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THE UNITED MISSION TO NEPAL

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MINUTES OF THE EXECUTIVE COMMITTEE MEETING

HELD IN KATHMANDU, NEPAL

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MINUTES OF THE
EXECUTIVE COMMITTEE MEETINGS

HELD IN KATHMANDU, NEPAL

30th Oct. 1st Nov. 1974

The meeting of the Executive Committee was held in the Board Room at UMN Headquarters, Thapathali, Kathmandu for three full days, 30th, 31st October and 1st November 1974.

Roll Call:

Chairman: The Rev. G. Ruff
Vice Chairman: Dr. R. Windsor
Other members: The Rev. A. Berg - (Absent)
Mr. N. Janzen
Dr. C.L. Joshi - (Absent)
Miss J. Knapman
The Rev. A. McCabe

Ex-officio: The Rev. F. Wilcox, Executive Secretary
Mr. A. Voreland, Personnel Secretary
Mr. R. Havens, Treasurer
Mr. S. Ruohoniemi, Kathmandu Area Superintendent
Miss F. Swenson, Gorkha Area Superintendent
Dr. P. Dodson, Tansen Area Superintendent
Dr. T. Strong and Dr. N. Iwamura, Health Services Secretaries
Miss M. McCombe, Education Secretary
Mr. F. Sauer, Technical Secretary

Co-opted: Dr. M. Bomgaars (For 30th
Mr. D. Jantzen October
Miss M. McLean Only).

Devotions: Each morning session began with devotions, led on Wednesday by Mr. F. Sauer, on Thursday by Miss J. Knapman and on Friday by The Rev. G. Ruff.

Agenda and Schedule: The Agenda, as presented by the Executive Secretary, was adopted with a few minor additions. Sessions lasted on Wednesday, 9-12 and 1.30-5.30 p.m Thursday, 9-12 and 1.30-5.30 p.m and Friday, 8.30-12.0 and 1.30-5.30 p.m.

EC(2)-1/74 Minutes of previous meeting. The Minutes of the Executive Committee Meeting held on 3-4th April, 1974 were accepted as circulated and confirmed as correct.

EC(2)-2/74 Correspondence Votes. Five actions taken by correspondence vote since the time of the last meeting are recorded as follows:-

(a) It was RESOLVED that the change of dates for this meeting of Finance & Executive Committees, April, 1975 be approved. (From Nov. 4-8 to October 28 - Nov. 1).

(b) Mr. and Mrs. Stuart Amstutz, Engineer, offered by the Mennonite Central Committee, USA. It was RESOLVED to accept the services of Mr. and Mrs. Amstutz, with thanks to God and to their sending Committee.

(c) Mr. and Mrs. Nick Peters, Carpenter, offered by the Mennonite Central Committee, Canada. It was RESOLVED to accept the services of Mr. and Mrs. Peters, with thanks to God and to their sending Committee.

(d) Mr. Roger Fisher, Auto-Mechanic, offered by the Bible and Medical Missionary Fellowship. It was RESOLVED to accept the services of Mr. Fisher, with thanks to God and to his sending Mission.

- (e) Mr. and Mrs. Robert Helm, offered by the Bible and Medical Missionary Fellowship. It was RESOLVED to accept the services of Mr. and Mrs. Helm, with thanks to God and to their sending Mission.

PLANS AND BUDGETS FOR 1975

The plans and budgets proposed by each of the projects of the United Mission for the year 1975 were studied, together with the relevant recommendations of the Administrative Conference (Appendix A to these Minutes), and of the Finance Committee (Appendix B to these Minutes).

- EC(2)-3/74 UMN Headquarters. It was RESOLVED to accept the revised plans and budgets for 1975, with the deletion of Rs. 45,000 from the Proposed Capital Budget for 1975 in respect of Pokhara vacation house, building and equipment, and the insertion of this figure in the Mission Wide Capital Budget.
- EC(2)-4/74 Special Projects. It was RESOLVED to approve the plans and budgets of each of the projects included under this Appendix.
- EC(2)-5/74 Community Health Office. It was RESOLVED to approve the revised budget submitted.
- EC(2)-6/74 Tansen Area. It was RESOLVED to approve the plans and revised budgets for 1975, with the following notes and amendments:
- (a) Area Administration. Removal of the Rs. 10,000 for Renovation of Bazaar Apartments which had been funded in 1974.
 - (b) Hospital. Removal from the Capital Budget of the request for Rs.40,000 for the Dharamshala and Rs.20,000 for the Pump and Motor as these had

been funded in 1974; also deletion of the Rs. 100,000 for the Road, due to its excessive cost.

- (c) Community Health. The Committee noted that Rs. 33,620 had been set aside for the Model MCH Clinic at Madan Pokhara, although this may not be fully operational at the beginning of 1975.

(d) ANM School

- (i) The reduction of the Rs. 42,000 shown for furniture in the Midwifery Hostel at Pokhara to Rs. 17,000, the remainder having been funded in 1974.

- (ii) The deletion of the following -

Rent for Midwifery Hostel in Pokhara- Rs. 18,000	not now needed
--	-------------------

Furniture for rented ANM Hostel, Pokhara Rs.25,000 Furniture & equip- ment supplied to ANM School, Tansen Rs. 15, 000	Funded in '74
---	------------------

The Committee expressed its concern that the Tansen Community Health programme and other Community Health programmes are based on the purchase and running of vehicles and feels that rising costs may cause these plans to be modified.

EC(2)-7/74 UMEDA - Butwal. The plans and budgets for 1975 for each of the projects within the UMEDA were noted. It was RESOLVED to approve the following:

(a) Butwal Project - Plans, including UMEDA personnel needs list; proposed budgets, noting the following changes in the personnel needs list, and in the recurring budget:

1. The post "vocational teacher", to be changed to "Principal, training section".
2. The post, "advisor, machinshop" to be eliminated.
3. The items, "Rent outside quarters", "Repairs outside quarters" and "Water allowance outside quarters", totalling Rs.6,000.00, to be deleted from the recurring budget, and added to the UMN Treasurer's Mission-wide Expenses Budget.

(b) Butwal Technical Institute - The action of the UMEDA Board to approve renewal of the ITID Agreement with HMG; the new Agreement to include provision for:

1. Consulting services to continue beyond the 15 year period originally established for UMN involvement in B.T.I.
2. An expanded geographical area of activity.
3. The establishment of another training-cum-production centre in West Nepal

Capital Budget for BTI approved, noting the correction of the figure shown for Workers' housing to Rs. 152,500, making a total of Rs. 268,000.

- (c) Division of Consulting Services -
Capital and Recurring Budgets
approved.

EC(2)-8/74 Boys' Boarding School. It was RESOLVED to approve the Recurring Budget and the Capital Budget for School Development, with the following amendments, and noting that additional capital funds will be required for the purchase of land, requesting the administration to inform the Finance Committee as soon as figures are available.

- (1) The amendment of the figure of Rs. 96,900 shown as an additional budget request for the Agricultural Department to be amended to Rs. 166,900, making a revised total of Rs. 6,596,615 in the Capital Budget for School Development.

- (2) The correction of the figure of Rs. 50,000 shown for a Large Animal Building in connection with the Expansion of Agriculture Department to Rs. 150,000, making an amended total of Rs. 243,450.

EC(2)-9/74 Gorkha Project. It was RESOLVED to approve the plans and budgets for the year of 1975, with the following comments:

- (1) Hospital. It was agreed that any deficit for 1974 would be covered and should not be carried forward into the 1975 budget. The purchase of de-ionizing equipment at Rs. 15,000 should be added to the Capital Budget.
- (2) Community Health Clinic Building. Approved in principle, subject to approval of plans etc. when available.

EC(2)-10/74 Shanta Bhawan Hospital. It was RESOLVED to accept the plans and the revised Recurring and Capital Budgets with the following amendments and comments:

(1) Hospital - Capital items:

To note the increase in the price of the new autoclave from Rs. 50,000 to Rs. 70,000.

(2) Nursing School:

It was RESOLVED that the Rs. 50,000 SBH Contribution shown under Receipts be added to the figure of Rs. 40,000 "Gift to Nursing Direct" Making a total of Rs. 90,000 under this heading.

(3) It was requested that the Board of Shanta Bhawan Hospital report to the Finance Committee on the possibility of Nursing Students making some contribution towards the cost of their education.

(4) Community Health Programme:

Approved, with the insertion of the following Subsidy Account under capital projects

Pharping Subsidy	Rs. 4,000
Essential Drugs	
(reserve)	2,000
Compounder Subsidy	5,000
	<hr/>
	11,000

EC(2)-11/74 Girls' High School, Kathmandu. It was RESOLVED to approve the Capital Budget for 1975, which appear as Appendix K to these Minutes. It was also RESOLVED to approve the post of "Arts and Crafts Teacher, with musical and swimming ability".

EC(2)-12/74 Bhaktapur Hospital. It was RESOLVED to accept the report, and also to approve that UMN will inform the Directorate of Health Services, HMG, that when the transfer is made, UMN will retain the last, western-most house on the compound for UMN use.

EC(2)-13/74 Okhaldhunga Project. It was RESOLVED to approve plans and revised budgets as submitted.

EC(2)-14/74 Treasurer's Consolidated Budget. It was RESOLVED to approve the revised budget as submitted, noting that the Special Gift from the United Presbyterian Church for 1975 was expected to be Rs. 55,650, thereby increasing the total income to Rs. 1,258,850.

SPECIAL REPORT

EC(2)-15/74 Report of the Workers' Conference Committee to Study the Administrative Structure of the UMN. This report was received with thanks by the Executive Committee and the following recommendations suggested:

1. RESOLVED to recommend acceptance of the general principle of organizational restructure along functional lines.
2. RESOLVED to recommend that a Functional Secretary be appointed to be the executive officer of each Functional Board, responsible for carrying out Board decisions and policies.
3. RESOLVED to recommend that each Functional Board develop and amend its own "Statement of Objectives and Working Rules" as a basis for its operation, within the provisions for the governing Functional Boards set forth in the UMN Bye-Laws.

4. The Executive Committee is of the opinion that the post of Personnel Secretary should not be abolished.
5. RESOLVED to recommend that the Coordinating Committee, consisting of the Functional Secretaries, the Treasurer and the Personnel Secretary, replace the Administrative Committee in advising the Executive Secretary, particularly in personnel matters.
6. RESOLVED to recommend that the Executive Committee retain responsibility for accepting and terminating Board Appointees.
7. RESOLVED to recommend creating and filling the post of Chaplain, to deal with the spiritual and counselling needs of the UMN workers, and keep this post separate from any other administrative function, with the addition of, "to be responsible to the Chairman of the Board".
8. RESOLVED to recommend the election of a Chairman, Vice-Chairman and Secretary of Workers' Conference at the preceding conference, and to let this Committee be responsible for planning the conference.
9. RESOLVED to recommend appointment of an Area Service Officer in each area, to be nominated by the Board Appointees of the area and appointed by the Executive Secretary, who shall be responsible for coordinating local affairs and looking after housing arrangements, etc.
10. (i) RESOLVED to recommend that the UMN keep accounts according to to the Nepal calendar months.

(ii) RESOLVED to recommend that the UMN Fiscal Year shall end about December 15th.

(iii) RESOLVED to recommend that the projects of the UMN be permitted to set a Fiscal Year which is appropriate to their own work.

11. RESOLVED to recommend doing away with the provisions for Direct Appointees as members of the UMN, but allow individual projects to secure foreign volunteers with due consultation and approval.

RESOLVED to express appreciation to the Workers' Conference Committee for the evidence of their hard work and long hours spent in preparation of the report and to assure them that our purpose is, in good faith, to further the better administration of the UMN.

PERSONNEL MATTERS

EC(2)-16/74 New Board Appointees who have arrived since the last Executive Committee Meeting (for information only).

Mr. and Mrs. Gerald Hankins
Mr. and Mrs. Neil Solvik
Mr. and Mrs. Stuart Amstutz
Mr. and Mrs. Nick Peters
Mr. Roger isher
Miss Kishori Macwann
Miss Nicolette Waaning
Miss Ellen Muxfeldt
Miss Eileen Talbot
Mr. and Mrs. John Cooley

EC(2)-17/74 Miss Sheila Anderson, Bible and Medical Missionary Fellowship, Scotland, is due

for furlough, December, 1974. It was RESOLVED to thank Miss Anderson for her service with the United Mission to Nepal, and to welcome her return after furlough, if there is a suitable post available for her at that time.

EC(2)-18/74 Miss Barbara McLean, Baptist Missionary Society, Scotland is due for furlough December, 1974. It was RESOLVED to thank Miss McLean for her service with the United Mission to Nepal, and to welcome her return after furlough, if there is a suitable post available for her at that time.

EC(2)-19/74 Miss Margaret Brass, Regions Beyond Missionary Union, England is due for furlough December, 1974. It was RESOLVED to thank Miss Brass for her service with the United Mission to Nepal, and to welcome her return after furlough, if there is a suitable post available for her at that time.

EC(2)-20/74 Dr. and Mrs. Noboru Iwamura, Japan Overseas Cooperative Service are due for furlough December, 1974. It was RESOLVED to thank Dr. and Mrs. Iwamura for their service with the United Mission to Nepal, and to welcome their return after furlough, if there is a suitable post available for them at that time.

EC(2)-21/74 Return of Board Appointees from furlough
(for information only).

Dr. Pam Dodson
Miss Liane Nitschke
Miss Edna Clydesdale
Mr. Ken Roes
Mr. and Mrs. Larry Asher
Miss Margaret Wright
Miss Sheila Fulker

Dr. and Mrs. John Dickinson
 Dr. Mary Eldridge
 Miss Dorothy Broom
 Miss Joy McConnell
 Mr. and Mrs. Asbjorn Holm
 Miss Ingegerd Karlsson
 Dr. and Mrs. K. Itoh
 Miss Miriam Krantz
 Mr. and Mrs. Martyn Thomas

EC(2)-22/74 Departure of Board Appointees who have left on furlough or resigned at the end of term, since last Executive Committee Meeting (for information only).

Mr. and Mrs. Bjørn Brekke
 Miss Ingeborg Skjervheim
 Miss Kirsti Kormu
 Miss Doris Bailey
 Miss Valerie Collett
 Miss Audrey Maw
 Miss Stina Ullberg
 Mr. Ken Roes
 Mr. Darrell Ediger
 Miss Sylvia Slade
 Miss Betty Young
 Miss Tomoki Tsukada
 Dr. and Mrs. Ralph Riseley
 Mr. and Mrs. Asbjorn Holm
 Dr. Mary Eldridge
 Mr. and Mrs. Jonathan Lindell
 Miss Miriam Krantz
 Mr. and Mrs. Dennis Neumann
 Dr. Helen Huston
 Mr. and Mrs. Ernst Braun
 Mr. and Mrs. Urho Rasanen
 Mr. and Mrs. Dick Harding
 Mr. and Mrs. Roland Wittur
 Dr. and Mrs. Bill Gould

EC(2)-23/74 Expected return of Board Appointees before the next Executive Committee Meeting (for information only).

Miss Tomoe Tawara
 Miss Sylvia Slade
 Miss Audrey Maw
 Mr. and Mrs. Ron Fox
 Dr. Helen Huston?
 Dr. and Mrs. Bill Gould
 Mr. and Mrs. Geoff Reid
 Miss Stina Ullberg
 Miss Kirsti Kormu
 Miss Ingeborg Skjervheim
 Mr. and Mrs. Bjørn Brekke
 Mr. and Mrs. Stan Kamp?
 Dr. and Mrs. Jonathan Yoder

EC(2)-24/74 Expected arrival of new Board Appointees before the next Executive Meeting (for information only).

Mr. and Mrs. James Tweeddale
 Mr. and Mrs. Alp PaaJanen
 Miss Marianne Puder
 Mr. and Mrs. Robert Helm

Termination of service, Resignations, requiring Executive action.

EC(2)-25/74 Miss Lilly Ammann. It was RESOLVED to accept the resignation of Miss Ammann with regret; with sincere thanks for her excellent service for many years in Nepal, with the United Mission; and to pray God's continuing benediction on her in the years that lie ahead.

New Offers of service.

EC(2)-26/74 Miss Winifred Thuma. Social Worker, offered by Bible and Medical Missionary Fellowship, USA. It was RESOLVED to accept the services of Miss Thuma, with thanks to God and to her sending Mission.

- EC(2)-27/74 Miss Betty Woodger. Nursing Tutor offered by Bible and Medical Missionary Fellowship, USA. It was RESOLVED to accept the services of Miss Woodger subject to receipt of satisfactory medical papers, with thanks to God and her sending Mission.
- EC(2)-28/74 Mr. Mark Curry. Physical Education Teacher, offered for service by Bible and Medical Missionary Fellowship, Canada. It was RESOLVED to accept the services of Mr. Curry, with thanks to God and his sending Mission.
- EC(2)-29/74 Miss Jean Smucker. Nursing Tutor, offered for service by the Mennonite Board of Missions. It was RESOLVED to accept the services of Miss Smucker, with thanks to God and to her sending Mission.
- EC(2)-30/74 Mr. and Mrs. John Haughey. Business Administrator, offered for service by the United Church of Canada. It was RESOLVED to accept the services of Mr. and Mrs. Haughey, with thanks to God and to their sending Mission.
- EC(2)-31/74 Mrs. Alice Wygant. Public Relations Officer, offered for service by the Board of Global Ministries, the United Methodist Church. It was RESOLVED to defer action until March/April, 1975.
- EC(2)-32/74 Miss Susan Fry. Occupational Therapist - Health Educator, offered for service by the Church Missionary Society, Australia. It was RESOLVED to accept the services of Miss Fry, with thanks to God and to her sending Mission, subject to receipt of full screening papers.

- EC(2)-33/74 Mr. and Mrs. James Sandoz. Lab. Technician, offered for service for a period of 2 years, at present seeking a sponsoring mission. It was RESOLVED to accept Mr. and Mrs. Sandoz subject to completion of papers and full mission support. It was recommended that they again be presented in March/April, 1975 or the Executive Committee be furnished with a "Correspondence Vote" by circular letter.
- EC(2)-34/74 Dr. and Mrs. Eric Livingston. General Practitioner, offered for service by the Baptist Missionary Society, England for a period of 2 years. It was RESOLVED to accept the services of Dr. and Mrs. Livingston, with thanks to God and their sending Mission.
- EC(2)-35/74 Miss Rosanna Hester. Registered Nurse/Midwife, preliminary offer of service by the WMPL-USA. It was RESOLVED to accept the services of Miss Hester, subject to receipt of full screening papers and a possible "Correspondence Vote" by circular letter, with thanks to God and to her sending Mission.
- EC(2)-36/74 Mr. Duane Poppe. Structural Engineer, offered for service by the WMPL-USA. It was RESOLVED to accept the services of Mr. Poppe, subject to receipt of full screening papers and a possible "Correspondence Vote" by circular letter, with thanks to God and to his sending Mission.
- EC(2)-37/74 Miss Barbara E. Bowen. Medical Laboratory Technologist, offered for service by Bible and Medical Missionary Fellowship, New Zealand. It was RESOLVED to accept the services of Miss Bowen, with thanks to God and to her sending Mission.

EC(2)-38/74 Mr. and Mrs. Ed. Martin. Electrical/Engineer/Teacher, offered for service by the Mennonite Central Committee. It was RESOLVED to accept the services of Mr. and Mrs. Martin, with thanks to God and to their sending Mission, and subject to receipt of full screening papers and medical reports.

LEADERSHIP POSTS

EC(2)-39/74 Executive Director and Medical Superintendent, Shanta Bhawan Hospital It was RESOLVED:

1. That Dr. Mary Eldridge be appointed Executive Director and Medical Superintendent for Shanta Bhawan Hospital, for an interim period from 1st April, 1975 to 1st December, 1975.
2. The Administrative Advisory Committee is urged to bring to the Executive Committee a recommendation for the post of Acting Assistant Medical Superintendent, until such time as Dr. Mary Eldridge is able to reassume this post.
3. To request Dr. Bill Gould to accept the post of Executive Director and Medical Superintendent for Shanta Bhawan Hospital from 1st December, 1975.

EC(2)-40/74 Administrator, Shanta Bhawan Hospital. It was RESOLVED to appoint Mr. Bir Bahadur Khawas as Assistant Administrator at this time.

EC(2)-41/74 Superintendent of Nursing Services, Shanta Bhawan Hospital. It RESOLVED to appoint Miss Ruth Judd to be appointed for a

further 3-year term, but it was suggested that this matter be discussed at the next meeting in April, 1975.

- EC(2)-42/74 Director, B.T.I. The Acting Director, Mr. O. Hoftun, is due for furlough in April, 1975. The UMEDA Board will bring a recommendation to the next meeting of the Executive Committee.
- EC(2)-43/74 Director, D.C.S. It was RESOLVED to accept the recommendation of the UMEDA Board and the Administrative Advisory Committee that Mr. O. Hoftun be reappointed to the time of his furlough in 1975.
- EC(2)-44/74 Butwal Project Director. Mr. Møgedal's term expires in April, 1975. The UMEDA Board will forward a recommendation to the next meeting of Executive Committee.
- EC(2)-45/74 Medical Director, Amp Pipal Hospital. It was RESOLVED to approve Dr. Tom Hale's appointment as medical Director, to extend until his furlough in June, 1975.
- EC(2)-46/74 Director, Community Health Office. It was RESOLVED to appoint Dr. Mona Bomgaars as Acting Director, to be reviewed at the next meeting of the Executive Committee, April, 1975.
- EC(2)-47/74 Okhaldhunga Project Director. It was RESOLVED to appoint Dr. K. Itoh as Medical Director for the usual term.
- EC(2)-48/74 Superintendent of Community Healthy, Palpa Area. It was RESOLVED to approve the achoc appointment of a Superintendent for Community Health, and it was recommended that this be reviewed at the next meeting of the Executive Committee. It was further RESOLVED that Dr. Pam Dodson be appointed as Superintendent, until the next meeting of Executive Committee.

BOARD OF DIRECTORS' ACTION REQUIRED

- EC(2)-49/74 Area Superintendent, Kathmandu. Mr. S. Ruohoniemi's 1-year term expires April, 1975. It was RESOLVED to recommend that he be re-appointed for a further 1-year term.
- EC(2)-50/74 Health Services Secretaries. It was RESOLVED to recommend that Mr. S. Ruohoniemi be appointed to this post in the meeting of April, 1975, for a 1-year term.
- EC(2)-51/74 Technical Secretary. It was RESOLVED to recommend that Mr. F. Sauer be appointed for a regular 3-year term.
- EC(2)-52/74 Education Secretary. Miss M. McCombe is due for furlough in November, 1975. It was RESOLVED to recommend that Mr. A. Voreland be appointed from November, 1975, to continue in office until the meeting of the Board, March or April, 1976.
- EC(2)-53/74 Executive Secretary. It was noted that the Rev. and Mrs. Frank Wilcox will leave on furlough in July, 1976 and do not plan to return to service with the UMN. It was RESOLVED.
1. That the President of the Board be requested to inform Member Bodies and Board Appointees of this decision;
 2. That the President of the Board be requested to ask for suggestions for persons to fill this post;
 3. That the Board be requested to gather opinions as to whether this person should be one of the Board Appointees of the UMN or a new Appointee from outside;

4. If the person is to be from outside the UMN, it would be advisable for that person to be in language study from August, 1975.

OTHER MATTERS

- EC(2)-54/74 Policy Statement on Priorities in Health Services. A statement setting out guidelines for planning, financing, administration and Health Services was presented by the Executive Secretary. RESOLVED to approve this statement for UMN use, with clarification of wording suggested by members of Executive.
- EC(2)-55/74 Renewal of the General Agreement with HMG/N. The Executive Secretary reported that considerable progress had been made on the Agreement, but nothing has been finalised as yet.
- EC(2)-56/74 "Power of Attorney" for the UMN. It was RESOLVED to receive this report as information.
- EC(2)-57/74 Meeting the Health Needs for the next 5 years. RESOLVED to adopt the paper, "Meeting Health Needs in UMN Project Areas in the next Five Years", indicating that it may become a basis for future strategy and planning for Health Services.
- EC(2)-58/74 Refresher Course for Paramedicals. It was RESOLVED to support Dr. Iwamura in these plans for a Refresher Course for Paramedicals, suggesting that he consult further with the other Health Service Secretaries as the plans progress and involve local leadership in each UMN Health Project.
- EC(2)-59/74 Participation in Rupandehi District C.H.P. It was RESOLVED to approve

continued participation in this seconded post, and the capital budget as submitted.

EC(2)-60/74 S.T.A.R. Group. RESOLVED to accept establishment of this Group with the following modifications:-

1. "Proposal: To set up a special project in Kathmandu with the approval of the United Mission to Nepal, to provide etc., etc".
2. "Supervisors: The governing body shall seek a Supervisor for the STAR group. It may approach the UMN to seek a Supervisor to be seconded as a BOARD APPOINTEE. The Supervisor shall etc., etc".
3. Omit from the Payments side of the proposed budget the bracketed items, "(provided by a UMN member body)" and "(plus UMN housing allowance)".

EC(2)-61/74 Procedures for Accepting New Board Appointees. It was RESOLVED to accept the papers submitted by Mr. Roemmele and Mr. Wilcox for information.

EC(2)-62/74 Reports on Surkhet and Mahendranagar. RESOLVED to approve in principle, a proposal to initiate a training-cum-production centre to be located in West Nepal or other location acceptable to the HMG/N authorities concerned. It was further RESOLVED to:

- (a) Recommend acceptance of Miss M. McCombe's report on a request to the UMN to open a Boarding School in the Far West (Mahendranagar, Kanchanpur District) as information, and to

- (b) Instruct the UMN Administration, if a firm request from HMG/N should come, to prepare plans for action to be presented to the Executive Committee and Board.

EC(2)-63/74 Future of the Nepal Orthopaedic Appliances Centre. RESOLVED to approve plans and operating budget of R. 81,000 for the years 1975 through 1977, and a Capital Budget of R. 159,000, a total of R. 240,000 to be requested from a donor agency.

EC(2)-64/74 Applications for Membership. It was RESOLVED to recommend to the Board the acceptance of these two new Member Bodies, with great appreciation:

(a) The Lutheran Church in America, Division of World Mission/Ecumenism.

(b) The Methodist Missionary Society (U.K.).

EC(2)-65/74 Report on Plans for a new UMN Film. RESOLVED to receive this report. Continued exploration was suggested and administration was asked to try and find ways to meet the financial need, which could be in the region of \$ 20,000.

EC(2)-66/74 Personal Counsellor for the UMN. RESOLVED to accept this report as information, with encouragement to UMN Administration in seeking a counsellor. The Executive Secretary reported that although no person had yet been found for this post, efforts were continuing to fill the post.

EC(2)-67/74 Building Committees. It was RESOLVED to accept that the designation of members of the Building Committees (EC(1)-62/74) be changed from designation by name to designation by position or office;

further that the title, "H.Q. representative" be changed to "representative of UMN Administration"; further, that building committees of educational projects be composed to conform with Rules of the New Educational Plan.

EC(2)-68/74 Medical Insurance. It was RESOLVED to drop this matter since UMN Health Services Projects at present propose no changes.

EC(2)-69/74 Need for Educational Workers in Nepal. RESOLVED that the Education Secretary, with UMN Administration, be asked to take up this matter further with the Ministry of Education and other authorities; further, that UMN offer 6 Vocational Agricultural teachers and 2 Administrators for Boarding Schools to the Ministry of Education, and seek to recruit appropriate candidates for such seconded posts. It was requested that this matter be brought again before the next meeting of the Executive Committee.

EC(2)-70/74 Constitutional Changes. It was RESOLVED to recommend acceptance of the proposed amendments to the UMN Constitution and Bye-Laws, as follows:

(a) Ratification, by the Board of Directors, of the constitutional change making the Personnel Secretary an ex-officio member of the Board and the Executive Committee, initially approved by the Board this year. (BL-27/74, I, 3).

(b) Bye-Law IX, new I, d, be amended to include India, recommended by the Board (BD-27/74, II, c).

- (c) Amendment of Bye-Law V, A, 2, on the Appointment of Area Superintendents recommended by Workers' Conference, (WC-18/74).
- (d) Amendment of Bye-Law XVII, recommended by UMEDA Board (BD-27/74, II, b).
- (e) Amendment of the Bye-laws of the UMEDA Constitution:
- (1) to include the "Statement of Objectives & Working Rules" for BTI.
 - (2) to provide for such a "Statement" for BTI and other UMEDA projects, and to amend and alter duties of various officers of UMEDA projects as recommended by the UMEDA Board in meetings, 19-21 Nov, 1973, and 11-13 March, 1974.

Further RESOLVED to recommend no change in the title, "Personnel Secretary" at this time, (Recommended by Board action, BD-27/74, 11, c), in view of possible major changes arising out of the report of the Workers' Conference Committee.

Further RESOLVED to recommend to Executive Committee and the Board the following amendment in numbering and wording of Bye-Law VIII, B., the UMN Constitution & Bye-Laws "1. Heads of Institutions and Project Directors may appoint other workers within their approved budgetary limits, or self-supporting volunteers, as Direct Appointees for periods of up to three years; these appointments being renewable. 2. The appointment of personnel from overseas as Direct Appointees shall only be made after

- consultation with, and approval by the Area Superintendent, the Functional Secretary concerned, and with the Executive Secretary".
- EC(2)-71/74 Study of Children's Hostel Guidelines.
The Executive Committee RESOLVED that no further action be taken in this matter.
- EC(2)-72/74 Other Recommendations of the Finance.
RESOLVED to approve other recommendations of the Finance Committee, from their meeting on 29th October, as found in the following Minutes of the Committee:
- FC(2)-1/74 Confirmation of Minutes.
- FC(2)-2/74 Matter arising from Minutes.
- FC(2)-3/74 Report on Audit of 1973 Accounts.
- FC(2)-5/74 Vehicles in Community Health Projects.
- FC(2)-6/74 General Fund Grant for 1974.
- FC(2)-7/74 Capital Funds
- FC(2)-9/74 Request for Funds for Approved Capital Projects.
- FC(2)-10/74 Secondment Contract for Asbjorn Holm family
- FC(2)-11/74 Policy re:Substitute Cashiers.
- FC(2)-12/74 Provident Fund Matter.
- FC(2)-14/74 Rental Allowance, Pokhara and Tansen.
- FC(2)-15/74 Budget Allocations.
- FC(2)-16/74 Renovation of Nursing School, Shanta Bhawan.

EC(2)-73/74 Dates of next meetings:

Finance Committee: April 1st, 1975

Executive Committee: April 2-3, 1975

Board of Directors: April 3-4, 1975

A vote of sincere appreciation was expressed to the Chairman for his able leadership of the Executive Committee sessions. The meeting was closed with prayer led by The Rev. Gordon Ruff.

MINUTES OF THEADMINISTRATIVE ADVISORY CONFERENCE

(Regular and Co-opted members of Administrative Advisory Committee)

Held in Kathmandu, Nepal

1-4 October, 1974

The meetings of the Administrative Advisory Conference were held at UMN Headquarters, Thapathali, October 1-4, 1974. Sessions lasted on Tuesday, 1st, 9-12, 1.30-5.30; on Wednesday, 2nd 9-12, 1.30-6.0; on Thursday, 3rd, 8.30-12.0, 1.30-6.0; and on Friday, 4th, 8.30-12.0, 1.30-6.0.

Devotions. Each morning session began with brief devotions led by Mr. F. Wilcox, Miss R. Peterson, Mr. L. Asher and Mr. T. Møgedal respectively.

Roll Call.

Regular Members:

1. Executive Secretary - Mr. F. Wilcox
2. Personnel Secretary - Mr. A. Voreland
3. Treasurer - Mr. R. Havens
4. Health Services Secretaries - Dr. T. Strong,
5. " " " Dr. N. Iwamura
6. Education Secretary - Miss M. McCombe
7. Technical Secretary - Mr. F. Sauer
8. Tansen Area Superintendent - Dr. P. Dodson
9. Gorkha Area Superintendent - Miss F. Swenson
10. Kathmandu Area Superintendent - Mr. S. Ruohoniemi

Co-opted Members

11. Mr. L. Asher
12. Miss M. McLean
13. Mr. T. Møgedal
14. Miss R. Peterson

15. Miss H. Asaoka
16. Dr. M. Bomgaers
17. Mr. O. Hoftun
18. Mr. D. Jantzen
19. Dr. D. Roche
20. Mr. M. Thomas
21. Mr. A. Vossberg

Agenda: The agenda was adopted as presented by the Executive Secretary, with the addition of a few further items.

Chairman and Secretary: Mr. F. Sauer was elected Chairman, and Miss J. Hayward Secretary for this Conference.

AC-1/74 Appointment of Representatives to the Finance Committee. It was RESOLVED to appoint Mr. S. Ruohoniemi as the representative to the Finance Committee for the year 1974-75.

PROPOSED PLANS AND BUDGETS FOR 1975

The proposed plans and budgets for each project in the Mission for 1975 were considered and discussed in turn, and the following recommendations made to the Executive Committee.

AC-2/74 Headquarters. Mr. F. Wilcox and Mr. R. Havens presented these plans and budgets to the Conference. After requesting that notes be added to the proposed budget giving explanation of changes made, as required by UMN policy, it was RESOLVED to recommend acceptance of the plans and budgets, subject to possible revision required by a Mission-wide policy statement, based on the Treasurer's Consolidated Budget.

The Executive Secretary shared a letter received from one Member Body enquiring about possible changes recommended early in 1974 for the administration of the Headquarters Project and UMN Language School. The changes

had been recommended by the same Member Body. The suggestions were taken up by Executive Committee (see EC(1)-69/74). RESOLVED to recommend that the Executive Secretary acknowledge the letter, informing the concerned Member Body that the UMN Administration is aware of the problems, and that they are being dealt with in every possible way.

- AC-3/74 Special Projects. The plans and budgets of the Building Department were presented by Mr. M. Thomas. Plans and budgets of the Scholarship Programme were presented by the Executive Secretary and other members of the Scholarship Committee participating in the Conference. Plans of the Childrens' Hostel were presented as information. RESOLVED to recommend acceptance of the plans and budgets of the Scholarship Programme, and the Building Department, requesting the Executive Secretary & Treasurer to consult with the Director of the Building Department to correct a change in the budgeted amount for Personnel Contributed Services.
- AC-4/74 Community Health Office. Proposed plans and budgets for 1975 were presented by Dr. N. Iwamura. RESOLVED to defer final recommendation for acceptance of the plans and budgets until a mission-wide policy statement, based partly on the Treasurer's Consolidated Budget, is framed at the close of Conference.
- AC-5/74 Tansen Area. Dr. P. Dodson presented the proposed plans and budgets for 1975. It was RESOLVED to defer final recommendation for acceptance of plans and budgets until a mission-wide policy statement, based partly on the Treasurer's Consolidated Budget, is framed at the close of Conference.
- AC-6/74 UMEDA, Butwal. Mr. O. Hoftun and Mr. T. Møgedal presented the proposed plans and budgets to the Conference. Some of these are

administered by the UMEDA Board and are presented now for information only. Others need action and approval by the UMN. It was RESOLVED to recommend acceptance of:-

(a) UMN Butwal Project - Plans, including UMEDA personnel needs list; proposed budgets, subject to the limitations and possible revision which may be required by the final mission-wide policy statement, based on the Treasurer's Consolidated Budget; noting the following changes in the personnel needs list, and in the recurring budget:

1. The post "vocational teacher", to be changed to "Principal, training section".
2. The post "advisor, machinshop" to be eliminated.
3. The items, "Rent outside quarters", "Repairs outside quarters" and "Water allowance outside quarters", totalling Rs. 6,000.00, to be deleted from the recurring budget, and added to the UMN Treasurer's Mission-wide Expenses Budget.

(b) Butwal Technical Institute - The action of the UMEDA Board to approve renewal of the ITID Agreement with HMG; the new Agreement in include provision for:

1. Consulting services to continue beyond the 15 year period originally established for UMN involvement in B.T.I.
2. An expanded geographical area of activity.

3. The establishment of another training-cum-production centre in West Nepal.

The capital budget for BTI, noting the correction in the amount requested for Workers' Housing, Rs. 152,000, bringing the total capital budget to Rs. 268,000.00.

(It was noted that the BTI, "Statement of Objectives and Working Rules", amendments to the UMEDA Constitution & Bye-laws, and a proposed amendment to the UMN Bye-laws, presented but not acted on at the 1974 UMN Board Meeting, will come before the 1975 meeting of the UMN Board of Directors).

- (c) Division of Consulting Service - The action of the UMEDA Board to drop the earlier request for a change in title of this Division; Plans, capital budget, with the additional Rs. 15,000.00 recommended by action of the UMEDA Board for rural equipment development;

Recurring budget, that part financed by the UMN, subject to the limitations and possible revision which may be required by the final mission-wide policy statement, based on the UMN Treasurer's Consolidated Budget;

The action of the UMEDA Board to request DCS and the UMN Building Department, in consultation, to explore the possibility of setting up a new construction firm, with a specialty in the field of hydro-power development on a country-wide basis

AC-7/74 Boys' Boarding School, Pokhara. The proposed plans and budgets were presented by Mr. L. Asher. After some discussion, it was RESOLVED to recommend acceptance of these, subject to limitations and revision which may be required by the final mission-wide policy statement, based on the Treasurer's Consolidated Budget; (Note correction in the Capital Budget) and to request from NAV administration a thorough review of plans being made for the continuing effective administration of the School after all expatriate staff are gone.

AC-8/74 Gorkha Project. Proposed plans and budgets for 1975 were presented by Miss F. Swenson. It was RESOLVED to recommend acceptance of the capital budgets, and to defer final recommendation for acceptance of the plans and recurring budgets until a mission-wide policy statement, based on the Treasurer's Consolidated Budget, is framed at the close of the Conference.

AC-9/74 Shanta Bhawan Hospital, Kathmandu. The proposed plans and budgets, including plans for the new Patan Hospital Project, were presented by Drs. Strong and Bomgaars, Miss H. Asaoka and Mr. S. Ruohoniemi. After a full discussion of UMN involvement in the Nurses Training Programme, present and future, a report on progress in the Patan Hospital Project, it was RESOLVED to recommend acceptance of:

- (1) Capital budgets, deferring final action on plans and recurring budgets until a mission-wide policy statement, based partly on the Treasurer's Consolidated Budget, is framed at the close of the Conference;

- (2) Replacement of the SBH contribution to the Nurses' Training recurring

(2) budget by an additional contribution from the General Treasury of the UMN;

(3) The progress report of the Project Director, Patan Hospital Project.

AC-10/74 Girls' High School, Kathmandu. Miss M. McCombe presented plans and an additional capital budget for 1975, including a request for an additional approved post for a board appointee, "Arts and crafts teacher, with musical and swimming ability". RESOLVED to recommend acceptance of these plans and the capital budget.

AC-11/74 Bhaktapur Hospital. Dr. Denis Roche and Miss R. Peterson reported on plans being made to transfer out UMN Hospital, Bhaktapur, to the Directorate of Health, HMG, by 15th December, 1974 as requested by the Directorate. It was RESOLVED to recommend acceptance of this report, and also to recommend that UMN inform the Directorate of Health Services, HMG, that when the transfer is made, UMN will retain the last, western-most house on the compound for UMN use;

Further, RESOLVED, to thank Dr. D. Roche and Sister R. Peterson for their report on steps leading to, and preparations for, the closing of our UMN Hospital, Bhaktapur, 15th December; Second, to take note of the great fund of goodwill built up among the people of Bhaktapur District through this compassionate medical ministry, and demonstrated in this closing year by greatly increased work in both Hospital and Community Health programmes; Thirdly, to thank Dr. Roche and his team for their fruitful, unfailing commitment and service through the years; Fourthly, to thank God for the "open door" given to the UMN for such service in Bhaktapur District for nearly 20 years.

AC-12/74 Okhaldhunga Project. Dr. N. Iwamura presented plans and budgets for 1975, and Miss A. Weir, member of the Project in Kathmandu for a few days' rest and medical/dental appointments, brought an encouraging greeting from our colleagues in Okhaldhunga. It was RESOLVED to defer final action on plans and budgets until a mission-wide policy statement, based partly on the Treasurer's Consolidated Budget, is framed at the close of the Conference.

AC-13/74 Treasurer's Consolidated Budget. The Treasurer, Mr. Havens, presented the proposed Consolidated General Fund Budget, including a Mission-Wide Expenses Budget. A review of estimated receipts and expenditures indicated an estimated deficit of Rs. 600,000.00 for 1975. Therefore, it was RESOLVED to request the Treasurer to ask all Area Superintendents, Project Directors and Business Managers, in view of the anticipated deficit, to carefully review their budgets in an attempt to make major changes, downward, in their askings from the UMN Treasurer for 1975; further, that such revised budgets must be duplicated by each project for presentation to Finance & Executive Committees, meeting October 29th to November 1st, 1974.

AC-14/74 Mission-wide Policy Statement on Priorities in Health Services. It was RESOLVED to request the Health Services Secretaries to draft a basic policy statement (with guidelines) regarding the setting of priorities in planning/budgeting for UMN Health Services Projects, which statement will be considered by the Finance and Executive Committees. (Minutes AC-13/74 and AC-14/74 represent the final Administrative Advisory Conference recommendations on proposed plans and budgets for all UMN projects for 1975).

OTHER MATTERS

AC-15/74 Report of the Workers' Conference Committee to Study the Administrative Structure of the UMN. This report, copies of which have been sent to all Board Appointees, was read and discussed by the Conference with the assistance of the members of the Workers' Conference Committee who were co-opted to the Conference for all of Tuesday's session, 1st October. Following full discussion of the report, it was RESOLVED to thank the members of the Workers' Conference Committee for all the work done in preparation of the Report: further, to recommend consideration of the Report by the Executive Committee, before it goes to Workers' Conference, 1975 and further, to recommend the following changes in the draft:

- (a) Bye-Law VII, Duties of Officers, BOARD APPOINTEES' Representatives and others, G. Central Services Director: To include under the list of duties of the Central Services Director, Nos. 11 and 12 from C., Duties, under Bye-Law XVI, Educational Board, responsibilities for the Children's Hostel Committee and the School Vehicle Committee; further, to indicate this transfer of duties in the Organisational Chart appended to the Report.
- (b) Bye-Law VIII, Rules Governing Acceptance of Workers, B. Employees, No. 2 to be changed to read as follows: "The appointment of all personnel from overseas including self-supporting volunteers, shall be made only after consultation with, and approval by, the Functional Secretary concerned". The remainder of the paragraph shall read as suggested in the draft.

(c) Bye-Law XII, Workers' Conference., under A., Purpose, No. 3 be added as follows: "The further unity through fellowship and recreation".

(d) Bye-Law VII, Duties of Officers, etc., C. Executive Secretary., No. 14 to be amended to read as follows: "The Executive Secretary shall make a standing appointment from time to time of one person from among the members of the Coordinating Committee to serve as Acting Executive Secretary when the Executive Secretary is about from Kathmandu, or is incapacitated by illness".

(e) Further, while the Administrative Advisory Conference recognises the purpose of expediting approval and acceptance of new candidates, served in the Report of the Workers' Conference Committee by removing this responsibility from the Executive Committee and re-locating it in the office of the Executive Secretary (Bye-Law VII., Duties of Officers, etc., C Executive Secretary., No. 9), it also recognises the vital, objective evaluating function presently served by an Executive Committee review of all new candidates offered by UMN Member Bodies. Therefore, we recommend that the Executive Committee give attention to this matter.

AC-16/74 Renewal of the General Agreement with HMG/N.
The Executive Secretary reported favourable progress in negotiations, and it was RESOLVED to accept the report as information.

aft.

AC-17/74 "Power of Attorney" for the UMN. Our legal advisor, Mr. N.K. Kshattri, has advised us that an amplified version of Board of Directors Minute, BD-15/74, will be legal "Power of Attorney" for the Executive Secretary and Treasurer of the UMN. RESOLVED to accept this report and recommend that it be forwarded to the Board for action.

AC-18/74 Annual Report from each Board Appointee. After full discussion of methods of evaluating work and attitudes of Board Appointees, it was RESOLVED to accept the draft of an Annual Questionnaire for Board Appointees, with thanks to the Personnel Secretary; further, to request the Personnel Secretary to re-draft the Form, keeping in mind comments and suggestions of this Conference; further, to recommend beginning the use of such a Form as soon as possible.

AC-19/74 Meeting Health Needs for the Next 5 Years. RESOLVED to recommend to the Executive Committee that Dr. Iwamura's paper, "Meeting Health Needs in UMN Project Areas in the next Five Years", might become the basis for future strategy and planning for Health Services; Further, that Mr. Ruohoniemi's paper, "Principles for Development related to the Community Health Programme", might be adopted as principles which underly the strategy outlined in Dr. Iwamura's paper.

AC-20/74 Refresher Course for Paramedicals. Dr. N. Iwamura who has been asked by the Institute of Medicine, T.U., to prepare and conduct a short course for unqualified, but experienced UMN paramedical personnel that would prepare them for qualifying examinations, presented his plans for the course. It was RESOLVED to recommend supporting Dr. Iwamura in these plans, suggesting leadership at local Project

level also be involved, and that he consult further with the other Health Services Secretaries as the plans progress.

AC-21/74 Participation in Community Health Programme, Rupandehi District. RESOLVED recommend acceptance and approval of Dr. S. Mogedal's plan and budgets to the Executive Committee.

AC-22/74 S.T.A.R. Group. RESOLVED to recommend UMN approval for the establishment of a Secondary Tutoring and Recreational Group for students of secondary school age. The paper presented by Mr. S. Ruohoniemi be recommended for use as a set of guidelines for such a group, with these suggested changes:

1. "Proposal: To set up a special project in Kathmandu with the approval of the United Mission to Nepal, to provide etc., etc".

5. "Supervisors: The governing body shall seek a Supervisor for the STAR group. It may approach the UMN to seek a Supervisor to be seconded as a BOARD APPOINTEE. The Supervisor shall etc., etc".

10. Omit from the Payments side of the proposed budget the bracketed items, "(provided by a UMN member body)" and "(plus UMN housing allowance)".

AC-23/74 Proposal on Procedures for Accepting New Board Appointees. RESOLVED to recommend to Executive Committee that, as a Conference, we recognise the great importance of the issue raised by Mr. Roemmele in his paper, but that we feel the problem is being adequately dealt with in current procedures for the processing of applicants by Member Bodies and the UMN.

AC-24/74 Report on Surkhet and Mahendranagar. RESOLVED to recommend acceptance of the reports on Surkhet by Mr. O. Hoftun and Mr. F. Sauer as information, noting that there are presently no possibilities for UMN involvement in new work there. Further, RESOLVED to:

- (a) Recommend acceptance of Miss M. McCombe's report on a request to the UMN to open a Boarding School in the Far West (Mahendranagar, Kanchanpur District) as information, and to
- (b) Instruct the UMN Administration, if a firm request from HMG/N should come, to prepare plans for action to be presented to the Executive Committee and Board.

AC-25/74 Nepal Orthopaedic Appliances Centre, Future UMN Involvement. RESOLVED to recommend acceptance of this report and plan from Mr. A. Vossberg, with interest and appreciation; further, to request him to correspond with the UMN Administration regarding his personal decision to extend his term of service with UMN and the Centre, or the appointment of another expatriate Advisor, and other matters of implementation of plans for the Centre. RESOLVED, further, to instruct Mr. Vossberg to relate to the Kathmandu Area Superintendent for all matters pertaining to his working situation, housing, etc., further RESOLVED to request the Kathmandu Area Superintendent to assist Mr. Vossberg in working out a formal secondment contract for acceptance by UMN and the NOAC, in consultation with the Health Services Secretaries.

AC-26/74 Applications for Membership. RESOLVED to recommend acceptance of the following applicants for participating membership in the UMN:

(a) Division of World Mission & Ecumenism, Lutheran Church in America, New York, N.Y., U.S.A.

(b) The Methodist Missionary Society (U.K) London, England

AC-27/74 UMN Housing Policy, Further Report. RESOLVED to recommend that a proposed new draft of a UMN Housing Policy, prepared in the Kathmandu Valley-wide Housing Committee, be circulated for mission-wide review & comment, replies to be sent to the Treasurer for presentation to the Finance Committee.

AC-28/74 New UMN Film. RESOLVED to recommend acceptance of the report by the Personnel Secretary on the possible production of a new film by a Swedish team; further, to recommend that Area Superintendents & Project Directors gather all Board Appointees' reactions and suggestions regarding a theme for such a film, and other suggestions as well, reporting back to the UMN Administration.

AC-29/74 Personal Counsellor for UMN. (BD-26/74 The Executive Secretary reported that although no person had yet been found for this post, efforts were continuing to fill the post. RESOLVED to recommend acceptance of this report as information, with encouragement to UMN Administration in seeking a counsellor.

AC-30/74 Building Committee. RESOLVED to recommend to Executive Committee that the designation of members of the building committees (EC(1)-62/74) be changed from designation by name to designation by position or office; further, that the title, "H.Q. representative"; further, that building committees of educational projects be composed to conform with Rules of the New Educational Plan.

AC-31/74 Medical Insurance. RESOLVED to recommend to Executive Committee that this matter be dropped since UMN Health Services projects at present propose no changes.

AC-32/74 Report on Lausanne & Seoul Conferences. Pastor R. Karthak shared impressions, something of the inspiration received, new truths learned, fellowship enjoyed at the two conferences. Helpful discussions followed and it was RESOLVED to thank Pastor Karthak for being with us to share, help and instruct us with lessons in evangelism, social concern and prayer received at Lausanne and Seoul.

AC-33/74 Need for Educational Workers in Nepal. After discussion of the possibilities for secondment of UMN educational personnel to HMG/N for assignment to non-UMN schools and training institutes, it was RESOLVED to recommend that the UMN recruit 6 Vocational Agricultural Teachers and 2 Administrators for Boarding Schools from member bodies, and offer them for service (seconded) to the Ministry of Education, HMG/N:

AC-34/74 Constitutional Changes. RESOLVED that the following proposed changes in the UMN Constitution & Bye-Laws, in the UMEDA Constitution & Bye-Laws, to be carried forward to ensuing Executive Committee and Board meetings for action, be received with thanks, as information, noting that the Workers' Conference Committee on Re-structuring should take note of item (b) dealing with annual leave and holidays:

(a) Ratification, by the Board of Directors, of the constitutional change making the Personnel Secretary an ex-officio member of the Board and the Executive Committee, initially approved by the Board this year. (BD-27/74, I, 3).

(b) Bye-Law IX, new I, d, be amended to include India, recommended by the Board (BD-27/74, ii, c).

- (c) Amendment of Bye-Law V, A, 2, on the Appointment of Area Superintendents, recommended by Workers' Conference, (WC-18/74).
- (d) Amendment of Bye-Law XVII, recommended by UMEDA Board (BD-27/74, II, b).
- (e) Amendment of the Bye-Laws of the UMEDA Constitution:
 - (1) to include the "Statement of Objectives & Working Rules" for BTI.
 - (2) to provide for such a "Statement" for BTI and other UMEDA projects, and to amend and alter duties of various officers of UMEDA projects as recommended by the UMEDA Board in meetings, 19-21 Nov, 1973, and 11-13 March, 1974.

Further RESOLVED to recommend no change in the title, "Personnel Secretary" at this time, (Recommended by Board action, BD-27/74, II, c), in view of possible major changes arising out of the report of the Workers' Conference Committee.

Further, RESOLVED to recommend to Executive Committee and the Board, the following amendment in numbering and wording of Bye-Law VIII, B., the UMN Constitution & Bye-Laws: "1. Heads of Institutions and Project Directors may appoint other workers within their approved budgetary limits, or self-supporting volunteers, as Direct Appointees for periods of up to three years; these appointments being renewable. 2. The appointment of personnel from overseas as Direct Appointees shall only be made after consultation with, and approval by the Area Superintendent, the Functional Secretary concerned, and with the Executive Secretary".

APPENDIX BMINUTES OF THE FINANCE COMMITTEE MEETING

29th October 1974.

The meeting of the Finance Committee was held in Kathmandu on 29th October 1974. The Treasurer, Mr. R. Havens, opened the meeting with devotions.

Members present were:

Rev. G. Ruff (Chairman in the absence of Rev. A. Berg)

Mr. S. Ruohoniemi (Representative from Admin. Conference)

Mr. F. Wilcox (Executive Secretary)

Mr. R. Havens (Treasurer)

FC(2)1/74 CONFIRMATION OF MINUTES

(a) The minutes of the meeting of the Finance Committee held on 2nd April 1974 were confirmed as circulated.

(b) The minutes of meetings of the Sub-Committee dated 18th July 1974, 15th August 1974 and 20th September 1974, were also confirmed.

FC(2)2/74 MATTERS ARISING FROM THE MINUTES

(a) Plans and budgets for 1974: ref.
FC(2) - 3/73 (d).

Tansen - Hospital Extension

RESOLVED to recommend approval of a reduced building programme if necessary which would complete the shell of the building, complete the top floor, and reserve finance to complete the Community Health Department, in view of the Tear Fund Grant.

(b) Financial statements for the year 1973: ref FC (1) - 4/74.

(i) Scholarship Programme

It was noted that loan re-funds received were recorded as receipts into the respective funds and not separated as an income item.

(ii) Tansen

A report was received giving a breakdown of Miscellaneous items under Area Administration, totalling Rs.4,378.15.

(iii) Girls' High School

A report was received concerning the purchase of adjoining land, and it was noted that a lawyer had advised against taking legal action. It was Agreed to await a further report from the Building Committee and the Advisory Committee on the money already committed for this purchase.

FC(2)3/74 REPORT ON AUDITS OF 1973 ACCOUNTS

The Treasurer reported that the audit of Gorkha Project accounts for 1973 had now been completed. It was Noted that audits remain to be completed for Shanta Bhawan Hospital, Headquarters, Okhaldunga, Bhaktapur and for the Communications Committee, and it was hoped that these would be completed before the end of the year. It was Agreed that Suresh Sharma might be employed in a part-time capacity if he was willing to assist with auditing.

FC(2)4/74 CONSIDERATION OF PROPOSED BUDGET FOR 1975.

The proposed recurring and capital budgets for each project for 1975 were examined, and the following RESOLUTIONS passed:

(a) Headquarters. To recommend acceptance of the revised budgets for 1975, with the deletion of Rs.45.000 from the Proposed Capital Budget for 1975 in respect of Pokhara vacation house, building and equipment, and the insertion of this figure in the Mission Wide Capital Budget.

(b) Special Projects

To recommend approval of the budgets for each of the projects included under this Appendix.

(c) Community Health Office

To recommend approval of the revised budgets submitted.

(d) Tansen Area

To recommend approval of the revised recurring and capital budgets with the following amendments:-

(i) Area Administration

Removal of the Rs. 10,000 for Renovation of Bazaar Apartments which had been funded in 1974.

(ii) Hospital

Removal from the capital budget of the request for Rs. 40,000 for the Dharamshala and Rs.20,000 for the Pump and Motor as these had been funded in 1974; also deletion of the Rs. 100,000 for the Road, due to its excessive cost.

(iii) Community Health

The Committee noted that Rs. 33,620 had been set aside for the Model MCH Clinic at Madan Pokhara, although this may not be fully operational at the beginning of 1975.

(iv) ANM School

A. The reduction of the Rs.42,000 shown for furniture in the Midwifery Hostel at Pokhara to Rs. 17,000, the reminder having been funded in 1974.

B. The deletion of the following

Rent for Midwifery Hostel in Pokhara	}	not now
Rs. 18,000		needed
Furniture for rented M/W Hostel, Pokhara - Rs.25,000	}	Funded
Furniture & equipment supplied to ANM School, Tansen		in
Rs. 15,000		1974

(e) Butwal(i) UMN Butwal Project

To recommend approval of the recurring budget for 1975 with the deletion of the following items, which would be met out of the Treasurer's MissionWide Budget

Rent outside quarters	Rs. 3,000
Repair outside quarters	1,500
Water allowance outside quarters	1,500
	<u>6,000</u>

(ii) Division Butwal Technical Institute.

To recommend approval of the capital budget for 1975 with the correction of the figure shown for Workers' housing to Rs. 152,500, making a total of Rs.268,000.

(iii) DCS Capital and Recurring Budget for 1975

To recommend approval of the capital and recurring budgets for the Division of Consulting Services.

(iv) Rupandehi District Community Health

To recommend participation in this seconded post and to approve the capital budget submitted.

(f) Boy's Boarding School, Pokhara

To recommend approval of the recurring budget and the capital budget for School Development with the following amendments:-

- (i) The amendment of the figure of Rs. 96,900 shown as an additional budget request for the Agricultural Department to Rs.166,900, making a revised total of Rs. 6,596,615 in the Capital Budget for School Development.

FC(2)4/74

- (ii) The correction of the figure of Rs. 50,000 shown for a Large Animal Building in connection with the Expansion of Agriculture Department to Rs. 150,000, making an amended total of Rs.243,450.

The Committee noted that additional capital funds will be required for the purchase of land and request the administration to inform them as soon as figures are available.

(g) Gorkha Project

To recommend approval of the budgets, with the following comments:-

(i) Hospital

It was agreed that any deficit for 1974 would be covered and should not be carried forward into the 1975 budget. The purchase of de-ionizing equipment at Rs. 15,000 should be added to the capital budget.

(ii) Community Health - MCH Clinic

Approved in principle, subject to approval of plans etc. when available.

(h) Shanta Bhawan Hospital

To accept the recurring and capital budgets with the following amendments and comments:-

(i) Hospital - Capital items

To note the increase in the price of the new autoclave from Rs. 50,000 to Rs. 70,000.

(ii) Nursing School

It was recommended that the Rs. 50,000 SBH Contrib. shown under Receipts be added to the figure of Rs. 40,000 'Gift to Nursing Direct' making a total of Rs. 90,000 under this heading.

(iii) Community Health Programme

Approval was recommended with the insertion of the following Subsidy Account under capital projects:-

Pharpping Subsidy	Rs. 4,000
Essential Drugs (reserve)	2,000
Compounder Subsidy	5,000
	<u>11,000</u>

(i) Patan Hospital Project

Acceptance of the progress report was recommended.

(j) Girls' High School, Kathmandu

Recommended to accept the capital budget.

(k) Bhaktapur Hospital

Recommended to accept the report as submitted.

(l) Okhaldunga Dispensary

Recommended approval of the revised budget as submitted.

(m) Treasurer's Consolidated Budget

Recommended approval of the revised budget as submitted, noting that the Special Gift from the United Presbyterian Church for 1975 was expected to be Rs. 55,650, thereby increasing the total income to Rs. 1,258,850.

It was noted that in approving the budget for 1974 there was anticipated deficit of approximately Rs. 80,000, but the Committee was confident that resources would be available to cover this deficit.

(n) Orthopaedic Appliances Centre

To recommend approval of an operating budget of Rs. 81,000 for the years 1975, 1976, 1977, and a capital budget of Rs. 159,000, making a total of Rs. 240,000, to be requested from a donor agency.

FC(2)5/74 COMMUNITY HEALTH

The Committee expressed its concern that the Tansen and other Community Health projects are based on the purchase and running of vehicles and feels that rising costs may cause these plans to be modified.

FC(2)6/74 GENERAL FUND GRANT FOR 1974Community Health Office

It was agreed to recommend that the Community Health Office General Fund allocation for 1974 be increased to cover the following items

Office rent and maintenance	Rs. 1030
Office stationery	1700
Travelling Expenses	5500
	<u>8230</u>

FC(2)7/74 CAPITAL FUNDS(a) Gorkha Project

The Committee accepted with thanks and congratulations a generous refund of monies from the Gorkha Project amounting to Rs. 50,082.

(b) Bhaktapur Hospital

It was noted that there was a possibility of some capital funds remaining unspent for Bhaktapur Hospital, but it was decided to wait for an audit before disposing of the funds.

FC(2)8/74 REPORT ON MISSION-WIDE POLICY ON PRIORITIES
IN HEALTH SERVICES FROM HEALTH SERVICES
SECRETARIES.

The Executive Secretary presented a Statement setting out guidelines for planning, financing and administration and this was approved subject to minor amendments (App. A attached).

FC(2)9/74 REQUESTS FOR FUNDS FOR APPROVED CAPITAL
PROJECTS.

It was agreed to recommend:-

(a) From Medical Equipment

Shanta Bhawan Hospital - Fan	1,000	
Tansen Community Health Programme Scales	1,400	
Famine relief & food supplements MCH Clinic	5,000	
MCH Clinic equipment	2,000	7,400

Tansen Hospital

Extractor fans	3,000	
Spares for generator	22,000	25,000
		33,400

(b) From Undesignated Funds

Headquarters Building Extension	4,250
---------------------------------	-------

Shanta Bhawan Hospital

Shed for lumber	1,000
Additional shed for lumber	2,000
Additional room laundry	2,000
Addition to one consulting room	2,000

Physiotherapy		
room	20,000	
Covered way 1		
side main		
square	6,000	33,000

Community Health
Office-

Equipment &		
furniture	6,210	
Freight & duty		
on gift of		
medicines etc.	6,218	12,428

Tansen Area -

Furniture	5,685	55,363
-----------	-------	--------

FC(2)10/74 CONDITIONS OF SECONDMENT CONTRACT FOR
HOLMS FAMILY TO I.N.F.

A suggested agreement between the International Nepal Fellowship and the United Mission to Nepal was approved concerning seconded personnel working with I.N.F. (Appendix B attached).

FC(2)11/74 POLICY REGARDING SUBSTITUTE CASHIERS

The policy regarding the responsibility for handling cash was restated, i.e. that individuals were personally responsible in situations involving cash.

FC(2)12/74 PROVIDENT FUND MATTERS

- (a) There had been a suggestion that the computation base for Provident Fund participation include the 10% rental allowance as well as cash salary. The Committee confirmed the present policy regarding the computation basis for Provident Fund participation.
- (b) The report regarding balances in the interest earned account and the lapsed and forfeiture account was accepted.

- (c) It was agreed to recommend that 11% interest be paid for 1974 computed on the balance at the beginning of 1974.

FC(2)13/74 MEDICAL INSURANCE PROGRAMME

It was agreed to continue to follow the previous provisions regarding eligibility for participation in the UMN Medical Insurance Programme.

FC(2)14/74 RENTAL ALLOWANCES AT POKHARA AND TANSEN

Approval of the following rent allowances was recommended:-

Pokhara	- Single individuals	Rs. 250
	Families	Rs. 500
Tansen	- Single individuals	Rs. 200
	Small families	Rs. 350
	Large families	Rs. 400

The Committee requested that these figures should be reviewed at the next meeting of the Finance Committee, with the possibility that they might be increased for the next year. The possibility of rent allowances for Board Appointees being paid by their sending missions should also be examined.

FC(2)15/74 BUDGET ALLOCATIONS

Taking into consideration the need for increasing the budget allocation for 1976, the Treasurer was asked to present a position paper at the next meeting of the Finance Committee regarding the current per capita grant for workers supplied by mission bodies, and projects for 1976.

FC(2)16/74 SHANTA BHAWAN HOSPITAL - RENOVATION OF NURSING SCHOOL

The Treasurer was asked at the end of the year to consider a request from Shanta Bhawan Hospital for re-imburement of the

Rs. 65,000 paid for the renovation of the Nursing School quarters and operating deficit which should be covered from the General Fund balance.

The Rev. G. Ruff closed the meeting with prayer.

For Appendix A - See
Executive Committee minutes.

October 1974.

Appendix B.

55

AGREEMENT BETWEEN
INTERNATIONAL NEPAL FELLOWSHIP (INF) POKHARA
AND
UNITED MISSION TO NEPAL (UMN)

concerning seconded UMN Personnel working with INF.

1. UMN personnel seconded to work in INF shall report to the Field Leader of INF or whoever he designates to be their superior, and shall in every respect as far as their work in INF is concerned be subject to the authority of INF management and whole-heartedly serve the interests of INF as laid down by its Management.
2. The INF shall be responsible for housing, basic furniture, working tools and equipment. In all matters connected with UMN the seconded person shall deal through the UMN Project Director at the NAV Boarding School. The UMN Project Director, Pokhara, shall represent UMN in its relationship with INF concerning seconded workers.
3. In case it is not possible for the INF Field Leader to settle differences with UMN seconded personnel directly, he and/or the UMN concerned may take up the matter with the UMN Project Director, who will help to settle the matter on the basis of UMN policies and rules.
4. Working hours shall be the same as for other INF workers. Daily working time shall be fixed by INF.
5. Vacations and other leave. UMN workers seconded to INF shall be subject to INF rulings in matters concerning vacation and leave, such as:
 - (a) Vacation shall be in accordance with the INF rules, four weeks for each full year of service, plus one week for travelling. The UMN seconded worker shall arrange his vacation in good time ahead with his supervisor at INF.

- (b) Language Study is compulsory for UMN personnel. This also applies to UMN workers seconded to INF. The UMN Project Director is responsible to see that UMN workers get time and opportunity to study language in accordance with the rules which have been laid down. He will inform the INF Field Leader about the details in each individual case, and they will then agree to what extent the person concerned will be allowed to take time off for language study.
6. Travel allowance UMN is responsible for travel to the place of the new assignment. After being assigned, INF is responsible to pay duty travel in accordance with the INF rules.
7. Other terms concerning UMN Personnel seconded to the INF shall in each individual case be agreed upon between the INF and the UMN (Pokhara Project Director) and confirmed by written contracts. UMN makes personnel available for secondment only insofar as qualified workers are being offered to UMN by member organisations overseas. By seconding personnel to a certain post, UMN does not undertake any responsibility for keeping such a post filled.
8. Accounting. The services of UMN personnel on secondment to the INF are given free of charge in the case where they are paid by their sending organisation. With each Board Appointee, UMN receives a per capita worker grant annually from their sending mission. For Board Appointee personnel seconded to the INF 50% of the per capita worker grant will be given to the INF towards administration cost, travel etc., for this worker. Salary (allowance) will be handled through the INF Office each month and HMG/N tax will be deducted for each worker according to INF rules and regulations.
9. The agreement will be reviewed by the two parties from time to time.

.....
 (Field Leader)
 Date

.....
 (Executive Secretary)
 Date

SUPPLEMENTARYMinutes of theUMN FINANCE COMMITTEE

18 July 1974.

There was a meeting of the Finance Committee members resident in Kathmandu on 18 July 1974 in the Treasurer's Office. Members present were Rev. Frank Wilcox, Executive Secretary; Mr. Sanfrid Ruohoniemi, Representative of the Administrative Conference; Mr. Ray Havens, Treasurer.

1. The meeting was opened with prayer.
2. Several requests for General Fund assistance were received and considered. It was agreed to recommend that the Executive Committee approve the following grants from the General Fund:

(a) Tansen

1. Rent of quarters, if needed,
for ANM School, Pokhara Rs. 5,000.00
2. Renovations of rented quarters
for ANM School, Pokhara 10,000.00

(b) Okhaldhunga

1. Salaries for Dr. and Mrs.
(Dr.) Noble for six months
@ Rs. 1,600.00 (Rs. 800.00
each) 9,600.00
2. Outfitting allowance for Drs.
Noble for service in
Okhaldhunga 400.00
3. Emergency repairs to doctor's
house 1,200.00

3. It was agreed that the Treasurer should advance Rs. 2,000.00 from the Contingency item of the

General Fund budget for work in food and agriculture with the local school and Chyanam Panchayat health post through the Okhaldhunga Dispensary.

4. Capital budget items were submitted and it was agreed that the following be recommended to the Executive Committee for approval:

(a) Girls' High School

- | | |
|-----------------------|--------|
| 1. Lawn mower | 600.00 |
| 2. Drinking water tap | 300.00 |

(b) Okhaldhunga

- | | |
|---|----------|
| 1. Construction of auxiliary water tank | 2,650.00 |
|---|----------|

(c) Headquarters

- | | |
|---|----------|
| 1. Additional amount required to complete the guesthouse extension and godown extension | 4,000.00 |
|---|----------|

(d) Building Department

- | | |
|---|----------|
| 1. Additional amount needed for concrete test machine (freight and customs) | 2,300.00 |
| 2. Transportation cost of new survey equipment | 1,400.00 |

(e) Gorkha

- | | |
|---|----------|
| 1. Special Rehabilitation Project at Amp Pipal Hospital | 5,000.00 |
|---|----------|

5. Several requests for funding of approved capital projects were received. It was agreed to recommend to the Executive Committee that the following request be paid from the Hospital and Medical Equipment Designated Funds and that action on the requests from Headquarters and Building Department be delayed due to a lack of available funds:

(a) Okhaldhunga

1. Construction of auxiliary water tank 2,650.00

6. The committee considered the request from the Valleywide Housing Committee that the housing allowance rates be modified and agreed to recommend to the Executive Committee that the following rates be used to pay housing allowance to Board Appointees located in Kathmandu Valley:

Single person	Rs. 500.00
Couple	650.00
Family with 1 or 2 children	800.00
Family with 3 or more children	950.00

These rates are to be effective from 1 May 1974 and it is estimated that the General Fund expenditures for the year 1974 will be increased by Rs. 15,000.00.

7. A short discussion of the need for additional funds for planning for Patan Hospital Project was held but no decision was made.

SUPPLEMENTARY
Minutes of the
UMN FINANCE COMMITTEE
15 August 1974.

There was a meeting of the Finance Committee members resident in Kathmandu on 15 August 1974 in the Treasurer's office. Members present were Rev. Frank Wilcox, Executive Secretary; Mr. Sanfrid Ruohoniemi, Representative of the Administrative Conference; Mr. Ray Havens, Treasurer.

1. The meeting was opened with prayer.
2. Minutes of the previous meeting on 18 July 1974 were reviewed. After noting corrections, they were approved.
3. Business arising from Minutes
 - (a) Having previously requested permission from CIDA to reallocate the \$65,000 for the Okhaldhunga Hospital with \$45,000 to be used for the Tansen-Pokhara ANM School and \$20,000 for planning the Patan Hospital Project, Mr. Wilcox was requested to write again to CIDA submitting a revised estimate of construction costs of the Tansen complex and the Pokhara Hostel including sufficient funds to rent quarters until construction is completed.
4. It was agreed to recommend to the Executive Committee that a current "convertible" account be opened in the Nepal Bank, Ltd., Kathmandu, in the name of the Tansen-Pokhara ANM School Building Fund. This account shall be part of the Treasurer's responsibility and require any two signatures of the following: F. Wilcox, A. Vereland, J. Roane, R. Havens.
5. It was agreed that the United Mission Bhadgaon Hospital account with the National and Grindlays

Bank Ltd, Calcutta, should have the following signaturies; Dr. Denis A Roache, Miss Dorethy J.M. Broom and Ray H. Havans.

6. A request for General Fund assistance from Shanta Bhawan Hospital for supplemental grants to Direct Appointees was received. Following much Discussion, it was agreed that this request should be referred back to the Shanta Bhawan Hospital Board for consideration and appropriate action.

7. Capital budget items were submitted and it was agreed that the following be recommended to the Executive Committee for approval:

(a) Tansen

1. Pump and engine for auxiliary water supply for the hospital Rs. 20,000
2. The re-designation of the approved capital project of a refrigerator from the hospital to be used by the Guesthouse units. 2,000

8. Several requests for funding of approved capital projects were received. It was agreed to recommend to the Executive Committee that available funds be used as follows:

(a) Hospital and Medical Equipment Designated Funds.

1. Tansen - Water pump and engine Rs. 20,000

(b) Undersigned Fund

1. Building Department

Additional amount needed for concrete test machine for freight & customs 2,500

Transportation cost of new
survey equipment 1,400

2. Headquarters

Additional amount required to
complete the guesthouse
extension & godown
extention 4,000

9. Drugs Leat in Transit

There was a request that responsibility for drugs lost in transit be established so that payment of outstanding invoices could be made. The situation was discussed and in as much as direct responsibility for the lose could not be determined, it was agreed that the cost of the drugs so lost should be shared equally between the UMN Drug Store, UMN Tansen Hospital and the Central Services Department. This would require a payment of Rs. 600 from each unit.

10. Pokhara request for assistance with an outstanding debt.

It was agreed that further information would be needed in order to reach a decision so action was deferred until it could be received.

11. Housing Allowance.

In order to eliminate confusion and to clarify terms, it was agreed that a housing allowance in lieu of quarters being furnished should be paid up to the maximum approved schedule and that to the extent the maximum allowance was not used in paying rent, the remainder could be used to reimburse Board Appointee for actual decoration and maintenance expenses paid. It was further agreed that local housing committees could not be responsible for paying rent, decorating and maintenance in Project Housing

occupied by Board Appointees, project housing being defined as those quarters assigned to, leased by and under the control of the various projects of the United Mission.

SUPPLEMENTARY
Minutes of the
UMN FINANCE COMMITTEE

20 September 1974.

There was a meeting of the Finance Committee members resident in Kathmandu on 20 September 1974 in the Treasurer's office. Members present were Rev. Frank Wilcox, Executive Secretary; Mr. Sanfrid Ruohoniemi, Representative of the Administrative Conference; Mr. Ray Havens, Treasurer.

1. The meeting was opened with prayer.
2. Minutes of the previous meeting on 15 August 1974 were reviewed. Corrections in spelling were noted as follows: Item 3 a) it should be Patan Hospital; Item 5 should read Dr. Denis A. Roche; Item 11 it should be clarify.
3. In the last meeting the Treasurer had been asked to analyse the capital funds of Bhakatapur Hospital to see if there might be some source to pay customs on the Landrover if it becomes necessary. A report was received indicating that there was a balance in their account which came from UMN Undesignated Capital grants which would be sufficient to cover this item.
4. The committee noted the need for the following actions:
 - (a) The Tibetan Work accounts should be located, audited and any remaining balance turned over to the Treasurer.
 - (b) The Treasurer was authorized to advance funds to the Pokhara Project to clear from their books the advance to Jostein Holm.
5. A request for General Fund assistance from UMN Hospital Tansen for funds to renovate two apartments in the bazaar for Board Appointees was

received. It was agreed that there funds should come from the Rents and Maintenance account maintained by the Treasurer. It is assumed that these payments would be in the nature of pre-paid rent to be deducted from the agreed amount of the rent normally due the landlord. The terms of the lease, including the amount of the rent, length of time, etc, should be provided by the Treasurer.

The Area Housing Committees in Tansen and Butwal are ask to submit their suggested maximum rent allowance suggestions for the Executive Committee approval. The list of allowable furniture, rules and regulations for housing and any other information should be provided by the Treasurer so that the mission-wide policy may be co-ordinated.

6. Capital budget items were submitted and it was agreed that the following be recommended to the Executive Committee for approval:

(a) Tansen

1. Construction of new Nurses' Station
in Hospital Rs. 7,000
2. Furniture and equipment for ANM
Tansen Hostel 15,000

7. Several requests for funding of approved capital projects were received. It was agreed to recommend to the Executive Committee that available funds be used as follows:

(a) Tansen ANM School Construction Fund

1. Furniture and equipment for ANM
School Hostel Tansen Rs. 15,000

(b) Pokhara ANM School Construction Fund

1. Furniture and equipment for ANM
School Hostel Pokhara 25,000
(Part of approved project
totaling Rs. 42,000)

(c) Medical Work Designated Fund

1. Tansen - Nurses' Station in Hospital 7,000

(d) Undesignated Fund

1. Tansen - Dharamahala Project 40,000

8. The need to rent and renovate quarters in Pokhara for the ANM School Hostel was discussed. It was agreed that the Treasurer should advance funds in the amount of Rs. 40,000 to be used for renovations to the rented quarters for the ANM Pokhara Hostel. This advance is in the nature of prepaid rent to be deducted from the rent due the landlord at the rate of Rs. 18,000 per year until the full amount has been paid by him. It is the feeling of the committee that this rent expense should be included in the cost of construction since it is providing temporary quarters to be used until construction is completed. See Item (a) in the minutes of the Finance Committee meeting of 15 August 1974.

APPENDIX C

UMN HEADQUARTERS

Proposed Plans and Budgets for 1975

Work

Headquarters staff plans to continue through 1975 the several constitutionally defined functions through which we seek to serve the other projects of the Mission here in Nepal, represent the projects to His Majesty's Government, to UMN Member Bodies, and to supporting Agencies in other parts of the world.

Administrative officers of the Mission assigned to Headquarters, with their assistants and other staff, plan to carry out their work with the following personnel physical facilities and budgets:

Personnel

UMN Board Appointees will serve in the following approved posts of the Headquarters Staff (posts marked* need to be filled):

Executive Secretary

Personnel Secretary (Constitutionally he serves as Assistant to the Executive Secretary, and in his stead when the Exec. Sec. is absent)

Treasurer

Director of Central Services

Hostess

Office Secretary (A Direct appointee Volunteer is filling this post through the furlough year of our Regular Secretary, July 1974-June 1975).

* Education Secretary (from April, 1975)

* Technical Secretary (from April, 1975)

* Health Services Secretary (from April, 1975)

Language Supervisor, part-time

Auditor (filled on a part-time basis by the Treasurer and his staff)

A volunteer Office Secretary (Direct Appointee) will continue to serve in 1975. We plan to employ the present, national staff persons on salary, with the addition of a Liaison Officer, when a suitable person can be found.

Physical Facilities

It is anticipated that the facilities currently under lease will be sufficient to provide adequate space for the operations of the Headquarters Project. The Guest House will continue with the same building in addition to two rooms and a small family flat in Annex I and three rooms in Annex II (old Hostel Building). The Language School will continue to be located in Annex II and the Scholarship Committee will use one room on the first floor.

Space in the two office buildings will be insufficient with the addition of a full-time Technical Secretary, so this office will be set up in space in the Leprechaun Cottage.

Project housing will be inadequate to provide housing for all the Headquarters staff for the new year. Leprechaun Cottage will be used for housing the designated Guesthouse Hostess (and husband) and the Executive Secretary will be housed in Annex I but other housing will be leased through the Valleywide Housing Committee.

Vacation Housing

We still propose to lease lakeside property in Pokhara and to construct modest vacation housing. Our prospective "Landlord" has been delayed in purchasing the property he intends to lease to us, but we hope to be able to move in this matter in 1975.

Vehicles - We plan to purchase a small vehicle, or motorbike, for H.Q. staff use. We will continue to use staff-owned vehicles for which charges are paid for duty use.

HEADQUARTERS PROJECT

PROPOSED GENERAL RECURRING BUDGET FOR 1975

	Actuals for 1973	Approved Budget 1974	Actuals for 8 months	Estimate for 12 months	Proposed Budget 1975	Inc. (Dec.) over 1974
Receipts:						
Budget Allocation	128,900	185,840	123,894	185,840	188,870	3,030
Personnel Contributed Services	63,360	104,280	69,520	104,280	107,304	3,024
Miscellaneous			190	190		6,054
Total Receipts.	192,260	290,120	193,604	290,310	296,174	
Expenses:						
Salaries:						
Central Services						
Department	-	15,336	12,155	18,650	20,000(3)	4,664
Liaison Officer		18,000	-	-	12,000(2)	(6,000)
Treasurer's Office	25,357	14,604	12,983	19,050	11,000(3)	(3,604)
Foreign Staff	63,360	104,280	69,520	104,280	107,304	3,024
Auditing Fee & Expenses	2,625	3,000	2,000	2,000	3,000	-
Duty Travel	29,795	25,000	8,638	14,000	-	(1)(25,000)
Legal Fees & Expenses	1,078	1,000	850	1,275	1,500	500
Miscellaneous	6,437	2,100	2,170	2,500	1,500	(600)
Publicity	197	1,500	96	143	-	(1)(1,500)
Office Supplies)	-	-	6,116	9,174	10,000(4)	
Postage)	31,954	26,000	9,445	14,167	15,000(4)	17,000
Stationery & Printing)	-	-	11,411	17,116	18,000(4)	
Staff Uniforms	-	-	-	-	1,500	1,500
Rent:						
Guest House	-	-	-	-	15,000(5)	15,000
Language School)	21,107	4,800	2,200	4,240	6,120(8)	1,320
Offices)	-	12,000	8,430	12,470	15,720(8)	3,720
Project Housing	-	-	-	-	13,530(5)	13,530
Repairs & Maintenance	7,870	8,000	2,862	7,250	12,000(6)	4,000
Travel Expenses:						
Executive Committee	5,239	10,000	560	6,000	8,000	(2,000)
Special Speaker	-	4,000	1,460	1,460	-	(1)(4,000)
Staff - Local	14,004	15,000	5,712	8,568	12,000	(3,000)
Staff - Out of Town	4,987	3,500	5,680	8,520	5,000	1,500
Telephone & Telegraph)		12,000	6,000	5,000	5,000(7)	
Utilities)				3,000	3,000(7)	(4,000)
Workers' Conference	8,223	10,000	10,966	11,500	-	(1)(10,000)
Total Expenses	222,233	290,120	179,405	270,363	296,174	6,054

- (1) Moved to Mission Wide Expenses Budget.
- (2) For person to fill Liaison Officer post, Rs.1,000 per month total cost is considered adequate for beginning salary.
- (3) More detailed budgeting has been done.
- (4) These three items have been under-budgeted in prior years but have been separated so that more adequate control can be given.
- (5) These expenses have been previously charged in the Rents and Maintenance budget of the Treasurer.
- (6) Provision has been made to have major repair work, painting and whitewash done in Headquarters buildings for the first time in several years.
- (7) Items over-budgeted in prior years and have been separated so that more effective control can be given.
- (8) Detailed budgeting studies show under-budgeting in prior years.

APPENDIX D

Special Projects

I. BUILDING DEPARTMENT

Work: Plans and Budgets for 1975

The Building Department in Kathmandu plans to continue to provide the necessary services of design, detail and supervision of any structural/civil work requested by the projects. It is hoped that work will be completed during the coming year at the Mahendra Bhawan School and the S.I.L. Projects. Construction work will continue at the Pokhara School and Tansen Hospital and it is hoped that work will start on the A.N.M. Schools in Tansen and Pokhara.

We will continue as far as our Budget allows to train Nepali assistants both on site and in the office in the fields of Draughtmanship and supervision.

Personnel:

The following are the compliment of approved posts to be filled by Board Appointees.

- 1 Structural/Civil Engineer, Kathmandu Office
- 1 Structural Design Draughtsman, Kathmandu Office (vacant)
- ** 1 Civil Engineer, Tansen Hospital/A.N.M School (replacement required early 1975).
- ** 1 Civil Engineer, Pokhara School (replacement required mid 1975)
- 1 Building Supervisor, Pokhara
- 1 Civil Engineer, GHS Kathmandu

The following posts may be required, if and when the project starts and if the Building Department is involved.

- 1 Civil Engineer
- 1 Building Supervisor) Patan Hospital (vacant)
- 1 Civil Engineer or Building Supervisor if Civil Engineer already in Pokhara School, Pokhara ANM School (vacant)

** These posts need very, very urgent consideration.

PROPOSED GENERAL RECURRING BUDGET FOR 1975

	Actuals for 1973	Approved Budget 1974	Actuals for 8 months	Estimate for 12 months	Proposed Budget 1975	Inc/Dec. over 1974
Receipts:						
Charges to UMN projects	13,338	25,000	25,266	28,250	25,250	+ 750
Charges to other projects	1,884	3,750	4,456	7,500	7,500	3,750
Personnel contributed services (1 Eng)	18,000	15,500	10,500	15,500	16,000	+ 500
	<u>33,222</u>	<u>44,250</u>	<u>40,222</u>	<u>51,250</u>	<u>49,250</u>	<u>5,000</u>
Payments:						
Salaries	14,710	17,500	11,586	17,500	18,500	+ 1,000
Office rent & services	2,835	3,750	5,049	5,500	4,750	+ 1,000
Printing & Office equipment	1,505	2,000	1,684	2,000	2,000	+ 2,500
Travel expenses	5,089	5,000	5,698	7,000	7,500	
Repairs & maintenance	154	500	377	1,000	500	
Personnel Contributed Services	18,000	15,500	10,500	15,500	16,000	+ 500
	<u>42,284</u>	<u>44,250</u>	<u>34,894</u>	<u>48,500</u>	<u>49,250</u>	<u>5,000</u>

CAPITAL BUDGET FOR 1975

New Typewriter	2,000
New (extra motor cycle)	9,000
Fans 2 No.	1,500
File cabinet	1,500
Office furniture	
(bookcase boards etc)	1,000
	<u>15,000</u>

Explanations

Recurring Budget

Salaries will be increased in line with UMN policy but we have not included the taking on and training of new staff. Office rent has increased to allow for cost of a larger office. Also telephone charges have gone up. Biggest increase is in travel expenses due to rise in air-fares and also petrol costs, etc.

Capital Budget

An extra machine (M/C is urgently needed as our other machine although damaged and in no condition to do long journeys outside the valley, is extensively used around the valley together with our personal machine which may be sold soon).

The typewriter is needed if legible reports are required in the future. The S/H portable we bought a few years ago has suffered under the hands of the local repairers and will not last much longer. The other equipment is mainly for the smooth running of the office.

Personnel

With both the Tansen and Pokhara projects in progress, the loss of two engineers will be hard felt by this office. It will make it extremely difficult to run either the office or the sites or both efficiently on so small a staff. It would have helped matters considerably if an assistant could have been found to do some of the design and admin. work of this office so it is very urgent that new Engineers be recruited.

III. CHILDRENS' HOSTEL

A house has been rented in the Pulchowk area of Lalitpur as the site of the new Hostel for the children of UMN workers who live outside the valley and yet need to send their children to School in Kathmandu. At

present, there are two children living there, along with the family of the John Cooleys, who are the Board Appointees assigned to the job of Hostel Parents. They have a family of three girls and were sought specifically for this most responsible and exacting post. It seems most likely that the Hostel facility will be used by another five children at least, during the first six months of the coming year. The temporary closure of the Hostel in October, 1973 can be seen therefore to have lasted for just under one year. The Cooleys arrived in time for the August Language School, and the hostel opened for the two children at the end of August.

Personnel

With both the Indian and foreign projects in progress, the loss of two engineers will be hard felt by this office. It will be especially difficult to find either the skills or the interest to fill the gap. It would have helped matters considerably if an assistant could have been found to do some of the design and administrative work of this office. It is regrettable that no engineers are available.

III. CHILDREN'S HOSTEL

A house has been rented in the village area of Lalpur as the site of the new Hostel for the children of the women who live outside the village and yet need to send their children to school in Laramanda. At

II. SCHOLARSHIP PROGRAMME

Objectives: To provide leadership training and educational opportunities for Nepalese by awarding scholarships.

To seek and administer funds for this programme.

Scholarships will be considered for those who are pursuing courses which are considered to contribute to the development of Nepal as determined by the United Mission to Nepal Scholarship Committee following the policies of His Majesty's Government of Nepal. Scholarships for SLC will be considered from UMN in-service personnel only. Priorities have been set to give scholarships for applicants from minority groups with poor economic status if they have proven scholastic ability for the course they are pursuing.

The UMN Scholarship Committee will continue to be a liaison office for the Action in Distress charity in England in regard to applications and the distribution of funds. It will also continue to administer the Sherpa Scholarship Fund in an expanded programme called Scholarships for Remote Area Students. Miss N. Kehrberg will serve in the UMN approved post as Scholarship Committee Secretary.

PROPOSED GENERAL RECURRING BUDGET FOR 1975

	Actuals for 1973	Approved Budget 1974	Actuals for 8 months	Estimate for 12 months	Proposed Budget 1975	Inc/Dec over 1974
Receipts:						
General Fund Gifts	194,867.32	92,491	256,332	260,000	111,118	+ 18,627
Cd. fwd. from 1974	-	-	-	-	166,762	+ 166,762
Sherpa Scholarships	16,065.00	12,000	-	8,190	25,000	13,000
From Germany	57,842.00	50,000	64,497	64,497	50,000	-
From Japan	13,014.83	-	-	-	-	-
A.I.D.	5,869.88	-	5,554	10,000	10,000	+ 10,000
Designated	2,525.00	-	-	-	-	-
Loans	-	9,000	-	-	-	9,000
Ag Loan	-	5,200	-	-	-	5,200
Personnel Cont.	7,200.00	7,200	4,800	7,200	7,200	-
	<u>297,384.03</u>	<u>175,891</u>	<u>331,183</u>	<u>349,887</u>	<u>370,080</u>	<u>+ 194,189</u>
Payments:						
General	87,379.75	103,131	70,042	130,000	275,000	+ 171,869
Designated for						
Schol. Award.	3,846.00	-	100,000	125,000	-	-
Sherpa Scholarships	18,340.60	12,000	6,444	12,000	25,000	+ 13,000
German Scholarships	71,506.40	50,000	14,139	21,000	50,000	-
Japanese Scholarships	8,623.72	-	-	-	-	-
Spec. Des.	2,525.00	-	-	-	-	-
A.I.D.	5,719.88	-	4,810	10,000	10,000	+ 10,000
Office Sup	796.85	1,000	348	1,000	1,000	-
Transportation	251.00	1,000	102	500	500	500
Rent/H.Cl.	1,560.00	1,560	750	1,425	1,380	180
Personnel Contributed						
Services	7,200.00	7,200	4,800	7,200	7,200	-
	<u>207,749.20</u>	<u>175,891</u>	<u>201,435</u>	<u>308,125</u>	<u>370,080</u>	<u>+ 194,189</u>

APPENDIX E

COMMUNITY HEALTH OFFICE (CHO) - MISSION WIDE

Proposed Plans and Budgets for 1975 (with proposals for 5 years)

A. Introduction

From 1975 to 1980, this coming 5 years will be a very challenging time for all UMN Health Projects. Each project will have two special agreements with HMG/N who will launch the Fifth Five Year Planning period from 1975. The basic policy of HMG/N Health Department for the new 5 year plan is an "Integrated Basic Health Service" which is actually Simple and Comprehensive Health Care Delivery System at the Health Post level.

CHO studied this HMG/N policy with the Christian Medical Commission (CMC) people and found that "Integrated Basic Health Service" is very practical for Health Service Development in the developing countries.

CHO has worked to find the guide line for this coming 5 years' UMN health practices from the Community Health point of view. Accordingly, we would like to propose "Mission Wide 5 years' Planning of UMN Health Projects" tentatively. (Please see another paper "How to meet the Health Needs in the UMN Health Projects working areas for the next 5 years").

The basic policy of the plan would be that each UMN Hospital and its Community Health programme (CHP) should be one pack of "the small size and well organised model Community based Health Service Unit" in each district.

Each UMN CHP would be able to work with the local grass-root level people to establish (1) HMG/N UMN Joint Health Posts Network in the district during 5 years time. The UMN local trained staff should be ready to join (2) the refresher course to be HMG/N

qualified "Front Line Health Personnel" and be assigned to such joint Health Posts or reassigned to the Base Hospitals, into which the UMN Hospitals would be reformed.

Each UMN Hospital should be the Base Hospital for Community based Health Programme emphasizing the role of referring centre for CHP and Health Posts, and in-service training centre of Front Line Health Personnel.

B. Possible Provisions from CHO to the UMN Health Projects (Hospitals and CHP) CHO works for all UMN Health Projects as an advisory and central consulting agency.

(1) Planning: Particularly for (1) the HMG/N - UMN Joint Health Post Network Project, CHO will be a bridge between each UMN Health Project and Kathmandu: UMN Health Secretariat HMG/N Health Dept. and Geneva: CMC WHO, negotiating with HMG/N to make the bi-lateral agreement for this special project and get the money through CMC from some foreign church-related donor agency.

(2) The Mission Wide Refresher Programme for the unqualified UMN Paramedical Workers: CHO will organise the Course, starting from 1976 (please see another paper "The Refresher Course for the Unqualified Paramedical Worker"). In 1975, the Guide Book "How to Prepare to join the Refresher Course" will be provided to all UMN Health Projects. The local staffs, those who were trained by UMN or Duncan Hospital but unqualified by HMG/N, could be tutored at each UMN Health Project according to their education, original training, experience and their aim to be Health Assistant (HA), Auxiliary Health Worker (AHW), or Assistant Nurse & Midwife (ANM). Teaching materials and money would be available from CHO by the request of each Health Project. In 1976, CHO will start the Course, using UMN money and teacher and the physical facilities of HMG/N Institute of Medicine, Maharajganj Campus and Tansen Campus.

(3) Health Education, Maternal and Child Health, TB and Leprosy. CMC and WHO papers can be re-copied by the order of UMN Health Project. HMG/N supplies are available, if necessary, from time to time. CHO works as a central agency for these supplies and information to the projects.

(4) Latrine and Drinking Water. CHO would like to continue this special project using foreign funds (see D. below), providing technical advice and materials in order to encourage each UMN CHP to motivate the local people for their own Community Health development.

(5) Community Health Committee (to see page 189 minutes of the Executive Committee Meeting, November, 1973) CHO would like to call the representative from each UMN Health Project to the Committee Meeting twice, and a Community Health Seminar at one of the UMN CHP working spots in 1975.

C. Personnel

The following are the complements of CHO staff required for the 5 years' plan. New posts are marked **, and posts already approved but needing to be filled are marked*.

(1) UMN Board Appointees.

1 Doctor

1 Office Secretary - she would work for not only CHO but the UMN Headquarters and Health Secretary's Office.

** 1 Sanitarian: He works for the special project "Drinking Water and Latrine" visiting UMN CHP.

(2) Nepali Staff.

1 Office Assistant

* 1 Health Inspector (Senior Health Assistant): He works for "Joint Health Post Projects" visiting UMN Health Projects to assist UMN CHP for planning and launching the project in the district.

D. Special Project in CHO using Foreign Funds.

(1) HMG/N - UMN Joint Health Post Network: (please see another paper "How to meet the Health Needs, etc"). The role of CHO for this project is planning advisory for each UMN Health Project who will carry this out and also on the joint Health Post practice in their district.

1975 - 1976 is the period for:

(a) Upgrading existing HMG/N Health Posts: Okhaldunga Rumjatar Health Centre, Okhaldunga Health Post; Amp Pipal Jaubari Health Post and

(b) Ground work for new Health Posts establishment: Tansen would be in this category. 1977-1978 is the period of new Health Posts establishment.

In 1975, money would be needed for (a) category Rs. 20,000 per post, additional recurring budget.

Rumjatar, Okhaldunga and Jaubari	Rs. 20,000 x	= 60,000
In 1976	"	= 60,000

In 1977-1978, for (a)

(1) In 1977	Rs. 20,000 x 3 = 60,000.)	Additional recurring
In 1978	Rs. 20,000 x 3 = 60,000.)	budgets for 3 Health Posts

(2) New Health Post capital expenses, Rs. 20,000 per post

Amp Pipal - 3 new Health Posts)
Okhaldunga - 2 new Health Posts for (b))	8 new Health
Tansen - 3 new Health Posts) Posts

CHO works through CMC to get this money, which would be simply transferred to each UMN Health Project.

(2) The Mission Wide Refresher Programme for the Unqualified UMN Paramedical Workers (please see another paper "The Refresher Course for the Unqualified..."). The role of CHO for the programme is to assist each UMN Health Project to up-grade local staff by tutoring

at each project in 1975, and organise the course at the HMG/N Institute of Medicine, Maharajgunj and Tansen Campus from 1976 to 1979.

The candidates for this course are approximately 40 from UMN and 20 from outside (HMG/N Compounders, Malaria Workers, Red Cross volunteers, and Swiss Aid Workers, etc) listed in 1974. Another 20 from UMN 10 from outside may be found up to 1979.

CHO would like to organise the course for not only UMN candidates but also outside ones. But money is needed for only UMN candidates.

(a) In 1975, for tutoring:

Guide-book printing	2,000
Teaching materials	1,000
Text books	1,000
Pay for local teacher	2,000
	<u>4,000</u>

(b) From 1976-1979, for the Course (5 years altogether)

The Course is for 6 weeks only, 2 groups every year for 5 years, and one group would be 6 UMN students. We will finish 60 UMN students in 5 years time.

Manual book printing	4,000
Teaching materials	2,000
Text books	6,000
Pay for local teacher, for one course	500
R. 500 x 5 teachers x 10 course (for 5 years) =	25,000
Travelling of Students	
R. 200 for both trips	
R. 200 x 60 students	12,000
Stipend for students	300 for 6 weeks
300 x 60 students	18,000
Transport for field trip and staff's travel etc.	10,000
Stationary	2,000
Miscellaneous	5,000
	<u>104,000</u>

(3) The Latrine and Drinking Water Project: The German money for 1973 was available from the middle of 1974 only. CHO would like to have another plan and budget for 1975-1979, 5 years. This plan is very much related to the Joint Health Posts Projects. All the Village Panchayats wherever UMN CHP have been working these past years, and would be starting work for the Joint Health Post Network within coming 5 years, should be encouraged - to improve the drinking water system using local material by their own traditional techniques as much as possible and their own free labour. CHO would provide technical advice and materials that may not be available locally.

Cement 100 bags - 50 x 100 = 5,000)	
Pipes (Polythene)	
2 inch x 1000 feet	=10,000)
1 inch x 5000 feet	= 7,000)
½ inch x 2000 feet	= 2,000)
Union sockets etc.	= 1,000)
Freight *	= 5,000)
	<u>30,000</u>

*(The local people will carry all materials from the nearest stations by their own free labour). Each Health Post area unit would have 4 Village Panchayats, and each Village Panchayat could have one such water system.

Tansen	-	New Health Posts	3
Amp Pipal		Existing	1
"	-	New	2
Okhaldunga		Existing	2
"		New	2
Shanta			
Bhawan		Existing	2
"		New	2
			<u>15</u>
		Health Posts	

15 x 4 Panchayats = 60 water systems
 30,000 Rs. x 60 = 1,800,000, Rs.

(4) To Make Latrines, 5 Year Plan: The local community leaders, village health volunteers and home visitor of each village should make simple private latrines at their own houses for demonstration purposes.

	(Community (Ward Sadeshe) Leaders	9
Each Village	(Village Health Volunteers	10
Panchayat	(Home visitors	1
		<u>30</u>

20 x 60 village = 1,200 private latrines.

The Village Panchayat office and schools should have the public latrines.

	(Panchayat Office	1
Each Village Panchayat	(Middle School	1
	(Primary School	3
		<u>5</u>

5 x 60 Village Panchayata = 300 public latrines	
CHO will provide 5 bags of cement for each private latrine	5 x 1,200 = 6,000 bags
" " " 20 bags for public	20 x 300 = 6,000 bags
	<u>12,000 bags</u>

Rs. 50 x 12,000 =	600,000
Freight	= 100,000
	<u>Rs. 700,000</u>

CHO will work through CMC to get this money, which will be simply transferred to each UMN Health Project.

In 1975:

for (a) category: 3 existing HMG/N health posts
= Rumjatar, Okhaldunga and Jaubari

(1) Rs. 20,000 per post
= additional recurring budget Rs. 20,000 X 3 = 60,000

In 1976:

ditto Rs. 20,000 X 3 = 60,000

In 1977:

ditto Rs. 20,000 X 3 = 60,000

In 1978:

ditto Rs. 20,000 X 3 = 60,000

(2) Rs. 200,000 per post
= new health post capital expenses

Amp Pipal	.. 3)	8 new	
Okhaldunga	.. 2)	health	Rs. 200,000 X 8 = 1,600,000
for (b) category - Tansen	.. 3)	posts	<u>1,840,000</u>

C.H.O. works through C.M.C. to obtain this money, which would be simply transferred to each U.M.N. Health Project.

COMMUNITY HEALTH OFFICE

PROPOSED GENERAL RECURRING BUDGET FOR 1975

	Actuals for 1973	Approved Budget 1974	Actuals for 8 months	Estimate for 12 months	Proposed Budget 1975	Inc/Dec over 1974
Receipts:						
UMN Budget	41,220	14,300	9,534	14,300	36,400	+ 22,100
Personnel Contributed Services	13,200	16,800	8,000 (1)	12,000 (1)	25,560 (7)	+ 8,760
Rent received	-	-	-	-	1,350	+ 1,350
	<u>54,420</u>	<u>31,100</u>	<u>17,534</u>	<u>26,300</u>	<u>63,310</u>	<u>+ 32,210</u>
Payments:						
Salaries	8,088	4,800	2,875	4,314	5,400 (2)	+ 600
Transport & Travel	8,462	4,500	10,276	15,420	9,450 (3)	+ 4,950
Education materials & stationery	2,288	1,000	1,184	1,776	3,000 (4)	+ 2,000
Office rent & Maint	600	3,000	-	-	14,400 (5)	+ 14,400
Medicines	-	-	-	-	-	-
Training programmes	1,000	-	-	-	4,000 (6)	+ 4,000
Miscellaneous	801	1,000	889	1,332	1,500	+ 500
Personnel Contributed Services	<u>13,200</u>	<u>16,800</u>	<u>8,000 (1)</u>	<u>12,000 (1)</u>	<u>25,560 (7)</u>	<u>+ 8,760</u>
	<u>34,439</u>	<u>31,100</u>	<u>23,224</u>	<u>34,842</u>	<u>63,310</u>	<u>+ 32,210</u>

Note:

- (1) = 1 Doctor
- (2) = 1 Office Assistant 300 X 12 = 3,600
1 Half time 150 X 12 = 1,800 5,400
- (3) = Doctor & staffs official tour = 3,600
Community Health Committee = 5,850
- (4) = To recopy CMC & WHO papers.
- (5) = Rent 850
Furniture supplied 150
Maintenance 200
1,200 per month X 12 = Rs. 14,400
- (6) = For tutoring unqualified local staffs
- (7) = 1 Doctor, 1 Secretary, 1 Sanitarian

PROPOSED CAPITAL BUDGET FOR 1975

New requests for 1975:

Typewriter (Nepali)

Special Project for 5 years:

Drinking water = 1,800,000 Rs.	Refereshher Course = 88,000 Rs.
Latrines = 700,600 Rs.	
Joint Health Post = 1,840,000 Rs.	

APPENDIX FTANSEN AREAProposed Plans and Budgets for 1975

It has been said that to try to introduce a Community Health programme associated with a busy Mission Hospital is like 'trying to change a tyre while travelling at 50 mph! Tansen area has been trying to do just this for about 10 years! Some of us have been conscious of the need for our health care programme to be orientated towards the basic needs of the community for many years. Because of the constantly increasing work load in the Hospital, and the shortage of manpower, it has only been possible to put this principle into practice in a limited way. Nevertheless, an effective Community Health programme has been begun both in West and East Palpa.

I believe that we are now in a better position to provide an integrated health care programme relevant to the needs of the community, than ever before. With the development of the ANM School, the possibility of obtaining more Community Health staff and the likelihood of us being asked to take over the Government Hospital, as a 'poly-clinic', we have an excellent opportunity of showing how the Hospital, training programmes, preventive medicine and health education can all work together to improve the health of the community as a whole, and demonstrate to a much wider public the compassion and concern of Jesus Christ for all people.

The Hospital will continue to provide the best diagnostic and curative service it can, and will also continue to be a practice and training ground for ANM students. The Community Health programme will be increased and developed, emphasising MCH Clinics where students will again get experience of working in a village situation. The present MCH Clinic and domiciliary midwifery service in Tansen will probably move its centre to the Government Hospital where other types of clinics will be developed. This will also be a training and service situation for the students.

We have been greatly frustrated by not having definite word from HMG concerning the proposed 'amalgamation' and what form it will take. Nor have we had word from the Institute of Medicine concerning the proposed Auxiliary Health Workers School in which we have been tentatively asked to participate. Nevertheless, we have to live with this uncertainty and make plans and budgets knowing full well that these may have to be changed in the light of further events.

The plans are presented in three main sections comprising the three major 'projects' of the Area, although the three form an integrated whole.

I. TANSEN HOSPITAL

By Nepal's standards the Hospital is very large, a big employer, and 'prestigious' to the local community. However, it is still possible to find very sick people coming late for treatment from quite close by, and this emphasises the limitations of a base Hospital for providing overall health care. We hope that the plans presented will make it easier for people to come, and improve their treatment, without excessive cost.

Patients. Large numbers are still coming to the Hospital and we are concerned that so many come from the Terai and India. These pass the Zonal Hospital to reach us, and their presence impedes our desire to serve the local people of the hills. We long (perhaps hopelessly) for a ruling from HMG to guide us over this.

Out-Patients. The structural changes in the Out-Patients Department have improved the efficiency of the work. It is felt that extractor fans would be valuable in the main hall. Until the new extension is open, no more structural changes are needed. However, there will be staff changes. Sister Ingegerd Karlsson will be Supervisor and Coordinator of OPD from October, training a Nepali AHW to share this responsibility. This will be an essential factor in maintaining

standards, making sure the really sick are not overlooked, and making sure that the OPD functions efficiently but in such a way as will commend the Christian name of the Hospital.

X-Ray. No new changes are planned this year.

Pharmacy. Our pharmacy male nurse is resigning to open a dispensary in the Terai. We welcome his initiative after serving with Mission projects for 13 years. We have a Nepali replacement but we cannot really bring the pharmacy up to a good standard until we have an experienced foreign Pharmacist, who at the same time will help us improve our ward drug service and may be suggest helpful improvements for our Drug Store.

Laboratory. Using bottle gas for the refrigeration of stored media, as well as blood and vaccines, and using a kerosene incubator, we can continue to do bacteriological cultures. A piece of equipment which was not delivered prevents us using our flame photometer, but it is hoped to get this working and to purchase a Cope-Nettleson Micro-Gasometer. As one technician has gone for training to Kathmandu, the chief technician will concentrate on teaching a new technician and a lab.aide who will prepare specimens. We need a teaching eye piece for the microscope and a third monocular microscope. Money will be needed to resurface the lab. work area. The current biggest problem in the lab is the inadequate and variable electricity supply. It is planned to try to use accumulator batteries which can be re-charged whenever the main supply is on.

Records. The large number of new patients means a fast growth of new card racks. The Records Department is in need of much extra carpentry work to supply filing cabinets. An extra storeroom may be needed before the year is out.

Cash Desk. There are no changes expected, but a cash register is needed.

Leprosy. The Nepali paramedical will continue to be trained on the job, and will take increasing responsibility for teaching about leprosy and following up of local defaulters and rehabilitation. There will be special need to follow up the patient settled in the Terai with the help of a grant from Tear Fund. A microscope is needed for smears, but an old one can be renovated probably if spare parts are purchased. The paramedical must go for the rainy season training course at Green Pastures Leprosarium in Pokhara in 1975. Dr. Lucas may go on a course to study leprosy to help him cover Dr. Ferguson's leave. Funds for this are available from the Leprosy Mission.

Nursing. The greatest change will be the opening of two small medical wards (male and female) in early 1975. These and the childrens' wards will in future require a separate nursing station to cover the 26 beds. More nursing staff - 3 staff nurses and 6 auxiliary nurses will be needed when the whole Hospital is functioning. At present we only have four staff nurses for the whole Hospital. One of these it is planned, we will send to India for an administration course in 1975. When the first course of our ANM students (with a Government Certificate) finish in April, 1975 we hope to get additional auxiliary nurses for the Hospital. We will continue to give intra mural education for the nursing staff. We hope to erect a simple partition in some wards to provide isolation facilities.

Operating room and Central Supply. Some rearranging of the rooms may be carried out to give better use of the space. It does not seem wise to try to carry out more operating on account of the bed and nursing shortage. The previous years' budget for equipping the O.R. has not been completely used, and the amount left will suffice for next year. The suction machines budgeted for last year still have to be obtained. An extra formica table top, better theatre light fittings are needed and a Boyles anaesthetic machine may also be needed.

Electrical Equipment. There are considerable problems and needs in this area. The electrical supply from the bazaar is very unsatisfactory, and our plans to electrify the laundry are held up until it becomes more reliable. The maintenance engineer recommends a complete rewiring which is being budgeted for. The uncertainty of the electrical supply and the need to conserve fuel and generator wear makes it essential that we have several lights run off heavy duty 12 v batteries which we charge when the AC supply comes on. Dr. Jonathan Yoder built one of these and it has been invaluable. We need one in OPD and one in the ward to supplement the one already in the operating room. With the new extension coming into operation a new automatic telephone system is essential. A 40 line automatic board and phones has been quoted (to be supplied by Pye via agents in Kathmandu). This is absolutely essential for the smooth running of the enlarged Hospital. We are not satisfied with the water heating system in the Nurses Station which at present depends on scarce and expensive supplies of wood. We hope to install immersion heaters when the electricity supply becomes adequate. We are also interested in the development of solar heaters. A new generator will be required to supply the enlarged Hospital.

Extension. During 1975 it is hoped to complete most of the Hospital extension building programme. Stage 1 should be completed and the structural frame, walls, roof and most of the finishing for Stage 2 done. Stage 1 consists of two wards for five beds in each, together with sluices and toilets, also central store office, record store, library and classroom. Stage 2 consists of consulting rooms, X-Ray room with dark room, two minor operating rooms, physiotherapy room, one private room with toilet and two laboratories.

Extension (Cont'd) central drug store, distilling room, three offices, three minimum care units, nurses station, pump house, public health offices

and store, general store, artificial limb centre, underground water storage tank. Apart from the medical wards, there will not be any more parts of the extension in operation before the next plans are submitted. There is still inadequate finance for the whole operation. But what money is available will be used to open the top floor. We are very much looking forward to having this finished. We will then have better facilities to run OPD work, with extra consulting rooms and new and bigger X-Ray department and laboratory.

Access Road. The Indian Aid Mission are no longer going to build this road. However, the local jilla C.D.O and engineer wish to construct a road from the Tundikhel to the Hospital. They plan to raise 1 lakh rupees from local subscription. They have no estimate of cost yet. The details of the road are appended and the UMN building department may be able to supply an estimate from their own experience. The main value of the road is to the patients who have to struggle up to the Hospital. However, the Hospital itself will obviously benefit from a direct easy gradient road. So it is recommended that UMN offer to cooperate with the local people in funding and perhaps building e.g. UMN could offer to build a specific number of bridges or culverts, while the local people arranged alignments, cutting and surfacing.

Hospital Environs. The large number of out-patients have totally swamped the facilities of the Hospital Hotel. As a result about 25 temporary hotels have sprung up around the OPD door. The closest is 10 yards away. One provides rakshi, and three of the families operating these shanties are TB families. It is true that food and lodging facilities must be available, but we are anxious to avoid unhygienic conditions and the CDO is willing to cooperate in altering the situation. But before he can act, he has asked the Hospital to construct a basic shelter (dharamsala). Until we have funds to build this, nothing can be done about the shanty town.

Together with the dharamsala, there should be a larger latrine than the present one and a grant to purchase or make lock-up stalls (such as stand on short legs and are found beside many bus stations). These would be leased to licensed locals who wish to provide food and who will maintain some basic health standards to be laid down by the CDO on the advice of the Hospital.

Hospital Catering. Miss Ruth Angove has advised us on the pros and cons of changing the Hospital 'hotel' from a project run by an outside caterer to a department of the Hospital run by a trained cook and providing more nutritious and correct diets, relevant to local supplies. If HMG ask the Hospital to provide a specific number of free beds after amalgamation, we will require a subsidy to run a Hospital kitchen. We would like to allocate them to children and maternity cases.

Physiotherapy/Artificial limbs. The rehabilitation department plans to seek areas of training and employment for disabled patients. It will continue to supply braces, splints and prosthesis to patients requiring these. We plan to experiment with alcatene and metals in this area as opposed to resins and leather. It is also hoped to develop ambulation and self-help devices for paraplegic patients.

Administration. A simple breakdown of salaries has been started to enable some cost accounting to be done, but more staff will be needed if a more sophisticated system is required. The lack of office accommodation is a great handicap, which we hope will be overcome when the building is finished. A qualified hospital administrator needs to be appointed in 1975 when Miss Ventham goes on furlough. We also need to employ an accountant who would be primarily responsible for Area accounts other than the Hospital's. Due to the oil crisis in the Middle East, prices of drugs and supplies have greatly increased. In the Gandaki, Lumbini and Dhaulagiri zones, there

is no possibility of patients getting extra money by working on road projects, or in industry. This means that 90% of the patients attending Hospital depend on agriculture for a living. The present corn crop is very poor due to untimely rain and the plants being ravaged by insects. The cost of living has risen greatly (60-70%), whilst for some necessities such as firewood and vegetables, the prices have doubled. For these reasons less money can be expected to be realised from patients, and a larger subsidy will be needed to be requested from UMN.

II. COMMUNITY HEALTH

So far there has been no previous provision in our Tansen constitution for a Community Health Programme, although it has been in existence for 10 years. We hope to bring proposals to the Executive for amending the constitution to include the ANM School and Community Health programme. It is proposed that the Community Health team be under the leadership of a Community Health Director who shall be a Board Appointed Officer.

In 1975 it is proposed to re-arrange the administration of the Community Health programme, so that all the MCH Clinics in the Tansen Area will come under the West Palpa administration. This will include the 'model MCH Clinic' at Madhan Pokhara, previously called the 'village pilot (health) project'. This is primarily a training post for the ANM students and as such is the responsibility of the ANM School. But as the UMN will be providing the staff and budget, the ANM School has asked the West Palpa programme to be responsible for day by day administration. West Palpa will also be responsible for the 'poly-clinic' which will probably be opened in the Government Hospital, as this will largely be MCH, domiciliary midwifery and other community orientated activity.

It is hoped in this way to have the best possible coordination and standardization of teaching and

methods. We also hope to do some statistical studies re: weight and height norms of Nepali children. This means that there will be only two main sections to the Community Health programme, West and East Palpa. The Butwal outreach programme is now no longer under UMN administration as Dr. Sigrun Mogedal has been seconded to HMG Hospital, Butwal. We hope to increase the staff in the Community Health programme by adding an MCH Clinic Supervisor, a health visitor, a health educator, two nurses and 6 ANM graduates (in May). We hope that a doctor (preferably paediatrician) will be able to visit the clinics periodically to see problem cases in consultation with the nurses and to advise on health problems. It is possible we may be asked to cooperate in the establishment of health posts in Palpa District next year.

(a) West Palpa

1. TB Control Programme. In Tansen, children born since the mass TB vaccination programme will continue to be given TB prophylaxis. TB families will continue to be visited regularly, especially those families where there are defaulters from regular Hospital checks. The use of mass publicity methods has as yet not been investigated. In the villages, visits to panchayats for the giving of BCG will continue. We hope to visit regularly each month, except in the monsoon months. This will take the form of house to house visitation and will include everyone under the age of 20 years. Health education with the use of flash cards, and film will be part of the programme, primarily for those who have been met in the houses during the day and appear to require treatment. The ANM students will be involved in these programmes. Ten students at a time will accompany the Community Health team of three male assistant nurses and a sister. TB registration all TB patients are being registered, and statistical data will continue to be kept. The Community Health staff are now almost entirely responsible for the running of the TB Clinic in

the Hospital on Mondays, and will continue to do so. They will also continue to be responsible for the giving of BCG and for Tuberculin testing referred from OPD.

2. Home Nursing Programme: This programme is now well established and charges will be made for dressings done in the home. Other Hospital referrals include nutritional advice and infant care. In 1975 we also hope to enlarge our social medicine programme.

3. Assistant Nurses: The three Community Health staff - male assistant nurses - completed their training in April, 1974. They take an active part in the training of the present ANM students, and will continue to do so.

4. Ausiliary Nurse Midwives: For 36 weeks in the year the ANM students will be in training in the Community Health programme. They will take part in all aspects of the Community Health programme. This will include lectures according to the requirements of the ANM syllabus.

5. Village Health Care Service: One village is being visited monthly, and an MCH Clinic held. A family folder has been made out for each family. These families receive routine visits from one of the Community Health staff. It is expected that in 1975 three more villages will be provided with this service i.e. a monthly visit to each, and follow-up visits by one member of the Community Health staff.

6. School Health Programme: The programme begun in 1973 will be restarted in 1975, if more staff are added, to the Community Health complement.

7. Health Education: Twice weekly teaching sessions in the wards and the Hospitals environs are conducted, and every opportunity will be taken for health education in the homes when TB follow-up and other visits are made. With more staff in 1975, it will be possible to undertake

more person to person health education in the bazaar homes. At all clinics health education will continue to be a top priority.

8. Village Health Volunteer Training Programme:

No attempt will be made in 1975 to train male volunteers from the panchayats as has been done in previous years. Instead, we will try to recruit and give 'on the spot' training to one or two women volunteers from each of the villages where MCH Clinics are held. These will be very much 'grass roots' workers who will assist at the clinic and perhaps engage in health education and survey work during the intervening time. Such a worker might possibly be the village 'dai'.

9. Other Community Health activities:

- (a) Staff mass immunisation programmes will be continued.
- (b) Health visiting will be undertaken in Tansen bazaar homes.
- (c) Encouragement and supplementary training of village dais will be given in cooperation with the Women's Organisation.
- (d) Communicable diseases control:
Assistance will be given when necessary in the control of epidemics, in the village panchayats in Palpa.

10. 'Polyclinic' in HMG Hospital: (Incorporating MCH Clinic, Tansen) Although we have no definite word from HMG yet, we expect that the Government Hospital facilities will be offered to us for the setting up of a 'polyclinic'. The existing MCH Clinic will then be moved to the new premises and set up in a more ideal form and be used for training ANM students. It will function three days a week giving ante, post-natal and comprehensive under 5's care. The staff will be increased, hopefully, with qualified ANMs as this is necessary for their training. Family planning will also be done in cooperation with the HMG family planning officer. It is hoped

that UNICEF free drugs will be available through him. Domiciliary midwifery will continue to be conducted from this centre and the ANM students trained to perform deliveries in the homes. There will be one or two beds for normal deliveries in the homes. There will be one or two beds for normal deliveries in the clinic, and abnormal cases will be transferred to UMN Hospital as before. Other clinics will probably be held in the same premises on other days. These clinics will be closely related to the School health and education programme. These clinics might comprise an 'eye' and 'dental' clinic, and would particularly cater for cases picked up during School visitation. These clinics could be conducted by a visiting ophthalmologist and dentist, paramedical workers being trained to continue basic care between visits. It has been suggested that TB and leprosy clinics might also be held in the same premises, but at the moment it would seem more convenient to continue these at the UMN Hospital because of the X-Ray and laboratory facilities.

Possible staff:

- 1 Nurse/Midwife (relief - ANM Tutor, Sister Joy)
- 1 Senior ANM
- 1 Community Health Male Assistant Nurse
- 2 Newly qualified ANM's
- 2-3 Sweepers/Aids) Might be
- 1 Groundsman/Chowkidar) present
- 1 Maintenance Man) HMG
-) employees

Budgets have been set up assuming that staffing and equipping of the polyclinic will be the entire responsibility of UMN. If, however, the 'amalgamation' doesn't take place, or there is some HMG participation, the MCH clinic will continue as at present and appropriate changes will have to be made in the budget.

(b) East Palpa

The aim is to function along the lines of Government Health Posts, giving comprehensive health care to the whole community. We have now reached a position where we have enough staff to do more in Community Health than we have been able to do previously, and where people are showing more interest in preventive medicine, health teaching and family planning. The curative work will be centred in the dispensary at Bojha, where:

1. Daily clinics will continue.
2. Eye Camp will be held in the winter. Eye Camps were held with great success in 1971, 1972 and one is to be held in 1974. Local people have asked for this to be an annual event.

Community Health in:(A) Darajheri and Buling Panchayats:

1. Health teaching in the Schools in these two panchayats (1 High, 1 Middle and 4 Primary Schools).
2. Yearly medical examination for all the school children.
3. MCH/FP Clinics: in 10 villages in Darajheri Panchayat. Each of these Clinics to be held once a month. (In the 3 villages where those have been commenced there has been 100% attendance of children under 5, and all mothers requiring ante-natal care are coming for examination).
4. Distribution of vegetable seeds and plants to those who will make gardens. Contact and distribution is through the Schools and MCH Clinics.
5. Encourage school boys to make toilets in their own villages. They will learn how to make the toilets when they make them at School this year.

(B) In 5 panchayats: Nuwakoth, Darajheri, Buling, Arakhala, Joubari.

1. TB and leprosy patients, follow-up and home visiting.
2. BCG vaccination for all children under 4 years (i.e. those born since the initial BCG programme in those villages 4 years ago). This has been completed in 2 panchayats in 1974, and we expect to visit all villages in the other 3 panchayats and complete this programme early in 1975. This will be done by one of our staff assisted by the village health worker in each panchayat.
3. TABC injections to be done by the village health worker in 3 panchayats, and by us in 2 panchayats.

(C) Further Afield.

BCG vaccinations were done in 1971 and 1972 on 9 panchayats with over 100% coverage of under 15 year olds. Staff permitting we plan an initial direct BCG programme in a further 4 panchayats. This will be approximately 60 villages, all more than a day's walk from us - Rudrapur, Hupsikoth, Garakoth and Kwang Panchayats. The remaining 7 panchayats in East Palpa could be done whenever there is staff available, however there would need to be some kind of communication established first with those panchayats, as we have not had any contact with people from that area. Ground work would need to be done first to gain the confidence of these people. This is really South Central Palpa District, bordering on to Nawalpur and is Terai.

(d) Statistics.

We hope to do initial age, weight, height records of all children under 5 in 40-50 villages, to provide material for someone to work on a more realistic growth record for Nepali children.

(E) ANM and AHW Students: We would be glad to help provide field experience for ANM and AHW Students.

III. A.N.M. SCHOOL

Programme at present

(a) The School now in its second year of infancy has a complement of 48 students consisting of two classes, one of which will graduate in May, 1975. Theoretical and clinical instruction continues to be given, or will be given to Hospital and community nursing. The Gandaki Zonal Hospital in Pokhara is also being used for the midwifery training.

(b) Hostel arrangements: as previously planned in order to accommodate the second class of students in January of this year, we moved to a rented building called Ananda Mahal, which is about 15 minutes walk from the Hospital, in which much renovation had to be done to make it suitable. We have also moved the offices there and classroom, but continue to use the Hospital classroom as well. We are at present negotiating for a similar arrangement at Pokhara, but for a smaller number of students.

Full-time Teaching and Administrative Staff.

(a) Miss Mabel McLean is Campus in Charge (Director of Nursing Education) and has responsibility for administration and some classes.

(b) Miss Tara Devi Tuladhar joined the staff in December 1973 having been sent by the Institute of Medicine as Counter-part-in-Charge, and she mainly attends to the Institute of Medicine's administration.

(c) Mrs. Shanti Adhikari was transferred from Shanta Bhawan to the School in January, 1974 and works as a clinical instructor.

(d) Miss Edna Clysdale our senior sister tutor and clinical supervisor returned from furlough in May this year, and has resumed a busy teaching schedule. Hospital staff and external lecturers are also contributing in the teaching programme.

Changes in the programme this year are:-

1. Saturday is now our official day off.
2. Apart from two members of staff, all including the office staff are being transferred to the Institute of Medicine's budget. This in practice alters the matter of authority and lines of responsibility.

Programme Development

1. A model MCH Clinic is to be established at Madan Pokhara in the name of the Institute of Medicine, Tansen/Pokhara ANM School. This is about $\frac{1}{2}$ hour run in the vehicle from the Hospital and will be used as a teaching situation for the ANM students. It has been decided that the administration of this clinic will be the responsibility of the West Palpa Community Health Programme.

2. Hostel and teaching complex in Tansen: The plans for these buildings are fully prepared and have been accepted by the School Building Committee. The land is also being prepared, but as final permission has not yet been received, progress on the building work is held in abeyance at present. If the Building can go ahead as planned without too much delay, it is hoped to build Block B and make a good start on Blocks A and C during 1975. Hostel Block B consists of 10 bedrooms and luggage rooms, washing and laundry room and toilets (4 girls in each bedroom). Block A includes an apartment for the Hostel Mother, dining room, kitchen, food and fuel stores, 5 bedrooms for 4 girls in each, sick room, office, recreation room and library. Block C consists of underground water storage tank, 2 large classrooms, 5 offices and apartment for Sister Tutor.

3. Hostel in Pokhara: These plans although ready will not be finally approved when this Building Committee meets. But as the site for the Hostel has not yet been determined, proceedings on this work too are being delayed.

Due to exorbitant and continuous rising costs and some changes in the two Hostel plans suggested by the representative of the Institute of Medicine, the CIDA and TEAR Fund grants will not be sufficient, so approval of further grants and seeking of sources of these grants is requested.

Additional staff: 1 Nurse Midwife Teacher. As there will be two groups of student midwives training concurrently but in different geographical areas, it is necessary to add one more midwifery teacher to the required list.

Replacement of foreign staff: Our aim is that included with and through the teaching of the students, our tutors will also be teaching the clinical instructors, in both theoretical and practical training, after which suitable candidates will be given the opportunity we trust through UMN scholarship to do appropriate post graduate courses. It may be possible to begin putting the latter plan into practice in 1975.

Further Renovation Plans

1. In Ananda Mahal: another office, store room and small classroom.
2. More adequate provision for changing and common room facilities in the Hospital area.
3. Development of the garden to provide for more vegetables.
4. Landscaping of the remainder of the grounds, entrance and repair of wall.

Conclusion:

This programme is still a growing and developing one and we trust it will continue to be so, but

we hope that in the coming year with more settled facilities, additional staff and a revised and approved syllabus some consolidation will also be attained. We are united in a desire to put every effort into making the programme a really worthwhile one in these next few years available to us, but we also rely on the One who has called us to give us his Grace and patience in times of frustration and strength in times of weakness and wisdom when needed.

Full UMN Board Appointee Staff for Tansen Area.

(a) Area Area Superintendent

- (b) Hospital 1. Doctors: 1 Medical Director
(part-time surgeon)
+2nd Surgeon (male,
furlough due April 1975)
+1 Lady Surgeon/Gynaecologist (furlough October
1975)
1 Physician (Internist)
+1 Doctor with surgical
interest
++1 Paediatrician (part-
time hospital, part-
time community health)

Provision should be made for specialist advice in Orthopaedics, Phalmology, Leprosy and Dental Surgery, either by such skills being represented on the staff or by visiting specialists.

2. Nurses: 1 Nursing Superintendent
+2 Ward Supervisors (Hospital orientated, mid-
wives, one goes in
August, 1975).
+1 Anaesthetist, central
supply and theatre
sister
1 OPD Sister/Coordinator
++1 Relief Sister (part-
time, could be a short
term).

3 Other:

- +1 Administrator (furlough June, 1975)
- +1 Secretary (may need replacement in 1975)
- 1 Physiotherapist
- ++1 Lab. Technician (could be short term)
- +1 Medical Social Worker
- 1 Maintenance Officer (full time)
- +1 Resident Builder (supplied by Building Dept. furlough March, 1975)
- +1 Pharmacist
- 1 Hostess

(c) ANM School Tansen/Pokhara

- 1 Director of Nursing Education (Campus Head)
- 1 Sister Tutor
- 1 Clinical Instructor (Nepali?)
- ++1 Midwifery Tutor Tansen
- 1 Midwifery Tutor Pokhara

(d) AHW School (Tansen, Pokhara?)

- ++1 Principal
- ++1 Instructor (HMG?)
- ++1 Sanitarian ("

(e) Community Health Programme

- +1 Director of Community Health
- +1 Technical Advisor for Health Posts (could be a Dr).

- West Palpa:
- 1 Nurse/Administrator
 - +1 MCH Clinic Supervisor
 - +1 Nurse/Midwife for MCH Clinic Tansen (furlough Dec, 1975)
 - ++1 Nurse/Midwife for model MCH Clinic Madan Pokhara
 - ++1 Health Visitor
 - +1 Health Educator

- East Palpa:
- 1 Nurse/Midwife
 - +1 Nurse for Community Health (may be Nepali)

- Pyersingh:
- 1 Medical Social Worker

PROPOSED CAPITAL BUDGET FOR 1975

I. Area.

Area Furniture	15,000	
Refrigerator for Guest Unit	<u>5,250</u>	20,250

II. Hospital.

Carried forward 1974:

Finance still required for	
Hospital extension	200,000
Equipment for new extension	78,750
Cash Register	32,000
Motor cycle for Hospital	4,500
Workshop motors	6,300
Dehras (new	35,000
X-Ray viewer for R.F.G.	790
Laundry equipment	25,000
Electrifying supplementary	
water supply	26,250
Electric refrigerator for Lab.	5,250
New sterilizer (autoclave)	28,500
Staff housing	<u>150,000</u>
	592,340

New requests:-

R.F.G. X-Ray replacements	65,000
Spares for generator	22,000
Additional for telephone	
system	40,000
Additional for duplicating	
machine	4,000
Additional for motor cycle for	
Hospital	3,000
Additional for new dehras	35,000
Additional for X-Ray viewer	
R.F.G.	1,400
Additional for re-wiring	
Hospital	10,000
Additional for autoclave	21,500
Renovation of Nurses' Station	10,000
Office furniture	15,000
Extractor fans	3,000
Lab. equipment	15,000

Renovations to pharmacy, records, lab.	5,000	
Equipment for wards	10,000	
Crash helmets	600	
Spares for landrovers	5,000	
Revolving fund for staff loans	10,000	
New generator	100,000	
Road	100,000	
Catering equipment	10,000	
Immersion heater	3,000	
	488,500	1,080,840

III. Community Health

1. Administration

New requests:

Recourse materials	1,000	
Scales	1,400	
Famine Relief and food supplements	5,000	
Vehicle	80,000	87,400

2. West Palpa

A. Community Health West

Palpa New requests:

Additional for Honda "Trail" motor cycle	3,000	
Crash Helmets	600	

B. MCH Clinic

New requests:	2,000	5,600
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B. Alternative: Polyclinic

New requests:

Furniture for Clinics
(figures to follow later)

Equipment for clinics
(figures to follow
later)

Regrigerator small	<u>5,000</u>	5,000
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C. Community Service Training
Centre (Model MCH Clinic)

New requests:

Additional for furnishing clinic	1,000	
Additional for equipment for clinic	2,000	
Assistance in building construc- tion	25,000	
Piping for water supply	18,000	
Royalty on wood	1,700	
Refrigerator	<u>5,000</u>	52,700

IV. ANM School

Carried forward from 1974:-

Furniture for Midwifery Hostel, Pokhara	17,000
Kerosine heater	575
Typewriter	<u>3,300</u>
	20,875

New requests:-

Rent for Midwifery Hostel in Pokhara	18,000
Furniture for rented Midwifery Hostel (Pokhara)	25,000
Additional for ANM Education Complex Tansen	600,000
Additional for kerosine heaters	1,300
Additional for typewriters	6,000
Classroom and Demonstration room equipment	23,000
Fire Extinguishers	2,000
Further renovations (fire escape etc.) Tansen	10,000
Duplicator	6,500
Office furniture & equipment	5,000
Kitchen equipment & dining room	8,500
Reception area	1,200

Telephone system	5,000
Radio	1,400
Table tennis table	1,300
Sundry furniture & equipment	4,000
Furniture for ANM Education complex Tansen	84,000
Library	8,000
Slide projector	2,500
Vehicle	80,000
	<u>892,700</u>
	<u>913,575</u>
	2,165,365.

PROPOSED GENERAL RECURRING BUDGET FOR 1974

I. Area Administration	Actuals for 1973	Approved Budget 1974	Actuals for 8 months	Estimate for 12 months	Proposed Budget 1975	Inc/Dec over 1974
Receipts:						
UMN Treasurer	<u>3,000</u>	<u>11,200</u>	<u>7,467</u>	<u>11,200</u>	<u>20,760</u>	<u>+ 9,560</u>
Payments:						
Salaries	-	-	-	-	1,560	+ 1,560
Travel & vehicle	-	-	-	-	5,000	+ 5,000
Mail bag (area + E. Palpa)	-	-	-	-	2,400	+ 2,400
Water carrying & grounds	-	-	-	-	2,600	+ 2,600
Street lighting	-	-	-	-	1,200	+ 1,200
Upkeep	1,965	6,000	1,774	5,000	5,000	- 1,000
Miscellaneous	<u>4,378</u>	<u>5,200</u>	<u>3,083</u>	<u>3,500</u>	<u>3,000</u>	<u>- 2,200</u>
	<u>6,343</u>	<u>11,200</u>	<u>4,857</u>	<u>8,500</u>	<u>20,760</u>	<u>+ 9,560</u>

II. Hospital A	Actuals for 1973	Approved Budget 1974	Actuals for 8 mos.	Estimate for 12 mos.	Proposed budget 1975	Inc/Dec over 1974
<u>Receipts</u>						
Fees other	283,990	331,000	228,989	343,400	425,000	+ 94,000
Med. sales	338,239	360,000	238,902	359,000	385,000	+ 25,000
Misc.	23,581	10,000	19,347	25,000	25,000	+ 15,000
Service to leprosy Dept	7,000	8,000	4,667	8,000	8,000	
Pte fees	280					
UMN Grant	74,500	24,000	16,000	24,000	74,500	+ 50,500
Pers. Cont. S.	80,330	165,000	99,842	149,755	160,000	- 5,000
	<u>807,920</u>	<u>898,000</u>	<u>607,747</u>	<u>909,155</u>	<u>1,077,500</u>	+ <u>179,500</u>
<u>Payments</u>						
Salaries	264,116	295,000	214,530	349,825	375,000	+ 80,000
Drugs	240,406	240,000	167,128	250,000	275,000	+ 35,000
Med. surg. x-ray & lab. supp.	109,264	100,000	102,635	145,000	158,000	+ 58,000
Bedding, linen uniform	20,072	18,000	9,157	16,000	18,000	
Catering	6,967	8,000	6,457	9,000	10,000	+ 2,000
Laundry	7,773	7,000	8,705	13,000	15,000	+ 8,000
Cleaning			89			
Power, heat, light	26,727	26,000	16,776	25,000	30,000	+ 4,000
Maintenance	16,248	20,000	8,497	16,000	20,000	
Admin.	14,019	12,000	7,910	11,000	12,000	
Misc.	2,084	3,000	2,548	3,000	3,000	
Vehicle Trans	2,220	3,000	855	1,500	1,500	- 1,500
Rent & Repairs	789	1,000	198	1,000		- 1,000
Pers. Cont. S.	80,330	165,000	99,842	149,755	160,000	- 5,000
	<u>790,975</u>	<u>898,000</u>	<u>644,931</u>	<u>990,080</u>	<u>1,077,500</u>	+ <u>179,500</u>

(b) Leprosy Section
Receipts:

UMN Grant	22,100	24,200	16,133	24,200	24,900	+ 700
Personnel Con- tributed Services	5,400	-	-	-	-	-
	<u>27,500</u>	<u>24,200</u>	<u>16,133</u>	<u>24,200</u>	<u>24,900</u>	<u>700</u>

Payments:

Salaries	-	3,000	-	3,600	3,700	+ 700
Drugs	714	1,200	857	1,200	1,500	+ 300
Shoes	106	2,000	42	200	200	- 1,800
Hospital treatments	2,033	3,500	4,653	6,000	7,000	+ 3,500
Food	2,879	4,500	1,653	2,000	3,000	- 1,500
Miscellaneous	1,149	1,000	494	800	1,000	-
Bedding, linen	366	1,000	80	1,000	500	- 500
Fee- hospital service	7,000	8,000	4,667	8,000	8,000	-
Personnel Con- tributed Services	5,400	-	-	-	-	-
	<u>19,647</u>	<u>24,200</u>	<u>12,446</u>	<u>22,800</u>	<u>24,900</u>	+ <u>700</u>

	Actuals for 1973	Approved Budget 1974	Actuals for 8 months	Estimate for 12 months	Proposed Budget 1975	Inc/Dec. over 1974
III. Community Health						
1. Administration)						
Receipts:						
UMN Grant	-	-	-	-	15,000	-
Personnel Contri- buted Services	-	-	-	-	10,620	-
					<u>25,620</u>	
Payments:						
Travel: Admin. & Conf.	-	-	-	-	5,000	-
Patient retained cards	-	-	-	-	6,000	-
Innoculation cards	-	-	-	-	3,000	-
Miscellaneous	-	-	-	-	1,000	-
Personnel Contri- buted Services	-	-	-	-	10,000	-
					<u>25,620</u>	
2a. West Palpa						
Receipts:						
Medicine fee	693	,300	567	-	700	+ 400
Miscellaneous	-	-	-	-	300	+ 300
UMN Grant	27,900	51,300	34,200	51,300	46,950	- 4,350
Personnel Contributed Services	<u>25,000</u>	<u>27,200</u>	<u>9,213</u>	<u>13,820</u>	<u>21,250</u>	- 5,950
	<u>53,593</u>	<u>78,800</u>	<u>43,980</u>	<u>65,120</u>	<u>69,200</u>	<u>9,600</u>
Payments:						
Salaries & Uniforms	7,915	30,000	6,342	10,000	25,000	- 5,000
Drugs and kerosine	1,488	3,000	896	2,000	4,600	+ 1,600
Health education	959	3,000	1,021	2,000	2,600	- 400
X-Ray	2,007	2,000	251	500	2,000	-
Transportation	1,357	7,000	501	800	7,000	-
Nursing supplies, stationery & records	271	1,600	2,273	3,000	5,250	+ 3,650
Miscellaneous	1,199	5,000	652	1,200	1,500	- 3,650
Personnel Contributed Services	<u>25,000</u>	<u>27,200</u>	<u>9,213</u>	<u>13,820</u>	<u>21,250</u>	- 5,950
	<u>40,196</u>	<u>78,800</u>	<u>21,149</u>	<u>33,320</u>	<u>69,200</u>	<u>9,600</u>
2b. Model MCH Cl-nic (Madan Pokhara) West Palpa						
Receipts:						
Medicines	-	-	-	-	6,000	-
Delivery and other fees	-	-	-	-	1,000	-
UMN Grant	-	-	-	-	16,000	-
Personnel Contributed Services	-	-	-	-	10,620	-
					<u>33,620</u>	
Payment:						
Salaries	-	-	-	-	6,500	-
Drugs	-	-	-	-	5,000	-
Health education	-	-	-	-	1,000	-
Transport	-	-	-	-	5,000	-
Supplies	-	-	-	-	3,000	-
Maintenance	-	-	-	-	1,000	-
Light, heat & firewood	-	-	-	-	1,000	-
Miscellaneous	-	-	-	-	500	-
Personnel Contributed Services	-	-	-	-	10,260	-
					<u>33,620</u>	

	Actuals for 1973	Approved Budget 1974	Actuals for 8 months	Estimate for 12 months	Proposed Budget 1975	Inc/Dec over 1974
<u>2c. MCH Clinic W. Palpa</u>						
Receipts:						
Medicines	14,682	12,000	9,429	14,000	14,000	+ 2,000
Fees: delivery	2,521	2,500	1,113	1,500	2,500	-
Fees: miscellaneous	9	-	-	-	-	-
UMN Grant	4,900	7,500	5,000	7,500	9,620	+ 1,800
Personnel Contributed Services	7,200	9,900	6,867	10,300	10,620	+ 720
	<u>29,312</u>	<u>31,900</u>	<u>22,409</u>	<u>33,300</u>	<u>36,420</u>	<u>+ 4,520</u>
Payments:						
Salaries	6,182	10,000	4,734	7,100	11,000	+ 1,000
Rent & repairs	2,388	3,700	2,841	3,700	3,700	-
Drugs	6,857	7,000	9,105	10,000	10,000	+ 3,000
Health Education	-	500	-	-	500	-
Supplies	302	300	368	400	500	+ 200
Miscellaneous	57	500	24	50	100	- 400
Personnel Contributed Services	7,200	9,900	6,867	10,300	10,620	+ 720
	<u>22,986</u>	<u>31,900</u>	<u>23,938</u>	<u>31,550</u>	<u>36,420</u>	<u>+ 4,520</u>
<u>2c. Alternate Polyclinic</u>						
Receipts and payments will be as present M.C.H.						
With extra estimated expenditure of 30,000					<u>30,000</u>	
<u>2d(a) E. Palpa, Medical work: General Clinic</u>						
Receipts:						
Medicines: sales & fees	11,222	13,000	11,420	15,000	22,000	+ 9,000
UMN Grant	8,000	11,000	7,333	11,000	4,300	- 6,700
Personnel Contributed Services	14,400	15,940	6,867	10,300	10,620	- 5,320
	<u>33,622</u>	<u>39,940</u>	<u>25,620</u>	<u>36,300</u>	<u>36,920</u>	<u>- 3,020</u>
Payments:						
Salaries	2,429	7,000	4,593	7,000	4,300	- 2,700
Drugs & supplies	7,183	12,000	10,395	13,000	18,000	+ 6,000
Transport & coolies	1,048	3,000	1,638	2,500	3,000	-
Maintenance & Misc	1,069	1,000	1,450	2,000	1,000	-
Health Education	81	1,000	-	-	-	- 1,000
Personnel Contributed Services	14,400	15,940	6,867	10,300	10,620	- 5,320
	<u>26,210</u>	<u>39,940</u>	<u>24,943</u>	<u>34,800</u>	<u>36,920</u>	<u>- 3,020</u>
<u>2d(b) East Palpa</u>						
Receipts:						
UMN Grant	-	-	-	-	22,200	-
					<u>22,200</u>	
Payments:						
Salaries	-	-	-	-	13,200	-
Medicine & supplies	-	-	-	-	5,000	-
Transport & coolies	-	-	-	-	1,000	-
Maintenance & Misc.	-	-	-	-	1,000	-
Health Education	-	-	-	-	1,000	-
Travel	-	-	-	-	500	-
Cement for wzter tank and toilet slabs	-	-	-	-	500	-
					<u>22,200</u>	

	Actual for 1973	Approved Budget 1974	Actuals for 8 months	Estimate for 12 months	Proposed Budget 1975	Inc/Dec over 1974
IV. ANM School						
Receipts:						
HMG cont. (hosp staff)		81,000				
T.U. cont		93,475				
UMN Grant	39,500	60,300	40,200	60,300	63,889	+ 3,589
Pers. Conts. S.	24,480	48,024	15,413	23,120	47,440	+ 584
	<u>63,980</u>	<u>282,799</u>	<u>55,613</u>	<u>83,420</u>	<u>111,329</u>	<u>+ 3,005</u>
Payments:						
Sal & day wages		23,800	15,730	22,500	20,814	- 2,986
Schlsip & Food	24,999	30,000	20,518	32,000	17,875	- 12,125
Masc	2,197	3,500	10,284	12,500	2,000	- 1,500
Maintenance	763	3,000	746	1,500	4,000	+ 1,000
Power, Lite, heat					3,700	+ 3,700
Transport					2,000	+ 2,000
Medical Care					6,000	+ 6,000
Housekeeping					5,500	+ 5,500
Administration					2,000	+ 2,000
HMG Contribution		81,000				
T.U. "		93,475				
Pers. Cont. S.	24,480	48,024	15,413	23,120	47,440	- 584
	<u>52,439</u>	<u>282,799</u>	<u>62,691</u>	<u>91,620</u>	<u>111,329</u>	<u>+ 3,005</u>

It is noted that the total expenditure for the year July 16th - July 15th 1974 from the Institute was Rs. 67,305.62

The approved budget for the year July 16th 1974 - July 15th 1975 from Institute is Rs. 197,001.00

United Mission Hospital TansenAREA

Notes:

UMN Grant: This has been increased to cover a more accurate accounting of services incurred in connection with area and looking after living conditions of Missionaries.

Salaries: This is to cover the work done in the Hospital office in connection with Missionaries' personal accounts.

Travel & vehicle: To provide a fund to pay for trips from Kathmandu for the Dentist, other experts coming to give advice etc.

Mail Bag: Rs. 1000.00 was given as a supplementary budget to cover mail expenses for East Palpa and we have added half the cost of the UMN mail bag via Butwal.

Water carrying & grounds: Since more persons are living in the bazaar, one of the staff is occupied more than half his time carrying water for Missionaries.

Street lighting: Part of the cost of street lighting the compound is being charged.

Up-keep: This has been reduced as we have tried to make a more accurate estimate.

Miscellaneous: This has been reduced as we have tried to make a more accurate estimate.

HOSPITAL

Fees: These have been increased as it is anticipated we may make more fees for private consultations and two new wards will open in 1975.

Medicine sales: The cost of medicines is going up and we have increased the selling price in proportion.

Miscellaneous: Hoping to take in more fees to cover rising inflationary costs.

Private Consultation Fee: As mentioned above, we are hoping to hold private clinics. This was not able to be done in 1974 due to scarcity of doctors.

UMN Grant: We have been forced to increase our request for funds from UMN. 1974 we are running at a deficit due to rising costs and low income status of patients. 90% of the patients attending depend on agriculture and in these days of inflation the same amount of money is buying less and less. With the corn crop almost a failure, we feel we must request UMN to sanction a larger grant to help out in these needy times.

Personnel contributed services: With the increase in salaries, these estimates are larger.

Salaries: We have included a Nepali staff doctor on our estimates and hope to be able to secure one. Additional nursing staff is needed with opening of two new wards and it is hoped to send one of the present staff for post graduate training in Indore.

Drugs: Drug prices are rising in some cases 100% more.

Medical, surgical, X-ray and lab supplies: The price of gypsona bandages for casts has risen as well as other items in constant use in hospital.

Catering: It is estimated that catering expenses will be over the amount budgeted in 1974 and an additional amount has been added for 1975.

Laundry: The cost of soap, vim and firewood has risen in some items almost 100% .

Power, Heat & Light: In view of rising prices of oil on the world market, it is anticipated that diesel and kerosine will go up in price.

Vehicle transport: With closer attention to correct costing to various departments this amount has reduced in 1974 and it is expected the same will be true in 1975.

Rent and repairs: It is expected that Missionaries will be living in flats that were formerly occupied by Nepali staff and the Hospital share of rent will be less.

Leprosy UMN Grant: It is expected that a full time person will be helping Dr. Ferguson and since drugs and supplies are increasing, the request for aid to the leprosy has been increased.

Salaries: The salary of the leprosy technician will come to more than that estimated in 1974.

Drugs: The cost of drugs is increasing and an increased amount needed for drugs is estimated.

Shoes: This item has been reduced as the 8 mos. actual expenditure is so low.

Hospital treatments: The expenditure for 8 mos. is already above the 1974 budgeted amount, so the amount requested has been increased.

Food: The expenditure for 8 mos. is lower than the estimated amount, so this figure has been decreased.

Bedding & linen: The 8 mos. expenditure is low and this amount has been reduced.

COMMUNITY HEALTH

Administration

UMN Grant: A special amount was requested in 1974 for travel and administration and a new estimate has been proposed for 1975.

Travel: Administration and Conferences: The amount previously estimated under West Palpa has been transferred to this item and additional added to cover

delegates to conferences from other departments of the Community Health work in Palpa.

Patient retained cards: This is a new record system used and recommended by the Co-ordinating Agency for Health Planning. These have been introduced this year and it is felt to be a good idea to have these in a central place for supply to various departments of Community Health and MCH Clinics.

Innocation cards: This item was formerly in the West Palpa budget but has been transferred to serve area-wide Community Health work.

Miscellaneous: For unexpected items that may crop up in this new method of administration.

WEST PALPA

Medicine fees: More fees were taken in this year than estimated and the figure has been increased for 1975.

Miscellaneous fees: Charges are being made for regular dressings done in the home and a figure has been estimated for this.

UMN Grant: Some items have been transferred to the central administration estimate so the amount requested from UMN has been decreased.

Salaries & Uniforms: The graduate nurse budgeted for in 1974 has not been available but is included again in 1975 budget and also two ANM graduates. However, the overall expense has been decreased.

Drugs & kerosine: The price of drugs is increasing and the expense of kerosine to run the refrigerator has been added to this account.

Health Education: This item has been reduced as some items may be received from central administration.

Nursing supplies, stationary and records: The 8 mos. expenditure is above the 1974 budget and additional has been added in 1975.

Miscellaneous: This figure has been reduced as travel to conferences is now on the central administration.

Model MCH Clinic (Madan Pokhara) West Palpa

This is an entirely new work and has been estimated partly as a general clinic and partly as an MCH Clinic.

Medicines: It is anticipated medicine fees will be received from the general clinic.

Delivery and other fees: It is anticipated fees will be charged for home deliveries and for opening of abscesses in the general clinic.

UMN Grant: This is requested to help the clinic in its initial stages and to support the MCH, Community Health work done in this clinic.

Salaries: It is expected a graduate nurse will be on staff and estimate calculated accordingly.

Drugs:) Estimated partly referring to
) bazaar MCH clinic and

Health Education:) East Palpa clinic.

Transport: It is anticipated a considerable amount of transport will be necessary in the initial stages of getting this clinic functioning.

Supplies: Again estimated partly referring to MCH clinic and East Palpa.

Maintenance: Since the building will be new, a minimum is estimated for maintenance.

Light, heat & firewood: This clinic is in the village and a rough estimate has been made to cover these items.

Miscellaneous: To help with items that may turn up.

MCH Clinic W. Palpa

Medicines: Estimate raised to take care of rising prices.

UMN grant: The amount estimated to be required before the end of 1974 is more than the original estimate and the request for 1975 has been increased accordingly.

Salaries: In addition to estimating for a graduate nurse, an estimate has been added for ANM graduates.

Drugs: Increased to cover rising prices but expected receipts has also been increased

Supplies: The 8 mos expenditure is more than the 1974 estimate and the 1975 estimate has been raised accordingly.

Miscellaneous: The estimated expenditure for 1974 is much less than the original estimate and the figure has been reduced accordingly.

ALTERNATE POLYCLINIC

The handing over of the Government Hospital is an unknown quantity but a rough estimate has been made of additional finance required to operate a polyclinic there.

East Palpa (a) General Clinic

Medicine sales, and fees: This has been raised to cover anticipated rises in cost of drugs and supplies.

UMN Grant: Since the MCH clinics and inoculation campaign, costs have been put in a separate item below this request for the general clinic has been reduced.

Salaries: The salaries in connection with the MCH clinics and inoculation campaign has been put in a separate account below and this item has been reduced.

Drugs & supplies: Increased to cover rising costs in these items.

Health Education: This item has been taken off the general clinic and put on the account below.

East Palpa (b) MCH and Community Health Clinics

UMN Grant: A greatly expanded programme is envisaged with several MCH clinics in neighbouring villages, a BCG campaign to keep up with work already done and start new work, a programme of protein food supplementary feeding in connection with Community Health work, also work in Family Planning.

Salaries: Some staff have been transferred from the account of the General Clinic and additional staff have been secured.

Medicine and supplies: To cover inoculation materials, food supplement and those supplies especially related to MCH, F.P. and Community Health.

Transport and Coolies: Shared expense with General Clinic

Health Education: Transferred from budget of General Clinic and reduced as a central supply of some materials is being charged to administration generally.

Travel: These costs will be incurred in the expanded programme planned.

Cement for water tank and toilet slab: These costs will be incurred in Community Health work in the district.

UMN Grant: According to payments made in 8 mos. this work was grossly underestimated in 1974 and an increased budget has been prepared for 1975.

Salaries: Included in this estimate are two additional graduate nurses to help in the teaching programme, a skeleton estimate for office personnel, maintenance staff and casual labour.

Scholarship and food: Food costs and firewood costs have increased and it is anticipated a subsidy of Rs. 60 per student will be needed in 1975.

Miscellaneous: Since many items now included in this all inclusive figure are now itemized below the budget figure, it does not relate to expected 1974 expenditure but has been increased slightly.

Maintenance: This is an old building and it is anticipated the expenditure for 1975 will be more than the 1974 budgeted amount.

Power, Heat & light: To cover estimated items based on figures in the present Miscellaneous account.

Transport: With the opening of the ANM Midwifery Hostel in Pokhara it is anticipated considerable travelling will need to be done.

Medical care: Since there is no medical insurance scheme for the students, this item has been put in the budget to cover medical care of students.

Housekeeping: Many of the items here such as vim and soap have suffered almost a rise of 100% so the estimate has been based on present Miscellaneous account and raised.

Administration: Based on figures presently included in Miscellaneous account.

ANM Pokhara Hostel: This again is an unknown quantity so an overall contingency estimate has been requested to enable this work to be started and carried on.

Addition to PlansUNITED MISSION HOSPITAL, TANSENPLANS 1975COMMUNITY HEALTH (W. Palpa)

II Model MCH Clinic (Madan Pokhra): This projected clinic has been known by various names at different times and in last years plans appeared under the title "Village Pilot Health Project". In the agreement with the panchayat it is called "Community Service Training Centre", but we have to emphasize the fact that it is primarily a model clinic for the ANM students to use as a practise ground.

The development of the clinic has been delayed in various ways, particularly by the difficulty of obtaining permission to cut wood. Now the wood will be cut as soon as the monsoon is over and the building will be done during the Winter 1974-75. Sister Rut Pedersen will be joining the Community Health team in November 1974 and will go to Madan Pokhra once or twice a week to run a clinic in an existing building until the other is built. The new building will be carried out by local labour, with supervision from Tansen. A water pipe will have to be laid from the water tank built by the Japanese to the site. The basic building materials will be provided by 'shram dan' but manufactured goods will have to be provided by UMN. This includes piping, roofing, sanitary equipment and furnishings. UMN will also have to pay the royalties for the trees. Staff Nurse Manimit will be joining the team in the middle of January and we expect that two students at a time will be assigned there when the building is finished. The buildings will contain clinic rooms downstairs and living accommodation upstairs.

The plan is to provide a family health care service for the community in Madan Pokhra panchayat rather than a curative clinic for all and sundry. Domiciliary midwifery will be undertaken in the homes and the care of expectant mothers and children under 5 emphasised. We have been asked not to call this a health post as HMG may establish the post in another centre. We would welcome the opportunity to help the establishment and supervision of such posts elsewhere.

APPENDIX GUNITED MISSION ECONOMIC DEVELOPMENT AGENCY (UMEDA)Proposed Plans and Budgets for 1975

UMEDA is not a project, but UMN's administrative agency for handling UMN's involvement in economic development projects. Its highest authority is the UMEDA Board, appointed by UMN's Board of Directors. It functions within the framework of the UMEDA Constitution, as approved by the UMN Board of Directors.

Presently UMEDA consists of two divisions: The "Butwal Technical Institute Division" and the "Division of Consulting Services". Each division is managed by a director appointed by the UMN Executive Committee and responsible to the UMEDA Board. Through these two divisions, UMEDA is engaged in several development projects on the basis of an agreement with HMG's Department of Cottage Industries. This agreement defines the various activities in which UMEDA participates, collectively known as the Institute of Technology and Industrial Development (ITID).

The ITID Agreement, which was signed in 1963, provides for UMN involvement in the various projects under ITID for a period of approximately 15 years, i.e. up to 1978, and needs to be renewed from time to time. The present agreement runs up to the end of 1974.

UMN has, through UMEDA, sponsored, and is a major shareholder in, two companies: The Butwal Power Company Pvt. Ltd., (BPC), and the Butwal Plywood Factory Pvt. Ltd. (BPF). These companies are managed by their respective Boards of Directors, of which UMEDA appoints Directors in relation to its share investment. The other shareholders are various departments and agencies of HMG.

In the case of BPC, the other major shareholder is HMG's Department is the BPC Board Chairman. Nepal Industrial Development Corporation is the second major

shareholder in BPF, and NIDC's General Manager is the Chairman of the BPF Board.

UMN personnel working in these two companies are seconded to their posts by the UMN Executive Secretary, acting through the Butwal Project Director. Such personnel are subject to the authority of the managers of their respective companies insofar as their assigned work is concerned. Otherwise, they are part of the UMN Butwal Project Team, just like UMN workers in BTI and DCS.

According to the Constitution of UMEDA the UMEDA Board is the final authority in all matters regarding UMEDA projects, except for Constitutional changes and matters where UMN personnel and finances are involved, in which cases recommendations from the UMEDA Board have to be processed through regular UMN channels. In the following, only those plans and budgets are brought up which have come before the UMN Executive Committee and Board for decision, and these proposals should be considered in the light of recommendations which may be made by the UMEDA Board at its coming meeting (25th-26th September).

I. UMN BUTWAL PROJECT

1. General Remarks. The "UMN Butwal Project" is basically concerned with housing and other supporting services for UMN personnel engaged in the various UMEDA activities in Butwal.

On compound, housing consists of 10 family quarters and the Central Staff Quarter. The latter has 6 small flats intended for single workers, 8 guestrooms, and Staff Mess/Guesthouse kitchen and diningroom/lounge. Presently 3 single UMN workers are living in the C.S.Q., while 2 small flats and 2 single rooms are rented to Nepali staff of UMEDA projects. One of the family quarters has been reserved for the General Manager of BPF.

On the other hand, one UMN family and three single UMN workers are living in rented quarters outside the compound. There is a great need of housing for Nepali

staff, and it is felt that it is in many ways desirable that some Nepali staff members live outside the compound and some of the UMN personnel live outside in rented quarters. Rent income for quarters on the compound is used to pay for outside quarters for UMN personnel.

The arrival early this year of Mr. and Mrs. Newton to work as Residential Area Supervisor respective Hostess has resulted in a big improvement of services offered to UMN personnel as well as to guests and visitors.

2. Personnel. The following list shows all posts for UMN personnel in the various UMEDA projects. Posts which are vacant or will become vacant in 1975 and need to be filled are marked*; new posts requiring approval (having already been recommended by the UMEDA Board) are marked**.

a) Butwal Project

Project Director (part-time)
Matron, Hostess
Residential Maintenance Supervisor

b) Butwal Technical Institute

*Director (appointment expires April, 1975)
*Assistant Director (term ends July, 1975)
Principal, Training Section (previously called Training Advisor)
*Vocational Teacher (post vacant)
Advisor Machinshop (previously called Supervisor Machinshop)
Product Development Engineer
Electric Shop Supervisor
*Auto-shop Supervisor (expected to be filled soon)
Medical Officer (part-time only)

c) Division of Consulting Services

*Director (appointment expires November, 1974)
**Business Manager/Assistant Director (U108/74)
Consultant Civil Engineering

- *Consultant Economy (post vacant)
- *Consultant Finance (post vacant)
- *Consultant Management and Sales (post vacant)
- *Consultant Industrial Engineering (post vacant)
- Consultant Rural Equipment (EC(1)-7/74)
- *Field Workers of different types (posts vacant)
- Site Engineer, Tinau
- *Builder, Tinau (expected to be filled soon)
- *Builder, second post (EC(1)-7/74) (post vacant)
- *Irrigation Field Worker (post vacant)
- *Surveyor (post vacant)

d) Butwal Power Co. (secondment)

Advisor (part-time)

e) Butwal Plywood Factory (secondment)

- *Technical Manager (vacant from April, 1975)
- *Business Manager (vacant from November, 1974)
- Technical Advisor
- **Plant Supervisor (expected to be filled June, 1975)
- *Engineering Services Supervisor (vacant from July, 1975)
- *Sawmill Supervisor (vacant from July, 1975)
- **Logging Supervisor (expected to be filled soon)

(Posts of Production Engineer, Sales Manager and Timber Procurement Officer to be deleted).

PROPOSED GENERAL RECURRING BUDGET FOR 1975

	Actuals for 1973	Approved Budget 1974	Actuals for 8 months	Estimate for 12 months	Proposed budget 1975	Inc/Dec. over 1974
Receipts:						
Guest House room rent	2,158	-	644	1,000	1,000	+ 1,000. 1)
Rent for quarters	-	-	2,473	6,000	6,000	+ 6,000. 1)
UMN Treasurer	39,820	38,600	20,017	38,600	36,000	+ 2,600.
Prrs. Contr. Services	147,000	125,000	62,500	125,000	150,000	+ 25,000. 2)
	188,978	163,600	85,634	170,600	193,000	+ 29,400
	=====	=====	=====	=====	=====	=====
Payments:						
Office salaries	-	-	1,500	3,000	4,000	+ 4,000. 3)
" supplies	-	-	84	200	500	+ 500. 3)
Residential Chowkidar	2,258	2,000	830	1,700	2,000	-

	Actuals for 1973	Approved Budget 1974	Actuals for 8 months	Estimate for 12 months	Proposed Budget 1975	Inc/Dec over 1974	
UMEDA Board	4,616	7,500	1,814	2,300	4,000	-	3,500 4)
Rent outside quarters	295	-	1,004	2,000	-	-	
Repairs outside quarters	-	-	1,013	1,500	-	-	
Official travel	1,296	3,000	153	500	500	-	2,500 6)
Board & trans. guests	1,366	1,500	169	500	1,000	-	500 6)
Electricity, street light	5,766	5,000	2,469	5,000	5,000	-	-
Maint. living quarters and grounds	10,573	10,000	6,799	12,000	13,000	-	3,000 7)
Do. waterline	5,270	6,000	5,228	8,000	8,000	+	2,000 7)
Water allowance outside quarters	-	-	107	1,500	-	-	
Guesthouse linen, utensils	982	1,600	828	1,600	2,000	+	400 9)
Mailbag and miscell.	1,662	2,000	1,452	2,500	3,000	+	1,000 10)
Pers. Contr. Services	147,000	125,000	62,500	125,000	150,000	+	25,000
	181,084	163,600	85,950	167,300	193,000	+	24,900
	=====	=====	=====	=====	=====	=====	=====

- 1) Rent paid by visitors and national employees has previously been accounted for as Guest House income respective BTI income. Now included in UMN Butwal Project income to cover rent etc. for outside quarters for UMN personnel.
- 2) UMN personnel working in DCS were previously included in DCS budget.
- 3) From 1st January, 1974 the UMN Butwal project has set up its own office with a part time Accountant and a part time Office Assistant (sharing the staff with DCS).
- 4) Number of UMEDA Board Meetings reduced from 4 to 3 and travel expenses etc. shared with BTI Board.
- 5) See Note (1) above. Presently two outside quarters rented. The one of these paid for by UMN Treasurer directly (advanced to landlord).
- 6) Reduced because travel and guests are mostly paid for by the various projects.
- 7) Increased because of inflation.

- 8) No budget was provided for 1974, and expenses for carrying water to outside rented quarters have been charged to repairs and maintenance. Adjustment for this to be made.
- 9) Increased due to inflation.
- 10) Increased freight charges and salaries for mailbag. Part of the cost will now be carried by BTI, DCS etc.

Accounts for operation of Guest House including Staff Mess and Vehicle (new VW bus) are separate. Expenses (inclusive depreciation) are covered by charges and any surplus or deficit is carried forward and made up by adjusting charges.

II. DIVISION BUTWAL TECHNICAL INSTITUTE

1. Constitutional Changes.

A draft "Statement of Objectives and Working Rules" for BTI was considered last year by the UMN Administrative Conference and Executive Committee, and was along with necessary amendments of the UMEDA Constitution presented to the UMN Board for final action at its meeting in April this year. The Board was not able to make a decision because the proposals had not been distributed to the members in time. The Board did, however, authorise the UMEDA Board to implement the constitutional changes on a preliminary basis, requesting that the proposed constitution for BTI with necessary amendments of UMEDA Byelaws be circulated to the members in time, before next year's meeting.

2. Plans for 1975

The reorganisation of BTI into an Industrial Section and a Training Section has been completed. The Industrial Section has been set up with two self-contained production units (the Wood Unit and the Mechanical Unit) and a number of service departments, all running on a commercial basis. Surplus from the Industrial Section covers the recurring budget of the Training Section.

It is planned that the production units will become separate companies in which BTI will hold majority share interests. These companies will be renting workshop buildings etc. from BTI on the basis of contracts which will provide for continued apprenticeship training in the shops.

During the past year or so the number of UMN personnel working in BTI has been drastically reduced, with Nepali employees replacing foreign staff in most middle level management positions. It is planned that this process will continue during the coming year - also at top management level.

Government and University participation in the new BTI Board has so far been very helpful. BTI's future relationship with Department of Cottage Industries and with Tribhuvan University remains to be decided. It is expected that this may be worked out in connection with the renewal of the ITID agreement which expires by the end of this year. As far as the training programme is concerned, UMEDA is emphasising the importance of maintaining the present apprenticeship type of training and is resisting attempts to transform BTI into a Technical School.

From 16th July, BTI has changed its accounting to follow the Nepal Government financial year. The financial period which ended on 15th July shows a healthy surplus in most production units.

3. Capital Budget for 1975. (UMN Financed)

Requests carried forward from 1973:

Classroom building	126,000	
less received during the year	<u>10,500</u>	115,500
Workers' housing		<u>152,500</u>
		268,000

III. DIVISION OF CONSULTING SERVICES

1. Aims and Policies. As approved last year by the UMN Executive Committee:

a. To seek to undertake services of consultation,

survey, project planning and implementation related to economic development.

- b. To undertake such work also in places outside Butwal, and preferably in the West Central Development Region.
- c. Such services would be undertaken within the framework of and related to HMG's Regional Development Plans.
- d. They would be undertaken on the basis of cooperative assistance and mutual agreement with the parties concerned which may be HMG, local authorities, assisting organisations and private parties, depending on the type of work to be undertaken. Such service may originate from the Division's studies and offers, or by request of other parties.
- e. To Build up a team of qualified short and long term workers who are able to undertake these services.
- f. To seek to provide the money and facilities (housing, offices, transport, equipment, trained Nepali staff, etc.) necessary to undertake services approved by the UMEDA Board and by HMG.

2. Constitutional Changes. In connection with the UMEDA Byelaw amendments proposed in connection with the setting up of a separate Board for BTI, the UMEDA Board last year recommended that DCS's name be changed to "Division of Development Service". The proposal was discussed and approved of by the Administrative Conference and the Executive Committee along with a revised statement of Aims and Policies for the Division. The UMN Board did not approve of the proposed change of name, but referred the matter back to the UMEDA Board for further consideration.

3. Power Development. Construction work at the Tinau Hydro-Power project is expected to go on for another couple of years, and will continue to require a good deal of attention from DCS. The staff involved in this work are Bob Yoder as Site Engineer, Ken Roes as Design Engineer, and one expected new builder from

UMN. As the design work comes to an end there will, however, be an increasing capacity available for outside consulting work in the area of civil engineering and power development.

Until a few months ago there seemed to be a good chance that DCS might be invited to take part in planning and supervision of a small Power Project in Surkhet. It does now appear that HMG's Electricity Department will be carrying out this work with their own staff.

HMG is, however, planning Micro-Power Plants at several locations in the hilly regions. A foreign consulting firm will be surveying 8 or 9 sites during the coming winter season. There may be plenty of opportunities for DCS to become involved in the construction of such small plants in remote places. We are waiting to see.

The future of DCS's consulting and contracting work in the area of civil engineering and power development is being discussed. It would be a pity if the competence which has been gained, and the organisation which has been built up through our involvement in the Tinau Hydro-Power Plant should have to be written off with the completion of this project. One alternative may be to set up a company in partnership with Nepali interests to take over the staff and equipment from DCS and make use of the experience gained from Tinau on new projects in Nepal.

4. Rural Equipment Development. Mr. John Finlay joined DCS half a year ago to work as a consultant on Rural Equipment Development. The idea is to develop and introduce equipment which can be manufactured at BTI and which will be useful for farmers in Nepal. Items which are being considered are gowar gas plants, agricultural implements of various types, etc. The first phase of this work is to collect information concerning these types of equipment from sources in Nepal, India and overseas. The second phase is to manufacture and test prototypes. And the third phase is to demonstrate and introduce these to the farmers;

for BTI to manufacture and sell the products; and for DCS to help the farmers to install and use them. So far we are only in the first stage, although a couple of prototypes have already been manufactured at BTI.

5. Employment of Handicapped People. DCS has been approached by another organisation in Nepal concerning assistance in establishing new industries where former leprosy patients and other people with physical handicaps may find employment. One possibility for this is production of articles made of leather. There could be cooperation with BTI Wood Units where use of waste leather is a problem. So far this project has not moved beyond the exploratory stage.

6. Other Consulting Services. Implementation of the plans for establishing a team of consultants in DCS has been at a standstill because qualified people have not yet been offered. We keep on seeking the consultants we need, but do not seem to have the strength or ability to present our plans in a way which may appear attractive or interesting to people and organisations overseas.

7. District Development Projects. Weak leadership and lack of suitable field workers may be the reasons why so far we have not been able to move ahead in this field. In the absence of the team of consultants there is also very little we can do. It seems like a vicious circle: Because we do not have any specific and challenging projects in hand, we do not get any field workers. And because we do not have these field workers, we cannot plan and initiate any projects.

8. Public Relations. As a part of the restructuring of BTI it was decided to turn over the UMEDA Public Relations and Government liaison service to DCS. This work is carried out by Mr. Joshi and his staff in Kathmandu, and is to serve all UMEDA projects at self cost.

9. Office Building for DCS. In the first plans for DCS (which were approved three years ago), it was

envisaged that DCS would be renting office accommodation in the bazaar, and build its own living quarters for UMN personnel. The approved Capital Budget for DCS has during these years carried forward capital askings for these purposes: Rs. 25,000 towards office furniture and equipment, and Rs. 120,000 for construction of living quarters. So far no funds have been received. (For some unknown reason the DCS Capital Budget dropped out of the printed UMN Plans and Budgets for 1974). Now it appears that DCS' needs have changed in this respect. Living quarters may be available at the UMN Butwal Project compound - or may be rented outside. But there is a definite need of office accommodation for DCS close to BTI.

Up to now DCS has only been involved in the Tinau power project, and the staff have been working in BPC offices. As DCS's work for BPC gradually comes to a close, this is no longer possible, especially if DCS is to become involved in power and other projects outside Butwal. The new consultant for rural equipment development also needs a place from where to work. The DCS administration is presently located in the BTI office block, sharing two small office rooms with UMEDA and the UMN Butwal Project administration. This has somehow worked because the DCS Director has also been the acting Director of BTI. After half a year this close cooperation is likely to end, and DCS arrange for another office for its administration. DCS is asking for new personnel for a number of posts which are now vacant. If the people asked for, do turn up, they will need a place to work (this especially applied to the consultants). Finally, without any office of its own DCS in a way lacks substance. There is nothing to see, no image outwards. DCS needs to have an office which can serve as a face to the outside world.

For these reasons, the UMEDA Board in its June meeting decided that DCS must build its own office on BTI land, and seek outside funds to finance it. BTI has for the last couple of years been planning to construct a "Sales and storage building", and came as far as to lay the foundation for this building. Now

the plans have been changed, and the Board has decided to turn the site and the foundation over to DCS. It is an excellent location, facing the highway and the main BTI entrance road.

The new DCS office building is proposed to be constructed on this existing foundation, in two storeys. There will be offices for the administration, a large drafting office with storage room for surveying equipment, etc., a library cum conference room, office for the rural equipment consultant and for 3 or 4 other consultants. The estimated cost of the building is Rs. 70,000 plus Rs. 30,000 for furniture and equipment.

10. Capital Budget for 1975.

Requests carried forward from 1973:

Vehicle (duty free)		Rs. 25,000
Office equipment and furniture	Rs. 25,000	
Quarters for 4 families	Rs. 120,000	
	<u>145,000</u>	

To be deleted and replaced by:

Office building		Rs. 70,000
Office equipment and furniture		30,000
Development of Rural Equipment		15,000
Grant for Power Project	1,050,000	
less received in 1974	<u>1,050,000</u>	0

Development projects approved in principle but subject to specific approval for each project

2,000,000
2,140,000

11. Recurring Budget for 1975 (UMN financed)

DCS has like BTI changed to the Nepal Government financial year as from 16th July, 1974. This causes some complications in presenting budgets and accounts to UMN. It would seem that in the future the details of the budgets and accounts ought to be placed under the final authority of the UMEDA Board. They could

then be prepared and presented in accordance with the DCS financial year and the time schedule fixed by UMEDA, and only the recurring and capital budget askings from the UMN Treasurer would need to go through UMN channels. This would also, by placing everything under the UMEDA Board, allow for the self-financed and the UMN financed DCS budgets to be considered together.

DCS RECURRING BUDGET FOR 1975 - UMN FINANCED

	Actuals for 1973	Approved Budget 1974	Actuals for 8 months	Estimate for 12 months	Proposed Budget 1975	Inc/Dec over 1974	
Receipts:							
UMN Treasurer	16,000	16,000	-	16,000	19,000	+ 3,000	
Pers. Contr. Services	29,400	28,200	-	43,000	0	- 28,200	1)
	45,400	44,200		59,000	19,000		
Payments:							
Salaries	3,752	4,500	-	4,200	5,000	+ 500	2)
Training	3,168	2,500	-	4,000	4,000	+ 1,500	3)
Bldg. Maint. water & chowheeder charges	1,226	1,200	-	1,200	1,500	+ 300	4)
Equipment maintenance	419	500	-	500	600	+ 100	4)
Local transport)				500	1,000		
Travel)	667	4,000	-	3,000	2,000	- 1,000	
Office supplies)					1,000	-	
Technical literature)	819	2,000	-	1,000	1,000	-	
etc.							

	Actuals for 1973	Approved Budget 1974	Actuals for 8 months	Estimate for 12 months	Proposed Budget 1974	Inc/Dec over 1974	
Promotion *	-	500	-	500	1,000	+ 500	5)
Legal fees	-	500	-	300	600	+ 100	4)
Guests	-	-	-	-	500	+ 500	6)
Mailbag and misc.	229	300	-	300	800	+ 500	7)
Pers. Contr. Services	29,400	28,200	-	43,000	0	- 28,200	1)
	39,680	44,200	-	58,500	19,000	33,200	
	=====	=====	=====	=====	=====	=====	

Notes:

- 1) Personnel contributed services transferred to UMN Butwal Project.
- 2) 20% increase salaries. Rs. 3000 of total salary expenses for administration is carried by UMN Butwal Project budget.
- 3) Charges for training costs BTI have increased. (one office trainee)
- 4) 20% increase due to inflation.
- 5) Expected increase in activities (rural equipment devt. etc)
- 6) Expenses on guests are now being distributed to projects.
- 7) Mainly due to increased mailbag charges (which previously were paid in full by UMN Butwal Project).

APPENDIX H :BOYS' BOARDING SCHOOL, POKHARAProposed plans and Budgets for 1975.The Situation.

During 1974 this School has continued to grow. The school year ended in 1973 with just over 200 students in classes 1-8. In 1974 about 65 new students were admitted to the School (including 12 Bal Mandir boys on scholarship) and a new Class 9 was begun.

Our Nepali staff has also continued to grow in strength and quality and at the same time UMN personnel are taking a lesser role in the actual classroom teaching.

Due to the unavailability of building materials, mainly cement, we will not complete the construction of the School by mid-July 1975 as previously agreed with HMG. A fifth hostel, science block and staff house should be completed or near completion by the end of 1974.

Another Peace Corps Training Programme for vocational agriculture teachers will be conducted on the Boarding School Campus this year as the School

continues to search for ways it can serve in the broader aspects of education in Nepal.

Work.

During 1975 the School should continue to grow with the addition of Class 10 to make it a full High School. This will be the first group of SLC students from this School under the New Education System. We will also add about 50 new students to fill the newly completed hostel. It is hoped that during 1975 our Nepali staff will become even stronger. We are planning to add a Nepali family as Hostel Parents; we are searching for a qualified Nepali Nurse to help take over the School Nurse responsibilities, and a Nepali to begin taking over responsibilities in the School Library.

Also, during 1975 the building work at the School will continue as rapidly as materials and labour will allow. It is hoped that the major building work can be nearly completed by the end of 1975 although there will still be work left to be done.

We will continue our talks with HMG regarding the future development of the Boarding School and the possible involvement of the UMN in this development, with both money and personnel. It is hoped that sometime in early 1975 definite plans for further development can be finalised in order that the UMN can take the necessary action.

Personnel.

We should continue all of the existing UMN posts in the School during 1975, but in some cases the duties should be modified to allow for changes in job description and the bringing in of Nepali personnel. In addition, several new posts and personnel replacements are needed as indicated:

Headmaster - Jonathan Lindell (To return from furlough in July, 1975. Larry Asher is presently Acting Headmaster)

Agricultural Dept. Director - Larry Asher

English & Biology Teacher - Margaret Kingsley
(Due for a 3 month
furlough in June 1975.
No replacement needed
for the 3 months).

Science Teacher and Hostel Parents - Richard &
Janice Clark

School Nurse - Phyllis Asher (A Nepali Nurse is
needed to work into
this post)

Librarian - Hazel Buckner (A Nepali Nurse is needed
to work into this post).

Hostel Supervisor - Ennie Hokkenen

Farm Manager - John Paterson

* Building Engineer - E. Delos McCauley
(Due for furlough in
June 1975. A replace-
ment is needed) (This
post is supplied by
the UMN Building
Dept)

Assnt. Building Engineer - Bob Buckner
(This post is sup-
plied by the UMN
Building Dept.)

Industrial Arts Teacher - (This post is approved
but not ready.)

* Business Manager - (This is a new post needing to
be filled immediately.)

* Domestic Superintendent - (This is a new post for
the UMN which needs to
be filled immediately.
Previously this post was
filled by personnel from
INF.)

- * P.T. Teacher - (This is a new, short term post needing to be filled immediately)

Station Finances.

The cost of the administrative running of the School is met by student fees and HMG grants, through the District Education Office, as is normal with all Schools in the Plan. There are 4 budgets involved in the administrative running of the School: (1) The D.E.O. regular budget - Rs. 75,750.00; (2) The extra Administrative budget - Rs. 60,500.00; (3) The Hostel budget of Rs. 400,000.00; and the Agricultural Department budget of Rs. 75,000.00. These budgets are planned according to the national fiscal year. In addition to these four budgets which run the School there is a UMN Recurring Budget for maintaining the personnel in the project and a Capital Fund Budget for the building of the School.

The UMN should continue to provide the recurring and capital budgets to serve and care for the UMN personnel in the project. The UMN Scholarship Committee should continue to assist N.A.V. staff members to get further training within the framework of the rules of the Committee.

The recurring budget for maintaining the project and its personnel for 1975 is as follows:

* PROPOSED GENERAL RECURRING BUDGET FOR 1975.

	Actuals for 1973	Approved Budget 1974	Actuals for 8 months	Estimate for 12 months	Proposed Budget 1975	Inc/Dec over 1974
Receipts:						
UMN Treasurer	2,380	2,900	1,933	2,900	3,700	- 800
Personnel Contributed						
Services	69,654	61,692	41,128	61,692	78,804	+ 17,112
	72,034	64,592	43,061	64,592	82,504	+ 17,912
	=====	=====	=====	=====	=====	=====

	Actuals for 1973	Approved Budget 1974	Actuals for 8 months	Estimate for 12 months	Proposed Budget 1975	Inc/Dec over 1974
Expenses:						
Maintenance	-	300	-	300	300	-
Mailbag, etc.	1,775	1,700	1,360	2,060	2,300	+ 600
Duty Travel	515	800	356	800	800	-
Administration	90	100	42	100	300	+ 200
Personnel Contributed						
Services	69,654	61,692	41,128	61,692	78,804	+ 17,112
	72,034	64,592	42,886	64,952	82,504	+ 17,912
	=====	=====	=====	=====	=====	

Other Station financial matters are as follows:

- *1) There is a balance of Rs. 986. in the UMN Pokhara Project Furniture account. During 1975 we will be adding a Business Manager and Domestic Superintendent as UMN Personnel. It will be necessary to provide these people with new basic furniture. For this purpose we are requesting that the Rs. 986. be left in the account and that an additional Rs. 3,000. be granted to purchase the necessary furniture for these people when they arrive.
- *2) Better facilities for handling UMN personnel mail is needed at the Station. The cost of construction is Rs. 800. The project requests permission to carry out this improvement with funds already in hand.

CAPITAL BUDGETS FOR SCHOOL DEVELOPMENT

Previously approved budgets:

General Building Work	Rs. 5,095,860
Agricultural Dept	292,820
Miscellaneous Items	116,295
	Rs. 5,504,975

* Additional Budget REquests related to this development

General Building Work	Rs. 700,942
Agricultural Dept.	166,900
Additional Furnishings for the School	209,298
Science Laboratory Equipment	14,500
	Rs. 1,091,640
	TOTAL Rs. <u>6,596,615</u>

Remarks

The primary reason for the increase in the General Building Work budget is the very sharp increase in the cost of materials and increased labour costs. These figures are not out of line with the general increase across the country.

The large rise in the Agricultural Department Budget is due to the fact that it was made in 1971 and approved in 1972. Approximately half of the budgeted amount remains to be spent in 1975. Increased costs since 1972 have made this increase of 33% necessary.

Additional furnishings for the School includes items which were never included in the original budget, but were assumed to be a part of the UMN's share in the development of the School. Most of it is furniture items for offices, classrooms, hostels and staff quarters.

The amount for Science Room Equipment is for purchasing the necessary apparatus for teaching science. It is not for the purchase of expendable materials to be used in the class. These items are necessary for teaching science and are not being provided by HMG.

* EXPANSION OF AGRICULTURE DEPARTMENT

In 1971 a decision was made to divide the agricultural land into two sections and develop one section completely, or nearly so, before developing the remaining section of land. In line with this decision the original budget as previously approved (Rs. 292,820) is for developing the first section of land only. That budget is now being increased to (Rs. 459,720) but is still for the development of this first section of land. This development will near completion during 1975 and now the following budget is being submitted for approval for the development of the second section of the agricultural land.

Buildings.

Grains Storage	Rs. 13,800
Large Animal Building	150,000
Expansion of Water System	5,200

Land.

Additional Land Clearing	23,000
Roads and Paths	10,350
Fencing of Livestock Area	2,875

Livestock.

Buffalos (1 bull and 2 cows)	8,625
Dairy Cows (1 bull and 2 cows)	8,625
Livestock Equipment	5,750

Other Items.

Fruit Trees Stock and Planting	1,725
Tools and Machinery	11,500
Electrification	2,000
	Rs. 243,450
	=====

APPENDIX IGORKHA PROJECTPlans and Budgets 1975

In Administration of the Gorkha Project the Central Office will continue its function 1) to keep all accounts for projects and individuals 2) to keep a store of basic supplies from Kathmandu, as well as a stock of rice, soya beans, etc. for use of Board Appointees, for Community Health and for some staff members 3) to deal with H.Q. in all business matters and 4) a very interesting variety of other details too numerous to mention!

In keeping with being a Community Service Programme, we are planning two new projects 1) bee keeping and 2) gas from manure for use at the Hospital. We are also considering the possibility of a scheme to bring water to Amp Pipal by means of hydram. This has been under consideration for a long time and some budget already has been approved.

We try to buy in a good supply of unhulled rice at harvest time when the price is at its lowest. Getting the rice hulled has been a problem, since the equipment we had was turned over to HMG along with the Agriculture Department. We are therefore planning to buy rice hulling equipment for project use.

Two of the four Board Appointee teachers now working in the HMG School system will be going on furlough at the end of 1974. The temporary appointments given for December-June have not been renewed but we expect they will be and that the two teachers will be able to continue teaching in 1975.

Hospital

The year 1974 will have seen the completion of most of the Hospital capital building projects. Therefore, we contemplate no new capital expenditures during 1975.

The Assistant Nurse training course begun in 1974 will continue, but no new class is anticipated for 1975. The class presently consists of 5 boys and 3 girls. It is still necessary to train our own staff, as it has not been possible to obtain Government certificated medical workers; it is unlikely this situation will change in the near future.

In 1974 a neighbouring panchayat sent a young man to use for one months training in public health and the treatment of simple illnesses; with the purpose of establishing him as a panchayat health "agent". This job primarily entails health education and preventive medicine, but also the treatment of simple illnesses in the early stages, thus eliminating the need for many otherwise needless trips to the Hospital, and also encouraging the early treatment of disease. It is expected that when the benefits of this programme are seen, other neighbouring panchayats will send their own candidates for this informal training. Follow-up and continued teaching and consultation will be carried out by both Hospital and Community Health staff. This panchayat health "agent" will also act as a liaison with our Community Health Team as they expand their activities into the surrounding panchayats.

In 1964 the Hospital undertook to provide a source of medicine for the Government Health Worker in Jaubari in the form of a panchayat medicine shop, enabling the Health Worker to function much more effectively, as he is often without essential medicines. Under the terms of the agreement, the Hospital provides medicine at a discount to a shopkeeper chosen by the panchayat to be dispensed only by prescription of the Health Worker. We plan to continue this project and hopefully expand it to other nearby communities in which a Government Health Worker is located.

It will be necessary to continue to depend on a grant of Rs. 35,000 to balance the budget for 1975. All efforts are being made to streamline operations and reduce expensive and non-essential services, but the simple fact remains that the majority of our patients cannot support the cost of even the minimum

level of modern medical care. It does not seem to us possible to further reduce our services to the poor; as it is, most of the poor don't even come to the Hospital. Our low charity figure of approximately 10% tends to confirm these facts.

The major question in the future of the Hospital lies in what the Government plans to do with it. It is idle to speculate at this writing, except to say that we have reason to be optimistic that the Hospital will not be shut down or significantly down-graded. Various reasonable proposals for continued operation in conjunction with Government Health Services are circulating in the Health Ministry. What will come of them we can for the time leave in God's hands.

Community Health.

Introduction: Our Community Health activities are doing the groundwork of HMG future plans. According to the HMG Health Post pattern our size of operation is covering 10-15,000 of the population, 3 village panchayats. We have been working in Harmi, Amp Pipal, and Palungtar Panchayat which would be enough for one Health Post in the future. We aim to continue the Community Health programme in these 3 panchayats to meet the future HMG Health Post plan. On the other hand we will start in a new area such as Koplant and Choprak Panchayat to be another Health Post unit.

Functions: Amp Pipal - Hospital and village M.C.H., T.B. follow-up work and Family Planning. Harmi, Boharagoan, Bajredara - M.C.H., T.B. follow-up work and Family Planning.

Giving teaching, advice and help in improving water supplies and making toilets. Continue developing the gardens as part of the Nutrition Project. We need another Board Appointee to help with these and other functions, so are requesting another approved post in our personnel list.

In Koplant Panchayat we are anticipating starting very soon with the T.B. programme consisting of B.C.G.

innoculation and case finding from house to house. Later on there will be an M.C.H. clinic one day weekly in this same area. In Choprak Panchayat we will also have a T.B. and Leprosy programme, consisting of B.C.G. inoculation and case finding from house to house. Further we are intending to build up the Hospital M.C.H. clinic to a daily one with a Nutrition Rehabilitation Centre. We need a building separate from the Hospital but nearby. If we have a UMN Board Appointee Nurse Midwife we would like to up-grade the HMG Jaubari Health Post. This Nurse/Midwife would stay with the UMN teacher already in Jaubari.

We are not ready to go into Lamjung in 1975. We might consider it in 1976.

Personnel required in 1975.

A) Administration:

Area Superintendent)	vacant from July, 1975
Business Manager)	
Assistant to Business Manager and Hostess *		
Maintenance Supervisor for Project		

B) Education:

6 Teachers)	These are present approved
1 Physical Education Teacher)	posts, but we have no idea
)	whether or not we will still
)	be able to continue second-
)	ing teachers to HMG in 1975.

C) Health Services:

a) Hospital -

Medical Director- General Practitioner
 1 Doctor- Surgeon (vacant from July, 1975)
 1 Doctor - Pediatrician (part time)
 1 Nursing Superintendent
 1 Nurse (language student)
 ** 1 Nurse

b) Community Health -

- * 1 Community Health Administrator
- 1 Community Health Supervisor, Amp Pipal area
- 1 MCH Supervisor, Amp Pipal area
- * 1 Nutritionist
- * 1 Nurse - Midwife, Jaubari
- * 4 Nurse - Midwives, Gorkha-Lamjung
- ** 1 Gardener, Sanitation Worker, Builder
- ** 1 Doctor, part-time.

PROPOSED GENERAL RECURRING BUDGET FOR 1975

	Actuals for 1973	Approved Budget 1974	Actuals for 8 months	Estimate for 12 months	Proposed Budget 1975	Inc/Dec over 1974
<u>I. Administration</u>						
Receipts:						
UMN Treasurer	13,000	13,758	9,172	13,758	13,300 -	458
Personnel Contributed services	23,423	37,290	20,471	27,722	23,615 -	13,675
	36,423	51,048	29,643	41,480	36,915 -	14,133
	=====	=====	=====	=====	=====	=====
Payments:						
Agent Expenses	1,687	2,000	1,402	2,000	2,000	-
Salaries	1,872	6,758	2,027	3,500	6,000	758
Maintenance	2,101	2,000	1,520	2,000	2,000	-
Water allowance	2,200	1,500	1,095	1,575	1,800 +	300
Travel	194	500	682	900	500	-
Office expenses	792	1,000	570	800	1,000	-
Personnel contributed services	23,423	37,290	20,471	27,722	23,615 -	13,675
	32,269	51,048	27,767	38,497	36,915 -	14,133
	=====	=====	=====	=====	=====	=====
<u>II. Health Services</u>						
<u>A) Hospital</u>						
Receipts:						
Fees	128,189	184,000	116,452	164,000	195,000 +	11,000
Gifts	3,280	-	-	2,575	-	-
UMN Treasurer	27,500	35,000	23,334	35,000	35,000	-
Personnel contributed services	36,948	37,000	25,238	38,138	42,742 +	5,742
	195,917	256,000	165,024	239,713	272,742 +	16,742
	=====	=====	=====	=====	=====	=====
Payments:						
Salaries	65,533	90,000	51,107	76,500	100,000 +	10,000
Drugs	58,537	72,000	57,324	85,000	70,000 -	2,000
Medical & Surgical Supplies	16,997	16,000	17,523	20,000	16,000	-
Bedding, linen & uniform	3,126	8,000	2,904	5,000	8,000	-

	Actuals for 1973	Approved Budget 1974	Actuals for 8 months	Estimate for 12 months	Proposed Budget 1975	Inc/Dec over 1974
Laundry & Cleaning	1,539	3,000	1,240	1,800	3,000	-
Maintenance	1,569	5,000	2,237	2,100	5,000	-
Power, light, heat	12,828	16,000	11,548	17,300	20,000	+
Administration	3,111	6,000	6,556	7,000	6,000	-
Travel	420	1,000	350	500	1,000	-
Miscellaneous	630	2,000	277	500	1,000	-
Personnel Contributed						
Services	36,948	37,000	25,238	38,139	42,742	+
	<u>201,238</u>	<u>256,000</u>	<u>176,304</u>	<u>253,839</u>	<u>272,742</u>	<u>+</u>
<u>=====</u>						
B) Community Health						
Receipts:						
Feen	115	200	-	200	300	-
Medicines	6,618	5,000	7,915	12,000	15,000	+
UMN Treasurer	28,500	46,300	30,866	46,300	46,300	-
Personnel Contributed						
Services	14,927	57,120	10,450	15,818	71,861	+
	<u>50,160</u>	<u>108,620</u>	<u>49,231</u>	<u>74,318</u>	<u>137,861</u>	<u>+</u>
<u>=====</u>						
Payments:						
Salaries	19,020	35,000	17,295	25,000	34,100	-
Porters	8	-	-	-	-	-
Field Expenses	-	1,500	984	1,200	1,500	-
Medicines	6,841	6,000	7,214	12,000	15,000	+
Medical Supplies & Equipment	-	1,000	134	1,000	1,000	-
Teaching & Publicity	1,554	2,000	1,374	2,000	2,000	-
Maintenance of clinics	826	1,000	1,153	1,500	2,000	+
Power, light, heat	118	-	-	-	-	-
Stationary & supplies	425	-	-	-	-	-
Administration	-	500	388	500	500	-
Travel	474	500	196	200	500	-
Freight	-	1,000	1,871	2,000	1,000	-
Triple vaccine	1,060	2,000	900	2,000	2,000	-
Uniforms and linen	475	500	502	600	1,500	+
Miscellaneous	18	500	-	500	500	-
Personnel Contributed						
Services	14,927	57,120	10,450	15,818	71,861	+
	<u>45,746</u>	<u>108,620</u>	<u>42,461</u>	<u>64,318</u>	<u>137,861</u>	<u>+</u>
<u>=====</u>						

Explanations

I. Administration

Salaries for the year are less than budgeted because we had planned to have a Nepal counterpart for the UMN Board Appointee Project Maintenance man, but still have not found a man to fill this post.

Our budget for travel is overspent because of the anticipated cost of moving the Aandstad family from Luitel to Harmi and the personnel belongings of the 2 teachers from Jaubari to Amp Pipal at the end of the year.

Under PCS we had included both Mr. Rasanen and Miss Jokinen for the full year.

II. Health Services

A) Hospital

1. Anticipated gift of Rs. 2,575 - Dr. Huston has always paid the cost of medicine she orders from MAP, so when we know the total cost of the shipment now on the way she will pay this.
2. We realised in making a budget for 1974 that it was a bit unrealistic to expect Rs. 184,000 in fees, but we were determined not to ask for an increased grant from the Treasurer if at all possible.
3. Salaries - We have been unable to get the staff for which we budgeted and have to carry on with local trained staff.
4. Drugs - The pharmacy has been newly organised with a list of formulary medicines and stock organised so that a 3 month stock is always on hand. We anticipate that any deficit at the end of the year will be reflected in an increased inventory of medicines.
5. Medical and surgical supplies - A shipment of supplies from England has been held up in Calcutta. We have already paid out Rs. 2,780 on Calcutta charges for this shipment and do not have it yet. Also we expect our inventory of these goods to be slightly increased.
6. Power, heat and light - When we made budgets the cost of kerosene in Dumre was .75 to .85 per litre. It is now Rs. 1.40 or 1.50.
7. Administration - We have just purchased a stock of file folders for out-patient records which will likely last all through 1975. Since this involved a print job it is more economical to order in large amounts.

B) Community Health

1. Medicines, receipts and payments are much over the budget. The C.H. staff has found it impossible to limit the use of curative medicine to the extent that they had thought possible. This figure also includes buying local corn, soya beans, black dahl and millet for roasting and grinding. This is then sold (as medicine) to patients to encourage good nutrition.
2. Salaries - We have not been able to get the staff for which we made budget.
3. Freight is overspent because of the 1,737 kg. shipment of CSM meal for the 6 months feeding programme.

PROPOSED CAPITAL BUDGET FOR 1975

I. Administration

Amp Pipal water project	10,000	**
Rice hulling equipment	3,000	

II. Hospital

Bee-keeping project	4,500
Gas from manure project	6,500
De-ionizing equipment	15,000

III. Community Health

MCH Clinic cum dera for malnourished children	60,000
	99,000
	=====

* We have no drawings or actual estimates at this time. The figure given is simply a guess based on the cost of the School Building in Luitel. We are asking that this be approved in principle and then we will proceed to get more exact figures to present to the Finance Committee in April

** History and Explanation of this project follows:

The present de-ionizing equipment for making IV fluids at Hospital is worn out. We are in desperate need of new equipment for this purpose. The cost of new equipment would be about Rs. 15,000. Because we have underspent on some of the items in approved Hospital capital budget, we have a balance of approved budget not yet used. We also have the money. We request permission to use this approved budget and money to purchase the de-ionizing equipment which we need.

History and Explanation of Amp Pipal Water Project.

The first record I find that thought was being given to a water scheme for Amp Pipal is in the Minutes of November, 1964 where budget was approved for Rs.3,000. under Agriculture Capital, but I find no record of this money having been received.

In the Minutes of 1965, under Administration Capital, there was budget approved for Rs. 3,000. This was carried forward in the Minutes of November, 1966 and again in November, 1967. However, on June 5th, 1967 Administration Capital received a grant of Rs.5,000 from the UMN Treasurer.

In November, 1966 under Agricultural School project, there was an Item "Water Supply System" Rs.5,000. This was carried forward to November, 1967. On May 28th, 1968 this Rs.5,000 was received as a part of the WCC grant of Rs.22,885.08.

In 1969, under Administration Capital, budget was approved for 2,100 for water supply. This was carried forward to Nov, 1970 and granted by the Treasurer on Jan 14th, 1971. Again in November, 1970 budget was approved for a further Rs.5,250 for the water scheme and this was carried forward to November, 1971. On March 14th, 1972 we received a grant from the Treasurer for Rs.5,250.

In the meantime, Mr. Simrose bought plastic pipe and fittings in USA in early 1969 which cost us a total of Rs.10,449.23 delivered to Amp Pipal. We still have most of this pipe.

In October, 1967 the Agriculture Dept. ordered several pieces of machinery from Japan for which they had a grant from Germany and included in this order was a hydram which cost \$92.25 in Calcutta.

As you can see, the idea of a water scheme for Amp Pipal has been tossed around since 1974. At present we have a supply of plastic pipe and a hydram and Rs.8,282.77 on hand.

Our Team has discussed this matter and decided to make one last attempt to see if this project was feasible or not. We asked for the help and advice of Mr. John Finlay. He and Mr. Seppo Kostamo have investigated and roughly measured heights of several possible sources and they decided that from the point of engineering there are 4 sources which could possibly be tapped. But the water supply at each of these points must be measured in the dry season before a definite decision could be made.

We are only 4 Board Appointees living on the Amp Pipal hilltop at present who would be served by this water supply. Therefore, the aim in making the water supply at this time would 1) service to the community 2) demonstration of the use of a hydram as another means of making water available.

A very rough estimate is that we would need another Rs.10,000 to complete the project. If this budget is approved in principle, we will follow through with measuring the water supply in the dry season. If at least one of the sources is found to be an ample supply, we will ask DCS for help to make a more exact survey and estimate before proceeding with the project.

We will not undertake the project unless village people will give volunteer labour for digging down the pipe, carrying stones for tanks, etc.

APPENDIX JSHANTA BHAWAN HOSPITALKATHMANDUPlans and Budgets for 1975Objectives for 1975

1. To encourage, support and help:
 - a) The work of Shanta Bhawan Hospital Community Health Programme.
 - b) The Shanta Bhawan Programme - School of Nursing.
 - c) The work of the Project Director for the new Patan Hospital.
2. To try and improve the quality of service given through all the departments, of the hospital.
3. To continue to equip, maintain and render more workable, through minor improvements, the present hospital.
4. To strive to make the hospital as near self-supporting as possible.
5. To construct a building for an under 5's clinic and develop its work.
6. To improve the working of the O.P.D. through structural alterations of as modest a nature as possible.

Recruitment and/or Training

1. To continue efforts to recruit Nepali doctors and Nepali staff for ancillary departments, whenever possible.
2. To continue to look for training opportunities for Nepali staff in all departments.

PERSONNEL

The following is the suggested complement of Board Appointee Staff required for the various sections of the Hospital Programme.

A) Hospital

i) Medical:

1 General Surgeon

2nd general surgeon, preferably with orthopaedic experience.

1 Internist or consultant physician

1 Paediatrician

* 2nd Paediatrician

1 Obstetrician/Gynecologist

1 Clinical Pathologist

2 Laboratory technicians

1 Dentist

1 General practitioner, preferably with MRCP:
to assist and relieve for the internist

2nd General Practitioner, preferably a woman doctor to assist in OB-GYN and general medicine.

1 Anaesthetist

* 3 Residents (House physician/Surgeons) or Nepali

1 for Surgical Department

1 for General Medicine

1 for Paediatrics.

ii) Administration

1 Hospital administrator

1 Secretary

iii) Nursing Department

1 Nursing Superintendent

* 1 In-Service Nursing Educator coordinator
(or Nepali)

iv) Dietary Department

1 Dietitian or Nepali

v) Service Department

1 Housekeeper

vi) Adjunct diagnostic and therapeutic departments

- 1 Medical Social Worker
- * 2nd Medical Social Worker (To share local public relations and Hostess work)
- 1 Physiotherapist/or Nepali
- 1 Pharmacist
- * 2nd Pharmacist for 3 year period.

B) School of Nursing

- 1 Director
- 1 Sister Tutor (Community Health)
- 1 Sister Tutor (Midwifery)
- * 1 Sister Tutor (Midwifery and General)
- 1 Sister Tutor (Paediatrics/General)
- * 1 Sister Tutor - General (with clinical supervision) Post requested instean of clinical instructor,)

C) Community Health Programme

- 1 Doctor (Director/ Administrator) X
- 1 Nutritionist X
- 1 Staff nurse/midwife - Badegaon X Board
- 1 Staff nurse/midwife - Sanagaon X Appointee
- 1 Staff nurse/midwife - Bungmati X or Nepali
- 1 Staff nurse/midwife - Chapagaon X
- 1 Health Educationist X

Other posts approved if Integration Plan begins

- 1 Staff Nurse Not required
- * 1 Administrative Secretary Probably 1/2 time at first
- * 1 P.H. Nurse or doctor Not filled

D) New Patan Hospital

- 1 Project Director
- * 1 Public Relations Office. * New Posts

SHANTA BHAWAN HOSPITAL

LALITPUR NEPAL

Hospital and Outpatient Clinics

General Fund Budget for 1975-Revised

	1 1973 Actual	2 1972 App. Budget	3 Actual for 8 Months	4 Est. for 12 Months	1975 Prop. Budget	Increased (Decreased) Over 1974
RECEIPTS						
Fees	17,44,323	16,85,929	14,15,580	21,23,370	20,00,000	3,14,071
Gift General	53,252	15,000	65,466	98,199	90,000	75,000
UMN Treasurer	75,000	-	-	-	-	-
Pers. Contr. Service	1,93,758	1,51,715	1,01,144	1,51,715	1,75,913	24,198
SBH General Fund	-	1,75,000	1,17,384	1,75,000	1,25,000	(50,000)
UMN Special Grant	6,300	25,000	12,600	25,000	-	(25,000)
	<u>20,72,633</u>	<u>20,52,644</u>	<u>17,12,174</u>	<u>25,73,284</u>	<u>23,90,913</u>	<u>3,38,269</u>
PAYMENT						
Sal. & Wages	6,51,402	7,42,375	5,27,857	7,91,785	9,38,260	1,95,885
Med. Expenses	836	1,000	1,977	2,966	3,000	2,000
Drugs	4,73,669	3,50,000	3,59,207	5,38,810	4,00,000	50,000
Surgical & Med. Sup	1,41,696	1,47,000	1,64,654	2,46,981	1,82,500	35,500
X-Ray Supplies	37,093	59,300	32,435	48,652	73,870	14,570
Path. Lab. Sup	40,613	50,000	42,362	63,543	70,000	20,000
Bed, Linen & Uniforms	25,408	35,500	39,700	59,550	48,000	12,500
Kitchen Sup.	77,852	1,22,500	66,502	99,753	1,24,000	1,500
Laundry & Clean	30,186	25,000	12,105	18,157	25,000	-
Domestic R & H.K.	2,890	6,000	3,140	4,710	9,000	3,000
Power, Light & Heat	68,968	68,000	45,034	67,551	68,000	-
Maint., Grd. & Bldg.	83,650	51,000	1,43,187	1,74,780	61,000	10,000
Admin. & Stnry	26,214	36,000	20,167	30,250	36,000	-
Rents	1,05,770	1,05,770	73,120	1,09,680	94,370	(11,400)
Miscellaneous	2,202	2,500	1,108	3,162	4,000	1,500
Med. Trang. P.	18,097	40,744	26,858	40,287	28,000	(12,744)
Pers. Contr. Service	1,93,758	1,51,715	1,01,144	1,51,715	1,75,913	24,198
Contr. Nurs. School	43,440	58,240	38,832	58,240	50,000	(8,240)
	<u>20,23,744</u>	<u>20,52,644</u>	<u>17,00,390</u>	<u>25,10,572</u>	<u>23,90,913</u>	<u>3,38,269</u>

Some explanations on Shanta Bhawan Hospital General
Fund Budget for 1975 - Revised

1. Salaries and Wages - increased by Rs.1,95,885 over 1974 Budget, but the Rs. 30 increase for each employee's basic salary and the 8% provident fund rate were approved and made effective after the 1974 Budget was passed. Also, the 45 hours per week working brought changes on this item. Therefore, the 1975 salaries and wages increased over the 8 months actual plus 4 months estimation is $9,38,260 - 8,11,425 = 1,26,835$. Therefore, the provident fund rate of 8%, Rupees 30 to each employee, 45 hours a week together, increased an amount in salaries and wages item, which is 69,000

The increases are as follows:

Annual increment of 3% on basic salaries	25,000	
Housing allowance and provident fund for the increased amount	4,000	
6 new nursing staff (as nursing students service reduced)	32,000	
3 new cleaning staff (to do more cleaning)	8,000	
2 new pathology laboratory staff (work increased)	10,000	
2 new O.P.D. staff (work increased)	6,000	
1 new staff in O.R. (work increased)	6,000	
Short termers in place of Board Appointees Medical staff	20,000	
Administration 0 1 doorman and $\frac{1}{2}$ short termers	7,000	
Upgrading of Dental Lab. Tech. and Dietary Department	8,000	
		1,26,000
2. Drugs - 1974 estimate was too low the of drugs and also the price increased		50,000

3. Surgical and Medical Supplies. Mostly price increase, and in some instances, volume of work also increased, high bed occupancy.	55,000
4. Xray Supplies - price rise and more work is anticipated in 1975.	45,000
5. Pathology Lab - price rise estimated by 50%	25,000
	<u>3,71,000</u>
1. But we have to pay less rent for the premises in 1975 as Nursing School pays their own.	(11,000)
2. This year only two resident doctors are budgeted, the surplus is:	(13,000)
3. The difference between the contribution to N.S. and student service valued in 1974	(8,000)
	<u>(32,000)</u>
1975 Budget - Total increased	3,71,000
Less - surplus on other items	<u>(32,000)</u>
Total increased in overall budget of 1975	3,39,000
	=====

SHANTA BHAWAN HOSPITAL

School of Nursing 1975 Plans and Budget (REVISED 16th Oct. '74)

I. OBJECTIVES FOR 1975

- A. To continue to work as closely as possible with the Mahabaudha Campus for Nurses to improve the standard of teaching and clinical supervision of student.
- B. To continue to provide various clinical experiences for students utilizing the facilities of Shanta Bhawan, Maternity Hospital and Bir Hospital.

- C. To continue to give field experience in community health by using the facilities of governmental and non-governmental organizations.

At present, we have the following number of students:

1st year - 22; 2nd year - 12; 3rd year - 19;
4th year - 14; Total - 67

Next year in July, we expect a new class of 20 students so that the students will be in classes of (with expected attrition):

1st year - 20; 2nd year - 20 ?; 3rd year - 12;
4th year - 19 (last group from the old programme); Total - 71 ?

The present 4th year group will finish at the end of November, 1974, and the last group from the old programme to complete training will be in November of 1975. Therefore, by the end of 1975, there will be less than 52 students.

II. RECRUITMENT OR/AND TRAINING OF NEPALI STAFF

For many years, we have been looking for Nepali nurses who would meet the requirements of study for B.Sc. in Nursing. For all the post-basic B.Sc. programmes in India, the minimum requirement for admission is Intermediate in Science or Arts plus 3 years of nursing experience. This has made recruitment for tutors difficult because up to now, very few Nepali nurses have their Intermediate in Arts or Science and if they do, they lack the 3 years' experience for admission to the collegiate programmes in nursing. However, this year, we are very happy to finally get our first Nepali tutor with her B.Sc. If possible, we would like to send 2 nurses for their B.Sc. studies next year.

We are also hoping to send one Nepali tutor for M.Sc. in nursing next year.

	1 1973 Actual	2 1974 App. Budget	3 Actual for 8 months	4 Est. for 12 Months	1975 Prop. Budget	Increased (Decreased) Over 1974
RECEIPTS						
Pers. Contrb.						
Service	20,420	31,642	21,096	31,642	48,414	16,772
Gift Train.						
UMN	36,298	73,333	42,036	63,054	127,708	54,375
Gift Nsg. Dir	60,876	40,000	20,633	30,949	40,000	-
SBH Nsg. Ser	43,435	58,240	38,832	43,435	-	58,240
SBH Subsidy	-	25,200	-	25,200	-	25,200
SBH Contrb.	-	-	-	-	50,000	50,000
UMN Scholarship	-	-	-	-	12,000	12,000
	<u>161,029</u>	<u>228,415</u>	<u>122,597</u>	<u>194,280</u>	<u>278,122</u>	<u>49,707</u>
	=====	=====	=====	=====	=====	=====
PAYMENTS						
Pers. Contrb.						
Service	20,420	31,642	21,096	31,642	48,414	16,772
Sal. & Wages	52,364	70,208	57,861	86,791	79,865	9,657
Sup & Exp.	89,572	101,365	57,174	85,761	118,643	17,278
Rent, Elec, Water	-	25,200	-	25,200	31,200	6,000
	<u>162,356</u>	<u>228,415</u>	<u>136,132</u>	<u>229,394</u>	<u>278,122</u>	<u>49,707</u>
	=====	=====	=====	=====	=====	=====
Balance (Deficit)	(1,327)	-	(13,534)	(35,114)		

S.B.H. COMMUNITY HEALTH PROGRAMME

III C - General Fund Budget for 1975

	1 1973 Actual	2 1974 App. Budget	3 Actual for 8 Months	4 Est. for 12 Months	1975 Prop. Budget	Increased (Decreased) Over 1974
<u>RECEIPTS</u>						
UMN Treas. Budg	99,200	131,657	87,771	131,657	142,085	10,428
UMN Pers. Contr.						
Service	21,611	22,835	15,224	22,835	44,796	21,961
Rent Refund	-	-	-	-	1,800	1,800
Through SBH						
Budget	-	2,700	-	2,700	-	2,700
HMG Pers. Contr.						
Service	-	36,070	24,048	36,070	30,000	6,070
Panch. Contr.						
Rent	-	-	-	-	2,640	2,640
Other Contr.						
Red Cross, FPA						
Lepr. Mission	-	-	-	-	14,400	14,400
	<u>120,811</u>	<u>193,262</u>	<u>127,043</u>	<u>193,262</u>	<u>235,721</u>	<u>42,459</u>
<u>PAYMENTS</u>						
<u>Administration</u>						
Rent & Utility	-	2,700	4,672	7,008	15,840	13,140
Pers. Contr.						
Service	11,179	14,112	9,408	14,112	14,304	192
Sal. & Wages	-	3,744	3,584	5,376	7,067	3,323
Sup. & Exp.	826	2,500	1,602	2,401	2,500	-
	<u>12,005</u>	<u>23,056</u>	<u>19,265</u>	<u>28,897</u>	<u>39,711</u>	<u>16,655</u>
<u>Balance Training</u>						
<u> Service</u>						
Pers. Contr.						
Service	3,150	4,573	3,048	4,573	9,846	5,273
Salaries	431	12,258	219	329	14,112	1,854
Sup. & Exp.	920	2,500	1,051	1,577	2,500	-
Food	129	3,500	407	610	2,500	1,000
	<u>4,630</u>	<u>22,831</u>	<u>4,726</u>	<u>7,089</u>	<u>28,958</u>	<u>6,127</u>
<u>Mobile Advisory</u>						
<u> Team</u>						
Salaries	21,927	29,232	16,702	25,053	33,731	4,499
Supplies & Exp.	178	300	103	155	300	-
Transport	18,770	25,000	13,023	19,534	30,000	5,000
	<u>40,875</u>	<u>54,532</u>	<u>29,828</u>	<u>44,742</u>	<u>64,031</u>	<u>9,499</u>
<u>Sub.Dist.Res.</u>						
<u>Staff Prev. Prom.</u>						
<u> Health Post</u>						
Rent	-	1,200	1,212	1,818	3,000	1,800
Pers. Contr.						
Service	7,282	4,150	2,768	4,150	10,800	6,650
Salaries	21,113	43,923	13,307	19,960	38,681	10,242
Sup. & Exp.	1,163	2,500	3,681	5,521	3,500	1,000
	<u>29,558</u>	<u>56,773</u>	<u>20,968</u>	<u>31,449</u>	<u>55,981</u>	<u>792</u>

S.B.H. COMMUNITY HEALTH PROGRAMME
III C - General Fund Budget for 1975

(Continued)

	1 1973 Actual	2 1974 App. Budget	3 Actual for 8 Months	4 Est. for 12 Months	1975 Prop. Budget	Increased Decreased Over 1974
HMG Panchayat Contrb. Service	-	36,070	24,048	36,070	-	(36,070)
HMG Contrb. Supplies	-	-	-	-	30,000	30,000
Panchayat Contrb. Rent	-	-	-	-	2,840	2,840
Other Contrb. Red Cross, TPA Lepr. Mission	-	-	-	-	14,400	14,000
		36,070	24,048	36,070	47,040	10,970
	87,068	193,262	98,835	147,847	235,721	42,459

Lalitpur Integrated Health Post Scheme
Budget - 1975

2 Health Post Salaries (15 persons) 64,000.00

2 Health Post Medicines 15,000.00

Personnel Expenses

2 H.P. Daily + Travel Expenses 13,000.00

Other Expenses (Repairs, fuel, etc.) 2,400.00

Total. 94,400.00

District Coordinating Office

Salaries (5 persons) 15,417.00

Rent and Utilities 4,320.00

Office Supplies 2,500.00

Total 22,237.00 114,637.00

Approximately 50% to be contributed by HMG
and 50% from UMN via German Central Agency.

Capital Expenses

1 Landrover 103,750.00

1 Volkswagen 1300 85,316.00

5 Indian Bicycles @ 800 4,000.00

Total. 193,066.00

Contributed by UMN via German Central Agency.

SHANTA BHAWAN HOSPITAL

Capital Budget for 1974

Funding for some major items will be requested before December 31st, 1974.

HOSPITAL

Central Supply:

Stainless steel goods	3,000
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Operation Room:

Heaters	1,000
Oxygen flow meter	1,000

Maternity

Delivery tables x 2	6,000
Steel beds	7,000

Medical/Surgical:

Oxygen cylinders & flow meters	10,000
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Xray:

Intensifying screens, etc.	4,500
Thermostatic processing tank	20,000

Dietary:

Bathroom shower facility	1,500
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Laundry:

Sewing machine	750
Washing machine	3,000

Maintenance:

Sedimentation water tank	16,000
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73,750

SCHOOL OF NURSING

Electric stove	8,000	<u>8,000</u>
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Total 81,750

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Also, Mobile Hospital Unit

55,000

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SHANTA BHAWAN HOSPITAL

Capital Items - 1975HOSPITAL1) Carried forward from 1974 approved list:

(Items not available/finance not available.)

Dietary Department:

4 handlift food conveyors	4,000	
2 dollies for above	<u>2,000</u>	6,000

2) New high priority requests for 1975 =====

Laboratory:

Incubator	<u>3,000</u>	<u>3,000</u>
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Out Patients' Department:

Ceiling fans for extended improved department x 15.	15,000	
Heaters x 6 (some kerosene)	<u>2,000</u>	17,000

Central Supply:

Hot-air steriliser	3,500	
Needle sharpener	<u>4,000</u>	7,500

Operating Room:

Ventilator & miscellaneous anaesthetic equipment	6,000	
New instruments	10,000	
Ceiling fans x 3	<u>3,000</u>	19,000

Dietary Department:

Crockery & cutlery replacement	2,500	
Unpremeditated replacements	2,500	
Wood shed	4,500	
Additional equipment (to feed greater % of patients)	<u>1,000</u>	
		10,000

Maintenance/Building:

Lathe	6,000	
Roofing for work area Under Five's Clinic and O.P.D. improvements	<u>50,000</u>	
		62,000

Wards/Maternity:

15 new steel beds	<u>15,000</u>	
		15,000

Xray:

Intensifying screens	<u>3,000</u>	
		3,000

Physiotherapy:

Scott traction frame & accessories	10,000	
"Sling suspension" accessories	1,000	
Miscellaneous items available locally or manufactured locally	<u>2,000</u>	
		13,000

Pharmacy:

Small scale manufactur-	
ing equip.	5,000
Fluids autoclave	70,000
Improved water supply	<u>10,000</u>
	85,000

Housekeeping, Cleaning, Laundry:

Carpetsweeper	400
Wall clock	800
Vacuum cleaner	1,500
Fans x 2	2,000
Furnishing for short	
termers	5,000
Washing machine	
(Indian)	50,000
Hydro extractor	20,000
Drying tumbler	<u>30,000</u>
	109,500

Administration:

Adding machine	3,000
Calculator	<u>3,000</u>
	6,000
	Total 400,000
	=====

3) Longer term requests:

Dietary:

Baking range replace-	
ment	4,000
Mobile heated serving	
counters	45,000

Operation room:

New operating table	75,000
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Xray:

New standby unit	<u>250,000</u>	
		374,000
		<u>374,000</u>
		=====

SCHOOL OF NURSING

1) Carried forward from 1974 approved list:

Toyota 25-seater vehicle	63,000	63,000
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2) New high priority requests for 1975:

Electric heaters x 3	500	
Installation of city water	900	
Large drinking water container	1,500	
Large daikshis x 2	200	
Beds x 4	300	
Desk chairs x 14	600	
Student desks	420	
Gas stove (if elec. stove unavailable)	8,000	
Bath house outside for students	<u>1,500</u>	
		13,920 13,920
		=====

COMMUNITY HEALTH PROGRAMME

New high priority requests for 1975:

Typewriters:

Nepali (large carriage)	5,000
English (large carriage)	3,000
Books	2,000
Blocks for printing (cards)	2,000

Signs, etc.	1,000	
A.V. Materials	2,000	
Miscellaneous gardening facilities for sub-district	2,000	
Publishing- printing	4,000	
Latrines, etc., for upgrading staff village housing	4,000	
Opaque projector (designated gift)	-----	25,000

Subsidy account:

Pharping	4,000		
Essential Drugs	2,000		
Compounders	5,000	11;000	36,000
			=====

PATAN HOSPITAL PROJECT

Actions of the Shanta Bhawan Hospital Board:

MB-5/74. Resolved to reassure UMN Board that funds for the Patan Hospital will be sought primarily from outside donor agencies other than the regular UMN member bodies.

MB-20/74.

4. The Patan Hospital Project Director presented the Patan Hospital Project Planning Budget as follows:

Land: 50 ropanies @ Rs. 12000 per ropani	Rs.	600000
Transfer fee: 8%		48000
Six houses: estimated cost		165000
Architects and consultants: est.		175000
Other expenses: travel, office, etc.		30000
	Rs.	1018000

Funds available:

New Hospital building fund	Rs.	635000
Single Women's staff quarters		<u>208000</u>
	Rs.	843000
<u>Deficit:</u>	Rs.	<u><u>175000</u></u>

Also he said that if a proper plan and budget is sent to Central Agency in West Germany they may contribute up to 75% of the cost of the new hospital and we have to raise the balance of 25% from other agencies.

Resolved to receive this information with thanks to the Patan Hospital Project Director.

MB-33/74

1. Budget

Mr. S. Ruohoniemi said that as HMG is acquiring the land for Patan Hospital, the transfer fee is not required, but the total will be left as it is for the present. The Canadian International Development Agency has been asked to make up the deficit of about Rs.200,000 in the budget.

2. Land

Concerning the land acquisition, he said the matter is moving slowly. HMG request to acquire land is with Anchal Commissioner's Office. The surveyor of HMG was shown all the areas wouth of Toha-Pokhari for the new Patan Hospital

3. Plan

About the planning, a draft of architectural program is completed. He had a chance to discuss it with the hospital officers last week They promised to prepare lists of equipment for each department.

4. Role

Mr. Ruohoniemi said that there are controversies about the role of the new hospital. The Board members also presented their ideas and views concerning the role of the New Patan Hospital

as follows: The new hospital should be a district hospital and serve as a base hospital for the comprehensive health care of Lalitpur District, as well as others such as Pharping. But without private beds, the hospital could scarcely function, as there would be an inadequate source of income to meet the expenditure. The Board, after getting the different views of its members, RESOLVED: to make a hospital similar to Shanta Bhawan. There will be 25 free beds, 75 general and 40 private beds.

5. Training Program of Nurses

Because of the new trend in nursing education there is not a clear guide line of the role of nursing education in the new hospital. But on hearing the view that the Dean wants to use Shanta Bhawan only as a clinical training area, the Board asked its concerned members to define the role of the Nursing School in the New Patan Hospital, with the Dean of the Institute of Medicine, and also to seek the support of the United Mission as regards financing the training of nurses.

6. New Hospital Building Committee and Architect

When the draft of the architectural program is ready, the Patan Hospital Building Committee will meet to appoint an architect and to approve the architectural plan. Then the preliminary plan made by the architect will be discussed with hospital officers and HMG. The final plan will then be sent to the funding agencies. The members suggested that we must stress the need for a first class architect as we have to make a good hospital. The whole plan will be reviewed by the donar agencies with their consulting architects.

RESOLVED: to receive all information about the New Patan Hospital with gratitude to Mr. S.E. Ruohoniemi. Patan Hospital Project Director.

APPENDIX K

Girls' High School, Kathamndu

The United Mission Girls' High School is officially known as Mahendra Bhawan Girls' High School. We entered into the New Education Plan in mid-February, 1974, under our Nepali headmistress, Mrs. Martha Mukhia, with 550 students in 12 classes. 180 of these are living in the hostel. The transition has been reasonably smooth although there are still unsolved problems in regards to salaries. This is true of many other schools also. We are happy with the new curriculum implemented in Classes I, IV and VIII. There is a very enthusiastic, co-operative spirit in the school and hostel. We are grateful to God for this also for His continued blessing and protection. We have many new opportunities to learn, share and consult with supervisors, headmasters and teachers from other schools.

Our headmistress feels the need for a Western nurse and extra subjects teacher for some years to come. She wishes to add an Arts and Crafts teacher with musical and swimming ability. A Japanese teacher would have much to contribute along these lines and fulfil a useful role in the hostel also.

We wish to leave the school and hostel property functioning easily and adequately. For this we are asking for additional Capital Grants. Some major changes are being forced upon us due to the critical shortage of firewood at certain seasons.

(1) HOSTEL

1 cupboard for dispensary	Rs 200	Rs.	200
1 electric heater cum fan.			200
1 Adding machine			3,000
1 electric boiler for rice (200 people)			16,000
1 " frier			10,000
1 " hotplate			2,000
Remodelling storeroom for emergency kitchen			5,000

Water tanks for toilet	2,000
Generator	20,000

(ii) SCHOOL

Extension of hall	15,000
Completion of safety precautions on East wall	6,000
Window cleaning frames	400
TOTAL	Rs. 79,800

In hand from Undesignated Funds 67,700

Additional asking Rs. 12,900

APPENDIX L

UNITED MISSION BHAKTAPUR HOSPITAL

PROPOSED GENERAL RECURRING BUDGET FOR 1975

	Actual for 1973	Approved Budget 1974	Actuals for 8 months	Estimate for 12 months	Proposed Budget 1975	Inc/De over 1974
1) Hospital						
Receipts:						
Medicines & fees	128,541	126,000	104,795.50	145,000		
Gift for T.B. work	5,600	1,500	7,743.70	7,740		
Community Health	1,500	1,500	1,000.00	1,500		
UMN Budget	54,900	54,900	36,600.00	54,900		
Personnel Contributed Services	39,900	39,000	26,600.00	39,900		
	<u>230,441</u>	<u>223,800</u>	<u>176,739.20</u>	<u>249,040</u>		
Payments:						
Salaries	62,122	63,000	59,807.73	92,000		
Medicines	70,331	81,000	38,157.70	56,000		
Hospital Supplies	6,097	7,500	3,137.82	4,500		
Food	122	600	113.20	200		
Linen	3,845	3,600	949.00	1,200		
Cleaning	888	900	959.60	1,500		
Repairs	6,752	6,000	2,814.44	4,000		
Transport	8,073	9,000	2,134.48	3,500		
Power, light & Heat	4,340	7,500	4,288.75	5,500		
Administration	3,977	3,900	1,672.97	3,500		
Rent	396	900	913.00	880		
Personnel Contributed Services	39,900	39,900	26,600.00	39,900		
	<u>206,843</u>	<u>223,800</u>	<u>141,548.74</u>	<u>212,680</u>		
2) Community Health						
Receipts:						
UMN Budget	15,600	18,900	12,600.00	18,900		
Personnel Contributed Services	3,600	4,800	3,200.00	4,800		
	<u>19,200</u>	<u>23,700</u>	<u>15,800.00</u>	<u>23,700</u>		
Payments:						
Salaries	13,517	16,500	9,836.30	15,500		
Transport	360	600	287.45	400		
Hospital Supplies	317	300	383.85	500		
Hospital Services	1,500	1,500	1,000.00	1,500		
Personnel Contributed Services	3,600	4,800	3,200.00	4,800		
	<u>19,294</u>	<u>23,700</u>	<u>14,707.60</u>	<u>22,700</u>		

APPENDIX M

OKHALDHUNGA - DISPENSARY

Proposed Plans and Budgets for 1975

1. Future Aspect

The role of Okhaldhunga (OKD) project is going to be changed. It was thought during the past year that the present UMN OKD Dispensary could be the base for the future HMG/N - UMN Joint District Hospital. It is the policy of HMG/N that a District Hospital should be located at the District Centre.

The present OKD District Centre might be shifted in the future when the new highway is constructed from Janakpur to Namche, we were told at a high level of HMG/N. Thus, we still do not know where the future Centre, i.e. the site of the OKD Joint Hospital will be.

Sir E. Hillary has planned to build a 25 bed Hospital with the cooperation of the local people and HMG/N at the Solukhumbu District Centre.

Since HMG/N is not sure about the site of the future OKD Joint Hospital, we think that the present UMN OKD Dispensary should be operated "as it is". We will cooperate with the existing HMG/N Rumjatar Health Centre and OKD Health Post as the main unit of the OKD District Base Health Service system which HMG/N has been planning without the existence of a District Hospital, until the Solokhumbu Hospital starts functioning.

When the highway is completed, some part of OKD District Base Health Service System could be integrated with Solukhumbu Hospital

2. The Plan of OKD District Basic Health Service System for the next couple of years.

Community based and health post related basic health service system can be established with the initiative of the OKD District Panchayat, using the existing and available resources.

Rumjatar Health Centre and OKD Health Post by HMG/N and OKD Dispensary by UMN exist up to the present time. HMG/N has planned to establish a model Health Post in 1974 and there will be two more within a couple of years in the district.

Ramjatar - OKD Complex

HMG/N expects us to work with the Medical Officer of Rumjatar HMG/N Health Centre to support the Health Posts, and make the curative activity of our OKD UMN Dispensary good enough to be a complex with Rumjatar HMG/N Health Centre. We will accept the referred cases from the Health Posts in order to establish Basic Health Service System in OKD District with very simple standards for the next couple of years.

Another contribution of UMN to the system could be inservice training of local staff who would be able to take the responsibilities of the Health Post. They will function as Health Assistants (HA), Auxiliary Health Workers (AHW) and Assistant Nurse Midwives (ANM) after passing the examination connected with the refresher course. This may take place within the next 5 years.

Through this planning exercise it became very clear to us that the purpose of the UMN OKD project is to participate in the Comprehensive Rural Community Development in OKD District from Health Service side.

3. Comprehensive Programme

To achieve such purpose, the activities of the UMN OKD project should be comprehensive in curative, preventive medicine and agricultural-nutrition-whatever is available from existing UMN resources at OKD spot.

A. Dispensary

(1) We would like to improve the curative service, particularly for the referred cases. In order to establish a good referring system with HMG/N Rumjatar

Health Centre, OKD Health Post and future Health Posts in the district, UMN OKD Dispensary as a main unit of Rumjatar OKD complex referring centre, should have (1) an office which could be made with a little extension of present OPD wing and (2) a new Office Clerk, who would be fully engaged in registration, filing and referring the patients' charts and collecting money as well.

(2) To strengthen the in-service training activity, all UMN OKD team members should be involved in teaching with the leadership of a Board Appointee Nurse who could be engaged in this business mainly. Since the old library has been used for extra General Ward and Emergency Room during busy days, the Church Room could be available for the classroom with a little renovation.

B. Community Health. (to be integrated with the work of the Dispensary.

We will close the house at Ramailo Danda and all Community Health activities should be based at the Dispensary - to HMG/N Rumjatar Health Centre, OKD Health Post, future HMG model Health Posts and other existing available facilities in the villages on 2 visiting schemes.

The main functions at each spot would be TB Control programme, MCH, health teaching and nutrition work related with agricultural extension. All UMN OKD team members should be involved with the Community Health outreach programme under the leadership of Board Appointee Community Health Doctor.

C. Personnel

The full complement of UMN Board Appointee personnel required for 1975 is as follows. New posts are marked, ** and posts already approved, but needing to be filled are marked*.

Dispensary

- 1 Medical Director - General Practitioner
- ** 1 Nursing Superintendent
- 1 Nurse

Community Health

- * 1 Doctor (2nd Doctor in 74 plan with*)
- * 1 Nurse and Midwife

Office

- 1 Business Manager - Agricultural - nutrition extension work as well.

We would like to employ new local staff

- 1 Office Clerk and 2 Nurse student 7th class period.

OKHALDUNGA DISPENSARY

PROPOSED GENERAL RECURRING BUDGET FOR 1975

	Actuals for 1973	Appvd. Budget 1974	Actuals for 8 months	Est for 12 months	Proposed Budget 1975	Inc/Dec) over 1974
<u>Dispensary</u>						
<u>Receipts:</u>						
Fees	43,172	45,000	37,500	56,250	60,000	15,000
UMN Budget Allocation	34,100	40,645	21,323	31,985	74,500	33,855
Personnel Cont. Sers	19,360	9,360	2,509	3,764	41,760	32,400
	<u>96,632</u>	<u>95,005</u>	<u>61,332</u>	<u>91,999</u>	<u>176,260</u>	<u>81,255</u>
<u>Payments:</u>						
Salaries	32,329	34,545	29,722	44,583	51,000 (1)	16,455
Drugs	27,643	32,000	27,124	40,686	50,000	18,000
Med. & Surg. Supplies	3,469	5,000	2,533	3,800	5,000	-
Bedding & Uniform	2,278	2,500	482	723	1,000	(1,500)
Fuel & Light	1,760	3,500	2,826	4,239	5,000	1,500
Administration	1,141	600	447	671	1,000	400
Stationery	-	500	59	89	500	-
Cleaning	884	1,000	250	375	500	(500)
Transport & Travel	1,270	2,500	3,195	4,763	7,500 (2)	5,000
Maintenance	1,557	2,000	2,195	3,293	5,000 (3)	3,000
Rent	-	1,000	100	150	2,000 (4)	1,000
Health Education	-	-	-	-	5,000 (5)	5,000
Miscellaneous	137	500	25	38	1,000	500
Personnel Cont. Sers.	19,360	9,360	2,509	3,764	41,760 (6)	32,400
	<u>91,828</u>	<u>95,005</u>	<u>71,467</u>	<u>107,174</u>	<u>176,260</u>	<u>81,255</u>

Notes:

- (1) Yearly increment 16%
- New Staffs: 1 Peon $100 \times 12 = 1200$
 2 Student Nurses $125 \times 2 \times 12 = 3,000$
 1 Office Clerk $300 \times 12 = 3,600$
- (2) Freight has become nearly double
- (3) Renovation for office, all Dick's house and church room
- (4) For old Ann's house and Dick's house
- (5) Nutrition and Agricultural Extension
- (6) 2 Doctors $840 \times 2 \times 12 = 20,160$
 3 Sisters $450 \times 3 \times 12 = 16,200$
 Health Education $450 \times 1 \times 12 = 5,400$

PROPOSED CAPITAL BUDGET FOR 1975

Carried forward from 1973:

Oxygen cylinders 3,000

Carried forward from 1974:

Operating table Caspur CSC 125 2,000
 Operating stool 300
 Chula stove for house, from BTI 880
 Teaching materials and aids, charts, books, slides etc. 400
 Furniture 1,000

New Items:

1 Office Desk 600
 1 Files Shelf 300
 X-ray developer tank 2,000

APPENDIX N UMN TREASURER'S BUDGET

	Number of workers	Approved Budget 1974	Actuals for 8 months	Estimate for 12 months	Number of Workers	Proposed Budget 1975	Inc/(Dec) over 1974
<u>INCOME</u>							
<u>Member Grants:</u>							
Assemblies of God	2	9,600	-	9,600	2	9,600	-
B.M.S.	6	28,800	39,302	39,302	8	38,400	9,600
B.M.M.F.	35	168,000	50,000	159,250	35	168,000	-
Christian Church (Disciples)	2	9,600	-	9,600	2	9,600	-
C.M.S. (Australia)	5	24,000	32,744	32,744	5	24,000	-
C.M.S. (U.K.)	4	19,200	-	19,200	6	28,800	9,600
Ch. of North India	-	10,000	10,266	10,266	-	10,000	-
C'tee for Service Overseas	10	48,000	38,506	48,000	9	43,200	(4,800)
Darjeeling Dist. Cncl/Ch. of Scot.	2	9,600	4,935	4,935	2	9,600	-
Episcopal Church	-	4,800	-	-	-	4,800	-
Free Ch. of Finland	13	62,400	-	62,400	10	48,000	(14,400)
Gossner Mission	1	4,800	-	4,800	2	9,600	4,800
Internl Christian University Ch.	-	4,800	-	4,800	-	4,800	-
Japan O'seas Co-op. Service	7	33,600	37,800	37,800	6	28,800	(4,800)
Leprosy Mission	-	24,200	-	10,000	-	10,000	(14,200)
Lutheran Ch of America	-	-	10,080	10,080	2	9,600	9,600
Mennonite Bd. of Missions	5	24,000	-	24,000	5	24,000	-
Mennonite Centl Committee	-	-	24,360	24,360	9	43,200	43,200
Presby. Ch. in Canada	-	-	5,030	5,030	1	4,800	4,800
R.B.M.U.	13	62,400	24,051	62,400	11	52,800	(9,600)
Swedish Bapt. Msn.	6	28,800	42,200	42,200	4	19,200	(9,600)
Swedish Free Msn.	-	-	4,991	4,991	2	9,600	9,600
Swiss Friends Msn.	3	14,400	-	14,400	2	9,600	(4,800)
United F'ship for Christian Serv.	1	4,800	5,040	5,040	1	4,800	-
United Church of Canada	9	43,200	43,200	43,200	5	24,000	(19,200)
United Meth. Ch	8	38,400	38,400	38,400	8	38,400	-
United Presby. Ch	7	33,600	33,600	33,600	7	33,600	-
Wesleyan Ch. in USA	1	4,800	-	11,550	1	4,800	-
W.M.P.L., Norway	17	81,600	40,800	81,600	17	81,600	-
W.M.P.L., U.S.A.	12	57,600	49,530	57,600	12	57,600	-
<u>Total Member Grants</u>	<u>169</u>	<u>855,000</u>	<u>534,835</u>	<u>911,148</u>	<u>174</u>	<u>864,800</u>	<u>9,800</u>
<u>Special Gifts:</u>							
United Ch. of Canada		56,800	69,866	69,866		56,800	-
United Meth. Ch.		181,600	126,345	181,600		181,600	-
United Presby. Ch.		41,400	31,233	41,400		41,400	-
<u>Total Special Gifts</u>		<u>279,800</u>	<u>227,444</u>	<u>292,866</u>		<u>279,800</u>	<u>-</u>
<u>Other Income:</u>							
Interest Earned		35,000	76,310	114,460		100,000	65,000
Miscellaneous			10,990	10,990		-	-
<u>Total Other Income</u>		<u>35,000</u>	<u>87,300</u>	<u>125,450</u>		<u>100,000</u>	<u>65,000</u>
<u>TOTAL INCOME</u>		<u>1,169,800</u>	<u>849,579</u>	<u>1,329,464</u>		<u>1,244,600</u>	<u>74,800</u>

APPENDIX N

UMN TREASURER'S BUDGET

	Approved Budget 1974	Actual for 8 Months	Estimate for 12 Months	Proposed Budget 1975	Inc/Dec over 1974	Approved Budget
<u>ALLOCATIONS:</u>						
H.Q. Project	(162,840 (23,000*	123,894	185,840	188,870	3,030	
Mission-wide Expenses	(136,150* (55,000*	157,729	230,800	279,500	88,350	
Tib. Camp Work	(2,100 (7,000	1,050	1,050	-	(2,100) (7,000)	
Com. Health Off. Tansen Area:	14,300	9,534	14,300	36,400	22,100	
Administration	(7,200 (4,000	7,467	11,200	20,760	9,560	
Hospital	24,000	16,000	24,000	74,500	50,500	
Leprosy Work	24,200	16,133	24,200	24,900	700	
Com. Health:				15,000	15,000	
Administration	-	-	-	46,950	(4,350)	
West Palpa	51,300	34,200	51,300			
MCH Clinic	-	-	-	16,000	16,000	
(Madan Pokhara)	-	-	-	9,300	1,800	
MCH Clinic (W. Palpa)	7,500	5,000	7,500			
Alt. Polyclinic	-	-	-	30,000	30,000	
(Tansen)	-	-	-			
East Palpa	(8,000					
Genl. Clinic	(3,000	7,333	11,000	4,300	(6,700)	
East Palpa	-	-	-	22,200	22,200	
ANM School	(54,300 (6,000	40,200	60,300	63,889	3,589	
Butwal:						
Project Admin.	38,600	20,017	38,600	36,000	(2,600)	
Div. Consulting Ser.	16,000	10,667	16,000	19,000	3,000	
Com. Health (Rupandehi)	4,300	1,433	4,300	-	(4,300)	
Pokhara:						
Project Admin.	2,900	1,933	2,900	3,200	300	
Agric. Operations	5,000	3,333	5,000	-	(5,000)	
Gorkha Area:						
Administration	13,758	9,172	13,758	13,300	(458)	
Hospital	35,000	23,334	35,000	35,000	-	
Com. Health	46,300	30,866	46,300	46,300	-	
Shanta Bhawan	-	-	-	-	-	
Hospital	-	-	-	-	-	
Com. Health	131,657	87,771	131,657	142,085	10,428	
Nursing School	-	-	-	127,707	127,707	
Bhaktapur:						
Hospital	54,900	36,600	54,900	-	(54,900)	
Com. Health	18,900	12,600	18,900	-	(18,900)	
Okhaldhunga						
Dispensary	40,645	27,097	40,645	74,500	33,855	
New Hosp. Project	2,000	1,333	2,000	-	(2,000)	
Contingencies	10,000	1,875	2,000	10,000	-	
Education Work:						
Gorkha	150,826	-	-	-	(150,826)	
Girls' High School	51,950	6,494	6,494	-	(51,950)	
<u>TOTALS</u>	1,212,626	693,065	1,039,944	1,339,661	127,035	
	=====	=====	=====	=====	=====	

APPENDIX 0

November, 1974 (Revised in wording)

SETTING PRIORITIES IN PLANNING/BUDGETINGFOR U.M.N. HEALTH PROJECTS

Since UMN Hospitals, Hospital-Dispensaries and Community Health Programmes must eventually be transferred from UMN ownership and administration to ownership and administration by His Majesty's Government, private, or semi-private Nepali associations, the following guidelines for planning, financing and administration are suggested:-

1. Only that combination of the UMN Treasurer's grant plus the estimated value of the services of foreign, unsalaried personnel, which does not exceed the total operating budget His Majesty's Government (or other Nepali association) provides for a Hospital of similar size and function, shall be allocated to a UMN Hospital.
2. There shall be, in each UMN Health Project, continued, strong, positive emphasis upon planning for, and implementation of, nationalization of all staff.
3. Only that expansion, renovation, or modification of existing physical plant shall be undertaken which is consistent with the role of teaching nurses, paramedicals, and serving as a fully-adequate base for community health outreach.
4. All planning for new facilities, or for continuation or change in physical plant or programme, including increase or decrease in staff or operations, shall be done in co-operation and co-ordination with the concerned governmental authorities.
5. These guidelines assume that the prevailing UMN policy governing charges for drugs and medical services will continue throughout the period of UMN operation.

UMN Health Services Secretaries

APPENDIX PMEETING HEALTH NEEDS IN UMN PROJECT AREAS IN THE NEXT FIVE YEARS

Each UMN Hospital and Community Health Programme should be one package, "the small size and well-organised Model Community-based Health Service Unit in each district".

Dr. Noboru Iwamura, Community Health Office.

SUMMARY

This coming 5 years be a great opportunity for His kingdom to penetrate into both ordinary people and high level HMG/N people by means of working together instead of working alone.

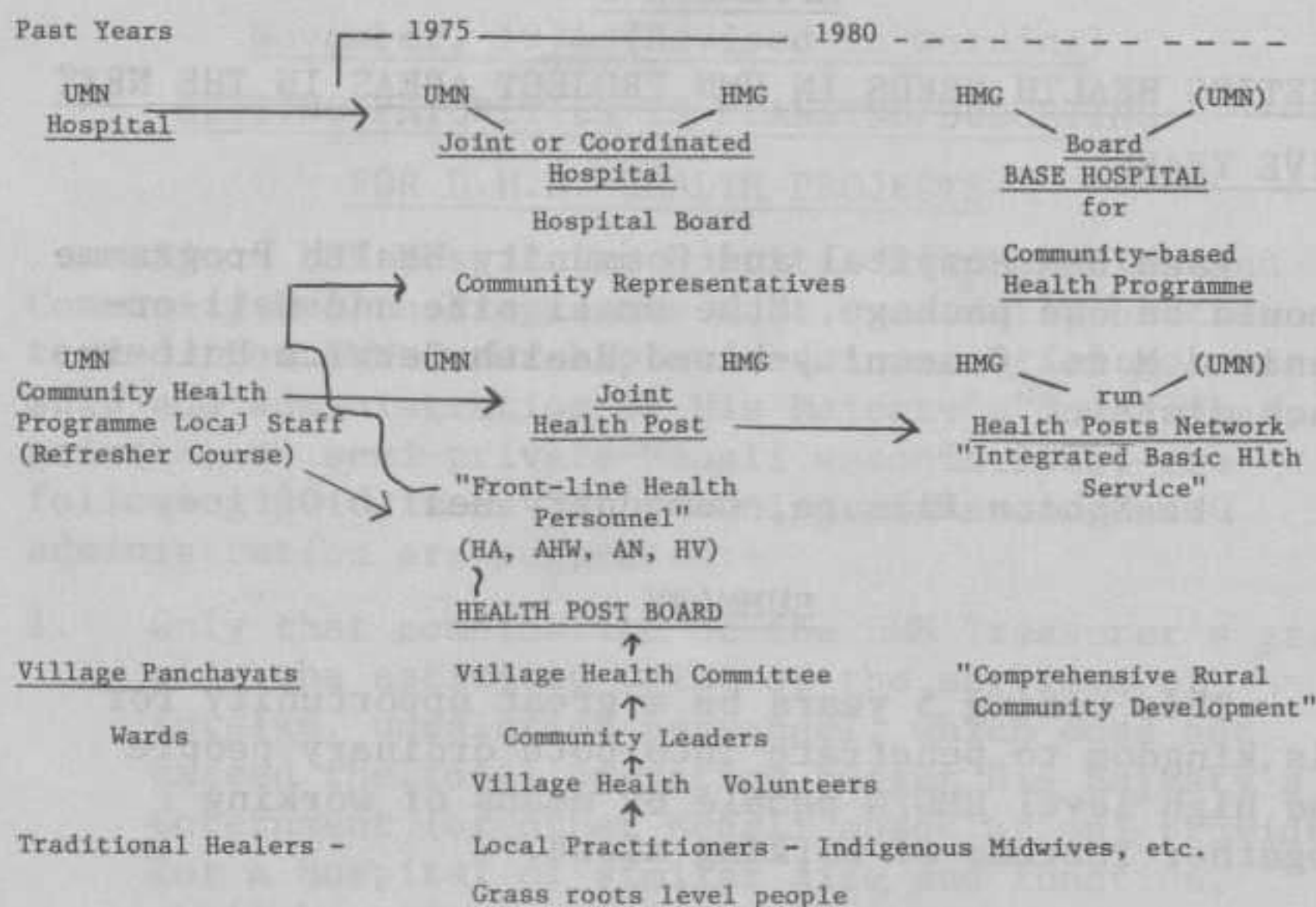
Each UMN CHP should be able to work with the local people to establish Joint HMG - UMN Health Posts Network in the district according to the pattern of HMG's Health Post, based on the "Integrated Basic Health Service Programme".

UMN local trained staff should be ready to join a refresher course to become HMG-qualified "Front-line Health Personnel". They will be assigned to such Joint Health Posts, or re-assigned to a UMN Hospital which has been reformed into a Base Hospital.

Each UMN Hospital should be the Base Hospital for a Community-based Health Programme, serving as a referring centre for CHP and Health Posts, and as an in-service training centre for Front-line Health Personnel.

These are proposals from the Community Health Office for Mission-wide, 5-year planning of UMN Health Project.

NEXT FIVE YEAR AGREEMENT



"Sick people need the doctor not healthy ones. I haven't come to tell good people to repent, but the bad ones". Mark 2 : 17.

There are many sick people in Nepal, and very few resources available to meet their great needs. But it is remarkable that high level HMG/N people and village people are joining together in the concept of "Community-based Development Planning". The foundation of many development programmes in rural areas in the Comprehensive Rural Community Development Plan in which the Health Programme should be included.

According to this philosophy the Health Department, HMG/N, has been working in a pilot programme of the Integrated Basic Health Services in the Bara and Kaski districts. Now they are preparing to extend this programme, with available resources, into other districts. Can UMN Health Projects be offered as such "resources"?

During negotiations with the Health Department, HMG/N, for special agreements for each UMN Health Project the Principle is "Nationalisation".

The practise, apparently is to "reorganise all purely-UMN Health Projects into coordinated projects, either JOINT or COMPLEX, with the Health Department, HMG/N, for five years". Such coordination may lead to eventual take-over by HMG/N.

This is a great challenge for us! We should be ready to get into the new Five-Year practises, "How to work with the Government". (See Mr. J. Lindell's paper, Appendix Q, p. 228, UMN Board Minutes, March 1973). The following are my proposals on "How to work with the Health Department, HMG/N", keeping the basic purposes of the UMN before us:

- To make Christ known by word and life;
- To undertake the proper care and treatment of the sick, the prevention of disease; and
- To train the people of Nepal in professional skills and leadership.

And we shall actively participate in HMG/N's Integrated Basic Health Service Development Programme. (See paper by Dr. Rudra Man Shrestha, Health Department, HMG/N).

A high official of HMG/N has said "You have the convinced people in the UMN Health Projects' working areas". I was afraid we were too highly praised, but we are proud of UMN because the name of our living Lord has been glorified through the work of the UMN.

Now the UMN should concentrate its resources, manpower and money in Basic Health Services i.e. Simple, Comprehensive Health Care, Delivery Systems and Front-line Health Personnel training to meet the health needs of the ordinary people of Nepal. UMN Hospitals should be bases for Community Health Programmes (CHP) in the surrounding communities. These should be not merely outreach activities from the Hospitals, but Community-based Health Programmes, integral parts of Comprehensive Community Development Programmes in rural areas.

HMG/N's basic health service unit is the Health Post. Such Health Posts are to be established for each 10,000-15,000 population, i.e. 3-4 village panchayats in the highland. Each Health Post should be staffed by one Health Assistant (HA), two Auxiliary Health Workers (AHW), two Assistant Nurse Midwives (ANM) and three Home Visitors (HV) in the model district.

UMN Health Projects are not located in such model districts. Therefore, there are not enough HMG/N Health Posts distributed, and not enough front-line Health Personnel assigned to the districts in which UMN Health Projects are situated. UMN CHP's have been working mainly in the communities immediately surrounding the UMN Hospitals, covering about 10,000-15,000 population i.e. one HMG/N Health Post unit. (Shanta Bhawan CHP reaches a larger population).

It is recommended that each UMN CHP lay the groundwork for the future HMG/N Health Posts Network. Each UMN Hospital may be the referring centre and in-service Training Institute for future Front-line Health Personnel in that area.

Each UMN Hospital and CHP should communicate about daily activities, the referring system should be well-organised, and a staff rotation system should be seriously considered by each UMN Hospital and its CHP, depending on the local situation. In these ways each UMN Hospital and CHP may become one package, "the small size and well-organised model Community-based Health Service Unit" in each district.

I. To reorganise CHP activity of each Health Project
It is required that:

1) The activity should be concentrated in the immediate surrounding village panchayats of the UMN Hospital or dispensary which, then can be the referring and in-service training centre. We must not reach out too far.

2) The working area should be divided into future Health Post units, i.e., every 3-4 village panchayats, according to the standard HMG/N pattern.

3) The staff should be organised as a team for each Health Post area unit.

4) The main functions may be a T.B. control programme, the village MCH clinic attached with a nutrition programme. This may be related to agricultural extension work. The simple family health folders system should be established as the base for both MCH and T.B. work.

5) Local resources:

- (a) Manpower: Traditional healers (Lama, Damai, Jhankri, Kabiraj, Vailya) and local practitioners, compounders, as well as indigenous medwives (Sureni, Aji) should be encouraged to participate in the CHP in their own communities.

A simple training course and seminar for them may be run from time to time to improve their technique and enable them to continue their practice. The UMN CHP team should encourage them to treat simple cases only, and to refer difficult cases to the health post or hospital.

- (b) Physical facilities; Panchayat buildings, school buildings and other existing facilities should be used for the village MCH and TB clinics as much as possible rather than constructing new buildings.

6) Community Participation:

Health Committee: The UMN CHP team must find a key person or Community Leader from each ward of each village panchayat. They should be influential persons and able to organise a village health committee by themselves at village panchayat level.

The role of the village health committee is to develop the CHP in their wards as a part of the Comprehensive Committee Development Programme at local level. Working with the UMN/CHP team they should make plans for a

Health Post in their area according to the HMG/N pattern i.e. a Health Post for every 3-4 village panchayats. Activities of the committee should be evaluated to determine whether or not they are sufficiently experienced to have a Health Post in their community before the Post is established.

Village Health Volunteers: Some members of the Village Health Committee, traditional healers, local practitioners, indigenous midwives, school teachers, ex-servicemen, those supported by their own professions, other community leaders may be such volunteers. They will be needed as motivators on a door-to-door basis in preventive health campaigns - inoculations, making latrines, improving drinking water supplies, nutrition, agricultural extensions and health education.

From time to time in simple seminars, they will need to be taught village level preventive health practices first aid, home nursing, nutrition and general hygiene.

They should be non-paid volunteers, not professional health workers. But they should be healthy individuals, able to set an example of the healthy life in their families and community. They should be social-service-minded health consultants for their neighbours and health motivators for their communities. After yearly evaluation some of them may be recommended as Home Visitors for future Health Posts in their own villages.

II. To support the HMG/N Health Posts Network (future Integrated Basic Health Service HMG/N - UMN Joint Health Post Programme.

Each UMN Hospital and CHP could well follow the pattern of the Shanta Bhawan CHP's "Plan for the development of Integrated Basic Health Services in Lalitpur District". (Page 159, UMN Executive Committee Minutes, November 1973).

A) If an HMG/N Health Post is operating in the present UMN CHP team working area (Rumjatar Health Centre and Okhaldhunga Health Post) or in the area where the UMN CHP team may begin work in the next year (Jaubari

Health Post, Gorkha), the first 2 years would be the period for upgrading the existing HMG/N Health Posts. The second 2 years would be the period for opening new Health Posts in the present UMN CHP team's working area, according to the Health Post area unit i.e., every 3-4 village panchayats.

HMG/N - UMN Joint Health Post Programme "Pattern A"

	HMG	Community	UMN
1975 - 1976	(1) Existing HMG - A & B health post	Health Committee Volunteers	(1) Existing HMG B Health Post
Existing HMG/N Health Posts up- grading period	recurring budget : Rs. 20,000/- per post		additional budgets Rs. 20,000/- per post
1977 - 1978	(1) A & B Health Post reoccurring budgets: Rs.20,000/- per post	Health Committee volunteers Land	(1) A & B Health post reoccurring budgets
	(2) New Health Posts reoccurring budgets: Rs.20,000/- per post	Free labour volunteers	Rs.20,000 per post. (2) New Health Post Capital Expenses: Rs. 20,000/- per post.
Evaluation period			

B) If any HMG/N Health Post is not available in the area where the UMN CHP team is working at present or starting to work in the next year, the first 2 years would be the period for the ground work and the second 2 years would be the period for the establishment of new Health Posts (Tansen would be in this category)

UMN - HMG/N Joint Health Post Programme "Pattern B"

	HMG	Community	UMN
1975 - 1976 ground work period	Anti TB drugs, MCH drugs	Health Committee volunteers	Visiting, TB control, MCH Clinic, In villages.
1977 - 1978 New Health Posts establishment	New Health Posts recurring budget: Rs. 20,000/- per	Land Free labour, volunteers	New Health Posts Capital expenses Rs. 20,000/- per post
Evaluation period			

The Mission-wide Community Health Office (CHO) will work with HMG/N Health Department in planning such Joint Health Posts Network programmes, i.e. upgrading the existing HMG/N Health Posts and establishing new Health Posts. The UMN CHO may also negotiate with foreign donor agencies for needed capital funds.

Bilateral Agreements on the Joint Health Post Programme may be worked out between the UMN and HMG/N, chiefly with regard to funds and staffing. (See the next section on training UMN local staff)

III. To make local-trained UMN personnel (men and women) "Front-line Health Personnel". (See paper, "Refresher Course for Unqualified Paramedical workers").

Each UMN Health Project and its CHP should encourage the local staff - those trained locally by the UMN, and unqualified by HMG/N - to join the Refresher Course. This will be organised by the UMN Mission-wide Community Health Office (CHO) from 1976 to 1979, with the cooperation of the Institute of Medicine, Tribhuvan University, using the Maharajganj and Tansen Campuses. It will bring experienced but unqualified staff up to the level of HMG/N - qualified Health Assistants (HA), Auxiliary Health Workers (AHW), and Assistant Nurse Midwives (ANM), depending upon their education, original training and experience.

They may then be assigned as staff to the UMN-HMG/N Joint Health Posts which might be established in their home area. They would be paid by the UMN until the end of the next 5-year General Agreement, 1980. After that, when the Health Posts will be taken over, hopefully, by HMG/N they will be salaried by HMG/N.

It would be an ideal pattern to be able to assign the staff of Health Posts from the local communities where such Health Posts are located. Our local UMN staff would be excellent "Front-line Health Personnel", able to serve their own communities with great effectiveness.

These details related to the training and assignment of local UMN staff should be spelled out clearly and explicitly in the Bilateral Agreement on the Joint Health Posts Programme between UMN and HMG/N.

IV. To make the UMN Hospitals "Base Hospitals" for Rural-type, Community-based Health Programs.

The roles of the UMN Hospitals should be clear:
1) Referring center for the present UMN CHP and the future HMG/N-UMN Joint Health Posts New-work; 2) In-service training Institute for the "Front-line Health Personnel", mentioned above.

These are really roles of a "Base Hospital" for the Rural-type, Community-based Health Program. They require the initiative and participation of the local community from the planning stage onwards.

From the Rural Community Development point of view the present UMN Hospitals are great resources, no doubt. But, in fact, they are too big to be carried by the local community alone. It is nearly impossible to find persons intelligent and capable enough to be community representatives on the Boards of the present UMN Hospitals. They are too modern and westernized by local standards.

The Base Hospital for the Rural-type, Community-based Health Program in Nepal should be simple and small enough in administration and finance to use the initiative and participation of the local community to carry on such hospital activities.

In present UMN Hospitals the administrative and financial structures related to Roles 1) and 2), as noted above, should be studied by some of the UMN Hospital administrators to discover the best way for our Hospitals to play the role of Base Hospitals for Rural-type, Community-based Health Programs.

In setting up the lines of Communication and Representation indicated in the diagram (page 1), the UMN CHP team should seek a person who can be the voice

of the local people. If this matter of the choice of a representative is left entirely with the District Panchayat and the CDO, we will not expect much from the work of the Hospital Board.

After working in close coordination with HMG/N through the next 5 Years' Agreement period, in community health programs, on hospital Boards, etc., it may be possible (in 1980) to seek HMG/N permission, as Boards of the Hospitals, to continue to run the Hospital as Base Hospitals related to HMG/N's District Hospital and Dist. Health Office plan ... Shanta Bhawan Hospital and Tansen Hospital are already involved in HMG/N plans for their respective district health service programs.

Shanta Bhawan Hospital, presently, provides medical services not only for the people of Lalitpur District, but also to high-ranking members of Nepali society and the foreign community. Tansen Hospital is also spending much energy and time on patients from India. Although both hospitals will probably have to continue these services they should emphasize more and more the Base Hospital role.

APPENDIX Q

PRINCIPLES FOR DEVELOPMENT WITH PARTICULAR REFERENCE TO THE COMMUNITY HEALTH PROGRAMME.

1. Integrated Development

Development on the District, Town and Village Panchayat levels shall be attempted on a coordinated and simultaneous basis in the health, educational, social and economic, agricultural and moral fields because these are all interrelated and interdependent. The resources and programmes of the Central Government and its several Ministries shall be coordinated at the District Panchayat level.

2. Education

The main aim is educational, meaning to bring about changes in behaviour in individuals, families and communities, rather than only providing health services.

3. Health and Development

The Community Health programme shall be based on an integrated and comprehensive approach. The individuals, families and communities shall be stimulated and educated to become aware of their other basic needs for development, all of which affect health, and assisted in obtaining satisfaction of their basic needs.

4. Development and Culture

Serving and teaching of the members of the family and community shall be based on the needs and conditions in the homes and on local traditions and customs. The good customs and traditions have the wisdom of the ages behind them and should be preserved, and only the harmful ones should be changed.

5. Self-help

The emphasis shall be on identifying, raising up and utilizing local resources, both in personnel and financing, "Hand-outs" shall be avoided except in extreme emergencies. Outside grants shall all be time-limited or on a one-time basis and confined largely to financing of training and some capital goods and construction.

6. Priorities

The highest priority is placed on reducing the illnesses and mortality in children in their first five years of life, and the related priority is assistance to pregnant and lactating women, in order to provide the foundation of good nutrition and health for the infant before and after birth.

7. Home and Community

It is essential to try to reach all the family members and all of the homes in the community with a programme of services and education. This shall be done mainly through periodic and extensive home visits. The community census is one of the bases for a diagnosis of community needs and the measure of success in meeting these needs. Simple maternal, child health and family planning services shall be provided. Teaching, consultations and assistance shall be provided to local medical practitioners and medical halls. Teenaged girls in the villages and town areas shall be given a simple but comprehensive course in home economics, including child care, nutrition and health, cooking, sewing, home gardening, literacy, improvement of home environment and furnishings etc. The course shall be appropriate to the needs, resources and possibilities in the village or town homes.

8. Use of village level aides and volunteers.

With the shortage of qualified personnel willing to work at the village level and the likely possibility

of lack of communication with the community due to role perceptions where highly qualified persons are available, workers for serving and particularly for teaching and visiting shall be recruited from their own communities to serve as volunteers or paid a minimal stipend. Training and continuing education of village level workers (except for very brief periodic training, or seminars) shall be undertaken in their own local area. Frequent visits by supervisors and other advisors to village level workers individually and in groups shall provide opportunities for mutual sharing, learning from and assisting each other.

S. Ruohoniemi

CAPITAL BUDGET - 1972

1972
1971
1970

10,000

15,000

2,500

1,500

The following figures are based on estimates for 1972 - to be used as a guide only.

APPENDIX RPARTICIPATION IN HMG COMMUNITY HEALTH PROGRAMMERupandehi DistrictPROPOSED PLANS AND BUDGETS - 1975

Dr. Sigrun Mogedal started to work in Butwal Hospital and the Zonal Public Health Office on the basis of secondment from UMN, initially for one year period from December 1973.

The relationship has been worked out following the separate signed agreement between these parties. This agreement is so far satisfactory.

It is proposed to renew the agreement for a further one year period, starting from December, 1974. Work will continue in 1975 following the same outline as in 1974 but with even more stress on the advisory function at the Health Post level.

As the need for a mobile clinic is no longer there in the way it was before establishment of the new Health Posts, it is suggested to sell the Public Health vehicle, and for the money to buy a small motorcycle and some bicycles.

With reduced travelling expenses, no grant from UMN will be expected, with the understanding that a small amount may be received in gifts from Norway, towards the running expenses of the motorcycle.

CAPITAL BUDGET - 1975

	1975	Actuals 1974	Budget 1974
<u>Income</u>			
Amount expected from sale Public Health Car	20,000	-	-
<u>Expenses</u>			
Small motor cycle	15,000	-	-
4 (four) bicycles	2,500	-	-
	17,500		

The possible excess income over expenses: Rs. 2,500. - to be left as undesignated capital funds.

TRANSPORTATION BUDGET - 1975

	<u>1975</u>	<u>Actuals</u> <u>½ year 1974</u>	<u>Budget</u> <u>1974</u>
<u>Income</u>			
Grant from UMN	-	1,433	4,300
Grant from Norway	3,000	2,500	5,000
Misc. Income (personal use of vehicle)	-	130	-
	<u>3,000</u>	<u>4,063</u>	<u>9,300</u>
<u>Expenses:</u>			
Petrol expenses	2,400	1,777	6,400
Insurance	150	390	400
Car Tax	-	-	1,500
Vehicle repairs	250	185	1,000
Miscellaneous expenses	200	-	-
Total expenses	<u>3,000</u>	<u>2,352</u>	<u>9,300</u>
	<u>=====</u>	<u>=====</u>	<u>=====</u>

Dr. Sigrun Møgedal

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