

UNAMIR

PROGRAMME OF WORK  
(LEGAL ADVISER)

30 AUG 1994 - 16 OCT 1995

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INTEROFFICE MEMORANDUM

**Date:** 16 October 1995

**To:** Mr. Wilfrid de Souza, Executive Director

**Copied to:** Ms. Isel Rivero, Special Assistant to the SRSG  
Mr. Ncube, Chief, BOI Unit  
Ms. Rafii, Legal/Political Officer

**From:** Diego Zorrilla, Legal Officer *DZ*

**Subject:** Proposal of program of work

*This is a good  
framework. We may  
approve. See 17:10*

*SAS/*  
*Mr. Zorrilla prepared  
this at the request  
of ED. -*  
*Your information.*  
In response to your request, I have drawn a list of topics which I believe have legal  
relevance to UNAMIR and would therefore merit the attention of UNAMIR's legal  
advisers. In comparison with the "Programme/Areas of Work of the Legal Office" prepared  
last year (attached), you will notice that certain topics have been omitted.  
In particular, I believe that all legal administrative issues are already being dealt with by  
Mr. Ncube. As regards the program of rehabilitation of the Rwandese justice system, I  
believe liaison on this topic with UNDP and HRFOR is already ensured by Miss Rafii. In  
any case, the proposed list will need to be discussed and revised with Mr. Ncube and  
Miss Rafii.

I have attempted to be as comprehensive as possible. However, given my recent  
arrival to the mission, it is very likely that this list is not complete. I am of course ready  
to assist with any other issue you might consider of relevance to the mission.

I. Relations between UNAMIR and the Government of Rwanda

1. Renewal of UNAMIR's mandate: The current mandate expires on 8 December.  
The SRSG will be involved in consultations with the Government to discuss the form that  
the UN presence in Rwanda takes beyond that date.

**Action:** To provide, as requested, advice on the legal implications of any  
new mandate that might be established by the Security Council.

2. New SOMA proposed by the Government: The Government expects a response from UNAMIR to its proposed amendments to the current SOMA. The UNAMIR Committee set up to examine the proposal found it generally unacceptable. The SRSG, while respecting the Committee's views, wishes to give different consideration to those proposed amendments which are wholly unacceptable, those which could be subject to negotiation and those which could be accepted with minor changes of language. In this light, he has requested UN HQ's views on the proposed modifications.

**Action:** To follow-up with UN HQ's and to give advice as requested if eventually negotiations with the Government are held.

3. Privileges and immunities of UNAMIR and members of UNAMIR: The pattern of violations of the P&I granted to UNAMIR and its members increased in the past at the time the current mandate was being negotiated.

**Action:** To assist as requested in upholding UNAMIR's and UNAMIR members' privileges and immunities granted under the Convention and the current SOMA. To assist other UN bodies in Rwanda in having their P&I respected by the Government.

4. Requests received by the Government for donations of equipment: The Government has already made clear in the past that they expect donations of equipment from UNAMIR. These requests will obviously increase as the end of the mandate approaches.

**Action:** To liaise, together with the CAO, with the Department of Administration and Management at UN HQ in order to provide the Government with an answer to its requests.

## II. Relations between UNAMIR and its contractors

1. Problems linked to the status of contractors: Problems have existed in the past with two separate sets of requests from the Government:

a) Requests for payment of custom duties on goods imported by contractors for UNAMIR's exclusive use. This problem arose in connection with goods imported by ECONOMAT. Importation of such goods is covered both by the SOMA and the CPI. Requests for payment of such customs duties do not seem to be the focus of the Government's attention anymore;

b) Requests for payment by contractors of social security taxes and, more important, direct taxes on the profit made by these contractors in Rwanda (impôt sur le revenu). Two issues need to be considered in this connection: whether contractors have or do not have to pay such taxes, and whether, according to the terms of each particular contract, UNAMIR has to reimburse contractors if such payments are made.

**Action:** To liaise with the Office of Legal Affairs in order to clarify our contractors' and UNAMIR's position with regard to these requests. To assist

contractors in their relations with the Government.

2. Investigation on food rations in the open market: The appearance of ECONOMAT and ES-KO food rations in the open market is a matter of the highest concern. Responsibilities need to be immediately clarified.

**Action:** To liaise with the CAO's office and the Military Police in order to recommend an adequate course of action to the SRSG.

### III. Prison situation:

1. UN locally-recruited staff detained in Rwandese prisons: As of today, some 20 UN locally-recruited staff are being detained. In most cases, the general charge is to have participated in the genocide. It is however likely that most, if not all, of these arrests have been irregularly made. UNAMIR has the right and the obligation to ensure that the P&I of these staff (to "be immune from legal process in respect of words spoken or written and all acts performed by them in their official capacity") have not been violated by their arrest. In practical terms, this implies to closely follow the judicial dossiers (if any) of all these staff and to insist that they appear before the "Commissions de Triage".

**Action:** To visit, together with the CSO, these prisoners. To liaise with other UN agencies (particularly HRFOR) and ICRC in order to determine their condition. To get access to their judicial files and, with due respect to Rwanda's jurisdiction upon them, to request that their situation be regularized.

2. Rehabilitation of the prison system: While this is part of the overall program for the rehabilitation of the justice system, the SRSG has a special responsibility with regard to the comprehensive action plan on this issue.

**Action:** To assist, as requested, with the follow-up of the implementation of this program.

### IV. International Tribunal

1. Security arrangements for the Office of the Prosecutor: Mr. Manlowe will be visiting Kigali on or about 24 October in order to discuss with UNAMIR and UNDP security arrangements for the Office of the Prosecutor.

**Action.** To liaise, together with the CSO, with the Office of the Prosecutor, UNDP and the UN Security Coordinator, in order for the necessary security arrangements to be established.

2. Facilities at Arusha: UNAMIR will have to assist with the implementation of any plan to get the Tribunal operational in Tanzania. Concerns exist with respect to security, logistics and communications for the Tribunal.

**Action:** To follow-up, together with the CAO's office, on arrangements made with respect to the Arusha International Conference Centre.

3. International Tribunal's activities:

**Action:** To follow-up developments.

V. Rwanda legal system:

**Action:** To follow-up developments. Following the recent appointment of Judges of the Supreme Court, the activities of the judiciary are likely to gain some momentum.

Thank you for your time and consideration.



**(UNAMIR)**

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

**DATE:** 26 September 1994

**FROM:** I. Minta *IM*  
Legal Adviser, OSRSG

**SUBJECT:** Programme/Areas of Work of the Legal Office

*SKS*  
*Seeu comprehensive*  
*See*  
*ED*

I would like to propose the following as the areas of work of the Legal Adviser and Legal Officers. I stand ready to discuss this with you, at your convenience, together with such other colleagues as you may wish to invite.

1. The Mandate of UNAMIR

To keep track of the evolution of the mandate and its component parts for purposes of providing legal advice as necessary.

2. Mediating the Rwandan Problem

All necessary legal work in this regard.

3. UNAMIR Forces

All legal issues pertaining to their security operations.

4. Law and Order/Policing Issues

To keep track of who is responsible for what, under what laws, in Rwanda.

5. Human Rights and Humanitarian Law

Legal issues raised in Secretary-General's reports on Rwanda, and requests for legal work made in Security Council resolutions, e.g. genocide investigations and trials.

*Int'l  
Tribunal*

6. Legal Protection, Privileges and Immunities of UNAMIR Personnel

7. Legal relationships with Rwandan Government and agencies

8. Legal relationships with neighbouring (and other) countries, as necessary, pertaining to implementation of the mandate.

9. UNAMIR's contracts

Advise on contracts being negotiated/entered into by UNAMIR. This is, perhaps, an administrative issue to be left to the Administration, but referenced to the Legal Adviser as necessary.

10. Legal issues relating to UNAMIR Staff

As under item 9 above.

11. Miscellaneous

Any other legal issues referred by SRSG or UNAMIR units.

12. Documentation

Law books and relevant instruments/documents are vital to the work of a Law Office. As there is no law library here that can be used, efforts must be made to gain access to such facilities/resources as quickly as possible. The following options may be pursued:

- (i) Contacts/access to University of Nairobi Law Faculty and Library;
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- (iii) Lawyers for Human Rights, Johannesburg;
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## INTEROFFICE MEMORANDUM

**Date:** 16 October 1995

**To:** Mr. Wilfrid de Souza, Executive Director

**Copied to:** Ms. Isel Rivero, Special Assistant to the SRSG  
Mr. Ncube, Chief, BOI Unit  
Ms. Rafii, Legal/Political Officer

**From:** Diego Zorrilla, Legal Officer *DZ*

**Subject:** Proposal of program of work

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By comparison with the "Programme/Areas of Work of the Legal Office" prepared by Mr. Minta last year (attached), you will notice that certain topics have been omitted. In particular, I believe that all legal administrative issues are already being dealt with by Mr. Ncube. As regards the program of rehabilitation of the Rwandese justice system, I believe liaison on this topic with UNDP and HRFOR is already ensured by Miss Rafii. In any case, the proposed list will need to be discussed and revised with Mr. Ncube and Miss Rafii.

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**Action:** To follow-up developments.

V. Rwanda legal system:

**Action:** To follow-up developments. Following the recent appointment of Judges of the Supreme Court, the activities of the judiciary are likely to gain some momentum.

Thank you for your time and consideration.



**(UNAMIR)**

**TO:** Dr. A. Kabla  
Executive Director

**DATE:** 26 September 1994

**FROM:** I. Minta *IM*  
Legal Adviser, OSRSG

**SUBJECT:** Programme/Areas of Work of the Legal Office

*3/25/94*  
*Secur comprehensive*  
*See*  
*ED*

I would like to propose the following as the areas of work of the Legal Adviser and Legal Officers. I stand ready to discuss this with you, at your convenience, together with such other colleagues as you may wish to invite.

1. The Mandate of UNAMIR

To keep track of the evolution of the mandate and its component parts for purposes of providing legal advice as necessary.

2. Mediating the Rwandan Problem

All necessary legal work in this regard.

3. UNAMIR Forces

All legal issues pertaining to their security operations.

4. Law and Order/Policing Issues

To keep track of who is responsible for what, under what laws, in Rwanda.

5. Human Rights and Humanitarian Law

Legal issues raised in Secretary-General's reports on Rwanda, and requests for legal work made in Security Council resolutions, e.g. genocide investigations and trials.

*Int'l*  
*tribunal*

6. Legal Protection, Privileges and Immunities of UNAMIR Personnel

7. Legal relationships with Rwandan Government and agencies

8. Legal relationships with neighbouring (and other) countries, as necessary, pertaining to implementation of the mandate.

9. UNAMIR's contracts

Advise on contracts being negotiated/entered into by UNAMIR. This is, perhaps, an administrative issue to be left to the Administration, but referenced to the Legal Adviser as necessary.

10. Legal issues relating to UNAMIR Staff

As under item 9 above.

11. Miscellaneous

Any other legal issues referred by SRSG or UNAMIR units.

12. Documentation

Law books and relevant instruments/documents are vital to the work of a Law Office. As there is no law library here that can be used, efforts must be made to gain access to such facilities/resources as quickly as possible. The following options may be pursued:

- (i) Contacts/access to University of Nairobi Law Faculty and Library;
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(UNAMIR)

TO: Dr. A. Kabia  
Executive Director

DATE: 26 September 1994

FROM: I. Minta  
Legal Adviser, OSRSG

SUBJECT: Programme/Areas of Work of the Legal Office

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Legal issues raised in Secretary-General's reports on Rwanda, and requests for legal work made in Security Council resolutions, e.g. genocide investigations and trials.

6. Legal Protection, Privileges and Immunities of UNAMIR Personnel

cf. HRC; Spec. Rep.; Comm. Experts; HCR; etc.  
1946 Conv.; Status Agreement; Min. Foreign Affairs

7. Legal relationships with Rwandan Government and agencies

Foreign Affairs; Interior; Justice

(incl. issued "local staff" from neighboring countries: Ken  
immigration & work-rights in Rwanda)

8. Legal relationships with neighbouring (and other) countries, as necessary, pertaining to implementation of the mandate. SRS G | FC | DFC

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Advise on contracts being negotiated/entered into by UNAMIR. This is, perhaps, an administrative issue to be left to the Administration, but referenced to the Legal Adviser as necessary.

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} → Radio UNAMIR

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but check

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- (v) Office of Legal Affairs, New York;
- (vi) Dag Hammarskjöld Library, New York.



**- NOTE TO SRSG -**

1. Following your approval of the attached proposal to establish within the OSRSG a consolidated UNAMIR Office of Legal Affairs, I am suggesting for your approval the course of action outlined below to give effect to that proposal.

2. It appears that the following three UNAMIR staff members are performing various legal tasks:

- (i) Mr. Mtshana Ncube (P4), currently serving as Chief, Boards of Inquiry, Administrative/Legal Officer, in the CAO's Office;
- (ii) Ms. Ladan Rafii (P2), currently serving as a Political/Legal Officer in the OSRSG;
- (iii) Mr. Elvis Bazawule (UN Volunteer), currently assisting Mr. Ncube as Administrative/Legal Officer.

3. If you agree, the Chief Civilian Personnel Officer (CCPO) would be requested, in accordance with established procedures, to take the necessary administrative measures to reassign Mr. Ncube and Mr. Bazawule to the Office of Legal Affairs in the OSRSG, it being understood that Ms. Rafii will continue to serve in that Office in her present capacity. Mr. Ncube would be designated Legal Adviser and Ms. Rafii, in view of her grade and seniority, would serve as Officer-in-charge in the absence of the Legal Adviser. Mr. Bazawule, the UN Volunteer, would be designated Legal Officer.

4. Finally, the Legal Adviser would be requested, in consultation with the Executive Director and the CAO, to propose for your approval, specific tasks and responsibilities to be assigned to each of the staff members in the Office of Legal Affairs.

Sammy Kum Buo  
12 September 1995

cc. Executive Director  
CAO

Generally, I favour the setting up of a Legal Unit which would advise the whole mission including the military. I would like to see a CAO's opinion particularly with regard to the fact that Mr. Ncube would be expected to assume full charge (as senior member) which may lead to his primary work in Administration suffering. We need also to obtain OZA's approval of the proposed arrangement.

CAO  
ED for review

Proquy  
12.9.



NOTE TO THE SRSG

In accordance with your request during our recent discussions on the matter, the following is my proposal for the establishment of a special legal unit within the Office of the SRSG which would be referred to as the Office of Legal Affairs in the Office of the SRSG.

The creation of this new unit would allow the integration of all sources of legal expertise within UNAMIR so that all legal matters pertaining to the mission would be covered and dealt with by a single entity instead of the current disparate arrangement. Under this proposed plan, one or more legal officers could be assigned to deal specifically with matters concerning contracts, finance and other administrative matters. Another could be designated to work on host country relations (such as issues involving the SOMA) and other legal work of a mainly political nature. We could also have a legal officer dealing principally with legal matters concerning UNAMIR's military component.

The justification for the above reorganization is that it provides the SRSG, who is the overall head of mission at UNAMIR, with an integrated and well-coordinated legal structure best suited to serve the needs of this mission. It would also avoid duplication in the work of our legal officers. More importantly, however, there is now a general recognition that all legal matters, even those related to administration, have political connotations.

Based upon the above, the most senior legal officer at UNAMIR would be designated as Legal Adviser, responsible for supervising other legal personnel who would be designated as Legal Officers. The Legal Adviser, in consultation with the Executive Director and with the SRSG's approval, would assign specific tasks and areas of responsibility to each of the Legal Officers in his team.

  
Sammy Kum Buo  
Acting Executive Director  
7 September 1995

cc: ED  
CAO

*I agree with this proposal.*

*Shaharyar Khan*  
8.7.



NOTE TO THE SRSG

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A handwritten signature in black ink, appearing to read "Sammy Kum Buo".

Sammy Kum Buo  
Acting Executive Director  
7 September 1995

cc: ED  
CAO

195 SEP -5 12 13  
UNITED NATIONS  
ASSISTANCE MISSION FOR RWANDA  
UNAMIR - MINUAR

NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

CRN-306

OUT-GOING CODE CABLE

TO: ANNAN, UNATIONS, NEW YORK  
INFO: RIZA, UNATIONS, NEW YORK  
FROM: SHAHARYAR M. KHAN, UNAMIR, KIGALI *Shaharyar M. Khan*  
DATE: 5 September 1995  
NO: MIR 3142  
NO. OF PAGES: 15  
SUBJECT: DOCUMENTS PERTAINING TO UNAMIR'S LEGAL PROBLEMS

1. We would appreciate it if you could forward the attached correspondence to the attention of Mr. Diego Zorilla, who is currently working for DPKO in New York, but who is scheduled to be reassigned to UNAMIR in the near future. The documents pertain to the legal difficulties being encountered by UNAMIR vis à vis the Rwandese Government with respect to the Status of Mission of Agreement, particularly with regard to the status of UNAMIR contractors. We hope that Headquarters will be able to resolve these outstanding issues prior to Mr. Zorilla's arrival in Kigali.

2. Best regards.

*SRSG*

UNAMIR  
95 SEP -5 13 12 28



UNAMIR - MINUAR

OUTGOING FAX NO.

6310

PAGE 1 OF 1

MIR NO.

3056

MISC NO.

TO: MR. I. RIZA DPKO NEW YORK	FROM: SHAHARYAR M. KHAN SRSG UNAMIR KIGALI, RWANDA
	DATE: 31 AUGUST 1995
FAX NO: 3.9222	PHONE: 212-963-3930 FAX NO: 212-963-3090
	SECTION: OSRSG

1. Reference your telegram dated 25 August 1995.
2. UNAMIR has two legal advisors, one attached to the Administration (Mr. Nkuba) who deals essentially with claims, enquiries and issues related exclusively to administration. He already has an extremely heavy load to carry. The Legal Adviser attached to the political section deals with wider issues of diplomatic status, privileges and immunities, vetting contracts and SOMA. This post was occupied by Mr. Ike Minta who left this mission several weeks ago. His post is vacant and is being temporarily filled by Miss Ladan Rafii. The two posts are separate and cannot realistically be merged as they deal with different issues.
3. We would welcome a replacement for Mr. Minta to continue the important legal work with political overtones. Notably our current concerns are a) negotiating the amendments to SOMA to be proposed by the Rwandese government, b) the issue of privileges and immunities being extended to our contractors (eg Brown & Root, Economat, etc.), our code cable no. 2798 refers.
4. Accordingly we shall be glad to have Mr. Diego Zorilla take over, even temporarily, the post of Legal Adviser in this mission.

Regards.

13 AUG 95  
UNAMIR



**TO:** Mr. Sammy Buo  
Senior Political Adviser

**DATE:** 13 June 1995

**FROM:** I. Minta *IGC*  
Legal Adviser

**SUBJECT:** Assignment of Secretary

I was asked for comments on the just-issued staffing situation in OSRSG, and I notice that Ms. Abeba Kifle is listed under both the Legal Section and the Spokesman's Office. It was my understanding previously that Abeba was to assist the Spokesman's Office only on a temporary basis, to which I had no objections. But now it is quite clear that the workload of both Sections is too much for one Secretary. I would therefore like to suggest that the Spokesman's Office be assigned a full-time Secretary as soon as possible.

If there is still the need for two Sections to share a Secretary, I think the combined workload of the Sections in question must be taken into account.

**cc:** ED



(UNAMIR)

TO: Dr. A. Kabia  
Executive Director

DATE: 26 September 1994

FROM: I. Minta  
Legal Adviser, OSRSG

SUBJECT: Programme/Areas of Work of the Legal Office

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Keolinta  
↓

Refie

(1) for your information

(2) Please do a file note on the meeting you attended this morning with the Force Commander, and the requests made to us. Just for the record. Copy to Dr Kabia

(3) Pending discussion of this memo with

Dr Kabia, you may start working on any

of the items here, according

to your own preferences. Just let

me know what you'll be comfortable with.

1. The Mandate of UNAMIR

To keep track of the evolution of the mandate and its component parts for purposes of providing legal advice as necessary. (Coord/other UN Agencies)

2. "Mediating" the Rwandan Problem (SRSG's good offices role)

All necessary legal work in this area.

3. UNAMIR Forces

All legal issues pertaining to their security situations.

4. Law and Order/Policing Issues

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1946 Convention; Status Agreement

Legal relationships with Rwandan Government and agencies

KE

8. Legal relationships with neighbouring (and other) countries, as necessary, pertaining to implementation of the mandate.

9. UNAMIR's contracts

Advise on contracts being negotiated/entered into by UNAMIR. This is, perhaps, an administrative issue to be left to the Administration, but referenced to the Legal Adviser as necessary.

10. Legal issues relating to UNAMIR Staff

As under item 9 above.

11. Miscellaneous

Any other legal issues referred by SRSG or UNAMIR units.

12. Documentation

Law books and relevant instruments/documents are vital to the work of a Law Office. As there is no law library here that can be used, efforts must be made to gain access to such facilities/resources as quickly as possible. The following options may be pursued:

- (i) Contacts/access to University of Nairobi Law Faculty and Library;
- (ii) Ministry of Justice, Nairobi;
- (iii) Lawyers for Human Rights, Johannesburg;
- (iv) Direct purchases of necessary books/documents from publishers;
- (v) Office of Legal Affairs, New York;
- (vi) Dag Hammarskjold Library, New York.

*UN/Nairobi library*



**(UNAMIR)**

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

**FROM:** I. Minta *IM*  
Legal Adviser, OSRSG

**DATE:** 26 September 1994

**SUBJECT:** Programme/Areas of Work of the Legal Office

*Seems comprehensive!*  
*See*  
*ED*

I would like to propose the following as the areas of work of the Legal Adviser and Legal Officers. I stand ready to discuss this with you, at your convenience, together with such other colleagues as you may wish to invite.

1. The Mandate of UNAMIR

To keep track of the evolution of the mandate and its component parts for purposes of providing legal advice as necessary.

2. Mediating the Rwandan Problem

All necessary legal work in this regard.

3. UNAMIR Forces

All legal issues pertaining to their security operations.

4. Law and Order/Policing Issues

To keep track of who is responsible for what, under what laws, in Rwanda.

5. Human Rights and Humanitarian Law

Legal issues raised in Secretary-General's reports on Rwanda, and requests for legal work made in Security Council resolutions, e.g. genocide investigations and trials.

6. Legal Protection, Privileges and Immunities of UNAMIR Personnel

7. **Legal relationships with Rwandan Government and agencies**

8. **Legal relationships with neighbouring (and other) countries**, as necessary, pertaining to implementation of the mandate.

9. **UNAMIR's contracts**

Advise on contracts being negotiated/entered into by UNAMIR. This is, perhaps, an administrative issue to be left to the Administration, but referenced to the Legal Adviser as necessary.

10. **Legal issues relating to UNAMIR Staff**

As under item 9 above.

11. **Miscellaneous**

Any other legal issues referred by SRSB or UNAMIR units.

12. **Documentation**

Law books and relevant instruments/documents are vital to the work of a Law Office. As there is no law library here that can be used, efforts must be made to gain access to such facilities/resources as quickly as possible. The following options may be pursued:

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- (iv) Direct purchases of necessary books/documents from publishers;
- (v) Office of Legal Affairs, New York;
- (vi) Dag Hammarskjold Library, New York.



TO: All Professional Staff  
OSRSG, UNAMIR

FROM: Shaharyar M. Khan  
SRSG, UNAMIR, Kigali

DATE: 30 August 1994

SUBJECT: Delineation of functions in the Office of the Special Representative  
of the Secretary-General

**Dr. Abdul Hamid Kabia - Executive Director**

Responsible for the overseeing of all aspects of the Mission; Coordinates the activities of the officers/advisers in the Office of the Special Representative; Provides political advise and analysis to the Special Representative and the Force Commander and supports them in pursuing the Secretary-General's good offices and peace keeping operations; Accompanies the Special Representative to meetings with government ministers and other senior officers of the government and political forces; Maintains coordination between the Office of the Special Representative and the Force Commander so as to harmonize political and military strategy; Assists the Special Representative in promoting national reconciliation and acts on his behalf as required.

**Mr. Pierre Mehu - Spokesman**

Serves as Spokesman for the Special Representative; Responsible for official dissemination of information to the press and the public regarding the work of the mission and the local conditions affecting same; Advises the Special Representative and the Force Commander on questions concerning relations with the press; Informs the Special Representative and United Nations Headquarters of pertinent political developments. Advises on matters relating to UNAMIR radio broadcasts.

**Mr. S.K. Buo - Political Adviser**

Monitors the local political situation in Rwanda and the neighbouring countries as well as maintains liaison with all the political forces; Undertakes research and analysis of political developments and advises the SRSG accordingly; Coordinates the preparation of reports required by UN organs including the Security Council; Maintains liaison with diplomatic missions and regional organizations in Rwanda; Assists the SRSG and the Executive Director as required.

**Ms. Isel Rivero - Senior Political Affairs Officer**

Maintains liaison with the military on behalf of the OSRSG and attends military briefings; Supervises the preparation of situation reports and other communications to HQ; Maintains liaison with government ministers and other national leaders; Prepares reports on current local, national and regional developments; Serves as Special Assistant to SRSG pending the appointment of the Special Assistant; Assists the SRSG and the Executive Director as required.

**Mr. B.D. Dessande - Chief, Protocol and Visitors Bureau**

Responsible for all matters relating to Protocol and the Visitors Bureau; Coordinates all visits and meetings involving UNAMIR, including organizing and facilitating the official schedule of the Special Representative; Monitors security arrangements for the SRSG and recommends policies and actions as required; Maintains liaison with diplomatic missions and regional organizations in connection with protocol and related functions.

**Mr. Zena Zekelle - Political Affairs Officer, Sector 4C****Mr. Ala Almoman - Political/Protocol Affairs Officer, Sector 4B****Mr. Milos Struggar - Political Affairs Officer, Sector 4A**

Provides political advice to the commanding officer of the UNAMIR military component in the relevant Sector in the Southwestern region of Rwanda; Monitors local situation and reports political developments in the area to the Office of the Special Representative; Assists the government in the re-introduction of civil administration in the area and promotes national reconciliation, in cooperation with the local administration; Disseminates information on the activities and programmes of UNAMIR, UN Agencies and NGOs.

**Mr. Isaac Minta - Legal Adviser**

Responsible for overall review and analysis of the Programme of the UNAMIR according to its mandate and report on same to the Special Representative; Reviews all legal documents received by or emanating from UNAMIR; Advises the Special Representative on all legal matters related to the implementation of the UNAMIR mandate and oversees the work of the other Legal Affairs Officers in the Mission.

**Mr. A.B. Siddique Dao - Humanitarian Assistance Officer**

Oversees and coordinates the humanitarian assistance efforts of United Nations agencies, bilateral donors, non-governmental organizations and other concerned institutions; Develops strategies for effective distribution of humanitarian assistance and prepares reports on Humanitarian relief operations; Advises the Special Representative on all matters relating to Humanitarian Assistance and acts on behalf of the Director of the Office for the coordination of Humanitarian Assistance.

**Ms. Brenda - Information Officer**

Responsible for the collection from all available sources of information relevant to the mission, including political, social and economic developments which could affect the area; prepares material for public dissemination and assists the Spokesman in his duties as required.

**Ms. Kristen Scott - Political Affairs Officer**

Undertakes research and assessment of political situation in the country and prepares the daily and weekly situation reports under the guidance of the Senior Political Affairs Officer; Assists the Information Unit as required pending the arrival of the additional Information Officers; Prepares notes on meetings and assists senior officers as required. Monitors follow-up Action on RENP.

**Ms. Ladan Rafii**

Assists the legal adviser in the execution of his responsibilities; Undertakes review of documents with legal implication under the guidance of the legal adviser; Assists the SRSG and Executive Director as and when required.

cc: FC  
DFC  
CAO