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**MINUTES OF THE
EXECUTIVE COMMITTEE MEETING**
HELD IN KATHMANDU, NEPAL
April 3-4, 1974

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**MINUTES OF THE
BOARD OF DIRECTORS MEETING**
HELD IN KATHMANDU, NEPAL
April 4-5, 1974

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MINUTES OF THE
UMN BOARD OF DIRECTORS MEETING
HELD IN KATHMANDU, NEPAL

4-5 April, 1974

The Annual Meeting of the Board of Directors was held at UMN Headquarters, Thapathali, Kathmandu, on 4th and 5th April, 1974. Sessions lasted on Thursday from 1.30 p.m. to 6.00 p.m.; and on Friday from 9.00 a.m. to 12 noon, and 1.30 to 5.40 p.m., with short breaks for morning and afternoon coffee.

Devotions. Miss Dorothea Friederici opened the meeting with devotions on Thursday afternoon, and on Friday morning sessions began with devotions led by Dr. Fred Wilson.

BD-1/74. *Schedule of membership and Roll Call.* The schedule of member bodies at the opening of the meeting was as follows, with delegates present except as indicated. (Note the action of BD-24/74, accepting three further full member bodies.)

A. *Member bodies and their representatives:*

1. Assemblies of God—Rev. A. McCabe.
2. Baptist Missionary Society—Miss J. Knapman.
3. Bible & Medical Missionary Fellowship—Mr. M. Roemmele, Dr. R. Windsor.
4. Christian Church (Disciples)—none.
5. Church Missionary Society, Australia—Miss F. Priest.
6. Church Missionary Society, UK—Miss F. Priest.
7. Church of North India—Mr. A. C. Dharmaraj (absent).

8. Committee for Service Overseas—
Mrs. K. Lederer, Miss D. Friederici.
9. Darjeeling Diocesan Council & Church
of Scotland—Rt. Rev. D. D. Pradhan
(absent).
10. Free Church of Finland—Miss K
Kormu.
11. Gossner Mission—Miss D. Friederici.
12. International Christian University
Church, Tokyo—none.
13. Japan Overseas Christian Service—
Mr. T. Nara, Dr. H. Kawahara.
14. Mennonite Board of Missions &
Charities—Mr. P. Kniss (absent),
Mr. W. Victor (absent).
15. Regions Beyond Missionary Union—
Dr. M. Peacock, Dr. M. Owen.
16. Swedish Baptist Mission—Miss E.
Cederholm, Miss L. Arnshelm.
17. Swiss Friends Mission—none.
18. United Church of Canada—Miss D.
Ventham.
19. United Fellowship for Christian Service
—Miss L. Chipley (absent).
20. United Methodist Church—Dr. C. L.
Joshi, Dr. R. Fleming.
21. United Presbyterian Church—Rev. G.
Ruff, Dr. F. Wilson.
22. Wesleyan Church of America—none.
23. World Mission Prayer League, Norway
—Rev. H. Overby, Mr. A. Bjoroy.
24. World Mission Prayer League, USA
—Rev. A. Berg, Mr. T. Manaen.

B. *Representatives of Nepal Christian Fellowship :*

1. Pastor D. Singh.
2. Mr. P. Rajhan.

C. *Co-opted members :*

1. Episcopal Church of USA—none.
2. Leprosy Mission—Dr. V. Das.
3. Mennonite Central Committee—Mr N. Janzen.
4. Personnel Secretary—Mr. A. Voreland.
5. Treasurer designate—Mr. R. Havens.

D. *Ex-officio members :*

1. Executive Secretary and Acting Treasurer
Mr. F. Wilcox.
2. Health Services Secretaries—Dr. T. Strong, Dr. N. Iwamura.
3. Education Secretary—Miss M. McCombe.
4. Gorkha Area Superintendent—Miss F. Swenson.
5. Tansen Area Superintendent—Dr. W. Gould.
6. Workers Conference representative—
Miss N. Kehrberg.
7. Shanta Bhawan Hospital Board representative—Mr. P. B. Rai.
8. UMEDA Board representative—Mr. D. Jantzen.

E. *Visitors :*

1. Mr. D. Lindell, Lutheran Church of America.
2. Mr. E. Andreasson, Swedish Free Mission.
3. Mrs. H. Kawahara, Japan Overseas Christian Service.

Mr. Lindell and Mr. Andreasson brought greetings to the Board from their respective Churches.

- BD-2/74. *Agenda.* The Agenda, as presented by the Executive Secretary, was accepted with the addition of several items.
- BD-3/74. *Confirmation of Minutes.* The Minutes of the previous Board Meeting, held in Kathmandu March 29-30, 1973, had been sent to members of that Meeting, and these were approved and confirmed.
- BD-4/74. *Annual Reports.* The annual reports for 1973 of the various projects of the UMN had been circulated to Board members prior to the meeting. It was RESOLVED to accept these, together with brief verbal reports given at the meeting, as follows :
- a) Executive Secretary—Appendix B to these Minutes.
 - b) Headquarters—Appendix C.
 - c) Special Projects—Appendix D.
 - d) Community Health Advisory Team—Appendix E.
 - e) Tansen Area—Appendix F.
 - f) UMEDA Projects—Appendix G.
 - g) Boys' Boarding School, Pokhara—Appendix H.
 - h) Gorkha Project—Appendix I.
 - i) Shanta Bhawan Hospital, Kathmandu—Appendix J.
 - j) Girls' High School, Kathmandu—Appendix K.
 - k) Bhaktapur Hospital—Appendix L.
 - l) Okhaldhunga Hospital—Appendix M.
 - m) Anandaban Leprosy Hospital (courtesy)—Appendix N.
 - n) Treasurer and Provident Fund—Appendix O.
 - o) Auditor (verbal).

BD-5/74. *Annual Financial Statements.* The financial statements for 1973 of the projects of the UMN, included in the above listed appendices, were accepted as presented by the Executive Committee.

BD-6/74. *Workers' Conference Report.* The representative from the Workers' Conference to the Board, Miss N. Kehrberg, reported on the Conference held February 28—March 5, in Kathmandu, coinciding with the 20th anniversary of the UMN on 5th March. The Minutes of the Conference appear as Appendix P to these Minutes, and recommendations made to the Board were dealt with as these items appeared on the agenda of the Board Meeting.

BD-7/74. *UMEDA Board Members.* It was RESOLVED to appoint the following persons to serve as members of the UMEDA Board for the year 1973/74:

UMN Executive Secretary—

Mr. R. Havens.

UMN Technical Secretary—

Mr. S. Ruohoniemi.

BD-8/74. *Shanta Bhawan Board Members.* It was RESOLVED to appoint the following persons to serve for a two year term as Community Representatives on the Shanta Bhawan Hospital Managing Board:

Dr. Rajendra K. Rongong,

Mr. Rajeshwar P. Shrivastava.

It was noted that Dr. M. Owen will serve as the representative from the UMN Board to the Hospital Board for a further year.

BD-9/74. *Appointment of Executive Secretary.* (Ref. EC(2)-62/73, WC-8/74, and EC(1)-2/74, a). It was

- RESOLVED to appoint Mr. Frank Wilcox to the post of Executive Secretary for a further three year term from the time of this meeting.
- BD-10/74. *Appointment of Treasurer.* (Ref. EC(2)-63/73 and WC-19/74). It was RESOLVED to appoint Mr. Ray H. Havens to the post of Treasurer for a three year term, from the time of this meeting.
- BD-11/74. *Area Superintendent, Tansen.* (Ref. EC(2)-65/73 and WC-13/74). It was RESOLVED to appoint Dr. Pam Dodson to the post of Tansen Area Superintendent for a three year term from the time of her return to Nepal in May 1974.
- BD-12/74. *Area Superintendent, Kathmandu.* (Ref. EC(2)-66/73 and WC-12/73). It was RESOLVED to appoint Mr. San Ruohoniemi to the post of Area Superintendent for the projects of the Kathmandu Valley excepting Shanta Bhawan Hospital, for a one year term from the time of this meeting.
- BD-13/74. *Health Services Secretary.* (Ref. EC(2)-64/73 and WC-10/74). It was RESOLVED to re-appoint Dr. Trevor Strong, Dr. Noboru Iwamura and Mr. Frank Wilcox as joint Health Services Secretaries for a further one year term from the time of this meeting.
- BD-14/74. *Technical Secretary.* (Ref. WC-11/74 and EC(1)-53/74). It was RESOLVED to appoint Mr. Francis Sauer to the post of Technical Secretary, for a one year term in the first instance, from the time of this meeting.
- BD-15/74. *Power of Attorney.* It was RESOLVED to appoint Mr. Francis Earl Wilcox (Executive

Secretary) and Mr. Ray Hall Havens (Treasurer) to hold the Power of Attorney for the Board of Directors of the United Mission to Nepal, and to authorise them to act singly.

BD-16/74. *Renewal of General Agreement.* The Executive Secretary reported on negotiations with government officials concerning the renewal of the General Agreement between HMG and UMN, which expires in January 1975, including the submission of a suggested, altered form of Agreement. In discussion on this proposed Agreement, the following comments were made and noted :

Para 4, b : Maybe seconded workers should receive salaries in order to show the true financial operation of projects where they work.

Para 4, e : Projects which employ foreign staff should claim a grant from the UMN Treasurer sufficient to cover these salaries.

Para 9, b : The matter of income tax should be omitted, as a minor issue.

Para 9, last sentence : This should be included as it will be required in any event.

BD-17/74. *Agreement for new Patan Hospital.* The Executive Secretary reported that a few days previously the final draft of the new Agreement for the Patan Hospital had been received from HMG, and this only awaited his signature for validation. It was RESOLVED to approve the agreement as presented by HMG, and to authorise the Executive Secretary to sign it.

BD-18/74. *Report on Okhaldhunga Hospital.* Dr. Iwamura reported that the Agreement for the proposed

new hospital in Okhaldhunga is still pending, awaiting final decision about the best location for such a hospital. A grant has been received by UMN for construction work on this project.

BD-19/74. *AHW School, Tansen.* Dr. Gould reported that the UMN has been requested by the Institute of Medicine to open and operate an AHW program in conjunction with the ANM program in Tansen, and it is planned to begin this course in January 1975.

BD-20/74. *Surkhet.* The possibility of new opportunities for service opening up in Surkhet was discussed, and it was noted that specific invitations have been extended verbally to the Division of Consulting Services to build a hydro power plant in that developing area. It was RESOLVED to approve in principle UMN engagement in hydro power development in Surkhet, and to authorise the UMEDA Board to arrange for DCS, in consultation with the Technical Secretary, to begin negotiations with concerned authorities of HMG, exploring how it might be possible for the UMN to participate in a project like this.

BD-21/74. *Bhaktapur Hospital.* It was RESOLVED to accept the request of the Ministry of Health, HMG, that the United Mission turn over its Bhaktapur Hospital to that Ministry from 15th December 1974.

BD-22/74. *Children's Hostel, Kathmandu.* Further to EC(2)-83/73, it was RESOLVED to rescind the resolution of BD-63/67, and to approve the recommendation that the Hostel Houseparents may be Board Appointees, seconded

by the United Mission, together with the normal rent allowance made available for Board Appointees.

It was further RESOLVED that the Executive Committee be instructed to study the guidelines regarding the hostel, taking into account the financial implications of the above action and any future possible requests for similar allowance to be made to hostels from other parts of the Mission.

BD-23/74. *New Film.* Further to EC(1)-70/74, opinions were expressed that both a new movie sound film of a documentary type, and also 10-12 minute filmstrips with taped commentaries, would be effectively used in publicity work for the United Mission.

BD-24/74. *Applications for membership in UMN.* It was RESOLVED to accept the following three organisations for full membership in the United Mission to Nepal, with gratitude to God for their interest and partnership in the work of the UMN:

- a) Mennonite Central Committee, USA
- b) Presbyterian Church of Canada
- c) Swedish Free Mission.

It was further RESOLVED that the workers already sent by the Mennonite Central Committee and now serving as direct appointees with the UMN are hereby given the status of Board Appointees. These workers are: Mr. and Mrs. Dennis Neumann, Mr. and Mrs. Dan Jantzen, Mr. Darrell Ediger, Mr. Ken Roes, Mr. Lloyd Schmucker, Mr. Eric Liechty.

It was also noted that the Lutheran Church of America has indicated its interest in

membership, and the Executive Secretary will continue correspondence with the LCA concerning this matter.

BD-25/74. *Administrative Structure Study Committee.* With reference to EC-17/74 and the request that an appointed Committee study the administrative structure of the UMN, it was RESOLVED to request that Committee to send its preliminary report to the Administrative Conference and the Executive Committee in the fall for their advice and recommendations before it is finally presented to the Workers Conference for the opinion of its members.

BD-26/74. *Personal Counsellor.* It was RESOLVED to request the Executive Secretary and Administrative Committee to give consideration to the action of the Board to authorise the UMN to look into the possibility of securing for the United Mission a personal counsellor to whom workers throughout the Mission could go for advice.

BD-27/74. *UMN Constitution and Bye-Laws.*

1) It was RESOLVED to approve the recommendations of the Executive Committee that the following amendments be made to the Constitution and Bye-laws of the United Mission; the items marked ** to be ratified at the meeting of the Board of Directors in April 1975 :

1) Ratification of Const. V, B. 1 : "...and the Nepal Christian Fellowship".

2) Name of Administrative Committee to be changed to the Administrative Advisory Committee, in Const. V, H; V. I; V, J; V. K; Bye-law VI, c, 6; X, title and para; XIV, A, d.

- 3) *Personnel Secretary* to be made an ex-officio member of the Board and of the Executive Committee :

**Const. V.B,2; V.E; Byelaw }
VI,A,2; VI,C,3; V,A,2 } to read—

“...Treasurer, Personnel Secretary,
Area Superintendents...”

**Const. V. J.—third sentence to read,
“He shall be an ex-officio member of
the Administrative Advisory Com-
mittee, the Executive Committee and
the Board; and, when acting as
Executive Secretary, he shall also be
an ex-officio member of any project
Boards and Committees of which
the Executive Secretary is an ex-
officio member.”

Bye-law V. C—to be deleted.

Bye-law VII—to be re-numbered as :
C. Executive Secretary; D. Treasurer;
E. Personnel Secretary; F. Other
Functional Secretaries; G. Area
Superintendent.

- 4) *Duties of Area Superintendent* to be altered
to read in Bye-law VII, G—

new 5—“He shall endeavour to maintain
high standards of cooperation bet-
ween personnel and institutions in
his area of responsibility.”

new 6—“He shall provide guidance,
communication, encouragement and
fellowship to seconded United
Mission workers in his area of
responsibility, and he shall give
special attention to the need of

spiritual fellowship between all United Mission personnel within his area of responsibility.

new 7—Old para 6.

- 5) *Duties of Project Directors* to be altered to read in Bye-law VII, H—

Title—"Project Directors"; delete "Heads of Institutions and".

Para 2—"...principles laid down in the United Mission Constitution and the Constitutions and/or Objectives and Rules framed for the project concerned..."

- 6) *Area Organisation* para to be altered to read, in Bye-law XI, A—

"Where there are two or more institutions or projects of the United Mission, or to which the United Mission has seconded workers, in one geographical area,..."

- 7) *Vacation rulings* to be altered to read, in Bye-law IX, new I—

new d—"Annual leave, additional leave, or variation in leave for any purpose, can only be taken by permission of the project director or head of the institution and the Area Superintendent concerned. Each Area Superintendent or Project Director shall keep a Leave Register to be signed by each Board Appointee on the date of departure on leave, and on the date of return. Travel information about Board Appointees going beyond the borders of

the Indian sub-continent shall be given to the Personnel Secretary by the Area Superintendent or Project Director."

- 8) *Guidelines for Seconded Workers*, previously adopted in EC(2)-64/70, b to be incorporated into the Bye-laws as Bye-law IX, new para D, with amendments in Section 2, new para iv) and Section 3, new para ii, as follows. In Bye-law IX, old paras D-H to be renumbered as E-I.

New D—It is the policy of the United Mission to second workers to other programs or organisations in Nepal, in which cases the following guidelines will be followed :

1. Kinds of work. In keeping with the General Agreement, workers may be seconded to appointments for which the Mission has obtained the prior permission of His Majesty's Government.

2. Qualifications.

- i) These workers shall be regular United Mission Board Appointees.
- ii) Except in very special circumstances they shall have had experience in United Mission projects, and know and appreciate the customs and thinking of the people of Nepal.
- iii) They shall have demonstrated abilities in the Nepali language; in being adaptable to those living and working conditions

which may be required; in expressing their faith in work and life; in displaying the gifts of patience, perseverance and dedication, and competence for the post to which they go.

- iv) These rules may be relaxed in cases where United Mission workers are seconded to projects or organisations where they will work under the supervision of experienced United Mission personnel, or in cases where the secondment is for short duration and requires highly specialized qualifications.

3. Administration of such workers.

- i) Each post for secondment shall be approved by the Executive Committee, and assignments shall be made in the usual manner by the Executive Secretary.
- ii) Whenever United Mission workers are seconded to an agency or company outside the United Mission, a contract setting forth the terms of secondment shall be signed by the United Mission and the agency to which the workers are seconded.
- iii) The United Mission officer responsible for such workers will arrange with the receiving organisations for the terms of

work, housing, salary, tools and equipment, discipline, etc.

- iv) This officer shall be responsible to provide guidance, communication, encouragement and fellowship to the worker within the United Mission structure.
- v) All financial and other matters, such as leave, concerning these workers and their work shall be handled according to the rules of the United Mission.
- vi) The Functional Secretaries shall liaison with organisations to explore opportunities and negotiate openings for workers.

II) It was further noted that the following proposed amendments to the UMN Constitution and Bye-laws have been recommended, but cannot be acted upon at the present time as no prior information has been given to the members of the Board :

- a) From WC-18/74. Appointment of Area Superintendents : Bye-law V, A, 2—

Add another paragraph reading, "The Executive Secretary shall consult with the Board Appointees assigned to a particular area before presenting to the Executive Committee his recommendation concerning the appointment of an Area Superintendent."

- b) From UMEDA Board : Amendments to institutional Bye-laws. Bye-law XVII—Amend present para, and add another para, to read :

"Amendments to the United Mission Bye-laws shall be given to the Executive Secretary at least two months before the Annual Meeting, and he will immediately circulate them to the members of the Board. Provided the amendments are approved by at least two-thirds of the member bodies present and voting, they shall be effective from the meeting wherein they are approved.

However, amendments to such institutional Bye-laws as are described in Bye-law XVI may be made by any United Mission Board Meeting by simple majority vote and without prior notice, if recommended by the concerned institutional board in accordance with the institution's own constitutional provisions regarding such amendments."

c) From the present UMN Board Meeting :
That Bye-law IX, new I, d be amended to include India.

d) From the present UMN Board Meeting :
That the name of the Personnel Secretary be altered.

BD-28/74. Shanta Bhawan Hospital Constitution. It was RESOLVED to ratify the amendments made at the 1974 Board meeting to the Constitution of the Shanta Bhawan Hospital, found in BD-29/75, marked **.

BD-29/74. UMEDA Constitution and Bye-laws.

a) With reference to the proposed change of name of the Division of Consulting Services

to the Division of Development Services,
it was RESOLVED to refer this matter
back to the UMEDA Board for further
consideration.

b) It was RESOLVED

i) to authorise the UMEDA Board to
establish a Managing Board for the
Butwal Technical Institute, with a
Statement of Objectives and Working
Rules for BTI;

ii) That the UMEDA Board be authorised
to request the related department of
HMGN and Tribhuwan University to
appoint their representatives to sit on
the BTI Board;

iii) That all the activities and decisions of
the BTI Board be subject to the
authority and review of the UMEDA
Board, and that Statement of Objec-
tives and Working Rules for BTI,
together with appropriate and necessary
amendments to the Bye-laws of the
UMEDA Constitution, be circulated to
members of the UMN Board of
Directors as proposed amendments to the
Bye-laws of the UMEDA Constitution;

iv) Further, that the UMEDA Board be
authorised to implement certain pro-
posed duties of the UMEDA staff and
officers as defined in UMEDA Board
Minute U 9/74, until such time as
these defined duties can be circulated
to members of the UMN Board as
proposed amendments to the Bye-laws
of the UMEDA Constitution.

BD-30/74. *Appointment of Executive and Finance Committees.*
A Nominating Committee, consisting of Mr. M. Roemmele, Miss E. Cederholm and Mr. A. Voreland, presented its recommendations to the Board. It was RESOLVED to appoint the following Committees to serve for the year 1974/75:

Executive Committee:

President: Rev. G. Ruff

Vice President: Dr. R. Windsor

Other members: Rev. A. Berg

Mr. N. Janzen

Dr. C. L. Joshi

Miss J. Knapman

Rev. A. McCabe

Miss F. Priest.

Finance Committee:

Chairman: Rev. A. Berg } appointments

Other member: Rev. G. Ruff } already made

Alternate: Mr. N. Janzen.

BD-31/74. *Dates of next meetings.*

Finance Committee: November 5, 1974

Executive Committee: November 6-7, 1974

Finance Committee: April 1, 1975

Executive Committee: April 2-3, 1975

Board of Directors: April 3-4, 1975.

BD-32/74. *Vote of thanks.* A sincere vote of thanks was expressed to the chairman for his helpful and efficient handling of the business of the meeting.

The meeting was closed with prayer.

MINUTES OF THE UMN EXECUTIVE COMMITTEE MEETING

HELD IN KATHMANDU, NEPAL

3-4 April, 1974

The Executive Committee Meeting was held at UMN Headquarters, Kathmandu, on 3rd and 4th April, 1974. Sessions were held 9.00-12 noon and 1.30-6.00 p.m. Wednesday 3rd, and 8.30-12 noon on Thursday 4th.

Roll Call. Members were present except as indicated below :

President : Rev. G. Ruff

Vice-President : Rev. A. Berg

Other members : Rt. Rev. D. D. Pradhan (absent)

Mr. M. Roemmele

Miss E. Cederholm

Dr. C. Kupfernagel (absent)

Dr. C. L. Joshi

Rev. A. McCabe.

Ex-officio : Mr. F. Wilcox, Executive Secretary
and Acting Treasurer

Dr. T. Strong, Health Services.

Secretary

Dr. N. Iwamura, Health Services

Secretary

Miss M. McCombe, Education

Secretary

Miss F. Swenson, Gorkha Area

Superintendent

Dr. W. Gould, Tansen Area

Superintendent.

Co-opted : Mr. A. Voreland, Personnel Secretary

Mr. R. Havens, Treasurer nominee.

Devotions. Rev. A. McCabe opened the meetings with devotions, and Rev. G. Ruff led devotions on the second morning.

Agenda. The Agenda was adopted as presented by the Executive Secretary, with a few additional items added.

EC (1)-1/74. *Minutes of previous meeting.* The Minutes of the Executive Committee meeting of November 6-7, 1973, were accepted as circulated and confirmed as correct.

EC (1)-2/74. *Correspondence votes.* Two actions taken by correspondence vote since the last meeting were passed unanimously, and are recorded here as follows :

a) *Appointment of Executive Secretary.* Pursuant to BD-15/70 and EC(2)-62/73, it was RESOLVED to recommend to the Board of Directors that Rev. Frank Wilcox be elected for another three year term as Executive Secretary from the April 1974 meeting of the Board.

b) *Headmistress, Mahendra Bhawan School.* Further to EC(2)-72/73, and in response to the advice received from HMG, it was RESOLVED that Mrs. Martha Mukhia be appointed Headmistress of the Mahendra Bhawan Girls' High School, from 21st December, 1973.

ANNUAL REPORTS AND STATEMENTS FOR 1973

EC (1)-3/74. *Annual Reports.* It was RESOLVED to accept the Annual Reports as received from the various projects of the Mission, and to present these to the Board for approval. These projects are listed in the following Minute.

EC (1)-4/74. *Annual Financial Statements.* The financial statements for the year 1973, together with the recommendations of the Finance

Committee, were considered and studied, as follows :

- a) Headquarters.
- b) Special Projects : Building Department
Tibetan Camp, Pokhara
Scholarship Program
Children's Hostel
Communications
Committee
Padma Sadan
- c) Community Health Advisory Team
- d) Tansen Area
- e) UMEDA Projects
- f) Pokhara Boys' School
- g) Gorkha Project
- h) Shanta Bhawan Hospital
- i) Girls' High School, Kathmandu
- j) Bhaktapur Hospital
- k) Okhaldhunga Dispensary
- l) Treasurer and Provident Fund
- m) Auditor.

It was RESOLVED to accept the recommendation that in future written reports and financial statements of the communications Committee and Padma Sadan should not be included in the printed Minutes book, but will be duplicated and circulated separately to members of Workers Conference and the Board for their interest and information.

FINANCE COMMITTEE MINUTES AND SUPPLEMENTARY PLANS FOR 1974

EC (1)-5/74. Finance Committee Minutes. The Minutes of the Finance Committee held on 2nd April, 1974 were noted and carefully considered. It was RESOLVED to accept

and approve them, with the following further resolutions, explanations and exceptions. The Minutes appear as Appendix A.

EC (1)-6/74. *Financial Statements for 1973. (FC(1)-4/74).*

a) Tansen.

i) The Area Superintendent explained that most of the increase in the "Miscellaneous" item of expenditure for 1973 was accounted for by travel expenses for a short-term nurse.

ii) It was reiterated that the building program at Tansen is the responsibility of the Hospital Building Committee, and not of the Building Department, and that the Building Department staff engaged in construction are seconded to the hospital.

b) Gorkha. The Area Superintendent explained that the amount spent on salaries in 1974 will only be increased if the patient load and fees increase correspondingly over that for 1973.

EC (1)-7/74. *Supplementary Plans and Budgets for 1974.*

a) Tibetan Camp Pokhara. It was RESOLVED to approve in principle the proposed plans, personnel needs and budgets for an expansion of the program at the Tashi Ling Camp, and a provisional draft of a phased program to cover a three year period, with the understanding that this draft will be further studied and revised. It was further RESOLVED that the budget figure of Rs. 120,000/- for the

Handicraft Centre be revised in consultation with the Building Department, keeping in mind the fact that this is not intended to be a very permanent building. These plans appear as Appendix Q to these Minutes.

b) Butwal Community Health Program. It was RESOLVED to approve the proposed plans and budgets submitted for this program for 1974. These appear as Appendix R to these Minutes.

c) Community Health Office. It was noted that the structure chart presented in the 1973 Report is intended to be a provisional one only to cover the period until a full-time Health Services Secretary can be appointed to take responsibility for all the duties of this post; and also pending recommendations from the Administrative Structure Study Committee.

d) UMEDA Projects. It was RESOLVED to approve the following new posts:

DCS—Consultant in Management and Sales, if possible with background in wood products—to replace "Consultant in Management".

DCS—Consultant, Rural equipment and development—new post.

DCS—Builder, second post—to replace "Building Supervisor" in BTI.

e) Tansen HMG Hospital. It was reported that HMG has requested the United Mission to take over the hospital in Tansen bazar, and to operate it together with the UMN Hospital as one amalgamated unit. The Executive Committee

expressed its assurance of support to Dr. Gould in his present negotiations with HMG officials concerning this matter.

f) Shanta Bhawan Hospital.

i) In view of the present difficulties in securing the services of Nepali junior doctors, the Executive Director was assured that he has authority to seek the services of short-term residents, sent through member bodies or other agencies, from overseas to fill these posts as direct appointees.

ii) It was RESOLVED to endorse the proposal that the new, enlarged Community Health Program for Lalitpur District be approved in principle for a five year period, subject to funds from outside sources being available, but that an assessment of the program at the end of a two year period be required.

g) Girls' High School, Kathmandu. Careful consideration was given to the recommendation of FC(1)-9/74 for a supplementary grant for teachers' salaries. It was RESOLVED with reluctance that this grant could not be approved on principle, although the difficulties of the present situation are fully appreciated.

h) Seconded Posts. It was noted that a number of UMN personnel are working as seconded staff in various non-UMN institutions. It was RESOLVED to

approve these posts as follows, for a three year period, subject to review and renewal at the end of that time :

- i) Orthopedic technician, National Prosthesis Centre, Kathmandu.
- ii) Teacher, Padma Kanya College, Kathmandu.
- iii) Agriculturalist, Tibetan Refugee Camp, Pokhara.
- iv) Handicraft Manager, Tibetan Refugee Camp, Pokhara.
- v) Nurse, Tibetan Refugee Camp, Pokhara.
- vi) Agriculture rehabilitation worker, Anandaban Leprosy Hospital.
- vii) Medical social worker, Paimey.
- viii) Physician, Rupandehi District Community Health Program.
- ix) 4 special posts, Butwal Power Co. Ltd.
- x) Technical Manager, Butwal Plywood Factory.
- xi) Business Manager, Butwal Plywood Factory.
- xii) Technical Advisor, Butwal Plywood Factory.
- xiii) Plant Supervisor, Butwal Plywood Factory.
- xiv) Engineering services supervisor, Butwal Plywood Factory.
- xv) Sawmill supervisor, Butwal Plywood Factory.
- xvi) Timber Procurement Officer, Butwal Plywood Factory.
- xvii) Educationalists/teachers, in Pokhara, Gorkha District and Kathmandu. Presently 12 posts.

xviii) Mahaboudha Campus, School of Nursing, Kathmandu, Institute of Medicine, Tribhuwan University. Currently 5 posts.

xix) Tansen/Pokhara Campus, Assistant Nurse Midwives School, Institute of Medicine, Tribhuwan University. Current 2 posts in Tansen and 1 in Pokhara.

xx) Vocational agriculture teachers, Rampur; 2 posts requested.

EC (1)-8/74. Tansen grants/loans. (FC (1)-17/74).

a) It was RESOLVED that the loan of Rs. 9,000/- should be granted to the ANM School as outlined in the Finance Committee minute.

b) It was RESOLVED to approve a grant of Rs. 12,000/- to a leprosy patient for his rehabilitation in the Tansen area, with the understanding that this money will be forthcoming from TEAR Fund; that the project will be administered by the Leprosy Department of Tansen Hospital; and that this Department be requested, in conjunction with the Medical Director, to present a detailed plan and budget for this kind of project.

EC (1)-9/74. Bank accounts. It was RESOLVED :

a) To authorise that the UMN Butwal Project account at the Nepal Bank Ltd., Butwal be operated by the UMN Treasurer, the UMN Butwal Project Director, and the Division of Consulting Services Director, signing singly.

b) To authorise the Executive Secretary, the Treasurer, the Personnel Secretary and the Central Services Director to sign all the accounts of the UMN Treasurer, any two of these persons to sign jointly.

c) To request that all projects in the Mission work towards having their bank accounts signed by two persons instead of one.

EC (1)-10/74. *Fiscal year.* (FC (1)-21/74). It was RESOLVED to take note of the request referred to the Executive Committee, and to request the Executive Secretary to circularise the Board Appointees, and to bring a recommendation based upon their opinions to the Executive Committee in November for further consideration.

EC (1)-11/74. *Other matters.* It was RESOLVED to approve the other recommendations as made by the Finance Committee, taking particular note of the following :

FC(1)-11/74 : New posts in salary scale.

FC(1)-13/74 : New salary scale, operative
from 1st April, 1974.

FC(1)-15/74 : Provident Fund rules
amendment.

FC(1)-18/74 : Check on cash balances.

PERSONNEL MATTERS

EC (1)-12/74. *Medical Reports.* It was RESOLVED that satisfactory medical reports should be submitted to UMN administration by all missionaries before return from any furlough of six months or longer, and, in cases

where a furlough shorter than six months is taken, on the recommendation of the Health Services Secretary.

EC (1)-13/74. *Arrival of new Board Appointees since the last meeting (for information) :*

Mr. and Mrs. Stephen Bull
Mr. and Mrs. Kari Punkkinen
Dr. and Mrs. Peter Lucas
Miss Rigmor Hildershavn
Miss Patricia Pooler

EC (1)-14/74. *Return of Board Appointees since November (for information) :*

Mr. and Mrs. Paul Spivey
Miss Mabel McLean
Mr. and Mrs. George Carfield
Dr. and Mrs. Wolfgang Zeiher
Miss Ruth Overvold
Miss Gwen Coventry
Miss Wendy Moore
Miss Heidi Froelicher
Miss Enni Hokkanen
Miss Olive Anniss
Dr. Pam Dodson
Mr. Asbjorn Holm

EC (1)-15/74. *Departure of Board Appointees since last meeting (for information) :*

Miss Elfriede Bernhardt
Miss Jennifer Degg
Miss Edna Clysdale
Mr. and Mrs. Brian Richards
Mr. Victor Tow
Mr. and Mrs. Ian Stuart
Mrs. Tomoko Tsukada

Mr. and Mrs. Larry Asher
Mr. and Mrs. Geoffrey Reid
Miss Hanna Vitzthum
Dr. T. Ishida
Miss Joy McConnell
Mr. and Mrs. Jostein Holm
Miss Miriam Krantz

EC (1)-16/74. *Expected return of Board Appointees before the next meeting (for information) :*

Miss Dorothy Broom
Mr. and Mrs. Larry Asher
Dr. Liane Nitschke
Miss Ingegerd Karlsson
Dr. and Mrs. John Dickinson
Miss Tomoe Tawara
Mr. and Mrs. Martyn Thomas
Miss Margaret Wright
Miss Edna Clysdale
Dr. and Mrs. K. Itoh
Miss Joy McConnell
Miss I. Skjervheim
Miss Sheila Fulker
Miss Sylvia Slade

EC (1)-17/74. *Expected arrival of new Board Appointees :*

Dr. and Mrs. Gerald Hankins, July 1974.

EC (1)-18/74. Miss Doris Bailey, medical records technician/ social worker, BMMF; due for furlough April 1974. It was RESOLVED to thank Miss Bailey for her service with the UMN, and to welcome her return after furlough if there is a suitable post available for her at that time.

- EC (1)-19/74. Mr. and Mrs. Bjorn Brekke, maintenance supervisor/nurse, WMPL, Norway; due for furlough April 1974. It was RESOLVED to thank Mr. and Mrs. Brekke for their service with the UMN, and to welcome their return after furlough if there is a suitable post available for them at that time.
- EC (1)-20/74. Miss Valerie Collett, nurse, BMMF; due for furlough June 1974. It was RESOLVED to thank Miss Collett for her service with the UMN, and to welcome her return to Nepal after furlough, subject to receipt of satisfactory medical reports, and if there is a post available for her at that time.
- EC (1)-21/74. Dr. Mary Eldridge, gynaecologist, BMMF; due for furlough April 1974. It was RESOLVED to thank Dr. Eldridge for her service with the UMN, and to welcome her return after furlough, if there is a suitable opening for her at that time.
- EC (1)-22/74. Dr. and Mrs. William Gould, surgeon, BMMF; due for furlough July 1974. It was RESOLVED to thank Dr. and Mrs. Gould for their service with the UMN, and to welcome their return to Nepal after furlough if there is a post available for them at that time.
- EC (1)-23/74. Dr. and Mrs. Richard Harding, internist, UPC; due for furlough July 1974. It was RESOLVED to thank Dr. and Mrs. Harding for their service with the UMN, and to welcome their return to Nepal after furlough if there is a suitable post available for them at that time.

- EC (1)-24/74. Dr. Helen Huston, general practitioner, UCC; due for furlough June 1974. It was RESOLVED to thank Dr. Huston for her service with the UMN, and to welcome her return to Nepal after furlough if there is a suitable post available for her at that time.
- EC (1)-25/74. Mr. and Mrs. Jonathan Lindell, teacher, WMPL, USA; due for furlough June 1974. It was RESOLVED to thank Mr. and Mrs. Lindell for their service with the UMN, and to welcome their return to Nepal after furlough if there is a suitable post available for them at that time.
- EC (1)-26/74. Mr. and Mrs. Urho Rasanen, builder, FCF; due for furlough September 1974. It was RESOLVED to thank Mr. and Mrs. Rasanen for their service with the UMN, and to welcome their return to Nepal after furlough if there is a suitable post available for them at that time.
- EC (1)-27/74. Miss Ingeborg Skjervheim, nurse, WMPL, Norway; due for furlough April 1974. It was RESOLVED to thank Miss Skjervheim for her service with the UMN, and to welcome her return to Nepal after furlough if there is a suitable post available for her at that time.
- EC (1)-28/74. Miss Sylvia Slade, nurse, BMS; due for furlough July 1974. It was RESOLVED to thank Miss Slade for her service with the UMN, and to welcome her return to Nepal after furlough if there is a suitable post available for her at that time.

- EC (1)-29/74. Miss Betty Young, secretary, RBMU; due for furlough July 1974. It was RESOLVED to thank Miss Young for her service with the UMN, and to welcome her return to Nepal after furlough if there is a suitable post available for her at that time.
- EC (1)-30/74. Miss Stina Ullberg, nurse, SBM; due for furlough May 1974. It was RESOLVED to thank Miss Ullberg for her service with the UMN, and to welcome her return to Nepal after furlough if there is a suitable post available for her at that time.
- EC (1)-31/74. Miss Audrey Maw, nurse, BMMF; due for furlough July 1974. It was RESOLVED to thank Miss Maw for her service with the UMN, and to welcome her return to Nepal after furlough if there is a suitable post available for her at that time.
- EC (1)-32/74. Miss Miriam Krantz, dietitian, MBMC; proceeded on furlough March 1974. It was RESOLVED to thank Miss Krantz for her service with the UMN, and to welcome her return to Nepal after furlough if there is a suitable post available for her at that time.
- EC (1)-33/74. Miss Jennifer Degg, teacher, CMS; proceeded on furlough January 1974. It was RESOLVED to thank Miss Degg for her service with the UMN; to recommend that, for health reasons, she spend an extra year at home in addition to normal furlough; and to welcome her return to Nepal after furlough, subject to receipt of satisfactory medical reports and if there is a place available for her at that time.

- EC (1)-34/74. Mrs. Tomoko Tsukada, matron, ICUC; proceeded on furlough December 1973. Further to EC(2)-30/73, it was RESOLVED to welcome Mrs. Tsukada to return to Nepal after furlough, subject to receipt of satisfactory medical reports, and if there is a place available for her at that time.
- EC (1)-35/74. Mr. and Mrs. Ernst Braun, master carpenter, CSO; terminating service April 1974. It was RESOLVED to thank Mr. and Mrs. Braun for their service with the UMN in Nepal.
- EC (1)-36/74. Mr. and Mrs. Dennis Neumann, business manager, MCC; terminating service July 1974. It was RESOLVED to thank Mr. and Mrs. Neumann for their service with the UMN, and to welcome their return to Nepal at a future date if possible, and if there is a suitable post available for them at that time.
- EC (1)-37/74. Mr. Kenneth Roes, engineer, MCC; terminating service July 1974. It was RESOLVED to thank Mr. Roes for his service with the UMN, and to welcome his return to Nepal at a future time if possible, if there is a post available for him at that time.
- EC (1)-38/74. Mr. Darrell Ediger, builder, MCC; terminating service July 1974. It was RESOLVED to thank Mr. Ediger for his service with the UMN, and to welcome his return to Nepal at a future date if possible, if there is a suitable post available for him at that time.
- EC (1)-39/74. Resignations. Resignations have been received from the following former UMN Board

Appointees :

Dr. and Mrs. John Davies, BMMF;
Dr. and Mrs. Jack Moody, UMC;
Mr. and Mrs. Jerry Rice, WMPL, USA;
Mr. and Mrs. Herman Simrose, WMPL,
USA;
Dr. and Mrs. Gordon Mack, UCC.

It was RESOLVED to accept these resignations with regret, and with thanks to these workers for their service with the UMN; also to express the sympathy of the Mission to Mr. Simrose and children on the death of Mrs. Simrose on 15th March, 1974, and to assure them of our prayer for God's peace and comfort for them at this time.

EC (1)-40/74. Miss Kishori Macwann, nurse, offered by the Church Missionary Society, UK. It was RESOLVED to accept the services of Miss Macwann for work with the UMN, with thanks to God and to her sending Church.

EC (1)-41/74. Miss Eileen Talbot, secretary, offered by the Baptist Missionary Society. It was RESOLVED to accept the services of Miss Talbot for work in the UMN, with thanks to God and to her sending Church.

EC (1)-42/74. Miss Patricia Pooler, nurse, offered by the Presbyterian Church of Canada. It was RESOLVED to accept the services of Miss Pooler for work in the UMN, with thanks to God and to her sending Church.

EC (1)-43/74. Miss Ellen Muxfeldt, nurse, offered by the Gossner Mission. It was RESOLVED to accept the services of Miss Muxfeldt for

work with the UMN, subject to receipt of satisfactory medical reports, with thanks to God and to her sending Mission.

EC (1)-44/74. Miss Marianne Puder, nurse, offered by Committee for Service Overseas. It was RESOLVED to accept the services of Miss Puder for work with the UMN, contingent on receipt of satisfactory medical reports, with thanks to God and to her sending Society.

EC (1)-45/74. Mr. and Mrs. Alpo Paajanen, wood technician, offered by Committee for Service Overseas. It was RESOLVED to accept the services of Mr. and Mrs. Paajanen for work with the UMN, contingent on receipt of satisfactory medical reports, with thanks to God and to their sending Society; and with a request that the Personnel Secretary be specially helpful in correspondence with the C.S.O.

EC (1)-46/74. Miss Christine Ella, ref. EC (2)-59/73. It was noted that Miss Ella's offer of service with the UMN had been withdrawn.

EC (1)-47/74. Mr. and Mrs. Neil Solvik, pharmacist, provisionally offered by the Lutheran Church in America. It was RESOLVED to accept the services of Mr. and Mrs. Solvik for work in the UMN, with thanks to God and to their sending Church, contingent on the ICA Board's decision to apply for membership in the UMN, and on the receipt of satisfactory medical reports.

EC (1)-48/74. Mr. Harold Anderson, ref. EC(2)-60/73. It was noted that Mr. Anderson's offer of service has been withdrawn.

EC (1)-49/74. Miss J. A. Brown, nurse, offered by the Regions Beyond Missionary Union. It was RESOLVED to accept the services of Miss Brown for work with the UMN, with thanks to God and to her sending Mission, contingent on receipt of satisfactory medical reports and other screening papers.

EC (1)-50/74. Miss Nicolette Waaning, nurse, offered by the Church Missionary Society, UK. It was RESOLVED to accept the services of Miss Waaning for work with the UMN, subject to receipt of satisfactory medical reports, with thanks to God and to her sending Church.

EC (1)-51/74. Mr. and Mrs. James Tweeddale, engineer, offered by the Baptist Missionary Society. It was RESOLVED to accept the services of Mr. and Mrs. Tweeddale for work with the UMN, if there is a suitable post available for them, for a one year term in the first instance, to be reviewed at the end of that year; with thanks to God and to their sending Church.

EC (1)-52/74. Mr. and Mrs. John Cooley, engineer, possibly to be offered by the Bible and Medical Missionary Fellowship. It was RESOLVED to authorise the Executive Secretary to pursue correspondence with the BMMF concerning Mr. and Mrs. Cooley, and if necessary to circularise the Executive Committee with reference to a correspondence vote on their acceptance, possibly requesting replies by telegram.

EC (1)-53/74. Appointment of Technical Secretary. Further to EC (2)-67/73 and WC-11/74. It was

RESOLVED to recommend to the Board of Directors the appointment of Mr. Francis Sauer to the post of Technical Secretary, for a one year term in the first instance.

EC (1)-54/74. *Director, BTI.* It was RESOLVED to appoint Mr. Odd Hoftun as Acting Director of the Butwal Technical Institute for a further one year term from the time of this meeting.

EC (1)-55/74. *Assistant / Deputy Director, BTI.* Proposed amendments to the UMEDA Constitution and Bye-laws allow the Director to appoint his own assistant / deputy director in BTI. It was RESOLVED to recommend to the Board acceptance of these amendments.

EC (1)-56/74. *Butwal Project Director.* It was RESOLVED to appoint Mr. Tor Mogedal to this new post, for a one year term in the first instance.

EC (1)-57/74. *Medical Director, Gorkha.* It was RESOLVED to appoint Dr. Tom Hale as Acting Medical Director for the period of Dr. Huston's furlough, and that a further appointment to the post of Director be considered at the November meeting of the Executive Committee.

EC (1)-58/74. *Medical Director, Tansen.* It was RESOLVED to appoint Dr. Rob Ferguson as Acting Medical Director for the time of Dr. Gould's furlough, Dr. Gould to resume his duties as Director on return from furlough.

EC (1)-59/74. *Pokhara Project Director / Area Superintendent.* It was RESOLVED that, according to the recommendation received from the UMN

Project staff in Pokhara, and Area Superintendent not be appointed for Pokhara at this time.

Further, it was RESOLVED to appoint Mr. Larry Asher as UMN Pokhara Project Director for a three year period from the time of his return from furlough in July 1974.

OTHER MATTERS

EC (1)-60/74. Report to HMG. Copies of the Annual Report for 1973 presented to HMG had been circulated to members of the Committee. It was RESOLVED to accept this report with thanks.

EC (1)-61/74. Scholarship Committee. It was RESOLVED to appoint the following Committee to operate the Scholarship Program for the year 1974 / 75 :

Mrs. Mary Karthak

Mrs. Lena Basnet

Mrs. Florence Bond

Miss Norma Kehrberg

Mr. P. B. Rai.

The Executive Secretary and Functional Secretaries are ex-officio members of this Scholarship Committee.

EC (1)-62/74. Building Committees. It was RESOLVED to appoint the following Building Committees for current construction projects :

a) ANM complex, Tansen :

Tansen Area Superintendent (Chairman)

ANM Campus-in-Charge (Secretary)

ANM Campus-in-Charge counterpart

Tansen Site engineer

HQ representative

Representative from Tribhuwan

University.

b) ANM Hostel, Pokhara :

Tansen Area Superintendent

ANM Campus-in-Charge (Secretary)

ANM Campus-in-Charge counterpart

Pokhara Site engineer

HQ representative, Mr. F. Sauer
(Chairman)

Civil Surgeon, Pokhara

Representative from Tribhuwan
University.

c) Mahendra Bhawan School :

Mr. R. Havens

Headmistress

Site engineer

HQ representative (Chairman)

Kathmandu Area Superintendent

Assistant Headmistress.

d) Headquarters : Central Services Director
to replace "Shanta Bhawan Maintenance
Supervisor."

It was recommended that where members of the Building Department staff are seconded to a project to oversee construction work, persons of that project's building committee other than members of the Building Department be appointed as Chairman and Secretary of the Building Committee.

EC (1)-63/74. General Agreement. It was RESOLVED to receive the Executive Secretary's report on this matter, and to refer it to the Board for action.

EC (1)-64/74. Agreement for new Patan Hospital. It was noted that the agreement had very recently been received, and RESOLVED to refer it to the Board for action.

EC (1)-65/74. *New work in Surkhet.* Reports on Surkhet and possible openings for service in that area were noted. It was RESOLVED to pass them on to the Board for action and approval as this would be a new location for the UMN.

EC (1)-66/74. *Application for membership.* It was RESOLVED to recommend to the Board of Directors acceptance of the Presbyterian Church of Canada as a full member of the United Mission, and further correspondence with the Lutheran Church of America concerning their possible application for membership.

EC (1)-67/74. *Placement and housing of seconded and single workers.* Further to EC(2)-85/73, a paper which had been accepted under AC-24/72 was considered. It was RESOLVED to accept this as a statement on policy for housing and placement of seconded and single workers in the UMN.

EC (1)-68/74. *Matters carried forward.* It was noted that no further progress had been made on the following items, which will be carried forward to the next meeting:

Language study for short-term workers.
EC (2)-85/73.

Job descriptions. EC (2)-86/73.

Medical Insurance Plan. EC (2)-17/72.

EC (1)-69/74. *UMN Headquarters ministry.* In discussion of the situation at UMN Headquarters, it was recognised that an administrative centre such as this has different ministries from other UMN projects involved in social and development programs of various kinds.

EC (1)-70/74. *New film.* It was felt that there is need for a new film on the UMN and its work, and it was RESOLVED to refer this matter to the Board for opinion on the type of film most useful, and to request UMN administration to look into the financial involvements.

EC (1)-71/74. *Air ambulance.* A tentative inquiry was received from the United Methodist Church about the possibility of using an air ambulance in Nepal. It was felt that this could not be used at the present time, although there might well be need for such a service in the country in the future.

EC (1)-72/74. *Amendments to Constitutions.* It was RESOLVED to refer to the Board of Directors proposed amendments to UMN and project constitutions and Bye-laws as follows :

- a) UMN Constitution : Proposals as found in EC (2)-90/73.
- b) Shanta Bhawan Hospital Constitution : Ratification of items marked ** in BD-29/73.
- c) UMN Bye-laws : Recommendation from UMEDA Board for amendments to Bye-law XVII.
- d) UMEDA Constitution and new BTI Statement of Rules and Objectives : Action urgently required, but details not circulated to members of the Board as per Bye-law XVII.

The meeting was closed with prayer.

APPENDIX A
MINUTES OF THE
UMN FINANCE COMMITTEE

2nd April, 1974

The Finance Committee meeting was held in Kathmandu on 2nd April, 1974 at UMN Board Room. Mr. Ray Havens opened the meeting with devotions.

Members present were :

- Rev. A. Berg (present for part of the meeting)
- Rev. G. Ruff (Chairman in the absence of Mr. Berg)
- Mr. S. Ruohoniemi (Representative from Administrative Conference)
- Rev. F. Wilcox (Executive Secretary and Acting Treasurer)
- Mr. R. Havens (Treasurer designate)
- Mr. M. Roemmele (alternate, present during Mr. Berg's absence).

- FC (1)-1/74. *Confirmation of Minutes.* The Minutes of the meeting held on 5th November 1973 were accepted as circulated and confirmed.
- FC (1)-2/74. *Matters arising.* Efficiency savings policy. Mr. Ruohoniemi reported that the proposed policy had not met with acceptance in the UMN hospitals. It was RESOLVED to receive this report, and to close the issue for the time being.
- FC (1)-3/74. *Audit Reports.* Mr. Havens reported on the audits completed and still remaining to be done, as follows :
- a) UMN Treasurer's accounts for 1973 : These have been audited by Messrs Krishnaswami, and have been found to be correct and in order. It was RESOLVED to appoint Messrs. Dakur

Nath Sharma & Co. as auditors for the Treasurer's accounts for the year 1974.

- b) Audits have been completed and found to be satisfactory for 1973 for : Shanta Bhawan Hospital (1972); Pokhara Project (1972 & 1973); Pokhara Building; Girl's High School—School, Hostel and Improvement Plan; Building Department; Scholarship Committee; Padma Sadan; Children's Hostel; Butwal Technical Institute; Division of Consulting Services; Tansen Area and building.
- c) Audits for 1973 not yet completed or started are : Shanta Bhawan Hospital; Gorkha Project; Bhaktapur Hospital; Okhaldhunga Dispensary; Communications Committee (1972 & 1973); Headquarters; Community Health Office.
- d) Mr. Havens has also audited accounts in the NAV Agriculture Dept., school and hostel, which do not fall under the direct responsibility of the UMN.

FC (1)-4/74. *Financial Statements for the year 1973.* The financial statements of each of the projects of the UMN for 1973 were scrutinised carefully, and accepted, with the following queries and recommendations :

- a) Building Department : It was noted that the present system of charging does not appear to be covering costs.
- b) Scholarship Program : It was recommended that clarification be requested on the figures shown for loans refunds for 1973, 1974 budget, and in the

balance sheet; also that Mr. Havens be requested to give advice on the keeping of separate accounts for scholarship students.

c) Tansen :

- i) It was requested that an explanation and breakdown be given of the large amount shown under Area Administration for "Miscellaneous".
 - ii) It was also recommended that the Treasurer only take a refund at the end of the year of Rs. 4,900 from the MCH clinic: i.e. the amount of the grant given for the year, and allow the clinic to retain the remaining balance.
 - iii) Since the responsibility for the building of the hospital extension rests with the hospital, it was recommended that there should be a statement included on the status of that fund together with the statement of other funds, either separately or included with the general capital items.
- d) Pokhara : It was requested that an explanation be given for the maintenance item in the budget account.
- e) Gorkha : It was requested that the Area Superintendent bring an explanation to the Executive Committee about the increased budget payment figure for Hospital salaries in the light of the decreased actual fees receipts for 1973.
- f) Shanta Bhawan Hospital : It was recommended that the balance for 1973 in the

Community Health Program accounts be returned to the Treasurer, and that the Finance and Executive Committees entertain a specific request for rent for new offices if necessary at the meeting in November.

- g) Girls' High School: Concerning the advance of Rs. 28,000 made for land, it was recommended that the UMN inform the School Advisory Committee that if HMG will negotiate the title to this land at the original agreed purchase price, for the use of the school, the UMN will grant the balance of the amount required for such purchase; and that the Treasurer be authorised to advance these funds, bringing back a report and request for approval of such advance to the next meeting of the Finance Committee.

It was also recommended that the School Advisory Committee be requested to clarify the position of capital assets, and whether these should now appear in the books of the school, or be retained in UMN accounts.

- h) Provident Fund: Mr. Havens was asked to clarify the terms in the statement "Transfers In" and "transfers out".

i) Treasurer:

- i) Mr. Havens was asked to bring to the Executive Committee a net figure of receipts/deficits from the projects for 1973; also an up-dated general budget for 1974 in the light of

recommended actions from this meeting.

ii) It is recommended that the accounts for Pastor Wagner's work and for T. B. Hospital work be transferred to liabilities in the balance sheet rather than be shown under UMN designated funds.

iii) It was recommended that the Committee for Service Overseas be requested to make an advance deposit towards expenses incurred for their personnel.

iv) It was requested that a statement be shown for the Reserve Fund.

FC (1)-5/74. *Supplementary General Fund budget requests for 1974.* It was RESOLVED to recommend that the Executive Committee approve the following supplementary general fund grants :

a) *Headquarters.*

Utilities for HQ office (new item, with deletion of "utilities" under rents heading)	Rs. 12,000.
Salaries (increase)	6,000.
Vehicle and transport (increase)	5,000.

b) *Special Projects.*

Tibetan Camp :

Salary for nurse aid	2,400.
Medicines for clinic	4,600.

Butwal Community Health Program (new special project) :

Transportation budget	4,300.
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(It was also requested that inquiry be made as to whether

there is any commitment from outside sources for funds and grants for the remainder of the transportation budget for the coming years.)

c) *Tansen Area.*

Area Administration :

Community Health Director travel and administration	1,000.
Mail service to East Palpa	1,000.
Maintenance— weatherproofing walls in staff houses	2,000.

ANM School :

Salary (increase)	6,000.
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East Palpa :

Salary (increase)	3,000.
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(It is also recommended that the P. C. S. figure be reduced to Rs. 10,000 for 1974.)

d) *Pokhara School.*

Grant towards Agriculture Dept. deficit	5,000.
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e) *UMN Treasurer.*

Rents & maintenance (Increase)	55,000.
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FC (1)-6/74. Capital budget items for approval. The following supplementary capital budget items were noted, and it was RESOLVED to recommend to the Executive Committee acceptance of these :

a) *Headquarters.*

Guesthouse furniture and equipment	Rs. 8,000.
Office furniture and equipment	10,000.
Godown extension	13,500.

b) *Special Projects.*

Tibetan Camp :

Handicraft centre building and weaving looms and equip- ment	Rs. 120,000.
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Agricultural project—

Building for butchering	10,000.
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Chinese rice huller for food storage	11,000.
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1800 kg. truck	85,000.
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Improvement to buildings	30,000.
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Health centre renovation and equipment	8,000.
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Electrification of Camp	10,000.
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c) *Tansen Area.*

Administration :

Building addition to present facilities, East Palpa	10,000.
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Correction of faulty wall in staff house	2,000.
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ANM School :

Furniture and equipment for Tansen hostel (c/f from 1973)	15,000.
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Renovation of temporary ANM hostel	5,000.
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d) *UMN Treasurer.*

Furniture for Kathmandu Valley Housing Committee	10,000.
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FC (1)-7/74. Grants from Capital designated and undesig-
nated funds held with Treasurer. It was
RESOLVED to recommend that the Ex-
ecutive Committee sanction the following
grants requested by projects at this time :

a) From Medical work designated fund :

Tansen ANM School :	Rs.
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Furniture and equipment for Tansen hostel	15,000.
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Renovation of temporary hostel	5,000.
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Tansen Area Administration :

Correction of faulty wall in
staff house 2,000.

b) From Undesignated funds :

Treasurer :

Furniture for Kathmandu
Housing Committee 10,000.

Headquarters :

Guesthouse furniture and
equipment 8,000.

Office furniture and
equipment 10,000.

Godown extension 13,500.

Guesthouse extension 2,266.

c) From capital funds returned
to Treasurer from Bhaktapur :

Headquarters guesthouse
extension 24,494.

It was also recommended that the funds
returned to the Treasurer by Bhaktapur
Hospital be analysed to see what may be
regarded as undesignated capital held by
the Treasurer, and that donors of any
specially designated funds may be contac-
ted with a view to re-allocation of
these funds.

FC (1)-8/74. Shanta Bhawan Hospital.

a) School of Nursing. The request for a
guarantee of rent for the new premises in
Nir Bhawan was noted. It was RESOL-
VED to recommend that this matter be
reconsidered at the time of the Finance
Committee meeting in November.

b) Community Health Program. It was
RESOLVED to recommend that the

action of EC(2)-10/73 be amended in the last paragraph to read: It was RESOLVED to approve the new, enlarged Community Health Program for Lalitpur District in principle for a five year period, subject to funds from outside sources being available, but that an assessment of the program at the end of a two year period would still be required.

FC (1)-9/74. *Girls' High School.* The request for a supplementary grant towards teachers' salaries was noted. It was RESOLVED to recommend approval of this request, subject to clarification of the figures, as a one time grant to these teachers for the year 1974, with a listing of their names and the amounts to be received; noting that this is an exception to the principle laid down in EC(2)-11/73, a). (See EC(1)-7/74, f).

FC (1)-10/74. *Provident Fund.* A request from Shanta Bhawan Hospital that the rate of Provident Fund contributions be increased was noted. It was RESOLVED to recommend that no change be made in the present rate in view of the fact that the present increased rate has only been in operation for a short time; and that the matter be postponed for consideration for a further year.

FC (1)-11/74. *New posts on salary scale.* It was RESOLVED to recommend that the following new posts be included in the present salary scale:

Grade 9 : Senior Lab/x-ray/pharmacy assistant.

Grade 8 : Senior Business office assistant.

Grade 6 : Admission officer (subject to approval of the job description by the Shanta Bhawan Board).

Therapeutic dietitian, II.

Food Service supervisor.

Grade 5 : Administrative dietitian, II.

Therapeutic dietitian, I.

Grade 4 : Administrative dietitian, I.

FC (1)-12/74. United Methodist Church grants. It was RESOLVED to recommend approval of the United Methodist Church designated giving list for 1975, as follows, for items over and above the pledged normal grant to the UMN general fund :

UMN On-going administration

(gifts to General Fund) \$ 7,000.

Scholarship program 3,000.

Shanta Bhawan Hospital :

Maintenance equipment 3,900.

Community Health capital funds 3,000.

Dietary department equipment 1,300.

Pokhara School :

Tree planting 300.

Typewriters 1,800.

Scholarships 2,000.

Student work, Padma Sadan 2,000.

UMN general capital funds for medical work 6,480.

Work equipment for missionaries 5,000.

The last item is approved with the request that the UMN Executive Secretary be kept informed concerning the implementation of this expenditure.

FC (1)-13/74. *Salary Scale.* Requests from several projects for increases in salary payments were noted, and the matter discussed. It was RESOLVED to recommend that each employee stay in his present grade and place in that grade; but that the basic salary in each grade be raised by Rs. 30/-, and that each annual increment be raised by Re. 1/-, making a total ending salary Rs. 40/- in excess of the present amount; these increases to take effect from April 1, 1974. It was further recommended that the projects make an effort to absorb these increases in their present budgets as far as possible, but that any project may make a supplementary budget request for salary at the time of the November meetings, if necessary.

FC (1)-14/74. *Miss P. Kachchhap.* It was RESOLVED to recommend that interest on Miss Kachchhap's provident fund account for the year 1974 be paid to her.

FC (1)-15/74. *Proposed amendments to Provident Fund.*

a) *Interest:* It was reviewed for clarification that the total annual interest earned should be paid in full, plus 20% of the Lapse and Forfeiture account; the interest to be calculated on the beginning balance in each account, and the rate of interest to be decided by the Executive Committee at its November meeting each year.

b) *Contributions:* It was RESOLVED to recommend that P. F. contributions be paid to the nearest rupee only; odd amounts of 1-49 paise to be cancelled,

and amounts with 50-99 paise to be paid to the next higher rupee.

FC (1)-16/74. *Bank accounts.* It was RESOLVED to recommend that the Executive Committee take action to authorise the following signatories to UMN Bank accounts, signing singly in each case :

- a) Butwal Project : UMN Treasurer, UMN Butwal Project Director, and DCS Director.
- b) UMN Treasurer's accounts : UMN Executive Secretary; UMN Treasurer; Personnel Secretary, and Central Services Director. (See EC (1)-9/74, c).

FC (1)-17/74. *Tansen Project loans.* Two requests were received from Tansen to make loans. It was RESOLVED to recommend :

- a) That a sum of Rs. 9,000/- be loaned to the ANM School, from capital funds in hand, for renovation of the new Hostel, monthly refunds of Rs. 250/- to be made from rent payments.
- b) That the Executive Committee take up the matter of a grant to a leprosy patient for land as a rehabilitation measure.

FC (1)-18/74. *Cash balances in Projects.* It was RESOLVED to recommend that the Executive Committee instruct the Area Superintendents, Project Directors and Business Managers to be responsible personally to check, or to delegate someone other than the person handling cash to check, the actual cash on hand once a month; and that a record of such cash be signed by the person

who is responsible for the checking and the person who is handling the cash records; this routine to go into effect as from the time of this meeting.

FC (1)-19/74. *Exchange gain/loss on designated funds.* The principle was reiterated that any gain or loss incurred on the transfer of designated funds be held by the Treasurer, to be credited or debited to either the General Fund or to the Reserve Fund.

FC (1)-20/74. *Rent allowances during furlough.* It was noted that as a matter of policy, when a UMN worker goes on furlough the UMN does not take any responsibility for any rent on the house or accommodation where that worker has been living; however the rent is paid according to the normal allowance during a worker's holiday.

FC (1)-21/74. *Fiscal year.* The proposal from the UMEDA Board that the fiscal year of the UMN be altered to coincide with the HMG fiscal year was briefly considered, together with further recommendations from the committee appointed by Workers Conference to consider the administrative structure of the Mission. It was RESOLVED to pass on this matter to the Executive Committee for action.

(See EC(1)-10/74).

Rev. A. Berg closed the meeting with prayer.

APPENDIX B

EXECUTIVE SECRETARY'S REPORT FOR 1973

NEPAL

It is often true that tragedy or sudden disaster welds people of a group or a nation into a deeper, more genuine unity than they have known before. This was true of the people of the Kathmandu Valley, and of Nepal as a whole, when, on 9th July 1973, the Central Secretariat of His Majesty's Government, the venerable palace, Singha Durbar, was destroyed by a disastrous fire. Many of our Nepali friends looked upon the destruction of this symbol of a united Nepal almost as a personal tragedy. As news of the loss was carried to remote parts of the kingdom, gifts and pledges of help for reconstruction began to pour in spontaneously from individuals and groups all over the land. Many files and important records were destroyed, offices of various government ministries and departments had to be re-located in available space throughout the city, all of which meant delays in the conduct of government business. However, the various agencies of government, suddenly shifted to new locations with few working tools, have done remarkably well in picking up the lines of duty and responsibility so promptly.

...1973 saw slow but significant growth in small industry. Construction of an electric trolley bus system to link Kathmandu and Bhaktapur was begun. That very modern industry, tourism, continued a more rapid growth than any other phase of development, though the world-wide energy crisis which arose late in the year, plus protracted strikes by Indian Airlines and the Indian railway workers, put a crimp in Nepal tour plans for some groups and individuals..... Extended visits by King

Birendra, with Queen Aishwarya, and members of the royal family, to remote areas of both Eastern and Western Nepal early in the year resulted in new emphasis being given to development plans in those regions, under the royal exhortation "help release the mainspring of progress".

...The Ministry of Education, with the National Education Committee, and Tribhuvan University, continued to bring more of the schools of the nation into the National Education System, based on the new National Education Plan. This had a direct effect on all UMN or UMN-assisted schools in the Kathmandu and Gorkha Districts, as will be noted later.

...Nepal, through 1973, continued to pursue an outgoing policy of diplomatic relationship and involvement with the rest of the world. This lively interest in strengthening international ties was displayed in the numbers of official visitors from many parts of the world, and in participation in international Conferences :

—Nepal took an active part in the Non-aligned Nations' Summit Conference held in Algiers in September. Nepal's delegation to the conference was personally led by King Birendra.

—King Birendra and Queen Aishwarya spent a week on an official visit to China in December. The "Yeti", Boeing 727, of Royal Nepal Airlines, flew the royal party directly from Kathmandu to Kuming, the first direct jet flight from Nepal to China !

...Trouble in other parts of the Indian sub-continent was reflected in the slow passage of several thousand "Bihari" Muslim refugees from Bangladesh through Nepal on their way, hopefully, to Pakistan. Both Nepali and Afghan aircraft were chartered by the International Red Cross to airlift many of these homeless people on to Pakistan.

...The effect of the Arab oil embargo was felt, at least in Nepal's few cities, and especially here in the Kathmandu Valley where cars, motorbikes, trucks and buses continue to multiply at a mad pace. Petrol rationing was enforced from mid-November in the Kathmandu Valley.

UNITED MISSION TO NEPAL

Highlights of the year in UMN (to be dealt with in detail in Project Reports) :

—In Educational Services :

—All the UMN-assisted schools in the Gorkha District, with other schools there, became a part of the new National Education System, with teachers' contracts being given to all of our expatriate, volunteer teachers; the same transition occurred in the UMN Girls' High School here in Kathmandu.

—The Boys' Boarding School, Pokhara, in which UMN personnel have been heavily involved, in administration, teaching and building, continued to grow, having been a part of the National Education System for two years. The school with members of staff, assisted the Peace Corps and Ministry of Education in running a special 50-day training program for PC volunteers, preparing them to teach vocational agriculture.

—Nursing education, which is also now under the National Education System through the Institute of Medicine of Tribhuvan University, moved into closer collaboration with government programs. Our Shanta Bhawan School of Nursing is now a part of the single Mahaboudha Campus, T. U. Institute of Medicine Nursing Program, and our missionary staff serves in a seconded but leading role on that

campus.....The ANM School at our UMN Hospital, Tansen is now the "Tansen Campus, Institute of Medicine, Tribhuwan University, ANM School". This has led to a larger number of students on campus, with the prospect of more to come, part of the project to be carried out in Pokhara. The Institute of Medicine has asked UMN to consider opening an Auxiliary Health Worker training program also at Tansen.

—In *Technology and industrial development services* :

—Our Butwal Technical Institute has gained something of a reputation as a fabricator of excellent suspension bridges, and has been asked to submit bids on more bridges for the Department of Roads. BTI furniture is breaking into the overseas market. The establishment of a Board of Directors for the Butwal Plywood Factory, including representatives from Nepal Industrial Development Corporation and the UMN, moved BPF well along the road of independent life and activity. The Division of Consulting Services continued to make good progress in the consulting and construction work at the Butwal Power Company.

—In *Health Services* :

—The need for new personnel, especially nurses trained and prepared to work in community health, continued to highlight the expanding programs in community health services related to each of our UMN Hospitals... Nearly all of those hospitals also experienced a growing patient census, both in OPD and in numbers of patients admitted to hospital.

—At Tansen a major expansion program, planned to increase capacity to 100 beds and add other needed facilities, made good progress. Government has asked

us to take over the small government hospital in the bazar, incorporating its OPD with our hospital's program, granting us their staff and budget for such an increase.

—At Amp Pipal, Gorkha construction of the new hospital was completed, and the Ministry of Health, HMG has recognized it as an integral part of the District Hospital and health services for Gorkha District.

—At Shanta Bhawan the draft agreement covering construction and administration of a new 140-bed hospital in Lalitpur is still pending, assurances being given that signing will take place soon!

—At Bhaktapur we have been asked to close our hospital at the end of 1974, making way for a new 100-bed government hospital in the town. Our UMN hospital will very probably become an infectious diseases unit for the eastern Kathmandu Valley.

—At Okhaldhunga we are hard pressed due to serious shortages of staff, but have continued a small-scale hospital/community health ministry...The draft agreement for construction and administration of a new 25-bed hospital is pending.

—Other Projects and Services :

—In addition to above mentioned construction work, construction continued at the Butwal Plywood Factory; the Boys' Boarding School, Pokhara; a new primary school building at Luitel High School, Gorkha; the Girls' High School, Kathmandu, and minor construction and road building at Bhaktapur. Our UMN Building Department was actively involved in nearly all of these programs.

...Work among Tibetan refugees continued at the Tashi Ling Camp in Pokhara, and, though the Nepal

Red Cross is financially unable to continue this work, UMN may be able to carry a future program for this camp..... Communications Committee continued its very active ministry in tapes and literature..... Work of the UMN Scholarship Program continued to increase, and through the year 66 students were the recipients of scholarship aid through the UMN... Late in 1973, at the end of the fall school term, the Children's Hostel was temporarily closed for lack of sufficient number of families needing such a facility.

—*Christ's Church in Nepal :*

—Although the UMN has no official, organization ties with the Churches in Nepal, nearly all of our missionary personnel were active in local congregations, some attending and assisting in counselling, teaching and other ministries. The Church continued a steady growth, with the Pastors' and Leaders' Conference being held in Kathmandu in April, and the Annual Bible Conference of the Nepal Christian Fellowship in Tansen in October during the Dasain holidays.

—*General :*

—At the close of 1973, 185 workers, including wives, were on the roster of the Mission. This number includes workers on furlough, leave of absence, and new workers accepted for service in Nepal.

Again in the Treasurer's report you will find the remarkable record of God's abundant faithfulness in the supply of needs for the work to which we are committed here in Nepal. That report spells out just how the Mission used the Rs. 1,132,498. received from its member bodies and other friends for its operating or recurring Budget. Detailed expenditures of Rs. 2,265,111. in capital grants received from a number of donor agencies and individuals are also included.

These outline paragraphs only hint at the story that follows, which I commend to your thoughtful reading and study. It is again a story of human weakness, reinforced by divine power; of human puzzlement and perplexity, lifted and illuminated by divine wisdom; of human failure forgiven, cleansed and restored by divine grace. It is the very human story of the people and projects of the United Mission to Nepal, 1973, coupled with, bound into, carried along by the divine story of a gracious God, the Triune God of history and of the present, somehow willing and able to work in and through the UMN!

MR. F. WILCOX,
Executive Secretary.

APPENDIX C

UMN HEADQUARTERS REPORT FOR 1973

The various offices and departments of UMN Headquarters maintained a wide variety of services in behalf of the projects of the Mission, details of which are found in the following paragraphs. For the second consecutive year, the Headquarters project suffered the loss of experienced, valuable personnel through retirement. Canon and Mrs. Sam Burgoyne gave the last five years of their lifetime missionary career to Nepal and the UMN with characteristic efficiency, warmth and generosity. Canon Burgoyne reached retirement age in April, and the Burgoynes left us early in May and are now settled in S. California. Their going was felt with a keen sense of loss in this office since Sam Burgoyne served as "righthand man" to the Executive Secretary in several spheres—as Personnel Secretary, Assistant to the Executive Secretary, and Language Supervisor. Although these positions remained vacant for a few months, we are thankful that an experienced UMN veteran, Mr. Asbjorn Voreland, accepted appointment to the post of Personnel Secretary and has ably carried out duties and responsibilities of that office, and the related offices as well, since early September...Later in the year Mr. Ian Stuart, capable experienced Treasurer of the UMN for several years, left on furlough. Although scheduled originally to leave in the fall of 1973, Mr. Stuart remained on into early 1974 to assist the Acting Treasurer, and to give helpful counsel to Mr. Ray Havens, nominee to the Treasurer's office.

H. Q. staff numbered 7 through the year (6 Board Appointees and 1 volunteer direct appointee), and carried on its work in the offices of the project, the H. Q.

guesthouse and the UMN Language School, with the assistance of 10 regular employees. Office or department reports follow.

A) *Executive Office.* Duties of this office were borne by Mr. Frank Wilcox and by the Personnel Secretary, Canon Burgoyne, succeeded by Mr. Asbjorn Voreland, who also serves as Assistant to the Executive Secretary...Miss Betty Young, office secretary, not only in the daily demand of office tasks, but also in the exacting duty of recording the proceedings of many UMN conferences, Boards and committees, rendered invaluable service. Miss Fran Swenson was appointed Area Superintendent of the Gorkha Area. Dr. Pam Dodson left on furlough, and Dr. Bill Gould was appointed Area Superintendent in Tansen. Dr. Gordon Mack's departure on furlough in June left a great gap in the office of Health Services Secretary, filled, upon recommendation of Executive Committee and Workers' Conference, by temporary appointment of the UMN Board with a "trioka" of "triumverate" consisting of Dr. N. Iwamura, Dr. T. Strong and the Executive Secretary. Miss Margaret McCombe continued to serve as Education Secretary. This group of Area Superintendents and Functional Secretaries gave much needed counsel and assistance to this office.....This year saw the addition of a Central Services Director to our HQ staff, in the person of Rev. Jimmy Roane, and since completion of his initial language study Jimmy has been at work organizing this new department, giving part-time to continuing language study...We enjoyed and profited much by the daily, dedicated service of Miss Connie Sutcliffe in reception of Visitors, mail, clerical work, etc.

MR. FRANK WILCOX,
Executive Secretary.

B) *Personnel Office.* Canon and Mrs. Burgoyne went back to USA in mid May 1973 on a pre-retirement furlough, having cared for personnel matters, language supervision, Workers Conference, and other such responsibilities. Considerable correspondence with member bodies, Personnel Secretaries, recruiting channels and other enquiring individuals were carefully kept up-to-date for the hand-over to the new UMN Personnel Secretary. More and more Board Secretaries and representatives from UMN member bodies have had the opportunity to visit Nepal during 1973, and we greatly appreciate the value of personal contact and discussion, as well as the opportunity to be able to show them parts of Nepal and the Mission in action.

In spite of the fact that more and more trained Nepalis are able to take over responsibility and key jobs, the personnel needs list indicates that we are still in great need of foreign personnel in various fields, especially in the areas of health services and technology. The Board Appointee figures for 1973 were :

New arrivals	... 22	Retirements	... 4
Furlough departures	45	Returned from furlough	31
Sick leave	... 5	Termination of service	. 11

MR. A. VORELAND,
Personnel Secretary.

C) *Language School.* Steady progress has been made in upgrading and improving the UMN Language School and orientation program. A questionnaire about language and orientation was sent to all UMN people concerned. The very good response with helpful suggestions and comments created another drive to improve the syllabus, textbooks, vocabulary and facilities. The post of a full-time Language Supervisor

has been deleted as we are confident that the present Principal of the Language School, with the help of the part-time Language Supervisor, fills the need in that field.

Two graded groups for conversation class have proved helpful, and regular visits to the bazar and other places of interest have given students opportunities to practise their oral Nepali in meeting outside people. The HQ language teachers have also been used in the periods between language school terms to teach students and also to help train local language teachers in outlying projects. HQ facilities have also been used for refresher courses and language exam. preparation for a number of people. Statistics are:

New Students:

February—May term : 14

August—December	:	8	Passed Nepali	
		—	I exam:	8
		22	Passed Nepali	
			II exam:	3

MR. ASBJORN VORELAND,
Language Supervisor.

- D) *Treasurer's Office.* Again a large volume of business (and a large volume of money!) moved through this office under the experienced administration of Mr. Ian Stuart through October. The UMN Board of Directors appointed the Executive Secretary to serve as Acting Treasurer from 1st November, 1973, with the request that Mr. Suresh Sharma be appointed as assistant to the Treasurer, and acting auditor for the Kathmandu Valley. Before the end of the year, Mr. Ray Havens, nominee to the Treasurer's post, began work and orientation in the H. Q. office, and also carried out some urgently-needed auditing services in some of our UMN projects.

MR. FRANK WILCOX,
Acting Treasurer.

- E) *Central Services Department.* This Department was officially opened during June 1973 on a half-time schedule, since I was involved in a half-time program of continuation of language study, and operated on this basis until January 1974. Mr. Ian Stuart continued to share a large part of the responsibility and work load during that time.

Trips were made to the Gorkha, Pokhara and Okhaldhunga projects to familiarise myself with the logistics and problems involved in getting supplies and services to our projects. Also, during the latter part of the year, regular monthly truck runs were commenced by the Butwal and Tansen projects which were primarily for these projects, but for which we were thankful since it allowed us to also send goods to all projects en route, including Gorkha.

I consider it both a privilege and an honor to serve the Mission in this way.

MR. JIM ROANE,
Central Services Director.

- F) *Mission Guesthouse.* Headquarters Guesthouse has been 'home' to 425 adults and 92 children, who spent a total of 3485 nights with us during 1973.

Prayer meetings have been held regularly at Headquarters on alternate Tuesdays, and, while Language School is in session, a singsong has been arranged on two Sunday evenings each month, one held here and one at the Stuarts' home.

The Nepali house staff have carried out their duties faithfully. We thank our Heavenly Father for His help and guidance in dealing with day to day affairs at the Guesthouse.

MISS LILLY AMMANN,
Hostess.

UMN HEADQUARTERS

Statement of General Fund Transactions for the year 1973

	Budget 1973	Actual 1973	Total 1973	Budget 1974
Receipts :				
UMN budget allocation	128,900	128,900		162,840
Personnel contributed services	63,360	63,360		104,280
	<u>192,260</u>		192,260	<u>267,120</u>
Payments :				
Office rent and utilities	12,000	21,107		12,000
Language school rent	4,800			4,800
Office salaries	14,000	25,357		8,604
C. S. D. salaries	8,800			33,336
Postage, printing, office supplies	30,000	31,954		26,000
Duty travel, UMN personnel	15,000	29,795		25,000
Executive Committee Travel	10,000	5,239		10,000
HQ staff duty travel	1,000	4,987		3,500
Publicity	1,500	197		1,500
Legal Advisor's fees	1,000	1,078		1,000
Audit fee	2,500	2,625		3,000
Workers Conference expenses	10,000	8,223		10,000
Special Speakers' travel	—	—		4,000
Vehicle and transport	10,500	14,004		10,000
Maintenance	6,000	7,870		8,000
Miscellaneous	1,800	6,437		2,100
Personnel contributed services	63,360	63,360		104,280
	<u>192,260</u>		222,233	<u>267,120</u>
Excess payments over receipts			<u>29,973</u>	

**Statement of Capital Fund Transactions
for the year 1973**

	Balance (Deficit) 1-1-73	Receipts and allo- cations	Payments and *Transfers	Balance (Deficit) 31-12-73
NCF building grant	57,000	—	*57,000	—
Pokhara vacation house	35,350	—	*35,350	—
Vehicle reserve	24,736	10,170	—	34,906
Furniture	—	4,243	4,243	—
Equipment	(35)	1,875	1,840	—
Miscellaneous	—	1,022	1,502	(480)
	<u>117,051</u>	<u>17,310</u>	<u>99,935</u>	<u>34,426</u>

APPENDIX D

SPECIAL PROJECTS' REPORTS FOR 1973

I. BUILDING DEPARTMENT

The Department's main activity has continued in Pokhara, Tansen and Kathmandu.

Pokhara. N.A.V. School construction. Delos McCauley as Site Engineer, and Bob Buckner, as Builder, are Building Department personnel resident on the project and managing construction. Delos and family are away at the time of writing this report, and Bob Buckner summarizes the year's activity as follows:

The first of the year saw us completing our much needed kitchen and diningroom just before the new school year began in February. Other work has been badly hampered throughout the year by lack of cement. Nevertheless we were able during the year to complete one hostel for 50 boys and staff parents. Another hostel which was in progress at the beginning of the year has not been completed, partly because of not being urgently needed, and also due to shortage of cement. The Administration block, with its accompanying multi-purpose rooms and water storage tanks, progressed slowly during the year with each difficulty encountered being overcome, so that by the end of the year the roof was on and finishing touches progressing well. Through the use of crushed brick for mortar we were able to complete the foundations for another staff house, and also nearly complete the first stage of the south classroom block. The end of year found us half-finished with the roof of this building, which will add two badly needed classrooms, as well as three smaller rooms for the beginning of the 1974 school term. Various

temporary structures were completed during the year to replace those blown down and to provide expansion space. With present and expected cement and fuel shortages for the coming year, we see a difficult road ahead, but know that God in His grace to us will provide what is needed.

Tansen. UMN Hospital extension construction. Ron Mowll, as Site Engineer, is the Building Department person resident on the project and managing construction. Ron summarizes activity in 1973 as follows:

During the year work has continued steadily, and we have much to be thankful for. The staff house for the Medical Superintendent was completed in April. Part I of the hospital extension is 80% complete, and should be finished before the next monsoon. The water tank foundation for Part II is being constructed. Planning work for the ANM hostels in Tansen and Pokhara is also being carried out.

Kathmandu. Building Department Office. Martyn Thomas manages the Building Department, and is the Structural design Engineer. The Office employs a draftsman/supervisor, a draftsman/detailer, and a draftsman trainee, all Nepali personnel on full-time appointments. While Martyn is on home leave, Francis Sauer is acting as Manager of the Office.

Mahendra Bhawan Girls' High School Improvement Plan has completed alterations to the main building, and construction of new units for classrooms, hostel, dining-room/kitchens and assembly hall. Remaining work includes playground improvement and a pre-vocational block to contain classrooms, storage areas, and two

staff quarters. Some demolition of old structures and erection of a new main gate, with a portion of boundary wall, will complete the proposed construction. Mr. Dieter Johannsen completed his term as engineer in charge of the project. Deep appreciation has been expressed to him and to the Committee for Service Overseas for his most valuable assistance. His term has been extended in Germany to enable him to complete the designs for the pre-vocational block.

Luitel Primary School in Gorkha District, Bhaktapur Hospital and the Butwal Technical Institute received major assistance in response of their requests. Site conditions affecting the erection of steel suspension bridges designed by BTI gave Martyn Thomas and the field crew large satisfaction in overcoming severe physical and technical hardships on the job.

Personnel from the Department serve on several project Building Committees, and provide supervision and technical assistance for repairs and maintenance of living quarters for UMN personnel in the Valley. The fees schedule adopted this year for the Building Department has nearly, but not entirely, covered expenses incurred during the year. This matter should be reviewed and confirmed about mid-1974.

MR. FRANCIS SAUER,
Head of Building Department.

**Statement of General Fund Transactions
for the year 1973**

	Budget 1973	Actuals 1973	Total 1973	Budget 1974
<i>Receipts :</i>				
Fees from UMN projects	25,000	13,338		25,000
Fees from other projects	5,000	1,884		3,750
Personnel contributed services	18,000	18,000		15,500
	<u>48,000</u>		<u>33,222</u>	<u>44,250</u>
<i>Payments :</i>				
Office salaries	17,500	14,710		17,500
Office rents and services	3,750	2,835		3,750
Stationery, printing, postage	2,000	1,505		2,000
Travel in Kathmandu Valley	3,000	2,622	}	5,000
Travel outside Valley	3,000	2,458		
Repairs and maintenance	750	154		500
Personnel contributed services	18,000	18,000		15,500
	<u>48,000</u>		<u>42,284</u>	<u>44,250</u>
Excess payments over receipts			- 9,062	
Add balance from 1972			+ 2,023	
Balance at 31-12-73			<u>- 7,039</u>	

Note : Accounts receivable and accrued income payable on 31-12-73. Rs. 3,850.

Statement of Capital fund Transactions for the year 1973

	Balance Deficit) 1-1-73	Receipts and allo- cations	Payments and *Transfers	Balance (Deficit) 31-12-73
Motorcycle depreciation	—	1,805	—	1,805
Undesignated gifts	1,590	9,907		3,525
Refunds		575		
Motorcycle equipment			350	
Concrete testing machine			1,558	
Safe			385	
Typewriter			400	
Theodolite			5,000	
Furniture			484	
Stencil material			370	
	<u>1,590</u>	<u>12,287</u>	<u>8,547</u>	<u>5,330</u>

Balance Sheet as at 31st December, 1973

Assets :			
Cash on hand		825	
Cash in bank		1,552	
Material inventory		314	
		<u>2,691</u>	
Liabilities :			
Due to N. A. V., Pokhara	2,967		
Advance from UMN Treasurer	1,433	4,400	
Reserves :			
General Fund deficit	(7,039)		
Capital Fund balance	5,330	(1,709)	
	<u>2,691</u>		
Total liabilities and reserves			<u>2,691</u>

II. TIBETAN REFUGEE WORK, POKHARA

The year started with bright prospects and much activity. Carpet-weaving was established, with 70-80 workers. A new drinking water system was constructed. Most of the farm land was divided up for the people to do private farming, along with financial help for seeds, manure, fertilizers, tools and fencing. The animal husbandry section was enlarged: poultry to 1,100 birds, and the piggery to 80 pigs. A good number of bananas and fruit trees were also planted in the settlement.

By mid-summer the Camp faced many difficulties. Disease broke out in the piggery, and later in the poultry section also. The management of the carpet-weaving centre ran into difficulties because of the illness of Mr. Jostein Holm. Then in July the UNHCR representative closed his office in Kathmandu, which meant that support from U. N. stopped. The Nepal Red Cross is also decreasing its activities in the Camp.

By the end of the year the carpet-making centre was running well again, under the management of an American volunteer. The poultry and piggery sections were back in good production, although they made a small deficit this year. The private farming could be better, and again it is apparent that the Tibetans are not agriculturally minded. For the first time in the camp, everybody who wanted work could have a good paid job during this year, and the population has increased.

Mr. and Mrs. Jostein Holm worked at the Camp throughout the year, and left on an early furlough in December for medical reasons. Mr. and Mrs. Asbjorn Holm and family left in March, Mr. Holm returning again in November, accompanied by his brother, to take over responsibilities at the Camp.

MR. ASBJORN HOLM.

Statement of General Fund Transactions for the year 1973

	Budget 1973	Actual 1973	Total 1973	Budget 1974
Receipts :				
UMN budget allocation	1,800	1,800		2,100
Personnel contributed services	7,200	10,200		10,200
	<u>9,000</u>	<u></u>	12,000	<u>12,300</u>
Payments :				
Mail service	200	—		200
Office expenses	400	427		400
Transport and travel	600	953		800
Miscellaneous	600	356		200
Personnel contributed services	7,200	10,200		10,200
	<u>9,000</u>	<u></u>	11,936	<u>12,300</u>
Excess receipts over payments			<u>64</u>	

Capital Fund balance brought forward from 1972 for agriculture equipment, unspent in 1973 : Rs. 1,955.

III. SCHOLARSHIP PROGRAM

During 1973 the Scholarship Committee processed 84 applications, and awarded scholarships to 32 individuals in the field of education (1), medicine (8), science (4), business (3), vocational agriculture (2), engineering (1), dietetics (1), and School Leaving Certificate (3).

During the year 21 scholarship students completed their course of study in education (5), vocational agriculture (2), mechanics (1), Intermediate Science (6), public health nursing training (1), secretarial science (1), Bachelor of Science in laboratory technology (1), Bachelor of Arts (1), Bachelor of Commerce (1), and School Leaving Certificate (2). Of that number, 16 students are employed in their fields or are continuing in their study.

At the end of December 1973, 66 students were receiving scholarship stipends. Of that number 49 were from General scholarship funds, 8 from Sherpa scholarship funds, and 9 from the English charity agency, Action in Distress.

In the selection process, priority has been given to the following groups: low caste, remote communities, women, and poverty groups. Proven scholastic ability for the course attempted was required from all candidates.

Funds for the general scholarship program came from 8 official member bodies of the United Mission to Nepal, including the Gossner Mission, United Church of Canada, United Methodist Church, USA, the Leprosy Mission, Mennonite Board of Missions, the Church Missionary Society, the Committee for Service Overseas, and the Japan Overseas Cooperative Service. A special grant from undesignated funds held by the UMN Treasurer was given to the Program. Some UMN Board Appointees especially interested in the training of national leaders also contributed to the Program.

According to the Scholarship Program records, the Committee has thus far granted scholarship help to 107 different individuals, representing 196 years of study. Of that total 14 were women.

MISS NORMA KEHRBERG,
Secretary.

**Statement of General Fund Transactions
for the year 1973**

	Budget 1973	Actual 1973	Total 1973	Budget 1974
Receipts :				
General scholarships	127,434	194,867		92,491
Sherpa "	13,000	16,065		12,000
German "	—	57,842		50,000
Japanese "	10,100	13,015		—
Designated	—	2,525		—
Action in Distress	—	5,870		—
Repayment Loans	14,011	—		9,000
Donation for agriculture students	5,200	—		5,200
Personnel contri- buted services	7,200	7,200		7,200
	<u>176,945</u>	<u>297,384</u>		<u>175,891</u>
Payments				
General scholarships	148,315	87,380		103,131
General designated	—	3,846		—
Sherpa scholarships	15,070	18,340		12,000
German "	—	71,506		50,000
Japanese "	—	8,624		—
Action in Distress	—	5,720		—
Designated	—	2,525		—
Administration	2,400	797		1,000
Transportation	2,400	251		1,000
Rent	1,560	1,560		1,560
Personnel contri- buted services	7,200	7,200		7,200
	<u>176,945</u>	<u>207,749</u>		<u>175,891</u>
Excess receipts over payments		<u>89,635</u>		

Summary of balances as at 31st December, 1973

Assets :

Cash in bank	13,352
Cash with Treasurer	149,605
Loans	1,942
Furniture	1,550
	<hr/> 166,449 <hr/>

Liabilities :

Balance c/f 1972	76,814
Balance at 31-12-73	89,635
	<hr/> 166,449 <hr/>

IV. CHILDREN'S HOSTEL

Mr. and Mrs. Roland Newton continued to serve as Hostel Supervisors through most of 1973. The departure of several families on furlough sharply reduced the number of children needing hostel accommodation in Kathmandu until, by mid-October, only two remained. Because it was felt impossible to continue to run a Hostel for only two children, the Hostel Committee acted to close the Hostel temporarily on 10th October, 1973.....The Hostel Committee continued its work through the remainder of the year, and in meetings held 26-27 November drew up a revision of Hostel rules, gave thoughtful consideration to the future shape and administration of the Children's Hostel, and moved to prepare for re-opening the Hostel in August/September 1974, provided House Parents can be found, Mr. and Mrs. Newton having been assigned to the Butwal Project from 1st January, 1974.

Mr. F. Wilcox.

APPENDIX E

COMMUNITY HEALTH ADVISORY TEAM REPORT FOR 1973

C. H. A. T. Activities.

In August Miss Margaret Robinson left us on medical furlough. We thank God for her service for the UMN projects as an advisor and central supply officer in the community health area, and pray God's blessing upon her for a quick recovery.

The work of CHAT has continued with some changes during the year, and there has been considerable development in the relationship with the Government (HMG) and the Christian Medical Commission (CMC).

We appreciated HMG's on-going pilot project for 'Integrated Basic Health Services', and worked to introduce the concept of the Integration and Basic Health Service into the UMN projects. The UMN community health programs were gradually involved in the planning exercise for the next Five Year Plan of HMG, stressing the uniqueness of UMN community health work, i.e. "to motivate community-based health activities from the grass roots level". Accordingly CHAT became more deeply engaged in negotiation and co-ordination with HMG central offices, to meet the growing demands of UMN community health fields in cooperative programs with HMG.

Dr. Iwamura was invited to the CMC annual conference, and asked to make a report on the UMN community health work, and to participate in the CMC Executive Committee. CMC is interested in the UMN community health work as a model cooperative program, with government in the Christian mission field. CHAT distributed the position paper on "Health Care and

Justice", which was produced by the CMC Annual Conference, to all UMN projects, and received much response.

Community Health work in Projects.

Dr. R. Harding organised a seminar for UMN community health workers in Tansen, and Dr. M. Bomgaars made an observation trip in Kaski and Bara model districts of HMG Integrated Basic Health Service Project.

Dr. H. Huston and Sister V. Collett visited Gorkha District Centre and discussed with the Chief District Officer and Medical Officer a plan to have a seminar for the HMG Auxiliary Health Workers at the UMN Hospital in Amp Pipal.

Dr. D. Roche and Sister R. Peterson visited the HMG Health Department, and talked with the Senior Medical Officer of the Bhaktapur District to get instructions for the district health planning.

The UMN Okhaldhunga team worked with the C. D. O. and the Medical Officer of the Okhaldhunga District in tentative planning of the district-wide health post network—the Basic Health Service development according to the instruction of HMG, Health Department—and made a survey trip for a model health post plan of HMG.

The Tansen team also participated in the Palpa District health post planning, and nearly completed the teaching health post planning for Assistant Nurse Midwife training at Tansen.

The Shanta Bhawan team worked with HMG Health Department on the planning of the development of Integrated Basic Health Services in Lalitpur District as model HMG-UMN joint project.

Community Health Office.

It was recognised that CHAT would be engaged not only internal but international coordination more and more. Therefore we discussed a restructuring of CHAT.

in order to effectively meet the growing, changing demands of the various community health programs of the UMN, which have been given a great role by God as a model in the international Christian mission field.

The UMN Executive Committee, meeting in November 1973, voted to re-structure CHAT, changing the name to the Community Health Office, and to instruct the new UMN Community Health Committee (CHC) to study the matter of a mission-wide policy for community health work. The CHC, consisting of one representative from each project, met twice and made up a tentative functioning chart as a guideline for restructuring. The third CHC meeting will meet early in 1974 and make a recommendation on a mission-wide policy for community health work to the Executive Committee.

DR. N. IWAMURA,
Community Health Secretary.

Proposed restructuring :

U. M. N. BOARD

Executive Secretary

HEALTH SERVICE OFFICE

Full-time Health Services Secretary

Community Health Secretary

Office Secretary

Community Health Committee

Tansen Gorkha Shanta Bhawan Bhaktapur Okhaldhunga

COMMUNITY HEALTH ADVISORY TEAM

Statement of General Fund Transactions for the year 1973

	Budget 1973	Actual 1973	Total 1973	Budget 1974
<i>Receipts :</i>				
UMN Budget allocation	41,220	41,220		14,300
Personnel contributed services	16,800	13,200		16,800
	<u>58,020</u>	<u> </u>	54,420	<u>31,100</u>
<i>Payments :</i>				
Salaries	23,308	8,088		4,800
Transport	1,512	924		—
Travel	8,000	7,538		4,500
Educational materials	3,000	1,620		—
Stationery	1,000	668		1,000
Office rent and maintenance	2,400	600		3,000
Training programs	1,000	1,000		—
Miscellaneous	1,000	801		1,000
Personnel contributed services	16,800	13,200		16,800
	<u>58,020</u>	<u> </u>	34,439	<u>31,100</u>
Excess receipts over payments			<u>19,981</u>	

Statement of Capital Fund Transactions
for the year 1973

	Balance (Deficit) 1-1-73	Receipts and allo- cations	Payments and *Transfers	Balance (Deficit) 31-12-73
Furniture	686	—	45	641
Undesignated funds	895			11,018
Gifts	—	11,432		
Water project	—	—	1,309	
	<u>1,581</u>	<u>11,432</u>	<u>1,354</u>	<u>11,659</u>

Summary of Balances as at 31st December, 1973

Assets :

Cash in hand	31,640
	<u>31,640</u>

Liabilities :

Capital fund balance	11,659
General fund balance	19,981
	<u>31,640</u>

APPENDIX F

TANSEN AREA REPORT FOR 1973

We look back over the year 1973 and give God praise and thanks for all that has been accomplished in His name. It has been an eventful year, with major developments and expansion, but in all our activities we have been conscious of God's guidance and overruling. Amongst the western staff there have been quite a number of changes as furloughs come round more quickly nowadays! Nevertheless, there has been a real sense of continuity in the work and a real sense of unity which can only be described as God-given. He has controlled and guided our activities, and we have felt it a privilege to be involved in His work and this land, "by love serving". In all the work I would like to pay tribute to both western and Nepali staff who have made my position easier by their efforts and by their continued loyalty.

I. Hospital.

- A) *Personnel.* Dr. Pam Dodson left in the first half of the year for a well-earned home leave, and the Goulds arrived back at the end of March. Sisters Sheila Fulker, Ingegerd Karlsson and Joy McConnell all left during the year for furlough, but the team was strengthened in April by the return of Sister Klara Pedersen to be Nursing Superintendent. Sisters Pat Wright (Scotland) and Jenny Sutton (England) have also joined the nursing staff, working part-time programs as they are both continuing language study. A very welcome return was that of Miss Denise Stringer as we had been without a physiotherapist for most of the year. Since her return she has taken overall responsibility for the whole rehabilitation program.

B) *Training and Education.* We have continued our policy of sending our more talented members of staff away for further training, and at present three of our young men are doing the AHW (Auxiliary Health Worker) Course in Kathmandu, with a fourth one starting early in 1974. There has not been the same pressure to do the same for the girls as the ANM (Assistant Nurse Midwife) School opened in April, and consequently some of our own girls can be upgraded to obtain a Government-recognised certificate in the hospital here.

The opening of the ANM School in April marked a very big step forward in development here in Tansen. For many years we had sought permission from HMG to have a recognised nurses' training school, and eventually permission was granted. Initially 22 students entered, but the next intake is to be close to 40, and it will be 40 or more annually after that. Our accommodation for nurses on the compound has been stretched to the limit this year, and we have sought for funds and permission to build a completely new Nurses' hostel/teaching block complex. In the meantime, to deal with the increased numbers of nursing students expected in 1974 we have taken over and renovated a nearby house. Fuller reports follow in section II of the ANM School, and of the proposed AHW course.

C) *Development.* The hospital is growing apace and is hardly recognisable as the structure designed and built in the early 1960s. Already in the past year we have been able to use the first part of the new expansion, and we have been

grateful to God for the contribution of Mr. Ron Mowll and his staff in this work. The new staff house, with guestroom facilities, is greatly appreciated. Mr. Bjorn Brekke has been responsible for smaller building projects and alterations, as well as general maintenance, and he has done a superb job over the past year.

D) *Visitors.* We have had our fair share of visitors over the past year. It has been a pleasure to welcome friends from all over the world, and we have been enriched by their coming. Perhaps some of our most distinguished visitors should be mentioned. We had Hon. Mrs. Kamal Shah, the State Minister for Health, visit us in September, and Cliff Richard, the British pop singer, in November. The American Ambassador and his wife, Mr. and Mrs. William Cargo, came in December. Japanese friends seem to gravitate very easily to Tansen, and we were greatly helped by Miss Michiyo Maeda toward the end of the year as she assisted with the community health program. Then around Christmas time a work party of Japanese students built water tanks in three strategic villages. It was privilege to us to have them sit down with us at our Christmas dinner (served to 48 people!). Though the year we have continued to have medical students from the USA, UK, and Australia spend their elective period in Tansen. We believe this to be a mutually beneficial experience.

E) *Highlights.* Perhaps the final event to be recorded for 1973 should be the linking up of the hospital to the bazar electricity supply. Poles, wiring, etc. were completed by September, and, due to good cooperation with the Nepal

Electricity Corporation, we were able to hire transformers and everything was ready in the last week of December. It makes a welcome relief to have electric lighting without the familiar noise of our own generator, not to mention the big saving financially which has resulted.

F) *Future Expansion.* During the year an invitation came to us directly from HMG, and we were asked to enter into discussion concerning integrating the Government hospital in Tansen into our medical program. Our response to this invitation has been a positive one, for it seems logical and sensible to cut out any duplication of medical services in a country where medical manpower and funds are at a premium. Discussion will continue in 1974, but preliminary planning points to a continuation of medical services at the UMN Hospital at Bhushaldhara as they are at present, with the establishment of a first-class Maternal & Child Health Centre in the town at the site of the present HMG hospital.

G) Statistics.	1972	1973
Inpatients	1944	1919
Outpatients	33171	32806
Major operations	452	415
Intermediate operations	206	214
Minor operations	794	929
Procedures	474	507
Deliveries	107	123
Deaths from any cause	129	119
Miniature X-rays	4904	7054
Flouroscopies	531	310
X-rays	1459	2437

DR. WILLIAM GOULD,
Area Supt. and Medical Director.

H) *Building.* During the year work has continued steadily, and we have much to be thankful for. The staff house was completed in April. Part I of the hospital extension is 80% complete. The water tank and foundations for Part II of the extension are being constructed. Planning work for the ANM hostels is also being carried out. Rising costs of materials and supplies have meant a revision of estimates for this work, and we have asked for a further Rs. 600,000 to complete this extension.

MR. RON MOWLL,
Site Engineer.

I) *Medical laboratory.* The laboratory has continued to function under the direction of Mr. B. K. Sharma. Comparative statistics reveal that in all areas of lab. tests, more determinations were done than in 1972. In particular there has been an ever increasing number of units of blood being provided, especially over the past eight months. Only two new tests have been added: SGOTs have been done since September, and in December it became possible to begin to do cultures, using a kerosene incubator. The flame photometer, which we have been waiting for so long, has still not arrived, and so serum electrolytes are still not available. Charges for tests continued to be the same as in 1972.

During the year Mr. Sharma continued to train our two or three Junior technicians in the practical work. Dr. Harding gave a series of 30 lectures covering the physiological and medical applications of laboratory tests, and a series of 20 lectures in general chemistry. At the year's end, two junior technicians are working in the

lab. One completed his two years training and passed his final exam in June. The other is in his second year of training.

Late in the year alterations in the OPD cut down the lab. working area. However, we are looking forward to the additional space in the new OPD wing, which may be ready in late 1974.

Statistics for the year are	1972	1973
Stool	4065	4707
Urinalysis	2387	2837
Haematology	7352	10650
Body fluids	1117	1479
Chemistry	466	628
Serology and blood banking	744	871
	<hr/> 16131 <hr/>	<hr/> 21172 <hr/>

DR. RICHARD HARDING,
Laboratory Supervisor.

- J) *Leprosy Department.* In April 1973 Dr. Pedley retired from the work of leading this department, and Dr. Ferguson has taken his place. 1973 was the centenary year of the discovery of the leprosy bacillus by the Norwegian, Dr. Hansen. Dr. Pedley was invited to read a paper on his research into the methods of the spread of leprosy at an International Congress held in Bergen, Norway.

With the departure of Dr. Pedley and his microscope, the nature, if not the aims, of the department have had to change. Unfortunately it is not possible to continue the microscope research work. However, it is still possible to give most leprosy patients some individual attention with a view to explaining about their

disease and inculcating basic instructions about their treatment.

Over the year we have concentrated on occupational therapy to produce material either usable in the hospital or saleable outside. Owing to the opening of the rehabilitation department, it has also been possible to make several fitted shoes for patients with deformed feet.

Statistics for the year are :

Outpatients :	952
Inpatients :	40
Average length of stay :	47 days.

DR. ROBERT FERGUSON.

K) *Rehabilitation* (Prosthetics, Orthotics and Physiotherapy). Mr. Sharan Prasad worked in the artificial limb workshop throughout the year, but Miss Denise Stringer only returned in October, so that statistics reflect this period of October to December only. The statistics do give some indication of the valuable work coming out of the department.

Prosthetics and orthotics :

Inpatients	79
Outpatients	62

Physiotherapy :

Inpatients	586
Outpatients	88
Daily average	113

MISS DENISE STRINGER.

II. Assistant Nurse Midwife School and proposed AHW Program.

The ANM joint UMN and Institute of Medicine program commenced April 29, 1973, with its first

intake of 22 students taken from Lumbini and Gandaki zones. Two of these are on UMN Scholarships. One has since left, and the remaining number are on bond to HMG on completion of the two years training. The bulk of the classroom teaching and clinical supervision has been undertaken by Sister Edna Clysdale, who was also Director of the School, and Sister Dawn Campbell, seconded by INF, Pokhara; but valuable help in community health has been given by Sister Audrey Maw. English has been taught regularly by Mrs. Sue Harding, and more recently Mrs. Hanna Brekke has helped in the clinical supervision. Appropriate and very able lecturers from the town of Tansen have also given teaching on various subjects, including history and development of health services, society and culture, public administration and panchayat, 4-H clubs, Women's Organisation, and the Red Cross Society. Through these classes the school staff has also greatly benefitted. Apart from English, other academic subjects have still to be given, and then the last nine months will be concentrated on midwifery training, including Family Planning and MCH clinic work. Last, but by no means least, has been the contribution by nurses and doctors of the Tansen Hospital staff, and also invaluable help and many extra hours have been given by Mr. Surya Ratna, the Business Manager of the hospital, particularly relating to cooperation in the coming years between UMN and the Institute of Medicine and the drawing up of pertinent documents.

Because this is the first year of the joint UMN and Institute program, and because the syllabus is still being revised, there has been a certain amount of 'walking in the dark', but gradually we hope

the growing pains will decrease and the program come to a greater degree of stability.

A great asset to the school has been the assignment from the Institute of Medicine of Miss Tara Tuladhar as Nepali Counterpart in Charge. She, as a Senior Sister-Tutor, is also proving to be a help in many aspects of the work, and we are appreciating her able administrative experience. We are also looking forward to Miss Shanti Adhikari joining the staff this month as a clinical instructor. She is a graduate of the Shanta Bhawan Nursing School. It may be possible to involve more of our hospital personnel in the instruction of the students but this will depend on the availability of such staff.

Our second intake of students, which will number between 35 and 40, will be taken in in the last week of January. At present Mr. Bjorn Brekke, in addition to his many other responsibilities, is busily renovating a house rented by the Institute of Medicine about 12 minutes walk from the hospital, which will house 60 students. Therefore, Mrs. Pradhan, our housemother who is doing a very worthwhile although at times trying job, will move there with the present students and receive the new group. Miss Tuladhar will also have a flat there.

We look forward very much to the return from furlough of Sister Edna Clysdale who so ably launched the program in April. As a newcomer to the program, and therefor still 'swimming around', I yet feel it is a worthwhile and exciting program in which to be involved, and one which I trust will be a valuable contribution in the health services of Nepal.

MISS MABEL McLEAN,
Nursing School Director.

During the course of the year a new invitation came to us which would mean an expansion of our work. This was a byproduct of the work and calibre of the ANM School. We were asked by the Institute of Medicine if we would consider opening an AHW School in Tansen, with an initial intake of 50 male students. The AHW and the ANM are of equivalent educational ability, being 8th class pass standard. Our response to this invitation was a very positive one because we see tremendous potential in training programs of this nature, particularly with the realisation that these young men and women will be going to health posts in three of Nepal's 14 zones (23% of the country) once their training is completed.

DR. W. GOULD,
Medical Director.

III. **Community Health Programs.**

In 1973 the work of the various community health projects has continued. Existing programs have been strengthened, and less urgent programs have been deleted or postponed. Several programs, particularly the model village project, have not progressed as quickly as had been hoped. Through the year relationships with local, district, zonal and national officials have been nurtured and strengthened.

A) **General Programs.**

- a) ANM Course : Reported under West Palpa.
- b) Village Health Volunteer training program : Early in the year a 2-day follow-up training was given to the 1972 class, stressing agricultural development. During the year these men were visited in their panchayats. In December another group of 11 men received a 10-day training.

- c) Drinking Water Project: We have given advice to several panchayats and have made some basic contacts regarding water systems. In December a group of 7 Japanese college students came to Tansen for 3 weeks and began work on 3 water tanks in 3 village panchayats, with some assistance from hospital staff. Two tanks were completed, and one is still under construction.
- d) Model Village Project: After several months of negotiations and planning, a site was chosen to build a centre for community health work and training of various kinds of medical auxiliaries, particularly ANM students. Because of a delay in signing an agreement and the problem of finding a satisfactory nurse to be resident at the project, actual construction has not yet begun.
- e) School health and other programs: Initial contacts and plans were made for a school health program, but a definite program was not implemented. There was no further work done in the areas of first aid training, disaster planning or Food handlers' inspection. During the year several trips were made to the Pyersingh clinic by doctors and nurses during the absence of the resident medical staff.
- f) In September a four day seminar for UMN and INF community health workers was held in Tansen. It was most successful and beneficial, despite the bad weather which prevented most of the Kathmandu-based people from getting through to Tansen.

DR. RICHARD HARDING.

B) Maternal & Child Health Clinic, Tansen.

- a) The clinic has been held as before, twice weekly. Attendance in the clinic has been :

	1972	1973
Women	3145	3209
Children	2669	2808

The Community Health team has given valuable help to the clinic by doing the BCG vaccinations, both in the clinic and to the babies delivered by us.

- b) District Midwifery : In addition to the clinic work we go to the homes, helping the mothers at the time of delivery. This also provides field experience for the ANM students. The last four years we have had to limit this help to women living in Tansen who have come for regular antenatal care. Others who live too far away to call us at the time of delivery often rent a room in Tansen for that time. 150 district midwifery cases are as much as we can manage, with a total staff of three (1 foreign midwife, 1 assistant nurse midwife, 1 chaukidar, and at time 2 ANM students). For 1973 we had 150 district midwifery cases.

- c) House visits : In connection with the district midwifery work, we go to these homes for postnatal care and community health teaching, and these mothers are free to call us for advice and help any time, without charge, during the first month after the baby is born. In addition to these calls, we go as often as we find it necessary and possible to go. In 1973 we made 488 house visits,

in addition to the delivery calls (as compared with 430 in 1972).

- d) Humin Clinic: The general clinic in Deorali Chap Village has continued once a month, and has had a total attendance of 766 patients in 1973, as compared with 434 in 1972.

MISS INGEBORG SKJERVHEIM.

C) *West Palpa Program.* 1973 has seen an increase in the amount of work done in widening aspects of community health work, and also the consolidation and growth in the work started in previous years. The statistical presentation of work carried out cannot be a complete yardstick for measurement of what has been achieved, or the rate of progress, but can only be indicative of efforts which have been made. The program continues to function with students in training only (apart from Miss Audrey Maw), and this should be kept in mind. A summary of the year's work is given below.

a) TB Control Program: This continues to be a large part of our program, with the main area of work being in Tansen bazar. It includes home visits to new cases, contact case finding, defaulter follow-up, tuberculin testing and BCG to all contacts, and routine BCG to newborn babies. Village panchayat BCG vaccination has continued, though not at the speed hoped for. Every house has been visited in five village panchayats for the purpose of giving BCG and case finding. Total BCG—4,655; Total PPD—471.

b) TB registration: Case registration continues. Total first-time registration of old and new

TB cases for 1973 was 2,483. This is a little less than in 1972, though new cases have increased by 300 over 1972. New TB patients from India have more than doubled, and in 1973 accounted for 27% of all new TB cases attending the OPD. Patient defaulter rate presents a problem, with a rate of approximately 60%, although the majority of these patients come from India and the terai area.

c) Community health training program : Three male students have continued in their second year of Assistant Nurse community health training and should graduate in April 1974. In December they graduated from the seven week government course in Family Planning and MCH Health Aid training held in Kathmandu. One junior male student commenced training August 1, 1973. A fifth person has been intermittently employed in field work. Community health experience by monthly rotation continues to be given to graduate hospital staff and senior male nurse students. The male students are becoming increasingly involved in health education. Regular classes are being given to the hospital cleaners, as well as in the hospital wards, OPD, areas adjacent to the hospital, and the bazar and panchayats. Various other types of immunizations have been given, the most being TABC numbering 1,077.

d) Home visiting program : Total family care load at the end of December 1973 was 340. The majority of these are TB families. Other families were visited for the purpose

of supervision in infant care, nutrition, leprosy, medical problems and, as from December 1st, for giving nursing care in selected cases referred from the hospital or OPD. Total home visits for the year were 1209, and 23 for specific nursing care.

e) Village health care service: One village has been surveyed and the nutritional and morbidity status evaluated. Regular visits are being made to all the homes, and a small teaching clinic will be developed early in 1974.

f) ANM Course: Following the intake of 22 ANM students under the Tribhuvan University ANM training program, a curriculum was worked out for the community health experience for these students. They commenced the community health nursing experience by an initial lecture block at the end of November 1973, and will continue with their field experience in two groups until May 1974. Their experience includes family assignments, child health clinics, leprosy and TB experience in the OPD and community, and home nursing experience.

MISS AUDREY MAW.

D) *East Palpa Program.* After 4 years of living and working in the scattered Magar villages of this area, we find that local panchayats continue to be helpful and co-operative, and continue to have new ideas about ways in which we can help them and they can help us. Village Health Workers in Arakhala and Nuwakot panchayats continue to do good work, treating people for minor ailments and doing BCG and TABC injections in their respective panchayats. We are still looking for suitable people whom we

can train to do similar work in the other three panchayats.

A beginning has been made on health teaching in the school and in some villages. Because of illness of staff, some of the work had to be curtailed during the year. It was not possible to continue with the BCG program, and the weekly clinic in Buling had to be discontinued.

In December Sister Elfriede Bernhardt left for furlough, and Sister Monika Schutzka left for another assignment in UMN. Their work over this last year has been greatly appreciated. Sister Gwen Coventry returned from furlough in November. We appreciate the continued help and fellowship of Mr. and Mrs. P. D. Gurung. Prabhu Dan is not on the permanent staff, but is always willing to help when needed. Jyoti continues to be a valuable member of the staff.

Among the people there is now a marked interest in health teaching, Family Planning and MCH clinics. We hope to follow up this interest by opening a number of MCH clinics in Darajheri and Buling panchayats in the coming year.

We are grateful to God for the opportunity we have to live amongst and serve these people in the Name of the Lord Jesus Christ.

Statistics for the year are :

OPD treatments	5,749
Minor surgery	198
Deliveries	5
IUD insertions	13
TABC injections	2,053
Home visits	101

MISS GWEN COVENTRY.

TANSEN AREA

Statement of General Fund Transactions for the year 1973

	Budget 1973	Actual 1973	Total 1973	Budget 1974
1) AREA ADMINISTRATION				
Receipts :				
UMN Budget allocation	3,000	3,000	3,000	7,200
Payments :				
Maintenance	2,000	1,965		4,000
Miscellaneous	1,000	4,378		3,200
	3,000		6,343	7,200
Excess payments over receipts			3,343	
2) HOSPITAL				
Receipts :				
General fees	245,000	283,990		331,000
Medicine sales	225,000	338,239		360,000
Miscellaneous fees	10,000	23,581		10,000
Service to Leprosy Dept.	7,000	7,000		8,000
Private consultation fees	—	280		—
UMN budget allocation	74,500	74,500		24,000
Personnel contributed services	80,330	80,330		165,000
	641,830		807,920	898,000

	Budget 1973	Actual 1973	Total 1973	Budget 1974
Payments :				
Salaries	205,000	264,116		295,000
Drugs	200,000	240,406		240,000
Medical, surgical, lab. and X-ray supplies	75,000	109,264		100,000
Bedding, linen and uniforms	14,000	20,072		18,000
Catering	6,000	6,967		8,000
Laundry	5,000	7,733		7,000
Cleaning	1,000			
Power, heat and light	22,000	26,726		26,000
Maintenance, bldgs and grounds	15,000	16,248		20,000
Administration	12,000	14,019		12,000
Miscellaneous	1,500	2,084		3,000
Vehicle transport	4,000	2,220		3,000
Rent and repairs	1,000	789		1,000
Personnel contri- buted services	80,330	80,330		165,000
	<u>641,830</u>		<u>790,974</u>	<u>898,000</u>
Excess receipts over payments			<u>16,946</u>	

	Budget 1973	Actuals 1973	Total 1973	Budget 1974
3) LEPROSY DEPARTMENT.				
<i>Receipts :</i>				
UMN budget allocation	22,100	22,100		24,200
Personnel contributed services	5,400	5,400		—
	<u>27,500</u>	<u>27,500</u>	27,500	<u>24,200</u>
<i>Payments</i>				
Salaries	—	—		3,000
Drugs	1,200	714		1,200
Shoes	400	106		2,000
Hospital treatment	3,500	2,033		3,500
Food	8,500	2,879		4,500
Miscellaneous	1,000	1,149		1,000
Bedding and linen	500	366		1,000
Hospital services	7,000	7,000		8,000
Personnel contributed services	5,400	5,400		—
	<u>27,500</u>	<u>27,500</u>	19,647	<u>24,200</u>
Excess receipts over payments			<u>7,853</u>	

	Budget 1973	Actual 1973	Total 1973	Budget 1974
4) A.N.M. SCHOOL				
Receipts :				
HMG contribution (staff and hospital facilities)	81,000	—		81,000
Inst. of Medicine grant***	10,500	—		93,475
UMN budget allocation	37,500	39,500		54,300
Personnel contri- buted services	24,480	24,480		48,024
	<u>153,480</u>		63,980	<u>276,799</u>
Payments :				
Salaries	—	—		17,800
Scholarships and food	43,000	25,999		30,000
Miscellaneous and travel	2,000	2,197		3,500
Maintenance	3,000	763		3,000
HMG contribution as above	81,000	—		81,000
Use of Inst. of Medicine grant***	—	—		93,475
Personnel contri- buted services	24,480	24,480		48,024
	<u>153,480</u>		52,439	<u>276,799</u>
Excess receipts over payments			<u>11,541</u>	

***Note on ANM School. The grant from Tribhuwan University is kept in a separate account, and not reflected in the above statement. The grant given for the Nepali year 2030-2031 was Rs. 70,654, of which half, Rs. 35,327, may be regarded as applying to the period to 31st December, 1973.

	Budget 1973	Actual 1973	Total 1973	Budget 1974
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5) COMMUNITY HEALTH; MCH CLINIC, TANSEN.

Receipts :

Medicine fees	12,000	14,682		12,000
Delivery fees	2,500	2,521		2,500
Miscellaneous fees	—	9		—
UMN budget allocation	4,900	4,900		7,500
Personnel contributed services	7,200	7,200		9,900
	<u>26,600</u>	<u>29,312</u>		<u>31,900</u>

Payments :

Salaries	8,600	6,182		10,000
Rent and repairs	3,000	2,388		3,700
Health education	—	—		500
Supplies	300	302		300
Drugs	7,000	6,857		7,000
Miscellaneous	500	57		500
Personnel contributed services	7,200	7,200		1,900
	<u>26,600</u>	<u>22,986</u>		<u>31,900</u>

Excess receipts
over payments

6,326

6) COMMUNITY HEALTH : WEST PALPA.

Receipts :

Medicine fees	300	693		300
UMN budget allocation	27,900	27,900		51,300
Personnel contributed services	25,000	25,000		27,200
	<u>53,200</u>	<u>53,593</u>		<u>78,800</u>

	Budget 1973	Actual 1973	Total 1973	Budget 1974
Payments :				
Drugs	3,000	1,488		3,000
Salaries	13,000	7,915		30,000
Health education	2,400	959		3,000
X-ray film	2,000	2,007		2,000
Transportation	4,700	1,356		7,000
Nursing supplies	1,600	272		1,600
Miscellaneous	1,500	1,199		5,000
Personnel contributed services	25,000	25,000		27,200
	<u>53,200</u>	<u>—</u>	<u>40,197</u>	<u>78,800</u>
Excess receipts over payments			<u>13,396</u>	

7) COMMUNITY HEALTH : EAST PALPA.

Receipts :				
Medicine fees	15,000	11,222		13,000
UMN budget allocation	8,000	8,000		8,000
Personnel contributed services	14,400	14,400		20,000
	<u>37,400</u>	<u>—</u>	<u>33,622</u>	<u>41,000</u>
Payments :				
Drugs and supplies	12,000	7,183		12,000
Transport and coolies	5,000	1,048		3,000
Salaries	4,000	2,429		4,000
Maintenance and miscellaneous	1,000	1,069		1,000
Health education	500	81		1,000
Rent for clinic	500	—		—
Personnel contributed services	14,400	14,400		20,000
	<u>37,400</u>	<u>—</u>	<u>26,210</u>	<u>41,000</u>
Excess receipts over payments			<u>7,412</u>	

**Statement of Capital and Designated Fund Transactions
for the year 1973**

	Balance (Deficit) 1-1-73	Receipts and allo- cations	Payments and *Transfers	Balance (Deficit) 31-12-73
Undesignated capital	12,168	11,222	9,550	13,840
T.B. fund	6,654	20,238	20,892	—
Community Health, East Palpa	5,566	—	1,015	4,551
Scholarship Fund	1,931	2,126	3,838	220
Literature	423	8,099	710	7,812
Rehabilitation centre	17,687	3,313	8,194	12,806
Com. Health motorcycle	2,259	—	—	2,259
Linen fund	6,955	20,000	9,238	17,717
Path. lab. refrigerator	1,199	—	28	1,171
Butwal T.B. Fund	1,500	2,268	1,378	2,390
Office furniture	942	2,915	1,170	2,687
MCH clinic equipment	1,059	—	261	798
Nurses training equipment	1,323	—	26	1,297
Grant for equipment from UPC	37,043	48,560	59,778	25,825
New beds for ward	41,700	—	33	41,667
Surgical instruments	2,714	1,281	3,429	566
Medical library facilities	(251)	65	668	(854)
Work for Dr. Hook & Miss Britt	—	3,019	50	2,969
Beaded screen	1,050	—	—	1,050
Duplicator	2,100	—	500	1,600
Water Project	—	600	120	480
Furniture and equipment for wards	—	4,000	747	3,253

	Balance (Deficit) 1-1-73	Receipts and allo- cations	Payments and *Transfers	Balance (Deficit) 31-12-73
Leprosy fund	3,827	—	3,460	367
Nepali typewriter	1,575	1,748	3,323	—
Cine projector	10,500	—	10,500	—
Remodelling of bazar house	500	—	500	—
Miss Clysdale's des. account	12,341	2,224	15,214	(649)
Hospital extension	163,330	287,850	100,030	351,150
Realignment and widening of road	1,005	7,000	1,506	6,499
UPC Medical Relief & Com. Health	4,369	3,000	7,369	—
UMN Building Dept.	20,101	28,623	43,278	5,446
Area furniture	13,362	—	5,891	7,471
Com. Health :				
West Palpa, furniture	—	5,590	3,843	1,747
Incinerator	3,560	—	3,560	—
Auxiliary lighting	347	3,150	3,497	—
Health education materials	1,765	—	564	1,201
Children's education fund	682	1,680	900	1,462
Suction machines	—	6,502	—	6,502
Weighing machines	—	2,100	—	2,100
Ophthalmoscope & otoscope	—	3,500	390	2,760
Delivery table	—	1,300	—	1,300
X-ray equipment	—	2,500	—	2,500
Wiring for electricity from town	—	16,500	16,196	304

	Balance (Deficit) 1-1-73	Receipts and allo- cations	Payments and *Transfers	Balance (Deficit) 31-12-73
Renovation of bazar apartment	—	6,000	1,233	4,767
Roofing paint and sheets	—	7,300	2,020	5,280
Furnishing for new hostel	—	3,000	3,000	—
Samaritan fund	—	2,011	951	1,059
Staff house maintenance	—	7,800	1,870	5,930
Washing machine	—	1,000	572	428
Wood stock	—	5,243	4,052	1,191
Remodelling of OPD extension	—	7,304	7,110	194
Metal gate	—	—	165	(165)
Wash place and water tank	—	—	361	(361)
Septic tank	—	—	23	(23)
Re-wiring of hospital	—	—	898	(898)
Workshop extension	—	—	83	(83)
Capital fund for wood	—	13	13	—
Extra maintenance	—	—	103	(103)
Japanese volunteer water project	—	7,120	640	6,480
ANM library	—	8,000	—	8,000
Sisters' house	—	3,473	—	3,473
	<u>375,286</u>	<u>558,887</u>	<u>364,740</u>	<u>569,433</u>
	—	—	—	—
	—	—	—	—
	—	—	—	—
	—	—	—	—

Summary of Balances as at 31st December, 1973

Assets :

Cash on hand	6,963	
Postage	1,073	
Balance at banks :		
American Express	15,754	
Nepal Bank	1,560	
Nepal Bank OBC chqs.	23,231	
	———	40,545
Central store	133,274	
Capital funds with		
UMN Treasurer	665,083	
Funds with C. S. D.	13,252	
Rental funds with Treasurer	3,829	
ANM School, funds due	6,983	
BTI, funds due	12,585	
Fuel stock : Kerosene	2,673	
Diesel & oil	1,407	
	———	4,080
General advances	6,980	
Staff advances	1,491	
	———	<u>896,138</u>

Liabilities :

Patients' advances	11,054	
Capital & Designated fund balance	569,433	
General advances	8,174	
Personal advances	55,111	
Central Store Fund	150,000	
Vehicle spares (depreciation) fund	21,858	
Power plant spares	5,281	
Guest unit fund	1,055	
Staff benevolence fund	1,896	
Reserve fund	12,145	
General fund balances for 1973 :		
Area Administration	(3,343)	
Hospital	16,946	
Leprosy Dept.	7,853	
ANM School	11,541	
Com. Health: MCH Clinic	6,326	
Com. Health: West Palpa	13,396	
Com. Health: East Palpa	7,412	
	-----	60,131

		<u>896,138</u>

APPENDIX G

UMEDA REPORT FOR 1973

1. Introduction.

A) Definitions.

UMEDA : United Mission Economic Development Agency, which is the UMN organisation set up to handle UMN's involvement in the various projects in Butwal.

ITID : United Mission's Institute of Technology and Industrial Development, which is the official name of the group of projects which have been set up by UMN in Butwal on the basis of an agreement between HMG and UMN, signed in November 1963, covering the following individual projects :

BTI : Butwal Technical Institute, a centre for production-cum-training.

DCS : Division of Consulting Service (proposed to become the Division of Development Service), which handles industrial development outside BTI.

BPC : Butwal Power Company Pvt. Ltd., owned jointly by UMN and HMG's Ministry of Power.

BPF : Butwal Plywood Factory Pvt. Ltd., owned jointly by UMN and NIDC (Nepal Industrial Development Corporation).

Butwal Project : the name of the activities connected with the support of UMN personnel in Butwal (housing, guest-house, etc.). This is directly under UMN Headquarters' administration, while all the other projects mentioned above are managed by the UMEDA Board, or by separate Boards.

B) The ITID Agreement between UMN and HMG's Department of Cottage Industries was originally made out for a 15 year period which ends in November 1968. It needs to be renewed as from 1st January, 1975. During the past year a good deal of discussion and consultation has taken place, which has resulted in a clarification of the aims towards which we are working, and a better understanding of the purposes and basic philosophy of ITID from HMG's side.

A main concern of HMG and of UMN has been to prepare for a smooth transfer to Nepali ownership and management of the various projects in which UMN is engaged. There now appears to be agreement about the following main principles :

—Projects which belong under different departments of HMG should be separated administratively as soon as possible.

—Tribhuwan University is, under the New Education Plan, interested only in the training aspects of ITID, and does not wish to become involved in industrial development and commercial activities.

—The BTI training program will remain basically as it is : apprenticeship type "on the job" industrial training.

—Industrial production on a commercial basis will be organized as separate firms as soon as possible.

—BTI will be organized into two sections: an industrial section and a training section. BTI will be managed by a separate Board, with Government representation.

—Consulting Service and other activities outside BTI will, for the time being, be handled directly by UMEDA, apart from BTI.

—HMG's Department of Cottage Industries, being the liaison agency of HMG in its dealings with ITID, wants to be represented on the Boards of Companies in which ITID has interests.

2. UMN Butwal Project.

By the end of 1973 every house in the BTI residential compound was full. UMN personnel in Butwal consisted of 9 families, (with one more, the Newtons, expected soon), and 8 single workers. Out of these, one family and three single workers were accommodated outside the BTI compound in rented quarters. During the Christmas school vacation, the UMN group counted 26 adults and 10 children.

The expected arrival of Roland and Lucille Newton made it easier to cope with problems of running the single staff quarters and guesthouse during the last half of 1973. Mrs. Newton is taking charge of all of this from January 1974 onward, and Mr. Newton will supervise maintenance, etc. in the residential area, besides handling a variety of other smaller and bigger jobs.

Butwal is steadily becoming a more lively and busy place. And so is the UMN Butwal Project. However, the peak of UMN involvement in Butwal has perhaps now been reached. Certainly, UMN is on the way out in the Power project and in BTI itself, and after another 2 or 3 years, probably also in BPF. DCS is, of course, something different. This Division will never run out of jobs to do, but these jobs may not necessarily be in Butwal.

It is impossible to say what the coming years may bring. Perhaps there may be new and different tasks for UMN to take up in Butwal. Perhaps we should look elsewhere for opportunities for service. We do not know, but we should, as a Mission, be always ready to move on.

MR. ODD HOFTUN,
Project Director.

3. Butwal Technical Institute.

- A) The ten year anniversary of the signing of the ITID agreement with HMG was celebrated in November. Being the oldest and largest of the ITID projects, BTI has now reached the age where there is reason for looking back and trying to assess the progress which has been made in relation to the aims and purposes which were laid down in the beginning. It is difficult for us who have been involved in the day by day work of BTI over the years to give any fair judgement on this matter. However, it seems that the past year has brought BTI a good step forward with regard to one of the goals which were fixed: That BTI, after 15 years of UMN management, should be able to stand on its own under Nepali management

and ownership. During 1973 the groundwork has been laid for a drastic re-structuring of BTI at the same time that foreign personnel have been replaced by Nepali staff in a good number of management posts.

- B) *Organisation.* In close consultation with HMG officials and through a series of UMEDA and UMN meetings, a new BTI Constitution has been worked out, and will hopefully be approved by the UMN Board in April 1974. The new Constitution provides for a separate BTI Managing Board, with five voting members: Two from HMG, two from UMN, and one elected by the staff.

Along with this, preparations have been completed for a re-structuring of BTI to be carried out as from 1st January 1974. According to this, BTI will be organised into two sections: An Industrial Section, handling the workshops within the BTI compound and supporting services for these, and a Training Section. Each section will have its own leader and its separate accounts. The production units will pay rent for buildings and services, and interest on invested capital, which will be used to finance the operation of the training section. Rules have been made out for the use of trainees in production, assuring that "on the job" training will continue as a basis for the training program.

The Industrial Section will also be split up as from 1st January, 1974, with separate accounts being set up for each production unit (wood, mechanical and electrical). The idea is that each production unit will be handled as if it

had been a separate firm working for profit and paying its way, just like an ordinary commercial enterprise. This is being done in preparation for the day when these production units will be organised as separate share companies, like BPC and BPF. The BTI Industrial Section will then remain as a sort of industrial estate, owning the land and the buildings, and providing certain services for which the production units will pay rent.

- C) *Personnel.* 1973 has been a year with many changes in the UMN staff in BTI. From the middle of February, Odd Hofton took over as Acting Director in order that Helmut Milcke could work full-time on the plywood project. For Mr. Hoftun, this could only be a part-time assignment, as he continued in posts of leadership in DCS and BPC also. Dennis Neumann was therefore appointed Assistant and Deputy Director, with responsibility for the day by day management of BTI. Along with Helmut Milcke, Vic Tow also returned to the plywood project, after having served as BTI Production Manager for 9 months. In March Ron Fox left for furlough after 5 years of service at BTI as Personnel Officer, etc. He was replaced in this position by his long time assistant, Simon Pande (former BTI trainee).

From 1st April, Dinesh Prasad Upadhyaya, mechanical engineer trained in Russia, was appointed to serve as Training Coordinator, besides continuing as Design Engineer. This post had been left vacant since Francis Sauer left for furlough in August, 1972, although

Dan Jantzen had in the meantime been handling some of the responsibilities of the post of Training Coordinator.

Prior to termination of service in June, Ian Colterjohn resigned as Business Manager as from 1st May. In his place Assistant Business Manager, Rudra Bahadur Chhetri, (also a former BTI trainee), was appointed. In May Bob Schuh left after having completed his two year term. The post of Autoshop Supervisor remained vacant until Tor Mogedal took it over when he returned from furlough in September. John Finlay arrived in June to take up the duties of Production Manager for the BTI Mechanical unit, with former trainee Chandra Kumar Chhetri as Assistant Production Manager. George Carfield left for furlough in April, and Ed Martin carried on the work of supervisor of the Electric Department up to July 1st, when Dieter Werner took over. After celebrating a happy wedding in Butwal in August, Ed Martin left for home after completion of his three year term.

In August Kul Prasad was appointed Supervisor of the Purchasing/Clearing/Forwarding Service, after having served in this department for several years. Woodshop Supervisor Gopal Singh Gurung was appointed BTI Sales Agent as from 1st September, and Woodshop Advisor Ernst Braun took over the duties of supervisor for a six month period, with the understanding that the Assistant Supervisor would then replace him in this position. In September Sigrun Mogedal returned from furlough and sick leave, and again took up her responsibilities as BTI Medical Officer on a part-time basis. Finally,

in November Helmut Scheuer arrived to begin work as Product Development Engineer in the mechanical unit. By the end of 1973, 7 positions in BTI which had previously been filled by UMN foreign staff had been taken over by Nepali employees, many of them former trainees. And during the first 6 months of 1973, another 3 posts are expected to be added to this number, leaving only four or five foreign workers in BTI.

D) *Production.* As shown in the financial analysis for 1973 the turnover in BTI was somewhat higher than budgeted, but was actually about the same as for the previous year. The production capacity of the workshops is therefore still far from fully used. Net earnings increased some, inspite of the fact that several foreign workers were replaced by paid employees.

The *woodshop* has recovered from the slump in orders and production which was experienced during the previous year. There have been several large orders for furniture for hotels in Pokhara. A new and promising article is the Jheri furniture, which is selling well amongst the foreign community and tourists in Kathmandu, and which is now being exported to Germany on a trial basis. Sawmill operations have been transferred to BPF. Logging and management of the stock of wood remains a big headache.

The *mechanical unit* consists of the machine shop, the welding shop, and the autoshop, together with the design office and iron stock, under one management. The highlight of the year was, perhaps, the successful erection of the 150 meter long suspension bridge across the Kosi River, under the supervision of Welding

Shop Supervisor, R. P. Sharma. This bridge has earned a good deal of publicity for BTI, and seems to be built up confidence among HMG officials regarding BTI products. BTI is presently manufacturing 3 smaller bridges for HMG's Department of Roads. During the last six months of 1973, Dan Jantzen, design engineer in charge of bridges, has been designing and negotiating with HMG concerning a 200 meter long bridge across the Kali Gandaki. Prospects seem good for BTI obtaining the contract to manufacture this bridge, the estimated cost being Rs. 12 lakhs, exclusive taxes.

Otherwise production has been going on as usual in both welding and machine shop, doing all kinds of repair work and making tanks, trusses, irrigation gates, equipment for the Tinau Power Project, etc. At times there have been too few orders, but somehow the shops have been kept busy. With the arrival of Product Development Engineer, Helmut Scheuer, it is hoped that we may be able to develop some products which can be produced in larger series, and which can give more steady and profitable production, especially in the machine shop.

Operation of the Autoshop has been limited to repair and maintenance of our own vehicles, during the last 8 months of 1973. The main reason for this is the lack of a supervisor, as Tor Mogedal is only working part-time in the autoshop.

The Electric Department has suffered somewhat because of all the changes in supervisory staff which have taken place. The other big problem has been that the local market for house-wiring has collapsed, partly because the

big rush in connection with the electrification of the town is over, and partly because BTI cannot compete in price with the private wiring contractors (who are actually all former trainees or employees of the BTI Electric Department). The BTI Electric shop is therefore switching over to industrial wiring and repair of electrical equipment, especially motor rewinding.

- E) *Training.* 1973 has been a good, quiet year for the training activities at BTI. There have been no major disturbances, but of course some individual problems to handle. 12 trainees completed their four-year apprenticeship in December, and 300 candidates turned up for the admission test, competing for 15 seats. With this big demand for admission, standards are going up and the drop-out rate is very much reduced. This is partly due to the new policy of taking in twice the number of boys actually needed for a one-month admission and selection course. This gives the boys the opportunity to leave right away if they are disappointed with that they see at BTI. And it gives the administration a much better basis for the final selection. Unfortunately, the number of trainees at BTI is still only two-thirds of the total capacity of the hostels, and the aim is to again reach the maximum number of 64 boys.

Most of the instructors are now Nepali employees, teaching classes outside working hours. The foreign staff does very little teaching among trainees. Instead, some advanced classes for tradesmen and other staff have been started, related especially to accounting and supervision. It is hoped that this may be expanded during the coming year, building up competence among

staff at all levels. Another interesting possibility is advanced training by correspondence course, which has been started by a few employees, with financial help from the UMN Scholarship Program.

After many problems in the past, the operation of the trainees' canteen is now going fairly well. With the use of textured soyabeans in the curry, the quality of food has improved very much. The cost of foodstuff has gone up by 30% or more during the year.

F) *Service Departments and central administration.*

The BTI Building Department has, during the last half of the year, been concentrating on work for the Plywood Factory, leaving several BTI projects half-done or not yet started. This department also handles the building maintenance work, and operates on a non-profit basis.

General stock and the clearing/forwarding service continued as in previous years, serving all UMEDA projects, and also UNM projects in Tansen and Pokhara, having a total turnover during the year of about Rs. 1,000,000. Likewise, the BTI Dispensary is serving all the UMEDA projects, with a total of more than 300 workers.

Towards the end of the year, the central accounting office was re-organized and expanded to handle the four new separate account systems within BTI. The idea is that each accounting unit will be served by one accountant, who will eventually follow the unit when it becomes a separate firm. All accounting staff have been or are BTI trainees.

MR. ODD HOFTUN,
Acting Director.

4. Division of Consulting Services.

During the past year DCS has also been engaged in the electric power business as consultant to and supervising the construction of the Tinau Hydro Project. The only UMN staff in DCS during most of the year were Ken Roes, who as Civil Engineer in charge of the Tinau construction work has carried an extremely heavy load of responsibility; and Odd Hoftun as part-time Director. The arrival of Bob Yoder, Civil Engineer and former UMN worker in Butwal, brought great relief and encouragement to the small DCS crew, which, besides the UMN workers mentioned, consists of accountant/secretary Hom Bahadur Basel and Assistant Site Engineer Dil Bahadur Shrestha, both former BTI trainees.

Robert Berger, retired agricultural economist from USA, left Nepal in May after more than half a year's voluntary service as consultant in utilization of water resources. He surveyed the irrigation potential in Rupandehi District, with regard to benefit to farmers, and produced a report about his findings which has received much praise and appreciation from HMG officials and AID people working in this field. Unfortunately, UMN has not yet received any offers of personnel who could take up the work recommended by Mr. Berger.

In August 1973 the UMEDA Board decided to give a wider definition of the scope of activities in which DCS could engage, and has recommended to the UMN Board that its name be changed to "Division of Development Services" to reflect that it will engage in project implementation, as well as consulting service.

So far no progress has been made in expanding the activities of DCS because of the lack of suitable UMN personnel. Perhaps 1974 may bring the people

we are asking for. At least, with the Tinau Project now nearing completion, there will be free capacity available for new projects in the field of power development. DCS has already received informal requests to survey hydro projects elsewhere in the country.

5. Butwal Power Co. Pvt. Ltd.

In November 1973 the BPC Board appointed Balaram Pradhan, electrical engineer trained in India and employed by BPC since September 1972, as Acting Manager, with Odd Hoftun as Advisor, abolishing the post of Executive Director. This completes the turnover of the Company to Nepali management at all levels. Four former BTI trainees fill the posts of electrical foreman, mechanical foreman, accountant and cashier. BPC now has a staff of 20 people employed on confirmed contracts, and 80 to 100 workers on daily wages.

During 1973 operation of the new 225 kW diesel power house, which is rented from BTI, as well as the 50 kW first stage hydro power house, has been going on smoothly, except that the hydro power station was out of operation for two weeks during the monsoon because of flooding. This, however, did not affect the consumers. Demand has now increased to about 150 kW during evening peak load hours, and also during daytime working hours it is necessary to add diesel generated power. By the end of 1973, the number of consumers had reached about 650. From the beginning of 1974 new tariffs are being introduced by the Government, reducing the rates for domestic consumption from 80 to 50 paise, and for industrial power from 70 to 25 paise, per unit. So, unless additional hydro power is available soon, the company will soon be bankrupt!

Fortunately, inspite of cement shortage and other troubles, there are now prospects of the first turbine of the second stage hydro power station being put into operation before the monsoon. A second generating unit will be added after the monsoon, bringing the output of hydro power up towards 500 kW. Construction work for the third stage has already been started, and when this is completed the total capacity of the hydro plant will be increased to more than 100 kW, of which about half is firm power, available during drought periods also. More money is needed to complete the third stage, and we have a fair hope of getting Rs. 12 lakhs from Norway and Rs. 6 lakhs from HMG. This will bring the total share capital up to Rs. 50 lakhs, out of which Rs. 20 lakhs have come from HMG and Rs. 30 lakhs from UMN.

MR. ODD HOFTUN,
Advisor to BPC.

6. Butwal Plywood Factory, Pvt. Ltd.

The year 1973 was another year of ups and downs, but yet it brought us several steps forward. After two years of negotiation, the Manufacturing Licence was finally granted in February, and the BPF became a separate private limited company, in which UMN holds 2/3rds of the shares, and the Nepal Industrial Development Corporation (NIDC) 1/3rd of the shares.

A Nepali General Manager, Mr. D. B. Thapa, took over the overall responsibilities in April.

Under him about six UMN workers were working, on and off. Unfortunately for nine months, while the Milckes were on sick leave, no replacement was found for that long time, and much work was delayed.

Bread for the World granted another large investment in November, and NIDC agreed to invest further in the same proportion. So by the end of the year the picture looked positive again: funds were available; work was going on, with up to 100 workers, helpers, mechanics and carpenters from BPF and BTI busily working, hammering and plastering around the place to complete the boiler house and the chimney, the steaming pits, and the water supply; and the timber agreement with HMG/CCF Office was expected to be signed at any moment.

By the end of the year, the staff totalled:

Nepali staff—8

Nepali workers employed in BPF—20-40

UMN staff:

Eric Liechty, Sawmill and logging supervisor

Helmut Milcke, Technical Manager

Lloyd Schmucker, Supervisor, engineering
department

Sverre Skjelsbak, Factory Advisor

Vic Tow, Production Manager

Roland Wittur, Business Manager.

MR. HELMUT MILCKE,
Technical Advisor.

UMEDA PROJECTS

1) BUTWAL PROJECT.

Statement of General Fund Transactions for the year 1973

	Budget 1973	Actual 1973	Total 1973	Budget 1974
Receipts :				
Guesthouse room rent	—	2,158		—
UMN budget allocation	39,820	39,820		38,600
Personnel contri- buted services	147,000	147,000		125,000
	<u>186,820</u>	<u>186,820</u>	188,978	<u>163,600</u>
Payments :				
Central staff quarters (linen, dishes, etc.)	1,600	982		1,600
Electricity (CSQ and street)	5,000	5,766		5,000
UMN official travel	3,000	1,296		3,000
Official guests	1,500	1,366		1,500
Mailbag and miscellaneous	1,500	1,662		2,000
Rental allowance	720	295		—
Maintenance UMN staff quarters (inc. furniture, fan, wiring, etc.)	10,000	10,573		10,000
Part of water line maintenance	6,000	5,270		6,000
Residential chowkidar	3,000	2,258		2,000
UMEDA Board expenses	7,500	4,616		7,500
Personnel contri- buted services	147,000	147,000		125,000
	<u>186,820</u>	<u>147,000</u>	181,084	<u>163,600</u>
Excess receipts over payments			<u>7,894</u>	

BUTWAL TECHNICAL INSTITUTE

Manufacturing Profit & Loss Account for the year ended 31st December, 1973

Dr.

Manufacturing wages & salaries	247,442
„ supplies	115,664
„ materials	607,900
	<hr/>
	971,006
Less stock in departments	40,382
	<hr/>
	930,624
Less work in process	105,289
	<hr/>
	825,335
Repair and maintenance of workshop buildings & equipment	25,814
Electricity	17,308
Tool room & engineering office	26,361
Gross surplus, Manufacturing a/c	201,578
	<hr/>
	1,096,396
	<hr/>

Cr.

Sales	1,096,396
	<hr/>

Net Profit and Loss Account

Dr.

Administration salaries	56,064
„ supplies	7,920
„ repairs	1,039
„ electricity	1,533
Maintenance quarters, road, water	13,319
Sales expenses	1,814
Public & misc. expenses	13,295
Discount to staff	1,374
Office travel	4,094
Bank charges / interest on savings	2,632
Bad debts written off	1,851

Dr. (contd.)

Training expenses	32,253	
Canteen deficit	12,876	45,129
	<u> </u>	

Depreciation :

Workshop bldgs / equipment	60,910	
Office bldgs / equipment	17,600	78,510
	<u> </u>	

1973 net surplus		85,567
		<u> </u>

		314,141
		<u> </u>

Cr.

1973 gross surplus, Manufacturing a/c	201,579
Income from stock sales	87,981
DCS & BPF refund of trainees' salaries, etc	10,017
House and water rent	8,922
Other misc. income	5,642
	<u> </u>
	314,141

Consolidated Balance Sheet as at**31st December, 1973****Assets :**

Current : Cash on hand and banks	1243,334
Inventories	662,602
Plant and equipment	1589,512
Share capital for BPF	2159,431
Short-term loan to BPF	150,000
Big trailer loss c/f to 1974	1,006
	<u> </u>
	5841,885

Liabilities :

Current : advances, etc.	401,737
other	85,461
Capital funds	4989,004
Reserves and surpluses	242,061
	<u> </u>
	5841,885

DIVISION OF CONSULTING SERVICES

**Statement of Receipts and Payments
for the year 1973**

I. Self-supported Part

	Budget 1973	Actuals 1973	Total 1973	Budget 1974
Receipts :				
General	37,700	38,332		38,000
Rent on equipment	39,600	56,089		20,500
	<u> </u>	<u> </u>		<u> </u>
	77,300		94,421	58,500
	<u> </u>			<u> </u>
Payments :				
Salaries	16,500	8,929		10,000
Training	5,000	1,982		5,000
Maintenance of buildings	2,600	5,209		1,000
Depreciation	4,000	—		4,000
Part water and chaukidar	1,200	—		1,200
Survey and drafting equipment	6,200	6,250		7,200
Transport	1,200	1,913		2,000
Office supplies	1,000	1,155		1,000
Miscellaneous	—	—		500
Expenses on rented equipment	33,000	35,885		15,500
	<u> </u>	<u> </u>		<u> </u>
	70,700		61,593	47,400
	<u> </u>		<u> </u>	<u> </u>
Excess receipts over payments			<u>32,828</u>	

II. UMN Supported Part

	Budget 1973	Actuals 1973	Total 1973	Budget 1974
<i>Receipts :</i>				
UMN budget allocation	16,000	16,000.00		18,000
UMN Personnel Contr. services	29,400	29,400.00	45,400.00	28,200
	<u>45,400</u>			<u>46,200</u>
<i>Payments :</i>				
Salaries	3,600	4,395.38		4,200
Training	3,600	2,524.90		6,000
Repair & maint. building etc.	1,200	1,226.40		1,200
Rent and maint. equipment	500	419.00		500
Transport and travel	4,000	666.90		4,000
Office expenses	2,000	818.52		1,000
Promotion	500	—		500
Legal expenses	500	—		500
Miscellaneous expenses	100	228.75		100
Personnel Contr. Services	29,400	29,400.00	39,679.85	28,200
	<u>45,400</u>			<u>46,200</u>
Excess receipts over payments			<u>5,720.15</u>	

**Consolidated Balance Sheet as at
31st December, 1973**

Assets :

Cash on hand and in banks	530,386
Plant and equipment	22,075
Power Project	1,886,078
	<hr/>
	2,438,539
	<hr/>

Liabilities :

Advances, surpluses	84,728
Capital funds	2,237,130
Operation balances	116,681
	<hr/>
	2,438,539
	<hr/>

APPENDIX H

BOYS' BOARDING SCHOOL, POKHARA

REPORT FOR 1973

The United Mission has personnel and work on the south and the north sides of the town of Pokhara. On the south edge of town are the UMN seconded workers in the Tibetan settlement, which is reported separately. On the north side of town, two miles out, is the UMN group of workers assisting in the Boys' Boarding School.

The strictly internal UMN affairs with the group in the school are called the "Pokhara Project" of the UMN. This past year these affairs have consisted mainly of: (a) The presence of 6 families (Lindells, Clarks, Pater-sons, Buckners, McCauleys and Ashers), and two ladies (Mrs. Tsukada and Margaret Kingsley). Three short-term volunteer workers were with them for parts of the year (Eileen Baldry, Tom Anderson, Clark Clipson). Caring for their housing, holidays, furlough, etc.; (b) Participating in Workers' Conference, in some Mission committees, and in station meetings; (c) The Project Treasurer's handling of money and accounts; (d) The links with the Kathmandu HQ through the mailbag carrying business and correspondence; (e) Still trying to get land and build a mission vacation house on the lake, with little success yet. This all is highly important, but relatively small in time and work because, once having set up our people and their working arrangements, they are all given over to the Boys' Boarding School (which is not UMN) where they give their hearty work day by day through the year.

The school completed its second year in the new National Education System, under the management of the District Education Office, 'owned by the public', and

aided by the Mission. UMN personnel are seconded to Government and appointed to the School. UMN building money and work is given to the School, and managed and spent by UMN.

Some facts for the year are : We received permission again to be a high school, and opened Class VIII. We had 210 students, as against 158 last year. 167 were in hostel and 34 were day students. 44 were sponsored students. 5 failed. $11\frac{1}{2}$ teachers had loads of 30 periods out of 38 per week. We had 217 full teaching days. We taught agriculture vocation in High School, and helped a 50-day training course for Peace Corps Volunteers. We taught a 4 month Adult agriculture education course. Fees were : For hostel, Rs. 100; for tuition, Government rate plus Rs. 9 for this school; for medical, Re. 1; other, Rs. 2. The Hostel department ran on a budget of about Rs. 207,000, and the school side had a budget of about Rs. 73,000. The School had its own internal activity program, and also entered town and district events. Students received a Rs. 1,000 award for participation in a cultural program given before Their Majesties. The School follows the national calendar, the national fiscal year, and the national weekly schedule. Students come from 22 districts.

The building program is very large, and is carrying on at several places in the campus. It is financed and managed from the Mission side. 1973 was its fifth year, spending on a total budget of Rs. 5,607,522. The work is organized into 29 parts, some finished, some under construction, and some still remaining.

This year has been quite heavy, and there have been difficulties such as : teacher absenteeism; using temporary teachers; staff illnesses; learning and working under D. E. O. management; trying to get back high school status; keeping former Class IX and X boys in our hostel while they attended outside day schools; some

degree of ill-spirit among some students. One major difficulty is that we have too few staff all round, working hard, but not being able to do all that we would like to do in the quality of education offered, and in the life in the campus. But there has been progress, and there is forward movement in the purposes of the school. In it all we believe in the presence and working of God, and we count it a gift of His grace to work in it with Him.

MR. JONATHAN LINDELL,
Project Director / Headmaster.

BOYS' BOARDING SCHOOL, POKHARA
UMN Pokhara Project

Statement of General Fund Transactions
for the year 1973

	Budget 1973	Actuals 1973	Total 1973	udget 1974
<i>Receipts :</i>				
UMN budget allocation	2,800	2,800		2,900
Personnel contributed services	69,654	69,654		61,692
	<u>72,454</u>	<u> </u>	72,454	<u>64,592</u>
<i>Payments</i>				
Travel	800	515		800
Maintenance	500	—		300
Administration	100	90		100
Mailbag	1,400	1,775		1,770
Personnel contributed services	69,654	69,654		61,692
	<u>72,454</u>	<u> </u>	72,033	<u>64,592</u>
Excess receipts over payments			<u>421</u>	

Pokhara Project Balance Sheet at 31 December 1973

Assets :

Current assets :

Cash on hand 170

Cash in bank 20,235

Deposits with UMN :

C.S.D. account 21,327

Capital account 266,991 288,318

Personnel accounts 19,427

Advances :

J. Holm 1,425

N.A.V. Agriculture Dept. 24,254

UMN rent account 1,656 27,335

TOTAL ASSETS 355,485

Liabilities :

UMN operating account (overdraft) 9,448

Operating surplus due UMN 421 9,869

Reserves :

UMN funds for :

Furniture 1,277

Repairs 1,303 2,580

NAV funds for :

Building program 217,438

Equipment and maintenance 23,640

General Scholarship 32,766

Library purchases 540

Miscellaneous capital 63,732

Playground equipment 1,448

Pre-vocational equipment 1,476

Special scholarship 1,996 343,036 345,616

TOTAL LIABILITIES AND RESERVES 355,485

**Pokhara Building Project Balance Sheet,
31st December, 1973**

ASSETS :

Current Assets :

Cash in hand	29,926
Cash in bank	37,171
Advances to suppliers	45,522
Deposit with UMN Pokhara treasurer	198,560
Building materials inventory	198,675

TOTAL CURRENT ASSETS 509,844

Building Program costs :

Construction costs	3,290,748
Agriculture vocational project	196,745

TOTAL BUILDING COSTS 3,487,493

Fixed Assets :

Construction equipment	45,433
Tools	25,629
Motorcycle	3,805
Office equipment	4,091

TOTAL FIXED ASSETS 78,958

TOTAL ASSETS 4,076,305

LIABILITIES AND RESERVES:

Liabilities:

Deposits due suppliers 3,030

Reserves:

Gifts and donations:

	Building Fund	Agriculture Project	Total
I. C. C. O. (Dutch Govt.)	3,035,736	—	3,035,736
UMN member gifts	701,952	138,550	840,502
UMN grants	127,802	69,235	197,037
	<hr/>	<hr/>	<hr/>
	3,865,490	207,785	4,073,275
	<hr/>	<hr/>	<hr/>
			4,073,275
	<hr/>		<hr/>
TOTAL LIABILITIES AND RESERVES			4,076,305

APPENDIX I

GORKHA PROJECT REPORT FOR 1973

1. Administration.

Gorkha Project continued to follow a policy of "organized retreat". All the Mission-managed schools in the district were integrated into HMG's new Education Plan in the middle of December. Four of our Board Appointee teachers have been given six month appointments by the District Education Office to continue working in the schools formerly managed by UMN. Two families who have been working with District Schools left on furlough toward the end of 1973. This made a big cut in our Gorkha team as we have no one to replace these families, and no assurance that there will be work for them in Gorkha District under HMG's New Education Plan when they return to Nepal.

We thank God for assurances received from HMG that the work of the hospital will be continued, though definite plans as to how we will be integrated into the overall plan of HMG have not yet been worked out. The doors for Community Health work continue to be wide open, and more numerous than our small team can begin to cope with, but we are encouraged by progress that has been made. Except for minor details, the hospital building was completed during 1973, and a few more weeks will finish the Luitel school building.

The Prithwi Rajmarg has brought some changes to life and work in our Project. RNAC has not been exactly regular in its flights, and we have found it quite a help to have had the alternative of travelling and carrying freight and mail by road. We are thankful for the trucking service offered by Tansen and Butwal, which has proved very helpful.

As we look back over 1973 we can only marvel once again at God's faithfulness and enabling, for at best we are "unfaithful servants". We look forward to 1974 as another adventure in walking with Him.

MISS FRAN SWENSON,
Area Superintendent.

2. **Education.**

A) *District Schools.* Mission assistance in the sphere of school management in Gorkha has drawn to a close. In one school, UMN assistance has been over a period of 16 years. HMG is now manager of all the schools.

The high rate of staff turnover experienced in 1972 continued in 1973. Four teachers left for their certificate in education courses, four teachers for one semester pre-vocational courses, and two for primary teaching courses. All were assisted through the UMN Scholarship Program. Therefore in July, ten new teachers (4 of them new headmasters) had to be appointed. No doubt these changes are unsettling for the students, but it is a trend which will continue as HMG presses for in-service training for all practising teachers. We made our small contribution in this regard by holding a 3-day UMN teachers' seminar in September. Miss Margaret McCombe and Miss Margaret Kingsley, Mrs. Martha Mukhia and Mr. Attan Tschering gave valuable instruction.

1974 sees a new sphere of UMN involvement in education in the District. Four of our Board Appointee teachers have been allowed to continue teaching in the schools formerly managed by UMN: one in Amp Pipal, two in Jaubari and one in Nabalpur. We trust

that the year will see fruitful avenues of service opened for them. At the same time one feels obliged to give credit to those who in the past years have borne responsibility in managing and working in these schools in Christ's Name. We trust that through their efforts honour has been brought to that Name.

Statistics for the year are :

SCHOOL	CLASSES	STUDENTS		TEACHERS
Amp Pipal Middle School	Infants—VIII	328	8+2	Board Appointees
Maltigaira Primary S.	I—V	120	5	
Nabalpur Middle S.	I—VIII	160	8+1	Board Appointee
Bajery Dhara Primary S.	I—III	44	2	
Chiplete Primary S.	I—V (VI—VII local)	170	5+2	appointed by local school committee
Buddha Singh Primary S.	I—III	34	2	
Lapsibot Middle S.	I—VIII	115	8	
		971	38+3	Board Appointees + 2 local.

Two Board Appointee teachers worked in the Jaubari High School, and also two UMN-seconded employee teachers.

MR. GEOFF REID,
District Schools Supervisor.

- B) *Luitel High School.* The School began its new session on 22nd January. At the beginning of the year the total number of pupils was 535, but some children left at different times, and consequently at the end of the year the number was reduced to 482. 24 boys sat the S. L. C. examination held in January 1973. Two boys passed in First Division, and the rest in Second Division.

Mr. Yam Prasad Bhattarai joined the staff after completing I. Ed. on a UMN scholarship. The Aandstads were with us during the year. Mr. Toya Bahadur Bhattarai and Mr. Govind Raj Pokhrel were also new teachers. Mr. Kulendra Devkota and Mrs. Bishnu Prasad Adhikari, who had taught for many years in this school, left the staff. Mr. C. V. Abraham returned to Kerala in the middle of the year. Mr. Ram Chandra Devkota and Mrs. Rajendra Prasad Acharyya are doing one-year and two-year teachers training courses respectively, on UMN scholarship. Mr. Hem Nath Neupane came back to teach after doing one semester pre-vocational training in Palpa. He also was sent by the UMN Scholarship Committee.

Our Literary and Cultural Union was very active during the year. The teachers and pupils were very cooperative in all the activities of the school. A new primary school building is being built under the supervision of Mr. Urho Rasanen. It is a pleasure to note that now we have a water supply. The school is obliged to UMN and Mr. Rasanen for all the help and co-operation given.

The UMN management of this school came to an end on 15th December 1973. Gorkha is one of the 15 districts where the new Education Plan began, in its third year, and now we are under the government. We are grateful to God for all His goodness towards us throughout the year, and are looking forward for His guidance to make the New Education Plan a success.

MR. VARUGHESE THOMAS,
Headmaster.

3. Health Services

A) *Hospital.* The highlights of the year included the completion of the building of our Amp hospital and staff residences. We give thanks to Messrs. Vanne Trompf, Jim Miller, Stan Kamp, Seppo Kostamo, Nara Hari, Ran Bahadur and hundreds of local men and women who have helped to build. Also to the hundreds of donors from many countries who have made this possible. The new Lister generator arrived in 1973, and the x-ray began operation in May.

During the year we have had closer liaison with Gorkha District government officials and medical personnel. At one point we presented the entire financial picture of the hospital to district officials, representatives of the surrounding panchayats and hospital staff. A plan for integrating the hospital with the Government Hospital in Gorkha will be worked out in time. HMG has taken steps to dispel rumours of down-grading the hospital, and has assured us that it will continue as a hospital, possibly becoming the surgery centre for the district.

We have had a turnover of Nursing Superintendents, and during the year three nurses—British, Swiss and Finnish—filled this post in turn.

We did not quite manage to keep within the recurring budget for the year. Nearly Rs. 77,000 was received in gifts towards the capital budget. The Canadian International Development Agency is expected to match other gifts from Canada, and to cover the major part of the remaining needs and the present Rs. 133,500 debt.

In the laboratory, Mr. Bouverie Brine continues to supervise and train local boys for hospital and for the community health program. The up-grading of assistant nurses through in-service training continues, especially in the pharmacy. No new class of trainees was begun during 1973. One assistant nurse received midwifery training at the Shining Hospital, Pokhara. MCH clinics have been run at the hospital each Tuesday and Friday.

The hand of the Lord has been upon us for good, and we are grateful. He has given us much delight in serving Him here.

Board Appointee staff at the hospital during 1973 were:

Dr. Helen Huston—Medical Director

Dr. Tom Hale—Surgeon

Dr. Cynthia Hale—Paediatrician Consultant

Miss Mabel McLean, Miss Heidi Froelicher,

Miss Anneli Talso—Consecutive Nursing
Superintendents

Miss Anna Weir—Nurse.

Direct Appointee: Mr. Tony Bouverie Brine—
Laboratory technologist.

Statistics for the year are:

Inpatients	822
Outpatients: Old—	6,735
New—	2,913
	<hr/> 9,648
Major operations	97
Minor operations	299
Deliveries	39

DR. HELEN HUSTON,
Medical Superintendent.

B) Community Health.

a) T. B. Control: House to house visiting for BCGs to the under-15s and the referral of suspect people was completed in Harmi panchayat early in the year. A start has been made in Palungtar panchayat. We are continuing the Madras Scheme of TB patient care, with 16 people receiving treatment by the end of the year.

b) Health education: Regular training in two schools was continued up to December. There was an opportunity in September, during a general seminar for teachers, to have some health sessions. The help of Attan Tschering from Bhaktapur was greatly appreciated at this. A Health Day was held in Jaubari school, which included stool examination, BCG, classroom teaching and drama.

We now have a battery-operated projector which is being used in the evenings for health film strips. Special emphasis is being made on toilets at these sessions in the villages. Movie films have been shown twice. A slow start has been made on using puppets. Mr. Roy Hagen has offered to make proper recordings of our scripts.

c) Maternal & Child Health and Family Planning: We continue to use the hospital administration-cum-classroom for clinics twice a week, and the general treatment room for dressings. Dr. Cynthia Hale cares for the sick children at this clinic. A local mother gives nutrition demonstrations during the clinic.

In Bohrogaun there is now a local committee, formed to carry out functions of the Family Planning Association of Nepal. They have provided us with a small building

and we are grateful for this local effort. The Harmi clinic has missed Mrs. Kivela and Miss Wendy Moore. The assistant nurses have been carrying on simple treatments, teaching, immunisations and visiting. They have done a good job in all the clinics.

We have continued to work with F.P. and MCH district and HQ officials. One batch of MCH medicine received was used mainly for charity patients. Two assistant nurses were able to do the F.P. health aide course, and two young men are doing it at present. Dr. Tom Hale continues to be available for vasectomy camps organised by our District Officer, mostly during the winter months. We have made occasional trips to Jaubari to encourage the MCH clinic and the Health Assistant in his general work. On one trip to Gorkha it was possible to help a little in the MCH clinic there.

- d) Other activities: Last year we omitted to mention the great work done by six Japanese students who came under the auspices of the YMCA. They worked on a spring near the hospital, making it a safe source of water. One of their purposes was to interest local people to do the same for their water supplies. They left some money for cement for this. It was only at the end of 1973 that there was both cement and local interest at the same time. Now two other springs are being improved by local effort and a little cement from Com. Health. Amp Pipal bhanjyang has a good pit toilet now, with cement and roads supplied for the floor by Com. Health. Chiplete school has also had help with its toilet.

In the middle of the year we began to cultivate the ground around the hospital buildings for vegetables and cereals. Mr. Seppo Kostamo is developing this, with more land and some fruit trees. A small rabbit section has been started to try to improve protein supply.

On a district level, our aim is to strengthen the government health posts. Preliminary discussions have gone on in Kathmandu and Gorkha concerning our involvement in the Integrated Health Posts scheme, due to begin in 1975.

- e) Staff: Miss Wendy Moore went on leave in July, and we had no replacement for her. We greatly appreciated the help of Michi Maeda, a Japanese public health nurse who was with us for nearly 3 months. Nepali staff have increased to 3 assistant nurses, all of whom have obtained the FP and MCH health aide training. One has been to Shining Hospital in Pokhara for practical midwifery experience, as we hope to increase service in this realm. We continue to try to give on-the-job training to others, and have started a more definite course of classes. Due to lack of qualified personnel, the Nepali staff have had to do a lot on their own and have lacked the encouragement of working together and of adequate supervision. We are very grateful for that they have been able to do.

f) Statistics :

	1972	1973		1972	1973
BCG	1756	2720	Ante-natal	—	89
M.C.H.	2111	2884	Loops	6	51
D.P.T.	335	1030	Vasectomies	—	52

MISS VALERIE COLLETT.

GORKHA PROJECT

Statement of General Fund Transactions for the year 1973

	Budget 1973	Actuals 1973	Total 1973	Budget 1974
1) AREA ADMINISTRATION.				
Receipts :				
UMN budget allocation	13,000	13,000		13,758
Personnel contributed services	19,430	23,423		37,290
	<u>32,430</u>	<u> </u>	36,423	<u>51,041</u>
Payments				
Agent expenses	1,500	1,687		2,000
Salaries	5,000	1,872		6,758
Maintenance	2,000	2,101		2,000
Water allowance	2,500	2,200		1,500
Travel	500	194		500
Office supplies	1,500	792		1,000
Personnel contributed services	19,430	23,423		37,290
	<u>32,430</u>	<u> </u>	32,269	<u>51,048</u>
Excess receipts over payments			<u>4,154</u>	
2) EDUCATION : DISTRICT SCHOOLS.				
Receipts :				
Fees	31,100	29,606		
UMN budget allocation	86,600	86,600		
Personnel contributed services	21,841	21,841		
	<u>139,541</u>	<u> </u>	138,047	

	Budget 1973	Actuals 1973	Total 1973	Budget 1974
<i>Payments :</i>				
Salaries	114,500	117,229		
School supplies	2,400	1,586		
Maintenance	700	716		
Miscellaneous	100	35		
Personnel contri- buted services	21,841	21,841		
	<u>139,541</u>		<u>141,407</u>	
Excess payments over receipts			<u>3,360</u>	
3) EDUCATION : LUITEL HIGH SCHOOL.				
<i>Receipts :</i>				
School fees	23,000	23,196		
Hostel fees	960	790		
UMN budget allocation	36,540	36,540		
Personnel contri- buted services	13,002	15,906		
	<u>73,502</u>		<u>76,432</u>	
<i>Payments :</i>				
Salaries	55,000	47,598		
School supplies	4,000	3,783		
Maintenance	1,500	2,269		
Personnel contri- buted services	13,002	15,906		
	<u>73,502</u>		<u>69,556</u>	
Excess receipts over payments			<u>6,876</u>	

	Budget 1973	Actuals 1973	Total 1973	Budget 1974
4) HEALTH SERVICES :				
HOSPITAL				
Receipts :				
Fees	185,000	128,189		184,000
Gifts	—	3,280		—
UMN budget allocation	27,500	27,500		35,000
Personnel contri- buted services	41,767	36,948		37,000
	<u>254,267</u>	<u> </u>	195,917	<u>256,000</u>
Payments :				
Salaries	87,000	65,533		90,000
Medicines	70,000	58,537		72,000
Medical and sur- gical supplies	14,500	16,997		16,000
Bedding, linen and uniform	8,000	3,126		8,000
Laundry and cleaning	3,000	1,539		3,000
Maintenance	5,000	1,569		5,000
Power, heat and light	16,000	12,828		16,000
Administration	6,000	3,111		6,000
Travel	1,000	420		1,000
Miscellaneous	2,000	630		2,000
Personnel contri- buted services	41,767	36,948		37,000
	<u>254,267</u>	<u> </u>	201,238	<u>256,000</u>
Excess payments over receipts			<u>5,321</u>	

	Budget 1973	Actuals 1973	Total 1973	Budget 1974
5) HEALTH SERVICES : COMMUNITY HEALTH				
Receipts :				
Fees	2,000	115		200
Medicines	10,000	6,618		5,000
UMN budget allocation	28,500	28,500		46,300
Personnel contri- buted services	29,727	14,927		57,120
	<u>70,227</u>	<u> </u>	50,160	<u>168,620</u>
Payments :				
Salaries	24,000	19,020		35,000
Porters	500	8		—
Field expenses	—	—		1,500
Medicines	10,000	6,841		6,000
Medical supplies and equipment	—	—		1,000
Teaching and publicity	2,000	1,554		2,000
Maintenance of clinics	500	826		1,000
Power, heat and light	500	118		—
Stationery and supplies	—	425		—
Administration	500	—		500
Travel	500	474		500
Freight	—	—		1,000
Triple vaccine	500	1,060		2,000
Uniforms and linen	500	475		500
Laboratory supplies	500	—		—
Miscellaneous	500	18		500
Personnel contri- buted services	29,727	14,927		57,120
	<u>70,227</u>	<u> </u>	45,746	<u>168,620</u>
Excess receipts over payments			<u>4,414</u>	

Statement of Capital Fund Transactions for the year 1973

	Balance (Deficit) 1-1-73	Receipts and allo- cations	Payments and *Transfers	Balance (Deficit) 31-12-73
1) AREA				
ADMINISTRATION				
Staff furniture	3,764	103	1,673	2,194
Water system	7,053	500	—	7,553
Suspense	6,196	6,015	8,268	3,943
Guest house	1,829	—	302	1,527
Harmi house	1,646	—	26	1,620
Generator	6,635	—	4,176	2,460
Phone extensions and new phones	4,100	—	1,748	2,351
Safe	264	—	—	264
Meeting room bathroom / renovations	6,778	56	—	6,834
Weekend hut	3,150	—	—	3,150
Wood poles for phones	1,575	—	1,575	—
Fire protection	930	—	—	930
Adding machine	1,000	—	310	690
Bathroom/septic tank, Nepali quarters	4,500	—	—	4,500
Barpak dispensary	1,900	—	—	1,900
	<u>51,320</u>	<u>6,674</u>	<u>18,078</u>	<u>39,917</u>
2) EDUCATION :				
DISTRICT SCHOOLS				
Furniture	2,465	—	1,796	669
School gardens	3,020	—	793	2,227
Jaubari staff house	224	—	—	224
	<u>5,709</u>	<u>—</u>	<u>2,589</u>	<u>3,120</u>

	Balance (Deficit) 1-1-73	Receipts and allo- cations	Payments and *Transfers	Balance (Deficit) 31-12-73
3) EDUCATION: LUITEL HIGH SCHOOL				
General	13,360	—	1,862	11,498
Primary School	(10,753)	—	52,135	**(62,888)
Water	20,451	—	9,751	10,700
Agriculture	3,918	—	3,918	—
Generator	6,363	—	—	6,363
Duplicator	312	—	22	290
Nepali typewriter	2,000	1,500	3,257	243
Cash box	600	—	378	222
Filing cabinet	1,000	—	1,011	(11)
	<u>37,251</u>	<u>1,500</u>	<u>72,334</u>	<u>(33,583)</u>

**Transfer of Rs. 129,000 as per FC(2)-4/73 has not yet been made.

4) HEALTH SERVICES : HOSPITAL				
Building and equipment	(58,452)	76,794	151,905	**(133,563)

**Grant expected to cover building costs not yet received.

5) HEALTH SERVICES : COMMUNITY HEALTH				
Medical equipment and supplies	3,774	—	967	2,807
Hardware	1,675	—	818	857
Furniture	2,938	—	220	2,718
Projector, films, etc.	2,315	104	1,010	1,409
Lab. supplies and equipment	914	—	—	914
Contr. to village clinic buildings	5,989	—	—	5,989
School and village toilets	2,125	—	60	2,065
	<u>19,730</u>	<u>104</u>	<u>3,075</u>	<u>16,759</u>

**Transfer of Rs. 13,260 for nutrition project not yet made.

Summary of Balances as at 31 December 1973

Assets :

Cash on hand		64,299	
Cash with C.S.D.		1,191	
Balance at Nepal Bank		3,842	
Balance at American Express Co.		1,212	
Cash with A. P. cashier		2,953	
Capital fund balances :			
Administration	39,916		
District Schools	3,120		
Luitel High School	(33,583)		
Hospital	(133,563)		
Community Health	16,760	107,350	
	—		
Household store		8,707	
Maintenance store		936	
Checks in transit		42,386	
Provident Fund loans		6,027	
Other accounts		14,698	
		—	<u>253,531</u>

Liabilities :

UMN Treasurer, recurring funds		940	
UMN Treasurer, capital funds		230,000	
Recurring budget balances :			
Administration	4,154		
District School	(3,359)		
Luitel High School	6,875		
Hospital	(5,322)		
Community Health	4,414	6,762	
	—		
A. P. Freight		3,906	
Staff savings		785	
Staff accounts		11,138	
		—	<u>253,531</u>

APPENDIX J

SHANTA BHAWAN HOSPITAL REPORT FOR 1973

A) Hospital.

During the year negotiations with HMG continued in an effort to finalise the agreement to authorise the building of the new Lalitpur Hospital. The agreement was not signed by the end of the year, and we realise that we can plan to continue working in our old premises in Shanta Bhawan for at least another four years. It is hoped that there will not be further undue delay in starting the building of the new hospital, as we shall otherwise be involved in very serious deterioration of the present hospital plant. Already the inadequate water supply and electricity distribution give rise to constant and serious anxiety and difficulty.

It is planned to try to maintain the hospital's appearance, facilities and equipment in as good a state as is possible without becoming involved in major expenditure. Two minor building extensions were added during the year. A treatment room for the Outpatient Department has already been completed, along with a waiting shelter, and these facilities are proving to be a great benefit to staff and patients. The work in the OPD increased by some 10% during the year, with a total of 62,437 visits being recorded. The turnover of work in the laboratory made it very necessary to look for some more space, and the present physiotherapy room is to be incorporated in the laboratory. A new room for physiotherapy is under construction.

The number of inpatients during the year showed an increase of 1,300, with a total of 2,832 admissions.

Sister Ruth Judd, as Nursing Superintendent, gave excellent support to the efforts to carry the greatly increased amount of work in the wards, and, with an oftentimes depleted number of nurses, ensured good care and cheerful service for the patients. Unfortunately for a large part of the year we were very short of medical staff also. Our three Nepali doctors left in April, two going for further studies and one to get married. We have not been able to secure any replacements.

During the year Dr. Dickinson and Dr. Nitschke went on furlough, and Dr. Mack finished his term of service. We greatly appreciated the help of Dr. Clugston and Dr. and Mrs. Innes, and that of other doctors who came for short periods of time. Mrs. Wood finished her term in the laboratory. Miss Fischer, in the laboratory, and Dr. and Mrs. Allen, in the dental department, gave welcome help as furlough relief personnel. Miss Sutherland has been carrying the load in the physiotherapy department, and Mrs. Cox that of secretary and hostess. Miss Angove returned from furlough to the dietary department, and Mr. and Mrs. Ruohoniemi to direct the building of the new Patan Hospital. We were happy to welcome new staff members: Miss Masae Sakurai to the dietary department, Miss Gunnel Borg and Miss Olive Annias to the Nursing School. We welcome too, very sincerely, the coming of Andreas Vossberg to our "nearest neighbours", the National Prosthesis Centre. We are most grateful to Mrs. Fiorini and her committee for the production of another issue of the Himalayan Echo during this year.

Running expenses in the hospital have continued to increase at quite an alarming rate, and a sum of some 20 lakhs was required in 1973 for maintaining the

work. We are thankful for God's good blessing and help in maintaining an adequate income to deal with this situation. We are also very grateful for all the funds received through the UMN for both running expenses and capital items.

We want to record here also our appreciation for the great devotion and energy with which Dr. Gordon Mack served in Shanta Bhawan, both as surgeon and as Medical Director. A host of friends have helped forward the work of the hospital through another year: the members of the Hospital Board, staff members who have given faithful service, helpers who have rendered a multitude of services, donors whose gifts have supported the work, and faithful partners in prayer who have helped to sustain those engaged in the actual work.

Above all, we render thanks to the Lord Himself Who has called us, each one, to His Service and Who has given us His Blessing, strength and help through this past year, and beckons us forward to serve Him better in the coming days.

DR. TREVOR STRONG,
Executive Director.

B) School of Nursing.

If I were to describe the School of Nursing in 1973, I would say that it was a year of continuous change, re-organization and frustrations! Nevertheless, it has been a profitable and stimulating year as we have sat together to plan and implement the new program under the Institute of Medicine.

Our first group of 18 students under the new semester system started in May, and they received their caps in a joint exercise with the students from the Mahabaudha Nurses Campus at the Bir Hospital

Auditorium. Out of 18 students, 13 completed the courses and took the semester final examination in December, leaving an attrition of 5 students. Two of our students received the highest total marks out of 55 students, and one student received the lowest mark! Four students failed in one subject or more.

The new program is community health integrated, with 150 hours of classes in community health throughout the 3 year program. General subjects in English, Nepali and Introduction to Nepal are compulsory.

The maternity unit of Shanta Bhawan was once again utilized for our midwifery students' clinical area. The fourth year students from both programs have been using the facilities of the Community Health program, Gokarna and Anandaban for their community health field experience.

The 9 final year students who finished their studies in November all passed the Part II Institute examination, but out of 14 third year students who took the Part I examination, 6 failed and will have to take the examination again later. We began the year with 42 students, reached our peak of 60 students in June, and finished the year with 46 students.

There have been changes in the school staff, with Miss Mona Gurung leaving in April, Mrs. Dibya Tyagi and Mrs. Shanti Adhikari joining the school soon after for six months. Miss Gunnel Borg from Sweden and Miss Bal Kumari Rajkarnikar started work in the school as clinical instructors after June. The year ended with the addition of Miss Laxmi Shrestha, and Miss Olive Anniss from England who began teaching part of the midwifery course in December out of necessity before her official appointment in January 1974. In November Miss Julie

Willmette left for Australia on vacation and sick leave, but we hope to have her back soon. We are grateful for the privilege of working under the Institute of Medicine and contributing our knowledge and experience to the education of nurses in Nepal.

MISS HISA ASAOKA,
Supdt. of Nursing Education.

C) Community Health Program.

The Community Health program as reconstructed in 1972 continued to assist the health programs of the district panchayats of Lalitpur and Kathmandu. The structure of the program includes the advisory mobile team, providing advisory services in sanitation, nutrition, and clean water; consultative and training services to local compounders, supply and communication services between resident staff and Shanta Bhawan-based offices; and sputum examination services. Resident staff are involved in maternal and child health, health education, volunteer support and training, the T. B. control program in the three to six villages in their areas. Weekly panchayat house MCH clinics are offered in 21 village panchayats. Supplies and services of HMG's public health programs are distributed via CHP to the valley area.

Special projects in 1973 have included the following : a child development nutrition community-based study in two villages; the field training of a group of indigenous midwives under the auspices of MCH-FP and the Women's Training Center; participation in the public health teaching of student nurses which included the field orientation of the senior nursing students from Mahabaudha Campus; the development of the major portion of a symptom-treatment manual; participation in the community health orientation of

UMN language students; participation in the District Panchayat's Seminar on water and in village assemblies; encouragement of the production of R-D Sol by the Royal Drug Company, and a high protein medicine now under investigation.

The UMN has been asked to share with the Health Department in the development of the Integrated Health Power scheme in Lalitpur District. This has been approved by the Shanta Bhawan Board and the UMN. Preparatory steps towards the initiation of this program have begun; a preliminary survey of the hill panchayats, a grant proposal have been written and submitted, and a plan of action is being written. 1974 should bring further preparatory steps and implementation of the integrated program to the two existing government health posts in Lalitpur District.

The Community Health Program suffered a great loss in the death of Miss Ambika Acharya in August. Her unusual personality and leadership abilities are irreplaceable, but offer a challenge to the staff to continue the work to which she was committed. Laxmi Bajracharya returned with the PH diploma in May to fill Miss Tomoe Tawara's place until Miss Stina Ullberg could join us in Chapagaon. Dr. Jennifer Frank returned to Canada because of illness in July. Miriam Krantz participated in the nutrition project through the year, and was joined by Mrs. Danmit Sanyasla in Sanagaon and Mrs. Nim Kumari Thapa in Chapagaon.

Panchayat leaders, women health volunteers, local compounders, and other village leaders continue to act and respond with enthusiasm as they lead in improving the health in their villages. More detailed yearly reports are available in the CHP offices regarding

service output data, the latrine project, the 1973 nutritionist's report, health education activities report, etc.

1973 has been a full year, with joys and sadness, successes and failures, but full of the knowledge that we are working towards the time when wholeness/health may come to completion through Him.

DR. MONA BOMGAARS,
Supdt., Community Health Program.

D) Statistics.

a) Hospital :

Outpatients	62,438
Inpatients	3,832
Major operations	389
Intermediate operations	256
Minor operations	829
Deliveries	344

b) Com. Health :

MCH panchayat clinics,	
total contacts	16,343
Village deliveries	54
Family Planning, total	1,330
Smallpox immunizations	2,012
DPT	1,925
BCG	465
TABC	2,479
TB treatments	103
Health classes	465

SHANTA BHAWAN HOSPITAL

Statement of General Fund Transactions for the year 1973

	Budget 1973	Actuals 1973	Total 1973	Budget 1974
1) HOSPITAL				
Receipts :				
Fees	1,265,774	1744,323		1685,929
Gifts, general	50,000	53,253		15,000
Gifts for rent	25,000	6,300		25,000
SBH General Fund	100,000	—		175,000
UMN budget allocation	75,000	75,000		—
Personnel contri- buted services	193,758	193,758		151,715
	<u>1709,532</u>	<u>2072,634</u>	<u>2072,634</u>	<u>2052,644</u>

	Budget 1973	Actuals 1973	Total 1973	Budget 1974
<i>Payments :</i>				
Salaries and wages	598,728	651,402		742,375
Medical expenses	—	836		1,000
Drugs	250,000	473,669		350,000
Surgical and medical supplies	209,830	141,696		141,700
X-ray supplies		37,093		59,300
Path. lab supplies		40,613		50,000
Bedding and linen	20,880	25,408		35,500
Kitchen supplies	50,000	77,853		122,500
Laundry & cleaning	20,500	30,186		25,000
Domestic repairs	3,500	2,890		6,000
Power, light & heat	65,000	68,968		68,000
Maintenance				
building/grounds	80,800	83,650		51,000
Administration/				
stationery	29,500	26,214		36,000
Rent	105,770	105,770		105,770
Miscellaneous	2,000	2,202		2,500
Medical Training program	35,831	18,097		40,744
Nursing student service	43,435	43,440		58,240
Personnel contributed services	193,758	193,758		151,715
	<u>1709,532</u>		<u>2023,745</u>	<u>2052,644</u>
Excess receipts over payments			<u>48,889</u>	

	Budget 1973	Actuals 1973	Total 1973	Budget 1974
2) SCHOOL OF NURSING				
<i>Receipts :</i>				
Gifts for training	81,347	36,298		73,333
Scholarships from UMN	20,000	—		—
Nursing student service	43,435	43,435		58,240
Direct donations	—	60,877		40,000
SBH subsidy	—	—		25,200
Personnel contri- buted services	20,420	20,420		31,642
	<u>165,202</u>	<u>—</u>	161,030	<u>228,415</u>
<i>Payments :</i>				
Salaries	57,672	52,365		70,208
Supplies and miscellaneous	87,110	89,572		101,365
Rent, electricity, water	—	—		25,200
Personnel contri- buted services	20,420	20,420		31,642
	<u>165,202</u>	<u>—</u>	162,357	<u>228,415</u>
Excess payments over receipts			<u>1,327</u>	
3) COMMUNITY HEALTH PROGRAM				
<i>Receipts :</i>				
SBH subsidy for rent	—	—		2,700
HMG/Panchayat con- tributed services	—	—		36,070
UMN budget Allocation	99,200	99,200		131,657
Personnel contri- buted services	21,611	21,611		22,835
	<u>120,811</u>	<u>—</u>	120,811	<u>193,262</u>

	Budget 1973	Actuals 1973	Total 1973	Budget 1974
Payments :				
Administration :				
Rent and utilities	—	—		2,700
Supplies	300	826		2,500
Salaries	—	—		3,744
Personnel contri- buted services	11,179	11,179		14,112
Training services :				
Salaries	1,500	431		12,258
Supplies	2,500	920		2,500
Food	3,500	129		3,500
Personnel contri- buted services	3,150	3,150		4,573
Mobile advisory team :				
Salaries	29,183	21,928		29,232
Supplies	217	178		300
Transport	25,000	18,770		25,000
Health posts :				
Rent	—	—		1,200
Supplies	2,646	1,163		2,500
Salaries	34,354	21,213		48,923
HMG/Panchayat contributed services	—	—		36,070
Personnel contri- buted services	7,282	7,282		4,150
	<u>120,811</u>	<u> </u>	<u>87,069</u>	<u>193,262</u>
Excess recelpts over payments			<u>33,742</u>	

**Statement of Capital and Designated Fund Transactions
for the year 1973**

	Balance (Deficit) 1-1-73	Receipts and allo- cations	Payments and *Transfers	Balance (Deficit) 31-12-73
Staff guest fund	781	—	781	—
Guest housing fund	5,245	1,340	98	6,487
Social service fund	3,929	16,408	8,870	11,467
Sports Club fund	64	—	23	41
Social Club fund	1,004	—	541	463
Christmas dinner fund	1,163	1,720	1,957	926
Medical library fund	(780)	2,569	1,337	452
Shyam & Purna Tr. fund	297	—	297	—
Undesignated capital	3,963	47,439	31,500	19,902
Hospital equipment	150,791	95,248	199,007	47,032
New Hospital building	242,004	392,750	21	634,732
Refrigerator fund	3,199	—	—	3,199
Autoclave fund	6,648	—	6,648	—
Filter plant	(1,918)	1,918	—	—
New X-ray unit	(61,277)	112,130	5,607	45,246
Office equipment & York fund	3,780	1,635	3,970	1,445
Sauna fund	1,424	484	622	1,286
Nursing School capital	—	4,300	4,300	—
Drug Store capital	83,406	227,116	239,068	71,454
Occupational therapy	175	—	—	175
Short-term furnishing fund	2,826	1,101	2,182	1,745
Maintenance equipment fund	6,163	2,425	2,000	6,588

	Balance (Deficit) 1-1-73	Receipts and allo- cations	Payments and *Transfers	Balance (Deficit) 31-12-73
Import and clearing a/c	(688)	—	—	(688)
Children's ward improvement fund	30,132	4,708	7,779	27,061
Revolving loan fund, gifts	13,981	1,298	430	14,849
Revolving loan fund, advances	(9,195)	22,755	29,405	(15,845)
Transformer fund	17,995	13,184	31,179	—
Store capital fund	16,169	83,379	70,835	28,713
SBH main build- ing renovation	1,029	105	821	313
Vehicle capital fund	(5,135)	25,000	—	19,865
Community Health capital	23,805	92,928	90,062	26,671
Kerosene fund	(4,327)	14,704	16,000	(5,623)
Vehicle operat- ing fund	18,263	40,035	25,229	33,069
Path. lab equip- ment fund	36,170	4,149	518	39,801
Nursery fund	6,298	441	2,470	4,269
Religious life fund	7,271	1,975	2,711	6,535
Bethlehem 11 renovation	105	—	105	—
Chest work fund	3,030	—	—	3,030
Bethany 6 kitchen	1,159	—	1,159	—
Maternity ward renovation	2,670	—	—	2,670
Single staff quarters	208,141	—	—	208,141
Prosthetic ward capital	15,481	700	26,902	(10,721)
Community Health subsidy	2,535	35,473	9,878	28,130
Co-operation Project	12,788	—	12,788	—
	<u>850,563</u>	<u>1249,417</u>	<u>837,100</u>	<u>1262,880</u>

Summary of Balances as at 31st December, 1973

Assets :

Cash in hand 12,362

Cash at Banks :

Nepal Bank Ltd., current 20,258

Nepal Bank Ltd., fixed deposit 466,000

National & Grindlays Bank Ltd. 4,251

Accounts receivable :

Funds with UMN Treasurer 1293,864

Rent advance 27,651

Cash advance 1,915

Postage fund 500

Milk Deposit 1,800

Oxygen cylinder 3,412

OPD revolving fund 320

Nepal Gas Works deposit 300

Nepal Tel. Comm.

Office deposit 530

1832,963

Liabilities :

Patients' advances 22,830

1972 General fund balances :

Hospital 466,022

School of Nursing (73)

1973 General Fund balances :

Hospital 48,889

School of Nursing (1,327)

Community Health 33,742

Deposited Fund balance 1262,880

1832,963

APPENDIX K

GIRLS' HIGH SCHOOL, KATHMANDU

REPORT FOR 1973

During 1973 the school continued with its usual academic and outside activities. We enrolled about 60 during the year, and had 598 pupils in all. Class III was the largest, with 81 pupils, and Class IX the smallest with 35 pupils. 23 out of 24 passed the S. L. C. examination. Special classes for weak pupils were held for 2 months and proved helpful. Educational tours were arranged from the school. 170 girls lived in the hostel. They form a happy family, with the help of 2 teachers and a housemother. 19 full-time teachers have given conscientious service during the year. 3 are doing In-service primary training, 1 is taking vocational training, and 1 English training.

During the year we received the use of a new hostel room, kitchen, hostel staff diningroom, a large playroom, and water 24 hours per day. We are grateful to our engineer, Mr. Dieter Johannsen, for 4 years' good service under the Improvement Plan, and now to the Building Department for overseeing the work. The southeast block, giving pre-vocational workshop rooms, headmistress's flat, maintenance man's flat and a garage, will not be commenced until mid-1974. A 12-seater Toyota Hiace commuter for the use of the hostel and school arrived safely in November, and is a great help.

The New Education Plan will be implemented in the Kathmandu Valley in February 1974. We will be one of 6 boarding schools in the Kathmandu District.

Fees will be raised about 35% and provision for 10% to receive scholarships from this money must be made. Also, reserves to develop the school and add new buildings must be made from this fund. We look forward to sharing in vocationally-oriented and improved education, and trust that we will be able to maintain a high standard.

It gives me special pleasure to announce that Mrs. Martha Mukhia was appointed Headmistress on 21st December. She has already been a great help in negotiating details for the future of the school. We welcomed Miss Carol Evans in December, who will be teaching games, swimming and English. Miss Rebecca Grimsrud cares for the health of the girls and keeps hostel accounts. We are grateful for her devoted service.

We must again give thanks to God and UMN for allowing this school to have far-reaching effects on the lives of numerous girls since it began with 32 pupils in October 1957. We need your prayers as we relinquish UMN management, and enter a new challenging period under the New Education Plan of HMG.

MISS MARGARET McCOMBE,
Headmistress
to Dec. 1973.

GIRLS' HIGH SCHOOL, KATHMANDU

Statement of General Fund Transactions for the year 1973

	Budget 1973	Actuals 1973	Total 1973
Receipts :			
School fees	58,000	59,925	
Special class fees	—	1,320	
Examination fees	—	3,303	
UMN budget allocation	45,200	45,200	
Personnel contributed services	13,000	13,000	
	<u>116,200</u>		122,748
Payments :			
Salaries	95,900	102,330	
Wages	2,000	4,029	
Administration	1,200	673	
Examination expenses	—	3,094	
Medical expenses	650	—	
Miscellaneous	300	182	
Power and light	50	50	
School supplies	1,600	460	
Travel expenses	500	192	
Personnel contributed services	13,000	13,000	
Repairs and maintenance	1,000	818	
	<u>116,200</u>		124,828
Excess payments over receipts			<u>2,080</u>

**Statement of Capital Fund Transactions
for the year 1973**

	Balance (Deficit) 1-1-73	Receipts and allo- cations	Payments and *Transfers	Balance (Deficit) 31-12-73
Adult literacy	200	—	—	200
Apartment repairs	(234)	—	—	(234)
Bicycle	259	—	—	259
Dispensary	493	—	—	493
Headmistress's furniture	591	—	335	256
Hostel teachers' furniture	1,771	—	—	1,771
Office equipment	2,440	157	24	2,573
Prize money	10,000	—	—	10,000
Scholarship fund	9,123	12,775	1,766	20,132
Science equipment	134	—	77	57
Sewing machine	—	1,341	335	1,006
Western flat	1,285	—	29	1,256
Project designated items	47,342	100	22,054	25,388
Undesignated fund	24,002	—	4,102	19,900
	—	—	—	—
	97,406	14,373	28,722	83,057
	—	—	—	—

Summary of Balances as at 31st December 1973

Assets :

Cash on hand		729	
Cash in bank : Checking account	1,074		
Fixed deposits	20,000		
	—	21,074	
Capital funds with UMN Treasurer		20,910	
General fund deficit, 1973	2,080		
Less general fund surplus, 1972	(1,812)		
	—	268	
Advances : Car account	2,163		
Hostel account	13,876		
Improvement plan	1,195		
Deposit for land purchase	28,000		
	—	45,234	
		—	88,215

Liabilities :

School fees collected in advance		4,531	
Reserves : Capital Fund balance	83,057		
Special designated fund	627		
	—	83,684	
		—	88,215

Improvement Plan transactions for the year 1973

Balance c/f from 1972	Rs. 181,495
Receipts in 1973	151,200
	—
	332,695
Payments in 1973	56,977
	—
Balance at 31 December 1973	275,718

APPENDIX L

BHAKTAPUR HOSPITAL REPORT FOR 1973

The report for 1973 is clearly overshadowed by the news which came at the end of November, that this hospital is to close down at the end of 1974. But first, a brief review of the year of the year.

Figures reflect that 1973 has been another busy year, and all praise is due to the staff who have carried the increasing load well. We welcomed Mennomit back to our staff following her nurse's training in Shanta Bhawan, and two girls, Sumitra and Pyari, left to start theirs. We were sorry to lose Varghese from the office, but he has been replaced by Raju. Among the missionary staff, we were most grateful to Miss Stina Ullberg for her contribution while Miss Rut Peterson was away in Sweden. Stina left in July and Rut returned in September, the hiatus being filled by Lolita who ran the Children's Club and community health work most competently. We were particularly sorry to lose Miss Beth Brunemeier and Mr. and Mrs. Brian Richards at the end of the year, but the loss of these stalwarts was in some measure compensated by the arrival of Dr. and Mrs. Bray from England, especially as Mrs. Bray is a nurse, and so they are filling two gaps very ably. Before them, a short-term nurse, Miss Anna Ross, was making an excellent contribution until recalled to UK by the death of her mother.

As 1972 closed with the ceremony to inaugurate our road work under TEAR Fund, the first half of 1973 saw the building of culverts to drain the road, and the subsequent monsoon proved their effectiveness. Surfacing the road had to be postponed until after the rains, and now further delays have brought the work to a standstill. We have been grateful to the Nepal Engineering

Institute for considerable help in building our maintenance area, paid for by the Methodist Church, USA; and towards the end of the year the new line of patients' cookhouses was erected, paid for by the World Council of Churches. Undoubtedly the highlight among many official and unofficial visitors was Cliff Richard, who came to us with Mr. Bill Latham of TEAR Fund.

We were most encouraged by the result of the C. M. S. Lenten Project, which publicised the need for our new Land Rover. The cost was well covered and the vehicle was being driven by four young people, but sadly it crashed in Iran and its future is still uncertain. Happily, no one was seriously injured.

Christmas, probably our last here, was celebrated with the local Church. A very real sense of fellowship made it perhaps the happiest we remember. Our Christmas sports have become a regular feature, and culminated this year in a grand finale as the tug-of-war rope broke! We felt this to be a finale indeed since hearing that His Majesty's Government has requested that we close down this work as a general hospital at the end of 1974, after which they have plans to operate an infectious diseases hospital here. The decision to close this as a general hospital is because a new 100 bed government hospital right in Bhaktapur is going up well now, and they anticipate opening about the middle of 1974. Medically, in this under-doctored country, we believe the decision is right and good, and we are anxious to cooperate in the transfer of the medical load and to maintain our present good relation with the Government. The move is a result of the welcome spirit of cooperation between His Majesty's Government and the UMN, since the new Government plan allows only one general hospital to each district; it by no means reflects any anti-UMN feeling as might have been suggested by an

erroneous press report of a few months ago. The closure of our hospital is more than matched by expansion plans which the Government has asked the UMN to undertake elsewhere. We have been anticipating this for some time, although it has come perhaps some three years earlier than we expected, and so to some extent our staff have been prepared for it. Our concern is for three groups—the staff, the patients and the local church—but we are confident of God's timing and hand in this, and we look forward with confidence that our last year of service here will be full and fruitful.

Statistics :	1971	1972	1973
Outpatients :			
New	2,723	2,990	3,176
Return visits	11,262	12,963	13,460
Bazar clinic	3,054	4,472	5,520
Total	17,039	20,425	22,156
Inpatients :			
Admissions	912	981	1,063
Total inpatient days	8,295	8,315	7,464
Average daily patient census	22.7	23	20.4
Average length of stay in days	9.1	8.5	7

DR. DENIS ROCHE,
Medical Superintendent.

BHAKTAPUR HOSPITAL

Statement of General Fund Transactions for the year 1973

	Budget 1973	Actuals 1973	Total 1973	Budget 1974
1) HOSPITAL				
Receipts :				
Medicines and fees	128,100	128,541		126,000
Community Health	1,500	1,500		1,500
Gifts for TB work	6,000	5,600		1,500
UMN budget allocation	48,900	54,900		54,900
Personnel contributed services	39,900	39,900		39,900
	<u>224,400</u>	<u>230,441</u>	<u>230,441</u>	<u>223,800</u>
Payments :				
Salaries	60,000	62,122		63,000
Medicines	81,000	70,331		81,000
Hospital supplies	9,000	6,097		7,500
Food	1,500	122		600
Linen	2,700	3,845		3,600
Cleaning	900	888		900
Repairs	9,000	6,752		6,000
Transport	7,500	8,073		9,000
Power, heat and light	7,500	4,340		7,500
Administration	4,500	3,977		3,900
Rent	900	396		900
Personnel contributed services	39,900	39,900		39,900
	<u>224,400</u>	<u>206,843</u>	<u>206,843</u>	<u>223,800</u>
Excess receipts over payments			<u>23,598</u>	

	Budget 1973	Actuals 1973	Total 1973	Budget 1974
2) COMMUNITY HEALTH				
Receipts :				
UMN budget allocation	15,600	15,600		18,900
Personnel contributed services	3,600	3,600		4,800
	<u>19,200</u>	<u>19,200</u>	19,200	<u>23,700</u>
Payments :				
Salaries	12,900	13,517		16,500
Transport	600	360		600
Supplies	600	317		300
Hospital services	1,500	1,500		1,500
Personnel contributed services	3,600	3,600		4,800
	<u>19,200</u>	<u>19,294</u>	19,294	<u>23,700</u>
Excess payments over receipts			<u>94</u>	

**Statement of Capital Fund Transactions
for the year 1973**

	Balance 1-1-73	Received	Payment	Balance 31-12-73
Road repair	98,420	5,580	50,348	53,651

Statement of Balances at 31st December, 1973

Assets :

Cash on hand	3,875
Cash with Treasurer	45,042
Cash at Nepal Bank	26,617
Cash at National & Grindlays Bank	1,621
Comm. Health gen. fund deficit	94
	<u>77,249</u>

Liabilities :

Hospital general fund balance	23,598
Capital fund balance	53,651
	<u>77,249</u>

APPENDIX M

OKHALDHUNGA PROJECT REPORT FOR 1973

A) Dispensary.

This year saw a complete change in the UMN personnel at the dispensary. Dr. Ishida arrived with his wife in January to replace Dr. Itoh, who then went on furlough. In May Mrs. Ishida left for Japan, and Dr. Ishida completed the year in Okhaldhunga before returning to Japan in January 1974.

The work at dispensary has continued at a rather slow pace, the figures showing a further decrease of 20%, following the 20% decrease in 1972. Due to lack of work in the outpatient department, we have tried to encourage our staff to continue study in various academic fields, and 5 staff members have taken government examinations this year. One nurse will be leaving to take further study at Mahendra Bhawan school. Two student nurses have been able to visit Tansen for six weeks in order to have more experience in surgical nursing, for which we are grateful to the Tansen team. We are also grateful to BMMF for sending a nurse, Miss Christine Ella, to us for 3 months during the rainy season, and to SIL for getting her out here quickly by plane.

At the present time there is no definite news regarding the new hospital project, so we have continued to improve the existing building by knocking down walls and making windows and cupboards.

It has been possible for us to have health teaching classes in the Kindergarten in bazar, and we hope that this will continue in the coming year. We are thankful that in the main the staff have kept fit, though Dr. Ishida was away on sick leave in October.

Due to fuel shortage the flights to Rumjatar airstrip, 3 hours walk away, have been suspended until further notice, so we are back to the mail runner system again. During the monsoon the local post office served us very faithfully and quickly with letters from abroad. The project Director, Dr. Iwamura, has visited the dispensary at about 3 monthly intervals. In 1974 there will again be a period without a resident doctor.

For the coming year our hope is that we shall be able to continue to bring medical help to those who seek the services provided here, trusting in the Lord to enable where we lack in knowledge and grace.

MISS SYLVIA SLADE.

B) Community Health.

The program has been continued in the same areas as the previous year. The fact that we are being more and more accepted by the community has meant more work also for us. We are thankful for the help the dispensary has given by lending us nurses for the MCH clinic, antenatal clinic and teaching in the Kindergarten in times of need. Miss Nyima Tibetan completed her training in home deliveries, and was replaced by Miss Jangmu Sherpa, another assistant nurse. These two girls have played an essential role in the development of our program.

The weekly MCH clinics and antenatal clinics were held in co-operation with the staff of the Nepal Family Planning Association. The HMG health post became too small for the MCH clinic, and through the intervention of the CDO we were able to move into a large room in the District Panchayat house.

There was plenty of opportunity for health teaching on home visits, in the Kindergarten, in a Young Girls' group and in the seminars for our Village

Health Workers. These seminars are a great encouragement to us, and the 25 young men and women were all very eager to learn. They had lectures in nutrition, prevention of diseases and first aid, and were urged to continue with the latrine-building campaign. They elected a local Health Committee under the chairmanship of the CDO, and are now working to get a clean water supply and more cleanliness in the bazar. Dr. Iwamura is counselling them in this matter. They also gave more of the TABC vaccinations in the spring.

The TB program has also continued, and Dr. Ishida held a monthly TB clinic in Ramailo Darda. Old and new TB patients were followed up in their homes, and we gave BCG to newborn children, and some others who had escaped us last year.

The curative service took much of our time, especially in May and June. This side of the work has developed in some kind of comprehensive family care. But it gives us very good opportunities for health teaching and counselling about family planning.

The numbers of home deliveries are going up only slowly. But recently we have had the joy of being called by several farmers' wives, tired women, worn out by many pregnancies—the group of women who seemed the most reluctant up to now to ask for our help. It is especially for these women that we shall feel concerned should there be no nurse available to continue the Community Health work in 1975.

MISS HANNA VITZTHUM.

C) **Statistics.**

Dispensary :	Outpatients	4677
	Patients staying in deras	340
	Minor surgery	121
	Major surgery	33

Com. Health:	MCH clinic, no. of children	2034
	Antenatal clinic, visits	155
	Home deliveries	25
	Home visits	796
	Outpatients at Ramailo Dara	3932
	BCG	116
	TABC	1960
	Triple antigen	425

D) **Joint Hospital Project.**

For the past two years we have been working with HMG to establish the proposed joint hospital at Okhaldhunga District Center. The site for the hospital has been investigated by UMN and by the local government authority, i. e. the CDO, who is going to deal with land negotiation and purchase. Also, the District Panchayat has organised an offer of the free labour of local people for the construction of the joint hospital.

We have worked with HMG Health Department officials on the drafting of the bilateral agreement for the joint hospital. At present we are waiting for the approval of the Cabinet. Once the bilateral agreement is signed by both UMN and HMG, the CDO would be able to buy the land with HMG money, and the UMN Building Department would start construction, using the labour of the local people.

The role of the joint hospital would be the base for community health and the health posts network in the Okhaldhunga District. UMN personnel have been working with the CDO and HMG Health Department on the planning of the health post network. We have finished the survey and tentative plan.

DR. NOBORU IWAMURA,
Project Director.

OKHALDHUNGA PROJECT

Statement of General Fund Transactions for the year 1973

	Budget 1973	Actuals 1973	Total 1973	Budget 1974
1) DISPENSARY.				
<i>Receipts :</i>				
Fees	40,000	43,172		45,000
UMN budget allocation	34,100	34,100		40,645
Personnel contributed services	19,360	19,360		9,360
	<u>93,460</u>	<u> </u>	96,632	<u>95,005</u>
<i>Payments :</i>				
Salaries	31,000	32,329		34,545
Drugs	25,000	27,643		32,000
Medical and surgical supplies	5,000	3,469		5,000
Bedding and uniform	2,500	2,278		2,500
Fuel and light	3,500	1,760		3,500
Administration	600	1,141		600
Stationery	—	—		500
Cleaning	1,000	884		1,000
Transport and travel	2,000	1,270		2,500
Maintenance	2,000	1,557		2,000
Miscellaneous	500	137		500
Rent	1,000	—		1,000
Personnel contributed services	19,360	19,360		9,360
	<u>93,460</u>	<u> </u>	91,828	<u>95,005</u>
Excess receipts over payments			<u>4,804</u>	

	Budget 1973	Actuals 1973	Total 1973
2) COMMUNITY HEALTH.			
<i>Receipts :</i>			
Medicines	—	4,811	
UMN budget allocation	6,100	4,500	
Personnel contributed services	7,816	7,816	
	<u>13,916</u>	<u>17,127</u>	
<i>Payments :</i>			
Rent	1,000	1,000	
Salary	2,700	2,733	
Uniform	100	85	
Medicines	2,000	4,766	
Maintenance	200	52	
Community health materials	100	10	
Miscellaneous	—	314	
Personnel contributed services	7,816	7,816	
	<u>13,916</u>	<u>16,776</u>	
Excess receipts over payments			<u>351</u>

**Statement of Capital Fund Transactions
for the year 1973**

	Balance (Deficit) 1-1-73	Receipts and allo- cations	Payments and *Transfers	Balance (Deficit) 31-12-73
Literature	191	—	60	131
Workshop / reading room	2,945	18	15	2,948
Building and equipment	8,894	—	1,417	7,477
Undesignated	—	505	—	505
	<u>12,030</u>	<u>523</u>	<u>1,492</u>	<u>11,061</u>

Summary of Balances as at 31st December, 1973

Assets :

Cash on hand	6,284	
Cash with C. S. D.	6,494	
Cash with UMN Treasurer	505	
Advances : To employees	760	
Personal accounts	2,173	
	<u>16,216</u>	

Liabilities :

Dispensary general fund balance	4,804	
Com. Health general fund balance	351	
	<u>5,155</u>	
Reserves : Capital Fund balance	11,061	
	<u>16,216</u>	

APPENDIX N

ANANDABAN LEPROSY HOSPITAL

REPORT FOR 1973—FEB. 1974

1974 is the Centenary Year of the Leprosy Mission. Since its modest beginning in Ambala in Northern India in 1874, it has grown steadily, and become an international and interdenominational Christian leprosy relief organisation with worldwide commitment, having 33 hospitals and homes under its own direct management, and aiding more than 120 other leprosy institutions. Unlike some of our sister institutions, especially those in India which have long and gratifying history behind them, our work here in Nepal is quite young, having been started only in 1957. Thus, the Centenary celebration for us was not an occasion to look back with nostalgia, but a time to look forward into the next hundred years, firmly believing that our work in Nepal was founded by God and has been led by Him up to the present, so that we have ample reason to be confident and joyful, even in the face of seeming difficulties and uncertainties ahead.

The past 12 months saw some important changes at Anandaban, mainly in the matter of staff. The first to leave was Mr. Simrose and his family, who was seconded by UMN as the agriculturalist, and made a valuable contribution, using his long experience in this country. Early in July Dr. and Mrs. Harris left Nepal after 5 years of uninterrupted service, at times under severe testing circumstances, to start their well-earned furlough in England. Sister Turner, who has also completed a five year assignment, is about to leave for England. To take over these posts, the first to arrive was Dr. Yo Yuasa from Japan, and he assumed the responsibility of carrying on the whole program of our Mission

in Nepal from 1st July. Sister Joyce Ledger of UK, who worked more than ten years in Hong Kong, May Lin Chau, arrived here early in December, and is currently enrolled in the UMN Language School. Mr. and Mrs. George Carfield, with their baby daughter, are the most recent additions to our team. His training and experience as both an agriculturalist and an electricity engineer, and her training and experience as a nursing sister, as well as their command of the Nepali language and their well-tried experience as missionaries, will be a great asset to Anandaban, in its work and as a body of living testimony of Christian faith. Two other families of our Mission left Nepal during the past year: Dr. and Mrs. Pedley, who did the pioneering work at Anandaban before moving to Tansen, "retired" in May and went home via Afghanistan, but quickly "de-retired" and now are in Bhutan to help one of the two hospitals started by the Leprosy Mission there recently. Mr. Collier, who was working as the financial consultant to all the institutions of the Mission in Asia during the past 3 years, went home with his family in December to prepare himself to be the financial secretary of the Mission at the head office in London.

In spite of changes of some key personnel in mid-stream, our work at Anandaban, at Shanta Bhawan Hospital OPD, and at our western outpost in Jumla are continuing as before. At Anandaban more than 400 inpatient treatments were given, the average length of stay being around 3 months. We admitted 4 categories of patients: (a) those with foot ulcers, (b) with recent nerve paralysis, (c) with various medical complications of leprosy, and (d) who need reconstructive surgery. About 50 operations of various types were performed during the past year. Our outpatient work expands steadily, and the registration at present stands at slightly more than 5,000. There were more than 450 new regis-

trations during the past 12 months, and since these patients came of their own free will, without compulsion from any authority, it may be taken as a reflection of our patients' confidence in our work, and as such it is very gratifying. However, by going through the records we have recently discovered that not more than 40% of those registered have been attending our clinics regularly. Leprosy, being one of the most chronic diseases known to man, requires long, sustained medication and other medical attention before it can be regarded arrested, and the patient "cured". Increasing numbers of patients on our register will mean very little in terms of leprosy control, unless we manage to keep them under our regular control. Some government officials recently criticised our work saying, "a humanitarian work, satisfying mostly to the workers, but contributing very little to the actual control of leprosy in Nepal". There is a great deal of truth in this, and we are now forced to re-examine our entire work in the light of up-to-date concepts of leprosy control. Moreover, like other foreign agencies in this country, the Leprosy Mission is facing a difficult and critical time, searching for the right role to play in the changing political and social climate of Nepal. Much closer collaboration with HMG seems mandatory, and this must be reconciled with our own ideals and convictions as a Christian mission, an issue which is even greater than that of medical issues.

DR. YO YUASA,
Medical Director.

APPENDIX O

UMN TREASURER

Statement of General Fund Transactions for the year 1973

	Budget 1973	Actuals 1973	Total 1973	Budget 1974
<i>Receipts :</i>				
Assemblies of God	9,600	10,500		9,600
Baptist Missionary Society	19,200	29,121		28,800
Bible & Medical Missionary Fellowship	144,000	125,000		168,000
Christian Church (Disciples)	4,800	5,250		9,600
Church Missionary Society, Australia	28,800	32,897		24,000
Church Missionary Society, UK	14,400	—		19,200
Church of North India	10,000	10,480		10,000
Committee for Service Overseas	43,200	38,400		48,000
Darjeeling Diocesan Church and Church of Scotland	9,600	5,200		9,600
Episcopal Church, USA	4,800	—		4,800
Free Church of Finland	52,800	—		62,400
Gossner Mission	4,800	—		4,800
International Chris- tian University Church, Tokyo	4,800	4,800		4,800
Japan Overseas Christian Service	24,000	37,800		33,600
Leprosy Mission	22,100	10,975		24,200
Mennonite Board of Missions	14,400	12,600		24,000

	Budget 1973	Actuals 1973	Total 1973	Budget 1974
Regions Beyond Missionary Union	67,200	66,854		62,400
Swedish Baptist Mission	28,800	34,738		28,800
Swiss Friends Mission	14,400	15,750		14,400
United Fellowship for Christian Service	4,800	5,250		4,800
United Church of Canada	100,000	105,614		100,000
United Methodist Church	101,000	165,454		160,000
United Methodist Church, gifts	60,000	78,763		60,000
United Pres- byterian Church	70,700	74,025		75,000
Wesleyan Church of America	4,800	—		4,800
World Mission Prayer League, Norway	76,800	76,818		81,600
World Mission Prayer League, USA	67,200	69,835		57,600
Total grants	1007,000	1016,124		1134,800
Interest earned	25,000	33,844		35,000
Capital service charge	40,000	58,882		—
Miscellaneous income	—	7,848		—
Total receipts for budget year	1072,000		1116,698	1169,800

	Budget 1973	Actuals 1973	Total 1973	Budget 1974
<i>Payments of budget allocations :</i>				
Headquarters	128,900	128,900		162,840
Bank charges	150	157		150
Rent and maintenance	136,000	169,316		136,000
Tibetan work	1,800	1,800		2,100
Community Health program	41,220	41,220		14,300
Tansen Area	179,900	179,900		176,500
**Division of Consulting services	16,000	16,000		16,000
Pokhara Project	2,800	2,800		2,900
Gorkha Project	192,140	192,140		95,058
Shanta Bhawan Hospital	174,200	174,200		131,657
Girls' High School	45,200	45,200		—
Bhaktapur Hospital	70,500	70,500		73,800
Okhaldhunga Project	40,200	40,200		42,645
Contingency	10,000	9,572		10,000
Provision for grants for incr. salaries	100,000	—		—
**Butwal Project	39,820	39,820		38,600
Provision for education work at Gorkha				150,826
Provision for education work at G. H. S.				51,950
Total budget allocations	<u>1178,830</u>	<u> </u>	<u>1111,725</u>	<u>1105,286</u>
Excess receipts over payments for budget year			4,973	
				OVER

	Actuals 1973	Total 1973
Excess receipts over payments for budget year		4,973
Other receipts :		
Received in 1973 on 1972 budget :		
Baptist Missionary Society	26,309	
Church Missionary Society, Australia	38,016	
Committee for Service Overseas	43,200	
Regions Beyond Missionary Union	4,600	
Swedish Baptist Mission	4,249	
	<hr/>	
Total other receipts		116,374
		<hr/>
Total receipts for the year over payments :		121,347
Add :		
Balance at 1-1-73	245,003	
Less 1972 net deficit from projects	(28,625)	
	<hr/>	216,378
		<hr/>
Balance at 31 December 1973		337,725
		<hr/>

**Statement of Capital Fund Transactions
for the year 1973**

<i>Receipts :</i>	Total	Specified Projects	Designa- ted Funds	Undesigna- ted Funds
American Lutheran Church, Fremont, Calif.	683	683		
Bible & Medical Missionary Fellowship	12,784	12,784		
Buchbinderei Agency	2,525	2,525		
Central Agency	112,130	112,130		
Das Diakani- sche Agency	50,492	50,492		
Gossner Mission	64,750	64,750		
I. C. C. O. (Dutch government)	445,169	445,169		
Leprosy Mission	4,038	4,038		
Mennonite Board of Missions	15,078	15,078		
Regions Beyond Missionary Union	6,449	6,449		
United Church of Canada	108,516	56,455		52,061
United Methodist Church	372,425	286,318	86,107	
United Presbyter- ian Church	735,697	735,697		
U.M.N. General Fund	50,000	50,000		
World Council of Churches	104,738	104,738		
World Mission Prayer League, USA	8,472	8,472		
Miscellaneous gifts	44,720	40,580		4,140
„ receipts	4,721	2,345		2,376
Sale of capital items	13,643	13,643		
Transferred from Designated funds	72,197			72,197
Total Receipts	2729,227	2012,346	86,107	130,774

	Balance 1-1-73	Received in 1973	Allocations & transfers in 1973	Balance 31-12-73
DESIGNATED FUNDS :				
Aviation	72,197	—	72,197	—
Hospital equipment	113,524	—	111,369	2,155
Medical building	15,675	7,307	22,982	—
Medical equipment	20,654	4,357	—	25,011
Medical work	—	29,974	—	29,974
School equipment	—	2,625	1,500	1,125
Kathmandu Valley Dist. Clinics	—	24,194	24,194	—
Pastor Wagner's work	—	15,550	—	15,550
Nepal T. B. Hospital	—	2,100	—	2,100
Totals	222,050	86,107	232,242	75,915

UNDESIGNATED
FUNDS :

Balance 1-1-73	66,163			
Receipts per schedule		130,774		
Allocations made to—				
Headquarters			4,250	
Tansen Area			20,120	
Butwal, BTI/DCS			28,000	
Bhaktapur Hospital			5,000	
Totals	66,163	130,774	57,370	139,567

	Balance 1-1-73	Received in 1973	Allocations & transfers in 1973	Balance 31-12-73
CAPITAL FUND TRANSACTIONS FOR PROJECTS :				
Headquarters	117,051	17,310	99,935	34,426
Pokhara vaca- tion house	—	35,350	—	35,350
Padma Sadan	18,290	17,302	35,592	—
Scholarship Committee	34,156	257,416	291,572	—
Communications Committee	14,045	11,930	25,975	—
Tansen Area	361,102	413,325	109,344	665,083
Butwal, BTI/DCS	—	28,000	28,000	—
Pokhara Boys' School	182,694	784,881	700,584	266,991
Gorkha Project	—	63,177	293,177	(230,000)
Shanta Bhawan Hospital	1036,076	616,016	358,228	1293,864
Girls' High School, Kathmandu	46,944	158	26,192	20,910
Bhaktapur Hospital	234,575	19,741	70,735	183,581
Okhaldhunga Project	—	505	—	505
Totals	2044,933	2265,111	2039,334	2270,710

Specified project receipts	2012,346
Designated fund allocations	232,242
Less non-cash transfer	(72,197)
Undesignated fund allocations	57,370
Add : Inter-project transfer	35,350
Total Receipts for Projects	2265,111

Balance Sheet as at 31st December 1973

ASSETS :

Current Assets :

Cash in Banks :

Nepal Bank Ltd., Kathmandu	1,149,030	
American Express, Bombay	387,509	
Chase Manhattan, N. Y., checking	110,673	
Chase Manhattan, N. Y., savings	787,500	
Union Bank of Switzerland, Zurich	664,390	
	<hr/>	3099,103

Accounts receivable :

Air tickets	83,608	
Personal advances	37,607	
Project advances	52,804	
CSO personnel expenses	50,639	
James Warren & Co.	6,950	
Publicity materials	7,355	
Margerine account	36,716	
Miscellaneous	6,020	
	<hr/>	281,699

Deferred charge :

Rent advanced to Co. Rana	246,440	
	<hr/>	

TOTAL ASSETS 3,627,242

LIABILITIES AND RESERVES :

Liabilities :

Personal accounts	8,253
Rev. P. Wagner	75,428
N. C. F. Building account	57,000
Methodist field expenses	125,907
Calendar Project	6,158
Import handling	575
Funds due projects	212,004
Capital funds held for projects	<u>2,270,710</u>

TOTAL LIABILITIES 2,756,035

Reserves :

Special Reserve :

Girls' High School Hostel deposit	7,500
Reserve Fund	310,500
Capital Funds :	
Designated	75,915
Undesignated	139,567
General Fund	<u>337,725</u>

TOTAL RESERVES 871,207

TOTAL LIABILITIES
AND RESERVES

3,627,242

UMN PROVIDENT FUND

Statement of Receipts and Payments for the year ended 31st December, 1973

	Balance 1-1-73	Receipts	Transfers In	Payments	Transfers Out	Balance 31-12-73
Headquarters	20,696	7,249	2,546	1,930	610	27,951
Tansen Area	47,652	20,525	8,522	517	740	75,442
Gorkha Project	78,051	20,278	8,328	12,070	2,773	91,814
Pokhara School	3,215	—	—	3,215	—	—
Shanta Bhawan Hospital	196,706	61,543	24,828	10,195	4,025	268,857
Girls' High School	37,603	9,303	4,690	—	—	51,596
Bhaktapur Hospital	12,293	5,102	1,515	1,896	365	16,649
Okhaldhunga Project	9,251	3,427	1,096	—	1,671	12,103
	405,467	127,427	51,525	29,823	10,184	544,412
Lapse and Forfeiture	36,075	—	8,134	—	8,842*	35,367
Interest	19,365	38,831	8,842	—	49,474**	17,564
	460,907	166,258	68,501	29,823	68,500	597,343

* 20% of accumulated funds in Lapse and Forfeiture Account transferred to Interest account as per FC (2)-21/72.

** 10% interest credited to members' accounts at the end of the year.

Balance Sheet as at 31st December, 1973

Assets :

Cash in Nepal Bank Ltd.	
Savings account	57,343
Fixed deposits at	
Nepal Bank	520,000
HMG Development Bonds	20,000
	<u>597,343</u>

Liabilities :

Membership accounts :

Headquarters	27,951
Tansen Area	75,442
Gorkha Project	91,814
Shanta Bhawan Hospital	268,857
Girls' High School	51,596
Bhaktapur Hospital	16,649
Okhaldhunga Project	12,103
	<u>544,412</u>

Other funds :

Lapse and Forfeiture	
account	35,367
Interest accumulated	17,564
	<u>52,931</u>
	<u>597,343</u>

APPENDIX P
MINUTES OF THE
UMN WORKERS' CONFERENCE

February 28—March 5, 1974

The 1974 Workers' Conference of the UMN was again held in Kathmandu, all meetings taking place in the Surendra Bhawan Hall. Each of the five weekdays of Conference began with a prayer session, 8.30-9.00, followed by a 45 minute Bible Study, led by Mr. Howard Barclay on The Sermon on the Mount. Evening devotional meetings were preceded at 7.00 p.m. by a half hour of music, and Dr. I. Ben Wati led the Conference in meditations on Nehemiah at these evening meetings. The contribution and ministry of these two special speakers was very much appreciated by members of the UMN, and by other visitors who joined us for these open meetings of fellowship.

Business sessions were conducted daily from 10 a.m. till 12 noon, and 2.00 to 3.45, with an additional session on the final afternoon, 4 to 5 p.m. The meetings on Thursday, Friday, Saturday and Tuesday afternoons, and Saturday morning, were closed for Board Appointees and official representatives of member bodies to discuss internal mission business.

A number of visitors from member bodies attended portions of the Conference, and were welcomed by all. Particular appreciation was expressed to Rev. Gordon Ruff, President of the UMN, for his presence and participation through the whole Conference.

1974 marked the 20th birthday of the UMN, celebrated by a brief service of thanksgiving to God on the morning of 5th March. Dr. R. L. Fleming and Dr. T.

Strong participated, as representatives of the beginning years of the UMN, and later in the day a welcome was extended to Mr. and Mrs. E. W. Oliver, the first Executive Secretary of the UMN, 1954-1961.

WC-1/74. *Appointment of Chairman and Secretary.* For the business sessions of the Conference, Mr. San Ruohoniemi was elected chairman, and Miss B. Young secretary.

WC-2/74. *Representative to UMN Board.* A Nominating Committee was chosen, consisting of Mrs. B. Jantzen, Miss M. Krantz, Mr. O. Hoftun and Dr. W. Zeiher. Upon receiving their nomination, the Conference elected Miss Norma Kehrberg as its representative to the UMN Board of Directors for the year 1974.

WC-3/74. *Representative to Shanta Bhawan Board.* The same Nominating Committee made its recommendations, and the Conference elected Dr. Sigrun Mogedal as its representative to the Shanta Bhawan Hospital Board for the year 1974/75.

WC-4/74. *Annual reports from projects.* The duplicated reports from all projects had been circulated to members of Conference. It was RESOLVED that opportunity be given to read these reports, and that in the business sessions no further reports as such be made, but opportunity be given for questions to be asked about the work in each place. Discussion followed, and information was given by :

- a) Headquarters :
Mr. F. Wilcox and Mr. A. Voreland.
- b) Special Projects—
Building Department : Mr. F. Sauer.
Tibetan Camp : Mr. A. Holm.
Scholarship Program : Miss N. Kehrberg.
Children's Hostel : Mrs. L. Riseley.
Communications Committee : Mr. F. Sauer.
Padma Sadan : Miss N. Kehrberg.
- c) Community Health Office : Dr. N. Iwamura.
- d) Tansen Area : Dr. W. Gould,
Miss. M. McLean.
- e) UMEDA Project : Mr. O. Hoftun.
- f) Pokhara Boys' School : Mr. B. Buckner,
Miss M. Kingsley.
- g) Gorkha Project : Dr. H. Huston,
Miss S. Anderson, Miss V. Collett.
- h) Shanta Bhawan Hospital : Dr. T. Strong.
- i) Girls' High School : Miss M. McCombe.
- j) Bhaktapur Hospital : Dr. D. Roche.
- k) Okhaldhunga Project : Dr. N. Iwamura.

It was RESOLVED that in future no written reports or financial statements for either the Communications Committee or Padma Sadan should be included with the other project reports, duplicated for circulation.

It was further recommended that in future years the reports should appear in two sections : Those of UMN-managed projects, and those from seconded workers in non-UMN projects, whose written reports would be welcomed.

WC-5/74. *Other reports.* Brief verbal reports were also received from the following friends engaged in other spheres of work. It was RESOLVED that an invitation be extended to SIL and OM to be represented at Workers' Conference from next year to share news concerning their work.

- a) Miss M. Cundy—Pyersingh.
- b) Dr. Y. Yuasa—Anandaban.
- c) Mr. R. Hagen—J J P and Bible Society.
- d) Mr. A. Vossberg—National Prosthetics Centre.
- e) Dr. S. Mogedal—Butwal Health Service program.
- f) Mr. B. Newall—NBCI.
- g) Mr. G. Hunt—Tyndale Publishing House.
- h) Pastor R. Karthak—NCF.

WC-6/74. *Election of Committees.* Upon receiving the recommendations of the Nominating Committee, the following committees were elected to serve for the year 1974/75:

a) *Communications Committee:*

Mr. F. Sauer (Convenor)

Mrs. E. Sauer	Mr. P. Splvey
Mr. M. Thomas	Mrs. M. Voreland
Mrs. S. Thomas	Miss J. Willmette.
Miss G. Borg	

b) *Language Committee:*

Mr. A. Voreland (Convenor)

Mr. K. Khanal	Miss B. Grimsrud
Miss M. Schutzka	Miss R. Saukkonen
Miss R. Overvold	Miss N. Kehrberg.
Miss M. McCombe	

One representative from the Language School students.

c) Children's Hostel Committee (elected by UMN parents) :

Mr. S. Ruohoniemi	Mrs. E. Mowll
Mrs. A. Roche	Mr. S. Kostamo
Mrs. C. Spivey	Dr. C. Hale
Mrs. A. Dickinson	Mr. A. Voreland

WC-7/74. *Workers leaving in 1974.* The Executive Secretary mentioned a number of members of the United Mission who will be terminating their service in Nepal during the coming year, and led the Conference in a prayer of thanksgiving to God for their time of service and fellowship in the UMN.

WC-8/74. *Appointment of Executive Secretary.* Rev. Gordon Ruff informed the Conference that, pursuant to EC (2)-62/73, the Executive Committee has recommended that the Board appoint Mr. F. Wilcox to the post of Executive Secretary for a further three year term from the time of the Board Meeting in April.

It was RESOLVED to record that the Conference thanks God for the loving and competent leadership of Mr. and Mrs. Wilcox during the last 3 years, and concurs with the recommendation that Mr. Wilcox be re-appointed to this post for a further three year term.

WC-9/74. *Appointment of Treasurer.* Further to EC(2)-63/73, it was RESOLVED to recommend to the Board of Directors the appointment of Mr. Ray Havens to the post of Treasurer for a three year term.

WC-10/74. *Appointment of Health Services Secretary.* The action of EC (2)-64/73 was noted. After full

- discussion it was RESOLVED not to make any recommendation to the Board concerning the appointment of a Health Services Secretary.
- WC-11/74. *Appointment of Technical Secretary.* It was RESOLVED to recommend to the Board of Directors that Mr. Francis Sauer be appointed to the post of Technical Secretary for a three year term.
- WC-12/74. *Appointment of Kathmandu Area Superintendent.* The action of EC (2)-66/73 was noted. It was RESOLVED to recommend to the Board that Mr. San Ruohoniemi be appointed for one year to the post of Kathmandu Area Superintendent, excluding Shanta Bhawan Hospital.
- WC-13/74. *Appointment of Tansen Area Superintendent.* It was RESOLVED to concur with the recommendation of Executive Committee in EC (2)-65/73, that Dr. Pam Dodson be appointed to this post for a three year term on her return from furlough.
- WC-14/74. *Appointment of Pokhara Area Superintendent.* Upon the request of the Pokhara Area and the recommendation of the Administrative Committee, it was RESOLVED to recommend to the Board of Directors that Mr. Larry Asher be appointed Pokhara Area Superintendent for a three year term.
- WC-15/74. *Appointment of Butwal Area Superintendent.* Upon receiving the recommendation that a Butwal Area Superintendent be appointed, it was RESOLVED to request that the members of the Butwal Project submit their recommendation on this matter to the Executive Committee and Board at their meetings in April 1974.

WC-16/74. *Renewal of General Agreement.* Recognising the importance of the matter of the renewal of the General Agreement, which expires in January 1975, all the business sessions of the Saturday of Conference were given to discussion, first in small groups and later in joint session, concerning the terms of the present agreement, a suggested alternative form of agreement, and the whole standing and aim of the UMN in the country. The findings and comments of the ten small discussion groups were pooled and amalgamated into one report by Dr. R. Riseley.

It was RESOLVED to receive this report without further discussion, with appreciation expressed to Dr. Riseley; and that these findings be duplicated and sent to all Board Appointees, asking that all further comments, opinions and suggestions be sent to the Executive Secretary at an early date.

WC-17/74. *Administrative Structure of UMN.* Following on a general discussion of the administration of the Mission, it was RESOLVED that the Conference appoint a committee of 5 people to study the structure of the Mission, to bring back their recommendations to Workers Conference next year, and to make suggestions as to what parts of the present structure are valid; and that the Workers Conference consider these proposals and make their recommendations to the UMN Board. The committee elected was: Mr. R. Havens (Convenor), Dr. M. Bomgaars, Mr. D. Jantzen, Miss M. McLean, Mr. S. Ruohoniemi.

WC-18/74. *Constitutional changes.* The list of proposed changes in the Constitution and Bye-laws of

the United Mission, of Shanta Bhawan Hospital and of UMEDA, found in EC(2)-90 and 91/73, was noted; also a further proposed amendment proposed by the Administrative Committee, as follows :

That, provided the Board approves the appointment of 5 Area Superintendents, all 5 shall serve on the Administrative Committee, but only 2 on the Executive Committee and Board.

After discussion, it was RESOLVED that :

- a) A further amendment be proposed, in Bye-law V, A, 2, to add an additional paragraph reading: "The Executive Secretary shall consult with the Board Appointees assigned to a particular area before presenting to the Executive Committee his recommendation concerning the appointment of an Area Superintendent."
- b) The whole matter of the Constitution and proposed amendments be referred to the Administrative Structure Study committee, appointed in WC-17/74.

WC-19/74. *Applications for membership.* The Executive Secretary reported that four Church/mission bodies have made their application for full membership in the United Mission, which applications will come before the Board of Directors for action. These are: The Presbyterian Church in Canada, the Lutheran Church in America, the Mennonite Central Committee (presently an associate member), and the Swedish Free Mission. It was RESOLVED to receive this report with thanksgiving to God.

WC-20/74. *Change of fiscal year of UMN.* A proposal received from the UMEDA Board that the fiscal year of the Mission be altered to coincide with the fiscal year of HMG, using Nepali months and Nepali language, was read by members of the Conference in duplicated form. It was RESOLVED that this matter be referred for study to the Administrative Structure Study Committee, listed in WC-17/74.

WC-21/74. *Location of Workers Conference.* Following on the request of Workers Conference 1973, committees in Pokhara and Kathmandu had studied the suggestion that the Conference might be held in Pokhara. This was not possible in 1974 as the special speakers were unable to come to Nepal in January, the only time the Conference could be accommodated in Pokhara. It was RESOLVED that if possible the Workers Conference be held in Pokhara in January 1975, provided that the colleagues in Pokhara feel they could extend the invitation given for 1974 for a further year.

WC-22/74. *Children's Hostel report.* Mrs. Riseley and Mr. Voreland reported that the Hostel had closed temporarily in October 1973 since there were only two children left in residence. As only a few children would require accommodation during this coming year, the Committee did not plan to re-open the Hostel until the summer of 1975.

The Conference was asked for an opinion on the options being presented to the Board

in EC (2)-82/73, (c), and voting by those present was :

Option i)— 4 votes

„ ii)—11 votes

„ iii)—24 votes

Abstentions—31.

WC-23/74. *Report on Surkhet.* Mr. Hoftun and Dr. Iwamura reported on their visits to the Surkhet area, made with a view to exploring the possibility of UMN involvement in the development programs for that area. It was RESOLVED to receive the report with appreciation and interest, and to recommend that a proposal be drafted for possible projects, including personnel requirements, in the Surkhet area, for presentation to the Executive Committee and Board, keeping in mind the personnel needs of existing projects.

WC-24/74. *Housing Policy.* The details of the housing policy, approved by Executive Committee in EC (2)-21/73, were circulated to members of the Conference. It was RESOLVED to receive this report with interest and thanks.

WC-25/74. *Community Health Office.* Due to lack of time, this agenda item was not discussed. A proposed restructuring had been included in the Community Health report for 1973.

WC-26/74. *Tibetan Work.* It was RESOLVED to express the extreme interest of the Conference in continuing work amongst Tibetans and in enlarging that sphere of service as it is possible. Mr. O. Hoftun led in thanksgiving for the opportunities and interest shown in this group of people up to this time.

WC-27/74. Okhaldhunga. It was RESOLVED to record the desire of Conference that every effort be made to staff and continue the Okhaldhunga Project, and that the matter of the work in Okhaldhunga and the need for personnel be brought before all members of UMN as a matter for prayer, and possible expression of concern to colleagues in Okhaldhunga and to those responsible for staff assignments.

WC-28/74. Shanta Bhawan fees. Dr. T. Strong presented a proposal that the general rate of charges for UMN personnel at Shanta Bhawan be raised, which met with an expression from the Conference of appreciation of the need for this.

WC-29/74. Report to UMN Board. Miss N. Kehrberg reported briefly to the Conference on the matters which would be reported and highlighted to the Board.

WC-30/74. Vote of thanks. The sincere thanks and gratitude of the Conference was expressed to the many people who had made plans and arrangements for the running of Conference, accommodation, food, travel, etc., and to the chairman and secretary of the business sessions.

APPENDIX Q

TIBETAN CAMP, POKHARA

PLANS AND BUDGETS FOR TASHI LING CAMP FOR THE YEARS 1974—1976

The present and future development and administration of the project will be under the direction of the Camp Administrative Committee. Regular meetings are to be held, where progress reports, future plans, finance and personnel are discussed. The regular members are: the Tibetan Camp In-Charge, the Tibetan group leaders, the 3 UMN project managers (leaders), and the Nepali Liaison Officer.

I. 1974, First year of UMN involvement in the New Plan.

A. HANDICRAFT CENTRE.

Both the weaving section, already in operation, and the new training centre would be under the authority of the UMN Handicraft Training Manager. Training and advising one counterpart Tibetan Business Manager for the whole section, plus hiring and supervising a Tibetan weaving master for the training section, would be a part of the Business Manager's task.

The present weaving section would be enlarged. Quality and weaving techniques would be improved. Close supervision of cash, marketing and accounts would be essential. It would become a registered limited company, and handle its own exports.

The training of both Tibetan and interested Nepali youth, in a training-cum-production program, will be undertaken. Training in weaving techniques, instruction in design, dyeing and

preparation of raw wool into yarn would be given over a 4—6 month period to classes of 20-30 trainees. The trainees would hopefully share in earnings even during the training period.

B. AGRICULTURAL PROJECT.

The following sections of this project would be carried on under the leadership of a full-time UMN farm manager, with a Tibetan counterpart in training to take over eventual management.

- i) Poultry : At present there are 400-500 laying hens. This can be expanded to double the number if profitable.
- ii) Piggery : There are 65 pigs for butchering during 1974. New breeding stock will be purchased. The butchery section should be made into a proper set-up. Two men are already trained. There is a great demand for fresh meat in Pokhara. Cold storage and freezing facilities are already available.
- iii) Feed store and grinding section : The high price of grain and transportation makes it necessary for the Camp to have its own feed store and grinding section. Electricity is now available, and an electric motor already at hand. A rice huller should be purchased. For transport, one 1800 Kg. truck will be donated to this project, hopefully with duty exemption.
- iv) Private farming : The camp farmland is now divided up to each family in the Camp. Fencing must be kept up. No one should be allowed to keep private cows, buffaloes, sheep, or goats on the camp property.

C. MAINTENANCE AND BUILDING.

Since tenure of the members of the camp is still uncertain, it is planned to wire the Camp for electricity, repair house roofs and walls. This work should be completed by mid-1975, with counterparts being trained in electrician's skills.

D. HEALTH AND WELFARE.

A Health Committee is to be formed, and a First Aid post established. Sick cases will be referred to the hospital. The work of the Health Post will cover: health care; food and diets; mother and child welfare; Family planning; a children's nursery supervised by the nurse; vitamins and milk given out; proper latrines built in strategic places in the camp. The Health Post and its outreach program in the community would be under the leadership of a Community Health nurse. She would also train one assistant nurse aid, and have the assistance of one Tibetan girl with ANM training.

E. PERSONNEL.

The total complement of UMN Board appointees would be:

- 1 Handicraft training manager.
- 1 Farm Manager.
- 1 Community Health nurse.

II. 1975, Second year of UMN involvement in the New Plan.

A. Handicraft Centre :

Continued operation of both the weaving section and the training program under UMN personnel supervision, with greater responsibility shifting to the Tibetan business manager for both sections.

B. Agricultural Project :

Again, though the UMN farm manager would retain authority, more responsibility for overseeing the project, marketing, etc. would go to the counterpart.

C. Health and Welfare.

The UMN nurse would continue to supervise the work and training course, with the assistance of nurse aid and ANM, who would take more responsibility.

III. 1976, Third and final year of UMN involvement in the New Plan.

Hopefully, in all branches of the New Plan, UMN personnel should shift to an advisory role, turning over authority and supervision to their Tibetan or Nepali counterparts. During this year, the small UMN budgetary support would be withdrawn, and all branches of the project would be self-supporting, or supported by residents of Tashi Ling Camp.

Once phased out of Tashi Ling Camp, the team, with both UMN and national personnel, now experienced in such a camp program, would be ready and available to undertake other similar projects for Tibetan people.

IV. Extra-curricular Course.

Trekking service training course, in evening classes : Porters and guides are in great demand in Pokhara in the tourist season. It is suggested that a guide training course might be conducted for the men in the Camp, covering such subjects as : English, mathematics, accounting, health care, first aid, cooking, trekking knowledge and techniques, behaviour, etc.

General Recurring Budget for 1974 and 1975

1974.

Receipts :

UMN budget allocation	7,000.
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Payments :

Salary for assistant nurse aid	2,400.	
Medicines for Health Post	4,600.	
	7,000.	

1975.

Receipts :

UMN budget allocation	4,400.
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Payments :

Salary for assistant nurse aid	2,400.	
Medicines for Health Post	2,000.	
	4,400.	

Capital Budget for the year 1974

Handicraft centre :

Building and equipment	120,000.
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Agricultural Project :

Chinese rice huller	11,000.
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1800 Kg. truck for food store section	25,000.
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With freezing facilities for butchery	40,000.	
	65,000.	

Other meat processing facilities	10,000.
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Maintenance :

Electrification of Camp	10,000.
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Anchoring and painting of roofs, chimneys	30,000.
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Health Care :

Renovation and equipment of clinic	8,000.
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	254,000.
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APPENDIX R

SUGGESTED PLAN FOR COMMUNITY HEALTH PROGRAM, BUTWAL AREA

The community health program is part of the Lumbini Zonal Hospital's total health care effort. Its aim should be to improve the health in general in the community served by the Zonal Hospital. The priorities should be :

1. T. B. control.
2. Health Post supervision and Health Post establishment.
3. Educational and preventative work in Butwal / Khasauli bazars.
4. Co-operation with Family Planning programs in MCH and Antenatal clinics.
5. Health education and sanitation in nearby villages.

1. T. B. Control.

Realising that BCG is only available in small amounts at irregular intervals, the T. B. control effort should be based on :

- a) T. B. clinic, with treatment and follow-up of sputum positive cases.
- b) Case finding linked with family planning home-visit program.
- c) BCG program in selected, defined areas, when available.

2. Health Post supervision and Health Post establishment.

In Rupandehi District there is only one established Health Post, located in Lumbini. The staff there is: 1 Health Assistant, 1 AHW, and 1 ANM (supplied

by Family Planning Program). One monthly visit to this Health Post is suggested, for supervision and encouragement; and at the same time the establishment of a monthly T. B. clinic located at the Health Post.

The zonal officials have suggested that 8 new Health Posts be established in Rupandehi District, with Rayapur in the south and Daya Nagar as the first and second priorities. To prepare for the establishment of a new Health Post at Daya Nagar, one weekly visit of the community health team is suggested. On the weekly visit, the team should mainly stress the following areas of work :

- a) MCH-AN clinic;
- b) T. B. control;
- c) General health survey to obtain a basis for a community diagnosis.

3. Butwal / Khasauli Bazars.

It is realised that the highest priorities of work in these bazars is :

- a) Sanitation programs;
- b) T. B. control programs.

As a sanitation officer is expected to join the community health team, it is hoped that something can be done about the very urgent need of trying to solve some of the existing sanitation problems.

As an approach to TB control, it has been decided to have a weekly TB clinic in Butwal Hospital. When BCG is available, ward by ward BCG vaccination, and TB case finding will be carried out by the Family Planning home-visiting team. As most of the youngest school-age children in the town population attend school, a school health program with vaccinations and yearly examinations is proposed.

4. Co-operation with Family Planning Program in MCH and AN clinics.

F. P. Program runs several MCH - AN clinics in the district, among these a mobile weekly clinic to Dhakdai, seven miles east of Bhairawa. They have a good, functioning home-visiting program, and employ most of the health aids and AMNs in the community health team. It will be of great importance to work in close co-operation with this program, and to seek some degree of integration on a small scale.

5. Health Education and sanitation in nearby villages.

A lot of big and small villages are accessible by car within 10 miles of the Zonal Hospital. The population here is expected to come to the hospital for medical care. However, it would be of great importance to go with the health team to these villages, stressing health education, sanitation and vaccination programs, and doing as little curative medicine as possible.

Facilities and Finance.

Car and basic equipment are available from the mobile clinic.

Mass chest x-ray unit is expected to arrive in May / June 1974 (Norwegian Funds).

Basic drugs for mobile clinic are expected to be available from F. P. Program and Zonal Hospital.

TB drugs are supplied on a cost-price basis for sale to patients, and allowances made for charity patients.

Vaccines, as far as they are available, are supplied by the HMG Zonal Office.

Recurring budget for expenses for mobile clinic (mainly car expenses) is sought from outside sources.

Personnel.

The Community Health team consists of the personnel assigned to the Zonal Public Health Office, of personnel made available from the Family Planning Program when and if available, and of volunteers from outside.

DR. SIGRUN MOGEDAL

10 December, 1973.

UMN PARTICIPATION IN COMMUNITY HEALTH PROGRAM, RUPANDEHI DISTRICT

The activities of the program are described above. HMG has now selected the places for, and has decided to open, 5 new Health Posts in Rupandehi District, and has asked the Community Health Team in the Zonal Office, Butwal Hospital to be responsible for supervision of these new Health Posts. The situation of the various Health Posts is approx. 20 miles from the Zonal Hospital in Butwal, and a close supervision and involvement in all the selected areas seems impossible. However, it is suggested that 2 of the areas be selected for a deeper involvement in the way of regular advisory clinics with the AHW based in the Health Post, basic health survey and motivation and mobilisation of local people at the village level. The remaining 4 Health Posts will be visited on a monthly basis.

HMG is at present responsible for salaries of all staff (apart from the seconded doctor), drugs and minor equipment for the work of the Community Health Team. However, they cannot provide money for transportation at this stage. The vehicle in use is registered in the

name of UMN, Tansen Area. It is hoped that UMN can assist the work in providing a budget for the use of the vehicle.

Estimated Transportation budget, 1974 (Figures are based on the use of the vehicle for 8 months of the year, realising the difficulty of using a vehicle at all during the 4 monsoon months).

Receipts :	Rs.	Rs.
Grant from Norway	5,000.	
Grant from UMN	4,300.	
	-----	9,300.

Payments :		
Petrol expenses Rs. 800 × 8 mths.	6,400.	
Insurance	400.	
Car tax	1,500.	
Vehicle repairs	1,000.	
	-----	9,300.

March, 1974.

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