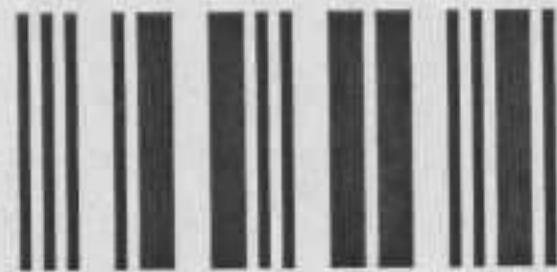


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THE UNITED MISSION
TO NEPAL

Zur Ablage

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MINUTES OF THE
EXECUTIVE COMMITTEE MEETING
HELD IN KATHMANDU, NEPAL

April, 2 - 3 1975

AND

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

April 3 - 4, 1975

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UMN - United Mission to Nepal, Protokolle Executive
Committee und Board of Directors 1975

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To: Executive and Board Members, (including co-opted and ex-officio)
Date: 6th April 1976

The Rev. and Mrs. Wilcox are terminating their service with the UMN, having for two successive terms served as the UMN Executive Secretary. The members of the Executive Committee and the Board of Directors want to express their sincere gratitude to the Wilcoxes for the service they have rendered to the UMN.

We therefore suggest that as a token of our appreciation we give them a gift. A ~~carved~~
~~picture frame~~ ~~wooden frame~~ ~~engraving (title)~~ ~~has been bought~~ has been bought for this purpose and will be handed to the Wilcoxes at an appropriate time during the Board meetings.

Those of you who would like to participate in this gift, may pay a contribution to Mr. Mike Roemmele. It has been suggested that ~~Rs. 5 - 10~~ Rs. 5 - ~~10~~ would be an appropriate amount.

Thank you very much.

Mike Roemmele

MINUTES OF
EXECUTIVE COMMITTEE MEETING

Held in Kathmandu, Nepal, 2—3 April, 1975.

The Executive Committee Meeting was held at UMN Headquarters, Kathmandu, on 2nd and 3rd April, 1975. Sessions were held 9.00—12 noon and 1.30—6.00 p.m. Wednesday 2nd and 9.00—12 noon on Thursday, 3rd.

Roll Call: Members were present except as indicated below.

Chairman: Rev. G. Ruff

Vice Chairman: Dr. R. Windsor (absent)

Other members: Rev. A. Berg (absent)

Mr. N. Janzen

Dr. C. L. Joshi (absent)

Miss J. Knapman

Rev. A. McCabe (absent)

Miss F. Priest

Miss Hester Quirk

Rev. P. Kniss

Thursday morning
session only

Mr. E. Andreasson

Ex-officio:

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, Health Services Secretary

Miss M. McCombe, Education Secretary

Mr. F. Sauer, Technical Secretary

Since, by late Wednesday afternoon, only 4 members of Executive Committee were present, the Committee elected 3 alternate members from among members of the Board to serve for the balance of this meeting. Miss Hester Quirk, the Rev. Paul Kniss, the Rev. Erik Andreasson.

Devotions : Miss F. Priest opened the meetings with devotions, and Dr. T. Strong led devotions on the second morning.

Agenda and Schedule: The Agenda, as presented by the Executive Secretary, was adopted with a few minor additions.

EC (1)-1/75 *Minutes of previous meeting.* The Minutes of the Executive Committee Meeting held on 30th October and 1st November, 1974 were accepted as circulated and confirmed as correct.

EC (1)-2/75 *Correspondence Votes.* Two actions taken by correspondence vote since the time of the last meeting are recorded as follows :

(a) Mrs. Alice Wygant, Public Relations Officer, offered by the United Methodist Board, U.S.A. It was RESOLVED to accept the services of Mrs. Wygant, with thanks to God and to her sending Mission.

(b) Mr. Duane Poppe, Structural Engineer, offered by the World Mission Prayer League. It was RESOLVED to accept the services of Mr. Poppe, with thanks to God and to his sending Mission.

ANNUAL REPORTS AND FINANCIAL STATEMENTS

EC (1)-3/75 *Annual Reports.* It was RESOLVED to accept the Annual Reports as received from the various projects of the Mission, and to present these to the Board for approval. These projects are listed in the following Minute.

EC (1)-4/75 *Annual Financial Statements.* The Financial Statements for the year 1974, together with the recommendations of the Finance Committee, were considered and studied, as follows:-

- a) Executive Secretary's report
- b) Headquarters report
- c) Special Projects report—Building Dept and Scholarship Program

- d) Community Health Office report
- e) Tansen Area report
- f) U.M.E.D.A. report
 - I. Butwal Project
 - II. Butwal Technical Institute
 - III. Division of Consulting Services
 - IV. Butwal Power Company
 - V. Butwal Plywood Factory
- g) Pokhara Boys' Boarding School report
- h) Gorkha Project report
- i) Shanta Bhawan Hospital report
- j) Girl's High School report, Kathmandu
- k) Bhaktapur Hospital report
- l) Okhaldhunga Dispensary report
- m) Anandaban Hospital report
- n) Treasurer's report
- o) Auditor's report

FINANCE COMMITTEE MINUTES AND SUPPLEMENTARY PLANS FOR 1975

EC (1)-5/75 *Finance Committee Minutes.* The Minutes of the Finance Committee held on 1st April, 1975 were noted and carefully considered. It was RESOLVED to accept and approve them, with the following further resolutions, explanations and exceptions. The Minutes appear as Appendix A.

EC (1)-6/75 *Request to Close Central Store for Drugs.* It was RESOLVED, in response to a request made, to close the Central Drug Store at Shanta Bhawan Hospital, although the Hospital Pharmacy would continue to supply Pharmacy needs of UMN. Projects as before.

- 1) that Rs. 100,000 of the Store Fund balance be passed to the Treasurer and placed in the Undesignated Fund.
- 2) that the remaining cash and stocks are to be retained at Shanta Bhawan Hospital to

assist in providing Pharmacy services to the other projects,

- 3) to instruct the Shanta Bhawan Administration to set up the total value of UMN Drug Stores and remaining cash, plus a total value of the Shanta Bhawan Hospital inventory in their balance sheet and to provide the necessary staff to maintain a perpetual inventory of the quantities and values of the total drug inventory, making appropriate charges on sales to cover any additional accounting expenses involved.

PERSONNEL MATTERS

EC (1)-7/75 *Arrival of new Board Appointees*, since the last meeting (for information)

Mr. and Mrs. James Tweeddale

Miss Barbara Bowen

Mr. Douglas Curry

Mrs. Alice Wygant

Mr. and Mrs. Robert Helm

Miss Marianne Puder

Miss Winifred Thuma

Mr. Duane Poppe

Mr. and Mrs. Ed. Martin

Direct Appointees 1—2 years

Mr. and Mrs. Alpo Paajanen

(Wood Technician - Butwal)

Dr. and Mrs. John Parker

(Doctor - Shanta Bhawan)

EC (1)-8/75 *Return of Board Appointees since November* (for information)

Miss Ingeborg Skjervheim

Miss Sylvia Slade

Miss Tomoe Tawara

Mr. and Mrs. Stan Kamp

Miss Stina Ullberg

Mr. and Mrs. Bjorn Brekke

Dr. and Mrs. Bill Gould

Mr. and Mrs. Ron Fox

Dr. and Mrs. Jonathan Yoder

EC (1)-9/75 *Departure of Board Appointees*, who have left on furlough or resigned at the end of term, since last meeting (for information)

Dr. and Mrs. Noboru Iwamura

Miss Dulcie Ventham

Miss Barbara McLean

Mr. Andreas Vossberg

Miss Lilly Ammann

Dr. (Mrs) Patricia Strong

Miss Sheila Anderson

EC (1)-10/75 *Expected Return of Board Appointees* before the next meeting (for information)

Miss Kirsti Kormu

Miss Valerie Collett

Miss Audrey Maw

Dr. and Mrs. Dick Harding

Mr. and Mrs. Urho Rasanen

Dr. Helen Huston

Miss Dulcie Ventham

Miss Margaret Kingsley

Mr. Andreas Vossberg

Miss Betty Young

Mr. and Mrs. Jonathan Lindell

EC (1)-11/75 *Expected arrival of new Board Appointees*

Miss Betty Woodger, August 1975

Miss Jean Smucker, August 1975

Miss Jean Brown, August 1975

Mr. and Mrs. John Haughey, August 1975

Mr. and Mrs. Robert Helm, at present working at Butwal, returning to August Language School.

Board Appointees due for furlough before next Executive Meeting

EC (1)-12/75 *Dr. and Mrs. Rob Ferguson*, General Physician BMMF, England; due for furlough March 1975. It was RESOLVED to thank Dr. and Mrs. Ferguson for their service with the UMN, and it was noted that they are going on extended furlough. It was suggested that they reapply for further service with the UMN in the future, if they are interested.

EC (1)-13/75 *Dr. and Mrs. (Dr.) Tom Hale*, Surgeon, BMMF, USA; due for furlough July 1975. It was RESOLVED to thank Dr. and Mrs. (Dr.) Hale for their service with the UMN, and to welcome their return to Nepal after furlough if there is a suitable post available for them at that time.

EC (1)-14/75 *Mr. and Mrs. Odd Hoftun*, Elec. Engineer, WMPL, Norway; due for furlough May 1975. It was RESOLVED to thank Mr. and Mrs. Hoftun for their service with the UMN, and to welcome their return to Nepal after furlough if there is a suitable post available for them at that time.

EC (1)-15/75 *Miss Margaret Kingsley*, Teacher, BMS, England; due for furlough July 1975. It was RESOLVED to thank Miss Kingsley for her service with the UMN, and to welcome her return to Nepal after furlough if there is a suitable post available for her at that time.

EC (1)-16/75 *Mr. and Mrs. Delos McCauley*, Civil Engineer, United Meth. Bd., USA; due for furlough June 1975. It was RESOLVED to thank Mr. and Mrs. McCauley for their service with the UMN, and to welcome their return to Nepal after furlough if there is a suitable post available for them at that time.

EC (1)-17/75 *Mr. and Mrs. Ron Mowll*, Civil Engineer, CMS, England, due for furlough April 1975. It was RESOLVED to thank Mr. and Mrs. Mowll for their service with the UMN, and it was noted that they are going on extended furlough. It was suggested that they reapply for further service with the UMN in the future, if they are interested.

EC (1)-18/75 *Dr. and Mrs. Denis Roche*, General Physician, BMMF, England; due for furlough June 1975. It was RESOLVED to thank Dr. and Mrs. Roche for their service with the UMN, and to welcome their return to Nepal after furlough if there is a suitable post available for them at that time.

EC (1)-19/75 *Mr. Andreas Vossberg*, Orthopaedic Technologist, D.U., Germany; due for furlough April 1975. It was RESOLVED to thank Mr. Vossberg for his service with the UMN, and to welcome his return to Nepal after furlough if there is a suitable post available at that time.

EC (1)-20/75 *Miss Julie Willmettee*, Nurse/Midwifery Tutor, CMS, Australia; due for furlough August 1975. It was RESOLVED to thank Miss Willmette for her service with the UMN, and to welcome her return to Nepal after furlough if there is a suitable post available for her at that time.

EC (1)-21/75 *Miss Anna Liisa Jokinen*, Bookkeeper, Free Church of Finland; due for furlough June 1975. It was RESOLVED to thank Miss Jokinen for her service with the UMN, and to welcome her return to Nepal after furlough if there is a suitable post available at that time.

EC (1)-22/75 *Mr. John Finlay*, Engineer, BMMF, N. Ireland; due for furlough May 1975. It was RESOLVED

to thank Mr. Finlay for his service with the UMN, and to welcome his return to Nepal with his future bride, after furlough if there is a suitable post available for them at that time.

Termination of Service and Resignations.

EC (1)-23/75 *Miss Judy Hayward*, Office Secretary, BMMF, England, Direct Appointee, appointed to UMN Headquarters for a one year term, ending July 1975. It was RESOLVED to thank Miss Hayward for her service with the UMN.

EC (1)-24/75 *Mr. Eric Liechty*, Technician, MCC, U.S.A., appointed to BTI and BPF for a three year term, ending July 1975. It was RESOLVED to thank Mr. Liechty for his service with the UMN.

EC (1)-25/75 *Miss Kathleen L. Lowry*, Office Secretary, World Brotherhood Exchange, U.S.A., Direct Appointee, appointed to Shanta Bhawan Hospital for a one year term, ending July 1975. It was RESOLVED to thank Miss Lowry for her service with the UMN.

EC (1)-26/75 *Mr. and Mrs. Helmut Milcke*, Wood Engineer, D.U. Germany, appointed to BTI for 5 years, during which time he was appointed Director of BTI, and then served for 18 months as Technical Advisor of the Butwal Plywood Factory, terminating April 1975. It was RESOLVED to thank Mr. and Mrs. Milcke for their service with the UMN.

EC (1)-27/75 *Mr. and Mrs. R. Newton*, Building Maintenance, Hostess Guesthouse, Butwal, WMPL, appointed Supervisors of the Childrens' Hostel for a three year term, Mr. Newton being assigned as part-time Maintenance Supervisor for UMN rented housing in the Kathmandu Valley. Due to lack of children for the Hostel, the Newtons were

assigned to Butwal, Mr. Newton being a builder/Maintenance Supervisor at BTI and Mrs. Newton being Hostess at the Guesthouse in Butwal, terminating April 1975. It was RESOLVED to thank Mr. and Mrs. Newton for their service with the UMN.

EC (1)-28/75 *Dr. and Mrs. (Dr.) Trevor Strong*, Surgeon/General Practitioner, RBMU, Ireland. Appointed to Shanta Bhawan after serving 25 years in India, for a three year term. Appointed Medical Director and subsequently Executive Director and Medical Superintendent, terminating April 1975. It was RESOLVED to thank Dr. and Mrs. (Dr.) Strong for their service with the UMN.

EC (1)-29/75 *Mr. Lloyd W. Schmucker*, Mech. Engineer, MCC, U.S.A., appointed to BTI for a 3 year term, ending July 1975. It was RESOLVED to thank Mr. Schmucker for his service with the UMN.

EC (1)-30/75 *Miss Jennifer Simmons*, Nurse/Midwife, BMMF, England-short term volunteer, appointed to Amp Pipal Hospital for a one year term, ending July, 1975. It was RESOLVED to thank Miss Simmons for her service with the UMN.

EC (1)-31/75 *Mr. Ken Roes*, Civil Engineer, MCC, U.S.A., appointed to Butwal Power Company for a three year term, extended his term another year at Division of Consulting Services, ending September 1975. It was RESOLVED to thank Mr. Roes for his service with the UMN.

New Offers of Service.

EC (1)-32/75 *Dr. and Mrs. Carl and Betty Ann Friedericks*. Doctor offered for service by the United Presbyterian Church, USA. It was RESOLVED to accept the services of Dr. and Mrs. Friede-

ricks, subject to receipt of full papers, with thanks to God and their sending Mission.

EC (1)-33/75 *Dr. and Mrs. Delmer and Beverley Haug*, General Practitioner/Surgeon offered for service by Bible and Medical Missionary Fellowship, Canada for a period of 3 years. It was RESOLVED to accept the services of Dr. and Mrs. Haug, with thanks to God and their sending Mission.

EC (1)-34/75 *Mr. Franz Sparr*-- Wood Technician, offered for service by Committee for Service Overseas for a period of 3 years, possibly 4 years. It was RESOLVED not to accept the services of Mr. Sparr until a statement of Christian commitment is received from him.

EC (1)-35/75 *Miss Charlotte Self*, Registered Nurse/Midwife, Community Health offered for service by the United Presbyterian Church, U.S.A. It was RESOLVED to accept the services of Miss Self, with thanks to God and her sending Mission.

EC (1)-36/75 *Mr. and Mrs. Paul and Debbie Williams*, Pharmacist, offered by the Bible and Medical Missionary Fellowship, U.S.A. for a period of 6-12 months. It was RESOLVED to accept the services of Mr. and Mrs. Williams, with thanks to God and their sending Mission.

EC (1)-37/75 *Dr. and Mrs. Dudley Henderson*, Dental Surgeon, offered for service by the Assemblies of God, U.S.A. It was RESOLVED to accept the services of Dr. and Mrs. Henderson, with thanks to God and their sending Mission.

EC (1)-38/75 *Mr. and Mrs. James and Pauline Miller*, Builder, Teacher offered for service by the Mennonite Central Committee, U.S.A. It was RESOLVED to accept the services of Mr. and Mrs. Miller,

subject to receipt of full screening papers and medical clearance, with thanks to God and their sending Mission.

Leadership Posts

Executive Committee Appointments

EC (1)-39/75 *Executive Director & Medical Superintendent*, Shanta Bhawan Hospital. The appointment of Dr. Mary Eldridge as Executive Director & Medical Superintendent, Shanta Bhawan Hospital, was reviewed and no further action was taken.

EC (1)-40/75 *Acting Assistant Medical Superintendent*, Shanta Bhawan Hospital. It was RESOLVED that, according to the recommendation received from the Shanta Bhawan Hospital Board, Dr. John Dickinson be appointed Acting Assistant Medical Superintendent.

EC (1)-41/75 *Administrator*, Shanta Bhawan Hospital. It was RESOLVED that, according to the recommendation received from the Shanta Bhawan Hospital Board, Mr. Bir Bahadur Khawas be appointed Administrator, from the date of the completion of his studies and exams.

EC (1)-42/75 *Director, Community Health Office*. Ref. EC-(2)-46/74. The appointment of Dr. M. Bomgaars in November to this post was retracted, as she is unable to serve, and it was RESOLVED that the Health Services Secretary should supervise CHO affairs, as this would seem to be the best arrangement until the return of Dr. Iwamura.

EC (1)-43/75 *Director, BTI*. In view of pending amendments to the UMEDA constitution & Bye-Laws, there is no recommendation for this appointment. If the proposed amendments are approved

by the UMN Board of Directors an extraordinary meeting of the BTI Board will be convened shortly after the close of the UMN Board to appoint a Director for BTI.

EC (1)-44/75 *Butwal Project Director.* It was RESOLVED that, according to the recommendation of the UMEDA Board, Mr. Tor Mogedal be re-appointed Butwal Project Director for a one year term.

EC (1)-45/75 *Director DCS.* It was RESOLVED that, according to the recommendation of the UMEDA Board, Mr. Dan Jantzen be appointed Director, DCS for a one year term, was from 1st April 1975. Further, that during Mr. Jantzen's short furlough, the UMEDA Board be authorised to appoint Mr. Bob Yoder as Acting Director.

EC (1)-46/75 *Superintendent of Community Health, Palpa Area.* It was RESOLVED that the ad hoc appointment of Dr. Pam Dodson to this post at the last Executive Committee meeting in November, be confirmed.

EC (1)-47/75 *Medical Director, Amp Pipal Hospital.* It was RESOLVED that from the date of Dr. Tom Hale's departure on furlough late in June, Dr. Helen Huston be appointed to the post of Acting Medical Director, Amp Pipal Hospital.

Board of Directors Appointments : For Information and Review

Area Superintendent, Kathmandu. EC(2)-49/75 and WC-17/75 (a)

Health Services Secretary. EC(2)-50/74 and WC-17/75 (b)

Education Secretary. EC(2)-52/74 and WC-17/75 (d)

EC (1)-48/75 *Technical Secretary*. EC(2)-51/74 and WC-17/75
(c). It was RESOLVED to recommend that Mr. F. Sauer be appointed for a one year term.

EC (1)-49/75 *Executive Secretary*. EC(2)-53/74 and WC-17/75 (e). It was RESOLVED to nominate the Rev. Gordon Ruff as the new Executive Secretary, his appointment to begin early enough in 1976 to allow some overlapping time with the present Executive Secretary.

Other Matters

EC (1)-50/75 *Requests for Approval of New Posts*, change of former posts.

UMEDA Posts- U 3/75 and EC(2)-7/74, a), i) and ii)

- (i) The post, "Vocational Teacher", to be changed to "Principal, Training Section"
- (ii) The post, "Advisor, Machineshop", to be eliminated.
- (iii) New post, "Consultant in Accounting", to advise and assist and train accountants, bookkeepers in the several UMEDA projects. A short term is envisaged, 6-12 months.
- (iv) Request for In-service Training Officer as Consultant.

Tansen Post

Request for Secretary for the Area Superintendents. It was RESOLVED to approve the above listed posts.

EC (1)-51/75 *UMN Scholarship Committee*, to be elected. (BD-12/70 and Bye-Law XV) members of this Committee are elected annually. The Executive

Secretary and Functional Secretaries serve as ex-officio members. The following persons have been nominated.

Mrs. Robert Karthak

Mr. P. B. Rai

Dr. Rita Thapa

Mr. I. P. Sharma

Mrs. Florence Bond

Miss Norma Kehrberg

(Miss Kehrberg serves as Admin. Secretary of the Scholarship Committee)

It was RESOLVED to accept the above nominations.

EC (1)-52/75

Building Committee, Pokhara. The Boys' Boarding Schools Administration, through the Acting Headmaster, has requested the UMN to appoint a Project Building Committee to serve as long as the UMN continues to receive capital grants from foreign agencies for the building programme and supplies supervisory staff for the construction work. Suggested membership could be:

Headmaster of N.A.V.

Representative, UMN Building Dept.

UMN Pokhara Project Dir.

Representative, UMN Administration.

Site Engineer

I.N.F. Representative.

It was RESOLVED to accept the above nominations and appoint them as the N.A.V. Project Building Committee.

EC (1)-53/75

Report on Renewal of the General Agreement with HMG/N. See WC-7/75 It was agreed to hear a full report with the Board of Directors.

EC (1)-54/75

Appointment of Personal Counsellor, report by the Executive Secretary BD-26/74. Dr. and

Mrs. Park Johnson, veteran missionaries of the United Presbyterian Church, USA, have volunteered to serve in this capacity for 1 year, beginning in July 1975. It was RESOLVED to create and fill the post of Personal Counsellor, to deal with the spiritual and counselling needs of the UMN workers, and keep this post separate from any other administrative function, this post to be responsible to the Chairman of the Board.

EC (1)-55/75 *UMN-INF relationships*, report by Personnel Secretary, Executive Secretary. A report was received for information only regarding seconded workers, Mr. and Mrs. Asbjorn Holm, at Green Pastures Leprosy Hospital and Mr. and Mrs. Stan Kamp, INF Project at Ghorahi.

EC (1)-56/75 *Report on the Concern of Dienste in Ubersee* about their relationship to UMN. It was agreed that opportunity should be given to the two Dienste in Ubersee Board Members to express their concern at the Board Meeting.

EC (1)-57/75 *Progress Report on Plans for a new UMN Film*, Mr. A. Voreland, Administrative Advisory Committee. A short report was given by Mr. Voreland, and it was agreed to pass the matter on for fuller discussion at the Board Meeting.

EC (1)-58/75 *Progress Report on UMN Offer of 6 Vocational Agriculture Teachers, 2 Boarding School Administrators to the Ministry of Education, HMG/N.* EC(2)-69/74. Miss McCombe, the Education Secretary, reported that although the Ministry of Education would be interested in this offer, the Division of Foreign Aid, Ministry of Finance, HMG/N. did not approve the offer. It was RESOLVED to instruct the Education Secretary to continue negotiations

to negotiate with the Ministry of Education regarding secondment of Board Appointee teachers.

EC (1)-59/75 *Progress Report on Possible New Programmes in West Nepal.* EC(2)-62/74 and WC-11/75.

(a) Technical training/industrial development in the Surkhet area, UMEDA Board. This development is held up until our General Agreement has been signed with HMG/N.

(b) Boarding High School possibilities in Mahendranagar. Margaret McCombe confirmed that the request for this Boarding High School has been received from Government.

(c) Boarding High School possibilities in Tikapur. Margaret McCombe also confirmed that enquiries about a school in this area had been initiated by the local district authorities.

EC (1)-60/75 *Report on Workers' Conference action on Report of Re-structuring Committee* WC-8/75 (For information, since the Workers' Conference action must go on to the UMN Board)

EC (1)-61/75 *Changes in Bank Account Signatories.* Recommendations from the Finance Committee a) Tansen Hospital account; b) Butwal Project account; c) DCS account; d) Shanta Bhawan Hospital account; e) UMN Building Department., Tansen Account were received. It was RESOLVED to approve the signatories as recommended.

EC (1)-62/75 *Amendments to UMN Constitution and Bye-Laws, and to other Institutional Constitutions:* It was RESOLVED to recommend that the amendments to the UMN Constitutions & Bye-Laws and to the UMEDA Constitution and Bye-Laws be carried to the UMN Board.

See EC(2)-70/74 and WC-16/75, and U 12/75, U 13/75. With regard to amendments to the Tansen Hospital Constitution and Bye-Laws, it was RESOLVED to recommend the Board approve the following actions until such time as the full constitution and Bye-Laws have been approved, as follows:-

1. That the UMN Executive Secretary enter into a Letter of Exchange with HMG/N to set up Project Boards for the Health Projects in Palpa, Gorkha and Okhaldhunga districts and Shanta Bhawan Hospital along the lines of the Letter of Exchange included as an Appendix in the report received from the UMN Hospital in Tansen.
2. Further, that the Health Projects in Palpa district be authorised to implement the provisions in the proposed Bye-Laws for the United Mission Health Project, Palpa, until such time as the proposed Constitution and Bye-Laws can be circulated to members of the UMN Board as proposed amendments to the UMN Constitution and Bye-Laws, and acted upon.

EC (1)-63/75 *Dates of next meetings :*

Finance Committee : Wednesday, November 5th, 1975.

Executive Committee : Thursday, November 6th and 7th, 1975.

The meeting was closed with prayer.

MINUTES OF THE
UMN BOARD OF DIRECTORS MEETING

Held in Kathmandu, Nepal, 3-4 April, 1975

The Annual Meeting of the Board of Directors was held at UMN Headquarters, Thapathali, Kathmandu, on 3rd and 4th April, 1975. Sessions lasted on Thursday, 3rd from 1.30 p.m. to 6.00 p.m.; and on Friday, 4th from 9.00 a.m. to 12 noon, and 1.30 to 6.00 p.m. with short breaks for morning and afternoon coffee.

Devotions : The Rev. Gordon Ruff opened the meeting with devotions on Thursday afternoon, and on Friday morning sessions began with devotions led by the Rev. Franklin Jonathan.

BD-1/75 *Schedule of membership and Roll Call* : The schedule of member bodies at the opening of the meeting was as follows, with delegates present except as indicated. (Note the action of BD-21/75, accepting two applicant bodies into full membership).

A. Member bodies and their representatives :

1. Assemblies of God—Rev. A. McCabe (absent)
2. Baptist Missionary Society—Miss J. Knapman
3. Bible & Medical Missionary Fellowship Mr. M. Roemmele (absent), Miss H. Quirk.
4. Christian Church (Disciples) —The Rev. F. Jonathan
5. Church Missionary Society, Australia —Miss F. Priest
6. Church Missionary Society, U.K. —Miss F. Priest
7. Church of North India —Mr. A. C. Dharmaraj (absent)
8. Committee for Service Overseas —Mr. H. Hertel, Mr. K. Kaiser
9. Darjeeling Diocesan Council & Church of Scotland - Rev. S. K. Moral

10. Free Church of Finaland — Mr. O. Vasalainen
11. Gossner Mission — Dr. N. Minz
12. International Christian University Church, Tokyo — Dr. Y. Yuasa
13. Japan Overseas Christian Service — Mr. T. Nara.
14. Mennonite Board of Missions & Charities — Miss M. Krantz, Rev. P. Kniss
15. Mennonite Central Committee — Mr. N. Janzen
16. Presbyterian Church in Canada — The Rev. E. Roberts
17. Regions Beyond Missionary Union — Miss A. Evans
18. Swedish Baptist Mission (Orebro) — Miss E. Cedarholm, Miss L. Arnshelm
19. Swedish Free Mission — Mr. E. Andreasson
20. Swiss Friends for Missions in India & Nepal — none
21. United Church of Canada — The Rev. E. Roberts
22. United Fellowship for Christian Service — Miss H. Quirk
23. United Methodist Church, USA — The Rev. J. Mizuno, Dr. J. Schaefer
24. United Presbyterian Church, USA — The Rev. G. Ruff, Dr. R. Seaton
25. The Wesleyan Church, USA — Miss R. Bibbee
26. World Mission Prayer League, Norway — Mr. A. Bjoroy
27. World Mission Prayer League, USA — Mr. A. Schmidt

B. *Representatives of Nepal Christian Fellowship :*

1. Pastor Debu Singh
2. Mr. Dil Bahadur Thapa

*C. Delegates from Associate Member Bodies—
coopted members.*

1. Episcopal Church, USA, — none
2. Leprosy Mission — Bishop A.N. Luther

D. Ex-officio members:

1. Executive Secretary — Mr. F. Wilcox
2. Treasurer — Mr. R. Havens
3. Personnel Secretary — Mr. A. Voreland
4. Health Services Secretaries — Dr. T. Strong,
Mr. F. Wilcox
5. Education Secretary — Miss M. McCombe
6. Technical Secretary — Mr. F. Sauer
7. Tansen Area Superintendent — Dr. P. Dodson
8. Gorkha Area Superintendent — Miss F. Swenson
9. Kathmandu Area Superintendent — Mr. S. Ruohoniemi
10. Workers' Conference Representative — Mr. D. Jantzen
11. UMEDA Board Representative — Mr. O. Hoftun
12. Shanta Bhawan Hospital Board Representative — Mr. P.B. Rai

E. Visitors and Observers :

1. Rev. G. Shaw — Methodist Missionary Society (Seated as voting member after BD-21/75)
2. Mr. V.J. Victor — Mennonite Church in India
3. The Rev. D. Lindell — Lutheran Church in America (absent because of accident)
4. Miss A. Cooper — Bible & Medical Missionary Fellowship

BD-2/75 *Agenda :* The Agenda, as presented by the Executive Secretary, was accepted with a few minor amendments.

BD-3/75 *Confirmation of Minutes* : The Minutes of the previous Board Meeting held in Kathmandu April 4-5, 1974 had been sent to members of that Meeting, and these were approved and confirmed.

BD-4/75 *Annual Reports*. The annual reports for 1974 of the various projects of the UMN had been circulated to Board members prior to the meeting. It was RESOLVED to accept these, together with brief verbal reports given at the meeting, as follows :

- a) Executive Secretary — Appendix B to these Minutes
- b) Headquarters — Appendix C
- c) Special Projects — Appendix D
- d) Community Health Office — Appendix E.
- e) Tansen Area — Appendix F.
- f) UMEDA Projects — Appendix G
- g) Boys' Boarding School, Pokhara — Appendix H
- h) Gorkha Project — Appendix I
- i) Shanta Bhawan Hospital, Kathmandu — Appendix J
- j) Mahendra Bhawan Girls' High School — Appendix K.
- k) Bhaktapur Hospital — Appendix L
- l) Okhaldhunga Project — Appendix M.
- m) Anandaban Leprosy Hospital — Appendix N
- n) Treasurer's and Provident Fund report — Appendix O
- o) Auditor's report

BD-5/75 *Annual Financial Statements*. The financial statements for 1974 of the projects of the UMN, included in the above listed appendices, were accepted as presented by the Executive Committee.

BD-6/75 *Workers' Conference Report*. The representative from the Workers' Conference to the Board, Mr. Dan Jantzen, reported on the Conference held January 11-16 in Pokhara. The Minutes of the Conference appear as Appendix P to these Minutes, and recommendations made to the Board were dealt with

as these items appeared on the agenda of the Board Meeting.

BD-7/75 *UMEDA Board Members.* It was RESOLVED to appoint the following persons to serve as members of the UMEDA Board for the year 1975/76.

UMN Executive Secretary Mr. Sanfried Ruohoniemi

UMN Treasurer UMN Technical Secretary

BD-8/75 *Shanta Bhawan Board Members.*

a) *Community Representatives.* It was RESOLVED to appoint the following persons to serve for a two year term on the Shanta Bhawan Hospital Managing Board.

Dr. J.S. Malla; The Rev. M. Moran; Col L.J. Thapa

b) *UMN Board of Directors' Representative to the SBH Board.* It was RESOLVED to appoint Dr. J. Schaefer to serve for a two year term on the Shanta Bhawan Hospital Managing Board.

BD-9/75 *Area Superintendent Kathmandu.* (Ref. EC(2)-49/74 & WC-17/75 a) It was RESOLVED to appoint Mr. S. Ruohoniemi to the post of Area Superintendent for a further 1 year term.

BD-10/75 *Health Services Secretary* (Ref. EC(2)-50/74 and WC-17/75 e,) It was RESOLVED to appoint Mr. S. Ruohoniemi to the post of Health Services Secretary for a period of 1 year.

BD-11/75 *Technical Secretary.* (Ref. EC(2)-51/74 and WC-17/75 c,) It was RESOLVED to appoint Mr. F. Sauer to the post of Technical Secretary for a further 1 year term.

BD-12/75 *Education Secretary.* (Ref. EC(2)-52/74 and WC-17/75 d,) It was RESOLVED to appoint Mr. A.

Voreland as Education Secretary from November 1975 until the next meeting of the Board of Directors in April 1976.

BD-13/75 Executive Secretary. (Ref. EC(2)-53/74 and WC-17/75 e.). It was RESOLVED :

- 1) To record that the Board looks with favour on the nomination of the Rev. Gordon Ruff to the post of Executive Secretary;
- 2) That the Executive Secretary inform all Board Appointees of this nomination, and invite their comments, to be submitted to the Executive Secretary by May 1st, 1975;
- 3) That the Executive Committee is hereby authorised to act in behalf of the Board, and to make and appointment to the post of Executive Secretary if it deems such action wise and appropriate.

OTHER MATTERS

BD-14/75 Power of Attorney. The Board, in its 1974 meeting, designated the Executive Secretary and the Treasurer, by name, to hold power of Attorney for the Board of Directors, with authority to act singly. See BD-15/74. Since then, our lawyer has recommended that that Minute be re-drafted. It was RESOLVED to record the following :

“The Board of Directors, United Mission to Nepal hereby appoints Mr. Francis Earl Wilcox (Executive Secretary) and Mr. Ray Hall Havens (Treasurer) to hold the Power of Attorney for the Board of Directors of the United Mission to Nepal; and authorises each of the afore-mentioned persons, acting singly, to buy, sell, give in hire or take in hire any properties owned by the United Mission to Nepal; to transact general business in behalf of the United Mission to Nepal; to act in litigation in behalf of the United Mission to Nepal.”

BD-15/75 *Agreement with HMG/N.* See BD-16/74 ;EC(2)-55/74 and WC-7/75. A report was given by the Executive Secretary, and it is hoped that the General Agreement will be signed in the very near future.

BD-16/75 *Personal Counsellor.* It was RESOLVED to confirm the appointment of Dr. Park Johnson, veteran missionary of the United Presbyterian Church, USA who has volunteered to serve for 1 year in this capacity, beginning July 1975, and noted that Dr. Johnson will be responsible to the Chairman of the Board.

BD-17/75 *UMN Film.* (Ref. BD-23/74; EC(2)-65/74 and WC-12/75). It was RESOLVED to authorise administration to proceed with the film, and to work in cooperation with the other agencies, such as the Leprosy Mission which may be producing a film on Leprosy work this year also. It was also suggested that member bodies might like to make a contribution to such a film. The Finance Committee was authorised to investigate its resources and, if necessary, use funds out of Undesignated Capital, General Reserves or Valuation Reserves.

BD-18/75 *New Patan Hospital Project.* BD-17/74. It was RESOLVED to receive the report and refer the matter to the Shanta Bhawan Hospital Board for further developments, and a report to be made again to the Executive Committee. It was agreed it should then be brought back again to the Board for approval.

BD-19/75 *Report on Possible New Programmes in West Nepal.* BD-20/74; EC(2)-62/74 and WC-11/75.

a) A report was given by. Mr. O. Hoftun about Technical training/industrial development in the Surkhet area (UMEDA Board). The possibilities for such a project are being negotiated by the Division of Consulting Services.

b) A report was given by Miss M. McCombe about Boarding School possibilities in Mahendranagar and Tikapur. Negotiations are in progress. These reports were received for information.

BD-20/75 *Withdrawal of the Episcopal Church (USA)*, associate member of the UMN. It was noted with regret that the Episcopal Church, USA was withdrawing from the United Mission. We are thankful for their participation in the UMN. It was hoped that there may be further cooperation with the UMN in the future.

BD-21/75 *Applications for membership in UMN*. It was RESOLVED to accept the following two organisations for full membership in the United Mission to Nepal, with gratitude to God for their interest and partnership in the work of the UNM :

- a) Division of World Mission & Ecumenism of the Lutheran Church in America.
- b) Methodist Missionary Society, U.K.

BD-22/75 *Constitutional Changes*. It was RESOLVED to approve the recommendations of the Executive Committee that the following amendments be made to the Constitution & Bye-Laws of the United Mission; the items marked** to be ratified at the meeting of the Board of Directors in April 1976.

a) *UMN Constitution and Bye-Laws*: EC(2)-70/74 & WC-16/75. Ratification, by the Board of Directors, of the Constitutional change making the Personnel Secretary an Ex-officio Member of the Board, the Executive Committee and the Administrative Advisory Committee of the United Mission to Nepal.

b) *UMEDA Constitution and Bye-Laws*: EC(2)-70/74 e, 1 & 2; AC-16/75 e, 1 and 2. ** Wherever an amendment to the UMEDA Constitution

is involved it shall be ratified at the meeting of the UMN Board, 1976.

1) to include the "Statement of Objectives & Working Rules" for BTI (See Appendix R)

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, and 1975, with other amendments to UMEDA Constitutions and Bye-Laws (See Appendix Q)

c) RESOLVED to approve no change in the title, "Personnel Secretary" at this time, (Recommended by Board action, BD-27/74, 11, c).

d) RESOLVED to approve the amendment in numbering and wording of Bye-Law VIII, B., the UMN Constitution and 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."

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

f) Amendment of Bye-Law V, A, 2, on, the Appointment of Area Superintendents, recommended by workers' Conference, (WC-18/74)

Add another paragraph reading, "The Executive Secretary shall consult with the Board

Appointees assigned to a particular area before presenting to the Executive Committee his recommendation concerning the appointment of an Area Superintendent."

g) Amendment of Bye-Law XVII, recommended by UMEDA Board (BD-27/74, II, b)

Amend present para, and add another para, to read : "Amendments to the United Mission Bye-Laws shall be given to the Executive Secretary at least two months before the Annual Meeting, and he will immediately circulate them to the members of the Board. Provided the amendments are approved by at least two-thirds of the member bodies present and voting, they shall be effective from the meeting wherein they are approved. However, amendments to such institutional Bye-Laws as are described in Bye-Law XVI may be made by any United Mission Board Meeting by simple majority vote and without prior notice if recommended by the concerned institutional board in accordance with the institution's own constitutional provisions regarding such amendments."

BD-23/75. Tansen Hospital Constitution and Bye-Laws. It was RESOLVED to approve the implementation of the following actions on an ad hoc basis until such time as the full Constitution and Bye-Laws are approved by the Board:

1) That the UMN Executive Secretary negotiate Letters of Exchange with HMG/N to set up project Boards for the Health Projects in Palpa Gorkha and Okhaldhunga districts and Shanta Bhawan Hospital, along the lines of the Letter of Exchange included as an Appendix in the annual report of the UMN Hospital in Tansen.

2) Further, that the Health Projects in Palpa district be authorised to implement the provisions in the proposed Bye-Laws for the United Mission Health Project, Palpa, until such time as the proposed Constitution and Bye-Laws can be circulated to members of the UMN Board as proposed amendments to the UMN Constitution and Bye-Laws, and acted upon.

BD-24/75 Reports of the workers Conference Committee, Restructuring the UMN. Members of the Workers' Conference Committee present at the Board including the Workers' Conference Representative to the Board, presented their report, including amendments made in the Report by the Workers' Conference, 1975. (See WC-8/75). The Chairman referred to recommendations on the Report made by the Executive Committee in November, 1974. (See EC(2)-15/74). A time of questions and discussion followed, with members of the Workers' Conference Committee answering questions and clarifying the Proposal to Restructure the Administrative framework of the UMN.

Following discussion it was RESOLVED:

1) To approve the Final Draft Constitution and Bye-Laws prepared by the Restructuring Committee, passed on the Board by the Workers' Conference, with amendments made by Workers' Conference, using the action of the Executive Committee (EC(2)-15/74) as a basis for the action of approval, and making the following amendment to Bye-Laws XIII,

Finance:

- i) The UMN shall keep accounts according to the Nepali calendar month;
- ii) The UMN Fiscal Year shall end about January 15th;

iii) The projects of the UMN shall be permitted to set a Fiscal Year which is appropriate to their own work.

(N.B., The new Constitution and Bye-Laws will come before the Board of Directors, April 1976 for ratification)

- 2) To appoint as a Continuation Committee the Executive Secretary, the Treasurer, the three Functional Secretaries, with authority to co-opt other members as needed. This Committee will prepare necessary drafts of "Statements of Objectives and Working Rules" for each Functional Board, take any other preliminary steps required to prepare for implementation of the new Constitution and Bye-Laws in April, 1976, and make any minor editorial changes required in the Constitution and Bye-Laws.
- 3) Further discussion followed in consideration of the Workers Conference Committee's tentative proposals for a possible restructuring of the Board of Directors and Executive Committee, with a new definition of the function of each of these bodies. Though the Board did not take action on these proposals, some suggestions came out of the discussion:
 - i) The present structure, with an annual meeting of the Board of Directors as a meeting of representatives of the members bodies should be retained.
 - ii) Every 2-3 years a General Conference of Area of Field Secretaries of member bodies might be convened in Nepal.
 - iii) Regional conferences (such as the No. American Consultation on the UMN which has been

held biennially since 1970) might be planned
for member bodies in Europe and in Asia.

It was further RESOLVED to appoint the following committee to study these suggestions, with any others, and to report back to the Executive Committee in November, 1975 :

Executive Secretary, convenor;

Rev. G. Ruff;

Dr. J. Schaefer.

BD-25/75 Election of Executive and Finance Committees.

A Nominating Committee, consisting of Rev. Paul Kniss, Miss Joy Knapman and the Executive Secretary presented its recommendations to the Board. It was RESOLVED to elect the following persons to serve on the Executive Committee:

Mr. M. Roemmelle, Chairman

Rev. G. Ruff, Vice Chairman

Mr. N. Janzen

Rev. F. Jonathan

Dr. J. Schaefer

Rev. P. Kniss

Dr. (Miss) M Owen

Dr. N. Minz

It was RESOLVED to elect the following persons to serve on the Finance Committee:

Rev. G. Ruff, Chairman

Mr. N. Janzen

Dr. J. Schaefer (alternate)

BD-26/75 Dates of next meeting.

Finance Committee: Wednesday, November 5th 1975

Executive Committee : Thursday, Friday, November 6th & 7th 1975.

Finance Committee : Tuesday, April 6th 1976

Executive Committee : Wednesday, Thursday, April 7th & 8th 1976.

Board of Directors : Thursday, Friday, Saturday, April 8th, 9th

and 10th 1976.

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

Mr. R. G. Ruff (Chairman) Mr. Z. M. Rybopoulous (Executive Director)

Mr. K. H. Hauke (Treasurer) Mr. H. Hauke (Secretary)

Mr. K. H. Hauke (Treasurer) Mr. H. Hauke (Secretary)

Mr. H. Hauke (Secretary) Mr. H. Hauke (Treasurer)

MINUTES OF THE UMN FINANCE COMMITTEE

1st April 1975.

The Finance Committee meeting was held in Kathmandu on 1st April 1975 at UMN Board Room. Mr. Neil Janzen opened the meeting with devotions. Members present were:

Rev. G. Ruff (Chairman)

Mr. S. Ruohoniemi (Representative from Administrative Conference)

Rev. F. Wilcox (Executive Secretary)

Mr. R. Havens (Treasurer)

Mr. Neil Janzen.

FC(1)1/75 *Confirmation of Minutes.*

The minutes of the meeting held on 29th October 1974 were accepted as circulated and confirmed.

FC(1)2/75 *Matters Arising.*

(a) *Minute no. Fc (2)14/74- Rental Allowance at Pokhara and Tansen*

There appeared to be some confusion in the right way to apply this. To be discussed later in the meeting under New Housing Policy.

(b) *Minute no. FC (2)15/74 - Budget allocations.*

A position paper regarding Worker Grants for 1976 would be presented later in the meeting.

FC(1)3/75 *Audit Reports.*

Mr. Havens reported on the audits completed and still remaining to be done, as follows :-

(a) UMN Treasurer's accounts for 1974- These had been audited by Messrs. Dakur Nath Sharma & Co. and it was agreed that they be asked to audit the accounts for the year 1975 but should be encouraged to do a running audit every quarter.

(b) Audits have been completed and found to be satisfactory for 1973 for:

Shanta Bhawan Hospital and Bhaktapur Hospital.

- (c) Audits for 1973 remaining to be completed are: Headquarters Project, Okhaldhunga Project, and the Communications Committee.
- (d) Audits have been completed and found to be satisfactory for 1974 for : Bhaktapur Hospital and Butwal Technical Institute (the latter being for the year ended 15th July 1974).

FC(1)4/75 *Financial Statements for the year 1974.*

It was noted that no financial statements had been received from the Butwal Outreach Project, and Tibetan Work.

The financial statements of each of the other projects of the UMN for 1974 were scrutinised carefully, and accepted, with the following queries and recommendations:-

(a) *Building Department.*

The Statement of General Fund Transactions was accepted but it was requested that the Statement of Capital Fund Transactions be re-cast to conform with the approved format, showing the designations of transactions.

(b) *Tansen Area.*

(i) The tendency to exceed the budget was noted and it was requested that every effort be made to keep within the approved budget. Where rises in prices of drugs etc. were involved, more frequent inventories could reveal this trend earlier in the year.

(ii) It was also requested that the Tansen budget allocation for 1975 be reduced

from Rs.74,500 to Rs. 60,928, and that the Rs. 13,572 in the reserve fund be used to make up the difference.

(iii) **Capital and Designated Fund Transactions-**
It was requested that an effort be made to reduce the number of separate accounts held.

(c) *Pokhara Project,*

It was requested that the attention of the Auditor be drawn to the necessity for their contra accounts to be in agreement at the end of the year.

(d) *Gorkha Project.*

Health Services : Hospital

The Committee specially commended the Project for keeping the Hospital expenses within the approved budget.

It was noted that a request should be made for capital funds to increase the reserve for drugs and medical stores.

(e) *Shanta Bhawan Hospital.*

(i) *Hospital.*

The considerable increase in medical fees received was noted.

(ii) *School of Nursing.*

It was requested that an explanation be given for the non-appearance of UMN Budget Allocation of Rs. 65,000 as a receipt item in their statement.

(iii) *Community Health Programme*

It was noted that the budget figure for 1975 for "Panchayat contributed services" should read 32,640.

(f) *Girls' High School Kathmandu.*

It was requested that an explanation be received for the item of "Donations and approved items" under Statement of Capital Fund Transactions for 1974.

(g) *Bhaktapur Hospital.*

It was noted that there was no statement of unexpended capital funds and these should be examined, with a view to ascertain whether they could be redesignated.

(h) *Okhaldhunga Project.*

The Committee noted the unfinished character of the Okhaldhunga accounts and felt that the Project should make a special effort to keep within the budget figures for 1975. The deficit in the Dispensary should be checked. It was also noted that the Treasurer was hoping to visit Okhaldhunga in May to audit the accounts and give some training in book-keeping.

(i) *Treasurer.*

(i) It was noted that (A) donations in respect of member grants were not expected for 1975 from the Episcopal Church nor the Leprosy Mission.

(B) the item in respect of 'United Presbyterian Church-Special Gift' could be increased by 14,000 Rs. to Rs. 55,400.

(C) the continuation of grants for those on furlough should be requested.

(ii) It was recommended that the item for Rent and Maintenance should be more clearly itemised in a separate statement.

(iii) It was noted that there were discrepancies in the Capital Fund Transactions for Community Health Office, Shanta Bhawan and Pokhara Projects as shown by the Treasurer's Statement and those of the Projects. and these should be examined by the Auditor.

(j) *UMEDA*

The omission of the capital fund transactions from the UMEDA Project accounts was noted.

FC(1)5/75 *Supplementary General Fund Budget Requests for 1975.*

It was RESOLVED to recommend that the Executive Committee approve the following supplementary General Fund grants :

(a) *Gorkha Area.*

| | |
|---|-----------|
| (i) Hospital-Salary for chowkidar | Rs. 2,100 |
| (ii) Area Administration-Salary for chowkidar for storeroom | Rs. 2,100 |

(b) *Community Health Office.*

| | |
|---|-------|
| Salary for full-time Health Assistant (difference between half-time and full-time salary to be added to budget) | 2,600 |
|---|-------|

FC(1)6/75 *Capital Budget Items for Approval*

The following supplementary capital budget items were noted, and it was RESOLVED to recommend to the Executive Committee acceptance of them:

(a) *Butwal Project-Fence*

| | |
|--|-------|
| Estimate for Wire, Poles and Erection labour | 6,000 |
|--|-------|

(b) *Tansen Area.*

| | |
|---|-----------|
| Additional capital for drugs and stores | 100,000 |
| Famine Relief Programme | 40,000 |
| ANM Complex (Tansen) | 2,000,000 |
| ANM Complex (Pokhara) | 1,200,000 |
| Station Furniture for Board Appointees | 15,500 |

(c) *Pokhara School*

| | |
|---------------------------|---------|
| Additional building costs | 361,378 |
|---------------------------|---------|

(d) *Gorkha Project*

| | |
|-----------------------|-------|
| Electronic Calculator | 3,000 |
|-----------------------|-------|

(e) *Okhaldhunga*

| | |
|--------------------------|--------|
| Building extension | 1,000 |
| Two residential quarters | 50,000 |

(f) *Headquarters Project*

| | |
|--|--------|
| Office furniture | 5,000 |
| Dictating machine and playback equipment | 15,000 |
| | |

(g) *Patan Hospital Project.*

| | |
|-----------------------|---------|
| Development Programme | 210,000 |
|-----------------------|---------|

FC(1)7/75 *Grants from Capital Designated and Undesignated Funds Held with Treasurer.*

It was RESOLVED to recommend that the Executive Committee sanction the following grants requested by projects at this time :

(a) *From Medical work designated fund :*

| | |
|--|--------|
| Medical Equipment account deficit | 918 |
| Shanta Bhawan Hospital-Beds | 15,000 |
| Shanta Bhawan Hospital-Physio-therapy Department | 13,000 |
| Tansen-drug store capital | 35,000 |

(b) *From School Equipment Designated Fund*

| | |
|------------------------------------|-------|
| Girls' High School- Adding Machine | 1,282 |
|------------------------------------|-------|

(c) *From Undesignated Funds.*

| | | |
|---------|---|--------|
| 000,001 | Gorkha-Drug Store Capital | 30,000 |
| 000,004 | Tansen-Furniture | 15,500 |
| 000,005 | Tansen-Drug Store Capital | 65,000 |
| 000,006 | Butwal-Fence | 6,000 |
| 000,007 | Shanta Bhawan Hospital-Washing Machine | 35,000 |
| 000,008 | Headquarters-Office furniture | 3,600 |

FC(1)8/75 *Community Health Programme-Palpa district.*

It was RESOLVED to recommend that the Executive Committee approve the programme prepared by the Tansen Area Administration. It was noted that to provide for compounding the inflation rate of 15% per year, the total amount of the recurring budget should be £36,814, the Health Posts' Budget for 5 years, £19,041, bringing a total recurring budget of £55,855. Capital requirements would be £160,000, making overall total programme costs of £215,855.

FC(1)9/75 *Workers Grants For 1976.*

The Committee examined the position paper in detail and confirmed that worker grants should be continued at Rs. 4,800 for 1976.

FC(1)10/75 *Bhaktapur Old Land Rover*

The Committee noted the suggestions which had been received regarding the disposal of the old Bhaktapur Landrover, and recommend that the vehicle should be sold and the proceeds be placed in the Undesignated Fund with the Treasurer.

FC(1)11/75 *Job Descriptions and New Employment Posts.*

The Committee examined and approved the following:-

(a) Job Description of Medical Director, Okhal-dhunga.

(b) New posts for salary scale :

Grade 7 - Assistant Food Services Supervisor

Grade 8 - Senior Auxiliary Health Worker

Grade 9 - Senior Pharmacy Assistant

Grade 10 - Pharmacy Assistant

FC(1)12/75 Clarification of Employment Policy-Maternity Leave.

It was noted that there were problems of interpretation of the clause in the Employment Policy regarding maternity leave. It was agreed to recommend to the Executive Committee that this should be amended to read as follows :-

11 b) Maternity Leave.

A married lady whose appointment to the staff of the institution has been confirmed shall be entitled to forty-two days maternity leave with pay over and above annual and sick leaves, for up to three live births, provided there is at least 24 months interval between each live birth.

FC(1)13/75 Request to Close central Drug Store

A request was made to close the Central Drug Store at Shanta Bhawan Hospital although the Hospital Pharmacy would continue to supply Pharmacy needs of UMN Projects as before.

It was agreed to recommend that Rs. 100,000 of the Store Fund balance be passed to the Treasurer and placed in the undesignated fund.

The remaining cash and stocks to be retained at Shanta Bhawan Hospital to assist in providing Pharmacy services to the other projects.

FC(1)14/75 Pokhara Vacation House.

As requested by Workers Conference (WC-18/75-1) the Committee considered the possibility of using the house previously occupied by Mr. Asbjorn

Holm's family at Pokhara as a Vacation House. The rent would be Rs. 200 per month and there would be an additional sum involved for caretaking. A small amount of furniture would be needed.

The Committee agreed to recommend that the property be used as a Vacation House for a trial period of one year, a careful record being kept by Mr. Holm of the occupancy, etc., and this to be brought to the next Workers Conference. The charge should be Rs. 3 per person per night.

FC(1)15/75 United Methodist Church Grants.

It was RESOLVED to recommend approval of the United Methodist Church designated giving list for 1976, as follows, for items over and above the pledged normal grant to the UMN general fund :

| | |
|--|-------|
| Pokhara Special Projects | \$ |
| Industrial Programme Equipment | 2,000 |
| Scholarships for Pokhara students | 3,000 |
| Audio visual equipment | 500 |
| Vehicle maintenance | 1,000 |
| Physical Education Equipment | 2,000 |
| Leadership Development - UMN scholarship Committee | 3,000 |
| Student Work - Padma Sadan | 2,000 |
| Shanta Bhanwan Hospital | |
| Dietary Equipment | 1,500 |
| Maintenance Department | 1,000 |
| Community Health Programme | 2,000 |
| Community and Worldwide Informational Service | 2,000 |
| Nursing School of Shanta Bhawan | 2,000 |
| UMN On-going Administration (gifts to General Fund) | 5,000 |

| | |
|---------------------------------|-------|
| School and Hospital Equipment | 3,000 |
| Work Equipment for Missionaries | 5,000 |

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

FC(1)16/75 *Problems with the Landlord*

Following discussion regarding the Landlord's request for a further advance of rent to assist him in paying Land Tax, the Executive Secretary was authorised to negotiate with him with the full support of the Finance Committee.

FC(1)17/75 *Bank Accounts*

It was RESOLVED to recommend that the Executive Committee take action to authorise the following signatories to UMN Bank accounts, two persons signing in each case:-

- (a) UMN Butwal Project: UMN Treasurer, UMN project Director, Mr. E. Martin, or Mr. Hom Bahadur Basel.
- (b) United Mission Consulting Service: UMN Treasurer, DCS Director, DCS Business Manager, or DCS Accountant.
- (c) United Mission Hospital, Tansen: Miss D. I.E. Ventham, Dr. W.R.F. Ferguson, Miss K.K. Petersen or Dr. W.M. Gould.
- (d) Shanta Bhawan Hospital : UMN Treasurer, SBH Executive Director (Dr. Mary Eldridge), Acting Assistant Medical Superintendent (Dr. J. Dickinson), Assistant Administration Officer (Bir B. Khawas), Nursing Superintendent (Miss R. Judd), Superintendent of Nursing Education (Miss H. Asoka), Superintendent of Community Health Project (Dr. M. Bomgaars).

000.E
000.2
It was RESOLVED to recommend that the Executive Committee take action to authorise the following signatories, signing singly :

(e) United Mission Building Department, Tansen: UMN Treasurer, Mr. Duane Poppe, Dr. P.M. Dodson, Mr. Kari Punkkinen, or Dr. W.M. Gould.

FC(1)18/75 *Additional Expenses Incurred While Travelling.*

Following a request from the UMEDA Board, the Committee considered the additional cost of food incurred by members when travelling to fulfil their duties. It was agreed to recommend that when any Board Appointee is required to travel on official Mission business he or she should be required to pay Rs. 12 a day of his food costs (Breakfast Rs. 2.50, Lunch Rs. 4.00, Dinner Rs. 5.50), and anything over this amount should be charged to travelling expenses, beginning on 1st April 1975, along with other actual travelling expenses paid.

FC(1)19/75 *UMN Housing Policy*

The Committee examined and discussed the UMN Housing Policy together with suggested amendments, and a copy of the amended policy is attached hereto.

UMN HOUSING POLICY

1. The United Mission to Nepal shall be responsible for providing housing including adequate facilities for water, garbage disposal, latrines and minimum furniture for all Board Appointees.
2. Each Area Superintendent, Head of Institution or Project Director in consultation with the appropriate Housing Committee, shall be responsible for the housing of Board Appointees. If there are UMN owned or leased quarters

available, the Board Appointee is expected to accept them if they are assigned to him, but if none are available then the Board Appointee shall be permitted to choose his housing.

3. To assist the responsible officers, there shall be one or two committees appointed, depending on the need in each respective area, which shall function as outlined below:

- a. Project Housing Committee - This committee shall assist the head of the institution or Project Director to supervise those quarters assigned to or leased by the particular institution or project. Housing shall be provided to employees of the project and Board Appointees assigned to the project as quarters are available according to the priorities determined by project administration. (No rent allowance shall be paid for Board Appointees occupying Project Housing).
- b. Area Housing Committee- This committee shall assist the Area Superintendent (or any other person designated by the Executive Secretary) to provide housing for all Board Appointees assigned to the area except for those occupying Project Housing.

4. *Duties of the Area Housing Committees:*

- a. To suggest rules and regulations for the use of housing.
- b. To recommend to the Finance Committee maximum rents to be paid for their area; rents to be reviewed from time to time.
- c. To recommend furniture standards to be provided for all Board Appointees in their area.
- d. To make recommendations to the Area Superintendent (or) other responsible officer) regarding the obtaining and assigning of quarters in their area.
- e. To recommend policy regarding maintenance and decoration of quarters.

5. Leasing of Non-Project Housing -

- a. The Area Superintendent (or other person designated by the Executive Secretary) shall be responsible to ne-

gotiate and execute all lease contracts for non- project
UMN quarters on behalf of the United Mission to Nepal.

b. Ordinarily such lease contracts should not exceed a period
of one year.

c. If the rents to be paid exceed the approved maximum
amount for the area, the Board Appointee shall be per-
sonally responsible and shall pay to the UMN the rent
in excess of that allowed. Such payments to be made
according to the terms of the lease.

d. In determining the maximum amount allowed, there
shall be provision for children up to the 18th birthday,
who are accompanying, their parents to their assignment
in Nepal, or who annually visit their parents in Nepal
for extended holidays, without regard to how much
time they spend with their parents.

e. (i) In the Kathmandu Valley, if it is necessary for the
UMN to finance the cost of any renovations to make
the quarters suitable, the Board Appointee concerned
shall arrange to deposit with the UMN Treasurer
prior to signing the contract, any amounts required
in excess of one year's maximum amount allowed.

In succeeding years of the lease if the quarters are
occupied by the Board Appointee the UMN Treas-
urer shall refund to the Board Appointee such year
the maximum amount allowed until the deposit is
repaid.

(ii) Outside the Kathmandu Valley, if it is necessary
for the UMN to finance cost of any renovations to
make quarters suitable, the appropriate Housing
Committee shall decide what renovations shall
be done. If the Board Appointee wants renovations
made in excess of these the shall provide the necessary
finance.

6. Seconded Workers.

In negotiating contracts for the secondment of UMN
Board Appointees, the Executive Secretary or his designee

shall seek to include the provision by the non-UMN project of housing and furniture for the use of the Board Appointee. If this is not possible, this responsibility shall be assigned to the respective Area Superintendent (or person designated by the Executive Secretary).

7. Mission-wide Coordination.

The UMN Treasurer shall be responsible to coordinate and Supervise, on a mission-wide basis, the area housing policies, including rent allowances for Board Appointees' housing and furniture allowances, in the various areas.

8. Renting versus building of accommodation.

Rent allowance for Board Appointees' housing shall not be capitalized for the purpose of providing funds for building of UMN-owned accommodation.

APPENDIX B

EXECUTIVE SECRETARY'S REPORT FOR 1974

NEPAL

Progress in this mountain kingdom continued slowly, surely, with King Birendra again visiting several sections of the country to observe forward steps being taken in the development of his country by his people.

Progress with the National Education Plan, a very ambitious, forward-looking plan, has continued through 1974. Now all the Schools in which UMN has been involved in the past have been taken up into the new Education Plan. In the Gorkha district, all the Schools are a part of the new plan, including the former Mission Schools although our teachers are serving as seconded workers under the District Education Office. The same is true here in the Kathmandu district, where the Girls' High School is now a part of the new education system and our missionary teachers are serving as seconded workers under the District Education Office.

His Majesty's Government continues to pursue new and very helpful programmes in the field of Health Services, with a stress on the training of paramedical workers such as Assistant Nurse/Midwives, Auxiliary Health Workers and Health Assistants. The concept of integrated Health Services at the local level at which all immunisation programmes, sanitation, public hygiene and simple treatment of childhood diseases etc. are integrated into one programme, has been tried out in two pilot programmes in the Bara and Kaski districts. UMN now is working with Government in the Lalitpur district, southern half of Kathmandu Valley, to initiate such a programme there in conjunction with the Community Health programmes of the Lalitpur district and Shanta Bhawan Hospital.

Road building goes on apace and the East-West Highway moving out west of Butwal is now receiving attention from Aid programmes, and in the next few years will link all parts of the southern strip of the country, the Terai, with this great highway from the eastern to the western border.

A new, innovative, programme for transportation has been initiated here in the Kathmandu Valley through the assistance and aid of the Republic of China. This is a plan to build an electric trolley-bus system, linking Kathmandu with Bhaktapur, ten miles east here in the valley. It is hoped that this electric trolley-bus system will be ready for operation early in 1975. It will, of course, be a great help to the people of the valley and the rather heavy commuter traffic which moves between Kathmandu and Bhaktapur.

Although some of the neighbouring countries here in the Indian Sub-continent including Bangladesh and parts of India have suffered in late 1974 from food shortages, the kingdom of Nepal is still self-sufficient in food grains and even exports some food grains to India. We thank God for the fact that the people among whom we live and work do have enough to eat, even though poverty is still widespread among the majority of our people.

UNITED MISSION TO NEPAL

I have already mentioned the United Mission Schools which have become a part of the new education system. This includes our eight Schools in the Gorkha district, originally a part of the UMN community service project in that district. Mahendra Bhawan Girls' High School has also been taken over by the District Education Office. Our Education Secretary, Miss McCombe, and other members of the Girls' High School staff, as well as teachers and leaders in the Gorkha district, have had many opportunities for good contacts with their counterparts in Government who are also deeply involved in education. We are heartily in favour of the philosophy behind the new education system, with its great stress on vocational education. We sympathise with the Ministry of Education which has been hard pressed to find enough teachers to man the old Schools and all the new Schools which are being opened. But we hope to help them in every possible way with staff and with the training of teachers as well.

A major change in the work of the UMN this past year 1974 has been the preparation to close down and transfer to the Ministry of Health of His Majesty's Government our Bhaktapur Hospital. This Hospital and health ministry has been an open door for us in the Bhaktapur area, 10 miles east of Kathmandu, for nearly 20 years. Government now is building a larger newer Government Hospital in Bhaktapur and it is their plan that there should only be one such Hospital in each district. We heartily agree with this concept and even though we have been requested to continue our work by people in the area we have tried to transfer their interest and their attendance for medical assistance to the Government Hospital. The UMN Hospital was turned over to Government officially on the 17th December. Both missionary and national staff have been reassigned to other projects, except for a few of national staff, some of whom prefer to remain in Bhaktapur seeking their own employment, or who have as yet still not found a place. We of the UMN thank God for these nearly 20 years of rich opportunities for Christian service and witness in Bhaktapur and the community in the surrounding villages. We now leave for other areas of service in Nepal, thankful that a small, but growing Church remains to sustain and extend that Christian witness.

In Shanta Bhawan Hospital the Nurses Training Programme which is now integrated with the Mahaboudha Campus continues to grow and produce the needed Nurses for Hospitals and Health Services around the country. The Community Health programme has received a large grant from an overseas agency to enter into an integrated Community Health Service in the Lalitpur district, the southern part of the Kathmandu Valley, beginning early in 1975. Progress has been made also with the new Hospital project in Patan. His Majesty's Government is now engaged in acquiring the necessary land on the southern edge of Patan, a suburb of Kathmandu. It is hoped that plans can be drawn and preparations made for actual construction some time before the end of 1975. Shanta Bhawan Hospital has again enjoyed a record year as far as volume of patients and work done is concerned. In the Gorkha district His Majesty's Govern-

ment has drawn up a special agreement which will govern the relationship of our UMN Hospital to the District Hospital, which is about 6 hours walk across the mountains and through the valleys east of Amp Pipal. We hope this new agreement may be finalised and signed early in 1975, it will extend our opportunity for medical service and witness in that area for several years to come.

Further west in Pokhara we continue our very heavy involvement in the Boys' Boarding Shcool on the outskirts of that central Nepali city. The student body continues to grow and there will perhaps be 300 students or so in 1975. Building progress continues steadily, but has been hampered by highly inflated costs of building materials as well as scarcity of those materials. We are grateful for the kind cooperation of the District Education Office in matters educational. There has also been opportunity to work with the U. S. Peace Corps, in helping to train some of their new volunteers for vocational agricultural teaching in other Schools across Nepal. The work among Tibetan Refugees has been temporarily closed to us and the Red Cross of Nepal is carrying on that work by itself at this time. We do still have Mr. and Mrs. Asbjorn Holm in the area, now seconded to work in the Leprosy Hospital of the International Nepal Fellowship. They also have opportunities to contact some of the Tibetan people among whom they formally worked.

In Tansen Hospital and area there are many exciting things going on. The building programme continues to make good progress for the extension of the Hospital. There are now 60 students in the Assistant Nurse/Midwives School and the last nine months of their training will be spent in Pokhara beginning 1975. There they will in small groups do their midwifery training at the Government Hospital, under the leadership and instruction of the staff of the AMN School. The Community Health Programme continues to expand in the West Palpa area and also in East Palpa in the area around Bojha out in the mountains.

In Butwal a new BTI Board has been set up to prepare for transfer of the whole Technical Institute operation into Nepali

leadership and Nepali administration, in the next three or four years. The Butwal Plywood Factory has been in operation now for the past few months and is engaged in trial production. It has been thrilling to see that major industrial project shape up and come into its own. There are many problems ahead, but certainly there are promises as well. There are possibilities for further consulting work in parts farther west in Nepal, where the Division of Consulting Services may have new opportunities. It has been rewarding to see Nepali leadership develop for shops and office in the Butwal Technical Institute and to see many young men coming up through the ranks into leadership posts.

On my most recent visit to Okhaldhunga it was heartening to see our new staff, now enlarged, working well together and preparing for further service to the people of the village and the whole surrounding district. Our team has been augmented by new Nurses and a Business Manager, and we look forward to further fruitful service in that area.

Workers' Conference in 1974 appointed a special Committee of five to study the structure of the United Mission to Nepal. They have met several times throughout the year, have done excellent work and prepared a report embodying recommendations for several major changes in the administrative structure of the Mission. The basic underlying philosophy of these recommendations is the conviction that now is the time to reorganise the Mission along functional, rather than the old geographic lines, which prevailed in times past. This matter will come before Workers Conference in 1975, and very possibly go on to the Board of Directors for further actions.

The Language School of UMN has been very busy through 1974 with large numbers of new workers coming from several member bodies. New member bodies accepted into the United Mission in 1974, include the Mennonite Central Committee, Akron, Pennsylvania; the Presbyterian Church in Canada; and the Swedish Free Mission. We regret that the Protestant Episcopal Church in the USA feels it can no longer continue as an associate member of the UMN and they have withdrawn

from participating membership this year. Plans are being made with the encouragement of the Board of Directors to produce a new United Mission to Nepal film some time in 1975. We will let you know when more definite plans have been completed and when we can give you some target date for release of that film.

A major item of business for the United Mission through 1974 have been negotiations to renew our General Agreement with His Majesty's Government. At this writing, the Agreement has not yet been renewed, but all signs point in the direction of a certain renewal of the Agreement, and we have nothing but favourable response from all the Ministries of Government concerned. We hope to be able to report that the Agreement for another five year term of service has been signed in the near future.

Christ's Church in Nepal—We have noted before in several reports that the UMN has no official ties with the Church but we are happy to continue our very active fellowship in local congregations. There have been significant movements of the Spirit among Nepali people in three or four different parts of the land, and the annual Bible Conference of the N.C.F. held in Kathmandu in October revealed several new Christians and leadership being taken up by young men in several parts of the land.

General—At the close of 1974 about a hundred and eighty eight workers, including wives, were on the roster of the Mission. This includes workers on furlough, leave of absence, and workers accepted for service in Nepal preparing to come for our February 1st Language School.

The Treasurers's report will once again reveal the story to God's faithfulness to care for all the needs of our work here in Nepal. That report spells out just exactly how the Mission used the Rs. 1,219,395 received from its member bodies and other friends for its operating or recurring budget. Detailed expenditures of Rs. 2,703,173 in capital grants received from a number of donor agencies and individuals are also included.

The brief report surveying the land in which we live and work, this beautiful mountain kingdom of Nepal, and events which have taken place throughout the year, plus the more detailed specific words about the United Mission to Nepal, comprise a report of the faithfulness of our God to us and to all men within the boundaries of this kingdom throughout 1974. We of the United Mission to Nepal thank our gracious God and Father who has called us into this ministry, opened this door of opportunity, and granted us strength for our task, poured out his gracious forgiveness upon our failures and renewed in us vision and inspiration for the years which lie ahead. All praise be to Him !

MR. F. WILCOX
Executive Secretary

APPENDIX C

UMN Headquarters Report for 1974

UMN Headquarters, through its various offices and departments continued a variety of services to the projects of the Mission, the details of which are found in the following paragraph. We were happy to receive the appointment of Mr. Ray Havens as Treasurer of United Mission to Nepal. Ray has entered with enthusiasm and with dedication, this very vital post and we are thankful to have him as a part of our staff. Also, added to the staff was a full-time Technical Secretary, Mr. Francis Sauer and he has filled a very valuable role in this post as the first Technical Secretary in the history of the UMN. Asbjorn Voreland as Personnel Secretary and Director of the United Mission Language School, filling in also as Acting Executive Secretary during the absence of the Executive Secretary in May and June, has again carried out his duties fruitfully. We have been happy for Mr. Jim Roane to carry on his work as head of the Central Services Department and look forward to further expansion in this field in the year that lies ahead. This year has marked the retirement of our congenial Hostess at the Guest House, Miss Lilly Ammann, and we are deeply grateful to God for the years which He has allowed her to serve with us. We pray God's rich blessing upon Lilly in her retirement and trust she will have many years of fruitful witness and service for her Lord, even in Switzerland. Lilly's replacement came through the offering of Mrs. Ernestine Sauer to serve in this post and we thank God for raising up Ernestine, an experienced and dedicated missionary who has known what it is to live and serve both in India and Nepal and who takes upon herself the heavy burden of serving as Hostess here at the very heart of things.

The Headquarters staff down through the year (7 Board Appointees and 2 Volunteer Direct Appointees, including Miss Judy Hayward serving as furlough replacement for Miss Betty Young) carried on their work in the offices, for the projects, the Headquarter's Guest House, and the Language School, with the assistance of 10 regular employees. Office or department reports follow.

(A) *Executive Office.* The duties of this office again are born by Mr. Frank Wilcox and by the Personnel Secretary, Mr. Asbjorn Voreland, who also serves as Assistant to the Executive Secretary. Miss Betty Young served through the first week of July as Office Secretary, and then departed on her regular furlough in the U.K. Miss Judy Hayward, a Direct Appointee Volunteer sent out under the START programme of BMMF, has served since that time in the Executive Office and we are grateful to her for her good work. Area Supts, across the country were Dr. B. Gould, Miss F. Swenson & Mr. San Ruohoniemi, who serves Kathmandu Valley. Dr. Bill Gould departed from Tansen on furlough in mid summer and Dr. Pam Dodson returning from furlough was again appointed to serve in this capacity. The "Troika arrangement" consisting of Dr. Noboru Iwamura, Dr. Trevor Strong and the Executive Secretary was again set up by the UMN Board of Directors to fill the office of Health Services Secretaries. Miss Margaret McCombe continued to serve as Education Secretary. As mentioned above, Mr. Francis Sauer is our first Technical Secretary. Central Services continued to expand its work and we also were greatly blessed by the continuing devoted service of Miss Connie Sutcliffe in reception of visitors, transmission of mail, clerical work etc.

MR. FRANK WILCOX
Executive Secretary

(B) *Personnel Office.* Working at the UMN Headquarters is an ever challenging and manifold experience. Sometimes rushing to meet people at the airport, carrying luggage for people coming and going at the H.Q. Guest house, giving a hand moving furniture or loading trucks for our outlying projects, keeping an ever increasing correspondence up-to-date, having time to meet people coming for business, personal matters

or fellowship, dealing with language students and teachers in between coming from or going to a committee meeting.

With a large percentage of the Mission personnel constantly on the move, leaving on-or returning from furlough, our work sometimes relates more to that of a travel agent or a conductor at a railway station !

The trend of shorter terms on the field and also of more short-term workers involved, certainly creates problems in keeping institutions running and finding suitable personnel and furlough replacements. Another important aspect of the same matter is how we maintain good standards, keeping good working relationships with National staff and the confidence of the local people as well as with HMG officials in the various Depts. concerned.

We are grateful for the good response from UMN Member Bodies in regard to various personnel needs. Several needy posts and areas of work are now being filled with able and dedicated workers, both Nationals and foreigners.

We have reasons to believe that the existing UMN projects will continue and that new areas of work may be opened up. We have, therefore, with more long range planning in mind, sought to recruit overseas personnel for various posts, where we still are not able to get competent National workers to fill the needs.

Several of our UMN personnel have already been seconded to HMG institutions under their leadership and management. Inspite of many problems and shortcomings in the work and admin. these secondments give unique opportunities for closer cooperations, relationships, teaching and training of young people and also being "Living Epistles" where God has put each one. This will be the trend of more and more of our future work and ministry in this land.

The Board Appointees figures in 1974 were :

| | | | | | |
|---------------------|-----|----|------------------------|-----|---|
| New arrivals | ... | 27 | Retirements | ... | 1 |
| Furlough departures | 44 | | Returned from furlough | 39 | |
| Sick leave | ... | 4 | Termination of service | 20 | |

MR. A. VORELAND
Personnel Secretary

(C) *Language School.* H.Q. Language School and Orientation Programme has been running smoothly during the past year. The regular staff of Nepali teachers have gained considerable experience and efficiency during several years of language teaching with the UMN. Besides teaching language most of them also study various degree courses, and three of them are finishing their M.A. course.

Teachers have also taken conducted tours to various places of interest for orientation and language practice.

Shorter "crash courses" to give short-term workers and volunteers a basic knowledge and understanding of Nepali language, culture and society, have proved helpful to several people. We hope to be able to fit in short-term people according to working situations and needs.

More teaching staff were added to the August Language School to take care of one of the biggest language groups we have had so far. H.Q. facilities have also been used for refresher courses and language exam. preparations for a number of people, including a couple of students from other related Mission/Aid Organisations in Nepal. Effort has been made to help and encourage students to continue language study in their projects, by training local teachers, using H.Q. teachers for shorter period in between language schools, or even private "correspondence courses" for corrections and help between H.Q. Language School and students in outlying projects where sufficient help was not available.

Statistics are :
February—May term : 9 Passed Nepali I exam. : 12

August—November : 20 Passed Nepali II exam : 2

MR. A. VORELAND
Language Supervisor

(D) *Central Services Department.* This is the first full year that the Central services Department has been open and it has proved an eventful one. This year approximately 250,000 rupees worth of airline tickets have been channelled through our offices and we have shipped about 57,000 Kgs. of goods to the various projects. In addition we have initiated an attempt to have weekly financial statements from our offices to the various projects. Miss Connie Sutcliffe has proved to be a valuable and willing assistant in seeing that mail services are carried out as efficiently as humanly possible.

We have been able to (we believe) streamline our import/export efficiency and are presently in the process, together with BTI, of establishing a permanent BTI employee in Calcutta to handle our C.S.D. services there.

The Director of Central Services also serves as Chairman of Valley Wide Housing Committee and the Bus Committee, and is a member of the Headquarters staff.

JIM ROANE

Central Services Director.

(E) *Mission Guesthouse.* "Something new has been added" at the UMN Guesthouse in Thapathali- a new wing, first and second floor, which provides the first real parlor or "sitting room" we've had at the Guesthouse. (This is a great help in finding enough room for dining facilities, too, as you know if you've been at the Guesthouse late in 1974 !). The second floor addition provides extra sleeping accommodation, for which we're grateful. The UMN Building Dept. has done a fine job, and we were very happy to be able to call on them for both design and construction.

Lilly Ammann has had her house full for most of 1974, and her successor, Mrs. Ernestine Sauer expects a full year through 1975. Nepali house staff have done excellent work through the year, and help to make the Guesthouse the warm, inviting place it is, both for short-term and for the longer-term guests, stationed here for initial language study/orientation.

(F) *Treasurer's Office.* The past year has been one characterised by change. Beginning the year with an Acting Treasurer, the office was filled when the Board elected a new Treasurer in April. He was able to visit every station during the year to work on the audits for the previous year and to consult regarding various problems. The heavy work load in the office continued to be done by the qualified Mr. Suresh Sharma and Mr. Krishna Devkota. They were able to keep an expanding work load up to date until September when Suresh left to enter Government service with the Agricultural Commodity Corporation. It has been a continuing problem since then trying to get all the work done in the manner that we would like to have it done. But this too offers a challenge for the new year as we look for ways to be of service to the financial and accounting needs of the various projects.

RAY H. HAVENS
Treasurer

UMN HEADQUARTERS

Statement of General Fund Transactions for the year 1974

| | Budget 1974 | Actual 1974 | Total 1974 | Budget 1975 |
|--------------------------------|----------------|----------------|---------------|----------------|
| <i>Income:</i> | | | | |
| Budget allocation | 185,840 | 185,840 | | 188,870 |
| Personnel contributed services | 104,280 | 104,280 | | 107,304 |
| Miscellaneous | | 190 | | |
| <i>Total Income</i> | 290,120 | | 290,310 | 296,174 |

| <i>Expenses:</i> | | <i>EXCESS INCOME</i> | |
|---------------------------|----------------|----------------------|----------------|
| <i>Salaries</i> | | | |
| Central Services | | | |
| Department | 15,336 | 18,926 | 20,000 |
| Liaison Officer | 18,000 | — | 12,000 |
| Treasurer's Office | 14,604 | 19,214 | 11,000 |
| Foreign Staff | 104,280 | 104,280 | 107,304 |
| Auditing fee and expenses | 3,000 | 2,000 | 3,000 |
| Duty travel | 25,000 | 14,776 | — |
| Legal fees and expenses | 1,000 | 1,070 | 1,500 |
| Miscellaneous | 2,100 | 3,386 | 1,500 |
| Publicity | 1,500 | 3,096 | — |
| Office supplies | — | — | 10,000 |
| Postage | 26,000 | 32,496 | 15,000 |
| Stationery and printing | — | — | 18,000 |
| Staff uniforms | — | — | 1,500 |
| <i>Rent:</i> | | | |
| Guest House | — | — | 15,000 |
| Language School | 4,800 | 3,890 | 6,120 |
| Offices | 12,000 | 12,120 | 15,720 |
| Project housing | — | — | 13,530 |
| Repairs and maintenance | 8,000 | 7,625 | 12,000 |
| <i>Travel Expenses:</i> | | | |
| Executive Committee | 10,000 | 3,481 | 8,000 |
| Special speaker | 4,000 | 1,460 | — |
| Staff-local | 15,000 | 7,811 | 12,000 |
| Staff-out of town | 3,500 | 5,629 | 5,000 |
| Telephone and telegraph | 12,000 | 8,617 | 5,000 |
| Utilities | — | — | 3,000 |
| Workers' Conference | 10,000 | 11,460 | — |
| <i>Total expenses</i> | 290,120 | 261,337 | 296,174 |

EXCESS INCOME **28,973**

Statement of Capital Fund Transactions for the year 1974

| | Balance (Deficit) | Receipts and allo- cations | Payments and Tra- nsfers | Balance (Deficit) |
|--------------------------|----------------------|----------------------------------|--------------------------------|----------------------|
| | 1.1.74 | | | 31.12.73 |
| Vehicle fund | 34,906 | — | 9,606 | 25,300 |
| Furniture and equipment: | | | | |
| Office | (480) | 10,000 | 7,095 | 2,425 |
| Housing Committee | — | 10,000 | 6,597 | 3,403 |
| Guest House | — | 8,000 | 5,693 | 2,307 |
| Go-down extension | | 48,510 | 48,813 | (303) |
| Guest House extension | | | | |
| <i>Total</i> | 34,426 | 76,510 | 77,804 | 33,132 |

HEADQUARTERS PROJECT

Balance Sheet

31st December, 1974

Assets

| | |
|-----------------------------|---------------|
| Deposits with UMN Treasurer | 56,219 |
| Inventories | 5,987 |
| <i>Total Assets</i> | 62,206 |

Liabilities

| | |
|--|---------------|
| Operating Surplus | 29,074 |
| <i>Reserve</i> | |
| Capital Fund | 33,132 |
| <i>Total Liabilities & Reserve</i> | 62,206 |

| | | | |
|--------------------------|---------------|---------------|-------------|
| Administrative expenses | 10,250 | 10,250 | 0.00 |
| Interest on Capital Fund | 1,000 | 1,000 | 0.00 |
| Net Income | 28,973 | 28,973 | 0.00 |
| <i>Total</i> | 40,223 | 40,223 | 0.00 |

APPENDIX D SPECIAL PROJECTS REPORTS FOR 1974 BUILDING DEPARTMENT

The Department has five missionary personnel working in various projects throughout the Mission. These include four Professional Chartered Engineers and one Building Engineer. We have tried to serve the Mission in accordance with our aim by employing as many Nepalese as possible and training wherever possible both Draughtsmen and Site Supervisors. Many difficulties have been encountered with the shortage of materials, the rapid rise in cost of all building materials and many problems with transporting of goods, but work has continued in Kathmandu, Pokhara and Tansen.

TANSEN Under the leadership of Mr. Ron S. Mowll, a lot of work has been done on the Hospital Extension during the last year. Stage One is completed and has been handed over, most of the concrete framework of Stage Two is completed, including an underground water tank and three floors. Walls are being built, but extra money is needed to complete the budget. Plans and preliminary work have already been done on a new AMN Complex, but the building of this is held up, awaiting further permission to continue. A young Site Engineer was taken on in order to give him more experience and training in more advanced Building Work and the site now has two Site Supervisors, one Accountant/Book-keeper on the permanent Staff. Also employed on the building are 11 Carpenters, 6 Masons, 33 Labourers and Watchmen, together with 5 Steelfixers and Machinists. Work is also found for 30 other people on contract making aggregate, surkhi and carrying materials to site. This year over Rs. 41/2 Lakhs of Building Work has been done.

POKHARA Mr. E. Delos McCauley, aided by Mr. Robert L. Buckner, has guided the work on the School Building Complex. This year another hostel has been completed and the final one started; staff houses are also approaching completion and it is hoped to have them ready for the new school year. The Science Wing of the Educational Buildings is in the finishing stages and

work has started on an Agricultural Building designed as a feed store and mixing unit. At last an extra pipeline has been approved for the water supply and a 2" pipe has been laid up to the main supply, although only a 1/2" connection is permitted at present. Rising costs have meant that the original estimate will be exceeded and new funds will be needed to complete the present programme. A young trainee Site Supervisor has been taken on and it is hoped that as he gets more experience he will be able to handle more of the work. With this Site Engineer there is an Accountant/Book-keeper on a monthly salary, and the site employs 14 Carpenters, 53 Masons, 72 Labourers and Watchmen and three other skilled men. As in Tansen 25 other people are employed on contract work on site. Over Rs. 41/2 Lakhs of Building Work has been done during the last year.

KATHMANDU Mr. Kari Punkkinen joined us earlier this year and took over the work at Mahendra Bhawan Girls' School. Apart from finishing off some of the small jobs around the existing building, he has started work on the New Vocational Building and this is now well under way. Kari has advised and helped out on other small jobs on that side of the Valley, including some work at the British Primary School. On site he has a Book-keeper, but no Supervisor, and employs 12 Carpenters, 5 Masons, 18 Labourers etc., and 1 Machinist. Over Rs. 2 Lakhs of work has been done so far this year.

The main office in Lalitpur was run by Mr. Francis Sauer prior to Mr. Martyn Thomas' return in June. There are three Nepali Draughtsmen employed in this office and most of the detail and design for the various projects is done here. The jobs have been many and various throughout the year, both in advice detailing and site work. Our jobs include H.Q. Building, V.W. H.C. inspections, details for work at Anandaban, B.P.F., Okhaldunga, Kalimati Leprosy Hospital. We have also done the Structural Drawings for S.I.L. Administration and Study Buildings at Kirtipur. At present we are acting as Consultants and

MARTYN THOMAS,
Department Head

general site supervision is being given on work that has so far exceeded Rs. 2 Lakhs.

We hope to continue to serve the Mission during the coming year to the best of our ability.

BUILDING DEPARTMENT

Statement of General Fund Transactions for the year 1974

| | Budget 1974 | Actuals 1974 | Total 1974 | Budget 1975 |
|---|----------------|-----------------|---------------|----------------|
| <i>Receipts:</i> | | | | |
| Fees from UMN projects | 13,337 | 25,000 | 28,768 | 25,750 |
| Fees from other projects | 1,884 | 3,750 | 9,160 | 7,500 |
| Personnel contri- buted services (One Engineer) | 18,000 | 15,500 | 15,500 | 16,000 |
| | <u>32,221</u> | <u>44,250</u> | <u>53,428</u> | <u>49,250</u> |
| <i>Payments:</i> | | | | |
| Office salaries | 14,710 | 17,500 | 17,684 | 18,500 |
| Office rent and services | 2,835 | 3,750 | 5,935 | 4,750 |
| Stationery, print- ing, postage | 1,505 | 2,000 | 2,019 | 2,000 |
| Travel outside Va- lley | 5,079 | 5,000 | 8,097 | 7,500 |
| Repairs and main- tenance | 154 | 500 | 1,519 | 500 |
| Personnel contri- buted services | 18,000 | 15,500 | 15,500 | 16,000 |
| | <u>42,283</u> | <u>44,250</u> | <u>50,754</u> | <u>49,250</u> |

| | | |
|----------------------------------|---------------|---------------|
| Excess receipts over payments | —9,062 | 2,674 |
| Add balance from 1973 | 2,024 | —7,039 |
| Balance at 31.12.74. | <u>—7,038</u> | <u>—4,365</u> |

U.M.N. BUILDING DEPRT.
CAPITAL FUND TRANSACTIONS FOR 1974

| | Balance 1.1. 74 | Receipts | Payments | Balance 31.12.74 |
|-------------------------------|--------------------|-----------|-----------|---------------------|
| Concrete Test Machine | 2,676.66 | 2,500.00 | 5,053.52 | 123.14 |
| Print Machine and Table | | 11,370.00 | 9,641.25 | 1,728.75 |
| Survey Equipment | | 4,771.03 | 4,833.83 | (62.80) |
| Vehicle Fund M/C | 1,805.00 | 1,534.40 | 1,194.15 | 2,145.25 |
| Tools and Office Equipment | 849.12 | | 1,472.50 | (623.38) |
| Totals | 5,330.78 | 20,175.43 | 22,195.25 | 3,310.96 |

BUILDING DEPARTMENT

Balance Sheet as at 31st December, 1974

| | |
|-------------------------|--------|
| Cash in hand | 1,815 |
| Cash in bank | 509 |
| Adv. from UMN Treasurer | 1,437 |
| Adv. from Pokhara BD | 3,193 |
| Stock in hand | 1,252 |
| General fund | 4,365 |
| Capital fund | 3,311 |
| | <hr/> |
| 925.00 | 127.02 |
| | <hr/> |
| | 7,941 |
| | <hr/> |
| | 7,941 |

SPECIAL PROJECTS' REPORTS FOR 1974 SCHOLARSHIP PROGRAM

The Scholarship Committee of the UMN continued to administer a leadership training program in 1974 according to the following goals :

To provide leadership training and educational opportunities by awarding scholarships.

To seek and administer funds for this program.

During 1974, twenty-three students successfully completed their educational program in the following areas of study.

Intermediate Certificate in Education, Nepal (5)

Bachelor of Education, Nepal (1)

Intermediate Science, Nepal (3)

Bachelor of Science in Agriculture, India (2)

Bachelor of Science in Nursing, India (1)

Diploma in Catering and Technology, India (1)

Bachelor of Civil Engineering, India (1)

Certificate in Engineering, Nepal (2)

Auxiliary Health Worker, Nepal (3)

Refresher Auxiliary Health Worker, Nepal (1)

Nurses Training Course, Nepal (2)

School Leaving Certificate, Nepal (1)

Currently fifty-two students are receiving general scholarship help for their study and eight have been approved and are waiting for admission into their courses. In 1974, funds for the program were given by the following : the United Church of Canada, the United Methodist Crusade Scholarship Program, the United Methodist Advance Support Fund Program, and the Gossner Mission. In addition, a few individuals have donated specific amounts for scholarship students who were already approved under the general selection process. The cost of a general scholarship has increased during the past year to approximately Rs. 3,300 per year.

The Scholarship Committee also acts as an administrator for four students who are receiving scholarship grants from the

German Ecumenical Scholarship Program, for four students who are receiving grants from the Sherpa Scholarship Fund, and for fifteen students who are receiving grants from the Action in Distress Society of England.

The Scholarship Committee is composed of three Nepalese leaders and two UMN Board Appointees. In addition, UMN administrative leaders serve as ex-officio members of the Committee. The decisions of the Committee are administered by a part time administrative secretary who is also a member of the Committee.

Respectfully submitted,
Norma Kehrberg, Secretary.

II. SCHOLARSHIP PROGRAMME

Statement of General Fund Transactions for the year 1974

| | Budget 1974 | Actual 1974 | Total 1974 | Budget 1975 |
|--|----------------|----------------|----------------|----------------|
| <i>Receipts:</i> | | | | |
| Gifts and grants for following scholar- ships: | | | | |
| General | 92,491 | 182,847 | | 111,118 |
| German | 50,000 | 12,878 | | 50,000 |
| Sherpa | 12,000 | 3,839 | | 25,000 |
| General fund bal- ance in hand | | | | 166,762 |
| Repayment of loans | 9,000 | | — | — |
| Gifts for agricultu- re students | 5,200 | | — | — |
| Personnel contri- buted services | 7,200 | 7,200 | | 7,200 |
| Total Income | 175,891 | | 206,764 | 360,080 |

Payments:

| | | | |
|-------------------------------------|----------------|----------------|----------------|
| scholarship payments; | | | |
| General | 103,131 | 118,524 | 275,000 |
| German | 50,000 | 17,190 | 50,000 |
| Sherpa | 12,000 | 21,941 | 25,000 |
| Provision for salary, foreign staff | 7,200 | 7,200 | 7,200 |
| Administrative expenses | 1,000 | 1,297 | 1,000 |
| Furniture | — | 1,550 | — |
| Rent and cleaning quarters | 1,560 | 1,425 | 1,380 |
| Travel expenses | 1,000 | 203 | 500 |
| Total expenses | 175,891 | 169,330 | 360,080 |

Excess receipts over payments **37,434**

Increase (decrease) in :

| | |
|-------------------------------|----------|
| German Scholarship programme | (13,414) |
| Sherpa Scholarship programme | (9,400) |
| General Scholarship programme | 60,248 |

37,434

Balance Sheet as at 31st December, 1974

| | |
|-----------------------------|---------|
| <i>Assets:</i> Cash in bank | 15,310 |
| Deposit with UMN | |
| Treasurer | 186,285 |
| Loans receivable | 841 |

| | | |
|---|----------------|----------------|
| <i>Total assets</i> | | 202,436 |
| <i>Liability:</i> | | |
| Aid in Distress Programme | | 1,568 |
| <i>Reserves:</i> | | |
| German Programme | | |
| Balance 1.1.74 | 55,970 | |
| Net increase (de- crease) for the year | (13,414) | |
| | | 42,556 |
| Sherpa Programme | | |
| Balance 1.1.74 | 6,271 | |
| Net increase (de- crease) for the year | (9,400) | |
| | | |
| Balance (Deficit) | | |
| 31.1.74 | (3,129) | |
| General Programme | | |
| Balance 1.1.74 | 101,193 | |
| Net increase for the year | 60,248 | |
| | | |
| Total available | 161,441 | |
| Designated funds | 173,200 | 173,200 |
| | | |
| Undesignated fu- nds (Deficit) | | (11,759) |
| | | |
| Total Reserves | | 200,868 |
| | | |
| Total Liability and Reserves | | 202,435 |

APPENDIX E

COMMUNITY HEALTH OFFICE REPORT FOR 1974

During the year the Community Health Committee met twice with the representatives from all UMN Health Projects, who shared the experiences of Community Health practices. But we did not reach the goal of mission-wide policy and decided to continue the work according to the local situation for this year.

Even though we did not have the mission-wide policy, we found that all UMN Community Health programmes worked in the same way, i.e. emphasizing MCH Clinics and TB control, and supporting HMG's Health Post activities. Accordingly, we prepared a position paper "Meeting Health Needs in UMN Project Areas in the next Five years", which was approved by the UMN Executive Committee as a strategy paper to improve the UMN Health Services.

In November, we joined the Seminar on Maternal and Child Health, "The Road to Health-Delivering the Services", with the guest speaker Dr. David C. Morley. It was a great occasion for us to see the initiative of HMG and cooperation of U.S. Aid people for the Seminar, which was organised by the joint effort of HMG Family Planning and MCH Project/Nepal Medical Association British Council/U.S. Aid/UMN. We are grateful to the UMN participants who played the great role of motivation for such a joint programme.

We received the money for the special project "The latrine and drinking water scheme" from "Bread for the World". The money was distributed to each UMN Community Health programme according to their plans, and several schemes have been worked out with the initiative of local people, particularly for drinking water.

Health leaflets and health posters on latrines and TB were drafted and revised through the field trials and are ready to be published.

The manual of the refresher course for UMN local staff to be upgraded for Auxiliary Health Workers was prepared and ready to be distributed.

We are very grateful to Miss Eileen Talbot who has joined us and has been rendering an excellent contribution already.

DR. NOBORU IWAMURA

COMMUNITY HEALTH

Statement of General Fund Transactions for the year 1974

| | Budget 1974 | Actual 1974 | Total 1974 | Budget 1975 |
|---|----------------|----------------|---------------|----------------|
| <i>Receipts:</i> | | | | |
| UMN Budget allo- cation | 14,300 | 14,300 | | 36,400 |
| Additional Budget allocation | | 8,230 | | |
| Personnel contribu- ted services | 16,800 | 12,000 | | 25,560 |
| Rent received | | | | 1,350 |
| | 31,100 | | 3,530 | 63,310 |
| <i>Payments:</i> | | | | |
| salaries | 4,800 | 3,895 | | 5,400 |
| Travel & Transport | 4,500) | 4,387 | | 9,450 |
| Additional Allocation | 5,500) | | | |
| Educational Materi- als & Stationery | 1,000) | 2,818 | | 3,000 |
| Additional Allocation | 1,700) | | | |
| Rent & Maintenance | 3,000 | 4,329 | | 14,400 |
| Additional Allocation | 1,030) | | | |
| Training Programme | | | | 4,000 |
| Miscellaneous | 1,000 | 526 | | 1,500 |
| Personnel contribu- ted services | 16,800 | 12,000 | | 25,560 |
| | 39,330 | | 27,955 | 63,310 |
| Excess receipts over payments | | | | 6,575 |

Statement of Capital Fund Transactions for the year 1974

| | Balance (Deficit) 1.1.74 | Receipts and allo- cations | Payments and Transfers | Balance (Deficit) 31.12.74 |
|--|--------------------------------|----------------------------------|------------------------------|----------------------------------|
| Furniture and equipment | 641 | 6,210 | 5,449 | 1,402 |
| Undesignated funds | 11,018 | 262 | 7,780 | 3,500 |
| Bread for the World-Water Scheme | — | 64,500 | 36,665 | 27,835 |
| Freight on Medicines and Family Planning equipment | — | 6,218 | 6,218 | — |
| | 11,659 | 77,190 | 56,112 | 32,737 |

Summary of Balances as at 31st December, 1974

Assets:

| | |
|---------------|---------------|
| Cash in hand | 200 |
| UMN Treasurer | 39,112 |
| | 39,312 |

Liabilities:

| | |
|----------------------|---------------|
| Capital fund balance | 32,737 |
| General fund balance | 6,575 |
| | 39,312 |

APPENDIX F TANSEN AREA REPORT FOR 1974

1974 has been another interesting year with much change and development of various kinds. There have been frustrations over the ANM School building both in Tansen and in Pokhara, disappointment that the AHW school has not materialised, and delay over the amalgamation of the UMN and Government hospitals in Tansen. But at the end of the year we can look back and thank God for all He has done, and for the numerous opportunities for service in His Name. Although some things have moved slowly, at last we can see progress. "Letters of Exchange" concerning the Government Hospital (the latest is appended) are being considered and it seems that this may materialise in the foreseeable future and the MCH and other clinics be held there sometime during 1975. The first ANM students have gone to Pokhara to do 'normal deliveries' and the new medical wards in the Hospital have just been opened. We have a stronger team than ever before in the Community Health Programs and plans for opening a chain of MCH clinics in the district are materialising. It seems that in the last few years numbers of patients attending the Hospital have not greatly increased, which is probably a good thing. We can reach far more people and give a more effective service in the community by going 'out' to them. Statistics for this year have been taken up to December 15th only as we will be using the Nepali months more in the future. The new year started on 1st of Pus.

There have been various changes in the missionary team, with people coming and going, but as usual there has been marvellous co-operation and hard work from everybody, for which I am very grateful.

P. M. DODSON,
Area Superintendent

1. Hospital

A. *General* As Dr. Gould left for home leave in June and Dr. Ferguson was appointed to act as Medical Director, the opportunity was taken to clarify the responsibilities of the different senior members of the Hospital. This is depicted in the diagram :

Area Superintendent

(Dr. Dodson)

Hospital Med. Director: (Dr. Ferguson, acting)

Nursing Director : (Miss K. Pederson)

Administrator (Miss Ventham)

ANM School In-charge : (Miss McLean)

Community Health Doctor : (Dr. Dodson) .

Building and extension : We have started to use the first part of the extension produced by the building department i.e. 2X5 bed wards (on Dec. 20th) 1 large classroom and 3 offices (earlier in the year).

Visitors : We have welcomed 5 medical students for periods of up to 6 weeks, and a British Consultant Surgeon, Mr. Self, who came to help for 3 weeks.

Medical Work : Nearly 2,000 in-patients have passed through our 75 beds (which often expand to 90). Deliveries in the year have only reached 120, of which nearly 50% were abnormal. This is a disappointment in the ANM training program. Out-patient attendances have been high, reaching 32,000, but with improved layout and staffing the standard of care and the speed with which patients are seen has improved.

Laboratory : Bacteriological cultures have been restarted. *Leprosy* : A leprosy para-medical is being trained for this work. The Leprosy Mission grant has been cancelled but is being applied for again.

Medical Staff : Dr. Peter Lucas joined us in May as a Physician. Shambu Ranan, having returned from the AHW/ HA training is acting as a doctor's assistant in OPD and theatre.

Training : One Lab technician is doing the government course in Kathmandu. One Nurse Aid is doing the family planning course. One X-Ray technician is taking the B.Ed. course, specialising in Health Education, and one male nurse is taken the HA course.

Other new Staff : We have welcomed Neil Solvik as Pharmacist, Kishori McWann as theatre in charge and Nurse Anaesthetist, and Nicky Waaning as Ward Sister before her final move to East Palpa. We have also welcomed Ingegerd Karlsson back from leave to be the OPD sister and this has already made a big difference.

Statistics: (UP to Dec. 15th 1974)

| | 1972 | 1973 | 1974 |
|---------------------------------------|--------------|-------|-------|
| In-patients | 1944 | 1919 | 1964 |
| Out-patients | 33171 | 32806 | 32366 |
| Major Operations | 658 | 629 | 603 |
| Minor Operations | 794 | 929 | 963 |
| Deliveries | 107 | 123 | 119 |
| Deaths | 129 | 119 | 143 |
| X-Rays | 1459 | 2437 | 2683 |
| Miniature X-Rays | 4904 | 7054 | 6885 |
| Fluoroscopies | 531 | 310 | 224 |
| <i>Laboratory Tests</i> : (1974 only) | | | |
| Haematology | 12609 | | |
| Stool | 5457 | | |
| Urinalysis | 2811 | | |
| Body Fluids | 892 | | |
| Sputum | 2411 | | |
| Biochemistry | 633 | | |
| Serology & Blood Transfusion | 1449 | | |
| Bacteriology | 541 | | |
| Grand Total | 26803 | | |

B) Rehabilitation Department

| | |
|---|------|
| <i>Physiotherapy</i> : In-patients visits | 1349 |
| Out-patients visits | 219 |
| Daily average | 6.7 |

Of the number of patients seen, 79.8 % are treated for orthopaedic conditions. Twenty patients were lower limb amputees and five patients with leprosy are refer-

red for physiotherapy. Literacy work was done with three long-term patients and several patients were occupied in making plaster of paris bandages for use in the Hospital.

Prosthetics & Orthopaedics:

| | |
|-------------------------------|-----------------------|
| In-patient visits | 404 |
| Out-patient visits | 481 |
| BK Prosthesis | 21 (Alcathene type 4) |
| AK Prosthesis | 4 (Alcathene type 2) |
| Alcathene spinal brace | 31 |
| " hand splint | 12 |
| " leg splint | 15 |
| " cervical collar | 16 |
| " minerva jacket | 3 |
| " hip spica | 1 |
| Collar and cuff | 143 |
| WCR insoles | 14 |
| Foot drop splint | 13 |
| Crutches | 200 |

Over the past year our Nepali prosthetist, when not giving anaesthetics, has worked in developing various splints, braces and prostheses. Due to the inavailability of resins, much experimental work has been done in using alcathene and metal for the production of prostheses. At present two local people are effectively ambulatory using the inexpensive and easily produced alcathene type prostheses, and therefore we are encouraged to develop further in this area.

On occasions alcathene has proved a useful substitute for plaster of paris and it has the advantage of being reusable and therefore experimentation is going on to expand its usefulness. Throughout the year working

with patients with major disabilities, we have been made aware of the need for a sheltered workshop or training centre for the disabled. At present this project is only in the preliminary stages of planning.

C) *Building Department*

We are thankful to God who has enabled work on the Hospital Extensions to continue steadily over the past year.

Stage 1 of the extensions - which includes two wards with toilets, sluices and bathrooms- is being completed and handed over to the Hospital this month. On Stage 2 a 50,000 gallon underground water tank has been constructed and the reinforced concrete frame is now up to the top floor level, the ground floor and middle floor slab having been made up. Much work remains to be done, but it is hoped to finish the work before the end of 1975 and within the budget revised 1973. We still need £ 8,000 to realise this budget figure.

The outline plans and some of the detailed plans for the ANM Hostel in Tansen were prepared and approved. Preliminary work on earth levelling, retaining walls, buying materials etc. was started, but in August instructions were received to stop work until further notice. Because of the delay and the inflation rate, it will be necessary to revise the estimate when the job starts again.

II COMMUNITY HEALTH

a) *West Palpa Program:*

The work of West Palpa program has more or less continued as previous years, but it is getting more stabilised. It is always hard to measure public health work by statistics only, because so much time is spent in office visits and to build up good relationships out in the panchayats. The team has been busy anyhow

and covered a lot of work. Audrey Maw was in charge of the department until June 1974 when she went for furlough and was replaced by Pat Wright. The last two months of the year, Rut Peterson has relieved Pat for holiday and language studies.

T.B. Control program : This continues to be a large part of the program. The follow-up stage in the bazaar includes home visits to new cases, contact case finding, defaulters follow - up, tuberculin testing and BCG giving to all contacts and to all new-born babies. Every home has been visited in 33/4 panchayats for the purpose of giving BCG and case finding. The team of 10 student nurses and 3 P.H. boys headed by the sister-in-charge have stayed for 3 to 5 days right in the panchayats. This gives an excellent contact and opportunity to teach and demonstrate P.H. in every aspect. Total BCG—4538; PPD—996 (December not included).

Tuberculosis Registration: Case registration continues as before. Total first-time of old and new TB cases for 1974 was 2,233. We now have a fulltime registration clerk, which greatly facilitates the record keeping. Patients from the Terai and India are referred whenever possible to the Government hospitals in Butwal and Bhairawa.

Public Health Training Program: The three male students have now finished their ANPH course and graduated in April 1974. They are now working full-time in the P.H. department. P.H. lectures and teaching with demonstrations are given regularly in the wards, OPD, outside in the teashops in the vicinity of the hospital and also in the bazaar and villages. Various other types of vaccinations have also been given e.g. TABC—851; Small pox—470.

Home visit program: This program has continued as before with visits to TB families and also to other

patients referred from the hospital for supervision, nursing care and health education. Total home visits for the year were 2171, and for nursing care 450.

Village Health Care service : An MCH clinic was opened in Dhobighat, a village close to the Hospital early in the year, and on December 16th another MCH clinic was very ceremoniously opened in one of the wards of Madan Pokhara, the panchayat chosen long before to be the site of a Model Village project. After many months of very slow progress in that project, things seem to have begun to move a bit now and we hope that in 1975 we will be able to develop some of our program there. When the permanent building is constructed Rut Peterson will move out and live there with a staff nurse and assistant nurse midwife students. A plan is being developed for the opening of new MCH clinics in the district. This plan has been approved in principle by the CDO and panchayat officials and is beginning to be implemented. A copy is appended.

Assistant Nurse Midwife Course : The students of the ANM school have taken a very active part in all these activities mentioned above, and seem to have a keen interest in public health work. The panchayat trips, although they offer a real tough life and hard work, seem perhaps to be the most challenging and happy time for them. That is a good omen for the future.

MCH Clinic, Tansen : During this year there has been a great change in the MCH clinic in Tansen. On the 1st April, S. Ingeborg left the clinic for furlough and that meant she left the clinic for good, in order to enter new work on her return to Nepal. S. Britt is now in charge of the clinic. It was a good inheritance to take over the clinic, which is so well established in Tansen. It is also a great responsibility to fulfil the work

that was started many years ago. There are some changes in the clinic. It is now limited to children under 5 years and ante and post-natal women only. This means that the number of women attending has decreased, as we now are referring other cases to the Hospital. We have changed the filing system and are now using patient retained cards. The clinic has been held as before, twice weekly. On several occasions we have gathered mothers in a home in the bazaar for health education and cooking of nutritious porridge (pito). ANM students are attached to the clinic. They also take part in educating the patients. On clinic days we teach prevention of disease and also pito cooking. Miriam Raj, our Nepali midwife, has been transferred to East Palpa 1st December. Unfortunately we have not got anybody instead of her. Since April we are keeping more detailed statistics, which we hope will be useful for the future, especially in connection with our work together with the Government.

District Midwifery : Home deliveries are connected to this clinic. As far as possible we try to assist. Those living far away we cannot go to for deliveries, but at retention of placenta, we make every effort to go out, even if it is far away. For deliveries we first of all attend to those who have come for antenatal care. The staff in the clinic is now one missionary midwife who is relieved for her time-off by another missionary midwife who is working at the ANM School. Two ANM students are always on night duty and sleep in the clinic house. Staff Nurse Manamit will be joining the staff on January 1st until the permanent clinic is built in Madan Pokhara.

Home Visits : In connection with deliveries we do home visits. It is mainly post-natal visits, but sometimes ante - natal. These visits give good opportunities for teaching. For the future we are praying for more Ne-

pali staff, and that new ways should be opened for us to give a better service for health of body and soul.

Humin : The general clinic near Humin village has continued every 4th week. The total number of outpatients seen in 1974 was 400. There was also one delivery. This year has been a great year in some ways and a hard time in others. After 14 years of walking out to this place, there is now a harvest, for which we thank the Lord. The problem has been with the house where we have the clinic. S. Ingeborg will now continue the work in Humin.

Statistics : MCH Clinic, Tansen,

| | | | | |
|---------------|-----------|------|-----------------------|-----|
| Clinic Visits | Children | 2764 | Triple I | 240 |
| | Women | 2300 | Triple II | 110 |
| | | | Triple III | 85 |
| | | 5064 | Smallpox | 208 |
| | | | PPD | 65 |
| | | | BCG | 334 |
| Home Visits | Postnatal | 429 | Midwifery cases | 110 |
| | Antenatal | 83 | Normal deliveries | 91 |
| | | | Breech | 5 |
| | | 532 | Retention of placenta | 9 |
| | | | Twins | 4 |
| | | | Uterus inversion | 1 |

b) *East Palpa Program:*

Staff : 1974 has seen a succession of visitors to Bojha, to help in the work here. Deidre Banks and Heather Telfer came from Australia to help for one and four months respectively. Doctors Dodson, Hook, Harding and Ferguson from Tansen have given valuable help when they came for short visits to see patients we had called for examination. In December we welcomed Judy Nicholls, who expects to be here for three months. Mariam Rai also joined us in December, and will be working chiefly in MCH/FP clinics. Mr. and Mrs.

Prabhu Dan Gurung continue to be a great help in the work-Jyoti in the dispensary and Prabhu Dan mostly engaged in teaching health and hygiene in schools. BCG trips, and TB patient follow-up. The help of all these people, short and long-term has been greatly appreciated. Three local young people are away doing AHW, ANM and FP training. They all hope to join us in the work here on completion of training in 1975.

Surgical Camp : We had our largest yet surgical camp in December. Dr. Fergison came for eight days and operated on 32 patients who had been called for surgery. Many of the patients went home the day after operation and were treated as out-patients. Others who lived too far away or who needed post-operative care remained here. Patients were accommodated in our deras, and in a neighbour's goth. This was cleaned out temporarily, enclosed on three sides, and the floor remuddled. Patients and relatives slept on gandries. The cost of getting the goth ready for occupation was Rs. 21.00. The average cost of surgery to the patient was Rs. 18.50.

Bojha Clinic : We continue to have good numbers attending the clinic, held six days a week. 7794 people were treated during 1974. In 1969, in house-to-house visiting, we found that 55% of all children born in this panchayat died before they reached the age of five. We have just commenced and survey, and in three villages visited so far (1/2 hour, 1 hour and 1 1/2 hour's walk from Bojha) we found that of 61 children born in the last 5 years, 6 have died. Three children died within the first 2 weeks of life, and we did not see them. Of the other three, two were brought for treatment before they died. Most people, children and adults, within four hours walk, come for treatment when they are ill.

MCH/FP Clinics : These were commenced in four villages this year – in our own village and in villages 1/2 hours', one hour's and one and a half hour's walk away. These are the first of 16 MCH/FP clinics we hope to have functioning early in 1975. They have proved very popular and all children under five and all women requiring ante-natal care, attend each month for examination. There is also the opportunity to talk with the women regarding F.P and most are willing to come to the Dispensary in Bojha for I.U.D. These clinics are held on the verandah of either the Mukhia or the Panchayat member's house, and it is a real village affair. Most of the people in the village come to watch and it is a real village affair. Most of the people in the village come to watch the children being weighed, etc. and consequently everyone also learns simple health teaching given each visit. These monthly visits give a good contact with all the people in the village, and as a result of this contact, other people in the village requiring medical help are willing to come to the dispensary for treatment.

Health Teaching in Schools : 1974 also saw the commencement of regular health teaching in the schools in Darajheri and Bulung Panchayats (3 Primary schools, 1 middle school and 1 high school). We teach one class per week to each class in each school.

BCG : Vaccination was given to all children under 5 in Darajheri and Bulung Panchayats i.e. to all children born after the initial BCG campaign in these panchayats 5 years ago.

The follow-up : There has been more follow-up of TB patients this year, which has resulted in a drop in the defaulter rate. Also the availability of free TB drugs has meant that people are more willing to stay on treatment for the required length of time.

TABC and UHW : TABC injections were again given in 5 panchayats. We gave the injections in 2 panchayats, and in the other 3 panchayats they were given by voluntary workers. These voluntary health workers in Arakhala and Joubari panchayats continue to do good work treating people for minor ailments and in helping follow up TB and leprosy patients.

Water Supplies : Work is being commenced in December, on helping four villages to get clean water supplies. Japanese young people are providing the materials and technical help and labour is to be provided by village people. UNICEF are providing materials and technical help for a bigger water scheme which will provide water for 5 villages, including our own. We are being given a tap from this water supply.

We give thanks to God for His enabling in this past year. With only three permanent staff, and a very busy program, we have been more conscious than ever before of His goodness and many blessings to us.

Statistics :

| | |
|------------------|------------------------------------|
| Out-patients | 7794 |
| In-patients | 169 |
| Goitres treated | 424 |
| Minor surgery | 197 (and 36 operations by Doctors) |
| Home visits | 69 (the follow-up.) |
| I.U.D. | 33 |
| Deliveries | 2 |
| Ante-natal exams | 201 |

III *The A.N.M. School*

At the end of January we admitted a second group of 35 students. In the first two weeks, for varied reasons, six of these left or were transferred to another campus, and since then we have maintained a complement of 29, making a total of 48 students in the School. They represent Lumbini, Gandaki, Daulagiri and Bagmati zones; their educational

standards range from 8th Class to S.L.C. and the age grouping is between 16 and 28 years. We have continued to follow the ANM syllabus guide, but with a greater emphasis on community health. Miss Tuladhar continued as counter-part in charge during the year, but was transferred to Kathmandu in October. Her replacement is Miss D. Manandhar who has been working in hospital administration for some years. Mrs. Shanti Adhikari is a good stable help in clinical supervision and also participates in classroom teaching. Miss Clysdale resumed a busy program of teaching and supervision with extra duties added after her return from a short furlough, and Miss Tomoe Tawara joined the staff in early November and has continued the midwifery teaching, combining it with domiciliary midwifery supervision.

There has been delay in the Pokhara arrangements for the midwifery part of the program, but on December 11th, with the co-operation of the Gandaki Zonal Hospital staff, we were able to establish two students there for experience, and we trust that at the beginning of the year it will be possible for a few more students to join them. Plans have been made both for Tansen and Pokhara hostels but due to land agreement, and permission not being finalised, there has been delay in actually starting the building work. We have been assured that these matters will soon be cleared up.

We continue to thank God for the spiritual contacts and opportunities we have with students and staff.

APPENDIX A

Plan for Mobile Village M.C.H. Clinics in the Vicinity of Tansen

Objectives:

- 1) To improve the health and nutrition of as many children under 5 as possible in six villages within 4 hours' travelling distance of Tansen.
- 2) To reduce the prenatal mortality by giving routine health care to expectant mothers in the same villages.

Method:

- 1) Regular M.C.H. clinics will be held in Pokhara Thok, Arebanjang and Humin. These will initially be held monthly, but may later be held more frequently.
- 2) Weekly M.C.H. clinics will be held in temporary premises in Madan Pokhara while a permanent centre is being built there as a 'Model M.C.H. Clinic' for the practice of the students of Tribhuwan University A.N.M. School, Tansen Campus.
- 3) Investigations will be made west of Tansen in the Kusum Khola direction to discover the possibility of starting 2 more clinics.
- 4) These clinics will make use of patient retained weight cards for underfives and ante-natal cards. Nutritional and health teaching demonstrations will be emphasised, and simple drugs dispensed when necessary. Family Planning will be encouraged and made available. Loops and coils will be inserted by the Sister, and vasectomy camps arranged from time to time. Immunisations for smallpox, D.P.T., and B.C.G. will be given to all children under five, and Tetanus Toxoid to expectant mothers. If adequate supplies are not received from H.M.G., a small charge will be made for medicines.

Participation:

APPENDIX A

- 1) The program will operate under the auspices of HMG/FP District Office, Tansen. The D.O. will make occasional visits and the MCH/FP drugs and family planning materials will be supplied through him.
- 2) U.M.N. will provide one sister and one Nepali assistant nurse to run the clinics, and the transport to and from the villages.
- 3) The local village panchayat will provide the premises for the clinic and one local helper to assist at the clinic times.

Plan of Action :

- 1) During the month of December Madi Pokhra Thok, Arebhanjang and Humin will be visited, premises decided upon and the local population educated as to the purposes of the clinic. A start will be made on regular clinics to these places during December or the beginning of January, if supplies are available.
- 2) Premises already offered in Madan Pokhra will be prepared and weekly clinics started during December.
- 3) Investigations will be made in the Kusum Khola direction with a view to opening two more clinics within the next six months.

APPENDIX B

PROPOSED LETTER OF EXCHANGE BETWEEN THE UNITED MISSION TO NEPAL AND HIS MAJESTY'S GOVERNMENT OF NEPAL FOR THE RUNNING OF PALPA HOSPITAL, NEPAL (HEALTH PROJECT)

- 1) For the running of the Palpa Hospital (Health Project) a Board will be constituted as follows:—
 - a) Civil Surgeon, Lumbini Zonal Hospital Butwal —Chairman
 - b) Project Director, Palpa Mission Hospital —vice chairman
 - c) Administrator, Palpa Mission Hospital —secretary
 - d) Chief District Officer, Palpa District —member
 - e) One other officer of the United Mission Health Project, Palpa —member
 - f) UMN Health Services Secretary, or his designee —member
 - g) Local Community Representative (chosen by Board) —member
- 2) The Board will frame rules regarding Board procedures, accounts and audit, decide on holidays to be observed, fix charges of the hospital beds, define job descriptions and pass the budget for the hospital and community health project. The concurrence of HMG/N shall be obtained for such rules and regulations.
- 4) *HMG/N Contribution:*
 - a) HMG/N shall close its present institution at Palpa and shall make available the land and buildings of it to the Board.
 - b) HMG/N shall provide annually the usual budget granted to a 15 bed HMG Hospital. All hospital facilities for 15 beds shall be free. (Palpa Hospital administration and Board will decide which beds are to be designated 'free').

- c) One medical officer (GII) will be deputed from HMG Health Service.
- d) Continue the existing budget to existing Health Posts and provide 50% of the budget for new health posts in Palpa District.

5) *UMN Contribution:*

- a) The recurring budget for the running of 85 beds of the Hospital, including out-patients, shall be provided by the UMN.
- b) All the facilities of the present 100 bed Hospital will be provided by UMN.
- c) The recurring budget and staff for the Community Health program, extra budget for upgrading existing health posts, and 50% of the budget required for new health posts in Palpa District will be provided by UMN.

6) The Board shall submit annually to the Department of Health Services the audited annual Statement of Accounts.

7) HMG/N shall have the right to inspect the Hospital and its functioning, and to hold enquiry about its working and the behaviour of Hospital Staff.

8) The Hospital shall serve as the district Health Office and base for the Community Health Program in Palpa District.

9) Any alteration and/or addition in these arrangements shall be made by the concurrence of both parties.

10) The arrangements of this Letter of Exchange will continue for 5 years from the date of signing of this Letter of Exchange and will be extendable for a further period.

TANSEN AREA

Statement of General Fund Transactions for the year 1974

| | Budget 1974 | Actuals 1974 | Total 1974 | Budget 1975 |
|--------------------------------|----------------|-----------------|---------------|----------------|
| 1) Area Administration | | | | |
| Receipts: | | | | |
| UMN budget allocation | 11,200 | 11,200 | — | 20,760 |
| | | | 11,200 | |
| Payments: | | | | |
| Salaries | — | — | — | 1,560 |
| Travel and vehicle | — | — | — | 5,000 |
| Mail bag (Area + E. Palpa) | — | — | — | 2,400 |
| Water carrying and grounds | — | — | — | 2,600 |
| Street lighting | — | — | — | 1,200 |
| Up-keep | 6,000 | 6,041 | — | 5,000 |
| Miscellaneous | 5,200 | 4,888 | — | 3,000 |
| | 11,200 | 10,929 | 20,760 | |
| Excess receipts over payments | — | 971 | — | |
| 2) Hospital: | | | | |
| Receipts: | | | | |
| General fees | 331,000 | 332,409 | — | 425,000 |
| Medicine sales | 360,000 | 350,712 | — | 385,000 |
| Miscellaneous fees | 10,000 | 31,859 | — | 25,000 |
| Service to Le-- prosy Dept. | 8,000 | 8,000 | — | 8,000 |
| UMN budget | — | — | — | — |

| | | | |
|--------------------------------|----------------|----------------|------------------|
| allocation | 24,000 | 24,000 | 74,500 |
| Personnel contributed services | 165,000 | 149,755 | 160,000 |
| total | 898,000 | 896,735 | 1,077,500 |

Payments:

| | | | |
|--|----------------|----------------|------------------|
| Drugs | 240,000 | 252,248 | 275,000 |
| Salaries | 295,000 | 329,520 | 375,000 |
| Medical, surgical, lab. and x-ray supplies | 100,000 | 146,678 | 158,000 |
| Bedding and linen | 18,000 | 16,485 | 18,000 |
| Catering | 8,000 | 9,163 | 10,000 |
| Laundry | 7,000 | 13,846 | 15,000 |
| Power, Heat and Light | 26,000 | 27,662 | 30,000 |
| Maintenance, bldgs and grounds | 20,000 | 10,907 | 20,000 |
| Administration | 12,000 | 13,621 | 12,000 |
| Miscellaneous | 3,000 | 3,813 | 3,000 |
| Vehicle transport | 3,000 | 2,091 | 1,500 |
| Rent and repairs | 1,000 | 1,585 | — |
| Personnel contributed services | 165,000 | 149,755 | 160,000 |
| total | 898,000 | 977,371 | 1,077,500 |

Excess payments over receipts

80,639

3) *Leprosy Department*

Receipts:

| | | | |
|--------------------------------|---------------|---------------|---------------|
| UMN budget allocation | 24,200 | 24,200 | 24,900 |
| Personnel contributed services | — | — | — |
| total | 24,200 | 24,200 | 24,900 |

| | | | | |
|--------------------------------|---------------|-------|---------------|---------------|
| <i>Payments:</i> | 181,8 | 000,2 | 000,2 | 000,2 |
| Salaries | 3,000 | 3,669 | 3,669 | 3,700 |
| Drugs | 1,200 | 977 | 977 | 1,500 |
| Shoes | 2,000 | 54 | 54 | 200 |
| Hospital treatment | 3,500 | 6,022 | 6,022 | 7,000 |
| Food | 4,500 | 2,270 | 2,270 | 3,000 |
| Miscellaneous | 1,000 | 1,333 | 1,333 | 1,000 |
| Bedding and linen | 1,000 | 80 | 80 | 500 |
| Hospital services | 8,000 | 8,000 | 8,000 | 8,000 |
| Personnel contributed services | — | — | — | — |
| | 24,200 | | 22,405 | 24,900 |

Excess receipts over payments

4) Community Health (W.Palpa)

| | | | | |
|--------------------------------|---------------|----------|---------------|---------------|
| <i>Receipts:</i> | 15,940 | 000,16 | 000,16 | 000,16 |
| Medicine fees | 300 | 788 | 788 | 700 |
| Miscellaneous | — | — | — | 300 |
| UMN budget allocation | 151,300 | 0051,300 | 0051,300 | 46,950 |
| Personnel contributed services | 27,200 | 0013,820 | 0013,820 | 21,250 |
| | 78,800 | | 65,908 | 69,200 |

Payments:

| | | | | |
|---|--------|---------|---------|--------|
| Salaries and uniform | 30,000 | 009,882 | 009,882 | 25,000 |
| Drugs and kerosene | 3,000 | 2,221 | 2,221 | 4,600 |
| Health education | 3,000 | 4,930 | 4,930 | 2,600 |
| X-Ray | 2,000 | 283 | 283 | 2,000 |
| Transport | 7,000 | 1,405 | 1,405 | 7,000 |
| Nursing supplies stationery and records | 1,600 | 2,751 | 2,751 | 5,250 |

| | | | |
|--------------------------------|---------------|---------------|---------------|
| Miscellaneous | 5,000 | 3,181 | 1,500 |
| Personnel contributed services | 27,200 | 13,820 | 21,250 |
| | <hr/> | <hr/> | <hr/> |
| | 78,800 | 38,473 | 69,200 |

Excess receipts over payments **27,435**

5) *Community Health (M.C.H. Clinic - W. Palpa)*

Receipts:

| | | | |
|--------------------------------|---------------|---------------|---------------|
| Medicine fees | 12,000 | 13,315 | 14,000 |
| Delivery fees | 2,500 | 2,082 | 2,500 |
| Miscellaneous | — | — | — |
| UMN budget allocation | 7,500 | 7,500 | 9,300 |
| Personnel contributed services | 9,900 | 10,300 | 10,620 |
| | <hr/> | <hr/> | <hr/> |
| | 31,900 | 33,197 | 36,420 |

Payments:

| | | | |
|-------------------------------|---------------|---------------|---------------|
| Salaries | 10,000 | 7,100 | 11,000 |
| Drugs | 7,000 | 13,391 | 10,000 |
| Rent and repairs | 3,700 | 3,701 | 3,700 |
| Health education | 500 | 1,481 | 500 |
| Supplies | 300 | 1,192 | 500 |
| Miscellaneous | 500 | 70 | 100 |
| Personel contributed services | 9,900 | 10,300 | 10,620 |
| | <hr/> | <hr/> | <hr/> |
| | 31,900 | 37,352 | 36,420 |

Excess payments over receipts **4,038**

6) *East Palpa (Community Health)*

Receipts:

| | | | |
|-------------------------|--------|--------|--------|
| Medicine sales and fees | 13,000 | 17,203 | 22,000 |
|-------------------------|--------|--------|--------|

| | | | |
|--------------------------------|---------------|--------|---------------|
| UMN budget allocation | 11,000 | 11,000 | 4,300 |
| Personnel contributed services | 15,940 | 10,300 | 10,620 |
| | 39,940 | | 36,920 |

Payments:

| | | | |
|--------------------------------|---------------|--------|---------------|
| Health education | 1,000 | — | — |
| Salaries | 7,000 | 7,230 | 4,300 |
| Drugs and supplies | 12,000 | 18,461 | 18,000 |
| Transport and coolies | 3,000 | 4,198 | 3,000 |
| Maintenance and miscellaneous | 1,000 | 1,921 | 1,000 |
| Personnel contributed services | 15,940 | 10,300 | 10,620 |
| | 39,940 | | 36,920 |

Excess payments over receipts **3,607**

7) *ANM School*

Receipts:

| | | | |
|-----------------------------------|----------------|--------|----------------|
| HMG Contribution (hospital staff) | 81,000 | — | |
| T.U Contribution | 93,475 | — | |
| UMN budget allocation | 60,300 | 60,300 | 63,889 |
| Personnel contributed services | 48,024 | 23,120 | 47,440 |
| | 282,799 | | 111,329 |

Payments:

| | | | |
|--------------------------|--------|--------|--------|
| Salaries and daily wages | 23,800 | 18,882 | 20,814 |
| Scholarship and food | 30,000 | 25,039 | 17,875 |

| | | | | |
|--------------------------------|----------------|--------|-----------------|----------------|
| Miscellaneous | 3,500 | 19,347 | Approved budget | 2,000 |
| Maintenance | 3,000 | 3,387 | Approved budget | 4,000 |
| Power, heat and light | | | Approved budget | 3,700 |
| Transport | | | Approved budget | 2,000 |
| Medical care | | | Approved budget | 6,000 |
| Housekeeping | | | Approved budget | 5,500 |
| Administration | | | Approved budget | 2,000 |
| HMG contribution | 81,000 | | Approved budget | |
| T.U. contribution | 93,475 | | Approved budget | |
| Personnel contributed services | 48,024 | 23,120 | Approved budget | 47,440 |
| | 282,799 | | | 89,775 |
| | | | | 111,329 |
| Excess payments over receipts | | | | 6,355 |

1. It is noted that the total expenditure for the year July 16th-July 15th 1974 from the T.U. was Rs. 67305.62
2. The approved budget for the year July 16th-July 15th 1975 from the T.U. is Rs. 197001.20

Designated and Special Fund Balance as at 31.12.74.

| <i>A/c No.</i> | <i>Description</i> | <i>Designated</i> | <i>Special</i> |
|----------------|--|-------------------|----------------|
| | Undesignated capital | (20,885) | |
| 206'D' | Community Health-East Palpa | (3,030) | |
| 206'E' | Scholarship fund | | 14,570 |
| 206'K' | Literature | | 11,478 |
| 206'P' | Artificial limbs and rehabilitation centre | | 10,796 |
| 206'Q' | Motor cycle for Community Health | 3,829 | |
| 206.1 | Coemar grant for linen | | 3,689 |
| 206.3 | Refrigerator for Path. lab. | 1,171 | |
| 206.5 | Office furniture | | (6,632) |
| 206.6 | MCH clinic and equipment | 2,307 | |
| 206.8 | New beds | 6,626 | |
| 206.9 | Coemar grant for equipment | 12,479 | |

| | | | |
|--------|--|---------|---------|
| 206.11 | Medical library facilities | 92 | (558) |
| 206.12 | Miss Britt & Dr. Hook work a/c | 08 | 4,767 |
| 206.16 | Duplicator | 58 | 305 |
| 206.18 | Furniture and equipment for ward | 3,407 | 40,400 |
| 206.21 | Miss Edna's designated a/c | 68 | 2,227 |
| 206.22 | UMN Building Department (extension) | 68 | 2,227 |
| 206.23 | Re-alignment of road and widening | 4,986 | 15,000 |
| 206.24 | Coemar grant for medical relief program and community health | | 24,616 |
| 206.25 | UMN Building Department | 56,252 | 40,000 |
| 206.26 | Area furniture | 373 | 30,800 |
| 206.27 | Community Health (West Palpa furniture) | 1,351 | 15,000 |
| 206.30 | Health education (film strips, pamphlets, etc) | | 938 |
| 206.31 | Childrens educations fund | | 1,418 |
| 206.32 | Suction machines | 3,931 | 10,000 |
| 206.33 | Weighing machines | 1,717 | 5,000 |
| 206.34 | Ophthalmoscopes, otoscopes | 2,760 | 5,000 |
| 206.35 | Delivery table | 451 | 10,000 |
| 206.38 | Renovation of bazaar apartment | (2,920) | 10,000 |
| 206.41 | Samaritan Fund | | 1,810 |
| 206.42 | Special gift for area maintenance | | 191 |
| 206.44 | Wood stock (karma and saal) | 7,918 | 10,000 |
| 206.45 | Remodelling of OPD extension | | (5,395) |
| 206.47 | Wash place and water tank | 911 | 10,000 |
| 206.49 | Fans for OPD and office | 4,267 | 10,000 |
| 206.50 | Fire extinguisher | 1,644 | 10,000 |
| 206.51 | Battery operated clock | 770 | 10,000 |
| 206.52 | Rewiring of hospital | 2,297 | 10,000 |
| 206.53 | Parking area | 7,000 | 10,000 |
| 206.55 | Remodelling office area | 2,100 | 10,000 |
| 206.56 | Renovation nurses hostel (Bhulsalda) | 1,826 | 10,000 |
| 206.57 | Staff changing room | 1,867 | 10,000 |
| 206.58 | Workshop extension | 7,876 | 10,000 |

| | | | |
|--------|--|------------------|---------------|
| 206.59 | Drain | 1,127 | 11,203 |
| 206.60 | Dr. Harding transfer a/c | 17,422 | 17,422 |
| 206.62 | Water survey | 3,000 | 31,000 |
| 206.64 | ANM library | 4,133 | 81,133 |
| 206.66 | Scholarship travel fund | 240 | 81,373 |
| 206.67 | Patient health record (for TB card) | (1,623) | 81,750 |
| 206.68 | Equipment for guest unit (area) | 355 | 82,105 |
| 206.70 | Intensive care unit (equipment) | 4,537 | 82,542 |
| 206.71 | Operating room (equipment) | 5,731 | 83,273 |
| 206.72 | Central supply (equipment) | 4,930 | 84,203 |
| 206.74 | Village training project | 6,420 | 84,823 |
| 206.75 | Telephone system | 3,335 | 85,158 |
| 206.76 | Immersion heaters | 912 | 85,250 |
| 206.77 | ANM School for sports equipment | 2,441 | 85,250 |
| 206.78 | New medical ward equipment | (30) | 85,220 |
| 206.79 | Correction of faulty wall in staff houses | 1,539 | 85,220 |
| 206.80 | Madan Pokhara building | 17,692 | 85,220 |
| 206.82 | Famine relief and food supplement | 9,000 | 85,220 |
| 206.83 | ANM Furniture for midwifery hostel for Pokhara | 24,534 | 85,220 |
| 206.84 | Dharamshala | 2,000 | 85,220 |
| 206.87 | Spares for generator | 22,000 | 85,220 |
| | | 1,478,238 | 86,499 |

| | Balance (Deficit) | Receipts and alloca- tions | Payments and *Transfers | Balance (Deficit) |
|----------------------------------|----------------------|----------------------------------|-------------------------------|----------------------|
| | 1.1.74. | | | 31.12.74. |
| Drain | — | 1,500 | 373 | 1,127 |
| Dr. Harding transfer account | — | 44,905 | 27,483 | 17,422 |
| Extra maintenance | (103) | 2,710 | 2,607 | — |
| Water survey | — | 3,147 | 147 | 3,000 |
| Japanese volunteer water project | 6,480 | 5,087 | 11,567 | — |
| A.N.M. library | 8,000 | — | 3,867 | 4,133 |

| | | | |
|--|----------------|------------------|-----------------------------------|
| Sister house | 3,473 | 3,473 | |
| Scholarship travel fund a/c | — | 650 | 410 240 |
| Patient health record (for TB card) | — | 2,066 | 3,689 (1,623) |
| Equipment for Guest Unit (Area) | — | 4,412 | 4,057 355 |
| Hand slit torch | — | 325 | 325 |
| Intensive care unit (equipment) | — | 5,000 | 463 4,537 |
| Operating room (Equipment) | — | 10,566 | 4,835 5,731 |
| Central supply (equipment) | — | 5,000 | 70 4,930 |
| A.N.M. School(equipment and furniture) | — | 42,523 | 42,523 — |
| Village training project | — | 6,420 | — 6,420 |
| Telephone system | — | 4,504 | 1,169 3,335 |
| Immersion heaters | — | 3,150 | 2,238 912 |
| ANM school for sports equipment | — | 3,000 | 559 2,441 |
| New medical ward (equipment) | — | 2,961 | 2,991 (30) |
| Correction of faulty wall in staff houses | — | 2,000 | 461 1,539 |
| Madan Pokhara building | — | 36,883 | 19,191 17,692 |
| Contingencies of Dera's | — | 3,875 | 3,875 — |
| Famine relief protein food | — | 9,000 | — 9,000 |
| ANM furniture for midwifery hostel for Pokhara | — | 25,000 | 466 24,534 |
| Dharamshala | — | 40,000 | 38,000 2,000 |
| Remodelling nurses station | — | 7,000 | 7,000 — |
| Spare water pump for hospital | — | 30,044 | 30,044 — |
| Spares for generator | — | 22,000 | — 22,000 |
| | 569,435 | 3,848,142 | 2,852,848 1,564,737 |

Summary of Balances as at 31st December 1974

Assets:

| | |
|-----------------------------|------------------|
| Cash on hand | 7,184 |
| Postage | 1,213 |
| Balance at Banks: | |
| American Express | 5,131 |
| Nepal bank | <u>67,517</u> |
| | 72,648 |
| Central store | 274,833 |
| Capital funds with | |
| UMN Treasurer | 1,493,246 |
| Rental funds with Treasurer | 4,630 |
| M.A.P., fund due | 2,767 |
| ANM School, funds due | 2868 |
| B.T.T., funds due | 49,984 |
| Funds with C.S.D. | 546 |
| Fuel Stock : Kerosene | 1,211 |
| Diesel & oil | <u>(318)</u> 893 |
| Personal advances | |
| (missionaries) | 43737 |
| Guest Unit advances | 1,037 |
| Staff advances | <u>136</u> |
| | <u>44,910</u> |
| | 1,955,722 |

*Statement of Capital and Designated Fund Transactions for
the year 1974*

| | Balance (Deficit) 1.1.74 | Receipts and allo- cations | Payments and *Transfers | Balance (Deficit) 31.12.74 |
|----------------------|--------------------------------|----------------------------------|-------------------------------|----------------------------------|
| Undesignated capital | 13,840 | 21,663 | 56,388 | (20,885) |
| T.B. Fund | — | 528 | 528 | — |
| Community Health | | | | |
| East Palpa | 4,551 | 15,746 | 23,327 | (3,030) |
| Scholarship Fund | 220 | 17,872 | 3,522 | 14,570 |
| Literature | 7,811 | 6,667 | 3,000 | 11,478 |

| | | | | |
|--|---------|-----------|-----------|-----------|
| Artificial limbs & Rehab. centre | 12,806 | 4,382 | 6,392 | 10,796 |
| Motor cycle for community health | 2,259 | 1,750 | 180 | 3,829 |
| Coemar grant for linen | 17,717 | — | 14,028 | 3,689 |
| Refrigerator for Path. Lab. | 1,171 | — | — | 1,171 |
| Butwal T.B. Fund | 2,390 | — | 2,390 | — |
| Office furniture | 2,688 | 2,386 | 11706 | (6,632) |
| M.C.H. Clinic & Equipment | 798 | 2,000 | 491 | 2,307 |
| Nurses Training Equipment | 1,298 | 209 | 1,507 | — |
| New beds | 41,668 | — | 35,042 | 6,626 |
| Coemar grant for equipment | 25,825 | 10 | 13,356 | 12,479 |
| Surgical instruments | 566 | — | 566 | — |
| Medical library facilities | (855) | 2,517 | 2,220 | (558) |
| Miss Britt and Dr. Hook work a/c | 2,970 | 10,500 | 8,702 | 4,768 |
| Beaded screen | 1,050 | — | 1,050 | — |
| Duplicator | 1,600 | — | 25 | 1,575 |
| Water project (West Palpa) | 480 | — | 480 | — |
| Furniture and equipment for wards | 3,253 | 10,000 | 9,846 | 3,407 |
| Dr. Pedley's designated a/c (Leprosy fund) | 367 | — | 367 | — |
| Miss Edna's designated a/c | (649) | 3,085 | 209 | 2,227 |
| UMN Building department (Extension) | 351,150 | 2,001,800 | 1,096,680 | 1,256,270 |
| Realignment and widening of road | 6,499 | — | 1,513 | 4,986 |
| Coemar grant for medical relief programme & community health | — | 31,500 | 6,884 | 24,616 |

| | | | | |
|---|-------|-----------|-----------|---------|
| UMN Building Department | 5,446 | 1,269,623 | 1,218,817 | 56,252 |
| Area Furniture | 7,471 | 5,685 | 12,783 | 373 |
| Community Health (W.Palpa)furniture | 1,747 | 7,400 | 7,796 | 1,351 |
| Health education (film strips, pamphlets etc.) | 1,201 | — | 263 | 938 |
| Children's education fund | 1,462 | 4,920 | 4,964 | 1,418 |
| Suction machines | 6,502 | — | 2,571 | 3,931 |
| Weighing machines | 2,100 | — | 383 | 1,717 |
| Ophthalmoscope/otoscopes | 2,760 | — | — | 2,760 |
| Delivery table | 1,300 | — | 849 | 451 |
| X-ray equipment | 2,500 | 1,688 | 4,188 | — |
| Wiring for electricity (from town Tansen) | 304 | 1,962 | 2,266 | — |
| Renovation of bazaar apartments | 4,767 | 16,871 | 24,558 | (2,920) |
| Roofing paint and sheets | 5,280 | — | 5,280 | — |
| Samaritan fund | 1,060 | 3,265 | 2,515 | 1,810 |
| Special gift for area maintenance (staff house) | 5,930 | 923 | 6,662 | 191 |
| Washing machine | 429 | 4,571 | 5,000 | — |
| Wood stock (Karma & Saal) | 1,191 | 7,500 | 773 | 7,918 |
| Remodelling of OPD extensionn | 194 | 5,000 | 10,589 | (5,395) |
| Metal gate | (165) | 500 | 335 | — |
| Wash place and water tank | (362) | 6,506 | 5,233 | 911 |
| Septic tank | (24) | 2,000 | 1,976 | — |
| Fans for OPD and office | — | 10,00 | 5,733 | 4,267 |
| Fire extinguisher | — | 2,100 | 456 | 1,644 |
| Battery operated clock | — | 2,600 | 1,830 | 770 |
| Rewiring of hospital | (898) | 7,350 | 4,155 | 2,297 |

| | | | | |
|---------------------------------------|------|-------|-------|-------|
| Parking area | — | 7,000 | — | 7,000 |
| Improving water supply | — | 7,135 | 7,135 | — |
| Remodelling office area | — | 2,100 | — | 2,100 |
| Renovation nurses hostel (Bhusaldara) | — | 5,000 | 3,174 | 1,826 |
| Staff changing room | — | 2,100 | 233 | 1,867 |
| Workshop extension | (83) | 8,000 | 41 | 7,876 |

Liabilities:

| | |
|--------------------------------------|----------------------|
| Designated fund balance | 1,478,236 |
| Special fund balance | 86,498 |
| UMN Recurring advances | 143,086 |
| Patients' advances | 11,642 |
| General advances | 6,291 |
| Personal advances | 91,804 |
| Central store fund | 150,000 |
| Vehicles (depreciation) fund : | |
| Truck | 7,446 |
| Landrovers | <u>21,571</u> 29,017 |
| Vehicle spares : (depreciation) fund | |
| Truck | 794 |
| Landrovers | <u>4,285</u> 5,079 |
| Power plant spares | 1,551 |
| Staff benevolence fund | 4,092 |
| Reserve fund | 13,572 |

General fund balances for 1974 :

| | |
|--------------------------|---------------------------|
| Area administration | 271 |
| Hospital | (80,641) |
| Leprosy Dept. | 1,794 |
| ANM School | (6,356) |
| Com. Health : MCH Clinic | (4,040) |
| Com. Health : West Palpa | 27,434 |
| Com. Health : East Palpa | <u>(3,608)</u> |
| | |
| | (65,146) <u>1,955,722</u> |

APPENDIX G UMEDA REPORT FOR 1974

I. UMEDA is the UMN administrative tool for dealing with the various projects which have been started under the agreement with HMG concerning the ITID (Institute of Technology and Industrial Development). It is governed by the UMEDA Board whose members are appointed by the UMN Board for one year terms. Presently the Board consists of the following members :

Mr. F. Wilcox, Chairman

Mr. F. Sauer, Secretary

Mr. R. Havens

Mr. S. Ruohoniemi

Mr. B. Yoder, UMEDA Staff Representative

The Directors of the two UMEDA divisions are ex-officio members. The Board meets ordinarily three times a year. The Board functions in accordance with the UMEDA Constitution approved by the UMN Board.

The UMN Technical Secretary is serving as an officer of the UMEDA Board on a part-time basis. UMEDA has its separate accounts through which all UMN financial involvement in the various projects is handled. The accounts are managed by the UMEDA accounting office in Butwal with a staff of one Accountant and one assistant. This office also deals with UMN Butwal Project accounts and DCS accounts.

The ITID agreement is up for renewal at the same time as the UMN General Agreement with HMG on the 18th January 1975. During the year there has been close contact with Department of Cottage Industries concerning the renewal and revision of the ITID Agreement. From the UMN side the proposal is that the scope of the Agreement be expanded to allow for new projects to be taken up outside of the Butwal area, and that the time limit of the agreement (up to

November 1978) be removed as far as new projects are concerned.

II. *UMN Butwal Project:*

The administration of UMN personnel and their housing, the Guesthouse operation, etc. has from April 1974 been set up apart from the various development activities in Butwal, under the supervision of a Project Director, Mr. Tor Mogedal. The UMN Butwal Project has its separate recurring budget paid for by the UMN Treasurer.

During the year the following UMN personnel left UMEDA:

Mr. and Mrs. Braun in April
Mr. and Mrs. Neuman in May
Mr. D. Ediger in July
Mr. and Mrs. Wittur in October
Mr. Ken Roes left in June on furlough and returned in October.

The following have joined the team during the year :

Mr. and Mrs. Newton in January
Mr. and Mrs. Bull in June
Mr. and Mrs. Amstutz in December
Mr. and Mrs. Peters in December
Mr. R. Fisher in December

By the end of 1974 the UMN personnel in Butwal consists of 9 families and 7 single persons, altogether 25 adults and 9 children. One family and three single persons live outside the compound, all the rest within the Butwal Project residential area. The BPF General Manager, the BPC Manager and the BTI Business Manager live with their families in quarters belonging to the project, besides a varying number of single persons employed in BTI and CDS, all paying rent for their quarters.

Mr. R. Newton has, since he arrived in January, been looking after maintenance etc. within the residential area, while Mrs. Newton has functioned as Hostess for the Guesthouse. During the winter months the Guest-

house is crowded beyond capacity, while the number of visitors and guests is considerably less in the hot season. Most of the UMN single staff have their meals in the Guesthouse.

III. Butwal Technical Institute

BTI makes up one of UMEDA's two divisions. UMEDA's involvement in the management of BTI has, however, been drastically reduced by the setting up of a separate managing board for BTI, functioning under a "Statement of Objectives and Working Principles", which on a provisional basis was approved by the UMN Board in its April meeting.

The BTI Board has met two times during the year, with the following serving as Directors (all appointed by UMEDA) :

The Director, Department of Cottage Industries.
Chairman

The Dean, Institute of Engineering of Tribhuwan University

Mr. S. Ruohoniemi, UMN

Mr. R. Wittur, UMN- replaced by Mr. F. Sauer.

Mr. C.K. Sahi, representative of BTI staff.

The BTI Director serves as ex-officio member and secretary of the Board.

The establishment of a managing board for BTI marks the beginning of UMN's phasing out of this project. During the year a drastic reorganisation of BTI has taken place in order to prepare the Institute for full Nepali management. Certain functions which are not related to the production-cum-training activities of BTI have been transferred to the new UMN Butwal Project and to and DCS. And the remaining activities have been organized in a Production Section and a Training Section. The Production Section operates in every respect as a commercial enterprise, aiming at maximum profit.

It pays interest on invested capital and rent for buildings etc. This is income for the Institute being used to pay the operating costs of the Training Section.

The Production Section consists of service departments and production units. The idea is that the production units eventually will be turned into separate companies, while the service departments (building maintenance, clearing/forwarding, transport, personnel office, dispensary, central secretariat, etc.) render their service to the production units along the lines of industrial district. BTI as such will own shares in the production companies, and receive income in the form of rent etc., to be used to pay for the training. So far two production units have been organized with their own management and finance : the Mechanical Unit (machine and welding shop with supporting activities) under a Production Manager, and the Wood Unit under a Supervisor.

The Training Section, managed by the Principal of training, handles all teaching and training activities. After the first half year of pre-training course the trainees will work in the production units. From the second through the fourth year the trainees receive a salary from the production unit in which they work. Otherwise all expenses related to trainees and training are carried by the Training Section.

From 1st January 1974 the former BTI accounts were split into four separate accounting systems : UMEDA (including UMN Butwal Project) accounts, BTI General accounts, Wood Unit accounts and Mechanical Unit accounts, each handled by a separate Accountant. Later on also the autoshop and the electric shop may be set up as separate production and accounting units.

A new wood storage shed with a wood cutting area has also been completed, along with an extensive remodelling of the mechanical workshop block. These additions

have temporarily been financed from accumulated surplus on operations. Total investment in BTI buildings, equipment and inventories of stock will with this be nearly Rs. 2,500,000 (not including living quarters).

Relations with Cottage Industries Department have been excellent, and also local public relations have improved markedly during the past year. One cause of confusion and uncertainty appears to have been cleared away : the relationship of BTI to the Tribhuvan University. It now seems that the University has decided that BTI does not represent a type of training which fits into any institute of the University, mainly because BTI is accepting trainees with less than SLC level. Probably, BTI will in the future relate to the Department of Cottage Industries only. Anyhow, throughout this long period of uncertainty, the University let BTI carry on its work without any interference, and we have enjoyed an excellent relationship with the Institute of Engineering.

IV. Division of Consulting Services

DCS is a division of UMEDA in the full sense, being entirely managed by the UMEDA Board. The day by day administration is handled as a part time assignment by the DCS Director, O. Hoftun, with the help of an accountant. The newly established post of business manager has not yet been filled.

After having been at a standstill since established as a separate division three years ago, DCS has in 1974 got some new blood through the increase of its staff. By the end of the year the DCS staff consists of the following :

Consultant Civil Engineering : Ken Roes

Site Engineer Tinau Project : Bob Yoder

Builder Tinau Project: Nick Peters (arrived in December)

Consultant Rural Equipment Development:

John Finlay (since June)

Field Worker : Tor Mogedal (since September)

Besides these, the following Nepali staff are employed by DCS :

Assistant Site Engineer : Dil Bahadur Shrestha (BTI tradesman)

Assistant Engineer : Soma Sekar Adega (Mech. Eng. trained in India)

Public Relations Officer : K.S. Joshi

Accountant : Hom Bahadur Basel

Further, two BTI tradesmen and three BTI trainees are engaged in DCS work.

The main activity of DCS continues to be the supervision of the Tinau Hydro Project, on the basis of a contract with BPC. Also, DCS owns and maintains the 225 KW diesel power house which has been rented to BPC, and which was supplying a good part of BPC's power until the second stage of the hydro project was commissioned in July, 1974.

However, after many years of construction work, the Tinau Hydro Project will in a year or two come to an end. And if DCS is to continue its activity in this field, it is essential that new projects are initiated soon. For this purpose DCS has been keeping in touch with HMG's Department of Electricity. The question of setting up new construction company specializing in hydro-power development is being studied.

The activities in the field of power and civil engineering are financed by local income in the form of rent and consulting fees. DCS does also receive a recurring grant from the UMN Treasurer which is supposed to be used for financing new economic development activities which cannot be self-financed. Up to now, this grant has largely been unspent because of lack of staff.

It has been quite an undertaking to carry out this reorganizing of BTI, at the same time as a number of posts previously filled by foreign staff have been taken over

by Nepali employees. Among posts taken over by Nepali staff during the past year are the following :

Production Manager Mechanical Unit : Chandra Kumar Shahi

Supervisor Wood Unit - Pushmakhar Dhakal
Assistant Director BTI - Dinesh Prashad Upadhyaya

The latter is a mechanical engineer trained in Russia, who has for the past three years served in the positions of Design Engineer and Principal of the Training Section. The other two are BTI tradesmen.

Only six foreign workers are still filling positions in BTI :

Acting Director : O. Hoftun - terminating April 1975

Principal of Training Section: S. Bull - terminating February 1976

Design Engineer : D. Jantzen - terminating July 1975

Product Development Engineer : H. Scheuer - terminating July 1976

Supervisor Electric Shop: D. Werner - terminating February 1976

Supervisor Autoshop : R. Fisher - terminating November 1978

By the end of December 8 new tradesmen passed their tests, bringing the total output of tradesmen so far up to 67. Among more than 200 candidates who appeared at the admission test for new trainees in December, 20 will be finally selected early next year. The number of trainees during 1975 will then be about 50, as compared with 40 during the past year.

The total number of employees in BTI by the end of 1974 (excluding trainees, but including new tradesmen) is as follows :

| | |
|----------------------------------|------------|
| Supervisors and skilled workers | 50 |
| Semi-skilled workers | 20 |
| Unskilled workers, approximately | 50 |
| | 120 |

All the workshops have been kept busy throughout the year and mostly operated with surplus. The training costs have been covered by rents and charges and surplus on operation of the production units. The Wood Shop has made furniture against orders and produced Jiri-furniture for sale from stock and for export. This article has potential to become a money-earner for BTI, but production volume is still too low. The welding shop shows the best return on investment, especially from fabrication of suspension bridges. BTI's largest order so far, a 200 m. long suspension bridge across the Gandak river at a total cost of Rs. 1.4 million, is under work by the end of the year. The Autoshop has been running at a low level, mainly maintaining own equipment, but is expected to expand in 1975 with the arrival of a full-time supervisor. The electric shop has difficulties in getting enough wiring jobs in the Butwal area, and has had to find work in Pokhara and Kathmandu.

As from 16th July 1974 BTI has changed to the Nepali Government financial year. Financial statements for 1974 are therefore not available. The last accounting period covered only 6 1/2 months. The estimated turnover for 12 months based on actuals for 6 1/2 months is Rs. 1,750,000,00 for all BTI production units, with a net surplus after paying rents and charges for facilities and capital investment (covering all training expenses) as well as depreciation, amounted to about Rs. 100,000,00.

The biggest item of construction undertaken during 1974 has been the new classroom block which is being finished just in time for starting the teaching of new trainees on January 5th. This block will give us 5 small classrooms

plus office for the Principal and his assistant, and a large workshop for pre-apprenticeship training. Here new trainees will get 6 months of practical training in basic skills before being allowed into the production shops.

However, in 1974 the first start has been made in community-oriented development work : Mr. J. Finlay began during the summer to work as a consultant in Rural Equipment Development. By this is meant development and introduction of equipment which possibly can be produced in BTI workshops, and which will be of use in improving and expanding the rural economy in the area. So far he has mainly been engaged in surveys and research. The most interesting possibilities appear to be "gowar gas" and farming implements. A grant of about Rs. 10,000 has been received for financing a couple "gowar gas" plants for demonstration purposes.

Another project which is under study is establishment of small scale industry for employment of people with physical handicaps. The idea is to use waste leather and wood, initially from BTI Woodshop, as raw material for small products which may be sold in the tourist market in Kathmandu, and perhaps also for export. Sub-contracting production of Jiri-furniture is another possibility. This project would be undertaken by the Nepal Leprosy Trust, and DCS's role is as a technical and financial consultant.

An important activity of DCS is the public relations work done by Mr. Joshi. This was formerly managed by BTI, but since Mr. Joshi serves all UMEDA projects on equal terms, it was found more practical to transfer the Public Relation Officer to DCS.

Although the level of activity in DCS has increased somewhat during 1974, there is still a long way to go before DCS becomes what it was intended to be. The further development of DCS will depend on whether the new ITID agreement with HMG is to give DCS a status in-

dependent of the established work in Butwal, and the other important question is whether qualified and suitable personnel will become available.

V. Butwal Power Company Pvt. Ltd.

BPC is managed by a Company Board with the following five members :

Mr. M.B. Chhetri, NIDC

Mr. S. Ruohoniemi, UMN Secretary

Mr. K.S. Joshi, UMN

Mr. O. Hoftun, UMN

Chief Engineer, HMG Electricity Department-
Chairman

The day by day management is handled by the Manager, Mr. Balaram Pradhan (Electrical Engineer trained in India), with Mr. Hoftun as advisor. Otherwise, no UMN personnel works in BPC. Supervisory posts are filled by BTI tradesmen. BPC has now 25 employees, not counting the construction workers on the Tinau hydro project. Production and sales are increasing rapidly. This year sales are more than double of last year's. Practically all parts of Butwal-Khasauli town area are now supplied with a total of more than 700 consumers, among which about 25 are industrial and the rest domestic. The tariffs are by the Government fixed so low that the company runs at a loss if it has to depend on diesel power to any significant degree. That was the case last year. This year the Company will be lucky if it breaks even.

In July the first 350 KW unit of the second stage power houses of the Tinau hydro project was commissioned, and has since been running well, but with reduced output due to low head. A similar unit is under installation. Construction work continues on the third stage, which by adding a short tunnel with new intake at the head end, and an 800 m long tailrace tunnel, will increase the working pressure to obtain the full output of the two tur-

bines already installed, as well as of a third unit which is also part of the third stage. This will bring the total capacity to 1000 KW as compared with 200-250 KW now.

The total investment in BPC (distribution net as well as hydro plant) will be as follows :

UMN share investment: Presently

Rs. 1,977,000 plus Rs. 2,400,000 pledged

HMG share invest-

tment : Presently Rs. 1,400,000 plus Rs. 600,000 pledged

Other share invest-

tment: Presently Rs. 82,000

Loan from NIDC Rs. 800,000

Total Rs. 4,259,000 plus Rs. 3,000,000 pledged

The additional share capital pledged by UMN and HMG is towards the third stage of Tinau. In view of the drastically increased cost of cement, steel and explosives for blasting, it is doubtful whether it will be enough. The additional investment from HMG is included in the current budget. UMN's investment is all in hand - in cash or in kind. The total cash grant from UMN equivalent to US \$ 315,000, at current rate of exchange comes from NORAD (Norwegian Development Aid Agency) and the balance of approximately Rs. 2,800,000 is the estimated value of donated equipment and services.

IV. *Butwal Plywood Factory P. Ltd.*

The Butwal Plywood Factory is in its second year of existence as a Nepali Private Limited Company with UMN and NIDC as shareholders.

During the last year the first stage of construction work was completed with the installation of the boilerplant, enabling the company to produce commercial and de-

corative plywoods of various sizes and standards, the first plant of its kind in the kingdom of Nepal.

In August the training period and trial production started with 3 workers (BTI tradesmen, who were sent for 3 months special training to India). Ups and downs followed each other in high frequencies and only in retrospect the ups clearly outweigh the downs. Especially after Dasain, after the visit of His Majesty to Butwal, who expressed the necessity to get this factory into operation, a turning point towards the positive took place.

By the end of the year 123 people were employed, the forest work being mainly done by local contractors, and the monthly output raised already to 7500 sq. m. (80,000 sq. ft.) of 4 mm plywood and 5,000 cu.ft. sawn timber (the sawmill is now working in 2 shifts). Mr. Nagendra Prakash Shrestha took over the leadership of the company by 1st Poush, 2031, after Mr. D.B. Thapa returned to NIDC in June last year.

Many hurdles are still before us in the coming years until the company stands on a sound footing. While the (since four years pending) timber agreement with the Ministry of Forests is finally on the verge of being signed, the need for experienced technicians, working capital (Rs. 2,000,000) and additional share capital (Rs. 1,000,000) for the coming year are the heaviest burdens to be taken into the next year.

The training of operators, foremen and supervisors, the putting life into this undertaking is an exciting and challenging experience for all participants.

By the end of the year the following UMN-seconded personnel were working in the factory (all of them leaving the company during the coming year with only one replacement being in sight !):

Advisor to the Company : Mr. Sverre Skjelsback

Technical Manager : Mr. Helmut Milcke

Sawmill and Woodwork Supervisor: Mr. Eric Liechty

Engineering services Supervisor : Mr. Lloyd Schmucker

Logging Supervisor : Mr. Stu Amstutz

Messrs. San Ruohoniemi and Dan Jantzen serve as Directors on the Managing Board of the Company, representing UMN's interests.

The issued and paid-up share capital by the end of the year amount to :

UMN investment : Rs. 3,200,000

NIDC investment : Rs. 1,600,000

Total Rs. 4,800,000

Looking forward to 1975 with hope for new opportunities of service and continuing good relations with HMG and the people in Nepal; we feel thankful for all the progress we have seen and all the help we have received during the past year.

THE BUTWAL TEAM

United Mission Economic Development Agency
United Mission Butwal Project

Statement of General Fund Transaction for the year 1974

| | Budget 1974 | Actual 1974 | Total 1974 | Budget 1975 |
|--|----------------|----------------|----------------|----------------|
| Receipts: | | | | |
| UMN budget allocation | 38,600 | 38,600 | | 42,000 |
| Personnel contributed services | 153,200 | 153,200 | | 150,000 |
| Total Income | 191,800 | | 191,800 | 192,000 |
| Payments: | | | | |
| Office salaries | | 3,271 | | 4,000 |
| Office supplies | — | 606 | | 500 |
| Back charges | — | 189 | | — |
| Residential Chowkidar | 2,000 | 1,966 | | 2,000 |
| UMEDA Board | 7,500 | 3,008 | | 4,000 |
| UMN official travel (Guests) | 3,000 | 242 | | 500 |
| Board & Transport of Guests | 1,500 | 446 | | 1,000 |
| Electricity, Street Lights | 5,000 | 5,626 | | 5,000 |
| Maintenance, Living Quarters and grounds | 10,000 | 17,128 | | 13,000 |
| Do, Water line | 6,000 | 13,870 | | 8,000 |
| Guesthouse linen, utensils | 1,600 | 1,600 | | 2,000 |
| Mailbag and Misc. | 2,000 | 2,001 | | 3,000 |
| Personnel contributed services | 153,200 | 153,200 | | 150,000 |
| | 191,800 | | 203,153 | 193,000 |
| Excess receipts over payments | | | (-11,535) | (-1,000) |

UMEDA Division of Consulting Services
Statement of UMN financed activities 1974

Income:

| | | | | |
|----------------------------|---------------|---------------|--------|---------------|
| UMN Budget allo- cation | 16,000 | 16,000 | 16,000 | 19,000 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 16,000 | 16,000 | | 19,000 |

Expenses:

| | | | |
|---------------------------------------|---------------|--------------|---------------|
| Salaries | 4,500 | 1,819 | 5,000 |
| Training | 2,500 | 1,877 | 4,000 |
| Repair and mainte- nance building | 1,200 | 1,200 | 1,500 |
| Repair and mainte- nance equipment | 500 | — | 600 |
| Transport & travel | 4,000 | 377 | 3,000 |
| Office supplies | 2,000 | 928 | 2,000 |
| Promotion | 500 | — | 1,000 |
| Legal expenses | 500 | 300 | 600 |
| Miscellaneous | 300 | 120 | 1,300 |
| | <hr/> | <hr/> | <hr/> |
| Total Expenses | 16,000 | 6,621 | 19,000 |
| | <hr/> | <hr/> | <hr/> |
| Excess Income | | 9,379 | |

Note : Since DCS accounting from 16th July 1974 follows the Nepali financial year, the statement of expenditure actually covers a 12 1/2 month period i.e. up to 13th January, 1975.

APPENDIX H

BOYS' BOARDING SCHOOL - POKHARA

REPORT FOR 1974

Our third year into the New Education System has drawn to a close and many plans are already shaped for the fourth year, though much work is left to be done. During this past year the school has continued to grow in size and the original building plans are coming closer to completion. The year has not been one without difficulties, but as we look back after the difficulties have been surmounted we can see that they are the 'growing pains' which are slowly bringing the School to maturity. The work of developing the Boys' Boarding School continues to be one of joint effort in which the United Mission to Nepal is one of three parties. The other parties are the International Nepal Fellowship (INF) and His Majesty's Government. The role of the UMN in the school continues to be that of providing capital for building the school, and the secondment of personnel for building and developing the school.

School Life :

This year we have moved one more step closer to becoming a full high school by adding Class 9. Each time a class is added there is growth in the school. After having finished the year in 1973 with just over 200 students, 1974 was finished with just over 250 students. We are anticipating about 325 students at the beginning of the school year in 1975 and this will include Class 10, which will make the school a full High School. In terms of hostel space and classroom space we always seem to be bulging at the seams !

Domestic Life :

The domestic side of student life has experienced ups and downs. The hostels always seem to be jam-packed to overflowing and there seems to be a perpetual shortage of persons to help keep the boys occupied and out of mischief (and sometimes real trouble). We seem to have particular difficulty in finding Nepali people that can really handle the hostel situation. Another per-

son in the domestic department who doesn't find many dull moments is the school nurse. There seems to be plenty of day-to-day medical work with the boys to keep busy plus, this year, we have had quite a large number of broken bones. Her standard comment is 'Why doesn't someone teach the boys how to fall without hurting themselves ?'

Three highlights in this year's life outside of the classroom have been programs put on by the students in the large dining-hall which, although we say will feed 250 to 300 boys at one time, seems to be capable of holding nearly 1,000 people for one of these programs. Several numbers presented in these shows were practised very hard for about 24 hours and then presented before the King and Queen while they were in Pokhara. Another highlight was the puppet show, 'Cinderella', put on by the students of one hostel during the last week of the school year. For this program the students had been working for about 5 months and they had done all of the work themselves. This included making and sewing the puppets, making the stage and backdrops, making the lighting system, etc. Our receiving a 16 mm Movie projector and a public address system which can be used both indoors and outdoors has also added to the life of the school.

Library:

Although not always used properly, this seems to be one of the busier places on the school campus, particularly outside of school hours, but sometimes during school hours. The number of books (Nepali and English) is continually growing, as is the library usage.

Teaching Staff

Our teaching staff has numbered 15 or 16 teachers throughout most of the school year. Of this number, only 2 teaching positions have been filled by Westerners, so we feel that we are definitely moving towards indigenization. There have been blessings and hardships in the area of teaching staff this year. Machang Gautam and Tanka Nath Sharma have been a real blessing as they have returned to the teaching staff this year after

gaining further training. Both of them and several others on the staff seem quite dedicated to the school and really put their hearts into things. Krishna Adhikari and Chandra Devkota, who have been away to Allahabad Agricultural Institute, both returned to Nepal and joined our school staff for the remaining part of the school year, after having both graduated 1st Division. These two young men were on UMN Scholarships. Amongst these blessings have come a number of hardships as six of our teaching staff left the school at one time or another during the school year, thus weakening the teaching program by leaving empty classes until replacements could be found, causing changes in classroom routines and introducing inexperienced teachers (to our way of thinking) into the teaching staff.

School Administration

In the administration of the school, indigenization is also beginning to take place. One of the older N.A.V. staff members, Bhoj Raj Naupani, has been a tremendous help on the administrative side, particularly in the second half of the school year. He has had a very heavy role in the day-to-day running of the school and handling applicants for the coming school year. It is anticipated that the administrative staff will become even stronger this next year, with Tanka Nath Sharma sharing in some of the work, particularly in the area of student guidance, discipline, etc. Another landmark has been the formation of an all-Nepali (except the Headmaster) Advisory Committee to help give guidance in the planning and running of the school. This committee has been formed only recently and has met only once, but seems really interested in the school and trying to help make it better. Out of that meeting came recommendations to increase the fees so that more facilities and supervision could be offered to the students, particularly on the domestic side. This fee increase will also allow us to indigenize and strengthen our school administration, as mentioned above. The other major recommendation was to create 'Sections' in the high school part of the school in order to increase student numbers enough to add at least two more vocational subjects. If and when this

is carried out it is going to involve extra building, even though the necessary vocational facilities are already completed.

Building Program

Because we always seem to be bursting at the seams, the Building Department seems to be under continual pressure to get something else done. At the beginning of the school year this year it was to get the Administrative Block and two classrooms finished. For the coming school year it is a staff house, another hostel and the Science classroom block. The building program has suffered difficulties both in the procurement of materials for building and through the loss of key personnel in the Building Department, but things seem to be moving ahead well at the present time. One wing of three classrooms, another hostel, an agricultural building, a gymnasium and a set of non-teaching staff quarters remain to be built in the future according to the original plans of the school. It seems almost certain that this will not be the end, but that more will be added to it as the future is mapped out for the school during the next year or so.

Agricultural Department :

Though an integral part of the school as far as vocational education is concerned, the Agricultural Department is a separate department within the school because of its size. It currently has a staff of 7 or 8 full-time salaried workers, as well as many day labourers. This past year has not been an easy year for the Agricultural Department. For sometime it was rather short-staffed, but now with the addition of the two men from Allahabad Agricultural Institute to the teaching staff and farm staff, there has been some relief. Financially it has been a difficult year because prices for feeds and fertilizers, etc. have risen a great deal, but the prices for the produces sold have not risen as much. The building and development of the Agricultural Department is starting to move ahead again with a new building going up and more land clearing etc. taking place as capital money has been received.

The Agricultural Department facilities and personnel are again being used this year by Peace Corps to train another group

of Vocational Agriculture Teachers. Ten of fifteen trainees Finished the training program last year and are located in various areas of the country now teaching vocational agriculture. The reports that we have received about them seem to say that these men are able to make a real contribution. There are 24 trainees in this year's Peace Corps Group. When they are finished with training this year it will be Peace Corps men and a woman !

MR. LARRY ASNER

BOY'S BOARDING SCHOOL - POKHARA

UMN Pokhara Project, Statement of General Fund Transactions for the year 1974

| | Budget 1974 | Actual 1974 | Total 1974 | Budget 1975 |
|-------------------------------------|----------------|----------------|---------------|----------------|
| <i>Receipts:</i> | | | | |
| UMN budget allo- cation | 2,900 | 2,900 | | 3,200 |
| Personnel contribu- ted services | 61,692 | 61,692 | | 78,804 |
| | 64,592 | | 64,592 | 82,004 |
| <i>Payments:</i> | | | | |
| Administration | 100 | 184 | | 200 |
| Mailbag | 1,700 | 2,230 | | 2,200 |
| Repairs | 300 | — | | 200 |
| Travel | 800 | 456 | | 600 |
| Personnel contribu- ted services | 61,692 | 61,692 | | 78,804 |
| | 64,592 | | 64,562 | 82,004 |
| Excess receipts over payments | | | 30 | |

Pokhara Project Balance Sheet at 31 December 1974

Assets:

Current assets:

| | |
|-------------------|--------|
| Cash on hand | 1,485 |
| Cahs in bank | 37,086 |
| Deposits with UMN | |
| C.S.D. account | 736 |

| | | |
|---------------------------------|---------|----------------|
| Capital account | 460,674 | 461,410 |
| Advance for Workers' Conference | | 2,000 |
| Due from N.A.V. | | 11,066 |
| Total assets | | 513,047 |

Liabilities:

Due U.M.N.:

| | |
|-----------------------------|-------|
| Treasurer's Account | 1,973 |
| General Fund Surplus | 30 |
| Workers' Conference Advance | 5,000 |
| | 7,003 |

| | |
|--------------------|--------|
| Personnel Accounts | 4,507 |
| | 11,510 |

Reserves:

UMN Funds for :

| | |
|-----------------------|---------|
| Building Programme | 356,431 |
| NAV Agriculture Dept. | 5,042 |
| Furniture | 1,277 |
| Repairs | 1,409 |

364,159

NAV Funds for :

| | |
|--------------------------|---------|
| Capital Projects | 135,625 |
| Playground equipment | 277 |
| Pre-vocational equipment | 1,476 |

137,378 501,537

Total Liabilities and reserves

513,047

Pokhara Building Project Balance Sheet, 31 December 1974

Assets:

Current Assets :

| | |
|-----------------------|---------|
| Cash in hand | 2,915 |
| Cash in bank | 2,759 |
| Advances to suppliers | 56,257 |
| Deposit with UMN | |
| Pokhara treasurer | 430,903 |
| Building Materials | |
| inventory | 178,269 |

Total current assets

671,103

Building Programme Costs:

| | |
|--------------------------------|------------------|
| Construction costs | 4,010,575 |
| Agriculture vacational project | 222,428 |
| Total building costs | 4,233,003 |

Fixed assets:

| | |
|---------------------------|------------------|
| Construction equipment | 51,568 |
| Tools | 26,293 |
| Motorcycle | 3,805 |
| Office equipment | 6,510 |
| Total fixed assets | 88,176 |
| Total assets | 4,992,282 |

Liabilities and reserves:

Liabilities:

| | |
|------------------------|-------|
| Deposits due suppliers | 3,830 |
|------------------------|-------|

Reserves :

Gifts and donations :

| | Building Fund | Agricultural Project | Total |
|---------------------------------------|------------------|-------------------------|------------------|
| I.C.C.O. (Dutch Govt.) | 3,878,870 | — | 3,878,870 |
| UMN member gifts | 736,417 | 164,233 | 900,650 |
| UMN grants | 139,697 | 69,235 | 208,932 |
| | 4,754,984 | 233,468 | 4,988,452 |
| Total liabilities and Reserves | | | 4,992,282 |

APPENDIX I GORKHA PROJECT REPORT FOR 1974

1. ADMINISTRATION

With all praise and thanks to God the Gorkha Project continues its community service through the work of the Hospital and Community Health work and, to some degree, in education. Though all the former Mission-operated schools are under HMG/N Education Plan, we still have had four teachers working in three of the schools. Sheila Anderson and Barbara McLean have recently finished the school year in the Jaubari School and have gone on furlough, leaving this school without Mission aid for the first time since 1966.

Anna Liisa Jokinen was transferred to the Okhaldunga Project in April. We have surely missed her help in the office, in hostess work and many other ways.

The effects of inflation have hit us, especially in the price of kerosene, as well as in local produce, but we have not suffered any shortage. We probably feel these shortages and high prices less than in the bigger centres.

We have sent a runner by motor road to Kathmandu weekly to deliver and to receive mail. All our freight has also come by road, with the help of the BTI and Tansen delivery service. We hopefully wait for the day when a branch of the road might come closer to our Project, thus eliminating the long day's walk for heavily burdened porters.

F. SWENSON

2. HEALTH SERVICES

a) *Hospital* : The year 1974 has seen the end of almost all capital building projects and the completion of the main hospital building program. Under Dr. Helen Huston and the capable management of Anneli Talso, the Hospital is operating smoothly and effectively in giving medical care to approximately 13,000 patients yearly,

including most types of major surgery. Financially, our perennial problem remains the extreme poverty of the majority of our clientele, who can't begin to pay for the cost of modern medicine.

Realistically speaking, it is unlikely that the Amp Pipal Hospital can ever be fully self-supporting unless services to the poor are further drastically curtailed. As it is, treatment for the poor is limited to bare essentials, and many poor people stay away because of our firm financial policies. Our relatively low charity figure (10%) is a reflection of this, as well as the fact that our prices have been kept as low as possible.

The Hospital continues to serve as a base for an ever-expanding Community Health Program (the subject of a separate Community Health Report). Hospital staff assist in the training of Community Health workers. In addition to this training, a new class of nurse assistants (3 girls, 4 boys) is being taught, primarily to provide minimally qualified staff to assist in the daily operation of the Hospital. It is unlikely in the near future that our Hospital will be able to obtain sufficient numbers of government certified health personnel, thus making it essential that we continue to train our own local people.

Twice weekly the Community Health staff run a Maternal-Child Health Clinic on the Hospital premises. There is a possibility that this clinic will soon be run in close co-operation with the government MCH-Family Planning Department. This would provide a tangible demonstration of our willingness and ability to join hands in government programs.

A new venture the Hospital and Community Health teams have recently embarked upon is the informal training and medical supervision of panchayat health 'agents' in the two neighbouring panchayats of Khoplang and Choprak. These are panchayat-initiated projects, with

the Mission staff merely providing professional guidance. This panchayat health agent's job will involve primarily preventive medicine and health education with a secondary role in the treatment of minor illnesses. It is expected that other nearby panchayats, seeing the advantage from this program, will start their own health projects, in which we will be ready to give similar assistance.

The Hospital has also assisted in the opening of a 'drug store' in Jaubari, which is the site of a government Health Post. The government health worker there is frustrated by a lack of medicine for much of the year. Therefore the local panchayat has chosen a reliable shopkeeper to purchase a limited number of drugs from Amp Pipal Hospital at a discount and to sell them in Jaubari by prescription of the government health worker. It is possible that this same arrangement can be duplicated in one or two other localities where government health workers are stationed.

The major question in the future of Amp Pipal 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 are circulating in the Health Ministry. What will come of them we can safely leave in God's hands.

Board Appointees during 1974:

Dr. Helen Huston — Medical Director (Dec. '73 - July '74, now on furlough)

Dr. Thomas Hale Jr.—Surgeon

Dr. Eleanor Knox— Pediatrician (July-Dec. '74)

Dr. Cynthia Hale—MCH Clinic & Consulting Pediatrician

Miss Anneli Talso— Nursing Superintendent

Miss Anna Wier— Staff Nurse (Jan.-May '74, now in Okhaldunga)

Miss Rigmor Hildershavn— Staff Nurse (June-Dec. '74)

Miss Kishori McWann— Staff Nurse (March-July '74, now in Tansen)

Direct Appointees during 1974 :

Mr. Tony Bouverie-Brine- Administrative Assistant
Miss Jennifer Simmons- Staff Nurse (Sept.-Dec. '74)

Statistics for 1974 :

Out-patients : New- 4247; Old - 8835

In-patient admissions -956

Midwifery-45

Major Operations-130

Minor Operations- 224 (Incomplete records- number probably double)

Average In-patient Census daily -20.82

b) *Community Health :*

T.B. Control : House-to-house visiting for BCGs has been continued. Palungtar and Koplang panchayat have been completed this year. We are about to start Choprak panchayat in the next few days. At the moment 7 patients are receiving treatment by the Madras Scheme.

The battery-operated projector is being used constantly in these villages for teaching in the evenings. One of the boys has obtained some training in Leprosy, and we hope to do Leprosy Survey work along with the T.B. control.

The main event of the year was the C.S.M. (Corn, Soya-bean and Milk) feeding program in Amp Pipal and Nawaipur School. The children were weighed and measured before, and all have greatly improved. It's quite a rush at 1.00 p.m. to get served. Vaccinations and teaching programs in different schools have been carried out throughout the year

M.C.H. : Attendance at M.C.H. clinics continues to grow, and we have appreciated the co-operation in some villages in giving us a building or other help. Harmi has

especially benefitted with the Anstad family moving there. Dr. Amy Anstad helps quite a lot in the clinic. Nutrition demonstrations have been carried out in all the clinics. We also have been going out to several villages in the area, giving D.P.T. and having Nutrition demonstrations right on the spot.

The F.P. and M.C.H. District Office has continued to supply us with some medicines and F.P. devices. Plans are that there will be a Government M.C.H. Clinic in Amp Pipal in the next year. One member of staff will be supplied by HMG to work with us. Jaubari has no Health Assistant at the moment, so our regular trips to there have been postponed for the time being.

Other Activities : We still have some cement to help with improving springs in the area. There are many requests for this kind of help. The Community Health gardens are doing very well under the supervision of Mr. Seppo Kostamo. We have been able to supply hospital patients and others with the produce of the gardens. The Seminar held in April for Health Workers in the Gorkha area was arranged by the local Panchayat. It was run by HMG personnel and was very worthwhile.

Staff : Miss Wendy Moore returned from furlough in February to take up her work again in the M.C.H. clinics. Miss Heidi Froelicher also returned from furlough in March to join the C.H. team. We have missed Miss Valerie Collett a lot after her leaving for furlough in June. The Nepali staff are the same in number. One of the girls went to the Shning Hospital for practical midwifery experience, as we still hope to increase service in this realm. In-service training for all the staff has been continued throughout the year. This month we had a further addition to our team, Miss Ellen Muxfeldt, a Nurse, and Miss Masai Sakurai, a Nutritionist. There have been many encouragements with the staff and work-

ing together with the Panchayats. We are thankful to the Lord for all that we have been able to do.

Statistics:

| | 1973 | 1974 |
|------------|------|------|
| B.C.G. | 2720 | 3189 |
| M.C.H. | 2884 | 3516 |
| D.P.T. | 1030 | 863 |
| Ante-natal | 89 | 81 |
| Loops | 51 | 65 |
| Vasectomy | 52 | 38 |

MISS HEIDI FROELICHER.

GORKHA PROJECT

Statement of General Fund Transactions for the year 1974

| | Budget 1974 | Actuals 1974 | Total 1974 | Budget 1975 |
|-------------------------------------|----------------|-----------------|---------------|----------------|
| 1) <i>Area Administration</i> | | | | |
| UMN budget allo- cation | 13,758 | 13,758 | | 13,300 |
| Personnel contri- buted services | 37,290 | 27,722 | | 23,615 |
| | 51,048 | | 41,480 | 36,915 |

Payments:

| | | | |
|-------------------------------------|---------------|--------|---------------|
| Agent expenses | 2,000 | 1,925 | 2,000 |
| Salaries | 6,758 | 3,081 | 6,000 |
| Maintenance | 2,000 | 1,652 | 2,000 |
| Water allowance | 1,500 | 1,508 | 1,800 |
| Travel | 500 | 1,016 | 500 |
| Office supplies | 1,000 | 1,076 | 1,000 |
| Personnel contri- buted services | 37,290 | 27,722 | 23,615 |
| | 51,048 | | 37,980 |
| | | | 3,500 |

2) *Education: District Schools*

Receipts:

Personnel contributed services for 4 teachers in 1974 Rs.
12,420.

3) *Education: Luitel High School—nil*

4) *Health Services : Hospital*

Receipts:

| | | | |
|--------------------------------|---------|---------|---------|
| Fees | 184,000 | 179,028 | 195,000 |
| Gifts | — | 3,042 | — |
| UMN budget allocation | 35,000 | 35,000 | 35,000 |
| Personnel contributed services | 37,000 | 39,709 | 42,742 |
| | <hr/> | <hr/> | <hr/> |
| | 256,000 | 256,779 | 272,742 |
| | <hr/> | <hr/> | <hr/> |

Payments:

| | | | |
|--------------------------------|---------|---------|---------|
| Salaries | 90,000 | 76,612 | 100,000 |
| Medicines | 72,000 | 65,618 | 70,000 |
| Medical and surgical supplies | 16,000 | 20,774 | 16,000 |
| Bedding, linen & uniform | 8,000 | 6,028 | 8,000 |
| Laundry & cleaning | 3,000 | 1,646 | 3,000 |
| Maintenance | 5,000 | 3,577 | 5,000 |
| Power, heat and light | 16,000 | 16,682 | 20,000 |
| Office supplies | 6,000 | 7,601 | 6,000 |
| Travel | 1,000 | 454 | 1,000 |
| Miscellaneous | 2,000 | 282 | 1,000 |
| Personnel contributed services | 37,000 | 39,709 | 42,742 |
| | <hr/> | <hr/> | <hr/> |
| | 256,000 | 238,983 | 272,742 |
| | <hr/> | <hr/> | <hr/> |
| Excess receipts over payments | | 17,796 | |

5) *Health Services : Community Health*

Receipts:

| | | |
|--------------------------------|----------------|---------------|
| Fees | 200 | 300 |
| Medicines | 5,000 | 10,120 |
| UMN budget allocation | 46,300 | 46,300 |
| Personnel contributed services | 57,120 | 16,313 |
| | <hr/> | <hr/> |
| | 108,620 | 72,733 |
| | <hr/> | <hr/> |
| | | |

Payments:

| | | | |
|--------------------------------|----------------|---------------|----------------|
| Salaries | 35,000 | 27,187 | 34,100 |
| Field expenses | 1,500 | 1,084 | 1,500 |
| Medicines | 6,000 | 11,331 | 15,000 |
| Medical supplies and equipment | 1,000 | 394 | 1,000 |
| Teaching and Publicity | 2,000 | 1,738 | 2,000 |
| Maintenance of clinics | 1,000 | 1,570 | 2,000 |
| Office supplies | 500 | 496 | 500 |
| Travel | 500 | 214 | 500 |
| Freight | 1,000 | 1,877 | 1,000 |
| Triple Vaccine | 2,000 | 900 | 2,000 |
| Uniforms & linen | 500 | 1,227 | 1,500 |
| Miscellaneous | 500 | — | 500 |
| Personnel contributed services | 57,120 | 16,313 | 71,861 |
| | <hr/> | <hr/> | <hr/> |
| | 108,620 | 64,331 | 133,461 |
| | <hr/> | <hr/> | <hr/> |
| Excess receipts over payments | | | 8,402 |
| | <hr/> | <hr/> | <hr/> |

Statement of Capital Fund Transactions for the year 1974

| | Balance (Deficit) 000.00 1.1.74 | Receipts and allo- cations | Payments and *Transfers | Balance (Deficit) 31.12.74 |
|--|--|----------------------------------|-------------------------------|----------------------------------|
| 1) Area Administration | | | | |
| Staff furniture | 2,194 | 180 | — | 2,374 |
| Water system | 7,553 | 730 | — | 8,283 |
| Undesignated | 3,943 | 30* | 2,486* | 1,487 |
| Guest House | 1,527 | — | 150 | 1,377 |
| Harmi house | 1,621 | — | { 109* | — |
| | | | { 1,512* | |
| Generator | 2,460 | 14,540* | 17,000** | — |
| Phone extension & new phones | 2,351 | — | 1,611 | 740 |
| Safe | 264 | — | 264* | — |
| Meeting Room bathroom-reno- vations | 6,834 | 166 (| 6,970** (30* | — |
| Weekend hut | 3,150 | — | 3,150** | — |
| Fire protection | 930 | — | 595 | 335 |
| Adding machine | 690 | — | 690* | — |
| Bathroom/septic tank for Nepali quarters | 4,500 | — | 4,000* | 500 |
| Barpak Dispensary | 1,900 | — | 1,900** | — |
| | <hr/> 39,917 | <hr/> 15,646 | <hr/> 40,467 | <hr/> 15,096 |

2) Education : District Schools

| | | | | |
|---------------------|-------------|-------|-------------|-----------|
| Furniture | 669 | — | 247 | 422 |
| School gardens | 2,227 | — | 2,227** | — |
| Jaubari Staff House | 224 | — | 224* | — |
| | <hr/> 3,120 | <hr/> | <hr/> 2,698 | <hr/> 422 |

3) *Education : Luitel High School*

| | | | | |
|-------------------|----------|----------------|---------------|---------------|
| General | 11,498 | — | 328 | 11,170 |
| Primary School | (62,888) | 129,000 | 36,660 | 29,452 |
| Water | 10,700 | — | 10,700** | — |
| Generator | 6,363 | — | 6,363** | — |
| Duplicator | 290 | — | 290* | — |
| Nepali typewriter | 243 | — | 243* | — |
| Cash box | 222 | — | 222* | — |
| Filing cabinet | (11) | 11* | — | — |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | (33,583) | 129,011 | 54,806 | 40,622 |
| | <hr/> | <hr/> | <hr/> | <hr/> |

4) *Health Services : Hospital*

| | | | | |
|----------------------|-----------|---------|--------|--------|
| Building & equipment | (133,563) | 250,049 | 30,810 | 85,676 |
|----------------------|-----------|---------|--------|--------|

5) *Health Services : Community Health*

| | | | | |
|---|---------------|---------------|--------------|---------------|
| Medical equipment and supplies | 2,807 | — | 105 | 2,702 |
| Hardware | 857 | — | 174 | 683 |
| Furniture | 2,718 | — | 618 | 2,100 |
| Projector | 1,409 | 55 | — | 1,464 |
| Lab. supplies and equipment | 914 | — | — | 914 |
| Contributions to village clinic buildings | 5,989 | — | 200 | 5,789 |
| School and village toilets | 2,065 | — | 263 | 1,801 |
| MCH Clinic Building | — | 27,273 | — | 27,273 |
| Nutrition Project | — | 13,260 | 5,374 | 7,886 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 16,759 | 40,588 | 6,734 | 50,612 |
| | <hr/> | <hr/> | <hr/> | <hr/> |

*transfer within Project funds

**refund to Treasurer

Summary of Balances as at 31 December 1974

Assets:

| | |
|---------------------------------|----------------|
| Cash on hand | 28,360 |
| Cash with C.S.D. | 1,903 |
| Cheques in transit | 23,658 |
| Balance at Nepal bank | 9,483 |
| Balance at American Express Co. | 1,032 |
| Treasurer, UMN recurring funds | 39,166 |
| UMN Treasurer, capital funds | 143,900 |
| Household store | 14,814 |
| Provident fund Loans | 1,459 |
| Special accounts | 160 |
| Inventory accounts | 4,723 |
| Accounts receivable | 25,198 |
| Medicine Inventory | 68,167 |
| Suspense | 154 |
| Staff accounts | 36,348 |
| | 398,525 |

Liabilities:

| | |
|----------------------------|----------------|
| Recurring budget balances: | |
| Community Health | 8,402 |
| Hospital | 17,796 |
| Administration | 3,501 |
| | 29,699 |
| Capital Fund balances: | |
| Hospital | 85,675 |
| District Schools | 423 |
| Administration | 15,096 |
| Luitel High School | 40,623 |
| Community health | 50,613 |
| A.P. Freight | 1,681 |
| Staff Savings | 2,645 |
| Special accounts | 56,672 |
| Provident fund refunds | 5 |
| Reserve for medicine store | 37,339 |
| Staff accounts | 78,054 |
| | 398,525 |

SHANTA BHAWAN HOSPITAL

Report for 1974

A. HOSPITAL

The New Patan Hospital— In April, the agreement between the Department of Health Services (HMG) and the UMN for the new Patan Hospital was finally signed. Mr. Ruodhoniemi, the Project Director for the new Patan Hospital, reports that progress has been made in defining the site for the new hospital. HMG are in process of acquiring the land but it may take a considerable time to carry this through because of the reluctance of people to part with their land and because compensation has to be arranged for the loss of property already constructed within the site area. The Government authorities anticipate that it would take a year to acquire the land, and it seems that at least this amount of time will be required. In the meantime, Mr. Ruodhoniemi has, in consultation with the present hospital staff, prepared a brief for the new hospital.

The Present Shanta Bhawan Hospital— During 1974 the hospital has been busier than ever and almost all departments report an increased patient turnover. The staff in all departments have worked well to carry this increased load. Out-patient attendances have increased another 10,000 from 62,000 in 1973. Because of the daily clinics that operate Monday through Saturday, the pressures that formerly built up on Mondays and Saturdays are now less severe. Private patient consultation sessions also have been heavily booked up.

The new Physiotherapy Department has been in use for the past six months and the Laboratory is working more smoothly and comfortably in the expanded premises available through use of the old physiotherapy room.

Staffing— We have been without an adequate number of doctors for most of the year. We have been able to recruit only one Nepali resident doctor in the latter part

of the year and we have greatly appreciated his help and that of several short-term expatriate doctors who have worked with us during the year. Without their help we could never have managed to carry the heavy programme of work. Dr. Eleanor Knox, Dr. and Mrs. Noble, Dr. Graeme Clugston, Dr. David Innes, Dr. Rod Hall, Dr. David Fricke and Dr. Graham Norton have all helped during 1974.

In January we welcomed the return of Mr. Paul Spivey and his family after their furlough. In April we were glad to have Dr. John Dickinson and his family back again after their furlough and in July 'Dr. Liane Nitschke. Dr. Eldridge was away on a six month furlough' between April and October. Dr. Patricia Strong who had covered Dr. Eldridge's furlough left Nepal in November to return home.

In April, Doris Bailey went on furlough but we were thankful for Helena Herlevi's good help through the summer months and following her leaving in October, that of Sylvia Watkins who now looks after the Social Service Department.

In August we had many changes in staff including the departure of Dorothy Cox who, as hostess, had also given such good secretarial help and the arrival of Kathy Lowry for secretarial work. In the same month, we were sorry to lose the services of Dr. Riseley who had worked so hard, both as anaesthetist in addition to contributing so well as a physician. He and his family returned to New Zealand. We welcomed the arrival of Dr. Tim Jack at the end of August and are grateful for all he has been doing as anaesthetist and physician. In December, Dr. Hankins joined the staff as a surgeon and we are very grateful for his coming to work with us.

The Nursing Service has been very pressed also due to the volume of work in the ward and due to the serious nature of the patient's illnesses for which we have had to care. However, the staff have done an excellent job and have given the best possible service to our patients.

The Dietary Department, Out Patients' Department, Laboratory, X-ray, Dental, Social service and Physiotherapy Departments have all given good service during the year. We are extremely grateful, also, for all the good help given by various expatriate staff in these departments as well as in the nursing service and administration.

From time to time we have faced a good deal of frustration and some unhappiness in our efforts to give the best possible service to members of the foreign community, both resident and those passing through Kathmandu. Many of these patients and their relatives expect more of us than it is possible to give in this setting and with the facilities and staff available. Language and communication difficulties do not make it any easier to satisfy their demands. On the other hand, we have had many expressions of real appreciation by some of these patients for the care given to them.

Finances — The cost of running this type of medical service has increased enormously during this past year and expenditure is between 4 and 5 lakhs more than anticipated. It has been possible to bridge most of this gap due to the augmented income from the greatly increased patient load. This rise of running costs is all the more alarming because we seem to have reached the peak of patient turnover, at least in the in-patient area. A further judicious expansion in out-patient services with good use of x-ray and laboratory facilities can help to further increase income to offset expected enhanced running expenses. It is hoped that the proposed alteration in the Out-Patients' Department may assist in this endeavour and facilitate the running of the department.

We are grateful to God for the privilege of serving Him through another year and we thank Him for His touch of healing upon so many people who have come here for care and help. Many of these patients are from this country but a considerable number are from other countries all

around the world.

Great numbers of people have helped forward the work of the hospital through another year : the members of the Hospital Board, staff members who have given faithful service, helpers who have rendered a multitude of services, donors whose gifts have supported the work, faithful partners in prayer who have helped to sustain those engaged in the actual service of the hospital.

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

DR. TREVOR STRONG
Executive Director

B. *SCHOOL OF NURSING*

The new system of Internal Assessments for each course has proven to be an effective method of encouraging students to study for unless they pass the assessments, they are not allowed to take the Final Semester Examination.

This year in July, the University Entrance Examination was held at 5 different campuses for all students interested in the courses offered by the Institute of Medicine. All the candidates took the same examination and many received less than 40 %. We accepted 22 new students, keeping in mind the yearly attrition rate of 25 %. With the new class, we had 67 students in July but lost 3 after Dassain. We tried something different this year with the new group and offered a 6-week condensed English course which has helped not only the students but the teachers who teach other courses in English !

The Midwifery clinical experience for the fourth year students was reduced from 35 weeks to 25 weeks in order to give the students courses in the general subjects so that they may meet the requirements for an Intermediate Cer-

tificate from the University. The third and fourth year students again utilized the facilities of Anandaban, C.H.P., Bhaktapur and Mahankal for their community health field experience. For Eye, Ear, Nose and Throat experience, the third year students spent a few days of observation at the Bir Hospital clinics and Operation Theatre unit. Final Examinations for the four groups were very hectic with the fourth year students giving 7 written papers and 7 oral examinations. The third year students wrote 5 papers and were given oral examinations in 7 subjects also. The second year students wrote 4 papers and the first year students wrote 7 papers. The results have not been published yet.

Changes in the teaching personnel included the departure of Miss Julie Willmette to C.H.P. in May, the return of Mrs. Bishnu Rai with B.Sc. in Nursing from the College of Nursing, Amedabad (who stood first in her class of 10 students) in June, Miss Susan Kaneshiro, a Canadian nurse who came in July for $4\frac{1}{2}$ months and filled an important gap supervising students in the Paediatric unit. Miss Margaret Wright returned after two years of study leave with her Masters in M.C.H. Miss Bal Kumari Rajkarnikar has taken leave from November to study for her I.A. Examination.

This year, I was asked by the Institute to attend 2 seminars at the University Kirtipur Campus on curriculum development, entrance examinations, teaching methodology and evaluation. I was impressed by the dedication and sincerity of the Nepali educators. especially from the Institute of Education. They are adapting only those ideas from the West which would fit into the new national education system and help to meet the national goals of Nepal.

HISA ASAOKA

Superintendent of Nursing
Education

C. COMMUNITY HEALTH PROGRAMME

The community health programme as reorganized in 1972 continued to assist the health programmes of the district panchayats of Lalitpur and Kathmandu. The structure of the programme includes the advisory mobile team, providing advisory services in sanitation, nutrition, and clean water; consultative and training services to local compounders, supply and communication services between resident staff and Shanta Bhawan-based offices; and sputum examination services. Resident staff are involved in maternal & child health, health education, volunteer support and training, and the T.B. control programme in the four to six villages in their areas. Weekly panchayat house MCH-FP clinics are offered in 22 village panchayats. Supplies and services of HMG's public health programmes are distributed via CHP to the area.

Special new or completed projects in 1974 have included the following :

- a. The field training of the second group of indigenous midwives under the auspices of MCH-FP and the panchayat Ministry's Women's Training Center.
- b. Participation in the community health orientation of nursing students from Shanta Bhawan and Mahaboudha Campuses.
- c. Organization of a three day seminar for Lalitpur indigenous midwives.
- d. Implementation of a 6 month nutrition unit trial in Chapagaon and it's evalution.
- e. Introduction to the community & other agencies of an infant supplementary food "sarbottan pitho" which is being produced at home with local products.
- f. Organized monthly in-service teaching sessions for volunteers and compounders.
- g. Participation in various seminars and community health orientation activities.

h. Publication of the Symptom-Treatment manual in Nepali and English.

i. Writing of the paper concerning the 18 month study of nutrition and child growth in two villages.

The plan of action for the next five year period will integrate community health services and concepts into the Health Department's integrated health post scheme. Funds for the programme have been requested from and approved by the Central Agency of Germany. Implementation of the programme is anticipated in 1975.

Personnel Changes:

Miss Kirsti Kormu and Miss Stina Ulberg went on furlough in late spring. Miss Julie Wilmette filled the Bungmati resident staff position for six months until Miss Sylvia Slade arrived in November. Miss Miriam Krantz spent six months of 1974 on furlough in the United States. Miss Masae Sakurai supervised the Nutrition Unit programme in Chapagaon and then was transferred to Amp Pipal in December. Miss Monika Schutzka who joined CHP in January 1974 has supervisory responsibility for eleven village panchayats in Sanagaon and Bandegaon area. Mrs. Nim Kumari Thapa left for family reasons in February, but rejoined the project in November. Mr. & Mrs. Peter Chetri transferred from the Bhaktapur Hospital in November and now are posted in Chapagaon. Mr. Dayanand Prasad Sharma joined Central office staff in March as typist and secretary. Miss Norma Kehrberg began part-time duties with community health programme staff as health educator from November 1st. CHP central offices moved from Surendra Bhawan to Kiran Bhawan at the end of May.

Panchayat leaders, women health volunteers, local compounders, and other village leaders continue to act and respond with enthusiasm as they lead in improving the health in their villages. More detailed 1974 yearly reports will be available in the CHP offices later.

We are grateful for the opportunities we have to work together with people living in the villages of this valley and we are reminded daily that he has been there before us.

MONA BOMGAARS M.D.
Director of CHP.

STATISTICS

HOSPITAL

| | 1972 | 1973 | 1974 |
|----------------------------|--------|--------|--------|
| O.P.D. Total No. of Visits | 58,041 | 62,438 | 75,400 |
| Admissions (In-Patients) | 2,746 | 3,832 | 4,400 |
| X-Rays | 10,049 | 13,326 | 16,647 |
| Operations Total: Minor | | | |
| Intermediate | | | |
| and Major | 1382 | 1474 | 1865 |
| Deliveries | 257 | 344 | 436 |
| Inpatient Average Perday | 83.5 | 99.7 | 110.4 |
| Bed Occupancy | 61.9% | 73.8% | 81.7% |

SHANTA BHAWAN HOSPITAL

Statement of General Fund Transactions for the year 1974

| | Budget 1974 | Actuals 1974 | Total 1974 | Budget 1975 |
|--------------------------------|------------------|------------------|------------------|----------------|
| 1) Hospital | | | | |
| Receipts: | | | | |
| Fees | 1,685,929 | 2,190,441 | | 1,962,000 |
| UMN Special | | | | |
| Grant | 25,000 | 18,900 | | — |
| Donation General | 15,000 | 86,499 | | 90,000 |
| SBH General | | | | |
| Fund | 175,000 | — | | 125,000 |
| Personnel contributed services | 151,715 | 151,715 | | 175,913 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 2,052,644 | 2,447,555 | 2,352,913 | |

Payments:

| | Amount | Amount | Amount |
|--|------------------|---------|------------------|
| Salaries & wages | 742,375 | 807,262 | 938,260 |
| Medical expenses | 1,000 | 1,977 | 3,000 |
| Drugs | 350,000 | 531,583 | 400,000 |
| Surgical & Medi- cal Supplies | 147,000 | 225,954 | 182,500 |
| X-ray supplies | 59,300 | 57,782 | 73,870 |
| Path. Lab. Sup- plies | 50,000 | 64,673 | 70,000 |
| Bedding linen supplies | 35,500 | 50,945 | 48,000 |
| Kitchen supplies | 122,500 | 102,565 | 124,000 |
| Laundry and Cleaning | 25,000 | 23,389 | 25,000 |
| Domestic repair replacement & housekeeping | 6,000 | 3,639 | 9,000 |
| Power, Light, Heat | 68,000 | 70,098 | 68,000 |
| Maintenance of Grounds, Build- ing | 51,000 | 112,392 | 61,000 |
| Administration & Stationery | 36,000 | 35,681 | 36,000 |
| Rents | 105,770 | 93,120 | 106,370 |
| Miscellaneous | 2,500 | 3,454 | 4,000 |
| Medical Train- ing Programme | 40,744 | 36,522 | 28,000 |
| Personnel contri- buted services | 151,715 | 151,715 | 175,913 |
| Nursing Students Service | 58,240 | 58,240 | — |
| | 2,052,644 | | 2,430,991 |
| | | | 2,352,913 |

Excess receipts over payments

16,564

2) *School of Nursing*

Receipts:

| | | | |
|--------------------------------|----------------|---------|----------------|
| Gift Training Headquarters | 73,333 | 60,767 | 127,708 |
| Gift Nursing School direct | 40,000 | 44,669 | 90,000 |
| SBH Nurses contributed service | 58,240 | 58,240 | — |
| SBH Subsidy | 25,200 | — | — |
| UMN Scholarship | — | — | 12,000 |
| Personnel contributed service | 31,642 | 31,642 | 48,414 |
| | <hr/> | <hr/> | <hr/> |
| | 228,415 | | 278,122 |
| | <hr/> | <hr/> | <hr/> |
| | | 195,318 | |

Payments:

| | | | |
|--------------------------------|----------------|---------------|----------------|
| Salaries and wages | 70,208 | 83,574 | 79,865 |
| Supplies & Expenses | 101,365 | 104,486 | 118,643 |
| Rent & Electricity & Water | 25,200 | 3,416 | 31,200 |
| Personnel contributed services | 31,642 | 31,642 | 48,414 |
| | <hr/> | <hr/> | <hr/> |
| | 228,415 | | 278,122 |
| | <hr/> | <hr/> | <hr/> |
| Excess payments over receipts | | 27,800 | |

3) *Community health programme*

Receipts:

| | | | |
|--------------------------------|---------|---------|---------|
| UMN Budget allocation | 131,657 | 131,657 | 142,085 |
| SBH subsidy for rent | — | — | 1,800 |
| Through SBH Budget | 2,700 | — | — |
| HMG Personnel cont. services | 36,070 | — | 30,000 |
| Panchayat contributed services | — | 36,070 | 2,640 |

| | |
|--------------------------------|----------------|
| Other cont. services Red Cross | 14,400 |
| FPA, Leprosy Mission | |
| Personnel contributed services | 44,796 |
| | <hr/> |
| 193,262 | 190,562 |
| | <hr/> |
| <i>Payments:</i> | |
| Administration: | |
| Rent & Utility | 8,723 |
| Salaries & wages | 5,879 |
| Supplies and Expenses | 2,500 |
| Personnel cont. services | 14,304 |
| | <hr/> |
| Training Services: | |
| Salaries | 1,075 |
| Supplies and Expenses | 1,366 |
| Food | 463 |
| Personnel cont. services | 9,846 |
| | <hr/> |
| Mobile Advisory Team: | |
| Salaries | 25,979 |
| Supplies and Expenses | 103 |
| Transport | 19,518 |
| | <hr/> |
| Health posts : | |
| Rent | 2,712 |
| Salaries | 22,392 |
| HMG/Panchayat cont. services | 36,070 |
| Supplies and expenses | 4,610 |
| Personnel cont. services | 4,150 |
| | <hr/> |
| 193,262 | 154,225 |
| | <hr/> |
| Excess receipts over payments | 36,337 |
| | <hr/> |

*Statement of Capital and Designated Fund Transactions for
the year 1974*

| | | Balance (Deficit) 1.1.74. | Receipts and allo- cations | Payments and *Transfers | Balance (Deficit) 31.12.74. |
|-----------------------------|----------|--|----------------------------------|-------------------------------|--|
| Christmas Dinner | | | | | |
| Fund | 926 | — | 1,958 | 2,884 | — |
| Kerosene | (5,623) | 17,027 | — | 13,271 | (1,867) |
| Revolving L.F. Gifts | 14,849 | 1,682 | — | — | 16,531 |
| Revolving L.F. Ad- vance | (15,845) | 22,165 | — | 16,685 | (10,365) |
| Medical Library Fund | 452 | — | — | 144 | 308 |
| Nursery | 4,270 | — | — | — | 4,269 |
| Occupational The- rapy | 175 | — | — | 175 | — |
| Religious life fund | 6,535 | 1,788 | — | 3,394 | 4,929 |
| Sauna Fund | 1,286 | 478 | — | 1,535 | 229 |
| Short Term Furn. | | | | | |
| Fund | 1,745 | 8,170 | — | 7,353 | 2,563 |
| Social Life Fund | 462 | 1,156 | — | 629 | 990 |
| Social Service Fund | 11,467 | 22,812 | — | 18,798 | 15,481 |
| Sports Club Fund | 41 | — | — | 41 | — |
| Vehicle Operation | | | | | |
| Fund | 33,069 | 33,061 | — | 33,309 | 32,820 |
| C.W. Improv. Fund | 27,061 | 283 | — | — | 27,343 |
| Hospital Equip.fund | 47,032 | 190,838 | — | 201,586 | 36,284 |
| Maintenance equip. | | | | | |
| Fund | 6,587 | — | — | 555 | 6,032 |
| Maternity ward Re- nov. | 2,670 | — | — | — | 2,670 |
| New X-ray Unit | 45,246 | — | — | — | 45,246 |
| Path. Lab. Equip. | | | | | |
| Fund | 39,801 | 9,611 | — | 4,956 | 44,456 |
| Refrigerator Fund | 3,199 | — | — | — | 3,199 |
| SBH Main Building | | | | | |
| Renovations | 313 | — | — | — | 313 |

| | | | | |
|-----------------------|-----------|---------|-----------|---------|
| Undesignated capital | | | | |
| Fund | 19,902 | 21,276 | 25,568 | 15,610 |
| Vehicle capital Fund | 19,865 | — | — | 19,865 |
| Community Health | | | | |
| Serv. CA. | 26,671 | 31,830 | 6,547 | 51,954 |
| C.H.S. Subsidy | 28,130 | 1,558 | 14,232 | 15,456 |
| Drug Store Capital | | | | |
| Fund | 71,454 | 378,280 | 339,832 | 109,902 |
| Nursing School C.F. | — | 25,550 | 14,176 | 11,374 |
| Store Capital Fund | 28,713 | 2,249 | 30,962 | — |
| Guest Housing Fund | 6,486 | 55 | 6,541 | — |
| New Hosp. Bldg. | | | | |
| Fund | 634,733 | — | 634,733 | — |
| Office Equip. & Y. | | | | |
| Fund | 1,445 | — | 1,445 | — |
| Import & Clearing | | | | |
| Account | (689) | 688 | — | — |
| Chest Work Fund | 3,030 | — | 3,030 | — |
| Single Staff Quarters | 208,141 | — | 208,141 | — |
| Prosthetic W. capital | (10,721) | 10,721 | — | — |
| Hospital Mobile Unit | — | 55,000 | — | 55,000 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 1,262,878 | 838,236 | 1,590,522 | 510,592 |
| | <hr/> | <hr/> | <hr/> | <hr/> |

BALANCE SHEET as at 31st December, 1974

| ASSETS | LIABILITIES |
|----------------------|---------------------------------|
| Cash in hand | 42,252 Patients' Advance 22,155 |
| Cash at Bank | — Designated Fund |
| | Balance 510,593 |
| Nepal Bank Ltd., | New Hospital Build- |
| Current | ding 635,783 |
| Nepal Bank Ltd., | Single Staff Quarter 208,141 |
| (Fixed) | 366,000 |
| National & Grindlays | General fund Balance 1973 |
| | S.B.H. 450,000 |
| | Nursing School (1,400) |

A/C Receivable

| | | | |
|--------------------|------------------|---------------------------|------------------|
| UMN Headquarters | 1,069,414 | C.H.P. | — |
| Rent Advance | 318,777 | 1974 General Fund Balance | |
| Cash Advance | 7,550 | S.B.H. | 16,564 |
| postage Fund | 500 | C.H.P. | 36,336 |
| Milk Deposit | 1,800 | Nursing School Gen. | |
| Oxygen Cylinder | 3,412 | Fund | (27,800) |
| OPD Revolving Fund | 220 | | |
| Nepal Gas Work | | | |
| Deposit | 300 | | |
| NePal Tel. Com. | | | |
| Office | 530 | | |
| | <hr/> | <hr/> | <hr/> |
| | 1,850,373 | | 1,850,373 |

APPENDIX K
GIRLS' HIGH SCHOOL, KATHMANDU
REPORT FOR 1974

The United Mission Girls' High School is now 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. We had 550 students in 12 classes; 180 of these lived in the hostel. The transition has been reasonably smooth although there are still unsolved problems about salaries. This is true of many other Schools also.

We are happy with the curriculum implemented in Classes I, IV and VIII under the new system. There is a very enthusiastic, co-operative spirit among the children in the school and hostel. We are grateful to God for this and for His continued blessing and protection. We have many new opportunities to learn, share and consult with other headmasters, teachers and supervisors.

Our Headmistress has asked for another UMN volunteer to enrich the life of school and hostel with Arts & Crafts and more music teaching. We are still being shaped and moulded not only for the future of the school but in leadership and team work. We have had some success but look forward to making a deeper impact on staff and students. An improved pattern of teaching is needed to prepare the girls' to take up responsibilities as educated citizens, also to warrant the increased fees we are taking. Preparation of good citizens of the Kingdom of God is an ever present concern. We look forward to achieving some of these aims in 1975.

M. McCOMBE

GIRLS' HIGH SCHOOL, KATHMANDU

*Statement of General Fund Transactions for the period 1st
January to 15th February 1974.*

| | Actual | Total |
|---|--------|--------|
| | 1974 | 1974 |
| Receipts: | | |
| UMN Budget allowance | 6,493 | |
| School fees | 4,625 | |
| School supplies transferred to HMG school | 1,780 | |
| Personnel contributed services | 2,400 | 15,298 |
| Payments: | | |
| Salaries | 11,506 | |
| Wages | 586 | |
| Medical expenses | — | |
| Repairs and maintenance | 46 | |
| Water | 268 | |
| Land tax | 454 | |
| Miscellaneous | 25 | |
| Personnel contributed services | 2,400 | 15,285 |
| Excess receipts over payments | | 13 |

Statement of Capital Transactions for 1974
Mahendra Bhawan

| | Balance (Deficit) 1.1.74. | Receipts and allo- cations | Payments and Tra- nsfers | Balance (Deficit) 31.12.74 |
|---------------------------|--|----------------------------------|--------------------------------|---|
| Scholarship | 20,132 | 3,541 | 7,682 | 15,991 |
| Office Equipment | 2,573 | — | 1,694 | 879 |
| Hostel Teachers furniture | 1,771 | — | 788 | 983 |
| Headmistress Furniture | 255 | — | 100 | 155 |
| Designated Items | 25,388 | — | 3,840 | 21,548 |
| Undesignated funds | 19,900 | 50,587 | — | 40,487 |
| Western Flat. | 1,257 | — | 1,042 | 215 |
| Bicycle | 259 | — | 25 | 234 |

| | | | | |
|--|---------------|---------------|---------------|-----------------|
| Prize money | 10,000 | 1,527 | 732 | 10,795 |
| Sewing machines | 1,006 | — | 788 | 218 |
| Science Equipment | 57 | 41 | — | 98 |
| Adult Literacy | 200 | — | — | 200 |
| Musical Instruments | | 2,393 | 642 | 1,751 |
| Rent due (in lieu of apartment repairs) | (234) | — | — | (234) |
| Dispensary | 493 | — | 352 | 141 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 83,057 | 58,089 | 17,685 | 1,23,461 |

APPENDIX L
UNITED MISSION BHAKTAPUR HOSPITAL
ANNUAL REPORT FOR 1974

At 3.00 p.m. on December 17th Mr. Asbjorn Voreland handed over to the Bhaktapur Senior Medical Officer of His Majesty's Government, Dr. T.N. Vaidhya, a brass plate containing the key of the Hospital, and so ended $14\frac{1}{2}$ years of service to the local people, and a year of escalating preparations for the hand-over. Of this, the previous two weeks had proved difficult, with increasing appeals from the community both to us and to His Majesty's Government that the Hospital be allowed to continue, but at that stage, whatever views and feelings we may have held, it was clearly impossible to continue for purely practical reasons, particularly the re-allocation of all the senior staff. By mid-December the staff position was as follows:

| | <i>Nepali Staff:</i> | <i>Overseas staff</i> | |
|--------------------------------------|----------------------|---------------------------|---------------------------------|
| | Nursing | Office Ma- intenance & | Cleaners & Technical Laundry |
| Already transferred | 5 | 1 | 1 |
| Re-allocated, not yet transferred | 1 | | 3 |
| Unemployed, seeking employment | 3 | 5 | 6 |
| Not seeking employ- ment | 2 | 3 | |
| Returned to home country | | | 3 |

My thanks are due to all the staff who have worked faithfully and well over the years, and especially to those who continued through the difficulties of this past year. Miss Dorothy Broom came to us in April as Business Manager, and her help in the many problems of closing down cannot be overestimated. We were also glad to have Miss Pat Pooler from June to help with the nursing.

The statistics below reflect a continuing increase in demand for the hospital's services. I feel a special tribute should be paid to Miss Rut Peterson and her Community Health team whose Children's Health Clubs and teaching in schools have been increasingly popular and appreciated. The budget shows a large surplus, mainly because the medicine stock was allowed to run down over the year. The year-end balance and all capital fund balances have been returned to the U.M.N. treasury for re-allocation. While our policy was to hand over the Hospital with its buildings, equipment and supplies entirely to the Government, in view of the uncertainty of the future of the buildings, a certain amount of equipment was transferred to other U.M.N. Projects, with the consent of H.M.G. Similarly, furniture from the residences was delivered to United Mission Headquarters for re-allocation.

The closure of the work has also involved the closure of the Kwatantole clinic in the bazaar in early November when Miss Margaret Brass, whose particular responsibility it was, left for home leave.

The local Church has had a year of unprecedented growth, encouragement and blessing, but the departure of many of the Hospital staff from the area has stripped the congregation of most of its senior members, and so we prayerfully look to the Holy Spirit to guide and guard and keep this Church in the coming months and years.

In closing, I must pay tribute to all who, from the very beginning, have made possible this work; those who have given, who have devoted time and energy, both here in Nepal and in other lands, and particularly to the United Mission Headquarters Staff and Administration who have supported and advised us so willingly.

Statistics:

| <i>Out-patients</i> | 1972 | 1973 | 1974 |
|---------------------|--------------|--------------|--------------|
| New Patients | 2,990 | 3,176 | 3,479 |
| Return visits | 12,963 | 13,460 | 15,211 |
| Bazaar Clinic | 4,472 | 5,520 | 4,979 |
| <hr/> TOTAL | <hr/> 20,425 | <hr/> 22,156 | <hr/> 23,669 |

In-patients

| | | | |
|--------------------------------|-------|-------|--------|
| Admissions | 981 | 1,063 | 1,072 |
| Total I.P. days | 8,315 | 7,464 | 13,515 |
| Average daily I.P. | 23 | 20.4 | 37 |
| Average length of stay in days | 8.5 | 7 | 12.6 |

Note: The bazaar clinic was discontinued in mid-November, I.P. admissions end of November and all work by mid-December.

Public Health Program : January - November 1974

| | |
|---|---------------|
| A) Area of P.H. Work-Bhaktapur | |
| B) Number of clinic patients seen during the '74 | |
| C) No. of treatments: B.C.G. 503 | |
| | T.A.B.C. 1015 |
| | D.P.T. 1546 |
| | Smallpox 186 |
| | — |
| D) Teaching in schools 11 | |
| Number of Classes 13 | |
| Number of school children 795 | |
| E) Child Welfare clinics 3/month | |
| Number of children seen during year 7559 | |
| F) Other activities: Health teaching O.P.D. and wards | |
| Demonstration cooking | |
| T.B. follow-up and home visiting | |

Personnel

Miss Lalita Dhaudel— Child clinic, school teaching, staff nurse

Miss Rashmira Joshi— taught in hospital clinic, child clinic & school clinic

Mr. Attan Thsering— Dresser, Health Education

Mr. Ganga Bahadur Basneth— T.B. follow-up

Miss R. Peterson— Project Leader

Miss P. Pooler— Nurse

BHAKTAPUR HOSPITAL

*Statement of General Fund Transactions for the period 1st
January 1974 to 15th December 1974*

| 1) Hospital | Budget 11 months 1974 | Actuals 1974 | Total 1974 |
|-------------|-----------------------------|-----------------|---------------|
|-------------|-----------------------------|-----------------|---------------|

Receipts:

| | | | |
|--------------------------------|----------------|---------|--|
| Medicines and fees | 120,750 | 140,475 | |
| Gifts for T.B. Work | 1,437 | 7,743 | |
| Community Health | 1,437 | 1,250 | |
| UMN budget allocation | 52,613 | 52,613 | |
| Personnel contributed services | 38,238 | 38,238 | |
| | 214,475 | 240,319 | |

Payments:

| | | | |
|--------------------------------|----------------|--------|---------|
| Salaries | 60,375 | 87,473 | |
| Medicines | 77,625 | 50,282 | |
| Hospital supplies | 7,188 | 3,300 | |
| Food | 575 | 113 | |
| Linen | 3,450 | 1,067 | |
| Cleaning | 862 | 1,046 | |
| Repairs | 5,750 | 3,005 | |
| Transport | 8,625 | 2,356 | |
| Power, light and heat | 7,188 | 5,540 | |
| Administration | 3,737 | 1,706 | |
| Rent and land tax | 862 | 908 | |
| Personnel contributed services | 38,238 | 38,238 | 195,034 |
| | 214,475 | | |

Excess receipts over payments 45,285

2) Community Health

Receipts:

| | | | |
|--------------------------------|---------------|--------|--------|
| UMN budget allocation | 18,112 | 18,112 | |
| Personnel contributed services | 4,600 | 4,600 | 22,712 |
| | 22,712 | | |

Payments:

| | | | |
|--------------------------------|---------------|--------|--------------|
| Salaries | 15,812 | 13,076 | |
| Transport | 575 | 322 | |
| Supplies | 287 | 431 | |
| Hospital services | 1,438 | 1,250 | |
| Personnel contributed services | 4,600 | 4,600 | 19,679 |
| | <hr/> | <hr/> | <hr/> |
| | 22,712 | | |
| | <hr/> | <hr/> | <hr/> |
| Excess receipts over payments | | | 3,033 |

BHAKTAPUR HOSPITAL

Statement of capital fund Transactions for the Period

1 January to 15 December 1974

| | Balance 1. 1.74. | Receipts Transfers | Payments Transfers | Balance 31.12.74. |
|--------------------|---------------------|-----------------------|-----------------------|----------------------|
| Area Maintenance | 65,178 | | 1,071 | 64,107 |
| Cook House | * | — | 1,089 | 1,089 |
| M.P. Block | . | — | 2,242 | 2,242 |
| Hospital Equipment | * | | 1,343 | 1,343 |
| Undesignated fund | * | 11,258 | | 3,331 |
| Road | 53,61 | | 1,208 | 52,443 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 130,087 | 4,674 | 8,941 | 125,820 |

Statement of Balances at 15th December 1974

Assets:

| | | | |
|----------------------|---------------|-------------------------|---------------|
| Cash on hand | 304 | Designated Fund balance | 45,356 |
| Cash with Treasurer- | | Excess receipts over | |
| Recurring | 22,805 | Payments- | |
| Capital | 45,042 | Hospital | 45,285 |
| Advance | 25,523 | Community | |
| | | health | 3,033 |
| | <hr/> | <hr/> | <hr/> |
| | 93,674 | | 48,318 |
| | <hr/> | <hr/> | <hr/> |
| | | | 93,674 |

* Held in Treasurer's accounts

APPENDIX M OKHALDHUNGA PROJECT REPORT FOR 1974

During the year we have had no definite instructions from Central Government about the site for the joint hospital. Therefore, we could not proceed with the new hospital, but continued the curative services at the dispensary and community health programme in the surrounding villages.

We had closer liaison with Okhaldhunga District Government officials and medical personnel for the Health Posts programme. HMG has established a new Health Post in the district this year, and will have another two new Health Posts in 1975. We visited the newly established Health Post to assist the HMG health workers improve their health service and encourage the local people to support the new HMG Health Post. We also visited the area of the future Health Posts which might be the HMG-UMN joint ones, to motivate the local people for such a co-operative programme.

The work in the OPD increased by some 10% during the year. The number of inpatients showed an increase of nearly 20% from the last year. Most of the new patients were from 2-3 days walk away, and the majority were TB cases who were very ready to stay in the dera of our dispensary for one month's intensive treatment. From their comments, we realised that our dispensary was well known by the remote village people as a curative centre, particularly for TB. This is the result of the hard work of our staff for many years. We appreciate their dedicated service.

Dr. Ishida left in January. Sister Hanna Vitzthum finished her term of service in March and Sister Sylvia Slade went on furlough in July. Sister Anna Weir replaced Sylvia and Miss Anna Liisa Jokinen Joined us as a Business Manager.

We had no resident Doctor since Dr. Ishida left until the Drs. Noble joined us on a short-term basis from July to October.

We welcomed Dr. Itoh and his family's return from furlough in October.

Running expenses in the dispensary increased at quite an alarming rate, because fuel and foods were not adequately available in the local market and we had to get supplies with the charter plane for which freight charges became nearly double of the last year. We are grateful for all the funds received through the UMN for both running expenses and capital items.

We want to record here our appreciation for the great devotion and energy with which Sister Hanna Vitzthum served as Community Health Sister.

We are thankful for God's good blessing and help in maintaining the work of the dispensary and community health programme through this past year, and we render thanks to the Lord Himself who beckons us forward to serve Him better in the coming days.

ANNUAL STATISTICS

O.P.D. Patients:

| | |
|------------|-------------|
| Old | 3630 |
| New | 3068 |

Patients admitted — 501

Surgery :

| | |
|--------------------|-----------|
| Minor | 82 |
| Major | 20 |
| Deliveries | 16 |
| Deaths | 23 |
| Vasectomies | 11 |
| Loops | 3 |

DR. NOBORU IWAMURA

Project Director

OKHALDHUNGA PROJECT

Statement of General Fund Transactions for the year 1974

| | Budget 1974 | Actuals 1974 | Total 1974 | Budget 1975 |
|--------------------------------|----------------|-----------------|---------------|----------------|
| <i>Dispensary</i> | | | | |
| <i>Receipts:</i> | | | | |
| Fees | 45,000 | 48,549 | | 60,000 |
| UMN Budget Allocation | 42,645 | 42,645 | | 74,500 |
| Personnel contributed services | 9,360 | 9,360 | | 41,760 |
| | <hr/> 97,005 | <hr/> | 100,554 | <hr/> 176,260 |
| <i>Expenses:</i> | | | | |
| Salaries | 34,545 | 44,091 | | 51,000 |
| Drugs | 32,000 | 46,054 | | 50,000 |
| Medical and Surgical supplies | 5,000 | 16,125 | | 5,000 |
| Bedding & Uniform | 2,500 | 2,103 | | 1,000 |
| Fuel and light | 3,500 | 3,956 | | 5,000 |
| Administration | 600 | 1,130 | | 1,000 |
| Stationery | 500 | — | | 500 |
| Cleaning | 1,000 | 350 | | 500 |
| Transport & Travel | 2,500 | 16,701 | | 7,500 |
| Maintenance | 2,000 | 6,878 | | 5,000 |
| Rent | 1,000 | 2,720 | | 2,000 |
| Health Education | 2,000 | 579 | | 5,000 |
| Miscellaneous | 500 | 3,680 | | 1,000 |
| Personnel contributed services | 9,360 | 9,360 | | 41,760 |
| | <hr/> 97,005 | <hr/> | 153,727 | <hr/> 176,260 |
| Excess payments over receipts | | | (53,173) | |

APPENDIX N
ANANDABAN LEPROSY HOSPITAL
REPORT FOR 1ST SEP. 1973 TO 31ST AUG. 1974

This being the Centenary Year of The Leprosy Mission, a celebration at Anandaban was planned to coincide with the Mission's Presidential Tour, which included Nepal. Due to unavoidable circumstances, the party which actually arrived at Kathmandu in late January, 1974 consisted only of Mr. A.D. Askew and Rev. Morgan Derham, the Promotional Secretary.

A modest celebration was held on Monday, 28th January in the afternoon, as a kind of family affair of the staff members and the patients of Anandaban, with a few invited guests, all of them either fellow missionaries in this country or Nepali Christians. In addition to Mr. Askew's main speech and Rev. Morgan, Derham's message, Mr. Wilcox, the Executive Secretary of the United Mission to Nepal, and Dr. Scott-Brown of the International Nepal Fellowship, gave us warm greetings and words of encouragement. The meeting was conducted, and excellent English to Nepali translations were given, by one of the Nepali Christian Leaders who is also our patient. The guests included some key members of UMN such as Dr. Strong and Dr. Iwamura, as well as our Christian friends and colleagues such as Miss Eileen Lodge of Nepal Trust and Mrs. Hagen.

By the kindness, and under the sponsorship of the UMN, a public meeting was held at Rabi Bhawan in Kathmandu itself on Tuesday, 29th January in the evening, and both Mr. Askew and Rev. Morgan Derham addressed the audience, which mainly consisted of members of UMN. Dr. and Mrs. Pedley, on their way to Bhutan happened to be in town and were present at the meeting.

During these few days, we enjoyed having a team of a three member film crew from New Zealand, who took some shots of our activities which have been included in the special film of the Centenary Year of The Leprosy Mission. The absence of the President in the party necessitated cancellations of more

formal engagements, including an audience with H.R.H. Princess Shanti Singh, the Chairman of the Nepal Leprosy Relief Association, and a courtesy call on the Minister of Health of His Majesty's Government of Nepal.

The last years report began by mentioning the departure of two key missionary families from Anandaban, thus possibly suggesting an end of an era in the not so long history of our works in Nepal. We are happy in this report, to announce the addition of new members to our team. Miss Joyce Ledger from England, who has had more than ten years of experience as a Nursing Sister and then as a Physiotherapist at our excellently run Hospital in Hong Kong, Hay Ling Chau, joined us in December, 1973. After her language study at headquarters of UMN she established herself as the Sister in Charge of Nursing at Anandaban at the beginning of June, 1974. Mr. George Carfield from Australia has been kindly seconded to us by the UMN as were his two predecessors Mr. J. Patterson and Mr. H. Simrose. Mr. Carfield, together with his American wife, Marcella, who used to work as a Public Health Nurse at UMN Hospital, Tansen and their baby daughter, joined Anandaban in March, 1974. As this is their second term of service in Nepal, they have already a fair command of the language, as well as experiences in working with the Nepali people. Their presence here therefore means a great deal more than just the addition of two more workers., whilst both the Doctor and the Nursing Sister are newcomers to this country. Miss Jennifer Turner, after serving faithfully for the past five years, under not always easy conditions, started her well earned furlough in early March, 1974 in England. She is expected to return to us later this year.

IN-PATIENT CARE AT ANANDABAN

Medical : The total number of in-patients throughout the year was 314, a slight reduction from the previous year. With three to four months rotation of beds, we should be able to give treatments to about 400 patients yearly, using our 120 beds to the full.

At the end of the reported period, there were 16 patients who have been in Anandaban for more than twelve months, three having been here for over ten years. With a few exceptions, these patients are here for social reasons, having no place to be discharged. Absence of proper rehabilitation schemes for leprosy patients, or in fact for any physically handicapped people in Nepal, means that we are in danger of gradually accumulating long term residents at Anandaban, thus turning it into a residential home, rather than a Hospital for short term medical treatments. To keep Anandaban in its proper function, we must either have our own rehabilitation scheme, or co-operate with other people, such as Miss Eileen Lodge, who is dedicating herself in this field of work, though on a small scale at present. Much more work is needed to adequately cope with the ever increasing demand, and the need is already real and urgent.

Of the 314 in-patients, indications for the admissions were as follows : Foot ulcer : 136, Acute neuritis : 29, "lepra reaction" : 26, Reconstructive surgery : 2, Initiation of treatment : and health education : 119, Anaemia : 3. The largest number of patients admitted were for treatment of the foot ulcers, reflecting perhaps the difficult terrain of this country, as well as the normal habit of not wearing any form of foot wear by the majority of Nepali. Nearly one third of the total admissions were for the initiation of treatment and health education for newly found patients, underlying our beliefs that a thorough initial health education is the key to the continuation of regular long term treatment which the majority of patients need. Confused and often frightened, new patients find understanding of the disease as well as peace of mind by meeting fellow sufferers, some of whom are in a much worse physical condition, and others who are making a good recovery.

Last years report mentioned two medical problems which need careful handling. One was that of intercurrent diseases among our patients. T.B. being a very common disease, we have started routine testing with Tuberculin of our in-patients, and have already found a number of active cases of T.B. among those

whose leprosy has been rather difficult to control. The other problem, that of possible resistance to DDS among our patients, has not been tackled as yet.

Like at any other leprosy hospital, we have a number of lepromatous patients whose repeated "reactions" are troublesome and distressing to the patients. Reflecting the doctor's own view, use of systemic steroids at Anandaban is restricted to the minimum. During the last twelve months they were used on not more than ten occasions, each course lasting not more than three weeks, for the treatment of either severe reaction or severe neuritis. On the other hand, use of Lamprene and CIBA 1906 have been gradually increasing, and at the end of the reported period, roughly 60 patients are on Lamprene, and about 40 are taking CIBA 1906. The cost of these two drugs is a big problem, for they account for more than one third of the total cost of medicine used by us.

Four deaths have occurred among our in-patients. Three were aged and came in a very poor state of general health, and were admitted for more or less terminal care. The other one, a girl in her late teens, had severe reaction and was transferred to Shanta Bhawan Hospital for more expert medical care, but died in coma after a week or so there. In this connection, it must be mentioned with gratitude, the ever ready and willing co-operation of the staff of Shanta Bhawan the UMN Hospital in Kathmandu. Any difficult medical cases, leprosy or non-leprosy, are accepted there and excellent treatments are given to all patients referred. This gives great assurance to both staff and patients.

Surgical : The regular surgical programme has been suspended, and only three T.P.T's for foot drop as well as a few minor surgeries have been performed during the year.

Physiotherapy : An average of more than 30 patients were seen at the department daily for wax baths, oil massage, and other treatments for the prevention of deformities, under the supervision of the physio-technician. About 40 Plaster of Paris casts were used to rest the affected parts in acute neuritis and in foot ulcers.

Health Education : Apart from individual instruction often immediately after admission, regular weekly classes are held for teaching and demonstrating the care of anaesthetic hands and feet, as well as various other respects of leprosy. Occasionally more general health instruction is given to the ambulant patients by the physio-technician.

Foot-wear : Under the supervision of the physio-technician, and in-service trained ex-patient cobbler is making special chappals for the patients, and more than 40 such pairs were produced during the year. More than 100 pairs of ordinary canvas shoes, as well as Hawaii Chappals for more normally shaped but still anaesthetic feet were also issued. Three boots for severely deformed feet were made. From the prosthetic centre located in the Shanta Bhawan Hospital, one artificial leg and a number of special leg braces have been supplied at our request.

Laboratory : Following tests have been performed by our own technician : Skin and nasal smears : 1426, Haematology : 460, Urinalysis : 325, Stool examination 334, Sputum test : 152.

Any more sophisticated tests, such as liver function tests, as well as processing and reading of the skin biopsies were done at the Laboratory of Shanta Bhawan Hospital.

OUT-PATIENT WORKS

Our out-patient registration keeps growing. During the past twelve months, 499 new names were added, and this is an increase of 155, or nearly 30% on the previous twelve months period. The total number of patients now registered stands at 5,290. Of these, 4048 are registered at our Shanta Bhawan Leprosy Clinic, which is being held each Thursday, 903 at Anandaban Out-Patient Clinic, which is being held on Tuesdays for limited local patients, and 339 at Jumla, where we have Clinics two or three times a year. The total number of attendances made by these patients were 6,245, some making only one visit a year, whilst others making monthly visits, the majority coming once in three to six months.

The patients who actually came to the Clinics at least once during the last twelve months period were only 1,877, almost the same as the previous year. This means that only about one third of our registered patients are "regular" patients, the rest being either out-right "defaulters" or very "irregular" attenders. This is an extremely unsatisfactory situation, but we have had this problem from the beginning of our works here and no immediate solutions are in sight. To limit the intake of our patients, from a smaller geographical area, is one of the possible solutions. Our workers could then visit the houses of defaulters to find out the reasons and try to remedy the situation. In some cases, the patients may be too ill to make the trip to our clinics, whilst in others some social factors may be the underlying cause for non-attendance. However, the main reason is probably due to lack of understanding of the nature of the disease, unawareness of the need of regular and prolonged treatment, and disappointments in not finding quick and noticeable changes in their clinical pictures. In other words, health education in leprosy is one of the most important aspects of our treatment, especially at the initial stage of our contact with the patients who are newly diagnosed. This is probably the second solution to limit the incidence of patients defaulting, and there is therefore a great need to strengthen this aspect of our out-patient work.

KARNALI ZONE LEPROSY CONTROL PROJECT

During the past year, two paramedical workers spent nearly two months in Jumla, once in the autumn and once in the spring. The doctor made two trips, accompanied by either a staff nurse or physio-technician, to conduct the clinics, each lasting several days. Our Nursing Sister also made one visit in the autumn.

35 new patients were added to our Jumla Register which now stands at 339. But again here, poor case-holding is the main trouble and only 180 clinical attendances were recorded during the year, making more than half of our registered patients "defaulters".

Jumla itself is a small town, and only a handful of patients live there. All others are scattered throughout the Karnali Zone,

which is the largest of the 14 zones in Nepal in area, but the smallest in terms of population, and also one of the most mountainous. Thus it is very difficult for the patients to make trips to our clinics, and similarly for the paramedicals to visit villages. In the winter, most parts are snowbound, while in the summer the monsoon rains make many passes impossible. Flying is the only feasible means of transportation to reach Jumla. However, both the infrequencies of the commercial flights, and the weight limitation on these flights, makes it necessary for us to charter a flight at least once in each of the two doctors visits. This makes the whole operation a very costly one.

It seems likely that the leprosy control work of the western half of Nepal will become the responsibility of other organisations. Our work at Jumla may have to be handed over to whoever becomes in charge of the Far Western Region, to which the Karnali Zone belongs. However, this may not take place for several years, and we are prepared to continue the care of our patients who are already registered, though there will be no more active expansion of our works there.

REHABILITATION THROUGH AGRICULTURE (written by Mr. Carfield)

The 71-72 Report opens with the words "Go into take possession of the land which the Lord God gives you to possess." and from this point of time in September '74 one could say, "there remains yet much land to be possessed." It is with grateful appreciation for the foundation work carefully carried out, that I come to Anandaban to continue the good work, and as and where possible, to make additions which will complement and bring the programme to fuller fruition. The following outlines the present developments and future plans which are hoped to be accomplished with God's help, and the support and prayers of His people.

The whole agricultural work is to be developed in as broad a spectrum as possible, under the prevailing climatic conditions, to the status of a model farm. We are producing crops, vegetables, fruit and livestock, which should become a basis to supply ex-patients with what they need when rehabilitated.

In 1975, a teaching programme with classes at night for the patients should begin, and eventually short term courses, in which two or more patients could come back to work on the farm and attend lectures. This would enable them to become proficient, and self-supporting in some aspect such as market gardening poultry, or fruit trees.

This year, a buffalo, three pigs, six large Californian rabbits, and a 3/4 bred Romulay Ram have been added to the livestock. A new shed has been built, and also a 2,000 gallon water tank using the catchment from the hillside to provide water at the top of the farm for livestock, where all except chickens and rabbits will be relocated. The water tank will also be used for an experiment in fish farming.

The terraced vegetable garden is being divided into numbered sections to keep records for the purpose of crop rotation, fertility, etc. More terraces of vegetables are being located near the male and female wards, so that patients can observe what is necessary in maintaining a kitchen garden in their early convalescence. Mulberry trees are also being grown with the object of silk worm culture and selling the cocoons to manufacture silk. It is planned to clear more land and grow fodder to replace expensive feed purchased for livestock. Extra compost pits have been made with thatched roofs for the rainy season.

MAINTENANCE (written by Mr. Carfield)

Water : The old one cylinder Lister diesel engine, formerly used to drive a generator, has been repaired and set in the pump house to drive a pump when the Hydram needs repair or has insufficient water to drive it. It is also needed to supply extra water in the dry season for the vegetable gardens. To further improve the water situation, it is planned to increase the storage capacity by installing catchment tanks at each of the residences, and putting guttering on the roofs.

Buildings : The much needed repairs to the open roof of the main building above the offices and treatment section has been completed. However similar work needs to be done for the roof over the patients wards, as well as of Edgar Ward.

Some renovation work has been carried out in House No. 13 (the Sister's House), and in building No. 2, the former hospital, which is now used as a store and will also house trainees, such as student nurses, who will come from time to time to stay for several days to learn about leprosy.

Paint has done much to give the roofs a new look.

Vehicles : The road to the hospital has been repaired again, but the wear and tear has taken its toll on the two older vehicles which have spent more time in the repair shop than on the road. Acquisition of a new Landrover, to replace our seven year old one is one of the more urgent needs, as well as keeping a reasonable stock of spare parts to replace damaged ones, instead of trying to find them locally or getting them from abroad after a breakage has occurred, and often wasting a long time awaiting their arrival.

Electricity: Should we dare to believe it ? The latest news is that work is expected to begin in the near future and be completed in two to three months, on the connection of Anandaban through a 50 KVA Transformer to the town supply. This will be a big change and mean much to the homes as well as to the hospital.

TRAINEES

The student nurses from Shanta Bhawan Hospital of the UMN used to come and spend a week at Anandaban, as part of the Public Health Training to learn all about leprosy. From the last year, nursing training of Shanta Bhawan Hospital has been merged into the Government's nursing training based at Bir Hospital. This meant that a much larger number of student nurses have had to be accommodated. During the year, there were 26 groups of four to eight students each staying five to six days at Anandaban. Each group had six hours of lectures from the doctor. They were also given talks and demonstrations by the physio-technician, laboratory technician, and paramedical workers. The students accompanied the doctor during his ward rounds and clinics, worked under the sister performing various nursing duties, and gave some health instruction to the patients.

However, the most important aspect of this programme, perhaps ... is the opportunities the students have to meet and talk with the leprosy patients, in an atmosphere not of dread but of expectation and hope. By mixing with both staff and patients it is hoped that the student nurses will develop a more positive and enlightened attitude towards the problems of leprosy patients in Nepal.

VISITORS

Apart from Mr. Askew and Rev. Morgan Derham for the Centenary Celebration, and the annual visit by Dr. V.P. Das, we had the pleasure of being the host to Rev. R. Radley of England, Rev. and Mrs. R. A. Alcorn and Rev. and Mrs. R.F. Clement of New Zealand, and Dr. M. Owen Of Muzzaffarpur, all of the Leprosy Mission.

Other guests included, Dr. J.F. Neudoerffer of the Lutheran Church of America, Mr. E.G. Nabert of coordinating Agency for Health Planning of New Delhi, Mr. Gersham of German Leprosy Relief Association of Madras, and Mr. R. Mason of W.H.O.

Besides, we had, as usual, a number of families of the UMN, INF and the Summer Institute of Linguistics who came to spend part of their annual holidays here. We also had many day visitors. All these reminding us that we are not a small isolated group on a remote hill, but are surrounded by friends and colleagues of one faith. This realisation often gives us encouragement and uplifting of soul which we do need from time to time.

DR. Y. YUASA

Medical Superintendent

UMN TREASURER

Statement of General Fund Transactions for the year 1974

| | Budget 1974 | Actual 1974 | Total 1974 | Budget 1975 |
|--|----------------|----------------|---------------|----------------|
| <i>Receipts: Member Grants:</i> | | | | |
| Assemblies of God | 9,600 | 10,500 | | 9,600 |
| Baptist Missionary Society | 28,800 | 39,302 | | 38,400 |
| Bible & Medical Missionary Fellowship | 168,000 | 83,668 | | 168,000 |
| Christian Church (Disciples) | 9,600 | 10,080 | | 9,600 |
| C.M.S.-Australia | 24,000 | 32,744 | | 24,000 |
| C.M.S.-U.K. | 19,200 | 21,009 | | 28,800 |
| Church of North India | 10,000 | 10,008 | | 10,000 |
| Committee for Service Overseas | 48,000 | | | 43,200 |
| Darjeeling District Council/Church of Scotland | 9,600 | 4,935 | | 9,600 |
| Episcopal Church | 4,800 | — | | 4,800 |
| Free Church of Finland | 62,400 | — | | 48,000 |
| Gossner Mission | 4,800 | 10,200 | | 9,600 |
| International Christian University Church, Japan | 4,800 | 5,250 | | 4,800 |
| Japan Overseas Co-operative Service | 33,600 | 37,800 | | 28,800 |
| Leprosy Mission | 24,200 | — | | 10,000 |
| Lutheran Church of America | — | 10,080 | | 9,600 |
| Mennonite Board of Missions | 24,000 | 22,474 | | 24,000 |
| Mennonite Central Committee | — | 24,360 | | 43,200 |

| | | | |
|---|----------------|--------|----------------|
| Presbyterian Church in Canada | — | 10,290 | 4,800 |
| Regions Beyond Missionary Union | 62,400 | 51,419 | 52,800 |
| Swedish Baptist Mission | 28,800 | 42,200 | 19,200 |
| Swedish Free Mission | — | 4,991 | 9,600 |
| Swiss Friends Mission | 14,400 | 15,750 | 9,600 |
| United Fellowship for Christian service | 4,800 | 5,040 | 4,800 |
| United Church of Canada | 43,200 | 43,200 | 24,000 |
| United Methodist Church | 38,400 | 38,400 | 38,400 |
| United Presbyterian Church | 33,600 | 33,600 | 33,600 |
| Wesleyan Church in U.S.A. | 4,800 | 11,550 | 4,800 |
| World Mission Prayer League, Norway | 81,600 | 81,600 | 81,600 |
| World Mission Prayer League, USA | 57,600 | 57,615 | 57,600 |
| Total Per Capita grants | 855,000 | | 718,065 |
| | | | 864,800 |

Special Gifts:

| | | | |
|----------------------------|----------------|---------|----------------|
| United Church of Canada | 56,800 | 72,517 | 56,800 |
| United Methodist Church | 181,600 | 187,224 | 181,600 |
| United Presbyterian Church | 41,400 | 52,653 | 41,400 |
| Total Special Gifts | 279,800 | | 313,294 |
| | | | 279,800 |

Other Income:

| | | | |
|---------------------------|------------------|------------------|------------------|
| Interest Earned | 35,000 | 164,720 | 65,000 |
| Miscellaneous | — | 24,216 | — |
| Total Other Income | 35,000 | 188,936 | 65,000 |
| Total receipts | 1,169,800 | 1,219,395 | 1,209,600 |

Payments of budget allocations:

| | | | |
|--------------------------|---------|---------|---------|
| Headquarters | 185,840 | 185,840 | 188,870 |
| Rent and maintenance | 191,150 | 234,009 | 279,500 |
| Tibetan work | 9,100 | 9,100 | — |
| Community Health Office. | 22,530 | 22,530 | 36,400 |

Tansen Area:

| | | | |
|----------------|--------|--------|--------|
| Administration | 11,200 | 11,200 | 20,760 |
| Hospital | 24,000 | 24,000 | 74,500 |
| Leprosy Work | 24,200 | 24,200 | 24,900 |

Community Health

| | | | |
|-------------------------------|--------|--------|--------|
| Administration | — | — | 15,000 |
| West Palpa | 51,300 | 51,300 | 46,950 |
| MCH Clinic (Mandan Pokhara) | — | — | 16,000 |
| MCH Clinic (West palpa) | 7,500 | 7,500 | 9,300 |
| Alternate Polyclinic (Tansen) | — | — | 30,000 |
| East Palpa General Clinic | 11,000 | 11,000 | 4,300 |
| East Palpa | — | — | 22,200 |
| A.N.M. School, Tansen | 60,300 | 60,300 | 63,889 |

Butwal:

| | | | |
|------------------------------|--------|--------|--------|
| Project Admins. | 38,600 | 38,600 | 36,000 |
| Div. Consulting Services | 16,000 | 16,000 | 19,000 |
| Community Health (Rupandehi) | 4,300 | 4,300 | — |

Pokhara:

| | | | |
|------------------|-------|-------|-------|
| Project Adminis. | 2,900 | 2,900 | 3,200 |
| Agri. Operations | 5,000 | 5,000 | — |

Gorkha Area:

| | | | |
|------------------|--------|--------|--------|
| Administration | 13,758 | 13,758 | 13,300 |
| Hospital | 35,000 | 35,000 | 35,000 |
| Community Health | 46,300 | 46,300 | 46,300 |

Shanta Bhawan:

| | | | |
|-----------------|---------|---------|---------|
| Hospital | — | — | — |
| Community Helth | 131,657 | 131,656 | 142,085 |
| Nursing School | — | 65,000 | 127,707 |

Bhaktapur:

| | | | |
|------------------|--------|--------|---|
| Hospital | 54,900 | 52,612 | — |
| Community Health | 18,900 | 18,113 | — |

Okhaldunga:

| | | | |
|----------------------|--------|--------|--------|
| Dispensary | 40,645 | 40,645 | 74,500 |
| New Hospital Project | 2,000 | 2,000 | — |
| Contingencies | 10,000 | 4,556 | 10,000 |

Education Work:

| | | | |
|---------------------------|------------------|----------|-----------------------------------|
| Gorkha | 150,826 | — | — |
| Girls' High School | — | — | — |
| Kathmandu | 51,950 | 6,494 | — |
| Total Budget al-locations | <u>1,220,856</u> | <u>—</u> | <u>1,123.913</u> <u>1,339,661</u> |

Excess receipts over payments for budget year. 95,482

Other receipts:

Grants for 1973 received in 1974 :

| | |
|------------------------|--------|
| Christian Church | 3,937 |
| (Disciples) | 3,937 |
| Free Church of Finland | 55,706 |

Total Other receipts 59,643

Total receipts over payments for year 155,125

Add:

Balance at 1.1.74 337,725
1973 net surplus from projects 131,093

468,818

Balance at 31 December 1974 623,943

Statement of Capital Fund Transactions for the year 1974

| | Total | Specified Projects | Designate Funds | Undesig- nated funds |
|--|-------|-----------------------|--------------------|-------------------------|
|--|-------|-----------------------|--------------------|-------------------------|

Receipts:

| | | | | |
|--|-----------|-----------|--------|---------|
| Bible & Medical Missionary Fello- wship | 123,600 | 123,600 | | |
| Bread for the world | 64,500 | 64,500 | | |
| Canadian Internat- ional Development Agency | 2,284,300 | 2,284,300 | | |
| Church Missionary Society, UK | 522,605 | | | 522,605 |
| Inter-Church Co- ordinating Organi- sation | 843,134 | 843,134 | | |
| Maitland Trust (UK) | 10,000 | | | 10,000 |
| Swedish Baptist Mission | 10,500 | 10,500 | | |
| Tear Fund | 691,700 | 691,700 | | |
| United Church of Canada | 127,784 | 22,784 | | 105,000 |
| United Methodist Church | 384,602 | 355,955 | 28,647 | |
| United Presbyterian Church | 63,000 | 63,000 | | |
| World Mission Pra- yer League, Nor- way Branch | 27,273 | 27,273 | | |
| Sale of Capital Equi- ipment | 1,341 | 1,341 | | |
| Miscellaneous Gifts | 681 | | | 681 |

Transferred from:

| | | | |
|-------------------------|------------------|------------------|---------------|
| Bhaktapur Capital Funds | 24,494 | | 24,494 |
| Gorkha Capital Funds | 50,082 | | 50,082 |
| Total Receipts | 5,229,596 | 4,488,087 | 38,647 |

| | Balance 1.1.74 | Received in 1974. | Allocation & transfers | Balance 31.12.74 |
|--|-------------------|----------------------|---------------------------|---------------------|
| | — | — | — | — |

DESIGNATED FUNDS:

| | | | | |
|----------------------|---------------|---------------|----------------|---------------|
| Medical Equipment | 27,167 | 27,965 | 56,050 | (918) |
| Medical Work | 28,974 | — | 29,000 | 974 |
| Nepal T.B. Hospital | 2,100 | — | 2,100 | — |
| School Equipment | 1,125 | 157 | — | 1,282 |
| T.B. work | — | 10,000 | — | 10,000 |
| Pastor Wagner's work | 15,550 | 525 | 15,550 | 525 |
| Totals | 75,916 | 38,647 | 102,700 | 11,863 |

UNDESIGNATED FUNDS:

| | |
|------------------------|---------|
| Balance 1.1.74. | 139,567 |
| Receipts per schedule | 702,862 |
| Allocations made to- | |
| Headquarters | 76,510 |
| Tibetan camp work | 10,945 |
| Community Health Work | 12,428 |
| Tansen | 277,380 |
| Butwal | 25,788 |
| Pokhara | 11,895 |
| Gorkha | 142,260 |
| Shanta Bhawan Hospital | 88,000 |

| | | | | |
|-----------------------|----------------|----------------|----------------|----------|
| Bhaktapur Hospital | | | 153,323 | |
| Building Department | | | 3,900* | |
| Scholarship Committee | | | 40,000* | |
| Totals | 139,567 | 702,862 | 842,429 | — |

CAPITAL FUND TRANSACTIONS FOR PROJECTS

| | | | | |
|-------------------------------|------------------|------------------|------------------|------------------|
| Headquarters | 34,426 | 76,510 | 77,804 | 33,132 |
| Pokhara Vacation House | 35,350 | — | — | 35,350 |
| Building Department | — | 3,900 | 3,900 | — |
| Tibetan Camp work | — | 10,945 | 10,945 | — |
| Scholarship Programme | — | 40,000 | 40,000 | — |
| Community Health Office | — | 76,928 | 37,450 | 39,478 |
| Tansen | 665,083 | 1,790,330 | 962,167 | 1,493,246 |
| Butwal | — | 25,788 | 25,788 | — |
| Pokhara | 266,991 | 1,124,193 | 929,618 | 461,566 |
| Pokhara midwifery Hospital | — | 761,500 | 33,000 | 728,500 |
| Gorkha | (230,000) | 436,117 | 62,216 | 143,901 |
| Shanta Bhawan Hospital | 1,293,864 | 151,800 | 381,500 | 1,064,164 |
| Girls' high school | 2,910 | 50,587 | 5,000 | 66,497 |
| Bhaktapur Hospital | 183,581 | 181,890 | 110,806 | 254,665 |
| Okhaldhunga Dispensary | 505 | 11,628 | 20,879 | (8,746) |
| Okhaldhunga Hospital Project | — | 689,000 | — | 689,000 |
| T.B. Hospital | — | 2,100 | 2,100 | — |
| Totals | 2,270,710 | 5,433,216 | 2,703,173 | 5,000,753 |
| Specified project receipts | | 4,488,087 | | |
| Designated fund allocations | | 102,700 | | |
| Undesignated fund allocations | | 842,429 | | |
| | | 5,433,216 | | |

UNITED MISSION TO NEPAL

Balance Sheet as at 31 December 1974

ASSETS:

Current Assets:

| | |
|----------------------------|-----------|
| Cash on hand | 30,951 |
| Cash in Banks | |
| Nepal Bank Ltd., Kathmandu | |
| Regular checking | 115,188 |
| Convertible checking | 1,148,500 |
| American Express, Bombay | 107,895 |
| Chase Manhattan, N.Y. | |
| Checking | 114,857 |
| Savings | 4,672,500 |
| Union Bank of Switzerland, | |
| Zurich | 50,688 |
| | <hr/> |
| | 6,209,628 |

Account receivable:

| | |
|-------------------------------------|------------------|
| Project accounts | 198,117 |
| Personal advance | 25,478 |
| Air tickets | 7,913 |
| James Warren & Co. | 6,950 |
| Margarine account | 1,838 |
| 1975 Workers' Conference advance | 5,000 |
| United Methodist Church gifts | 130,316 |
| Miscellaneous | 509 |
| | <hr/> |
| Total current assets | 6,616,700 |

Deferred charges:

| | |
|----------------------------|------------------|
| Publicity materials | 5,384 |
| Rental allowance advance | 16,803 |
| Rent advanced to Col. Rana | 227,520 |
| | <hr/> |
| Total assets | 6,866,407 |

LIABILITIES AND RESERVES:

Liabilities:

| | |
|---------------------------------|------------------|
| Personal accounts | 9,558 |
| N.C.F Building accounts | 57,000 |
| National Prosthetic Centre | 27,432 |
| UMN provident Fund | 31,018 |
| Funds of Member Bodies | 304,096 |
| Import Handling | 420 |
| Funds Due Projects | 354,324 |
| Capital Funds Held for Projects | 5,000,753 |
| Total Liabilities | 5,784,601 |

Reserves:

Special reserve:

| | |
|---------------------------|-------|
| Girls' High School Hostel | |
| Deposit | 7,500 |

Valuation reserve:

| | |
|---------------------------|---------|
| Balance 1.1.74. | 310,500 |
| Net increase for the year | 128,000 |

438,500

Capital Funds:

| | |
|--------------|--------|
| Designated | 11,863 |
| Undesignated | — |

11,863

General Fund

623,943

Total Reserves

1,081,806

Total Liabilities and Reserves

6,866,407

UMN PROVIDENT FUND

Statement of Receipts and Payments for the year ended 31 December 1974.

| | Balance 1.1.74 | Receipts | Transfers In | Payments | Transfers Out | Balance 31.12.74 |
|---------------------|-------------------|----------------|-----------------|----------------|------------------|---------------------|
| Headquarters | 27,951 | 10,542 | 2,077 | 9,222 | — | 31,348 |
| Tansen Area | 75,442 | 39,898 | 8,135 | 1,826 | — | 121,649 |
| Gorkha Project | 91,814 | 13,744 | 2,395 | 71,525 | — | 36,428 |
| Shanta Bhawan Hosp. | 268,857 | 102,107 | 28,984 | 7,473 | — | 392,475 |
| Girls' High School | 51,596 | — | — | 51,596 | — | — |
| Bhaktapur Hospital | 16,649 | 18,680 | 1,833 | 29,118 | — | 8,044 |
| Okhaldhunga Project | 12,103 | 4,842 | 1,332 | — | — | 18,277 |
| | 544,412 | 189,813 | 44,756 | 170,760 | — | 608,221 |
| Lapse & Forfeiture | 35,367 | 3,863 | (7,646) | 1,000 | — | 30,584 |
| Interest earned | 17,564 | 47,841 | (37,110) | — | — | 28,295 |
| Totals | 597,343 | 241,517 | — | 171,760 | — | 667,100 |

Balance Sheet as on 31st December 1974

ASSETS:

| | |
|---------------------------------|----------------|
| Deposit with UMN Treasurer | 31,019 |
| Nepal Bank Ltd. Savings Account | 46,081 |
| Nepal Bank Ltd. Fixed Deposits | 570,000 |
| HMG Development Bonds | 20,000 |
| | <hr/> |
| | 667,100 |

LIABILITIES:

| | |
|------------------------|---------|
| Headquarters | 31,348 |
| Tansen Areas | 121,649 |
| Gorkha Project | 36,428 |
| Shanta Bhawan Hospital | 392,475 |
| Bhaktapur Hospital | 8,044 |
| Okhaldhunga Project | 18,277 |
| | <hr/> |
| | 608,221 |

Other Funds:

| | |
|----------------------------|---------------|
| Lapse & Forfeiture Account | 30,584 |
| Interest Accumulated | 28,295 |
| | <hr/> |
| | 58,879 |

667,100

APPENDIX P

Minutes of the UMN Workers' Conference

On January 11th - January 16th, 1975

During the afternoon and evening of Friday, January 10th 1975, the delegates to the UMN Workers' Conference were welcomed to "Camp Pokhara" by the members of the UMN Pokhara Team. The location, "on approximately 200 ropani of the Lord's beautiful creation.... in between the Seti Khola River and the fantastic Annapurnas" was approved by all and the hospitality afforded to the delegates by the Pokhara Team was much appreciated. The communal living gave a unique quality to this Conference, binding the delegates together into a colourful, closely-knit family which ate, prayed, worked, played, sang and slept together,

The daily business sessions were conducted from 10 a.m. till 12 noon, and 2.00 to 3.45 p.m. to be followed from 4.00 p.m. to 5.00 p.m. by Group Meetings whose purpose was to serve as a Forum for discussion of all kinds ranging from communication within UMN to Christian work/witness in Nepal. The Groups formed the basis for the division of the Conference during the time spent considering the recommendations of the Restructuring Committee.

Several Mission Boards had representatives at the whole or part of Workers' Conference and these were warmly welcomed along with other guests e.g., parents of UMN workers, Rev. and Mrs. John Schaefer of the Protestant Congregation in Kathmandu, and others.

The tenor of each day was set by the half-hour Prayer Session, followed by three quarters of an hour of bible study led by the Rev. John Stott (All Souls, Langham Place, London) who conducted studies in the Epistle to the Ephesians. He was the speaker at the evening meetings also, when the Conference was joined by members of the I.N.F. and other interested people from the Pokhara Valley. The theme of the message at these meetings was the Lausanne Covenant upon which Mr. Stott commented, with particular reference to the life and witness

of the Church to the Society in which it is situated. His ministry throughout the length of Conference was greatly appreciated, not least in the time of Open Discussion which he directed so ably on Wednesday (15th Jan) morning. On Sunday, the children were able to go to a special Sunday School held for them by members of the I.N.F. to whom both parents and children were grateful. In the evening of this day a happy time of fun, song and the showing of some films was enjoyed by the whole UMN family present.

WC-1/75 *Appointment of Chairman and Secretary.* For the business sessions of the Conference, Mr. Ray Havens was elected Chairman and Mrs. C. Spivey, Secretary.

WC-2/75 The Agenda, amended by the inclusion of items under Any Other Business, and the inclusion of reports from the Communications Committee, Padma Sadan, Bhutan and Afghanistan, under Item No. 4 "Reports from Others", was adopted by the conference.

WC-3/75 *Representative to UMN Board.* A Nominating Committee was chosen, consisting of Miss Miriam Krantz, Mr. Larry Asher and Miss Lilly Ammann. Upon receiving their nomination, the Conference elected Mr. Dan Jantzen as its representative to the UMN Board of Directors for the year 1975.

Representative to Shanta Bhawan Hospital Board. No further nomination was made for this position, as Dr. Sigrun Mogedal has still one more year to serve in this office.

WC-4/75 *Annual reports from projects.* After distribution of the duplicated reports from each project, time was given for these to be read and subsequently the following people high-lighted certain aspects of their written reports and answered questions put from the floor:-

- (a) Headquarters: Mr. F. Wilcox
- (b) UMN Language Committee : Mr. A Voreland

(c) Special Projects- Building Department : Mr. F. Sauer
Tibetan Camp : Mr. A. Holm
Scholarship Programme : Miss N. Kehrberg
Childrens' Hostel : Mrs. C. Spivey

(d) Community Health Office : Mr. F. Wilcox

(e) Tansen Area : Dr. P. Dodson, Miss G. Coventry

(f) UMEDA Projects : Mr. D. Jantzen, Mr. R. Yoder plus subsection Plywood Projects Report : Mr. H. Milcke

(g) Pokhara Boys' School : Mr. L. Asher

(h) Gorkha Project : Miss F. Swenson

(i) Shanta Bhawan Hospital : Mr. S. Ruohoniemi

(j) Girls' High School : Miss M. McCombe

(k) Bhaktapur Hospital : Dr. D. Roche

(l) Okhaldhunga Project : Dr. I. Itoh

Conducting his report on Headquarters, Mr. Wilcox paid tribute to the long and excellent service given by Miss Lilly Ammann originally in India and latterly in Nepal. He commended her to our love and prayers and expressed our great gratitude to her as a Mission. It was RESOLVED that a heartfelt vote of thanks be given to her.

WC-5/75 *Other reports.* Brief verbal reports were also received from the following friends engaged in other spheres of work.

- (a) Mr. P. Hitchin - I.N.F.
- (b) Miss S. Fry, Afghanistan
- (c) Miss M. Cundy - Pyersingh/Paimay
- (d) Miss F. Backhouse - Semri
- (e) Mr. S. Ruohoniemi - JJP
- (f) Dr. P. Dodson - Butwal Outreach
- (g) Mrs. C. Spivey - Padma Sadan
- (h) Mr. F. Sauer - Communications Committee

- (i) Dr. C. Pedley - Bhutan
- (j) Mr. S. Ruohoniemi - N.O.A.C.
- (k) Dr. T. Jack - Bible Society

The latter two were merely commented upon by the named persons, as the official representatives were absent. A report on the work at Anandaban, and that of the Church in Nepal were not given because of lack of knowledge of the delegates attending Conference who were not directly representing these spheres of work.

WC-6/75 *Election of Committees.* Upon receiving the recommendations of the Nominating committee, the following committees were elected to serve for the year 1975/76.

(a) *Communications Committee :*

| | |
|--------------------|-----------------|
| Mr. Martyn Thomas | |
| (Convenor) | Miss O. Anniss |
| Mrs Shirley Thomas | Miss C. Evans |
| Miss M. Wright | Mr. A. Voreland |
| Mrs. C. Spivey | Mr. R. Fox |

(b) *Language Committee :*

| | |
|---|------------------|
| Mr. A. Voreland | |
| (Convenor) | Dr. J. Dickinson |
| Mr. K. Khanal | Miss N. Kehrberg |
| Miss B. Grimsrud | Miss M. Schutzka |
| Miss G. Borg | |
| One representative from the Language School students. | |

(c) *Childrens' Hostel Committee* (elected by UMN parents) :

| | |
|---------------------------------------|----------------|
| Mr. A. Voreland | |
| (Convenor) | Mr. J. Roane |
| Mrs. A. Dickinson | Mrs. S. Bull |
| Mrs. A. Hankins | Mr. S. Kostamo |
| Mrs. C. Spivey | Mrs. M. Gould |
| Hostel Parents —Dr. and Mrs. D. Roche | |

It was RESOLVED to recommend that the Language Committee should not exceed eight persons, but that the Language Supervisor from each Project may be coopted onto the Committee as and when deemed necessary. The Language Supervisors are as follows :

Mrs. O. Hoftun — Butwal
Miss M. McLean — Tansen
Miss F. Swenson — Gorkha
Mrs. M. Paterson — Pokhara
Miss R. Overvold — S.B.H.

It was RESOLVED that all the various Committees which come before Conference and which were elected by Conference should define their aims and purposes and lines of authority and report back to Workers' Conference in 1976.

WC-7/75 *General Agreement with HMG/N.* The Executive Secretary reported that after fifteen months of negotiations, the end was in sight. The draft Agreement had had a chequered career through the Ministries of HMG/N, but all signs were now favourable that the amended final draft might go to the Cabinet for approval as the penultimate stage to the final signing. The amendments proposed by the various officials were slight, mere changes in wording in some instances, and the inclusion of agriculture as a field of service gave hopes of renewed effort in this area of work. However, the proposal to allow UMN workers exemption from payment of Income Tax and Customs Duty has been rejected. A specific Agreement for each Project of UMN work in Nepal will be needed in addition to this General Agreement. The report from Mr. Wilcox was received with gratitude as valued information.

WC-8/75 *Administrative Structure of UMN.* A slight alteration in the order of business on Monday allowed for

a thorough discussion of the Report of the 1974 Workers' Conference to study the administrative structure of the UMN. The Committees report was presented by Mr. S. Ruohoniemi, with the aid of an organisational chart drawn by Mr. R. Havens. These two Committee members were asked questions, and so was Mr. D. Jantzen. Then the Conference dissolved the plenary session and took up a study of the report in small groups which subsequently reported back to plenary session when matters arising from these group discussions were raised and answers given by the Restructuring Committee members.

It was RESOLVED to pass on to all the Restructuring Committee members the thanks of Workers' Conference 1975 for having carried out their assignment so well.

A correlation of group opinion was drawn up after this first day of discussion on the report, and this was used as a basis for further discussion on Wednesday afternoon. Following a further full discussion, it was RESOLVED to ask the Restructuring Committee to form a motion to put before the Workers' Conference 1975. This motion was in the form of five units, each one of which was voted upon separately and each one of which was carried by Conference.

These were :

- (a) Functional Administration Package containing Functional Boards, Coordinating Committee and Area Services Officer.
- (b) Personal Counsellor
- (c) Workers' Conference Committee
- (d) Fiscal Year
- (e) Direct Appointees

It was RESOLVED that Workers' Conference recommends to the UMN Executive Committee and

Board approval of the amended Final Draft of the proposed Constitution and Bye-Laws as thus presented.

Amendments carried were as follows :

- (i) See Page 8, No, 6 of the Draft which was amended to read : "To consult with all Board Appointees and with other staff in supervisory capacities, and the Board, if any, of the particular...."
- (ii) See Page II, Section VIII B. 2 of the Draft which was amended to read : "....only after consultation with and approval of the Functional Secretary and Executive Secretary, Heads of Institutions and Project Directors..."
- (iii) The title of "Technical Secretary" was changed to that of "Economic Development Secretary".
- (iv) The title of "Chaplain" was changed to that of "Personal Counsellor".

It was RESOLVED that the Workers' Conference recommends to the UMN Executive Committee and Board consideration of the proposals.

- (a) That the present Board of Directors, with their membership representing member bodies, should become a "General Council and Conference" made up of area or field secretaries from member bodies or others, who supervise the work and personnel for their group in Nepal. This group could meet every second or third year rather than annually.
- (b) The present Executive Committee should become the Board of Directors, who would be responsible for the overall management of the United Mission. Member bodies' representatives would be elected and serve as individuals, who would have continuing responsibility that membership on the Board of Directors requires.

It was RESOLVED that the Executive Secretary be requested to circulate the proposed amendments to the Member Bodies in time for consideration at the 1975 Board Meeting.

It was RESOLVED to withdraw the suggestion to rewrite the Constitution because of the problems involved in presenting the proposed Constitution to the Board.

WC-9/75 *Three reports in the sphere of Health Services Work.* Mr. F. Wilcox commented briefly on these three reports, namely :

Policy Statement of Setting Priorities in Health Services EC(2)-54/74.

Meeting Health Needs for the next 5 years EC(2)-57/74

EC(2)-58/74. Refresher Course for Paramedicals and drew the attention of the Conference to their contents. An interested group met to study these papers for one hour on Tuesday afternoon when a lively discussion ensued.

WC-10/75 *Report on S.T.A.R. Group.* A somewhat low-key report was given by Mr. S. Ruohoniemi concerning the Secondary Tutoring and Recreational Group. The abortive attempt to start an International Secondary School resulted in the formation of this group, whose urgent need currently is for an overseer of the various correspondence courses upon which the students are engaged. No great response from other groups within Nepal has been forthcoming as alternative arrangements have been made for the children of these groups.

WC-11/75 *Possible UMN work in W. Nepal.*

(a) *Surkhet* Mr. F. Sauer gave a progress report on the three areas in which UMN involvement has been mooted. With regard to the Hydro-

project, UMN are now just one of the bidding contractors; with regard to the A.H.W. complex, the decision to implement this plan has still to be made by the Canadian Government; finally, the establishment of a BTI in Western Nepal has yet to be finalised.

(b) *Mahendranagar.* A very positive report was given by Miss M. McCombe with regard to UMN involvement in the sphere of education at two places, Tikapur and Mahendranagar. Both involve the seconding of workers to co-education boarding schools for the local people, mainly Rana-Tharus and Tharus. A possible medical involvement in the Tikapur area has been proposed at local level.

Both these reports were received with thanks by Conference as information on possible new areas of work.

WC-12/75 *Report on Plans for a New Film.* An appeal for ideas for a new UMN film was made by Mr. A. Voreland as he drew the attention of Conference to the circular he had recently sent around giving details of the film proposal.

WC-13/75 *Report on a Personal Counsellor to serve with the UMN.* The Executive Secretary's report was received as information by Conference. Note was taken of the offer of voluntary service for one year from mid-summer 1975 to mid-summer 1976 made by the Rev. (Dr.) Park Johnson. It was RESOLVED that Mr. F. Wilcox should meet this gentlemen and consult with others who know him.

It was RESOLVED that as a Mission, we wish (d) to express our thanks to the Wilcoxes and to express the hope that they will remain open to the leading of the Lord to return to Nepal in any capacity.

WC-14/75 Annual Report from each Board Appointee. Mr.

A. Voreland commented briefly upon the form that will be sent out to each Board Appointee immediately after Workers' Conference, which will enable each one to give a confidential report on the previous year's work and also allow room for comment upon the Annual Workers' Conference.

WC-15/75 Applications for Membership. The Executive Secretary reported that two Church/Mission Bodies have made their application for full membership in the United Mission, which applications will come before the Board of Directors for action. These are (a) The Lutheran Church in America, Division of World Mission/Ecumenism (b) The Methodist Missionary Society (U.K.). It was RESOLVED to receive this report with thanks giving to God.

WC-16/75 Proposed Constitutional Changes. The Executive Director drew attention to the Executive Committee Minute EC/(2)-70/74 which will need ratification by the Board of Directors. The proposed amendments are 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 Secretar concerned, and with the Executive Secretary."

It was RESOLVED to recommend approval of all these changes and amendments to the Bye-Laws and Constitution to the Board of Directors. It was noted that there was a similar recommendation in the minutes of the last UMEDA Board Meeting.

WC-17/75 Leadership Posts in UMN. The following leadership posts in UMN require action by the Board of Directors.

(a) *Area Superintendent, Kathmandu/* Further to EC (2)-49/74, it was RESOLVED to recom-

mend to the Board of Directors the re-appointment of Mr. S. Ruohoniemi for a further one year term.

(b) *Health Services Secretary.* After much discussion and for reasons similar to those behind the previous motion, it was RESOLVED to recommend to the Board of Directors the appointment of Mr. S. Ruohoniemi for a one year term. This concurs with the recommendation of EC(2)-50/74.

(c) *Technical Secretary.* The action of EC(2):51/74 was noted; however, it was RESOLVED to recommend to the Board of Directors that Mr. F. Sauer be appointed to this post for a one year term of office only.

(d) *Education Secretary.* The action of EC(2)-52/74 was concurred with, in that it was RESOLVED to recommend the appointment of Mr. A. Voreland from November, 1975 until the meeting of the Board in March or April, 1976.

(e) *Executive Secretary.* The Executive Committees action EC(2)-53/74 was received as information only. However, please see WC-13/75 motion two.

WC-18/75 Any Other Business.

1. *Pokhara Vacation House.* Mr. L. Asher and Mr. A. Holm put before Conference the idea of using the "Pardi" House either as a "Stop-over" house or as an alternative to the suggested Pokhara Vacation House. After full discussion, it was RESOLVED to recommend to the Finance Committee to lease the house for one year and to thank the Holms for being willing to take care of this Guest House. Anyone interested in this house should contact Asbjorn Holm.

2. Because of lack of Constitutional permission, the idea of instituting the Workers' Conference

Committee as from this year was not pursued. However, Mr. F. Wilcox expressed his willingness to meet with an Ad-Hoc Committee regarding arrangements for 1976 Workers' Conference. It was RESOLVED not to form yet another Committee as the new Annual Report Form will give adequate opportunity for Board Appointees to air any comments they might wish to make.

3. As a by-product of the group discussions it was felt to be helpful to express publicly, concern over lack of communication within UMN, both within the realm of "official" communication i.e. letters or lack of them from the service agencies at H.Q. and also in the sphere of information for prayer from all the Projects. Suggestions were made as to various "standard letters of receipt" that could be sent out after official requests for help had been received.

3b. *Proposal from a group of interested persons.*

1. That Workers Conference take up the the study of the Christian in relation to Nepali Society, especially with regard to :

Hinduism and other religions of Nepal
Social Traditions of Nepal
The Communication of the Good News in Nepal

2. That a Coordinating Committee be set up to activate this discussion. The following were nominated by the group:—

Paul Spivey (Convenor)
Miriam Krantz
Margaret McCombe
Mary Cundy
Larry Asher
Monika Schutzka

3. In addition the group would like to nominate persons to instigate discussion and enquiry at local or project level and to cooperate with the Coordinating Committee.

Jolene Yoder — Butwal

Dag Aandstad — Gorkha

Mary Cundy — Tansen

Dr. Itoh — Okhaldhunga

John Dickinson — Shanta Bhawan

Francis Sauer — Head quarters and seconded workers ...

4. That the Finance Committee be asked for allocations of funds and that the Coordinating Committee (see 2 above) set up a budget and present it to the Finance Committee.

5. That a full report be made to Workers' Conference, 1976.

4. It was RESOLVED to express to the Pokhara Team the gratitude and appreciation of Conference for their hard work and hospitality so freely and joyously given to the delegates of the 1975 Workers' Conference.

5. It was RESOLVED to thank the Chairman and Secretary of the business sessions for their work on behalf of the Conference.

APPENDIX Q
UMEDA Constitution

as amended by the UMN Board 4 April 1975.

1.0 *Definitions.*

In the following Articles, UMEDA shall mean the United Mission Economic Development Agency; UMN shall mean the United Mission to Nepal; HMG shall mean the concerned body of His Majesty's Government of Nepal; Board shall mean the UMEDA Managing Board; and Manual shall mean the Manual of Policies and Procedures of the UMEDA and its administrative units.

2.0 *Purpose.*

2.1 The United Mission to Nepal establishes the UMEDA in order to carry out the purposes of the United Mission to Nepal as defined in the UMN Constitution and Bye-laws in the field of economic development through commercial enterprises and other organisations for the benefit of the people of Nepal.

2.2 Methods for implementing these purposes are stated in the Manual of Policies and Procedures as adopted by the UMEDA.

3.0 *Agreement.*

3.1 This Constitution is subject to the provisions of the General Agreement between HMG and the UMN and any specific agreements that apply to UMEDA projects, and shall not in any way supercede or invalidate them. These agreements are attached as appendices.

4.0 *Use of UMN Resources.*

4.1 UMN will contribute the services of personnel made available to it by its member organisations, and provide funds, supplies and materials for economic development in Nepal without repatriation of foreign exchange.

4.2 UMN seconded personnel shall not receive any personal remuneration from project activities. Any fees or income received for their services, and any earnings accruing to UMN from the project activities, shall be reinvested in development programs in Nepal.

5.0 *Ownership.*

5.1 UMEDA is an instrument for UMN participation in economic development in Nepal. Any projects undertaken by UMEDA shall be owned and operated by UMN through UMEDA until they are transferred to Nepali ownership according to agreement with HMG.

5.2 When desirable the Board may decide to set up UMEDA projects as companies or firms in which UMEDA holds interests, or to establish separate managing boards for projects owned by UMEDA ,and to appoint members of such Boards, and to request HMG or other Agencies to appoint their representatives to sit on such Boards.

6.0 *Managing Board.*

6.1 The UMEDA Managing Board (hereinafter called the Board) shall exercise final authority in all matters concerning UMEDA excepting constitutional changes and matters where UMN personnel and UMN finances are involved, in which cases the final decision will be made by UMN.

7.0 *Related Organizations.*

7.1 The Board on behalf of the UMN may relate to other organizations by provision of capital, personnel, management or other services.

8.0 *Termination.*

8.1 If the (UMEDA and its) Board can no longer function in accordance with the principles of this constitution, the authority of the Board shall revert to the UMN Board of Directors through its Executive Secretary.

9.0 *Amendments.*

9.1 This constitution may be amended by a simple majority vote of the UMN Board of Directors, provided the proposed amendment has been approved by 3/5 of the regular voting members in two successive ordinary meetings of the UMEDA Board.

UMEDA Bye-laws

as amended by the UMN Board 4 April, 1975

1.0 *Definitions.*

1.1 Same as in Constitution. Project Director shall in the following mean UMN Butwal Project Director.

2.0 *Managing Board.* (Hereinafter called the Board).

2.1 *Authority of the Board* and Relationship to the UMN,

2.11 The Board shall exercise final authority in all matters except in the following matters, in which cases the final decision will be made by the UMN:

2.111 Amendments of the Constitution and Bye-laws.

2.112 Personnel matters involving UMN Board Appointees and other workers seconded by the UMN Executive Secretary.

2.113 Matters in which UMN general recurring and capital funds are involved.

2.114 Matters regarding policy and planning which otherwise, immediately or in future, may involve the UMN.

2.12 The wish of the UMN and its officers shall be expressed through the UMN appointed regular voting members of the UMEDA Board in matters where the UMEDA Board exercises the final authority.

2.2 *Membership.* The Board shall consist of 7 to 11 members, of whom:

2.21 Four shall be regular voting members appointed for the term of one year by the UMN Board in its annual meeting, and shall be eligible for re-appointment.

2.211 If and when the UMN appoints a Technical Secretary, he shall be one of the above regular voting members.

2.212 The four members shall be nominated by a committee consisting of the UMN Technical Secretary (alternatively the UMN Executive Secretary), the UMEDA Staff Representative on the Board, and the ex-officio members of the Board.

2.22 One regular voting member and his alternate shall be elected by those UMN Board Appointees and other UMN workers seconded by the UMN Executive Secretary who are assigned to UMEDA. They shall be elected for a term of one year and may be re-elected. The election shall be by secret ballot, and shall take place in the first quarterly project committee meeting in the calendar year.

2.23 The UMEDA Divisional Directors shall be ex-officio members.

2.24 One to four members may be co-opted for one meeting or for sessions thereof, or for up to one year terms, and they may be co-opted again.

2.3 *Voting and Quorum.*

2.31 Ex-officio and co-opted members shall have voice but no vote.

2.32 In case of a tie, the Chairman shall have a casting ballot.

2.33 The quorum shall be three regular voting members.

2.40 *Vacancies*

2.41 Vacancies among the four UMN Board appointed regular voting members shall be filled by appointments made by the UMN Executive Secretary. The appointments may be for one meeting or for the unexpired term.

2.50 *Meetings.*

2.51 There shall be three ordinary meetings of the Board annually, and the most ordinary meeting of the year

shall be called the Annual Meeting and shall ordinarily meet in Butwal.

2.52 For ordinary meetings the members shall be notified at least 15 days in advance with the agenda, the time, and the place of the meeting.

2.55 With the permission of the Chairman, or of two regular voting members of the Board, meetings may be convened on shorter notice.

2.54 For attendance at Board meetings, UMN members shall receive refund of travel and lodging expenses. Non-UMN members shall also receive an attendance fee of Rs. 30.00 per day.

2.60 *Officers of the Board.*

2.61 Officers shall be the Chairman and the Secretary. If and when a UMN Technical Secretary is appointed, he shall serve as Secretary of the Board for UMEDA General and UMN project Affairs. Otherwise the Divisional Directors shall serve as Secretaries of the Board when it deals with business related to their respective divisions.

2.62 The Chairman shall be elected by the Board from among the four UMN appointed regular voting members of the Board. Election for a one-year term shall take place at the second quarterly meeting of the Board, and in the case of the Chairman being absent, the Board shall in the same manner elect an Acting Chairman to serve in his place.

2.70 *Duties of the Board.*

2.71 To adopt the UMEDA Manual of Policies and Procedures, hereafter called the Manual, and to approve of changes in the same.

2.72 To set up separate Managing Boards for UMEDA projects when this is found practical, and to approve of Constitutions and Rules for such projects, provided that these Constitutions and Rules shall not supersede or invalidate the UMEDA Constitution and Bye-laws.

2.73 To receive from the Divisional Directors half-yearly budgets and plans for Operation and further development of their respective divisions, to discuss and approve these.

2.74 To receive from the Divisional Directors and scrutinize quarterly reports and financial statements on the operation of their respective divisions.

2.75 At the Annual Meeting to receive from the Divisional Directors the annual reports and audited financial statements of the operations of their respective divisions, to scrutinize and make final decisions concerning these.

2.76 In case of a Division consisting fully or partly of projects which have their own separate Managing Boards, to receive from the Division Director plans, budgets and reports for information only.

2.77 To consider and act on all other matters referred to the Board by the Secretary or the Divisional Directors, and otherwise to take such actions as it deems necessary to fulfil the objectives of UMEDA.

2.78 To receive annual reports from UMEDA representatives in UMEDA related private companies and other organizations in which UMEDA holds interests, and to issue instructions to these representatives.

2.79 To make the following nominations and appointments :

2.791 To present to the UMN Executive Committee nominations concerning appointments of Divisional Directors.

2.792 In the case of vacancies to appoint Acting Divisional Directors to serve until fresh appointments can be made by the UMN Executive Committee.

2.793 To appoint and dismiss and to fix the remuneration of such officers of the various divisions as determined in the Manual.

2.794 To appoint for one year terms a competent Auditor to audit the accounts of the various divisions.

2.795 To appoint or nominate UMEDA Board members or personnel, or other suitable persons who as Board Directors, as delegates to General Meetings, or in other capacities serve as UMEDA representatives in UMEDA related privated companies and other organizations, provided that the Chairman, on the advice of the Secretary, may make such appointments or nominations when necessary between meetings of the Board. At least one of the UMEDA representatives in each such company or organization shall be a member of the UMEDA Board.

2.796 To appoint members to serve on Managing Boards of UMEDA projects which although separated organizationally still remain under the ownership of UMN. Such appointments shall be made in accordance with the provisions of the Constitution or Rules of the concerned projects as these have been approved by the UMEDA Board (2.72).

In cases where it appears desirable the UMEDA Board may delegate its right to name some of the Project Board members to Departments of HMG or to other cooperating Organizations, provided that as long as UMEDA continues to own such projects and be responsible for their management, directly or through seconded UMN personnel, the majority of the membership of these Boards shall be direct appointees of the UMEDA Board.

3.0 *Duties of the Officers of the Board.*

3.1 The Chairman shall preside at meetings of the Board. Between Board Meetings he shall, in consultation with the Secretary, advise the Divisional Directors concerning urgent matters when requested, and if required make decisions which shall be confirmed by the Board when it meets. In the absence of the Secretary, he shall call meetings of the Board.

3.2 The Secretary have the following duties :

3.21 To call ordinary and extra-ordinary meetings of the Board in the manner prescribed in Article 2.5.

3.22 In consultation with the Divisional Directors and the Project Director to prepare the Agenda for the meeting of the Board.

3.23 To serve as the Minute Clerk of the Board for general UMEDA and Project affairs and to have all minutes distributed to members of the Board and others as prescribed in the Manual.

3.24 To be responsible for all practical arrangements in connection with Board Meetings.

3.25 When available to serve as member at meetings of the UMEDA Coordinating Committee.

3.26 To serve as coordinator of the activities of the various Divisions, act as mediator in the case of differences between Divisions, and in general promote unity in policies and methods within the UMEDA as a whole.

3.27 To act as consultant and advisor to the Divisional Director and the Project Director especially concerning policies and long term planning.

3.28 To represent UMEDA in its relations with UMN, and to receive from the Divisional Directors and the Project Director budgets, reports, financial statements, requests for UMN personnel, and other communications with UMN in matters as stated in Articles 2.111 to 2.114 above, to present these to the UMN in the manner prescribed by UMN rules, and generally to act as a channel and coordinator for business between UMEDA, its Divisions, and UMN.

3.29 On behalf of UMEDA, in consultation with the Chairman and with the Divisional Directors, to act as liaison with His Majesty's Government of Nepal and with AID agencies and with other organizations within and outside Nepal.

3.30 To call and preside at the yearly planning meetings of the various Divisions and to arrange for their recommendations to be recorded and presented to the Board.

3.31 To advise the UMN Executive Secretary, in consultation with the Divisional Directors and the Project Director on the assignment to UMEDA divisions or related organisations of UMN Board Appointees and other workers seconded by the UMN Executive Secretary.

4.0 *Divisions.*

4.1 The activities of UMEDA shall be organised in Divisions led by Divisional Directors who are responsible directly to the Board.

4.2 Decisions concerning establishment of new divisions, or closing or transfer of existing ones, shall be made by the Board, subject to appointments of Divisional Directors being made by the UMN Executive Committee.

4.3 The purposes and internal procedures for each division shall be defined in the UMEDA Manual.

4.4 Each division shall prepare its own plans and budgets to be presented to the Board for approval, and shall be responsible for its own finances, and arrange for the proper accounting and reporting of its operations, to be submitted to the Board as prescribed in Articles 2.73. 4 and 5 above.

4.5 Each UMEDA Division, although separate organizationally, shall in planning and policies be expected to see its own activities in relation to the needs and resources of other Divisions, thus attempting to fulfil the purposes and objectives of UMEDA as a whole.

4.6 In the case of projects which operate under their own Managing Board (2.72 and 2.796), UMEDA

shall maintain its influence and control through the UMEDA Board appointed members of the Project Board insofar as this Board according to the Constitution and Rules of the concerned project is authorized to make final decisions. In areas where UMN is involved (see 2.11-2.114) and otherwise when the Project Board is not authorized to act, business shall be handled by the UMEDA Division concerned in accordance with the provisions of these Bye-laws of UMEDA.

5.0 *Duties of the Divisional Directors.*

5.1 Divisional Directors are nominated by the Board and appointed by the UMN Executive Committee, ordinarily for a term of three years, according to rules laid down in the UMN bye-laws concerning Project Directors. They shall serve as ex-officio members of the Board.

5.20 Insofar as they serve as UMN Project Directors, the Divisional Directors shall report to the UMN Executive Secretary *through* the UMEDA Board Secretary. This shall apply in matters related to UMN as stated in Articles 2.112. to 2.114, and the duties of the Divisional Director in this connection shall be:

5.21 To implement the decisions of the UMN Board of Directors in matters relating to UMN Board appointed workers in UMEDA, their work and assignment, their maintenance, etc., and in all other matters where the UMN is directly involved financially and otherwise.

5.22 To submit to the UMN Executive Committee plans and budgets for those areas in which the UMN is financially involved.

5.23 In consultation with the UMN Treasurer, to co-operate in the audit of the accounts in which UMN is financially involved, and to submit the audit report to the UMN Treasurer.

5.24 To represent the project at UMN Meetings, and to attend to such other duties as expected of Project

Directors according to UMN rules and practice to the extent they are applicable in their particular project.

5.3 In all other matters the Divisional Director shall be responsible to and report to the UMEDA Board or to the Project Board concerned (see 5.4.) and his duties shall be :

5.31 To manage the day by day business of his division so that the decisions and policies of the Board are implemented in accordance with the principles of this Constitution, and of the UMEDA Manual of Policies and Procedures.

5.32 To act as the recognised correspondent of his division, to manage Bank Accounts as well as other current and fixed assets of the division, and to negotiate and sign all types of contracts and legal documents on behalf of the division.

5.33 To employ, dismiss, and fix the remuneration of divisional employee in accordance with pay scales and guidelines as laid down in the Manual.

5.34 To report to the Board on the operations of the division as stated in Articles 2.72 to 2.77 above, and cooperate in the audit of the divisional accounts and submit to the Board the Auditor's report.

5.35 To delegate parts of his authority and duties to other members of the Divisional staff while retaining the overall responsibility to the Board.

5.36 To appoint a senior member of the divisional staff to serve in his absence as Deputy Director.

5.37 To call weekly meetings of the Divisional Management Committee, preside at these meetings, and make necessary decisions after discussion and hearing the advice of the committee.

5.38 To do all such other things which are conducive to the fulfilment of the purposes of UMEDA.

of 5.4 In the case of a Division consulting fully or partly of projects which have their own Managing Boards, and insofar as the Divisional Director holds an executive position in such Projects, he shall be responsible to and report to the Project Board in all matters which fall under the purview of the concerned Project Board and he shall submit plans, budgets and reports on such Projects to the UMEDA Board for information only.

In matters which do not, according to the UMEDA Board approved Constitution or Rules for such Projects, fall under the authority of the concerned Project Board, the Divisional Director shall be accountable to the UMEDA Board and to the UMN Executive Secretary as defined above (5.20 to 5.24).

6.0 *Duties of Staff Representative.*

6.1 The Staff Representative shall act as a link between the UMEDA staff and the Board by :

6.11 Informing UMEDA staff of coming Board meetings, and making copy of the agenda available to UMEDA staff as desired.

6.12 Placing before the Board proposals, items of concern, or other opinions as expressed by members of the UMEDA staff. However, after making such representation, he shall be free to express his own best judgement in the Board meeting.

6.13 Reporting back to UMEDA staff members on significant Board decisions and other items of interest to the staff.

6.2 The Staff Representative shall attempt to keep abreast of developments in the various UMEDA projects, reporting items of interest to the Board.

6.3 He shall also act as a link between the various UMEDA projects and serve as a member of the UMEDA Coordinating Committee.

6.4 The Staff Representative shall be available to advise Divisional Directors and the Project Director on personnel matters etc. when such advice is requested.

7.0 *UMEDA Coordinating Committee.*

7.1 Members of this Committee shall be the Project Director serving as Chairman, the Divisional Directors, the Technical Secretary (when available) and the UMEDA Staff Representative to the Board serving as Secretary.

7.2 Managing officers of private companies and other organizations in which UMEDA holds major interests shall be invited to send a representative to each meeting of the Coordinating Committee for the purpose of consulting together and correlating policies with regard to UMEDA interests and objectives.

7.3 The committee shall ordinarily meet monthly. Additional meetings may be called by the Secretary at his discretion.

7.4 The committee shall discuss the Agenda to be proposed for Board Meetings, and make recommendations to the Board on the various items on this agenda.

7.5 The committee shall further deal with matters of mutual interest for the various divisions, and give special attention to coordination of the activities of the divisions, and to uniformity in policies and procedures.

8.0 *Advisory Management Committee.*

8.1 In each division there shall be an Advisory Management Committee for the purpose of advising the Divisional Director in matters concerning planning and management.

8.2 Members of the Committee shall be the following four :

The Divisional Director, Chairman.

The Divisional Business Manager.

Two members of the supervisory staff within the division, who may be UMN workers or employees on confirmed contracts, and who shall be appointed to serve on the committee for one year terms, provided they may be reappointed. Divisional staff members in supervisory positions shall make nominations for the appointment of their representatives on the Committee. The nomination will take place in the first Divisional Information Meeting in the calendar year under the supervision of the Board Secretary, who will present the nominations to the Board.— Other staff members may be coopted for special sessions or parts thereof.

8.3 The Divisional Director will call the meetings of the Committee which ordinarily will be held weekly, and more frequently when required. He will report to the Committee on all major matters related to the planning and day by day management of the division, and the various members of the Committee may also take up any other matter for discussion. Upon receiving the Committee's advice the Director will make his decision for which he will be responsible to the Board.

8.4 Official minutes of meetings of the Committee will not be made. For sake of reference, the Director shall keep a record of the discussions as well of the decisions he has made on the basis of these, and through a weekly administrative bulletin he shall keep the staff of the division and the Board informed of decisions which have been taken.

8.5 Yearly planning meetings shall be arranged by the Director in each division. Besides the members of the Advisory Management Committee, all other Supervisory staff within the division shall attend these meetings which may partly take place in the form of

departmental meetings with the Director, and partly with the whole staff gathered to discuss the broad policies and general plans for the coming year. The latter part shall ordinarily be attended by the Board Secretary, who will preside at the meetings and arrange for its resolutions and recommendations to be recorded and presented to the Board.

9.0 Staff Committee and Personnel Relations with Divisions.

9.1 Divisional Information Meeting. Once a month an information meeting shall be held in each division. In this meeting all divisional staff in supervisory positions shall be invited to attend, and the Director will report on recent developments, new plans and any major changes which are considered. Those attending the meeting shall be free to ask questions and express their opinions on any matters which concerns the division. If possible the Board Secretary shall also attend the meeting, and he will convey any recommendations made by the meetings to the Board.

9.2 Project Committee.

9.21 In accordance with UMN Bye-laws XI, B, there shall be a UMEDA Project Committee consisting of all UMN Board Appointees working in the project, as well as other workers in the project who are seconded to UMEDA by the UMN Executive Secretary.

9.22 The Project Committee shall meet once quarterly on the call of the Board Secretary, who will prepare and in good time distribute the Agenda, including all matters which individual staff members may have submitted to him in advance for discussion in the meeting. The Board Secretary shall be the Chairman of the Committee, and he shall keep and distribute records of the discussions.

9.23 The main purpose of the Committee shall be to promote good personal relations and unity in purpose

among UMN workers assigned to the various UMEDA projects. The Committee may adopt resolutions or recommendations to the Board provided such resolutions or recommendations shall not be passed unless included in the Agenda.

9.24 At the first quarterly meeting in the calendar year the Project Committee shall elect one staff representative to the UMEDA Board, and his alternate. The election shall be by secret ballot.

9.3 *Appeals.* All UMN workers assigned to UMEDA and all workers on confirmed contracts within UMEDA shall have the right to appeal to the Board in any matter affecting themselves or the department in which they are working. Such appeals shall be forwarded through the Divisional Director concerned, with copies to the Chairman and the Secretary of the Board.

10.0 *Relations with Private Companies and other organisations in which UMEDA holds interests.*

10.1 UMEDA may relate to Private Companies or Other organisations by sponsoring their establishment together with outside parties, by investment of share capital or other forms of financial contribution, or by technical and/or managerial assistance on a contract basis. Whenever such relations have been established, UMEDA shall attempt to maintain its influence in sound planning and management, by having UMEDA Board members or personnel serving there as representatives of the UMEDA Board.

10.2 When UMEDA Board members or personnel are to serve as shareholders representatives, Board Directors, etc. in such Companies or Organisations, they shall be appointed or nominated by the UMEDA Board, provided that the Chairman, on the advice of the Secretary of the Board, if necessary may make such appointments or nominations in between Board Meetings.

10.3 UMEDA Board members or personnel serving in this way as representatives of the Board, shall abide by UMEDA policies and such specific directives as they may receive from the UMEDA Board. UMN personnel seconded to serve in executive positions in such companies or organisations shall ordinarily not be appointed by UMEDA to serve as Directors in the same company or organization.

10.4 It shall be the duty of such representatives to report to the Board on major developments in the Companies or Organizations in which they serve, and they shall see to it that copies of minutes, etc. are regularly distributed to the members of the UMEDA Board. In cases where major changes in policies or plans are expected to be made, and if these changes may affect UMEDA in any significant way, such representatives shall in advance consult with the officers of the UMEDA Board, in order that the Board may be in a position to issue its instructions to the representatives if it wishes.

10.5 When the UMEDA Board is going to discuss the affairs of Private Companies or other Organizations in which UMEDA holds interests, it may invite both its own representatives in these Companies or organizations, and also their Managing Officers, to attend and express their views.

10.6 Managing officers of related companies or other organizations in which UMEDA holds major interests shall be invited to attend meetings of the Coordinating Committee, in order that they can consult together and correlate their policies with other UMEDA projects (7.2).

11.0 *Amendments.*

These Bye-laws may be amended by simple vote of the UMN Board of Directors, provided the proposed amendments has been approved of by the UMEDA Board with 3/5 of the voting members in favour.

APPENDIX R
Statement of objectives
and Working Rules for Butwal Technical Institute

I : Objectives and Principles

1.0 Definitions:

In the following articles these abbreviations are used:-

BTI — Butwal Technical Institute (i.e. UMN Institute of Technology located at Butwal)

ITID — UMN Institute of Technology and Industrial Development as defined by agreement between UMN and HMG.

UMN — United Mission to Nepal.

UMEDA—United Mission Economic Development Agency.

HMGN— His Majesty's Government of Nepal.

Board— the Managing Board of BTI.

2.0 Purpose:

2.1 BTI shall be a non-profit organisation which through the various activities in its Training and its Industrial Section shall contribute to the industrial and economic Development in the Butwal area.

2.2 The *Training Section* shall provide technical and mercantile training in the following ways:-

2.21 By maintaining a program of apprenticeship or "on the job" training.

2.22 By offering compulsory theoretical teaching outside working hours for those participating in the apprenticeship training program.

2.23 By arranging pre-apprenticeship training courses for candidates interested in taking apprenticeship training at BTI.

2.24 By offering advanced training programs on full time or part time basis for tradesmen who wish to qualify themselves for supervisory positions in industry.

2.25 By offering short term courses in various technical fields for specialized training of skilled workers from BTI's own or from outside industries.

2.26 By endeavouring to plan its various training programs to meet the future needs of skilled manpower in local industry, and to operate a job-placement service for those who have completed their training at BTI.

2.27 By attempting to promote high ethical standards and good human relationships in the developing industries of the area.

2.30 *The BTI Industrial Section* shall support the BTI Training Section and serve the industrial development of the Butwal area in the following ways:-

2.31 By establishing production workshops which shall be operated in accordance with sound business principles, aiming at surplus which will be used to subsidize the training activities etc. These production units shall provide opportunities for "on the job" training programs. They shall also as far as possible contribute to the industrial development of the area by offering needed services.

2.32 By owning and managing land, buildings and installations which are made available against payment of rent for use by the various enterprises located on the BTI Compound.

2.33 By offering on a selfcost basis various services needed by BTI related enterprises, such as maintenance of buildings and ground; water supply; internal distribution of electric power and supply of standby diesel power; transport; clearing and forwarding- purchasing, sales and office services, etc.

2.34 By offering management assistance to BTI related enterprises, and coordinating activities for mutual benefit.

2.35 By offering office accommodation and use of other facilities to ITID Consulting Service on a selfcost basis when this is possible without hampering BTI's own operations, with the understanding that these facilities and services will be used by the Consulting Services in its non-profit promotional and advisory work for industrial development in the area.

3.0 *Ownership and Legal Status:-*

3.1 The legal status of ITID is presently defined by special agreement between UMN and HMGN. According to this agreement UMN will own and operate BTI as part of its ITID project under the UMEDA Board during a period of approximately 15 years from the date of the original agreement (7.11.1963); whereafter the project will be handed over to HMGN or to any other body as decided by HMGN, without payment of any compensation to UMN.

4.0 *Managing Board.*

4.1 The BTI Managing Board shall exercise final authority in all matters concerning BTI excepting changes in this Statement of Objectives and Working Rules, and questions where UMN policy, UMN personnel and UMN finances are involved, in which cases decisions will be made by the UMEDA Board.

5.0 *Termination:*

This statement shall be valid as long as UMN continues to own and manage BTI unless otherwise decided by the UMEDA Board. If BTI can no longer function in accordance with the principles of this statement, the Authority of the BTI Board shall revert to the UMEDA Board, and eventually to the UMN Board of Directors through its Executive Secretary.

6.0 *Amendments:*

This statement can be amended by simple majority vote of the UMEDA Board of Directors, provided

the proposed amendment has been approved by 2/3 of the regular voting members of the BTI Board, and has been circulated in writing to the UMEDA Board members two months in advance.

II : *Working Rules*

1.0 *Managing Board:*

1.10 The Authority of the Board shall be final in all matters concerning BTI except the following where final decisions will be made by the UMEDA Board.

1.11 Amendment of Statement of Objectives and Working Rules.

1.12 Personnel matters involving UMN Board Appointees and other workers seconded to BTI by the UMN Executive Secretary.

1.13 Matters in which UMEDA general recurring or capital funds are involved.

1.14 Matters regarding policy which otherwise, immediately or in the future, may involve UMEDA.

1.2 The wish of UMEDA and its officers shall in matters covered by the authority of the BTI Board be expressed through the UMEDA appointed voting members of the BTI Board.

1.20 *Membership:*

1.21 The Board shall consist of 5 to 7 regular voting members as decided from time to time by the UMEDA Board.

1.22 Two of these members shall be appointed by HMGN's Department of Cottage Industries, serving at the pleasure of this Department.

1.23 One of these members shall be a representative of the BTI Supervisory Staff (Nepali or UMN personnel) who shall be elected for one year at a time by a meeting of BTI Supervisory Staff (as defined by the Board from time to time) This election shall take place in time for the new representative to attend the Falgun Meeting of the Board.

- 1.24 The other regular Board members shall be appointed by the UMEDA Board at its Falgun meeting for one year at a time, provided that they may be reappointed.
- 1.25 The BTI Director shall be ex-officio member of the Board.
- 1.26 Up to three members may be coopted for special meetings or sessions thereof, or for up to one year, and they may be coopted again.
- 1.3 *Voting and Quorum.*
- 1.31 Ex-officio and coopted members shall have voice but no vote.
- 1.32 In case of a tie, the Chairman shall have a casting vote.
- 1.33 Vacancies on the Board may be filled by the Chairman of the UMEDA Board for the time up to the next UMEDA Board meeting.
- 1.34 The quorum shall be a majority of the regular voting members.
- 1.40 *Meetings:*
- 1.41 There shall be three ordinary meetings of the Board yearly, of which at least one meeting shall be held in Butwal. These meetings shall ordinarily be held in the months of Jestha (Budget meeting); Aswin (Annual meeting) and Falgun (Planning meeting in Butwal).
- 1.42 For ordinary meetings the members shall be notified at least 15 days in advance with the agenda, the time and the place of the meeting.
- 1.43 With the permission of the Chairman, or of two regular voting members of the Board, meetings may be convened on shorter notice.
- 1.44 For attendance at Board meetings, UMN or BTI workers shall receive refund of travel and lodging expenses. Other members shall receive fee of Rs. 40/- per meeting or per full day of attendance inclusive travel time, as well as refund of travel expenses (but not free lodging).

2.0 *Officers of the Board:*

- 2.1 Officers shall be the Chairman and the Secretary.
- 2.11 The Chairman shall be elected by the Board itself from among the regular voting members of the Board, provided that the staff representative cannot be elected Chairman. Elections for a one year term shall take place at the first meeting after the Falgun meeting of the UMEDA Board. If the Chairman is absent, the remaining members shall in the same way elect an Acting Chairman.
- 2.12 Likewise, the Board shall elect a Secretary from among its own members.

3.0 *Duties of the Board :*

The Board shall carry out the purposes and objectives of BTI as set forth in this Statement of Objectives, and its duties shall be:

- 3.1 To adopt a BTI Manual of Polices and Procedures and approve of changes in the same, subject to ratification by the UMEDA Board.
- 3.2 To receive from the BTI Director yearly budgets and plans for operations and development, and to discuss and approve of these.
- 3.3 To receive from the Director half yearly reports and financial statements, to scrutinize these and take necessary action.
- 3.4 At the Annual meeting to receive from the Director the annual reports and audited financial statements for the past year, and to scrutinize and make final decisions about these and report back to the UMEDA Board.
- 3.5 To consider and act on all other matters referred to the Board by the BTI Director and otherwise take such actions as it deems necessary to fulfil the objectives of BTI.

4.0 *Duties of the Officers of the Board.*

4.1 The Chairman shall preside at the meetings of the Board. Between the Board meetings he shall advise the BTI Director concerning urgent matters when requested, and if required make decisions which shall be confirmed by the Board when it meets. In the absence of the Secretary he shall call meetings of the Board.

4.2 The Secretary shall, in consultation with the Director, prepare the Agenda and call meetings of the Board as described in Rule 1.42. He shall serve as Minute Secretary of the Board, and arrange the distribution of minutes to Board members and others.

5.0 *Management:*

5.1 The Board shall appoint the Director of BTI and fix his salary and terms of employment.

5.20 The Director shall be responsible to the Board, and his duties shall be :

5.21 To serve as an ex-officio member of the Board.

5.22 To manage the day by day business of BTI so that the decisions and policies of the Board are implemented in accordance with the principles laid down in this statement and in the BTI Manual.

5.23 To act as the recognized correspondent of BTI; to deal with Government Authorities and any other parties on behalf of BTI; to manage Bank Accounts as well as all other current and fixed assets of BTI; and to negotiate and sign all types of contracts and legal documents on behalf of BTI.

5.24 To employ and dismiss BTI employees, and to fix their remuneration in accordance with pay scales and guidelines laid down in the Manual .

5.24 To report to the Board on BTI's operations as stated in Rules 3.2 to 3.4. and to cooperate in the Audit of BTI's accounts and submit the Auditor's report to the Board.

5.26 To represent BTI in the UMEDA Coordinating Committee, to deal directly with Directors and Managers

of other UMEDA projects, to implement the policies and decisions of the UMEDA Board as far as these relate to BTI, and to do what he can to promote understanding and cooperation between UMEDA projects.

- 5.27 To delegate parts of his authority and duties to other members of the BTI staff while retaining the overall responsibility to the Board.
- 5.28 To call weekly meetings of the BTI Advisory Management Committee, preside at these meetings, and make necessary decisions after hearing the advice of the Committee.
- 5.29 To do all other things which are conducive to the fulfilment of the purpose of BTI.
- 5.30 The Board shall appoint a senior member of the BTI Staff as Deputy Director.
- 5.31 The duties of the Deputy Director shall be to serve as Acting Director of BTI during the absence of the Director.
- 5.4 The Board shall appoint the Manager of the BTI Industrial Section and the Principal of the BTI Training Section, and fix the salary and terms of employment and job descriptions for these posts.

6.0 *Finances:*

- 6.1 The BTI financial year shall follow the Nepal Government Financial Year (1 Shrawan to 31 Ashad).
- 6.2 The BTI accounts shall be audited by an Auditor Appointed by the UMEDA Board. He shall submit his report to the UMEDA Board.

7.0 *BTI Advisory Management Committee (AMC) etc.*

- 7.1 Membership of the AMC shall be :
 - The BTI Director, Chairman
 - The Manager of the BTI Industrial Section
 - The Principal of the BTI Training Section
 - One staff representative of the BTI Industrial Section

One staff representative of the Training Section
The staff Representatives shall be elected for one year
at a time by, and from among the Supervisory Staff.
The election shall take place before the Falgun meeting
of the Board.

7.2 The responsibilities of AMC shall be to advise the
Director in matters concerning the day by day manage-
ment of BTI.

7.3 The AMC shall ordinarily meet weekly, and more fre-
quently when called by the Director. The Director shall
report to the AMC on all major matters related to the
planning and day by day management of BTI, and the
various members of the AMC may also take up other
matter for discussion. Upon receiving the advice of the
AMC the Director will make his decisions for which
he is responsible to the Board.

7.4 Official minutes of the meetings shall not be made.
For the sake of reference the Director shall keep a record
of the discussions in the AMC as well as of the decisions
he has made on the basis of these, and through a weekly
administrative bulletin he shall keep the staff and the
Board informed of such decisions and other matters
of interest.

7.5 Yearly staff planning meetings shall be called by the
Director for discussion plans and budgets. Besides
members of the AMC all BTI Supervisory Staff shall
be invited to take part in these meetings, which will
make recommendations to be presented to the Board
for consideration at its Falgun meeting.

7.6 A monthly information meeting for all BTI Supervisory
Staff, Workers Representatives and other BTI staff
who may be invited, shall be arranged by the Director.
He shall at this meeting report on recent developments
and explain new plans and any major changes which
are being considered. Those present shall be free to
ask questions and express their opinions.

8.0 *Appeals:*

Any employees of BTI shall have the right to appeal to the Board in any matter affecting themselves or the department in which they are working. Such appeals shall be forwarded to the Chairman of the Board with copy to the Directors.

9.0. *Amendments:*

These Bye-laws may be amended by simple majority vote of the UMEDA Board.

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