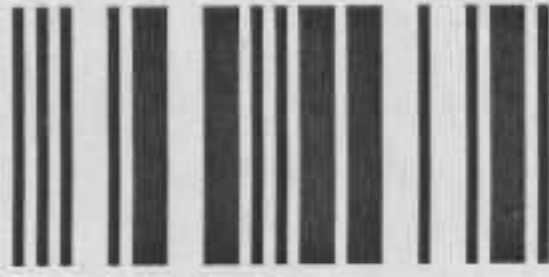


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UMN - United Mission to Nepal, Protokolle Executive Committee 1972

THE UNITED MISSION
TO NEPAL

~~11/5.2.71~~
~~D. Fine~~

MINUTES OF THE
EXECUTIVE COMMITTEE MEETING

Held in Kathmandu, Nepal

November 7-8, 1972

2.d. A.

22.1.75

D. Fine

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MINUTES OF THE EXECUTIVE COMMITTEE MEETING

HELD IN KATHMANDU

7-8 November, 1972

The meeting of the Executive Committee was held in the Board Room at UMN Headquarters, Kathmandu, for two full days. On Tuesday, 7th November sessions lasted from 9-12 and 1.30—5.30 p.m., and on Wednesday, 8th November from 8.30—12 and 1.30—3.15 p.m., with breaks for coffee morning and afternoon.

Devotions: Rev. G. Ruff led devotions the first morning, using a taped message on the Christian attitude to judgement. On the second day Rev. A. Berg spoke on the Christian attitude to stewardship and its implications.

Roll Call: Members were present, except as indicated:

President: Dr. K. Sanders (absent)

Vice-President: Rev. G. Ruff

Other members: Dr. M. Kniss (absent)

Miss L. Chipley

Miss E. Cederholm (absent)

Rt. Rev. D. D. Pradhan

Mr. M. Roemmele (absent)

Rev A. Berg

Ex-officio members: Rev F. Wilcox, Executive Secretary

Mr. I. Stuart, Treasurer

Dr. G. Mack, Health Services Secretary

Miss M. McCombe,

Education Secretary

Miss F. Swenson, Acting Area

Superintendent, Gorkha

Dr. P. Dodson, Area

Superintendent, Tansen.

Co-opted : Canon S. Burgoyne, Personnel
Secretary, for one session.

Visitor : Mrs. Kehler, United Fellowship for
Christian Service.

Schedule and Agenda. In the absence of the President, the Chair was taken by Rev. G. Ruff, Vice President. The schedule was confirmed as above, and the agenda adopted as presented by the Executive Secretary, with three additions.

EC (2)-1/72. *Approval of Minutes.* The Minutes of the Executive Committee held in Kathmandu on March 22-23, 1972 were confirmed as circulated.

EC (2)-2/72. *Correspondence Votes.* The following matters which had been voted on by correspondence since the time of the meeting in March, and which had received unanimous affirmative votes, were accepted for inclusion in these present Minutes :

a) Miss Monika Schutzka, nurse, offered by the Gossner Mission. It was RESOLVED to accept Miss Schutzka for service in the United Mission, with thanks to God and to her sending Mission.

b) Dr. (Miss) Mona Bomgaars, offered by the United Presbyterian Church, USA. It was RESOLVED to accept Dr. Bomgaars for service in the United Mission, with thanks to God and her sending Church.

c) Dr. and Mrs. Ralph Riseley, offered by the United Church of Canada. It was RESOLVED to accept Dr. and Mrs.

Riseley for service in the United Mission, with thanks to God and their sending Church.

d) *UMN Bank Account.* It was RESOLVED to open a current account and a deposit account in the Union Bank of Switzerland, 8021 Zurich, 45 Bahnhofstrasse, Switzerland, in the name of the United Mission to Nepal; both accounts to be maintained in Swiss currency, and to be operated by the UMN Executive Secretary, the UMN Personnel Secretary, and the UMN Treasurer, each signing singly".

e) *Gorkha Hospital Capital Budget.* In view of the need to proceed without delay with the building of the new hospital in Gorkha, it was RESOLVED to approve an additional amount of Rs. 50,000 to the hospital capital budget as previously presented and approved.

PLANS AND BUDGETS FOR 1973

The proposed Plans and Budgets for 1973, presented by each of the projects of the Mission, were considered, together with the recommendations of the Administrative Conference (Appendix A to these Minutes), and of the Finance Committee (Appendix B—I to these Minutes). The final decisions made on these plans and budgets are found in the following Minutes.

EC (2)-3/72. *UMN Headquarters.* It was RESOLVED to accept the proposed plans and budgets for 1973 as presented. These appear as Appendix C to these Minutes.

EC (2)-4/72. *Special Projects.* (Appendix D to these Minutes)

I *Padma Sadan.* Consideration was given to the recommendations of AC-4/72, I and FC (2)-2/72, I. It was RESOLVED to endorse these recommendations, and that the plans and budgets of Padma Sadan should no longer be included as a part of the official UMN Plans and Budgets since this is an informal project staffed by the residents of the house.

II *Building Department.* It was RESOLVED to approve the proposed plans and budgets of the Building Department, with the amendments recommended in AC-4/72, II, covering the addition of an approved post to the personnel list and the deletion of a two-ton truck from the capital budget.

III *Tibetan Work.* It was RESOLVED to approve these plans and budgets as presented, together with the addition of an Administrator to the list of approved posts.

IV *Children's Hostel.* The report of the plans for the Children's Hostel for 1973 was accepted.

V *Scholarship Program.* It was RESOLVED to accept and approve the plans and budgets of the Scholarship Program, noting the comment in AC-4/72, V.

VI *Communications Committee.* It was RESOLVED to accept the report presented by the Committee on plans for 1973.

EC (2)-5/72. Community Health Advisory Team. It was RESOLVED to approve the plans and budgets for 1973, with the endorsement of the recommendations of AC-5/72. These appear as Appendix E to these Minutes.

EC (2)-6/72. Tansen Area.

a) Hospital. The plans and budgets as presented for the Hospital were considered, together with the recommendations of FC (2)-4/72, A. Dr. Dodson emphasised that rising costs had been due very largely to famine conditions in the area, and to increased salaries for additional Nepali medical and nursing staff. It was noted that the request of FC (2)-4/72, A, (ii) has already been met, and that the training costs are included in the budget presented for the ANM School.

It was RESOLVED to approve the plans and recurring budgets for 1973; and to endorse the recommendations of the Finance Committee quoted above, requesting a careful survey of trends, plans and budgets as outlined in FC (2)-4/72, A, (i) and (iii).

b) ANM School. It was RESOLVED to approve the revised plans as presented, together with the proposed recurring budgets, and the capital budget as outlined in FC (2)-4/72, B.

c) Community Health Work. It was RESOLVED :

i) To approve the plans and budgets for the MCH Clinic, East Palpa

and West Palpa, with endorsement of the recommendations of AC-6/72, a and b;

ii) To approve revised plans for the Butwal Outreach Program, and the deletion of the budget for 1973 as it is unlikely that there will be UMN medical personnel available in Butwal through that year.

The plans and budgets appear as Appendix F to these Minutes.

EC (2)-7/72. ITID—Butwal Technical Institute. It was RESOLVED to approve the plans and budgets for BTI for 1973 as presented, with the inclusion of a full personnel list and a summary of the capital budget for the Institute, as found in Appendix G—I to these Minutes.

EC (2)-8/72. ITID—Division of Consulting Services. It was RESOLVED to approve the plans of the DCS for 1973, and also the budgets with the amendment as recommended in AC-8/72, a. These appear as Appendix G-II to these Minutes.

EC (2)-9/72. BOYS' Boarding School, Pokhara. It was RESOLVED to accept these plans and budgets for 1973 as presented, which appear as Appendix H to these Minutes.

EC (2)-10/72. Gorkha Project. The plans and budgets for 1973 were discussed in the light of the recommendations of Administrative and Finance Committees, and further reports from the Acting Area Superintendent. It was RESOLVED :

a) To approve the plans and budgets as presented for Administration and Education. It was noted that to date the HMG plans for schools, as requested in AC-10/72, a, are not finalised and available.

b) That the plans and recurring budgets for the hospital and community health work be approved as presented; also the Community Health capital fund items carried forward from 1972.

c) That the recommendation of FC (2)-8/72, b not be accepted; but that the revised new asking of Rs. 232,091 for hospital capital be approved at this time. In accordance with the recommendation of AC-10/72, b, it was reported that HMG would plan to continue to run the hospital, and assurance was given that the capital budget as submitted had already been carefully studied, and would not increase running costs but rather only complete the basic building plans and in fact help to reduce some of the present costs. Also it is advisable to use the available services of the builder without undue delay.

d) That the recommendation of FC(2)-8/72, c be endorsed, with emphasis on the necessity for community participation in any community health program.

The plans and budgets appear as Appendix I to these Minutes.

EC (2)-11/72. Shanta Bhawan Hospital. After a careful discussion of the future prospects for Shanta Bhawan and proposals suggested by HMG Health Services officials, it was RESOLVED that:

a) With reference to plans for 1973, appearing as Appendix J to these Minutes:

The plans and recurring budget as presented be approved, and the capital budget be re-listed as per the recommendation of FC(2)-15/72;

b) With reference to long-term plans:

i) To approve the pursual of the proposal to re-locate the hospital in Patan in co-operation with HMG;

ii) If developments warrant such action, to authorise the Executive Secretary to call a special meeting of the Board to give final approval to the proposal;

iii) To approve the pursual of investigations concerning the possible participation of UMN in a hospital complex in Pokhara.

EC (2)-12/72. Girls' High School, Kathmandu. It was RESOLVED to approve the plans and budgets as presented, printed as Appendix K to these Minutes.

EC (2)-13/72. Bhaktapur Hospital. After consideration of the plans and budgets for 1973, together with the recommendations of Administrative

and Finance Committees, it was RESOLVED to approve the proposals as outlined in FC (2)-11/72. This covers approval of the plans; an amendment of the recurring budget, and a complete re-consideration of the capital budget. These appear as Appendix L to these Minutes.

EC (2)-14/72. *Okhaldhunga Project.* After discussion of the plans for Okhaldhunga for the coming years, it was RESOLVED:

- a) To approve the plans and recurring budget as presented, with the inclusion of outlined plans for the new joint HMG-UMN Hospital, requested in AC-14/72, d;
- b) To approve the appointment of Dr. N. Iwamura as Project Director until the time of his furlough (ref. EC (2)-65/72):
- c) To approve the capital budget item for oxygen cylinders, but to hold the item of a storage godam in abeyance pending finalisation of the agreement and plan for the new hospital.

The plans and budgets for 1973 appear as Appendix M to these Minutes.

EC (2)-15/72. *General instruction to Hospitals.* It was RESOLVED to endorse the recommendation of FC (2)-15/72 concerning hospital capital budgets, with the exception of that for the Gorkha Hospital for reasons as listed in EC (2)-10/72 above.

Endorsement is also given to the recommendation of FC (2)-14/72, which should be applicable to all projects throughout the UMN.

EC (2)-16/72. *Treasurer's Consolidated Budget.* It was noted that at the time of the Administrative Committee, a deficit of some Rs. 70,000 was anticipated in the Consolidated General Fund Budget. With amendments as recommended by the Finance Committee, this was altered to a small credit balance. However, the approval of an increase in salaries for 1973 (ref. EC (2)-18/72 below) will entail further expenditure from the Treasurer's General Fund, and may result in a deficit of approximately Rs. 74,000. With the realisation that some of the work as planned may not be undertaken due to shortage of staff, it was RESOLVED to approve the Treasurer's Consolidated Budget with this projected deficit for 1973. This budget appears as Appendix N to these Minutes.

EC (2)-17/72. *Minutes of the Finance Committee.* The Minutes of the Finance Committee of 6th November were received (Appendix B—I) and studied as they referred to matters on the agenda. Recommendations on plans and budgets were approved, except where specifically stated in the above minutes.

Decisions on the remainder of the recommendations of the Finance Committee were as follows:

a) FC (2)-16/72 : It was RESOLVED to refer the request from Tansen Hospital for a General Fund grant to the meeting authorised in FC (2)-24/72.

b) FC (2)-19/72 : It was RESOLVED to make some minor amendments to the recommendations on Salaries, which follow in EC (2)-18/72.

c) FC (2)-17, 18, 20, 21, 22, 23 and 24/72 : It was RESOLVED to approve these as recommended by the Finance Committee, dealing with :

Use of Christian Aid Funds,
FC (2)-17/72.

Fees earned outside UMN projects,
FC (2)-18/72.

Employment Policy revision, FC (2)-20/72. The revised Policy appears as Appendix O to these Minutes.

Provident Fund matters, FC (2)-21/72.

Medical Insurance Plan matters,
FC (2)-22/72.

5% Capital Service Charge, FC (2)-23/72.

Further meeting of Finance Committee,
FC (2)-24/72.

EC (2)-18/72. Salaries. The recommendations of FC(2)-19/72. It was RESOLVED to approve the following amended instructions in this matter :

a) That the current UMN salary scale be replaced by the new 12-grade scale which appears as Appendix P to these Minutes.

b) That this new scale be implemented from 1st January 1973; further that in future increments will be given only on 1st January of each year to employees to whom this scale applies;

c) That in transferring the employees of the Mission from the one scale to the other, the following calculation be made :

The employee's present salary on the old scale, increased by one increment as per the old scale;

PLUS the Rs. 50/- Special Allowance currently received.

The employee will then be placed in the new scale at the nearest point at or above the total of the above calculation.

d) That a Special Allowance of Rs. 15/- per person be granted to each employee to whom these rules apply (in administrative and medical projects), in addition to his new salary.

e) That in the event of a dispute between an employee and the administration of a project concerning the former's placement in the new salary scale, the members of the Finance Committee resident in Kathmandu be the court of appeal to which such a dispute may be brought for final decision.

f) That projects be requested to absorb this additional cost of salaries, plus

Special Allowances, etc., into their present budgets insofar as they are able; but that if necessary they may present requests of additional grants to the Finance and Executive Committee in March 1973. The decision taken then may be to meet these requests in part and to request the projects to review the situation again in November 1973.

g) That school teachers remain on the present salary scale and Special Allowance, in accordance with the request of HMG that all salaries of educational employees be frozen, pending integration into the New Education Plan at the end of 1973.

h) See FC (3)-11/72.

PERSONNEL MATTERS

EC (2)-19/72. *New Board Appointees who have arrived since the last Executive Meeting, for information only:*

Mr. Ernst Braun
Rev. and Mrs. Dag Aandstad
Miss Ritva Saukkonen
Mr. and Mrs. Richard Clark
Dr. (Miss) Margareta Hook
Miss Britt Johanssen
Dr. and Mrs. Trevor Strong
Dr. and Mrs. Ralph Riseley
Miss Monika Schutzka
Dr. (Miss) Mona Bomgaars
Mr. Eric Liechty (Direct Appointee)
Mr. Lloyd Schmucker (Direct Appointee)
Mr. and Mrs. Daniel Jantzen
(Direct Appointee)

EC (2)-20/72. *New Board Appointees expected to arrive, for information only :*

Mr. and Mrs. Seppo Kostamo, January, 1973.

Miss Gunnel Borg, January 1973.

Mr. and Mrs. Bob Yoder, July 1973.

EC (2)-21/72. Mr. and Mrs. George Carfield, Church Missionary Society of Australia; electrical engineer at BTI, due for furlough May 1973. It was RESOLVED to thank Mr. and Mrs. Carfield for their service, and to welcome their return to the UMN after furlough.

EC (2)-22/72. Mr. and Mrs. Asbjorn Holm, World Mission Prayer League, Norway; agriculturalist seconded to Tibetan Refugee work in Pokhara, due for furlough March, 1973. It was RESOLVED to thank Mr. and Mrs. Holm for their service, and to welcome their return to Nepal after furlough.

EC (2)-23/72. Dr. and Mrs. K. Itoh, Japan Overseas Co-operative Service; working at Okhaldhunga, and due for furlough February 1973. It was RESOLVED to thank them for their services, and to welcome their return to Nepal after furlough.

EC (2)-24/72. Mr. and Mrs. Stanley Kamp, Mennonite Board of Missions; builder at Gorkha Hospital, due for furlough in June 1973. It was RESOLVED to thank Mr. and Mrs. Kamp for their service with the United Mission.

EC (2)-25/72. Mr. and Mrs. Sanfrid Ruohoniemi, World Mission Prayer League, USA; Hospital Administrator at Shanta Bhawan, due for furlough November 1972. It was RESOLVED to thank Mr. and Mrs. Ruohoniemi for their service, and to welcome their return to Nepal after furlough.

EC (2)-26/72. Mr. and Mrs. Paul Spivey, Bible & Medical Missionary Fellowship; pharmacist at Shanta Bhawan Hospital, due for furlough December 1972. It was RESOLVED to thank them for their service, and to welcome their return to Nepal after furlough.

EC (2)-27/72. Miss Margaret Wright. Wesleyan Church of USA; nurse at Shanta Bhawan Hospital, due for furlough March 1973. It was RESOLVED to thank Miss Wright for her service, and to welcome her return to Nepal after furlough.

EC (2)-28/72. Miss Mary Cundy, Bible & Medical Missionary Fellowship; medical social worker at Pyersingh, went on furlough September 1972. It was RESOLVED to thank Miss Cundy for her service, and to welcome her return to Nepal after furlough.

EC (2)-29/72. Dr. and Mrs. Wolfgang Zeiher, Committee for Service Overseas, Germany; dentist at Shanta Bhawan Hospital, due for furlough March 1973. It was RESOLVED to thank Dr. and Mrs. Zeiher for their service, and to welcome their return to Nepal after furlough.

- EC (2)-30/72. Miss Sheila Fulker, Bible & Medical Missionary Fellowship; nurse at Tansen Hospital, due for furlough March 1973. It was RESOLVED to thank Miss Fulker for her service, and to welcome her return to Nepal after furlough.
- EC (2)-31/72. Canon and Mrs. Samuel Burgoyne, United Methodist Church, USA; Personnel Secretary, due for retirement May 1973. It was RESOLVED to accept the resignation of Canon and Mrs. Burgoyne from the United Mission with regret, and with thanks to them for their service in Nepal.
- EC (2)-32/72. Miss Anne Avis, Regions Beyond Missionary Union; nurse at Okhaldhunga, due for furlough December 1972. It was RESOLVED to accept the resignation of Miss Avis with regret; with sincere thanks for her excellent service through 15 years in Nepal with the United Mission; and with assurance that a re-application from her for service with the UMN would be welcomed.
- EC (2)-33/72. Miss Barbara Lewis, United Methodist Church, USA; accepted EC (2)-26/71. It was RESOLVED to accept the withdrawal of Miss Lewis's application for service with the United Mission, owing to ill-health.
- EC (2)-34/72. Mrs. Alice Wygant, United Methodist Church, USA; accepted EC (2)-27/71. It was RESOLVED to accept the withdrawal of Mrs. Wygant's application for service with the United Mission.

EC (2)-35/72. Miss Ellen Miller, Mennonite Board of Missions; accepted EC (2)-29/71. It was RESOLVED to accept Miss Miller's withdrawal of her application for service with the United Mission.

EC (2)-36/72. Dr. and Mrs. Stanley Barnett, Bible and Medical Missionary Fellowship; accepted EC (1)-13/72. It was RESOLVED to accept the withdrawal of Dr. and Mrs. Barnett's application for service with the United Mission.

EC (2)-37/72. Dr. and Mrs. William Gould, B. M. M. F. It was noted with regret that Dr. and Mrs. Gould had had to return to UK on emergency sick leave. It was RESOLVED to request the BMMF to submit satisfactory medical reports to the UMN before his return to Nepal, and to correspond with the Personnel Secretary regarding an approximate time of return.

EC (2)-38/72. Dr. Jennifer Frank, direct appointee, sponsored by the Anglican Church of Canada; returned home on emergency sick leave. It was RESOLVED to request that satisfactory medical reports be received by the UMN before consideration of Dr. Frank's return; and that in the event of her possible return to Nepal, the approximate date be arranged with the Anglican Church of Canada.

EC (2)-39/72. Mr. and Mrs. Tor Mogedal, WMPL, Norway. It was noted with regret that Mr. and Mrs. Mogedal had had to return to Norway on emergency sick leave. It

was RESOLVED to request WMPL, Norway to submit satisfactory medical reports to the UMN before Mrs. Mogedal's return to Nepal, and to correspond with the Personnel Secretary concerning an approximate time of return.

EC (2)-40/72. *Board Appointees who have left on furlough or finished term, for information only :*

Mr. and Mrs. Ernst Gugeler

Miss Rut Peterson

Mr. and Mrs. John Cook

Miss Anneli Talso

Mr. and Mrs. Asbjorn Voreland

Miss Christine Eggers

Mr. and Mrs. Robert Buckner

Miss Gwen Coventry

Miss Denise Stringer

Miss Klara Pedersen

Mr. and Mrs. Tom Haggerty

Mr. and Mrs. Francis Sauer

Dr. and Mrs. Jonathan Yoder

Mr. and Mrs. Howard Barclay

Dr. and Mrs. Jackson Moody

Miss Rachel Wolff

Miss Mary Cundy

Miss Dorothea Friederici

Miss Ruth Angove (Direct Appointee)

Mr. and Mrs. Ed Miller

(Direct Appointee)

Mr. Harvey Baumann (Direct Appointee)

Mr. James Kauffman (Direct Appointee)

Miss Lena Graber (Direct Appointee).

EC (2)-41/72. *Board Appointees who have returned from furlough/sick leave, for information only :*

Miss Hisa Asaoka
Miss Norma Kehrberg
Miss Anna Liisa Jokinen
Mr. and Mrs. Dieter Johannsen
Miss Margaret Robinson
Miss Valerie Collett
Mr. and Mrs. John Paterson.

EC (2)-42/72. *Board Appointees expected back from furlough, for information only :*

Miss Sylvia Slade
Miss Klara Pedersen.

EC (2)-43/72. Mr. and Mrs. Dieter Werner, electrical engineer, offered by the Committee for Service Overseas, Germany. It was RESOLVED to accept Mr. and Mrs. Werner for service with the United Mission, with thanks to God and to their sending Committee.

EC (2)-44/72. Miss Pat Wright, nurse, offered by the Bible and Medical Missionary Fellowship, UK. It was RESOLVED to accept Miss Wright for service in the United Mission, with thanks to God and to her sending Mission.

EC (2)-45/72. Miss Anna Weir, nurse, offered by the Baptist Missionary Society. It was RESOLVED to accept Miss Weir for service with the United Mission, with thanks to God and to her sending Church.

EC (2)-46/72. Miss Jeanette Short, blind school teacher, offered by the Bible and Medical Missionary Fellowship. It was RESOLVED to authorise

the Executive Secretary to continue correspondence and investigation into the possibilities of service for Miss Short in Nepal.

EC (2)-47/72. Rev. and Mrs. James Roane, business administrator, offered by the Assemblies of God. It was RESOLVED to accept Rev. and Mrs. Roane for service in Nepal, with thanks to God and to their sending Church.

EC (2)-48/72. Mr. John H. Finlay, production engineer, offered by the Bible and Medical Missionary Fellowship. It was RESOLVED to accept Mr. Finlay for service with the UMN, with thanks to God and to his sending Mission.

EC (2)-49/72. Miss Masae Sakurai, dietitian, offered by the Japan Overseas Co-operative Service. It was RESOLVED to accept Miss Sakurai for service with the United Mission, subject to receipt of satisfactory medical reports; with thanks to God and to her sending Society.

EC (2)-50/72. Dr. Takeshi Ishida, offered by the Japan Overseas Co-operative Service, for a one-year term. It was RESOLVED to accept Dr. Ishida for service with the United Mission, with thanks to God and to his sending Society.

EC (2)-51/72. Mr. and Mrs. Roland Wittur, business administrator. It was noted with gratitude that Mr. and Mrs. Wittur had been sent to the Butwal Technical Institute as direct appointees, seconded by the Committee for Service Overseas, Germany.

- EC (2)-52/72. Mr. and Mrs. Robert Berger, agricultural engineer. It was noted with gratitude that Mr. and Mrs. Berger has been sent to the Division of Consulting Services, Butwal, as direct appointees, seconded by the United Presbyterian Church, USA.
- EC (2)-53/72. *Appointment of Personnel Secretary.* The post of Personnel Secretary will fall vacant with the retirement of Canon S. Burgoyne in May 1973. It was RESOLVED to recommend to the Board of Directors that Mr. Asbjorn Voreland be appointed as Personnel Secretary from the time of his return to Nepal after furlough in June 1973.
- (2)-54/72. *Appointment of Treasurer.* Mr. I. Stuart is due for furlough in August 1973. The Executive Committee is unable at the present time to make a recommendation for further appointment to this post.
- EC (2)-55/72. *Appointment of Area Superintendent, Tansen.* Dr. P. Dodson is due for furlough in March 1973. The Executive Committee is unable to make a recommendation to the Board at this time for further appointment to this post.
- EC (2)-56/72. *Appointment of Area Superintendent, Gorkha.* With the anticipated appointment of Mr. A. Voreland to the post of Personnel Secretary, the post of Area Superintendent in Gorkha falls vacant. It was RESOLVED to recommend to the Board that Miss Frances Swenson be appointed to this post.
- EC (2)-57/72. *Appointment of Health Services Secretary.* Dr. G. Mack is due for furlough in

June 1973. The Executive Committee is unable at this time to make a recommendation to the Board concerning a further appointment to this post.

EC (2)-58/72. Assistant Medical Director, Shanta Bhawan Hospital. It was RESOLVED to appoint Dr. Trevor Strong to this post from 1st December 1972.

EC (2)-59/72. Administrative Officer, Shanta Bhawan Hospital. Mr. S. Ruohoniemi is due for furlough in November 1972. It was RESOLVED not to make any firm appointment to this post at the present time; to instruct that the duties of the Administrative Officer be undertaken by the Medical Director and Assistant Medical Director; and that possibilities be investigated for an appointment to this post at a later date.

EC (2)-60/72. Medical Director, Tansen Hospital. Further to the appointments made previously in EC (1)-34/71 and EC (2)-51/71, as Dr. Gould has had to leave Nepal temporarily on emergency sick leave, it was RESOLVED to request Dr. Pamela Dodson to continue in the post of Medical Director for the present time.

EC (2)-61/72. Superintendent of Nurses, Tansen Hospital. It was RESOLVED to appoint Miss Klara Pedersen to this post for a three year term from the time of her return from furlough in March 1973.

EC (2)-62/72. Acting Superintendent of Nurses, Tansen Hospital. It was RESOLVED to appoint

Miss Sheila Fulker as Acting Superintendent of Nurses until the time of Miss Pedersen's return from furlough.

EC (2)-63/72. Director of Nursing Education, Tansen. It was RESOLVED to appoint Miss Edna Clysdale to this post for a three year term from the time of this meeting.

EC (2)-64/72. Director, Shanta Bhawan Outreach Program. Further to BD-26/72 e, upon the review of the appointment made to the post of Director of the Outreach Program in March, and of the services rendered by Mr. San Ruohoniemi in this post, the Executive Committee wishes to commend Mr. Ruohoniemi for launching this Program in as fruitful and effective a way as possible.

It was noted that appointment to this post is the responsibility of the Medical Director of Shanta Bhawan Hospital, until such time as the Hospital Constitution has been amended to include the Administrator of Community Health Services as an officer of the Hospital, appointed by the Executive Committee.

EC (2)-65/72. Project Director, Okhaldhunga. It was RESOLVED to appoint Dr. Iwamura as Project Director in Okhaldhunga from the present time until the date of his furlough. (See also EC (2)-14/72).

EC (2)-66/72. Education Director, Gorkha. It was RESOLVED to defer to March 1973 any

decision on the creation of such a post, pending receipt of further information about the implementation of the New Education Plan.

OTHER MATTERS

EC (2)-67/72. *Building Committee, Luitel School.* It was RESOLVED to appoint the following Building Committee for the Additional Classroom Block at the Luitel School, Gorkha :

- (1) Area Superintendent
- (2) Person appointed by the Building Department
- (3) Person appointed by Headquarters
- (4) The Construction Supervisor
- (5) The Headmaster, Luitel High School.

EC (2)-68/72. *Building Committee, Okhaldhunga Hospital.* It was RESOLVED to appoint the following Building Committee for the construction of the new joint HMG-UMN Hospital in Okhaldhunga :

- (1) Project Director (in place of Area Superintendent)
- (2) Person appointed by the Building Department
- (3) Person appointed by Headquarters
- (4) Medical Director
- (5) Project Nurse
- (6) Community representative nominated by the UMN Committee members
- (7) Health Services Secretary.

EC (2)-69/72. *Community Health Guidelines.* Revised guidelines for the relationship of the Community Health Advisory Team to the projects were presented. It was RESOLVED to accept these, which are found in Appendix Q to these Minutes.

EC (2)-70/72. *Shanta Bhawan Hospital Administration.* It was RESOLVED to accept the recommendation of the Administrative Committee that the UMN Executive Committee be free to appoint any one of the Hospital Officers as the Executive Officer, rather than being obliged to appoint the Medical Director.

The Shanta Bhawan administration is requested to draw up a job description of the Hospital Executive Officer as soon as possible, and also to suggest the necessary amendments to the Shanta Bhawan Hospital Constitution and Bye-laws.

EC (2)-71/72. *Scholarship Program Secretary.* With reference to EC (1)-70/72, it was reported that Miss Norma Kehrberg had been temporarily assigned to undertake the work of the Secretary of the Scholarship Committee, until the time of the Executive Committee meeting in March when her place on the Scholarship Committee could be regularised.

EC (2)-72/72. *Education of Missionaries' Children.* The Executive Secretary reported that small educational groups had been started in places in accordance with the provision of BD-23/72.

EC (2)-73/72. *Workers' Conference Travel.* It was RESOLVED to rescind the previous ruling

of EC-5/60 (i), ii, and in its place to adopt the following policy :

That such a Conference should be held once a year, and that the United Mission shall pay for travel expenses of all UMN workers attending, due consideration having been given to the legitimate demands and responsibilities of their respective assignments.

EC (2)-74/72. Constitutional Changes. Ref. AC-20/72. It was RESOLVED to approve for recommendation to the Board of Directors the following amendments to Mission Constitutions :

I. UMN Constitution and Bye-laws.

As listed in AC-20/72, I, a, b and c.

d) Bye-law VII, F, new 7 :

"He shall be an ex-officio member of all Project Management Boards and Committees in his area, and shall receive minutes of all such meetings.

e) See EC (2)-79/72.

II. Tansen Hospital Constitution and Bye-laws.

As listed in AC-20/72, II, a and b.

III. Shanta Bhawan Hospital Constitution and Bye-laws.

As listed in AC-20/72, III, a, b, c, d and e.

f) Amendments as outlined in EC (2)-70/72, still to be submitted.

EC (2)-75/72. *Legal status of UMN.* It was RESOLVED to instruct the Executive Secretary to continue investigation concerning this matter.

EC (2)-76/72. *Education work for blind students.* It was RESOLVED to approve the recommendation of AC-27/72.

EC (2)-77/72. *UMN Language Study Guidelines.* It was RESOLVED to approve the recommendations as found in AC-28/72, with the amendment that in para (a), the fourth sentence shall read, "... and ordinarily no work demands will be permitted to override this."

EC (2)-78/72. *Medical Reports of UMN missionaries.* It was RESOLVED to approve the following policy with regard to medical reports submitted on Board Appointees and candidates:

a) These reports will be regarded as confidential documents submitted to the Health Services Secretary, who shall make any necessary verbal reports in this connection to the Administrative Committee.

b) After the worker has been assigned, the medical report shall be submitted to the Medical Director of the local project to which assignment is made; or shall remain in the possession of the Health Services Secretary in cases where there is no UMN medical project.

c) If the worker is later assigned to a different project, the relative medical

reports should be forwarded to the Medical Director of the project, or be returned to the Health Services Secretary, as above.

EC (2)-79/72. Sick leave for UMN missionaries. It was RESOLVED to recommend to the Board of Directors that an amendment be made to the UMN Bye-law IX, to add a new para I :

"I. Sick leave. Should any Board Appointee be subject to continued or recurrent ill-health for three months in any twelve month period, his/her case shall be referred by the Project Director to the Executive Secretary, who shall, in consultation with the Health Services Secretary, consider the matter with a view to replacement of the worker, or other action deemed necessary."

EC (2)-80/72. Per capita grants from member bodies. It was RESOLVED to advise the Treasurer to correspond with any member bodies who have not yet remitted the expected grant to the General Fund for the year.

EC (2)-81/72. Co-operation with HMG. The paper written by Mr. Jonathan Lindell as recommended in AC-16/72 was received. It was RESOLVED to accept this as a further definition of UMN working policy in the matter of co-operation with HMG.

EC (2)-82/72. UMN and Salvation. The statement written by the Executive Secretary on this subject, and recommended in AC-32/72, was received and adopted as a statement of the position of the UMN with reference to Salvation, to be used as a guideline for all Board Appointees and other workers in the Mission.

EC (2)-83/72. Dates of Spring Meetings :

Finance Committee : March 27, 1973
(or afternoon of 26th March if possible : ref. FC (3)-13/72).

Executive Committee : March 28-29, 1973.

Board of Directors : March 29-30, 1973.

The meeting was closed with prayer.

Roll Call :

Regular members :

1. Executive Secretary, Rev. F. Wilcox
2. Personal Secretary, Canon S. Burgoyne
3. Treasurer, Mr. I. Stuart
4. Tansen Area Superintendent, Dr. R. Dodson
5. Gockha Acting Area Superintendent, Miss F. Swenson
6. Education Secretary, Miss M. McCombe
7. Health Services Secretary, Dr. G. Mack.

BC (2)-83/72, UMN and Salvation. The statement written
to be placed by the Board on this subject.
and recommended in AC 83/72, was received
and accepted as a statement of the position
of the Board.

APPENDIX A

MINUTES OF THE

ADMINISTRATIVE CONFERENCE

(Regular and Co-opted members of Administrative Committee)

HELD IN KATHMANDU

October 5-7, 1972

The annual planning conference of the Administrative Committee was held, October 5-7, 1972, in the Board Room of UMN Headquarters, Kathmandu.

Devotions: The first session of each day was opened with devotions. On the first morning Miss M. McLean spoke of bearing burdens and responsibilities entrusted to us. Dr. D. Roche centered thoughts the second day on the victory of the Lord God omnipotent over the forces of evil. The peace of God, experienced even in the midst of unrest and burdens, was the message brought to the Conference by Miss M. McCombe on the final morning.

Roll Call:

Regular members:

1. Executive Secretary, Rev. F. Wilcox
2. Personnel Secretary, Canon S. Burgoyne
3. Treasurer, Mr. I. Stuart
4. Tansen Area Superintendent, Dr. P. Dodson
5. Gorkha Acting Area Superintendent, Miss F. Swenson
6. Education Secretary, Miss M. McCombe
7. Health Services Secretary, Dr. G. Mack.

Co-opted members for this meeting:

8. Dr. N. Iwamura, Community Health.
9. Mr. J. Lindell, Pokhara.
10. Mr. O. Hoftun, Butwal (absent)
11. Miss A. Avis, Okhaldhunga (absent)
12. Dr. D. Roche, Bhaktapur.
13. Miss M. McLean, representative of UMN nurses.
14. Mr. S. Ruohoniemi, representative on UMN Finance Committee.
15. Miss D. Ventham, Tansen.

Schedule etc., The Executive Secretary welcomed all members to the Conference of the Administrative Committee, and suggested a schedule, which was altered slightly from day to day. Sessions were held on Thursday 5th from 9—12, and 1.30—5.30; on Friday from 8.30—12, 1.30—5.00, and 7.30—9.30 p.m.; and on Saturday from 8.30—12 and 1.15—6.15 p.m., with short breaks for morning and afternoon tea and coffee.

Agenda: The Agenda, as presented by the Executive Secretary, was accepted with the addition of several smaller items.

Chairman and Secretary: Mr. Jonathan Lindell was elected Chairman of this Conference, and Miss B. Young as Secretary.

AC-1/72. *Representative to Finance Committee*. It was RESOLVED to make the following appointments to the Finance Committee:

For November 1972 meeting: Representative—Mr. S. Ruohoniemi.

For the remainder of the year 1972/73: Representative—Dr. T. Strong.

Also to request the Finance Committee to co-opt Dr. Strong to the meeting to be held on 6th November 1972.

AC-2/72. *Personnel Matters.* The Executive Secretary presented a list of posts in the Mission for which recommendations of appointment need to be made to the Executive Committee next month. Some suggestions were made by the Conference regarding these matters.

PROPOSED PLANS AND BUDGETS FOR 1973

Attention was drawn to previous instructions given with regard to the making of Plans and Budgets concerning:

- a) Provision of full Personnel Lists of Board Appointee posts;
- b) Details of plans for replacement of such Board Appointees by trained Nepali staff;
- c) Accuracy of Personnel Contributed Services figures.
 - a) That the "Town Clinic" should henceforth be termed "Maternal and Child Health Clinic", and shall fulfil the function of an MCH clinic;
 - b) That requests for funds for the Community Health Village Pilot Project be submitted to HMG without delay, even though, because of shortage of personnel, it is very unlikely that this Project will be commenced in 1973;
 - c) That the UMN participation in the Butwal Outreach Program be suspended for the time when there are no longer UMN medical personnel available in Butwal, and the budget for 1973 be proportionately modified to 5/12th of the total amount requested;
 - d) That a systematic statement of the aims, purposes, plans, budgets, etc. of the proposed HMG / UMN Tansen / Butwal ANM School

be drawn up and distributed to the members of the Administrative Conference (these being unavailable at the time of this meeting as such plans are only in the formative stage at present);

e) That the plans and budgets for 1973 be accepted, with the above amendments and other minor alterations given in wording.

AC-7/72. ITID, Butwal Technical Institute. The proposed plans and budgets were considered as submitted for 1973; and the following RESOLUTIONS made:

a) That clarification be requested for the high figure for wages for one chaukidar;

b) That the figure of Rs. 1,500 for improvements to rented property be deleted from the capital budget as accommodation was available on the compound at the time;

c) That the "Supplementary requests" be retained in the capital budget for approval by the Executive Committee;

d) That BTI be requested to submit a summary of their total capital budgets for information to the Finance and Executive Committees; and that the capital budgets and personnel lists for the ensuing year be submitted annually to the Administrative Conference meeting in early October.

e) That, with the above amendments, the plans and budgets for 1973 be accepted.

AC-8/72. ITID, Division of Consulting Services. After consideration of the plans and budgets as submitted, it was RESOLVED to recommend :

a) That the total budget of the Division of Consulting Services be included in this presentation, so that the requested grant from the UMN may be seen in relation to the whole;

b) That, with the above amendment, these plans and budgets be accepted, with the understanding that they are provisional, subject to the approval of the ITID Board.

AC-9/72. Boys' Boarding School, Pokhara. Mr. J. Lindell presented the proposed plans and budgets, and discussion followed. It was RESOLVED to recommend these for acceptance.

AC-10/72. Gorkha Project. The plans and budgets for 1973 for the Gorkha Project were presented by Miss F. Swenson, and discussion followed. It was RESOLVED to recommend:

a) That the plans for Additional Classrooms for Grades I—V (formerly listed as a "New primary school building"), at Luitel be referred back to the Gorkha Project Administrative Committee for re-working in accordance with the government specifications for Primary School buildings; and that this matter be reported back to the Finance and Executive Committees; also to request the Executive Committee to appoint the necessary Building Committee;

b) That before the time of the Executive Committee meeting in November, the concerned administration in Gorkha review with HMG Health Services Department the long-term future of medical work in the Gorkha District, and of the hospital in

terms of such HMG plans; (see also AC-13/72, (a) below);

c) That the entire Health Services capital budget be contingent on the recommendations arising from this review with HMG.

d) That, subject to the above, the plans and budgets be accepted for 1973.

AC-11/72. *Shanta Bhawan Hospital.* The plans and budgets were presented by Dr. G. Mack and Mr. S. Ruohoniemi. Discussion followed, noting the major change in plans arising from the suggestion that UMN cooperate with HMG in building a new hospital in Patan. It was RESOLVED to recommend the acceptance of these plans and budgets, with the deletion of the item in the Capital budget, section III, "Drinking water supply and latrines, Rs. 25,000", as this is included in the C.H.A.T. budget.

AC-12/72. *Girls' High School, Kathmandu.* Miss M. McCombe presented the plans and budgets for 1973, which the Conference RESOLVED to recommend for approval.

AC-13/72. *Bhaktapur Hospital.* The plans and budgets for 1973, presented by Dr. D. Roche, were discussed in the light of the uncertain future of the hospital in HMG planning. It was RESOLVED to recommend:

a) That, in conjunction with the review of the future of the hospital in Gorkha, Dr. Roche be requested to meet with Dr. Huston, the Health Services Secretary and Dr. Iwamura in the review with the Health Services Department of HMG, at the

earliest possible date and at least before Finance and Executive Committee meetings, for the purpose of obtaining clear and direct information from HMG concerning the future of the Bhaktapur Hospital;

b) That, for the present, all major parts of the Development Plan of 1969 be deferred;

c) That the Project be requested to submit a revised capital budget to the Finance and Executive Committees, drawn up after the above meeting with HMG Health Service Department officials, showing the urgent items and those which may be deferred;

d) That the plans and budgets be accepted, subject to the above revision, and with the understanding that the building program may be altered in the light of information received from HMG.

AC-14/72. *Okhaldhunga Project.* The Executive Secretary presented the plans and budgets for 1973, for the ongoing work of the present dispensary and Community Health program. After discussion it was RESOLVED to recommend:

a) That the plans and budgets be accepted, with an amendment as listed in (d) below;

b) That very strong consideration be given to appointing competent and suitable leadership to the project for the new development regarding a 25 bed hospital to be constructed and operated in co-operation with HMG, and the development of the Community Health Program for the whole District;

c) That the Executive Committee appoint a Building Committee to prepare plans and capital budget for the new hospital;

d) That the matter of the proposed construction and operation of a new 25 bed hospital in co-operation with HMG be written up by the Health Services Secretary in as much detail as is available, for presentation to the Executive Committee and inclusion in the plans and budgets for 1973.

AC-15/72. *Treasurer's Consolidated Budget.* The Consolidated Recurring Budget was presented by Mr. I. Stuart, and discussion followed. It was noted that this budget as proposed has a deficit of some Rs. 70,000. It was RESOLVED to recommend:

a) The acceptance of this deficit budget, with the proposed amendments for Padma Sadan and the Butwal Outreach Program and ANM School of Tansen Area, with the expectation that some of the work planned will not actually be carried out in 1973;

b) That the Finance Committee be requested to discuss the proposal that the UMN limit its contributions to UMN hospitals, in terms of financial grants and Personnel Contributed Services, to the amount which would normally be given by HMG to hospitals of a similar size and in similar locations;

c) That the attention of all projects be drawn to the need for careful and accurate budgeting and listing of recurring and capital fund items.

AC-16/72. *Co-operation with HMG.* Mr. Lindell presented a paper on the subject of working in close co-operation with HMG, the opportunities and necessary adaptation of attitudes and work in such situations. It was RESOLVED to recommend that the UMN, through its Executive Committee and Board, accept this paper as a further statement of UMN policy, and as an indication of the directions in which the Mission must move in the present era in Nepal.

AC-17/72. *Hospital Administration.* Further to the instruction of EC (1)-65/72 in relation to future administration of Shanta Bhawan Hospital, a proposal was presented from the Shanta Bhawan Board which might be applied to other medical institutions also. This proposal, as summarized for and recommended by the Hospital Staff, is as follows :

"The UMN Executive Committee would be free to appoint any one of the Hospital Officers as the Executive Officer, rather than being obliged to appoint the Medical Director."

After discussion, it was RESOLVED :

a) To recommend that the Executive Committee approve the recommendation of the Shanta Bhawan Hospital Board regarding this suggested modification in the structure of hospital administration.

- b) That the Shanta Bhawan administration be requested to draw up a job description of the Hospital Executive Officer as soon as possible, and also suggest the necessary amendments to the Shanta Bhawan Hospital Constitution and Bye-laws.

AC-18/72. *National Prosthesis Centre.* The Health Services Secretary gave a verbal report on the progress of the National Prosthesis Centre, in which the UMN participates. It was RESOLVED to accept this report with thanks.

AC-19/72. *Provident Fund accounts of HMG employees.* Some former UMN employees (teachers) who were members of the UMN Provident Fund are now employed by HMG in Pokhara where the School has been integrated into the New Education Plan, and many other teachers will soon be in the same position. The matter of their UMN Provident Fund accounts was discussed, and it was RESOLVED to recommend to the Executive Committee :

- a) That the membership of such employees in the UMN Provident Fund be terminated;
- b) That in these cases the UMN pay its total share, and the employee's total share, to the employee, in consideration of the fact that they did not terminate their service, but their jobs were nationalised;
- c) That such former UMN employees be encouraged to deposit these amounts in Savings Accounts in banks in Kathmandu or Pokhara, and to continue making similar deposits into such Savings Accounts.

AC-20/72. **Constitutional Changes.** The following amendments were recommended for adoption by the UMN Board :

I. **UMN Constitution and Bye-laws.** (Amendments previously overlooked, arising from earlier actions on Constitutional changes) :

- a) Constitution V, B, 1. Add "...and the Nepal Christian Fellowship".
- b) Bye-law VI, C, 3. Add: ".....and Personnel Secretary".
- c) Bye-law VIII, A, 3, d : After "...together with the", add: "Personnel Secretary"..
- d) See also AC-26/72.

II. **Tansen Hospital Constitution and Bye-laws.** (Amendments previously overlooked, arising from earlier actions on Constitutional changes) :

- a) Bye-law B, Introduction: Change "three" to "...each of the four..."
- b) Bye-law V, A, 2 : After "Superintendent of Nurses", add: ".....and the Director of Nursing Education..."

III. **Shanta Bhawan Hospital Constitution and Bye-laws.** (To include the Director of the Community Health Program in SBH administration) :

- a) Const. VI, Introduction: Change "Three" to read: ".....and four ex-officio non-voting members."
- b) Const. VI, Section B; Add: "4. Director of Community Health Services".
- c) Bye-law I, A : Add: "6. Director of Community Health Services."

d) Bye-law IV, Add :

"F. Director of Community Health Services.

The Director of Community Health Services shall be the chief Administrative Officer of the Community Health Services. He shall report to and be responsible to the Medical Director. Specifically his responsibilities shall include :

1. Offering, providing and coordinating the personnel and financial resources of the hospital to assist the Lalitpur District Panchayat and other agencies in development of their comprehensive health care programs.
2. Developing, directing, coordinating and evaluating the plans and policies for the program and administration of the Community Health Services.
3. Employing and being responsible for the status, welfare, discipline and dismissal of members of staff reporting to him in accordance with Bye-law II, C, except those designated as UMN personnel.
4. Reporting to the Hospital Board through the Medical Director concerning the activities and accomplishments of the Community Health Services."

e) Bye-law V, A :

- 1) Delete in 6, "two members" and insert "one member" so that it

: will read, "One member elected by the professional and administrative staff who are direct appointees".

ii) Re-number 6 as 7, and 7 as 8, and insert a new item :

"6. Director of Community Health Services".

f) See also AC-17/72. b, above.

AC-21/72. *Guidelines for Community Health.* Proposed revised guidelines for the relationship of the C. H. A. T. with Community Health programs in the various projects were discussed. It was RESOLVED to recommend the acceptance of these guidelines, with the addition of the following sentence at the end of para 1 : "He shall be the Director of the Community Health Advisory Team."

AC-22/72. *Grading of Community Health Workers.* A revision of the proposed grading of Community Health Workers was presented and discussed. With a few minor amendments, it was RESOLVED that this be accepted, and referred to the Business Committee for their recommendations on salaries (see AC-34/72).

AC-23/72. *Vacation Housing.* Canon Burgoyne gave a brief verbal report on the progress made in planning vacation housing in Pokhara and Godavari.

AC-24/72. *Assignment of Single Workers and Housing of all Workers.* In response to the request of the Workers Conference (WC-11/72), a paper presented by the Executive Secretary was discussed on these matters. It was RESOLVED that, with some minor additions, this statement

be divided into two parts, the first on "Single Workers in isolated areas", and the second on "Adequate housing for Workers", and that the whole paper be adopted as a commentary on UMN policy on these matters; also that the attention of the Project Leaders be called to their responsibility to provide adequate housing for their workers in the project plans.

AC-25/72. *Education Director, Gorkha Project.* Following the instruction of EC (1)-56/72, the possible post of Education Director in the Gorkha Project was discussed. It was RESOLVED to recommend that the Executive Committee defer further action until the meetings in March 1973.

AC-26/72. *Duties of Area Superintendents.* Further to BD-20/72, the question of appointing the Area Superintendent to Project Boards and Committees was discussed. It was RESOLVED to recommend that each Area Superintendent be an ex-officio member of all Project Management Boards and Committees in his area, and should receive minutes of all such meetings.

AC-27/72. *Blind School Work.* An offer of service has been received from a blind school teacher, and enquiries have been made into the possibility of the UMN seconding such a person to assist in the teaching of the blind in Nepal. It was RESOLVED that this Conference approves the suggestion of entering into this type of ministry in principle, and requests the Executive Secretary, together with the Education Secretary, to investigate and present this matter, in terms of the rules and policies

for secondment of workers, to the Executive Committee at either the November 1972 or March 1973 Meetings.

AC-28/72. *Language Study.* Canon Burgoyne presented some suggested amendments to the guidelines for language study as set out in EC (3)-23/69. It was RESOLVED to recommend to the Executive Committee that short-termers be allowed to do the full four month language course, and that the following amendments be made in those guidelines:

- a) That the following preface be made to the guidelines, with the approval and endorsement of all member bodies of the UMN:

"Successful progress in study of the vernacular is vitally important in relation to effective Christian service, and is also essential to the happy adjustment of the overseas workers to their new environment. The sending societies and boards fully support the efforts on the field to ensure that workers acquire facility in the use of the language. To this end they require their appointees to engage in conscientious language study leading to the United Mission language examinations. The administration on the field recognises that language study has the highest priority during the first two years of service, and no work demands will be permitted to override this. It is the responsibility of project leaders and language supervisors to remind workers of their requirements, and to ensure that they are given time and adequate instruction.

In order to enable the sending member bodies to judge the effectiveness of their workers' service, the UMN administration shall evaluate language achievement at the end of the first two years of a Board Appointee's work in Nepal, by which time the examination requirements for long-term workers would normally be completed."

- b) Guideline No. 4: Add a sentence after the present second sentence:

"All new short-term workers (who are to serve from 2 to 3 years) shall attend a four month language and orientation course. They should aim to take at least the Special Nepali Short-term oral examination.(as before)"

- c) Guideline No. 5: to Read:

"All new long-term workers (who expect to serve for more than a three year term) shall also attend....."

- d) Guideline No. 9: Add:

"The Second Nepali examination shall be taken if possible on completion of two years service, and certainly before the end of the first term of service."

- e) Guideline No. 11: Add:

"Students shall make no private arrangements with language teachers, but shall consult with the Language Center Supervisor, or local supervisor, regarding classes and hourly rates."

AC-29/72. *Housing of Board Appointees.* It was RESOLVED to recommend that the matter of housing, together with a paper presented in this subject, be referred to the projects for study, and that comments be brought to the Workers Conference.

AC-30/72. *Hospital at Tikapur.* A verbal request has been received by the UMN to open a hospital at Tikapur. It was noted that no formal written invitation has been received, and when and if such a letter did come to hand, the matter would be taken up by the Health Services Secretary with the Health Services Department of HMG.

AC-31/72. *Emergency Messages.* The Executive Secretary pointed out the need for reliable means of transmitting emergency messages from the Projects to Headquarters. It was RESOLVED to recommend that each Area Superintendent or Project Director investigate possible means of emergency communication with H. Q., and determine, by trial use if possible, which is the most reliable. The Executive Secretary should be informed of available channels for emergency communications which may be used by each Project. The Executive Secretary will continue to investigate, in consultation with S. I. L., the possible use of standard, numbered / coded messages for emergency messages. The questions of delayed delivery of telegrams will be raised with the Posts and Telegraphs Department, Kathmandu.

AC-32/72. "Salvation Today". The Executive Secretary presented a paper on the subject 'The United Mission to Nepal and Salvation', written at the request of WCC for a Conference entitled "Salvation Today". It was RESOLVED that this paper be received as information, and recommended as a document to be circulated to all Board Appointees and Volunteer Appointees of the Mission.

AC-33/72. *Free government medicines.* The matter of difficulties arising through using free government medicines along with medicines which must be sold was discussed. It was RESOLVED to recommend that if UMN Community Health programs accept free government medicines, they must also accept the terms on which the medicines are supplied. It is strongly recommended that MCH and other clinics where such medicines are distributed should be in a different location from saleable medicine clinics; that the number of different kinds of free medicines be strictly limited; and that possibly a government employed nurse or other health worker might be asked to handle the medicines.

AC-34/72. *Business Committee.* Due to lack of time, certain business matters could not be dealt with in detail at the Conference. It was RESOLVED to appoint the following Committee :

Mr. I. Stuart (Convenor),
Mr. S. Ruohoniemi, Miss F. Swenson,
Miss D. Ventham, Miss R. Judd,
Mr. B. Richards and Miss M. McCombe,

to meet at a time convenient for all before the next meeting of the Finance and Executive Committees, to discuss and present recommendations to those meetings on the subjects :

- a) UMN Employment Rules;
- b) UMN Salary Scales, and their relationship to HMG salary scales; (note AC-22/72);
- c) Identification cards for members of the Medical Insurance Plan;
- d) UMN Provident Fund Lapse and Forfeiture Account;
- e) Interest on Provident Fund Loans;
- f) UMN Provident Fund contributions compared with rates of HMG percentages for such contributions.

AC-35/72. Closing. The Conference closed with prayer led by Mr. S. Ruohoniemi, remembering particularly the very real need for additional workers to meet the opportunities for service in the United Mission to Nepal.

APPENDIX B-I

MINUTES OF THE FINANCE COMMITTEE MEETING

HELD IN KATHMANDU

6th November, 1972.

Members : Rev. G. Ruff, Chairman;
Dr. K. Sanders (absent);
Mr. M. Roemmele, alternate (absent);
Rev. F. Wilcox;
Mr. I. Stuart;
Mr. S. Ruohoneimi.

Co-opted : Dr. T. Strong; Miss D. Broom.

Devotions. Rev. G. Ruff led in short devotions at the opening of the meeting.

Confirmation of Minutes. The Minutes of the meeting held on 31st March, 1972 were accepted and confirmed as correct.

1973 BUDGETS

The proposed budgets as presented by the Projects for 1973 were discussed, together with the recommendations from the Administrative Conference. The following resolutions were passed with regard to these Budgets for recommendation to the Executive Committee.

FC (2)-1/72. Headquarters. It was RESOLVED to recommend approval of the budgets as presented.

FC (2)-2/72. Special Projects.

I. Padma Sadan. It was RESOLVED to endorse the recommendation of the Administrative Committee that this project be deleted from the Plans and

Budgets, and that a sum of Rs. 21,150 be included in the Treasurer's item for rent and maintenance for the house AC-4/72, I);

Further, that in a year's time this rent item be reviewed to see if the Padma Sadan Ad Hoc Committee can find other sources to cover the amount of rent over and above that normally paid by UMN for the UMN residents in the house, as well as the additional expenses.

II. *Building Department.* It was RESOLVED to recommend that these budgets be approved, together with the recommendation from the Administrative Conference (AC-4/72, II).

III. *Tibetan Camp Work.* It was RESOLVED to recommend that these budgets be approved as presented.

IV. *Scholarship Program.* It was RESOLVED to recommend that these budgets be accepted as presented.

FC (2)-3/72. *Community Health Advisory Team.* It was RESOLVED to recommend that the budgets be approved, with the clarification that the additional items on the capital budget as listed in AC-5/72, c, are only channelled through C.H.A.T. for use in the various projects.

FC (2)-4/72. *Tansen Area.*

a) *Hospital.* The proposed recurring and capital budgets for 1973 were fully

discussed, and it was noted that the hospital is asking for a grant from the UMN Treasurer for the first time for a number of years. It was recognised that with the Mission's approval of the assignment of an Internist specialist to the hospital, rising costs in the development of a new department have been inevitable; also that famine conditions in the area must be taken into consideration. With a view to realistic planning for the future of the hospital, taking into account the above factors, and the inevitable effects of inflation, it was RESOLVED to recommend:

i) The approval of the recurring budget (with the amendment listed in ii below); with the proviso that the hospital administration be asked to make a careful study and survey of the future costs of operating the hospital, this report to be brought back to the Finance Committee in March 1973, and to outline.

a) An analysis of the trends which have led to the request for a recurring fund grant for 1973;

b) How these costs can be carried in the future, in view of the fact that the hospital may not receive any financial grant to the recurring fund after 1973;

c) What ceilings are proposed to be set on expenditure.

ii) That the present costs of the training school be separated out into another budget account, as requested under FC (2)-9/71.

iii) That the hospital capital budgets be referred back to the project (less the items listed in B below) to be included in the survey outlined in i) above, in view of adding additional maintenance costs, operating costs and personnel in relation to income; Ref. also FC (2)-15/72.

iv) That the budget for Leprosy work be approved.

B) ANM School. That the recurring and capital budgets for the ANM School be approved, subject to receipt of permission for the School from HMG; the capital budget to cover the following items :

Midwifery Hostel, Butwal	100,000.
Do. — additional	105,000.
Students' Hostel, Tansen	300,000.
Overhead projector	2,500.
Furniture	42,000.
Photostat copying machine	7,500.

C) Community Health Work.

i) That the Butwal Outreach Program be suspended and the askings deleted in view of the fact that there will not be UMN medical staff available in Butwal during 1973. (Ref. AC-6/72, c);

ii) That the recurring and capital budgets for the MCH Clinic, the East Palpa

and West Palpa Programs be approved as presented.

FC (2)-5/72. ITID—Butwal Technical Institute. It was RESOLVED to recommend that the recurring and total capital budgets for 1973 be approved, with the understanding that these have still to be approved by the ITID Board.

FC (2)-6/72. ITID—Division of Consulting Services. It was RESOLVED to recommend that the budgets be approved, with the proviso that they are still to be presented to the ITID Board for approval.

FC (2)-7/72. Boys' Boarding School, Pokhara. It was RESOLVED to recommend that these budgets be approved as presented.

FC (2)-8/72. Gorkha Project. It was RESOLVED to recommend that:

a) The recurring budgets be approved.

b) The hospital capital budget be held in suspense, subject to the re-listing of the items as per FC (2)-15/72 below, this budget covering a revised asking of Rs. 232,091. (Note amendment to this in EC (2)-10/72 c).

c) That the item of Rs. 42,000 for Under-Fives Clinic be referred back to the Project, drawing their attention to the policy that in Community Health work the community should participate in providing such facilities;

d) The remainder of the capital budget items be approved.

FC (2)-9/72. Shanta Bhawan Hospital. It was RESOLVED to recommend :

- a) Hospital recurring fund Receipts :
That the request from the
Treasurer be reduced to 75,000.
That the item be added :
"Gifts—rent" 25,000.
That under "SBH General Fund"

be inserted the sum 100,000;
it being understood that the item for
rent will come through a special fund
held by the UMN Treasurer, and that
the SBH General Fund amount will be
available from the expected 1972 surplus.

- b) That the Hospital Capital Fund be held
in abeyance as per the recommendation
of FC (2)-15/72.

- c) That the item of Rs. 1,000,000 for the
Nurses Training School be subject to a
decision on the future of the hospital.

- d) That the remaining items of the pro-
posed 1973 budgets be approved.

FC (2)-10/72. Girls' High School, Kathmandu. It was
RESOLVED to recommend that these
budgets be approved as presented.

FC (2)-11/72. Bhaktapur Hospital. It was RESOLVED to
recommend :

- a) That the grant from the UMN Treasurer
be held at Rs. 48,900 instead of being
increased, in view of the uncertain
future of the hospital;

- b) That the hospital administration be
requested to present a re-vamped

balanced budget to the Finance Committee in March 1973.

- c) That the recommendation of AC-13/72, b and c be endorsed, and the capital budget be held in suspense till March 1973, pending the receipt of such a requested revised budget, and in accordance with FC (2)-15/72 below.

FC (2)-12/72. *Okhaldhunga Project.* It was RESOLVED to recommend the approval of these budgets as presented.

FC (2)-13/72. *Treasurer's Consolidated Budget.* It was RESOLVED to recommend:

- a) The item of "Miscellaneous receipts be deleted; the amounts received for SBH rent to be transferred to the hospital through a special fund, and any miscellaneous gifts received to be held in a special fund for allotment by Finance Committee and Executive Committee;

- b) With the inclusion of amended budgets from Tansen (Butwal Outreach Program), Shanta Bhawan Hospital and Bhaktapur Hospital, to accept the proposed Consolidated Budget which is now in balance.

FC (2)-14/72. *General Fund grants to Hospitals.* The recommendation of AC-15/72, b, was considered, but not concurred with. It is drawn to the attention of the projects that the UMN contribution to the running of any project consists of the grant from the Treasurer, plus the Personnel Contributed Services figure, and that these two

items should be taken into consideration together. To clarify this it is recommended that in future, in the listing of items under "Receipts", the grant from the UMN Treasurer will be shown as the second last item, and will then be easily seen in relation to the Personnel Contributed Services figure and the total UMN contribution to the running costs of the project.

FC (2)-15/72. *Hospital Capital Budgets.* The attention of the projects is drawn to Bye-law XIV, C. 6. It was RESOLVED to recommend that all hospitals study carefully their financial trends and priorities, and be requested to re-list their capital budget items in order of priority, possibly setting them into two or three categories of priority in line with the aims of the project, to assist the Finance and Executive Committees in the allocation of special and undesignated capital funds to the most essential items. Further, that pending the submission of such lists to the Finance Committee in March 1973, these capital budgets be held in suspense, excepting those items for which funds have already been received to date. (Note amendment to this in EC (2)-15/72).

FC (2)-16/72. *Additional grant for 1972 recurring budget.* It was RESOLVED to recommend that a request from Tansen Area for Rs. 10,000 additional budget grant for 1972 be granted to cover the increased Special Allowances for this year, pursuant to Minute EC (2)-18/71. (Note further resolution of FC (3)-9/72).

FC (2)-17/72. *Use of Christian Aid Funds.* It was RESOLVED to recommend that no action be taken, but that the Executive Secretary continue correspondence with the concerned member body with respect to the query raised.

FC (2)-18/72. *Fees earned outside UMN projects by UMN missionaries.* The policy of the UMN on this matter was noted as outlined in the guidelines for seconded workers, EC (2)-64/70.

It was RESOLVED to recommend that a sum earned by Mr. John Cook, to the amount standing in the UMN Treasurer's books, be granted to the Children's Hostel toward capital fund needs.

FC (2)-19/72. *Salaries.* A completely revised salary scale was presented, with the recommendation of the Business Committee (AC-34/72) that this be adopted throughout the UMN medical and administrative projects. After discussion was RESOLVED to recommend: (Note amendments in EC (2)-18/72):

a) That the current UMN salary scale be replaced by the new 12-grade scale as presented by the Business Committee, with the inclusion of the previous appended footnote:

"A temporary allowance of Rs. 26/- per month may be paid to an employee when he is given additional responsibility for being in charge of a service or department".

b) That this new scale be implemented from 1st January 1973.

- c) That in transferring the employees of the Mission from the one scale to the other, they be placed in the new scale at the nearest point to their present salary + Special Allowance of Rs. 50/-, so that no person receives a lesser amount than he is now receiving;
- d) That a Special Allowance of Rs. 15/- per person be granted to each employee in the Mission in addition to his new salary.
- e) That in the event of a dispute between an employee and the administration of a project concerning the former's placement in the new salary scale, the members of the Finance Committee resident in Kathmandu be the court of appeal to which such a dispute may be brought for final decision.
- f) That the projects be requested to absorb this additional cost of salaries, plus Special Allowance, etc., within their present budgets insofar as they are able; but that if necessary they may present requests for additional grants to the Finance and Executive Committees at their March 1973 meetings.

FC (2)-20/72. Employment Policy. A number of revisions in the present Employment Policy, as presented by the Business Committee of AC-34/72 were discussed. It was RESOLVED that these proposed revisions be recommended for approval, with the exception of that on annual leaves; and that the current rulings on annual leave be left unchanged.

FC (2)-21/72. Provident Fund matters.

a) Accounts of employees whose jobs have been nationalised. It was RESOLVED to recommend confirmation of the action of AC-19/72.

b) Study leave and continuous service. It was RESOLVED to recommend that the term "continuous service" be clarified thus :

"Continuous service as laid down in the Provident Fund rules includes the time spent on authorised study leave or study under the auspices of the Scholarship Committee, provided that the employee resumes his service and fulfils all the conditions of his bond."

c) Lapse and Forfeiture account. It was RESOLVED to endorse the recommendation of the Business Committee: That 20% of the current accumulation be added to the funds available for distribution as interest annually until the present fund is exhausted, and further that all funds available thereafter for distribution as interest be allocated at the end of the year to each member, based on their accumulation at that point, at the discretion of the Executive Committee.

d) Interest on Provident Fund loans collected by the projects should be credited to the fund which made the loan available.

e) It is recommended that under Section 8, b, 1, the following phrase be deleted, "or in the event of his death in those

same circumstances" and an addition be made to Clause 8, b, 2, first sentence, which should now read: "..... when an employee had to discontinue service on account of continued recurring ill-health or death."

FC (2)-22/72. Medical Insurance Plan matters. It was RESOLVED to endorse the recommendations of the Business Committee for referral to the Executive Committee for action:

a) Identification of members: That a letter be supplied by the hill projects to any member of the Medical Insurance scheme who might require treatment at another institution while absent from his station. This letter should be signed by the Project Director and counter-signed by the member, and should clearly state the period of validity.

b) UMN Scholarship recipients (FC(1)-28/72): That the Scholarship Committee deduct the appropriate premium and pay this to the institution concerned where the individual on scholarship elects to join the Medical Insurance Plan (possibly including his family).

c) Definition of family coverage under 3% employee contribution: That the following be added in the appropriate Medical Insurance Plan rule:

"3% of an employee's total salary and allowances, to cover the employee, his or her spouse and unmarried children under 18 years of age."

FC (2)-23/72. 5% Capital Service Charge. It was RESOLVED to recommend that discussion on this item be deferred to the March 1973 meeting of the Finance Committee.

FC (2)-24/72. Supplementary Meeting. Owing to lack of time, a number of important items could not be discussed by the present meeting of the Finance Committee. It was RESOLVED to recommend that the Executive Committee authorise the members of the Finance Committee present in Kathmandu on Friday, 10th November to meet again on that date to discuss the following matters, and that their decisions on these items be implemented without further delay, and be confirmed by the meeting of the Finance Committee in March 1973, for presentation to the Executive Committee:

- a) Audit reports for 1972 (the Auditor to be co-opted for this item).
- b) Requests for grants from Undesignated Funds.
- c) Balance of costs of UMN film (FC (1)-15/72, c).
- d) Grant for aviation (FC (1)-15/72, d).
- e) Review and any necessary action on UMN Treasurer's General Suspense account (FC (1)-15/72, e).
- f) Girls' High School Hostel deposits (FC (1)-31/72).
- g) Tansen's request for Rs. 10,000 grant (Ref. EC (2)-17/72, a).

The Minutes of this meeting appear as Appendix B—II to these Minutes.

The meeting was closed with prayer.

APPENDIX B-II

MINUTES OF THE SUPPLEMENTARY MEETING OF THE FINANCE COMMITTEE

10th November, 1973

(These Minutes to be presented to the Executive Committee in March 1973 for confirmation.

Ref. FC (2)-24/72).

The Finance Committee met again on 10th November 1973, at UMN Headquarters, from 8.00 a.m. to 10.30 a.m. to consider the items listed in FC (2)-24/72; also an additional item as found in FC (3)-10/72 below. All members were present as at the Committee Meeting of 6th November, 1972.

FC (3)-1/72. Audits of 1972 accounts. The audit reports of the projects of UMN were reviewed and accepted. The following RESOLUTIONS were passed :

- a) Boys' School, Pokhara : That the Treasurer be asked to visit Pokhara to investigate the situation regarding the credit and debit items in various accounts as shown on the Statement of 15th December 1971, on which date the School was integrated into the New Education Plan, and to advise on any necessary action. Also to ascertain what body is responsible for the accounts of the School, Hostel,

Building and Agriculture departments; to whom the UMN is responsible and the nature of the UMN involvement.

b) *Gorkha Project*: That no amounts of money should be handed to anyone for transport to the Gorkha Business Manager unless that person is prepared to sign a receipt in Headquarters stating that he has received that amount of cash and will take responsibility for it.

c) *Headquarters*: That the UMN Treasurer make arrangements to have these accounts audited as soon as possible.

d) *Girls' High School, Kathmandu*: That the audited statement of the School be printed as an appendix to these Minutes (Appendix I); the statement as shown in Appendix K of the 1972 Board Minutes being the figures submitted before audit, and subsequently found to be incorrect.

FC (3)-2/72. *Audited Statements*. It was RESOLVED that the annual statements of the projects which are printed shall be the audited statements as they are available.

FC (3)-3/72. *Grants from Undesignated and Special Funds held by UMN Treasurer*. It was RESOLVED that the following grants be made:

a) *Tansen Administration*:

Area Furniture, from General
Equipment Fund 14,000.

Glass for Builder's apartment,
from Undesignated Funds 500.

b) Tansen Community Health Program :

MCH Clinic :

Remodelling bazar house, from Undesignated Funds	3,125.
Health Literature, from Undesignated Funds	500.
Pressure Cooker, from General Equipment Fund	525.

West Palpa :

Office & students' furniture, from General Equipment Fund	1,000.
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Model Village Pilot Project :

Nurse and student accommodation furniture, from General Equipment Fund	1,000.
Furniture for clinic, from General Equipment Fund	1,000.
Equipment for clinic, from Medical Equipment Fund	800.
Delivery bags, nursing bags, instruments, from Medical Equipment Fund	1,000.

c) Gorkha Administration; from
General Equipment Fund /
Undesignated Fund :

Generator	9,000.
Renovation of living quarters at end of meeting room	5,000.
Bathroom and septic tank for Nepali quarters	4,500.
New telephones	2,000.
Staff furniture	2,000.
Adding machine	1,000.

d) Gorkha Education; from General Equipment Fund / Undesignated Funds :

Lultel High School :

Gestetnor	4,620.
Nepali typewriter	2,000.
Cash box	600.
2-drawer filing cabinet	1,000.

District Schools :

School furniture	2,500.
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Additional cost of replacement of thatch with aluminum on oldest Amp Pipal School building

2,000.

e) Gorkha Community Health Program :

Medical equipment and supplies, from Medical Equipment Fund	4,465.
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Laboratory equipment, from Medical equipment Fund	3,150.
---	--------

Hardware, from General Equipment Fund	1,675.
---------------------------------------	--------

Furniture, from General Equipment Fund	4,485.
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Projector, films, etc.	2,315.
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Renovation to make office in Amp Pipal, from Undesignated Funds	2,675.
---	--------

Contribution to village clinic buildings, from Undesignated Funds	7,875.
---	--------

School and village toilets, from Undesignated Funds	2,625.
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The Treasurer is instructed to make payments from the General Equipment Fund as listed above until that fund is exhausted, and then to make any further grants, listed above as from General Equipment but unable to be covered by that Fund, from Undesignated Funds.

FC (3)-4/72. *Special Funds.* It was RESOLVED that the following transfers should be made from Special Funds held by the UMN Treasurer :

Agriculture Work Fund, to Tibetan work, Pokhara, for capital funds	1,955.02
Dr. Bond's Laboratory Equipment, to Shanta Bhawan	20,200.00
SBH Single Staff Quarters, to Shanta Bhawan	201,196.54
Evangelism Fund, to Communications Committee	10,575.66

It was further RESOLVED that all gifts and grants received for literature and evangelism should in future be transferred to the Communications Committee, and that the UMN administration be authorised to audit the accounts of the Communications Committee.

FC (3)-5/72. *UMN Film.* In accordance with FC (1)-15/72, c, the Treasurer reported that there is a balance still unmet on the costs of the making of the UMN film, "Nepal on the Potter's Wheel" and which is unlikely to be covered from any outside source. It was RESOLVED that this amount be written off against the Treasurer's Undesignated Fund.

FC (3)-6/72. *Grant for Aviation.* Further to FC (1)-15/72, e, it was RESOLVED that Mr. S. Ruohoneimi be asked to contact Dr. Carl Friedericks with reference to a grant of Rs. 72,197. made some years ago for Aviation, with a view to obtaining authorisation for redesignation of this amount, and to report back to the Treasurer.

FC (3)-7/72. *UMN Treasurer's Suspense Account.* The outstanding items in this account as of 31st October 1972 were reviewed. It was RESOLVED that :

- a) A sum of Rs. 14,605.59, payable by a former employee, be written off as a bad debt, but to instruct the Executive Secretary to write to his parents to enquire if they would be willing to make a contribution towards this amount.
- b) A sum of Rs. 1,029. held for Mr. T. Manaen should be transferred to him in USA.

FC (3)-8/72. *GHS Hostel Deposits.* It was reported that a sum of Rs. 7,500 given by students in the hostel as deposits, to be held for return to them on leaving the school, had been used in the running of the hostel and not kept available for such return to the students.

It was RESOLVED that a sum of Rs. 7,500 be set aside by the UMN Treasurer from general UMN funds for this specific purpose in an account to be held in the Treasurer's General Suspense Account,

which will be available for refund of deposits to students of the hostel on request from the School. It is understood that this amount represents payments which have not been properly accounted for in the past, but that from the present time onwards the Hostel will be responsible to account for such funds received for new students entering the Hostel.

FC (3)-9/72. *Grant to Tansen Hospital General Fund.* Ref. EC (2)-17/72, a. In view of the further information received that the request for a grant of Rs. 10,000 be made to Tansen Hospital General Fund is not to meet increased Special Allowances, but increased salaries, it was RESOLVED that this matter be deferred until March, 1973 when the Hospital statement will be reviewed and the exact expenditures known and taken into consideration.

FC (3)-10/72. *Payment of personal bills.* It was RESOLVED that UMN missionaries and direct appointees be required to pay their own bills for travel, board, language study, and other personal items, and be responsible to claim refunds from their own sending bodies where the latter's rules are applicable.

FC (3)-11/72. *Salary of HQ Language teacher.* It was RESOLVED that a further para (h) be added to Minute EC (2)-18/72; to read :

h) That no alteration shall be made in the salary scale for Language teachers.

C (3)-12/72. Undesignated Capital Funds. It was RESOLVED to draw to the attention of the projects that the Treasurer holds undesignated funds which may be granted to projects for approved capital items, and for specific emergency capital needs; further:

- a) That the members of the Finance Committee resident in Kathmandu are authorised to meet from time to time to distribute these funds;
- b) That application from the projects must be received by the Treasurer in writing in reasonable time before any such meetings so that such requests may be duplicated and distributed to the members beforehand.

FC (3)-13/72. Next meeting. It was suggested that if possible the Finance Committee Meeting scheduled for Tuesday, 27th March might be started on the afternoon of Monday, 26th March in order to allow more time for business to be covered.

The meeting was closed with prayer.

APPENDIX (i)

**TO FINANCE COMMITTEE MEETING (3),
10TH NOVEMBER, 1972**

*Girls' High School, Kathmandu :
Corrected Statement for 1971*

**STATEMENT OF RECEIPTS AND PAYMENT
FOR THE YEAR 1971**

	Budget 1971	Actuals 1971	Total	Budget 1972
1) GENERAL FUND.				
Receipts :				
UMN Treasurer	53,000.	53,000.00		44,300.
School fees	45,000.	52,356.05		53,500.
Exam. fees	—	2,047.30		—
Personnel Contri- buted Services	13,000.	13,000.00		13,000.
	<u>111,000.</u>		120,403.35	<u>110,800.</u>
Payments :				
Salaries	82,000.	85,185.61		89,500.
Wages	2,400.	1,870.50		2,000.
Medical expenses	1,750.	2,381.70		650.
Repairs and maintenance	1,750.	1,821.82		1,500.
Power, light and heat	500.	50.00		50.
School supplies	2,000.	2,001.94		1,800.
Exam. supplies	—	1,896.19		—
Travel	1,500.	910.50		500.
Administration	2,500.	2,297.52		1,500.
Rent	3,600.	2,482.80		—
Miscellaneous	—	592.15		300.
Personnel Contri- buted Services	13,000.	13,000.00		113,000.
	<u>111,000.</u>		<u>114,490.73</u>	<u>110,800</u>
Excess Receipts over payments			<u>5,912.62</u>	

2) CAPITAL FUND. Balances as at 31.12.71 :

Headmistress' furniture	1,600.00
Teachers' furniture	1,226.13
Accounting system	1,600.00
Dispensary equipment	1,206.25
Prize award	10,000.00
General	24,975.23
Cycle fund	258.66
Office equipment	2,615.00
Western flat furnishings	2,381.00
For approved 1972 capital items	72,178.50
	<u>118,040.77</u>

STATEMENT OF BALANCES AS AT

31st December, 1971

Cash on hand	9,586.42	
Cash advanced to hostel	2,807.71	
Cash held for hostel		935.13
Cash at Bank, current account	5,540.69	
Cash at Bank, fixed deposit	10,000.00	
Capital funds with UMN		
Treasurer	71,759.57	
Advance on land from UMN		
Treasurer	28,000.00	
Due to Improvement Plan		3,015.87
School supplies in stock	210.00	
Capital Fund balance		118,040.77
General Fund balance		5,912.62
	<u>127,904.39</u>	<u>127,904.39</u>

APPENDIX C

UMN HEADQUARTERS

PLANS AND BUDGETS FOR 1973

Work :

Headquarters staff proposes to carry on through 1973 the several constitutionally-designated functions of this central project, organised to serve the other projects of the Mission spread through the land. Those administrative officers of the Mission assigned to Headquarters, with their assistants and other staff, known as the H. Q. staff, plan to carry out their work with the following personnel, physical facilities and budgets :

Personnel :

It is planned that UMN Board Appointees will serve in the following approved posts of the Headquarters staff :
(Posts marked * need to be filled) :

Executive Secretary.

*Personnel Secretary (replacement needed from April 1973). (He serves constitutionally as Assistant to the Executive Secretary, and in his stead when the Executive Secretary is absent).

*Treasurer (replacement needed from August 1973).

*Director of Central Services (post to be filled).

*Hostess (replacement needed from November 1973).

Office Secretary.

Education Secretary

*Health Services Secretary (replacement needed from June 1973).

*Technical Secretary (post to be filled).

Kathmandu Area Superintendent (posts left vacant, as allowed experimentally by action of the UMN Board of Directors, BD-11/72).

*Language Supervisor, fulltime (post to be filled).

*Qualified Auditor (replacement needed from November 1973).

A volunteer office secretary (direct appointee) will continue to serve in 1973. We plan to employ seven local persons on salary.

Physical Facilities.

1) Housing. For the H.Q. staff we plan continued occupancy of rented houses or flats as currently needed, which are 7 in number, one being sub-let to the Children's Hostel. This includes Annexe I, adjacent to the Mission Home, where the Executive Secretary is housed, and where we have a small family apartment, the UMN Board Room/Library and two language classrooms.

We plan continued use of Annexe II in the Thapathali area. In this building we have one small apartment for a member of HQ staff, two overflow bedrooms for extra Mission Home accommodation, and one office suite. The office suite we will continue to sub-let to the UMN Scholarship Program.

2) HQ Property. We plan continued lease of this property from our landlord, Col. P. S. J. B. Rana.

3) Vacation Housing. We plan to carry forward the 1972 plans for provision of simple vacation accommodations at Godavari and Pokhara.

a) We propose to continue the essential repair and re-modelling of the former dispensary buildings at Godavari to make them usable for vacationing UMN personnel.

b) Altering somewhat our plan for the use of property on the shores of Phewa Tal, Pokhara, we propose to use the hilly site on the western shore for camping purposes for UMN personnel. We propose to lease a plot of land, purchased by a friend of the UMN, on the level eastern shore; and, using monies already given for this purpose, there construct a modest vacation cottage.

4) Vehicles. We plan to continue to use the presently owned two VW buses, for the work of the Agent Department and for staff duty and general HQ use. The HQ motorcycle will be used primarily by the Education Secretary. We continue to approve the policy of staff-owned private vehicles for which charges are paid out for duty use.

5) New Building work. The only new building work proposed by HQ for 1973 is the plan carried forward from 1972 to build a small vacation cottage in Pokhara.

APPROVED GENERAL RECURRING BUDGET FOR 1973

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
Receipts :						
UMN Treasurer	171,082.	114,100.	84,262.	114,100.	113,900.	- 200.
Refunds	3,687.	8,000.	2,589.	2,500.	—	- 8,000.
Miscellaneous	21.	800.	1,201.	3,000.	—	- 800.
Personnel Contributed Services	59,520.	66,660.	44,440.	66,660.	63,360.	- 3,300.
	<u>234,310.</u>	<u>189,560.</u>	<u>132,492.</u>	<u>186,260.</u>	<u>177,260.</u>	<u>- 12,300.</u>
Payments :						
Rent, office	61,638.	24,600.	5,886.	16,800.	12,000.	- 12,000.
Rent, Language School					4,800.	+ 4,800.
Salaries, gen. office	30,632.	13,000.	17,913.	13,400.	14,000.	+ 1,000.
Salaries, Agent Dept.		15,000.		8,300.	8,800.	- 6,200.
Postage, printing and office supplies	18,246.	17,000.	22,185.	23,000.	23,000.	+ 6,000.
Duty travel	22,877.	15,000.	7,796.	15,000.	15,000.	—
Exec. Comm. travel	4,845.	2,000.	418.	1,418.	2,000.	—
Publicity	347.	1,500.	1,327.	1,500.	1,500.	—
Agent Department	635.	300.	—	100.	—	- 300.

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973		Inc/Dec. over 1972
Legal Adviser	1,000.	1,000.	800.	1,000.	1,000.		—
Audit expenses	2,373.	2,000.	2,250.	2,500.	2,500.	+	500.
Workers Conferences	6,081.	8,000.	9,364.	9,363.	10,000.	+	2,000.
Vehicles and transport	17,406.	15,000.	9,625.	12,000.	10,500.	—	4,500.
Maintenance	3,207.	4,500.	5,855.	6,000.	6,000.	+	1,500.
HQ staff duty travel	1,834.	3,000.	730.	1,000.	1,000.	—	2,000.
NCC subscription	1,350.	—	—	—	—		—
Miscellaneous	2,319.	1,000.	1,818.	1,500.	1,800.	+	800.
Personnel Contributed Services	59,520.	66,660.	44,440.	66,660.	63,360.	—	3,300.
	234,310.	189,560.	130,409.	179,541.	177,260.	—	12,300.

APPROVED CAPITAL BUDGET FOR 1973

Requests carried forward from 1972, but figures not previously approved :

Pokhara vacation house—building and equipment 45,000.

Godavari vacation house—equipment 6,000.

51,000.

APPENDIX B

SPECIAL PROJECTS

I. BUILDING DEPARTMENT PLANS AND BUDGETS FOR 1973

Work.

The Building Department in Kathmandu plans to continue the work at present on hand, other work being dependent upon the plans and budgets of the other projects.

Personnel:

In order to make the office more efficient, both in the preparation of drawings and the training of staff, the Engineering Draftsman previously requested is now urgently required. If this post is filled, it will release the Engineer in charge from some of these tasks, and give him more time to carry out designs and also visit the various projects in which building is in operation.

The Department would make one new request, and that is for a person to act as Supply Officer for the building work at Pokhara and Tansen. We would suggest that a PAXman with some kind of training in building would be most suitable for this post. This post has been included in the personnel list for the Tansen Area (Appendix F).

The following personnel are at present members of the Department:

Mr. Delos McCauley ... Pokhara
 Mr. Ron Mowll ... Tansen
 Mr. Martyn Thomas ... Kathmandu.

The Nepali staff in the Kathmandu office now consist of:

- 1 Draftsman / supervisor (site)
- 1 Draftsman / surveyor
- 1 Detail Draftsman
- 1 Trainee Draftsman.

The following is the complement of approved posts to be filled by Board Appointees:

- *1 Building Engineer ... Kathmandu (Vacant July 1973)
- *1 Engineer Draftsman .. Kathmandu (Vacant—
 URGENTLY REQUIRED).

- *1 PAXman Builder ... Kathmandu (Vacant)
- 1 Building Engineer ... Pokhara
- *1 Builder ... Pokhara (Vacant)
- 1 Building Engineer ... Tansen
- *1 Builder ... Okhaldhunga (Vacant).

APPROVED GENERAL RECURRING BUDGET FOR 1973

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
Receipts :						
UMN Treasurer	6,300.	—	—	—	—	—
Charges to UMN projects	13,010.	18,000.	13,625.	22,000.	25,000.	+ 7,000.
Do. other projects	1,913.	2,500.	427.	2,500.	5,000.	+ 2,500.
Personnel Contributed Services	20,000.	25,000.	12,833.	17,500.	18,000.	- 7,000.
	<u>41,223.</u>	<u>45,500.</u>	<u>26,885.</u>	<u>42,000.</u>	<u>48,000.</u>	<u>+ 2,500.</u>
679 Payments :						
Salaries	6,652.	12,000.	6,310.	13,250.	17,500.	+ 5,500.
Office rent & services	2,504.	2,750.	747.	2,750.	3,750.	+ 1,000.
Rent for staff	5,050.	—	—	—	—	—
Stationery & printing	757.	1,500.	1,689.	2,000.	2,000.	+ 500.
Local travel	1,551.	1,500.	2,541.	3,000.	3,000.	+ 1,500.
Travel out of Valley	1,936.	2,000.	2,603.	3,250.	3,000.	+ 1,000.
Repairs & maintenance	413.	750.	185.	250.	750.	—
Devaluation of stock in transit	740.	—	—	—	—	—
Personnel Contributed Services	20,000.	25,000.	12,833.	17,500.	18,000.	- 7,000.
	<u>39,602.</u>	<u>45,500.</u>	<u>26,908.</u>	<u>42,000.</u>	<u>48,000.</u>	<u>+ 2,500.</u>

APPROVED CAPITAL BUDGET FOR 1973

Requests carried forward from 1972 :

Staff furniture	2,500.
Theodolite (secondhand)	5,000.

New requests :

Office furniture and equipment (drawing boards, tapes, instruments)	2,000.
Typewriter	2,000.
Cash box	500.
Print Machine	5,000.
Additional for Concrete testing machine	5,000.
Quick-set Dumpy Level	2,500.
	24,500.

II. TIBETAN REFUGEE WORK IN POKHARA PLANS AND BUDGETS FOR 1973

1972 has brought encouragement in the work. Many difficulties in finances and relation with the people have been overcome. People show more interest in agriculture and the development of the settlement as a whole. The Nepal Red Cross manages and supports the settlement, in close co-operation with UNHCR.

One Board Appointee agriculturalist is assigned to the refugee work through the Nepal Red Cross. A second may be appointed as Administrator of the project.

No administration expenses are covered by any other agency.

APPROVED GENERAL RECURRING BUDGET FOR 1973

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
Receipts :						
UMN Treasurer	279.	1,120.	747.	1,120.	1,800.	+ 680.
Personnel Contributed Services	7,200.	7,200.	4,800.	7,200.	7,200.	+ —
	<u>7,479.</u>	<u>8,320.</u>	<u>5,547.</u>	<u>8,320.</u>	<u>9,000.</u>	<u>+ 680.</u>
Payments :						
Mail service and communication	60.	120.	33.	120.	200.	+ 80.
Office expenses	—	400.	206.	350.	400.	—
Transport and travel	—	600.	112.	350.	600.	—
Miscellaneous	307.	—	—	—	600.	+ 600.
Personnel Contributed Services	7,200.	7,200.	4,800.	7,200.	7,200.	—
	<u>7,567.</u>	<u>8,320.</u>	<u>5,151.</u>	<u>8,020.</u>	<u>9,000.</u>	<u>+ 680.</u>

APPROVED CAPITAL BUDGET FOR 1973

Requests carried forward from 1972 :

Agricultural equipment (hand harrow, etc.) for experimental demonstration	2,500.
Slide projector	900.
New request :	
Additional for agricultural equipment	1,500.
	<hr/> 4,900.

III. CHILDREN'S HOSTEL PLANS FOR 1973

The Children's Hostel was approved by the UMN Board in 1967 to come into existence, and to be managed entirely by its own Hostel Committee. This Committee is elected annually at the Workers Conference, and meets quarterly. It makes plans and manages the affairs and finances of the Hostel. According to guidelines laid down by the UMN Board, the Hostel is to be self-financing, independent from UMN funds.

In the food and service accounts, we have been running in the red, so we have adjusted the charges, have less help, and are trying to make the rupees go further. This is hard to do with the prices steadily going up. The Committee will review the whole basis of charges in their next meeting. Also, they have made a plea to the member bodies to give some assistance with the overhead expenses.

Present plans are to continue to sub-let the house from UMN Headquarters, and run the Hostel in Thapathali under the management of the joint Supervisors, Mr. and Mrs. R. Newton. The Hostel has room to accommodate more children. At present the children are attending St. Mary's School, the British Primary School, and Lincoln School. The Hostel vehicle transports these children, and other UMN children, to and from school.

The future of the Hostel is uncertain since we need more children. More children would make less burden on each family. Yet we feel that this Hostel is needed, and we know the Lord called us here to work in this situation. Will you as a Mission join us in prayer for this work?

IV. SCHOLARSHIP PROGRAM PLANS AND BUDGETS FOR 1973

The Scholarship Program gives assistance in the training of nationals by seeking and administering funds, and selecting candidates who qualify for assistance. At present 46 students are receiving scholarship help. This includes 9 Sherpa students. Six students have been accepted for courses beginning in September, and three students have been accepted for courses which begin in 1973. This year 8 students have completed their courses.

Scholarship money comes from many different sources. Individual scholarships have come from Germany, Japan and the United States. We are also seeking further financial aid and are hoping that it can be undesignated in order for us to complete our commitments to 26 students who are receiving general scholarships, and to give further scholarships.

We are continuing our scholarship assistance with the knowledge that there has been an indication that HMG may take over all scholarship work done by agencies in Nepal. However, we believe in the purpose and future of a program which gives training to worthy nationals of all ethnic groups from all areas, and therefore want to continue this work as long as we are able.

From September 1, 1972 Miss Norma Kehrberg, at the request of the UMN administration, assumed the duties of the Scholarship Committee Secretary, and it is proposed that she continue to serve in this capacity through 1973.

APPROVED GENERAL BUDGET FOR 1973

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec over 1972
<i>Receipts :</i>						
General grants	84,077.	92,690.	22,969.	83,269.	41,034.	- 51,656.
Grant from Germany	—	11,340.	88,828.	88,828.	86,400.	+ 75,060.
" " "	—	4,460.	—	—	—	- 4,460.
Grant from Japan	—	2,960.	10,100.	10,100.	10,100.	+ 7,140.
Grant from Leprosy Mission	—	2,700.	—	2,700.	—	- 2,700.
Grant from Crusaders	—	14,220.	—	14,220.	—	- 14,220.
Sherpa Scholarships	13,231.	15,700.	34,138.	34,138.	13,000.	- 2,700.
Repayment of loans	—	10,000.	—	—	14,011.	+ 4,011.
Repayment from Agric. students	—	5,200.	—	—	5,200.	—
Personnel Contributed Services	7,200.	7,200.	5,400.	7,200.	7,200.	—
	104,508.	166,470.	161,435.	240,455.	176,945.	+ 10,475.

APPROVED GENERAL BUDGET FOR 1973 (contd.)

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	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
<i>Payments :</i>						
General scholarships	103,158.	114,970.	92,507.	126,664.	148,315.	+ 33,345.
Sherpa scholarships	19,670.	—	16,525.	24,789.	15,070.	+ 15,070.
New stipends	—	38,000.	—	—	—	- 38,000.
Administration	566.	2,400.	438.	1,240.	2,400.	—
Transportation	1,153.	2,400.	309.	1,100.	2,400.	—
Rent and electricity	787.	1,500.	—	1,500.	1,560.	+ 60.
Office furniture	2,035.	—	50.	50.	—	—
Personnel Contributed Services	7,200.	7,200.	5,400.	7,200.	7,200.	—
	<u>134,569.</u>	<u>166,470.</u>	<u>115,229.</u>	<u>162,543.</u>	<u>176,945.</u>	<u>+ 10,475.</u>

V. COMMUNICATIONS COMMITTEE PLANS FOR 1973

The Communications Committee proposes to extend the cassette playback ministry and increase the existing library. At present there are 60 cassette tapes available, and new ones—both of services and ones giving special teaching—will be made. Some of these will be specially commissioned by the Committee, and some of our funds will be used to reimburse those involved in making them. The Committee will continue to seek new places where playbacks can be placed with profit, and they will solicit the help of all projects in this endeavour.

In remote and inaccessible places, where the playbacks have limited use, we will continue to use the ministry of Gospel Recordings machines and records.

The Committee will continue its financial support to the Shanta Book Stall. It will continue to seek out ways of allocating monies designated specifically for the purchase and distribution of books.

APPENDIX E

COMMUNITY HEALTH ADVISORY TEAM

PLANS AND BUDGETS FOR 1973

INTRODUCTION.

Principles :

1. We wish to lay stress on the fact that this program is one which exists in an advisory capacity.
2. Our definition of "community health" is : Health care as seen with the involvement of the local community.
3. To function as 2 above suggests, it is felt that our work should be much more integrated and comprehensive.
4. Public health is preventive and is concerned for the physical, mental, social and spiritual well-being of each member of the total family.

We feel that in the UMN Nos. 3 and 4 should not be taken apart, but should be part of our whole vision.

Practice :

1. We need to keep in mind that we should seek to work within the community, i.e. with zonal or village panchayats. This means that each piece of work in which we are involved should be at a level at which Nepali people can do it. Therefore we are concerned about national counterparts for ALL missionary personnel.
2. Since our concern is with family health, this suggests that rather than a hospital outreach service, we should concentrate on the family health service, i.e. door-to-door visitation for family care and education, etc.

POSSIBLE PROVISION FROM THE COMMUNITY
HEALTH PROGRAM TO THE PROJECTS.

1. Health education—to hospital staff engaged in this work, and to local school teachers.
 2. Home science extension work
 3. Agricultural extension work
- } The idea behind these extra workers is to carry out as envisaged comprehensive community care.
4. Tuberculosis control—The World Health Organisation has recommended that HMG start such a program in Surkhet, Pokhara, Kathmandu and Dhankuta areas, on a regional basis rather than at district level. This is seen as part of the Regional Development Program which His Majesty the King has directed to be put into effect. The Community Health Advisory Team has been asked to take some part in such a program, i.e. in collection of statistics from each project.
 5. Leprosy control.
 6. Maternal and child care. It is felt that much more equal emphasis should be laid on both the mother and child than is at present done in so many of our projects; therefore each project should consider employing a national worker to complement the work done by the Board Appointee. If this emphasis is equalised, then drugs are freely available from MCH Family Planning.
 7. Sanitation.
 - a) Latrines—UMN should be able to obtain the labour of interested people, after which funds possibly could be made available for cement slabs for latrines.
 - b) Drinking water—HMG funds are available for very limited supplies within the regional basis, as suggested above, after the community itself has raised half the necessary funds.

PERSONNEL.

a) Board Appointees :

(posts marked ** are new and need to be filled)

1 Doctor

1 Nurse

** 1 Agriculturalist

** 1 Home Science teacher.

b) Nepali workers :

1 Nurse

2 HMG qualified Auxiliary Health Workers

1 Health educationalist, HMG trained.

1 General Assistant.

SPECIAL PROJECTS IN COMMUNITY HEALTH USING FOREIGN FUNDS.

The Mission-wide Public Health team would like the following to be considered as part of the planning for 1973, and thereafter, in the line of our desire for more comprehensive family care. It is suggested that this could be financed by a special fund set up with the interest and financial backing of Bread for the World, Germany, who have already indicated their interest in subscribing to such a program and a willingness to take it on.

1. Sanitation : Latrines.

These should be used in specific places to show people the need for adequate human refuse disposal, and to lift the standard of hygiene in the country. The places should be : (a) Panchayat houses; (b) schools; (c) private houses of Village Health Aids.

In the building of latrines, free labour should be available, and as much local material as possible, say up to 50% of cost; after which the Public Health Program may subsidise for the concrete slab which costs approximately Rs. 35/- in the Kathmandu Valley and Rs. 70/- outside the Valley. The average costs have therefore been fixed at Rs. 50/- per latrine.

The required numbers of latrines, after research by Dr. Iwamura, is as follows :

Lalitpur area :	40 village panchayats; 40 schools; 80 individual houses of VHAs : Total of 160 latrines would cost, at subsidized rate,	Rs. 8,000.
Bhaktapur area :	3 village panchayats; 6 schools; 6 individual houses : Total of 15 latrines would cost—	750.
West Palpa :	10 village panchayats; 10 schools; 20 private houses : Total of 40 latrines would cost—	2,000.
East Palpa :	10 village panchayats; 10 schools; 20 private houses : Total of 40 latrines would cost—	2,000.
Gorkha area :	3 village panchayats; 6 schools; 6 private houses : Total of 15 latrines would cost—	750.
Okhaldhunga :	3 village panchayats; 6 schools; 6 private houses : Total of 15 latrines would cost—	750.

This makes the overall cost for subsidizing these schemes for latrine building approximately— Rs. 14,250.

2. Sanitation : Drinking water scheme.

The policy is that the community health functioning villages should have improved drinking water schemes, again raising the labour and 50% of cost locally, with the Public Health Program providing the 50% subsidy. First the HMG Department will be tapped as a resource, but if there is nothing available then we would wish to take this up through the Mission-wide Public Health Program.

In 1973 we would be prepared to work with the most cooperative village panchayats in each of our project areas, commencing with ONE model scheme as an inducement.

The estimated cost would be Rs. 5,000/- for each scheme, which means a total estimated cost of approximately Rs. 20,000.

APPROVED GENERAL RECURRING BUDGET FOR 1973

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
<i>Receipts :</i>						
UMN Treasurer	17,600.	22,858.	15,239.	22,858.	41,220.	+ 18,362.
Personnel Contributed Services	9,600.	9,600.	6,400.	9,600.	16,800.	+ 7,200.
	<u>27,200.</u>	<u>32,458.</u>	<u>21,639.</u>	<u>32,458.</u>	<u>58,020.</u>	<u>+ 25,562.</u>
<i>Payments :</i>						
Salaries	5,273.	8,886.	1,633.	3,197.	23,308.	+ 14,422.
Transport	—	1,512.	916.	1,374.	1,512.	—
Educational material	952.	1,000.	—	1,000.	3,000.	+ 2,000.
Travel	5,242.	6,000.	3,820.	4,540.	8,000.	+ 2,000.
Stationery	1,417.	1,000.	—	1,000.	1,000.	—
Office rent and maintenance	—	1,460.	200.	800.	2,400.	+ 940.
Equipment	—	1,000.	—	200.	—	- 1,000.
Training program	—	1,000.	855.	1,055.	1,000.	—
Miscellaneous	335.	1,000.	784.	800.	1,000.	—
Rent for Staff	1,000.	—	—	—	—	—
Medicines	1,837.	—	—	—	—	—
Personnel Contributed Services	9,600.	9,600.	6,400.	9,600.	16,800.	+ 7,200.
	<u>25,656.</u>	<u>32,458.</u>	<u>14,608.</u>	<u>23,566.</u>	<u>58,020.</u>	<u>+ 25,562.</u>

APPROVED CAPITAL BUDGET FOR 1973

Requests carried forward from 1972 :

Typewriter	2,000.
Fire-proof cash box	300.

New requests :

Telephone fitting	1,000.
Bicycle	700.
Telephone set	1,000.
Health Education materials	10,000.
VHW training services	10,000.
Sanitation : latrines	14,250.
drinking water supplies	20,000.
	<hr/>
	59,250.

APPENDIX F

TANSEN AREA

PLANS AND BUDGETS FOR 1973

We expect that the on-going program in the hospital and community will continue during 1973, with further implementation of previous plans and objectives. The "outreach work" as a separate program has not worked out quite as anticipated, and fits in better with the West Palpa community health program at this stage. Therefore the "outreach doctor" has been listed as Director of the Community Health Program as a whole.

The most encouraging development anticipated in 1973 is the probable recognition by HMG of the Tansen/Butwal A. N. M. School.

The Butwal Outreach Program has also not worked out quite as planned because permission was not received from HMG. On the other hand, a very significant kind of co-operation has developed between our UMN members in Butwal and the HMG hospital, particularly in the laboratory and TB program. It is hoped that this will continue and develop so long as we have medical personnel in Butwal.

I. HOSPITAL.

The building plans already passed and budgeted for will begin to materialise with the finishing of a new staff house, and the continuing of the new extension to the hospital. It is planned to build Section I of the extensions up to the second floor level, and to put in the foundations and ground floor of the second, larger section. The new extension to the hospital will bring the bed number up to 100, and will provide very

necessary extra out-patient accommodation and other facilities. If plans are approved and money available, a start could also be made on the proposed guest/staff units towards the end of 1973. Thus it is hoped that by the end of 1973 the present building extension program will be half-way to completion, but the smooth working to time of this program depends on many factors, some of which are outside our control. The increased estimate of Rs. 861,000 already passed by the Ad Hoc Finance Committee is included in the budget, and Rs. 361,000 of this has still to be sought and obtained.

Specific, more immediate objectives might be summarized as follows :

1. Improve the standards of the hospital wherever possible, in order to give better patient care, better training and smoother running. This is to be achieved by simplifying, rather than complicating, regimes.
2. Establish better flow of outpatients to relieve congestion and speed up process. A cash desk is being constructed with opening outside on the verandah; windows also will be used to dispense medicines from the pharmacy outside under shelter. This will probably be implemented before the end of 1972.
3. Establish (or continue) 2-3 private patient clinics.
4. Improve record keeping, maintaining of statistics. Introduce "patient retained" cards for T. B. and possibly other clinics.
5. Set up rehabilitation department. Mr. Juthe Prasad will be returning from training in Vellore in December 1972, and will be re-establishing this department which has been in abeyance for 18 months.
6. Improve laboratory facilities. Mr. Basant Kumar Sharma will be returning from advanced training in

Ludhiana, and will once again take over the laboratory and build it up. In particular we plan to start a "blood bank" in a small way.

7. Scholarship students. Continue to send candidates for further training where possible. Men who have taken our training and are S.L.C. pass will be sent for the advanced Health Workers training at the Institute of Medicine in Kathmandu wherever possible.

8. Continue to give more responsibility to Nepali trained nurses and auxiliaries, thus relieving foreign staff. If more good staff nurses were obtained, it may be possible in the future to reduce the number of foreign nurse supervisors from two to one.

9. Continue to employ two Nepali house surgeons or residents. After years of seeking in vain, at the present time we have two Nepali house surgeons, one male and one female. These are proving very cooperative and efficient. The male doctor is temporary, but we hope that others will replace him, recommended by HMG. If we continue to have two such doctors, we will not need a foreign "resident", so the post has been dropped from the list.

10. Continue to train "medical assistants" to assist doctors in routine duties, or to do the job of "sorter" in OPD.

11. Continue to train and prepare selected auxiliaries to do an effective job in their own communities.

12. Engage in conversations, joint meetings, and enterprises with other health agencies in the District and Zone.

13. To seek for a suitable man (Board Appointee or short term worker) who would be Tansen's liaison officer in the agency work. Large amounts of valuable supplies have to be obtained through Butwal

and Bhairawa for the building and the hospital. So far BTI agency service has been handling this as best they could. But for them it is an extra burden on top of their own very considerable need, and therefore does not have any priority. A liaison officer responsible primarily to Tansen and living in Bhairawa, Butwal or Tansen would greatly facilitate the prompt and correct supply of goods to Tansen, and possibly Pokhara building project as well. We visualise that this post should at first be filled by a foreigner who would in time be able to train a Nepali to do the job.

14. Leprosy treatment and research. The program for treatment of inpatients and outpatients, and for research, will continue in 1973, and for the first half of the year will be under Dr. Pedley. After that the work will be undertaken by other members of staff.

II. AUXILIARY NURSE MIDWIVES SCHOOL, TANSEN/BUTWAL.

We plan to continue the two year Auxiliary Nurse Midwives course, with the expectation that from May 1973 the Tansen/Butwal A. N. M. school will be recognised by the Institute of Medicine of Tribhuvan University as the school for the region.

It is understood that the A. N. M. school will be integrated into the new Education Plan as a vocational High School, and certain academic subjects will be taught by arrangement with the local High School. As the Institute of Medicine has requested us to enrol 20 students for the ANM course in 1973, we will be unable to accept men as in previous years. It may be possible to accept a few men into the preliminary three month course with a view to channelling them into community health, laboratory or X-ray in-service training.

It is proposed that UMN and HMG participation will be as follows:

UMN contribution:

- a) All the facilities of the 100 bed general hospital in Tansen, the domiciliary midwifery service, and the community health program in Palpa Jilla.
- b) Two classrooms, one demonstration room, one library and one nursing school office in Tansen.
- c) Hostel accommodation for 40 students in Tansen.
- d) Hostel accommodation for 20 students in Butwal.
- e) Accommodation for teaching staff in Tansen and Butwal.
- f) Director of ANM School, and Assistant Nursing Instructor in Tansen. Midwifery Tutor in Butwal.
- g) Stipends of students cannot be offered at present, but this may be reviewed at a later date.

Anticipated HMG participation:

- a) All the facilities of the 50 bed Zonal Hospital in Butwal.
- b) Assistance in teaching and clinical instruction by the Obstetrician-gynaecologist, Public Health nurse, and possibly other staff in Butwal Hospital.
- c) Land for building of the hostel in Butwal.
- d) Maintenance of the buildings in Butwal; water, electricity, etc.
- e) Stipends of students.
- f) Teaching equipment as supplied by UNESCO.
- g) At some later date, counterparts or substitutes for all foreign personnel.

III. COMMUNITY HEALTH PROGRAM.

a) M.C.H. Clinic, Tansen.

The twice weekly Women's and Children's Clinic and the program of domiciliary midwifery will continue. Also, if possible, the monthly visits to Humin for clinic work and health teaching. It is planned that the clinic will provide field experience for the midwifery students from Tansen Hospital, who will each spend a month in the program.

Sister Ingeborg will continue to assist twice a month in the Government Hospital baby clinic. She has also been asked to help to establish an antenatal clinic in the Government Hospital, and hopes to do this when suitable accommodation is available.

Additional staff is necessary for this program as the work has increased. There is a wonderful opportunity for public health teaching, not only in the clinic, but also in the homes during visits. The plan to train and to give domiciliary midwifery experience to the midwifery students will also entail more work. Additional staff would make it possible to take more midwifery cases.

Additional Nepali staff needs are as follows :

- i) A graduate nurse midwife, to assist in all the above work and take over from Sister Ingeborg during her furlough.
- ii) An assistant nurse to help with sterilising and cleaning, lab. and office work, and to be a companion to a midwife when going to cases. This could be a girl learning to be a midwife with a view to returning to her own village, or a girl from another project who would return to work in that area.

b) East Palpa Program.

1. Continue weekly clinics at Buling and Darajheri. The panchayat building in Buling has become inadequate for the crowds. Buling Panchayat is prepared to build a clinic in the name of the school, so that the school receives rent for it. They suggest Rs. 40/- monthly for rent. A simple sketch of the building required has been submitted to them, and the building will probably be constructed this winter.
2. Commence antenatal and Under-Fives clinics in Buling and Darajheri.
3. Continue follow-up of T.B. and leprosy patients.
4. Complete BCG program in three panchayats. It is hoped to cover all the panchayats up to Nisti Khola during 1973, and then to start at the furthest East corner (Nuwakot) and inoculate all Under-Fives in two years, i.e. all babies born since the campaign started.
5. Continue TABC injections yearly in five Panchayats. This is done entirely by Village Health Workers.
6. Health teaching in Darajheri Middle School and Buling High School.
7. Continue to teach and assist Village Health Workers in the work in Nuwakot and Arakhala Panchayats.
8. Continue to encourage villages to provide clean water supplies and build toilets. Concerning the latter, the following agreement has been offered to the people: They dig the hole and get the timber and planks ready, then we pay the carpenters' wages to make the timber top and lid. They are responsible for the surrounding building.

c) West Palpa Program.

1. T. B. Control Program.

i) Tansen Town Panchayat. By the end of 1972 the Tuberculin testing and BCG vaccination of children under 15 years of age in Tansen will be completed. The program of following up the TB families and their contacts will continue into 1973.

ii) Village Panchayats. By the end of 1972 we will have completed the program of direct BCG vaccination to people under 20 years of age in two Panchayats. We aim to complete a further 12 Panchayats in the northern section of Palpa in 1973. Our program of BCG vaccination on a house-to-house basis also includes TB case-finding, and the treatment/referral of TB cases.

iii) TB register. The registration of all TB patients attending the out-patients department started in January of 1972 will continue in 1973. A dual card system developed with the register gives instant information on all TB patients defaulting in treatment, and also locates all known cases of TB in every Panchayat in Palpa. These patients will be followed up as we visit their Panchayats for giving BCG.

iv) Statistics. Statistical information will continue to be compiled from our records during 1973. This information includes defaulter rate of patients in relation to distance, BCG converter rates, and incidence of TB in relation to age and sex.

2. Training of Public Health Assistants.

Because of the loss of senior public health workers and inability to attract senior staff from the hospital work into the public health field, a training course of longer duration than was first anticipated was started on 17 April, 1972 and will last for 15 months. For the first 6 months of the course, all lectures are attended with the hospital student Auxiliary Nurses, and after that selected classes will be attended. Practical experience is initially gained in the hospital wards, outpatient department and laboratory. After the first four months, the bulk of the experience is in the public health field work. Three boys commenced the course in April 1972. It is planned to take three more students at junior level and give a shorter training in 1973.

3. ANM Training—Public Health experience.

Public health lectures and practical experience will continue to be given to student Auxiliary/Nurse-midwives. Experience will be in Tansen bazar and village panchayats, and include family follow-up of TB cases, BCG vaccination, health education, assisting at small clinics held in Panchayats while visiting for vaccinations, and investigation of reported epidemics. Recently graduated Auxiliary Nurses/Nurse-midwives are also to be given public health experience in 1973, and will be rotating through various departments; they will have one month in public health.

4. Village Health Worker training.

As in other years, a Village Health Worker training course will be planned. The course content may be revised and a criteria laid down to help Panchayats in the selection of suitable

trainees from their Panchayats. In 1973 more frequent supervision of VHWs than presently possible is anticipated.

5. School medical examinations.

Plans are being made to increase health services available to schools in Tansen in 1973. These services will include entry medical examinations and some immunisations. Statistical information on physical development of children in Nepal is to be tabulated.

6. Red Cross Society.

- i) Volunteer training. The training of volunteer Red Cross personnel in first aid will continue in 1972. One group has completed a course of lectures given by our Public Health doctor.
- ii) Disaster planning. A disaster plan, mobilizing all health agencies in the event of a large scale disaster, has been submitted for consideration to the Red Cross Society. In the event of acceptance, 1973 will see the plan ready.
- iii) Red Cross blood donor registration. Assistance will be sought in maintaining a register of blood donors who can be called upon in cases of emergency in the hospital and elsewhere.

7. Home Nursing Program.

Plans are being formulated to initiate early in 1973 a limited Home Nursing service in Tansen Bazar. Initially it would be: (a) the extension of services given to TB families, and (b) the follow-up of patients with nursing problems discharged from the hospital to the bazar. This program will give the experience required for students participating in the ANM training program.

8. Village Pilot Health Project.

Initial plans are being worked on for the establishment of a Village Pilot Health Project in 1973. The primary purpose will be to give student Auxiliary Nurses/Nurse-midwives experience in meeting health and social problems of families within a village setting. This experience will include all aspects of maternal and child health, the training of village midwives (dais) in the principles of good standards of midwifery, teaching of methods of preventing and alleviating disease, and effective methods of health education. It is visualised that this Pilot project would also be a demonstration training centre for village health workers and possible Red Cross volunteers. It is hoped that the MCH and Smallpox Eradication Programs would be interested in cooperating in such a pilot project.

Several possible places for this Pilot Project have been named and further investigation of these areas will take place early in 1973. One of the pre-requisites for this project will be the willingness of the Panchayat concerned to provide the accommodation for a resident nurse and fully cooperate in the orientation of such a project.

9. Health Education.

Institution of Health Education training for teachers and teaching seminars in Panchayat centres on methods of teaching Health Education is anticipated in 1973.

10. Food Handlers Project.

Minimal standards for the operation and licencing of hotels and teashops have been obtained through WHO. The Nagar Panchayat licencing authorities are to be approached for discussion on these standards, with a view to having them implemented

as a requirement before a licence can be issued. The offering of a course for "food handlers" is also being considered in conjunction with licencing. The on-going inspection of tea shops and hotels after licencing in order to maintain standards will be another aspect of the project. There are an estimated 350 such establishments in Tansen Nagar Panchayat.

d) Butwal Outreach Program.

The Butwal Outreach Program has developed only slowly since it first started in February 1972. During the first months the work was confined to Butwal Hospital only, and since June there has also been a weekly clinic at Bhairawa Hospital. Due to lack of supplies, the BCG program has been confined to the primary schools and High schools in the Butwal Area. This gradual start of the program is the reason why the 8 months statement for 1972 shows low figures compared with the budget. The grant from Norway to cover capital costs has been given, but nothing was granted for the recurring budget of 1972. This is another reason why the work had to be limited to a small scale.

Owing to the illness of Dr. Mogedal and the fact that Mrs. Carfield goes on furlough early in 1973, UMN participation in the program will be minimal. It is therefore felt that UMN should not supply a budget for the work in 1973. On the other hand, the TB clinics started in Butwal and Bhairawa, and taking many referrals from Tansen, are very valuable, and should be encouraged. The Public Health nurse, Tuka, is taking responsibility for these clinics now, and Dr. Harding will go down from Tansen once or twice a month to help her and advise her. If it is possible for Tansen to help her with the supply of materials and cards, this will be done.

The possibility of the lab. technician, Gobinda Prasad, receiving a scholarship to continue training will be investigated.

IV. PERSONNEL.

The following is a list of the full complement of foreign staff required for 1973. Those marked with one asterisk are approved posts, which are unfilled or needing furlough relief. The one marked with 2 asterisks is a new post needing to be approved and filled.

The post of "housekeeper" is not included as such, as that job is very effectively being done by a Nepali woman now. The post of Hostess is retained as we certainly need someone to look after visitors. This might be combined with the job of food supervisor or secretary.

a) Hospital.

Doctors: *1 Surgeon—Medical Director

*1 Surgeon

1 Physician (Internist)

*1 Leprosy Doctor.

Nurses: 1 Nursing Superintendent

*2 Ward Supervisors (one furlough replacement needed March, and one in September)

*1 Director of Nursing Education.

*1 Assistant Nursing Instructor

1 Anaesthetics, central supply, theatre sister

*1 Midwifery Tutor for ANM school.

1 Administrative Officer

*1 Physiotherapist

*1 Hostess/Food Supervisor

*1 Medical Social Worker

1 Maintenance Officer/Central Store-keeper

1 Resident Builder (supplied by Building Department)

**1 Liaison Officer for agency work, for Tansen and Pokhara.

b) Community Health Program.

1 Director of Community Health Services

MCH Clinic: 1 Nurse/midwife

East Palpa: *3 nurses (these are approved, but there have never been more than two. One needs furlough replacement).

West Palpa: 1 Community health nurse / administrator

1 Community health nurse

*1 Health educator

Pyersingh: *1 Medical Social worker.

*1 Nurse—not normally supplied by UMN.

APPROVED GENERAL RECURRING BUDGET FOR 1973

I. AREA ADMINISTRATION.		Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
<i>Receipts :</i>							
UMN Treasurer		3,000.	3,000.	2,000.	3,000.	3,000.	—
Grant for Maintenance		—	8,000.	5,334.	8,000.	—	8,000.
		<u>3,000.</u>	<u>11,000.</u>	<u>7,334.</u>	<u>11,000.</u>	<u>3,000.</u>	<u>8,000.</u>
<i>Payments :</i>							
Maintenance		1,699.	10,000.	373.	9,000.	2,000.	8,000.
Mela		8.	—	—	—	—	—
Miscellaneous		1,376.	1,000.	909.	1,000.	1,000.	—
		<u>3,083.</u>	<u>11,000.</u>	<u>1,282.</u>	<u>10,000.</u>	<u>3,000.</u>	<u>+ 8,000.</u>
II. HOSPITAL.							
<i>Receipts :</i>							
UMN Treasurer		—	—	—	—	74,500.	+ 74,500.
Fees		239,773.	260,000.	158,309.	237,863.	245,000.	15,000.
Medicines		221,813.	225,000.	181,148.	260,000.	225,000.	—
Miscellaneous Fees		19,974.	22,000.	8,886.	10,000.	10,000.	12,000.
Service to Leprosy Department		7,000.	7,000.	4,666.	7,000.	7,000.	—
Personnel Contributed Services		99,410.	119,160.	79,440.	119,160.	80,330.	38,830.
		<u>587,970.</u>	<u>633,160.</u>	<u>432,449.</u>	<u>634,023.</u>	<u>641,830.</u>	<u>+ 8,670.</u>

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
Payments :						
Salaries	174,181.	190,000.	125,693.	194,000.	205,000.	+ 15,000.
Drugs	192,719.	180,000.	133,858.	192,000.	200,000.	+ 20,000.
Medical, surgical, lab. and X-ray supplies	63,298.	70,000.	46,795.	70,000.	75,000.	+ 5,000.
II Linen	12,315.	14,000.	7,901.	11,852.	14,000.	—
Catering	6,830.	8,000.	2,348.	6,000.	6,000.	— 2,000.
Laundry } Cleaning }	6,718.	8,000.	3,805.	5,000. 700.	5,000. 1,000.	— 3,000. + 1,000.
Power and light	16,813.	18,000.	14,217.	21,319.	22,000.	+ 4,000.
Maintenance, repairs	9,202.	10,000.	6,812.	10,216.	15,000.	+ 5,000.
Administration	8,513.	8,000.	9,079.	11,000.	12,000.	+ 4,000.
Miscellaneous	1,317.	2,500.	622.	1,000.	1,500.	— 1,000.
Transport	4,197.	4,000.	1,851.	4,000.	4,000.	—
Rent and repairs	3,057.	1,500.	183.	500.	1,000.	— 500.
Personnel Contributed Services	99,410.	119,160.	79,440.	119,160.	80,330.	— 38,830.
	598,570.	633,160.	432,704.	646,747.	641,830.	+ 8,670.

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	+	Inc/Dec. over 1972
III. LEPROSY SECTION.							
Receipts :							
UMN Treasurer	24,200.	28,400.	18,933.	28,400.	22,100.	-	6,300.
Miscellaneous	100.	—	1,000.	1,000.	—	+	1,000.
Personnel Contributed Services	3,900.	5,100.	3,400.	5,100.	5,400.	+	300.
	<u>28,200.</u>	<u>33,500.</u>	<u>23,333.</u>	<u>34,500.</u>	<u>27,500.</u>	-	<u>6,000.</u>
Payments :							
Drugs	1,471.	2,000.	550.	800.	1,200.	-	800.
Shoes	217.	400.	—	100.	400.	—	—
Hospital treatment	6,022.	5,500.	1,802.	2,500.	3,500.	-	2,000.
Food	8,966.	12,000.	4,448.	10,000.	8,500.	-	3,500.
Miscellaneous	3,344.	—	2,386.	—	1,000.	+	1,000.
Horse	1,017.	1,000.	371.	500.	—	-	1,000.
Bedding and linen	197.	500.	86.	500.	500.	—	—
Hospital Service	7,000.	7,000.	4,666.	7,000.	7,000.	—	—
Personnel Contributed Services	3,900.	5,100.	3,400.	5,100.	5,400.	+	300.
	<u>32,134.</u>	<u>33,500.</u>	<u>17,709.</u>	<u>26,500.</u>	<u>27,500.</u>	-	<u>6,000.</u>

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
IV. M. C. H. CLINIC.						
Receipts:						
UMN Treasurer	8,000.	2,500.	1,667.	2,500.	4,900.	+ 2,400.
Medicine and fees	10,795.	8,000.	9,188.	13,782.	12,000.	+ 4,000.
Deliveries	2,487.	2,500.	1,588.	2,380.	2,500.	—
Personnel Contributed Services	6,000.	6,000.	4,000.	6,000.	7,200.	+ 1,200.
	<u>27,282.</u>	<u>19,000.</u>	<u>16,443.</u>	<u>24,662.</u>	<u>26,600.</u>	<u>+ 7,600.</u>
Payments :						
Salaries	4,920.	6,000.	2,722.	4,081.	8,600.	+ 2,600.
Rent and repairs	2,642.	2,500.	1,724.	2,586.	3,000.	+ 500.
Supplies	106.	—	194.	291.	300.	+ 300.
Medicines	4,761.	4,000.	4,869.	7,303.	7,000.	+ 3,000.
Miscellaneous	80.	500.	86.	500.	500.	—
Personnel Contributed Services	6,000.	6,000.	4,000.	6,000.	7,200.	+ 1,200.
	<u>18,510.</u>	<u>19,000.</u>	<u>13,595.</u>	<u>20,761.</u>	<u>26,600.</u>	<u>+ 7,600.</u>

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
M. EAST PALPA PROGRAM.						
Receipts :						
UMN Treasurer	6,000.	8,000.	5,333.	8,000.	8,000.	+ 2,000.
Medicines	10,557.	14,000.	10,116.	15,174.	15,000.	+ 1,000.
Personnel Contributed Services	10,800.	10,800.	7,200.	10,800.	14,400.	+ 3,600.
	27,357.	32,800.	22,649.	33,974.	37,400.	+ 4,600.
Payments :						
Drugs and supplies	10,561.	12,000.	7,788.	11,682.	12,000.	+ 4,000.
Transport/coolies	5,115.	5,000.	3,108.	4,662.	5,000.	—
Salaries	1,029.	3,000.	2,920.	4,380.	4,000.	+ 1,000.
Maintenance/misc.	587.	1,000.	643.	966.	1,000.	+ 2,000.
Health education	320.	1,000.	—	—	500.	+ 500.
Rent for clinic	302.	—	—	—	500.	+ 500.
Personnel Contributed Services	10,800.	10,800.	7,200.	10,800.	14,400.	+ 3,600.
	28,394.	32,800.	21,659.	32,490.	37,400.	+ 4,600.

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

VI. WEST PALPA PROGRAM.

Receipts :

UMN Treasurer

Medicines

Personnel Contributed Services

Payments :

Salaries

Drugs :

Health education

Film for x-ray

Transportation

Medical supplies

Miscellaneous

Personnel Contributed Services

VII. TANSEN OUTREACH.

Receipts : UMN Treasurer

Payments : Transport

NOTE—This program has not materialised as a separate program, but has become incorporated into the West Palpa Public Health program.

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

VIII. A. N. M. SCHOOL.

Receipts :

UMN Treasurer	37,500.	+	37,500.
Contribution of Government Hospital staff and facilities	81,000.	+	81,000.
Personnel Contributed Services	24,480.	+	24,480.
H. M. G. Stipends	10,500.	+	10,500.
	<u>153,480.</u>	<u>+</u>	<u>153,480.</u>

Payments :

Stipends and food	43,000.	+	43,000.
Miscellaneous	2,000.	+	2,000.
Maintenance	3,000.	+	3,000.
Contribution of Government Hospital staff and facilities	81,000.	+	81,000.
Personnel Contributed Services	24,480.	+	24,480.
	<u>153,480.</u>	<u>+</u>	<u>153,480.</u>

APPROVED CAPITAL BUDGET FOR 1973

ANM School—

Requests carried forward from 1972 :

Overhead projector	2,500.
Midwifery Hostel for ANM School, Butwal	100,000.

New requests :

Additional for Midwifery Hostel, Butwal	105,000.
Students' Hostel, Tansen	300,000.
Furniture for Midwifery Hostel, Butwal	42,000.
Photostat copying machine	7,500.

East Palpa Program—

Re-thatching dera and dispensary building	1,000.
Equipment and furniture for Under- Fives Clinic	1,500.
(Funds are on hand for these two items).	

Town Clinic—Equipment (new pressure cooker)	525.
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West Palpa Program—

Office furniture, students' desks and chairs	1,000.
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Model Village Pilot Project—

Furniture for accommodation for nurse and student	1,000.
Furniture for clinic	1,000.
Equipment for clinic	800.
Delivery bags, nursing bags and instruments	1,000.

PROPOSED CAPITAL BUDGET FOR HOSPITAL FOR 1973

(to be reviewed in March 1973, EC (2)-6/72, a)

Requests carried forward from 1972 :

Laundry and washing machine with spin drier	9,205.
Photometer	5,000.
Incubator (2)	5,000.
Dry Air Sterilizer	1,000.
Furniture and equipment for wards	4,000.
X-ray equipment	2,500.
Guest House facilities	100,000.
New Deras	10,000.
Supplementary water supply	25,000.
Equipment for new extension	75,000.

New requests :

Additional for Hospital extension (approved by Ad Hoc Finance Committee)	361,000.
Additional for Staff House (approved by Ad Hoc Finance Committee)	25,000.
Renovation of bazar apartments (approved by Ad Hoc Finance Committee)	6,000.
Additional for Photometer	6,500.
Additional for Dry Air sterilizer	680.
Additional for Equipment for new extension	3,750.
Additional for Utility vehicle for customs	36,225.
Additional for Nepali typewriter	1,800.
Additional for Remodelling Mowlls' apartment—glass for windows	500.
Refund to Dr. J. Frank and Hospital maintenance	1,832.

Lab. Centrifuge	788.
Lab. autoclave	1,890.
Suction machines	6,502.
Light for O. R.	3,150.
Weighing machines	2,100.
Anaerobic jar	1,050.
Water Bath	1,260.
Blood Bank Refrigerator	5,250.
Ophthalmoscope-Otoscope (2)	3,150.
Bone marrow needle	315.
Paediatric lumbar puncture needle	160.
Paediatric blood pressure cuff	370.
X-ray viewer for RFG	790.
Delivery table	1,300.
Widening road for trucks	7,000.
Paint, galvanized sheets, for roofs, etc.	7,300.
Workshop motors	6,300.
Standard typewriter	3,150.
Cash register	32,000.
Office furniture and equipment	13,460.
Area Furniture (Staff house, guest rooms, etc.)	16,000.

APPENDIX G-1 BUTWAL TECHNICAL INSTITUTE

PLANS AND BUDGETS FOR 1973

PERSONNEL :

The following is a complete list of approved posts for the project. Those marked ** are new, and those marked * are vacant or need replacement in 1973.

Butwal Technical Institute—

- *Director
- *Assistant Director/Production Manager
- *Business Manager
- Sales Manager
- *Personnel Manager
- *Training Co-ordinator/Vocational Trade Teacher
- Building Department Supervisor
- *Design Engineer
- **Product Development Engineer
- Wood Shop Supervisor
- Advisor to Wood Shop Supervisor
- *Machine Shop Supervisor
- *Auto Shop Supervisor
- *Electric Shop Supervisor
- *Asst. Electric Shop Supervisor

Butwal Plywood Factory—

- General Manager
- Business Manager
- Production Manager
- **Plywood Technical Engineer
- Asst. Production Manager
- Asst. Eng. Servicing Manager
- *Asst. Business Manager
- *Asst. Sales Manager
- *Asst. Timber Procurement Manager.

Butwal Station—

- **Dispensary nurse
- Hostess

APPROVED GENERAL RECURRING BUDGET FOR 1973

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
<i>Receipts :</i>						
UMN Treasurer	21,600.	11,100.	7,400.	11,100.	39,820.	+ 28,720.
Personnel Contributed Services	165,600.	165,600.	110,400.	165,600.	147,000.	- 18,600.
	<u>187,200.</u>	<u>176,700.</u>	<u>117,800.</u>	<u>176,700.</u>	<u>186,820.</u>	<u>+ 10,120.</u>
<i>Payments :</i>						
PAXmen's board, etc.	10,263.	—	—	—	—	—
Central Staff Quarters (linen, dishes, etc.)	1,635.	1,600.	483.	1,000.	1,600.	—
Electricity (CSQ and street)	5,718.	4,000.	3,936.	5,500.	5,000.	+ 1,000.
UMN official travel	3,867.	3,000.	1,791.	3,000.	3,000.	—
Official guest exp.	1,976.	1,500.	174.	500.	1,500.	—
Miscellaneous	1,729.	1,000.	922.	1,500.	1,500.	+ 500.
Rental allowance	—	—	—	—	720.	+ 720.
Repairs and misc.	—	—	—	—	10,000.	+ 10,000.
Waterline maintenance	—	—	—	—	6,000.	+ 6,000.
Res. chowkidar	—	—	—	—	3,000.	+ 3,000.
ITID Board expenses	—	—	—	—	7,500.	+ 7,500.
Personnel Contributed Services	165,600.	165,600.	110,400.	165,600.	147,000.	- 18,600.
	<u>190,788.</u>	<u>176,700.</u>	<u>117,706.</u>	<u>177,100.</u>	<u>186,820.</u>	<u>+ 10,120.</u>

APPROVED CAPITAL BUDGET FOR 1973

A) Butwal Station.		
Capital improvements to rented property		1,500.
Central Staff Quarters ventilator fan for kitchen		300.
Central Staff Quarters food storage room		700.
B) Supplementary requests		
BTI expenses re DCS floor, etc.		3,000.
DCS expense re office building construction		12,000.
Refund of 1968 capital expense for extension of WB III for Power Project storage		13,000.
C) Butwal Technical Institute. (subject to approval by ITID Board).		
Woodshop	Drying room alterations	800.
	5 sets hand tools	2,500.
Machine Shop—	Toolroom shelves	1,000.
	Concrete floor	1,500.
	Machine installation	500.
Welding Shop—	Crane	1,500.
	Welding screens	500.
	Concrete floor	1,500.
	E. M. Welding generator set	7,000.
	Gas welder	850.
Design Shop—	Books	2,500.
	Office alterations	2,000.
Administration—	Chalkboard	200.
	Cupboard	285.
Production Management—	Furniture	1,000.
	Air compressor	2,300.
	Industrial fencing	8,000.
	Iron/wood store fencing	12,000.
	Rack, etc. for above stores	8,500.

APPROVED CAPITAL BUDGET FOR 1973 (contd.)

Business Office—	6 steel shelves for stores	7,000.
	1 filing shelf „ „	300.
	1 cupboard „ „	350.
	2 Business office chairs	100.
Sales Dept.—	Sales showroom and office	30,000.
	Sales showroom interior	5,000.
Personnel Office—	Furniture	1,000.
Training		
Coordinator—	Furniture	1,000.
Electric Dept.—	Soldering irons	500.
	Multimeter	500.
	Working capital-motor rewind	10,000.
Autoshop—	Reference books	1,000.
	Hand tools—Cylinder hone	1,100.
	Telescopic guage set	400.
	Air filling/ cleaning tools	500.
	Chassis spray gun	200.
	Portable 1 ton crane	2,200.
	Workbench with vice	1,300.
	1 parts cabinet	800.
	1 entrance door	2,000.
	Air line plumbing	500.
	Gravel and grading	1,200.
	Battery charger	3,000.
Contingencies		7,486.
		<u>131,871.</u>

APPENDIX G-2

DIVISION OF CONSULTING SERVICES, ITID

PLANS AND BUDGETS FOR 1973

(to be approved by the ITID Board)

1. REFERENCES TO RELATED UMN ACTIONS.

a. EC (2)-19/70, (with Appendix P). Summary of resolutions :

i) Approval in principle of plans for expansion and reorganisation of ITID-BTI into two new divisions for Consulting Services and Regional Development.

ii) Instructions to UMN Executive Secretary to seek funds and personnel for the new programs, and to contact HMG concerning the new activities.

iii) Instructions to the BTI Board to work out a new constitution for a reorganised ITID.

iv) Approval in principle of a three year recurring and capital budget.

b. EC (2)-8/71 (with Appendix G-2). Summary of resolutions :

i) Resolved to establish a Division of Consulting Services which shall operate under the ITID Board and in accordance with a revised ITID Constitution yet to be worked out.

ii) Approval of draft plans and budgets for DCS. These were, however, submitted to the Executive Committee due to a misunderstanding and without the prior approval of the BTI Board, and are therefore of no interest.

c. EC (1)-4/72, d. Approval of a 1972 recurring and capital budget for DCS of Rs. 10,000/- and Rs. 2,170,000. respectively.

d. BD-22/72. UMN Board approval of a new ITID constitution which allows for a reorganisation of ITID into divisions which operate under one Board but otherwise are separate. (So far two divisions have been established : BTI as a production-cum-training project, and the Division of Consulting Services).

2. PRESENT STATUS.

DCS began to function on 1st May this year. During the following 4 months the process of turning over certain activities from BTI and defining the relationship between the two divisions has been going on. The activities transferred to DCS are those related to electric power and the externally orientated consulting services done by BTI.

All "Power Project" funds and assets (inclusive interests in the Butwal Power Company Pvt. Ltd.) have been transferred to DCS. From the former BTI Building Department have been transferred to DCS the activities connected with outside services (with the remainder being a BTI internal building and maintenance department). Along with funds and equipment, the following personnel have been transferred to DCS :

Two full-time and one half-time UMN worker.

Two BTI tradesmen.

This is only half of the staff we should have. But the remaining posts have been vacant for up to two years.

3. PLANS FOR 1972.

Presently, the DCS is more than fully occupied with work for Butwal Power Company. DCS works for BPC in two ways :

- a) By secondment: Presently only one person is seconded to BPC—Mr. O. Hoftun, who is working about half time as Executive Director of BPC. Otherwise BPC has now developed its own administration (mainly made up of BTI tradesmen, trainees and local people trained on the job), and has become fairly independent of BTI.
- b) As a paid consultant: Planning and supervising the construction of the Tinau Hydro Power Project. Besides this, DCS is renting to BPC diesel power generators and construction equipment as well as office and storage space.

Our plan is that DCS, during 1973, shall continue to concentrate its efforts on the power project. It is expected that the year will be very busy with the planned completion of stages 2 and 3 of the Tinau Power Project. Still remaining after 1973 will be the further expansion of the power plant to a total installed capacity of 1,000 kW. Additional capital is required for this, and another application for funds will be sent to the Norwegian Government.

Without a considerable strengthening of the foreign as well as the trained Nepali staff, there is very little hope of our being able to take on any work besides the Power Project. We have only received one offer of new staff for consulting work—A retired Agricultural Economist who is coming to Nepal for a 6-9 month term to survey and make recommendations concerning utilization of water resources for agricultural purposes in the region. There is hope of a Civil Engineer coming to Nepal in 1973. He would, however, be tied up with language study, and could not join DCS before the end of 1973 at the earliest.

4. LONG TERM PLANS.

These remain as approved by the UMN Executive Committee in November 1970 :

- a) To engage a cooperative assistance program of Regional Planning Development in the area served by the Senauli-Pokhara Road.
- b) To develop the Division of Consulting Services (in addition to the Power development program in which it is currently engaged) in the following ways :
 - i) To establish a team of consultants covering a wide area of professional fields, such as Economic Development Planning and Agricultural Economics; Finance, Management and Company Law; Industrial Engineering (mainly small scale and agro-based industries); Civil Engineering and Power Development.
 - ii) To provide the necessary facilities for this team to function efficiently (housing, office space, equipment and Nepali staff).
 - iii) Through this team of experts to undertake Regional Development Planning as the first step towards establishing a program for Regional Development.
 - iv) Also to make available consulting services to BTI and ITID related companies and other parties in the Butwal area; to assist in the management of ITID related companies and other private firms when requested, to initiate and sponsor new enterprises (for instance within an Industrial District), and to offer on the job management training to selected Nepali persons at a higher level than the existing BTI training program.

Obviously the Regional Planning and Development Program would timewise follow after the establishment of a comprehensive Consulting Service program. However, if there shall be any hope of a Regional Development Program ever getting going, it is essential that recruitment of personnel for this is started soon. New personnel for Regional Development should have a couple of years with language study, orientation and practical experience before being assigned to any regional development project.

5. PERSONNEL NEEDS.

a. Immediate replacement needs :

- *Surveyor

- *Electrical engineer (practical "diploma" type of training)

- *Practical builder or mechanic (PAXman)

The filling of these posts would mean on the one hand that the present DCS staff could give some time to the preparation of new programs, and on the other hand that there might be some spare capacity for outside consulting work (survey).

b. Consultants :

Should be persons with university level of training, and wide experience, preferably from developing countries. Short term people are acceptable, though not desirable :

- *Financial advisor

- *Agricultural or General Economist, with background in Development Economics and Planning.

- *Management Advisor who, besides serving as a consultant, could also conduct a Management training program.

- *Advisor in Industrial Engineering with experience within the field of small scale and agro-based industries.

- *Civil Engineer with training in structural and hydraulic design. Wide experience desirable, but not essential.

c. Workers for Regional Development projects :

Should be people with practical experience from construction, mechanical repair shops, farming, or agro-based industries. No advance description of their jobs can be given. They would have to wait for a suitable job to come up and in the meantime be willing to take on any assignment which might be given them. They should be prepared to learn the language well, and get thoroughly acquainted with customs and the way of thinking among common village people. They must be able to live isolated, and under primitive conditions, and to improvise and make do with limited resources. If a regional development program is to get started in 1975, the workers to take part in it should come to Nepal during 1973. If they don't, the regional development program will not start.

6. GOVERNMENT RELATIONS.

The agreement with HMG concerning BTI, which expired in 1968, has still not been formally renewed. This may seem to discourage planning of new programs. But it probably speaks more about bureaucracy and intrigues than about lack of interest from HMG's side. And the fact is that BTI has continued to function even without a valid agreement.

The new Division of Consulting Services is just carrying on activities which were covered by the original BTI agreement. The establishment of a separate division of Consulting Services means only an internal re-organising of ITID within the scope of the agreement we have (or had) with HMG. The same may be said about Regional Planning, as long as it only consists of surveys and planning.

A Regional Development program would, however, require new agreements with HMG. This might be obtained by adding to the old agreement, or perhaps better by separate new agreements. (Our experience with renewing the old BTI agreement seems to indicate that we should not be involved with too many different HMG departments in one single agreement).

The fact is, however, that until we have something specific to offer, we will not get any new or revised agreement with HMG. And we do not need any. First we must ourselves know what we want to take up. It will be the job of the team of consultants to give substance to what so far is only loose talk and vague ideas.

On the other hand, we should continually keep in touch with the concerned Government Departments. Perhaps they might ask us to take up certain projects. In the field of electric power, we have already had indications in this direction. We therefore need to be flexible in our approach. This applies both to types of projects and to location.

GENERAL RECURRING BUDGET FOR 1973

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
Receipts :						
UMN Treasurer		10,000.	6,667.	10,000.	16,000.	+ 6,000.
Personnel Contributed Services		—	19,700.	31,500.	29,400.	+ 29,400.
		10,000.	26,367.	41,500.	45,400.	+ 35,400.
Payments :						
Salaries		3,500.	1,890.	2,700.	3,600.	+ 100.
Training		—	—	—	3,600.	+ 3,600.
Rent and maintenance of building, 10 sq.m.		4,000.	—	1,000.	1,200.	+ 2,800.
Depreciation and maintenance equipment		—	—	100.	500.	+ 500.
Transport		1,000.	—	200.	2,000.	+ 2,000.
Travel		—	13.	500.	2,000.	+ 1,000.
Office supplies, etc.		1,500.	188.	400.	2,000.	+ 500.
Promotion		—	—	—	500.	+ 500.
Legal expenses		—	—	—	500.	+ 500.
Miscellaneous		—	—	—	100.	+ 100.
Personnel Contributed Services		—	19,700.	31,500.	29,400.	+ 29,400.
		10,000.	21,791.	36,400.	45,400.	+ 35,400.

APPROVED CAPITAL BUDGET FOR 1973

Requests carried forward from 1972 :

Vehicle (duty free)	25,000.
Office equipment and furniture	25,000.
Quarters for 4 families	120,000.
100 kW Power Project Butwal	2,000,000.
Less funds received 31.8.72.	<u>950,000.</u>
	1,050,000.

New Request :

Development Projects (authorised only)	2,000,000.
	<u>3,220,000.</u>

APPENDIX H

BOYS' BOARDING SCHOOL, POKHARA PLANS AND BUDGETS FOR 1973

Since the Planning meetings a year ago, in 1971, this school's administrative character has changed considerably. Its former (Nepali) Managing Board and School Board (where the UMN had membership) have ceased to exist, and total management of the school has been taken over by the HMG Kaski District Education Committee. (Ownership is not yet defined). The School is run now according to the rules of the HMG 1971 National Education System under the direct hand of the District Education Officer. Along with this change have come new agreement-permissions from HMG to the UMN, (and also the INF), to continue its presence and work and contribution in the School on a co-operative aid basis. The UMN no longer shares in management. But it continues to contribute volunteer staff workers, and to directly manage the building program and contribute building money for it. UMN teachers now have HMG appointment letters to their posts. All foreign staff, by agreement, are continuing in their posts, with the length of time not defined in writing. It is planned that the UMN will continue with its present involvement in the project for the coming year and years, in the following ways :

- 1) Provide UMN Board Appointee workers or Direct Appointees to fill the following posts (one of which is new) : (Post needing to be filled are marked*).

Headmaster ... Mr. Jonathan Lindell

*Science teacher

Agriculture teacher.. Mr. Larry Asher

Industrial Arts

teacher ... Mr. Bob Buckner (on return
from furlough, 1973)

English teacher ... Miss Eileen Baldry (direct appointee; her salary is now being paid from school general funds).

Physical education teacher ...

School Nurse ... Mrs. Phyllis Asher (part-time)

Librarian ... Mrs. Hazel Buckner (on return from furlough)

Hostel Supervisor ... Mrs. Tsukada

Business Manager ... Mr. Jostein Holm

Building Engineer ... Mr. Delos McCauley (supplied by Building Dept.)

*Building Assistant... Vacant (supplied by Building Dept.) A second building person is needed to help with site supervision and work.

**Farm Manager ... John Paterson (a new post to be approved).

The above list of posts for foreign volunteer teachers will be submitted to the District Education Office for approval. Our presence is dependent on this approval from time to time.

- 2) Provide General Recurring and Capital Budgets to serve and care for UMN workers as such is needed in their work in the school project, and in keeping with UMN rules (see Budgets). Our mailbag item has risen to match actual costs. We have furniture money in hand, so are not asking for any at this time.
- 3) Seek to provide capital money for the approved School Building Program and equipment needs (see Budget). This large budget has been approved from before, and is only carried forward here in brief for re-approval. Details of it are in last year's minutes. No new items are proposed to be added at this time, but we have several items under study which we will propose at a later date.
- 4) It is the policy of the School to run its General Recurring Budget by the income of students' fees

and HMG grants. The UMN, by policy from the beginning, does not subsidize the running budget. However, in the beginning years of low fees income and low numbers of students, with heavy needs, the UMN has helped out with one-time small grants. Last year's approved item to subsidize a secretarial science teacher for 2 years should be cancelled as this subject is not yet approved; but we request that the approval be retained in an enlarged form as follows: That a grant of Rs. 11,400 be made for the salary of a Nepali teacher or Direct Appointee, from undesignated or designated funds, since this possibility may well arise in the running of the school.

- 5) To assist in the further training of N.A.V. teachers by the UMN Scholarship Program. This would proceed along normal lines and rules.

For information we report that for the next school year the District Education Committee has decided that the school will open the High School section with Class VII and IX, and X the following year; that it shall continue as a boarding school; that two vocational courses, Horticulture and Poultry, shall be opened with the High School next year; that it shall be the Model School among 214 schools in the District. A prospectus has been printed, explaining all about the School, and we will now enter on a recruiting program to get students to fill especially Classes VIII and IX to 25 students each so we can open them. The School will plan to take in over 100 new students, mostly in hostels. New fee rates are established, conforming to those of Government and some leeway is given to this school to add an extra fee, and also to fix its own annual schedule because of being a boarding school. We will very likely adopt the 5½ day weekly schedule of the other schools. The 1973 running budget of the School is Rs. 67,000.

APPROVED GENERAL RECURRING BUDGET FOR 1973

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
Receipts :						
UMN Treasurer	5,039.	2,100.	1,400.	2,130.	2,800.	+ 700.
Personnel Contributed Services	64,830.	69,654.	46,432.	69,654.	69,654.	—
	69,869.	71,754.	47,832.	71,784.	72,454.	+ 700.
133 Payments :						
Rent	4,182.	—	—	—	—	—
Maintenance	—	500.	—	—	500.	—
Mailbag, etc.	857.	600.	1,069.	1,430.	1,400.	+ 800.
Duty travel	—	1,000.	—	400.	800.	— 200.
Administration	—	—	262.	300.	100.	+ 100.
Personnel Contributed Services	64,830.	69,654.	46,432.	69,654.	69,654.	—
	69,869.	71,754.	47,763.	71,784.	72,454.	+ 700.

APPROVED CAPITAL BUDGET FOR 1973

Requests carried forward from 1972 :

Salary for Nepali teacher or Direct Appointee

11,400.

Building program budget approved in 1972 :

4,545,302.

Less Receipts up to 31st August 1972 :

3,048,891.

1,496,411.

Agriculture vocational program budget, approved in 1972 :

292,820.

Less Receipts up to 31st August 1972 :

132,704.

160,116.

1,656,527.

APPENDIX I

GORKHA PROJECT

PLANS AND BUDGETS FOR 1973

I. ADMINISTRATION.

We aim to continue the work of the Gorkha Community Service Program much as has been done in the schools and hospital work. The District public health work is still in its early stages of development and difficult to clearly define as it is dependent on HMG approval and permission in various aspects.

Since turning over all the living quarters which were part of the Agriculture department, some of our Board Appointees are living in very crowded quarters, and we have nothing we can call a guest room in Amp Pipal or down at the hospital. To ease the situation we are planning some renovations in the living quarters connected to the meeting room.

We still need the help of a Board Appointee to share some of the responsibilities of the Business Office and of maintenance work.

Installation of the hydram to provide water for the use of the Mission and of Amp Pipal village is still not done because of lack of man power with the necessary time and ability.

II. EDUCATION.

a) District Schools

There has been no certain word from the Government about the application of the New Plan to these schools, so there are no long-term plans. If the New Education Plan proceeds

according to schedule, in December 1973 the Government will assume management of these schools. We will seek to maintain the policy and standards of previous years, and trust that the fruit of the work of the years will carry over into the era of full Nepali management.

b) *Luitel High School.*

There is still no certainty as to whether or not HMG plans include keeping a High School in Luitel. It is therefore very difficult to know whether or not to proceed with plans to build a new primary school building. There is still much maintenance to be done on the old school building.

The water project for Luitel School is also still waiting to be done. This is very urgent. The delay has been caused partly by lack of manpower to supervise the job, and partly because of other frustrations involving the Model Village plans of the Community Health Program. Some 251 trees have been planted in the school gardens, but we anticipate doing more to develop this project.

Some of the teachers have been carrying an unusually heavy schedule of teaching hours. We would like to relieve this by adding one more graduate teacher in the High School section.

III. HEALTH SERVICES

a) *Hospital.*

The majority of the work for the completion of the hospital and staff houses will be done in 1972. There are, however, many important practical items on our new capital budget list. A new plan has been made for the area that was originally planned to be a laundry. (The

new laundry is being constructed in a separate building). A maternity unit will be made in the former area, consisting of a delivery room and a two-bed ward. A two-bed isolation unit will also be put in this area. The former isolation room will be used as a critical ward. We would like to build a multipurpose room for classroom, recreation and assembly purposes.

We hope to have the larger generator and the X-ray unit running before the end of 1972. We have obtained the services of a Direct Appointee laboratory technician from Britain who will help us upgrade the laboratory. He is particularly suited for this job as he has had some previous experience in Nepal. Every effort is being made to do the job economically and wisely, so that even semi-trained technicians will be able to use the equipment, and patients will be able to cover the cost of their tests. He will train one of the present assistant nurses to be a laboratory assistant, and give additional training to our present laboratory technician.

The Community Health team will run a twice-weekly 'Under-Fives' clinic at the hospital emphasising nutrition as a major part of comprehensive health care. We anticipate also, via this team, to have greatly increased follow-up of T.B. patients and their contacts. Two assistant nurses from hospital will become part of the Community Health team.

There is a marked increase in our current budget this year which is explained as follows:

- a) Upgrading present staff;
- b) Addition of two Nepali trained nurses and a Nepali maintenance

man (which means that our hospital quota of missionary nurses will be 2 only); c) Maintenance will no longer be a capital item; d) We were under-budgeted on 'Power, Light and Heat' last year. We anticipate the new generator will be more costly to run.

We expect that the X-ray will help us to meet the increased budget. It will be noted that although we are asking UMN to continue their grant as last year, we are hoping to increase our earning by Rs. 40,000 over our estimated 12 months income from fees this year. It is very doubtful that we will be able to do this. Only a small percentage of local people have cash incomes. The volume of surgery has not grown as rapidly as we had hoped. This is due to ignorance, superstition and fear, as well as low income. We expect that as surgery does build up the hospital can take a new step towards self-support. If a Nepali doctor is found for holiday relief periods, financial help will be needed to cover his salary.

In 1973 no new Assistant Nurses course will be given, but in-service training will be given to all the present staff. The new record system is now in use and working well.

b) Community Health Program.

The plans presented for 1972 will continue on in 1973 with a few changes and adjustments. At the time of writing it is not known if the proposals for a Community Health Program in Gorkha and Lumjung Districts have been accepted by Government. In the broad outline of the plan it was proposed that UMN nurses be used

to strengthen the already existing government Health Posts. This still holds, and we are asking for a Board Appointee nurse for Jaubari and two for Lamjung. These will need experience in the language and country, and could come to the project at any time for this orientation.

With reference to the specific proposals which are being worked out in the Borhagaon-Luitel and Amp Pipal areas :

Borhagaon-Luitel :

- a) Water supply. These plans have been temporarily put aside for the village, although the supply for Luitel High School is still on the books.
- b) The Maternal and Child Health clinic will continue at least once a week, using a nurse and assistant from Amp Pipal, and a local voluntary helper. Projected plans for the end of 1973 or early 1974 are for a chain of MCH clinics in population centres in Palungtar panchayat, e.g. Borhagaon, Barakpirke and Thadi Pokhari. These will be run by a team headed initially by an experienced Board Appointee nurse, to be replaced by a local ANM who will be given in-service training. This team would also be able to work in the
- c) TB Control program. This will continue as the follow-up of known cases and contacts in early 1973.
- d) Village Health Workers. Nothing is specifically planned for this at present, although we continue to look for and use voluntary village help.

Amp Pipal Panchayat :

More is possible in this area because of the location of personnel.

a) Fly control and latrine building propaganda will continue through the school, and village visits.

b) MCH clinic. We plan to build a clinic at the hospital site. This will mean that more children are served in Comprehensive Care. We have budgeted a capital item for this, and increased salary askings are for staff, particularly a Nepali nurse/midwife, to eventually take over from the Board Appointee nurse.

With the MCH clinic we propose to have nutrition rehabilitation facilities for inpatient children. We would appreciate the service of a nutritionist for the technical side of this. We plan a garden, hopefully in cooperation with the local Junior Technical Assistant.

We are hoping to be able to use government MCH free medicine, and it could well be that in the future they may supply some of the staff and/or salaries. Money received from Family Planning operations will continue to be a source of income, and this may be put to hospital or Community Health budget.

c) School health education continues. Community Health supplies a teacher for two of the district schools. Another teacher's health seminar is planned.

d) TB control program will be in its maintenance phase in Amp Pipal Panchayat in 1973. It is planned to start in Harmi Panchayat next.

Harmit :

The twice weekly MCH clinic will continue here, with help from Amp Pipal, and a local assistant nurse, who will be used in house visiting for MCH and TB control.

Circuit clinics had to be discontinued in early 1973 because of lack of written permission. Should this become available, we will take up the opportunity again with existing personnel.

The Village Health Workers' training, or an adaptation of it, we hope will be possible in 1973, but so far the necessary contact has not been established with the District Panchayat.

School Health curriculum: HMG is producing more materials and a fuller curriculum. We will continue to develop the teaching of health in schools, using these materials.

HMG's Family Planning and MCH. There has been personal contact with administrative and medical officials of the F. P. and M. C. H. Project, who have expressed their approval of the Amp Pipal Hospital MCH clinic. They are willing to second an Assistant Nurse Midwife or Auxiliary Health Worker to this clinic. They would be willing for this to be a person known and recommended by us, as long as he/she fitted into one of their approved categories of staff. We favour an ANM, or equivalent, who would be the counterpart for the present Board Appointee nurse.

The clinic will be a training in Comprehensive Care for many different members of the hospital and Community Health Staff. Its aims are:

1. To care for the sick.
2. To promote adequate growth and prevent disease by: (a) Regular weighing and use of the "Road to Health" weight charts; (b) Education of mothers in nutrition, hygiene and prevention of accidents; (c) Immunisations.
3. Family Planning.
4. Antenatal care.

Visiting and education in the homes will be an important part of the work of the clinic staff. They will cover about 400 homes in the locality near the hospital. The clinic will also be geared to help those coming from further afield, up to 3 days walk away.

Training: It is hoped that we will be able to sponsor two girls through HMG's Assistant Nurse Midwife training, who will eventually be able to take responsibility in Community Health, and if there is no government post locally, hopefully the villagers will support them.

V. PERSONNEL.

The following is the full complement of approved posts for Board Appointees in the Project. Posts unfilled or needing replacement are marked*.

I. Administration :

- Area Superintendent.
- Business Manager.
- Assistant to Business Manager, and Maintenance Supervisor.
- Builder, hospital.
- Builder/maintenance man, Luitel.
- *Hydro-electric engineer, special project in Harmi Panchayat.

II. Education :

- Schools Supervisor.
- 2 part-time teachers, Amp Pipal Middle School.
- 1 part-time teacher, Nabalpur.
- 2 part-time teachers, Jaubari.
- *1 Physical education teacher (to train teachers).

III. Health Services :

a) Hospital :

1 Medical Director.

2nd doctor.

1 Nursing Superintendent.

*1 Nurse.

b) Community Health Program :

1 Community Health Supervisor.

*1 MCH Supervisor—replacement needed April 1973.

**1 General nurse/midwife, with Community Health interest and training.

1 Assistant nurse, part-time, Harml.

*1 General nurse/midwife for Palantar Panchayat, late 1973. (Possibly Anneli Talso on return from furlough).

*1 Nutritionist, for a few months to help establish nutrition rehabilitation.

If we obtain permission from HMG to work with local Health Assistants :

*1 General nurse/midwife for Jaubari.

*2 General nurse/midwives for Lumjung.

APPROVED GENERAL RECURRING BUDGET FOR 1973

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973		Inc/Dec. over 1972
I. ADMINISTRATION.							
<i>Receipts :</i>							
UMN Treasurer	11,200.	13,469.	8,979.	13,469.	13,000.	-	469.
Personnel Contributed Services	19,968.	19,968.	11,897.	16,966.	19,430.	-	538.
	<u>31,168.</u>	<u>33,437.</u>	<u>20,876.</u>	<u>30,435.</u>	<u>32,430.</u>	<u>-</u>	<u>1,007.</u>
<i>Payments :</i>							
Agent expenses	699.	1,000.	975.	1,400.	1,500.	+	500.
Salaries	4,727.	5,300.	2,500.	4,000.	5,000.	-	300.
Maintenance	1,993.	2,000.	1,396.	2,000.	2,000.	-	-
Water allowance	1,399.	2,669.	2,002.	2,738.	2,500.	-	169.
Travel	290.	500.	167.	300.	500.	-	-
Rent and Taxes	1,166.	-	-	-	-	-	-
Office expenses	1,925.	2,000.	902.	1,200.	1,500.	-	500.
Personnel Contributed Services	19,968.	19,968.	11,897.	16,966.	19,430.	-	538.
	<u>32,167.</u>	<u>33,437.</u>	<u>19,839.</u>	<u>28,604.</u>	<u>32,430.</u>	<u>-</u>	<u>1,007.</u>

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12- months	Approved Budget 1973	Inc/Dec. over 1972
II. EDUCATION:						
a) District Schools.						
Receipts:						
UMN Treasurer	84,000.	89,400.	59,600.	89,400.	86,600.	- 2,800.
Fees	39,952.	32,800.	21,749.	32,150.	31,100.	- 1,700.
Hostel fees	226.	—	38.	60.	—	+ —
Personnel Contributed Services	17,640.	16,572.	7,443.	14,555.	21,841.	+ 5,269.
	141,818.	138,772.	88,830.	136,165.	139,541.	- 769.
Payments :						
Salaries	114,517.	118,200.	84,438.	126,215.	114,500.	- 3,700.
School Supplies	2,205.	3,000.	858.	1,400.	2,400.	- 600.
Maintenance	974.	900.	388.	600.	700.	- 200.
Miscellaneous	19.	100.	67.	100.	100.	—
Personnel Contributed Services	17,640.	16,572.	7,443.	14,555.	21,841.	+ 5,269.
	135,354.	138,772.	93,194.	142,870.	139,541.	- 769.

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
b) Luitel High School						
Receipts :						
UMN Treasurer	21,000.	30,700.	20,464.	30,700.	36,540.	+ 5,840.
School fees	13,102.	21,500.	15,645.	23,600.	23,000.	+ 1,500.
Hostel	1,098.	1,000.	435.	644.	960.	- 40.
Personnel Contributed Services	5,000.	15,720.	11,143.	15,367.	13,002.	- 2,718.
	40,200.	68,920.	47,687.	70,311.	73,502.	+ 4,582.
Payments :						
Salaries	30,699.	49,100.	32,575.	49,000.	55,000.	+ 5,900.
School supplies	2,143.	3,000.	1,821.	4,000.	4,000.	+ 1,000.
Miscellaneous	91.	100.	20.	100.	—	- 100.
Maintenance	770.	1,000.	419.	1,000.	1,500.	+ 500.
Personnel Contributed Services	5,000.	15,720.	11,143.	15,367.	13,002.	- 2,188.
	38,703.	68,920.	45,978.	69,467.	73,502.	+ 4,582.

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

III. HEALTH SERVICES :

a) Hospital.

Receipts :

UMN Treasurer

Fees

Gifts

Personnel Contributed Services

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
UMN Treasurer	30,000.	27,500.	18,336.	27,500.	27,500.	—
Fees	129,360.	156,275.	97,083.	145,000.	185,000.	+ 28,725.
Gifts	5,230.	—	203.	—	—	—
Personnel Contributed Services	34,260.	41,040.	29,337.	42,922.	41,767.	+ 727.
	198,850.	224,815.	144,959.	215,422.	254,267.	+ 29,452.

Payments :

Salaries

Drugs

Medical and surgical supplies

Bedding, linen and uniform

Laundry and Cleaning

Maintenance

Power, Heat, Light

Administration

Travel

Miscellaneous

Personnel Contributed Services

Salaries	43,608.	72,775.	44,891.	69,000.	87,000.	+ 14,225.
Drugs	66,683.	70,000.	40,243.	60,000.	70,000.	—
Medical and surgical supplies	22,709.	14,500.	10,967.	11,500.	14,500.	—
Bedding, linen and uniform	6,109.	6,000.	5,646.	6,000.	8,000.	+ 2,000.
Laundry and Cleaning	2,661.	3,000.	1,262.	2,000.	3,000.	—
Maintenance	1,902.	1,500.	15.	500.	5,000.	+ 3,500.
Power, Heat, Light	10,044.	9,000.	9,144.	15,000.	16,000.	+ 1,000.
Administration	2,750.	5,000.	5,996.	8,000.	6,000.	+ 1,000.
Travel	1,317.	1,500.	545.	800.	1,000.	— 500.
Miscellaneous	1,058.	500.	1,654.	2,500.	2,000.	+ 1,500.
Personnel Contributed Services	34,260.	41,040.	29,337.	42,922.	41,767.	+ 727.
	193,101.	224,815.	149,700.	218,222.	254,267.	+ 29,452.

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
b) Community Health Program						
Receipts :						
UMN Treasurer	3,600.	27,900.	18,600.	27,900.	28,500.	+ 600.
Fees	940.	1,000.	—	—	2,000.	+ 1,000.
Medicines	—	22,000.	2,347.	3,000.	10,000.	- 12,000.
Gifts	133.	—	32.	32.	—	—
Personnel Contributed Services	10,435.	26,400.	11,627.	17,248.	29,727.	+ 3,327.
	<u>15,108.</u>	<u>77,300.</u>	<u>32,606.</u>	<u>48,180.</u>	<u>70,227.</u>	<u>- 7,073.</u>

III. HEALTH SERVICES:

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
Payments :						
Salaries	2,419.	17,900.	4,841.	9,000.	24,000.	+ 6,100.
Porter	1,038.	2,000.	349.	500.	500.	+ 1,500.
Medicines	—	20,000.	2,817.	4,000.	10,000.	10,000.
Teaching & Publicity	—	5,000.	285.	2,000.	2,000.	3,000.
Maintenance of clinics	—	1,500.	84.	200.	500.	1,000.
Power, Heat, Light	—	500.	32.	100.	500.	—
Stationery & supplies	—	500.	73.	150.	500.	—
Travel	—	500.	—	—	500.	—
Freight	—	500.	58.	200.	—	500.
Triple Vaccine	—	500.	280.	500.	500.	—
Uniform and linen	—	1,000.	50.	1,000.	500.	500.
Lab. supplies	—	500.	—	500.	500.	—
Miscellaneous	1,230.	500.	—	100.	500.	—
Personnel Contributed Services	10,435.	26,400.	11,627.	17,248.	29,727.	+ 3,327.
	15,122.	77,300.	20,496.	35,498.	70,227.	- 7,073.

APPROVED CAPITAL BUDGET FOR 1973

I. ADMINISTRATION.

Request carried forward from 1971 :

Hydro-electric plant 309,750.

New requests :

Additional for Amp Pipal generator,
plus converting to 220 v. 9,000.

Additional budget for painting roofs 400.

Additional for renovations of living
quarters at end of meeting room 5,000.

Bathroom and septic tank for Nepali
staff quarters (in old patient deras) 4,500.

New telephones 2,000.

Repair the well at the Amp Pipal spring 600.

Staff furniture 2,000.

Adding Machine 1,000.

334,250.

II. EDUCATION.

a) District Schools :

School furniture 2,500.

Additional budget to complete cost
of replacing thatch with aluminium
on oldest Amp Pipal school building 2,000.

4,500.

b) Luitel High School :

Request carried forward from 1972 :

Additional classrooms for Grades I—V 115,000.

New requests :

Gestetnor duplicator 4,620.

Nepali typewriter 2,600.

Cash box 600.

2 drawer filing cabinet 1,000.

123,220.

III. HEALTH SERVICES.

a) Hospital building :

Request carried forward from 1971 :

Total approved
budgets, 1966-1972 1,128,800.

Less cash received
to 31 August, 1972 1,032,263.

96,537.

New request

232,091.

328,628.

b) Community Health Program :

Requests carried forward from 1972 :

Medical equipment and supplies 4,465.

Hardware 1,675.

Furniture 4,485.

Projector, films, etc. 2,315.

Laboratory supplies and equipment 3,150.

Renovation of building to make
office in Amp Pipal 2,675.

Contribution toward village
clinic buildings 7,875.

School and village toilets 2,625.

29,265.

PROPOSED CAPITAL BUDGET,

to be reconsidered by Project, EC (2)-10/72, d.

Community Health Program—

Building for "Under Fives" Clinic 42,000.

APPENDIX J

SHANTA BHAWAN HOSPITAL, KATHMANDU PLANS AND BUDGETS FOR 1973

I. HOSPITAL.

The past year has witnessed : (1) the re-definition of our goals by the SBH Board, (2) the launching of the Community Health Program, and (3) the establishment of the Institute of Medicine and its assumption of control over nursing training in the country. To these major changes is added the uncertainty whether we shall continue at our present site, with renovations, or be offered the opportunity by HMG to build a new hospital at Tohapokhari.

If the present S B H is purchased, it urgently requires a new Nursing School and a new out-patient/emergency department complex, while other departments are best described as coping satisfactorily because of the resourcefulness and dedication of their staff.

A possible transfer to Patan would have the enthusiastic endorsement of the staff. The advantages would be :

- a) An immediate financial saving by purchasing undeveloped land. A saving of at least 15 lakhs of rupees.
- b) Proximity to a population centre and transportation hub which will increase not only our OPD patient volume, but also our bed utilization percentage to a figure which will justify the major construction involved.
- c) Conformity to the long-term plans of HMG for health care in the Valley.

- d) Possible transfer of the 25-bed Patan Hospital subsidy to the new mission hospital when the former is closed, and possible assurance of a ten year tenure following completion of the building (which could then be further extended at the discretion of HMG).

As 1973 will be spent at the present site regardless, the hospital will :

- a) Continue to emphasize the Community Health Program in its apportionment of staff and resources.
- b) Continue to operate a Nurses' Training School and assign priority to the erection of a new hostel and school as soon as the site is finalized.
- c) Continue to operate as a base hospital without expansion of our present services, with vigilant consciousness of bed utilisation and a high standard of outpatient service, despite the congested facilities.

For details of required personnel, see section IV.

II. SCHOOL OF NURSING—TRIBHUWAN UNIVERSITY, INSTITUTE OF MEDICINE.

A) Objectives for 1973 :

1. To prepare graduates to function as professional nurses, not only in the hospital, but also in the Community Health program.
2. To adapt our curriculum to the new requirements of the Institute of Medicine of the Tribhuwan University.
3. To give students experience in community health by working closely with the Community Health Program, and by assigning specific families to them in the community to look after their health needs.

4. To continue to provide a learning experience in clinical supervision for staff nurses by rotating them to the school for six months.
5. To start building a new school hostel complex for the students.

No. of students, Aug. 1972. Expected no., July 1973.

1st year	19	20
2nd year	13	17
3rd year	10	13
4th year	10 (graduate Nov. 1972)	10
	<hr/> 52	<hr/> 60

B) Recruitment and/or training of Nepali staff:

We have one Sister Tutor (Nepali/Indian) who is on study leave for her B.Sc. in Nursing at Ahmedabad, India. She will be on leave until 1974. It is hoped that she will also be able to complete her Masters in Nursing Education after a year of experience in the school.

We hope to send two students to a basic B.Sc. program in India in July 1973. For details of requirements of Board Appointees, see section IV.

III. COMMUNITY HEALTH SERVICES.

The objectives and pattern of assistance to the Lalitpur District Panchayat and other agencies by the SBH Outreach Program remain basically the same as approved by the UMN Board in March, 1972. The following modifications are being initiated:

1. The Outreach Program is being carried out under the name of "SBH Community Health Services".
2. The areas served are designated as "Health subdistricts", and supervision is being provided

by resident staff from a central location in the area using the facilities of the Village Panchayat bhawans or houses (when this is necessary for clinics or group teaching).

3. A set of "Principles for development with particular reference to Community Health Programs" has been developed and should be followed.

4. Inasmuch as malnutrition and diarrhoea are probably major contributing causes of illness and mortality in the first five years of life, measures to prevent or alleviate these in children shall get paramount attention. This includes encouraging the provision of reliable, clean water, and use of latrines.

5. The Director (rather than Administrator) of the Community Health Services should have training if possible in public health administration, and is needed on a full-time basis. If HMG should decide to staff one of their three positions for Lalitpur District with a competent, trained public health administrator to co-ordinate health activities at the district level, it would facilitate co-operation among the many separate health programs already carried out in the district. Alternatively UMN may want to offer to second the Director of Community Health Services for this purpose, if such a person is not assigned by HMG.

6. There is a need to add a Home Science consultant to the staff, as was suggested in the earlier discussions of the Outreach Program, in order to give greater emphasis to nutrition and education within the context of the "real life" situation in the homes and communities.

7. The unavailability of Board Appointee doctors as planned for the Mobile Advisory Team necessitated using available Nepali personnel: a physician and a public health nurse (instead of an obstetrician/pediatrician). This has proved a great encouragement to all involved as considerably strengthening the program! At present the Nepali public health nurse is taking further training in India and will be returning in the middle of 1973.
8. As it is difficult to recruit qualified sub-district resident staff to live alone in the villages, it is proposed as a rule to post them two-by-two, and to have them carry out their work in pairs. It is hoped to replace the one UMN Board Appointee nurse and the John Hopkins University couple with Nepali nurse/midwives or auxiliary nurse midwives, when these sub-district resident staff go on furlough or leave for other reasons. Failing this, there may be a need for up to 3 UMN Board Appointees for these posts.
9. How the training services shall work out in 1973 is uncertain. However, it is clear:
 - a) That greater emphasis should be given to planned, continuous in-service training at all levels and the holding of periodic seminars;
 - b) That formal training services have to be under HMG auspices.
10. Concrete and practical ways to involve and communicate with the staff in the hospital proper concerning this program need greater attention and would be of much benefit to all concerned. With real and immediate concerns pressing on both the Hospital staff and the Community

Health Services staff, this requires a definite commitment on the part of both groups to try to keep up close links of fellowship and interest.

11. Responsibility for giving of medications and injections to TB patients shall be shifted to the local medical practitioners.

For details of UMN Board Appointee personnel required in 1973, see section IV.

IV. PERSONNEL.

The following is a list of UMN Board Appointee personnel complement required for the whole project for 1973:

A) Hospital

i) Medical Staff—

1 Surgeon (Director)

*1 Surgeon (needs replacement from June 1973)

*1 Internist (needs replacement from June 1973)

*1 Pediatrician (needs replacement from October 1973)

*1 Obstetrician/gynaecologist (needs replacement from October 1973)

1 Clinical Pathologist (absent April-July 1973)

*1 Anaesthetist

1 Dentist (replacement for furlough already available)

*1 General Practitioner.

ii) Administration—

*1 Hospital Administrator

*1 Hostess

*1 Public Relations Officer,
short-term

} These posts might be
combined by person with
the necessary training and
experience.

*1 Purchasing Officer.

iii) Nursing Department—

1 Nursing Superintendent

iv) Service Department—

1 Dietitian

*1 Dietitian (filled from June 1973)

*1 Housekeeper (replacement needed May-November 1973).

v) Adjunct diagnostic and therapeutic staff—

*1 Medical Social worker/Records technician

*1 Physiotherapist

*1 Pharmacist.

B) Nursing School.

1 Director

*1 Sister Tutor (replacement needed Jan. 1973, Nepali or foreign)

*1 Sister Tutor (replacement needed April, 1973, Nepali or foreign)

**1 Sister Tutor in Community Health

*1 Nurse/anaesthetist Tutor.

C) Community Health Services.

i) Administration—

*1 Director.

ii) Training Services—

*1 Home Science Consultant.

iii) Sub-district resident staff—

1 Nurse, Bungmati (replacement needed September 1973)

*1 Nurse, Chapagaon (replacement needed July, 1973)

**1 Nurse, Sanagaon (replacement needed Dec. 1972)

} Board
Appointee
or
Nepali.

APPROVED GENERAL RECURRING BUDGET FOR 1973

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973		Inc/Dec. over 1972
I. HOSPITAL.							
<i>Receipts :</i>							
UMN Treasurer	340,000.	272,000.	181,335.	272,003.	75,000.	-	197,000.
UMN Special grant	48,000.	—	—	—	—	+	—
Fees	1072,977.	1050,000.	928,793.	1393,190.	1265,774.	+	215,774.
Gifts—General	102,935.	44,423.	33,497.	50,245.	50,000.	+	5,577.
Gifts—Training	60,525.	—	—	—	—	+	—
Gifts—Rent	—	—	—	—	25,000.	+	25,000.
SBH General Fund	—	85,320.	—	—	100,000.	+	14,680.
Personnel Contributed Services	204,096.	265,808.	177,208.	265,812.	193,758.	-	72,050.
	<u>1828,883.</u>	<u>1717,551.</u>	<u>1320,832</u>	<u>1981,250.</u>	<u>1709,532.</u>	-	<u>8,019.</u>
<i>Payments :</i>							
Salaries and wages	453,559.	559,421.	363,552.	545,328.	598,728.	+	39,307.
Medical expenses	1,614.	—	366.	549.	—	—	—
Drugs	241,924.	300,000.	160,976.	241,464.	250,000.	-	50,000.

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

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	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
Surgical and medical supplies	122,669.	—	161,653.	242,480.	209,830.	+ 23,930.
X-ray supplies	38,518.	185,900.	24,860.	37,290.		
Path. lab supplies	36,515.	—	25,969.	38,954.		
Bedding and linen	20,422.	17,000.	12,981.	19,472.	20,880.	+ 3,880.
Kitchen supplies	51,309.	62,000.	31,246.	46,869.	50,000.	- 12,000.
Laundry, cleaning, house-keeping	14,715.	14,600.	14,852.	22,278.	20,500.	+ 5,900.
Domestic repairs and replacements	1,593.	3,000.	1,309.	1,964.	3,500.	+ 500.
Power, light and heat	49,045.	52,700.	43,809.	65,714.	65,000.	+ 12,300.
Maintenance of grounds and building	105,519.	60,700.	66,050.	99,075.	80,800.	+ 20,100.
Admin. & stationery	30,672.	27,000.	20,546.	30,819.	29,500.	+ 2,500.
Rent	95,054.	107,200.	67,967.	105,770.	105,770.	- 1,430.

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	+	Inc/Dec. over 1972
Miscellaneous	299.	1,100.	33,724.	35,000.	2,000.	+	900.
Nursing School	102,552.	—	—	—	—	—	—
Medical training	24,992.	26,322.	25,165.	37,748.	35,831.	+	9,509.
Sch. of Med. Technology	254.	—	—	—	—	—	—
Comm. Health Program	9,948.	—	—	—	—	—	—
Nursing student services	—	34,800.	23,200.	34,800.	43,435.	+	8,635.
UMN Personnel rent	34,657.	—	—	—	—	—	—
Personnel Contributed Services	204,996.	265,808.	177,208.	265,812.	193,758.	—	72,050.
	<u>1639,926.</u>	<u>1717,551.</u>	<u>1255,433.</u>	<u>1871,386.</u>	<u>1709,532.</u>	<u>—</u>	<u>8,019.</u>

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
II. NURSING SCHOOL						
Receipts :						
Gifts for training	60,524.	61,200.	72,319.	108,479.	81,347.	+ 20,147.
UMN Scholarship Program	—	20,000.	—	—	20,000.	—
SBH Nursing Services	—	34,800.	23,200.	34,800.	43,435.	+ 8,635.
Personnel Contributed Services		18,320.	12,216.	18,324.	20,420.	+ 2,100.
	<u>60,524.</u>	<u>134,320.</u>	<u>107,775.</u>	<u>161,603.</u>	<u>165,202.</u>	<u>+ 30,882.</u>
Payments :						
Salaries and wages	—	46,400.	31,355.	47,032.	57,672.	+ 11,272.
Supplies and expenses	102,522.	69,600.	47,346.	71,019.	87,110.	+ 17,510.
Personnel Contributed Services	—	18,320.	12,216.	18,324.	20,420.	+ 2,100.
	<u>102,522.</u>	<u>134,320.</u>	<u>90,916.</u>	<u>136,375.</u>	<u>165,202.</u>	<u>+ 30,882.</u>

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973		Inc/Dec. over 1972
III. COMMUNITY HEALTH SERVICES.							
Receipts :							
UMN Treasurer	12,000.	52,653.	66,155.	71,946.	89,200.	+	36,547.
Personnel Contributed Services	—	32,104.	8,024.	17,418.	21,611.	—	10,493.
	12,000.	84,757.	74,179.	89,364.	110,811.	+	26,054.
Payments :							
Administration—							
Salaries, wages		1,152.	23.	35.	—	—	1,152.
Supplies, expenses		148.	319.	479.	300.	+	152.
Personnel Contributed Services		5,382.	3,592.	10,764.	11,179.	+	5,797.
Bal. Training Services—							
Salaries		3,000.	1,046.	1,569.	1,500.	—	1,500.
Supplies and expenses		6,153.	2,294.	3,441.	2,500.	—	3,653.

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

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	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973		Inc/Dec. over 1972
Food		10,200.	3,330.	4,995.	3,500.	-	6,700.
Personnel Contributed Services		—	—	—	3,150.	+	3,150.
Mobile Advisory team—							
Salaries		13,607.	13,788.	20,682.	29,183.	+	15,576.
Supplies and expenses		1,393.	161.	242.	217.	-	1,176.
Transport		8,000.	2,897.	4,345.	15,000.	+	7,000.
Personnel Contributed Services		20,068.	—	—	—	-	20,068.
Subdistrict Resident Staff—							
Salaries	6,626.	6,571.	6,577.	9,866.	34,354.	+	22,783.
Supplies and expenses	3,322.	1,869.	492.	738.	2,646.	-	777.
Rent	—	560.	—	—	—	-	560.
Personnel Contributed Services	—	6,654.	4,432.	6,654.	7,282.	+	628.
	9,948.	84,757.	52,238.	63,822.	110,811.	+	26,054.

PROPOSED CAPITAL BUDGET FOR 1973,

(to be reviewed in March 1973 : EC (2)-11/72, a.)

Laboratory—

Incubator	2,000.
Water deionizer, or still	1,000.
Aneaeobic jar	750.
Flourescent microscope	20,000.

Pharmacy—

Fluids autoclave	30,000.
Small scale manufacturing equipment	2,500.

Outpatients—

Patient trolley	1,500.
Suction machine	4,000.
Baby weighing scale in Kg.	300.
Typewriter	700.

Central Supply—

Intermittent suction unit (2)	6,000.
Continuous section unit (3)	12,000.
Foot suction unit	1,000.
Diagnostic sets (6)	6,000.
Stainless steel goods	3,000.
Steam inhalers (2)	1,000.
Autoclave	40,000.

Laundry—

Washing Machine (Maytag)	2,000.
Additional room to laundry (uniform changing room)	2,000.

Operating room—

Patient trolly	2,500.
Mayo Table, foot operated	2,000.
Glove Box	300.
Basin stand	200.
Heater	1,000.
Side lights	1,000.

Anaesthetic equipment, Boyles machine, ventilator	50,000.
Cyclopropane cylinders (4)	2,000.
Patient handling system (Surgilift)	10,000.
Oxygen flow meters 0-5	400.
Oxygen flow meters (2)	400.
Dietary Dept.—	
Required: Baking range (replacement)	4,000.
Permanent Cooking vessels	2,000.
Long-term: 2 mobile heating serving counters	45,000.
2 Handlift conveyors	4,000.
2 Dollies for above	2,000.
Maintenance—	
Transformer with 3 phase switch	30,000.
Shed for curing lumber	1,000.
Complete switchboard with telephone	220,000.
Water pump	8,000.
Adding machine	1,000.
Maternity Dept.—	
Kieland forceps	900.
Delivery table	25,000.
Ammioscope	2,000.
Laprascope	7,000.
Incubator	300.
Baby weighing scale in Kg.	300.
Oxygen flow meters 0-5	400.
Pediatric Dept.—	
Cold steam nebulizer	800.
Oxygen piped to Nursery	1,700.
Surgery Dept.—	
Echo-encephalogram machine, Achilles tender Reflex record	1,000.
Medicine Dept.—	
Oxygen flow meters 0-5	400.
Cardiac Monitor	—

Wards—

Bed, Fowler (25) (for surg., medical
and private) 7,000.

Medium sized oxygen cylinders
(for Mat., Ped. wards) 1,350.

Dental—

Freight on donated equipment 5,000.

544,700.

II. NURSING SCHOOL.

Refrigerator 5,000.

Electric Stove 8,000.

New comfortable chairs for the
student lounge 1,000.

New beds (10) 800.

New desks and chairs (10) 1,300.

New chests (4) 800.

Electric heaters (4) 400.

Storage cupboards 500.

New school and hostel building 1,000,000.

1,017,800.

III. COMMUNITY HEALTH SERVICES.

Sub-district MCH and FP equipment 30,000.

Subsidy to curative clinics 25,000.

55,000.

APPENDIX K

GIRLS' HIGH SCHOOL, KATHMANDU

PLANS AND BUDGETS FOR 1973

We plan to continue the school as at present, with 11 classes from Kindergarten through to Class X. As some of the classes have 70 to 80 pupils, we are not accepting new enrolments, except perhaps in Classes VIII, IX and X. We do not feel it right to let the school grow according to the demand, thereby having 800 to 1,000 girls, and needing sections in most classes. Rather we would like to see numbers in the large classes decrease, giving us a total enrolment of 500 instead of 600 as at present. We have 18 teachers, and a half-time secretary/book-keeper.

In December 1973 we are due to be integrated into the New Education Plan of H.M.G. In preparation for this, we plan to build a large workshop-classroom for pre-vocational subjects. This is instead of a second Kindergarten room. Pre-vocational subjects will be taught in Classes IV to VII. Rooms are ready for Secretarial and Home Science subjects for Classes VIII to X.

A Board Appointee for Art, Music, swimming and P.T. is still a need, as outlined in 1972 Plans and Budgets. In 1973 there is urgent need to appoint a Nepali Headmistress prepared of God for this task. The complement of Board Appointees required for the school is :

Headmistress

Hostel Supervisor

*Teacher for special subjects.

APPROVED GENERAL RECURRING BUDGET FOR 1973

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
<i>Receipts :</i>						
UMN Treasurer	53,000.	44,300.	29,534.	44,300.	45,200.	+ 900.
School fees	52,356.	53,500.	35,020.	52,130.	58,000.	+ 4,500.
Examination fees	2,047.	—	977.	1,877.	—	—
Personnel Contributed Services	13,000.	13,000.	8,667.	13,000.	14,300.	+ 1,300.
	<u>120,403.</u>	<u>110,800.</u>	<u>74,198.</u>	<u>111,307.</u>	<u>117,500.</u>	<u>+ 6,700.</u>
<i>Payments :</i>						
Salaries	85,185.	89,500.	62,380.	94,200.	95,900.	+ 6,400.
Wages	1,870.	2,000.	1,185.	1,885.	2,000.	—
Medical expenses	2,381.	650.	526.	650.	650.	—
Repairs and maintenance	1,821.	1,500.	1,163.	1,500.	1,000.	— 500.
Power, Light, Heat, Water	50.	50.	10.	30.	50.	—
School supplies	2,002.	1,800.	549.	1,200.	1,600.	— 200.

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

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	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
Exam. supplies	—	—	1,599.	1,800.	—	—
Travel	910.	500.	298.	400.	500.	—
Administration	2,297.	1,500.	558.	1,000.	1,200.	— 300.
Rent	2,483.	—	—	—	—	—
Miscellaneous	592.	300.	463.	500.	300.	—
Contingencies	—	—	631.	631.	—	—
Personnel Contributed Services	13,000.	13,000.	8,667.	13,000.	14,300.	+ 1,300.
	114,491.	110,800.	78,029.	116,796.	117,500.	+ 6,700.

CAPITAL BUDGET FOR 1973

There is no further request submitted. According to correspondence with the Central Agency, Germany, outstanding Capital requests from 1972 can be covered from money gained by an improved exchange rate of the DM to Nepali rupees.

APPENDIX L

BHAKTAPUR HOSPITAL

PLANS AND BUDGETS FOR 1973

The main areas for planning lie in (a) The Public Health Outreach and (b) continued building, mainly in the line of the 1969 Development Plan.

Public Health Outreach.

At present this involves:

1. A teaching session during hospital out-patients and informal teaching as opportunity arises.
2. Teaching in ten different schools.
3. A teachers' health seminar once weekly.
4. Operating children's Health Clubs in the hospital (five days a week), and at regular intervals in three other centres (Kwantantole, Karkigaon and Sipatole).
5. Cooking demonstrations in relation to the hospital Children's Club.
6. A women's class and a children's class.
7. T. B. patient visiting and follow up.
8. A health survey in a section of Bhaktapur.

In relation to the above, we propose the following for 1973:

1. To explore further the use of audio-visual aids, film strips, films, puppet plays and simple drama. To exploit our opportunities fully, a further health teacher is needed, but it is important to wait for the right type of happy extrovert.

2. At the time of writing, three more schools have requested teaching and we hope to receive other such invitations and to take them up within the scope of the team. Here, too, there may be scope for newer teaching aids.
3. No change.
4. We are ready to receive applications for Children's Health Clubs in other locations.
5. If, as we hope, the demonstration kitchens will soon be built, demonstrations may be developed further in scope and frequency. Also similar demonstrations should be started in relation to the village Children's Health Clubs, using a local wife. There is also scope for more formal teaching at these clinics, and this should be met when the team is strengthened.
6. No change.
7. No change beyond increased efficiency.
8. The Bolache health survey is now completed and we are seeking further wards of the bazar in which to continue. The main aim is the detection of T.B. cases by sputum and questioning, to which is added BCG vaccination, Heaf testing and general health teaching and advice.
9. We are concerned to establish contact with the local compounders and other such health workers, and we hope to arrange meetings for them in cooperation with the local Government Hospital. In principle we would work alongside such assistants in outlying clinics, but as yet we have not found a suitable way of doing so.

Materialia.

At the time of writing we have money in hand and are ready to proceed with the road-making and repairs

(Surja Binayak hill and the jungle road), and the maintenance area. Our greatest urgency is for accommodation, and we hope to receive funds firstly for the conversion of the multi-purpose block (which can only proceed when part of the maintenance area has been built), and Sisters' flats above the present Sisters' bungalow.

A new item is the re-organisation of the T.B. 'deras' (lodging houses). They leak badly at present, and are requiring extensive repairs. Further, as the activity at the east end of the hospital has increased and will increase, there is a need to isolate these convalescent T.B. patients more. This may be achieved by walling off the area of the further four small deras of the old line, and re-organising the building. Since Shanta Bhawan Hospital now admits its own T. B. patients, the demand for these deras has fallen considerably, and the large end deras will become part of the relatives' new dera area.

During 1973 we hope to see the road, maintenance area, multipurpose block conversion, T. B. dera work, relatives' deras and Sisters' flats completed, and perhaps a start made on the new out-patient department and Chapel. A larger figure has been budgeted for the O.P. block, partly because of increasing costs and standards of work, and partly because of a larger area in presently accepted plans than was originally planned. The new figure is based on 5,460 sq. ft. @ Rs. 45/- for the main building, contrasted with 4,200 sq. ft. @ Rs. 40/-.

Hospital Work.

No basic change in the general curative work of the hospital is planned, but the need of a small dietetic kitchen has become imperative. We have no hygienic facilities at present for preparing milk and other similar simple feeds. We hope to have such following the building of the new O. P. block, but until then the nurses' office verandah, if glassed in, would suffice.

Staff.

A second doctor is still an urgent need. It is impossible to continue running as a one-doctor hospital without a serious fall in the standard of our service. We have not been successful in finding a suitable permanent or semi-permanent Nepali doctor. However, we have budgeted for a holiday relief doctor for two months.

In junior nursing staff we hope to take on the following extra staff: 1 Dresser 'B', 1 Assistant Nurse, 2 trainee assistant nurses, and 1 Doctor's helper "B". We plan to send a candidate on the HMG Pathology Technician's training course, starting in January.

As stated above, in order to meet the anticipated growth of our Public Health Outreach, we are seeking a suitable second public health teacher.

The complement of Board Appointees requested is:

1 Doctor (Medical Superintendent)

*2nd doctor

1 Nursing Superintendent

1 Sister, hospital

1 Sister, community health work

1 Pharmacist/Business Manager.

GENERAL RECURRING BUDGET FOR 1973

(Hospital Budget—to be revised for March 1973, EC (2)-13/72;
Community Health Budget—approved.)

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
I. HOSPITAL.						
Receipts:						
UMN Treasurer	49,100.	48,900.	32,600.	48,900.	48,900.	—
Medicines & fees	109,999.	114,600.	86,968.	124,000.	127,200.	+ 12,600.
Gifts for TB work	4,522.	—	6,704.	7,000.	6,000.	+ 6,000.
Public Health	—	1,500.	1,000.	1,500.	3,500.	+ 2,000.
Personnel Contributed Services	40,758.	36,900.	24,600.	36,900.	36,900.	—
	204,379.	201,900.	151,872.	218,300.	222,500.	+ 20,600.

GENERAL RECURRING BUDGET FOR 1973 (contd.)

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	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
Payments :						
Salaries	52,426.	56,100.	38,928.	60,000.	65,000.	+ 8,900.
Medicines	76,804.	66,000.	56,681.	80,000.	81,000.	+ 15,000.
Hospital supplies	—	9,000.	6,248.	9,000.	9,000.	—
Food	1,670.	1,200.	1,075.	1,500.	1,500.	+ 300.
Linen	2,078.	3,000.	1,620.	2,700.	2,700.	— 300.
Cleaning	802.	1,200.	595.	900.	900.	— 300.
Repairs	15,394.	9,000.	5,409.	9,000.	9,000.	—
Transport	9,158.	7,500.	6,338.	7,500.	7,500.	—
Power, Light, Heat	10,283.	7,500.	4,469.	6,900.	7,500.	—
Administration	2,534.	3,600.	3,180.	4,500.	4,500.	+ 900.
Public Health	1,341.	—	—	—	—	—
Rent	—	900.	957.	900.	900.	—
Personnel Contributed Services	40,758.	36,900.	24,600.	36,900.	36,900.	—
	213,249.	201,900.	150,098.	219,800.	226,400.	+ 24,500.

GENERAL RECURRING BUDGET FOR 1973 (contd.)

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec. over 1972
II. PUBLIC HEALTH.						
Receipts :						
UMN Treasurer	—	9,900.	6,600.	9,900.	15,600.	+ 5,700.
Personnel Contributed Services	—	3,600.	2,400.	3,600.	3,600.	—
	—	13,500.	9,000.	13,500.	19,200.	+ 5,700.
Payments :						
Salaries	—	6,900.	6,697.	10,200.	10,900.	+ 4,000.
Transport	—	600.	194.	400.	600.	—
Supplies	—	900.	18.	100.	600.	- 300.
Hospital Services	—	1,500.	1,000.	1,500.	3,500.	+ 2,000.
Personnel Contributed Services	—	3,600.	2,400.	3,600.	3,600.	—
		13,500.	10,309.	15,800.	19,200.	+ 5,700.

PROPOSED CAPITAL BUDGET FOR 1973,

(to be reviewed in March 1973, EC (2)-13/72.)

Requests carried forward from 1972 :

Relatives' deras, demonstration kitchen and latrines	34,200.
Land Rover	44,000.
Staff accommodation	86,150.
Out-patient department	177,400.
Equipment and furniture for same	28,740.
Conversion of present OPD	36,225.
Equipment and furniture for same	26,460.
Chapel	21,000.
Public Health equipment	1,500.
Balance of Stage IA of Development Plan	46,200.

New requests :

Additional for Land Rover	26,000.
Staff accommodation; required now (additional) Conversion of multipurpose block :	45,240.
Sisters' accommodation	54,600.
	<hr/> 99,840.
Less amount approved and c/f. from 1972	<hr/> 86,150.
	<hr/> 13,690.
Additional for Outpatient department	101,985.
T. B. Deras	11,000.
Heaf Guns (2) (R. 525), Biopsy needles (marrow and pleura) (R. 600)	1,125.

Scales : Bathroom (R. 525), Spring (R. 252), Baby (R. 800), Adult (R. 1,600)	3,450.
Oxygen cylinder and trolley	1,050.
Cash register	31,500.
Land Rover trailer	1,575.
Conversion of verandah to ward kitchen	1000.
Water supply from above	1,000.
Male ward west window	300.
Dhobi court	11,400.
	<hr/>
	702,980.

APPENDIX M

OKHALDHUNGA PROJECT

PLANS AND BUDGETS FOR 1973

I. DISPENSARY.

The Dispensary will continue as in 1972, with an anticipated decrease in income due to somewhat stringent famine conditions prevailing in the Okhaldhunga District through most of 1972. No building program is planned, since we await further developments toward the commencement of construction of the new, 25-bed hospital for which HMG has now granted permission.

Miss Anne Avis will be on furlough from December, 1972. The Dr. Itoh family will be on furlough from March, 1973. JOCS will send Dr. Ishida from Japan as a furlough replacement for Dr. Itoh from January 1973.

II. COMMUNITY HEALTH.

Miss Hanna Vitzthum plans a program for 1973 which is quite similar to her 1972 program. In place of Public Health teaching in the dispensary, she plans a regular program of visiting and counselling with the new Village Health Workers who are being trained in October, 1972.

1. Continuation of the TB control program in Okhaldhunga Village Panchayat.
 - a) BCG to newborn babies;
 - b) Administration of drugs to TB patients;
 - c) Monthly TB clinics in the Ramailo Darda, Okhaldhunga.
2. Midwifery.
 - a) Weekly antenatal clinics in R.D., in cooperation with the Family Planning Association.
 - b) Home deliveries.
 - c) Training of one assistant nurse in midwifery.

3. MCH Clinic.

- a) Weekly clinics in cooperation with Family Planning Association.

4. Public Health Teaching.

- a) Home visits.
- b) Weekly teaching in the Okhaldhunga bazar kindergarten.
- c) P.H. class for village children from R.D.
- d) P.H. class for young girls from R.D. (instruction, prevention of diseases, child care, etc.)
- e) Distribution of P.H. leaflets.

5. Village Health Workers.

- a) Visiting and counselling the V.H.W.s.

6. Curative Service.

Treatment of minor ailments, common diseases such as diarrhoea, scabies, etc.

III. PERSONNEL.

Approved posts for Board Appointees are as follows :

1 Doctor (needing replacement, February 1973)

*2nd Doctor

*1 Nurse in the dispensary (needing replacement from December 1972).

1 Public Health Nurse.

**1 Building Engineer (supplied by Building Dept.)

IV. NEW HOSPITAL.

Okhaldhunga is a hilltop bazar town of 5,000 population in East Nepal, about six days walk from Kathmandu. It is served by a landing strip at Ramjatar (three hours distant), and a conflux of our four "roads". On every Saturday there is a Hat Bazar which doubles the population.

At Ramjatar, HMG operates a Health Center, and in the bazar a Health Post. The UMN dispensary is 30-45 minutes to the west along a tortuous footpath. Both the dispensary and health center are staffed by a single doctor, and both have been inefficient operations, distant from the population center, and recording about 7,000 patient visits annually each.

In late July, 1972, UMN received written permission to proceed with a joint HMG-UMN 25 bed hospital. This will be a pilot project and be unique in having a managing hospital board, and having paying beds. Dr. Noboru Iwamura has volunteered to serve as the Project Director during its planning, building and inauguration phases. HMG is providing blue prints for 25 bed hospitals. The capital cost for the hospital is estimated at Rs. 450,000. As a differential standard of accommodation will be necessary to encourage utilization of the paying beds, tentatively these might be two 6 bed wards, 3 cots, a 4 bed ward, two 2 bed wards, and two private rooms. The estimate does not include the living quarters of the "on call" professional staff. For four housing units, two each for the doctors and the nurses, an estimate would be a further Rs. 125,000. HMG have already taken action re the "landing tax" recently imposed by the District Panchayat, on chartered flights into Ramjatar. If funds can be obtained (Rs. 20-30,000), it would be quicker for UMN to be responsible for the Water development.

APPROVED GENERAL RECURRING BUDGET FOR 1973

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	+	Inc/Dec. over 1972
I. DISPENSARY.							
Receipts :							
UMN Treasurer	18,200.	23,100.	15,400.	23,100.	34,100.	+	11,000.
Fees	37,906.	50,000.	26,857.	40,000.	40,000.	-	10,000.
Personnel Contributed Services	17,160.	34,320.	22,880.	34,320.	19,360.	-	14,960.
	73,266.	107,420.	65,137.	97,420.	93,460.	-	13,960.
Payments :							
Salaries	21,175.	27,000.	18,560.	28,000.	31,000.	+	4,000.
Drugs	19,764.	25,000.	31,251.	38,000.	25,000.	-	—
Medical and surgical supplies	4,257.	5,000.	3,733.	5,000.	5,000.		—
Bedding, Uniform	1,126.	1,500.	2,109.	2,500.	2,500.	+	1,000.
Fuel and light	1,983.	3,000.	3,351.	3,500.	3,500.	+	500.
Administration	478.	600.	432.	600.	600.		—
Cleaning	—	—	591.	1,000.	1,000.	+	1,000.
Transport, travel	2,949.	4,000.	1,088.	2,000.	2,000.	-	2,000.

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973		Inc/Dec. over 1972
Maintenance	5,746.	5,000.	3,733.	5,000.	2,000.	-	3,000.
Rent	857.	2,000.	950.	2,000.	1,000.	-	1,000.
Miscellaneous	—	—	188.	200.	500.	+	500.
Public Health	908.	—	—	—	—		—
Personnel Contributed Services	17,160.	34,320.	22,880.	34,320.	19,360.	-	14,960.
	<u>76,403.</u>	<u>107,420.</u>	<u>88,866.</u>	<u>122,120.</u>	<u>93,460.</u>	-	<u>13,960.</u>
c) Public Health.							
Receipts :							
UMN Treasurer	—	7,500.	3,000.	7,500.	6,100.	-	1,400.
Personnel Contributed Services	—	—	—	—	7,816.	+	7,816.
	<u>—</u>	<u>7,500.</u>	<u>3,000.</u>	<u>7,500.</u>	<u>13,916.</u>	+	<u>6,416.</u>

APPROVED GENERAL RECURRING BUDGET FOR 1973 (contd.)

	Actuals for 1971	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973		Inc/Dec. over 1972
Payments :							
Rent	—	1,000.	1,000.	—	1,000.		—
Salary	—	2,000.	1,505.	—	2,700.	+	700.
Uniform	—	100.	100.	—	100.		—
Drugs	—	1,500.	16.	—	2,000.	+	500.
Maintenance	—	400.	297.	—	200.	-	200.
Public Health materials	—	—	—	—	100.	+	100.
Village Health Workers	—	2,500.	—	—	—		2,500.
Personnel Contributed Services	—	—	—	—	7,816.	+	7,816.
	—	7,500.	2,918.	—	13,916.	+	6,416.

CAPITAL BUDGET FOR 1973

Approved—

Oxygen cylinders

3,000.

To be reviewed, EC (2)-14/72—

Godam for storage

29,000.

HMG-UMN Hospital—

Hospital building

450,000.

Residences

150,000.

Water project

30,000.

605,000.

APPENDIX N

UMN TREASURER

APPROVED CONSOLIDATED GENERAL RECURRING BUDGET FOR 1973

	No. of workers	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	No. of workers	Approved Budget 1973	Inc/Dec. over 1972
Receipts :							
American Friends Mission	—	4,800.	—	—	—	—	4,800.
Assemblies of God	—	4,800.	10,100.	10,100.	—	9,600.	+ 4,800.
Baptist Missionary Society	5	24,000.	—	24,000.	4	19,200.	- 4,800.
Bible & Medical Missionary Fellowship	32	153,600.	128,973.	153,600.	30	144,000.	- 9,600.
Central Asian Mission	—	4,800.	—	—	—	—	4,800.
Christian Church (Disciples of Christ)	—	4,800.	5,050.	5,050.	—	4,800.	—
Church Missionary Society, U.K.	3	14,400.	26,853.	26,853.	3	14,400.	—
Church Missionary Society, Australia	6	28,800.	—	28,800.	6	28,800.	—
Church of North India	—	4,800.	5,001.	5,001.	—	10,000.	+ 5,200.
Committee for Service Overseas, Germany	10	48,000.	51,200.	51,200.	9	43,200.	- 4,800.

APPROVED CONSOLIDATED GENERAL RECURRING BUDGET FOR 1973 (contd.)

	No. of workers	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	No. of workers	Approved Budget 1973	Inc/Dec. over 1972
Darjeeling Diocesan Council & Church of Scotland	2	9,600.	5,200.	9,600.	2	9,600.	—
Free Church of Finland	11	52,800.	—	52,800.	11	52,800.	—
Gossner Mission	—	14,400.	—	14,400.	1	4,800.	— 9,600.
International Christian University Church, Tokyo	1	4,800.	4,848.	4,848.	1	4,800.	—
Japan Overseas Cooperative Service	5	24,000.	30,300.	30,300.	5	24,000.	—
Mennonite Board of Missions & Charities	6	28,800.	—	24,000.	3	14,400.	— 14,400.
Regions Beyond Missionary Union	17	81,600.	53,063.	81,600.	14	67,200.	— 14,400.
Swedish Baptist Mission	5	24,000.	12,510.	24,000.	6	28,800.	+ 4,800.
Swiss Friends Mission	3	14,400.	9,817.	14,400.	3	14,400.	—
United Fellowship for Christian Service	1	4,800.	5,050.	5,050.	1	4,800.	—
United Church of Canada	11	100,000.	99,898.	99,898.	11	100,000.	—
United Methodist Church	13	62,400.	58,893.	58,893.	11	101,000.	+ 38,600.
United Methodist Church, Gifts	—	100,000.	42,809.	100,000.	—	60,000.	— 40,000.

APPROVED CONSOLIDATED GENERAL RECURRING BUDGET FOR 1973 (contd.)

	No. of workers	Approved Budget 1972	Actuals for 8 months	st mate for 12 months	No. of workers	Approved Budget 1973	Inc/Dec. over 1972
United Presbyterian Church	6	35,600.	48,938.	48,938.	7	70,700. +	34,100.
Wesleyan Church of America	1	4,800.	5,555.	5,555.	1	4,800. +	—
World Mission Prayer League, Norway	14	67,200.	34,000.	67,200.	16	76,800. +	9,600.
World Mission Prayer League, USA	14	67,200.	31,507.	67,200.	14	67,200. +	—
Episcopal Church, USA	1	4,800.	4,798.	4,798.	—	4,800.	—
Leprosy Mission	2	24,200.	24,995.	24,995.	2	22,100. -	2,100.
Miscellaneous	—	19,000.	74,000.	75,000.	—	— -	19,000.
1971 Year-end balances	—	—	15,659.	15,659.	—	—	—
Interest	—	20,000.	17,976.	22,000.	—	25,000. +	5,000.
Capital Service charges	—	20,000.	46,182.	50,000.	—	40,000. +	20,000.
	170	1077,200.	853,175.	1205,738.	158	1072,000. -	5,200.
Balance Brought forward from 1971			235,333.				
			1088,508.				

APPROVED CONSOLIDATED GENERAL RECURRING BUDGET FOR 1973 (contd.)

APPROVED CONSOLIDATED GENERAL RECURRING BUDGET FOR 1973 (contd.)

	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973	Inc/Dec over 1972
Payments :					
Headquarters	114,110.	84,262.	114,110.	113,900.	- 210.
Bank charges	150.	59.	150.	150.	+ —
Rents and maintenance	93,760.	141,768.	141,768.	136,000.	+ 42,240.
Special Projects :					
Padma Sadan	14,340.	9,560.	14,340.	—	- 14,340.
Tibetan Camp Work	1,120.	1,120.	1,120.	1,800.	+ 680.
Travelling Eye Service	16,132.	2,714.	2,714.	—	- 16,132.
Community Health Program	22,858.	18,680.	22,858.	41,220.	+ 18,362.
Tansen Area	75,620.	62,629.	72,620.	177,900.	+ 102,580.
Butwal Technical Institute	11,100.	12,809.	11,500.	39,820.	+ 28,720.
Division of Consulting Services	10,000.	3,558.	10,000.	16,000.	+ 6,000.
Pokhara Boys' School	2,100.	1,400.	2,100.	2,800.	+ 700.
Gorkha Project	188,969.	208,278.	188,969.	192,140.	+ 3,171.
Shanta Bhawan Hospital	289,979.	193,319.	289,979.	164,200.	- 125,779.

APPROVED CONSOLIDATED GENERAL RECURRING BUDGET FOR 1973 (contd.)

	Approved Budget 1972	Actuals for 8 months	Estimate for 12 months	Approved Budget 1973		Inc/Dec. over 1972
District Clinics, Kathmandu Valley	77,484.	77,484.	77,484.	—	—	77,484.
Girls' High School, Kathmandu	44,300.	29,533.	44,300.	45,200.	+	900.
Bhaktapur Hospital	58,800.	39,200.	58,800.	64,500.	+	5,700.
Okhaldhunga Project	30,600.	37,325.	30,600.	40,200.	+	9,600.
Contingency Fund	10,000.	155.	10,000.	10,000.		—
Possible requests for grants to cover increased salaries				100,000.	+	100,000.
	1061,422.	923,853.	1093,412.	1145,830.	+	84,408.

APPENDIX O

POLICY OF EMPLOYMENT FOR ALL UNITED MISSION INSTITUTIONS

NOVEMBER, 1972

1. **PURPOSE OF EMPLOYMENT POLICY.** It has been considered necessary, with a view to the efficient administration of all institutions of the United Mission to Nepal, to draw up a uniform Policy of Employment in the interests of both the institution as employer and those on its staff as employees. It is desired that this policy shall help towards the fulfilment of the declared purposes of the institution in which the policy is in force, and of the United Mission to Nepal.
2. **APPLICATION.** An application for an appointment to any post in the institution should be made on the prescribed form to the director of the institution.
3. **MEDICAL EXAMINATION.** A medical examination, conducted by a doctor to be appointed by the institution and according to the prescribed form, shall be passed before a prospective employee can enter upon the probationary period which is required, as set forth hereunder.
4. **APPOINTMENT.**
 - a) **Probationary Appointment.** In the first instance appointment to all posts, with exception of a temporary appointment, shall be for a probationary period of one year.
 - b) **Confirmed appointment.** Only where, in the opinion of the institution authorities, satisfaction in both work and conduct has been given

throughout the probationary period shall appointment to a post be confirmed at the end of such period.

c) Temporary and part-time appointment. Where, with a view to maintaining efficiently the services of the institution, it may, in the opinion of the authorities of the institution, be necessary or advantageous to make either temporary or part-time appointments to the staff of the institution, there shall be provision for making such appointments.

i. Temporary appointment. The particular terms relating to a temporary appointment shall be agreed upon in writing at the time of appointment.

ii. Part-time appointment. The number of hours of work constituting a part-time appointment shall be agreed upon in writing at the time of appointment, and, except where otherwise specified in this Policy of Employment, salary and allowances, leave and other benefits shall be determined on the ratio of those hours as against the hours of a full-time appointment to an equivalent post. A part-time appointment shall be subject to all the foregoing terms of this Policy.

d) General Rules relating to appointment.

i. Appointment of married ladies. Only when a married lady is able to offer her services without reservations as to the duties which she will be prepared to undertake shall her appointment to the staff of an institution be confirmed. The appointment of a married lady who is able and willing to offer her

services only for time and for duties specified by herself shall be on the basis of a temporary appointment only.

ii. Employment Contract. At the time of appointment to any post in the U. M. N. an Employment Contract in the prescribed form in duplicate shall be signed by the Business Manager or Admin. Officer (senior Business Officer of project) as employer and by the employee, and a copy of this contract will be retained by each.

5. INTER-INSTITUTION TRANSFER. When an employee is being transferred from one U. M. N. institution to another by mutual agreement between the authorities of both institutions and the employee himself, the employee shall not be required to serve the probationary period in the institution to which he has transferred, nor will his membership in the Provident Fund lapse.

6. PROVIDENT FUND. Membership in the Provident Fund Scheme of the United Mission to Nepal shall only be open to, and obligatory for, those employees whose employment has been confirmed.

7. SALARIES.

a) Salaries and other allowances of all posts shall be paid according to the scales approved by the Executive Committee of the United Mission to Nepal.

b) Salary scales provide for a system of increments, the increments being subject at specified levels to the passing of an Efficiency Barrier (EB). Increments beyond those barriers shall be payable only upon recommendation by the authorities of the institution. Upon reaching the EB, the employee shall make application in writing for

increments beyond such EB. When the application is under consideration, the authorities of the institution shall take into account not only the efficiency of the applicant in his work, but also his general helpfulness and his contribution to the smooth working of the institution. The decision of the authorities of the institution shall be intimated to the applicant in writing, and where authorisation for increment has not been granted the applicant shall be informed as to when he shall be permitted to re-apply.

c) Each salary relates to the individual post for which it is offered regardless of whether the employee holding that post be married or single. Each application for appointment to a post in the institution shall be considered on its own merits. Should a husband and wife both be appointed to the staff of an institution, each shall draw the salary in respect of the individual post to which he or she has been appointed.

d) Salaries will be paid monthly as soon after the end of a calendar month as may be practicable in respect of services rendered for the preceding month.

e) Advances and loans will not be granted against salary.

8. ALLOWANCES.

a) *Travel Allowance.*

i. *Joining Duty.* On the occasion of taking up a new appointment, a joining duty travel allowance may be paid at the discretion of the institution authorities and if so granted will be paid as under :

(1) For the portion of the journey outside Nepal, the equivalent of III Class rail fare to the railhead at the Indo-Nepal border, plus one quarter of same for luggage, will be paid.

(2) For the portion of the journey inside Nepal, air fare or bus fare to the point nearest the institution of appointment, plus one quarter of same for luggage, will be paid. Where air service or bus is not available, up to the cost of two porters will be paid.

ii. In the event of termination of service by the institution either during or at the end of the probationary period, a travel allowance equivalent to that paid on joining duty shall be paid in respect of the return journey.

iii. Travel allowance as provided for above shall be granted to the appointee only and not to any members of his family.

b) *House Allowance.* Rent-free accommodation or, in the place of that, a house allowance of 10% of basic salary, may or may not be provided by the decision of each Project separately.

c) *Special Allowance.* Any such allowance may be paid only by ruling of the Executive Committee of the United Mission to Nepal where local circumstances in a given area may indicate its necessity.

d) *Uniform Allowance.* Uniform allowance may or may not be paid at the discretion of the institution authorities.

e) *Shift Differential and On-Call Allowances.* This allowance may or may not be paid at the discretion of the institution authorities.

f) **Overtime.** Overtime may or may not be paid at the discretion of the institution authorities.

g) **Housing.** The allocation of rooms and quarters for the accommodation of the employee and immediate family shall be the responsibility of the institution authorities and no employee may claim the right to occupy any particular room or quarters.

On termination of employment the rooms or quarters shall be vacated immediately and furniture and equipment accounted for to the institution authorities.

The rooms or quarters shall be left in a clean condition and in good order. Electricity used shall be refunded at the established rates.

9. **HOURS OF DUTY.** Whereas it shall always be the desire of the authorities of the institution to limit the hours of duty of those members of staff, the nature of whose duties so permit, to eight hours a day or alternatively to an aggregate to ninety-six hours in two weeks, it shall be understood that when, in the interests of patients in the case of medical institutions and with a view to the smooth working of the institution, it shall be necessary for a member of staff to remain a longer time on duty, he shall be relied upon to do so willingly.

Leaves.

a) **Annual Leave.**

i. Twenty-eight working days in the case of professional and administrative staff, and twelve working days in the case of all other employees, shall be granted as annual leave with pay in respect of each year of service. Ordinarily annual leave shall not be granted

to a new employee before the completion of six months of service. Thereafter annual leave may be granted at any time during the current year of service.

ii. The time for annual leave shall ordinarily be allocated, in consultation with the director of the institution, by the authority under whose charge an employee performs the duties of his post, the time allocated being intimated to the employee three months in advance. An application from an employee for annual leave to be granted for some particular time shall be considered provided it be submitted in writing at least four months in advance.

iii. The case of annual leave for teachers in educational institutions shall be an exception to the foregoing two clauses. The time of annual leave for teachers shall be determined by the recognised school holiday. The length of such leave shall be determined by the authorities of the institution, provided, however, that it shall not be less than thirty-one days.

iv. In cases where the annual leave is not taken entirely at one time, the total days granted shall be as in clause (i), less four days in the case of twenty-eight working day leaves, and less two days in the case of twelve working day leaves.

v. Employees whose annual leave is 12 working days will, after ten years continuous service, receive a further six working days annual leave.

b) Emergency Leave.

- i. Emergency leave on short notice may be granted with pay. Such leave is intended primarily for occasion of death in the immediate family, the immediate family being understood to be father, mother, spouse, and unmarried children under 18 years of age.
- ii. Emergency leave may be granted up to a total of ten days within the year of service, provided that ordinarily not more than five days may be granted at any one time and this is not deductible from annual leave.
- iii. Arrangements and terms of Emergency Leave must be made with the authorities of the institution in advance.

c) The following leave with pay will be granted to all employees in addition to annual leave: Two days religious and one day national holiday in respect of each year of service. This leave must be taken only after permission is granted by the institution authorities.

d) General rules relating to both Annual and Emergency Leaves—Holidays.

- i. A leave register shall be maintained in the business office of the institution, and intimation of departure and return from leave shall on all occasions be submitted in writing through the authority under whose charge an employee performs the duties of his post.
- ii. Before proceeding on leave a member of staff shall be requested to give to the business office a note of the address to

which he is proceeding so that in case of some emergency he may be approached with a view to possible return to duty.

iii. Annual leave may not be accumulated beyond the employee's year of service unless such an arrangement be specially approved by the authorities of the institution.

iv. Cash compensation in lieu of accumulated leave shall not be granted other than under exceptional circumstances.

v. For purposes of calculation of the annual leave which is due to an employee, the year of service shall be counted as from the beginning of his first full month of employment in the institution.

11. OTHER LEAVES.

a) Sick Leave.

i. All sick leave shall ordinarily be granted only on the certificate of a doctor appointed by the institution.

ii. Sick leave with pay shall ordinarily be granted to an employee at the ratio of one day for each month of his service; the actual number of days, however, which shall ordinarily be available to him at any one time being,

the number of days calculated on this ratio basis less the number of days already availed of since the beginning of his service, provided that ordinarily such leave shall not exceed ninety days at any one time.

iii. A record of sick leave granted to each employee shall be maintained in the business office of the institution.

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, every other year, up to three live births.

c) Quarantine Leave. In the event that, by order of the Public Health authorities, it be necessary for an employee to be under quarantine, he shall, under certificate of a doctor appointed by the institution, be granted special leave with pay; provided, however, that such leave shall not ordinarily exceed a period of twenty-eight days at any one time.

d) Study Leave. Leave for purpose of study may be sanctioned by the authorities of the institution. Where such leave be sanctioned, any related allowances, the proportion of salary, if any, to be paid, and the terms of agreement for future service shall be determined in each case by the authorities of the institution. Authorised study leave does not negate continuous service, but the time spent on study leave does not count towards years of continuous service.

e) Any leave on terms other than those specified in the foregoing clauses shall require special sanction of the institution authorities.

12. RULES RELATING TO SICKNESS.

a) It shall not be the responsibility of the institution to treat or to correct illness or conditions which are present at the commencement of employment.

b) A programme of preventive medicine, including immunisation and physical examination, shall be

provided for employees within the limits of the facilities and finances of the institution.

c) In cases of illness due to diseases for which immunisation, investigations and treatment were offered by the institution but were not availed of by the employee, the institution shall not be responsible to care for the employee without charge, nor shall salary be payable to him during absence from work.

d) On-the-job injuries, regardless of how trivial they may appear at the time, must be reported immediately by the employee to the authority to whom he is responsible in the institution.

e) Absence from duty because of illness shall be reported to the institution authorities in accordance with the rules of the institution which pertain to this procedure.

f) If, owing to continued or recurrent ill-health, an employee be unable satisfactorily to perform his duties, his employment shall be liable to termination.

g) There shall be a Medical Insurance Plan of the U. M. N. in which relationship membership shall be open to all employees of the Mission.

13. TERMINATION OF SERVICE.

a) By an employee,

i. Any employee on the professional or administrative staff of an institution of the United Mission to Nepal shall ordinarily, in the event of him wishing to terminate his service, be required to give one month's notice, or in default of such notice to surrender one month's salary.

ii. All other employees shall ordinarily, in the event of their wishing to terminate their service, be required to give half a month's notice, or in default of such notice to surrender half a month's salary.

b) By the Employer.

i. Where, in the opinion of the authorities of an institution, satisfaction has not been given by an employee on probation, the employer may, at any time during the probationary period, terminate the service of that employee by giving two weeks' notice, or by paying two weeks' salary in lieu of notice.

ii. In the event of a marked decrease either in the work of an institution as a whole, or in the work of any one of its departments, the continued or recurrent ill-health of an employee or conduct prejudicial to the maintenance of good order and discipline of the institution, the employer may terminate service as provided hereunder :

(1) In the case of professional and administrative staff by one month's notice or the payment of one month's salary in lieu of notice.

(2) In the case of all other employees by 2 weeks' notice or the payment of 2 weeks' salary in lieu of notice.

iii. In the case of a temporary appointment, service may be terminated at the end of a specified period of such appointment in accordance with the terms which had been agreed upon at the time of appointment.

iv. In the event of serious misconduct, the employee's right to receive notice or salary in lieu of notice shall have been forfeited.

c) General rules relating to Termination of Service.

i. Notice of termination of service may be given from either side on any date during a month, the prescribed period of notice, as the case may be, being reckoned from that date.

ii. In making final settlement with an employee whose service is under termination from either side, annual leave availed of and/or due in respect of the employee's current year of service shall be taken into account and financial adjustment shall be made accordingly.

14. **APPEAL.** When an employee or appointee of an institution has not been satisfied with the manner in which a grievance he may have has been dealt with by the institution authorities, there shall be provision for appeal. Such appeal shall always be made in writing through the institution authorities to the Area Superintendent. When a grievance cannot be settled at this level, it may be taken by the Area Superintendent to the Executive Secretary, who will, if necessary present the matter to the Executive Committee of the United Mission to Nepal. The decision of the Executive Committee in any such matter shall be final and binding.

15. **DEFINITION OF TERMS.**

a) **Institution.** Wherever in this Policy of Employment the term 'Institution' has been used, it shall be understood to refer to the hospital, school or other type of project under the

control of the United Mission to Nepal in which an employee discharges the duties of his post.

- b) Institution authorities. Wherever in this Policy of Employment the term 'Institution authorities' has been used, it shall be understood to refer to that officer or to that body to which, in accordance with the provisions of the constitution and bye-laws of that institution, authority to discharge the particular duty in question has been delegated.
- c) Director of the Institution. Wherever in this Policy of Employment the term 'Director of the Institution' has been used, it shall be understood to refer to that person or officer of the institution who, in accordance with the provisions of the constitution and bye-laws of the institution, has been placed in charge as head of the institution.
- d) Professional and Administrative Staff. Wherever in this Policy of Employment the term 'Administrative and Professional Staff' has been used, it shall be understood to refer to those employees with registrable degrees or diplomas, or non-medical members with administrative positions, and those with positions of equivalent status.

APPENDIX P

12-GRADE SALARY SCALE, NOVEMBER, 1972

Grade	Basic Salary + Increment ×5—EB— ×5—Max.		Educational Guidelines	J O B T I T L E S			
	Rs.			Nursing / Community Health	Adjunct Diagnostic and Therapeutic	Administration	Domestic and Maintenance
206	12	130 + 4.00	Up to 8th Class	Cleaner, Orderly, Community Health Worker III.	Helper	Doorman, Watchman, Clerk VI, Peon II, Doctor's Helper II.	Cleaner, Helper, Gardener, Skilled Workman III, Washerman, Tailor II.
	11	150 + 4.50	8th Class pass + less than 1 year formal training	Assistant Nurse, Community Health Worker II.	Technician V	Clerk V, Peon I, Doctor's Helper I, Receptionist III, Records Technician III, Interpreter II.	Assistant Cook, Assistant Bearer, Skilled Workman II, Tailor I, Washing Machine operator.
	10	180 + 5.50	8th Class pass + 1 year formal training or equivalent	Midwife, Dresser, Community Health Worker I.	Technician IV	Clerk IV, Receptionist II Records Technician II, Interpreter I, Business Office Assistant III.	Driver II, Cook, Bearer, Skilled Workman I.

9	220 + 6.50	8th Class pass + 2 year formal training or equivalent, or S. L. C.	Auxiliary Nurse, Auxiliary Nurse/ midwife	Technician III, Dental Office Assistant II.	Clerk III, Receptionist I, Records Technician I, Business Office Assistant II.	Driver I, Head Cook, Head Bearer, Foreman, Maintenance Office Assistant II.
8	270 + 8.00	S.L.C. + 2 years formal training, or Intermediate degree in particular field, or equivalent	Auxiliary Health Worker	Technician II, Dental Office Assistant I.	Clerk II, Business Office Assistant I, Storekeeper II, Cashier II, Book-keeper II, Assessment Officer III.	Maintenance Office Assistant I.
7	330 + 10.00	S.L.C. + 4 years training, or Bachelors in particular field, or Inter- mediate + at least 3 years experience in previous cate- gory or equivalent.	Staff Nurse, Sister Tutor III, Community Health Nurse II, Senior Auxiliary Health Worker	Technician I, Social Wor- ker II, Therapeutic Dietitian II, Assistant Department Head II.	Clerk I, Store-keeper I, Cashier I, Book-keeper I, Assessment Officer II.	Assistant Department Head II.

12-GRADE SALARY SCALE, NOVEMBER, 1972 (contd.)

Grade	Basic Salary + Increment × 5—EB— × 5—Max. Rs.	Educational Guidelines	J O B T I T L E S			
			Nursing / Community Health	Adjunct Diagnostic and Therapeutic	Administration	Domestic and Maintenance
6	400 + 12.00	Bachelor degree, or post basic diploma + at least 3 years experience in previous cate- gory or equivalent	Head Nurse, Sister Tutor II, Community Health Nurse I, Health Educator	Department Head II, Assistant Department Head I, Social Worker I, Therapeutic dietitian I.	Accountant, Assessment Officer I, Personnel Officer, Hostess, Purchasing Agent, Medical Records Librarian, Public Relations Officer.	Department Head II.
5	500 + 15.00	Bachelor degree + 3 years ex- perience in previous cate- gory, or equivalent	Nursing Super- visor, Sister Tutor, Community Health Supervisor	Department Head I, Assistant Hospital Officer in small Hospital (75 beds, or less).	Administrative dietitian, Food Services Director, Chief Pharmacist, Chief Medical Technician, Business Manager, Chief Radiographer, Chief Social Worker.	Chief Main- tenance Engineer.

- | | | | |
|---|--------------|---|---|
| 4 | 640 + 20.00 | Doctor's degree in particular field, or Master's degree or post-graduate diploma in particular field, + at least 3 years experience in previous category or equivalent. | Hospital Officer in small hospital (75 beds or less)
Assistant Hospital Officer in large hospital (over 75 beds)
MBBS with internship
Dentist. |
| 3 | 800 + 25.00 | | MBBS with residency (at least 3 years)
Dentist with specialty
Executive Officer of small hospital (75 beds or less)
Hospital Officer of large hospital (over 75 beds). |
| 2 | 980 + 30.00 | | MRCP or equivalent
Executive Officer of large hospital (over 75 beds)
Medical Director of small hospital (75 beds or less) |
| 1 | 1200 + 40.00 | | Medical Director of large hospital (over 75 beds). |

In-Charge allowance : A temporary allowance of Rs. 26/- per month may be paid on an employee when he is given additional responsibility for being in charge of a service or department.

APPENDIX Q

GUIDELINES FOR COMMUNITY HEALTH WORK

(i.e. Relation of
Community Health Advisory Team to the Projects)

Introduction : The concept of a comprehensive Community Health Program envisions a curative base hospital with an outreach program into the surrounding community. Ideally this will be in conjunction with the local Panchayat. It will provide :

- a) Preventive services, such as immunisation.
 - b) Health education.
 - c) Assistance in improving local sanitation.
1. **Community Health Consultant.** The Community Health Consultant shall be given this assignment by the Executive Committee, and shall be directly responsible to the Executive Secretary. He shall consult with the Health Services Secretary to coordinate the over-all UMN medical effort. He shall be the Director of the Community Health Advisory Team.
 2. **Planning and Priorities.** Planning and priorities shall be determined by consultation of the Community Health Consultant with the Project Medical Director, and also in close consultation with the Health Services Secretary and the Executive Secretary, it being understood that plans will always be related to the over-all plans of His Majesty's Government in Nepal.
 3. **Personnel Assignments.** As in all departments of the UMN, the placement of Board Appointees shall be the responsibility of the Executive Secretary. A brief orientation period immediately following language study should be spent visiting the medical resources

in the Kathmandu Valley, under the direction of the Community Health Consultant (with the recommendation that all new medical workers are included). Medical and para-medical Board Appointees intended for Community Health work shall then normally be assigned for an uninterrupted period of three to six months to work in a UMN Hospital or other UMN project for adequate orientation. The aims of the hospital assignment are:

- a) To observe the practice of curative medicine in a developing country.
 - b) To see the extent to which preventive medicine is being practised in the present institutions and outreach programs.
 - c) To gain an understanding of, and a rapport with, Nepali people and their customs.
4. *Lines of responsibility.* To be successful, it is preferable that all work within an Area health project should be under the same directorship. As recommended by the 1970 Medical Workers' Conference, the "primary objective of medical care is to be the improvement of the health of the community".
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