INCAMAKE Y'IBIKURIKIZWA MU GUSHYIKIRIZA INYANDIKO MICT

1. Ibisubizo by'ibibazo by'ibanze wibaza ku birebana n'itangwa ry'inyandiko muri MICT urabisanga mu Mabwiriza Ngengamikorere nomero MICT/7/Rev.3 yerekeye itangwa ry'inyandiko. Muri ayo mabwiriza harimo n'ibirebana n'akarango kaboneye gahera inomero y'urubanza (urugero: inomero z'imanza zagombye guherwa na « R77 » muri ICTY ziherwa na « R90 » muri MICT). Niba ukeneye ibindi bisobanuro, wabaza mu Biro bya Gerefiye, ku ishami bireba.

2. Uko inyandiko zishyikirizwa MICT:

A) Aho bishoboka, inyandiko zikwiye gushyikirizwa Ibiro bya Gerefiye wa MICT hakoreshejwe uburyo bwa elegitoriniki. Mu gihe hari impamvu zidasanzwe, inyandiko zishobora gushyikirizwa MICT umuntu azijyaniyeyo ubwe, akoresheje fagisi cyangwa azinyujije mu iposita.

B) Inyandiko zose zishyikirijwe MICT zigomba kuba ziri kumwe n'ifishi yabugenewe iherekeza bene izo nyandiko.

C) Inyandiko zitanzwe zoherezwa kuri aderesi ya MICT yagenewe kwakira inyandiko zerekeranye n'imanza:

Aderesi (*e-mail*) ya MICT i La Haye: JudicialFilingsHague@un.org
Aderesi (*e-mail*) ya MICT Arusha: JudicialFilingsArusha@un.org

D) Inyandiko zometse ku z'ibanze zishyikirizwa MICT zitangwa mu buryo bukurikira :

- Iyo inyandiko n'iyometseho cyangwa iziyometseho biri mu rwego rumwe rw'ibanga (ni ukuvuga: si ibanga, ni ibanga, ni ibanga rikomeye, hari utagomba kuyihishurirwa) icyo gihe zikomatanyirizwa muri fishiye (*file/fichier*) elegitoroniki imwe.
- Iyo inyandiko zifite umugereka cyangwa imigereka iri mu rwego rw'ibanga rutandukanye n'urw'inyandiko y'ibanze (nk'urugero : inyandiko y'ibanze itari ibanga ifite umugereka A w'ibanga hamwe n'umugereka B utagomba kwerekwa abantu runaka), hagomba gukorwa fishiye yihariye kuri buri nyandiko ifite urwego rw'ibanga rutandukanye n'urw'inyandiko y'ibanze.
- Iyo inyandiko zo gushyikiriza MICT ari nini cyane ku buryo zitakoherezwa nk'umugereka ku ibaruwa elegitoroniki (*e-mail*), (nk'izifite ubunini bwa MB 10 kuri aderesi za LONI), wandikira ishami ry'Ibiro bya Gerefiye rirebwa n'ikibazo ukoresheje aderesi elegitoroniki yavuzwe haruguru kugira ngo bakugire inama ku buryo buboneye bwo kohereza izo nyandiko.

3. Itangwa ry'inyandiko:

Hakoreshejwe uburyo bwa elegitoroniki, Ibiro bya Gerefiye wa MICT bishyikiriza Urugereko, ababuranyi n'abandi bigenewe, kopi z'inyandiko zose byahawe, bigakorwa ibyo Biro bizirikana ibisabwa mu itangwa ry'inyandiko z'ibanga, iz'ibanga rikomeye kandi/cyangwa izifite inzego cyangwa abantu zidahishurirwa.

Byahinduwe mu Kinyarwanda kandi byemezwa na SSL/TPIR

4. Amasaha yemewe yo kwakira inyandiko (hakurikijwe isaha y'ahantu ishami bireba riri):

A) Ku Biro bya Gerefiye wa MICT i La Haye, amasaha yemewe yo kwakira inyandiko ni kuva saa tatu za mu gitondo kugera sa kumi z'igicamunsi, guhera ku wa mbere kugeza ku wa gatanu, uretse iminsi ya konji yemewe na LONI i La Haye. Inyandiko zoherwa mu buryo bwa *e-mail* zishobora koherezwa umunsi w'icyumweru uwo ari wo wose, n'isaha iyo ari yo yose.

B) Ku Biro bya Gerefiye wa MICT Arusha, amasaha yemewe yo kwakira inyandiko ni kuva saa mbiri n'igice za mu gitondo kugeza saa kumi n'igice z'igicamunsi, guhera ku wa mbere kugera ku wa kane no kuva saa mbiri n'igice za mu gitondo kugeza saa saba z'amanywa ku wa gatanu, uretse iminsi ya konji yemewe na LONI Arusha. Inyandiko zoherezwa mu buryo bwa *e-mail* zishobora koherezwa buri munsi w'icyumweru uwo ari wo wose n'isaha iyo ari yo yose.

C) Inyandiko zitanzwe mu masaha yemewe, aho bishoboka, zihita zakirwa zikanahabwa abo zigenewe umunsi nyine zashyikirijweho Ibiro bya Gerefiye wa MICT. Inyandiko zerekeye imanza zishyikirijwe MICT nyuma y'amasaha yemewe zakirwa zikanahabwa abo zigenewe umunsi w'akazi ukurikiyeho.

D) Iyo inyandiko zitanzwe nyuma y'amasaha yemewe ku munsi wa nyuma w'akazi w'icyumweru, cyangwa nyuma y'amasaha yemewe ku munsi ubanziriza uw'ikiruhuko wemewe na LONI, icyo gihe zihabwa abo zigenewe ku munsi w'akazi ukurikiraho.

E) Inyandiko yose ishyikirijwe MICT hakoreshejwe ubutumwa bwa elegitoroniki, iyo yakiriwe nyuma y'amasaha yemewe ariko mbere ya saa sita z'ijoro ku isaha yo ku Ishami rya MICT bireba, cyangwa mu mpera z'icyumweru cyangwa ku munsi wa konji cyangwa ikindi gihe Ibiro bya Gefiye bifunze, ibikwa yanditseho itariki yakiriweho nk'uko bigaragazwa n'itariki n'isaha yaziyeho mu gasanduku kabugenewe k'Ibiro bya Gerefiye kakira bene ayo mabaruwa ya elegitoroniki kandi ihabwa abo yagenewe ku munsi w'akazi ukurikiyeho.

5. Kugena urwego rw'ibanga no gusuzuma inyandiko zishyikirizwa MICT zirebana n'imanza:

A) Ibiro bya Gerefiye bikora gusa isuzuma ritimbitse ry'inyandiko zashyikirijwe MICT. Iryo suzuma ntirireba ibikubiye mu nyandiko hagamijwe kumenya niba irimo amakuru y'ibanga, ay'ibanga rikomeye na/cyangwa amakuru atagomba guhishurirwa urwego cyangwa abantu runaka. Uwatanze inyandiko cyangwa Urugereko ni bo bonyine bafite inshingano yo kugena ko iyo nyandiko atari ibanga, ari ibanga, ari ibanga rikomeye, cyangwa itagomba guhishurirwa abantu runaka.

B) Inyandiko zitanzwe zigomba kugaragaza urwego rw'ibanga zashyizwemo. Inyandiko zirimo amakuru y'ibanga, ay'ibanga rikomeye cyangwa adahishurirwa abantu runaka zandikwaho aya magambo mu nyuguti nkuru ku rupapuro rwa mbere rubanziriza inyandiko nyirizina, hejuru y'inyito y'inyandiko : « INYANDIKO Y'IBANGA », na/cyangwa « INYANDIKO Y'IBANGA KANDI IDAHISHURIRWA ABANTU RUNAKA » cyangwa « INYANDIKO Y'IBANGA RIKOMEYE ». Inyandiko zishyikirijwe MICT zitari ibanga zandikwaho amagambo «SI IBANGA» ku rupapuro rubanziriza inyandiko nyirizina hejuru y'inyito y'iyo nyandiko. Urupapuro rubanziriza inyandiko nyirizina rugaragaza na none abagenewe guhabwa iyo nyandiko. Urwego rw'ibanga iyo nyandiko irimo rugomba kandi kwandikwa ku ifishi iherekeza inyandiko itangwa.

C) Ibisobanuro byuzuye byerekeye inzego z'ibanga biboneka mu gatabo kasohowe n'Umunyamabanga Mukuru wa LONI kitwa: «*International Criminal Tribunals: information sensitivity, classification, handling and access* » ST/SGB/2012/3. Ku nyinshi mu nyandiko zirimo amakuru atagomba kwasaswa, kuzandikaho amagambo «NI IBANGA » byagombye kuba bihagije, bityo urwego rwa « NI BANGA RIKOMEYE » rugakoreshwa gake cyane kandi rugaharirwa gusa inyandiko zujuje ibisabwa mu gisobanuro kiri mu gika 5.2(b) cy'Agatabo kasohowe n'Umunyamabanga Mukuru wa LONI.

D) Ababuranyi, Ingereko, Abacamanza na Perezida bashobora gutanga inyandiko ebyiri, imwe y'ibanga n'indi itari ibanga itangwa ibanje gusibwamo amakuru agomba kugirwa ibanga. Inyandiko itari ibanga yabanje gusibwamo bene ayo makuru yandikwaho amagambo akurikira mu nyuguti nkuru hejuru y'inyito y'iyo nyandiko ku rupapuro rubanziriza inyandiko nyirizina: « SI IBANGA KANDI YASIBWEMO AMAKURU ATAGOMBA KWASASWA ».Utanze inyandiko itari ibanga yasibwemo ibintu agomba gukora ku buryo amakuru yose y'ibanga asibwa muri iyo nyandiko kandi agasimburwa n'ijambo « BYASIBWE » riri mu dusodeko.

E) Guhindura urwego rw'ibanga rw'inyandiko zishyikirizwa MICT bikorwa gusa hashingiwe ku itegeko cyangwa icyemezo by'Urugereko, Umucamanza cyangwa Perezida, hakurikijwe ibikubiye mu gika cya 6 cy'Agatabo kasohowe n'Umunyamabanga Mukuru wa LONI. Iyo hatanzwe itegeko cyangwa icyemezo byerekeye ihindurwa ry'urwego rw'ibanga rwa dosiye y'urubanza, Ibiro bya Gerefiye wa MICT bihindura urwego rw'ibanga rw'inyandiko bireba kandi bikongera kuyiha abo igenewe hakurikijwe ibimaze guhindurwa.