

difficulties or concerns about having to deal with all the various (and normally time consuming) formalities of actually crossing the border.

That would be the preferred solution from our perspective, and would seem to meet all of the other requirements of the situation.

Please advise Gezairi to have their trucks go to the staging area tomorrow. Once they are there, they can contact us by phone, and our inspectors will meet the trucks there, inspect the loads, and process the documentation properly.

Warm regards,

Ron Neufeld
Deputy Team Leader
Cotecna - Syria.

"Keith, T" <keitht@baghdadforum.com> on 11-02-2004 04:56:22 PM

To: <coins@un.org>
cc: "Saliba Joe" <joe.saliba@cotecna.ch>

Subject: FW: UN No. S/AC.25/2002/986/OC.1001983

Please note the email below. My position is that the trucks should come back to the border. If they cannot come back into Syria, I would like Cotecna to send someone across the border to authentic and then send them on their way. The reason I want them to come back is that I'm concerned about the cargo. It seems to me that the only use for this type of rolled paper is to make currency. In that case, it could be highly piferable. I would prefer Cotecna as disinterested party to authenticate goods into country, so at least someone has seen cargo other than supplier, shipper, and receiver at warehouse. Please let me know if you can send someone across the border for this mission, and when. I (or someone in this Center) will then correspond back to the company that this is what must be done. I need to know soonest.

Thanks,

Tom

THOMAS C. KEITH

DIRECTOR, OIL FOR FOOD COORDINATION CENTER

CPA BAGHDAD

PHONE: 703-270-0467, c: 914-360-3026

EMAIL: keitht@baghdadforum.com <mailto:keitht@baghdadforum.com>

-----Original Message-----

From: Fouad Bawarshi [mailto:fbawarshi@gezairi.com]

Sent: Wednesday, February 11, 2004 3:39 PM

To: Keith, T

Cc: gezairibgd@gezairi.com; hkatirji@gezairi.com

HA010639

Pruniaux André

From: Keith, Tom [mailto:keitht@Baghdadforum.com]
Sent: Friday, April 23, 2004 9:30 AM
To: hamid araie; Moffat, Les; coinsu@un.org
Cc: cotecna@go.com.jo; joe.saliba@cotecna.ch; andre.pruniaux@cotecna.ch; Fennessy, Sean
Subject: RE: OC 830123
Importance: High

Lina Shawket

Sean and Les,

Please research this and find out why Lina would send forward to authenticate, especially if we don't have any arrival confirmation documents from the ministry.

Thanks bringing this to our attention Hamid.

Best Regards,
Tom

THOMAS C. KEITH
DIRECTOR, OIL FOR FOOD COORDINATION CENTER
CPA BAGHDAD
PHONE: 703-270-0467, c: 914-360-3026
EMAIL: keitht@baghdadforum.com

-----Original Message-----

From: hamid araie [mailto:hamidaraie@hotmail.com]
Sent: Friday, April 23, 2004 10:58 AM
To: Keith, Tom; Moffat, Les; coinsu@un.org
Cc: cotecna@go.com.jo; joe.saliba@cotecna.ch; andre.pruniaux@cotecna.ch; Fennessy, Sean
Subject: OC 830123

Tom,

You are aware of this OC not been inspected but claims to have been shipped.

I have some correspondence from Lina Shawket.

However, I must point out some discrepancies before proceeding any further.

Shipper claims to have delivered on 16 March 2003. *This is the date we

evac.d.

At this point, we have a list of all comms outstanding and pending. This was not one of them.

Now the Bill of Lading provided endorses the shipping date as 07 Dec 2003.

This is a matter of concern as the BL date does not correspond with the shippers information.

Of main concern as well, is that, this cargo was not inspected at all. Lina Shawket requests us to authenticate.

Also forwarded now is another shipment OC 1230052, which no inspection took place.

Under these discrepancies, I am not willing to authenticate, unless directed

by you/Les directly instructing the authentication.

I will endorse on the inspection notes, all these factors.

Please clarify that you are satisfied for us to authenticate this un-inspected, not reported cargo.

Kind regards

Hamid Araie
Team Leader
Cotecna Inspection SA
Operations Building
Port Rashid Container Terminal, Dubai, UAE
Tel: Office: + 971 4 4047 285
Mobile: + 971 50 347 0 369
Fax : + 971 4 345 0 351
Email : coinsu@un.org
Email : hamidaraie@hotmail.com

Download MSN Toolbar FREE - search the Web from any page!
<http://toolbar.msn.co.za?DI=1054&XAPID=2185>

SPECIMEN

Pruniaux André

From: hamid araie [hamidaraie@hotmail.com]
Sent: Saturday, April 03, 2004 11:18 AM
To: mahmood.araf@dpa.ae
Cc: m.sharaf@dpa.ae; amer.ali@dubaimaritimecity.ae; ali.mohamed@dpa.ae; cotecna@gol.com.jo; joe.saliba@cotecna.ch; andre.pruniaux@cotecna.ch
Subject: Possible Investigation

Re: Dubai - Iraq

Dear Sirs

I have had a strange phone call today at approx 11h00, from a number 050 614 5277.

The man said he is from Sudan, and wanted to know about cars going to Iraq. I explained to him, clearly, that we work under an UN Mandate previously, checking cargo, and now report to the CPA.

If he needed information, he should go to the UN website and get all the information there.

He said he wanted a "shortcut" to cargo bound for Iraq. I explained to him, that I did not understand what he required but did not want to be involved with him, nor his company. He again said he wanted to know a "shortcut" etc.

This seemed very funny to me, and it looked like he was up to some illegal things. (I am not sure, of this, but felt like this). I told him to cooperate with Jebel Ali marketing, and to this, he started to swear and be very abusive indeed. Then, I knew, he was wanting something illegal and hence my report to you.

That's is all I have on this matter. I have subsequently had several calls from Mr Shawqi Ali, and I explained to him all these details.

Kindly contact me should you want anymore information

Hamid Araie
Team Leader
Cotecna Inspection SA
Operations Building,
Port Rashid Container Terminal, Dubai, UAE
Tel: Office: + 971 4 4047 285
Mobile: + 971 50 347 0 369
Fax : + 971 4 345 0 351
Email : coinsu@un.org
Email : hamidaraie@hotmail.com

Get news, sports, horoscopes and more on MSN Search! <http://search.msn.co.za>

Pruniaux André

From: Farid Zarif [zarif@un.org]
Sent: Monday, October 27, 2003 6:06 PM
To: U Coins
Cc: Pruniaux André; cotecna@go.com.jo; Darko Mocibob; haugk@un.org; Jason Abrams; Saliba Joe; johnston@un.org
Subject: Re: OC 702091- Tug Boats



Authentications-stranded-03050...

Re: Duba - Iraq

Dear Hamid,

I take note of the extensive investigations carried out and the set of evidence and documents gathered, including the email dated 24 October 2003 from the supplier conveying electronic version of an Arabic letter and its translation from two senior officials of the Iraqi Ports Authority confirming that the tugboats and spare parts were received.

I also note your judgement that, based on the above investigation and information, there exists a "prima facie" case for authenticating the arrival of the tug boats that were delivered to Iraq after the withdrawal of Cotecna from Iraq due to security reasons.

In view of the above independent conclusion, Cotecna may wish to proceed with authentication of the said cargo.

Many thanks for all the efforts you and your team have invested in clarifying this very naughty issue.

Kind regards,

Farid

U Coins@OIP

To: Farid Zarif/OIP@OIP@UN-MAILHUB
26/10/2003 08:08 AM cc: johnston@un.org@un-mailhub, cotecna@go.com.jo, Pruniaux André <andre.pruniaux@cotecna.ch> @ UN-MAILHUB, Saliba Joe <joe.saliba@cotecna.ch> @ UN-MAILHUB, Darko Mocibob/OIP@OIP, haugk@un.org@un-mailhub, Jason Abrams/NY/UNO@UNHQ@un-mailhub
Subject: OC 702091- Tug Boats(Document link: Farid Zarif)

Dear Mr Zarif,

Your request for professional judgement, on the email dated 24/10/2003 refers.

This has been a very problematic and troublesome shipment, as we are all aware.

I base my comments without prejudice, and the information is what I have been able to obtain, together with information that has been supplied to us.

I view this shipment as a "prima facie" case based on stranded cargo rules.

UNITED NATIONS



NATIONS UNIES

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

OFFICE OF THE IRAQ PROGRAMME - BUREAU CHARGE DU PROGRAMME IRAQ

THE EXECUTIVE DIRECTOR
LE DIRECTEUR EXECUTIF

REF: ED/2003/661/

5 April 2003

Dear Mr. Chairman,

Pursuant to paragraph 8 (a) (iii) of Security Council resolution 986 (1995), paragraph 25 of the Memorandum of Understanding between the Secretariat of the United Nations and the Government of Iraq on the Implementation of Security Council resolution 986 (1995), and paragraph 36 of the procedures of the Security Council Committee established by resolution 661 (1990), the arrival of humanitarian supplies in Iraq must be confirmed by the independent inspection agents appointed by the Secretary General as a condition of payment under letters of credit issued for purchases of humanitarian goods under resolution 986 (1995).

On 17 March 2003, the United Nations independent inspection agents (Cotecna Inspection, S.A.) were withdrawn from the Port of Umm Qasr, and on 18 March 2003, from the remaining four authorized entry points in Iraq. At the time of their withdrawal, consignments shipped under 56 contract applications, worth a total of \$56,912,865.16, were either under active discharge/delivery or reported to have been discharged/delivered soon thereafter, but neither of which have been authenticated so far by Cotecna. As detailed in the attached table, of the total of 56 cases filed, 34 relate to goods consigned to the Port of Umm Qasr, 20 to Trebil and 2 to Al-Walid.

Cotecna inspectors had registered the arrival of 23 consignments and were well into reviewing documents related to 6 other consignments, but were unable to complete the inspection process due to their abrupt withdrawal. Based upon direct observations by Cotecna and/or documentary evidence provided by the suppliers concerned, the Office of the Iraq Programme is satisfied that the consignments under 29 contract applications, with a total value of \$19,846,457.56, have been delivered in Iraq. Therefore, the Office of Iraq Programme supports the recommendation by Cotecna to carry out a retroactive authentication of these 29 cases.

His Excellency
Mr. Gunter Pleuger
Chairman of the Security Council Committee
established by resolution 661 (1990)
New York

With regard to the remaining 27 cases worth a total of \$37,066,407.60, the Office of the Iraq Programme has requested further information and documentations. Should a prima facie case is established on the basis of customs declarations, bills of lading, receivers reports,

HA011684

COTECNA INSPECTION S.A.



P.O. Box 6155 - 1211 Geneva 6 - Switzerland
 TEL : (022) 849.69.00 / TLX : 413 107 COT CH / FAX : (022) 849.69.28



UN SCR-986 PROGRAMME

FAX

Date : 29/09/1999
 To : Andre Pruniaux
 Attention :
 Fax No. : 1 202 232 0438
 CC :
 Page(s) : 1 + 7
 Subject : Brief summary of UN 986 mission in Iraq

Free Iraq

Dear Andre,

The following is a very brief pen picture of the stations and their operations

	Trebil	Al Waleed	Zakho	Umm Qasr
No. of trucks weekly average	250	50	120	8 (ships)
No. of trucks this week	141	12	75	7 (ships)
Metric tonnage average weekly	5,500	1,250*	3,000	50,000
Metric tonnage this week	929	188*	3117	41175
No. of Inspectors	23	12	15	21
No of inspectors on site this week	16	10	11	19

- Note the figures for Al Waleed vary greatly from 40,000 tonnes per week to less than 100 tonnes for some weeks.

29/09 '99 MER 21:32 FAX 41 22 8496928
27/99 MON 15:14 FAX 212 963 8083

CITT GENEVA H.Q.
CPS/OIP UNHQ-NY

005

UNITED NATIONS



NATIONS UNIES

OFFICE OF THE IRAQ PROGRAMME

FACSIMILE

To: Cotecna Inspection S.A. Mr. Dermot Jennings Contract Manager	Fax: 011 41 22 849 6939/6928 Tel:
From: J. Almstrom Head of Contract Processing Section Office of the Iraq Programme	Fax: + 1 212 963 8083 Tel: + 1 212 963 4046 E-mail: henriksent@un.org
Subject: OC 4417	
Date: 27 September	Number of pages (including cover page): 1

Dear Dermot.

Please notice that due to several discrepancies in delivered and authenticated goods, a full audit on Comm 4417 has been carried out here at OIP.

A similar audit should be done at the Zakho site, so a comparison can be made, to clarify delivered and authenticated goods.

There have been deliveries of goods, without lines on the approval letter or in the database. An SOP should be made to avoid that type of mistakes in the future.

Best regards,

cc: 7. Henriksen
4. Christen

Meeting with Mr. Von Sponeck

Maybe it will not be raised in your meeting but just in case I think it's better to be briefed on the issue.

The final point I think you should be aware of is the situation in relation to Mr. Von Sponeck. At the meeting with Mr. Von Sponeck in Geneva he was clear in his views of the embargo and his desire to seek ways of increasing quality control of goods being imported into Iraq. In my meeting with him in Baghdad he was more specific in his criticism of the American involvement in world affairs. He specifically condemned what he called "American hegemony" and asked who gave them the right to decide whether a country should be bombed or not. I listened to his remarks but made no comment.

With reference to his request to discuss an involvement on our part in a more detailed quality inspection of goods again I listened. My comments were limited to the expression of the opinion that our contract was quite specific and that we would not be in a position to bring forward an initiative for any developments/ changes in this area as envisaged by Mr. Von Sponeck. Mr. Von Sponeck accepted this position but returned to his previous request that Lloyd Adams of his office and our Liaison Officer in Baghdad be allowed to discuss the matter.

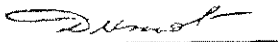
In view of our obligations to the OIP, I enquired of Mr. Von Sponeck as to whether he had any objection to our keeping the OIP informed of our discussions. His reply was that he would prefer to keep the discussions informal and between ourselves at this time. He then requested that I meet with Mr. Lloyd Adams later that same afternoon, which I did. However our position remained the same.

I was accompanied at the meetings with Mr. Von Sponeck and Lloyd Adams by Jean Claude Jacquelin.

On my return from Baghdad I informed the OIP of my meeting with Mr. Von Sponeck without going into details. Torben Henricksen made the comment that Mr. Von Sponeck was causing some concern amongst certain sections of the UN as a result of his outspoken and critical comments.

I hope this is of some assistance. I will expect your call tomorrow morning
In the meantime 'have a nice day'

Best regards



Dermot Jennings



COTECNA INSPECTION S.A.
ZAKHO, IRAQ



UN SCR-986
PROGRAMME

FAX MESSAGE

REPLY CATEGORY: URGENT ACCELERATED ROUTINE

To	Cotecna Inspection S.A. / Geneva	Date	8 July, 1999
Attn	Mr. Lucien Fernandez	Fax No	0041 22 849 69 28
cc		No of Pages	1
bcc		Reply to	00873 382 086 024
Our Ref.	OZ 99/06-86	Your Ref.	
Subject	OC 4417		

Dear Lucien,

Referring to you fax dated 05/07/99 please find following explanations:

INFORMATION TO SUPPLIERS

The fact is that full description of every line item, which we had at the time in our database, was sent to the supplier in order to cross check the line items and determines exact description of 2 items, which were delivered but not found in our database. **No other data was sent.**

Person who made the decision was Jean Azouri who was Acting Team Leader at that time. Inspector who was appointed to contact the company was Iskander Tourdiev for the simple reason that he is fluent in Russian.

Jean Azouri explained the case to Torben Henriksen few days ago and we hope that we are not going to face any further complications.

AUTHENTICATION DELAY

The first shipments start to arrive around 15/04/99. At that time our database was not complete and some shipments were still expected to pass through Trebil. We were advised by Jonas Larsen to process all the trucks but to wait for his approval to start with entries and authentications.

By the end of May Zakho database was (almost) complete and upon the approval from OIP Zakho team started to do the entries and authentications. By that time we already had huge backlog of pending inspections. It took several days to enter and authenticate but by the beginning of June only one shipment (truck no. 31D3116/3025) was still pending. The reason was that the documents provided were too detailed and it was impossible to identify the line items without further info from the supplier. On 22/06/99 we received the documents and the authentication was carried out the next day.

4/5

FAX MESSAGE continued - page 2 of 2

GATE VALVE 100-200 (STEAM, WATER)

TRUCK	06YPL47/46	61K1325/1326
QTY	35	17
Date inspected	08/06/99	30/06/99
Date authenticated	12/06/99	30/06/99

Reason for delay: Mentioned line item was not in database. In order to avoid confusion whole shipments were not authenticated and put on hold.

Some other inspections were put on hold for the similar reasons but the problems were resolved within several days.

SET OF SPARE PARTS (VANES, BLADES, BEARING) FOR FDF, IDF, GRF

Above mentioned line item doesn't appear in our database but 6 shipments were authenticated as item SOOT BLOWING SYSTEM (SPARE PARTS). This might be incorrect and it will be checked with OIP. You will be advised accordingly.

Best regards,

Goran Ciric
Team Leader, Zakho

SPECIMEN

5/5

3/5

SHIPMENT TO IRAQ IN WITH UN RESOLUTION No 986
 PURCHASE ORDER 5/2/28/2448
 SUPPLIER: Joint Stock Company "INTERENERGOSERVIS", Moscow, Russia
 Truck № 47 KN 548 / 47 KN 549

OC. Number OC.4417
 CONTACT PERSON: YURIY V. NIKONOV, TECHNICAL DIRECTOR
 PHONE NUMBER: (095) 128-86-27
 FAX NUMBER: (095) 936-00-10/(095) 128-87-22

Shipment No. 126T

Page 1

ITEM № AS PER UN COMMITTEE LETTER	DESCRIPTION OF THE GOODS AS PER UN COMMITTEE LETTER	QUANTITY ON ORDER AS PER UN COMMITTEE LETTER	UNIT OF MEASURE AS PER UN COMMITTEE LETTER	QUANTITY DELIVERED IN TODAY'S CONSIGNMENT	DESCRIPTION OF GOODS TODAY'S CONSIGNMENT
3,4,6,7,8,10,11,12,21,22,24,25d	1. The list of spare parts for boiler unit of "Nassiriyah" power station (TME-208) convection shaft front waterwall	72,290	Kg	9101 kg	Convection shaft front waterwall (which is 1 pack Convection shaft front waterwall)
62	Gas-mazut burners with accessories including: metal parts of sealing fixtures.	4	set	0.4 set	Gas-mazut burners with accessories including: metal parts of sealing fixtures (which is 2 box metal parts of sealing fixtures)

As enclosure, please find attached copies of technical passports on all spare parts, which were described in the mentioned above table. Originals of the technical documentation were packed with the goods for delivery.

V.I. BARILLO
 General Director

HA012610

Operations

The operations are running fairly smoothly at this time. However we carry out reviews of our procedures and the recently published new SOP is a direct result of such an in-depth study. With these new Standard Operating Procedures and our new Sampling Procedures in place we feel that we have further improved our examination operations. Early this month we started a programme in Umm Qasr to improve our examination techniques in relation to cargo ex ship. With 25 customs officers and another 7 officials with an in-depth knowledge of customs procedures on our staff – nearly half our staff in Iraq we have a considerable amount of experience to call upon and we are using this experience fully.

Complaints from shippers / exporters

As I said the operations are running fairly smoothly. However we still have a number of calls from shippers and exporters complaining about the delays in receiving payment for their goods - 90% of the complaints are related to goods coming through Umm Qasr. We refer all such complaints to the OIP.

In Umm Qasr for a variety of reasons the Iraqis reject, disagree the amounts or enter into discussions on acceptance /rejection of all or part of most of the cargo coming through the port. Also the power supply in Umm Qasr is most irregular and the port equipment is in bad condition. These problems add up to delays or frequent stoppages in unloading cargo or moving containers. As a result our work, on occasion, can be delayed considerably.

In some instances, it can take more than a month for a ship to fully discharge at Umm Qasr. The average time to fully discharge a ship is 10 to 12 day.

Communications

The area that has caused us some concern and to which we devoted a considerable amount of time is the communication systems. We have suffered from a variety of problems over the last months –some within our control some outside of our control. For those problems within our control we are hopeful that the arrival of our new VSat system, which will be installed in Trebil and hopefully will be fully operational by the 1st. of November, should considerably improve the operational reliability of our communication systems. However we are also presently in discussions with James Sutterlin in New York to discuss ways of improving our 'hard copy' transmission systems. We have made progress and look forward to an early agreement.

OC 4417 –Russian spare parts through Zakho

One issue that may be raised by the OIP is that of OC 4417. This OC covers a consignment of spare parts supplied by a Russian company for the repair of power station(s). The problem is that it appears that on information now available some items – parts or parts of parts – not listed on the OC were imported.

The OIP has sent a note requesting a full audit of the OC, which audit is presently nearing completion in Zakho. You will note the tone of the final sentence of the last paragraph of the letter.

I asked Goran to give me a full report on the matter and I have attached previous related correspondence.

This consignment, the importation of which is ongoing for some time, was originally destined for importation through Trebil. Subsequently the place of importation was changed to Zakho and the details, after some delays in New York, were entered in the Zakho database. However while the importations started in April the database was not completed (nearly completed) until May.

This was and is not the only problem. Many of the documents accompanying the goods show figures that cannot be verified. I have attached a copy of one document showing the details of the quantity ordered as '4', the unit of measurement as a 'set'. But the quantity being delivered in this importation is 0.0206 of a set. Without detailed information it is impossible to know what 0.0206 of a set represents. Therefore we can only authenticate against the documents that are produced with the goods.

Now we have the added problem that subsequently we have discovered that some of the documents presented were in fact incorrect.

I have spoken with the UN OIP and they have assured me that they have been aware of this problem. They have also assured me that they accept that there is no blame on our part. However it appears to me that there is some political elements to this. The situation is a messy one with some of the blame resting on the OIP due to the initial delay in updating the Zakho database. Then the OIP was made aware of the problems of trying to identify and subsequently authenticate small fractions of sets without the proper paperwork. It appears now that, since some sections of the UN have become aware of the problem, the OIP wants to distance itself from the problem. Torben has told me that we should not worry and that this will all be sorted out satisfactorily!

COTECNA INSPECTION S.A.

P.O. Box 6155 - 1211 Geneva 6 - Switzerland

58, Terrassière - 1207 Geneva

TEL : (41-22) 849.69.00

TLX : 413 107 COT CH

FAX : (41-22) 849.69.39

FAX

Date : 16 December, 1999

To : Mrs Stephani L. Scheer - UN - OIP
Mr. John Almstrom - Chief, Contracts Processing Section - UN - OIP

Fax No. : 00 1 212 - 963.80.83 (tel.: 00 1 212 - 963.60.90)

Copy : Milan Radenovic - Cotecna - Contract Manager - UN - OIP

From : Co-Ins Geneva/AEP

Page(s) : 1 + 4

Our ref. : 864/jb

Subject : Authentication of Commodities - Your fax of 09 December 1999

We refer to your above mentioned fax and to the attached MOFA Note Verbale of 05 December 1999.

As indicated in UNOHCI's transmission fax of 08 December 1999 (under the signature of Mr. von Sponeck), this matter was raised with our Mr. André E. Pruniaux, Senior Vice President, during meetings in Baghdad with MOT (on 06 December 1999) and MOFA (on 08 December 1999).

We confirm that MOFA's allegations concern a shipment of instant milk powder, from Spain (OC50617), authenticated by Cotecna in Umm Qasr.

The vessel arrived at the port of Umm Qasr on 12 September 1999, with, among other commodities, 12 containers of instant milk powder (total weight of 250 MT). These containers were unloaded. Samples were collected and sent to analysis on 14 September to verify that these commodities were fit for human consumption.

The Iraqi authority (MOT - State Company for Foodstuff Trading), on the next day rejected the cargo, as "packing not in accordance with the contract specifications since no label marks were printed on the sachets and since the shape of same were not acceptable".

OIP was informed by phone.

Analyses, including radioactivity and heavy metals, indicated that these goods were fit for human consumption.

The consignment was authenticated by Cotecna on 29 September 1999 under instruction from OIP - Mr. Henriksen Torben. According to our information, it also seems that preshipment inspection was done by Bureau Veritas. Shape of sachet was not stipulated in the contract specifications.

16 December 1999

We, therefore, consider that this is a typical commercial dispute between a supplier and the Iraqi importer, totally outside of Cotecna's contract with UN-OIP.

We firmly reject MOFA's allegations and consider that we have duly fulfilled our contractual obligations and acted according to UN-OIP's instructions.

Finally, we understand that the milk has been standing in the port of Umm Qasr since its unloading.

We remain at the entire disposal of the UN-OIP services for any further additional information, including hard copies of related documents.

Yours sincerely,



Robert M. Massey
Managing Director and
Chief Executive Officer



André E. Pruniaux
Senior Vice President

SPECIMEN

We do have a site across the border, and I will forward your suggestion. For suppliers/drivers who skip the border, we are starting to send them back for the stamp. This may take a while, but until a better solution is implemented. Thanks for the idea.

-----Original Message-----

From: A Coins [mailto:coins@un.org]
Sent: Friday, January 30, 2004 8:33 PM
To: Fennessy, Sean
Subject: passing thoughts on saving time

Hi again Sean,

I have an idea that I wanted to just run by you very informally. Hope you don't mind.

Since taking over this desk from Sammy, I have been noticing that there are a significant number of cases where the truckers bypass our office at the Syrian border ... and then both your office and ours are kept busy having to resolve the problem after the fact.

I have heard (admittedly 2nd and 3rd hand) that the Coordination Center has an office on the Iraqi side of the border.

If that rumor is indeed true, what would you think of having the people there start checking for our stamp on the trucker's CMR waybill. And sending them (or "suggesting strongly") back across the border if they don't.

I think that if something along these lines would be feasible, it would save both of us a lot of time that could be far better spent in more productive pursuits.

Food for thought ...

Ron

SPEECH COMMENT

Pruniaux André

From: Pruniaux André
Sent: Thursday, October 30, 2003 3:51 PM
To: Amman (Global One)
Cc: Saliba Joe
Subject: RE: FYI

Lee Amman

Milan,

Thanks. We should not fear Saybolt. They are not competing with Cotecna for CPA (future) arrangements. Cotecna is also being appointed (case by case) by WFP.

André E. Pruniaux

-----Original Message-----

From: Cotecna Inspection Jordan [mailto:cotecna@go.com.jo]
Sent: Thursday, October 30, 2003 3:55 PM
To: Pruniaux André; Saliba Joe
Subject: Re: FYI

Andre,

Saybolt lost original contract with OIP for oil spares monitoring and crude oil export reporting. Meanwhile (at least in Jordan) and apparently in Iraq and Kuwait, Saybolt has acted as appointed agent for WFP for food-staff testing and inspection on behalf of WFP. Employees were mainly locals (at least in Jordan). Still in Gulf countries. GAC is the biggest WFP agent. This is what I know for now.
Best regards,
Milan

----- Original Message -----

From: "Pruniaux André" <andre.pruniaux@cotecna.ch>
To: "Amman (Global One)" <cotecna@go.com.jo>; "Saliba Joe" <joe.saliba@cotecna.ch>
Sent: Thursday, October 30, 2003 15:14
Subject: RE: FYI

Milan, Joe,

I am confused. Saybolt has no contract anymore with UN-OIP. Possibly, they are acting as commercial inspectors for the supplier / importer.

What kind of goods are covered?

Please clarify.

Thanks.

André E. Pruniaux

-----Original Message-----

From: hamid araie [mailto:hamidaraie@hotmail.com]
Sent: Thursday, October 30, 2003 12:35 PM
To: cotecna@go.com.jo

Cc: joe.saliba@cotecna.ch; andre.pruniaux@cotecna.ch
Subject: FYI

Dear Milan

Please be advised that Karl from OIP has sent a email reagrding a ship that we did not inspect.
The ship was attended by Saybolt, and some other agents in Kuwait and UQ.

He is asking that I confirm some figures, or make comments on documents that are done by shippers. Also a request to call a company in Kuwait for verification, etc etc.

Needless to say, I will not comment on this, and am surprised that Karl asks these kinds of questions.

I feel that Saybolt is doing inspections, and feel that they are an opposition to us, hence I will it a conflict of interest (Cotecna's interest) if I comment. The papers and figures look good, but do not feel comfortable comfirming their figures. etc.

I will forward this email to you, but wanted to state from my private email that this is not in our interests, to help the opposition inspection company based either in Kuwait or UQ.

Kind Regards,

Hamid Araie

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Questions and Answers re: RFPS-204

- Q1. What will be duration of the mandate? Indeed it is understood that this mandate is directly linked to the current Oil for Food programme; what if this existing embargo is either modified or suspended in a near future?**
- A.** The mandate for any phase of the humanitarian programme is exactly 180-days. It is subject to renewal by the United Nations Security Council upon its expiration. It is the absolute prerogative of the Security Council to amend or modify the import / export restrictions (sanctions regime) as they currently apply to Iraq. It is not possible to forecast when the Security Council may modify or suspend the existing import / export arrangements or to predict the form such a modification or suspension may take. As a result, it is difficult, if not impossible, at this stage to assess the implications for the Oil-for-Food programme and its operation on the ground. The relevant offices of the United Nations Secretariat will need to be prepared to make and implement the necessary arrangements in order to fulfill the relevant Security Council requirements in such an event.
- Q2. What is the implementation date foreseen for this programme?**
- A.** The implementation date for this programme is 1 July 2001, which represents the first day after the expiration of the contract between the United Nations and the current independent inspection agents for humanitarian supplies.
- Q3. Prices request seem to cover only man/day rate, costs for hard/software, information technology, equipments and general facilities. Does this mean that housing accommodations at border points are provided by the UN?**
- A.** No. It is the responsibility of the contractor to make all the necessary arrangements and to provide all the necessary facilities for the fulfillment of its duties, as indicated in the RFP.
- Q4. A company has been discussing with the Iraqi government about its quality concerns related to imports and the consequent lack of protection for both the Iraqi markets and the local consumers/users. Would this be considered by the UN as a conflict of interest or as reason for being disqualified if this company was mandated by the Iraqi government to perform a quality type pre-shipment inspection for all goods imported under the MOU?**
- A.** We have no position on discussions that any company may enter into with the Government of Iraq on issues or services that are outside of those contained in the RFP and the mandate of the independent inspection agents. Any arrangements that a company may or may not make with the Government of

Iraq that pertain in any way to the issues or services contained in the RFP and the mandate of the independent inspection agents would have to be reviewed in order to determine whether a conflict of interests exists.

Q5. How will the transition between the current contractor and the new contractor be done - will there for instance be a period of overlapping?

A. There will indeed be an overlap period during which the current and new contractors will be working together very closely to ensure that the transition is seamless and that there is no interruption to the services provided by the independent inspection agents for humanitarian supplies. This overlap period may last from four to six weeks, as necessary.

Q6. What are the official opening hours at the border points/duty stations -24 hours?

A. The border entry points to Iraq are operational 24-hours per day, 7-days per week. Furthermore, as indicated in the RFP, "The contractor shall provide the services required on a 24-hour, 7-day per week basis".

Q7. Is it possible or allowed to communicate via the internet in Iraq?

A. Yes.

Q8. Are inspectors of Jordanian, Syrian, Turkish and Egyptian nationality allowed?

A. Although the United Nations seeks wide geographical representation, it is regrettable that the answer to this questions is no.

Q9. Please provide schedule of goods, products, equipment likely to be imported at each duty station/border point annually under this Programme.

A. A full listing of the humanitarian supplies that are to be procured by the Government of Iraq and the United Nations agencies and programmes is included in the distribution plan for any given phase of the Oil-for-Food programme. The contents of the distributions plan are available by accessing the official website of the United Nations Office of the Iraq Programme (<http://www.un.org/depts/oip>). Under the heading "Information for companies and delegations", viewers will be able to click on any of the given distribution plans to review their content. The schedule of delivery is stipulated in the contract between the Government of Iraq and the supplier, a copy of which is made available to the independent inspection agents for humanitarian supplies

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shortly after its approval by the Security Council Committee established by resolution 661 (1990).

Q10. Please provide figures of estimated volume imported annually through each duty station/border point.

A. The following represents a rough estimate of the annual volume of traffic at each border entry point:

Umm Qasr:	400 vessels
Trebil:	30,000 trucks
Zakho:	20,000 trucks
Al Waleed:	15,000 trucks

Q11. Please clarify how the contractor should act on imports that are not a part of the Oil for Food Programme.

A. Imports to Iraq that are not part of the Oil-for-Food programme are not part of the mandate of the independent inspection agents for humanitarian supplies.

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CLARIFICATION FOR Q2:

Q2 What is the implementation date foreseen for this programme?

A The implementation date for this programme is **1 August 2001 (not 1 July 2001 as earlier sent)**, which is the first day after the expiration of the contract between the United Nations and the current independent inspection agents for humanitarian supplies.

ADDITIONAL QUESTIONS

Q12 Will the UN give permission for the export of the software and computer hardware which is necessary for the project (Microsoft for example does not allow the utilization of their software in Iraq unless permissions are given)?

A. It should be noted that it is not the United Nations itself (i.e. not the Office of the Iraq Programme (OIP) or any office in the Secretariat) that authorizes the export of equipment and goods to Iraq. Such authorization is granted by the Security Council Committee established by resolution 661 (1990), also known as the '661 sanctions Committee'. The OIP cannot speak on behalf of that Committee or prejudge whether it will grant the necessary authorization.

However, it should be noted that in the past, the Committee has generally looked favourably upon requests by the United Nations independent inspection agents for the import of equipment that is necessary for the independent inspection agents to fulfill their duties.

Q13 For the 62 inspection agents, does that mean 62 inspectors on duty all the time or are some of the inspectors relaxing/resting until it is their duty?

A. As indicated in the RFP, 62 inspectors are to be present at the four border entry points at all times. These 62 inspectors will take turns in performing active duty.

Q14 What is the anticipated duration of the contract? ✓

A The contract shall normally be in force for an initial one-year period, with options to renew for successive one-year periods, under the same terms and conditions (including price), unless earlier terminated in accordance with the terms of the contract. The UN shall have the right, at its sole option, to extend the contract on the same terms and conditions (including price), for additional periods of one-year each, or of such shorter duration as the UN may in its sole discretion determine, by giving the contractor written notice

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of its intention to do so not less than fifteen (15) days prior to the expiration of the then current term of the contract.

Q15 Will the contract automatically be extended if the contractor is performing his duties satisfactorily and if so, for how long before it must go in public tender?

A Please see reply to Q14 which answers this question.

Q16 When is the contract anticipated to begin?

A The contract is to begin on 1 August 2001, which represents the first day after the expiration of the current contract.

Q17 Will Annex E form the basis of the contract?

A Annex E which is the UN General Conditions of Contract will form part of the contract.

Q18 Is it possible to have a copy of the contract currently in force?

A We regret that we cannot give out a copy of the current contract.

Q19 Will there be a mobilization fee?

A There is no mobilization fee. For the current contract, payment to the contractor is made monthly, against the contractor's written invoices and certification by the UN that the services represented by the invoice have been satisfactorily completed. All invoices are payable under the normal UN payment term of net thirty (30) days from the date of the UN's receipt of the invoice and all required supporting documentation.

Q20 Would the UN prefer individual CVs from each inspector made by himself or you prefer a standard CV with all details?

A It does not matter as long as the contractor provides the UN with the CVs of all the nominated inspectors.

Q21 Are the French, Kuwaiti, Iranian and Saudi Arabian nationalities excluded?

A THE FRENCH ARE NOT EXCLUDED, HOWEVER THE KUWAITI, IRANIAN AND SAUDI ARABIAN nationalities or any other nationalities from that region are excluded.

A There are no restrictions on the origins on the companies. There are restrictions on the personnel going to Iraq.

Q23 For the price schedule, should the quoted price be per annum?

A The period of the mandate for any phase of the Iraq humanitarian programme is 180 days, which is subject to renewal by the UN Security Council. However, the resulting contract from the Request for Proposal will be for an initial period of one year, with options to extend for successive one-year periods.

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STATEMENT OF WORK

United Nations Security Council resolution 986 (1995), and subsequent related resolutions, direct the Security Council Committee established by resolution 661 (1990) (hereinafter referred to as "the Committee") to monitor the import into Iraq of essential humanitarian supplies by the Government of Iraq and the relevant United Nations agencies and programmes. Security Council resolution 1175 (1998) directed the Committee to monitor the import into Iraq of oil spare parts and equipment by the Government of Iraq.

The contractor will provide all services and supplies to verify and confirm that the description, value and quantity of humanitarian supplies and oil spare parts and equipment arriving in Iraq are in accordance with the requirements established by the Committee.

RESPONSIBILITIES OF THE CONTRACTOR

Scope of work

The contractor will provide independent inspection agents (hereinafter referred to as "the agents") as required to achieve the objectives set forth in the RFP and its proposal. In particular, the contractor shall provide all services and material set forth in the RFP and its proposal. The proposal should describe all procedures the proposers are willing to use. The contractor shall provide the services required on a 24-hour, 7-day per week basis.

The contractor shall provide a total of sixty-two (62) agents, present at all times at the border entry points of Al-Waleed, Trebil, Umm Qasr and Zakho, and, at no additional cost to the United Nations, one (1) field manager, one (1) senior liaison officer, and one (1) chemist, all of whom shall be posted as specified in the proposal.

The agents are to be selected by the United Nations from among candidates that the proposers nominate in the proposal and that are deemed experienced and qualified to conduct the inspection work. The proposal must include the curricula of the candidates nominated, and a wide geographical representation of candidates. There shall be no substitution of the contractor's personnel without the United Nations' prior written consent in each instance. The United Nations reserves the right, at its sole discretion, to increase or reduce the number of agents at any time. Bearing this in mind, the proposal should quote the contract price for additional inspectors, above the 62 indicated.

Without limiting the United Nations' rights of approval hereof, in addition to the sixty-two (62) agents selected by the United Nations, the United Nations shall designate

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RFP
A
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CW's of all personnel are indicated + 62 + 82 as attached
→ please refer
we ought the budget. refer to the financial offer
as requested by the RFP.

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ten (10) additional persons from among the candidates who are acceptable to serve as replacement agents.

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For these purposes, the United Nations is soliciting proposals for the services of independent inspection agents to perform, *inter alia*, the tasks detailed below:

Authenticated confirmation of the arrival of humanitarian supplies

- (a) The agents shall confirm imports into Iraq, pursuant to Security Council resolutions 986 (1995), 1175 (1998) and subsequent related resolutions, of humanitarian supplies and oil spare parts and equipment, including without limitation, the verification, inspection and testing procedures to be set forth in the proposal.
- (b) In doing so, the agents will cross-check and compare the appropriate documentation, such as bills of lading, other shipping documents or cargo manifests with the letter of approval and other documents issued by the Committee against humanitarian supplies and oil spare parts and equipment arriving in Iraq.
- (c) The agents shall, among other matters, conduct quantity inspection by weight or count, including visual inspection, sampling, and when necessary, timely laboratory testing. If the shipment is in order, the agents will add their authenticated confirmation of arrival, stating that the exporter is eligible for payment, to a copy of the letter of approval issued by the Committee. The agents will immediately report any irregularities to the Secretary-General and the Committee. If the problem is related to normal commercial practice (i.e., short-laden goods), the Committee and the Government of Iraq shall be informed but normal commercial practices (i.e., claims) shall go forth. If the agents determine that it is of serious concern, they will hold the shipment in question, or will withhold authentication, pending guidance from the United Nations.
- (d) The agents will submit electronically to the Secretary-General daily shipment inspection reports authenticating the delivery of supplies, and written weekly reports via facsimile describing in detail the services performed. The exact format of these reports will be agreed upon between the parties.

Special inspection and authentication procedures

✓ New

On certain occasions, the Committee will identify an item(s) as being of a sensitive nature and make their approval conditional upon end-use / end-user observation and monitoring and reporting by the United Nations. In addition to the tasks outlined above, the agents will be required to undertake special inspection and

authentication procedures. In this regard, the duties of the agents will include, *inter alia*, the following:

- (a) The United Nations will notify the agents, through a monthly update, of the relevant item(s) by Comm. number that require special inspection and authentication procedures. Separate lists will be prepared for humanitarian supplies and oil spare parts and equipment. This monthly update will also be provided to the United Nations and the independent oil inspection agents contracted separately by the United Nations.
- (b) The item(s) in question will be inspected and authenticated by the agents upon arrival at the border entry point to Iraq. The agents will report on a weekly basis to the United Nations on the arrival of the designated humanitarian supplies and, with regard to oil spare parts and equipment, also to the oil inspection agents, until delivery of that Comm. number is fully completed. This will constitute an attachment to the reporting obligations outlined above.
- (c) As required, the agents may be requested to apply a Unique Reference Number (URN) seal on a specified item(s) upon their arrival at the relevant border crossing point to Iraq. In this regard, the item(s) in question will be inspected and authenticated by the agents upon arrival at the border crossing point to Iraq. The agents will then apply a URN seal to the consignment and annotate the relevant documentation with that number accordingly. This seal may only be removed by the United Nations at the time of the visit to the end-user facility. Subsequent to the inspection and authentication of this consignment, the agents will inform the United Nations and, with regard to oil spare parts and equipment, the oil inspection agents, of the arrival at the border of the item(s) in question and also transmit details of the warehouse or storage site location and, where available, details regarding end-use or the end-user facility.

Comment on the level of inspection.

Monitoring of defective commodities transported from Iraq

NEW

Should the Government of Iraq consider certain commodities to be defective upon receipt and not in accordance with contractual specifications, it may make arrangements for the export of an item(s) from Iraq back to the supplier (or other approved destination). On such occasions, the supplies will also be subject to special inspection procedures by the agents to ensure the appropriate export of the item(s) in question. This will involve the same measures as indicated above but in reverse order. In this regard, the duties of the agents will be, *inter alia*, as follows:

- (a) Upon being informed by the Government of Iraq that an item(s) is to be exported from Iraq, the agents will liaise with the Government of Iraq, locate the item(s) in question and apply a URN seal prior to shipment.
- (b) As the item(s) in question exits Iraq from the relevant border crossing point, the agents will verify the export of the item(s) by undertaking the necessary procedures, including a check on the status of the seal.
- (c) The agents will then report to the United Nations and, with regard to oil spare parts and equipment, also to the oil inspection agents, the details of the procedures undertaken.

New

On certain occasions, the Government of Iraq may make arrangements for the transport of an item(s) solely for the purposes of repair abroad and for which special inspection procedures may also be required. On such occasions, the agents will inspect and verify the pre-shipment packing, preparation and export of the item(s) in question. With regard to humanitarian supplies, the duties of the agents will be, *inter alia*, as follows:

- (a) Upon being informed by the Government of Iraq that an item is to be exported for the purposes of repair, the agents will liaise with the Government of Iraq and locate the item(s) in question. Directly!
- (b) The agents will undertake a visit to that location to document the identifying data, witness the packaging of the equipment for shipment and affix a URN seal to ensure that it is transported in a secure manner.
- (c) As the item(s) exit Iraq from the relevant border crossing point, the agents will verify that the export of the item(s) by undertaking the necessary procedures, including a check on the status of the seal.
- (d) The agents will then report to the United Nations and, with regard to oil spare parts and equipment, also to the oil inspection agents, the details of the procedures undertaken.
- (e) The agents will liaise with UNOHCI and, if necessary, the supplier and the Government of Iraq, to obtain the shipping schedule for the return of the equipment to Iraq and inspect the re-entry of the item(s) in question.

On occasion, special inspection and authentication procedures may be necessary for service-based contracts. In this regard, the duties of the agents will be, *inter alia*, the following:

- (a) Obtain from the Government of Iraq the location and schedule of delivery for the service to be provided.
- (b) Verify that the service is commensurate with the conditions of approval by the Committee.
- (c) Report on a regular basis to the United Nations during the provision of the service, and also upon completion with full details of implementation.

The United Nations shall have the right to expand the responsibilities of the contractor at any point, subject to the United Nations' obligation to pay for any additional agents that may be required as a result thereof.

The contractor shall be responsible for making the necessary arrangements to ensure the fulfillment of its obligations. The contractor shall perform its obligations in accordance with the highest professional standards.

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Contractor's personnel

The United Nations may request at any time the withdrawal or replacement of any of the agents. The contractor shall, at its own cost and expense, withdraw or replace such personnel forthwith. The assignment of any replacement personnel shall be subject to the prior approval of the United Nations.

No agent shall be assigned to provide the services indicated in the RFP unless the United Nations has approved in advance the selection of such person in writing.

The contractor and its personnel shall be fully responsible for all work and services provided by its employees, agents, servants and sub-contractors. The contractor and its personnel shall take all reasonable measures to ensure that all personnel assigned to provide the services indicated in the RFP conform to the highest standards of moral and ethical conduct and respect local customs which are not otherwise inconsistent with the requirements of the RFP.

The contractor shall ensure that all personnel used to perform services are adequately covered by insurance for any service-related illness, injury, death or disability. The contractor shall submit proof of such insurance satisfactory to the United Nations before commencing any work.

Attestation of UN Army

The United Nations shall not be liable for any action, omission, negligence or misconduct of the contractor's employees, agents, servants or sub-contractors nor for any insurance coverage which may be necessary or desirable, nor for any costs,

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expenses or claims associated with any illness, death, injury, death or disability of the contractor's employees agents, servants or sub-contractors.

The number of agents and the duty stations to which they will be deployed is as follows, bearing in mind that the proposers are requested to suggest the shift structure:

Table I
Number of inspection agents

AL WALEED	TREBIL	UMM QASR	ZAKHO
10	18	22	12

This table sets out the number of inspection agents to be on duty daily. The number of agents assigned to each site may be adjusted by the United Nations. A shift structure will be devised for each individual site to meet the local requirements and workload and to ensure 24-hour, 7-day a week coverage. The shift structure is subject to change, as determined by the United Nations based on programme requirements. This group must include one information technology specialist capable of undertaking routine support tasks on hardware and software.

local shift structure

Table II
Managerial and technical agents (non-chargeable¹)

AMMAN	BAGHDAD	LABORATORY
1 field manager	1 senior liaison officer	1 Chemist

This table sets out the number of managerial and technical agents to be on duty daily.

The contractor and its personnel will provide the services indicated in the RFP with the highest professional standards. All agents are to possess the necessary experience and knowledge in the relevant field of activity and a proven record in terms of performance, qualifications and integrity.

we have people with IT

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The contractor and its personnel shall supply all equipment, materials and facilities necessary to perform the services, including without limitation all equipment for taking and storing samples, all vehicles for transporting the agents, all equipment for transmitting authentication confirmation and other reports, and all other equipment, materials and facilities set forth in the proposal. The communications and electronic data processing equipment and software supplied and utilized by the contractor in performing its obligations shall be of the highest quality and be fully compatible with the equipment and software utilized by the United Nations in connection with this

¹ To be provided by the Contractor as management and support at no charge to the United Nations.

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COTECNA INSPECTION S.A.

Trebil Site

STANDARD OPERATING PROCEDURES

REFERENCES:

United Nations Security Council resolution 986 dated 14th April 1995.

Memorandum of Understanding between the United Nations and the Government of Iraq on the implementation of Security Council Resolution 986 of 1995.

Contract between the United Nations and COTECNA Inspection S.A.

BACKGROUND :

The UN SCR 986, known as Oil-For-Food Programme, is a resolution adopted by the Security Council which authorises states to permit the import of petroleum and petroleum products originating in Iraq in order to produce a sum sufficient to finance the export to Iraq of medicine, health supplies, foodstuffs, material and supplies for essential civilian needs.

Relative to this, the Secretariat of the United Nations and the Government of Iraq signed a **Memorandum of Understanding (MOU)** to effectively guarantee the equitable distribution to the Iraqi population throughout the country of the above stated proceeds of Iraqi petroleum and petroleum products.

Among the provisions of the MOU is for the Secretary-General to appoint an **independent inspection agent** represented by COTECNA Inspection S.A. to be stationed at relevant Iraqi entry points, customs areas to confirm the arrival of goods in Iraq purchased under the plan.

PURPOSE :

The purpose of this document is to establish standardised operational procedures in carrying out both the team as well as individual inspector's duties in the different areas of work in Iraq.



PROCEDURES

I. GENERAL

In order to ensure that the role of COTECNA INSPECTION S.A., Trebil site, in the Implementation of the UNSCR 986 Oil-for-Food Programme inspection is carried out in the most efficient manner the area of work is divided into different job responsibilities as follows.

Since all UNSCR 986 goods coming from the Jordanian Border are loaded on trucks, the job responsibility of this site is concerned mainly with truck inspections.

At the border office, normally the truck driver will submit the necessary paperwork for his truck cargo e.g.:

- **Iraqi manifest**
- **OC letter** – Committee letter
- **commercial invoice**
- **packing list**
- **CMR or Truck Bill of Lading**

II. ROSTER

The duty of inspectors at the border is divided into 4 shifts i.e.,

- A Shift 0900 -1300
- B Shift 1300 -1700
- C Shift 1700 - 21000
- D Shift 2100 – until last truck



III. INSPECTION

For the purpose of achieving uniformity in application of procedures and of reaching the highest standard of efficiency, detailed procedures for inspection are specified as follows :

(1) For Regular 986 Commodities and Oil-for-Spares

The inspectors on duty will(enclosed general tutorial for quick distinction of the cargo groups)

- (a) check the Iraqi manifest for Iraqi Customs stamp #986. If there is no stamp on the manifest the driver will be sent back to the Iraqi Customs to obtain the same.
- (b) examine the paperwork and compare it with the contract:
 - check that an in-date OC letter is attached (except for bulk consignments already in progress)
 - check that port of entry is Trebil.
 - check if the correct OC no. is entered on the manifest
 - check the rest of the documents:
- (c) for bulk consignments - the CMR and weigh-bridge ticket
- (d) for large deliveries (detergent powder, soap, machinery etc.)
 - the - Packing List, Consignment Note, Invoice, Bill of Lading, CMR, Copy of Contract, Certificate of Origin
- (e) for medicaments – the Analytical Report
- (f) (f) check and correlate the figures (truck #, manifest #, CMR#, weights, quantity etc.) on the documents
- (g) if satisfied, inspectors will carry out physical examination of the goods, which without limitation, will include inspection of marking, numbering, count and weight, number of collies, batch details, shelf life(where applicable),sampling according to the sampling procedure; containers are checked starting from seal status, condition of container and load, including opening of selected collies, or full check and

count, depending on type of commodity in case and authenticating procedure required in the approval letter (engines and machines are identified including serial numbers and clear purpose of use). Any irregularities encountered during inspection of cargo which constitute deviation from approval letter will be reported to the OIP and obvious cases will be supported by photos taken by digital camera.

For foodstuff, medicaments, toilet soaps and detergent powder samples will be drawn. (Please refer to sampling procedures at **Enclosure 2**).

Samples are handed over to the sampling inspector in charge for onward processing and recording.

- (h) (h) if paperwork is acceptable and the inspection of the goods proves satisfactory, the inspector will enter the necessary data on the inspection form (**Enclosure 1**) and attach the necessary documents such as invoice, packing list, committee letter, etc. He will stamp all the CMR's and all the copies of the manifests and retain one copy of all the documents for the file.

Inspectors will immediately inform UNOCHI Baghdad by E-mail or Fax in case of end-use humanitarian supplies and Saybolt for oil-spare-parts deliveries and end-use monitoring oil spares.

(2) For Agency Goods

The inspectors on duty will

- (a) apply the same procedures for Phases 3, 4, 5, 6, 7, 8...
- (b) apply the same procedures for Phases 1 & 2 with the exception of (g) above. Inspectors will not carry out a physical inspection of the goods.
- (c) For commodities inherent to the 661 OC letter or 2.2 % account inspectors will not carry out physical inspection of the goods, neither will retain copies of the shipping documents.

(3) Discrepancies

In case of any discrepancy on the documentation and/or with the commodity, the paperwork will be brought to the (Dep)Team Leader for consultation / verification and his further action.

(4) Hold

If documents are showing: (out-of date OC letter or wrong port of entry) the inspectors will put cargo on hold, instructing driver to wait pending further clearance from the OIP. In such case physical examination of the cargo will take place, and copies of the submitted documents will be retained. Verbal advise to the OIP have to be followed by written notice describing cargo examined, status of delivery ,OC number details and problem in case).

(5) Completion of inspections

Inspectors will remain responsible for the completion of any unfinished inspections commenced during their respective shifts.

IV. DATA SHIFT

See : **"Email authentication procedure" a simple step by step guide**
Inspector on Data Shift will carry out the following preliminary functions:

- (a) collect truck inspection records from front desk.
- b) check details and accuracy of inspection reports against documents attached (This is second check, as inspector in charge has done initial verification during or immediately after the shift he was in charge of).
- c) Notify authenticating official and upon his instruction:
 - report to the OIP Authentication Team any anomaly encountered (OC not entered into database, discrepancies between contract hard copy and database lines, description, prices, quantities, omissions and similar)
 - Copy OIP Authentication Team with all correspondence made to the suppliers for additional documentation/clarification(copies signed by authenticating official on site)

(1) Data Input :

Conditions: Server and data workstations separated and isolated from other offices.

Access to the server and to the workstations allowed to the authentication/data entry and IT officials only, with graduated access level. Data entry inspectors use user ID as starting level.

IT personnel in charge has exclusive access to the server. No modifications of the settings allowed unless strictly instructed by OIP IT Section.

The inspector will then

(a) enter details in Lotus Notes database.

- produce Shipment Inspection sheet for each input, and Authentication Sheet per respective line item, and store authentication sheets in temporary file.
- all inspection record sheets (truck sheets) will be signed by data shift inspector, upon input in database.
- active inspection record sheets (for still active comms) will be returned to the front desk for further inputs.
- produce 'Daly Summary Report' for MDOU Baghdad .
- produce report to UNOCHI Baghdad –notification of end-use monitoring humanitarian supplies(if any)
- produce report for Saybolt Iraq - Notification of oil spare shipments (if any) ,Notification of end-use monitoring oil spares.

(2) Authentication

The authenticating official (TL or DTL) will perform the following duties:

- (a) check 'Shipment Inspection' sheets hard copies and 'Authentication' sheets(working copies or "on screen" copies and verify against contract). Incorrect inputs will be corrected and respective sheets will be returned for verification.



- (b) authenticating official will then give final instruction for storing all authentication sheets in master file. All data have to be ready before automatic replication will start.
- (c) No modification of entered data will be allowed after replication from the site and pending strict consent from the OIP.

(3) E - Mail and Data Replication.

Transmission of the authentication sheets takes place DAILY.

Procedure in brief is as follows:

- (a) All Authentication Sheets already stored in master file (after being checked and verified by the authenticating official, with electronic signature on each respective sheet)- now are paginated and file is zipped.
- (b) Zipped file is named : T :Year2001MMDD.
- (c) Authentication cover pages are produced, presented to the authenticating official, and if found correct, stamped by site date stamp(set on current date) and signed by authenticating official himself. Cover page should bear the Subject of e-mail file : T2001MMDD.
- (d) The same authentication cover page file is send via e-mail and via fax to the OIP Authentication Team, together with zipped master file.
- (e) Once a week, on Modays, a pending authentication/pending comm list (PA/PCL) is produced with brief description of the reasons for delay and list is transmitted via e-mail or by fax to the OIP Authentication Team.
- (f) Zipped e-mail file is printed out (all pages) ,stamped and additionally signed by the authenticating official. Hard copies (fully identical) serve as back-up for any future reference.
- (g) Note: Hard copies of the authentication sheets are to be signed with authentication official whose name appears on the shipment inspection ("Inspector" in Shipment inspection screen) and whose scanned signature is accurately allocated to the respective authentication sheet. Any working copy of the authentication sheet should be discarded and removed from the

authentic back-up copies, which are the print-outs of the zipped file.

- (h) All respective inspection / input documents are filed by Data shift.
- (i) Completed comms are double-checked to verify if the "date of completion" is entered in one of the shipment inspections for respective comm(and if all line items are completed and data entered). Complete comm is entered into "Completed comms list" for Trebil.

Completed comms are given to the inspector on archiving duty.

V. Other Duties and Reports

The following reports are produced and functions carried out:

(1) Reports

- (a) daily staff movement and car location report to Amman
- (b) weekly report to Amman and Geneva
- (c) monthly updated list of completed comms – produced and sent to the OIP Authentication Team at the beginning of each month for the previous month.
- (d) monthly account statements
- (e) monthly inventory and car report

(2) Functions

- (a) Daily, weekly and monthly back-up of the database
- (b) statistics are compiled in respect to the following
 - number of completed comms (Note: Comm is not complete unless confirmed from the IT OIP as complete)
 - Agency Goods Phase 1&2 (once a week, each Friday)
 - statistics for 'Weekly Report', based on 'Daily Summary Report'



3.4.1.C.

ATTACHMENT "4"

SITE PROCEDURES

UMM QASR

COTECNA INSPECTION S.A.

*Standard Operating Procedures
for
COTECNA Inspectors
in
UN SCR 986 Programme in Iraq*

Standard Operating Procedures at Umm Qasr



COTECNA INSPECTION S.A.
Geneva
11/04/01

COTECNA INSPECTION S.A.

Umm Qasr Site

STANDARD OPERATING PROCEDURES

REFERENCES:

United Nations Security Council resolution 986 dated 14th April 1995.

Memorandum of Understanding between the United Nations and the Government of Iraq on the implementation of Security Council Resolution 986 of 1995.

Contract between the United Nations and COTECNA Inspection S.A.

BACKGROUND :

The UN SCR 986, known as Oil-For-Food Programme, is a resolution adopted by the Security Council which authorises states to permit the import of petroleum and petroleum products originating in Iraq; in order to produce a sum sufficient to finance the export to Iraq of medicine, health supplies, foodstuffs, material and supplies for essential civilian needs.

Relative to this, the Secretariat of the United Nations and the Government of Iraq signed a **Memorandum of Understanding (MOU)** to effectively guarantee the equitable distribution to the Iraqi population throughout the country of the above stated proceeds of Iraqi petroleum and petroleum products.

Among the provisions of the MOU is for the Secretary-General to appoint an **independent inspection agent** represented by COTECNA Inspection S.A. to be stationed at relevant Iraqi entry points, customs areas to confirm the arrival of goods in Iraq purchased under the plan.

PURPOSE :

The purpose of this document is to establish standardised operational procedures in carrying out both the team as well as individual inspector's duties in the different areas of work in Iraq.



PROCEDURES

I. GENERAL

In order to ensure that the role of COTECNA INSPECTION S.A., Umm Qasr port in the Implementation of the UNSCR 986 Oil-for-Food Programme inspection is carried out in the most efficient manner the area of work is divided into different job responsibilities as follows.

Since all UN SCR 986 goods coming into Umm Qasr are transported by ship the job responsibility of this site is concerned mainly with ship /container inspections

II. ROSTER

The inspectors at the port of Umm Qasr do not work in shifts as on the other stations. A team of inspectors is allocated a ship before it docks and the team of inspectors holds the responsibility of monitoring and recording all activities of that ship while it remains in port, including its time of completion of discharge and the time of departure from Umm Qasr.

III. INSPECTION

For the purpose of achieving uniformity in application of procedures and of reaching the highest standard of efficiency, detailed procedures for inspection are specified as follows:

1. Allocation of ship-inspection duties

Allocation of vessels is done by whoever is in charge of the site at the time (TL, DTL or ADTL).

Each team takes turns in being on duty and monitoring the movement of ships. Twice daily the team on duty will visit all sections of the port and make contact with port supervisors, foremen in sheds and the manager at the operations office. They will obtain all the necessary and relevant information on times of arrival/departure of ships and information on the port from whence the ships arrived, type of cargo being carried and the number of the berth at which it is docked. They will also collect weighbridge tickets for the previous 24 hrs discharge for distribution to the respective teams.

On return to the office the duty team will enter all information on the notice board in the inspectors' office. At that time the TL, DTL or ADTL will assign any new ship to one of the teams of inspectors. This team will then take reporting responsibility for that ship.

2. Duties of Inspectors

(A) Procedure on arrival of a vessel :

When a team of inspectors is assigned to a newly arrived ship the team will carry out the following procedures:

- (a) board the ship as soon as possible after it docks
- (b) visit the master and identify themselves as Cotecna Inspectors under UN control
- (c) collect the following documents

for bagged & bulk cargo shipments

- UN Committee letter
- cargo manifest
- stowage plan
- bill of lading
- if available commercial invoice
- fumigation certificate

for container shipment

- UN Committee letters
- cargo manifest
- bill of lading
- stowage plan
- commercial invoices
- packing lists

- (d) check all documents carefully while on board ship
- (e) if documents are missing, the team will immediately make a request for the missing documents
- (f) Collect samples together with the relevant authorities



(B) Procedure at the office

On return to the office the team will:

- (a) examine all documents again
- (b) in case of any missing documents immediately contact the supplier to obtain the missing documents or get clarification. In the same time copy OIP for regular update.
2 Copies of the fax to be printed – 1 for the file and 1 for OIP update . All correspondence to be signed by TL or DTL and standardised fax cover sheet to be used.
- (c) highlight all essential figures as Comm No., description of goods, manifested cargo weight, (gross kilos and net kilos), number of bags, etc.
- (d) Advise datashift of arrived Comms. – datashift to check validity, check all lines are tagged, check if end-use and whether all lines are approved. Any problems should be reported to OIP immediately by e-mail.
- (e) complete the general details form for each Comm No.
- (f) enter all details on the vessels' arrival / report on the notice board in Inspectors' Office
- (g) hand over collected samples to sample team for processing and despatch
- (h) **for bagged & bulk shipments** -open weigh-bridge ticket file in computer, for each shipment
- (i) **for container shipments** - make a list of containers selected for inspection for each Comm No.
- (j) **for spare parts** - immediately inform Saybolt of arrival by e-mail according to Saybolt procedures.
- (k) **for end-use monitoring** – datashift to advise UNOHCI by e-mail.



(C) Procedure during discharging :

At the port the team of inspectors will:

- (a) visit their assigned ship at least twice a day (first visit 09h30 at the latest)
- (b) contact the master, port supervisor, foremen and agent to get information on how discharging is proceeding
- (c) inspect cargo in all holds and view the work of the cargo handlers
- (d) monitor all activity relative to the unloading of the ship. In the event of any difficulties arising they will be aware of the problem and will be in a position to produce a report on the matter
- (e) inspect the sheds regularly to identify any cargo waiting to be re-bagged
- (f) give a copy of lists of containers selected for examination to manager or foreman at the container office. They will get copy signed by manager or foreman for office use. The copy is filed in the appropriate ship's file.

The selected containers will be inspected as soon as possible after discharging. The team will record its observations/remarks regarding discharging.

In the office the inspectors will

- (a) enter all daily figures and weigh-bridge tickets into the computer
- (b) file a printout with the ships documents.
- (c) record the quantity discharged on the weekly status report which is pinned to the board in the inspectors' room.

(D) Procedure when discharging has finished :

In port the team will

- (a) be aware of the time when discharging has finished



- (b) board the ship and check in all holds and on the deck for damaged cargo and sweepings
- (c) count all damaged bags and estimate the total quantity of damaged cargo and sweepings
- (d) check if good cargo is remaining on board and find out the reason for this
- (e) check/estimate quantity of good cargo remaining in the shed

The team has to be present on board when the master and the receiver are signing the 'Final Statement of Fact'. They will not enter into any discussions with the parties but they will collect all available information (copy of statement of facts with all the comments and also any protest notes from master or receiver).

The team will not sign any documents – but will inform the parties concerned that they will submit their own independent report.

The team will check the departure time of the ship and record it.

Within 2 days of the completion of the discharging, the team will obtain final computer-printout figures of discharged cargo from GBI/MOT.

At the office the team will perform the following functions :

for bagged & bulk cargo shipments

- (a) make final report on vessel
- (b) check all documents once again for accuracy
- (c) hand over report with supporting documents to Team Leader for further action

for container shipments

- (a) make container vessel report
- (b) check all documents once again for accuracy
- (c) hand over report with all documents to Team Leader for checking and verification

(1) IV. DATA SHIFT

Conditions: Server and data workstations separated and isolated from other offices.

Access to the server and to the data workstations allowed to the authentication/data entry and IT officials only, with graduated access level. Data entry inspectors use user ID as starting level.

IT personnel in charge has exclusive access to the server. No modifications of the settings allowed unless strictly instructed from OIP IT Section.

The inspector will then

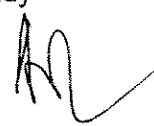
(a) enter details in Lotus Notes database:

- produce Shipment Inspection sheet for each input, and Authentication Sheet per respective line item, and store authentication sheets in temporary file.
- all inspection record sheets will be signed by data shift inspector, upon input in database.
- active inspection record sheets (for still active comms) will be returned in active files for further inputs.
- produce 'Daly Summary Report' for MDOU Baghdad .
- produce report to UNOCHI Baghdad –notification of end-use monitoring humanitarian supplies(if any)
- produce report for Saybolt Iraq - Notification of oil spare shipments (if any) ,Notification of end-use monitoring oil spares.

(2) Authentication

The authenticating official (TL or DTL) will perform the following duties:

- (a) check 'Shipment Inspection' sheets hard copies and 'Authentication' sheets(working copies or "on screen" copies and verify against contract). Incorrect inputs will be corrected and respective sheets will be returned for verification.
- (b) authenticating official will then give final instruction for storing all authentication sheets in master file. All data have to be ready before automatic replication will start.



- (c) No modification of entered data will be allowed after replication from the site and pending strict consent from the OIP.

(3) E - Mail and Data Replication.

Transmission of the authentication sheets takes place DAILY.

Procedure in brief is as follows:

- (a) All Authentication Sheets already stored in master file (after being checked and verified by the authenticating official, with electronic signature on each respective sheet)- now are paginated and file is zipped.
- (b) Zipped file is named : UYear2001MMDD.
- (c) Authentication cover pages are produced, presented to the authenticating official, and if found correct, stamped by site date stamp(set at currentdate) and signed by authenticating official himself. Cover page should bear the Subject of e-mail file : U2001MMDD.
- (d) The same authentication cover page file is send via e-mail and via fax to the OIP Authentication Team, together with zipped master file.
- (e) Once a week, on Mondays, a pending authentication/pending comm list (PA/PCL) is produced with brief description of the reasons for delay and list is transmitted via e-mail or by fax to the OIP Authentication Team.
- (f) Zipped e-mail file is printed out (all pages) ,stamped and additionally signed by the authenticating official. Hard copies (fully identical) serve as back-up for any future reference.
- (g) Note: Hard copies of the authentication sheets are to be signed with authentication official whose name appears on the shipment inspection ("Inspector" in Shipment inspection screen) and whose scanned signature is accurately allocated to the respective authentication sheet. Any working copy of the authentication sheet should be discarded and removed from the authentic

back-up copies, which are the print-outs of the zipped file.

- (h) All respective inspection / input documents are filed by Data shift.
- (i) Completed comms are double-checked to verify if the "date of completion" is entered in one of the shipment inspections for respective comm(and if all line items are completed and data entered). Complete comm is added to "Completed comms list" for Umm Qasr.

Completed comms are given to the inspector on archiving duty

V. Other Duties and Reports


The following reports are produced and functions carried out:

(1) Reports

- (a) Daily Summary Report to MDOU Baghdad
- (b) Daily staff movement and car location report to Amman
- (c) Vessels arrival and departure report to Baghdad
- (d) Update of vessel status report
- (e) Weekly report on Thursdays.
- (f) Pending /authentication comms list and completed comms list.

(2) Duties

- (a) Data entry
- (b) Daily, weekly and monthly back-up
- (c) Data and e-mail replication daily
- (d) Check for updates (OC extensions etc.) daily after auto database replication.
- (e) Keep vessel board updated.



PRUNIAUX Andre

From: FERNANDEZ Lucien
Sent: mardi, 27. avril 1999 12:32
To: PRUNIAUX Andre
Subject: RE: G2 02 / G2 01 Incidents - Githinji - 26

Andre,
I think we should ask OIP to complain to the Iraqi Mission in NY, because it is becoming abusive.
Lucien

From: PRUNIAUX Andre
Sent: 27 April 1999 09:39
To: FERNANDEZ Lucien
Subject: RE: G2 02 / G2 01 Incidents - Githinji - 26

Lucien,

I am willing to issue a request to UN-OIP. Please advise.

André E. Pruniaux

From: FERNANDEZ Lucien
Sent: lundi, 26. avril 1999 11:40
To: PRUNIAUX Andre
Cc: POITEVIN Alexis
Subject: FW: G2 02 / G2 01 Incidents - Githinji - 26

From: cotecna [SMTP:cotecna@index.com.jo]
Sent: 26 April 1999 11:00
To: LUCIEN
Subject: G2 02 / G2 01 Incidents - Githinji - 26
From: "Cotecna Inspection" <cotecna@index.com.jo>
Date: Mon, 26 Apr 1999 10:10:13 +0300
To: "'Geneva M. Fernandez'" <Lucien_Fernandez@cotecna.com>
, 'Station Baghdad' <cotecna@un.org>

Mr. Githinji's luggage was opened and thoroughly searched both by Iraqi and by Jordanian customs, him brandishing his U.N. identity tag notwithstanding. I understand the concern from the Jordanian side, taking into account the smuggling detected on board of the Jordanian taxis and this although I had issued strict instructions to our staff to clean the cars in which they are driven. But from the Iraqi side, this must stop. Trebil site is obviously not able to impose itself with their Iraqi counterparts. Grateful Baghdad stepping up the pressure, and Geneva approaching the Iraqi Mission in New York, or lodging a formal complaint with OIP. Baghdad could perhaps organise a meeting with the Foreign Office during our next stay. I would also like to meet the Superior Officer in charge of the Customs in Trebil. I was told by our Trebil team that he was hard to reach.

Regards,

C. de Hennin

OK. Mais comme discuté ce matin, merci de me fournir un budget sur le coût de l'intervention de J.L. Clayes qui sera donc revendu par le Département Commercial au projet IRAK du 01 avril 1999 au 15 mai 1999.

André E. Pruniaux

From: DUBOIS Maurice
Sent: jeudi, 22. avril 1999 08:34
To: PRUNIAUX Andre
Cc: FERNANDEZ Lucien
Subject: RE: URGENT - FW: INSPECTION, SAMPLING AND TESTING EQUIPMENT

André,

J.L. Clayes est engagé par la div. Com. Comme directeur technique, basé en France, à Rouen dès 01.04.99.

Il est « employé » par Lucien pour 1 mois et demi dès la semaine prochaine dans le cadre du contrat Irak 15 jours en France et 1 mois en Irak. Ceci a été décidé hier soir.

Meilleures salutations,

Maurice

From: PRUNIAUX Andre
Sent: jeudi, 22. avril 1999 08:29
To: DUBOIS Maurice
Cc: SIEGWART Pierre; FERNANDEZ Lucien; POITEVIN Alexis
Subject: URGENT - FW: INSPECTION, SAMPLING AND TESTING EQUIPMENT
Importance: High

Maurice,

Quel est l'arrangement avec J.P. Clayes? L'as-tu embauché? Est-il disponible selon les besoins exprimés ci-dessous par Lucien?

Merci.

André E. Pruniaux

From: FERNANDEZ Lucien
Sent: mercredi, 21. avril 1999 15:33
To: PRUNIAUX Andre
Cc: POITEVIN Alexis
Subject: INSPECTION, SAMPLING AND TESTING EQUIPMENT
Importance: High

Andre,

Now that our testing and sampling equipment and supplies have finally been approved by the Iraqis, we can start ordering, applying for export licenses and shipping the required items to Amman, in transit to Iraq. All the material is coming from France, due to unavailability of same in Switzerland and, when available, prices being too expensive. Since the definition of the items and the identification of the suppliers was done by Jean-Louis Clayes, I will use him to do the purchasing, the applications for export licenses and the actual shipping to Amman; I need him to come to Geneva for two days next week to agree on the equipment, suppliers and administrative procedure. When all the previous tasks are completed, Clayes should travel to Iraq in order to amend the site procedures according to the new means available and train the inspectors accordingly; if by then we have been able to erect the new cabins in Umm Qasr, he may then re-formulate the site's procedures.

Please let me know if you have reservations regarding the above.

Thanks and best regards,
Lucien

AUX Andre

Puis-je envoyer cet

From: cotecna
Sent: mercredi, 7. avril 1999 10:06
To: ANDRE
Subject: RE: Confidential

E-Mail à ~~Madanat~~ ?

jb/23-499



From: "Cotecna Inspection" <cotecna@index.com.jo>
Date: Wed, 7 Apr 1999 09:30:36 +0300
To: "Andre_PRUNIAUX@Cotecna.com" <Andre_PRUNIAUX@Cotecna.com>

Roger that, Sir.

No problem with me. But he has to stay out of any further commercial matter, because it is prejudicing us. Each and every supplier he has introduced gave us bad quality or service for prices I find out to have been excessive.

You have read my last fax to him regarding his February disbursement account, reduced by some 20.000 \$ pending producing evidence (invoices, for instance). I am now starting to check his March disbursement accounts. He should not be afraid: he will be reimbursed what is really due, but, as I said in a previous message to Mr. Siegwart, I have warned him that it is not because he has paid an invoice without me approving it first, that I shall cover his disbursement.

I do not believe in so many and repeated involuntary errors. On the last issue, the claim from Andalous for rented cars, I now found out that Andalous has received 1.000 JD from Madanat before the feast of Aid, and this notwithstanding my warning him. Madanat did not tell me about his payment to Andalous, neither did he mention it in his two invoices to us. I cannot believe he forgot it. As I cannot believe he did not check the addition made by Thrifty, with a 1.000 \$ error. He checks and rechecks each and every dime he has to pay.

On the car insurances, Madanat came up with a proposal he had secured from a Jordanian insurance company, amounting to 1.750 JD per car per year. The high premium was justified by the fact that the cars had to be insured in Iraq as well. I can understand that.

Mrs. Twal, acting on my request, comes up with a an offer from another company, for a similar coverage, for 600 JD. I have my personal introductions with the National Insurance Controller, who showed me the law on the subject.

For the non-commercial business (Interior, airport) Madanat is obviously not willing to help any more, but this has become irrelevant, as I have now my personal introductions everywhere and at any time.

As a matter of fact, he does not show up in the office any more, except for sitting in front of me asking for his outstanding 24.000 \$, or with the offer to take all the invoices with him and pay them on our behalf. No thank you. I will control each and every invoice and I invited him to start with producing his own invoices for fees and rent, which he still has not done.

As to your offer to send Mr. Siegwart, thanks, but, for the time being, not necessary. Mr. Siegwart mailed your Excel accounts software, which will be implemented. I also received from him kind recommendations and helpful hints. This should speed up things.

Where we could use some help from you is your approval for having this office equipped with something more than a laptop and a XIX century photocopier. I have obtained some new offers on PC, will fax them. We definitely need two. As to the photocopier, I was offered - trough Madanat - a Canon second hand copier heavy duty, which I had to throw out after 10 days of unsuccessful trial. Of course I did not pay. Photocopiers are horribly expensive. The one which would suit us best goes as high as 5.000 \$. I am looking for alternatives.

Do not worry, I can manage.

Regards

CdH

From: Andre_PRUNIAUX@Cotecna.com[SMTP:Andre_PRUNIAUX@Cotecna.com]
Sent: mardi, 6. avril 1999 19:17
To: cotecna@index.com.jo
Subject: Confidential

From: PRUNIAUX Andre <Andre_PRUNIAUX@Cotecna.com>
Date: 1999-04-06 16:11
TO: 'CarloDeHenninAmman' <cotecna@index.com.jo>

Carlo,

I have now received several messages from you on G. Madanat's mishandling of invoices, inaccuracies, discrepancies, excessive billing, etc. I am of course extremely concerned by the gravity of this situation and I do appreciate your complete and frank reporting. I have also received some distressed messages from G. Madanat. It is impossible for me to fully and fairly judge the overall situation (financial, political, etc.) from here.

In any case, and until we have received further official news from both the Jordanian mission to the UN in New York and the UN-OIP, I do not think that it is wise and possible to break links with G. Madanat. We have to maintain a working arrangement with him and his company, even if substantially reduced. We have known him for a long time and his personal connections with our shareholders should enable us, if necessary, to have him accept our reduced conditions.

It is also impossible for me (unless I go to Amman to study in details the files and talk to both of you) to understand clearly the various modified arrangements on the rented cars, telcoms, etc. It is, therefore, difficult to take drastic decisions.

I am not surprised by George's voluntary or involuntary (for lack of organisation) financial discrepancies. This is a game played all over Middle East. These should be checked and corrected as you have done. It is time consuming and irritating, but difficult to avoid. For the major mishandlings, leading to new and important commercial (and political) arrangements (Kawar, etc.), I need to have an overall view of our financial and political situation as indicated above.

G. Madanat's role cannot be dismissed: Lucien Fernandez will go to Amman within approx. 2 weeks and will review this whole matter with you (I am unable to travel now since we are starting our new - and important - Nigerian contract on 01st May in Lagos).

In the meantime, if I have to take immediate decisions on some outstanding invoices, kindly list them in a simplified form with your comments / recommendations for each outstanding item. In any case, I need a summary of all the invoices so far retained by you.

Best regards,

Andr. E. Pruniaux

P.S.:

I am also willing to ask Pierre Siegwart to travel to Amman before end of April to help you and Mrs Twal to simplify and speed up accounting, payments and reporting to Geneva.

File Iraq - UN

UNITED NATIONS



NATIONS UNIES

OFFICE OF THE IRAQ PROGRAMME

FACSIMILE

Ref: JO/LEL

To: Cotecna Inspection S.A. André E. Pruniaux Senior Vice President <i>AP</i>	Fax: 011-41-22-849-6939 Tel:
From: Jeremy Owen Chief Customs Expert, OIP <i>[Signature]</i>	Fax: + 1 212 963 8083 Tel: + 1 212 963 5287
Subject: Provision of Independent Inspection Agents	
Date: 26 January, 1999 Number of pages (including cover page): 1	

Dear André:

Thank you for your facsimile message today on the above subject attaching curriculum vitae for the following:

Mr. T. Zakaszewski
 Mr. S. Zak
 Mr. A. Bin Hanif
 Mr. N. Haque
 Mr. L. Chee Koon

In my fax of 22 January 1999, I raised concerns regarding the number of inspectors with relevant Customs experience. I was therefore expecting subsequent inspectors proposed by Cotecna to address this fact. I would be pleased to hear of any progress that you have made in respect to this matter.

In lieu of such an update, I would like to inform you that OIP will have to postpone the approval of the above mentioned inspectors.

Regards.

cc: Ms. Stephani Scheer
 Mr. John Almstrom
 Mr. Didier Sabroux