

[2 STRICTLY CONFIDENTIAL]

[7 CONFIDENTIAL]

EL/WG JUNE 2009

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ORIGINAL ORDER

UN ARCHIVES

SERIES S-1062BOX 122FILE 2ACC. 1998/0283



HAC/G/11

ADMINISTRATIVE INSTRUCTION N° 021/95

DATE: 19 May 1995

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

FROM: Ally H. Golo
Division of Administration & Management

SUBJECT: Security of UNAMIR Vehicles

② clk
info all
per
cla
may
24/05

1. Further to previous Administrative Instructions issued on this subject, the Administration notes with concern the number of UNAMIR vehicles which have been stolen recently in broad day light from the UNAMIR Headquarters compound.
2. In this connection all UNAMIR security units, including the Indian Battalion Guard Force currently providing security for the UNAMIR Headquarters and other UNAMIR premises, are required to implement the following procedures:
 - (a) All drivers of UNAMIR vehicles leaving any UNAMIR premises at any time are required to submit their identity cards to a security officer/guard at the gate, who shall check the identity photograph of each such driver against the face of the driver, record the identity number and the registration number of the vehicle, record the number of passengers, enter the time of departure, and record any other identification features that may be obvious. This is without prejudice to the identification procedure for drivers and vehicles of high ranking UNAMIR officials whose vehicles and drivers are known.
 - (b) With the exception of vehicles with ministerial or diplomatic registration numbers and vehicles belonging to UN Agencies, all non-UNAMIR vehicles leaving UNAMIR premises shall be subject to the same procedure as in (a) above, and shall also be subject to searches at the discretion of the security officers/guards.
3. All UNAMIR personnel are requested to cooperate with all security units in the enforcement of these measures towards the preservation of UN and staff personal property.



UNAMIR - MINUAR

INFORMATION CIRCULAR 029/95

13 May 1995

To: All Personnel, Military, CIVPOL, Civilian of UNAMIR

FROM:

Ally H. Golo,
OIC, Administration

SUBJECT:

Statements regarding security situation

② checked
seen PA
18/5
1995/5

Under the instruction of the Assistant Secretary-General/UN Security Coordinator, all UNAMIR personnel (military, Civilian Police, civilian) are strongly reminded that under no circumstances should statements regarding any security situation to be made to the Press unless the text has been cleared by his Office. This is particularly critical in cases involving the kidnapping/detention of staff members where premature and irresponsible statements to the media can, and have jeopardized, delicate negotiations and placed the lives of staff at risk.

Please be advised accordingly.



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Please be advised accordingly.

FROM : COS

3000.12(OPS)

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

INFO : CSO
UNCIVPOL
STO
B & R
UNDP

DATE : MAY 95

SUBJECT: MOVEMENT AT NIGHT

Reference:

A 3000.12(OPS) dated 20 Apr 95. Security of UN vehicles.

1. In view of the recent incidents of vehicles being taken away at gun point and deteriorating law and order situation, movement of UNAMIR vehicles after last light will be restricted to essential minimum. Such movement when warranted would be with proper escort and preferably in pairs.

2. Units are requested to restrict their social events to mid day/AM timings and avoid semi official or official transaction slated for evenings.

3. Ack.

HAC

FROM : DCOS OPS

3000.12 (OPS)

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

INFO :
CSO
UNCIVPOL
STO
B & R
UNDP

DATE : 27 APRIL 95

SUBJECT : ACCESS SECURITY

1. Lately, there have been a number of instances of UN vehicles being stolen or hijacked at gun point. It has been noted that the robbers have now started using the UN vehicles to gain access to UN facilities and residences in order to carry out armed robberies.
2. In view of the above, it is directed that instructions be passed to all the guards who are guarding UN installations to ensure that all UN vehicles are properly screened and identified before they are allowed access inside the premises. Further, the sentries on duty must establish the identity of the driver and the occupants of the vehicles by checking their identity cards.
3. It is further requested that similar instructions be passed to civilian security agencies like KK Security who are providing security to UN installations and private residences, for implementation.



TO: ALL SECTORS/BRANCHES

FILE REF: MILOBS/SY/6426.2

FROM: MILOBS GP HQ

DATE: 27 April 1995

SUBJECT: PERSONAL SECURITY AT RESIDENTIAL QUARTERS

1. Latest incidents reveal that armed robbers have started to enter residences of UNAMIR personnel under the cover of UN vehicles which they have already stolen. An incident of same nature took place on 26 Apr 95 in Kigali where UNAMIR 1254 seized some days ago was used in an attempted robbery scandal. However little harm could be done when the robbers realised that the UN tenants were armed and alert.

2. To ensure maximum security in all residences, local personal servants are to be warned not to open gates when any UN vehicle pulls up, but must further ensure that occupants are familiar to tenants in the house. Whenever in doubt, they must refer cases to tenants before taking any action. All gates must remain closed under lock and key at all times.

3. Please accept this information for your guidance.

GK ADDO
Capt
for SMPO



TO: ALL SECTORS/RESEARCH
FILE REF: MLCSS/57/643-3
DATE: 27 April 1992

FROM: MLCSS OF HQ

PERSONAL SECURITY AT RESIDENTIAL QUARTERS

1. Latest incidents reveal that armed robbers have started to enter residences of UNHCR personnel under the cover of UN vehicles which they have already stolen. An incident of some nature took place on 26 Apr 92 in Kigali where UNHCR staff were some days ago was used in an attempted robbery scandal. However little harm could be done when the robbers realized that the UN tenants were armed and alert.
2. To ensure maximum security in all residences, locks for main entrance are to be changed not to open gates when any UN vehicle pulls up, but must be kept secure that occupants are familiar to tenants of the house. Whenever in doubt, they must refer to closed outer lock and key at all times.

3. Please accept this information for your guidance

OK
Cap
for info

HAC (MLCWS)



FROM : DFC *[Signature]*

3000.12 (Ops)

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

INFO : CSO
UNCIVPOL
STO
B & R
UNDP

DATE : 20th APRIL 95

SUBJECT : SECURITY OF UNAMIR VEHICLES

Reference:

- A. Force Commander's Directive No 01/94 forwarded vide this HQ letter no 5000.45 (Plans) dated 07 Nov 94.
 - B. Security of UNAMIR vehs forwarded vide this HQ letter no 3000.12 (Ops) dated 21 Mar 95.
 - C. Security Awareness forwarded vide this HQ letter no 3000.12 (Ops) dated 25 Mar 95.
 - D. Administrative Instruction No 011/95 dated 27 Mar 95 on Security of UNAMIR Vehicles.
1. In spite of detailed instructions issued periodically by this HQ, it has been noted that there has been an alarming increase in the number of hijackings and thefts of UNAMIR vehicles. In most cases, the loss occurred due to non-compliance of instructions by the person responsible for the vehicle. These incidents occurred for example, by driving alone at night or parking in places having inadequate security, etc.

2. The following points are reiterated for strict compliance:
 - a. Vehicles will be locked at all times when individuals leave them. No "attractive" items, such as motorolas etc must be left in the vehicle.
 - b. Vehicles will only be parked at places which are safe and adequately guarded.
 - c. Individuals will not travel alone nor stay out too late at night. It is advisable that to go out in groups of not less than two or more and where possible, go in convoys of two or more vehicles.
 - d. Avoid travelling in civilian clothes; wear a uniform and carry a weapon as the norm.
 - e. Avoid driving at night in remote and isolated areas. Know safe streets and routes.
 - f. When travelling by car, keep the doors locked.
 - g. Do not give lifts to non-UNAMIR personnel at any time. Only halt at road blocks; do not stop when individuals attempt to flag down the vehicle.
 - h. Do not park vehicles unattended on streets during hours of darkness or for prolonged periods during daytime, unless securely guarded.
3. This matter has been viewed with serious concern and it has been decided that with immediate effect, loss of UNAMIR vehicles due to non-compliance of the above instructions, will be regarded as being the direct responsibility of the custodian or the driver of the vehicle, who will then have to make financial restitution to the United Nations for such a loss.
4. Your strict adherence to these instructions is anticipated.



UNAMIR - MINUAR

FROM : DFC *[Signature]*

3000.12 (Ops)

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

(2)

All to Read

INFO : CSO
UNCIVPOL
STO
B &
UNE

MP9		23/04/95
MP5	<i>[Signature]</i>	
MP3	<i>[Signature]</i>	23/4/95
MP10		

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- h. Do not park vehicles unattended on streets during hours of darkness or for prolonged periods during daytime, unless securely guarded.

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4. Your strict adherence to these instructions is anticipated.

HAC (~~AM~~ MILOBS)



INSTITUT DE
DÉVELOPPEMENT
NORD-SUD

Jack Normon

82943

84740

140, 4e avenue, C.P. 1929 La Pocatière Qué.
G0R 1Z0 Tél.: 856-4327 Fax: 856-4330



Samaritan's Purse

INTERNATIONAL + RELIEF

Franklin Graham • President
International Headquarters:
P.O. BOX 3000 • BOONE, NC 28607 U.S.A. • (704) 262-1980

Private Mail Bag
Ya Ya Centre
Nairobi, Kenya
Phone: 254-2-43075/98
Fax: 254-2-43077

April 19, 1995

Chief of Security
UNAMIR

Sir,

Samaritan's Purse is currently operating two programs in the city of Kigali. One of these is a center for unaccompanied minors in the Rubilize area. There has been a problem of escalating tensions among the staff and children at the center over the past three months.

This morning, six of the national staff employed by Samaritan's Purse were threatened by a number of older unaccompanied minors. It is assumed that these minors were being coerced and organized by two adult staff who have caused problems in the past. The group surrounded the house that the six staff live in, broke windows and were generally carrying themselves in a threatening manner. They threatened the six with grave bodily harm. The children were carrying long sticks, steel poles and cables.

The adults who were organizing the disturbance said to our expatriate staff that "if you (addressing our country director, a nurse and a doctor) try to take away their sticks or poles, they may use them on you."

The six national staff were escorted out of the center by Samaritan's Purse staff. Obviously, they cannot return to the center to be part of our staff there. A complicating factor is that they also cannot go to their own home residences. This is because they claim that members of the Brigade have said that "they will not be safe in their own homes".

The following six individuals were turned over to UNAMIR security for protection:

1. NAUWAMARISA JEANNETT - CAROLINE
2. HATEGEKIMANA EMMANUEL
3. NYIRABAGENZU Marie Eric
4. MUKANTARE ELINE
5. ZITABAKE Valens
6. NYIRANTAWURUHUNGA ASTERIE

Thank you for your assistance in this matter. If you have further questions, please contact me at 82943 or 84780.

Sincerely,

Jack Norman
Country Director, Samaritan's Purse International Relief - Rwanda

This is a matter for the security and I see HR FOR 1-2nd with 1 re 1 for an internal matter and not that the RWS staff is helping for this

*Sincerely, J. G.
194*

*(E)
TW Beh.*

"All we have comes from God and we give it out of His hand."
1 Chronicles 29:14b, Dutch paraphrase

WAMARITA SEANNETTE - CAROLINE

Go Samaitan's Nurse

December 18th 1972 at BUTARE - BYUMBA

Samv. childw. village
KIGALI - KINOBURGE

~360 childw.

Mr. Jack NORMAN tel 84780
dir. RW. Canada.

— letter UKAIR 19/4/95

group of ~ 450 treating

ch. not with love

ethnic problems? ^{ho} workers
dismissed long/ time ago.

SAMY
KVO



Samaritan's Purse

INTERNATIONAL † RELIEF

Franklin Graham • President
P.O. BOX 3000 • BOONE, NC 28607 U.S.A. • (704) 262-1980
Offices in Canada, the United Kingdom, and the Netherlands

April 20, 1995

To: Major Demers
UN Officer

Dear Sir,

We have enclosed:

- a copy of the history of Samaritan's Purse International Relief's work with the centre for unaccompanied minors.
- a copy of the original report given to us following investigations by the Ministries of Social Affairs, Rehabilitation and Defense. The allegations are unfounded and borderline ludicrous. A revised copy was given to us yesterday which included the names of two other employees for dismissal:

Eric

Emmanuel

Sincerely,

Jack C Norman
Samaritan's Purse International Relief
Country Director

"All we have comes from God and we give it out of His hand."
I Chronicles 29:14b, Dutch paraphrase

**Samaritan Children's Village:
A Brief History
of the Problems
and Their Origins**

Submitted by:
Jack Norman
Country Director

We are continuing to see discouraging events take place at the Rubilizi orphanage Samaritan's Purse International Relief supports. After almost 10 months of work with these children we now find ourselves in a position of needing to withdraw support. Listed below are some of the more major events that have been instrumental in creating the situation we now find ourselves in. Samaritan's Purse has attempted to maintain the integrity of it's program here, however many variables have been working against this. The whole situation, it's events and their implications, need to be clearly understood so that the severity and the complexity of the problems are not underestimated.

Chronology of Major Events

May 1995 - Samaritan's Purse arrives in Rutare at the request of the RPA. We support a medical centre that is serving the medical needs of the approximately 100,000 displaced persons.

June - Samaritan's Purse discovers that the RPF has gathered approximately five to six hundred children from within the camp and outlying areas and housed them in abandoned municipal buildings. We begin supplying food, medicines, bedding and anything else required.

July - Samaritan's Purse begins to become more directly involved with the children and we begin to organize caregivers and medical workers, install clotheslines, build latrines and restore buildings.

July - Plans begin for moving the children to Kigali. Municipal buildings of Rutare are needed, goods and services are more accessible in Kigali (water, electricity etc.) and reunification will be more expedient as many of the children are from Kigali.

August - Certain workers become concerned that we want to move the orphanage. They fear that this would mean a loss of control over orphanage affairs. At one point, intimidated workers refuse to give us access to the stockrooms and children are told they should not leave.

August - We begin trying to assemble a list of employees who would join us in Rubilizi. We ask Jeannette, our chief translator, to help us with names as we identify the positions and the people. Jeanette is seen by some as the author of the list and is ostracized by a few disgruntled workers.

Late August - Neppo Johnson, Director of the Orphanage as appointed by the RPF, is arrested by his peers for stealing supplies from us and selling them. He is jailed for two days but then released. Upon his release he incites workers and children to rally around him. Some employees receive threats and many are told to impede our plans to move.

Early September - Samaritan's Purse meets with the Ministry of Rehabilitation over the issues of staffing and overall control of the orphanage. In order to gain

the support we need for our move, we agree to take some second choice workers with the thought that if problems do arise, we will deal with them later.

Mid September - SP is still maintaining that Neppo can no longer work with the centre considering the thefts and his general noncompliance. We are forced to give the Ministry of Rehabilitation an ultimatum: we will continue funding the project if we are given the authority needed to be accountable to our donors (staffing and financial issues) or we will need to withdraw our support from the project. Neppo's employment with us is officially terminated at this time.

Late September - Anselm Sabyombi is presented to the Ministry as the replacement for Neppo. He had worked with the medical program in Rutare and was recognized by the ministry as a suitable replacement.

Early October - Nothing official is presented to Neppo from the Ministry (whom he says he is responsible to) and so he moves onto the new site and displaced other workers. His possessions are removed and sent back to Rutare and he does not attempt to move back.

Mid October - A kitchen worker is moved to the laundry department due to poor workmanship. Two days later a representative from the Ministry of Rehabilitation visits us and states that we should not be making those kinds of decisions without consulting them and that we should not be involved in decision making in the centre. The decision to move the employee remains, but from this point forward the director we hired feels he now answers to the Ministry and not to Samaritan's Purse.

November - As time progresses, it becomes questionable whether Anselm is the right person for the position of Director. His leadership skills are questionable as his decisions are based on whatever makes him most popular. He is not willing to make tough decisions and begins to create divisions among the staff (those who follow us and those who follow him).

December - Racial slurs about Jeanette continue. Some of the workers turn one of the children (an older girl with psychological problems) against Jeanette and she is threatened with death on a number of occasions and even physically attacked by the girl. Although Jeanette remains a trustworthy employee, it is suggested that we solve the problem by sending her away.

January - It becomes more obvious that Anselm is not the right candidate as he increases the division amongst the workers and the administration. He continues to accept little or no responsibility for difficult decisions but wants absolute say in all areas. He takes decisions on medical affairs over trained professionals in this area despite only having basic information and skills in this area.

Early February - SP gives Anselm his letter of dismissal. He asserts that he does not work for us but for the Ministry of Rehabilitation and he will therefore stay until *they* fire him. He continues to come to the work site for almost a week but finally leaves after it becomes evident that he is no longer on the payroll.

Mid February - Anselm is deeply offended that he is dismissed and begins to use his political connections to cause problems for the orphanage. He writes a series of accusations against our organization, certain employees, and the management of the centre in general. He sends copies to almost every Ministry. Accusations range from starving and poisoning the children to hiring and firing on the basis of ethnicity.

Late February - We are visited by a panel inquiry who have come to investigate each of the allegations. They dismiss many of the allegations but say that more investigations and recommendations will follow.

Late February - Three employees are terminated by Samaritan's Purse (two are dismissed due to a lack of work in their specialized areas and one due to very poor work habits.) However, it is rumored that the workers were sent out on the basis of ethnic discrimination.

March 1 - A panel comes out to hear employee's complaints. Unfortunately, the inquiry is held as a mass rally and the few disgruntled workers are the most vocal. As a result of this meeting, findings are compiled based on the assumption that all workers and their views have been heard.

Mid March - Investigations continue. We are continually visited by people from the Brigade, the Commune, the Prefect and any one else who has decided to conduct an investigation into the matter.

March 21 - A worker is reminded by Samaritan's Purse that he would need to find accommodations off the centre property. He is a full time teacher who was being given free room and board in exchange for helping in the dorms until another full time dorm parent could be found. He immediately tells the children that he has been fired and rallies the children around his cause.

March 22 - Children are gathered for a meeting with the inquiry panel. Representatives are from the Ministry of Defense, Ministry of Rehabilitation and Ministry of Social Affairs. Certain workers begin using the children as a political tool to avenge other employees. It is believed that some children are prompted what to tell Ministry officials as children's answers begin to reflect staffing concerns. Placards are made up for the children to march with.

March 23 - Two children run away and are suspiciously 'picked up' by the local Brigade (Military Police) who then in turn come to pay us a visit. The children say that they have ran away because their favorite worker has been dismissed from his job and that they were hungry and scared. It is believed that they were instructed exactly where to go as it would be difficult for them to be noticed and 'picked up' from all the other children who wander the streets daily.

March 24 - Another mass meeting is held with employees. Unfortunately, the panel shows up at the end of the work day and therefore not all workers are present. It is requested that they make arrangements ahead so that the meetings can be held with all employees but we are told that they wanted to 'surprise' us. Not known to us, the Ministry brings along media persons. We had also been earlier visited by secret

service people from the Ministry of Defense. In our understanding of the law, neither of these reflect proper protocol for an ongoing investigation.

March 25 - Our centre is featured on the radio for the next four days with it's "genocide-like" conditions. Included are interviews held with children with no verification or clarification of the statements. One worker is taken by soldiers during the night. Three of the dorm parents are threatened by the older children and do not to return to their dorms.

March 26 - Some of the children hold a protest complaining about some of the dorm parents (The dorm parents that they complain about are all strict but good). Again, some employees utilize the situation to bolster their own popularity with the children. Samaritan's Purse staff holds a meeting with the older children with hopes of calming the situation. Unfortunately, some staff are not cooperative in this endeavor and the meeting is eventually interrupted by another radio broadcast about our centre.

March 29 - Samaritan's Purse meets with the Minister and Director of Social Affairs to discuss orphanage problems and concerns about the inquiries. Samaritan's Purse recommends that if a serious investigation is truly under way, it will not involve the press and that individual interviews be held with random employees. The ministry shows a document written in Kinyarwandan that recommends that Samaritan's Purse carries out the following:

- five key employees be dismissed.
- The Director of Samaritan's Purse will no longer be involved in the orphanage because he is responsible for the problems.
- the government will be involved in placing a new National Director
- we will pay more attention to workers education before placing them in certain jobs

The 'report' raises many questions:

- many letters of accusation are referred to but never produced. A copy of the document is never provided in English or French
- only two of the five employees that we are asked to dismiss have accusations mentioned in the 'report'
- statements taken way out of context (e.g. in a conversation with one boy one day it was jokingly suggested that he should not be standing around but should be in school . If he went to school he could learn to open his own restaurant and eat whatever he liked.) Somehow this was supposed to be indicative of some sort of cruel and demeaning attitude toward all of the children of the centre.

In this same meeting, Samaritan's Purse management structure is called into question, being told that the Country Director can not possibly be responsible for a particular project within the country as well. We were also reminded that the Minister had the choice as to whether we could operate here or not and that he was considering revoking that right. When we attempted to clarify some of the accusations that were levied in the report, it was told that those matters weren't that important. At our insistence, we presented clarification of issues raised but no notes were taken nor were any changes made as a result.

Inquires continue but they are held behind closed doors with no explanation to the choice of children, workers or questions. Our National Director was extensively quizzed on his relationship to a ministry official even though it had absolutely no bearing on the case. All persons accused, the Personnel Director and the Samaritan's Purse Director are never interviewed.

March 27 - Samaritan's Purse meets with UN Civilian Police and explains the situation with a brief report. They send out a news release with clarified information. Samaritan's Purse also consults with UNAMIR (NGO Liaison division) to explain our situation.

March 28 - Samaritan's Purse holds a meeting with the Security Officer of the American Embassy.

March 29 - Samaritan's Purse temporarily lays off all persons mentioned in the report until the investigation is complete. Samaritan's Purse appoints Rubayiza, Wilson, as the new Director and introduces him to the Minister and the Director of Social Affairs. This man had been previously been working as Director of our school project affiliated with the centre.

April 10 - Eight notices are handed over to the National Director from Samaritan's Purse for his review and comments. The letters are for the five employees mentioned in the report for dismissal as well as three other employees who have been known to Samaritan's Purse as instigators in much of the problems in the centre. Each person is told what their options or directions are and in the case of the last three, they are given warnings about their lack of support for management decisions and their general negative influence on the children.

April 13 - Samaritan's Purse Director meets with the National Director to discuss the letters. There are no problems mentioned and it is understood that all letters/information would be delivered before April 18.

April 18 - As a result of the warnings given to the three workers who are accused of having a negative influence over the children (one was actually being transferred to another department), older children gather around the house where those who were mentioned for dismissal in the report are living. The children have metal pipes, sticks and cables and threaten workers. One worker is told "You are okay, its her we want to kill". Workers are either frightened or apathetic and do nothing to calm children. One worker who does try to intervene is hit in the head with a rock. Windows are also broken.

The five workers are escorted out of the house by Samaritan's Purse staff and taken to UNAMIR headquarters. They are very frightened as they have been told that there is nowhere they can go where they will be safe.

In consultation with the President of Samaritan's Purse International Relief, a decision is made to withdraw all financial support for the centre until such time as some element of calm and order is restored to the centre. As a result of the government's inquiries following every staffing request made by the children, the children have become grossly empowered and the authority and structure that had been successfully in place for months has been totally undermined. The government has asked for the removal of all the workers who stood up to the children, while leaving only those too weak to present any resistance.

April 19 5:00 p.m. - A letter is forwarded to the Ministry of Social Affairs stating our withdrawal position. Samaritan's Purse communicates to the Director of Social Affairs that the children are in no way in any harm by this position and that we are very interested in returning to the centre. Samaritan's Purse is given another report (revised) which lists two more workers which should be sent out (as per the children's request). We have tried to maintain a quality program that has the children's best interests at the heart of every decision. We are asking for the needed support to make these decisions.

Report of Orphanage of Rubilizi on 01/03/95

This report is in response to the letters written by the workers of Rubilizi to the Minister of Social Affairs and the Minister of Rehabilitation.

1) The letter of 05/12/94 says:

- children are not eating well - they are not given enough food yet there is plenty to give away to the community.
- we change caregivers
- we give out expired medicines
- children's clothes are too small
- we give expired food

2) Letter written on 16/01/95 by a former employee explains the bad situation in Rubilizi:

- we planned to give one meal per week although it was not put into action
- we give the children milk made with unfiltered water therefore they all have diarrhea

3) A report written by the former director:

- the bad situation comes from the white people and the black ones who help the these white people

4) A letter written to the Minister of Education and Agriculture on 21/02/95 states:

- the author of the letter asked us to give us his house back which was taken forcefully without permission
- he also asked us to give back school materials we took without permission

According to these letters the Minister of Social of Affairs, Minister of Defense and Minister of Rehabilitation were obliged to interview the children and here is what the children said:

- Children do not eat well - except the sick ones. There is no one to look after them and we practice favoritism
- We discriminate which children can enter the centre. This is based on which country they are from.
 - Jack does not want children from Uganda but he is willing to take 50 children from Zaire from Save the Children
 - A child complains that he wanted to bring his sister but Jack told him there was no room. Right after this children from Zaire were given room

- Elena (one of our dorm parents) separates children who have long necks and large noses
- Jeanette met with a child who was crying because he saw some bones on the property. He was crying and Jeanette asked him if he was crying for his mother's resurrection. The child stopped talking for a few days after this.
- When Jeanette gives out clothes she gives them only to Hutu children
- Children say that Jeanette and Elena say bad things about Tutsis. People who wrote the reports say that they have seen children who have been upset by these comments
- Children went to see their boss to tell him the situation and the boss said " If nobody wants to eat that food they can go to the kid's restaurant" The boss also said that they would put the children in the mountains and so the children are afraid
- Children and workers say that Jack chooses workers according to their ethnicity. He gives work to the Hutus and not to the Tutsis. He also fires Hutus who try to speak the truth. All this was caused by Jeanette. They also fired people without warning
- The evening meetings (church) bring division
- Workers are underpaid and certain worker's abilities are overlooked depending on ethnicity
- The workers are not given contracts
- Changing employees is hurting children
- The director is wrong. He listens to Jeanette

Recommendations:

- 1) According to the bad situation in Rubilizi (the division) Jack should leave Rubilizi because he is responsible for the problems
- 2) Jeanette, Elina , Eli (pastor), and Leonard must be fired
- 3) The direction of Rubilizi must be a Rwandan who understands Rwandan problems and is put in place by the government.
- 4) Only qualified workers should be used at the centre



File No 5000.1 (PLANS)

To: Distribution List

From: COS

Date: 18 Apr 95

Subject: SPECIAL SECURITY INSTRUCTIONS

References: A. 3000.12 (Ops) dated 2 Apr 95

1. The preventive and cautionary measures introduced at Reference A for the anniversary week of the genocide are cancelled.

2. Notwithstanding that Reference A is cancelled, all personnel are reminded that appropriate security measures are to be taken at all times.

Distribution List:

LISTS A, B & E
UNCIVPOL
MILOB GP HQ
G6/FSO
FORCE ENGR COY
AUSMED
95 FLSG



UNAMIR - MINUAR

HAC

Minute

From: DFC

A handwritten signature in black ink, appearing to be 'J. N. Ndiye', written over the 'From: DFC' line.

To: Distribution List D

Info: Distribution List A & B
CSO

Date: 13 April 95

Subj: ADDITIONAL SECURITY PRECAUTIONS FOR UNAMIR PERSONNEL

1. All UNAMIR personnel are aware that some Rwandan citizens have conducted demonstrations against UNAMIR. At these rallies the local population was urged to stone UN vehicles and harass UN personnel for a variety of reasons.
2. As a result of these marches, as well as in accordance with precautionary security measures published before in separate correspondence, all military personnel are cautioned to limit their movement to essential traffic only and should avoid travel in the evenings, especially after 2000 hrs.

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Mileb qp HQ

8/15/4

ADMINISTRATIVE INSTRUCTION NO. 017/95

SMPD

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 peace-making, 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



ADMINISTRATIVE INSTRUCTION NO. 017/95

DATE: 10 April 1995

To: All UNAMIR Civilian and Military Staff

From: Ally H. Golo, OIC
Administration

Subject: Security of information

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(Signed) Boutros BOUTROS-GHALI
Secretary-General

①

the

FROM : COS

3000.12(Ops)

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

DATE : 02 APR 95

SUBJECT : SPECIAL SECURITY INSTRUCTIONS

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

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

- a. Do not travel alone in a vehicle whether by day or by night. Restrict your movement to essential travel such as from your place of residence to the place of work and back only. Keep your movement to the minimum.
- b. Always inform someone as to where you are going and when you are likely to return.
- c. Never leave your place of residence or work without your radio.
- d. Do not travel at night unless absolutely necessary, and if you have to, travel in pairs.
- e. Avoid travel to the city and the market as far as possible. Stock upon your foodstuff and other essential household goods for a fortnight before 04 April 95.
- f. Avoid travel on dirt roads that are not frequently travelled on by others. Do not drive in potholes.

②
Stop
Fig 1

moved/dug ground..

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

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

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

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



UNAMIR-MINUAR

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

From: COS

No: 3000.1/COS.2

Date: 01 April 1995

Subject: Security at UNAMIR Headquarters

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

- (a) All vehicles and personnel entering and leaving the HQ between 1800 hours and 0700 hours the following day are requested to register the vehicle number and the driver's UNAMIR ID number in the log book kept at the Entrance Gate.
- (b) In the case of NGO's, Embassy staff and other UN agencies, a pass will be issued at the gate from 1800 hours to 0700 hours. The driver is requested to deposit his/her identification with the security at the entrance, which will be returned on exiting the HQ. A specimen copy of pass is attached herewith as Appx.
- (c) Visitors to the RPA Liaison Office will be accompanied by the UNAMIR security person during any visit that takes them beyond the confines of Liaison Office on the ground floor. This is applicable both during day and night.

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

(2)
Staff
File
JW

VISITOR's PASS

(FROM 1800 Hrs to 0700 Hrs)

Name : _____

Organisation : _____

ID No : _____
(If applicable)

Vehicle No : _____

Person to meet : _____

Purpose : _____

Date : _____

In Time : _____ Hrs

Out Time : _____ Hrs

Signature from the
Office/Offr visited : _____

UNITED NATIONS
ASSISTANCE MISSION IN RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR-MINUAR

From: DCOS OPS

File: 3000.12(Ops)

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

Info: CSO
STO
OSRSG
B & R
UNDP

Date: 25 Mar 95

Subject: SECURITY AWARENESS

1. The aim of this instruction is to appraise all military personnel of the prevailing security situation in Rwanda, with a view of creating a sense of security awareness in the hearts and minds of all concerned.

General

2. The overall security situation, although it remains relatively calm, is of serious concern. Incidents of armed robberies directed against UN personnel, accidents involving UN vehicles, hijacking of UN vehicles and altercations between the RPA and formed troops is generally on the increase. Therefore, there is a need to make all uniformed personnel of UNAMIR aware of the procedure to call for help in any adverse situation. Some of the emergency situations which may occur are as under:

- a. Detention by the local authorities.
- b. The victim of a robbery of any kind, at home or elsewhere.
- c. The victim of an assault.
- d. Involvement in a vehicle accident and in need of assistance, an ambulance or a tow truck.
- e. Witness to a situation which would include any of the preceding.

②
Staff A
Copy to Bulletin Board
and File
[Signature]

3. It should also be noted that within Kigali, there is a Ready Reaction Force (RRF) available 24 hrs a day to react to any adverse situation in which the extrication of UN personnel warrants the use of armed troops. The RRF can be contacted through the UNAMIR duty officer on channel 4 or telephone # UNAMIR extn 11150 or Rwandatel 84265. The duty officer is responsible for monitoring the channels for emergencies and have access to all the military and civilian information/assets that may be needed in case of emergency, including the RRF, civilian police, military police, tow trucks, ambulances as well as medivac and casevac procedures.

Vehicle/Travel

4. All travel must be authorised prior to your departure from your unit and you must carry your UN ID and license permit at all times. When travelling by car, keep the doors locked and avoid travelling alone at night. Generally, hijackers are less likely to inflict serious injuries when two or more persons are in a vehicle. You must not pick up non - UNAMIR personnel and do not stop for broken down vehicles which are not UNAMIR. Finally, keep your vehicle parked in a safe, guarded, well lit area at night and do not leave valuable items in a parked vehicle.

5. Action at Road Blocks. When approaching a road block/check point drive slowly and put your car lights in the 'park' position. Turn on the interior light and act in a calm and polite manner in your conversation. Milk crates, branches, metal parts of a chair, witches hats and string may be used as road blocks in Rwanda. Please ensure that you observe them and drive very carefully as they are manned by armed soldiers.

Road Accidents

6. The UNAMIR Military Police (MP) Company Headquarters is located 500 meters East of the old UNICEF Building on the main Airport road (GR 125836). The Kigali Detachment operates on channel 7, call sign "ESCORT ZERO". You can contact the MP Desk Officer, day or night, on telephone # UNAMIR extn 11249. All road accident must be reported to the UNAMIR MP Coy HQ.

Personal Security

7. You must keep abreast of the current situation and developments in Rwanda. Particularly in the areas in which you live, work and frequent. Familiarise yourself with your work and residential locations. To enhance your personal security you should:

- a. get to know who your nearest UN neighbour and where the nearest UN vehicle is parked at night;
- b. know the phone number and/or the radio call sign to us in case of emergency (these are included at Annex A);
- c. inform your superior of all your travel plans in and out of the country;
- d. eat and drink in secure locations. There is safety in numbers! Never let the spirit of the moment cloud your judgement with regards to your personal safety;
- e. not travel at night outside your duty station;
- f. lie flat on the floor if you hear explosives or shooting near your residence. Do not look outside and stay away from windows. Try to crawl to a corridor which has no windows;

Guards

14. If you employ a guard, ensure he is issued with a whistle and a flash light. Establish a signal with him so that he will open your gate immediately (For example you might sound the car horn three times at 100 meters from your residence). Avoid waiting in front of your gate. Give your guard clear instructions such as:

- a. Your gate must always be locked (chain with padlock).
- b. Never authorise visitors to enter without your permission.
- c. Patrol every morning and evening to inspect the fence or wall.
- d. Report all incidents (window left open, exterior light not working, etc).

Security Guidelines Summary

15. There are certain important security guidelines which need to be followed by all personnel in uniform. These are as follows:

- a. Carry your ID card with you all times. If you are issued with a Motorola Radio, you are advised to carry it with you as well.
- b. Avoid going out on your own and staying out too late at night. It is advisable that you go out in groups of two or more, and where possible go in convoys of two or more vehicles.
- c. Avoid driving at night at remote and isolated areas in the city. Know safe streets and routes.
- d. Avoid using local taxis and privately owned cars particularly at night time, except if you know the private car owner. Should you be forced to use a local taxi, you must always be in the company of somebody you know and trust. Relying on Registration number plates of taxis is not enough.
- e. Should you be attacked, you should always try to be calm and firm, and courteous. Never show signs of stress and intimidation, even though you may feel intimidated.
- f. Avoid all forms of arguments with your attackers even where you have your right.
- g. It is always in your best interest to yield to the demands of your attackers and where possible establish some kind of rapport with them.
- h. Stop only at established road blocks/check points, and avoid giving lifts to non - UN personnel. Do not stop at hand signals of any kind at night, especially in suspicious circumstances and areas.
- i. Should you be trailed at night, avoid heading for your residence especially if it is a distance away from you. You should always try to head for public houses specially HQ where there is a crowd and call for help on your radio describing your exact location.
- j. Above all, do not discard "Common Sense" as it will assist you to appreciate the situation on the ground, make sensible deductions and take decisions in your best interest. Remember your life comes first, and thereafter, all other things shall be added unto it.

ANNEX A TO
SECURITY AWARENESS
DATED 25 MAR 95

EMERGENCY CONTACT NUMBERS/CHANNELS

1. For incidents occurring after 1800 or on the weekend: switch your radio to channel 8 or channel 4 and call callsign "Zero". Callsign Zero is the Military Duty Officer in the UNAMIR HQ Ops Room. You may also call for help on following Callsigns and channels:

- a. **Channel 11 - "Sierra Oscar 9"** HQ Civilian Security Officer - between 0830 and 1800 hrs. Monday -Saturday.
- b. **Channel 8 - Callsign "Zero"** - Military Duty Officer - 24 hrs.
- c. **Channel 7 - Callsign "Escort Zero"** - Force Provost Marshal.
- d. **Civilian Security Officer** - Telephone # 84268 Ext. 11073/11135.
- e. **Military Duty Officer - Channel 4 - call sign "Zero"** or telephone # 84268 Ext. 11150 or # 84265.

2. Standard procedures and discipline must be observed if radio communication is to be used successfully for security purpose. Messages should be planned in advance. Long difficult messages should be avoided as they can be misunderstood. In case of a shooting, do not panic, use your radio to call for assistance. Speak in a calm even voice and give the following information:

- a. Clearly state your callsign.
- b. Give your location and describe the incident that has taken place. This is the most important piece of information and could save vital minutes in time it takes for assistance to reach you.
 - (1) All personnel should know the grid reference of their place of residence as well as that of homes or other places that are frequently visited.
 - (2) You should also know their location at all times in relation to prominent reference location (the Meridian, Chez Lando, Mille Collins, The Parliament Building are examples of such locations).
 - (3) Which way is north, south, east and west in Kigali.
 - (4) If the situation permits, the person calling for assistance should go to an easily identifiable rendez-vous point to meet the person(s) sent to provide assistance.
 - (5) End the message with **"I need emergency assistance right away."**



UNAMIR - MINUAR

From: UNAMIR HQ OPS

File No: 3000.31(Ops)

To: List B
List C
List D

Info: List A

Date: 13 Mar 95

Subject: CARRYING OF WEAPONS BY UN TROOPS IN ORPHANAGE

1. CARE International in conjunction with CARE Australia is attempting a normalisation programme to assist orphans in Kigali and other places within Rwanda.

2. As you are aware, these children have been victims of violence and trauma and their aim is to reduce the long term effect of this.

3. In view of the above, you are requested to instruct troops under your command to desist from carrying their personnel weapons when visiting orphanages except otherwise instructed.

4. For your compliance please.

FROM : COS

3000.26(OPS)

TO : ZAMBATT
MILOB (SECTOR 4A)
G3 AIR
FMO
CIVPOL HQ
ICRC
HAC

DATE : FEB 95

SUBJECT: SECURITY FOR KIBEHO IDP CAMP

1. It has been reliably learnt, that the RPA is planning to increase its presence around KIBEHO Camp shortly with the possible motive of closing the camp forcibly.

2. In view of the above developments the following have been tasked as under.

a. ZAMBATT. Increase presence gradually in Kibeho camp to a coy strength by 1800 hrs on 27 Feb 95. Thinning out of tps to present strength will take place only on orders of this HQ.

b. MILOBS. Increase patrolling and monitoring activities in Kibeho camp with immediate effect.

c. CIVPOL. Increase presence gradually in Kibeho camp from present strength to 6 teams from 1800 hrs on 27 Feb 95 to 0800 hrs on 02 March 95.

d. G3 AIR. Provide two helis on 28 Feb 95, on standby with effect from 0600 hrs for AME and conveyance of offrs to Kibeho camp.

e. FMO. Earmark a AME team for cas evac and provision of first aid to any wounded at Kibeho camp.

f. ICRC and HAC. Monitor any Human Rights violation.

3. If any of our activities are objected by RPA, it will be ensured that no one gets into a direct confrontation or altercation with the RPA on any account. This HQ will be kept informed at all times of the developments taking place in Kibeho camp.

4. Please acknowledge.

Ops etc
Good idea to take
a view to the camp
within the week.
Alternatively liaise with
HQ of the sector to
know on human rights violation
if any.

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.

Mij mase

Am am pers

to ju & ensure

rm y info

Distribution:

External:

Action:

MA to FC

MA to DFC/CMO

All Sectors

HAC

Air Ops Cell (Kigali Airport)

[Signature]
K OPONG KYEKYERU

Lt Col

For CMO

Internal:

Action

SOO

SLOGO

S/Sgt Arthur
make a photocopy
for all members
of the cell.

B
3/2

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.



INTER-OFFICE MEMORANDUM

p 12
1

DATE: 9 January 1995

TO: All UNAMIR Personnel

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

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

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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

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 _____

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** 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



UNAMIR
Kigali, Rwanda

+ 23
12

Nations Unies
Mission pour l'Assistance au Rwanda

United Nations
Assistance Mission to Rwanda

Le Représentant Spécial
du Secrétaire Général

The Special Representative
of the Secretary-General

MESSAGE FROM THE SRSG TO ALL PERSONNEL

RESTRICTED

UNITED NATIONS ASSISTANCE MISSION TO RWANDA

UNAMIR DESIGNATED OFFICIAL INFORMATION CIRCULAR

16 December 1994

CONFIDENTIAL

TO: *All United Nations Personnel in Rwanda*

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

*Shaharyar Khan
17.12.*

SUBJECT: **Security Plan**

1. *The Secretary-General has instructed that security arrangements for all United Nations personnel in Rwanda be coordinated by myself and by the UNDP Resident Representative, acting as my deputy, will coordinate UNDP and the other UN agencies personnel with appropriate coordination between the entities.*
2. *The Security Plan for Rwanda is currently being revised and, as part of the routine requirements of the Plan, information regarding the location of personnel and property must be submitted as indicated below.*
3. *In the event of internal disorder or hostilities, and depending on the level of disturbance, one of the following five Security Conditions will be declared and UN personnel will be notified regarding what precautions to take and how to conduct themselves:*

- (i) **Phase I - Precautionary**
(Movement should be limited to essential activities)
- (ii) **Phase II - Restricted Movement**
(All movement should be restricted)
- (iii) **Phase III - Relocation**
(Personnel and, to the extent possible, property should be relocated to concentration centres in anticipation of possible evacuation)
- (iv) **Phase IV - Programme Suspension**
(Regular operations cannot continue; all non-essential personnel will be evacuated)
- (v) **Phase V - Evacuation**
(All operations must be halted; all personnel will be evacuated)

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

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

Precautionary Measures

5. *In the meantime, all personnel should take certain measures now, as routine precautions. Specifically, all international personnel should undertake the following preparations:*
- (a) *Prepare an inventory in quadruplicate of all furniture, valuables, household effects and automobiles (Proforma inventory blanks are attached to this circular) and, for military staff, send two copies to the Chief Military Personnel Officer; for civilian staff, send two copies of inventory to the Civilian Security and Safety Unit Amahoro Hotel, Agency staff send two copies to UNDP Field Security Officer. You should retain the remaining two copies. The Security and Safety Section and the UNDP Field Security Officer will maintain a data bank for purposes of the Security Plan. Every three months, you should send an updated inventory to the Security and Safety Unit;*
 - (b) *For military staff, advise the Chief Military Personnel Officer and your superior officer of the location of your residence; make sure to notify the relevant officials of your new address whenever you move. For civilian staff, advise the Personnel Section and your Chief of Division/Section/Unit of the location of your residence;*

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

- (c) For all staff, advise the Security and Safety Unit and other relevant officials of any medical conditions which you may have which might affect your mobility or ability to comply with any security directives.*
- (d) Check regularly to see that identity cards, passports, Laissez-Passers and health certificates are in order;*
- (e) Check that at least one week's supplies of water and food are maintained in your residence;*
- (f) Check that reserves of gas supplies are maintained;*
- (g) Ensure that supplies of flashlights, candles, matches and contents of first-aid kits are maintained;*
- (h) Check that UN and privately owned vehicles, if any, are constantly refuelled and that spare wheels and tool kits are in order;*
- (i) Maintain reserve finances of at least US\$400 (e.g. in traveller's checks);*
- (j) Consider what arrangements will be made for care of household pets in case evacuation is ordered;*
- (k) Give consideration to selection of clothes, depending on the season, to be packed should an evacuation be ordered, the limit in weight to be 15 kgs per person.*

Family members, non-local domestic servants, visitors

- 6. As UNAMIR is a non-family mission, there is no direct obligation and thus, there are no special provisions for the evacuation of family members. Further, because it is anticipated that UNAMIR will continue functioning during periods of greater disruption than a family mission, it is anticipated that family members of UNAMIR staff who happen to be in Kigali despite instructions to the contrary will evacuate earlier than UNAMIR personnel. Thus it is recommended that family members in the Mission area leave the country as soon as Phase I is declared by commercial carrier before UNAMIR evacuates. In any event, any UNAMIR staff member with family in Rwanda should ensure that spouse's and children's locations are known at all times and that appropriate arrangements are made for their security. Exceptions and special arrangements will be made for dependents of agency staff, as the situation normalizes further.*
- 7. Similarly, non-local domestic servants employed by staff members and visitors, including dependents, are not covered under the Security Plan. These categories of individuals should*

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

Payment of allowances/compensation for loss or damage

8. *In the case of evacuation, allowances will be paid in the safe haven area or home country, to those eligible under the provisions of the Security Plan.*
9. *Compensation of internationally-recruited staff members for loss of, or damage to, personal effects, including household goods, attributable to service in connection with an emergency situation or a disaster will be payable in accordance with the relevant administrative instructions. In cases of hardship, appropriate advances may be made pending final settlement of a claim for compensation.*

Parting words

10. *Again, I remind you that it is essential to your own security that you fill in and submit the attached forms to the appropriate offices as indicated above to ensure that those responsible for the implementation of the Security Plan are able to locate you in case of an emergency.*
11. *Please retain this letter for reference and continue to update the appropriate offices within UNAMIR of any change of address or property inventory.*

ANNEX I

INFORMATION OR SECURITY PLAN LISTING

UNAMIR ID N° _____

NAME: _____
(Family name) (Other names)

NATIONALITY: _____
COUNTRY/CITY OR HOME LEAVE: _____

DUTY STATION WITH UNAMIR: _____
TELEPHONE: _____

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

HOME TELEPHONE: _____

FUNCTION/TITLE: _____

DATE OF ARRIVAL AT DUTY STATION: _____

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

NATIONAL PASSPORT N°.: _____ EXPIRY DATE: _____

PARENT ORGANIZATION: _____

LOCATION OF PARENT ORGANIZATION: _____

EXPIRATION DATE OF CONTRACT WITH PARENT ORGANIZATION: _____

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

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

CIVILIAN STAFF MEMBERS: SUBMIT TO CHIEF CIVILIAN PERSONNEL OFFICE

CIVPOL STAFF MEMBERS: SUBMIT TO CHIEF, CIVPOL PERSONNEL OFFICE

MILITARY STAFF MEMBERS: SUBMIT TO CHIEF MILITARY PERSONNEL OFFICE

AGENCY STAFF: SUBMIT TO UNDP FIELD SECURITY OFFICER

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EFFECTS, AUTOMOBILES AND VALUABLES

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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 \$	

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AGENCY STAFF: SUBMIT TO UNDP FIELD SECURITY OFFICER



RWANDA



Plot 966 Rue de la Ferme
Kicukiro
Kigali

Satellite Telephone 873 68 28 001 36

13 December 1994

Major MacNeill
Security - UNREO
Kigali

Dear Sir,

Personnel Details - The Salvation Army: Rwanda

Please find listed below details of expatriate Salvation Army personnel currently in Rwanda, forwarded for security and evacuation purposes:

Major David J Burrows
Major Hugo Steiner
Miss Verena Henggi
Captain Patricia Kiddoo
Aux-Captain Sherry McWhorter
Mr Phillip Eichler
Captain Benjamin Mnyampi

British National
Swiss National
Swiss National
American National
American National
New Zealand National
Tanzanian National

All are resident at the above listed address. I will keep you informed of any changes that take place on a weekly basis and would appreciate any further guidelines from you concerning security and evacuation procedures.

Thanking you.

Yours faithfully,

David J Burrows
Major
Programme Director

International Headquarters,
101 Queen Victoria Street,
London EC4P 4EP

William Booth, *Founder*
Paul A Rader, *General*

UNAMIR SECURITY FORM

(1)
DATE: 13 12 94
(DAY MONTH YEAR)

(2)
NAME OF
ORGANISATION: THE SALVATION ARMY (L'ARMEE DU SALUT)

Please be as complete and exact as possible when providing the following information. For example, when providing addresses, list street name and number, town and prefecture. If the street is not named, denote landmarks, etc. Please make as many copies of this form as are necessary for you to provide the information requested. We also suggest that you maintain a blank copy so you are able to notify us of any changes to the information you are presently providing.

(3)
ADDRESSES/PHONE NUMBERS OF;

(A) WAREHOUSE/S;

A1 ADDRESS: BOULEVARD DE L'OUA
KIGALI

A1 PHONE: NONE

A2 ADDRESS: OPPOSITE BEUREGHESTRE'S HOUSE
KAYENZI COMMUNE - GITARAMA PREFECTURE

A2 PHONE: NONE

(PLEASE PROVIDE ADDITIONAL WAREHOUSE ADDRESSES/PHONE NOS. ON A SEPARATE SHEET OF PAPER).

(B) OFFICE/S;

B1 ADDRESS: PLOT 966 RUE DE LA FERME
KICUKIRO KIGALI

B1 PHONE: SATELLITE 813 68 28 001 36

B2 ADDRESS: _____

B2 PHONE: _____

(PLEASE PROVIDE ADDITIONAL OFFICE ADDRESSES/PHONE NOS. ON A SEPARATE SHEET OF PAPER).

UNAMIR SECURITY FORM, CONTINUED - P. 2.

(C) RESIDENCE/S;

C1 ADDRESS: PLOT 966 RUE DE LA FERME
KICUKIRO KIGALI

C1 PHONE: SATELLITE 873 69 28 001 36

C2. ADDRESS: BEHIND BUREGHEGHE'S HOUSE
KAMUKU COMMUNE GITARAMA PREFECTURE

C2PHONE: NONE

(PLEASE PROVIDE ADDITIONAL RESIDENCE ADDRESSES/PHONE NOS. ON A SEPARATE SHEET OF PAPER).

(4)
TOTAL NUMBER OF INTERNATIONAL STAFF: 7 (SEVEN)

(5)
NUMBER OF STAFF IN EACH RESIDENCE: (MAKE SURE THAT RESIDENCE NUMBERS CORRESPOND TO ADDRESSES/RESIDENCE NUMBERS LISTED ABOVE).

RESIDENCE #1: 7

RESIDENCE #2: _____

RESIDENCE #3: _____

RESIDENCE #4: _____

(PLEASE LIST ADDITIONAL RESIDENCE STAFF NUMBERS ON A SEPARATE SHEET OF PAPER)

(6)
(PLEASE PROVIDE THE FOLLOWING INFORMATION ON EACH INDIVIDUAL, INTERNATIONAL STAFF MEMBER. MAKE SURE THAT RESIDENCE NUMBERS CORRESPOND TO THOSE ABOVE)

A. NAME	B. AGE	C. SEX	D. RESIDENCE#
1 BURROWS DAVID JOHN	47	M	C1
2 STEINER HUGO	66	M	C1
3 MEINHARTER GREGORY	44	F	C1
4 KIDDOO PATRICIA	51	F	C1
5 HENRIK VEREDA	46	F	C1
6 EICHNER PHILIP	32	M	C1
7 MUYAMBI BENJAMIN	32	M	C1
8			
9			
10			
11			
12			
13			
14			
15			

UNAMIR SECURITY FORM, CONTINUED - P. 3.

(7)
PLEASE BE SURE TO INDICATE IF YOU HAVE DIFFERENT FREQUENCIES FOR DIFFERENT AREAS IN THE COUNTRY.

A. TOTAL NUMBER OF BASE STATION RADIOS: VHF 1 HF 3
B. TOTAL NUMBER OF MOBILE RADIO UNITS: VHF _____ HF 7
C. TOTAL NUMBER OF RADIO HAND SETS: VHF 10 HF _____

(8)
FREQUENCIES: VHF 167.400 HF 11005 USB - DAR ES SALAAM
HF 4730 LSB - KIGALI

(9)
CALL SIGNS: (INDICATE IF FOR HF OR VHF).

"SALVATION" B1, B2 etc HF (CDAN 8528 - USING SELECTIVE CODE
CALLING 101 THROUGH 110)

CHANNEL 1 VHF

(10)
TOTAL NUMBER OF VEHICLES IN COUNTRY: 7

NUMBER, CAPACITY AND LOCATION OF VEHICLES:

2	LANDROVER PICKUPS (3 SEATS + CARGO)	} KIGALI KAYENZA
3	LANDROVER STATION WAGONS (9 SEATS)	
1	LANDROVER DIESEL PICKUP (5 SEATS + CARGO)	
1	TOYOTA DET 25 Ton TRUCK (3 SEATS + CARGO)	



TO: All UNAMIR
Military and Civilian
Personnel

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

SUBJECT: SECURITY AND SAFETY UNIT

DATE: 24 November 1994
Ref.: UNAMIR/SO/053

With immediate effect, the Security and Safety Unit
will now report to the Chief Administration Officer.

cc: SRSG
FC
ED

9 30
11

*Days of 1994
There are huge points
in this report. There is also accusation
on the military. 26.11.*

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: TO ALL UNAMIR/ AGENCIES PERSONNEL

DATE: 21 November 1994

Ref.: UNAMIR/SO/045

FROM: Paul Ischlika
CSO/ASC

SUBJECT: SECURITY AWARENESS OF CURRENT SITUATION

The object of this memorandum is to appraise all staff members of the day to day events within the Mission with a view of creating a sense of security awareness in the hearts and minds of all concern. Therefore it will be in everybody's interest if all security related incidents are promptly reported in writing or even verbally, to the CSO/ASC - Paul Ischlika on Telephone No.11073 - Room No.4061 on the 3rd. floor. The security awareness bulletin will be issue every Monday of the week, providing information on events which occurred during the preceding week.

1. GENERAL:

The overall security situation in Rwanda although it remains relatively calm, is of serious concern. Incidents of hostility in the Refugee camps were reported where Aid Agencies are threatening to pull out because of lack of security protection. The worst incidents were reported on 11, November (i) Musebeya in Kigongoro, in the sector 4A (N) area, where a clash between the RPA and the Displaced people in the DPs camp led to 7 killings, 13 seriously injured, and an unknown number wounded people. (ii) In Musange in Kigongoro, 7 DPs were reported killed and 4 wounded. The situation is however reported to be returning to normalcy.

3. KIGALI:

Although the security situation in Kigali city and its environs remain calm, threats on personnel and hijacking of UNAMIR vehicles have been reported. The following are tit-bits of incidents worth mentioning for the attention of staff members:

- (a) In recent times the RPA has mounted an increased number of Road Blocks and check points around the city particularly at night time. These road blocks are put up in most cases with empty crates, and not lit to be seen from afar. They have also intensified routine foot and mobile patrols around the city.

- (b) A military Convoy bringing Returnees to the city from Gitarama end on 25 October was reported to have hit and killed an old man of 50 years of age, and abandoned the body on the road. The angry relatives have demanded an explanation from UNAMIR. A letter of condolence has been written to the bereaved family, and the matter is under investigation.

This hit-and-run attitude on the part of any personnel is totally unacceptable by any International standard, and as such, cannot be tolerated or condoned. It is more honorable to own up and help resolve the matter amicably, than to leave the person to die with no remorse for human feeling. Please refer to all administrative issuances and the Force directives to conduct yourselves in line with UN regulations at all times.

- (c) On 8, November one International staff was followed in the city by some uniformed RPA soldiers driving in a small Jeep. The Staff member suspecting that he was being followed, made some tactical moves to confirm his suspicion. Realizing that he was actually followed, he headed for his residence. Arriving and finding his main entrance gate closed and in an attempt to alert his inmates to open the gate, he was immediately surrounded by his followers who started to hit at his vehicle with their AK47s in desperation. The staff member did not give up, he continued to hoot his horn while making an emergency call on his radio. He finally bashed the gate and drove in while his attackers drove off. One bayonet and a 9mm round was found which, had apparently fallen off from their weapon while bashing on the vehicle. The time of incident was at 8.30pm.
- (d) On 29, October one UNAMIR International staff in the finance section in Kigiri - Nairobi was mobbed by 8 bandits along the Jomo Kenyatta Avenue around 19.30 hrs. and robbed of everything he had; Cash in Dollars and Kenyan Shillings, Calculator, shoes, spectacles and UNAMIR ID card etc. The incident was reported at the Kilimani Police station but no arrest has so far been made.
- (e) One International staff working for Candy House was attacked and assaulted by Uniformed RPA soldiers on Tuesday night 15, November at about 2145 hrs. The incident took place on a bridge on a side road within walking distance from Kigali Night Club. He was questioned and searched for dollars which he didn't have on him. He was saved by an oncoming vehicle which the attackers saw and fled into the bush. He sustained minor bruises on his face.

- (f) On 29, October one International staff was fined 10,000 Rwandee Francs by the RPA Gendarmerie for Careless driving after impounding the Vehicle UNAMIR 43 for about 10 days. The staff member had to pay before the vehicle could be released.

(g) **HIJACKING OF VEHICLES:**

- (i) On 29, October 1994 one Toyota Land cruiser No.1045 was forcefully hijacked at gun point by Armed RPA soldiers from UNAMIR Military Officer, outside his residence in Kigali city.
- (ii) On 14, November 1994 another 4 Runner Land cruiser No.1088 was hijacked from a staff member of UNAMIR. This took place around 2145 hrs. between the junction of Belgian village and the slope coming to Chez Lando on the main airport road. At gun point he was asked to drive to a remote area where he was given some beatings and asked to get off the vehicle.

This brings the number of hijacked vehicles in two months, to four - 413, 455, (double cab pickups) and, 1045 and 1088 (4 Runner LandCruisers), besides 1016 that was hijacked on 15, October and was recovered by the RPA and returned to UNAMIR on 19 October 1994.

4. **ROAD ACCIDENTS:**

The following road accidents were reported:-

22/10/94 - UNAMIR 49	02/11/94 - UNAMIR 404
29/10/94 - UNAMIR 703	12/11/94 - UNAMIR 724
30/10/94 - UNAMIR 809	15/11/94 - UNAMIR 1073

5. A UNAMIR Military Police Company has been established and is now operational. The military police office is located 500 meters East of the old UNICEF Building on the main Airport road, opposite the Nobiscum Restaurant.

Major J.G. Plante is the FORCE PROVOST MARSHAL, and the Detachment operates on channel 7, call sign " GOLF HOTEL ZERO. " You can contact the MP Desk Officer on telephone # 86855 and the FPM on Telephone # 86856. All accident cases should be reported to the FPM and a copy sent to the CSO/ASC.

SECURITY GUIDELINES:

- (i) Carry your ID card with you at all times. If you are issued with a Motorola Radio, you are advised to carry it with you as well.

- (ii) Avoid going out on your own and staying out too late at night. It is advisable that you go out in groups of two or more, and where possible, go in convoys of two or more vehicles.
- (iii) Avoid driving at night in remote and isolated areas in the city. Know safe streets and routes.
- (iv) Avoid using local taxis and privately owned cars particularly at night time, except if you know the private car owner. Should you be forced to use a local taxi, you must always be in the company of somebody you know and trust too well. Relying on Registration number plates of taxis is not enough.
- (v) Should you be attacked, you should always try to be calm and firm, and courteous. Never show signs of stress and intimidation, even though you may feel intimidated.
- (vi) ✓ Avoid all forms of arguments with your attackers even where you have your right.
- (vii) It is always in your best interest to yield to the demands of your attackers and where possible establish some kind of rapport with them.
- (viii) Stop only at established road blocks/check points, and avoid giving lifts to non UN personnel. Do not stop at hand signals of any kind at night, especially in suspicious circumstances and areas.
- (ix) Should you be trailed at night, avoid heading for your residence especially if it is a distance away from you. You should always try to head for Public houses specially HQ where there is crowd and call for help on your radio describing your exact location.
- (x) Above all, please do not discard **"COMMON SENSE"** as it will assist you to appreciate the situation on the ground, make sensible deductions and take decisions in your best interest. **REMEMBER YOUR LIFE COMES FIRST, AND THEREAFTER, ALL OTHER THINGS SHALL BE ADDED UNTO YOU.**

You can call for help on the following channels and callsigns:-

- (i) Channel 11 - " Sierra Oscar 9 " HQ Civilian Security Officer - between 0830 and 1800 hrs. Monday - Saturday.

- (ii) Channel 7 or 8 - Callsign "Zero"
Military Duty Officer - after 1800 hrs.
- (iii) Civilian Security Officer - Telephone # 84268
Ext. 11073/11135.
- (iv) Military Duty Officer - Telephone # 84268
Ext. 11150.

please be guided accordingly.

CC: SRSG.
ED.

18/10 '94 13:59

4122 781 07 48

OMS WHO GENEVE

001/001

FACSIMILE

WORLD HEALTH ORGANIZATION
CH - 1211 GENEVA 27 - SWITZERLAND



Telegr.: UNISANTE GENEVA
Tel.: 791 21 11 Telex: 415416
FACSIMILE: 7910746

Date: 18 October 1994

Message No.

Page 1 of 1 pages

From: Deputy Security
Coordinator

To: Mr M. S. Khan, Designated Official
Kigali

Fax No.: 873 150 7445

Our ref.: PER

Subject: SECURITY CLEARANCE

TEXT

TOP URGENT

Formally request security clearance for Dr Louisa Shen Chan Bogli, Short-term professional in the Division of Emergency and Humanitarian Action to travel to Kigali to participate in discussions to prepare a plan of action for the Rwanda crisis for the next six months. Her passport details are as follows:

Nationality Swiss
Date of birth 12 January 1949
Passport no. 8020596
Date issued 20 December 1991
Expiry date 20 December 1996.

Departure date: 27 October 1994

Thanks for your assistance.

A.K. Asamoah

56923

In view of the urgency, could you please reply to direct fax: 791 41 77

cc: United Nations Security Coordinator, New York 001 212 963 4104

56922

24 OCT. 1994

RECEIVED on:			
Reg. No: 1788		File No: ADW/270/26	
Action by: JPP		Compl. (sig.):	
Info.:		CL:	HWK

UNREO



File No 5000.1 (G3 PLANS)

To: HAC

From: G3 PLANS *JB* *as Col.*

Date: 9 Oct 94

Subject: SECURITY OF INSTALLATIONS IN KIGALI CITY

Reference: A. HQUNAMIR Op Instruction 3000.12(Ops) dated
30 Aug 94

1. Reference A, currently under amendment, lists those UN and NGO installations which are to be protected by a UNAMIR rapid reaction force on order of HQ UNAMIR. The list of NGO installations is incomplete.

2. Please forward a location list of all NGO installations within KIGALI City for enclosure within the updated instruction.

SO OPS

Pre liaise with UNRWO and submit a list
(as much as we know) to OPS ASAP.

7 10
10

DON

Amira is dealing with it.
End of next week she will have data sheet
and loc's plotted on a map.

11/10 K. J. Day

①

UNAMIR
FORCE HQ
OPS BRANCH

30th August 1994

3000.12(Ops)

See Distribution:

SUBJECT: INSTRUCTIONS FOR THE SECURITY OF UNAMIR AND NGO
INSTALLATIONS IN KIGALI CITY

1. GENERAL

a. UNAMIR and NGO installations in KIGALI are increasingly becoming targets of encroachment by unauthorized locals and bandits.

b. To counteract to these acts, a force designated as a rapid reaction force is to be constituted to react quickly and decisively to protect threatened UNAMIR and NGO installations in KIGALI city.

2. MISSION

a. To protect UNAMIR and NGO installations against acts of banditry.

3. EXECUTION

a. General Outline. The rapid reaction force (RRF) will be a motorised section with the capacity for quick deployment into trouble spots. The RRF to be based on Ghanbatt (Rear) supported by reinforcing elements of CANSIGS and AUSMED.

b. GHANBATT (REAR)

(1) Task

(a) Detail 1 x Inf Section as rapid reaction force.

(b) Provide section with transport.

(c) Be prep to reinforce section on order.

c. RRF

(1) Comd - 1 x Officer(subaltern).

(2) Task

(a) Undertake the following on order:

i. Guard threatened UNAMIR/NGO installation.

②
Staff A
orders file
[Signature]

- ii. Provide sentries for unmanned UN property.
- iii. Protect NGO facilities against acts of banditry.
- iv. Escort unauthorized persons out of UN property or installations.
- v. Arrest and handover trespassers to local authorities with the assistance of UNAMIR Military Police.

(b) Be prepared to reinforce guards at the following areas:

- i. UNAMIR HQ.
- ii. Amahoro Stadium.
- iii. Log Base (Rwandex).
- iv. King Faisal Hospital.
- v. Kigali Airport.
- vi. Belgian Village.
- vii. UNICEF Bldg.
- viii. UNDP Bldg.
- ix. IVECO.
- x. Chez Lando.
- xi. Hotel Meridien.

d. AUSMED

(1) Tasks

- (a) Provide a section to reinforce RRF on order.
- (b) Be prep to guard any other UN facility on order.

e. CANSIGS

(1) Tasks

- (a) Provide a section to reinforce RRF on order.
- (b) Be prep to guard any other UN facility on order.

f. Coordinating Instructions

- (1) Section at 30 mins NTM daily.
- (2) AUSMED and CANSIGS reinforcing tasks valid until GHANBATT occupies Sector 2 (anticipated to be completed by 15 Sept 94).
- (3) Assy area - sect location.
- (3) Rule of engagements as per UNAMIR ROE.

4. SERVICE SUPPORT

- a. Wpn/Ammo. Tps will carry personal wpns and first line ammo.
- b. Tpt. Contingents to detail required transport.
- c. Dress. As per UNAMIR Dress Regulations.
- d. Med.
 - (1) First line - Coy Aid Post.
 - (2) Second/Third line - Central Hospital Kigali

5. COMMAND AND SIGNAL

- a. Control. Authority to deploy RRF to be exercised by Duty Officer (UNAMIR HQ Ops).
- b. Radio. RRF Comd to be on Force Coord Net channel 7.
 - (1) Callsigns
 - (a) GHANBATT Section - RR1
 - (b) AUSMED Section - RR2
 - (c) CANSIGS Section - RR3
- c. Codewords.

<u>Codewords</u>	<u>Meaning</u>	<u>Issued By</u>
RANGER	Require RRF	Duty Officer
COOLER	Withdraw RRF	Duty Officer
ZOOM	Move to Force HQ	Duty Officer

UNAMIR
FORCE HQ
OPS BRANCH

25 August 1994

3000.15(Ops)

See Distribution:

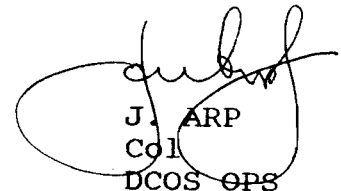
SUBJECT: INSTRUCTIONS ON MOVEMENT OF CONVOY WITHIN UNAMIR AREA OF OPERATION

1. In addition to the need to provide escorts and security for all UNAMIR and NGO convoys, it is imperative that such moves are coordinated in order to maximize employment of the limited resources at the disposal of both UNAMIR and NGOs.

2. In view of the above, future convoy moves will be co-ordinated by UNAMIR HQ (Operations). It is therefore, requested that the information below is provided to G3 Ops at least 24 hrs before any convoy movement is undertaken:

- a. Contingent or NGO involved.
- b. No of vehicles.
- c. Start point.
- d. Destination.
- e. ETD.
- f. ETA.
- g. Purpose of journey.
- h. Need for escort.

2. Forwarded for your info and necessary action.


J. ARP
Col
DCOS OPS

Distribution:
External:
Action:


BRITCON
CANCON
ETHIOBATT
FRAFBATT
GHANBATT
MALAWI COY
ZAMBATT
HAC

Internal:
Action:

C Log O

Info:

DFC/COS

②
Stop A.
a copy pls for NGO boxes.
ICRC, WFP, IOM, UNHCR, UNICEF,
UNRWO, 

①

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

(U N A M I R)

TO: FHQ

POL CELL

HUM CELL ✓

FROM: MILOB GP HQ

DATE: 20 AUG' 94

Reference: Previous Visit by Govt Ministers to KIBUYE

SUBJECT: CLEARANCE FOR MAYOR OF KIBUYE AND 14 OTHERS TO VISIT GOVT - KIGALI

1. Government ministers visited KIBUYE prefecture as part of the measures to reassure the people in HPZ. During the visit the Mayor of KIBUYE and a number of Rwandese citizens (see att list) expressed their desire to visit the Govt at KIGALI. This action was to further reassure the people in the HPZ to return to their various places to continue with their normal life.
2. The delegation intends to make the visit before the final departure of the French forces.
3. You are requested to obtain clearance and facilitate their visit accordingly.
4. Regards.

②
Staff
Displaced/Refugee
file
by
may

②
Signature
I D TIKOCA
Colonel
CMO

LIST OF DELIGATION FROM KIBUYE

1. Mr. Karana Augustin- Mayor
2. Mr. Micomyiza Euode
3. Mr. Rukeribuga Simon
4. Mr. Kelihangobo Dgmace
5. Mr. Nkundabatutsi Martin
6. Mr. Kalanda Celestin
7. Mr. Ntezimana Omesphere
8. Mr. Kiligirura Marthe
9. Mr. Namuhoranye Arthanase
10. Mr. Mujoyabuami Lusien
11. Mr. Byuma Francoes
12. Mr. Ndikubiuaya Emmanuel
13. Mr. Uuizeye Fidel
14. Mr. Munyankumburuwa Austin
15. Mr. Sakwerere

PLS INFORM HIM TO PICK THIS MSG

TO: Maj MCNEIL, HAC (C/S Mama Papa 1, Ch 8, Motorola)

FM: Maj KIRSCHNER

Date: 21650LT AUG 84

SUBJECT: RECCE REPORT GISENYI

1. RECCE + AMERICAN EMBASSY REP'S REACHED GISENYI W/O ANY PROBLEMS.
 2. SITUATION ON ROUTE VERY CALM. NO REF/DP MOVEMENT OBSERVED BETWEEN CYANG. & KIBUYE
 3. INTERVIEWS WITH LOCAL RED CROSS EMPLOYEES & LOCALS INDICATE THAT PEOPLE WANT TO STAY IN THIS AREA. RADIO RWANDA SEEMS TO BROADCAST FROM KIGALI SINCE ONE OR TWO DAYS. LOCALS SEEM TO LISTEN TO IT.
 4. ONE MAJOR CONDITION FOR DP TO STAY IN SEC 5 IS ACCESS TO FOOD & MED CARE. THIS CONDITION IS NOT MET IN KIBUYE PREFECTURE.
 5. PLANS ARE TO RECCE GOMA ON 23 AUG AND RETURN TO KIG AFTERNOON. WILL BE AVAILABLE IN ~~THE~~ SEC 5 HQ UNTIL 230800 AUG.
- C. REGARDS

Maj
(MAMA PAPA 1)

MEMORANDUM

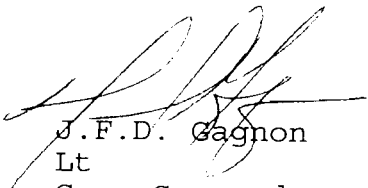
5001-1 (CC)

16 Aug 94

Distribution List

GATE CONTROL UN HQ

1. As of 15 Aug 94, the Canadian Defense and Security platoon has been tasked to provide security for the UN HQ area.
2. Drivers are req to turn off the vehicles headlights as they approach the gate for ease of recognizing authorized pers entering or leaving the compound.
3. Your full cooperation would be greatly appreciated.



J.F.D. Gagnon
Lt
Camp Commandant
1469

DISTRIBUTION LIST

Dist List A

①

QUOTE

(UNHCR) GENEVA 12AUG94 1748Z
PROG-1208-0087 205.1.RWA
HCR/TAN/1554 HCR/ZRE/1885
KINSHASA PLS ONPASS TO BUKAVU, CC GOMA
CC TAN, DAR ES SALAAM

FURTHER TGELECON EDONGO/KIMBIMBI AND MOUSSA/KIMBIMBI RE UNHCR'S
POSITION VIS A VIS REPATRIATION OF UMS TO RWANDA

- AAA. PROVIDED THAT UM'S PHYSICAL SECURITY ASSURED AND THEIR
BASIC MATERIAL NEEDS SATISFACTORILY MET IN ASYLUM
COUNTRIES, WE DO NO REPEAT NOT ADVOCATE, AT PRESENT,
REPATRIATION OF UMS TO RWANDA.
- BBB. PRIMARY REASON FOR ABOVE POSITION IS THAT ACCORDING TO ALL
AVAILABLE INFOR MAJOR REHABILITATION WORKS (WATER,
ELECTRICITY...) NECESSARY IN KIGALI AND ELSEWHERE. THESE
SHOULD BE SEEN AS PRE-CONDITION FOR SUCCESSFUL
REINTEGRATION OF VULNERABLE GROUPS SUCH AS UMS. MOREOVER,
TRAUMATIC EXPERIENCE UNDERWENT BY UMS CALLS FOR CAUTION IN
ORGANISING THEIR REPATRIATION AT THE TIME WHEN RETURN
MOVEMENT OF ADULT REFUGEES HAS NOT YET GAINED MOMENTUM.
IDEALLY JMS AND OTHER VULNERABLE GROUPS REQUIRING SUPPORT
SYSTEM IN RWANDA SHOULD BE AMONG THE LAST PEOPLE TO RETURN
AND NOT THE FIRST. IN SHORT, BEST INTEREST OF UMS IS THAT
THEY RETURN TO RWANDA WHEN CURRENT UNCERTAINTIES RE.
MATERIAL AND, ALSO TO A CERTAIN EXTENT, SECURITY CONDITIONS
ARE SETTLED.

(UNHCR GENEVA)

UNQUOTE

②
Staff Arthur
pls file
May
17/8

Major Don McNiel,
UNAMIR Humanitarian Cell
Kigali, Rwanda.

RY/REO/Wh/006

17 August 1994.

RE: Security at UNICEF REO Warehouse.

Sir,

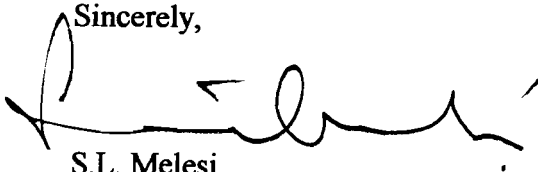
UNICEF is setting up warehouse facilities in the industrial area of Kigali for storage of humanitarian supplies, motor pool area and related UNREO activities.

The international maintenance personnel will be residing within the compound.

We feel that it would be sensible to implement certain physical security enhancement measures at the site and request that UNAMIR security office assist UNICEF security in assessing the needs at the facility, with a view to providing such materials as BTO (razor wire) and any other assistance that you feel can be offered.

I shall ask our logistics officer to liaise with you on this issue.

Sincerely,



S.L. Melesi
UN Security
Kigali, Rwanda

HUMANITARIAN ASSISTANCE CELL

T	INITIALS	DATE
CHAO		
HAC SO OPS	<i>[Signature]</i>	<i>22 8/8</i>
HAC EDP		
HAC OPS/LN		
HAC OPS/LN		
HAC OPS/LN		
HAC OPS/LN		
HAC OPS/LN		
C C <i>[Signature]</i>		

*put with displaced person
field.*

5/8/94

Security

République Rwandaise
Ministère de l'Intérieur et
du Développement Communal

Kigali, le 04/08/1994

N° 01/04.08

①

Général ROMEO Dallaire
Commandant de la MINUAR
KIGALI

Général,

Nous vous faisons parvenir une lettre de détresse émanant de M. NYANDWI Justin, ancien Bourgmestre de la Commune MUSAMBIRA. Il demandait sécurité au Commandant français de la "Security Zone" parce qu'il se sentait menacé par les INTERAHAMWE et d'autres extrémistes ainsi qu'une assistance pour revenir dans son foyer. Cette sécurité et cette assistance étaient demandées pour lui-même, sa famille et d'autres personnes sous sa protection: en tout 31 personnes au moins. Une copie de cette lettre a été réservée au Gouvernement rwandais.

A notre connaissance, le Commandant français n'a pas réagi à cet appel et nous nous inquiétons pour le sort de ces personnes, raison pour laquelle nous demandons à la MINUAR d'user de tous les moyens possibles pour secourir ces gens et les ramener chez eux.

Leur adresse est la suivante: NYANDWI Justin

C/O NDAYISHIMYE Joseph

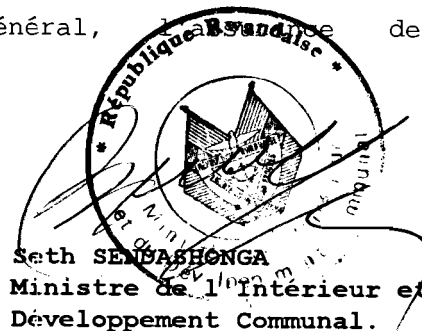
Secteur : GIHEKE

Cellule : MURAMBI

Commune : GISUMA

Préfecture : CYANGUGU

Veillez agréer, Général, la haute
considération.



Annexe : Copie de la lettre

CPI: - Monsieur le Président de la République Rwandaise
✓ Monsieur le Représentant Spécial du Secrétaire
Général de l'ONU.

④
HAC

Sent to Sect 4
for insertion. Don
until look into it today
on his visit. Please make follow
up.

1/2
7/8

UNITED NATION

NATION UNIES

ASSISTANCE MISSIONS TO RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR

MINUAR

SECURITY CLEARANCE FORM FOR RWANDA

1. FULL NAME	Joseph Bishop / on Coulter Tillet
2. NATIONALITY	U.K / USA
3. RANK (FOR MILITARY PERSONNEL)	N/A
4. PASSPORT NUMBER	3530120 / 34384
5. OCCUPATION WITH DESIGNATION AND NAME OF THE ORGANIZATION	UNITED NATIONS (UNREO)
6. DATE OF ENTRY TO RWANDA	6 Aug 1994
7. PLACES TO BE VISITED	Kigali
8. SPECIFIC PURPOSE OF THE VISIT	HUMANITARIAN OPERATIONS
9. TOTAL DAYS OF TOUR	45
10. NAME OF THE ORGANIZATION/S AND PERSON/S TO BE VISITED	UNAMIR / AMBASSADOR KAHN UNREO / MR HEIN

Convoy of 10 VEHICLES - Lorries and 4x4 /
Convoy to cross into RWANDA from GOMA,
Zaire!