

MDR

ADMINISTRATIVE - GENERAL

15 SEPT 1994 - 21 APR 1995

PLEASE RETAIN
ORIGINAL ORDER

[7 CONFIDENTIAL]
RH/WG JUNE 2009

UN ARCHIVES

SERIES	<u>51002</u>
BOX	<u>160</u>
FILE	<u>4</u>
ACC.	<u>1978/0123</u>



TO: See Distribution


FILE REF: MILOBS/ADMIN/6404.12

FROM: MILOBS GP HQ

DATE: 21 April 1995

SUBJECT: UNAMIR STANDING OPERATING PROCEDURES (SOPs)

1. Enclosed is an amendment to UNAMIR SOPs Part 3, Operations, Section 17 - Rules of Engagement.
2. It is requested you amend your copies of the UNAMIR SOP and all MILOBS are informed of the changes.
3. Please accept for action.


K OPONG-KYEKYEKU
Lt-Col
for CMO

Distribution:

External:

Action:

All Sectors
HAC
Human Rights Field Ops (Attention: MILOBS)
Air Ops Cell - Kigali Airport

Information:

MA to DFC/CMO

Internal:

Action:

SOO
SMPO
SLOGO

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : FHQ PERS BR

FILE NO : MILOB/ADM/6401.28

FROM : MILOB GP HQ

DATE : 21 April 95

SUBJECT : PERSONAL FORM - MILOBS

1. Attached are the complete personal data form on UNAMIR information on Military Personnel and Beneficiary form in respect of M-5350 Major Rodolfo Gaston Fernandez Garcia.

2. Please accept for action.


KHONDAKER S ALFUZZAMAN

MAJ

For SMPO



UNAMIR - MINUAR

INTEROFFICE MEMORANDUM

DATE: 20 April 1995

To: All UNAMIR Civilian and Military Personnel

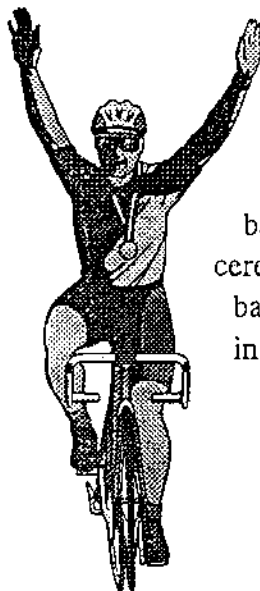
Through: Shaharyar M. Khan, Special Representative of the Secretary-General

Shaharyar M. Khan

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

SUBJECT: Amateur Sports Competition Day

To celebrate our contract with the friendly sports competition will be All UNAMIR personnel are invited spectate. You may register for the contacting the individuals listed on with a barbecue dinner and awards will be provided by Indbatt's jazz even if you don't wish to participate



Cercle Sportif de Kigali , a held on Monday, 1 May 1995. and encouraged to participate or different sporting events by back. The sports day will conclude ceremony. Musical entertainment band. Please come to the barbecue in a sports event.

Registration Deadline
27 April 1995

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

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

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

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

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

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

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

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

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

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

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

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

**You're invited
Sports Day/Barbeque
1 May 1995**

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

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : CMPO, FHQ
C BOI UNIT, FHQ

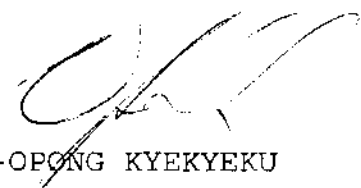
FILE REF : MILOB/ADMIN/6400.26

FROM : MILOBS GP HQ

DATE : 19 APRIL 1995

SUBJECT: INJURY CERTIFICATES

Injury certificate in respect of M-0003 Colonel Moeen Uddin Ahmed is forwarded for your necessary action please.



K-OPONG KYEKYEKU
Lt Col
For CMO



INJURY CERTIFICATE

THIS IS TO CERTIFY THAT UNID NUMBER M0003 COLONEL MOEEN UDDIN AHMED, CHIEF OPERATION OFFICER, UNAMIR WAS INJURED ON HIS RIGHT THIGH WHEN A SHELL LANDED VERY CLOSE TO THE OPERATION CENTRE (10 METERS) ON 191510 MAY 1994. IT MAY BE MENTIONED HERE THAT COL MOEEN WAS ON DUTY IN THE OPERATION ROOM WHEN THE FORCE HEADQUARTERS WAS ATTACKED (ARTILLERY SHELLING) BY ONE OF FIGHTING FACTIONS.

DATE: 30 JULY 1994


RAYMOND EWUSI
CAPTAIN
MEDICAL OFFICER

COUNTERSIGNED

DATED: 31 JULY 1994


R.A. DALLAIRE
MAJ GEN
FORCE COMMANDER



UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : FHQ PERS BR

FILE NO : MILOB/ADM/6401.24

FROM : MILOB GP HQ

DATE : 19 April 95

SUBJECT : PERSONAL FORM - MILOBS

1. Attached are the complete personal data form on UNAMIR information on Military Personnel and Beneficiary form of following newly arrived Canadian MILOBs.

- a. M-9345 Major Bibeau Julien
- b. M-9081 Major Carswell Michael Kent
- c. M-9344 Lt(N) Giguere Simon bertrand

2. Please accept for action.

A handwritten signature in dark ink, appearing to read 'J. M. S.' or similar.

KHONDAKERSAIFUZZAMAN

MAJ

For SMPO

file
UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



Mileb gp HG
NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR MINUAR

ADMINISTRATIVE INSTRUCTION NO. 017/95

SMPO

DATE: 10 April 1995

To: All UNAMIR Civilian and Military Staff

From: Ally H. Golo, OIC
Administration

Subject: Security of information

This Administrative Instruction is issued with a view to remind all UNAMIR civilian and military staff of Staff Regulation 1.5, in connection with "discretion in regard to all matters of official business.... particularly in peace-keeping and peacemaking...."

... A copy of Secretary General's Bulletin No. ST/SGB/272 dated 9 August 1994 is attached herewith for the full information of everyone, bearing in mind the Secretary General's instructions on this subject.

Please be guided accordingly.



Secretariat

ST/SGB/272
9 August 1994

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: SECURITY OF INFORMATION*

1. Most United Nations information is available to the Member States, managers and staff of the Organization and the general public. This is consistent with the Organization's commitment to transparency in the way that its business is undertaken. However, the United Nations functions in a number of areas, most particularly in peace-keeping and peacemaking, political affairs and in all matters related to the security of personnel and installations, in which absolute confidentiality and discretion are essential.
2. All staff members are required, under staff regulation 1.5, to "exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position that has not been made public, except in the course of their duties or by authorization of the Secretary-General. Nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Secretariat."
3. I appreciate that the great majority of staff members are both aware of these provisions and respect them. However, I want to remind all staff of their obligations in regard to security of information under the staff regulations, and their personal responsibility for the proper protection of information which they may be called upon to handle in the course of their duties. Heads of department or mission are responsible for ensuring the safe custody of sensitive information communicated to them, and for ensuring that appropriate security measures are in place to protect vulnerable communications links, such as telephone or facsimile equipment and computer systems.

* Personnel Manual index No. 1060.

4. Guidelines and standards for transmitting and protecting sensitive information entrusted to or originating from the United Nations will shortly be issued. In the meantime, all responsible officials should review existing arrangements within their department or office to ensure that all staff understand the need for the utmost discretion and that appropriate security measures are in place.

(Signed) Boutros BOUTROS-GHALI
Secretary-General

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : FHQ PERS BR

FILE NO : MILOB/ADM/6401.22

FROM : MILOB GP HQ

DATE : 14 April 95

SUBJECT : INVENTORY OF PERSONAL EFFECT

Inventory of personal effect in respect of MO-7567 Major Zain
is attached for your further action.

A handwritten signature in black ink, appearing to read 'K-OPONG KYEKYERU'.

K-OPONG KYEKYERU

LT COL

For CMO

A:13126

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : FHQ PERS BR

FILE NO : MILOB/ADM/6401.19

FROM : MILOB GP HQ

DATE : 12 April 95

SUBJECT : PERSONAL FORM - MILOBS

1. Find herewith the complete personal data form on UNAMIR information on Military Personnel and Beneficiary form of newly arrived Bangladeshi MILOB.

2. Please accept for action.


KHONDAKER SAIFUZZAMAN

MAJ

For SMPO

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : FHQ PERS BR

FILE NO : MILOB/ADM/6401.14

FROM : MILOB GP HQ

DATE : 30 MAR 95

SUBJECT : PERSONAL FORM - MILOBS

1. Find herewith the complete personal data form on UNAMIR information on Military Personnel and Beneficiary form of newly arrived Indian MILOB.

2. Please accept for action.

A handwritten signature in black ink, appearing to be 'Khondakersai Fuzzaman'.

KHONDAKERSAIFUZZAMAN

MAJ

For CMO

UNITED NATIONS  NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA
UNAMIR - MINUAR

TO : SEE DISTRIBUTION FILE NO : MILOB/ADM/6401.13

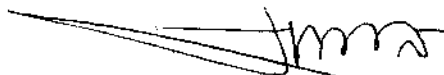
FROM : MILOBS GP HQ DATE : 30 March 1995

SUBJECT : STANDING OPERATING PROCEDURES ON REPORTING,
INVESTIGATION, AND BOARD OF INQUIRY

1. Attached is a copy/ copies of the Administrative Instruction 005/95/ REV.1 being the Standing Operating Procedures on reporting, investigations and Boards of Inquiry as amended.

2. Administrative Instruction 005/95/REV.1 supersedes Administrative Instruction 005/94. The revised version adds the new paragraph 2, and makes a number of typographical corrections regarding references to the Field Administration Manual.

3. Please ensure that all MILOBS read this procedures.



KHONDAKER SAFUZZAMAN
MAJOR
FOR CMO

Distribution:

External:

Action:

All Sectors (2 Copies except 4B & C)

HAC

Air Ops Cell - Kigali Airport

Human Rights (Attn MILOBS)

Internal:

SOO

SLOGO

Information:

MA to DFC/ CMO

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : FHQ PERS BR

FILE NO : MILOB/ADM/6401.9

FROM : MILOB GP HQ

DATE : 03 March 1995

SUBJECT : PERSONAL FORM - MILOBS

1. Find herewith the complete personal data form and Beneficiary Forms of nine newly arrived Russian MILOBS.
2. Please accept for action.

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

KHONDAKERSAIFUZZAMAN

MAJ

For CMO

File 17/2

8/19 ✓

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

TO : SEE DISTRIBUTION FILE NO : MILOB/ADM/6401.10

FROM : MILOBS GP HQ DATE : 17 February 1995


SUBJECT : CHECK-OUT PROCEDURE AT SECTOR LEVEL

Reference:

A. Administrative Instruction No 02/95 dated 13 Feb 95.

1. In addition to the procedure outlined in Reference A (copy attached) MILOBS due for repatriation will be required to submit a copy of completed UNAMIR Sector check-out form to MILOBS HQ (Log Branch). Another copy of same form will be attached to the clearance certificate during final check out at the Mission HQ in Kigali.

2. Please inform all MILOBS of this new development and ensure clearance is completed at Sector level before MILOBS report at Kigali for final check-out.


K-OPONG KYEKYERU
Lt Col
For CMO

Distribution:

External:

Action:

All Sectors

HAC

Air Ops Cell - Kigali Airport

Human Rights (Attn MILOBS)

Information:

MA to DFC/CMO

Internal:

SOO

SLOGO



ADMINISTRATIVE INSTRUCTION N° 02/95

DATE: 13 February 1995

TO: All Civilian and Military Personnel

FROM: Ally H. Golo, Officer-in-Charge
Division of Administration & Management

SUBJECT: Check-out Procedure in Outstations

1. The present checkout procedure has all military and civilian personnel undergoing checkout formalities at the Mission Headquarters in Kigali only, irrespective of the location of the last posting or assignment.
2. It is essential that outposted personnel, commence their checkout formalities at the place of their last assignment. This is to ensure that all supplies and equipment on temporary issue to them are handed back and fully accounted for, as well as to ensure that no amounts are outstanding against them in respect of telephone calls, lost or unaccounted for items of equipment, or pending Survey Board cases resulting from traffic accidents or other damage to UNAMIR property.
3. The checkout document to be utilized should be signed by the Regional Administrative Officer, as well as by those persons at the sectoral level, Civilian Police or other posts, to whom items of clothing, equipment or supplies have been handed back and whose duty it is to issue receipts therefore.

UNAMIR SECTOR CHECKOUT FORM

NAME: _____ UNAMIR ID #: _____ INDEX N°: _____

SECTION: _____ EOD: _____

LAST WORKING DAY: _____

PARENT DUTY STATION/

CONTINGENT: _____ DATE: _____

SECTOR	ITEMS	CHECKED/RECEIVED	SIGNATURE
REGIONAL SAO OR SECTOR LOG/PERS OFFICER	COMPUTER PRINTER CALCULATOR TYPEWRITER CAMERA BODY ARMOUR HELMET		
REGIONAL COMMS OFFICER OR SECTOR LOG/PERS OFFICER	HANDIE TALKIES BATTERY CHARGER TELEPHONE GENERATOR VEHICLE RADIO TRANSISTOR RADIO OUTSTANDING TELEPHONE BILLS OBSERVATION EQUIPMENT		
REGIONAL MTO OR SECTOR LOG/PERS OFFICER	VEHICLE SPARE WHEEL WHEEL CLAMP VEHICLE JACK WHEEL SPANNER VEHICLE DOCUMENTS UNREPORTED VEHICLE DAMAGE		

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : FHQ PERS BR

FILE NO : MILOB/ADM/6401.11

FROM : MILOB GP HQ

DATE : 20 FEB 95

SUBJECT : PERSONAL FORM MILOBS

1. Find herewith the complete personal data form on UNAMIR information on Military Personnel and Beneficiary form of two newly arrived Ghanian and Malawean MILOBS.

2. Please accept for action.

A handwritten signature in black ink, appearing to be 'KHONDAKERSAIFUZZAMAN'.

KHONDAKERSAIFUZZAMAN

MAJ

For CMO

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

TO : FHQ PERS BR

FILE NO : MILOB/ADM/6401.4

FROM : MILOB GP HQ

DATE : 6 February 1995

SUBJECT : PERSONAL FORM - MILOBS

1. Find herewith the complete personal data form on UNAMIR information on Military Personnel of six newly arrived Austrian MILOBS.
2. Please accept for action.



KHONDAKERSAIFUZZAMAN

MAJ

For CMO

file

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: CMPO FILE NO: MILOB/ADMIN/6411.1
FROM: MILOB GP HQ (PERS SECT) DATE: 2 FEB 95
SUBJECT: INVENTORIES OF PERSONAL EFFECT

1. Attached please find the list of personal effects of the undermentioned MILOBS for further action.

A.	MAJ	GODFREY LIKWASI	UNID MO-2176
B.	MAJ	TOUPENKO YOURI	UNID MO-583
C.	MAJ	ERICH KOPITZ	UNID MO-564
D.	MAJ	AHMED SALAH DERBALI	UNID MO-2072
E.	CAPT	OWUSU A BOATENG	UNID MO-650
F.	CAPT	ENRIQUE MANGINI	UNID MO-2130
G.	MAJ	CARLOS E ACOSTA	UNID MO-2128
H.	CAPT	FREDDY BRAGA	UNID MO-2138
I.	MAJ	JONES S MARODZA	UNID MO-1595
J.	LT CDR	AMPEH ISAAC L	UNID MO-1230
K.	MAJ	ABRAHAM M KABWE	UNID MO-2173
L.	MAJ	ABHAY KRISHNA	UNID MO-7552
M.	SQN LDR	ABUBAKAR SIDDIQUE	UNID MO-7574
N.	SQN LDR	MUHAMMAD REZAUL	UNID MO-7571
O.	LT CDR	MD AZIZUL HAQUE	UNID MO-7569

2. Please acknowledge receipt.

GK ADDO
Capt
for SMPO

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : FHQ PERS BR

FILE NO : MILOB/ADM/6401.4

FROM : MILOB GP HQ

DATE : 1 February 1995

SUBJECT : PERSONAL FORM - MILOBS

1. Find herewith the complete personal data form on UNAMIR information on Military Personnel of seven newly arrived Bangladeshi MILOBS.
2. Please accept for action.

A handwritten signature in black ink, appearing to read 'Khondaker Saifuzzaman', written over a horizontal line.

KHONDAKER SAIFUZZAMAN

MAJ

For CMO

UNITED NATIONS
ASSISTANCE MISSION TO RWANDA



MILOR3
NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

INTER-OFFICE MEMORANDUM

1. *All to fill up the form and we should submit centrally*

2. *Pl give my form*

DATE: 9 January 1995

SMPD

h 31/1

TO: All UNAMIR Personnel

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

A handwritten signature, likely of K. Nilsvang, is written in ink to the right of the "FROM:" field.

SUBJECT: Security Plan

In his message of 16 December 1994 the SRSG requested all personnel to fill out Annexes 1 and 2 with information that will assist the Security Management Team in completing the security and evacuation plan for UNAMIR. To date, not one information sheet has been returned to this Office.

I would like to kindly request that all personnel fill out Annexes 1 and 2 of the SRSG's message and submit it to my office no later than Thursday 12 January 1994.

Filling out these forms and handing them should be done without delay as this is in the interest of your own personal security.

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 _____

[illegible]

** 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



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : See Distribution

FILE NO : MILOB/ADM/6401.2

FROM : MILOB GP HQ

DATE : 31 January 1995

SUBJECT : INFORMATION FOR SECURITY AND EVACUATION PLAN

1. The office of the SRSG requests all MILOBs to fill out annex 1 and 2 (copies attached) to assist the Security Management Team in completing the security and evacuation plan of UNAMIR.
2. It is requested that all Sectors Comds and Branch Heads ensure that all MILOBs under command complete the forms and submit same to MILOB GP HQ by 20 February 95.
3. Please accept for action.

A handwritten signature in dark ink, appearing to read 'K. Opong Kyekyeku'.

K OPONG KYEKYEKU
Lt Col
For CMO

Distribution:

External:

Action:

MA to FC

MA to DFC/CMO

All Sectors

HAC

Air Ops Cell (Kigali Airport)

Internal:

Action

S00

SLOGO

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 AM 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 (Cont'd)

Page _____ of _____

[illegible]

** 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

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.

File h w f

HQ MIL OBS GP

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Q M
G m p d

Office of the DFC/CMO
UNAMIR Force HQ
Kigali
Rwanda

1000.8(DFC)/A/1

66th January 1995

COs - ALL CONTINGENTS/UNITS

UNAMIR - CONTINGENT ROTATIONS

Please find enclosed a self-explanatory message on above-mentioned subject received from UNHQ, NY for your information and guidance.

S. Sam
Lt Cdr
for DFC/CMO

Enclosure:

1. UN HQ Fax No. IN 0062 - UNAMIR CONTINGENT ROTATIONS

UNITED NATIONS



NATIONS UNIES

FIELD ADMINISTRATION & LOGISTICS DIVISION

IN 00621

95 JAN -

06 18

Outgoing Fax #: MCC - 0021	Date: 4 January 1995
To: A.H. GOLO, OIC UNAMIR	From: BEISSEL/DEP. DIRECTOR FALD/DPKO/UNHQ - NEW YORK
Attn: LTC BRIMELOW	
Fax #: 3-3090	Fax #: (212) 963-8655
Number of transmitted pages: 1	Ref.:
Subject: UNAMIR - CONTINGENT ROTATIONS	

1. IN ORDER TO MAKE TIMELY TRANSPORTATION ARRANGEMENTS PLEASE INFORM THIS OFFICE ON THE UNAMIR ROTATION SCHEDULE FOR 1995.
2. INFORMATION IS REQUIRED ON ROTATION DATES AND NUMBER OF PERS TO BE ROTATED.
3. ROUTINGS FOR ROTATION FLIGHTS WILL BE HOME COUNTRY - KIGALI - HOME COUNTRY. HOWEVER A REVERSED ROUTING WILL BE CONSIDERED IF THIS WILL BE BENEFICAL TO THE UN IN TERMS OF COSTS.
4. PLEASE NOTE THAT THE UN REQUIRES AT LEAST SIX WEEK ADVANCE NOTICE TO COMPLETE TRANSPORTATION ARRANGEMENTS.
5. REGARDS.

FC (DFC) CAO CSS

Drafted/Cleared by: D.R. VELS HEIJN
Phone: (212) 963-3517

Authorized by: D. LOWDON



UNAMIR - MINUAR

INTER-OFFICE MEMORANDUM
MEMORANDUM INTERIEUR

INFORMATION CIRCULAR NO. 015/94

Date: 31 October 1994

TO: All UNAMIR Personnel

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

SUBJECT: Official United Nations Holidays

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

Tuesday 01 November 1994, All Saints Day and

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

DCM 0



UNITED NATIONS

NATIONS UNIES

ASSISTANCE MISSION IN RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO. 011/94

TO: ALL UNAMIR MILITARY AND CIVILIAN PERSONNEL

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

SUBJECT: UNITED NATIONS DAY (24 OCTOBER 1994)

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

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

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

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

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

DEMO



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UMAHIR - MINUAR

To: All Section/Branch Heads

File Reference: 1000.8(DFC)/A/1

From: Brig Gen HK Anyidoho
DFC/COS/CMO

H. Anyidoho

Info: MILOB GP HQ

Date: 28 October 1994

Subject: ASSUMPTION OF DUTY
CHIEF MILITARY OBSERVER (CMO)

1. Action addressees are hereby informed that I have assumed the additional duty of the Chief Military Observer (CMO).
2. Consequently, all official correspondence to the MILOB GP HQ should be directed to CMO with immediate effect.
3. Please accept for compliance.

File/Handwritten
24/11

8/28/11

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : AIR OPS CELL
SECTOR 6

MILOBS/OPS/6402.1

FROM : MILOB GP HQ

DATE : 24 November 1994

INFO : DFC/COS/CMO

SUBJECT : COMMAND AND CONTROL OF AIR OPERATIONS CELL


1. The responsibilities of the Air Operations Cell at Kigali International Airport will be officially handed over to the Government of Rwanda around 10 Dec 94. Until then, the Cell will be under the operational control of MILOBS HQ whilst Sector 6 HQ will take care of the administrative control.

2. In view of the rotation of some of the personnel in November and December 1994, command of the cell will be taken over as per plan below:

- a. 20 Nov 94 - Sqn Ldr Anisur Rahman (MO 560)
- b. 18 Dec 94 - Maj Sergei Saxonov (MO 508)
- c. 19 Jan 95 - Sqn Ldr Ismail Abbas (MO 1221).

3. Cell commanders are to write handing/taking over notes which should be submitted to this HQ two days after the handing/taking over certificate is signed.

4. Please accept for action.


K OPONG-KYEKYEKU
Lt Col
for CMO



Duo

ADMINISTRATIVE CIRCULAR No. 008/94

19 October 1994

TO: All military and civilian section chiefs

FROM: A. H. Golo, OIC
Administration

SUBJECT: Responsibilities of the Receiving and Inspection Unit

A receiving and inspection unit is to be established in all UN missions. This unit is the focal point for the receipt of all incoming shipment. It is responsible for receiving, inspecting, and certifying acceptance or rejection of all items purchased for the mission. In particular it will ensure that specifications have been met regarding quality, quantity, delivery date and any special instruction given to the vendor. The unit is also responsible for maintaining records of all incoming shipments and for promptly notifying EDP, Transport, Communications and PCIU that items of their areas of competence have arrived.

On the arrival of a shipment the RIR Unit will:

- 1 - Receive and inspect all UNAMIR shipped items;
- 2 - certify the acceptance of the items if their quality, quantity, specifications and date of delivery are in conformity with the purchase order, or in case of transfer from other missions, with the PT107 (herewith attached); and fill the Receiving and Inspection Report (PT 31, copy attached) ;
- 3 - inform immediately the respective units, in the case of EDP, BMS, Communications and Transport products as well as PCIU for general services category of items; it will be the responsibility of these units to certify the acceptance or rejection of the goods; the receiving and inspection unit will ensure that these units prepare all the relevant Receiving and Inspection Reports (or Discrepancy Reports); the RIR could be used in both cases, as a formal Discrepancy Report Form already designed does not exist.

4 - if the quality, quantity, specifications or the delivery date are not conform with the purchase order the unit may reject the products. The receiving and inspection unit will prepare a Discrepancy Report, which might be the same as the Receiving and Inspection Report, in 5 copies, explaining the reasons for the rejection and communicate it the Chief Procurement Officer for further action.

The RIR is the basic document for the settlement of the bills for all local purchases and for claims against the vendor, if necessary.

Considering the importance of the work of the RI unit, all concerned are invited to cooperate in order to facilitate it in the performance of its task.

file

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UMAMIR - KIGALI

To: OIC COMMS CENTRE

File Reference: 1000.8(DFC)A/1

Info: MA to FC
DCMO

From: DFC/COS/CMO
Brig Gen HK Anyidoho

Date: 17 November 1994

Subject: DELEGATED MESSAGE AND FAX RELEASING AUTHORITY - COL MOEEN UDDIN AHMED

1. Above mentioned officer is the Deputy Chief Military Observer and the Contingent Commander of the Bangladeshi contingent. He has therefore delegated release authority for messages and faxes for the following:

- a. Matters concerning Military Observers on behalf/in absence of the CMO.
- b. Matters concerning the Bangladeshi contingent.

2. Please accept for the necessary action.

17/11



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

ORANIER - MINERAL

Office of the DFC/COS/CMO
UNAMIR Force HQ
Kigali
Rwanda

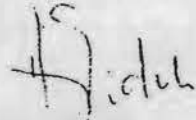
1000.7(DFC)/G/8

14 November 1994

THE DIRECTOR OF CABINET
MINISTRY OF TRANSPORT AND
COMMUNICATIONS
B.P. 720
KIGALI

SUBJECT: CESSATION OF AIR OPS CELL OPERATION AT KIGALI
INTERNATIONAL AIRPORT

1. Reference your letter No. 16.01.0059/94 dated 24 October, 1994, you are kindly requested to nominate three staff members to commence familiarization training at the Air Ops Cell, Kigali International Airport. The training is scheduled to commence on 17 November, 1994 at the Airport. Also, your request for a donation of the equipment currently being used at the Air Ops Cell is being considered, and you will be notified on the final decision of UNAMIR in due course.
2. The official handing-over of the Air Ops Cell operation to the government is scheduled for 10 December, 1994. Please complete all necessary formalities to ensure a smooth hand-over.
3. UNAMIR is grateful for the cooperation extended to us during the period of the humanitarian airlift operation through Kigali International Airport and hope that this will continue.


HK Anyidoho
Brig Gen
DFC/COS/CMO

7 Nov 94

Distribution List

FORCE COMMANDER'S DIRECTIVE NO 01/94

ON

UNAMIR CONDUCT, DRESS AND WEAPON CARRIAGE POLICY

References:

- A. Force Routine Order No 12 - Commander's Policy on Alcohol
- B. Status of Mission Agreement
- C. UNAMIR Driving Regulations
- D. UNAMIR Standard Operating Procedures

GENERAL

1. This document states the current UNAMIR policy on conduct, dress and the carriage of personal weapons. It will be updated from time to time, and must be read in conjunction with current ROE.
2. All members of UNAMIR are required to be aware of this policy. Contingent/Unit Commanders/Branch Heads are to ensure that their personnel are fully briefed on the contents of this document, are kept current on any reviews which might take place, and that personnel rotating into Rwanda are briefed on arrival. It should be noted that this Directive sets a minimum standard. As such, it is intended to augment, not replace Nationally imposed contingent regulations. Any reduction in standards to conform with this Directive is not required.

CONDUCT

3. Image. All personnel in Rwanda represent their units, their countries and the UN. Considerable effort must be expended to ensure that the best possible image is conveyed to the local population and civilian agencies with which they may come in contact. Personnel are particularly reminded that they should:
 - a. Adhere to all local laws which have been enacted by the legitimate government.
 - b. Deal courteously and politely with those with whom they come in contact.
 - c. Avoid any source of conflict in which a dispute might develop.

d. If employing Rwandan personnel, provide fair and honest terms of service.

4. Behaviour. UNAMIR personnel should be aware that their behaviour can affect the success of the UN mission. Many hours of patient work can be eroded by one thoughtless act; the efforts of many can be undone by the poor behaviour of a few. All personnel should be reminded to act maturely and professionally at all times, whether in or out of uniform. This should particularly apply to:

a. Driving. UNAMIR personnel must drive carefully and use the road with courtesy. They are to adhere to Reference C.

b. Alcohol. Personnel are reminded that their behaviour must not be impaired by alcohol. All personnel must be briefed on UNAMIR alcohol policy, which is outlined below and whose tenets are:

(1). No drinking and driving.

(2). No driving for eight hours after consuming alcohol.

(3). No drinking in unit messes when in the possession of ammunition/weapons (depending on unit policy, patrons of unit messes may be required to secure weapons or ammunition).

(4). No drinking in other areas when in the possession of weapons.

(5). No drinking to excess.

5. Other Countries. The conduct of UNAMIR personnel in Other Countries, such as Burundi, Kenya, Tanzania, Uganda and Zaire, must be impeccable. UNAMIR personnel represent the Mission abroad in Africa and only the highest standards will be accepted. UNAMIR has no special legal relationship with Other Countries in the region. Any alleged offence committed by UNAMIR personnel abroad will be dealt with under the civil law of that country and may lead to prosecution by the civil authority. Individuals from UNAMIR who find themselves in such a position should contact their national consulate, embassy or High Commission immediately. They should also contact the UN representative in that country. It is anticipated that Memoranda of Understanding (MOU) can be signed with the governments of Other Countries in the region, to cover the contingency of legal proceedings being conducted against UNAMIR individuals. DCOS (Ops) is to ensure that appropriate MOU are drafted in consultation with Other Countries' governments.

DRESS & BEARING

6. Deportment. All personnel are to ensure that their deportment meets the highest possible standards. A smart, well-groomed alert appearance and a helpful and positive demeanour are essential elements of this.
7. National Uniform. National uniform is to worn in accordance with Part 8, Section 6, of Reference-D.
8. UN Accoutrements. UN accoutrements are to be worn in accordance with part 8, Section 6, of Reference D.
9. Ballistic Helmet/Body Armour. When ballistic helmets and body armour are ordered to be worn, UN blue covers are also to be worn.
10. Webbing. Policy on the wearing of webbing, or its equivalent, and rucksacks it to be ordered by Commanding Officers/Contingent Commanders. Personnel are to wear and carry personal equipment sufficient to fulfil their mission.
11. Wearing of Uniform on Duty. All UNAMIR personnel are on operations and are considered to be on duty at all times in Rwanda. Under the Status of Mission Agreement (SOMA), Reference B, UNAMIR personnel who are not wearing uniform carry minimal authority and may not be fully protected under the terms of the Agreement. For the purposes of participating in organised sport or PT, the sporting clothing authorised by Contingent/Unit Commanders/Branch Heads is deemed to be uniform. UNAMIR military personnel are only permitted to wear civilian clothes in the following circumstances:
 - a. Within the confines of a unit or mess location which is guarded by armed guard(s); and
 - b. At the discretion of Contingent/Unit Commanders/Branch Heads.
12. Other Countries. Under certain circumstances, UNAMIR personnel are on duty in Other Countries. When on duty, UNAMIR personnel are to wear uniform in accordance with Paragraphs 6 and 7 above.

CARRIAGE OF WEAPONS

13. MILOBS. Under Article VI of the UN Convention, defined in Reference B, MILOBS are described as "experts". They do not carry weapons and further policy, described below, on the Carriage of Weapons, does not apply to them.

14. Principle. As UNAMIR military personnel are on duty at all times, and as they are entitled to carry weapons for their own protection, or the protection of those whom they have a duty to protect, the principle to be applied is that UNAMIR military personnel will carry weapons when so issued. Current ROE further dictate the readiness of UNAMIR personnel. This policy does not apply to medical and religious personnel. The protection of those personnel will be as directed by the Contingent/Unit Commanders.

15. Exceptions. The occasions on which military UNAMIR personnel are prohibited from carrying weapons are as follows:

- a. When consuming alcohol; and
- b. When leaving Rwanda.

16. Consumption of Alcohol & Carriage of Weapons. UNAMIR personnel are not to consume alcohol when carrying weapons. Alcohol may only be consumed in the following circumstances:


- a. In a unit location or mess which is guarded by armed guard(s); or
- b. At the discretion of Contingent/Unit Commanders/Branch Heads.

17. Carriage of Weapons. UNAMIR personnel are not permitted to carry weapons abroad. Personnel who are going abroad must be afforded Personal Protection, consistent with the provisions of paragraphs 16 and 17 above, to their point of departure, and on return to Rwanda, from their point of return. Should it become necessary to authorise the carriage of weapons to Other Countries, HQ UNAMIR will issue appropriate instructions. Personnel departing Rwanda on duty, CTO or leave will ensure the security of their personal weapon through their respective Contingent/Unit Commander.

18. Personal Protection. Contingent/Unit Commanders/Branch Heads are to ensure that adequate protection is provided for themselves and their subordinates during social and recreational activities.

19. Level of Personal Protection. Contingent/Unit Commanders/Branch Heads are to determine the level of personal protection afforded. The minimum alert/readiness requirements are detailed at Annex A to UNAMIR Rules of Engagement. Additional requirements are detailed at Annex A.

20. Restrictions. The establishment **Kigali Night** is out of bounds to all UNAMIR personnel. Contingent/Unit/Sector Commanders who identify other local establishments which constitute a similar security risk may recommend to the FC the imposition of a commensurate restriction.



GC TOUSIGNANT
MGen
FC

Distribution:

External:

Action:

List D

Internal:

Action:

List A

List B

ROE STATE

RESPONSE

GREEN

All movement between 2300 hrs and 0600 hrs to be restricted to essential duty or, when specifically authorized by Contingent/Unit Commanders/Branch Heads. Personnel on essential duties are to be armed and in uniform. Continuous (radio) communications with Sector Net Control Station is to be maintained. PT and sporting activities outside unit perimeter to be restricted to daylight hours.

YELLOW

All movement between 1800 hrs and 0600 hrs to be restricted to essential duty. All UNAMIR military personnel are to be continuously armed and in uniform. Alcohol consumption is permitted in unit messes only. PT and sporting activities restricted to unit perimeter.

RED

All movement is restricted to essential duty only. All UNAMIR military personnel are to be continuously armed and in uniform. Alcohol consumption is prohibited. PT and sporting activities restricted to unit perimeter.

HREMS OBS
CP

5000.45 (Plans)

7 Nov 94

Distribution List

FORCE COMMANDER'S DIRECTIVE NO 01/94
ON
UNAMIR CONDUCT, DRESS AND WEAPON CARRIAGE POLICY

References:

- A. Force Routine Order No 12 - Commander's Policy on Alcohol
- B. Status of Mission Agreement
- C. UNAMIR Driving Regulations
- D. UNAMIR Standard Operating Procedures

GENERAL

1. This document states the current UNAMIR policy on conduct, dress and the carriage of personal weapons. It will be updated from time to time, and must be read in conjunction with current ROE.
2. All members of UNAMIR are required to be aware of this policy. Contingent/Unit Commanders/Battalion Heads are to ensure that their personnel are fully briefed on the contents of this document, are kept current on any reviews which might take place, and that personnel rotating into Rwanda are briefed on arrival. It should be noted that this Directive sets a minimum standard. As such, it is intended to augment, not replace Nationally imposed contingent regulations. Any reduction in standards to conform with this Directive is not required.

CONDUCT

3. **Image**. All personnel in Rwanda represent their units, their countries and the UN. Considerable effort must be expended to ensure that the best possible image is conveyed to the local population and civilian agencies with which they may come in contact. Personnel are particularly reminded that they should:
 - a. Adhere to all local laws which have been enacted by the legitimate government.
 - b. Deal courteously and politely with those with whom they come in contact.
 - c. Avoid any source of conflict in which a dispute might develop.

d. If employing Rwandan personnel, provide fair and honest terms of service.

4. Behaviour. UNAMIR personnel should be aware that their behaviour can affect the success of the UN mission. Many hours of patient work can be eroded by one thoughtless act; the efforts of many can be undone by the poor behaviour of a few. All personnel should be reminded to act maturely and professionally at all times, whether in or out of uniform. This should particularly apply to:

- a. Driving. UNAMIR personnel must drive carefully and use the road with courtesy. They are to adhere to Reference C.
- b. Alcohol. Personnel are reminded that their behaviour must not be impaired by alcohol. All personnel must be briefed on UNAMIR alcohol policy, which is outlined below and whose tenets are:

- (1). No drinking and driving.
- (2). No driving for eight hours after consuming alcohol.
- (3). No drinking in unit messes when in the possession of ammunition/weapons (depending on unit policy, patrons of unit messes may be required to secure weapons or ammunition).
- (4). No drinking in other areas when in the possession of weapons.
- (5). No drinking to excess.

5. Other Countries. The conduct of UNAMIR personnel in Other Countries, such as Burundi, Kenya, Tanzania, Uganda and Zaire, must be impeccable. UNAMIR personnel represent the Mission abroad in Africa and only the highest standards will be accepted. UNAMIR has no special legal relationship with Other Countries in the region. Any alleged offence committed by UNAMIR personnel abroad will be dealt with under the civil law of that country and may lead to prosecution by the civil authority. Individuals from UNAMIR who find themselves in such a position should contact their national consulate, embassy or High Commission immediately. They should also contact the UN representative in that country. It is anticipated that Memoranda of Understanding (MOU) can be signed with the governments of Other Countries in the region, to cover the contingency of legal proceedings being conducted against UNAMIR individuals. DCOS (Ops) is to ensure that appropriate MOU are drafted in consultation with Other Countries' governments.

DRESS & BEARING

6. Deportment. All personnel are to ensure that their deportment meets the highest possible standards. A smart, well-groomed alert appearance and a helpful and positive demeanour are essential elements of this.
7. National Uniform. National uniform is to worn in accordance with Part 8, Section 6, of Reference D.
8. UN Accoutrements. UN accoutrements are to be worn in accordance with part 8, Section 6, of Reference D.
9. Ballistic Helmet/Body Armour. When ballistic helmets and body armour are ordered to be worn, UN blue covers are also to be worn.
10. Webbing. Policy on the wearing of webbing, or its equivalent, and rucksacks it to be ordered by Commanding Officers/Contingent Commanders. Personnel are to wear and carry personal equipment sufficient to fulfil their mission.
11. Wearing of Uniform on Duty. All UNAMIR personnel are on operations and are considered to be on duty at all times in Rwanda. Under the Status of Mission Agreement (SOMA), Reference B, UNAMIR personnel who are not wearing uniform carry minimal authority and may not be fully protected under the terms of the Agreement. For the purposes of participating in organised sport or PT, the sporting clothing authorised by Contingent/Unit Commanders/Branch Heads is deemed to be uniform. UNAMIR military personnel are only permitted to wear civilian clothes in the following circumstances:
 - a. Within the confines of a unit or mess location which is guarded by armed guard(s); and
 - b. At the discretion of Contingent/Unit Commanders/Branch Heads.
12. Other Countries. Under certain circumstances, UNAMIR personnel are on duty in Other Countries. When on duty, UNAMIR personnel are to wear uniform in accordance with Paragraphs 6 and 7 above.

CARRIAGE OF WEAPONS

13. MILOBS. Under Article VI of the UN Convention, defined in Reference B, MILOBS are described as "experts". They do not carry weapons and further policy, described below, on the Carriage of Weapons, does not apply to them.

14. Principle. As UNAMIR military personnel are on duty at all times, and as they are entitled to carry weapons for their own protection, or the protection of those whom they have a duty to protect, the principle to be applied is that UNAMIR military personnel will carry weapons when so issued. Current ROE further dictate the readiness of UNAMIR personnel. This policy does not apply to medical and religious personnel. The protection of those personnel will be as directed by the Contingent/Unit Commanders.

15. Exceptions. The occasions on which military UNAMIR personnel are prohibited from carrying weapons are as follows:

- a. When consuming alcohol; and
- b. When leaving Rwanda.

16. Consumption of Alcohol & Carriage of Weapons. UNAMIR personnel are not to consume alcohol when carrying weapons. Alcohol may only be consumed in the following circumstances:

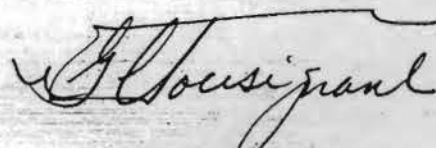
- a. In a unit location or mess which is guarded by armed guard(s); or
- b. At the discretion of Contingent/Unit Commanders/Branch Heads.

17. Carriage of Weapons. UNAMIR personnel are not permitted to carry weapons abroad. Personnel who are going abroad must be afforded Personal Protection, consistent with the provisions of paragraphs 16 and 17 above, to their point of departure, and on return to Rwanda, from their point of return. Should it become necessary to authorise the carriage of weapons to Other Countries, HQ UNAMIR will issue appropriate instructions. Personnel departing Rwanda on duty, CTO or leave will ensure the security of their personal weapon through their respective Contingent/Unit Commander.

18. Personal Protection. Contingent/Unit Commanders/Branch Heads are to ensure that adequate protection is provided for themselves and their subordinates during social and recreational activities.

19. Level of Personal Protection. Contingent/Unit Commanders/Branch Heads are to determine the level of personal protection afforded. The minimum alert/readiness requirements are detailed at Annex A to UNAMIR Rules of Engagement. Additional requirements are detailed at Annex A.

20. Restrictions. The establishment Kigali Night is out of bounds to all UNAMIR personnel. Contingent/Unit/Sector Commanders who identify other local establishments which constitute a similar security risk may recommend to the FC the imposition of a commensurate restriction.



GC TOUSIGNANT
MGen
FC

Distribution:

External:

Action:

List D

Internal:

Action:

List A

List B

ROE STATE

RESPONSE

GREEN

All movement between 2300 hrs and 0600 hrs to be restricted to essential duty or, when specifically authorized by Contingent/Unit Commanders/Branch Heads. Personnel on essential duties are to be armed and in uniform. Continuous (radio) communications with Sector Net Control Station is to be maintained. PT and sporting activities outside unit perimeter to be restricted to daylight hours.

YELLOW

All movement between 1800 hrs and 0600 hrs to be restricted to essential duty. All UNAMIR military personnel are to be continuously armed and in uniform. Alcohol consumption is permitted in unit messes only. PT and sporting activities restricted to unit perimeter.

RED

All movement is restricted to essential duty only. All UNAMIR military personnel are to be continuously armed and in uniform. Alcohol consumption is prohibited. PT and sporting activities restricted to unit perimeter.

Demo

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: All Unit/Section Chiefs

DATE: 06 October 1994

FROM: P. Hornsby
Chief Support Services &
OIC/Adm.

REF: PERSONNEL/NS

SUBJECT: Chief Civilian Personnel Officer (CCPO)

Further to the announcement made by the OIC/ADM, Mr. Golo, during the general meeting with Mr. Da Costa, I am pleased to inform you of the nomination by New York of Mr. K. Nilsvang as the CCPO for UNAMIR. This nomination took effect on 2 October 1994, date at which Mr. Nilsvang arrived in Kigali. As such, all correspondence and requests for both Local and International Personnel must be channelled through him.

In addition, I wish to inform you that Mr. Diallo assisted by Ms. Salib, is temporarily in charge of International Staff until his imminent departure from UNAMIR. Two additional Personnel Officers are expected to report to Kigali in the very near future and you will be informed of their respective responsibilities in due course. Meanwhile, Ms. Sohun and Mr. Digni are in charge of Local Staff and the military contingents respectively.

Thank you for adhering to the above instruction.

cc: Office of the SRSG
Office of the Force Commander
Office of the Exe. Dir.
AO's Sectoral Offices
Finance Section, Nairobi
MILOB & CIVPOL

PENJ

MKOB

3 November 1994

2000-1

Distribution List

FC DIRECTIVE ON THE LEGAL JURISDICTION APPLICABLE TO UNAMIR AND RWANDAN AUTHORITIES

References:

- A. ~~Section 9: Op Directive No 2 Rules of Engagement~~
- B. FC Directive for the Handling of Detainees dated 28 Sep 94
- C. FC Directive on Conduct, Dress and Weapon Carriage Policy to be issued

1. General. In the conduct of their duties, UNAMIR personnel may be required to hand over individuals to the Government of Rwanda. This hand over may occur as a result of Rwandan authorities seeking legal jurisdiction over foreign or Rwandan nationals.

2. Definitions.

- a. "appropriate authority" at this stage, refers only to the Prosecutor's Office. Further changes to this definition will be notified in writing by the FC
- b. "Civilian component" consists of UN officials and of other persons assigned by the Secretary-General to assist the SRSG or made available by participating States to serve as apart of UNAMIR.
- c. "Detainee" is any person who is held for committing a hostile act or hostile intent against any of the categories of people referred to in paragraphs 5 c or 5 d below
- e. "Hand over" is the formal procedure detailed in Annexes C and D
- d. "Legal Jurisdiction" includes but is not limited to those situations where Rwandan authorities seek to take a foreign or Rwandan national into custody.
- e. "Military personnel of national contingents" includes military staff at UNAMIR HQ.
- f. "Official capacity" for UNAMIR troops is any time soldiers are in uniform or, by exception, in civilian clothes (see Reference C)

- g. "Visitors" includes, but is not limited to, journalists, tourists, dignitaries representing national governments and non-UNAMIR personnel permitted to enter UNAMIR premises.

3. Aim. The aim of this Directive is to outline the procedures for handing over individuals or groups of people to the Rwandan authorities.

4. Foreign Nationals and Rwandan Jurisdiction. Rwandan authorities may seek jurisdiction over the following categories of foreign nationals:

- a. SRSG, Force Commander and the Police Commissioner of CIVPOL;
- b. ~~UN civilian officials assigned to the civilian component to serve with UNAMIR;~~
- c. United Nations Military Observers (UNMOs), Civilian Police (CIVPOL) and civilian personnel from overseas who are employed by the UN specifically for this mission but who are not UNAMIR staff (eg consultants) (hereinafter referred to as "experts on mission");
- d. military personnel of national contingents who are a part of UNAMIR;
- e. personnel of UN specialised agencies;
- f. personnel of NGOs; and
- g. visitors.

The legal status of these categories of personnel and the hand over procedures for them are detailed at Annexes A and C respectively.

5. Rwandan Nationals and Rwandan Jurisdiction. Rwandan authorities may seek jurisdiction over the following categories of Rwandan nationals:

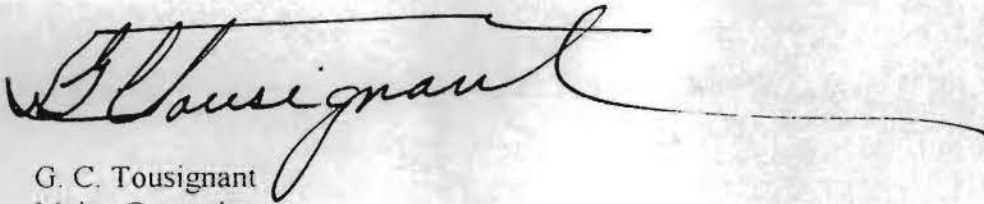
- a. Locally recruited personnel who are working for the UN;
- b. Displaced persons, refugees and civilians in sites or among populations under the protection of UNAMIR forces. This category includes any person who seeks protection in a UNAMIR installation because they fear for their safety;
- c. Rwandans who are detained by UNAMIR personnel for committing or who are suspected of committing a hostile act or a hostile intent (as defined in Reference A) against:
 - (1) One's self and the personnel in one's unit,
 - (2) other UNAMIR military or civilian personnel.

- (3) non-UNAMIR humanitarian aid personnel,
 - (4) displaced persons, refugees and civilians in sites or among populations under the protection of UNAMIR forces,
 - (5) other UN-authorized military or civilian personnel; and
- d. Rwandans who are detained for stealing and/or damaging property, or are suspected of stealing and/or damaging property belonging to, or in the care of, UNAMIR, UN humanitarian organisations or UN protected sites (see Reference A paragraphs 3.b and 8).

~~The legal status and hand over procedures for Rwandan nationals is at Annexes B and D respectively.~~

6. Any persons in the care of UNAMIR troops are to be treated humanely, ensuring that they are provided with food, drinking water and that they are afforded safeguards in terms of health, hygiene and protection against the rigours of climate and the dangers of armed conflict.

7. Reference B is now cancelled. Annexes E and F will be issued when details are known.



G. C. Tousignant
Major-General
Force Commander

Annexes:

Annex A - Foreign Nationals and Rwandan Jurisdiction

Annex B - Rwandan Nationals and Rwandan Jurisdiction

Annex C - Procedures for Handing Over Foreign Nationals

Annex D - Procedures for Handing Over Rwandan Nationals

Annex E - Prosecutors Offices in Rwanda

Annex F - ICRC Representatives in Rwanda

Annex G - Hand Over Proforma

Distribution List:

Internal:

List A (less 9 - 10)
List B (less 23 - 30)
Provost Marshal

External:

List C (less 43 - 50)
List E (less 74 - 80)

ANNEX A TO LEGAL
JURISDICTION
APPLICABLE TO UNAMIR
AND RWANDAN
AUTHORITIES
DATED 3 Nov 1994

FOREIGN NATIONALS AND THEIR LEGAL STATUS IN RWANDA

CATEGORY		LEGAL IMMUNITY	AUTHORITY FOR HAND OVER
SRSG, FC, POLICE COMM OF CIV POL		ACCORDED DIPLOMATIC IMMUNITY AND PRIVILEGE UNDER INTERNATIONAL LAW	NOT TO BE HANDED OVER TO RWANDAN AUTHORITIES UNDER ANY CIRCUMSTANCES
UN CIVILIAN OFFICIALS ASSIGNED TO THE CIVILIAN COMPONENT TO SERVE WITH UNAMIR		IMMUNE FROM LEGAL PROCESS FOR ALL ACTS PERFORMED BY THEM IN THEIR OFFICIAL CAPACITY	ONLY TO BE HANDED OVER WITH THE CONCURRENCE OF THE SRSG
UNMO, CIVPOL AND CONSULTANTS		* IMMUNE FROM LEGAL PROCESS FOR ALL ACTS PERFORMED BY THEM IN THEIR OFFICIAL CAPACITY * IMMUNE FROM PERSONAL ARREST OR DETENTION AND SEIZURE OF THEIR PERSONNEL BAGGAGE	ONLY TO BE HANDED OVER WITH THE CONCURRENCE OF THE FC AND OR THE SRSG
MILITARY PERS OF NATIONAL CONTINGENTS WHO ARE A PART OF UNAMIR		IMMUNITY FROM LEGAL PROCESS IN RESPECT OF ACTS PERFORMED BY THEM IN THEIR OFFICIAL CAPACITY	ONLY TO BE HANDED OVER WITH THE CONCURRENCE OF THE FC AND THE CONTINGENT COMMANDER
PERSONNEL OF SPECIALIST AGENCIES	UN	IMMUNITY FROM LEGAL PROCESS IN RESPECT OF ACTS PERFORMED BY THEM IN THEIR OFFICIAL CAPACITY	ONLY TO BE HANDED OVER WITH THE CONCURRENCE OF THE HEAD OF THE AGENCY
PERSONNEL OF NGOs		NO IMMUNITY UNLESS THEY HAVE ENTERED INTO A BILATERAL ARRANGEMENT WITH THE RWANDAN GOVERNMENT	ONLY TO BE HANDED OVER WITH THE CONCURRENCE OF THE HEAD OF THE NGO

VISITOR	NO IMMUNITY UNLESS THEY HAVE ENTERED INTO A BILATERAL ARRANGEMENT WITH THE RWANDAN GOVERNMENT	ONLY TO BE HANDED OVER WITH THE CONCURRENCE OF THE FC AND/OR SRSG
---------	---	--

ANNEX B TO LEGAL
JURISDICTION
APPLICABLE TO UNAMIR
AND RWANDAN
AUTHORITIES
DATED 3 Nov 1994

RWANDAN NATIONALS AND THEIR LEGAL STATUS IN RWANDA

CATEGORY	LEGAL IMMUNITY	AUTHORITY FOR HAND OVER
LOCALLY RECRUITED PERS	IMMUNE FROM LEGAL PROCESS IN RESPECT OF ALL ACTS PERFORMED BY THEM IN THEIR OFFICIAL CAPACITY <u>NOTE:</u> THIS PROTECTION DOES NOT EXTEND TO ACTS COMMITTED BEFORE THEIR EMPLOYMENT WITH THE UN	ONLY TO BE HANDED OVER WITH THE CONCURRENCE OF THE SRSG
REFUGEES, DISPLACED PERSONS AND CIVILIANS IN SITES OR AMONG POPULATIONS UNDER THE PROTECTION OF UNAMIR	UNDER PROTECTION AS STATED IN ROE IN REFERENCE A	ONLY TO BE HANDED OVER AT AN OFFICE OF THE PROSECUTOR
RWANDAN NATIONAL DETAINED BY UNAMIR AUTHORITIES	TREAT HUMANELY	ONLY TO BE HANDED OVER AT AN OFFICE OF THE PROSECUTOR

PROCEDURES FOR HANDING OVER FOREIGN NATIONALS

1. UN Civilian Assigned to the Civilian Component to Serve with UNAMIR.

- a. As soon as a Rwandan authority seeks legal jurisdiction over a UN civilian assigned to the civilian component to serve with UNAMIR, the SRSG, or his representative, HQ UNAMIR and the International Committee of the Red Cross (ICRC) must be notified. HQ UNAMIR is to dispatch Military Police (MP) or CIVPOL to the site.
- b. UNAMIR soldiers are not to allow the Rwandan authority(s) to take custody of the UN civilian unless the SRSG has given permission for this to occur. UNAMIR troops are to allow MP or CIVPOL to liaise with the Rwandan authority(s).
- c. If the Rwandan authority(s) uses force to attempt to take custody of the UN civilian, UNAMIR troops are authorised to use force in accordance with Reference A.
- d. If authority is given for the hand over, the UN civilian must be taken to the appropriate Prosecutor's Office (details of these offices are at Annex E). The ICRC are to be notified as far as possible in advance and, if possible, are to be present during the hand over. The proforma at Annex G is to be completed and signed by the UNAMIR person conducting the hand over and the person in the Prosecutor's Office to whom the hand over is made.
- e. A report detailing the following is to be submitted to UNAMIR HQ, attention G1 Pers, G2, G3 Ops and the Force Provost Marshall:
 - (1) name of person handed over,
 - (2) location where the Rwandan Government sought jurisdiction,
 - (3) crime person was accused of,
 - (4) name of the UNAMIR person(s) who was present when the Rwandan Government sought jurisdiction,
 - (5) date and time the person was handed to the Prosecutor's office, and

- (6) whether an ICRC representative was present during the hand over and if not, why not.

2. UNMOs, CIVPOL and Experts on Mission.

- a. As soon as a Rwandan authority seeks legal jurisdiction over an UNMO, CIVPOL or an expert on mission, the FC or his representative, the SRSG or his representative and the ICRC must be notified. HQ UNAMIR is to dispatch MP or CIVPOL to the site. The Rwandan authority is to be reminded that these members are, under Rwandan and international law, immune from arrest, detention or the seizure of their baggage.
- b. UNAMIR soldiers are not to allow the Rwandan authority(s) to take custody of an UNMO, CIVPOL or an expert on mission unless the FC and/or the SRSG has given permission for this to occur. UNAMIR troops are to allow MP or CIVPOL to liaise with the Rwandan authority(s).
- c. If the Rwandan authority(s) uses force to attempt to take custody of the UNMO, CIVPOL or expert on mission, UNAMIR troops are authorised to use force in accordance with Reference A.
- d. If authority is given for the hand over, the UNMO, CIVPOL or consultant must be taken to the appropriate Prosecutor's Office (details of these offices are at Annex E). The ICRC are to be notified as far as possible in advance and, if possible, are to be present during the hand over. The proforma at Annex G is to be completed and signed by the UNAMIR person conducting the hand over and the person in the Prosecutor's Office to whom the hand over is made.
- e. A report detailing the following is to be submitted to UNAMIR HQ, attention G1 Pers, G2, G3 Ops, and the Force Provost Marshall:
 - (1) name of person handed over,
 - (2) location where the Rwandan Government sought jurisdiction,
 - (3) crime person accused of,
 - (4) name of the UNAMIR person(s) who was present when the Rwandan Government sought jurisdiction,
 - (5) date and time the person was handed to the Prosecutor's office, and
 - (6) whether an ICRC representative was present during the hand over and if not, why not.

3. Military Personnel of National Contingents Who are a Part of UNAMIR.

- a. As soon as a Rwandan authority seeks legal jurisdiction over military personnel of national contingents who are a part of UNAMIR, the FC or his representative, the appropriate contingent commander and the ICRC must be notified. HQ UNAMIR is to dispatch MP or CIVPOL to the site. The Rwandan authority should be reminded that military members of the military component of UNAMIR shall be subject to the exclusive jurisdiction of their respective participating states in respect of any criminal offences which may have been committed by them in Rwanda.
- b. UNAMIR soldiers are not to allow the Rwandan authority(s) to take custody of another UNAMIR soldier unless the FC and the appropriate contingent commander have given permission for this to occur. UNAMIR troops are to allow MP or CIVPOL to liaise with the Rwandan authority(s).
- c. If the Rwandan authority(s) uses force to attempt to take custody of the UNAMIR soldier, UNAMIR troops are authorised to use force in accordance with Reference A.
- d. If authority is given for the hand over, the UNAMIR soldier must be taken to the appropriate Prosecutor's Office (details of these offices are at Annex E). The ICRC are to be notified as far as possible in advance and, if possible, are to be present during the hand over. The proforma at Annex G is to be completed and signed by the UNAMIR person conducting the hand over and the person in the Prosecutor's Office to whom the hand over is made.
- e. A report detailing the following is to be submitted to UNAMIR HQ, attention G1 Pers, G2, G3 Ops, and the Force Provost Marshall:
 - (1) name of person handed over,
 - (2) location where the Rwandan Government sought jurisdiction,
 - (3) crime person accused of,
 - (4) name of the UNAMIR person(s) who was present when the Rwandan Government sought jurisdiction,
 - (5) date and time the person was handed to the Prosecutor's office, and
 - (6) whether an ICRC representative was present during the hand over and if not, why not.

4. Personnel of UN Specialised Agencies.

- a. As soon as a Rwandan authority seeks legal jurisdiction over a member of a UN specialised agency, the SRSG or his representative, the appropriate head of the agency and the ICRC must be notified. HQ UNAMIR is to dispatch MP or CIVPOL to the site.
- b. UNAMIR soldiers are not to allow the Rwandan authority(s) to take custody of a member of a UN specialised agency unless the SRSG and the appropriate head of the agency have given permission for this to occur. UNAMIR troops are to allow MP or CIVPOL to liaise with the Rwandan authority(s).
- c. If the Rwandan authority(s) uses force to attempt to take custody of a member of a UN specialised agency UNAMIR troops are authorised to use force in accordance with Reference A.
- d. If authority is given for the hand over, the person must be taken to the appropriate Prosecutor's Office (details of these offices are at Annex E). The ICRC are to be notified as far in possible in advance and, if possible, are to be present during the hand over. The proforma at Annex G is to be completed and signed by the UNAMIR person conducting the hand over and the person in the Prosecutor's Office to whom the hand over is made.
- e. A report detailing the following is to be submitted to UNAMIR HQ, attention G1 Pers, G2, G3 Ops, the Force Provost Marshall and the UN agency concerned:
 - (1) name of person handed over and the agency they work for,
 - (2) location where the Rwandan Government sought jurisdiction,
 - (3) crime person accused of,
 - (4) name of the UNAMIR person(s) who was present when the Rwandan Government sought jurisdiction,
 - (5) date and time the person was handed to the Prosecutor's office, and
 - (6) whether an ICRC representative was present during the hand over and if not, why not.

5. Personnel of NGOs.

- a. As soon as a Rwandan authority seeks legal jurisdiction over a member of an NGO, HQ UNAMIR, the appropriate head of the NGO agency and the ICRC must be notified. HQ UNAMIR is to dispatch MP or CIVPOL to the site.

- b. UNAMIR soldiers are not to allow the Rwandan authority(s) to take custody of a member of an NGO unless the appropriate head of the NGO has given permission for this to occur. UNAMIR troops are to allow MP or CIVPOL to liaise with the Rwandan authority(s).
- c. If the Rwandan authority(s) uses force to attempt to take custody of a member of an NGO, UNAMIR troops are authorised to use force in accordance with Reference A.
- d. If authority is given for the hand over, the person must be taken to the appropriate Prosecutor's Office (details of these offices are at Annex E). The ICRC are to be notified as far as possible in advance and, if possible, are to be present during the hand over. The proforma at Annex G is to be completed and signed by the UNAMIR person conducting the hand over and the person in the Prosecutor's office to whom the hand over is made.
- e. A report detailing the following is to be submitted to UNAMIR HQ, attention G1 Pers, G2, G3 Ops and the Force Provost Marshall:
 - (1) name of person handed over and the NGO they work for,
 - (2) location where the Rwandan Government sought jurisdiction,
 - (3) crime person accused of,
 - (4) name of the UNAMIR person(s) who was present when the Rwandan the Government sought jurisdiction,
 - (5) date and time the person was handed to the Prosecutor's office, and
 - (6) whether an ICRC representative was present during the hand over and if not, why not.

6. Visitors

- a. As soon as a Rwandan authority seeks legal jurisdiction over a visitor, HQ UNAMIR and the ICRC must be notified. HQ UNAMIR is to dispatch MP or CIVPOL to the site.
- b. UNAMIR soldiers are not to allow the Rwandan authority(s) to take custody of a visitor unless the FC or his representative and/or the SRSG or his representative has given permission for this to occur. UNAMIR troops are to allow MP or CIVPOL to liaise with the Rwandan authority(s).
- c. If the Rwandan authority(s) uses force to attempt to take custody of a visitor UNAMIR troops are authorised to use force in accordance with Reference A.

d. If authority is given for the hand over, the person must be taken to the appropriate Prosecutor's Office (details of these offices are at Annex E). The ICRC are to be notified as far as possible in advance and, if possible, are to be present during the hand over. The proforma at Annex G is to be completed and signed by the UNAMIR person conducting the hand over and the person in the Prosecutor's office to whom the hand over is made.

e. A report detailing the following is to be submitted to UNAMIR HQ, attention G1 Pers, G2, G3 Ops and the Force Provost Marshall:

- (1) name of person handed over and their affiliation or nationality,
- (2) location where the Rwandan Government sought jurisdiction,
- (3) crime person accused of,
- (4) name of the UNAMIR person(s) who was present when the Rwandan the Government sought jurisdiction,
- (5) date and time the person was handed to the Prosecutor's office, and
- (6) whether an ICRC representative was present during the hand over and if not, why not.

ANNEX D TO LEGAL
JURISDICTION
APPLICABLE TO UNAMIR
AND RWANDAN
AUTHORITIES
DATED 3 Nov 1994

PROCEDURES FOR HANDING OVER RWANDAN NATIONALS

I. Locally Recruited Personnel.

- a. As soon as a Rwandan authority seeks legal jurisdiction over any locally recruited personnel, the SRSG or his representative and the ICRC must be notified. HQ UNAMIR is to dispatch MP or CIVPOL to the site.
- b. UNAMIR soldiers are not to allow any Rwandan authority(s) to take custody of locally recruited personnel unless the SRSG has given permission for this to occur. UNAMIR troops are to allow MP or CIVPOL to liaise with the Rwandan authority(s).
- c. If the Rwandan authority(s) uses force to attempt to take custody of locally recruited personnel, UNAMIR troops are authorised to use force in accordance with Reference A.
- d. If authority is given for the hand over, the person must be taken to the appropriate Prosecutor's Office (details of these offices are at Annex E). The ICRC are to be notified as far as possible in advance and, if possible, are to be present during the hand over. The proforma at Annex G is to be completed and signed by the UNAMIR person conducting the hand over and the person in the Prosecutor's Office to whom the hand over is made.
- e. A report detailing the following is to be submitted to UNAMIR HQ, attention G1 Pers, G2, G3 Ops, and Force Provost Marshall:
 - (1) name of person handed over,
 - (2) location where the Rwandan Government sought jurisdiction,
 - (3) crime person accused of,
 - (4) name of the UNAMIR person(s) who was present when the Rwandan Government sought jurisdiction,
 - (5) date and time the person was handed to the Prosecutor's office, and

- (6) whether an ICRC representative was present during the hand over and if not, why not.

2. Refugees, Displaced Persons and Civilians in sites or among populations under the protection of UNAMIR.

- a. As soon as a Rwandan authority seeks legal jurisdiction over refugees, displaced persons, and/or civilians in sites or among populations under the protection of UNAMIR, the FC or his representative and the ICRC must be notified. HQ UNAMIR is to dispatch MP or CIVPOL to the site.
- b. UNAMIR soldiers are not to allow any Rwandan authority(s) to take custody of refugees, displaced persons and/or civilians in sites or amongst populations under the protection of UNAMIR unless the FC has given permission for this to occur. ~~UNAMIR troops are to allow MP or CIVPOL to liaise with the Rwandan authority(s).~~
- c. If the Rwandan authority(s) uses force to attempt to take custody of refugees, displaced persons and/or civilians in sites and or among populations under the protection of UNAMIR, UNAMIR troops are authorised to use force in accordance with Reference A.
- d. If authority is given for the hand over, the person must be taken to the appropriate Prosecutor's Office (details of these offices are at Annex E). The ICRC are to be notified as far as possible in advance and, if possible, are to be present during the hand over. The proforma at Annex G is to be completed and signed by the UNAMIR person conducting the hand over and the person in the Prosecutor's Office to whom the hand over is made.
- e. A report detailing the following is to be submitted to UNAMIR HQ, attention G1 Pers, G2, G3 Ops and the Force Provost Marshall:
 - (1) name of person handed over,
 - (2) location where the Rwandan Government sought jurisdiction,
 - (3) crime person accused of,
 - (4) name of the UNAMIR person(s) who was present when the Rwandan Government sought jurisdiction,
 - (5) date and time the person was handed to the Prosecutor's office, and
 - (6) whether an ICRC representative was present during the hand over and if not, why not.

3. Persons detained by UNAMIR troops

- a. They are to be searched, disarmed and segregated. At all times they are to be treated in accordance with the principles of minimum force as detailed at Reference A. UNAMIR HQ is to be notified immediately of the circumstances surrounding the detention. HQ UNAMIR is to dispatch MP or CIVPOL to the site. UNAMIR troops are to allow the MP or CIVPOL to liaise with the Rwandan Authority(s).
- b. They are to be identified and their personal details recorded.
- c. A safe and secure place is to be arranged as a temporary place of custody. Detainees are to be kept in custody by UNAMIR troops for the minimum time necessary. Detainees are to be provided with food, water, shelter and medical attention as required. ICRC is to be informed immediately and is to be allowed to have access to these detainees.
- d. Detainees and the property found in their possession are to be handed to the appropriate Prosecutor's Office (details of these offices are at Annex E). The detainee is to be allowed to keep all property essential for his/her comfort and survival (eg food and water).
- e. The ICRC are to be notified and, if possible, are to be present during the hand over. The proforma at Annex G is to be completed and signed by the UNAMIR person conducting the hand over and the person in the Prosecutor's Office to whom the hand over is made.
- f. Detainees are not to be handed to any other RPA authorities. A Prosecutor's Office is the only authorised Office for the processing and handing over of detainees in Rwanda.
- g. A report detailing the following is to be submitted to UNAMIR HQ, attention G1 Pers, G2, G3 Ops and the Force Provost Marshall:
 - (1) name of the detainee,
 - (2) location where person was detained,
 - (3) crime person accused of,
 - (4) name of the UNAMIR person who detained the detainee,
 - (5) date and time the detainee was handed to the Office of the Prosecutor, and
 - (6) whether an ICRC representative was present during the hand over and if not, why not.

ANNEX E TO LEGAL
JURISDICTION
APPLICABLE TO UNAMIR-
AND RWANDAN
AUTHORITIES
DATED 3 Nov 1994

PROSECUTOR OFFICES IN RWANDA

<u>TOWN</u>	<u>PROSECUTOR'S NAME</u>	<u>ADDRESS</u>
KIBUNGO	MUSHUMBA, Jean Baptiste	
KIGALI	NSANZUWERA, Francois	
RWANAGANA	GATAMBIYE, Sylere	
KIBUYE	TUYISENGE, Cyprien	
GITARAMA	KAYIBANDA P. Celestin	
NYANZA	HARELIMANA, Simon	
BUTARE	GATSIMBANYI, Callixte	
GIKONGORO	HAVUGIYAREMYE, Aloys	
CYANGUGU	NYANDWI, Viateur	
GISENYI	HARERIMANA, Charles	
RUHENGERI	UWIYINGOMA, David	
BYUMBA	MUSUHUKE, Francois	

NOTE: IT IS THE DUTY OF ALL SECTOR COMMANDERS TO KNOW EXACTLY
WHERE THE ABOVE OFFICES ARE LOCATED.

ANNEX F TO LEGAL
JURISDICTION
APPLICABLE TO UNAMIR
AND RWANDAN
AUTHORITIES
DATED 3 NOV 1994

ICRC REPRESENTATIVES IN RWANDA

TOWN	ICRC REPRESENTATIVE'S NAME	ADDRESS
KIBUNGO		
KIGALI		
RWANAGANA		
KIBUYE		
GITARAMA		
NYANZA		
BUTARE		
GIKONGORO		
CYANGUGU		
GISENYI		
RUHENGERI		
BYUMBA		

NOTE: IT IS THE DUTY OF ALL SECTOR COMMANDERS TO KNOW EXACTLY WHERE THE ABOVE OFFICES ARE LOCATED.

ANNEX G TO LEGAL
JURISDICTION
APPLICABLE TO UNAMIR
AND RWANDAN
AUTHORITIES
DATED 1994

HAND OVER PROFORMA

I, (1), A MILITARY MEMBER OF
UNAMIR/MINUAR HAVE HANDED OVER (2)
TO THE OFFICE OF THE PROSECUTOR OF (3).

SIGNED THIS DAY OF 19

.....
UNAMIR

.....
OFFICE OF THE PROSECUTOR

- (1) Insert here the name of the UNAMIR person conducting the hand over.
(2) Insert here the name of the person being handed over.
(3) Insert here the name of the Prosecutor's Office.

ANNEX G TO LEGAL
JURISDICTION
APPLICABLE TO UNAMIR
AND RWANDAN
AUTHORITIES
DATED 1994

HAND OVER PROFORMA

I, (1), A MILITARY MEMBER OF
UNAMIR/MINUAR HAVE HANDED OVER (2)
TO THE OFFICE OF THE PROSECUTOR OF (3).

SIGNED THIS DAY OF 19

.....
UNAMIR

.....
OFFICE OF THE PROSECUTOR

- (1) Insert here the name of the UNAMIR person conducting the hand over.
- (2) Insert here the name of the person being handed over.
- (3) Insert here the name of the Prosecutor's Office.

a. recting
A/CMO - 8/3/10
h 2/11

INTER OFFICE MEMORANDUM

To: CMO thru CHAO

From: HAC Ops

Date: 27 Oct 1994

Subject: PROPOSED ORGANIZATION OF UNAMIR HAC

Reference : Operation Order No 20 dated 6 Oct 94

1. The HAC has gone through several changes since its inception at the commencement of the Rwandese civil war. The return of UNREO and numerous NGOs, as well as the continuing handover of logistic responsibilities to UN and NGO agencies, has required the cell to adapt constantly to an ever changing situation insofar as responsibilities and terms of reference are concerned.

2. Operations Order No 20 assigned the following tasks to HAC:

- a. Brief the FC on humanitarian assistance operations in RWANDA.
- b. Provide advice to the Plans Cell of UNAMIR concerning UNAMIR operations in support of humanitarian assistance.
- c. Assist UNREO/UNDP in coordinating the activities of UN and NGO agencies operating in RWANDA.
- d. Conduct humanitarian relief assessment recce throughout sectors as required.
- e. Arrange for the security aspects of humanitarian organizations conducting relief operations in RWANDA in close liaison with UNAMIR Ops Branch.
- f. Collate data from sectors pertaining to humanitarian matters.
- g. Maintain current data on displaced persons and refugees.
- h. Disseminate information concerning human rights abuses to UN human rights rapporteurs.
- i. Arrange for the necessary administration for the handover of PWs to the Rwandan authorities to include the presence of ICRC officials.
- j. Effect close liaison with UN and NGO agencies.
- k. Effect close liaison as required with humanitarian representatives of the Rwandan Government.
- l. Assist where possible in locating missing Rwandans and foreign nationals.

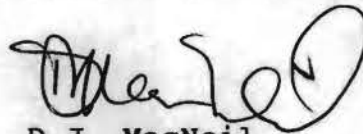
3. Given that UNAMIR 2 is mandated to conduct a humanitarian assistance operation in RWANDA, the importance of the HAC to the success of UNAMIR cannot be over-stressed. The cell deals with civilian aid agencies who have varying degrees of competence and understanding of the military component of UNAMIR. For this reason it is important that HAC members are capable of advising civilians, in a diplomatic way, of the best means of executing certain operations and how UNAMIR troops fit into the overall strategy in Rwanda . They must also be capable of reacting quickly to changing circumstances adherent to NGO agencies as well as their tendency to ask for assistance on short notice. It must be remembered that HAC MILOBS deal for the most part with civilians and consequently care in selecting MILOBS for the task should be observed.

4. Para 2.d. above requires that HAC MILOBS conduct patrols in all sectors. This task requires a committed UNMO patrol. Para 2.c. and 2.j. require a presence within the city of KIGALI to liaise with UN and NGO agencies as well as a presence in the UNREO Cell to assist this organization with coordination of humanitarian assistance and collation of information forwarded by Sector HA MILOBS. This would require an additional two MILOBS as a bare minimum. There would be virtually no flexibility in the organization and any MILOB going on CTO or leave would severely hamper the cell in its ability to complete the above tasks. For this reason a third MILOB patrol is required to react to the unexpected and allow normal leave and CTO to proceed.

5. HAC therefore proposes that as a minimum the UNAMIR HAC be composed of a CHAO and Three UNMO patrols of two MILOBS per patrol. One patrol would be used to recce Sectors in conjunction with Sector MILOBS or be available to verify specific concerns of the FC, one patrol would be used to verify NGO operations in KIGALI while the third patrol would assist UNREO in collating information. The organization allows for flexibility, security while on patrol and an ability to concentrate on all tasks assigned the HAC in accordance with OpO 20.

6. Presently HAC has been assigned four MILOBS. Two additional MILOBS are required. If possible they should be highly motivated to undertake humanitarian operations, be bilingual so as to be able to communicate with french and english speaking NGOs, Rwandese citizens and Government representatives as well as french speaking contingents in the field.

7. HAC has already been approached by MILOBS who meet the requirements of para 6 and who are very motivated to join the HAC. The names of these individuals could be provided upon request.



D.J. MacNeil

Maj

HAC



Demag 7/11

INTEROFFICE MEMORANDUM

TO: Moeen Uddin Ahmed
DCMO

26 October 1994

FROM: Abdoulaye BAH, OIC
General Services

SUBJECT: Employment of local personnel

Reference is made to your IOM dated 3 October 1994 on the above subject. I am pleased to inform you that your request has been passed to me for consideration under the Brown and Root contract with UNAMIR. I have approved it and submitted it to CMC for their consideration.

However I would like to bring at your attention the fact that nobody can work with the United Nations without a valid contract, unless previously agreed. Therefore the two persons presently working with you, are in an illegal situation; and as such they cannot be paid neither by UNAMIR nor by BRSC. As they have been kept in that situation by MILOB HQrs without a previous authorization, MILOB HQrs will have to find a solution for the payment of the salary due to them for having worked for 2.5 months without a contract.

cc: Mr. K. Nilsvang
A. H. Golo

See L 8/11

File

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



UNAMIR - MINUAR

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

Please speak.
SMPO *8/31/10*
3/11

INTEROFFICE MEMORANDUM

TO: Moeen Uddin Ahmed
DCMO

FROM: Abdoulaye BAH, OIC
General Services

SUBJECT: Employment of local personnel

26 October 1994

Reference is made to your IOM dated 3 October 1994 on the above subject. I am pleased to inform you that your request has been passed to me for consideration under the Brown and Root contract with UNAMIR. I have approved it and submitted it to CMC for their consideration.

However I would like to bring at your attention the fact that nobody can work with the United Nations without a valid contract, unless previously agreed. Therefore the two persons presently working with you, are in an illegal situation; and as such they cannot be paid neither by UNAMIR nor by BRSC. As they have been kept in that situation by MILOB HQrs without a previous authorization, MILOB HQrs will have to find a solution for the payment of the salary due to them for having worked for 2.5 months without a contract.

cc: Mr. K. Nilsvang
A. H. Golo

8/26/10
Soo
SMPO
AIR OPS CELL KIA
OPS BRANCH
UNAMIR

25 OCT 94

MISCALTR

See Distribution

SUBJECT : CESSATION OF AIR OPS CELL OPERATION

Refs :

- A. Letter from Ministry of Transport and Communication dt 24 Oct 94
- B. Milobs\6443.15 dt 18 Oct 94 (Deployment of Milobs)
- C. Ltr 3000.4(CASO) dt 15 Oct 94

1. Having been discussed the above mentioned subject with the appropriate authorities a plan has been prepared for gradual reduction of Air Ops Cell manning and operation. Proposal is made considering the request made by Rwandese authority to extend the activities of Air Ops Cell for another one month with effect from 1st November 1994 (ltr is attached herewith).

Regarding the request made for donating the equipment presently used by this cell to Rwandese authority may be considered at appropriate level.

A. The present activities of Air Ops Cell may be continued until 30 Nov 94. After handing over the function of this cell to Rwandese authorities the role of this cell may be changed into Air Ops Liaison Cell to liaise any air ops matter(military) in Airport on behalf of UNAMIR.

B. The reduction of manning may be effected as follows :

1. Phase-1 . Two officers, Maj Monjur Hossain UNID MO-604 and Sqn Ldr Antwi Boasiakoh Samuel UNID M-1218, will be released with effect from 26 Oct 94 as per Milobs deployment plan(Ref B).

2. Phase-2 . Two officers, Wg Cdr ATM Nazrul Islam UNID MO-576 and Maj Radomir Jass UNID M-1632, will be repatriated by the end of Nov 94 on completion of their tour of duties with the UNAMIR.

3. Phase-3 . With the strength of 4xMILOBS the Air Ops Liaison Cell will function its activities until UNAMIR interest is required to be served.

4. Transport. With the reduction of manpower , the Cell will surrender one transport to the MILOB HQ as discussed.

2. In view of the reductions in the flow of UNAMIR flights the hours of ops of this cell may be reduced to 0600-2000LT.

3. Submitted for your perusal and information.

N-3

ATM NAZRUL ISLAM
Wg Cdr

Distribution:

Action :

DCOS OPS

Info:

DFC\CAST

✓ CMO\MILOB Gp HQ

SSMO SEC-6



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

26/10
SMPO
L240

TO: All Chiefs of Section/Unit

DATE: 24 October 1994

REF.: LOC/PERS/NS

FROM: K. Nilsvang
CCPO

SUBJECT: Attendance Record Sheets for Local Staff (DSS forms)

In view of the volume of work involved in the submission of DSS forms to Nairobi for processing of local salary payments, we would appreciate your diligence in providing us with this month's attendance records at the latest on Friday morning, 28 October 1994. When preparing these forms, please make sure that all local staff working in your respective Section/Units do indeed figure on the list submitted and their absences duly accounted for in order to facilitate the work of Personnel in transmitting this documentation to Nairobi without any delay.

Thank you for your cooperation and prompt action.

cc: SRSG's office
Office of Exe. Dir.
Office of OIC/ADM
CIVPOL
MILOB
FSA/Sectors

UNITED NATIONS

ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

DIRECTOR

*Maj Lancaster to report
to the Sec he is posted immediately
SMPD*

TO: ED
DFC
COS
CMO

FROM: FC

DATE: 23 OCT 94

SUBJECT: MILITARY LIAISON OFFICER TO HUMAN RIGHTS
HEADQUARTERS

1. I acknowledge receipt of your advice on the requirement of a military office to provide the interface between UNAMIR and the Human Rights Headquarters. I am confident that you are perfectly aware of the difficulties facing this agency and I am reassured by the appointment of a civilian liaison officer who will address its future needs. I therefore instruct the DFC to recall Major Lancaster immediately and to re-assign him to the MILOBS Force which is in dying need of an officer of his calibre and experience. To avoid any confusion, I nevertheless insist that any military requirement from the said agency resulting in a direct tasking of my resources be submitted in a timely fashion, in writing to this headquarters through the COS for action. This procedure should eliminate any embarrassment in our staff planning.

2. If in the spirit of harmonizing the working process of our MIL/CIV responsibilities I have crossed by inadvertance yet once again the sphere of my influence, I can assure you that this is the last time. I would be grateful if Mr Clarence would be advised that UNAMIR cannot meet his request for a military liaison officer.

3. Regards.

*WJL DD
6000 - end of the drum*



DATE: 21 Oct 94

TO: MR DESSANDE
C PRO O

FROM: MAJOR J.P. LEMAY *[Signature]*

INFO: EX DIR, FC, DFC, CMO, MA TO FC, VISIT

SUBJECT: ACCOMMODATION FOR BANGLADESH CGS VISIT 24-25
OCT 94

1. It is requested that VIP's suite no 2, 3 and 4 be made available for the Bangladesh Delegation that will be visiting Kigali on 24 and 25 October 1994.
2. Maj Ali Murtoza Khan is the conducting officer and will contact your for keys.

h 21/10

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

UNAMIR - MINUAR

MISSION POUR L'ASSISTANCE AU RWANDA

FROM:

DCOS OPS 

KIGALI

07 OCT 94

TO:

ALL CONCERNED

INFO:

SDO/DO

3000(OPS)

SUBJECT:

INSTRUCTIONS ON PRIVATE INTERNATIONAL
PHONE CALLS AT UNAMIR HQ OPS ROOM

1. In order to ensure that work in UNAMIR Ops Room is not disrupted during working hours and also for the purpose of accounting for all private international calls at UNAMIR Ops Room, the following will be adhered to:

a. All private calls will be made only between 1230 - 1400 hrs and 1730 - 2100 hrs.

b. Caller's UNID will be surrendered to the duty officer for the necessary details to be recorded before calls are made.

c. All international private calls will be limited to five (5) minutes **ONLY** and frequency of such calls by individuals will be no more than once a week.

2. Your co-operation is necessary if this welfare facility is to be continued.

File 8/1

This will help Investigating officer during investigation.
SMPO *[Signature]* 8/28/12

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION IN RWANDA

MISSION D'ASSISTANCE EN RWANDA

UNAMIR MINUAR

DATE: 24 September 1994
Ref: AHG/MMN

ADMINISTRATIVE INSTRUCTION NO. 005/94

TO: All UNAMIR Military and Civilian Heads of Components, Chiefs of Sections and Branches/Units

FROM: Ally H. Golo
Officer-in-Charge
Administration *[Signature]*

SUBJECT: Standing Operating Procedures on Reporting, Investigations, and Boards of Inquiry

I. REPORTING

1. All accidents/incidents resulting in injury/death to UNAMIR personnel or third parties, or resulting in damage/loss to UNAMIR, contingent, or third party owned property, shall be reported immediately. Where military personnel are involved, a report shall be made forthwith to the unit commander who shall inform the nearest Military Police, the Sector Commander, the Chief of Staff (COS), the Chief Military Personnel Officer (CMPO) and the office of the Director of Administration (DOA)/Chief Administrative Officer (CAO). Where only UNAMIR civilian staff are involved in accidents/incidents resulting in injury/death to UNAMIR personnel or third parties a report shall be made immediately to the Military Police, the Civilian Police (CivPol), the Chief Civilian Security Officer (CCSO) and the DOA/CAO.

2. A detailed description of the incident, including the names and addresses of those involved, the date and time of the incident, the circumstances surrounding the accident/incident, the make and serial numbers of vehicles involved, the nature and extent of damage or loss to property, including vehicles and other items, shall be recorded.

II. INVESTIGATIONS

1. Upon receiving a report of any serious incident referred to in paragraph 1 above, the Force Provost Marshall (FPM)/CMPO or CCSO at mission headquarters shall immediately carry out complete investigation in order to obtain and record all factual evidence before it becomes obliterated. Commanding officers or civilian section chiefs, as appropriate, shall ensure that the

scene of any serious accident/incident within their area of responsibility is protected until the arrival of the appropriate authorities and that objects that might be useful as evidence are not disturbed.

4. In all cases the investigating officers must, to the extent possible, commence investigations promptly and complete them before the individuals involved and any witnesses leave the mission area due to rotation or repatriation. Priority shall be given to reports on incidents/accidents involving death, serious injury, or major property damage or loss. Completed investigation reports shall have the following documents attached:

- (a) Statements from all personnel involved and witnesses to the accident/incident, as well as English translations of the same;
- (b) Medical reports on all injured parties (and, in the case of a fatality, the death certificate and any autopsy report);
- (c) Results of any tests taken to determine whether the U.N. driver was physically impaired at the time of the accident/incident;
- (d) Damage/Discrepancy reports on all damaged vehicles;
- (e) Technical inspection reports on any U.N. or contingent-owned weapons involved in the accident/incident; and
- (f) Sketches, maps and photographs relating to the accident/incident.

5. In accordance with the Field Administration Manual, the following, and similar others, are considered serious accidents/incidents:

- (a) those in which a member of a mission dies or is seriously injured as a result of an incident, suspected misconduct on his/her part, or wilful act(s) or gross negligence on the part of another member of the mission or any other person;
- (b) those in which serious injury or death is caused to a third party in a case involving a mission member;
- (c) those in which a third party incurs serious loss or damage in an incident involving a member of the mission;

- (d) cases involving major property loss or damage to UNAMIR and contingent-owned property, including that resulting from suspected negligence, unsatisfactory control or accounting procedures, fire, explosion or similar occurrence other than in the course of operational activities, or that occurring in any other circumstances where responsibility for the loss or damage is unclear;
- (e) members from different contingents are involved;
- (f) the Head of Mission/SRSG considers the incident serious enough to warrant investigation by a Board of Inquiry.

6. Accidents/incidents in which

- (a) a civilian or military member of the mission suffers minor injuries;
- (b) a third party suffers minor injuries or incurs damage or loss to property involving civilian or military members of the mission;
- (c) there is minor loss or damage to UNAMIR or contingent-owned property.

shall constitute minor accidents/incidents within the meaning of sub-paragraph 1.2 of paragraph 1.0 of Part IV of Chapter 6 of the Field Administration Manual.

7. In view of the need to avoid wasting MP/CivPol/CCSO resources investigating minor accidents and petty thefts of vehicle mirrors, wipers, etc., driver accident/theft reports (DARs), after scrutiny by the Chief Transport Officer (CTO), shall suffice. However, such reports shall be distributed as if they were MP/CivPol/CCSO reports, and shall be the basis for the issuance by the Military Police of Final Traffic Accident Reports containing: a copy of the Damage Discrepancy Report; a Minor Theft Report; a copy of the Driver's Accident Report; and a memorandum from the Military Police. The Military, Civilian Police, and Civilian components shall prepare Summary Disposal Reports only for those cases in which the amount of damage or loss is \$1500 or less. And since all cases in which the amount of damage or loss is \$400 or less are dealt with by summary disposal irrespective of liability, such cases shall therefore be sent by the Legal Officer directly to the Local Property Survey Board for its action subject to a record of such cases being kept by the Boards of Inquiry Unit.

III. BOARDS OF INQUIRY

8. The DOA/CAO shall initiate board of inquiry action immediately upon receipt of an investigation report, in all cases whether involving members of formed military units, non-formed military units, Civilian Police, or civilian members of the Mission.

9. All serious accidents/incidents referred to in paragraph 3 above involving civilian staff, members of the Civilian Police (Civpol), members of formed and non-formed military units, shall be investigated by Headquarters Boards of Inquiry constituted in accordance with the knowledge and expertise required by each case. The appointed chairpersons for such boards shall be senior civilian/military officials. Therefore the requirement for Contingent Boards of Inquiry within the meaning of paragraph 1.0, sub-paragraph 1.1 (serious cases) of Part IV of Chapter 6 of the Field Administration Manual is hereby waived.

10. Headquarters Boards of Inquiry referred to in paragraph 9 shall be convened by the SRSG in all cases referred to in paragraph 5 above.

11. Boards of Inquiry (Standing or not) shall be convened upon the order of the DOA/CAO in all cases referred to in paragraph 6 above, and shall be constituted in accordance with the particular knowledge and expertise required for each case.

IV. CONVENING ORDERS FOR BOARDS OF INQUIRY, AND THE COMPOSITION OF THE MEMBERSHIP THEREOF

12. A Board of Inquiry shall commence upon the Convening Order of the Head of the Mission (or his delegate) who also appoints three responsible individuals from among the mission staff as members of the board, and specifies the board's terms of reference. The following model convening orders for the different boards of inquiry are provided in Annexes A, B, C and D hereto:

- (a) Model Convening Order for a Headquarters Board of Inquiry in respect of serious accidents/incidents;
- (b) Model Convening Order for a Standing Headquarters Board of Inquiry in respect of serious accidents/incidents; and
- (c) Model Convening Order for a Board of Inquiry in respect of paragraph 6 cases.
- (d) Model Convening Order for a Standing Board of Inquiry in respect of paragraph 6 cases.

13. The DOA/CAO and the Chief Finance Officer (CFO) are considered permanent members of all Constituted Boards of Inquiry and may attend meetings as they desire and consider necessary. They are to be given notice of all meetings. The Chief Civilian Personnel Officer (CCPO) shall appoint a civilian secretary to each such board.

14. Any appointed member who is unable to serve due to unforeseen circumstances must immediately inform the DOA/CAO/CMPO as appropriate. In view of the requirements in paragraphs 3 and 4 hereto for speedy investigations in order to guard against the destruction of evidence and the departure of witnesses from the mission area before investigations are concluded, the chairpersons, members and advisers of a Board of Inquiry shall not proceed on other missions or on leave until the Board's report has been completed and submitted.
15. Once a Board has been convened the chairperson, upon receipt of the convening order, shall immediately contact the Legal Officer/the DOA/CAO who shall provide an initial briefing. The Legal Officer/the DOA/CAO shall review the final draft of the report prior to its submission to the Head of Mission for consideration and comment. The chairperson shall regularly advise the Legal Officer/the DOA/CAO of the Board's progress and submit the final draft report for his/her review one week prior to the designated deadline.
16. United Nations staff members may be ordered to appear and testify as witnesses before a Board of Inquiry, as may members of national military or civilian contingents. Any other persons, including local citizens and local police or military officers, may be requested to make statements before a Board or answer its questions but are under no obligation to do so.
17. Witnesses shall be questioned individually by the Board and in the absence of other witnesses, so that information received from one may be compared with that received from others. If necessary, witnesses who have provided information may be questioned again by the Board to clarify any ambiguities in their statements and to indicate to what extent, if any, they have knowledge of relevant facts not mentioned in their initial statements.
18. If a witness refuses to make a statement to the Board, the Board shall record that fact, and shall be obliged to explain any omissions in questioning identified witnesses.
19. If feasible and deemed useful, the chairperson and members of the Board shall visit the scene of the accident/incident and note any important observations that could have a bearing on the determination of the case.
20. A Board of Inquiry does not consider questions of compensation or legal liability.
21. Administrative procedures for a headquarters Board of Inquiry are set out in Annex G to this instruction.

V. FINDINGS OF A HEADQUARTERS BOARD OF INQUIRY

22. A Board shall reach its findings only after it has considered all the evidence, and such findings shall be based on and supported by the evidence contained in the report. If there is conflicting evidence as to a matter on which a finding is required, the Board shall, if it prefers one version, explain the preference.

23. A Board shall make at least the following findings relating to the incident under investigation:

- a. Findings required concerning death or injury (cases other than motor vehicle accidents)
 - i. full name of deceased or injured person;
 - ii. time, date and place death or injury occurred;
 - iii. cause of death or injury;
 - iv. whether any person was responsible for the death or injury;
 - v. if so, identification of person(s) responsible;
 - vi. whether any court action (prosecution or law suit) has been initiated;
 - vii. whether deceased or injured person was on United Nations duty at the time of the incident;
 - viii. whether and when hospitalized, if appropriate;
 - ix. identification of Military Police (MP) who investigated the incident (attach copy of the MP report);
 - x. whether any United Nations regulations, rules, orders or instructions were contravened
- b. Findings required concerning motor vehicle accidents
 - i. time, date and place of accident;
 - ii. identification of vehicle(s) involved;
 - iii. identification of persons involved (drivers, passengers and pedestrians
 - iv. identification of person(s) injured;
 - v. weather, lighting and road conditions;

- vi. cause of the accident;
 - vii. identification of person(s) responsible;
 - viii. identification of damage to vehicles and other property
 - ix. identification of MP who investigated (attach copy of the MP report);
 - x. actual or estimated cost of repairs to vehicle(s) involved
 - xi. names and addresses of insurers of vehicle(s) involved, if any;
 - xii. whether or not the United Nations driver was on duty at the time of the accident (if applicable);
 - xiii. if possible to ascertain if the driver was sober.
- c. Findings required concerning damage to or loss of equipment
- i. time and date that damage or loss was discovered;
 - ii. to whom, by whom, and when the loss was reported;
 - iii. who was responsible for custody of the equipment;
 - iv. the value of missing article(s) or cost of repairing equipment;
 - v. name and address of insurer, if any;
 - vi. whether theft is suspected and whether security authorities were notified (if so, identify security officer).

VI. THE REPORT AND RECOMMENDATIONS OF A HEADQUARTERS BOARD OF INQUIRY

24. The format for the report of a Headquarters Board of Inquiry is shown in Annex F.

25. The recommendations of a Board shall deal with any action that in the opinion of the Board should be taken by United Nations authorities, for example action to avoid the recurrence of an incident, such as specific additional safety precautions, or legislative or administrative action such as amending regulations, rules or instructions.

26. The chairperson shall submit a typed draft report, together with all necessary documents and attachments, for review by the Legal Officer for the DOA/CAO.

27. After review the report shall be finalized. The Legal Officer shall prepare for the DOA/CAO, in consultation with the chairperson of the Board, a memorandum to the Head of Mission presenting the Board's report and any comments thereon.

VII. REVIEW OF REPORT BY HEAD OF MISSION AND CLOSURE OF FILE

28. The Head of Mission shall review the report in consultation with the appropriate technical personnel on his staff (e.g. Legal Officer, Medical Officer). When transmitting the report to United Nations Headquarters (Office for Special Political Affairs and the FOD) he/she shall indicate whether he/she has accepted the recommendations of the Board and what measures have been taken to implement them, along with his/her own comments on them and, if necessary, on the report in general.

29. Any recommendations submitted for the Head of Mission's decision, together with his/her comments thereon, shall be communicated to the DOA/CAO who shall request appropriate action from the staff concerned in the DOA/CAO's Office or from the Commanding Officer concerned.

30. The Board of Inquiry file shall be closed after the Head of Mission has forwarded copies of the Board's report to United Nations Headquarters. However, the file and all relevant documentation shall be retained in the mission archives indefinitely.

VIII. REPORTS OF NON-HEADQUARTERS BOARDS OF INQUIRY (WHETHER STANDING OR NOT)

31. Reports of ordinary boards of inquiry in respect of matter referred to in paragraph 6 of these SOPs shall conform in all respects, in terms of findings and the presentation thereof, to those for Headquarters Boards of Inquiry. However, the recommendations of ordinary boards of inquiry shall be dealt with by the DOA/CAO who shall take the necessary action, which may require referring the matter to the Local Property Survey Board, the Claims Unit, or the Chief Civilian Personnel Officer. The DOA/CAO may then close the file.

IX. SUMMARY DISPOSAL OF REPORTS ON INCIDENTS WITHOUT CONVENING A BOARD OF INQUIRY

32. Pursuant to the provisions of paragraph 7, summary disposal actions shall be taken in cases in which (1) there is no death or serious injury; (2) the loss or damage to U.N. or contingent-owned property implicated is not more than US\$1500, and the item involved is not an "attractive item" (e.g. camera, computer, calculator, facsimile machine, television, video cassette player,

telephone, etc.); (3) there is no indication of gross negligence or fraud on the part of any U.N. personnel; and (4) no serious disciplinary action can be foreseen. Summary disposals shall be dealt with by the Formed Unit Commander (in cases involving military personnel of formed units), the Force Commander (in cases involving military personnel not part of a formed unit) or the Commissioner of Police (in cases involving CIVPOL monitors) in conjunction with the DOA/CAO.

(a) Incidents not involving death or injury, and in which loss is not more than \$1500

- (i) Incidents not involving death or injury and in which the loss suffered by the UNAMIR or members thereof is not more than US \$1500 per occurrence, and where no serious disciplinary action can be foreseen, may be dealt with by the DOA/CAO where civilian staff are involved, and by the DOA/CAO in conjunction with the contingent commander where military personnel are concerned, without convening a Board of Inquiry.
- (ii) The incidents referred to in paragraph 32 above shall nevertheless be properly documented, with identification of the individuals and any items of property involved; detailed findings and recommendations regarding responsibility for the loss and disposition of the property in question; and an indication of any resulting disciplinary and/or corrective action. The report shall be forwarded in triplicate to the CMPO in cases involving only military personnel and no financial loss to the United Nations; and to the DOA/CAO in cases involving civilian personnel and no financial loss to the United Nations.

(b) Driver's Accident/Theft Reports as Basis for Summary Disposal Action

- (i) In cases in which drivers of U.N. vehicles report accidents resulting in minor damage, or report petty theft, whereby the nature of the incident attracts no disciplinary action, the Military, Civilian Police, and Civilian components shall prepare Summary Disposal Reports if the amount of damage or loss is \$400 or below. And since cases in which the amount of damage or loss is \$400 or below are dealt with by summary disposal irrespective of liability, such cases shall be sent by the Legal Officer directly to the Property Survey Board for its action subject to a record of the same being kept by the Boards of Inquiry Unit.
- (ii) Investigating agencies shall not dispose of any files relating to summary disposals until a proper release has been given by the office of the DOA/CAO.

33. The format for summary disposal actions with respect to accidents/incidents referred to in paragraph 32 (a) and (b) above is provided in Annex E of these SOPs.

X. CONVENING ORDERS FOR BOARDS OF INQUIRY

34. Models for Convening Orders for the four types of boards applicable under these SOPs are given in Annexes A, B, C and D.

MODEL CONVENING ORDER FOR A HEADQUARTERS BOARD OF INQUIRY
IN RESPECT OF SERIOUS ACCIDENTS/INCIDENTS

(Name of Mission)

DATE:

TO: see Distribution

FROM: SRSG

SUBJECT: CONVENING ORDER: HEADQUARTERS BOARD OF INQUIRY
NO.....UNAMIR

1. In accordance with established procedures, Headquarters Board of Inquiry No..... is hereby convened to investigate and report on an incident/accident which occurred on ...(date) at...(location).
2. The Board is to submit the final report and 6 copies by:
.....
3. Composition:
 - (a) Chairperson
 - (b) Member
 - (c) Member
 - (d) Member/Secretary
4. The Chairperson shall advise the Legal Officer/DOA/CAO of the Board's progress and shall submit a draft report, with annexes to him/her for advice on substance and form, one week prior to the designated deadline.
5. After receiving the comments of the DOA/CAO/Legal Officer, the Chairperson shall have the report prepared in its final form. It will be signed by all members and submitted to the Legal Officer for transmission to the DOA/CAO for consideration and comment. The DOA/CAO in turn will submit it to the SRSG with a copy to the Force Commander (in cases involving military personnel).
6. The terms of reference are attached.

MODEL CONVENING ORDER FOR A STANDING HEADQUARTERS BOARD OF
INQUIRY IN RESPECT OF SERIOUS ACCIDENTS/INCIDENTS

(Name of Mission) *

DATE:

TO: see Distribution

FROM: SRSG

SUBJECT: CONVENING ORDER: STANDING HEADQUARTERS BOARD OF
INQUIRY NO.....UNAMIR

1. In accordance with UNAMIR Standing Operating Procedures (SOPs) (forwarded under Administrative Instruction No. _____ dated _____ September 1994, Standing Headquarters Board of Inquiry No. _____ is hereby convened to investigate and report on a number of accidents/incidents involving UNAMIR personnel and resulting in serious injury and/or major property damage.

2. The initial group of cases to be submitted to the Standing Board is as follows (with reference to the last name of the UNAMIR driver/member involved and the date of the accident/incident):

Case No. _____ : _____
Case No. _____ : _____
Case No. _____ : _____
Case No. _____ : _____

Additional cases may be submitted to the Board for investigation and reporting pursuant to a directive issued by the SRSG.

3. The Chairperson shall keep the Legal Officer informed of the Board's progress and shall submit the Board's reports in conformity with paragraph 21 of these SOPs and paragraph 5 of Annex A or C hereto to the Legal Officer in accordance with the following schedule:

(Cases and dates when to be submitted)

4. Composition: Chairperson:
Member:
Member:
Secretary:

MODEL CONVENING ORDER FOR BOARD OF INQUIRY
IN RESPECT OF MINOR ACCIDENTS/INCIDENTS

(Name of Mission)

DATE:

TO: see Distribution

FROM: SRSG

SUBJECT: CONVENING ORDER: BOARD OF INQUIRY NO.....UNAMIR

1. In accordance with established procedures, Board of Inquiry No..... is hereby convened to investigate and report on an incident/accident which occurred on ...(date) at...(location).

2. The Board is to submit the final report and 4 copies by:

.....

3. Composition:

- a. Chairperson
- b. Member
- c. Member
- d. Member/Secretary

4. The Chairperson must advise the Legal Officer of the Board's progress and shall submit a draft report, with annexes to him/her for advice on substance and form, one week prior to the designated deadline.

5. After receiving the comments of the Legal Officer/CAO, the Chairperson shall have the report prepared in its final form. It will be signed by all members and submitted to the DOA/CAO for consideration and comment. The DOA/CAO in turn will submit it to the SRSG with a copy to the Force Commander (in cases involving military personnel).

6. The terms of reference are attached.

MODEL CONVENING ORDER FOR A STANDING BOARD OF
INQUIRY IN RESPECT OF MINOR ACCIDENTS/INCIDENTS

(Name of Mission)

DATE:

TO: see Distribution

FROM: SRSG

SUBJECT: CONVENING ORDER: STANDING BOARD OF INQUIRY
NO.....UNAMIR

1. In accordance with UNAMIR Standing Operating Procedures (SOPs) (forwarded under Administrative Instruction No. _____ dated _____ September 1994, Standing Board of Inquiry No. _____ is hereby convened to investigate and report on a number of accidents/incidents involving UNAMIR personnel and resulting in minor injury and/or minor property damage.

2. The initial group of cases to be submitted to the Standing Board is as follows (with reference to the last name of the UNAMIR driver/member involved and the date of the accident/incident):

3. The Chairperson shall keep the Legal Officer informed of the Board's progress and shall submit the Board's reports in conformity with paragraph 21 of these SOPs and paragraph 5 of Annex A or C hereto to the Legal Officer in accordance with the following schedule:

Case No. _____ : _____
Case No. _____ : _____
Case No. _____ : _____
Case No. _____ : _____

Additional cases may be submitted to the Board for investigation and reporting pursuant to a directive issued by the SRSG.

(Cases and dates when to be submitted)

4. Composition: Chairperson:
Member:
Member:
Secretary:

SUMMARY DISPOSAL OF INCIDENTS WITHOUT CONVENING A BOARD OF INQUIRY

1. REFERENCE.....
.....
.....
.....
- 2 Since the incident is within the conditions specified in appropriate United Nations Regulations, I recommend that no Board of Inquiry should be held.
3. The following is a description of how the accident/incident occurred:
.....
.....
.....
.....
4. The accident/incident was immediately reported to.....
and.....
.....
.....
5. There were no injuries/There were minor injuries to civilian or military personnel.
6. There was no damage/There was minor damage to mission vehicle No:..... (See damage/discrepancy report at annex.....)
7. There was no damage to any civilian vehicle or property/There was minor damage to a civilian vehicle or property in the value
8. I recommend that the cost.....(state the amount if known) be written off against
.....
.....
.....
9. UNAMIR Military Police/Civilian Security Investigation Report is attached as Annex....

SIGNATURE.....RANK.....
(military only)

NAME.....

DATE.....

10. I agree with the above report.

SIGNATURE.....RANK.....
(military only)

NAME.....

APPOINTMENT/TITLE.....

DATE.....

FORMAT FOR HEADQUARTERS BOARD OF INQUIRY REPORT

A Headquarters Board of Inquiry report should be structured along the following lines:

- a. Constitution: cite the convening order; the time, date and place of the incident; and the period during which the Board conducted its proceedings;
- b. Description of the incident: present the objective facts of the incident obtained from the available evidence, with full reference to the sources used, including details of duty being performed at the time;
- c. Deliberations: present the main issues to be addressed when assessing the incident and reaching substantiated conclusions;
- d. Findings and conclusions: address the issues raised by presenting the Board's findings and conclusions based on the available evidence and relevant mission headquarters/unit orders, directives, regulations or SOPs.
- e. Recommendations: recommend any remedial or preventive measure to avoid a similar incident;
- f. Signatures: affix the signatures of the chairperson and members of the Board.
- g. Annexes: attach as annexes
 - i. convening order;
 - ii. UNAMIR MP/Civilian security report, with original photographs;
 - iii. list of persons present at or involved in the incident, giving name, rank, unit and ID number for UNAMIR personnel and distinguishing them from other persons, whose full names, occupation and address must be listed;
 - iv. statements and reports of witnesses;
 - v. any additional relevant documents or statements, including all medical reports and technical inspection reports (e.g. weapon inspection reports, vehicle inspection reports);

- vi. any maps or sketches of the scene of the incident;
- vii. any claims, local police reports (if any), pending proceedings or actual decisions of local courts;
- viii. detail description of property destroyed or damaged, attaching any available damage/discrepancy reports;
- ix. relevant copies of mission headquarters/unit orders directives, regulations, SOPs, etc.

ADMINISTRATIVE PROCEDURES FOR A HEADQUARTERS BOARD OF INQUIRY

1. Boards of Inquiry are within the authority of the Head of Mission. Unless otherwise directed by the Head of Mission, the Legal Officer shall guide and administer Boards on behalf of the Head of Mission, and shall act through and with the approval of the DOA/CAO.
2. The Legal Officer's/the CAO's secretary shall maintain a record of Boards noting the number of each, the incident being investigated, the date of the incident, the personnel involved, the contingent involved, the date on which the Board's deliberations commenced and the date the report is sent to United Nations Headquarters.
3. There is only one file for reports of Boards of Inquiry, which shall be kept in the office of the Head of Mission.
4. Because the CMPO is aware of tasking and rotation dates of military personnel, he/she may be asked by the Head of Mission or his/her delegate to assign military members to Boards of Inquiry, but this is the limit of his/her role in such a Board.
5. Issue of convening order

The Legal Officer's/the CAO's secretary shall type out one form, mark it with the Board of Inquiry number and:

- send it to the Head of Mission (or his/her delegate) for appointment of the chairperson and members and for signature;
- photocopy it and send one copy each to the Board chairperson, members and secretary;
- provide photocopies to the DOA/CAO, the CMPO, FPM and the Claims Officer;
- file the original, with note of issue and distribution, in the Head of Mission's file.

6. Completion of findings

The Board's secretary types the draft report and submits it with all annexes to the Legal Officer for review by the DOA/CAO;

The Legal Officer returns it to chairperson for final typing (with three copies) by the Board secretary and for signature by the chairperson and members. All photocopies must be legible;

Annex G

The Chairperson returns report to Legal Officer for onward transmission to the DOA/CAO for submission to the Head of Mission.

7. Closure of the file * *

Distribution may be otherwise as directed by the Head of Mission but normally it is as follows:

- cover letter from the Head of Mission plus 2 copies of the report each to the Director, FOD, and the Office for Special Political Affairs (OSPA);
- original and one copy to the Head of Mission's file;
- secretary to make a note of distribution and the dates of such distribution on the Head of Mission's file copies of letters to FOD and OSPA.

Letter

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: To All Military & Civilian Personnel
UNAMIR

FROM: Shaharyar M. Khan
SRSG, UNAMIR

DATE: 20 September 1994

Shaharyar M. Khan

SUBJECT: OIC UNAMIR 21-29 September 1994

I will be away from the Mission area from 21 September to 29 September 1994.
During my absence Major General Tousignant, Force Commander will be the Officer-in-Charge of the Mission.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: To All Military & Civilian Personnel
UNAMIR

FROM: Shaharyar M. Khan
SRSG, UNAMIR

Shaharyar M. Khan
DATE: 20 September 1994

SUBJECT: OIC UNAMIR 21-29 September 1994

I will be away from the Mission area from 21 September to 29 September 1994.
During my absence Major General Tousignant, Force Commander will be the Officer-in-Charge of the Mission.

MICOB

Demo

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR Force HQ
Kigali

2000.1/CMPO/PG

See Distribution

Forward a copy to each Sector.

18 Sep 94

*Done
12/9*

SMPO

FORCE ROUTINE ORDER NO 12

FORCE COMMANDER'S POLICY ON ALCOHOL

GENERAL

1. This Force Routine Order is published to promulgate the Force Commanders's Policy on Alcohol. Its contents are to be republished in Unit Orders so that all UNAMIR personnel are aware of the policy. The Force Commander wishes Commanding Officers to pay particular attention to the enforcement of his policy. For the purposes of this Force Routine Order, Chief Military Observer, Chief Humanitarian Assistance Cell and Chief Liaison Officer are to act as Commanding Officers for all military personnel under their command.

2. While this Force Routine Order lays down the minimum standards to be applied, Commanding Officers are permitted to institute permanent or temporary instructions, applicable only to their own contingents, which are more restrictive than the provisions contained herein.

STATEMENT OF POLICY

3. Alcohol is only to be consumed in designated areas (eg messes, dining rooms etc) on occasions authorized by Commanding Officers. Times when the consumption of alcohol is permitted are to be published by Commanding Officers in writing.

4. UNAMIR military personnel are not to consume alcohol in any public place while in uniform. Any member who is invited to a restaurant is to seek approval from his Commanding Officer, through the chain of command, before accepting the invitation. If permission is granted, civilian clothes are to be worn.

5. Members of UNAMIR may accept invitations to 'happy hours' or social occasions at HQ UNAMIR or other UNAMIR unit locations on Fridays, Saturdays or Sundays, regardless of the timings, if they

MILOB

Demo

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR Force HQ
Kigali

2000.1/CMPO/PG

Forward a copy to each Sector.

See Distribution

18 Sep 94

8 Demo
19/9

SMPO

FORCE ROUTINE ORDER NO 12

FORCE COMMANDER'S POLICY ON ALCOHOL

GENERAL

1. This Force Routine Order is published to promulgate the Force Commander's Policy on Alcohol. Its contents are to be republished in Unit Orders so that all UNAMIR personnel are aware of the policy. The Force Commander wishes Commanding Officers to pay particular attention to the enforcement of his policy. For the purposes of this Force Routine Order, Chief Military Observer, Chief Humanitarian Assistance Cell and Chief Liaison Officer are to act as Commanding Officers for all military personnel under their command.

2. While this Force Routine Order lays down the minimum standards to be applied, Commanding Officers are permitted to institute permanent or temporary instructions, applicable only to their own contingents, which are more restrictive than the provisions contained herein.

STATEMENT OF POLICY

3. Alcohol is only to be consumed in designated areas (eg messes, dining rooms etc) on occasions authorized by Commanding Officers. Times when the consumption of alcohol is permitted are to be published by Commanding Officers in writing.

4. UNAMIR military personnel are not to consume alcohol in any public place while in uniform. Any member who is invited to a restaurant is to seek approval from his Commanding Officer, through the chain of command, before accepting the invitation. If permission is granted, civilian clothes are to be worn.

5. Members of UNAMIR may accept invitations to 'happy hours' or social occasions at HQ UNAMIR or other UNAMIR unit locations on Fridays, Saturdays or Sundays, regardless of the timings, if they

Distribution:

Action:

Lists A, B and D

Information:

Office of SRSG
CAO

UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : CAO

FROM : MILOB GP HQ

INFO : FC

DATE : 15 SEP AUG 94

SUBJ : ID CARD - NEW MILOBS

1. Last week MILOB GP HQ received a total of 18 MILOBS from from MALI. Because of the accommodation and other administrative problems all the above number of MILOBS are temporarily stationed at KABGAYI Nursery School Complex at GITARAMA and undergoing a familiarization training. The newly arrived MILOBS need to have ID card before they are deployed to various sectors. However most of the MILOBS do not have the photographs.

2. In view of the above you are requested to instruct the Chief Security Officer to arrange I D card for the above mentioned MILOBS at GITARAMA.

A handwritten signature in black ink, appearing to read 'DOUNKOV', written in a cursive style.

DOUNKOV

Lt Col

For CMO