



Moves to Strengthen Relationship with Rwandan Genocide Survivor Groups Initiated

The International Criminal Tribunal for Rwanda (ICTR) last month initiated major moves to strengthen its relationship with the Rwandan Genocide Survivor Groups.

This took place during a successful five-day visit to Rwanda by an ICTR delegation led by the Chief of External Relations and Strategic Planning Section and Spokesperson of the Tribunal, Mr. Roland Amoussouga. Mr. Amoussouga held discussions with the survivor groups and senior government officials.



Umusanzu mu Bwiyunge, ICTR Information and Documentation Centre, Kigali

On behalf of the Registrar of the

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Tribunal, Mr. Amoussouga met and held discussions with Ms. Dancilla Mukandoli, President of AVEGA, Ms. Immaculée Mukankubito, Second Vice-President of IBUKA, Ms. Agnes Mukabaranga, Secretary-Deputy and Member of the Human Rights Commission at the National Assembly, Mr. Gerald Gahima, Prosecutor General of the Supreme Court, and Ms. Zaïnabo Sylvie Kayitesi, President of the Rwandan Human Rights Commission.

The candid and cordial discussions addressed issues of mutual concerns from both parties and ways to iron out differences which have cropped up in the past. These include smooth provision and facilitation of witnesses on the trials going on before the Tribunal and ensuring that a sustainable channel of communication between the parties is maintained open at all times. IBUKA and

AVEGA suspended close cooperation with the Tribunal early 2002.

It is the Tribunal's intention to revive, pursue and develop a better and harmonious working relationship with the two organisations.

The parties also discussed about the welfare of genocide witnesses and victims as well as matters concerning international justice.

This was an ice-breaking meeting taking into consideration problems encountered in the past in maintaining a harmonious relationship. Smooth co-operation between the parties will play a major role in ensuring that the Tribunal fulfils its mandate and successfully implements its completion strategic plan by the year 2008.

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Common Ground for Advancing the Cooperation Between the ICTR and the Tanzanian Government Senior Officials

A joint facilitation Committee meeting between senior officials of the host Government and of the ICTR took place on 18 July 2003 at the ICTR on the invitation of the ICTR in order to discuss the long outstanding pending issues of mutual interest between the two parties.

The meeting was moderated by Mr. Roland Amoussouga, ICTR Chief of External Relations and Strategic Planning. The delegation of the host Government was led by Mr. Phillemon Luhanjo, Permanent Secretary, Ministry of Foreign Affairs and International Cooperation while the ICTR delegation was headed by Mr. Adama Dieng, ASG and ICTR Registrar.



Mr. Dieng addressing the meeting

The pending issues discussed included, *inter alia*, security of the Tribunal and staff, Value Added Tax (VAT), commissary and the stationing of a Foreign Affairs Representative in Arusha, replacement of vehicles imported by international staff members below P-4 level, resident/work permits for the non-Tanzanian locally recruited staff members and agreement on the United Nations Detention Facilities (UNDF).

The status of the issues as discussed is as follows in brief:

- A Tanzanian Police Task Force is expected to be assigned exclusively for the Tribunal. A draft Agreement between the two parties is being considered and logistical requirements are being worked out.
- The Tanzanian Government is considering the possibility of issuing tax-exempt numbers to ICTR to facilitate local purchase transactions.
- Regarding the Commissary, the ICTR will form a consumers' committee to meet with the provider of services to see how best the staff could benefit out of it.
- The Tanzanian Government does not see the value of stationing a full-time responsible officer in Arusha.
- The granting of resident/work permits to the locally recruited non-Tanzanian staff as an exception is under consideration.

- The ICTR requested that ALL international staff members should be able to import duty-free vehicles and replace them after every three years irrespective of their levels, which has been the practice in Kenya. The Tanzanian Government is seriously considering this request and sees no problem in principle.
- The UNDF Agreement will be finalized in the near future.

In short, there was significant progress on most of these issues. Ms. Michelle Lee, the new Chief of the Division of Administrative Support Services, has promised to aggressively pursue the issue of vehicle replacement and other issues in succession so that tangible results are obtained in due course.



ICTR/Tanzanian Government senior officials and members of the Joint Facilitation Committee at the closure of the meeting

In this regard, both parties have established a common ground, and agreed to meet regularly to advance their mutual concerns. The next meeting will be held in Dar-es-Salaam early next year.

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Registrar Tours West Africa

On the eve of the Conference of the African Union Heads of State and Government held in the second week of July 2003 in Maputo, Mozambique, a delegation led by Mr. Adama Dieng, Registrar of the International Criminal Tribunal for Rwanda (ICTR) met with the Heads of State of the Republic of Burkina Faso, Mali and Senegal in West Africa in an attempt to further sensitize the African leaders about the challenges facing the ICTR towards achieving a successful completion strategy of its mission as well as enlisting political support of the African Union to the work of the Tribunal.

The ICTR delegation, which included Mr. Roland Amoussouga, Chief of External Relations and Strategic Planning Section (ERSPS) and Mr. Mandiaye Niang, Personal Assistant to the Registrar, met in Ouagadougou (Burkina Faso) on 26 June 2003 with His Excellency Blaise Compaoré, President of the Republic of Burkina Faso, the Ministers of Justice and Foreign Affairs of the Government of Burkina Faso; in Cotonou (Benin) on 27 June 2003 with His Excellency Dorothé Sossa, Minister of Justice, Legislation and Human Rights of the Government of the Republic of Benin; in Bamako (Mali) on 30 June 2003 with His Excellency

Amadou Toumani Touré, President of the Republic of Mali and the Justice and Foreign Affairs Ministers of Mali, and in Dakar (Senegal) on 2 July 2003 with His Excellency Abdoulaye Wade, President of the Republic of Senegal.



The Registrar with His Excellency Blaise Compaoré, President of the Republic of Burkina Faso

The ICTR delegation provided in-depth briefings to the respective Authorities of these West African States regarding the progress of the ICTR judicial activities and the challenges to be overcome in order to achieve a successful completion of its mission in the next five to seven years. The Registrar made an urgent appeal for



The Registrar with His Excellency Amadou Toumani Touré, President of the Republic of Mali

political, material and operational support of the Heads of State of the African Union to ensure that the suspects/accused persons who are still at large in the territories of the African Union are apprehended. He further explored with the African leaders ways and means to improve the level of cooperation so far enjoyed by the ICTR.

In addition, the Registrar held extensive discussions about the nature and scope of the assistance and cooperation sought from the African States. He expressed the heartfelt gratitude of the Tribunal for the much-appreciated and continued support extended by their Governments to the Tribunal since its inception.

Responding to the Registrar's appeal for support, the Heads of State of Burkina Faso, Mali and Senegal



Working session with ICTR prisoners in Mali

welcomed the ICTR initiative and assured the ICTR delegation of their commitment to sensitize their respective constituencies about the commendable achievements of the ICTR in putting an end to a long prevailing culture of impunity on the African continent. Meanwhile, the three Heads of State paid tribute to the work of the Tribunal and graciously accepted the ICTR's invitation to visit the Tribunal in Arusha in the near future, as a show of support to its dedicated staff and its significant achievements.

In the meantime, the Government of Senegal agreed in principle to follow the precedent set by the Republic of Mali in the area of enforcement of sentence handed down by the ICTR. It is hoped that the Republic of Burkina Faso will also follow.

While in the Republic of Benin, The Registrar discussed with the Minister of the Republic of Benin the



Mr. Dieng and Mr. Amoussouga in a meeting with UNESCO Chair on Human Rights and Democracy of the National University of Benin

implementation of the agreement signed with the United Nations concerning the enforcement of the ICTR sentences in Benin. The ICTR delegation visited the prison of Porto Novo selected to accommodate ICTR sentenced persons. The Registrar seized the opportunity to meet with the UNESCO Chair on Human Rights and Democracy of the National University of Benin, with a view of strengthening the existing scientific cooperation with the ICTR in the area of dissemination of the judicial output of the ICTR as well as the development of a legal doctrine based on the ICTR jurisprudence.

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ESARBICA Archives Conference

The Eastern and Southern African Regional Branch of the International Council on Archives [ESARBICA] held its XVII biennial conference at the Kaya Kwaga centre in Maputo, Mozambique, from 22-26 July. Dr. Joel das Neves Tembe, Director General, Arquivo Historico de Mocambique, was the host of the conference. The theme of the conference was 'Archives, Society and Good Governance'. Several organisations provided financial and material support, namely UNESCO, International Council on Archives [ICA], Norwegian Embassy and the High Commission of Canada. The chancellor of Universidade Eduardo Mondlane was the guest of honor and he remarked that the conference was an integral and important gathering highlighting information management in eastern and southern Africa.



Participants at the ESARBICA Archives Conference

The ICTR was represented by Tom Adami, Chief of the Judicial Records and Archives Unit, Court Management Section. The paper presented was entitled '*Halting the Rule of Impunity – Recordkeeping and International Jurisprudence*'. An extract from the paper presented states "*If tyrants and dictators can be made aware through actions of the international community that they will have to answer for their impunity through an established system of international criminal justice then they may think twice before they act. Any recordkeeper or archivist who has responsibility for the records of such judicial bodies must ensure that a full and accurate record is kept for future reference. Justice invariably relies on precedents and even to this day the*

Nuremberg and Tokyo war crime trials are referred to in the cases of ICTR." Later it was also stated "*.... [by] making publicly available the records and documents of the ICTR one will address several very important issues. These issues are central to the Rwandan community or in another sense the 'victims'. Catharsis, memory, teaching, law: the ICTR performs these different tasks at the same time. It is from these variations on the theme of genocide – in which the voices of accuser and accused, of witnesses and victims, of judges last of all, meld into one – that a judicial truth, unique but reproducible in the future, can be born.*"

Approximately 100 persons attended and there were several practical workshops held prior to the actual formal conference. During the informal sessions between presentations, many participants asked about the work of the Tribunal and it was encouraging that many people were supportive of the work of the ICTR. Many questions related to the use of the electronic recordkeeping system [TRIM] and how we preserve non-paper based judicial records.

It was mentioned to the participants of the conference that the ICTR would be organising a 'knowledge exchange' program in 2004-5. This would involve staff from national archives of selected African countries being brought to the Tribunal to assist the archival work while the participants also gain some insight into the workings of an international criminal justice organisation.

The consensus of the conference was that national archivists should do more to impress upon their ministers and/or permanent secretaries that good recordkeeping is the basis for good governance.

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ICTR Chambers' Legal Staff participate in colloquium about the Rwandan Judicial System

Fifteen ICTR Chambers' legal officers attended a colloquium held in Rwanda from 19 – 22 June 2003 entitled "*The Rwandan Judiciary: Justice, Accountability, and Reconciliation*". The purpose of the colloquium was to offer Chambers' legal staff an opportunity to observe Rwanda's multifaceted judicial experience; to observe the Gacaca communal judicial proceedings; and to study the general practice regarding prison sentences in the courts of Rwanda.

Representatives from the Rwandan Judiciary, including Chief Justice Siméon Rwagasore; Prosecutor General, Mr. Gerald Gahima; President of the Legal Reform Commission, Mr. Tharcisse Karugarama; Executive Secretary of Unity and Reconciliation Commission, Ms Fatuma Ndagiza; President of the Rwandan Bar Association, Mr. Jean Haguma; and Advisors to the Supreme Court for Gacaca Justice, Ms Geraldine



Umugwaneza and Mr. Augustin Nkusi, participated in informative and thought-provoking sessions with the Chambers' legal staff. The legal officers of the Chambers also attended a *Gacaca* proceeding in Kigali Rural and visited sites of the 1994 genocide.

Meanwhile, the Chambers hosted a seminar on 6 – 8 June 2003 concerning the rights of the accused and the rights of victims and witnesses. The eight lectures, as well as the discussions that followed, were led by Professor Michael Scharf, Director of the Cox Center War Crimes Research Office at Case Western Reserve University, School of Law in Cleveland, Ohio, USA, and by Ms Carla Ferstman, Director of the London-based REDRESS Trust, which seeks reparation for survivors of torture.

More than sixty individuals representing the Chambers, the Registry, the Defence, and the Office of the Prosecutor attended one or more of the lectures and discussion sessions.

Both seminars are part of an on-going series of lectures organized by the Chambers' Continuing Legal Education Committee.

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ICTR Judicial Calendar July to October 2003

Four trials involving ten accused are expected to commence in the second half of 2003: These are the *Gacumbitsi*, *Ndindabahizi*, and the two *Government* Cases.

Kajelijeli Case

Trial opened on 13 March 2001, restarted on 2 July 2001 in Trial Chamber II, composed of Judges Sekule (presiding), Maqutu and Ramarason. On 10 April 2002, the Prosecution closed its case. The Defence case opened on Monday 16 September 2002 and was adjourned on 12 December 2003. The session resumed on 31 March 2003 upto 31 May 2003. Prosecution and Defence closed their cases on 15 and 16 July 2003.

Gacumbitsi Trial

The *Gacumbitsi* trial started on Monday 28 July 2003 in Trial Chamber III, composed of Judges Vaz, Reddy and Egorov. Estimated duration of the Prosecutions case is three weeks, which would imply that the proceedings end on Friday 15 August 2003. The Defence will present their case on Monday 6 October 2003. The estimated length is three weeks and shall conclude on Friday 24 October 2003.

Ndindabahizi Trial

This trial is envisaged to commence on Monday 1 September 2003 and will be heard by Trial Chamber I composed of Judges Møse, Rachid and a third judge to be decided. The Prosecution hopes to conclude their case on 19 September 2003. The Defence will

probably commence their case on Monday 13 October 2003 and go until 31 October 2003.

Government cases

These trial will be heard as soon as possible after the conclusion of the *Gacumbitsi* case, probably from Monday 3 November 2003 until the middle of December. They will be heard by two sections in Trial Chamber III. One section will be composed of Judge Vaz with two *ad litem* judges. The other section will be composed of Judge Rachid, one *ad litem* judge and a permanent judge to be decided after consultations.

Other trials

The Military trial continues from Monday 1 September to Friday 3 October 2003, and from Monday 3 November to Wednesday 17 December 2003. On 15 July 2003, Trial Chamber II decided that the *Butare* trial continues with a substitute judge under Rule 15bis(D). The scheduling of further proceedings in this case depends on the decision of the Appeal Chamber. The hearing of closing arguments in the *Cyangugu*, *Kamuhanda* and *Media* trials remain as decided by the Trial Chambers.

The aforementioned cases are to be heard by six trial Chamber sections. The above planning implies that six Trial Chamber sections will hear the following six cases: *Butare*, *Military*, *Gacumbitsi*, *Ndindabahizi* and the two *Government* cases. This plan is based on twin-tracking and consecutive use of court rooms. For example, the *Ndindabahizi* will be heard in shifts with the *Military* trial. The *Military* trial will be scheduled in the morning (08:30-13:00 and the *Ndindabahizi* case is heard in the afternoon 14:00-19:00). Please note that it may be necessary to have Friday afternoon shifts during the shift period depending on Chamber's decision.

This is a tentative schedule and there may be slight deviations due to the progress of the cases and unforeseen circumstances.

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Judge Khalida Rachid Khan Appointed to the ICTR

The United Nations Secretary-General, Kofi Annan, has appointed Judge Khalida Rachid Khan of Pakistan as a permanent Judge of the ICTR. Judge Khan replaces Judge Mansoor Ahmed, also of Pakistan.

Effective from 7 July 2003, Judge Khan's appointment will last until 24 May 2007.

Judge Khan has extensive judicial experience in Pakistan. She began her career as a judge in 1974, and served as a Senior Civil Judge in Peshawar from 1978. From 1981 to 1982 she worked as Special Judge in the anti-corruption Peshawar and Hazara Division.

In 1994, Judge Khan became the first woman to be appointed to the Peshawar High Court. She was also the

first woman to serve in Pakistan as a District and Sessions Judge.

Judge Khan is the fourth woman to serve as a Permanent Judge of the ICTR's Trial Chambers, following former ICTR President Navanethem Pillay, and current Judges Andrésia Vaz and Arlette Ramarason. Judge Inés Monica de Weinberg Roca is currently serving in the ICTR Appeals Chamber.

Judge Rachid Khan is expected in the second half of August 2003.

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**Ad Litem Judges to Arrive
Later This Year**

On 26 June 2003 the United Nations General Assembly elected 18 *ad litem* judges to the ICTR. The President of the Tribunal, Judge Erik Møse, has already been in consultation with some of these judges to clarify their availability.

It is expected that the *ad litem* judges will arrive at the ICTR in September or October, depending on the exact dates of some of the new trials. It is to be noted that that under the terms of Security Council Resolution 1431 (2002), only four *ad litem* judges can serve at any one time.

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**Tribunal Gets New
Chief of Administrative Support
Services (DASS)**

The ICTR has a new Chief of DASS. With effect from 1 July 2003, Ms. Michelle Lee has been serving as Chief of the Division of Administrative Support Services at the Tribunal.

Ms. Lee brings a wealth of experience and knowledge to the role. She holds a Master of Public Administration degree from Baruch College, City University of New York (CUNY).



Ms Michelle Lee, Chief, Division of Administrative Support Services

Since joining the United Nations in September 1974, Ms. Lee has held a number of positions in the Secretariat and in Offices away from Headquarters. She has also served in various Duty Stations and Missions, such as United Nations Office in Nairobi (UNON), Economic and Social Commission for Asia and the Pacific, Bangkok (ESCAP), United Nations Transition Assistance Group (UNTAG) in Namibia, United Nations Protection Force (UNPROFOR) in the former Yugoslavia and United Nations Assistance Mission in Sierra Leone (UNAMSIL).

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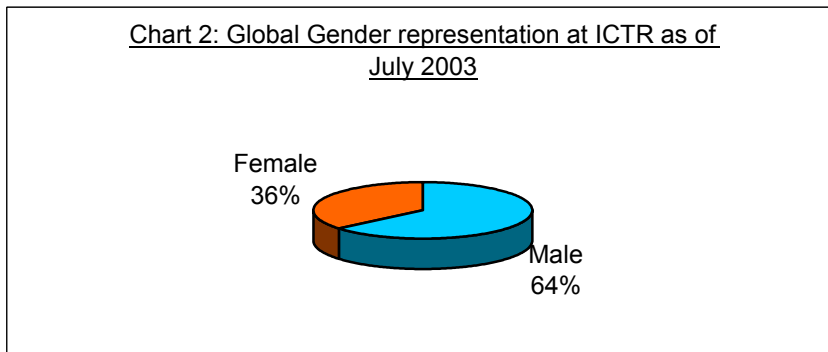
Staffing Situation and the Geographical Representation at the International Criminal Tribunal for Rwanda (UN-ICTR) (July 2003)

1. As of July 2003, the tribunal had a Human Resources capacity of 834 staff members.
2. The headquarters of the tribunal are in Arusha, Tanzania with other duty stations and staff distributed as follows;

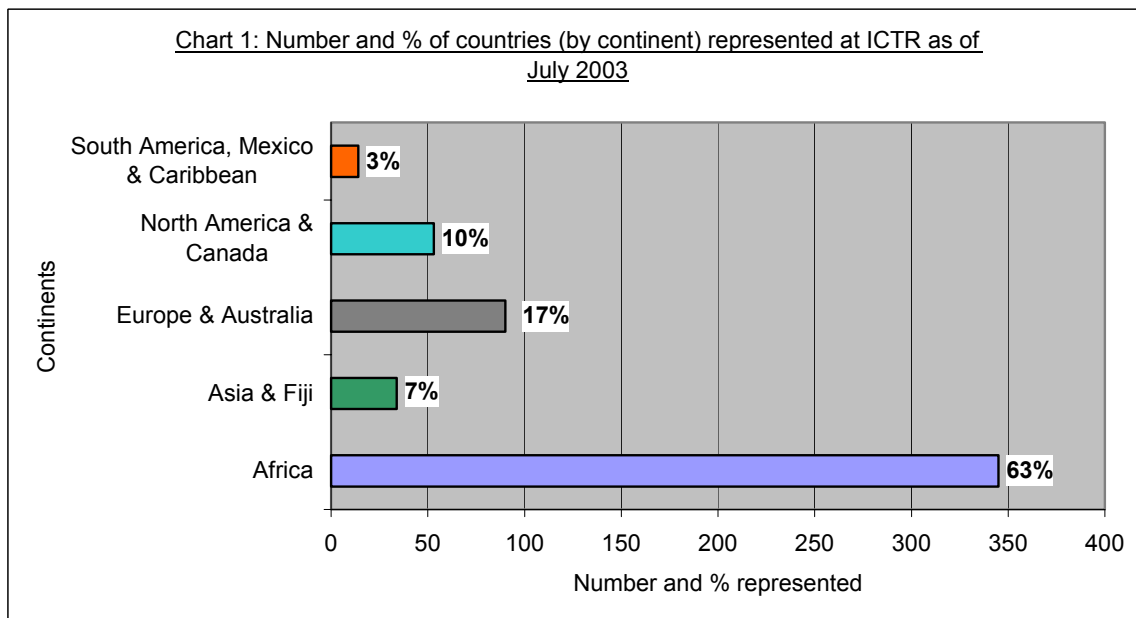
Table 1: ICTR Staff distribution by duty station

Total staff	Total %	Duty station	Distribution of Staff by Organ		
			Office	International	Local
594	71.5	Arusha	OTP (Arusha & Kigali)	173	6
223	26.9	Kigali	Registry (Arusha, Kigali, New York & The Hague)	357	265
3	0.4	New York	Chambers (Arusha & The Hague)	26	4
11	1.3	The Hague			
831	100%			556	275

3. Regarding gender representation, ICTR has **300** female staff members from a total incumbency of **834**. Female representation is **36%**.



4. In terms of geographical representation, a total of **86** countries are represented. The regional representation of staff members at the tribunal is as follows;





Security Awareness

The purpose of these guidelines is intended to advise you of your personal security and your family members while living in Arusha. Crime in Tanzania is an obvious element and threats against personal security are of Paramount importance. Threats typically exist in the form of common criminal activities, armed robberies, muggings, burglaries, car-jacking and opportunist petty thefts. Be reminded that these guidelines will not protect you if you do not take an active interest in your own safety. The responsibility of your safety begins with you.

Personal Security:

Do not keep large amounts of cash on your person or at your residence. Cash carried on the person should be limited to the amount necessary for daily use. Refrain from displaying large amounts of cash in public. Avoid crowded areas, but if you have to be there, remain alert to your surroundings and those nearest to you.

Low Profile:

The effectiveness of protective measures is heavily dependent upon the individual's ability and willingness to maintain a low profile. In this connection, publicity regarding your individual and your family should be kept to a minimum. **Do not discuss your personal matters in public (including incomes).**

Privileges and Immunities:

Privileges and immunities are granted to internationally-recruited staff members in the interests of the ICTR and not for the personal benefit of the individuals themselves. The United Nations Secretary General shall have the right and the duty to waive the immunity of any staff member in any case, where, in the opinion, the immunity would impede the course of justice and it can be waived without prejudice to the interests of the United Nations.

Travel Arrangements:

When travelling, always carry your travel documents with you. Advise a family member or your colleague of your intended travel and expected time of return. Roads in Tanzania have minimal traffic but driving may be dangerous. Avoid travelling after dark. Ensure your route plan enables you to reach your destination before dark.

Hijacking:

Know the techniques employed by local hijackers, e.g. roadblocks, hand stop signs, fake accidents or vehicle breakdowns, illness pretence, confrontation at entry gates to residences etc. The following guidelines will assist you in reducing the chances of becoming a victim of hijacking:

1. Minimize vehicle travel. **If you are not on the road, you cannot be hijacked.**

2. Avoid travelling during times and in locations favored by hijackers. Avoid driving after dark, especially outside of towns.
3. Avoid single vehicle travel. Generally, hijackers are less likely to stop two or more vehicles on a convoy.
4. Always keep your vehicle maintained.
5. When driving, keep your doors locked and the windows approximately two inches open. Remember to secure your vehicle at destination. Keep all valuables out of sight.
6. Research your route. Find out as much as you can about the road conditions, talk to others who have been on the route. Obtain up to date information on possible security hazards.

Communications:

Very few residential homes in Arusha are provided with telephone system. ICTR staff members depend primarily on VHF radio communication. Communications Section may provide you with a Motorola GP 300/340 radio on request.

Channels in use:

- Channel 1 General use (long range)
- Channel 2 Security use (long range)
- Channel 3 General Use (short range)
- Channel 4 General Use (short range)

Keep your radio switched on at all times. When in doubt about the reception of your radio, contact **SIERRA VICTOR** (Security Desk) for radio check.

Co-operation with Local Authorities:

ICTR staff members shall co-operate with local authorities to facilitate the proper administration of justice, secure the observance of police regulations and prevent the occurrence of any abuse in connection with the privileges and immunities. If local police stops you, comply, be calm and identify yourself. When you encounter a problem with the local police, ask to talk to UN Security. **Do not try to bribe your way out of a problem.**

Use of UN Vehicles:

1. ICTR vehicles will be used for official purposes only. No person shall operate an ICTR vehicle unless in possession of a valid UN Driver's Permit. All persons operating ICTR vehicles must observe the local traffic rules. Speed limits as posted by the local authorities must be adhered to. However, notwithstanding the local traffic regulations, ICTR vehicles shall be driven at the following speed limits;

Type of Vehicle	Open Road	Built-Up- Area
Sedans	100 kph/ 60 mph	40 kph/ 25 mph
Other cars/ Station Wagons	80 kph/ 50 mph	40 kph/ 25 mph



Jeeps & 3/4 ton Trucks	65 kph/ 40 mph	40 kph/ 25 mph
All other heavy vehicles	55 kph/ 35 mph	32 kph/ 20 mph

2. Unauthorized persons shall not be transported in UN vehicles. Under compelling circumstances non- ICTR personnel may be authorized to travel in UN vehicles by the Registrar or the Chief Administrative Officer. Such persons shall be required to complete and sign a General Release Form prior to transportation.

3. Driving under the influence of alcohol or drugs, serious traffic violations, or lack of incompetence is a serious offence and may result to withdrawal of the UN Driver's Permit.

Action to Take during Traffic Accident:

When you are involved in a traffic accident, either in official or private vehicle, contact UN Security and local police immediately. Provide the following details:

1. Your name, vehicle registration marks, make of vehicles involved or pedestrian(s) as the case may be.
2. Location (street address and description).
3. Describe injuries (fatal or non- fatal), and whether an ambulance would be required.
4. If the situation allows get someone to take the injured to hospital.
5. Do not leave the scene of the accident until UN Security and local police arrive.
6. If you consider your personal safety is endangered, rush immediately to the nearest police station. Notify UN Security about the accident. All accidents involving ICTR- owned vehicles, no matter how slight, must be reported to the Security Section.

Residential and family Protection:

1. It is very difficult to institute perfect security measures in residences in Arusha. Most homes are built without security in mind and can generally be penetrated with relative ease. Security survey of your private residence will advise you on how best to upgrade the level of protection. Contact the Chief, Security & Safety Section or Sgt. Abdoulie Mbowe for further advice. Let Security Section know your residence well in advance in case of emergency.

2. Let all your household members develop security awareness. The objective is not to instill fear or apprehension, but to make the family alert to suspicious activities or occurrences. Criminals prey on the weakness of unsuspecting victims. Do not ignore

suspicious. Report them to Security Section and if necessary to the nearest Police Post.

3. Family members should adopt a questioning attitude toward persons seeking entry to your compound. Do not admit a visitor unless you are completely satisfied as to the identity and purpose of the visitor. Do not form a habit of inviting strangers in your house. Among them are those who will organize burglary.

4. Report all security-related incidents to Security and Safety Service. Do not underestimate the importance of reporting security incidents as soon as possible after they occur. Do not think that just because there may be nothing that can be done for you, that the incident should go unreported. From studying reports, trends can be identified, knowledge of which can assist you and others in the future.

5. It is advisable to have presence of someone in your residential compound at all times. Hiring a night guard will keep away intruders from entering your compound unnoticed. Always keep your gate closed and lock exit doors even when at home.

6. Compound lighting is always essential during dark hours. Outside lighting should illuminate the area surrounding the dwelling and access driveway to the residence.

7. Choose employees carefully and always ask for and check up references. Record all personal information regarding your staff to include; Copies of their identity cards, personal addresses, spouses and referees addresses. Seek assistance from Security Section. Do not offer temptations by leaving cash or valuables lying around in your house. Keep them under lock and key. **A house servant, no matter how polite, may be lured to steal attractive items lying around.**

Listing of Household & Personal Effects:

In accordance with the United Nations policies and procedures applicable to all field offices, internationally-recruited staff members are required to submit their inventories of furniture, household effects, automobiles and valuables. Such records will assist in case of theft, or damage due to natural disaster or disturbances. A copy will be kept in Security and Personnel sections.

EMERGENCY TELEPHONE NUMBERS

ICTR Switchboard: 027 2504207 or 0748 401372 - 3
Security desk: 027 2565027 or 0748 400859

It is advisable to put these numbers into your Mobile phone memory.

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