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Government**

*Report on computer and office equipment inventory:  
Ministry of Justice, Public Prosecutors Departments  
and Tribunals  
VOLUME I  
(Report and Annex I)*

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## I. **Introduction**

### 1. **Mandate**

The consultation following the terms of which we have compiled this report had the objective of making the computers and office supplies park inventory of MINIJUST, of the Republic's Public Prosecutor's Department in Kigali, of the General Public Prosecutor's Department near the Supreme Court, of the General Public Prosecutor's Department near the Kigali Court of Appeal and of the Public Prosecutors' Departments and Tribunals throughout the country.

Throughout our mission, we have been accompanied by Mr. Thierry Rusingiza, Chief of the Division of Data Processing in MINIJUST; we sincerely wish to thank him for his availability and collaboration.

### 2. **Mandate extension**

This inventory has covered computers (+ UPS), printers, scanners, photocopiers as well as fax-machines.

We have visited MINIJUST (central), the General Public Prosecutor's Department near the Supreme Court, the Public Prosecutors Departments' (General Public Prosecutor's Department near the Court of Appeal, the Republic's Public Prosecutor's Department), the registries (First Instance Registry, Court of Appeal Registry) throughout the country at the exception of the district tribunals (sites sheets: annex I).

### 3. **Objectives**

This inventory will allow improving the knowledge of the MINIJUST computers and office supplies park. This work will also allow making the inventory under the form of a data base that will be updated by MINIJUST; the consequence will be a better management of this park (planning of acquisitions, maintenance contracts, discarding equipment).

This report will also allow supplying the information facilitating the putting in place of a telecommunication network. At the end of this report, recommendations will be made on the basis of findings that the inventory has allowed.

## II. Inventory

### 1. Inventory per city and type of equipment

The inventory is presented by city and type of equipment. The first column shows the name of the administrative unit visited (Public Prosecutor's Department, Registry, MINIJUST management...), the second shows the n° of the site (ex.: FIT Registry Ruhengeri = 303...), the third shows the inventory n° represented by the 3 or 4 first letters of the city of the site visited, plus one figure and the following columns show the particular characteristics of the equipment concerned (trademark, type, serial number...).

Note: Detailed information (sheets) on each computer is supplied in annex (annex 2).

**Table 1:** Current Public Prosecutors' Departments equipment

<b>City/Site</b>	<b>Computers</b>	<b>Printers</b>	<b>Photocopiers</b>	<b>Fax machines</b>
	28	5 network connected	3	1
PGCS				
PGCA Kigali	4	4	2	1
PR Nyamata	3	3	4	1
PR Rushashi	2	2	2	0
PR Kigali	5	4	5	1
PR Gitarama	4	4	2	1
PGCA Nyabisindu				
	5	5	2	1
PR Butare	6	5	6	1
PR Gikongoro	5	4	0	0
PGCA Ruhengeri	7	4	2	1
PR Byumba	3	3	4	1
PR Kibungo	4	4	4	0
PR Umutara	4	4	4	0
PGCA Cyangugu	5	5	3	1
PR Cyangugu	4	4	3	1
PR Kibuye	3	2	2	1
PR Gisenyi	3	2	4	1
PR Ruhengeri	2	1	3	0
Bureau Nyanza	0	0	0	0
<b>Total</b>	<b>94</b>	<b>57</b>	<b>52</b>	<b>13</b>

**Table 2:** current equipment of the registries (Tribunal of First Instance and Court of Appeal)

City/Site	Computers	Printers	Photocopiers	Fax
TPI Kigali	9	3	4	1
TPI Gisenyi	3	3	3	1
TPI Ruhengeri	2	3	2	0
TPI Gikongoro	3	2	2	0
TPI Butare	5	2	3	1
TPI Cyangugu	3	3	2	1
TPI Nyagatare	2	2	2	0
TPI Kibungo	2	2	2	0
TPI Kibuye	4	4	3	0
TPI Gitarama	3	3	2	0
TPI Byumba	2	2	3	1
TPI Nyamata	2	2	2	0
TPI Rushashi	2	2	1	0
CA Ruhengeri	3	2	1	0
CA Nyabisindu	0	0	0	0
CA Cyangugu	1	1	1	0
<b>Total</b>	<b>46</b>	<b>36</b>	<b>33</b>	<b>5</b>

**Table 3:** MINIJUST's current equipment

Site	Computers	Printers	Photocopiers	Fax machines
<b>CABINET</b>	9	7	6	3
<b>DAJ</b>	7	6	2	1
<b>DLSC</b>	17	11	4	0
<b>DHRSA</b>	10	6	3	1
<b>DPE</b>	7	4	2	1
<b>Bibliothèque</b>	2	0	0	0
<b>SCAJE</b>	6	3	4	0
<b>UNICEF</b>	1		1	
<b>Notaire</b>	0	0	2	0
<b>Total</b>	<b>59</b>	<b>37</b>	<b>24</b>	<b>6</b>

## 2. Supplies in Use

### a) PRINTERS

The table below shows the different models of printers, photocopiers and fax-machines inventoried as well as the different types of consumables that they need; this also will allow the person in charge of purchasing consumables to know the correspondence between the model and of the equipment and the type of consumable.

**TABLE 4**

<b>Qty</b>	<b>Trademark, Model</b>	<b>Toner Cartridge</b>
1	HP LaserJet 4P	92274A
1	HP LaserJet 4 Plus	92298A
1	HP LaserJet 5	92298A
17	HP LaserJet 5 L	C9306A
29	HP LaserJet 6 L	C9306A
3	HP LaserJet 6 P	C9303A
44	HP LaserJet 1100	C4092
1	HP LaserJet 2100	C4096
1	HP LaserJet 4550	C4191A
6	HP LaserJet 5000	C1429X
1	HP LaserJet 8100	4182X
1	HP DeskJet 1120 C	C1823D (couleur)
1	HP DeskJet 610 C	C6614D (Noire)
5	HP DeskJet 695 C	C1816A
1	HP DeskJet 840 C	C6615 DE (Noire)
		C6625A (Couleur)
2	HP DeskJet 930 C	HP51645 (Couleur)
19	XEROX Docuprint P8ex	113R296
1	CANON LBP 660	C3906CA
1	BROTHER HL 1250	TN300HL
1	BROTHER HL 631	TN100PF
1	BROTHER HL 1040	TN300HL
1	BROTHER HL 730	TN200HL
1	BROTHER HL 720	TN200HL

b) PHOTOCOPIERS

Qty	Trademark, Model	Toner Cartridge
25	SHARP SF1116	SF216LT1
4	SH3ARP SF 2014	SF214NT1
15	SHARP SF 2114	SF214NT1
2	SHARP SF 730	SF730 MT1
6	SHARP SF 2052	SD360MT1
1	SHARP SF 2027	SF222NT1
1	SHARP SF 7320	SF730MT1
1	SHARP SF 2116	SF216NT1
2	SHARP SF 1020	AL-100TD
1	SHARP SF 2414	SF234NT
1	CANON NP 6016	NPG9
11	CANON NP 6216	NPG9
1	CANON NP 6330	NPG7
2	CANON NP 1550	NPG1
2	CANON NP 6010	NP1010
1	CANON NP 6030	NPG 7
2	CANON NP 6035	NPG13
5	CANON NP 6317	NPG9
1	CANON NP 6025	NPG7
1	CANON NP 6312	NPG11
1	CANON NP 6012	NPG11
5	CANON FC-230	E-31
7	XEROX 5828	6R244
4	XEROX 5824	6R244
2	XEROX 5830	6R244
1	XEROX 5826	6R244
1	XEROX 5621	6R244
1	LANIER 7214	117-0194(10CN)
1	NASHUATECH 3413	-



c) Fax machines

Table 6

Qty	Trademark, model	Toner Cartridge
3	SHARP UX-81	F016CR
1	CANON T-20	-
1	CANON B110	BX3
2	XEROX Workcenter 150	6R914
1	XEROX FaxCenter 155	6R833
1	BROTHER 570	PC-401
1	PANASONIC KX-F130	KX-FA1333
1	SAGEM 230	TTR812
1	FAX 4150B	-

### **III. Findings**

#### 1. Computers

We have listed 206 computers that can be classified in 3 categories with regards to their

- First generation computers (66-166 Mhz micro-processors' speed (Mhz):
- 30.6% of computers belong to this category; they have an average age of more than 5 years and are likely to have very serious breakdowns at any time (Crash disk).  
At default of replacing them, it would be necessary to save the important data which is on the hard disk on stock units (diskettes, zip) and make very regular maintenance programme.
- Second generation computers (200-450 MHz):  
These computers of the intermediate generation and constitute 22.3% of the computers; they are generally in a good state of functioning but must regularly undergo maintenance care (surface cleaning against dust, cleaning of temporary files, anti-virus updates).
- Third generation computers (500-1000 MHz):  
They are in general almost new and represent 47.1% of computers. It is necessary to update anti-virus regularly (Macros Office).

N.B.: there is in the stock of MINIJUST, 104 computers recycled that one may classify among 1<sup>st</sup> generation computers; some of them that have been tested were not in bad state of functioning.

## 2. Printers

A little bit more than the third (37.1%) of printers may from time to time have problems related to their age; these are HP LaserJet 4P, 5, 5P, 6L, 6P.

But, in a general manner, there is a problem of a lack of consumables and of lack of maintenance (dust in the gears) for printers. Connexion boxes may be used for printers; this allows to many computers users to share the same printer.

## 3. Uninterrupted Power Supplies

Most of UPS's breakdowns are linked to batteries discharge; a good stock of these batteries may resolve a lot of problems

## 4. Photocopiers

Photocopiers constitute along with computers, the most difficult equipment to maintain or to manage because of small but very frequent breakdowns which necessitate more interventions than any other type of machine. We have listed 108 photocopiers

N.B. The stock of MINIJUST contains 29 new SHARP SF-1116 photocopiers that may be used go replace a malfunctioning photocopier while waiting for its repair for example. At the time of every distribution of these photocopiers, the person in charge of the management of these photocopiers should update the data base (serial number of photocopier, affectation, contact).

As one may observe from the list of photocopiers, there are more than 30 different models of photocopiers. It would be interesting in the long run, for a better management of the park (maintenance, spare parts, consumables) to preserve only 1, 2 or maximum 3 different models of photocopiers.

It may be possible for instance to imagine the following scenario:

For every public prosecutor's department and every tribunal, preserve 1 big and 1 small model; 1 SHARP 1116 (50% of photocopiers, including the stock) and 1 XEROX (big size) That may be found in almost all the public prosecutors' departments and tribunals.

## 5. Fax machines

It is the kind of machine that almost never causes problems; we have listed 11 Fax machines.

## 6. General Observation

We have noticed that most breakdowns were caused by a lack of regular maintenance of equipment (dust,). Another problem specific to computers is that of viruses; regular updating of Anti-viruses (Macro-office) might resolve a certain number of problems specific to computers. In this respect, putting in place a communication network within MINIJUST will be very profitable because access to internet for users will allow regular updating of their anti-viruses (downloading of updates on internet).

Training users in the use of their working tool (use of programmes, use of technical notes in order to solve small breakdowns) could also be greatly useful.

#### IV. Equipment Needs (computers)

The following tables show the list of computers existing in public prosecutors' departments and tribunals as well as needs taking the following staff and distribution into consideration:

**Table 7:** public prosecutors' departments

	PPO	Secretaries	Typists	Current n° of computers	Total need in n° of computers	Additional needs in n° of computers	Printers
PPDSC	9	5	1	28	0	0	5 connected
PPDCA Kigali	10	7	2	4	1	10	4
RPPD Nyamata	16	4	2	3	14	11	3
RPPD Rushashi	12	4	2	2	12	10	2
RPPD Kigali	35	8	5	5	31	26	4
RPPD Gitarama	15	8	3	4	19	15	4
PPDCA Nyabisindu	11	3	1	5	10	5	5
RPPD Butare	20	7	3	6	20	14	5
RPPD Gikongoro	11	5	2	5	13	8	4
PPDCA Ruhengeri	6	4	1	7	8	1	4
RPPD Byumba	15	3	2	3	13	10	3
RPPD Kibungo	13	4	3	4	14	10	4
RPPD Nyagatare	5	2	0	1	5	4	1
PPDCA Cyangugu	7	3	3	5	10	5	5
RPPD Cyangugu	16	6	3	4	17	13	4
RPPD Kibuye	14	6	1	3	14	11	2
RPPD Gisenyi	17	5	3	3	17	14	2
RPPD Ruhengeri	13	7	3	2	17	15	1
Office of Nyanza	2	0	0	0	1	1	0
<b>Total</b>	<b>247</b>	<b>91</b>	<b>40</b>	<b>94</b>	<b>249</b>	<b>183</b>	<b>57</b>

**Table 8:** Registries (TFI and CA)

	Judges	Clerks	Typists	Current n° of computers	Total need in n° of computers	Printers	
TFI Kigali	40	17	11	9	49	40	3
TFI gisenyi	15	13	2	3	23	20	3
TFI Ruhengeri	15	12	3	2	23	21	3

TFI Gikongoro	14	10	3	<b>3</b>	20	17	2
TFI Butare	9	6	1	5	12	7	2
TFI Cyangugu	6	4	2	3	9	6	3
TFI Nyagatare	8	4	2	2	10	8	2
TFI Kibungo	17	11	3	2	23	21	2
TFI Kibuye	12	6	2	4	14	10	4
TFI Gitarama	17	12	3	3	24	21	3
TFI Byumba	14	8	4	2	19	17	2
TFI Nyamata	11	5	3	2	14	12	2
TFI Rushashi	11	8	3	2	17	15	2
CA Ruhengeri	6	9	2	3	14	11	2
CA Nyabisindu	6	7	3	0	13	13	0
CA Cyangugu	6	4	2	1	9	8	1
<b>TOTAL</b>	<b>207</b>	<b>136</b>	<b>49</b>	<b>46</b>	<b>293</b>	<b>247</b>	<b>36</b>

**Table 9: MINIJUST**

Management	Users (senior staff, professionals, technicians, secretaries, typists and others)	Current n° of computers	Total need in n° of computers	Additional needs in n° of computers
Departmental secretariat	10	9	10	1
MJA	18	7	18	11
	11	7	11	0
MHRSS	17	10	17	7
	7	7	7	0
Library	2	2	5*	3
	11	6	11	5
UNICEF	1	1	1	0
Notary	2	0	2	2
<b>Total</b>	<b>78</b>	<b>59</b>	<b>82</b>	<b>29</b>

For printers, instead of buying one for each computer, it is recommended to acquire connection boxes which allow sharing one at least between 2 computers.

For photocopiers, we have indicated that photocopiers in the public prosecutors' departments were sufficient in general but needed a sound maintenance programme.

As we have already mentioned earlier, the MINIJUST has at its disposal 29 new photocopiers (SHARP SF-1116) in stock that could be used to replace the malfunctioning sets (discarded) or serve as spare photocopiers (temporary breakdowns).

## **V. Urgent needs**

Many sets, in the public prosecutors' departments and tribunals throughout the country, need to be maintained quite rapidly and some among them must also be repaired.

Some sites, such as the registry of the Ruhengeri TFI, have serious power problems (overcharge) that will eventually damage the sets.

## **VI. Difficulties encountered and comments**

In our database, we placed a heading "User's name" under which the name of the user of each inventoried set had to figure; we finally have replaced that heading by "Contact" because it was not always possible to identify the person in charge or that some people just refused to inform us. The heading "Contact" indicates in most cases, the person responsible for computerisation or the Chief Secretary, etc.

The Republic's Public Prosecutor's Department of Butare has 2 deputy public prosecutors for Nyanza who work in the office of the district of Nyanza; these 2 deputy public prosecutors have no equipment.

## **VII. Recommendations**

- 1) It would be necessary to start thinking of replacing progressively the first generation computers because as mentioned earlier they are likely to break down (severe breakdowns), very regularly. It is worth noticing that these computers represent more the significant portion of 30% of the computer park.
- 2) In the same line, the future acquisitions should be done not according to the computers' trademark (COMPAQ, DELL) but rather to the local availability of spare parts 6 months or 1 year after the purchasing date.  
In fact, it is today quite difficult to find trademark (COMPAQ, DELL) spare parts for these first even second generation computers; we would then recommend the purchase products with no trademark (clones) but equipped with good quality spares (Processor, hard disc, etc.)
- 3) For photocopiers, models uniformity should allow better management of consumables and more efficiency in terms of maintenance interventions.
- 4) MINIJUST should reinforce its technical team's assistance (technicians, simple equipment) to users not only at its headquarters but mainly in public prosecutor's departments throughout the country. At the default of not having a permanent team in all the public prosecutors' departments and tribunals, it would be possible to have a mobile team that visits each public prosecutor's department and tribunal at least 2 times per month for small interventions (change consumables, load paper, etc.). Contract services will be entrusted to specialised firms for periodical interventions (exterior cleaning, Anti-viruses.) In fact, at the time of our tour, we have solved many minor problems such as the installation of new sets that were delivered several weeks previously. The staff was not able to install these sets

<b>IX. Acronym List</b>	
<b>Acronym</b>	<b>Definition</b>
FIT	First Instance Tribunal
MINIJUST	Ministry of Justice