELAGATION BOARDING UN-392 OF 06/01/95**

The following are the names of Government Delegates for todays UN flight No. 392.

- 1. Gedeon RUDAHUNGA
- 2. KAMANTALI
- 3. Jean-Marie MICHOMBERO
- 4. Justus KANGWAGYE
- 5. Alex HUNINGOMA
- 6. Belteremy RUGWIZANGOGA
- 7. Bosco NDAYISABA
- 8. GASHUGI
- 9. Jacob TUMWINE

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

UNAMIR - MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

File No 3000.3/OPS/1

To: DFC through COS

Info:
Secretary to SRSG
MA to FC
Mr Dessande (Chief Protocol Officer)
Lt Col Yella (G3 Ops)
Mr Smith (Movecon)
Canadian Helicopters (General Manager)

Date: 06 Jan 95

Subject: **PROCEDURES FOR CROSSING INTERNATIONAL FRONTIERS BY SEARCH AND RESCUE AIRCRAFT**

1. Following the incident on 4 Jan 95, in which one of our helicopters entered Zairian airspace to render Search and Rescue (SAR) support, the DFC called for an SOP to cater for any future arisings.

2. I have arranged for my Royal Air Force HQ in UK to send copies of the appropriate international procedures governing airspace control in this region of Africa. When these arrive, I will produce a brief for our helicopter crews and staffs. However, I concur the DFC's point about the unique security situation here, and share his concern that simply to rely on peacetime international procedures during future callouts may be insufficient. Accordingly, we will need to make special arrangements with the states bordering Rwanda.

3. For SAR matters, our most likely area of operations is in the border area of Lake Kivu. We must therefore ensure that we have an adequate understanding with Zaire, which will permit us no-notice access to the Zairian airspace over the lake. Lake Kivu lies over an active volcanic outcrop. Although the cause of the loss of Care International worker from his boat on 4 January has yet to be determined, there have been regular reports of lives being lost as a result of random volcanic gas bubbles rising from the lake floor and engulfing boats on the surface; this may well have been the cause of the latest incident. Crucially, Zairian users of the lake are equally at risk as any of our people, and would presumably welcome some sort of SAR cover. I therefore propose that we approach the Zairian authorities and offer to extend daylight SAR cover by UN helicopter to the whole Lake Kivu area during daylight hours, on the understanding that all callouts are documented fully once the aircraft has landed.

4. I suggest that 2 rescue coordination agencies are nominated: for Rwanda - Kamembe Airport Air Traffic Control, and for Zaire - Goma Airport Air Traffic Control. Since these airports lie at each end of Lake Kivu and are manned during daylight hours, they would be ideal controlling and reporting authorities for the lake area. I hardly need add that such an understanding might help to foster improved relations in the border area, particularly when large numbers of refugees are potentially at risk as they re-cross Lake Kivu during the coming weeks.

5. To establish an agreement based on my proposal, I suggest that a letter be sent to the Zairian Foreign Ministry explaining the background to the SAR requirement in the Lake Kivu area, and offering to provide mutual UN helicopter cover. This letter should seek to convene a meeting between relevant Zairian and Rwandan government officials, together with the Senior Air Traffic Controllers of Kamembe and Goma airfields. Both I and the manager of Canadian Helicopters should also attend the meeting to advise on the appropriate division of airspace between Goma and Kamembe, and to establish radio and reporting procedures.

6. Naturally, the SRSG and FC may wish to discuss the wider implications of this proposal before approving any overtures to Zaire. However, I believe there is a basic and mutual humanitarian need for both Rwanda and Zaire, which UNAMIR can readily fulfill at minimum effort.

C W DIXON
Sqn Ldr
SO2 G3 AIR
HQ UNAMIR

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM

MEMORANDUM INTERIEUR

Received 6/1/95 CP.

To: [redacted]

Info: CCIR, CO CANCON, MA/FC, ADC/FC

From: AMA/FC

Date: 6 Jan 95

Subject: VISIT CDN CDS ITINERARY AMENDMENT

Reference:

A. 1000-4 (AMA/FC) Visit Itinerary dated 3 Jan 95

1. Due to the planned meeting of Rwandan officials in Nairobi this weekend to discuss important regional matters, the planned meeting with the Cdn CDS, Gen Dechastelain and the President and Vice-President of Rwanda will not take place.

2. Since Gen Dechastelain is very interested in meeting with these two important government representatives, I am requesting that the UNAMIR Protocol office make every effort to have this revised meeting take place on Tuesday, 10 Jan 95 at approximately 08:30 hrs. The farewell meeting between Gen Dechastelain, the SRSG and the Force Commander scheduled for 08:30 will take place thereafter, most likely at 10:00 hrs. The departure of Gen Dechastelain will be rescheduled for 11:30 hrs.

3. Please advise when you have confirmed timings and locations for the meeting so that Canadian Security Elements can make the necessary arrangements. Your assistance is appreciated.

P.T. Campbell
Major
AMA/FC & Visits O
11121

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

INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEUR

5 January 1995

Received 6/01/95 eP.
BD.
Note Verbale No 3/95

TO Ambassador S. Khan
SRSG, UNAMIR

ATT Mr Dessande
Chief of Protocol
UNAMIR

FROM N.I. Goeranson
SAO, Nairobi

SUBJECT RELATIONS WITH KENYAN GOVERNMENT

REF OUR TELEPHONE CONVERSATION 4 JANUARY 1995

1. It seems that a Note Verbal is needed from UNAMIR to Ministry of Foreign Affairs and International Cooperations. This to notify them about the need of an UNAMIR office here in Nairobi on a permanent basis.

   The need for such an office was brought up by Ambassador Khan during this meeting with the Minister of Foreign Affairs and from what I understood this should not be a problem.

2. Without such a Note Verbal UNAMIR's presence in Kenya is not recognised. I was told this by a Mr Kinyna in protocol. He said an exchange of notes had to take place.

3. As I do not have much experience in formulating diplomatic notes I ask for your assistance. As I see it the formal approach is necessary. Without this "acceptance" of the government we will be treated as tourists in the country. I don't think it is necessary to go into details about what kind of assistance is needed but I can mention Visas and exemption from work permit, Registration of vehicles, our own communications frequencies and I am sure that other matters will come up as well.

4. If the document is forwarded to me here in Nairobi I will bring it to the Ministry.

5. Please treat this as urgent. I am thanking you in advance for your assistance.

Best regards,

SRSG

for information only

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

URGENT

5 janvier 1995

A: M. K. Nilsvang
Chargé de l'Administration a.i.

Section des Opérations aériennes
Info: FC

DE: B.P. Dessande
Chargé du Bureau Exécutif a.i. # 4060 ext. 11069

OBJET: Assistance au Gouvernement
Ref: Transport aérien Kigali-Nairobi

1. Le Ministère des Affaires Etrangères et de la Coopération Internationale (M. Gédeon Rudahunga, Directeur, Protocole d'Etat) par téléphone de ce matin communique que le Président de la République S.E. M. Pasteur Bizimungu, conduira une délégation de 6-7 membres au Sommet de Nairobi, Kenya, le 7 janvier 1995. Le Président souhaite revenir à Kigali le même jour immédiatement après la tenue de cette rencontre dont le programme n'est pas encore connu.

2. Veuillez prendre des dispositions pour permettre au Président et sa délégation d'effectuer le déplacement indiqué plus haut.

we should use
the Learjet for him.
Gus
01

CP

UNAMIR FLIGHT SCHEDULE FOR 07 JAN 1995

TIMES UTC

C/S	ARR	FROM	DEP	TO	PPR	COMPANY	TYPE
UN369	070315	NAIROBI	070400	NAIROBI	16.06.01/AC/25	UNAMIR	BEECH200
VIP FLIGHT - RWANDESE DELEGATION							
UN382	070615	NAIROBI	070715	NAIROBI	16.06.01/AC/27	UNAMIR	L-100
UN369	071600	NAIROBI	071630	NAIROBI	16.06.01/AC/25	UNAMIR	BEECH200
VIP FLIGHT - RWANDESE DELEGATION							

** AUTHORITY RECEIVED FROM DIRECTEUR DE L'AERONAUTIQUE

UNAMIR
AIR OPS/MOVEMENT

STEVEN SMITH
AIR OPERATIONS OFFICER
UNAMIR

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

5 janvier 1995

A: M. Kim Nilsvang
Chargé de l'Administration a.i.

Section des Opérations aériennes
Info: Chef des Services d'Appui

DE: B.P. Dessandé
Chargé du Bureau Exécutif a.i. # 4060 ext. 11069

OBJET: Visite du RSSG à Cyangugu
Ref: Invitation du Commandant du Bataillon Ethiopien

1. Je voudrais porter à votre connaissance qu'à l'invitation du Commandant du Bataillon Ethiopien de la Force de la MINUAR, le Représentant Spécial se rendra le samedi 7 janvier 1995 à Cyangugu où il est attendu à 12h45.

2. Vous voudrez bien demander au service compétent de transport aérien d'organiser son déplacement à Cyangugu et de me communiquer l'heure convenable de départ de Kigali.

3. Il sera accompagné de:

Capt. Jean MOORHOUSE
7/1/95 10h45

Mme. Isel Rivero, Assistante Spéciale du RSSG
Mme. Amsale Retta, Secrétaire du RSSG
Mme. Etenesh Aberra, Secrétaire du CAO
Mme. Zouleka Gondji, Secrétaire du Chef de la Sécurité
M. Sharfi Samir, Sécurité

NB: 1- Note that le SRSG INSTRUCTED AMBASSADOR MAMADY L. CONDE to REPRESENT HIM TO THIS CEREMONY.

2- Mme Isel Rivero a M. Sharfi Samir are no longer part of the trip.

6/01/95 B. DESSANDE

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

5 janvier 1995

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Mme. Amsale Retta, Secrétaire du RSSG
Mme. Etenesh Aberra, Secrétaire du CAO
Mme. Zouleka Gondji, Secrétaire du Chef de la Sécurité
~~M. Sharfi Samir, Sécurité~~ NO

I shall be away. So will Isel Etenesh. S
CP

7 JANUARY 1995

ETHIOPIAN CHRISTMAS

ETHIOBATT

COMMONWEALTH COMMANDER
ETHIOBATT
CORDIALLY INVITES
YOUR EXCELLENCY AMBASSADOR
SHAHARYAR KHAN
FOR A LUNCHEON
CULTURAL MUSIC &
DANCE SHOW.
TIME - 1300B
PLACE-CHANGHAN

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

5 janvier 1995

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M. Sharfi Samir, Sécurité

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6/1/95 B. DESSANDE

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

AU: Voir liste de distribution

S/C: Dr. Kabia
Directeur Exécutif, ORSG

INFO: RSG
FC
OIC Adm.

DE: M. Beadengar P. Dessande
Chef du ~~Protocole~~

SUJET: Statut des appartements "VIP" du Village Belge

1. Le Représentant Spécial, devant l'insuffisance des chambres d'hôtels dans Kigali et les difficultés déjà rencontrées par la MINUAR pour recevoir décemment des visiteurs (civils/militaires) de marque, a fait réserver en permanence trois petits appartements au Village Belge comprenant chacun une chambre à coucher. Ceux-ci sont à priori à la disposition du Représentant Spécial et du Commandant de la Force pour pallier cette pénurie dans la structure d'hébergement. Ils doivent être tenus dans un parfait état de propreté.

2. Concernant les fonctionnaires des Nations Unies ou les militaires provenant des pays participant à la MINUAR en mission de routine, la cellule "hébergement" de l'Administration est seule habilitée, et non le protocole, de prendre les dispositions appropriées pour accueillir et héberger ces visiteurs. Par conséquent, toute demande d'hébergement pour cette catégorie de personnel doit, à l'avenir, être adressée à l'unité compétente pour traitement. Le responsable de cette unité (M. Paul Aghadjanian - Bureau 3076 ext. 11085) ne pourra soumettre ses difficultés au Chef du Protocole pour une solution provisoire que lorsque toutes les possibilités de réserver des chambres dans les hôtels de la place seront épuisées.

3. Votre collaboration est sollicitée à ce propos.

Distribution:
- Tous Chefs de Section (Civils/Militaires)

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

A : M. Philip Mitnick
Chef, BMS

INFO : Dr A.H. Kabia
Directeur Exécutif

M. A.H. Golo
OIC Adm.

DE : B.P. Dessande
Chef, Bureau Protocole/Visiteurs

OBJET : **Entretien des appartements du Village Belge**

1. Au cours de la réunion de travail tenue hier dans la matinée sous la présidence du Dr Kabia, Directeur Exécutif, M. Golo, Chargé de l'Administration a indiqué que des instructions vous sont déjà données pour organiser une petite équipe d'entretien des appartements 2, 3 et 4 mentionnés plus haut et qui sont réservés aux visiteurs et hôtes de marque. Cette équipe pourrait comprendre deux personnes qualifiées dans l'entretien des chambres et habilitées aussi à offrir un menu service de petit-déjeuner (café, thé).

2. Il s'agira précisément :
- du nettoyage régulier des lieux pour les tenir propres avant, pendant et après le séjour des visiteurs
- de la fourniture en eau dans des jerrycans
- de la lessive du linge (draps, taies d'oreillers, serviettes de toilette)
- du lavage de petits ustensiles pour le petit-déjeuner (bouteilles thermos, tasses, verres à eau, petites casseroles).

3. Je voudrais souligner en passant qu'il reste à fournir pour ces petits appartements un grand rideau pour la porte d'entrée de l'appartement 4 et de petits rideaux pour les fenêtres des chambres, salles d'eau et de la cuisine de tous les appartements.
J'indique qu'après le départ des visiteurs les clés récupérées seront remises au [illegible] désigné à cet effet, lequel les retournera au bureau du Protocole [illegible] ou bien Mme Carmen Berna, bureau #407 ext 107.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

A: M. Kimso Nilsvang
Chargé de l'Administration

Section Finance

De: Shaharyar M. Khan
Représentant Spécial du Secrétaire Général

Objet: Hospitalité

Vous voudrez bien autoriser le règlement de deux factures annexées à la présente qui se rapportent aux réceptions données aux délégations qui ont visité la MINUAR:

14 septembre 1994 - Banque Mondiale

13 octobre 1994 - Président de l'Irlande, Mme. Mary Robinson

Je demande à mon cabinet de prendre des dispositions pour appliquer à l'avenir les règlements en vigueur.

Pièces jointes: Facture No. 27441 du 20/9/94 (Hôtel Mille Collines)
Facture de la Messe des officiers du Village Belge du 13/10/94.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

6 janvier 1995

ATTESTATION

Je soussigné, B.P. Dessande, Chef de Protocole, Bureau du Représentant Spécial atteste que l'Ambassadeur Khan et sa délégation ont bien séjourné à l'Hôtel Intercontinental de Kinshasa, Zaïre, du 28 au 31 décembre 1994.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

URGENT

5 janvier 1995

A: M. K. Nilsvang
Chargé de l'Administration a.i.

Section des Opérations aériennes
Info: FC

DE: B.P. Dessande
Chargé du Bureau Exécutif a.i. # 4060 ext. 11069

OBJET: Assistance au Gouvernement
Ref: Transport aérien Kigali-Nairobi

1. Le Ministère des Affaires Etrangères et de la Coopération Internationale (M. Gédeon Rudahunga, Directeur, Protocole d'Etat) par téléphone de ce matin communique que le Président de la République S.E. M. Pasteur Bizimungu, conduira une délégation de 6-7 membres au Sommet de Nairobi, Kenya, le 7 janvier 1995. Le Président souhaite revenir à Kigali le même jour immédiatement après la tenue de cette rencontre dont le programme n'est pas encore connu.

2. Veuillez prendre des dispositions pour permettre au Président et sa délégation d'effectuer le déplacement indiqué plus haut.

UNITED NATIONS
ASSISTANCE MISSION IN RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

Rec'd 04-01-95

DATE: 03 Jan 95

Copy to: DFC
DAO

REF: AIR OPS 068

TO: Mr. Dessande
OIC E/Dir

INFO: Mr. S. Khan
SRSG

Mr. P. Hornsby
Chief of Integrated Support Services

FROM: C. Ouattara
Chief AirOps/MovCon

SUBJECT: SRSG VISIT TO TANZANIA CREW DUTY TIMES

REF: Recent schedule changes to the itinerary of the SRSG's flight.

1. I have done some work on the timings for tomorrows flight, and have concluded that the latest that the group can depart Dodoma, Tanzania is 1700 local time in Tanzania. The purpose of this is to ensure that the crew does not exceed their maximum crew duty day, in the interests of flight safety.

2. For the purposes of all other days, the crew duty day shall not exceed 14 hours, starting from when the crew is picked up at their hotel. For the purposes of the final day of this trip, it must be taken into account that the flight should arrive back in Kigali no later than 12 hours of crew duty time, to enable the flight to continue back to Nairobi.

3. If these guidelines are not strictly adhered to for your planning purposes, then we may have a situation where the party is forced to remain overnight at an unplanned location. If you have any questions or comments reference these guidelines, please do not hesitate to contact Air Operations for clarification.

4. Best regards.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

URGENT

30 décembre 1994

A: Mr. Kim Nilsvang
A/OIC Administration

Section: Opérations aériennes

De: Beadengar P. Dessande
OIC.ED/OSRSG # bureau 4060 ext. 11069

Objet: Requête du Président de la République Rwandaise

RE: Assistance au Gouvernement

1. Veuillez demander au service compétent des opérations aériennes de prendre les dispositions nécessaires pour mettre au service de la Présidence de la République (RE: M. Gasana, Directeur de Cabinet du Président) un hélicoptère pour une mission à Cyangugu et à Kibuyé dans la matinée ou le début de l'après-midi du 31 décembre 1994.

2. D'avance merci pour votre coopération.

cc: SRSG
FC
AIROPS

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

29 décembre 1994

A: M. Kim Nilsvang
A/OIC Administration

INFO: FC

De: B.P. Dessande
OIC.ED/OSRSG - Room # 4060 ext. 11069

Objet: Visite du SRSG à Dar-es-Salaam, Tanzanie

1. Je voudrais par la présente vous informer que le Représentant Spécial, l'Ambassadeur S.M. Khan visitéra Dar-es-Salaam, Tanzanie le 4 janvier 1995, au lieu du 31 décembre 1994 comme l'indiquait mon récent mémorandum à ce sujet.

2. Excepté M. Stanley Olivier, Interprète qui ne sera pas du voyage, la délégation pour la visite en Tanzanie comprendra les mêmes personnes qui ont entrepris le voyage de Kinshasa. Un représentant du Haut-Commissariat aux Réfugiés (HCR) se joindra à l'équipe de la MINUAR.

3. Je vous serais reconnaissant de bien vouloir inviter le responsable des Opérations aériennes de la MINUAR de prendre les dispositions requises pour le déplacement du Représentant Spécial et de sa délégation.

cc: Section Finance
Section AIROPS

UNITED NATIONS
INTEROFFICE MEMORANDUM

UNAMIR-MINUAR

NATIONS UNIES
MEMORANDUM INTERIEUR

Copy to Amb. Conde

TO: **Dr. A.H. Kabia**
Executive Director

DATE: **19 December 1994**

FROM: **Sammy Kum Buo**
Political Adviser and Acting Spokesman

SUBJECT: **Over-time Compensation for Mr. Jackson Mugisha**

1. As you are aware, the above-mentioned staff member, a driver in the Political Section of the Office of the SRSG, has been working extremely hard since joining the staff of the OSRSG. The pressures and tempo of work have increased as he has also been performing duties associated with my additional functions as Acting Spokesman responsible for the Information Section of the OSRSG. As a result, Mr. Mugisha has put in a total of over 70 hours of over-time since October 1994.

2. I had recommended that Mr. Mugisha be paid for his over-time services on behalf of the Mission. However, I have been made to understand that it is not the policy or practice of the Mission to make financial payment for over-time. I nevertheless believe that it is fair and proper that Mr. Mugisha should be duly compensated for his over-time work. In view of the policy on no-financial compensation, and after discussion with the staff member, I wish hereby to recommend for your approval that Mr. Mugisha's hours of over-time work be converted to paid days off from work, as appropriate. The precise timing of the days off will be arranged in consultation with the Political Section staff concerned so as to permit the continued smooth servicing of the Section's needs.

from 26 Dec to 3 January.

3. Many thanks for your kind consideration and attention to this matter.

ok
FNU PI
Amk
19/12

* Please note that local staff do not work on weekend.

UNITED NATIONS
INTEROFFICE MEMORANDUM

UNAMIR-MINUAR

Mr. Dessandé

Ci-jointe c'est le papier d'autorisation pour Jackson. Je note par ici est réglé entre Mr. Sammy Buo et Dr. Kabia.
~~Et la copy~~ Et on a déjà envoyé le copy pour CCPO.
Khalba

TO: **Dr. A.H. Kabia**
Executive Director

FROM: **Sammy Kum Buo**
Political Adviser and Acting Spokesma

SUBJECT: **Over-time Compensation for Mr. Jackson Mugisha**

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3. Many thanks for your kind consideration and attention to this matter.

Paul Kuisbia
Tél SMT.
571 15E 32 61
Ter Brazzaville.
Tél 242 83 85 28

ROUTING SLIP **FICHE DE TRANSMISSION**

TO: / À: SRSG

FROM: / DE: ED

Room No. – No de bureau	Extension – Poste	Date
		19/12

FOR ACTION		POUR SUITE A DONNER
FOR APPROVAL		POUR APPROBATION
FOR SIGNATURE		POUR SIGNATURE
FOR COMMENTS		POUR OBSERVATIONS
MAY WE DISCUSS?		POURRIONS-NOUS EN PARLER ?
YOUR ATTENTION		VOTRE ATTENTION
AS DISCUSSED		COMME CONVENU
AS REQUESTED		SUITE A VOTRE DEMANDE
NOTE AND RETURN		NOTER ET RETOURNER
FOR INFORMATION		POUR INFORMATION

COM.6

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Civilian and Military Personnel
UNAMIR

FROM: Dr. Abdul Hamid Kabia
Executive Director
UNAMIR, Kigali

DATE: 19 December 1994

SUBJECT: Officers-in-Charge of the OSRSG

I will be away from Kigali from 20 December 1994 to 13 January 1995. During my absence, Mr. P.B. Dessande will be Officer-in-Charge of the Office of the SRSG and Mr. I. Minta the Legal Adviser will supervise the Information activities of the Office. In the absence of Mr. S.K. Buo from 21 December 1994 to 10 January 1995, Mr. L. Condeh will be Officer-in-Charge of the Political Section of the Office.

Ms. L. Raffi will assist Mr. Minta and Ms. K. Scott will assist Mr. Condeh during these periods.

I wish you all Seasons Greetings and a Happy New Year.

Sir.

I would like daily meetings at 8.30 am among all offrs members - key role + Mr Dao also replacement (Mr Nibou).

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR-MINUAR

INTER-OFFICE MEMORANDUM

DATE: 23 December 1994

TO: All UNAMIR Personnel

FROM: Kimso Nilsvang, Officer-in-Charge
Administration

SUBJECT: **Acting arrangement**

During the absence on annual leave of Mr. Danilo Carlos, Officer-in-Charge, Finance Section from 27 December 1994 to 9 January 1995, Mr. Prasert Kongrukgreatiyos will act as Officer-in-Charge of the Finance Section on his behalf.

Kindly extend to him your usual cooperation. Seasons greetings.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: OIC Administration
- Finance Section
- AIROPS Section

FROM: B.P. DESSANDE
OIC OSRSG

Date: 23 December 1994

SUBJECT: Mission of the SRSG and Payment of DSA

1. As you are aware, the Special Representative will carry out a mission in Kinshasa, Zaire from 27 to 30 December 1994 and in Dar El Salaam, Tanzania from 30 to 31 December 1994. He will be accompanied by seven members of his staff whose names are on the enclosed list.

2. Please make arrangements to pay the members of the delegation the appropriate rate of DSA to defray the cost of this mission.

3. AIROPS section is asked to make the necessary arrangements to make an airplane available for the SRSG's travel.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

22 décembre 1994

A: Voir liste de distribution

De: B.P. Dessande
OIC/OSRSG

Objet: Réunion de Professionnels Chargés de Section

Ref.: Mémorandum du 19 décembre 1994 du Directeur Exécutif

1. Je voudrais vous informer que le Représentant Spécial a décidé de tenir une réunion quotidienne à 8h30 avec tous les professionnels chargé de Section mentionnés dans le mémorandum cité plus haut y compris M. A.S. Dao.

2. Outre les membres de son Cabinet, M. Nilsvang, Chargé de l'Administration en l'absence de M. Golo, est invité à y participer.

3. Le lieu et la date de la première réunion vous seront communiqués dès que possible.

cc: SRSG
- Tous les Professionnels du Cabinet

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Civilian and Military Personnel
UNAMIR

FROM: Dr. Abdul Hamid Kabia
Executive Director
UNAMIR, Kigali

DATE: 19 December 1994

SUBJECT: Officers-in-Charge of the OSRSG

I will be away from Kigali from 20 December 1994 to 13 January 1995. During my absence, Mr. P.B. Dessande will be Officer-in-Charge of the Office of the SRSG and Mr. I. Minta the Legal Adviser will supervise the Information activities of the Office. In the absence of Mr. S.K. Buo from 21 December 1994 to 10 January 1995, Mr. L. Condeh will be Officer-in-Charge of the Political Section of the Office.

Ms. L. Raffi will assist Mr. Minta and Ms. K. Scott will assist Mr. Condeh during these periods.

I wish you all Seasons Greetings and a Happy New Year.

UNAMIR
Kigali, Rwanda

Nations Unies
Mission pour l'Assistance au Rwanda

Le Représentant Spécial
du Secrétaire Général

United Nations
Assistance Mission to Rwanda

The Special Representative
of the Secretary-General

MESSAGE FROM THE SRSG TO ALL PERSONNEL

RESTRICTED

UNITED NATIONS ASSISTANCE MISSION TO RWANDA

UNAMIR DESIGNATED OFFICIAL INFORMATION CIRCULAR

16 December 1994

CONFIDENTIAL

TO: *All United Nations Personnel in Rwanda*

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

Shaharyar Khan. 17.12.

SUBJECT: ***Security Plan***

1. *The Secretary-General has instructed that security arrangements for all United Nations personnel in Rwanda be coordinated by myself and by the UNDP Resident Representative, acting as my deputy, will coordinate UNDP and the other UN agencies personnel with appropriate coordination between the entities.*

2. *The Security Plan for Rwanda is currently being revised and, as part of the routine requirements of the Plan, information regarding the location of personnel and property must be submitted as indicated below.*

3. *In the event of internal disorder or hostilities, and depending on the level of disturbance, one of the following five Security Conditions will be declared and UN personnel will be notified regarding what precautions to take and how to conduct themselves:*

(i) ***Phase I -*** ***Precautionary***

(Movement should be limited to essential activities)

(ii) ***Phase II -*** ***Restricted Movement***
(All movement should be restricted)

(iii) ***Phase III -*** ***Relocation***
(Personnel and, to the extent possible, property should be relocated to concentration centres in anticipation of possible evacuation)

(iv) ***Phase IV -*** ***Programme Suspension***
(Regular operations cannot continue; all non-essential personnel will be evacuated)

(v) ***Phase V -*** ***Evacuation***
(All operations must be halted; all personnel will be evacuated)

Phases III - V are only applicable to personnel whom the UN is under obligation to repatriate, although some exceptions do exist.

4. *Shortly, you will be notified of the appointment of a Zone Warden or Area Coordinator who will be primarily responsible for security in the geographic area in which you live. If you have any questions regarding the Security Plan, they may be directed to your Zone Warden or Area Coordinator.*

Precautionary Measures

5. *In the meantime, all personnel should take certain measures now, as routine precautions. Specifically, all international personnel should undertake the following preparations:*

(a) *Prepare an inventory in quadruplicate of all furniture, valuables, household effects and automobiles (Proforma inventory blanks are attached to this circular) and, for military staff, send two copies to the Chief Military Personnel Officer; for civilian staff, send two copies of inventory to the Civilian Security and Safety Unit Amahoro Hotel, Agency staff send two copies to UNDP Field Security Officer. You should retain the remaining two copies. The Security and Safety Section and the UNDP Field Security Officer will maintain a data bank for purposes of the Security Plan. Every three months, you should send an updated inventory to the Security and Safety Unit;*

(b) *For military staff, advise the Chief Military Personnel Officer and your superior officer of the location of your residence; make sure to notify the relevant officials of your new address whenever you move. For civilian staff, advise the Personnel Section and your Chief of Division/Section/Unit of the location of your residence;*

make sure to notify the relevant officials of your new address whenever you move. For agency staff, advise the UNDP Field Security Officer of the location of your residence, old or new. This data will be transmitted to the Security and Safety Unit Data Bank and to the UNDP Field Security Officer as required;

(c) *For all staff, advise the Security and Safety Unit and other relevant officials of any medical conditions which you may have which might affect your mobility or ability to comply with any security directives.*

(d) *Check regularly to see that identity cards, passports, Laissez-Passers and health certificates are in order;*

(e) *Check that at least one week's supplies of water and food are maintained in your residence;*

(f) *Check that reserves of gas supplies are maintained;*

(g) *Ensure that supplies of flashlights, candles, matches and contents of first-aid kits are maintained;*

(h) *Check that UN and privately owned vehicles, if any, are constantly refuelled and that spare wheels and tool kits are in order;*

(i) *Maintain reserve finances of at least US$400 (e.g. in traveller's checks);*

(j) *Consider what arrangements will be made for care of household pets in case evacuation is ordered;*

(k) *Give consideration to selection of clothes, depending on the season, to be packed should an evacuation be ordered, the limit in weight to be 15 kgs per person.*

Family members, non-local domestic servants, visitors

6. *As UNAMIR is a non-family mission, there is no direct obligation and thus, there are no special provisions for the evacuation of family members. Further, because it is anticipated that UNAMIR will continue functioning during periods of greater disruption than a family mission, it is anticipated that family members of UNAMIR staff who happen to be in Kigali despite instructions to the contrary will evacuate earlier than UNAMIR personnel. Thus it is recommended that family members in the Mission area leave the country as soon as Phase I is declared by commercial carrier before UNAMIR evacuates. In any event, any UNAMIR staff member with family in Rwanda should ensure that spouse's and children's locations are known at all times and that appropriate arrangements are made for their security. Exceptions and special arrangements will be made for dependents of agency staff, as the situation normalizes further.*

7. *Similarly, non-local domestic servants employed by staff members and visitors, including dependents, are not covered under the Security Plan. These categories of individuals should*

be advised to leave the country during Phase I. Financial responsibility for their travel is solely that of the staff member involved. In any event, these categories of individuals should be advised to maintain valid passports, visas, health certificates and other documents required for travel outside the country.

Payment of allowances/compensation for loss or damage

8. *In the case of evacuation, allowances will be paid in the safe haven area or home country, to those eligible under the provisions of the Security Plan.*

9. *Compensation of internationally-recruited staff members for loss of, or damage to, personal effects, including household goods, attributable to service in connection with an emergency situation or a disaster will be payable in accordance with the relevant administrative instructions. In cases of hardship, appropriate advances may be made pending final settlement of a claim for compensation.*

Parting words

10. *Again, I remind you that it is essential to your own security that you fill in and submit the attached forms to the appropriate offices as indicated above to ensure that those responsible for the implementation of the Security Plan are able to locate you in case of an emergency.*

11. *Please retain this letter for reference and continue to update the appropriate offices within UNAMIR of any change of address or property inventory.*

ANNEX I

INFORMATION OR SECURITY PLAN LISTING

UNAMIR ID N° _____

NAME: _____
(Family name) (Other names)

NATIONALITY: _____
COUNTRY/CITY OR HOME LEAVE: _____

DUTY STATION WITH UNAMIR: _____
TELEPHONE: _____

RESIDENTIAL ADDRESS AT DUTY STATION: (state quarters, floor, entrance, type of building; attach location sketch to main road)

_____

_____

HOME TELEPHONE: _____

FUNCTION/TITLE: _____

DATE OF ARRIVAL AT DUTY STATION: _____

UN LAISSEZ-PASSER N°.: _____ EXPIRY DATE: _____

NATIONAL PASSPORT N°.: _____ EXPIRY DATE: _____

PARENT ORGANIZATION: _____

LOCATION OF PARENT ORGANIZATION: _____

EXPIRATION DATE OF CONTRACT WITH PARENT ORGANIZATION: _____

* DEPENDENTS PRESENT AT DUTY STATION : YES _____ NO _____
* SPOUSE: _____
* CHILDREN/DOB/SCHOOL (attach additional info. on a separate sheet)

_____ _____ _____

* It should be noted that the presence of these groups in the UNAMIR mission areas runs contrary to UNAMIR administrative circular #13/94. If these individuals are present in the UNAMIR mission area, they are the sole responsibility of the staff member. Under no circumstances will UNAMIR be held liable for their security and safety.

CIVILIAN STAFF MEMBERS: SUBMIT TO CHIEF CIVILIAN PERSONNEL OFFICE

CIVPOL STAFF MEMBERS: SUBMIT TO CHIEF, CIVPOL PERSONNEL OFFICE

MILITARY STAFF MEMBERS: SUBMIT TO CHIEF MILITARY PERSONNEL OFFICE

AGENCY STAFF: SUBMIT TO UNDP FIELD SECURITY OFFICER

ANNEX 2

INVENTORY OF PERSONAL EFFECTS OF FURNITURE, HOUSEHOLD EFFECTS, AUTOMOBILES AND VALUABLES

Note: Please complete this form in the following order:

I. FURNITURE AND HOUSEHOLD EFFECTS IN:

A.	Living Room	E.	Bedroom No. 3	I.	Laundry
B.	Dining Room	F.	Bedroom No. 4	J.	Balcony
C.	Bedroom No. 1	G.	Office	K.	Other rooms
D.	Bedroom No. 2	H.	Kitchen	L.	Garage

II. AUTOMOBILE(S)

III. VALUABLES

IV. CLOTHING

Name: _____

Functional Title: _____ Grade/Rank: _____

Address: _____ Date of Inventory: _____

DESCRIPTION OF ITEM	PLACE OF PURCHASE	DATE OF PURCHASE	PURCHASE COST**		ESTIMATED REPLACEMENT COST
			LOCAL	US $	

* IT IS THE STAFF MEMBER'S RESPONSIBILITY TO ADVISE THE DESIGNATED OFFICIAL OF ANY CHANGES IN THE INFORMATION GIVEN.

** STATE ONLY IN CURRENCY ACQUIRED.

ANNEX 2 (Cont'd)

_____ Page _____ of _____

DESCRIPTION OF ITEM	PLACE OF PURCHASE	DATE OF PURCHASE	PURCHASE COST**		ESTIMATED REPLACEMENT COST
			LOCAL	US $	

**** State only in currency acquired.**

CIVILIAN STAFF MEMBERS: SUBMIT TO SECURITY AND SAFETY UNIT

CIVPOL STAFF MEMBERS: SUBMIT TO CIVPOL PERSONNEL OFFICE

MILITARY STAFF MEMBERS: SUBMIT TO CHIEF MILITARY PERSONNEL OFFICE

AGENCY STAFF: SUBMIT TO UNDP FIELD SECURITY OFFICER

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

A: M. A.H. Golo,
Chargé de l'Administration

De: Dr. A.H. Kabia, ED
Directeur Exécutif

Objet: Requête de l'Ambassadeur d'Espagne à Nairobi, Kenya

Ref.: Visite à Kigali-Rwanda et à Goma-Zaire de S.E.M. José Luis Dicenta, Secrétaire d'Etat à la Coopération Internationale de l'Espagne

1. Veuillez trouver ci-joint copie du fax No. 459/94 du 8 décembre 1994 et de la correspondance du 2 décembre 1994 de l'Ambassadeur d'Espagne au Kenya concernant un voyage aller-retour Nairobi/Kigali le 17 décembre 1994 et un voyage aller-retour Nairobi-Goma le 18 décembre 1994 par le moyen d'un avion (espagnol) de la MINUAR.

2. Je vous saurais gré de bien vouloir me confirmer la disponibilité de l'avion précité aux dates indiquées ci-dessus.

5189

UNAMIR
94 DEC -8 13 00

El Embajador de España

" U R G E N T "

Date : Nairobi, 8th December, 1994
Ref : FAX 459 / 94
To : Dr. A.H. Kabia
Executive Director - UNAMIR - KIGALI
FAX Nº : 000 1 212 963 3090
Nº of pages : -3-

Dear Dr. Kabia :

I tried this morning to speak on the telephone with Ambassador Khan or with you, about the request I made to him for flying to Kigali and Goma on 17-18 December, but I did not succeed.

Also, this morning I have known that the issue is of your direct competence.

Consequently, I am sending to you a copy of the letter that I sent to Ambassador Khan by fax on 2nd December, in order to have your reaction as soon as possible, due to the proximity of the above-mentioned dates.

Thanking you in advance, I remain,

Sincerely yours,

Fermín Prieto-[illegible]
Ambassador of Spain

cc SRSG E/DIR [illegible]

El Embajador de España

Date : Nairobi, 2nd December, 1994

Ref : Fax 454 / 94

To: H.E. Ambassador S. Kahn
Special Representative of the UNSG in KIGALI

FAX Nº 000 1 212 963 3090

Nº of pages : -2-

Dear Colleague :

Following instructions from the Ministry of Foreign Affairs in Madrid, I am transmitting to your kind attention the details of the visit to Kigali of H.E. Mr. José Luis Dicenta, Secretary of State for International Cooperation, on which we agreed during our meeting in Kigali on 15th November last, when I had the pleasure to meet you with the Ambassador-designate of Spain to Rwanda, H.E. Mr. José María Sanz-Pastor, and the Deputy Director General for African Affairs, Mrs. Carmen de la Peña.

The schedule of the Secretary of State is to fly from Nairobi to Kigali on the morning of 17th December, for talks with you, with the President of the Republic of Rwanda, and some other Rwandese high-ranking officials, as well as with the Resident Representatives of other UN bodies, and returning to Nairobi on the same day.

On December 18th, Mr. Dicenta would like to go to Gome to visit some refugee camps in the area, returning to Nairobi also on the same day.

On both occasions, Mr. Dicenta will be accompanied by the Director General of African Political Affairs, Mr. Miguel Angel Moratinos, the Director of the Institute for Development Cooperation, Mr. Antonio López, and the Secretary of State's Chief of Cabinet, Mr. Fernando Morán.

To make the final arrangements for this visit to Kigali, the Ambassador-designate of Spain to Rwanda,

La Embajada de España

and presently Ambassador to Tanzania, will go to Kigali on 15th December, returning to Nairobi on the 17th, with the party of the Secretary of State.

The Spanish Government, and Mr. Dicenta himself, will very sincerely appreciate your essential support to this programme, especially the flying of the Spanish Military Aircraft under UNAMIR command, as well as for providing the necessary security measures and land transportation within Kigali and Goma.

Thanking you in advance for the kind attention which, I am sure, you will give to this letter, I remain,

Sincerely yours,

Fermín Prieto-Castro
Ambassador of Spain

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

3 December 1994

TO: All UNAMIR Personnel

FROM: Shaharyar KHAN
Special Representative of the Secretary-General

SUBJECT: Working Hours

I am pleased to inform you that after discussion with Senior staff of UNAMIR, I have decided to schedule the working hours as follows:

Monday through Friday	**8:00 Hours**	**- 12:30 Hours**
	1:30 Hours	**- 17:00 Hours**
Saturday	**8:00 Hours**	**- 12:30 Hours**

This new schedule is to take effect immediately.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Civilian and Military Personnel

FROM: Shaharyar M. Khan
SRSG

DATE: 2 November 1994

SUBJECT: Absence from Mission Area - 3-13 November 1994

I will be out of the mission area on an official mission to Europe from 3-13 November 1994.

During my absence, the Force Commander Major General Tousignant would act as Chief of Mission. All communication addressed to the SRSG should be routed through my office and directed to the Acting Chief of Mission for his attention and necessary action.

ROUTING SLIP

TO S. KABIA

	APPROVAL		MORE DETAILS
	REPLY, PLEASE	X	YOUR INFORMATION
	SEE ME PLEASE		RETURNED AS REQUESTED
	YOUR SIGNATURE		INVESTIGATE AND REPORT
	NOTE AND FILE		FOR ACTION
	NOTE AND RETURN		REPLY FOR MY SIGNATURE
	YOUR COMMENTS		INITIAL AND FORWARD
	PLEASE DESPATCH		PLEASE RETURN
	PLEASE POUCH		SENT AS REQUESTED

RE: Ambassador Dillon/150 St

Suite 3 at BBC
is reserved for the
VIP guest.

DATE | FROM

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: Mr. Ally H. Golo
OIC, Administration

Mr. P.B. Dessande
Chief of Protocol

FROM: Dr. Abdul Hamid Kabia
Executive Director

Rec. 7/11 eP.

DATE: 7 November 1994

SUBJECT: Visit of Ambassador Dillon

Ambassador Dillon, the Secretary-General's envoy to Rwanda and Burundi will arrive in Kigali on Wednesday 9 November and leave for Burundi the following day. We have been requested to provide him with accommodation and logistic support (car and driver) for the duration of his stay in Rwanda.

Please take action accordingly.

Now Friday 94. according to A-Kabia.

PBD

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

UNAMIR - MINUAR

TO: All Staff
OSRSG

FROM: Dr. Abdul Hamid Kabia
Executive Director

DATE: 7 November 1994

SUBJECT: December/January Leave Plans

Please let me know, latest by 8 November what your leave plans are for the months of December 1994 and January 1995.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: Dr. A.H. Kabia
ED/OSRSG

From: B.P. Dessande
Chief Protocol/Visitors Bureau

Object: December/January leave plan

I am planning to be on leave from December 27, 1994 for one month.

I wish to indicate that I am on the mission since November, 1993.

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

8 November 1994

TO: All Civilian and Military Personnel

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

SUBJECT: Absence from Mission Area 8 to 11 November 1994

Please be advised that during my absence on mission from 8 to 11 November 1994, Mr. Kimso NILSVANG will act as Officer-in-Charge of the Division of Administration.

Please extend to him your usual cooperation.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Civilian and Military Personnel

FROM: Shaharyar M. Khan
SRSG

DATE: 2 November 1994

SUBJECT: Absence from Mission Area - 3-13 November 1994

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During my absence, the Force Commander Major General Tousignant would act as Chief of Mission. All communication addressed to the SRSG should be routed through my office and directed to the Acting Chief of Mission for his attention and necessary action.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Section Chiefs

DATE: 27 October 1994

REF: LOC/PERS.NS

FROM: K. Nilsvang
CCPO

SUBJECT: Evaluation of short-term staff

Reference is made to our memorandum of 10 September 1994 (copy attached), in which you were informed of the requirement to evaluate the local staff of your respective section at the end of October, date at which their initial contract is due to expire. You were also requested to prepare job descriptions to match each of the encumbered posts. In order to assist us in determining whether or not all the contracts should be renewed at the end of October for a further one-month period, we are annexing an evaluation form to be duly completed for all your local support staff. Please return them by 4 November at the latest.

Please note that we are unable to place Local Staff on the 300 series (LD) at this stage because we lack the necessary mechanism to implement it in line with its given rules and regulations. Additional information is required from New York on this issue. Please inform your staff accordingly.

In the meantime, we shall continue with the SSA contracts until further notice.

Thank you for your cooperation.

cc: SRSG's office
FC's office
Exe. Dir
OIC/ADM
FSA/Sectors
CIVPOL & MILOBS

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Section Chiefs

DATE: 10 September 1994

REF.: LOC/PERS/NS

FROM: A.R. Diallo
CCPO

cc: Mr. A.H. Golo
OIC/ADM.

SUBJECT: Job Description for Local Staff

This is further to our memorandum dated 15 August 1994 in which we had requested all Division Chiefs to provide this office with their requirement in local personnel. In para. 2 of the same memorandum we asked that you accompany each request with a brief post description in order to facilitate the pre-selection of candidate and to speed up the recruitment process. Now that all the approved posts have been filled in this initial phase of local recruitment, we would like you to issue, in the interest of both the staff and the Organization, detailed job description of all encumbered posts in your section. Please bear in mind that each staff will be evaluated in accordance with his/her established post description at the end of October, prior to the second contract. Those staff who do not meet the requirements of the post will be advised accordingly.

We would also like to remind you that Personnel Section is the only Section with a given mandate to recruit staff for UNAMIR. We therefore count on your cooperation to coordinate the recruitment of local staff and to rely on the staff of Personnel Section and its facilities to process all applications. This will enable us to make optimum use of our approved allocation to satisfy each section's staffing needs.

Your strict adherence to the above instructions is highly appreciated. Thank you for your kind cooperation.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : K. Nilsvang
CCPO

FROM : Alexie Mukamugenzi
Secretary OSRSG (Protocol)

DATE : 25 October 1994

SUBJECT : End of my contract with UNAMIR

I would like to inform you that starting 1st November 1994 I will not be a UNAMIR staff member due to personal reasons. I'm grateful for having a chance to work with you. I will keep a lasting memory of it.

Thank you for your understanding.

cc : Executive Director

Chief Protocol

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: See Below

FROM: Dr. Abdul Hamid Kabia
Executive Director
UNAMIR

DATE: 17 October 1994

SUBJECT: **Daily Prayer meetings (civilian)**

Following our initial meeting of this morning, the SRSG decided that we should continue to hold prayer meetings with all Heads of Sections and Units at the same time and place, but only on **Mondays** and **Fridays**.

A **Senior Staff** meeting will be held on Tuesdays, Wednesdays and Thursdays from 0900hrs to 0930hrs in the SRSG's Conference Room.

Distribution

Spokesman
CAO
Political Adviser
Legal Adviser
Chief Protocol Officer
CSS
CCO
OIC HAO
CSO
CCPO
CTO
CFO
MIS/EDP
CGS
CLO
BMS
CPO

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: See Below

FROM: Dr. Abdul Hamid Kabia
Executive Director
UNAMIR

DATE: 11 October 1994

SUBJECT: **Daily Prayer meetings (civilian)**

With effect from 17 October 1994, there will be a daily meeting of Heads of Sections and Units, under the Chairmanship of the SRSG, to discuss progress reports on the activities and programmes of UNAMIR.

The meetings will be held in the Conference Room on the ground floor of UNAMIR Hq at 0900hrs every day except Saturdays and Sundays.

Distribution

Spokesman
CAO
Political Adviser
Legal Adviser
Chief Protocol Officer
CSS
CCO
OIC HAO
CSO
CCPO
CTO
CFO
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CGS
CLO
BMS
CPO

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA
UNAMIR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA
MINUAR

18 October 1994

TO: Dr. A.H. Kabia, Executive Director

FROM: Beadengar DESSANDE

SUBJECT: Follow-up of the activities of the Protocol/Visitors Bureau

1. With reference to the SRSG's memorandum of 6 October 1994 to you, the following is arranged with the assistance of my colleague Mr. Struggar.

Call on:
Minister of Finance: Wednesday 19 October at 09h00;
Minister of the Interior: Wednesday 19 October at 11h00;
Minister of Youth: To be arranged by Mr. Struggar.

2. Concerning point 2 of the above-mentioned memorandum, I met briefly with the DFC yesterday 17 October 1994. I indicated to him that the programme to visit all 5 zones could be established for the coming week. I will revert to you as soon as possible.

3. Ms. Scott confirmed yesterday late in the afternoon, that a meeting with the agency representatives will be held at Amahoro Headquarters today at 15h00. I advised that she can contact those representatives through the UNDP RR's office. I understand that this in connection with the alinea (c) of point 3 of the same memorandum.

4. In the pipeline there is the visit of King FAYCAL HOSPITAL.

5. After my departure (10h30) to Nairobi, the dirver Mr. François MUSONI will report to you with the car assigned to the Protocol Bureau. I suggest that Mr. Struggar who is assisting in protocol could have it during my absence.

6. I suggest that Ms. Berna together with Ms. Alexie, complete the listing of the Ministries and Embassies.

7. Coming visits to UNAMIR: 23-24 October 1994: High ranking Bangladesh Military Delegation; the British Chief of the Defense Staff, Field Marshall Sir Peter INGE(29 Oct 94

Encl.: SRSG's memo of 6 October 1994

cc: SRSG
All professionals

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTEROFFICE MEMORANDUM

MEMORANDUM INTERIEUR

UNAMIR - MINUAR

TO: Dr. Abdul H. KABIA
Executive Director

6 October 1994

ATT: Mr. B. Dessande
Chief Protocol Officer

FROM: Shaharyar M. Khan
SRSG

Shaharyar M. Khan

I would like to have the following arranged for the coming week.

1) Call on the Minister of Finance, Interior, Public Works, Youth and Information.

2) Visit to all 5 zones where I would have meeting with:-

a) Milobs
b) HR Observers
c) NGO's & Agency Representatives and local officials eg. Prefects/RPA reps.

3) I would like to have the following regular meetings:

a) Senior Military Officers - once a week over lunch.
b) Meeting with Civilians - 1/2 hour daily (prayer meeting).
c) Meeting with Agency reps (once a week).

4) Visits to various units - (could be organized with para. 2)

NOTE A L'ATTENTION DU RSG

RE:HOSPITALITE

1.Suite à votre demande dans l'après midi d'hier sur le point indiqué plus haut,j'ai contacté Mr Prasaut,Finance NAIROBI (tél:623743)et Mr HORNSBY,OIC Adm MINUAR,KIGALI.Tous les deux m'ont communiqué le montant du budget disponible au 3 AOUT 1994 pour l'hospitalité est:$4.373. De ce montant il va falloir déduire frais occasionnés par les derniers cocktail et réceptions de septembre(Mission de la Banque mondiale,Visites Mr Kofi ANNAN et d'octobre(Président M.Robinson d'Irlande)

2.Concernant la lettre à votre signature,je mettrai à profit mon séjour à NAIROBI pour recueillir auprès du service compétent des finance des élements complémentaires sur le règlement en vigueur et vous soummettrai un projet dès mon retour à Kigali.

18/10/94 B. DESSAUBY

~~30/9/94 CP to~~ D2 KA1014

Sir, in order to accomodate your Req, find enclosed the new parking Layout. Be advised that although parking #32 shows VIP, I have registered Mr. Mebu's vehicle for that space. For #33 also showing VIP, I have registered Mr. Buo's vehicle. As for the SRSG parking space with no number, Mr. BaKKar's vehicle has been registered. For your inFo, SIR

S.F.D Gagnon
Lt
Camp Commandant
11152
30 Sep 94

ARKING LAYOUT

SPAO

CSO	C PROC O	CCO	MA TO FC	CCPO	G1	C MIS O	G4	CC LOG O	SR POL ADV	CCCO
29	28	27	26	25	24	23	22	21		

OPS AREA

HAO

	20	19	18	17	16	15	14	13	12
SRSG	G3 OPS	G3 PLANS	MIL SPOKE	CBES	UK CO	CAN CO	CGSO	C PROTO	DK KABIA
LEGAL ADV	CTO	CSS	CLO	CMO	HAC	DCOS SP	DCOS OPS	DFC	CAO
	11	10	9	8	7	6	5	4	3

spokesman

ED

1	FC
2	SRSG

	40	39	38	37	36	35	34	33	32
EOD	DR	DR	AIR OPS	CONTRACT MGR	CAMP COMD	ROVER	PSO	VIP	VIP

vacant for visiting VIP

Spokesman

Pol Adv

XXXX

VISITOR PARK

ENTRANCE TO UN HQ BUILDING

RECEPTION

ROUTING SLIP **FICHE DE TRANSMISSION**

TO: / A: ~~Chief Protocol~~ 30/9/94

FROM: / DE: EO

Room No. – No de bureau	Extension – Poste	Date
		29/9

FOR ACTION		POUR SUITE A DONNER
FOR APPROVAL		POUR APPROBATION
FOR SIGNATURE		POUR SIGNATURE
FOR COMMENTS		POUR OBSERVATIONS
MAY WE DISCUSS?		POURRIONS-NOUS EN PARLER ?
YOUR ATTENTION		VOTRE ATTENTION
AS DISCUSSED		COMME CONVENU
AS REQUESTED	X	SUITE A VOTRE DEMANDE
NOTE AND RETURN		NOTER ET RETOURNER
FOR INFORMATION		POUR INFORMATION

Please advise the camp Commandant of Amshora that our office needs parking spaces for the 1. Spokesman
2 Political Advisor
3 Legal Advisor
4 Senior Political officer
5 OIC, Humanitarian Affairs.

A. Mbeki 29/9

COM.6 (2-78)

(1) 30/9/94 RDB

SRSG

MEMORANDUM

8000-1 (CC)

27 Sep 94

Distribution List

UNAMIR HQ PARKING ALLOCATION

Ref: 8000-1 (FSO) dated 23 Aug 94.

1. As mentioned in ref, key pers appointments were allocated parking space within the UNAMIR HQ area. The finalized parking allocation has been approved by both civilian and military organizations as shown on the enclosed parking layout with the DCOS/SP and the CBMSO's signatures.

2. The allocation will take effect as of 03 Oct 94. All listed appointments are req to report to the reception office the driver's name, the room number where they can be found, and the license plate number of their appropriate vehicles on the enclosed forms or contact the reception office at local 11147 NLT 30 Sep 94. Any vehicle not registered to the specific parking space will be towed away at owners risk to a location to be determined in the near future.

3. Req widest distribution be given to UNAMIR military, civilian, and NGO pers.

J.F.D. Gagnon
Lt
Camp Commandant
11152

Enclosures: 2

DISTRIBUTION LIST

List A
List B
List D less 56-70
List E

URGENT

Attention : Camp Cdt Lt GAGNON

1- L'allocation des parkings n'a pas tenu compte du cabinet du SRSG.

2- Voir à ce sujet les remarques du Bureau Exécutif du Bureau du SRSG.

3)- Ci-joint la liste provisoire du personnel dudit bureau.

4) Pour suite à donner

30/9/94

DESCHAMPS,
Chef du Protocol
Bureau 4060 ext 11069

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR / MINUAR

UNAMIR TEL : 212 963 3093 - OSRSG
212 963 3092 - FC
212 963 3091 - CAO

212 963 3094 + 9 + EXTENSION

CRYPTO FAX N0: 212 963 3097
OPEN FAX N0 : 212 963 3090

OFFICE OF THE SPECIAL REPRESENTATIVE OF THE SECRETARY-GENERAL

OFFICE NO	EXTENSION	NAME AND TITLE
4035	11003	H.E Ambassador Shaharyar M. Khan, SRSG
4035	11004	Ms Nancy W. Mugo, Secretary to SRSG
4044	11001	Dr Abdul Hamid Kabia, Exec. Director unamir 3
4053	11002	Ms Betty Kiru, Admin.Assist./Secretary to ED
4052	11065	Mr Pierre Mehu, Spokesman UNAMIR 6
4076	11067	Mr Sammy Buo, Political Adviser UNAMIR ?
4029	11080	Ms Isel Rivero, Senior Political Affairs Officer UNAMIR 36
4060	11069	Mr B.Dessande, Chief, Protocol/Visitors Office UNAMIR 37
4004	11083	Mr Milos Struggar, Political Affairs Officer
4005	11073	Ms Kristen Scott, Political Affairs Officer
4020	11081	Ms Abeba Kifle, Secretary
4021	11076	Ms Ladan Rafii, Political Legal Officer
4077	11071	Ms Latifa Ouazany, Political Affairs Secretary Ms Alexie Mukamugenzi, Information & Protocol Secretary
4069	11068	Mr Abou Bakkar S. Dao, Humanitarian Officer UNAMIR 44
4085	11066	Ms Felextina Foster, Humanitarian Officer
4068	11072	Ms Jeanne d'Arc Uwicyeza, Humanitarian Secret.
4084	11070	Radio UNAMIR
4012	11077	Production Room
4013	11082	Mr Isaac Minta, Legal Adviser UNAMIR ?
4034	11079	Consultant room
4045	11074	SRSG, Conference room

SRSG

MEMORANDUM

8000-1 (CC)

27 Sep 94

Distribution List

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J.F.D. Gagnon
Lt
Camp Commandant
11152

Enclosures: 2

DISTRIBUTION LIST

List A
List B
List D less 56-70
List E

URGENT

Attention : Camp Cdt Lt GAGNON

1- L'allocation des parkings n'a pas tenu compte du cabinet du SRSG.

2- Voir à ce sujet les remarques du Directeur Exécutif du Bureau du SRSG.

3)- Ci-joint la liste provisoire du personnel dudit bureau.

4) Pour suite à donner

23/9/94

[illegible]
Chef de Protocole

ROUTING SLIP **FICHE DE TRANSMISSION**

TO:
A: Chief, Protocol

FROM:
DE: EO

Room No. – No de bureau	Extension – Poste	Date
		29/9

FOR ACTION		POUR SUITE A DONNER
FOR APPROVAL		POUR APPROBATION
FOR SIGNATURE		POUR SIGNATURE
FOR COMMENTS		POUR OBSERVATIONS
MAY WE DISCUSS?		POURRIONS-NOUS EN PARLER ?
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AS REQUESTED		SUITE A VOTRE DEMANDE
NOTE AND RETURN		NOTER ET RETOURNER
FOR INFORMATION		POUR INFORMATION

Please advise the camp Commandant of Bmotoro that our office needs parking spaces for the 1. Spokesman
2 Political Advisor
3 Legal Advisor
4 Senior Political officer
5 OIC, Humanitarian Affairs.

29/9

COM.6 (2-78)

① 30/9/94 BD

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

6 octobre 1994

INTEROFFICE MEMORANDUM

A : Monsieur le Chargé de l'Administration
Section Finance

S/C DE : Dr A. Kabia
Directeur Exécutif
Bureau du Représentant Spécial

DE : Beadengar P. Dessande
Chef, Bureau Protocole/Visiteurs

Objet : **Cocktail offert par le SRSG en l'honneur de la délégation de la Banque Mondiale**

1. Veuillez trouver ci-joint pour règlement la facture No 27441 du 20 septembre 1994 émanant du Directeur de l'Hôtel des "Mille Collines" relative à l'objet sus-mentionné.

2. Par copie de ce mémorandum j'informe la direction de cet établissement de la réception et de la transmission de sa correspondance au service compétent.

cc. : SRSG (à titre de compte rendu)

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Staff
OSRSG

FROM: Dr. Abdul Hamid Kabia
Executive Director

Date: 05 October 1994

SUBJECT: **DISTRIBUTION OF SECRETARIES OSRSG**

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

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

- - - - - -

clone

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

9 septembre 1994

INTEROFFICE MEMORANDUM

A : Dr A. Kabia
ED

De : B. Dessande
Chef du Protocole

Objet : Personnel du Bureau Protocole

1. Je me réfère à la réunion que j'ai eue avec vous en date du 28 août 1994 relative à l'objet sus-mentionné et porte à votre connaissance qu'une voiture de service sans chauffeur m'a été affectée le 8 septembre 1994.

2. Je voudrais souligner l'urgence de mettre à la disposition du Protocole un chauffeur. J'indique que j'ai eu à utiliser, ces dernières semaines, les services du chauffeur François Musoni actuellement en service à la section Transport/MINUAR.

12 Sept 94

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

9 septembre 1994

INTEROFFICE MEMORANDUM

A : Dr A. Kabia
ED

De : B. Dessande
Chef du Protocole

Objet : Personnel du Bureau Protocole

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

8 Septembre 1994

NOTE AU SRSG

Objet : **Visite de l'Hôpital FAYCAL**

Ref : **Votre mémorandum du 26 août 1994**

Info : **DE**

1. Afin de programmer votre prochaine visite à l'hôpital FAYCAL de Kigali, j'ai, en date du 6 septembre 1994, rencontré :

   - Ms Anita Janssen, Représentante générale des Médecins Sans Frontières (MSF) et Chef de Mission des MSF Hollande
   - Dr Ricardo, Coordonnateur des MSF-Belges,

   lesquels sont disposés à organiser votre venue audit lieu.

2. Ils ont indiqué que MSF portent simplement assistance à ce centre hospitalier gouvernemental, ils se doivent d'associer à ce projet de visite le Docteur Jean Baptiste HABYARIMANA, Directeur du complexe hospitalier et Représentant du Gouvernement.

3. Je suggère que cette visite ait lieu entre les 11 - 14 septembre 1994 à une date de votre convenance.

B. Dessande

Chef du Protocole

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

5 September 94

INTEROFFICE MEMORANDUM

To : Lt Colonel HADDOW
MA to FC

From : B. DESSANDE
Chief, Protocol

INFO : SRSG
DE

Subject : SRSG'S VISITS

1. I am referring to the Special Representative's note of 26 August 1994 to the Executive Director relative to his meetings/visits (copie is attached for reference) and notably to the point b) of the alinea III and would be grateful if a program could be arranged for a SRSG's visit to the Sector 4, including NYARUSHISHI Camp.

2. This program has to be submitted to the SRSG's approval before to fix convenient date and time.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

NOTE

To: Executive Director

26 August 1994

From: SRSG

Subject: **MEETINGS/VISITS**

I would be grateful if the following could be arranged:

i) Regular meetings between Senior Officers (twice a week?), followed by informal dinners - (Mondays and Thursdays?);

ii) I would like to visit:
a) the water plant;
b) the Kigali radio;
c) the telephone centre;
d) contingents from various countries;

iii) Visits may also be scheduled to: 1/9 2/9
a) UNAMUR (before it closes down)
b) Sector 4, including Nyashishi Camp.

iv) Calls on all Cabinet Ministers starting with Foreign Minister;

v) Once a week, press briefing;

vi) Once a week, meeting with UNREO/NGOs.

29 Mars 1994

- 2 Ouvre bouteilles
- 1 cafetière électrique
- 2 boites de filtre
- 12 tasses à café et sous tasses
- 14 petites cuillères
- 1 sucrier
- 1 pot à lait
- 12 verres
- 2 plateaux
- 2 cafetière/théière
- 5 paquets de café
- 2 paquets de thé
- 3 kgs de sucre
- 4 boites de lait en poudre
- 3 paquets de serviettes en papier
- 4 torchons
- 1 éponge
- 2 napperons en plastique
- 4 boites de savon OMO
- 1 parapluie
- 4 désodorisant pour véhicule
- 3 torchons pour véhicule
- 2 vidanges boissons
- 2 petits plats pour amuse gueule
- 4 savons de toilette
- 4 essuie mains
- 6 désodorisants pour toilette
- 3 petits vases
- 1 fer à repasser

Pour approbation

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR MINUAR

INTEROFFICE MEMORANDUM
MEMORANDUN INTERIEUR

29 Mars 1994

A : Mlle Christine DE LISO
Chef de l'Administration a.i.

De : Dr. Jacques-Roger BOOH-BOOH
Représentant Spécial du Secrétaire Général

OBJET : Extension de contrat

Ref : Mon memorandum du 7 mars 1994

---

1. Je me refère à mon memorandum sus-mentionné et précise que l'Inspecteur de Police Civile, Johnson WREFORD est encore au service de la mission qu'il quittera définitivement le 11 avril 1994.

2. Vous voudrez bien prendre toute action appropriée pour régulariser son contrat.

cc: pour information

FC
DFC
ED/ORSG
M. J. WREFORD

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEUR

07/03/1994

A : **Mme Christine de Liso**
CAO

De : **Dr. Jacques-Roger Booh-Booh**
Représentant Spécial du Secrétaire Général

Objet : **EXTENSION DE CONTRAT**

Réf. : **Inspecteur Johnson WREFORD, Chef de la Section Investigations, Police Civile**

---

1. **Je vous prie de bien vouloir prendre toute action appropriée pour proroger de deux semaines le contrat de l'Inspecteur de la Police Civile, M. Johnson WREFORD.**

2. **Cette requête est justifiée par nécessité de service. En effet, la Commission créée par ma décision du 15/12/93 (copie ci-jointe pour référence) et dont l'intéressé est membre poursuit ses travaux.**

c.c. : **pour information,**
FC
DFC
ED/ORSG
M. J. Wreford

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA
UNAMIR

File No.22...

To: Distribution List

From: Special Representative of the Secretary General

Date: 15 December 1993

Subject: CONVENING ORDER, HEADQUARTERS BOARD OF INQUIRY (BOI 0001)

1. In accordance with Security Council resolution 872 (1993), paragraph 3 (e), a Headquarters Board of Inquiry is hereby convened to investigate and report the incident which occurred on the night of the 17th November 1993, at about 2300 hours, at the Sub Prefecture of Kirambo, where a number of people in various villages of the same Sub Prefecture were brutally killed and injured.

2. The board is to submit the final report in triplicate by 31st December 1993.

3. Composition. The board will be composed as under:

Chairman:	Mr.Beadengar Dessande	UNAMIR HQS
Member	:	Lt Col Anwar Farid	FHQ
Member	:	Insp. Wreford Johnson	FHQ
Member	:	To be provided by RGF	
Member	:	To be provided by RGF	
Member	:	To be proveded by RPF	
Member	:	To be provided by RPF	
Member	:	Capt Cherrif Mbodje (Secretary)	FHQ

4. Administration. CAO will provide necessary administrative support to the board.

Distribution List:

Action	Information
Chairman, members and secretary of the board	FC CAO CMO DMZ Sector Commander CMPO RGF LO RPF LO

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA
INTEROFFICE MEMORANDUM

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA
MEMORANDUM INTERIEUR

UNAMIR - MINUAR

24 mars 1994

A : Mlle Christine DE LISO
Chef d'Administration a.i.
Bureau #3035 ext: 1300

INFO : M.Sune SANDSTROM
Administrateur Principal
Bureau #3044 ext: 1344

DE : B.P. DESSANDE
Chef, Bureau Protocole
Bureau #4060 ext: 1368

OBJET: Fourniture de divers services

1. Cette note vise à souligner la nécessité pour le Bureau du Protocole de disposer de certaines fournitures indispensables lui permettant de réagir sous peu de temps aux requêtes du Représentant Spécial (ex: cartes imprimées et enveloppes pour invitation, carton à l'en-tête des Nations-Unies pour l'usage du Représentant Spécial etc...).

2. En attendant l'établissement des besoins de ce bureau dans ce domaine, j'ai ordonné la commande immédiate de cinq cents (500) cartes imprimées et enveloppes auprès de l'Imprimerie de Kigali (ci-joint copies de la maquette et de la facture pro-forma).

3. Mme Forsinetti, Assistante au Protocole, bureau #4068 ext: 1468, est chargée d'approcher vos services compétents à ce sujet.

cc: CGSO

I.M.K.

S.A.R.L.

IMPRIMERIE DE KIGALI

TOUS TRAVAUX D'IMPRIMERIE ET DE RELIURE
FAÇONNAGE DE LISTINGS

Place du 5 Juillet, B.P. 956 Kigali, Rwanda
Tél. : 85795, 82032, 83798, 82037
Fax : 84047
R.C. A 154 / KIG.
Banquiers :
B.C.R. Kigali Cpte N° 010-0111201-23
B.K. Kigali Cpte N° 5070-59
BACAR. Kigali Cpte N° 2.223058.3070.74

Kigali, le 24/03/1994

MINUAR

Reçu 24/03/94
Ok pour paiement
Réception faite ce jo

V/Réf. :

N/Réf. :

FACTURE N°I 18081

Quantité	Désignation	Prix unitaire	Montant
500	Cartes d'invitation pour Mr. le Docteur Jacques-Roger Booh-Booh	15	7.500 Frw
500	Enveloppes blanches 114 x 162	4	2.000 Frw
		TOTAL	9.500 Frw

Certifié sincère et véritable et arrêté à la somme de NEUF MILLE CINQ CENT FRANCS RWANDAIS.-

N.B. : Cette facture est payable endéans 30 jours de son émission. Passé ce délai, le montant de la facture est productif d'intérêt au taux de 14 % l'an sans qu'il soit besoin de mise en demeure.

IM.KI.

En vous remerciant de votre confiance et toujours à votre service.

IMPRIMERIE DE KIGALI

TOUS TRAVAUX D'IMPRIMERIE
ET DE RELIURE

Tél. 5795 – B.P. 956 Kigali
R.C. A 154 Kigali

Banquiers:
B.C.R. Kigali Cpte No 8017
B.K. Kigali Cpte No 5070

Kigali, le 23-3-24

Minuaka

DEVIS 1315

V/Réf. : _____

N/Réf. : _____

Quantité	Désignation	Prix unitaire	Montant
500	Cards d'invitation	15	7500

Im.Ki. 0389-80

TOTAL 7500

Certifié sincère et véritable et arrêté à la somme de _____

Nos devis sont à titre indicatif et sont susceptibles de changement

IM.KI.

En vous remerciant de votre confiance et toujours à votre service

Dr Jacques-Roger Booh-Booh

Secrétaire Général Adjoint des Nations Unies et Représentant Spécial du Secrétaire Général au Rwanda

prie .....

.....

de lui faire l'honneur d'assister .....

.....

qui aura lieu à .....

le ..... *à* .....

R.S.V.P.

Tél. 84281 à 84285

Ext. 1175 ou 1468

Dr Jacques-Roger Booh-Booh

Secrétaire Général Adjoint des Nations Unies et Représentant Spécial du Secrétaire Général au Rwanda

OK 23/03 BB

prie .....

.....

de lui faire l'honneur d'assister .....

.....

qui aura lieu à .....

le ..... *à* .....

R.S.V.P.

Tél. 84281 à 84285

Ext. 1175 ou 1468

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: Chief Administrative Officer
All Heads and Chiefs of Sections

FROM: Abdul H. Kabia
Executive Director

DATE: 22 March 1994

SUBJECT: **Channels of Communication**

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

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

cc: All Staff, OSRSG

ROUTING SLIP — FICHE DE TRANSMISSION

TO: / A: Stephane

FROM: / DE: MT

Room No. – No de bureau	Extension – Poste	Date

FOR ACTION		POUR SUITE A DONNER
FOR APPROVAL		POUR APPROBATION
FOR SIGNATURE		POUR SIGNATURE
FOR COMMENTS		POUR OBSERVATIONS
MAY WE DISCUSS?		POURRIONS-NOUS EN PARLER ?
YOUR ATTENTION		VOTRE ATTENTION
AS DISCUSSED		COMME CONVENU
AS REQUESTED		SUITE A VOTRE DEMANDE
NOTE AND RETURN		NOTER ET RETOURNER
FOR INFORMATION		POUR INFORMATION

Do you know something about the attached.

Thanks.
MT

Norm + Serge
Could we fix the Input o/c ?

Reçu de NORA a 9h FNA 13h00 9.21/3

COM.6 (2-78) 23/07/94 BD

ROUTING SLIP

TO Rosette

	APPROVAL		MORE DETAILS
	REPLY, PLEASE		YOUR INFORMATION
	SEE ME PLEASE		RETURNED AS REQUESTED
	YOUR SIGNATURE		INVESTIGATE AND REPORT
	NOTE AND FILE		FOR ACTION
	NOTE AND RETURN		REPLY FOR MY SIGNATURE
	YOUR COMMENTS		INITIAL AND FORWARD
	PLEASE DESPATCH		PLEASE RETURN
	PLEASE POUCH		SENT AS REQUESTED

Nécessaire fait.
(à classer)

DATE	FROM

B. DESSANDE
x#136

21/03/94

Mme FORSINETTI.

- Vous seriez très aimable de vérifier auprès de Mr SERRA si cette menue dépense de fourniture - papeterie faite par le RSSG - lui est déjà remboursée.

- En effet le délai très court séparant des fêtes de fin d'année n'a pas permis à la section "Fourniture" de commander des cartes de visite et de vous faire par le RSSG qu'ils a fait faire et payées lui-même.

- le Chef de finance avait séparé cette facture de la requête relative à l'hospitalité et l'avait envoyé aux services financiers par inadvertance.

RD

UNITED NATIONS NATIONS UNIES

Dr Jacques-Roger Booh-Booh

Secrétaire Général Adjoint des Nations Unies et
Représentant Spécial du Secrétaire Général au Rwanda

B.P. 749 Kigali
(Rwanda)

Tel. : (250) 84281
Fax : (250) 84275

UNITED NATIONS NATIONS UNIES

UNAMIR
United Nations Assistance Mission
for Rwanda

MINUAR
Mission des Nations Unies pour
l'Assistance au Rwanda

UNITED NATIONS NATIONS UNIES

Dr Jacques-Roger Booh-Booh

Reçu le 23/03/94

Secrétaire Général Adjoint des Nations
Unies et Représentant Spécial du
Secrétaire Général au Rwanda.

B.P. 749 Kigali
(Rwanda)

Tel. : (250) 84281
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UNITED NATIONS NATIONS UNIES

Dr Jacques-Roger Booh-Booh

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UNITED NATIONS NATIONS UNIES

UNAMIR
United Nations Assistance Mission for Rwanda

MINUAR
Mission des Nations Unies pour l'Assistance au Rwanda

UNITED NATIONS NATIONS UNIES

Dr Jacques-Roger Booh-Booh

Secrétaire Général Adjoint des Nations Unies et Représentant Spécial du Secrétaire Général au Rwanda

B.P. 749 Kigali (Rwanda)

Tel. : (250) 84281
Fax : (250) 84275

United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO: Tout le Personnel du
A: Bureau du RSSG

DATE: 21 Mars 1994

REFERENCE:

THROUGH: Dr. Abdul H. KABIA
S/C DE: Directeur Executif/RSSG

FROM: Beadengar P. DESSANDE
DE: Chef du Bureau du Protocole et de Liaison/RSSG

SUBJECT:
OBJET: Messe de Requiem - Feu Jean-Pierre STEVELINCK et Feue Shireen CAUSEY

1. Une messe de requiem sera organisée le jeudi 24 Mars 1994, dans l'après-midi, en memoire de nos très regrettes collègues dont les noms sont mentionnés plus haut.
   Le programme vous sera communique dès que possible.

2. Afin de couvrir les divers frais de ce service, il est convenu a la réunion du 19 mars 1994, de requérir du personnel de notre bureau une contribution volontaire.

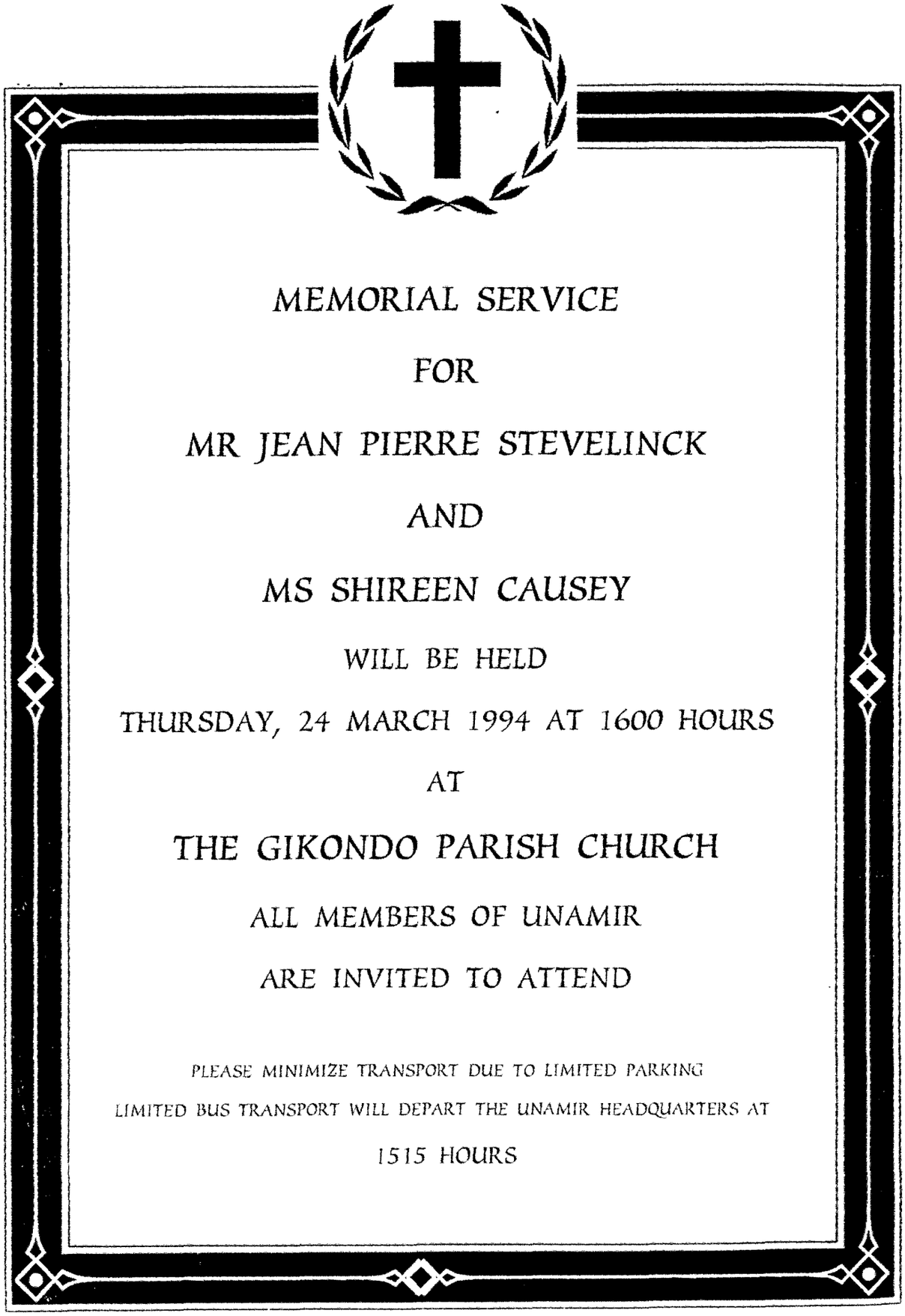
3. Apres concertation, le montant minimum de contribution du personnel du Bureau du RSSG est indiqué comme suit :
   - Professionnel FRW. 1.000
   - Services Généraux FRW. 500

4. Mme M.R. Forsinetti - Bureau 4068 ext. 1468 est chargee de recueillir votre contribution.

cc. RSSG (pour information)

22/03/94 Rosette.
1) à joindre à la fiche de FRW. 1300
2) Voir M. Serge SMITH (bureau 4034 (Duffy Unit))

HRF



MEMORIAL SERVICE

FOR

MR JEAN PIERRE STEVELINCK

AND

MS SHIREEN CAUSEY

WILL BE HELD

THURSDAY, 24 MARCH 1994 AT 1600 HOURS

AT

THE GIKONDO PARISH CHURCH

ALL MEMBERS OF UNAMIR

ARE INVITED TO ATTEND

PLEASE MINIMIZE TRANSPORT DUE TO LIMITED PARKING

LIMITED BUS TRANSPORT WILL DEPART THE UNAMIR HEADQUARTERS AT

1515 HOURS


PRIMATURE
UNICEF
Ruhondo
Industriel
Rugenge
Nyakabanda
RWANDEX
OCIR
Stade
Miroplast
MAGERWA
BRALIRWA
OVIBAR
Avenue

UNITED NATIONS

INTEROFFICE MEMORANDUM

NATIONS UNIES

MEMORANDUM INTERIEUR

(UNAMIR - (MINUAR)

TO: All Professional Staff
Office of the SRSG

FROM: Abdul H. Kabia
Executive Director

Date: 16 March 1994

SUBJECT: Draft Report of the Secretary-General on UNAMIR

Please attend a meeting that will be held today at 3 p.m. in the conference room to review the above draft report before its submission to the SRSG.

I hope everyone would have had a chance to examine the report before our scheduled meeting.

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

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEUR

this is a copy (pb)

To : FC

Info : CMO CDO. (déjà remis)

From : Beadengar P. Dessandé, President BOI
Room # 4060 - Ext. 1368

Date : 9 March 1994

Subject: RELEASE OF CAPTAIN CHERIF M'BODJE

---

1. At this point, regarding the massacres which occurred during the night of 17th November 1993, the BOI arrived at its final phase and is about to reach its conclusion. The input of Capt. Cherif from MILOB has been very helpful.

2. Due to the time needed for translations to be done in English and Kinyarwanda, his presence is not necessary.

3. Capt. Cherif has requested some leave to join his family on the important religious occasion of "EID". I have no objections to it and therefore recommend that leave be granted.

For your approval.

c.c. SRSG
DE/OSRSG
CMO

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

cl

INTEROFFICE MEMORANDUM
MEMORANDUM INTERIEUR

A : **Dr A. Kabia**
Directeur Exécutif

De : **Mamadou Kane**
Conseiller Politique

Objet : **Véhicule LAND-CRUISER**

Date : **7 mars 1994**

J'avais demandé au Service des transports d'affecter une LAND-CRUISER au Représentant Spécial pour faciliter ses déplacements en-dehors de Kigali. Il était entendu que ce véhicule serait utilisé par ailleurs par la sécurité rapprochée du Représentant Spécial pour faciliter ses déplacements et sa mobilité rapide en cas de besoin.

Cette destination première du véhicule a été modifiée pour permettre le déplacement de l'Assistant Spécial et les courses à la résidence du Représentant Spécial. Sur ma demande, un véhicule a été récemment mis à la disposition de l'Assistant Spécial dans le cadre de ses activités quotidiennes. La LAND-CRUISER sera donc désormais utilisée exclusivement par la sécurité rapprochée du Représentant Spécial. Celle-ci devra, avec le moyen de transport mis à sa disposition, s'assurer chaque matin que l'escorte destinée à la sécurité du Représentant Spécial est en place aux heures prévues pour ses déplacements.

En cas de défaillance de cette escorte, les deux officiers de sécurité devront combler la lacune en s'assurant qu'un Officier est dans le véhicule du Représentant Spécial et l'autre dans la LAND-CRUISER suivant le véhicule UNAMIR I.

Pour ce qui concerne les courses liées à la résidence du Représentant Spécial, celles-ci pourraient être assurées en tant que de besoin par des véhicules du dispatch du Service des transports et ce du lundi au vendredi.

cc: RSSG
B.P. Dessande
ARSSG
Officiers de sécurité

BPD

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

UNAMIR - MINUAR

INTER OFFICE MEMORANDUM

To: All Professional Staff
Office of the SRSG

From: Abdul H. Kabia Date: 16 February 1994
Executive Director

Subject: **Meeting**

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

Please be prompt.

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

UNAMIR - MINUAR

INTER OFFICE MEMORANDUM

To: All Staff

From: Dr. Abdul H. Kabia
Executive Director

Date: 15 February 1994

Subject: Designation of Officer-in-Charge, Administration

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

cc: SRSG
FC
CivPol

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

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

FROM: Mr. M. Kane
Political Adviser
OSRSG

SUBJECT: Subscription for magazines and newspapers.

DATE: 4 February 1994

---

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

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

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

4. Your cooperation is most appreciated.

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

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA
INTEROFFICE MEMORANDUM

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA
MEMORANDUM INTERIEUR

UNAMIR - MINUAR

Le 1er février 1994

Monsieur le Directeur Général,

Je voudrais par la présente confirmer la réservation d'une chambre (à deux lits) faite ce matin auprès de la réception de votre Etablissemebt (M.Boniface, chef de la Reception) au bénéfice d'une délégation de deux personnes qui séjournera environ deux semaines à Kigali à partir d'aujourd'hui. Les frais de séjour seront couverts par la MINUAR.

Je saisis cette occasion pour porter à votre connaissance que votre récente facture afférente à ma correspondance du 22/12/1993 et reçue le 14 janvier 1994 a été transmise au service compétent de notre administration pour règlement.

Veuillez agréer, Monsieur le Directeur Général, l'expression de ma considération distinguée.

Beadengar Dessande
Chef du Protocole/Liaison Bureau
du Représentant Spécial du Secrétaire Général

Info: SRSG
FC
&2CAO

Rosette - 8/7/94
a retourner à Hallegot -
mais copie au M. Kabia -
Bamadou
et MTO (Airport)
Amuan 3060
Me faire une copie
merci

Le MERIDIEN
KIGALI
HOTEL UMUBANO
Propriété: SOPROTEL S.A.R.L.
R.C. A 112

Référence à rappeler avec votre règlement

FACTURE N° 11753

B.P. 874 Kigali — Télex 22561 HOMER - RW. — Câble HOMER
Téléphone: 82177 — 82178 — 83362

Mode de règlement: A la réception de la facture

Par chèque
ou virement bancaire B.K. N° 040 - 4560 - 34
BACAR N° 2-227002 - 3070 - 68

U N A M I R
KIGALI

doit à l'Hôtel Umubano Méridien Kigali

G

DATE	DESIGNATION	MONTANT
	Séjour de Monsieur RWIGAMBA et Monsieur BYARUGABA du 19 au 22/12/1993, prise en charge en annexe. Soit: 2 chambres kà)7.000 FRW x 4 nuits = 56.000 FRW Restauration = 61.808 FRW 117.808 FRW	117.808 FRW

Certifié sincère et véritable et arrêté à la somme de CENT DIX SEPT MILLE HUIT CENT HUIT FRANCS RWANDAIS

Fait à Kigali, le 31/12/1993

Le Service Financier

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

UNAMIR - MINUAR

Le 22 décembre 1993

Au Directeur de l'hôtel Méridien,

Je porte à votre connaissance que les frais de séjour du 19 au soir au 22 décembre 1993 au soir des officiers Philbert Ringamba et Byangaba (chambres 217 et 220) de votre établissement seront couverts soit par le gouvernement, soit par la MINUAR.

Une décision sera prise très prochainement et vous sera communiquée dès que possible.

B. P. Dessande
Chef, Bureau Protocole/Liaison

14/1/94 M. Paulin Fax 17.80

Monsieur le Directeur
De l'Hôtel Méridien
Kigali, Rwanda

Info: SRSG
FC
CAO

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

M. DESSANDE

OFFICE OF SRSG
Date 19 jan 94
No. 44 By

TO: 1. Force Commander
2. Commissioner, CIVPOL
3. Officer-in-Charge, Administration
UNAMIR

FROM: M. Kane
Political Adviser
EOSRG

DATE: 19 JANUARY 1994

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1. The RSSG has been made aware of the repeated use of his car by Security Officer, Mr. D. Kaczmarek during office hours, off-hours, and weekends.

2. Mr. D. Kaczmarek has been warned on several occasions by the Chief of Protocol, but to no avail. He even reportedly compelled the SRSG'S driver to take him away while the SRSG was still in his office. We were also made aware of several of his absences during working hours.

3. You will certainly concur with me that such a non professional behaviour can no longer be tolerated.

4. The SRSG is therefore requesting the replacement of Mr. D. Kaczmarek with a CIVPOL Inspector with immediate effect.

5. Please make the necessary arrangements for his replacement until the appointment of another UN Security Officer.

6. Your cooperation in this matter would be most appreciated.

cc. Dr. A. Kabia
Executive Director,
EOSRSG

United Nations Nations Unies

UNAMIR
Inter-office Memorandum

To: Mr. Per O. Hallqvist
Chief Administrative Officer
Room: 2-035

From: Beadengar P. Dessande
President, Board of Inquiry
Room: 4-060, OSRSG

Date: 14 January 1994

Subject: SUPPORT FOR BOI 0001

Reference: BOI Convening Order of 15 December 1993

1. I refer to Article 4 of the decision of the Special Representative cited as reference as well our brief discussion of 13 January 1994 concerning the above mentioned subject and would like to confirm that the work of the Board of Inquiry, to be carried out over a two week period, will soon begin. The time table will be transmitted shortly, for your information.

2. In this connection, UNAMIR must provide the following services and accommodations for certain members of the Commission:

   a. Hotel and Food for two weeks for two RPF representatives coming from Mulindi to Kigali;

   b. Food (Lunch Boxes) for 5 members (2 RGF, 2 RPF and 1 local interpreter). In order to visit the necessary locations, commission members will depart from UNAMIR HQ at 0730 hrs each day and return at 1800 hrs.

   c. Attached, please find the original of invoice number 11753 of 31 December 1993 from the Hotel Meridien covering the period 19 to 22 December 1993 for two RPF representatives.

3. I would very much appreciate your attention to the preceding points. Any response to the present request may be conveyed to LCol. Anwar Farid, Commission Member, Room: 2-052, extension 1253, who is tasked with the logistics for the Commission.

Encl.

CC: SRSG
FC
ED/OSRSG

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA
UNAMIR

File No.22...

To: Distribution List

From: Special Representative of the Secretary General

Date: 15 December 1993

Subject: CONVENING ORDER, HEADQUARTERS BOARD OF INQUIRY (BOI 0001)

1. In accordance with Security Council resolution 872 (1993), paragraph 3 (e), a Headquarters Board of Inquiry is hereby convened to investigate and report the incident which occurred on the night of the 17th November 1993, at about 2300 hours, at the Sub Prefecture of Kirambo, where a number of people in various villages of the same Sub Prefecture were brutally killed and injured.

2. The board is to submit the final report in triplicate by 31st December 1993.

3. Composition. The board will be composed as under:

Chairman:	Mr.Beadengar Dessande	UNAMIR HQS
Member	:	Lt Col Anwar Farid	FHQ
Member	:	Insp. Wreford Johnson	FHQ
Member	:	To be provided by RGF	
Member	:	To be provided by RGF	
Member	:	To be proveded by RPF	
Member	:	To be provided by RPF	
Member	:	Capt Cherrif Mbodje (Secretary)	FHQ

4. Administration. CAO will provide necessary administrative support to the board.

Distribution List:

Action	Information
Chairman, members and secretary of the board	FC CAO CMO DMZ Sector Commander CMPO RGF LO RPF LO

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

11 January 1994

TO: All International Staff members

FROM: Pierre MEHU
BIEP

SUBJECT: MINUAR'S ACTIVITIES

A briefing on MINUAR's activities will be held on Thursday 13 January 1994 at 15.00Hrs in the Rotunda Auditorium in English and in French.

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

MISSION DES NATIONS UNIES POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

To: All Section Heads

Through: Dr. Abdul H. Kabia
Executive Director
Executive Office of the SRSG

From: Beadengar P. Dessande
Chief
Bureau of Protocol and Liaison
Room: 4-060, ext. 1368

Subject: Use of Conference Room 4-061 (3rd Floor)

Date: 10 January 1994

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1. It has come to our attention that Section Heads have been holding meetings in the above-mentioned conference room without prior consent of the Executive Director of the Executive Office of the Special Representative.

2. It should be noted by all Section Heads that this conference room is for the exclusive use of the Special Representative, who at any time, may hold impromptu meetings with eminent dignitaries and ambassadors.

3. The room, however, may be used by anyone in the mission should it not be required by the SRSG's office. Any Section Head wishing access to this room is thus requested to verify its availability in advance with my office through either Ms. Forsinetti at extension 1468 or myself at the number listed above.

4. Thank you for your co-operation.

M.R. F

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

UNAMIR - MINUAR

TO: **All Staff**
Office of the SRSG

FROM: **Abdul H. Kabia** **DATE: 7 January 1993**
Executive Director
Office of the SRSG

You are requested to attend a meeting in the Conference Room on the 3rd floor, at 2.30 p.m. on 7 January 1994.