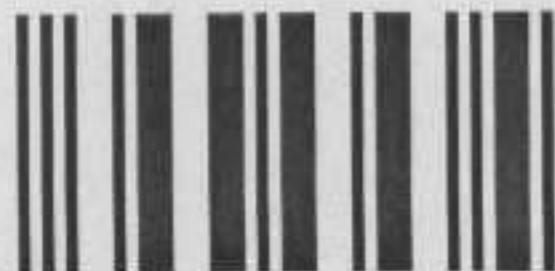


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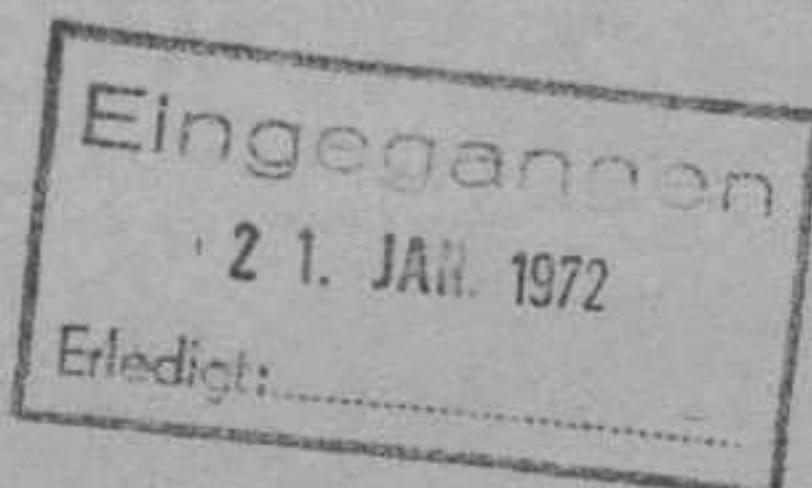
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Laufzeit 1970

Enthält

Protokolle Executive Committee UMN, November 1970 (in Englisch)

THE UNITED MISSION
TO NEPAL



MINUTES OF THE
EXECUTIVE COMMITTEE MEETING
HELD IN KATHMANDU, NEPAL

November 3 - 4 1970

ARCHIV GOSSNER MISSION

Signatur: G 1 / 555

A.A.-Sign.: 2/28

Datierung: 1970

UMN - United Mission to Nepal, Protokolle Executive
Committee 1970

TABLE OF CONTENTS

	PAGE
Minutes of the Executive Meeting	1
Appendix A: Minutes of the Administrative Committee Meeting	31
Appendix B: Minutes of the Finance Committee Meeting	51
Appendix C: UMN Headquarters	57
Appendix D: UMN 'Special' Projects	61
Appendix E: UMN Mission-wide Public Health Program	70
Appendix F: UMN Tansen Area	74
Appendix G: UMN Butwal Technical Institute ..	86
Appendix H: Boys' Boarding School, Pokhara ..	87
Appendix I: UMN Gorkha Project	89
Appendix J: UMN Shanta Bhawan Hospital, Kath.	101
Appendix K: UMN Kathmandu Valley District Clinics	113
Appendix L: UMN Girls' High School, Kathmandu	118
Appendix M: UMN Bhatgaon Hospital	121
Appendix N: UMN Okhaldhunga Project ..	125
Appendix O: UMN Treasurer's Consolidated Budget	129
Appendix P: Participation in Regional Development	132



Once again we must apologize for the delay in printing of these Minutes. We have engaged
Gossner another printer with our 1971 Board Minutes and trust that the work will be done
Mission promptly this time.

THE UNITED MISSION TO NEPAL
MINUTES OF
THE EXECUTIVE COMMITTEE MEETING

Held in Kathmandu Nepal, November 3-4, 1970.

The meeting of the Executive Committee was held at UMN Headquarters in the new Committee Room. Sessions were held on the first day from 9 a. m. to 12 noon, and from 1.30 to 6.00 p. m. On the second day the committee met from 8.30 a.m. to 12 noon and from 1.30 to 4.30 p.m. with short breaks for morning coffee and afternoon tea each day.

On the evening of Wednesday 4th the new UMN film entitled "Nepal On The Potter's Wheel" was shown at Surendra Bhawan, and all members of the Executive Committee were particularly invited to attend.

Devotions: On the first morning, Dr. R. Windsor, President of UMN and Chairman of this meeting, called the meeting to order, and led the opening devotions. He read Eph. 2:11-22, and spoke of the unity of all true believers in Christ, and the need to constantly guard and preserve our unity within the UMN as a team of workers together. This requires humility, gentleness, patience, helpfulness and peace - which we find in Christ alone.

On the second morning Rev. F. Wilcox, Executive Secretary designate, referred to the restricted conditions in which we may have to work and witness, which was often the experience of the disciples of old. Many of them turned their very restrictions to means for further witness, and we must seek to do likewise through dedicated lives and real love to the people of Nepal.

Roll Call: Members were present, except as indicated:
Dr. R. Windsor, *President*.
Rev. G. Ruff, *Vice President*.
Dr. K. Sanders
Dr. C. Kupfernagel

Dr. C. L. Joshi

Dr. E. DeVol

Rev. M. Rai

Rev. D. Patlia (absent).

Ex-officio: Mr. J. Lindell, Executive Secretary

Mr. I. Stuart, Treasurer

Dr. P. Dodson, Tansen Area Superintendent

Mr. A. Voreland, Gorkha Area Superintendent

Co-opted: Mr. H. Barclay, Education Secretary and Kathmandu Area Superintendent

Observer: Rev. F. Wilcox, Executive Secretary designate

Visitors attending for short sessions:

Canon S. Burgoyne, Personnel Secretary.

Dr. G. Mack, Asst. Medical Director,
Shanta Bhawan Hospital.

Mr. H. Lacy, United Methodist Church,
USA.

Dr. D. Corbitt, United Methodist Church
USA.

Agenda. The agenda of 73 items was approved as presented by the Executive Secretary, and the schedule fixed as above.

EC (2)-1/70. *Minutes of the last meeting.* The Minutes of the meeting held in Kathmandu on April 1-2, 1970 were approved as circulated

PLANS AND BUDGETS FOR 1971

Before the matter of the proposed plans and budgets for the various projects of work for 1971 was taken up, the Executive Secretary briefly reviewed the Policy Guidelines approved by the Board of Directors in April, 1970, and a further paper entitled

"Some Things I see on the Road Ahead", which had been circulated to members prior to the meeting. These papers laid emphasis on the new directions of thought and planning which the Mission should follow in its road ahead.

EC (2)-2/70. *UMN Headquarters.* The proposed plans and budgets for 1971 were studied together with recommendations concerning them in AC-6/70 and FC (2)-3/70. It was RESOLVED to approve the proposed Plans and Budgets for 1971, with the following changes and instructions:

- a) The Personnel post of 'Qualified Auditor' shall be considered to be fulltime.
- b) The post of 'Language Supervisor' fulltime (post to be filled) shall be added to the list of Personnel in this Project. See also Minute EC (2)-18/70.
- c) The question of UMN's continuing membership in the NCC of India shall be referred to the UMN Board for consideration; the Executive Secretary shall correspond with the Secretary of the NCC concerning this relationship. The inclusion of the NCC membership fee for 1971 in the HQ Budget is approved, pending action by the Board.
- d) Clarification concerning payment of travel expenses to Executive Committee meetings is given in EC (2)-72/70.
- e) The post of Technical Secretary shall be added to the list of personnel in this project as recommended in the ITID plans and approved by the Executive Committee. See EC (2)-19/70, The approved form of the Plans and Budgets for 1971 appears as AppendixC to these Minutes.

EC (2)-3/70 *Special Projects.* It was noted that this year, for the first time, a number of smaller sections of work

had been separated from the plans and budgets of Headquarters, and grouped together under the title 'Special Projects'. The Minute AC-7/70 was noted, and it was RESOLVED to approve the introductory paragraph of Appendix D, together with the amendments recommended by the Administrative Committee, to the effect that the Service Scholarship Program and the Communications Committee be responsible to the Education Secretary rather than to the Executive Secretary.

I. Padma Sadan. The proposed plans and budgets for 1971 were considered. It was RESOLVED to accept these Plans and Budgets as presented.

II. Building Department. The proposed plans and budgets for 1971 were studied, together with the recommendations of the Administrative Committee in AC-7/70, II. It was RESOLVED to approve all the recommendations in AC-7/70, and to approve the proposed Plans and Budgets for 1971 subject to the necessary adjustments being made.

III. Children's Hostel. The plans for the Hostel were noted, together with the related minute of the Administrative Committee meeting. It was RESOLVED to accept this report, and to record the Executive Committee's appreciation for the work being carried on in the Hostel by Mr. and Mrs. Cook

IV. Seconded Workers. The proposed plans and budgets for 1971 in the original and revised forms were noted, together with the recommendations of AC-7/70, IV, and of FC(2)-4/70. It was RESOLVED to approve the revised Plans and the revised Budgets as presented.

V. *Service Scholarship Program.* The plans for this work for 1971 were considered, together with the Minute of the Administrative Committee. It was felt that further sources of income for this work could be found, and the work broadened and strengthened. It was RESOLVED to approve the Plans as presented.

VI. *Communications Committee.* The plans as presented were noted, together with Minute AC-7/70, VI. It was thought that the work covered by this Committee could be enlarged and strengthened. It was RESOLVED to approve the Plans as presented.

The approved Plans and Budgets of the above Special Projects appear in their amended form as Appendix D to these Minutes.

EC(2)-4/70. *Public Health Program.* The proposed plans and budgets for the mission-wide Public Health Program for 1971 were considered, together with minute AC-8/70. It was RESOLVED to approve the plans and Budgets as presented, with the amendment that Bhatgaon be included in the opening sentence of III, b) where approved posts of Board Appointee public health nurses are listed; and that:

- a) The UMN mission-wide Public Health Program, in its growing form, be considered and treated as a separate Project in the Mission.
- b) That Dr. N. Iwamura be appointed as Director of the UMN Public Health Program for the usual 3 year term, beginning from the date of this meeting.
- c) That written permission for all public health work undertaken by the Mission be obtained from H.M.G.

The approved Plans and Budgets for 1971 appear as Appendix E to these Minutes.

EC(2)-5/70. *Tansen Area.* The proposed plans and budgets for 1971 were studied, together with the recommendations of AC-9/70. It was **RESOLVED** to approve the Plans and Budgets for 1971, subject to the following amendments and instructions:

- a) That item III of the capital budget, which lists equipment expected to be supplied by H. M. G. for the Mobile Unit, be deleted.
- b) That the recommendations of the Administrative Committee in Minutes AC-9/70, a) and b), which concern expansion of the hospital, the training program and the Mobile Unit, be approved.

The approved Plans and Budgets for 1971 appear as Appendix F to these Minutes.

EC(2)-6/70. *Agenda of Medical Conference.* Following discussion concerning the purpose and content of the Medical Conference (November 5-6, 1970), it was **RESOLVED** to request Mr. H. Barclay, chairman of the UMN discussion sessions of the Conference, to prepare an agenda in consultation with Dr. Mack which would adequately provide for discussion of UMN planning and policy regarding its medical work.

EC(2)-7/70. *Butwal Technical Institute.* The proposed budgets for 1971 were noted, together with the recommendations of AC-10/70 and FC (2)-5/70. It was **RESOLVED** to approve the Recurring Budget for 1971, as well as the adjustments to it as recommended in the above Minutes, and to note that the proposed capital budget is deleted. The approved Budget for 1971 appears as Appendix G to these Minutes.

EC(2)-8/70. *Pokhara Boys' School.* The proposed plans and budgets for 1971 were considered, together with the recommendations of Minute AC-11/70. It was RESOLVED to approve the plans and budgets for 1971, with the addition proposed in AC-11/70. The approved Plans and budgets appear as Appendix H to these Minutes.

EC(2)-9/70. *Gorkha Project.* The proposed plans and budgets for 1971 were considered, together with the recommendations of AC-12/70 and FC(2)-6/70. Discussion was given to the subject of the use of undesignated capital funds for various urgent items in the project, including the completion of the operating unit of the new hospital so that it can function as a fee-earning section of the hospital, and thus assist its recurring budget. See action taken on this subject in Minute FC (2)-6/70. It was RESOLVED to approve the proposed plans and budgets subject to the amendments recommended by AC-12/70, c, and d, and FC(2)-6/70, which were also approved and which dealt with hospital expansion, public health, the recurring budgets, and fees and charges. The approved Plans and Budgets for 1971 appear as Appendix I to these Minutes.

EC(2)-10/70. *Shanta Bhawan Hospital.* The plans and budgets for 1971 were noted, together with the recommendations of AC-13/70 and FC (2)-7/70. The Hospital Managing Board deals first with these plans and budgets, and passes them on to the UMN Executive Committee for consideration and approval of those items which particularly concern grants from UMN for recurring budget, capital budget, and personnel. It was noted that the SBH Board had not approved the proposed recurring budget as yet. It was RESOLVED:

- a) To approve the personnel needs as presented in the plans.
- b) To approve the proposed capital budget.
- c) To approve the granting of a total of Rs. 52,500 from UMN Reserve Fund in 1970 for three contingency items as recommended by FC(2)-7/70
- d) To approve the granting of an additional Rs. 48,300 to the Rs. 340,000 from the UMN Treasurer to the 1971 Recurring Budget, as recommended by FC(2)-7/70 and AC-13/70, c.
- e) To inform the Hospital that no further grants for additional needs will be sanctioned for 1971.
- f) That reference be made to the fact that 1971 is the third year for which the basic grant of Rs. 340,000 is being made in accordance with Minute EC-41/68, g, and that this subject will be considered again next year.
- g) That following a presentation by Dr. Mack of the proposal that Shanta Bhawan Hospital work toward co-operative management and financial support, and discussion, it is recommended that this subject be presented to the UMN Board for consideration.

The Plans and Budgets for 1971 appear as Appendix J to these Minutes.

EC(2)-11/70. *Kathmandu Valley District Clinics.* The proposed plans and budgets for 1971 were considered, together with the recommendations of AC-14/70 and FC(2)-8/70. It was RESOLVED:

- a) To approve the plans and personnel askings as presented.
- b) To approve the recurring budget with the

amendment that the grant from the UMN Treasurer be Rs. 80,000 only.

- c) To appoint a committee, consisting of the Treasurer (Chairman), the Area Superintendent, Dr. Moody and Miss Ullberg, to study the Project's work and expenditure, and to re-cast the budget to adjust to this curtailed grant from UMN.
- d) To approve the capital budget as presented.

The approved Plans and Budgets for 1971 appear as Appendix K to these Minutes.

EC(2)-12/70. *Girls' High School, Kathmandu.* The proposed plans and budgets for 1971 were considered, together with the recommendations in AC-15/70 and FC(2)-9/70. It was RESOLVED to approve the plans and budgets as presented, with the increased recurring budget asking from the UMN Treasurer, and to underline the need to work towards making the school self-supporting. This subject should be dealt with by the proposed Education Conference, and appropriate recommendations made to the Executive Committee. See EC(2)-66/70. The approved Plans and Budgets appear as Appendix L to these Minutes.

EC(2)-13/70. *Bhatgaon Hospital.* The proposed plans and budgets for 1971 were considered, together with the recommendations of AC-16/70 and FC(2)-10/70. It was RESOLVED to approve the plans and budgets as presented, with the amendment that in the Capital Budget of items brought forward from 1970 the item of accommodation for doctor of Rs. 32,325 (upper storey on present residence) be not deleted but retained. The approved Plans and Budgets for 1971 appear as Appendix M to these Minutes.

EC(2)-14/70. *Okhaldhunga Project.* The proposed plans and budgets were considered, together with Minute AC-18/70. It was RESOLVED to approve the plans and budgets, with the recommendation proposed by the Administrative Committee. The approved Plans and Budgets for 1971 appear as Appendix N to these Minutes.

EC(2)-15/70. *Agricultural Work.* It was noted that no plans or budgets for agriculture work have been presented, as it is expected that the program in Amp Pipal will be handed over to another organization by the end of the year, and the work in Okhaldhunga Project has already closed. This is in keeping with the current UMN - HMG General Agreement which does not allow the continuance of programmed UMN work in agriculture.

EC(2)-16/70. *Finance Committee Report and Recommendations.* Rev. G. Ruff, Chairman of the Finance Committee, presented the report and recommendations of the Committee as they related to the budgets as a whole, and to particular items in them, as well as to other subjects. It was RESOLVED to receive with thanks the recommendations of the Finance Committee (November 2, 1970: Appendix B to these Minutes), and to take the following actions:

- a) To approve all the recommendations of the Finance Committee concerning budgets of the Projects. See FC (2)-2/70 to FC (2)-12/70.
- b) To approve the UMN Treasurer's grant of Rs. 10,000 to the new ITID 1971 Recurring Budget.
- c) To approve the Treasurer's revised Consolidated Budget, which incorporates the amendments of the project budgets dealt with above; and to authorise the Treasurer to alter expected receipts to include any additional work grants connected with workers newly accepted into the Mission at this meeting.

d) To instruct Projects to present accurate figures annually in their budget item for "Personnel Contributed Services".

e) To revise the list of approved grants to Projects from undesignated Capital funds so as to grant the following to the Gorkha Project:

Completion of the surgical unit of the new hospital building	Rs. 22,000.
Tin roofing for Luitel meeting house	6,170.
Toilet/bathroom for old building,	
Amp Pipal	2,625.
Painting roofs	300.
Water supply to dwelling houses	2,100.

f) To approve all the other recommendations of the Finance Committee.

EC(2)-17/70. *UMN Treasurer's Consolidated Budget.* Following consideration, it was RESOLVED to approve the Treasurer's Consolidated Budget for 1971 as amended by the approved recommendations of the Finance Committee. This budget appears as Appendix O to these Minutes.

EC(2)-18/70. *Language School.* The recommendations put forward in AC-20/70. were considered and discussed. It was RESOLVED:

- a) To approve the recommendations of the Administrative Committee in AC-20/70.
- b) To instruct that estimates for capital expenditures (equipment, building, etc) for an enlarged program be presented to the next meeting of the Finance Committee.
- c) To note that in forming plans for an enlarged Language School, the costs of a recurring budget to run such a school be kept in mind;

this cost is met by fees paid by the language students, and not by the UMN Treasurer.

EC(2)-19/70. *Institute of Technology and Industrial Development.* (ITID). The subject of the Mission possibly undertaking new and enlarged work by participating with His Majesty's Government in the program of planning and development in the area served by the Sunauli - Pokhara Road was considered. Background and preparatory papers were studied. Earlier discussions and recommendations on the subject were noted. Following discussion it was

RESOLVED:

- a) To approve in principle the plan as prepared and recommended by the sub-Committee of October 20-21, 1970 for carrying out this ITID program, except that section V, A concerning secondment of workers shall be deleted.
- b) To instruct the Executive Secretary to be responsible to begin the implementation of this program by recruiting workers, seeking funds, using other appropriate means, and by calling on the assistance of others such as Mr. Sauer and Mr. Hoftun to help in this.
- c) To request that a progress report be made to the next meeting of the Executive Committee in March 1971.
- d) To instruct the BTI Board to go ahead and prepare proposals to the UMN Board for amending its Constitution and arranging its administrative structure to serve this ITID program.
- e) To instruct that UMN seeks to revise its BTI-HMG agreement to allow for this enlarged work.
- f) To instruct that UMN should offer in writing its services to HMG's Planning Commission

for participation in planning and development work in the Sunauli - Pokhara Road region.

- g) To authorise Mr. Hoftun, while on his coming furlough, in co-operation with the Executive Secretary, to assist in implementing the ITID Program by efforts towards recruitments, fund-raising, and other suitable ways.
- h) To approve the list of personnel needs for this program. Emphasis is placed on careful selection of candidates for this work.
- i) To approve the capital budget for 1971 of this ITID program. The Recurring Budget is approved under EC (2)-16/70, b.

The initiating Plan for ITID as prepared by the sub-Committee of October 20-21 is given as Appendix P to these Minutes.

EC(2)-20/70. *Request for Thoracic Surgeon.* Consideration was given to the request from the Nepal Tuberculosis Association that UMN second a thoracic surgeon to their proposed thoracic surgery unit in Kathmandu. It was RESOLVED to approve the recommendation made on this subject by the Administrative Committee. See AC-22/70, in Appendix A to these Minutes.

EC(2)-21/70. *Request for Teacher for Danrajheri.* A request has been received from the Panchayat of Danrajheri, East Palpa, that the UMN second a teacher to their local school. It was RESOLVED to approve this post for secondment, subject to HMG approval, and to be carried out in keeping with UMN rules on secondment.

EC(2)-22/70. *Ophthalmology Program.* The proposal for possibly appointing an ophthalmologist to develop a travelling eye work, as presented in AC-25/70,

was noted. It will be considered at a later meeting if presented for action.

MEMBERSHIP AND PERSONNEL MATTERS

EC(2)-23/70. *Assemblies of God Mission.* It was reported that an application for membership in the United Mission had been received from the Assemblies of God Mission, which would be presented for consideration and action at the next meeting of the Board of Directors in March, 1971.

EC(2)-24/70. *Miss Sheila Anderson.* It was RESOLVED to confirm and record the following Correspondence Vote of July 17, 1970:

“Miss Sheila Anderson, teacher, offered by the Bible & Medical Missionary Fellowship in U. K. It was RESOLVED to accept Miss Anderson for service in the UMN, with thanks to God and to her sending mission.”

EC(2)-25/70. *Mr. and Mrs. Seppo Kostamo.* It was RESOLVED to confirm and record the following Correspondence Vote of July 17, 1970:

“Mr. and Mrs. Seppo Kostamo, builder-pastor, and nurse, offered by Free Church of Finland. It was RESOLED to accept Mr. and Mrs. Kostamo for service in the UMN, with thanks to God and to their sending mission.”

EC(2)-26/70 *Dr. Liane Nitschke.* It was RESOLVED to confirm and record the following correspondence of vote of August 20, 1970.

“Dr. Liane Nitschke, paediatrician/doctor, offered by the Committee for Service Overseas, Germany. It was RESOLVED to accept Dr. Nitschke for service in the UMN, with thanks to God and to her sending Committee.”

EC(2)-27/70 . *Dr. M. W. Anderson, BMMF.* Dr. Anderson came to Nepal under the UMN in 1957, with a background of 26 years' experience in India. Her contribution to the work and development of Shanta Bhawan Hospital has been outstanding. Always gracious and helpful to her co-workers as well as to her patients, she has demonstrated the love of Jesus Christ with a dedication going beyond the path of duty. Since March 1968 she has ably carried the onerous responsibilities of the Medical Director of Shanta Bhawan. She plans to retire in March 1971.

It was RESOLVED to express deep appreciation of her ministry, and to assure her of our prayers for God's abundant blessings upon her in retirement.

EC (2)-28/70. *Mr. Kenneth Dick, MCC, PAX service, terminating a three year term of service at Butwal Technical Institute.* It was RESOLVED to express thanks to Mr. . Dick for good service rendered during this term.

EC (2)-29/70. *Mr. and Mrs. Glen Simmonds, United Church of Canada, electrician, Butwal Technical Institute, and Butwal Power Company.* Mr. and Mrs. Simmonds' resignation from the UMN, on account of the ill-health of their daughter and necessity to return to Canada for specialized treatment, was received. It was RESOLVED to accept this resignation with regret, and with prayer for God's leading to them, and healing to their daughter.

EC (2)-30/70. *Mrs. T. Tsukada, ICUC, Tokyo, housemother at Pokhara Boys' School.* Mrs. Tsukada expects to go on furlough in December 1970, and her return to the school has been requested by the School Board. It was RESOLVED to express thanks for her term of service, and to welcome

her return, subject to satisfactory medical reports being obtained.

EC (2)-31/70. *Miss Ruth Judd, CMS of Australia, nurse at Shanta Bhawan Hospital, finishing second term, and due for furlough December 1970.* It was RESOLVED to express thanks for her service, and to welcome Miss Judd back to Nepal after furlough.

EC (2)-32/70. *Mr. and Mrs. Odd Hoftun, WMPL, Norway, Director of Butwal Power Company, due for furlough November 1970.* It was RESOLVED to express thanks for their service, and to welcome Mr. and Mrs. Hoftun to return to Nepal after furlough.

EC (2)-33/70. *Dr. and Mrs. Cecil Pedley, Leprosy Mission, working at Tansen Hospital, went on early furlough in September 1970.* It was RESOLVED to invite the Leprosy Mission to appoint Dr. Cecil Pedley for a final term of two years in Tansen Hospital to give opportunity to complete his leprosy research. The Area Superintendent (who is also the Medical Director of Tansen Hospital), at the appropriate time, will guide Dr. Pedley in arranging the continuation of his hospital work.

EC (2)-34/70. *Workers returned from furlough.* It was RESOLVED to note and record the following list of workers who have returned to Nepal from furlough since the last Executive Committee Meeting (for information only):

Mr. and Mrs. Howard Barclay

Miss Shirley Snell

Miss Frances Swenson

Miss Rachel Wolff

Miss Valerie Collett

Miss Kirsti Kormu

Miss Enid Russell

Miss Margaret Robinson

Canon and Mrs. Samuel Burgoyne

Dr. and Mrs. Jonathan Yoder

Dr. and Mrs. N. Iwamura

EC (2)-35/70. *Workers expected to return.* It was RESOLVED to note and record the following list of workers who are expected to return to Nepal from furlough before the next Executive meeting in March, 1971, (for information only):

Miss Beth Brunemeier

Miss Margaret McCombe

Dr. and Mrs. William Gould

Mr. and Mrs. Brian Richards.

EC (2)-36/70. *New workers who have arrived.* It was RESOLVED to note and record the following list of new workers who have arrived in Nepal since the last Executive Meeting, (for information only):

Rev. and Mrs. Frank Wilcox

Dr. and Mrs. Richard Harding

Dr. and Mrs. (Dr.) Thomas Hale

Mr. and Mrs. Delos McCauley

Mr. Martyn Thomas

Miss Jennifer Degg

Miss Audrey Maw

Mr. and Mrs. (Dr.) Tor Mogedal

Mr. and Mrs. Ian Colterjohn

Mr. Ray Plett

Mr. Ed Martin

Dr. Liane Nitschke.

EC (2)-37/70. *New workers expected.* It was RESOLVED to note and record the following list of new workers who have been accepted by the UMN, and are expected to arrive before the next Executive Meeting, (for information only):

Miss Sheila Anderson

Mr. and Mrs. Seppo Kostamo

Mr. and Mrs. Urho Rasanen
Mr. and Mrs. Bjorn Brekke
Miss Barbara Mc Lean.

EC (2)-38/70. *Drs. K. and S. Itoh*, offered by the Japan Overseas Cooperative Service. It was RESOLVED to accept Dr. and Mrs. Itoh for service in the UMN, with thanks to God and to their sending Society.

EC (2)-39/70. *Miss Glenys Walker*, teacher, offered by the Baptist Missionary Society, for service in Nepal in 1972. It was RESOLVED to provisionally accept Miss Walker for service in the UMN, with thanks to God and to her sending Society; with the proviso that during 1971 she take further studies in teaching English as a second language, and that the B. M. S. be asked to submit a further report at the end of that year.

EC (2)-40/70. *Dr. and Mrs. Walter Bond*, pathologist, offered by the United Presbyterian Church, USA. It was RESOLVED to accept Dr. and Mrs. Bond for service in the UMN, with thanks to God and to their sending Mission. It should be noted that it is the policy of the Shanta Bhawan Hospital, where Dr. Bond will be working, that foreign personnel will be replaced by qualified and suitable Nepali staff when possible.

EC (2)-41/70. *Dr. and Mrs. Hans Grueber*, pathologist. It was noted that further correspondence had taken place with Dr. Grueber since the last Executive Committee meeting, but that the post of pathologist at Shanta Bhawan Hospital had now been filled with the acceptance of Dr. Bond.

EC (2)-42/70. *Miss Irene Fuss*, teacher, offered by the Gossner Mission, Germany. It was RESOLVED to accept Miss Fuss for service in the UMN, with thanks to God and to their sending agency.

EC (2)-43/70 *Dr. and Mrs. Robert Ferguson*, offered by the Bible and Medical Missionary Fellowship. It was RESOLVED to accept Dr. and Mrs. Ferguson with thanks to God and to their sending mission.

EC (2)-44/70. *Miss Doris Bailey*, medical records librarian, offered by the Bible & Medical Missionary Fellowship. It was RESOLVED to accept Miss Bailey for service in the UMN, with thanks to God and to her sending mission.

EC (2)-45/70. *Mr. and Mrs. Jostein Holm*, agriculturalist/accountant, offered by the World Mission Prayer League, Norwegian Branch. It was RESOLVED to accept Mr. and Mrs. Holm for service, with thanks to God and to their sending mission. It was noted that the Nepal Red Cross has a place of service for these workers and has requested their secondment.

EC (2)-46/70. *Mr. Colin Smith*, teacher, offered again by the Regions Beyond Missionary Union. It was RESOLVED to accept Mr. Smith for service in the UMN for a year in the first instance, his membership in the mission to be reviewed at the end of that time.

EC (2)-47/70. *Miss Hannah Vitzthum*, nurse, offered again by the Committee for Service Overseas, Germany. It was RESOLVED to accept Miss Vitzthum for service again in the UMN, with thanks to God and to her supporting agency.

EC (2)-48/70. *Mr. Victor Tow*, industrial chemist, offered by the Church Missionary Society of Australia. Whereas there is a need for a person with such qualifications at the Butwal Technical Institute Plywood Mill, it was RESOLVED to accept Mr. Tow for service in the UMN, with thanks to God and to his sending mission.

EC (2)-49/70. *Miss Julie Ann Willmette*, nurse, offered by the Church Missionary Society of Australia. It was RESOLVED to accept Miss Willmette for service in the UMN, with thanks to God and to her supporting mission.

EC (2)-50/70. *Mr. and Mrs. Schniepp*, electro-technician, Committee for Service Overseas, Germany. It was noted that the Personnel Secretary is corresponding with the C. S. O. concerning this couple, but that full details of personal data have not yet been received. It was RESOLVED to authorise the continuance of this correspondence and the circulation of a Correspondence Vote by the Executive Secretary, if desirable and necessary.

EC (2)-51/70. *Mr. and Mrs. John Paterson*, agriculturalist, BMMF Australia. It was noted that Mr. and Mrs. Paterson have closed down their work in Okhaldhunga in keeping with the HMG ruling on UMN agriculture work, and that the Leprosy Mission has requested their services at Anandaban for the remainder of their present term in Nepal, to assist patients in gardening and rehabilitation. It was RESOLVED to express the support of this Committee in favour of this secondment.

EC (2)-52/70. *Health Services Secretary*. After discussion of a recommendation received from the Administrative Committee it was RESOLVED to authorise the Administrative Committee to investigate the possibility of either Dr. Gordon Mack or Dr. William Gould filling this post; and, if the outcome is favourable, to appoint one of these men to the position of Health Services Secretary until such time as the appointment can be confirmed by Board action.

EC (2)-53/70. *Director of UMN Public Health Program*. It should be noted that in Minute 4, b of this meeting,

Dr. N. Iwamura was appointed as Director of the UMN Public Health Program for the usual three year term, beginning from the date of this meeting.

EC (2)-54/70. *Technical Secretary.* It should be noted that the new post of Technical Secretary was recommended in the ITID plans, and approved by the Executive Committee in Minute EC (2)-19/70. It has been written into the list of Personnel attached to Headquarters Project in its 1971 plans and budgets; see Appendix C. The UMN Board should take note of this action and confirm.

EC (2)-55/70. *Gorkha Area Superintendent.* It was RESOLVED to recommend to the Board of directors that Mr. Asbjorn Voreland be appointed for a further three year term to this post from March 1971.

EC (2)-56/70. *Kathmandu Area Superintendent.* It was RESOLVED to recommend to the Board of Directors that Mr. Howard Barclay be appointed for a further three year term to this post from March 1971.

EC (2)-57/70. *Okhaldhunga Area Superintendent.* Further to Minute. BM-25/62, c, it was RESOLVED that the Okhaldhunga Project should remain directly responsible to the Executive Secretary as its Area Superintendent.

EC (2)-58/70. *Medical Director, Amp Pipal Hospital.* It was RESOLVED to appoint Dr. Jonathan Yoder as Medical Director of the Amp Pipal Hospital for the usual three year term as from this meeting.

EC (2)-59/70. *Medical Director, Shanta Bhawan Hospital.* It was RESOLVED to appoint Dr. Gordon Mack as Medical Director of Shanta Bhawan Hospital, upon the retirement of Dr. M. W. Anderson next March, for a three year term as from the date of transferral of authority.

EC (2)-60/70. *Assistant Medical Director, Shanta Bhawan Hospital.* It was RESOLVED to appoint Dr. William Gould as Assistant Medical Director of Shanta Bhawan Hospital for a three year term as from the date on which Dr. Gordon Mack vacates the post and becomes Medical Director.

EC (2)-61/70. *Superintendent of Nursing Services, Shanta Bhawan Hospital.* It was RESOLVED to appoint Miss Enid Russell as Superintendent of Nursing Services of Shanta Bhawan Hospital for a three year term as from the date of this meeting.

EC (2)-62/70. *Headmistress, Girls' High School, Kathmandu.* It was RESOLVED to appoint Miss Margaret McCombe as Headmistress of the Girls' High School, Mahendra Bhawan, for a three year term as from the date of this meeting.

EC (2)-63/70. *Mr. Jonathan Lindell.* Note was taken of BD-15/70, and the fact that Mr. Lindell would relinquish his post as Executive Secretary on 31st January 1971. A report was given of the several possible places where Mr. Lindell might be appointed and would make a very fruitful contribution to the work of the Mission. It was RESOLVED to accept this report, and, in line with the recommendation, to instruct the Education Secretary to offer the services of Mr. Lindell to the Pokhara Boys' School Board for appointment as successor to Mr. Tom Valvik in July 1971.

MISCELLANEOUS MATTERS

EC (2)-64/70. *Guidelines for seconding Workers.* The recommendations of AC-4/70, in response to the instruction given in EC (1)-59/70, were carefully considered. It was RESOLVED to approve clause a), and to approve clause c) with the following minor adjustments:

- 1) Alter to read "...workers may be seconded to an appointment for which"
- 2) In section iii), omit the word "extraordinary."
- 3) In section i), add the words "by the Executive Secretary".
- 3) In section ii), add the words "by the Executive Secretary". after the word "defined".
- 3) In section iv), omit the word "support".
- 3) In section v) omit the word "etc."

The final form of this whole statement is as follows:

- a) The Executive Secretary is requested to draw up a proposed provision for insertion in the Constitution or Bye Laws to reflect the following policy:

"Member Bodies and Workers in Nepal. UMN member bodies sending their workers to Nepal shall send them only to the UMN, except for such work to which the UMN is unable to assign them, in which case member bodies may make other arrangements in consultation with the UMN."

- b) The guidelines for seconded workers are as follows:

Guidelines for UMN workers seconded to other organisations. It is the policy of the UMN to second workers to other programs or organisations in Nepal, in which cases the following guidelines shall be followed :

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

2. Qualifications.

- i) These workers shall be regular UMN Board Appointees.
- ii) Expect in very special circumstances these workers shall have had experience in UMN projects, and know and appreciate the customs and thinking of the people of Nepal.
- iii) They shall have demonstrated abilities in the Nepali language; in being adaptable to those living and working conditions which may be required; in expressing their faith in word and work and life; in displaying the gifts of patience, perseverance and dedication, and competence for the post to which they go.

3. Administration of such workers.

- i) Each post for secondment shall be approved by the Executive Committee, and assignments shall be made in the usual manner by the Executive Secretary.
- ii) Such Workers shall be responsible to an appropriate Functional Secretary or Area Superintendent or Project Director, with the relationship defined by the Executive Secretary at the time of Appointment.
- iii) This UMN officer will arrange with the receiving organisation for the terms of work, housing, salary, tools and equipment, discipline, etc.
- iv) This officer shall be responsible to provide guidance, communication, encouragement and fellowship to the worker within the UMN structure.

- v) All financial and other matters, such as leave, concerning these workers and their work shall be handled according to the rules of the Mission.
- iv) The Functional Secretaries shall liaison with organisations to explore opportunities and negotiate openings for workers.

EC (2)-65/70. *Relationship of Building Department to Projects.*

The recommendations of AC-24/70 were noted and discussed. It was RESOLVED to instruct the Administrative Committee to study further into this matter, and to invite two members from the Building Department to assist in drawing up further recommendations to be submitted to the Executive Committee at its next meeting in March 1971.

EC (2)-66/70. *Education Conference.* It was RESOLVED to approve the recommendations of AC-29/70, and to instruct that these be followed, underlining the importance of inviting HMG representatives to participate in such a Conference.

EC (2)-67/70. *Amendments to the UMN Constitution.* It was reported that little has been done on the instructions of BD-20/70, and a further report will be made at the next meeting.

EC (2)-68/70. *Pokhara Boys' School Board members.* Further to Minute EC -28/68 and the recommendations of AC-34/70, it was RESOLVED:

- a) That the UMN members on the Pokhara Boys' School Board will be:
 - i) The UMN Executive Secretary.
 - ii) The Education Secretary.
 - iii) A third member who shall be appointed for a three year term.

- b) That Mr. Rajendra Rongong be appointed as the third member serving on the Board for a three year term beginning from January 1971.
- c) That the Executive Secretary be authorised to appoint an alternate for any member who is unable to attend a meeting of the School Board

EC (2)-69/70. *Building Committees.* The rules governing Building Committees and the present membership of the committees in the various projects were reviewed. It was RESOLVED:

- a) That the guidelines for building work as in BM-66/66 should be revised to read as follows:
 1. Any building project with a capital budget exceeding Rs. 10,000 shall be subject to the following rules.
 2. When the Board or Executive Committee approves any building work in connection with the Project's 'Plans and Budgets', it shall also appoint the Building Committee which shall be responsible for the planning and undertaking of the job.
 3. The membership of such a Committee shall include responsible project members, the Area Superintendent, one representative appointed by the Building Department, and one person appointed by the HQ staff. Also indicate the initial convenor. The chairman shall fill vacancies and appoint advisory members.
 4. The authority of this Committee shall be defined, and if reference to the Board is desirable it shall be indicated.
 5. The Building Committee work shall be reported to the Board, incorporated in with the regular reporting of the project to the Board.

b) The Building Committees for the present projects shall be :

Tansen Hospital: 1. Area Superintendent.
2. Person appointed by Building Department.
3. Person appointed by Headquarters.
4. Medical Director.
5. Nursing Superintendent.
6. Business Manager.

Bhatgaon Hospital: 1. Area Superintendent.
2. Person appointed by Building Department.
3. Person appointed by Headquarters.
4. Medical Director.
5. Nursing Superintendent.
6. Business Manager.
7. Mr. S. Ruohoniemi (co-opted).

Shanta Bhawan Hospital (as according to the Hospital Constitution). 1. Administrative Officer, Chairman.
2. Medical Director, ex-officio
3. Area Superintendent.
4. UMN Building Department Supervisor or deputy
5. Nursing Superintendent.
6. Maintenance Supervisor.
7. Hospital Board Member- Col. Thapa.
8. Person appointed by Headquarters, ex-officio.

Amp Pipal Hospital: 1. Area Superintendent.
 2. Person appointed by Building Department.
 3. Person appointed by Headquarters.
 4. Medical Director.
 5. Nursing Superintendent.
 6. Business Manager.
 7. Hospital Builder (may be co-opted).

Girls' High School, Kathmandu: 1. Area Superintendent.
 2. Person appointed by Building Dept.
 3. Person appointed by Headquarters.
 4. Headmistress.
 5. Building Supervisor, co-opted.

Headquarters: 1. Area Superintendent.
 2. Person appointed by Building Dept.
 3. Executive Secretary.
 4. Asst. Executive Secretary.
 5. Treasurer.
 6. Shanta Bhawan Maintenance Supervisor.

Kathmandu Valley District Clinics: 1. Area Superintendent.
 2. Person appointed by Building Dept.
 3. Person appointed by Headquarters.
 4. Medical Director.

5. Representative of Nursing staff.

Project Building Department, responsible to BTI Board. As appointed by the School Board, which has contracted with the UMN Building Dept. to undertake the construction of the new school.

EC (2)-70/70. *UMN Film.* The Executive Secretary reported that the new UMN film, "Nepal: On the Potter's Wheel", has now been completed, and copies are available from London. One copy is being held in UMN Headquarters for use here.

EC (2)-71/70. *Housing Needs.* Further to EC (1)-63/70, it was reported that no progress has as yet been made in this connection.

EC (2)-72/70. *Expenses of Executive Committee.* It was RESOLVED to clarify the responsibility of bearing expenses for travel to and from Executive Committee Meetings as follows :

- a) For the meeting in November, expenses may be claimed from the UMN Treasurer in accordance with Minute FC (2)-9/68.
- b) For the meeting in March/April immediately preceding the Board Meeting, members will bear their own expenses in accordance with the ruling of their individual member bodies, as for all the representatives to the Board Meeting.

EC (2)-73/70. *Dates of Meetings.* The dates set for meetings in the spring of 1971 were noted :

Workers' conference: Feb. 26-March 2, 1971.
Finance Committee: March 16, 1971.

Executive Committee: March 17-midday
March 18, 1971.

Board of Directors: March 18 afternoon-
March 19, 1971.

Vote of thanks. It was RESOLVED to record a vote of thanks for all the arrangements made in connection with the meeting, and appreciation of background material prepared to support agenda items.

The Meeting was closed with prayer, led by Mr. Jonathan Lindell.

APPENDIX A
Minutes of the
ADMINISTRATIVE COMMITTEE MEETING

*Held at UMN Headquarters, Kathmandu,
September 29-October 1, 1970.*

The Administrative Committee was the first meeting to be held in the Committee Room at UMN Headquarters, Thapathali, Kathmandu, on September 29 and 30 and October 1, 1970.

Roll call.

Regular members :

1. Executive Secretary, Mr. J. Lindell.
2. Treasurer, Mr. I. Stuart.
3. Kathmandu Area Superintendent, Mr. H. Barclay.
4. Gorkha Area Superintendent, Mr. A. Voreland.
5. Tansen Area Superintendent, Dr. P. Dodson.

Co-opted members for this meeting :

6. Mr. F. Sauer, Butwal.
7. Mr. T. Valvik, Pokhara.
8. Dr. W. Anderson, Shanta Bhawan.
9. Dr. J. Moody, Kathmandu Valley District Clinics.
10. Dr. P. Yoder, Bhatgaon.
11. Mr. S. Ruohoniemi, representative to Finance Committee
12. Miss V. Collett, representative of UMN nurses.
13. Dr. N. Iwamura (absent), Public Health.
14. Rev. F. Wilcox, Executive Secretary designate, (observer).
15. Mr. O. Hoftun, present for Item No. 21.

Schedule. It was agreed that sessions of the meeting would be held each day from 9.00 a. m. to 12 noon, and from 1.30 - 6.00 p. m. An additional session was held on the last evening from 7.30--10.15 p. m.

Devotions. On the first morning devotions were led by Mr. H. Barclay, reading Isa. 11: 1-5, and emphasising the wisdom of discernment and learning which is found in Christ Jesus and which

we need. Dr. W. Anderson spoke the second morning on Encounters with Jesus Christ, taking examples from the life of Peter. The third morning Rev. F. Wilcox underlined the sense of living, impelling urgency in God's promise, faith, hope and the raising of Christ, and the outcome in the life of the Christian.

Chairman. Mr. H. Barclay was elected as Chairman of this meeting.

Secretary. Miss B. Young acted as Minutes Secretary.

AC-1/70. *Representative to Finance Committee.* Mr. S. Ruohoniemi was elected as representative from the Administrative Committee to the Finance Committee for the coming year.

AC-2/70. *Two Superintendents to Executive Committee.* The Tansen Area Superintendent, Dr. P. Dodson, and the Gorkha Area Superintendent, Mr. A. Voreland, were elected as the two Superintendents to serve on the Executive Committee for the coming year.

POLICY AND PERSONNEL

AC-3/70. *Policy Matters.* The "Policy Guidelines" which had been approved by the Board in April 1970 were reviewed, and a further paper entitled "Some Things which I see on the Road Ahead for us as a Mission" by Mr. J. Lindell was read, and discussion followed, with considerable emphasis on our working in close cooperation with government plans in the future.

It was RESOLVED :

- a) That we express our basic agreement with the points which have been outlined in Mr. Lindell's paper, and thank him for writing it; and that we recommend it as a further expression of our Policy Guidelines to the Executive Committee, to our projects, to our individual Board Appointees, and to our member bodies.
- b) That we look to our projects and Functional Secretaries to put these points into action and to

reflect them in their planning as may be appropriate.

c) That concerning the matter of secondments, we request an appointed committee to meet and work out the guidelines requested for the seconding of workers in EC (1)-59/70, and to bring a draft of its findings to this group for consideration by the last morning of this meeting. The committee appointed is: Mr. J. Lindell, Mr. H. Barclay, Mr. S. Ruohoniemi.

AC-4/70. *Seconded workers.* The committee appointed in AC-3/70 presented a set of suggested guidelines for seconded workers, which were discussed. It was RESOLVED:

a) To request the Executive Secretary to draw up a proposed provision for insertion in the Constitution or Bye Laws to reflect the following recommended policy:

"Member Bodies and Workers in Nepal. UMN member bodies sending their workers to Nepal shall send them only to the UMN, except for such work to which the UMN is unable to assign them, in which cases member bodies may make other arrangements in consultation with the UMN".

b) To recommend that in the draft guidelines presented the following amendments be made:

i) In No. 1, to delete the words from "in the field.." to "...any other work".

ii) In No. 3 e), to begin with the words "All financial and other matters, such as leave, etc., concerning these workers..."

iii) In No. 3 f), to replace the word "discover" with "explore".

c) To recommend to the Executive Committee the adoption of the guidelines, with the above amendments. The guidelines as amended follow:

"Guidelines for UMN workers seconded to other organisations. It is the policy of the UMN to second workers to other programs or organisations in Nepal, in which cases the following guidelines shall be followed:

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

2. *Qualifications.*

i) These workers shall be regular UMN Board Appointees.

ii) Except in very special circumstances these workers shall have had experience in UMN projects, and know and appreciate the customs and thinking of the people of Nepal.

iii) They shall have demonstrated abilities in the Nepali language; in being adaptable to those living and working conditions which may be required; in expressing their faith in word and work and life; in displaying the gifts of extraordinary patience, perseverance and dedication and competence for the post to which they go.

3. *Administering such workers.*

i) Each post for secondment shall be approved by the Executive Committee, and assignments shall be made in the usual manner.

ii) Such Workers shall be responsible to an appropriate Functional Secretary or Area Superintendent or Project Director, with the relationship defined at the time of appointment.

iii) This UMN officer will arrange with the receiving organisation for the terms of work,

housing, salary, tools or equipment, discipline, etc.

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

AC-5/70. *Personnel.* The Executive Secretary reported on the present stage of study and negotiations on the assignment of various members of the UMN. He stressed the importance of this responsibility, affecting people's lives, and the need to report them only as they stand at the time. The very real need for a Health Services Secretary was again noted.

PROPOSED PLANS AND BUDGETS FOR 1971

AC-6/70. *Headquarters.* Mr. J. Lindell and Mr. I. Stuart presented the plans and budgets for UMN Headquarters for 1971. It was RESOLVED to recommend the adoption of these by the Executive Committee, with the amendment that the post for Qualified Auditor listed as "part-time" should be left as a full-time appointment. See also Minute 20 concerning a Language Specialist. The subject of NCC membership and budgeted fee item was discussed.

AC-7/70. *Special Projects.* Six projects of the Mission which had formerly been administratively attached to Headquarters were now presented together under the title 'Special Projects'. It was noted that the Building Department, Children's Hostel, Service Scholarship

Program and Communications Committee are all internal service projects, while Padma Sadan and Seconded Workers are not. It was suggested that Seconded Workers might be separated out as a project on its own in the future presentation of reports and plans. It was RESOLVED to recommend approval of the set-up of 'Special Projects', to be organised within the Mission as listed, with the following amendments:

- a) Service Scholarship Program to relate administratively to the Education Secretary.
- b) Communications Committee to relate administratively to Education Secretary.

I. *Padma Sadan*. The proposed plans and budgets were presented by the Education Secretary, Mr. H. Barclay. It was RESOLVED to recommend that the plans and budgets as proposed be adopted.

II. *Building Department*. The proposed plans and budgets for 1971 were presented by the Executive Secretary. The rate and application of charges were discussed, and also the proposed new transport for Kathmandu. It was RESOLVED to recommend that the following amendments and instructions be made:

- a) To alter the item in Receipts of "Charges, Rs. 19,800" to read—

"UMN Treasurer	Rs. 6,300.
Charges	13,500.",

with the necessary adjustments in the final column.
- b) To review the amount of the 'charges' made; also to see if consistency can be made in charges to UMN jobs inside and outside the Valley.
- c) That definite priority be given to UMN jobs as opposed to non- UMN jobs.

- d) To continue the policy of charging more for jobs outside the UMN.
- e) To delete the Landrover (Rs. 84,000) from the proposed capital budget.
- f) That the year-end balance be expended only on approved budget items.

With the above amendments in the proposed budgets, it was RESOLVED to recommend the plans and budgets for 1971 for adoption.

III. Children's Hostel. The plans for the Hostel were presented by the Executive Secretary. It was RESOLVED to record the appreciation of this Committee, which has also been expressed by others, for the work being done by Mr. and Mrs. Cook in the Hostel.

IV. Seconded Workers. This matter was dealt with separately, and is reported on in AC-4/70. The budget item of Rs. 2,000 for Mr. A. Holm's house rent may be deleted as this will be provided by the sponsoring Agency.

V. Service Scholarship Program. The proposed plans for the Service Scholarship Program were presented by the Executive Secretary. It was noted that the volume of work entailed in this program is increasing, and more help is needed. Note was made again of the decision in AC-7/70 a) above.

VI. Communications Committee. The Executive Secretary presented the plans of the Communications Committee. It was RESOLVED that this Administrative Committee commends this project to their colleagues as being hard work and essential work to which we should commit ourselves in prayer and effort. Note the decision of AC-7/70 b) above.

AC-8/70. *UMN Mission-wide Public Health Program.* The Plans and budgets proposed for the Public Health Program for 1971 were presented by the Executive Secretary in the absence of Dr. Iwamura, and also a further paper outlining Dr. Iwamura's conception of public health work across the Mission and in the country. It was pointed out that while government generally refers to all mobile, non-hospital medical work as Public Health, in the UMN this should be referred to as Outreach Work which includes public health (entirely preventive) and also therapeutic (curative) medicine.

It was RESOLVED to recommend to the Executive Committee:

- a) That the Public Health work be set up as a Project under Dr. Iwamura; that he be appointed Director of the project for a regular three year term; and that the Mission get written permission of HMG to undertake all its Public Health work, whether directly under Dr. Iwamura or under our medical units.
- b) That the proposed plans and budgets be accepted as presented, with two alterations:
 - i) Under "b) Outreach personnel", the number to be changed to 7 Board Appointed nurses.
 - ii) In the same paragraph, Bhatgaon to be listed as one of the places where a public health nurse is still needed.

AC-9/70. *Tansen.* The proposed plans and budgets for Tansen Area for the coming year were presented by the Area Superintendent, Dr. P. Dodson. It was noted that official permission for the nurses training school has not yet been received, and the possibility of a joint training school with Shanta Bhawan was discussed.

Considerable discussion was given to the proposed expansion of the hospital and outreach work, and note

made of the encouragement given by local government authorities. However, it was felt that this big expansion project should be considered further in terms of the overall picture of Mission medical work, and in conjunction with plans of central government for that area.

It was RESOLVED to recommend to the Executive Committee that:

- a) Consideration of the expansion of Tansen Hospital be deferred until after the Medical Conference; and that an approach be made to HMG to find out how this would fit into their plans for medical care in that area, at least in terms of expansion of the hospital, approval of the training program, and the possibility of their beginning involvement in terms of personnel at an initial stage.
- b) The matter of the Mobile Unit be approved, subject to written permission from HMG: and that the UMN would look to HMG for the necessary Jeep, microscope, and medicines for the TB aspect of the program.
- c) Subject to the above amendments, the proposed plans and budgets for Tansen be received and recommended for approval.

AC-10/70. *Butwal Technical Institute.* The Director of the Institute, Mr. F. Sauer explained that 1971 Plans will only be formulated in meetings still to be held. He verbally explained some items under consideration.

It was RESOLVED to recommend the acceptance of the proposed "Station" budgets as presented, with the alteration of the word "guesthouse" to "Central staff quarters".

AC-11/70. *Boys' Boarding School, Pokhara.* The proposed plans and budgets for 1971 relating only to UMN personnel in Pokhara were presented by the Project Director,

Mr. T. Valvik. It was pointed out that in this cooperative project, the UMN must abide by School Board decisions, and receive requests from that Board for personnel to fill certain posts.

It was RESOLVED to recommend that:

- a) The following sentence be added to the end of the proposed Plans :—"It is proposed that the UMN will continue to provide Board Appointees to the posts filled by the above UMN personnel in the school, or that of others as requested by the School Board."
- b) The proposed plans and budgets for 1971, with the above amendments, be accepted for approval.

AC-12/70. *Gorkha Project.* The proposed plans and budgets for 1971 were presented by the Area Superintendent, Mr. A. Voreland, and by Miss V. Collett, and were discussed.

- a) Mr. Voreland, Mr. Kivela and the Education Secretary were encouraged to study more fully ways and means in which literacy work is being done in the country, the needs, and ways in which UMN could assist.
- b) The urgency for a builder to undertake work in connection with the Luitel School was underlined.
- c) In connection with the proposed expansion of the hospital building, it was RESOLVED to recommend that:
 - i) That matter of the expansion of the Gorkha Hospital be considered after the Medical Conference by the Gorkha Project and in consultation with HMG authorities;
 - ii) In view of i) above, the item in the capital budget, "To change hospital plan... Rs. 147,420" be deleted.
- d) It is noted that the proposed plans for Public Health are subject to AC-8/70 and the securing of

government permission. It was RESOLVED to recommend that:

- i) In the general recurring budget the words "Mission-wide Public Health Fund" be deleted.
- ii) The requested sum of Rs. 3,600 be added to the askings from the UMN Treasurer.
- e) It was RESOLVED to recommend that, subject to the above, the proposed plans and budgets for 1971 be accepted.

AC-13/70. *Shanta Bhawan Hospital.* The proposed plans and budgets for 1971 were presented by the Medical Director, Dr. W. Anderson, and by Mr. S. Ruohoniemi. Discussion followed on the proposal for cooperative ownership and management of the hospital, and the suggestions made of ways to cut down expenditure. It was noted that the Shanta Bhawan Managing Board had not accepted the proposed General Fund Budget, but had requested presentation of a balanced budget at their next meeting in December.

It was RESOLVED to recommend to the Executive Committee:

- a) That the recommendation of the Shanta Bhawan Board that Shanta Bhawan should work towards being a cooperative institution be considered by the UMN Executive Committee, the Medical Conference and the Workers Conference, for action by the UMN Board.
- b) That, subject to the above consideration, the proposed plans for 1971, which includes UMN personnel, be accepted.
- c) Approval of the action of the Hospital Board with regard to the budget and the UMN share in that, together with the additional new askings which have been requested. These are:
 - i) Rs. 21,400 - back tax, from Contingency Fund.
 - ii) 28,100 - rents for people living out in 1970.

iii) 3,000 - public health program for 1970.
iv) 36,300 - rents for people living out in 1971.
v) 12,000 - public health program for 1971.
Rs. 100,800.

d) That the proposed capital budget be approved.

AC-14/70. *Kathmandu Valley District Clinics.* The proposed plans and budgets for 1971 were presented by the Medical Director, Dr. J. Moody. It was emphasised that the proposed surveys would need to be undertaken by trained public relations people, and that Dr. Iwamura would give them training in this. It was noted that the amount budgeted from gifts was a considerable decrease, and that fees would be increased in the coming year.

It was RESOLVED to recommend to the Executive Committee:

- a) That we commend Kathmandu Valley District Clinics on the trends that are apparent in their budget and planning for recovery of a larger portion of their expenses for medicines from the sale of medicines.
- b) That we commend the Director for his plans for the program to use its personnel in order to increase their effectiveness in terms of public health education and preventive medicine.
- c) That the proposed plans and budgets for 1971 be accepted.

AC-15/70. *Girls' High School, Kathmandu.* The proposed plans and budgets for 1971 were presented by the Education Secretary. It was emphasised that Miss Margaret McCombe should be appointed as Headmistress with full authority, even though her appointment is regarded as temporary. The possibility of raising the fees was discussed.

It was RESOLVED to recommend to the Execu-

tive Committee that the proposed plans and budgets for 1971 be accepted.

AC-16/70. *Bhatgaon Hospital.* The proposed plans and budgets for 1971 were presented by the Acting Medical Director, Dr. P. Yoder. Accommodation budgeted for in the capital budget last year for doctor, business manager and nurses has been dropped from that budget as a nearby Nepali house will be rented instead

It was RESOLVED to recommend to the Executive Committee the adoption of the proposed plans and budgets for 1971.

AC-17/70. *Agricultural Program.* At the present time the UMN holds no permission from HMG to do any agriculture work in the coming year, and so no plans or budgets have been drawn up.

AC-18/70. *Okhaldhunga.* The proposed plans and budgets for 1971 were presented by the Executive Secretary. It was RESOLVED to recommend to the Executive Committee that:

a) Section I c) v) of the Plans be altered to read:

“Our book-keeper , Mrs. Paterson, will be leaving in September 1970. We would like to get assistance from the Treasurer’s office in arranging our book-keeping system. The formal book-keeping is a job most people don’t want here....”

b) The proposed plans and budgets for 1971 be accepted, with the above amendment.

AC-19/70. *Treasurer’s Consolidated Budget.* It was RESOLVED to recommend to the Executive Committee that the proposed Treasurer’s Consolidated General Recurring Budget be adopted, with changes in Payments to confirm with above recommended changes in Project budgets, and alteration of the year-end balance figure in accordance with the instructions of FC (1)-3/70 j.

OTHER MATTERS RELATED TO WORK

AC-20/70. *Language School.* The matter of an enlarged and improved Language and Orientation School, possibly to be regarded as a separate 'Special Project', was discussed.

It was RESOLVED to recommend to the Executive Committee :

- a) That consideration be given to the adding of a Language Specialist to the HQ personnel needs;
- b) That attention be called to the fact that there is a Language Committee and the need for strengthening this Committee;
- c) That we should look into the possibilities of setting up a language laboratory, and of maybe cooperating with SIL and with others who have the same type of problems;
- d) That we consider building up a language course in tribal languages and for teaching English to our UMN employees who could benefit from it;
- e) If desirable, an item be presented to the Finance Committee to be added to the HQ capital budget for any needed equipment for this work;
- f) That the language specialist could be a Board Appointee, or a direct appointee volunteer from any other group.

AC-21/70. *Regional Development Program.* A 26-page document written and presented by Mr. O. Hoftun outlined a preliminary proposal for "UMN participation in HMG Regional Development Programs," particularly in the Bhairawa-Mustang region. This was read and given full consideration and discussion. It was recognised that this would be demanding work and could develop into a large undertaking, and could also present opportunities for UMN personnel to give assistance.

It was RESOLVED to recommend that:

- a) The Committee looks with favour on this matter of UMN being involved in the Regional Development Program in the Bhairawa-Mustang axis.
- b) An appointed committee of five people be requested to go into the details of this proposed Regional Development Plan, and make recommendations to the Executive Committee on it, dealing with such items as the basic principles and involvements and commitments in the first instance so far as the Mission is concerned. The committee appointed is: Mr. O. Hoftun, Mr. F. Sauer, Mr. J. Lindell, Rev. F. Wilcox, Mr. S. Ruohoniemi.
- c) The Executive Secretary be requested to ascertain the interest of HMG in this type of cooperative assistance, to get their suggestions.
- d) A vote of thanks to Mr. Hoftun for all the work put into the writing up of this document be recorded.

AC-22/70. *Request for secondment of Thoracic Surgeon.* A request from the Nepal Tuberculosis Association to the United Mission to second a thoracic surgeon to work in a special unit of their new Chest Hospital in Kathmandu was considered. After discussion it was RESOLVED to recommend to the Executive Committee:

- a) That we not accept this post for secondment. We recognise that there is a great need for this type of service in the country, but we do not want to associate with the principle of developing a thoracic surgery unit in a small hospital of 20 beds; rather we feel that, because of the need for professional and ancillary facilities, a unit such as this should be associated with a larger general hospital.
- b) That to the Nepal Tuberculosis Association we regretfully say that we are not able to offer this kind of assistance, but we would like to be able to offer other assistance, and if the NTA thinks well

of it they could discuss this with Dr. Iwamura representing the UMN.

AC-23/70. Request for secondment of teacher for Danrajheri. A request has been made by the panchayat of Danrajheri, East Palpa, to the United Mission to supply a teacher for the local school, at the centre from which medical outreach work is already being carried on. After discussion it was RESOLVED to recommend this post for approval to the Executive Committee, subject to receiving agreement from HMG for doing this type of work.

AC-24/70. Relationship of Building Department to Projects where they may undertake work. It was RESOLVED that a committee of four people- Mr. H. Barclay, Mr. T. Valvik, Dr. P. Yoder and Mr. A. Voreland - be asked to meet and bring a recommendation to this Committee concerning the desired relationships between the Building Department and projects where they may undertake work.

The recommendation later presented by this committee on suggested guidelines was as follows:

a) *Priorities of work and placement of workers of the Building Department.* Priority of building work across the Mission should be decided by consultation of the Executive Secretary with the Area Superintendents or Project Directors needing help, and with the Building Department.

b) *Placement of workers of the Building Department.* The placement of Board Appointees assigned to the Building Department, as in all other UMN personnel assignments, should be the responsibility of the Executive Secretary, who will consult with the Administrative Committee and the head of the Building Department.

- c) *Responsibility.* When a building project is being undertaken, both the work and the workers of the Building Department in that particular project shall finally be the responsibility of the Project Director concerned.
- d) *Authority.* The Project Director, as a member of the Building Committee, shall know, represent and be responsible for the decisions of the Building Committee being carried out.
- e) *Facilities.* The Project will arrange the necessary facilities: financial, living and other such necessary matters which will allow the Building Department to fulfil the work in that Project.

After discussion it was RESOLVED that the recommendation be made to the Executive Committee to adopt the above guidelines on this matter, but that since it has not been possible to give sufficient attention to this subject during this Administrative Committee Meeting, the Committee would entertain modifications of this by the Building Department or Projects.

AC-25/70. *Ophthalmology work.* Dr. J. Moody, Director of Kathmandu Valley District Clinics, has specialised in ophthalmology, and there was discussion on the possibility of his being able to do this type of work through a program of visiting hospitals, health centres, etc. across the country, inside and outside the UMN.

It was RESOLVED to recommend that:

- a) Dr. Moody be asked to write up the program which he had outlined verbally at this meeting, including the possible financial cost or a method of making the work self-financing, and to present this to the Medical Conference for consideration as one item on its agenda;

b) It then be taken up by Dr. Iwamura with HMG to see if we could get permission for this type of work, with the idea that if this is approved by them and by our Executive Committee, it could be a new piece of work undertaken by the UMN.

AC-26/70. Pharmacy Departments. A paper concerning the future of pharmacy departments in the UMN, and the possibility of setting up a training course for pharmacy technicians, was considered and discussed.

After discussion it was RESOLVED to recommend that this subject be referred to the projects to see if there is any real need for it, asking them to send their reactions to Shanta Bhawan so that the possible scope for these suggestions may be assessed.

AC-27/70. Inter-Project programs. It was recommended that some time be given in future Administrative Committee Meetings to the discussion of inter-project co-operation programs, such as the above mentioned ophthalmology program, the central drug store, the pharmacy training program, a joint nursing school, etc.

AC-29/70. Education Conference. In consideration of the need for further study of facts, needs and policies related to UMN work in education, it was RESOLVED to recommend to the Executive Committee that it call an Education Conference, to be prepared by the Education Secretary with assistance as he may co-opt, giving the terms of reference of the Conference, requiring background study of facts in the school system in Nepal, and for the purpose of particularly studying UMN school work and what policies we should follow in the future with regard to involvement with staff, money and management, and bring

its findings and recommendations to concerned projects during the 1971 planning process.

AC-30/70. *Medical Conference.* It was noted that this Conference has been delayed until a date in November, after the Administrative Committee and the Executive Committee meetings. Mr. Ruohoniemi was asked to circulate a letter on behalf of the Medical Conference Committee definitely inviting delegates from the medical projects to attend this conference.

AC-31/70. *Private use of Mission vehicles.* Further to Minute AC-26/69, it is recommended that "personal" use of Mission-owned vehicles includes residence-to-work-and-return transportation.

AC-32/70. *Presentation of Budgets.* It was RESOLVED to recommend that a sixth column be added to the present five requested in the presentation of budgets; this to appear as the first column of the six, showing the actuals for the previous year.

AC-33/70. *Amendments to the UMN Constitution.* The instruction of BD-20/70 was noted, though the draft amendments had not been prepared. It was RESOLVED to recommend that the Executive Secretary be allowed to co-opt such help as he requires from his Headquarters colleagues in preparing these amendments for presentation to the Executive Committee.

AC-34/70. *Pokhara School Board.* Further to the decision of EC-28/68, it was RESOLVED to recommend that the Gorkha Area Superintendent be replaced on the Pokhara School Board by the Education Secretary, and that provision be made:

- a) That the third member have a fixed term of service, and this election be carried out periodically by the Executive Committee;
- b) That authority be given to the Executive Secretary

to appoint an alternative for any member who is unable to attend a Board Meeting.

AC-35/70. Speaker for Workers' Conference. Suggestions were made for a possible speaker for the 1971 Workers' Conference, and two names were submitted: a) Arch-deacon John Reid, and b) Dr. Alan Cole.

AC-36/70. Building Committees. The Executive Secretary requested all project leaders to submit lists of their Building Committees for review at the Executive Committee Meeting in November.

The Meeting was closed with prayer.

APPENDIX B

Minutes of the UMN FINANCE COMMITTEE MEETING

Held at UMN Headquarters, Kathmandu, on 2nd November 1970.

Roll Call : All members were present :

Mr. G. Ruff (Chairman), Dr. R. Windsor, Mr. J. Lindell, Mr. S. Ruohoniemi, Mr. I. Stuart (Secretary), Mr. F. Wilcox (observer).

Rev. G. Ruff led in opening devotions.

FC(2)-1/70. *Minutes of last meeting.* The Minutes of the Finance Committee held on 31st. March, 1970 were confirmed.

FC(2)-2/70. *Budgets for 1971.* The Committee carefully considered the proposed budgets for 1971 as recommended by the Administrative Committee. It was RESOLVED to recommend to the Executive Committee the approval of these budgets with the alterations contained in the following Minutes.

FC(2)-3/70. *Headquarters.* Note was taken of the fact that the expenditure item for Executive Committee travel has been reduced. It is expected that Executive Committee members who attend the spring meeting of the Executive Committee and Board of Directors meeting immediately following will have their expenses paid by their own mission boards. (See EC(2)-27/70).

FC(2)-4/70. *Seconded Workers, Pokhara Tibetan Settlement.* It was recommended that Rs. 2,620. be given to the general recurring budget of this 'Special Project' for 1971 from the UMN Treasurer.

FC(2)-5/70. *Butwal Technical Institute.* It was recommended that the recurring budget grant be reduced by Rs.

6,800, and that the item for furniture under capita budget be deleted. This is recommended because the expenditures proposed in 1971 for the Simmonds family will not now be required.

FC(2)-6/70. *Amp Pipal Hospital, Gorkha Project.*

- a) It was recommended that the recurring budget grant from the UMN Treasurer be reduced by Rs. 7,250.
- b) It was recommended that the hospital should work towards being self-supporting by the end of 1973, and in this connection that the grant from the UMN Treasurer be reduced by Rs. 10,000 each year for the coming three years.
- c) It was recommended that the Amp Pipal Hospital administration should consult with the Tansen Hospital administration for help and advice regarding scales of fees and charges, and also regarding methods of collecting charges.

FC(2)-7/70. *Shanta Bhawan Hospital.*

- a) It was recommended that the following grants be made to the Hospital from UMN Reserve Fund in 1970:

Rs. 21,400, due for back tax with rent.

Rs. 28,100, for rents paid and due in 1970.

Rs. 3,000, for public health work in 1970.

- b) It was recommended further that an additional grant of Rs. 48,300, as requested for the General Recurring Budget for 1971, be granted. This is for added rents (Rs. 36,300) and for new Community Health Program (Rs. 12,000).

- c) It was recommended that the Executive Committee intimate to the Hospital Board that no further additional grants will be considered during 1971.

FC(2)-8/70. *District Clinics.*

- a) It was recommended that the UMN Treasurer's

grant to the recurring budget for 1971 be held at Rs. 80,000.

b) It was recommended that the Executive Committee appoint a committee to plan a program to operate District Clinics within this reduced budget; and that the program be so planned that the curative side of the work be self-supporting and that the UMN grant be applied toward the public health side of the work.

FC(2)-9/70. *Girls' High School.* It was recommended that the Executive Committee approve the increased asking from the Treasurer for 1971, but consider that a school such as this should require very little subsidy from the Treasurer, and recommend that the Education Conference and the Executive Committee work out the method for making the school more self-supporting from fees.

FC(2)-10/70. *Bhatgaon Hospital.* It was recommended that the sum of Rs. 32,325 for a staff house be added to the capital budget.

FC(2)-11/70. *Regional Development Program and ITID.* It was recommended that Rs. 10,000 be granted from the Treasurer for the 1971 Recurring Budget of this Program.

FC(2)-12/70. *Treasurer's Consolidated Budget.* It was recommended to approve the Treasurer's Consolidated Budget incorporating the changes listed in above Minutes 3 to 11, and to alter the income statement to include work grants given in connection with new workers accepted at this time by the Executive Committee.

FC(2)-13/70. *Personnel Contributed Services.* It was recommended that all projects carefully calculate the value of 'Personnel contributed services' each year, and work these into their proposed budgets at the appropriate place, and according to earlier instructions

FC(2)-14/70. *Grants from Undesignated Funds.* It was recommended that the following grants be made to projects from undesignated and special designated capital funds in hand:

a) *To Gorkha Project* (Note changes in this list in EC(2)-16/70, e):

Toilet/bathroom for old building, A.P.	2,625.
Painting roofs	1,140.
Guesthouse furniture	2,625.
Staff furniture	6,300.
Telephone extension	2,100.
Office safe	1,500.
Toilet/bathroom in meeting room house	1,970.
Renovation of old dispensary	1,260.
Toilet/bathroom in house at Amp Pipal school	1,325.
Renovation of small knoll house/business office and store	1,945.
Amp Pipal School roof replacement	1,950.
	<u>24,740.</u>

b) *To District Clinics:*

Completion of Chapagaon Clinic	12,000.
Adding machine	1,575.
	<u>13,575.</u>

c) *Girls' High School.*

i) School: Furniture for Headmistress	1,600.
Furniture for 6 hostel rooms	1,300.
Furniture for new hostel	1,600.
Duplicator	3,150.
Accounting system	1,600.
	<u>10,850.</u>

ii) New Building Program: West wing (part)	16,600.
Auditor's fees	4,000.
	<u>20,600.</u>

a) *To Bhatgaon Hospital:*

Cash register	2,100.
Staff furniture	10,500.
Buzzer for dera	175.
Fire extinguishers	700.
	<u>13,475.</u>

e) *To Headquarters:*

New office rooms in upper storey	20,000.
Typewriters	4,000.
Office furniture	3,000
Furniture for staff house	6,000..
	<u>33,000.</u>

f) *From Special designated Public Health Funds:*

Gorkha Capital	1,500.
Tansen Capital, for village outreach work	23,000.

FC(2)-15/70. *Items from Shanta Bhawan Board.*

a) It was recommended that the following items be referred to the Administrative Committee for consideration:

MB-22/70 Medical Insurance.

MB-30/70 Annual Leave.

MB-51/70 Medical Insurance.

MB-50/70 Revolving Loan Fund.

b) It was recommended that the rules of the Provident Fund should not be changed to allow members to sign over their share as security for loans received from the revolving loan fund.

c) MB-53/70: New Salary Scales. The following new salary scales are recommended:

Laboratory helper 90-2.70x5-EB-2.70x5-117.

Senior dental assistant 220-6.60x5-EB-6.60x5-286.

Dental laboratory

technician 260- 7.80x5-EB- 7.80x5-338,
Senior dental laboratory

technician 330- 9.90x5-EB 9.90x5-429.

Driver-cum-guide 170- 5.10x5-EB- 5.10x5-221.

FC(2)-16/70. *Gorkha Project Accounts.* It was recommended that the instructions given to the Executive Secretary and Treasurer be carried out in consultation with the persons concerned.

FC(2)-17/70. *Workers' Compensation Insurance.* It was recommended that the advisability of projects carrying workers' compensation insurance be referred to the Technical Workers' Conference, and then the Administrative Committee, for consideration and recommendation.

FC(2)-18/70. *Special Allowance.* It was recommended that the question of an increase in the special allowance be referred to the Administrative Committee for consideration.

FC(2)-19/70. *Personal Accounts in UMN accounting.* It was recommended that a sub-committee of Mr. F. Wilcox (convenor), Mr. S. Rouhoniemi, and Mr. I. Stuart draft rules on this matter for the next Finance committee.

APPENDIX C

UMN Headquarters

PLANS AND BUDGETS FOR 1971

Work. The UMN Constitution, together with certain Board actions, define in 20-30 items the work assignment given to certain administrative officers of the Mission. These persons carry out their assignments by organizing themselves to work together in the 'Headquarters Project'. The H.Q. Staff plans to continue to carryout its work as assigned with the following personnel, physical facilities and budgets.

Personnel. It is planned that the following posts will be filled by Board Appointees, or otherwise as indicated, who are assigned to work on the H. Q. staff:

Executive Secretary

Assistant to the Executive Secretary (which includes work as Chaplain and Personnel Secretary)

Treasurer

Supply Officer (local employee)

Home Housekeeper

Office Secretary

Qualified Auditor (post to be filled).

Education Secretary

Health Services Secretary (post to be filled)

Technical Secretary (post to be filled)

Kathmandu Area Superintendent

Language Supervisor (fulltime).

A volunteer office secretary, as a direct appointee, may be received during the year, hopefully for a 2-year term. Eight local persons are employed on salary.

Physical Facilities.

1. *Housing.* We will continue to rent houses or flats for HQ staff as currently needed, which are 8 in number, one of which is sub-let to the Children's Hostel. This includes

the building next to the Mission Home which will house the Executive Secretary and provide an added small family unit, and is called Annex I.

In addition we propose to add a rented house in the Thapathali area as Annex II, to be used for overflow persons who otherwise would find accommodation in the Mission Home, and when available it could be rented by our people for vacation period. These Annexes will be managed by the HQ Housekeeper. We are budgeting to get half of Annex II rent from HQ and half from vacation-renters; this is a guess as we have never done this kind of thing before. This is an attempt to meet the need for accommodation by our people who come into Kathmandu for various reasons.

2. HQ property. We continue to plan to purchase HQ property (since 1966), and to carry forward last year's permission to use rent money toward the purchase until such time as designated capital funds complete the purchase price.
3. Vehicles. We plan to continue to use the present two vehicles for the Supply Department work and for staff duty use. We plan to add one new motorcycle for staff use. We approve of the policy of staff having private vehicles and collecting charges for duty use. We will increase the charge on the use of HQ vehicles from Rs. 1.25 to 1.75 per mile, and hold .25 pice per mile to build up a vehicle replacement fund.
4. New building work. In order to give work facilities to increasing staff, we plan to construct an upper storey on the packing shed to be used for three offices and space for storage of old files. We plan to build a laundry building and an incinerator to serve the Home and Annex. We plan to improve the walkway from the Home to the driveway.
5. Furniture and equipment. We need to add furniture and equipment to the new office rooms as follows: 2 desks, 4 chairs, 1 steel filing cabinet, 2 cupboards, 1 large rack

for old files, 2 typewriters, guest chairs, minor items.

We need and plan to put household furniture in (1) the added staff family dwelling, and (2) Annex II which we propose to rent.

Related Functions. It should be noted that whereas in the past certain works of the Mission have been administratively attached to Headquarters and written into these 'Plans' at this place, they are now presented in a separate and new category called, 'Special Projects'.

APPROVED GENERAL RECURRING BUDGET FOR 1971

	Approved Budget 1970	Actuals for 8 mths.	Estima- ted for 12 months.	Approved Budget 1971	Inc/Dec. cover 1970
<hr/>					
Receipts:					
UMN Treasurer	111,275.	106,981.	111,275.	114,850.	+ 3,575.
Vehicle operation					
refunds	7,000.	4,332.	7,000.	8,000.	+ 1,000.
Miscellaneous	300.	865.	865.	800.	+ 500.
Personnel Contributed Services	59,520.	39,680.	59,520.	59,520.	—
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	178,095.	151,858.	178,660.	183,170.	+ 5,075.
<hr/>					
Payments:					
Rent and utilities	40,000.	21,028.	30,000.	33,400.	— 6,600.
Salaries	22,800.	20,412.	28,000.	28,000.	+ 5,200.
Postages, printing and office supplies	12,000.	10,932.	15,000.	15,000.	+ 3,000.
Duty Travel	10,000.	9,526.	13,000.	10,000.	—
Executive Comm. travel (November meeting)	3,000.	2,897.	3,500.	2,000.	— 1,000.
Publicity	1,500.	493.	600.	1,500.	—
Agent office	400.	193.	300.	300.	— 100.

Legal Advisor's fees	600.	—	600.	1,000.	+	400.
Audit expenses	2,000.	1,500.	1,500.	2,000.	—	
Workers' Conference	4,000.	4,232.	4,232.	4,500.	+	500.
Vehicle transport	12,000.	11,203.	14,000.	14,000.	+	2,000.
Maintenance	4,000.	4,007.	4,500.	4,500.	+	500.
Staff travel	4,000.	3,080.	4,000.	5,000.	+	1,000.
Guest house	100.	58.	100.	100.	—	
NCC subscription	675.	2,025.	2,025.	1,350.	+	675.
Miscellaneous	1,000.	2,652.	3,000.	1,000.	—	
Hospital room	500.	81.	81.	—	—	500.
Personnel Contributed Services	59,520.	39,680.	59,520.	59,520.	—	
	178,095.	133,999.	183,958.	183,170.	+	5,075.

PROPOSED CAPITAL BUDGET FOR 1971

Requests carried forward from 1970:

Purchase of land and existing buildings	341,250.
Laundry and incinerator	13,000.
One motor cycle	4,000.

New requests:

Office furniture	3,000.
Two typewriters	4,000.
Furniture for staff house	6,000.
Furniture for rented Annex II	6,000.
New office rooms above packing shed	20,000.
Improvements to HQ house walkway	500.

397,750.

APPENDIX D

UMN 'Special' Projects.

In recent years several 'works' of the Mission have developed which generally were organizationally related to Headquarters. Their Plans and Budgets and Annual Reports appeared with those of Headquarters. As we have moved along we have felt that their position in the Mission needs some change. We propose that this be studied and defined by the UMN Board. We propose that which we are following here, namely to present the proposed Plans and Budgets of these 'works' of the Mission together under 'Special' Projects, and that they relate administratively within the Mission as follows:

- I. Padma Sadan, to the Education Secretary.
- II. UMN Building Department, to the Executive Secretary.
- III. Children's Hostel, to the Hostel Committee.
- IV. Seconded workers, to an appropriate functional secretary or area superintendent, or project director.
- V. Service Scholarship Committee, to the Education Secretary.
- VI. Communications Committee, to the Education Secretary.

I. Padma Sadan.

APPROVED PLANS AND BUDGETS FOR 1971

Padma Sadan is the residence of Mr. and Mrs. Paul Spivey and family, and Miss Norma Kehrberg. Mr. Spivey is the pharmacist at Shanta Bhawan Hospital, and Miss Kehrberg has been seconded by the United Mission to teach English at the Padma Kanya College in Bagh Bazar. The residents of this house will continue to make their home available for encouraging cultural interests among Nepali College students, through good reading and study material, through concerts, lectures, movies and programs, and through relaxation and recreation.

Personnel: Mr. and Mrs. Spivey will continue to have their residence here while Paul continues his work at Shanta Bhawan. Miss Norma Kehrberg, teaching at the College next door, will be here through June 1971 when she plans to go on

furlough. We hope to have someone to replace her in the English teaching at Padma Kanya College, and to make her residence here. Therefore we are in need of an English teacher. We are hoping to invite a Nepali couple to join us in living here in Padma Sadan, working together as a team in keeping with the purposes and plans of Padma Sadan. They would live here and rent a flat in Padma Sadan.

APPROVED GENERAL RECURRING BUDGET FOR 1971

	Approv- ed Bud- get 1970	Actuals for 8 months	Estimate for 12 months	Approv- ed Bud- get 1971	Inc/Dec over 1970
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Receipts:

UMN Treasurer	19,050.	10,000.	19,050.	18,750.	- 300.
Shanta Bhawan rent	6,000.	4,000.	6,000.	6,000.	-
Other rent				600.	+ 600.
				25,050.	+ 300.

Payments:

Rent	21,000.	14,000.	21,000.	21,000.	-
Maintenance	500.	95.	300.	500.	-
Electricity	1,000.	121.	350.	750.	- 250.
Chaukidhar	1,200.	465.	850.	1,200.	-
Films and programs	500.	213.	500.	1,000.	+ 500.
Magazines	300.	42.	100.	500.	+ 200.
Visitors' toilet	550.	-	550.	-	- 550.
Miscellaneous	-	-	-	400.	+ 400.
				25,050.	+ 300.

Note: The actual figures are based on a 5 months' operating basis although rent is for 8 months.

APPROVED CAPITAL BUDGET FOR 1971

Items carried forward from 1970:

Books	1,000.
Film Projector	5,000.
Record Player	1,500.
Slide Projector	500.
Tape Recorder	2,000.
Guest furniture	503.
Lounge and study furniture	1,000.
	11,503.

II. UMN Building Department

PLANS AND BUDGETS FOR 1971

The purpose of the UMN Building Department is to provide the means for undertaking building design and construction management as requested throughout the Mission insofar as possible. A second aim is to provide training in good technique and methods. Over the past four years the Department has been growing and has undertaken numerous jobs in advice, drafting, and actual construction.

From the beginning it has been the practice for the UMN budget to pay the house rent for staff resident in Kathmandu but to ask projects to house Department staff who go to other places to engage in construction jobs. Also, from the beginning it has been the practice for the Department to meet its working expenses at the Office by making 'charges' to those it serves. This charge has been Rs. 3/- per hour for engineer and draftsman time on UMN jobs, while more may be charged on outside jobs. In this way the central office rent, salaries and other expenses are met apart from UMN budget. It is proposed that the above financial practices continue.

The Department plans to continue in the new year with its work of advice, drafting and construction management. It will continue in the very large job it has contracted to undertake for the Pokhara Boys' School of planning and constructing its campus

of buildings. This will require continuing to place foreign staff on the site. The Department looks forward to the addition of two new engineers in 1971. Mr. Martyn Thomas will be Head of the Building Department and will work from the Kathmandu Office. Mr. Delos McCauley will be Site Engineer in Pokhara. The Mowlls will be going on furlough in early 1971. The Buckners (working on the Pokhara job) will be going on furlough in 1972, and approval is requested to start looking for a furlough replacement now.

The Department plans for the following UMN Board Appointees to be appointed to its staff for 1971:

Engineer in Kathmandu office	(Present)
Draftsman in Kathmandu office	(Present)
Site Engineer at Pokhara	(Present)
Assistant Builder at Pokhara	(Present)
Business Manager at Pokhara from December 1970	
	(Needed)

PAX men or equivalent for building in the Mission
(4 if possible).

APPROVED GENERAL RECURRING BUDGET FOR 1971

	Approv- ed Bud- get 1970	Actuals for 8 months	Estimate for 12 months	Approv- ed Bud- get 1971	Inc/Dec over get 1971	1970
Receipts:						
UMN Treasurer	—	—	—	6,300.	+ 6,300.	
Charges	18,000.	8,494.	13,000.	13,500.	- 4,500.	
Personnel Contributed Services	20,000.	13,666.	20,000.	20,000.	—	
	38,000.	22,160.	33,000.	39,800.	+ 1,800.	
Payments:						
Salaries	7,500.	3,021.	5,000.	7,000.	- 500.	
Office rent	1,500.	1,000.	1,500.	1,500.	—	

Rent of staff quarters	—	1,342.	2,200.	6,300.	+ 6,300.
Stationery and printing	1,500.	880.	1,400.	1,500.	—
Local travel	2,000.	395.	800.	2,000.	—
Travel outside Valley	1,000.	263.	650.	1,000.	—
Repairs and maintenance	500.	404.	500.	500.	—
Personnel Contri- buted Services	20,000.	13,666.	20,000.	20,000.	—
	34,000.	20,971.	32,050.	39,800.	+ 5,800.

APPROVED CAPITAL BUDGET FOR 1971

Concrete testing cone and molds	500.
Office furniture	700.
Staff furniture	3,800.
Quickset level, tripod and staff	2,400.
	7,400.

III. UMN Children's Hostel

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 apart from UMN money.

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, John and Marion Cook. The Hostel has room to accommodate more children. It currently has about 8-10 children, but can hold up to 18. At present the children are attending St. Mary's School and the British

Primary School. The Hostel vehicle transports these children and other UMN children to and from school.

The Hostel needs capital funds to purchase a good vehicle, and also for additional furniture, furnishings and equipment. It seeks such money from UMN member missions, other agencies and friends.

The running costs of the Hostel are financed by funds from parents, from UMN member bodies, and from friends. Its recurring budget is divided into two parts:

- 1) *The Food and Services Fee*, charged to parents, meets such expenses as food, electricity, heating, servants, etc. It averages about Rs. 200 per child per month.
- 2) *The Residential Overhead Charge* meets the cost of rent, telephone, maintenance, etc. This currently averages Rs. 100 per child per month. It is made up of grants from UMN member missions, other agencies and friends.

IV. Seconded Workers.

It is the approved policy of the UMN "to contribute assistance of different kinds, with differing types of relations, to Government programs or to other Nepali organisations or agencies". (Policy Guidelines, V. C.). The UMN Executive Committee has given some decisions to guide in this kind of work and has instructed that further study and fuller guidelines are to be made. See: EC-54/68; AC(1)-15/68; EC(3)-21/69; EC(1)-59/70.

Several possibilities and certain requests for this kind of seconded workers are in hand and under consideration. It seems that there is considerable possibility for increased growth along this line in the future. At present we have the following persons in seconded positions, and we plan that they shall continue thus into 1971. They are:

- 1) *Miss Norma Kehrberg*, teacher in the Padma Kanya College, Kathmandu. Miss Kehrberg lives in Padma Sadan home and shares in its activities. See its Plans and Budgets under Section I. She is due for furlough in June 1971, and a furlough relief would be desirable.

2) *Mr. and Mrs. Asbjorn Holm* are working in agricultural development in the Tibetan village south of Pokhara under the United Nations High Commissioner's Office for Refugees and the Nepal Red Cross. The terms of the relationship in this work are still being worked out. The Red Cross pays Mr. Holm Rs. 300 per month to cover his housing costs, and gives him a grant to use in his work. The UNO Commissioner has requested that UMN second a second person to this kind of work, to be assigned to another Tibetan settlement. It is proposed that UMN approves of doing so and seeks such a worker. The budget for Mr. Holm and for the new man are as follows.

Approved Recurring Budget for 1971 for Mr. A. Holm

Mail Service and communication	Rs. 120.
Miscellaneous	500.
	<u>620.</u>

Approved Capital Budget for 1971 for Mr. A. Holm

Agricultural Equipment (hand harrow, etc.)	
for experimental demonstration	2,500.
Slide Projector	900.
	<u>3400.</u>

Approved Recurring Budget for the new man for half year 1971

Mail Service and communication	2000.
Miscellaneous	

It is understood that UMN may have to advance up to Rs. 5,000 as a loan for the new workers to get started on renting and remodelling a house, which would be recovered later by the Red Cross grant of Rs. 300 per month for housing needs.

Approved Capital Budget for 1971 for new man

Minimum furniture for dwelling	<u>2,000.</u>
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V. Service Scholarship Program

This program of scholarship assistance was established by the UMN Board in 1966 and enlarged by the Board in 1970. The Board appoints the Committee and gives to it the assignment and rules for carrying out the program. Within the Mission administrative structure the Committee relates directly to the Executive Secretary. The scholarship assistance for educational training is available, within certain rules, to employees of UMN who are recommended for specific training, and to persons not currently employed by UMN but who may be employed after training.

At present there are 10 members on the Committee. Miss D. Friederici is serving as Chairman and also as Secretary-Treasurer for doing the work. There are about 20 students receiving scholarship assistance, and during the year approximately Rs.57,000 is being expended. In addition the Committee manages the Sherpa Scholarship Fund which is currently assisting six students, and in the past four years has spent about Rs. 45,000. The volume of business is such that the Committee has been meeting monthly. Beside the business conducted by the Committee, there is considerable work which has to be done in processing applications, personal contact with the students and keeping track of their work, raising money, keeping accounts, keeping the files, correspondence, and carrying out decisions and instructions of the Committee. Miss Friederici is doing this work at present. At its last meeting the Committee considered how more working help could be applied to this Program. It may be that the Mission may need to consider appointing a person to this program who can give more time to it.

It is the purpose of the Committee to continue in 1971 with carrying out its assignment given to it by the Board within its terms of reference. It expects growth in the whole program in keeping with trends in the Mission.

VI. Communications Committee.

The former Literature Committee functioned for many years. This year it changed its name to the Communications Committee. Its origin is in the UMN Constitution's assignment to the Executive Secretary to be responsible for literature matters under

taken by the Mission. To implement work in this area, the Executive Secretary calls on the Workers Conference annually to appoint a Committee to carry it. There are currently seven members on this Committee, and it meets about every second or third month. Mr. John Cook is Chairman.

This Committee deals with a number of subjects and undertakes work related to them, such as: Literature, tapes, radio programs. The Mission does not budget money for work within the sphere of this Committee, but it does receive designated money for purposes which this Committee can use. The Committee handles business, while its Chairman undertakes the considerable work approved or instructed by the Committee. It is the purpose of the Committee to carry on its work in the coming year as it has in the past.

APPENDIX E

UMN Mission-wide Public Health Programme PLANS AND BUDGETS FOR 1971

I. Work within UMN.

An Advisory Team for mission-wide public health work could be set up to assist all UMN stations to organise, instruct and assist their public health functions and their outreach work. The public health work of the UMN is simple preventive medicine, including health education and the eradication or control of special diseases on a cooperative base with H.M.G. at present. The public health projects of HMG are concerned mainly with malaria eradication, smallpox eradication, family planning, and T.B. and leprosy control. HMG is ready to provide medicines, materials and equipment if UMN can work within the frame of WHO procedures and avoid area overlapping with HMG teams.

In the coming year, infant inoculation and health teaching should be emphasised at all UMN medical stations in their outreach work, and where possible T.B.-leprosy control should be started. The Mission-wide public health team shall work together with outreach teams in the following places:

- a) *Shanta Bhawan Hospital.* We plan to start a TB control programme by home visitation to cover ward Nos. 1, 2 and 3 of Lalitpur town Panchayat on a cooperative basis with HMG; also inoculation and health teaching at the well-baby centre which is going to be established by the local voluntary organisation.
- b) *Kathmandu Valley District Clinics.* We plan to start health teaching, infant inoculation and T. B. case-finding at Chapagaon in cooperation with the local Panchayat.
- c) *Bhatgaon Hospital.* We plan to start health teaching and a demonstration programme, mainly related to

sanitation, in cooperation with the village Panchayats, and to continue the infant inoculation programme.

- d) *Gorkha Hospital.* We plan to start the North Gorkha visiting clinic, where infant inoculation and health teaching should be emphasized, and to continue the school hygiene classes at UMN District Schools, as well as a BCG campaign.
- e) *Okhaldhunga Dispensary.* Here we plan to continue the tuberculin survey, BCG campaign, and Village Health Workers' Training which were started by Dr. Woodman in 1969.
- f) *Tansen Hospital.* We plan to start TB control programmes by home visitation in Tansen city and East Palpa, and the Sunauli-Pokhara road mobile unit mainly for TB control combined with general clinics in cooperation with the HMG programme. The village health workers' training will be continued in cooperation with the Palpa District Panchayat.

II. Cooperation Programs.

- a) *HMG Public Health Stations.* Another activity of the Mission-wide public health team is to visit HMG medical stations, and to work with HMG medical teams to assist in their public health programmes. The request of the former Director of HMG Health Department was, "Please visit our workers and inspire them by your missionary spirit." In the coming year the Mission - wide Public Health team shall visit the HMG hospitals at Jumla and Siligari-Doti in West Nepal for the purpose of making a survey of disease patterns, mainly of T. B. and leprosy, so that a proper HMG health programme can be set up there. This is by request of HMG and a joint programme with the Shining Hospital in Pokhara. We will work with HMG people for one month in each year in this cooperative programme.
- b) *Pokhara.* Another joint programme with the Shining Hospital is a TB-Leprosy survey in the Baglung area.

This is just a two week trip. We will work with HMG people on this survey also.

c) *Hitaura.* A similar TB-leprosy survey will be made in the Hitaura area by a joint team formed of HMG, Anandabhan and UMN workers. This will also take two weeks to complete.

III. Personnel. The UMN Mission-wide public health team should consist of:

A) Advisory team:

2 Public health doctors. Dr. Iwamura, already here.
1 expected early 1971.

2 Public health nurses: 1 qualified Board Appointee public health nurse: needed.

1 junior public health nurse, who need not be a trained public health nurse, but should be a qualified nurse (national), as a counterpart and future senior public health nurse: needed.

2 Public health assistants: 1 qualified national public health assistant: already here.

1 experienced clerk (national) as a counterpart and future public health administrative officer: needed.

B) Outreach Personnel:

Board Appointed nurses: One in Tansen, one in Gorkha one in Bhatgaon, and one in Okhaldhunga, to be the main workers of the outreach work of the station, and to join with the above Public Health Team in the work of their respective stations. They need not necessarily be trained public health

nurses, and should be administratively under the Medical Director of each station. We have already got such nurses at Shanta Bhawan, District Clinics, and East Palpa.

3 Outreach doctors:

One each in Tansen, Gorkha and Okhaldhunga are needed and these also should be under the Medical Director of each station.

APPROVED GENERAL RECURRING BUDGET FOR 1971

	Approv- ed Bud- get 1970	Actuals for 8 months	Estimate for 12 months	Approv- ed Bud- get 1971	Inc/Dec. over 1970
Receipts:					
UMN Treasurer	11,000.	7,333.	11,000.	17,600.	+6,600.
Payments:					
Salaries-					
Senior p.h. asst.	3,600.	1,500.	2,250.	3,600.	—
Junior p.h. nurse	—	—	—	2,400.	+2,400.
Experienced clerk	—	—	—	3,600.	+3,600.
Equipment	3,000.	3,083.	4,626.	1,000.	- 2,000.
Educational material	1,400.	1,473.	2,210.	1,000.	- 400
Transportation	3,000.	2,875.	4,432.	6,000.	- 3,000.
	11,000.	8,931.	13,268.	17,600.	+6,600.

APPENDIX F UMN Tansen Area

PLANS AND BUDGETS FOR 1971

United Mission Hospital, Tansen is a general hospital serving a large, mainly rural community. It aims to give efficient and comprehensive medical care to all kinds of patients who come to the hospital. It also serves as a base hospital for a community health program extending all over Palpa district. It also serves, in a more limited way, much of West Nepal. Although the work of Tansen Area functions as a whole, for the sake of planning it is easier to make four divisions:

- I. The hospital, including T. B. and leprosy work.
- II. The Town Clinic: maternity and child welfare.
- III. The East Palpa program.
- IV. Palpa District public health program.

I. *The Hospital.*

The inpatient and out-patient load has increased over the years and accommodation and staff are always "at the stretch". This year the new extension has been opened and occupied. The rooms for the nurses' school on the ground floor have been in use for teaching trainees since May. The wards in the upper floor are now used for children, and 16 beds and cots are accommodated. There are offices for the Nursing Superintendent and Medical Director, and a verandah on which patients can exercise, dry-plasters, etc. The old children's ward is now converted into a maternity ward with 4 beds, and a delivery room is prepared opposite it. This brings our bed total up to 90.

Inspite of this, and the fact that much of our motor road has been destroyed by floods, we are still having to accommodate seriously ill patients in the corridors. There is no reason to think that this increase will cease. Communications will be improving steadily and there are indications that H. M. G. regard UMN Hospital, Tansen as the main medical centre for the area.

It is therefore time to proceed with the planning of further extension as anticipated in the 1970 plans. It should be pointed out, however, that all further extension is dependent on obtaining a better water supply. We have permission to bring water up from a spring below the hospital, and when funds are available for this, work will begin. This project was approved at the April meetings, 1970.

Further extension should probably include:

1. Space for 60 more beds (including 2 or 3 private), bringing the total to 150.
2. Three more doctors' consulting rooms, one of which should be suitable for testing eyes.
3. More outpatient waiting area.
4. X-ray department.
5. Physiotherapy department, housed in old X-ray room.
6. Clean minor operations room.
7. Distilling room.
8. Bacteriology lab.
9. Medicine store.
10. Medical records office.
11. Social Service and health teaching room.
12. Chapel and bookroom.
13. Artificial limb-making workshop.
14. General workshop and maintenance office.
15. Storage rooms.
16. Nursing school office.
17. Laundry.

This could be accomplished in stages, and would involve a certain amount of remodelling of the present buildings:

1. Tearing down the present 'kachha' buildings and the medicine store and workshop.
2. Perhaps remodelling the existing Leprosy and T. B. wards.
3. Demolishing the wall between the present 'Critical ward' and 'Chapel' and making this into one 'intensive care' unit.

In addition to the hospital building, a nurses home and at

least one more staff house should be built. Funds for the nurses home have been available for a year already, and detailed plans are being worked out. Work on this will begin before the end of 1970. We need to obtain funds for the additional staff house.

A resident builder will be necessary to undertake all these projects. He could perhaps also serve as the maintenance officer we have been asking for many years. A consultant hospital architect should be called in to design the hospital extension. We are unable at this time to make a realistic capital budget. We hope to be able to present details in the form of supplementary plans and budgets to the March meeting.

We do not anticipate that extending the hospital will make it any less self-supporting. So far our experience has been 'more patients, more money', although every year the amount given in charity increases.

This year we suffered a most unusual set-back because of the phenomenal rains and floods. Many patients were unable to get to the hospital, especially those needing surgery. Nevertheless we expect that numbers will increase greatly as soon as the rains are over, and the finances have balanced out.

The bed number has been fixed at 150 as being a realistic figure in view of continuing trends. It is hoped that it will be possible to keep it at that number by improving the public health and outreach services. But this is impossible to foretell with certainty.

Outreach work from the hospital will continue to develop, and in addition to the Humin and Pyersingh clinics we plan to have a 'mobile unit'. This was anticipated in the plans and budgets for 1968, and has now come as a definite (oral) request from HMG. They want us to run a mobile unit up and down the Sunauli-Pokhara road. This would involve a base somewhere in the Andhi Khola valley and 3-4 day visits in several centres (S. P. R. posts and government health centres), and the public health team would do T. B. prevention and case-finding. Another doctor should be added to the staff of the base hospital to make this possible. This would be in addition to the physician-internist needed in the hospital, and arriving in December 1970.

Rehabilitation. We plan to continue making limbs and appliances in the coming year. We now have a qualified and experienced limb fitter. Our physiotherapist is doing valuable work.

Nurses School. We have still not obtained recognition by HMG, but we intend to continue upgrading our training school. A Nepali instructor is needed.

As work increases the need for more nursing staff increases. At the moment we have only one fully trained Nepali nurse. All the rest are our own trained auxiliary nurses. It seems that we will have to continue to rely on those we train ourselves for some time, and this is reason enough for expanding the training. For the same reason we cannot contemplate reducing the number of foreign trained nurses at present. Sylvia Slade is due furlough in 1971 and a replacement will be needed for her. This could be a language student.

The Leprosy work will continue in 1971, with outpatients and inpatients always on the increase. The research will be in abeyance for the first half of 1971 while Dr. Pedley is on short furlough.

II. *The Town Clinic - Maternity and Child Welfare.*

This will continue to function in the coming year, giving ante-natal care and doing domiciliary midwifery. The child welfare work will emphasise the giving of triple vaccine, measles vaccine (if obtained), and health teaching.

III. *The East Palpa Program.*

Sisters Gwen Coventry and Marcella Hiller have been living and working in the Danrajheri area for most of the year. This district is a very neglected area about three days walk from Tansen. Our permission is for mobile work, and it is certainly very mobile! The 'practice' extends over five panchayats, containing 100 villages, with a population of about 15-20,000 people. These are scattered far and wide over the hills. It is estimated that about 800 people need treatment for T. B. The work consists of:

- 1) *Prevention.*
- a) Tuberculin testing, BCG, TB case finding. This should be completed in 100 villages in 1971.

- b) Health Education. Teaching in schools, encouraging the building of toilets and covered water tanks, etc.
- c) Village health workers training for the panchayats in East Palpa. There will be a two week training in January, one week in classroom, and one in the field. Dr. Iwamura will help with this.
- d) TABC inoculations in all 5 panchayats from May onwards.
- e) Leprosy survey to be undertaken by Dr. Pedley in October-November.
- f) Giving of triple antigen. There are approximately 4,000 children under the age of 6 years.
- g) Nurses training in community health. Trainees from hospital will go out by rotation for two months at a time.

2) *Curative.*

- a) Three weekly clinics in Tari, Buling, and Bojha.
- b) Emergency calls.
- c) Surgical camps - general surgery, eye surgery, vasectomy and family planning. These will be undertaken by doctors going out from the hospital.

3) *Literacy.* Literacy classes are conducted nightly.

The nurses are living in a house built mostly by the local people. The materials were all provided by a 'gift of labour' and the actual building was paid for by UMN. The house belongs to the local panchayat. Another house should be built as soon as possible.

So far the vast amount of work has been undertaken by two nurses walking long distances every day. As soon as possible a third nurse should be added. Elfriede Bernhardt is ready to do this as soon as Joy McConnell gets back from furlough. A Nepali public health assistant and a handyman should also be added to the staff.

It is anticipated that at least by 1971 work should be started in the area between East Palpa and Rampur. From here another

150 villages containing about 20,000 people could be covered. Two more public health orientated nurses would be needed for this, and another public health assistant.

A teacher is requested for the Danrajheri school.

It might be pointed out that when the East - West highway is completed, the East Palpa project will be only ten hours walking distance from the road. Another road may be built connecting the highway to Rampur, which would run right past our project. This will make our work much more accessible and open up the possibility of clinics all along the road.

IV. Palpa District public health.

This is undertaken in cooperation with the local panchayats and will continue to emphasise the following:

- 1) Village Health Workers training for West Palpa.
- 2) T. B. eradication in Tansen Bazar and twelve nearby villages. This consists of tuberculin testing, BCG, case finding by sputum test and home visitation.
- 3) TABC inoculation and control of epidemics. A public health nurse and a total of three public health assistants will be needed for this program in 1971. The third assistant is the one required for East Palpa.

Personnel.

The following is a summary of the total foreign staff complement needed for Tansen Area in 1971. It should be noted that at least one of the doctors would always be on furlough. One or more of the doctors could theoretically be replaced by a Nepali, but so far we have found it impossible to obtain one.

Doctors: 2 general doctors capable of doing surgery.

1 physician-internist.

1 leprosy doctor.

*1 doctor primarily for 'outreach work'.

Nurses: Hospital - 1 Nursing Superintendent

1 Nursing School instructor

2 ward supervisors

*1 OPD sister

1 anaesthetics, central supply
and theatre sister.

Town Clinic - 1 sister.

East Palpa - 3 sisters.

Tansen area - *1 public health nurse (could be a
direct appointee).

Others: *1 teacher for East Palpa.

1 physiotherapist.

1 Business manager.

*1 builder and maintenance officer.

*1 medical social worker.

*unfilled or needing replacement.

APPROVED GENERAL RECURRING BUDGET FOR 1971

	Approv ed Bud- get 1970	Actuals for 8 months	Estimate for 12 months	Approv- ed Bud- get 1971	Inc/dec over 1970
<hr/>					
<i>I. Area Administration.</i>					
Receipts:					
UMN Treasurer	3,000.	2,000.	3,000.	3,000.	—
Miscellaneous	—	631.	947.	—	—
	3,000.	2,631.	3,947.	3,000.	—
<hr/>					
Payments:					
Maintenance	1,000.	121.	1,000.	1,000.	—
Miscellaneous	2,000.	1,046.	2,379.	2,000.	—
	3,000.	1,167.	3,379.	3,000.	—
<hr/>					

II. Hospital.

Receipts:

Fees for medicines	175,000.	143,909.	215,864.	225,000.	+50,000.
Other fees	175,000.	135,148.	202,722.	220,000.	+45,000.
Miscellaneous	35,000.	16,765.	25,148.	20,000.	-15,000.

Leprosy Services	6,500.	4,334.	6,501.	7,000.	+500.
Personnel Contributed Services	61,740.	41,160.	61,740.	61,740.	—
<hr/>					
	453,240.	341,316.	511,975.	533,740.	+80,500.

Payments:

Salaries	150,000.	104,491.	156,737.	170,000.	+20,000.
Drugs	130,000.	99,840.	149,760.	165,000.	+35,000.
Medical & surgical supplies	55,000.	48,555.	72,833.	70,000.	+15,000.
Linen, bedding, uniform	9,000.	7,209.	10,812.	14,000.	+ 5,000.
Catering	4,000.	1,840.	2,760.	6,000.	+ 2,000.
Laundry & cleaning	5,000.	2,730.	4,094.	5,500.	+ 500.
Maintenance, equipment	4,200.	855.	1,281.	4,200.	—

Maintenance, build-

ings	2,000.	2,583.	3,873.	2,800.	+ 800.
Power, light heat	15,000.	11,161.	16,742.	18,000.	+3,000.
Administration	7,500.	3,686.	5,529.	7,500.	—
Miscellaneous	6,000.	1,076.	1,614.	1,000.	— 5,000.
Rent	—	—	—	4,000.	+4,000.
Vehicle use	3,800.	2,533.	3,800.	4,000.	+ 200.

Personnel Contr.

Services	61,740.	41,160.	61,740.	61,740.	—
<hr/>					
	453,240.	327,719.	491,575.	533,740.	+80,500.

III. Town Clinic.

Receipts:

	Approv- ed Bud- get 1970	Actuals for 8 months	Estimate for 12 months	Approv- ed Bud- get 1971	Inc/Dec. over 1970
UMN Treasurer	8,200.	5,467.	8,200.	8,000.	- 200.
Fees for medicines	5,000.	4,668.	7,002.	8,000.	+ 3,000.
Fees for deliveries	2,000.	1,870.	2,805.	2,900.	+ 900.
Miscellaneous	500.	—	500.	500.	—
Personnel Contributed Services	6,000.	4,000.	6,000.	6,000.	—
	21,700.	16,005.	24,507.	25,400.	+ 3,700.

Payments:

Salaries	6,000.	3,059.	4,589.	6,000.	—
Literature	500.	377.	566.	1,000.	+ 500.
Rent and repairs	6,000.	4,537.	6,806.	5,000.	- 1,000.
Equipment & supplies	100.	318.	477.	1,000.	+ 900.
Medicines	3,000.	2,717.	4,076.	6,000.	+ 3,000.
Miscellaneous	100.	115.	173.	400.	+ 300.
Personnel Contributed Services	6,000.	4,000.	6,000.	6,000.	—
	21,700.	15,123.	22,687.	25,400.	+ 3,700.

IV. Public Health, Palpa District.

Receipts:

UMN Treasurer	9,000.	6,000.	6,000.	6,000.	- 3,000.
Personnel Contributed Services	18,300.	12,200.	18,300.	18,300.	—
	27,300.	18,200.	24,300.	24,300.	- 3,000.

Payments:

Drugs	1,000.	Cr.(219).	1,000.	200.	- 800.
Salaries	6,000.	2,651.	3,977.	5,400.	- 600.
Transport	1,000.	555.	833.	300.	- 700.

	Approv- ed Bud- get 1970	Actuals for 8 months	Estimate for 12 months	Approv- ed Bud- get 1971	Inc/Dec over 1971
Mass X-ray	800.	40.	60.	—	— 800.
Personnel Contributed Services	18,300.	12,200.	18,300.	18,300.	—
Miscellaneous	200.	105.	158.	100.	— 100.
	27,300.	15,332.	24,328.	24,300.	— 3,000

V. Mobile Unit.

Receipts:	12,000.	+ 12,000.
Medicines and fees		
Payments:		
Fuel	2,000.	+ 2,000.
Medicines	10,000.	+ 10,000.
	12,000.	+ 12,000

VI. East Palpa Program.

Receipts:	4,500.	2,417.	4,500.	32,400.	+ 27,900.
Medicines and fees	4,500.	2,417.	4,500.	12,000.	+ 7,500.
Gifts	—	—	—	6,000.	+ 6,000.
Personnel Contributed Services				14,400.	+ 14,400.
	4,500.	2,417.	4,500.	32,400.	+ 27,900.

Payments:	2,000.	1,500.	2,000.	12,000.	+ 10,000.
Drugs and supplies	2,000.	500.	2,000.	2,500.	+ 500.
Transport & coolies	—	—	—	2,000.	+ 2,000.
Salaries	500.	350.	500.	1,000.	+ 500.
Maintenance and Miscellaneous					

Health Education	—	—	—	500	+	500.
Personnel Contributed Services	—	—	—	14,400.	+	14,400.
	4,500.	2,350.	4,500.	32,400.	+	27,900.

VII. *Leprosy Work.*

Receipts:

UMN Treasurer	24,200.	16,134.	24,200.	24,200.	—	
Sales	50.	—	50.	50.	—	
Personnel Contributed Services	6,360.	4,240.	6,360.	6,360.	—	
	30,610.	20,374.	30,610.	30,610.	—	

Payments:

Use of hospital	6,500.	4,334.	6,500.	7,000.	+	500.
Medicines	1,000.	1,141.	1,712.	1,500.	+	500.
Shoes	750.	113.	170.	250.	—	500.
Hospital treatment	5,000.	4,355.	6,533.	5,000.	—	
Food & miscellaneous	9,000.	7,111.	10,667.	9,000.	—	
Horse	1,500.	464.	696.	1,000.	—	500.
Linen	500.	429.	644.	500.	—	
Personnel Contributed Services	6,300.	4,240.	6,360.	6,360.	—	
	30,610.	22,187.	33,282.	30,610.	—	

APPROVED CAPITAL BUDGET FOR 1971

I. *Hospital.*

Items carried forward from 1970:

Refrigerator for path. laboratory	3,885.
Electric suction machine	3,360.
Laundry washing machine	8,767.

Nurses training equipment	1,446.
Furniture and equipment for extension	5,250.
Nurses home - additional request in 1970	8,400.
Alteration to Central Supply	5,250.
New beds, BTI design	42,000.
Diathermy for operating room	10,500.
Surgical instruments	3,150.
Medical library facilities	1,050.
Utility vehicle	63,000.
Nepali typewriter	1,575.
Cine projector, 16 mm.	10,500.
Beaded Screen	1,050.
Duplicator	2,100.
Supplementary water supply from Dhobaghat	40,000.
Remaining cost of extension to hospital	50,000.

New requests:

Additional for refrigerator for path. lab.	194.
Additional for electric suction machine	168.
Additional for laundry washing machine	438.
Additional for furniture and equipment for extension	262.
Portable X-ray	40,000.
Weighing machines	2,000.
Ion exchanger	2,000.

II. *East Palpa Village Clinic*

Items carried forward from 1970:

Furniture	3,150.
Dispensary furniture	2,100.

New requests:

Additional living quarters	15,000.
Projector and screen	2,000.
Ion exchanger	750.
<hr/>	
129,345	

APPENDIX G

UMN Butwal Technical Institute

APPROVED GENERAL RECURRING BUDGET FOR 1971

	Approv- ed Bud- get 1970	Actuals for 8 months	Estimate for 12 months	Approv- ed Bud- get 1971	Inc/Dec over 1971
<hr/>					
Receipts:					
UMN Treasurer	20,800.	10,400.	20,800.	21,600.	+ 800.
Personnel Contributed Services	165,600.	82,800.	165,600.	165,600.	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	186,400.	93,200.	186,400.	187,200.	+ 800.
<hr/>					
Payments:					
PAX men's board					
etc.	14,400.	4,433.	12,400.	12,000.	- 2,400
Mess, Central Staff					
quarters' linen,					
etc.	3,000.	—	1,600.	1,600.	- 1,400.
Electricity (Central staff quarters					
and street)	1,000.	867.	1,800.	2,000.	+ 1,000
UMN travel	800.	141.	500.	800.	-
Guest expenses	1,200.	131.	450.	1,200.	-
Rent	—	—	—	1,200.	+ 1,200
Miscellaneous	400.	237.	350.	400.	-
Personnel Contributed Services	165,600.	82,800.	165,600.	165,600.	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	186,400.	88,609.	182,700.	187,200.	-

APPENDIX H

Boys' Boarding School, Pokhara

PLANS AND BUDGETS FOR 1971

It is expected that the work of consolidating and expanding the school in 1971 will continue. This is under the management and authority of the School Board which meets bi-annually at regular times. This Board also carries the financial responsibility of the running of the school, and if necessary finds extra help where it can. It is hoped that enrolment will rise from the present 85 boys to between 100-124 in 1971. Of these, between 70-85 will be in the hostels. Help is requested from UMN in the housing of personnel seconded by UMN, following a policy laid down for both the co-operating Mission groups. For this a rent item is included in the budget. This will continue until the permanent buildings are completed.

Building Program: This work will continue at an increased pace throughout 1971 to provide facilities for staff housing, hostel accommodation, and school classrooms. Work will also continue to provide adequate water supply. This large building program is being undertaken by the UMN Building Department under contract from the school Board.

UMN Staff: At present the Ashers, Buckners, Mowlls, Sundbergs, Valviks and Mrs. Tsukada are at work. The Lord's Hand has been over us and His Spirit has been working in us.

In 1971 there will be considerable change in UMN personnel at Pokhara. The Mowlls will be returning to Kathmandu in January, and the McCauleys will take up work and residence in Pokhara some time before the Mowlls leave. Mrs. Tsukada leaves for Japan and a short furlough in December, 1970. The Sundbergs return to Sweden some time in June 1971, and the Valviks go back to the U. S. in July of 1971. A new Business Manager is required to replace the present one leaving June 1971, and a New Headmaster is required in July 1971. It is proposed that the UMN will continue to provide Board Appointees to the

posts filled by the above UMN personnel in the school, or that of others as requested by the School Board.

APPROVED GENERAL RECURRING BUDGET FOR 1971

	Approv- ed Bud- get 1970	Actuals for 8 months	Estimate for 12 months	Approv- ed Bud- get 1971	Inc/Dec. over 1970
<hr/>					
Receipts:					
UMN Treasurer	2,480.	151.	1,320.	5,780.	+3,300.
Personnel Contributed Services	14,400.	9,600.	14,400.	64,830.	+50,430.
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	16,880.	9,751.	15,720.	70,610.	+53,730.
<hr/>					

Payments:

Rent	1,080.	—	1,080.	4,980.	+3,900.
Maintenance	1,000.	—	—	500.	— 500.
Administration					
(mailbag)	400.	151.	240.	300.	— 100.
Personnel Contributed Services	14,400.	9,600.	14,400.	64,830.	+50,430.
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	16,880.	9,751.	15,720.	70,610.	+53,730.
<hr/>					

APPROVED CAPITAL BUDGET FOR 1971

Furniture for staff houses	<u>5,000.</u>
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APPENDIX I

UMN Gorkha Project

PLANS AND BUDGETS FOR 1971

The work of the UMN in the Gorkha Project will, according to the new UMN-HMG five year General Agreement, continue to serve and work in the fields of education and medical-health services. The UMN agricultural work will have to cease within 1970, and the farm (including all the agriculture buildings) in Amp Pipal is to be handed over to the Gandaki Zone Agriculture Development Project. The farm will, however, be maintained in the same good order as previously, and the two agriculturalists will continue their work until the official hand-over is required.

This greatly affects our whole work, planning and thinking for the coming year, as the four departments (administration, health, education and agriculture) have in so many ways been closely knit together as a Community Service Program. The agriculture department, as well as serving the community in so many ways, has also been supplying the mission team with foodstuffs and has taken care of a number of small and big practical matters. At present we do not know the outcome of the last negotiations with HMG regarding the agriculture future, but we have to take the proposed handing over into consideration in the planning and budgets for the comming year. On that basis we are not able to present any new agriculture plans and budgets for 1971, but we respectfully submit the 8 months actuals and the estimate for 12 months in the hope and confidence that He Who began a good work will bring it to a completion at the day of Jesus Christ.

I. *Administration.*

The administrative side of the Gorkha project will be taken care of by the Area Superintendent and the Business Manager, with the help of an office assistant.

A number of approved capital requests for 1970 will be carried forward in the hope of sufficient grants being available in order

to do or complete this work in the coming year. A few alterations have been made in some of the previous approved capital items and a few items have been dropped due to the agriculture situation. A supplementary request for the water supply to the Project is in order to extend the pipe to the Amp Pipal village, and thus help the community to solve the desperate problem of water shortage in the dry season.

The new capital requests in administration are fairly minor jobs, like moving the business office from the farm building, installing bathroom-toilets in a couple of staff houses, etc. The minor upkeep, maintenance and building work will be supervised by the present hospital builder, but we still greatly need a person to fill the approved post as builder for the Luitel Project. The bigger plans and budgets for a new primary school building, water system, landscaping, survey, etc. will have to wait till a suitable person is assigned to take on this job in consultation with the UMN Building Department in Kathmandu. The approved request for a hydro-electric power plant to be installed near Amp Pipal will only be carried forward on the premise that the Butwal Technical Institute takes on this work as one of their projects to serve the already established mission institutions, and for the further industrial development in the hill regions of Nepal.

As we already have a Board Appointee assigned to this project who is well qualified to undertake and develop the Adult Literacy work and program in this area (as well as mission-wide), we are eager to go ahead into this very needy and undeveloped field. Due to lack of HMG permission for such work, this person is therefore temporarily assigned to school work. We do, however stress the need for UMN to try to obtain permission for Adult Literacy work, and to make some definite plans and guidelines for such in the coming year.

II. *Education.*

The new HMG General Agreement gives UMN permission to continue the work in the present schools in the Gorkha District, but no extensions can be made without special permission from HMG.

a) *District Schools.* We plan to continue to run and operate the present 8 district schools as previously. In order to upgrade the teaching standard and the discipline in some of these more isolated schools, two national teachers have been added.

We realise that we have somehow reached the stage where we cannot depend upon drawing students from further away areas any more, as local schools (primary, middle or high schools) are growing up everywhere. Students are often forced to attend the school in their own areas, even though they themselves would prefer to study in a Mission school. We do not, therefore, expect a great increase of students in our schools in the coming year, and in some of our schools we have already reached the capacity according to number of staff and classroom facilities. In order to save money some combined classes have been enforced in some of our district schools. This is not a good policy in the long run as both discipline and teaching standards are suffering because of this. The above mentioned two national teachers are added in schools where they have earlier had a shortage of staff. By this we hope to upgrade the standard in these isolated schools, which in turn will give even better results when these students are transferred for further studies in some of our middle or high schools.

The increased requests in the teachers' salaries is due to the above mentioned additional staff, and also to replace one Board appointed graduate teacher and one Board Appointed half-time agriculture teacher. Teachers' salaries are also increased due to further studies and better qualifications of the present staff. We do not feel that the school fees can be raised above the present rate, as we are almost equal to the HMG rate. Further efforts will be made in order to raise money locally, especially in encouraging and prompting the local School Committees to build, maintain and keep up the school buildings and property. School hygiene and health in the district schools will also be upgraded by the new public health program in this district.

Personnel:

1 Board Appointed teacher will continue in the Luitel Primary School.

1 half-time Board Appointed teacher will continue in the Amp Pipal Middle School.

1 Board Appointed graduate teacher will continue in the HMG High School in Jaubari.

The second Board appointed graduate teacher seconded to the Jaubari will have to be replaced by a national.

(Altogether 3 graduate teachers will be seconded by UMN to the Jaubari High School till the end of 1972 according to previous agreement).

District School Supervisor's work will be carried by the Area Superintendent.

b) *Luitel High School.* For 1971 a full complement of teachers is planned, one western teacher giving her service free. We give honour to God for the tremendously good results obtained in the last official SLC examination, and we are confident that the same good spirit of unity, discipline and standard of education will remain in the school in the year to come as a witness and example to the whole of Nepal.

School fees income is slightly up due to an increase of students in the upper classes. The School hostel is now near its completion, with about 40 boarders and one teacher Supervisor. The completion of the Hostel, as well as other smaller building work and previous capital items, will be covered by money already in hand.

III. *Health Services.*

a) *Amp Pipal Hospital.* The new hospital is gradually being built around us as we work in about half of it. Thus we feel we are still in an interim stage between dispensary and hospital.

In the coming year we hope to upgrade nursing care. This means, besides more nursing and auxiliary staff, more linen, more laundry, etc. At present there is no night nurse on duty. We have budgeted for three Nepali staff nurses, whereas we have rarely had one in 1970. Also we have budgeted for four additional assistant nurses, an office assistant, an operating room technician, and more cleaners. We are trying to recruit girls from here to go for nurses training.

It will be seen that the 1971 requested salary budget has increased sharply, despite the fact that we have not spent the 1970 budget amount. We sincerely hope we will do better at finding Nepali staff this year. In any case, we feel we need to ask for an additional Board Appointee. Previously our quota was three Board Appointee nurses for the hospital and one for public health. Now we need four Board Appointee nurses for the hospital and one for public health. We would like to consider the three second year language students as equivalent to two full-time nurses.

For years we have needed a second doctor in Amp Pipal, and now it looks as though this will become a reality in 1971. We praise God for the marvellous provision of a surgeon and a paediatrician in one family. Obviously this brings in a new era to Amp Pipal medical care. The doctor is bringing a large amount of surgical equipment, which will be a tremendous boon to us in patient care and in capital budget problems.

Our recurring budget problems are not over, however, and we look forward to the day when we can be self-supporting. But in this interim phase when staff must be greatly increased, when a process of upgrading is going on, when surgery must be limited due to incomplete facilities, and when the X-ray is not yet installed, it seems that the only realistic way to balance the budget in 1971 is to ask for an additional grant from UMN. If this is approved we would drop from being 85% to 87% self-supporting. This does not take into account the contribution made by overseas staff.

It seems advisable to us to postpone starting auxiliary nurses training until the hospital is closer to completion. We are trying to get a local man into a recognized laboratory training courses.

Amp Pipal hospital staff and building committee are agreed that we need to increase the bed capacity of our institution. It is now 15 inpatient and 15 dera beds. In brief the reasons for increasing this are:

- a) Already we frequently have 25 inpatients or more.
- b) Without additional beds it will be very difficult to do elective surgery, which we want to do when a second doctor is assigned.

c) When the hospital is completed there will be sufficient diagnostic, and operating room facilities to care for more patients. If we can use these more fully, we can presumably be more self-sufficient.

Thus we would request the Executive Committee to approve a 15-20 bed addition to the hospital. If this decision can be made now before the hospital is finished, it would help in planning, purchasing and building. We would need to get Government permission also. A tentative capital budget item for this has been included.

b) *Public health outreach and work.* This coming year we hope to make 3-4 day monthly visits to Lapsibot to do public health work and hold treatment clinics. Perhaps this can be done every two months in Barpak and Laparak. These villages are one, two and three days' walk from Amp Pipal respectively. They lie to the north where, apart from one government health centre in Jaubari, there are no health facilities. This type of work has been done in Lapsibot and Barpak in previous years, but to a limited degree.

One hour's walk from the hospital is the Maltigaira mission school. A Maternity and child welfare center will be opened there this fall. This has been planned in cooperation with the local Mahita Sabha and the Panchayat. Some six other places have asked for similar clinics. Further expansion depends on our staff, etc. The Luitel clinic, mainly for school boys, will probably be re-started. Much more public health teaching work will be done in the hospital and in the immediate surrounding area. One person cannot do full-time public health outreach work here, due to the tremendous amount of walking involved. However, one nurse will head up the program and a large percentage of the staff will have an opportunity to participate in it periodically. Health teaching will be continued in Amp Pipal school.

APPROVED GENERAL RECURRING BUDGETS FOR 1971

I. Administration

Receipts:

	Approv- ed Bud- get 1970	Actuals for 8 months	Estimate for 12 months	Approv- ed Bud- get 1971	Inc/Dec. over 1970
UMN Treasurer	10,810.	7,207.	10,810.	11,200.	+ 390.
Personnel Contributed Services	71,692.	11,795.	17,692.	17,692.	—
	28,502.	19,002.	28,502.	28,892.	+ 390.

Payments:

Agent expenses	800.	107.	400.	800.	—
Salaries	4,360.	4,159.	5,417.	5,000.	+ 640.
Miscellaneous	200.	—	—	—	— 200.
Maintenance	2,000.	968.	1,500.	2,000.	—
Water	1,800.	85.	1,800.	1,400.	— 400.
Rent and taxes	650.	606.	1,100.	1,000.	+ 350.
Travel	400.	212.	250.	200.	— 200.
Office	600.	637.	800.	800.	+ 200
Personnel Contributed Services	17,692.	11,795.	17,692.	17,692.	—
	28,502.	18,569.	28,959.	28,892.	+ 390.

II. Education.

a) District Schools.

Receipts:

UMN Treasurer	68,184.	45,456.	68,184.	84,000.	+ 15,816.
School fees	37,920.	25,869.	37,800.	35,900.	— 2,020.
Hostel fees	180.	40.	60.	100.	— 80.
Personnel Contributed Services	10,000.	6,667.	10,000.	7,500.	— 2,500.
	116,284.	78,032.	116,044.	127,500.	+ 11,216.

	Approv- ed Bud- get 1970	Actuals for 8 months	Estimate for 12 months	Propos- ed Bud- get 1971	Inc over 1970
Payments:					
Salaries	103,384.	66,836.	100,000.	116,600.	+ 13,216.
School supplies	2,000.	2,600.	2,600.	2,500.	+ 500.
Maintenance	800.	772.	900.	800.	—
Miscellaneous	100.	167.	175.	100.	—
Personnel Contributed Services					
	10,000.	6,667.	10,000.	7,500.	- 2,500.
	116,284.	77,042.	113,675.	127,500.	+ 11,216.

b) *Luitel High School.*

Receipts:

UMN Tressurer	21,932.	14,621.	21,932.	21,000.	- 932.
School fees	8,904.	7,147.	11,100.	11,660.	+ 2,756.
Hostel fees	400.	—	400.	800.	+ 400.
Personnel Contributed Services					
	5,000.	3,333.	5,000.	5,000.	—
	36,236.	25,101.	38,432.	38,460.	+ 2,224.

Payments:

Salaries	28,736.	20,047.	29,200.	31,535.	+ 2,799.
School supplies	1,000.	253.	1,000.	1,000.	—
Miscellaneous	200.	6.	100.	100.	- 100.
Water	450.	188.	300.	—	450.
Maintenance	800.	577.	800.	825.	+ 25.
Administration	50.	—	—	—	50.
Personnel Contributed Services					
	5,000.	3,333.	5,000.	5,000.	—
	36,236.	24,404.	36,400.	38,460.	+ 2,224.

	Approv- ed Bud- get 1970	Actuals for 8 months	Estimate for 12 months	Propos- ed Bud- get 1971	Inc/Dec. over 1970
<i>III. Hospital.</i>					
Receipts:					
UMN Treasurer	20,620.	13,747.	20,620.	30,000.	+ 9,380.
Hospital fees	110,000.	70,798.	100,000.	137,250.	+ 27,250.
Gifts	—	706.	706.	—	—
Personnel Contributed Services					
	29,139.	19,426.	29,139.	30,000.	+ 861.
	159,759.	104,677.	150,465.	197,250.	+ 37,491.
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Payments:					
Salaries	40,620.	19,313.	30,000.	59,000.	+ 18,380.
Drugs	70,000.	56,509.	74,500.	80,000.	+ 10,000.
Medical & surgical					
supplies	8,000.	7,856.	8,000.	12,000.	+ 4,000.
Bedding and linen	1,000.	792.	1,000.	2,000.	+ 1,000.
Laundry and cleaning	1,000.	568.	900.	2,000.	+ 1,000.
Maintenance	1,000.	184.	500.	1,000.	—
Power, light & heat	3,000.	1,812.	3,000.	8,000.	+ 5,000.
Administration	750.	631.	800.	1,500.	+ 750.
Transport	5,000.	762.	1,500.	1,500.	— 3,500.
Miscellaneous	250.	80.	100.	250.	—
Personnel Contributed Services					
	29,139.	19,426.	29,139.	30,000.	+ 861.
	159,759.	107,933.	149,439.	197,250.	+ 37,491
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IV. District Public Health Program.

Receipts:

UMN Treasurer	3,600.
Personnel Contributed Services	8,160.
	11,760.

	Approv- ed Bud- get 1970	Actuals for 8 months	Estimate for 12 months	Approv- ed Bud- get 1971	Inc/Dec. over 1970
Payments:					
Salary for Nepali assistant				2,400.	
Salary for porter-cum-helper				1,200.	
Personnel Contributed Services				8,160.	
				11,760.	

V. Agriculture.

Receipts:

UMN Treasurer	8,100.)				
Addnl. April 1970	1,900.)	6,667.	10,000.		
Livestock	14,000.	10,767.	15,000.		
Field crops	4,000.	3,598.	5,000.		
Trainees' grant	3,000.	—	—		
Personnel Contributed Services	21,460.	14,307.	21,460.		
	52,460.	35,339.	51,460.		

Payments:

Salaries	10,000.	7,853.	12,000.	
Livestock	14,000.	10,531.	14,000.	
Field crops	2,500.	1,791.	2,500.	
Travel	400.	40.	200.	
Maintenance	600.	510.	700.	
Extension	600.	47.	100.	
Miscellaneous	200.	100.	150.	
Trainees	3,000.	—	—	
Personnel Contributed Services	21,760.	14,307.	21,460.	
	52,760.*	35,179.	51,110.	*Incorrectly added in 1969.

PROPOSED CAPITAL BUDGET FOR 1971

I Administration.

Requests carried forward from 1970:

Hydro-electric plant	309,750.
Tin roofing for Luitel meeting room	6,170.
Toilet/bathroom for old building, Amp Pipal	2,625.
Painting roofs (see also new requests)	300.
Water supply to dwelling houses (see also new requests)	2,100.
Guest house furniture	2,625.
 Staff furniture	 8,400.
Less received	<u>2,1000.</u>
Telephone extension to hospital	2,100.
Office safe (see also new requests)	500.
Weekend hut (money promised, but not yet received)	3,150.

New requests:

Additional for painting roofs	840.
Supplementary budget granted for water supply	2,625.
Additional request for water supply	2,625.
Additional request for safe	1,000.
 Toilet/bathroom in living quarters attached to meeting room	 1,970.
Renovation of old dispensary into living quarters	1,260.
Toilet/ bathroom in house at Amp Pipal school	1,325.
To make small knoll house suitable for business office, store, etc.	1,945.
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	349,210.

Note: The last item will be needed only if Government takes over all the buildings at the agriculture end. The present guesthouse would then be used for business, adding roof over the area at the back for storing goods etc. The small apartment in the large knoll house would be used as a guest house.

II. Education.

a) *District Schools.*

Requests carried forward from 1970:

Amp Pipal hostel renovations	2,100.
Less received	700.
New requests:	—
Jaubari Hostel	2,625.
Replacement of thatch with aluminium on Amp Pipal school building	1,950.

b) *Luitel High School.*

Requests carried forward from 1970:

Agriculture land: Fencing	4,200.
Water tank	3,150.
Tools	525.
	—
	7,875.
Less received	5,000.
	—
	2,875
	—
	8,850.

III. Hospital.

Total approved budgets, 1966-70	978,800.
Less cash received to 31 Aug. 1970	688,400.
New request:	—
To build separate laundry building	29,400.
	—
	319,800.

IV. District Public Health.

2 tables	100.
4 stools	100.
2 cupboards	200.
Baskets, mats, etc.	100.
Teaching charts and aids	100.
Enamelware, etc.	200.
2 Baby scales	350.
2 Adult scales	350.
	—
	1,500.

APPENDIX J

UMN Shanta Bhawan Hospital

PLANS AND BUDGETS FOR 1971

General. The objectives of the Hospital are the same as listed in the Plans for 1970: to continue our patient care and training programs, looking to the Hospital Board for advice and help in carrying out our aims as part of UMN. The building program goes on: The consolidation of Surendra Bhawan on Shanta Bhawan compound is almost completed, and the plans for the new hospital continue. A renewed permission to do this has been received from HMG. There is delay in finalising the purchase of the ground, and in acquiring a customs-free permit for goods and supplies coming into the country.

Public Health Program. On the invitation of HMG, a Public Health Program in communicable diseases is planned to be carried out through Shanta Bhawan Hospital. This will be in wards 1, 2 and 3 of Lalitpur Town. Dr. Iwamura is our advisor and liaison with HMG. Co-operation with Dr. Bajra, Chairman of Lalitpur Town Panchayat, has been established.

A) *Initial Program.* The initial program is for T. B. eradication based on domiciliary treatment for T. B. positive sputum cases.

- Facilities: Office and an area for giving pills and shots.
- Equipment: Two microscopes, desks, chairs, bench or table, sink, filing space, typewriter, bicycles.
- Supplies: Stains, slides, oil, medicines (Isozone forte, vitamins B6, streptomycin), syringes, needles, sputum containers, stationery.

iv) Staff: UMN Board Appointee- 1 public health nurse.
Direct Appointees- 1 public health nurse.
2 community health workers.

B) *Child Health Centers.* Dr. Bajra is contacting HMG and local voluntary agencies to set up Child Health Centers, including one in the area of wards 1, 2 or 3. These are to be operated by a nurse, with emphasis on preventive and health education, including giving BCG and other inoculations, milk from the Nepal Children's Organisation, and nutritional education. Shanta Bhawan has offered to help as it is able in ways the panchayat authorities suggest. Kathmandu Valley District Clinics is operating the Well Baby Clinic until 31st December 1970, and some decision to discontinue it or change it needs to be made by that time.

Plans and Budgets for 1971. Proposed plans were presented to the Shanta Bhawan Board on 23 September 1970, and approved. The proposed budget was presented, but as there was a deficit it was not approved, and a re-casting of the budget is requested for the next meeting on 2nd December 1970. Our big concern is our deficit, and we need help and advice in trying to reduce it, or to see a new way of running the Hospital.

UMN Board Appointee Personnel Complement, and direct appointee volunteers.

A. Medical Staff.

1 Orthopedic surgeon)
1 General surgeon) 9 full-time doctors, one
1 Internal medicine physician) of whom is the Medical
2 Paediatricians) Director, and one of whom
1 Obstetrician/gynaecologist) should be a woman in
1 Radiologist) addition to the obstetri-
1 Clinical pathologist) cian.
1 Anaesthetist)

1 Dentist

1 Ophthalmologist (part-time)

1 General practitioner with special training in psychiatry
and experience in the orient.

B. *Adjunct diagnostic and therapeutic staff.*

1 Medical social worker.

1 Physiotherapist

2 Pharmacists.

C. *Nursing Department staff.*

1 Nursing Services administrator.

1 Nurse supervisor for outpatient clinics.

1 Nurse supervisor for in-service training..

D. *Service Department staff.*

1 Housekeeper

1 Administrative dietitian

1 Therapeutic dietitian.

1 Maintenance supervisor.

E. *Administrative staff.*

2 Administrative Officer

1 Hostess

1 Office secretary)

1 Public relations officer)

1 Purchasing officer) Short-term.

1 Personnel officer)

1 Medical records officer.)

F. *Teaching staff.*

1 Nursing school director

1 Nursing supervisor, clinical.

1 Laboratory supervisor, clinical (could be the pathologist).

G. Community Health staff.

1 Public health nurse.

Note: Most of these posts are currently filled; some will need replacement in 1971 or 1972, some posts are vacant.

Training of Personnel, as per the above list.

A. Medical staff.

- a. General surgeon – Dr. B. L. Shrestha will be encouraged to seek further training overseas in surgery, maybe in Canada.
- b. Orthopedic surgeon – no plans as yet.
- c. Internal medicine physician - Dr. P. K. Srivastava is planning to go to U. K. around the beginning of 1971.
- d. Paediatricians – Dr. G. Joshi is undecided as to his future plans. No plans as yet for a second trainee.
- e. Radiologist – Dr. M. L. Maskey of Bir Hospital continues to give part-time services.
- f. Clinical Pathologist – Dr. B. B. Vaidya of the Military Hospital handles most of our histology and cytology, and is willing to give more time and service.
- g. Anaesthetist – Dr. P. D. Shrestha of the Military Hospital continues to take call and gives anaesthetics part-time.
- h. Dentist – It is hoped to interest a local dentist to come to work half-time.
- i. Ophthalmologist (part-time) – No plans as yet.
- j. General practitioner – No plans as yet.

B. Adjunct Diagnostic and therapeutic staff.

- a. Medical social worker – An attempt will be made in 1971

to find someone with a real interest in social work, and after a period of working in Shanta Bhawan Hospital to send him or her off for full social work training.

- b. Physiotherapist – No plans as yet.
- c. Pharmacists – An unsuccessful attempt was made in 1970 to send Miss S. Shah off to Benaras Hindu University for training. Other possibilities for her are to be explored in 1971, and also a second trainee is to be hired to work in the pharmacy department to work for a while before going off for B. Sc. in pharmacy training.

C. Nursing department staff.

- a. Nursing services administrator – Thought is being given to possible candidates for further experience and/or training for taking over this post.
- b. A Nurse supervisor for outpatient clinics – No definite plans as yet, but consideration is being given to this.
- c. Nurse supervisor for in – service training – The remarks in a. and b. apply here also.

D. Service department staff.

- a. Housekeeper – No definite plans as yet.
- b. Administrative dietitian – It is planned to recruit in 1971 a B. Sc. graduate in Home or General Science to work in the dietary department for one year as an in-service trainee, and then to complete the Calcutta dietetic diploma in one year of study leave.
- c. Therapeutic dietitian, to be replaced by a Food services supervisor- It is hoped to recruit in 1971 a mature and energetic diploma-holder from the National Vocational Training Center at Sano Thimi for the Food service supervisor's post.
- d. Maintenance supervisor – After completing his present training at BTI in April 1971, it is hoped that Mr. J. L.

Shrestha may be able to work in the maintenance department as Assistant Supervisor, and then take over the department when Mr. K. T. Haggerty leaves in August 1972.

E. Administrative staff.

- a. Administrative officer - It is hoped that a replacement for Mr. C. P. Malla can be recruited in late 1970, and then go for a post-graduate training in hospital administration to U. K., USA or Canada.
- b. Hostess -No plans as yet. May involve in-service training only.
- c. Office secretary - Mrs. Rema Watt Saky may be able, with in-service training, to pick up additional knowledge and skills in order to fill this post.
- d. Public relations officer - No plans as yet. May involve in-service training only.
- e. Purchasing officer - No plans as yet. May involve in-service training only.
- f. Personnel officer - No plans as yet. May involve in-service training only.
- g. Medical records officer - Our plans to send someone to Vellore in 1970 for this training came to nought. It is planned to give in-service training for someone to do some of the duties of this post during the next year or two.

F. Teaching staff.

- a. Nursing school director) Two sister tutors are being
- b. Nursing supervisor, clinical.) trained to get B. Sc. in nursing education in 1973

and 1974. Either of them should be able to fill the nursing school director post. If one of the nursing students can

get admission to a B. Sc. course in Nursing in India, she can be ready to be a clinical supervisor by 1975.

c. Laboratory supervisor, clinical – No plans as yet.

G. Community health staff.

- a. Public health nurse – It is planned to recruit someone to work with Miss Robinson and gradually take over the administrative aspects of this program.

There are other formal and in-service training programs planned in many of the departments. The above plans concern only replacement of UMN- assigned personnel and direct appointee volunteers.

GENERAL RECURRING BUDGET FOR 1971

	Actuals 1969	Approved Budget 1970	Actuals for 8 months	Estimate for 12 months	Approved Budget 1971	Inc/Dec. over 1970
Receipts:						
UMN Treasurer	340,000.	340,000.	226,667.	340,000.	340,000.	-
UMN Special grant	30,007.	—	—	31,100.	48,300.	+ 48,300.
Fees	1151,588.	1153,905.	671,183.	987,126.	1000,000.	- 153,905.
General gifts	46,343.	35,000.	7,950.	8,832.	10,000.	- 25,000.
Gifts for training	27,790.	12,000.	36,594.	46,600.	70,400.	+ 58,400.
Personnel Contributed Services	214,710.	236,406.	157,600.	236,406.	204,117.	- 32,289.
	1810,439.	1777,311.	1099,994.	1650,064.	1672,817.	- 104,494.
Payments:						
Salaries	451,190.	503,262.	319,863.	480,000.	532,711.	+ 29,449.
Drugs	348,452.	360,000.	197,826.	300,000.	320,000.	- 40,000.
Medical, surgical, X-ray & lab. supplies	246,098.	242,100.	155,039.	233,000.	265,100.	+ 23,000.
Bedding, linen, uniform	15,096.	20,950.	10,409.	15,600.	16,000.	- 4,950.
Catering expenses	66,324.	71,500.	40,653.	61,000.	63,500.	- 8,000.

Laundry & cleaning	15,065.	10,500.	6,166.	9,200.	10,500.	—	—
Repairs, replacements	3,139.	4,500.	894.	1,300.	3,000.	—	1,500.
Power, light & heat	43,226.	41,000.	29,315.	40,000.	41,000.	—	—
Building and grounds maintenance	55,808.	51,000.	58,897.	56,000.	56,000.	+	5,000.
Rent	62,700.	62,150.	41,825.	70,600.	67,200.	+	5,050.
Administration	23,284.	26,900.	15,771.	23,700.	29,000.	+	2,100.
Transport & misc.	39,558.	22,700.	6,163.	9,200.	2,000.	—	20,700.
Medical residents' training	17,573.	36,630.	20,558.	31,000.	24,150.	—	12,480.
Nursing School	66,977.	85,220.	53,115.	80,000.	100,621.	+	15,401.
Asst. Nurse training	2,440.	—	—	—	—	—	—
School of Medical Technology.	—	2,493.	648.	1,000.	606.	—	1,887.
Community Health Program	—	—	538.	3,000.	12,000.	+	12,000.
UMN personal rent	550.	—	14,350.	28,100.	36,300.	+	36,300
Personnel Contributed Services	214,160.	236,406.	157,600.	236,406.	204,117.	—	32,289.
	1700,138.	1777,311.	1129,630.	1679,106.	1783,805.	+	6,494.
Cr. balance	62,326						
Deficit		—	29,636.	29,042.	110,988.	+	110,988.

CAPITAL BUDGET FOR 1971

Medical Dept:	Microscope	8,500.
	Centrifuge	1,200.
	Typewriter	2,300.
Dental Dept:	Water heater, electric	1,000.
	Equipment, shipping cost	5,000.
Pathology Dept:	Binocular microscope	8,500.
	Pipet shaker	540.
	Differential counter	780.
	Deionizers for water	400.
	Serofuge	1,150.
	pH meter	5,000.
	Refrigerator	3,000.
	Vortex mixer	650.
	Anaerobic jar (bacteriology)	700.
	Spectrophotometer	6,580.
X-ray Dept:	Refrigerated processing unit	20,000.
Pharmacy Dept:	Pump	1,500.
	Filters (2 sets)	10,000.
	Vessels, stainless steel	1,000.
	Preparation room renovation	2,000.
	Bottle washer	7,000.
	Plastic scales	1,200.
	Refrigerator	3,000.
	Autoclave, fluid	25,000.
Pediatric Dept:	Milk and egg fund	15,000.
Nursing Services:	Private room equipment	45,000.
	Beds	24,000.
	Trolleys (3)	4,500.
	Wheel chairs (3)	6,000.
	Chest suction	4,000.
	Throat suction	4,000.
	Intermittent suction	3,000.
	Foot suction (3)	3,000.

Operating room: Respirator	12,000.
Laundry: Water softening equipment	40,000.
Outpatient Dept: Typewriter	2,300.
Kardex cabinet	2,000.
Emergency room equipment	5,000.
X-ray viewing boxes (6)	2,700.
Trolley	1,500.

Central Sterile

Supply Room:

Needle sharpener, electric	1,500.
Nursing School: Overhead projector	2,000.
Refrigerator	2,000.
Dietary Dept: Liquidisers	2,000.
Refrigerators (2)	12,000.
Baking range	3,000.
Receiving scales (300 kg)	2,000.
Mobile heated serving counters (2)	45,000.
Handlift food conveyors (4)	6,000.
Mixer	15,000.
Maintenance Dept: Transformers	50,000.
Station wagon	65,000.
Truck	60,000.
Service area roof	1,500.
Shed for curing lumber	1,000.
Hand tools and meter measures	3,000.
Switchboard with telephones	180,000.
Administration: Duplicating machine, electric	7,500.
Typewriter, electric (2)	5,000.
Cash registers (2)	10,000.
Dictating machines	5,000.
	<hr/>
	768,500.

Suggested short-term actions for overcoming General Fund deficit.

A. *In Shanta Bhawan Hospital.*

1. Much prayer and looking to the LORD to help and guide.
2. Less charity and more advance payments.
3. New policy for out-patient T. B. treatment: if they continue on treatment, to give treatment to all those who

pay and to those from wards 1, 2 and 3 of Lalitpur panchayat even if they cannot pay and need charity.

4. Explore the possibility of operating our own drug store with prices the same as in the bazar.
5. UMN assigned personnel asked for pledge from their salary.
6. Cut other expenses; set up Supplies Review Committee and solicit cooperation of all the staff.
7. Consolidate and reduce the number of in-patient beds.
8. Cut salaries if necessary as last resort.

B. Through United Mission.

1. Request grant of Rs. 21,400. for back rent due to General Surendra for period 1. 2.66 to 15. 7. 70.
2. Request grant for UMN assigned personnel rent allowance of Rs. 28,100. for 1970 and about Rs. 36,300 for 1971.
3. Request grant from UMN Service Scholarship Committee to cover training portion of scholarships to Nursing School students. This is about 70% of the Nursing School budget in 1971: about Rs. 70,400. It is understood that any gifts received by SBH for this purpose will be forwarded to UMN. (30% of the budget is service portion and chargeable to Nursing Services).
4. Request grant for Community Health Program of Rs. 3,000. in 1970 and Rs. 12,000. in 1971.

Long term plans for organization and financing of Shanta Bhawan.

To plan to replace the UMN ownership and operation through the SBH Board as presently constituted, with a semi-government institution. The following steps would be taken:

- A. To organize a Friends of Shanta Bhawan Society composed of prominent people, mostly from this area, to elect representatives to a new Shanta Bhawan Hospital Board.
- B. To seek HMG aid through the Directorate of Health Services with the understanding that they will be entitled to one or two representatives on the new SBH Board.
- C. UMN to have one or two representatives on the new SBH Board as long as it contributes money and/or personnel.
- D. To Seek endowments in Nepal and foreign countries to support training programs and charities.

APPENDIX K

UMN Kathmandu Valley District Clinics PLANS AND BUDGETS FOR 1971

The general objective of Districts clinics continues to be a familycentered type of health care. The five clinics are therefore offering to the residents of the southern part of Kathmandu Valley both curative and preventive medicine. During the coming year it is planned to increase the emphasis on the preventative aspects of health care. We are planning to give special attention to three aspects of public health, namely: (1) Health and hygiene education; (2) Tuberculosis case-finding and treatment; (3) Family planning.

The principal responsibility for health education will rest with the resident staff of each of the four rural dispensaries. Among all of the District Clinic staff personnel, the people who are posted to and living in the villages are in by far the best position to serve their neighbours by teaching them better health practices. We are encouraging the people of each dispensary staff to have certain regular hours for treating patients in the clinic, and then to plan regular periods for home visiting, for health teaching classes, prenatal clinics, and immunization and child care classes. The person in charge of each dispensary will have the freedom to arrange his own daily work schedule, but to help them recognise the responsibility they carry, and to appreciate their enormous opportunity of service, they are asked to give an informational written report each month in addition to the verbal report given at the monthly staff meeting. The biweekly visits to the clinic by the team from District Clinic headquarters is designed to supplement and strengthen the individual dispensary program. The basic health unit is the individual village clinic, and the main responsibility for health education remains with people living at the dispensary. Another aspect of health education that has a potential for long term benefits is the invitation that we have for presenting health classes in several of

the village schools. Science and health film strips are now in preparation for use with a series of lectures. This lecture series is designed with the idea of presenting some fundamental concepts of micro-organisms and their relation-ship to human environment, hygiene, and health. The Well Child Clinic now being conducted at Surendra Bhawan each Friday will probably be stopped by the end of this year. It is felt that this service will not be needed after January 1971 when other child care centers are expected to be started under the direction of the Lalitpur town Panchayat.

The tuberculosis case-finding program is to be centered in the Chapagaon Clinic, the largest and most centrally located of the four village dispensaries. In Chapagaon we are now able to do sputum examinations and make low cost miniature chest x-rays for aid in diagnosing tuberculosis. It is planned that the home visitors in each of the four dispensaries will be especially alert for suspect tuberculosis patients and encourage them and their family contacts to come to Chapagaon for examination. From the public health point of view, finding and treating sputum positive tuberculosis cases remains the best deterrent to the spread of the disease in a community. This program will be supplemented by continuing to do BCG vaccinations on all tuberculin negative children.

Experience has shown that parents are only interested in family planning if they are given some assurance that they will have health care for their existing family. Societies with high infant mortality rates are not anxious to limit the size of their families. District Clinics is in an unusually privileged position to offer family planning services since the clinics are in contact with a large number of families, and already offering them general health care. To avoid duplication of effort we are discontinuing our association with the Family Planning Project of the Christian Medical Association of India, and associating District Clinics with the Nepal Family Planning Project of HMG.

As a preliminary to starting the above described three-point program, we are preparing to conduct a health survey. After obtaining permission and assistance from the proper authorities,

and community leaders, we will approach each clinic area, one at a time, mapping not only the village itself in which the UMN dispensary is located, but also adjacent communities. The survey will be principally a questionnaire, but attention will also be given to obvious physical signs and disabilities, and to such items as: the source of drinking water, method of sewage disposal, vaccination status, dietary practices, etc. This health survey is expected to be helpful in several ways. It will provide statistical information about prevailing customs and health practices. We hope this may give us some clues as to how to encourage change in practices that are known to contribute to poor health. More important, the contacts made during the survey between our own staff and people living in the communities should help acquaint village residents with our program and be a step toward establishing trust and confidence in our work. If the communities seem receptive to the survey, then the same house-to-house technique may be used later as follow-up visits for tuberculosis case-finding, or for family planning assistance. This survey should be started and be in progress by the beginning of 1971.

We recognise that in a program such as this, our work can only be effective as it is planned in full cooperation with local panchayats and village leaders. For this reason it will be our aim to work as closely as possible with these leaders, seeking their cooperation and assistance at every possible level.

Personnel. Two of the four dispensaries are now staffed by missionaries. Tomoe Tawara moved to Chapagaon this year, and Kirsti Kormu will relieve Elke May in October at Bungmati. Ithmanom Sithling continues in charge at Pharping,. Victor and Ananda Kumari Buddha at Godavari have given notice that Ananda Kumari will return to India at the end of December and Victor will follow some time later. This means that replacement will be needed at Godavari some time next year.

We have recently hired an assessment officer who also serves as cashier and book-keeper. We have only one physician in District Clinics besides the Medical Director , so one more doctor is needed at least for part-time work . Summary:

Medical Director.

Full-time doctor.

Part-time doctor - needed.

District Clinic headquarters: 2 Nurses

1 Assessment officer/

bookkeeper/cashier

1 Lab. technician

Clinics: 1 nurse in charge of each of the four clinics.

1 at Godavari needed from January 1971.

1 at Pharping needed from January 1971.

GENERAL RECURRING BUDGET FOR 1971

	Approv- ed Bud- get 1970	Actuals for 8 months	Estimate for 12 months	Approv- ed Bud- get 1971	Inc/De- over 1970
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Receipts:

UMN Treasurer	80,000.	66,485.	80,000.	80,000.	—
Fees	20,000.	16,987.	22,000.	26,000.	+ 6,000.
Gifts	62,300.	21,552.	56,000.	25,000.	- 37,300.
Refunds	4,000.	5,340.	7,500.	500.	- 3,500.
Medical Insurance	100.	172.	520.	1,200.	+ 1,100.

Personnel Contri-

buted Services	24,600.	16,400.	24,600.	24,600.	—
	191,000.	126,936.	190,620.	157,300.	-33,700.

Payments:

Salaries	70,000.	47,540.	71,076.	47,000.	-23,000.
Drugs	55,000.	25,671.	41,500.	35,000.	-20,000.
Supplies	3,000.	484.	2,000.	2,200.	- 800.

Repairs & replace-

ments	3,000.	382.	3,000.	3,000.	—
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	Approv - ed Bud- get 1970	Actuals for 8 months	Estimate for 12 months	Approv- ed Bud- get 1971	Inc/Dec- over 1970
Power, light and heat	4,000.	3,583.	5,400.	2,000.	- 2,000.
Maintenance	3,000.	2,097.	2,097.	—	- 3,000.
Transport	20,000.	17,486.	22,000.	23,700.	+ 3,700.
Administration)				4,000.	
Rent)	5,000.	13,181.	15,700.	12,600.	+ 11,600.
Bedding, linen, uniform	2,000.	673.	1,200.	1,200.	- 800.
Laundry and clean- ing	400.	793.	1,000.	1,000.	+ 600.
Miscellaneous	1,000.	645.	1,000.	1,000.	—
Personnel Contri- buted Services	24,600.	16,400.	24,600.	24,600.	—
	191,000.	128,935.	190,573.	157,300.	-33,700.

APPROVED CAPITAL BUDGET FOR 1971

Carried forward from 1970:

Completion of Chapagaon Clinic 12,000.
Landrover 40,000.

New requests:

Additional for Landrover replacement 10,000.
Chapagaon dera 8,400.
Instruments 31,500.
Two tape recorders 1,575.
Amplifier for movie projector 525.
Adding machine 1,575.

105,575.

APPENDIX L

UMN Girls' High School, Kathmandu

PLANS AND BUDGETS FOR 1971

The school at Mahendra Bhawan continues as a full High School, with regular instruction up to standard X in which the students sit for the Government S. L. C. examination. The ten years of study leading to this examination are preceded by a Kindergarten following the Froebel method. This year there are 34 students in the senior class. The school continues to be popular, and there is a keen desire to have children enrolled in all classes.

The hostel caters for about 140 girls who do most of the necessary chores and are able to live well and cover the cost of their board by inexpensive hostel charges.

Staff: The Headmistress of the school since its inception, Miss Elizabeth Franklin, has retired this year and returned to U. K. Her services over the years have been greatly appreciated, and have been very fruitful. We thank God for her life among us. With her leaving, the Management Committee of the school asked Mrs. J. Rongong to be Acting Headmistress, while Miss D. Friederici is supervising the hostel, accounts, and health of the students. We are seeking the services of a qualified western Headmistress who will be able to lead the school and train a suitable national to take this position. In the meantime we anticipate that Miss Margaret McCombe will take over as Acting Headmistress from the beginning of 1971. The staff continues to be wholly Nepali except for those mentioned above.

New Building Program: There has been progress during 1970, but still there is much to be done. The north-east Hostel wing is nearing completion, as is also the kitchen and dining room section. The group of classrooms to the east remain almost completely unbuilt, and also the east Hostel wing has not been commenced. It is anticipated that real progress will be made on

these remaining sections during 1971. Additional capital money is needed for supplementary building items which have been added in the course of the larger building program.

APPROVED GENERAL RECURRING BUDGET FOR 1971

	Approved Budget 1970	Actuals for 7 months	Estimate for 12 months	Approved Budget 1971	Inc/Dec over 1970
Receipts:					
UMN Treasurer	48,500.	28,214.	48,500.	53,000.	+ 4,500.
School fees	39,000.	*26,380.	44,000.	45,000.	+ 6,000.
Refunds	1,500.	957.	1,500.	—	— 1,500.
Personnel Contributed Services	14,400.	9,000.	11,000.	13,000.	— 1,400.
	103,400.	64,553.	105,000.	111,000.	+ 7,600.
Payments:					
Salaries	73,900.	49,694.	75,000.	82,000.	+ 8,100.
Wages	2,000.	1,444.	2,100.	2,400.	+ 400.
Medical expenses	1,250.	1,310.	1,800.	1,750.	+ 500.
Repairs and maintenance	1,250.	931.	1,700.	1,750.	+ 500.
Light, power and heat	1,500.	1,539.	2,300.	500.	— 1,000.
School supplies	1,500.	1,968.	2,300.	2,000.	+ 500.
Travel	1,500.	1,304.	1,600.	1,500.	—
Administration	2,500.	1,585.	2,500.	2,500.	—
Rent	3,600.	2,100.	2,100.	3,600.	—
Personnel Contributed Services	14,400.	9,000.	11,000.	13,000.	— 1,400.
	103,400.	70,875.	102,400.	111,000.	+ 7,600.

* School fees received are for 7 months only.

APPROVED CAPITAL BUDGET FOR 1971

Furniture of Headmistress	1,600.
Furniture for six hostel rooms	1,300.
Furniture for new hostel	1,600.
Furniture for school	1,600.
Duplicator	3,150.
Accounting system	1,600.
 New Building Program:	—
New west wing (UMN one-fourth part)	44,000.
Auditor's fees (unbudgetted)	4,000.
Assembly-gym wooden floor	13,000.
Water tank	10,000.
 1004.1 - 1000.51 - 1000.11 - 1000.2 - 1004.11	144,411
 1004.5 + 1000.111 - 1000.201	81,850.
 1004.5 + 1000.111 - 1000.201	101,201

APPENDIX M

UMN Bhatgaon Hospital

PLANS AND BUDGETS FOR 1971

Introduction: The statistics for the first 8 months of 1970 show a slight rise in the patient numbers in both inpatients and outpatients over a similar period of time for 1969.

The OPD is particularly crowded. However, with the addition of two new consulting rooms which we hope to have completed by November 1970, we anticipate being able to care more adequately for the patients by decreasing patient waiting time, by increasing the effectiveness of our OPD health teaching and by facilitating a more satisfactory children's clinic.

The search for capital funds to implement the approved Stage IA development continues (see EC (3)-13/69).

We also feel the necessity of developing a more extensive rural health program and hence are proposing that one of our nurses devote full-time to this effort as noted in the following proposed plans for 1971.

Proposed work:

1. Continuation of the general hospital with special emphasis on the care of TB patients. We continue in our efforts to employ a Nepali doctor and another Nepali staff nurse who is trained in midwifery, and have again budgeted accordingly.
2. Continuation of the approved building plan for development of Stage IA. The major undertaking is described in last year's Minutes; see November 1969 Minutes Book, Appendix I, pages 66-73, and Minute EC (3)-13/69. A major development is the renting of two floors of a large Nepali-style house adjacent to the hospital property. In this we plan to have three apartments as additional staff accommodations. The appropriate financial adjustments have been included in the following budgets.
3. Development of a more extensive rural health program in

cooperation with HMG's Health Ministry. The proposed work is to include the following:

- a. A public health nurse to devote full time to the administration and implementation of this program.
- b. The present town clinic plus development of a children's clinic with immunizations and health teaching.
- c. The present hospital children's clinic with immunizations and health teaching.
- d. Further enlargement of the present health teaching in local schools, and immunization of the scholars.
- e. Health teaching in local villages, assisting in the construction of latrines, health demonstrations, etc.
- f. Full time employment of a TB health worker.
- g. A health teaching program in the present OPD.

4. Development of a preventative maintenance program for hospital facilities and equipment in cooperation with Shanta Bhawan Hospital's maintenance department.

Staff needs: Present personnel requirements in our hospital facilities are:

- 1 Medical doctor and Hospital Superintendent.
- 2 Hospital sisters: 1 UMN Board appointee needed at present. One is to be Nursing Superintendent.
- 1 Pharmacist/Business Manager.
- 1 Public health nurse , to be filled by one of the present hospital nurses.
- 1 Nepali medical doctor, needed at present.
- 1 Nepali staff nurse, needed at present.
- 1 Medical doctor from July 1, 1971 to October 1, 1971, between the time Dr. Yoder terminates his service and Dr. Roche returns.

APPROVED GENERAL RECURRING BUDGET FOR 1971

	Approv- ed Bud- get 1970	Actuals for 8 months	Estimate for 12 months	Approv- ed Bud- get 1971	Inc/Dec. over 1971
<i>Receipts:</i>					
UMN Tre- surer	55,500.	37,034.	55,500.	49,100.	- 6,400.
Fees and me- dicines	140,500.	68,746.	103,500.	125,000.	- 15,500.
Refunds	15,000.	7,309.	11,000.	15,000.	-
Gifts	1,000.	3,886.	3,886.	-	-1,000.
<i>Personnel</i>					
Contributed Services	33,300	22,200.	33,300.	40,758.	+ 7,458.
	<u>245,300.</u>	<u>139,177.</u>	<u>207,186.</u>	<u>229,858.</u>	<u>-15,442.</u>
<i>Payments :</i>					
Salaries	68,200.	30,542.	45,000.	60,000.	- 8,200.
Medicines and supplies	108,000.	49,512.	75,000.	85,000.	- 23,000.
Food for patients	3,000.	2,095.	3,000.	3,000.	-
Linen, uni- forms bedding	3,000.	2,417.	3,000.	3,000.	-
Cleaning	1,000.	575.	1,000.	1,000.	-
Repairs and maintenance	3,200.	4,259.	6,000.	6,500.	+ 3,300.
Transport	8,000.	4,031.	8,000.	8,000.	-
Power, light & heat	13,000.	7,734.	13,000.	13,000.	-
<i>Admini- stration</i>					
Rent	4,600.	3,188.	4,600.	4,600.	-
Public health	-	-	-	3,000.	+ 3,000.
Personal	-	-	-	2,000.	+ 2,000.
Contributed Services	33,300.	22,200.	33,300.	40,758.	+ 7,458
	<u>245,300.</u>	<u>126,553.</u>	<u>191,900.</u>	<u>229,858.</u>	<u>-15,442.</u>

APPROVED CAPITAL BUDGET FOR 1971

Items brought forward from 1970:

Electrical equipment (hospital 'nite lights', meters, installation)	6,195.
Cash register	2,100.
Stage IA of Development Plan (see EC(3)-13/69), with the deletion of accommodation for doctor, business manager and nurses:	
Outpatient block, 4,200 sq. ft. @ Rs. 40/-, plus tarmac.	177,400.
Equipment and furniture for same	28,740.
Conversion of present accomodations, 2,200 sq.ft, @ Rs. 15/-	36,225.
Equipment and furniture for same	26,460.
Hospital Chapel, 400 sq. ft. @ Rs. 40/-	21,000.
Maintenance area, 1,050. sq. ft. @ Rs. 30/-, + tarmac.	65,630.
Dera area, 1,170 sq. ft. @ 30/-	46,200.
Furniture for doctor, business manager and nurses' accommodation	10,500.
Architect's fees	3,600.
Staff house	32,325.

New items requested :

Buzzer system for deras	175.
Movie projector	5,250.
New Land Rover less the remuneration for the selling of the present vehicle	44,000.
Fire extinguishers for hospital buildings	700.
	<hr/> 507,500.

APPENDIX N

UMN Okhaldhunga Project

PLANS AND BUDGETS FOR 1971

I. *Health Services.*

- a) *The Dispensary* will continue as in 1970. We anticipate an increase in the number of patients seen in OPD to a yearly total of 10,000. An adjustment will be made in the way we see patients. The lab. assistant-cum-registrar-cum-pharmacist will screen patients, sending women and small children to be seen initially by our Nepali staff nurse in one room, uncomplicated infections, etc. to another room, and all others to the doctor. This will give our staff more opportunity to participate in the treatment and diagnosis of patients as well as relieve the doctor of unnecessary work, allowing him more time to teach his paramedical and medical staff.
- b) *Community Health.* As a result of discussion and cooperation with local organisations, both government and private, some interesting plans and proposals have been made which should bear fruit in 1971.
 - i) At the September meeting of the Okhaldhunga Jilla Panchayat, a resolution was passed establishing a health committee as part of the Jilla Panchayat administrative machinery. The Dispensary has encouraged this. We have also offered our services as advisor. The plan is to hold short courses in health emphasising earlier recognition of common diseases, with the goal of having the person who takes the training as a local screen to tell sick people whether to come to hospital or not, to dispense simple medicine, and to act as a fount of local scientific medical knowledge. This means we will be involved in holding these training courses.

ii) Okhaldhunga Jilla Branch of Nepal Red Cross has consulted us on how better to fulfill its role here. Plans have been submitted by them to the central office for organizing school public health programs and T. B. Control. The Dispensary will make all its services available for this program and help in any way possible.

iii) Request from local Nepal Red Cross to make staff available for a mother-child clinic in Okhaldhunga bazar one day per week.

The medicine is to be supplied by the Nepal Red Cross.

c) *Staff.* Our staff will grow in size in 1971. We have made provision for this partly by accepting two girls for each of the past two years to train with Anne Avis in the nursing arts suitable for our situation. This has proved very successful. Next April we will add two more of these locally trained girls to the staff, bringing the nursing staff to a total of 5.

i) We are interested in securing a Nepali nurse R. N. who would have complete charge of the dera line and the surgery. We are looking around for such a nurse and hope sometime in 1971 to be able to employ her.

ii) Mr. Bir Bahadur Rai and family will probably arrive after finishing his laboratory training in Shanta Bhawan. He will be a valuable addition in terms of being able to teach others, and will take a large part in teaching the training courses held under the auspices of the Jilla Panchayat.

iii) We anticipate the arrival of Dr. Itoh and family. A second doctor on the staff will release the other for more involvement in community medicine.

iv) The timing of staff arrivals will be a matter of discussion as housing is at a premium here.

v) Our book-keeper, Mrs. Paterson, will be leaving in September 1970. We would like to get assistance

from the Treasurer's office in arranging our book-keeping system. The formal book-keeping system is a job most people don't want here, and we don't think our finances are big enough right now to warrant a full-time book-keeper to be posted to the station. The prospects of some local person doing the books are not good right now.

II. *Agriculture.* Since direct agriculture work in a planned project by UMN is not permitted under our current General Agreement with HMG, we do not plan to continue the agriculture project we have been developing in the past. The Dispensary may continue with some gardening, but that will be on a different basis.

III. *Education.* The Project continues to seek to place a teacher on loan to a local school as part of the Project. This should preferably be a Board Appointee with qualifications to teach English and Science.

APPROVED GENERAL RECURRING BUDGET FOR 1971

	Approved Budget 1970	Actuals for 8 months	Estimate for 12 months	Approved Budget 1971	Inc/Dec. over 1970
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Receipts:

UMN Treasur- er	10,400.	16,439.	18,633.	18,200.	+ 7,080.
Fees and medicines	22,560.	21,119.	28,000.	30,000.	+ 7,440.
Miscellaneous	-	641.	641.	-	-
Personnel Contributed					
Services	17,160.	11,440.	17,160.	17,160.	-
	50,120.	49,639.	64,434.	65,360.	+ 15,240.

Payments:						
Salaries	12,160.	7,813.	14,000.	23,000.	+ 10,940.	-
Drugs	15,000.	18,352.	20,000.	15,000.	-	
Medical & surgical supplies	1,500.	4,017.	4,017.	2,000.	+ 500.	
Bedding and uniform	200.	248.	248.	250.	+ 50.	
Fuel and light	600.	768.	768.	1,000.	+ 400.	
Administration	200.	230.	250.	250.	+ 50.	
Transport and travel	2,000.	1,769.	2,000.	2,000.	-	
Public health	700.	755.	1,000.	1,000.	+ 300.	
Maintenance	500.	3,283.	3,600.	2,500.	+ 2,000.	
House rent	-	750.	750.	1,000.	+ 1,090	
Miscellaneous	200.	214.	214.	200.	-	
Personnel						
Contributed Services	17,160.	11,440.	17,160.	17,160.	-	
	50,120.	49,639.	64,007.	65,360.	+ 15,240.	

APPROVED CAPITAL BUDGET FOR 1971

Carried forward from 1970:

X-ray machine	6,900.
Generator	25,000.

New requests:

Additional for above to cover shipping and installation	3,100.
Surgical instruments	1,500.
Refrigerator	2,000.
	38,500.

APPENDIX O

UMN Treasurer's Consolidated Budget for 1971

	No. of workers 1970	Approved Budget 1970	Received in 10 months	Balance due 1970	No. of workers 1971	Approved Budget 1971	Inc/Dec. over 1970
Receipts:							
American Friends Mission	—	4,800.	5,050.	—	—	4,800.	—
Baptist Missionary Society	3	14,400.	14,520.	—	4	19,200.	+ 4,800.
Bible & Medical Missionary Fellowship	26	124,800.	124,800.	—	31	148,800.	+ 24,000.
Central Asian Mission	—	4,800.	—	4,800.	—	4,800.	—
Church Missionary Society of Australia	4	19,200.	21,600.	—	5	24,000.	+ 4,800.
Church Missionary Society of U. K.	2	9,600.	9,583.	—	3	14,800.	+ 4,800.
Committee for Service Overseas, Germany	19	91,200.	60,315.	30,855.	13	67,200.	- 24,000.
Eastern Himalayan Church Council, UCNI, and Church of Scotland	—	4,800.	4,834.	—	1	4,800.	—
Episcopal Church in U. S. A.	1	4,800.	4,798.	—	1	4,800.	—
Free Church of Finland	6	28,800.	—	28,800.	11	52,800.	+ 24,000.
General Assembly, UCNI	—	4,800.	2,566.	2,234.	—	4,800.	—
Gossner Mission, Germany	—	—	—	—	1	9,600.	+ 9,600.
International Christian University Church, Tokyo	1	4,800.	4,793.	—	1	4,800.	—
Japan Overseas Cooperative Service	5	24,000.	18,662.	5,338.	5	24,000.	—
Leprosy Mission	2	24,200.	24,200.	—	2	24,200.	—
Malwa Church Council, UCNI, and United Church of Canada	14	100,000.	100,885.	—	12	100,000.	—
Mennonite Board of Missions and							

Charities	3	14,400.	14,402.	-	5	24,000.	+ 9,600.
Norwegian Free Evangelical Mission	-	4,800.	-	4,800.	-	4,800.	-
Regions Beyond Missionary Union	18	86,400.	61,230.	25,170.	18	86,400.	-
Service Association of the Christian Church (Disciples) and United Christian Miss. Society	-	4,800.	5,050.	-	-	4,800.	-
Swedish Baptist Mission	5	24,000.	-	24,000.	5	24,000.	-
Swiss Friends Mission	3	14,400.	4,800.	9,600.	3	9,600.	- 4,800.
United Methodist Church, U. S. A.	13	62,400.	25,210.	37,190.	13	62,400.	-
United Methodist Church, U.S.A.Gifts	-	65,360.	64,280.	1,080.	-	65,360.	-
United Presbyterian Church, U. S. A.	4	35,600.	44,440.	-	4	35,600.	-
Welseyan Methodist Church, U.S.A.	1	4,800.	-	4,800.	1	4,800.	-
Woman's Union Missionary Society	1	4,800.	5,050.	-	1	4,800.	-
World Mission Prayer League, Norway	10	48,000.	24,000.	24,000.	14	67,200.	+ 19,200.
World Mission Prayer League,U.S.A.	14	67,200.	19,400.	47,800.	16	76,800.	+ 9,600.
Miscellaneous	-	19,000.	12,825.	6,375.	-	19,000.	-
Year End Balance	-	-	40,000.	-	-	-	-
Interest	-	10,000.	33,604.	-	-	20,000.	+ 10,000.
Capital Services Charge	-	40,000.	22,211.	17,788.	-	20,000.	20,000.
	155	970,960.	773,108.	250,498.	169	1041,560.	+ 75,800.

	Approved Budget 1970	Actuals paid in 1970	Balance due in 1970	Approved Budget 1971	Inc/Dec. over 1970
Payments:					
Headquarters	111,275.	102,297.	8,978.	114,850.	+ 3,575.
Bank charges and refunds	150.	164.	(14.)	150.	—
Special Projects:					
a) Padma Sadan	19,050.	20,250.	(1,200.)	18,750.	- 300.
b) Building Department	—	—	—	6,300.	+ 6,300.
c) Tibetan Settlement	—	—	—	2,620.	+ 2,620.
Public Health Program	11,000.	9,537.	1,463.	17,600.	+ 6,600.
Tansen Area	47,800.	39,782.	8,018.	41,200.	- 6,600.
Butwal Technical Institute	20,800.	26,255.	(5,455.)	21,600.	+ 800.
Institute of Technical & Industrial Development.	—	—	—	10,000.	+ 10,000.
Pokhara Boys' School	2,480.	14,866.	(12,386.)	5,780.	+ 3,300.
Gorkha Project	131,546.	197,209.	(65,667.)	149,800.	+ 18,254.
Shanta Bhawan Hospital	340,000.	226,667.	113,333.	340,000.	—
Special grant to Shanta Bhawan Hospital	—	—	—	48,300.	+ 48,300.
Kathmandu Valley District Clinics	81,030.	74,278.	6,752.	80,000.	- 1,030.
Girls' High School, Kathmandu	48,500.	44,458.	4,042.	53,000.	+ 4,500.
Bhatgaon Hospital	50,000.	41,666.	8,334.	49,100.	- 900.
Okhaldhunga Project	15,750.	27,787.	(12,037.)	18,200.	+ 2,450.
Contingency Fund	10,000.	12,291.	(2,291.)	10,000.	—
Executive Secretary Travel	—	17,785.	(17,785.)	—	—
	889,381.	991,959.	(22,678.)	987,250.	+ 97,689.

APPENDIX P

Participation in Development in Sunauli-Pokhara Road Region

Background: This subject was initially discussed at the BTI Seminar in March 1970, following which Mr. Odd Hoftun wrote two papers on it which were discussed by the BTI-ICC meeting and by the BTI Board in the summer, with comments. Next it came to the Administrative Committee, along with Mission-wide proposed plans and budgets, for consideration. This Committee studied it on the basis of a third 26-page paper which has also been circulated to the Executive Committee members prior to the present meeting, and instructed a sub-committee to further work on it and submit a report to the Executive Committee. This sub-committee met for a day and a half in rather full discussion, and presents its report and recommendations herewith.

The sub-Committee, consisting of Mr. J. Lindell (Chairman), Mr. S. Ruohoniemi, Mr. F. Wilcox, Mr. F. Sauer and Mr. O. Hoftun, met on 20 and 21 October, 1970, and discussed the subject referred to it by the Administrative Committee (AC-21/70) which was: *Proposed plans for UMN participation with HMG in the program for planning and development in the area served by the Sunauli-Pokhara Road.* The Sub-Committee agreed on the following *recommendations* to the UMN Executive Committee:

That the UMN should take part in a cooperative assistance program of Regional Planning and Development in the area served by the Sunauli-Pokhara Road along the lines indicated in the plans presented to the UMN Administrative Committee. In order to accomplish this, it is recommended that the following steps should be taken concerning Cooperation, Organization, Personnel, Finance, etc.

I. COOPERATION.

- A. The program should be undertaken in the form of cooperative assistance to HMG and other organisations.
- B. UMN should seek to have the revised and renewed BTI-

HMG Agreement amended to cover all such activities which may be a part of this program.

- C. UMN should approach HMG's Planning Commission through Dr. Y. P. Pant (Rastra Bank Governor and member of the Planning Commission), offering in principle to participate in Regional Planning and Development work in the area served by the Sunauli-Pokhara Road by expanding the activities of B. T. I. to provide services which are desired by HMG and which BTI is able to offer.
- D. It should be suggested to HMG that in case this offer is accepted, a joint Regional Development Board might be set up with representation from HMG and from UMN. One of the duties of this Board should be to deal with HMG/UMN cooperative projects in the region.

II. ORGANIZATION.

- A. The new program should be considered an enlargement of BTI and be undertaken under the "BTI umbrella".
- B. In order to be able to handle this additional program, as well as the proposed BTI Management and Consulting Service, the BTI organization should be altered as shown on attached organization chart. The main changes would be that the whole organization would be known as the *UMN Institute of Technology and Industrial Development (ITID)*, that it would continue under the same *Managing Board*, and that it should consist of the following divisions:
 1. *Division of Production-Cum-Training*, which would cover the present BTI production-cum training centre with its supporting services.
 2. *Division of Management and Consulting Services*, which would handle BTI's ownership interests in subsidiary Companies, cooperative projects, etc.; assist in the establishment of such undertakings (which could include an industrial district); and offer consulting services to the other ITID divisions as well as to outside parties.

3. *Division of Regional Planning and Development*, which would handle work which might develop in larger area served by the Sunauli-Pokhara Road.

C. Each Division would have its own Director reporting to the Managing Board, and would be responsible for its own affairs.

D. The Divisions shall coordinate and cooperate in serving each other in such ways as are advantageous and according to their internal rules.

E. The BTI Board should be requested to work out the necessary amendments of the BTI Constitution to allow for such a change in its organization, and present these to the UMN Board for action.

III. PERSONNEL.

A. The following posts should be added to the UMN list of approved personnel needs:

1. A Project Director of the ITID Division of Management and Consulting Services (this person might be one of the team members listed below).

2. Advisor (consultant) of Finance and Company Affairs.

3. Advisor in Management.

4. Advisor in Development Economics.

5. Advisor in Industrial Engineering.

6. Legal Advisor (who would probably be a Nepali).

7. A project Director of the ITID Division of Regional planning and Development.

8. A Deputy Director and Office Manager of the same.

9. plus. Workers for Regional Development (not definable now).

B. Long term missionary workers for posts in regional development should be recruited now, even though their area of work may not be defined until later.

C. Workers to be assigned to regional development projects should agree to stay on for a minimum of 6 years of

service, and particular attention to language learning should be given by such workers.

D. Project Directors should be long-term workers preferably with experience from this country.

FINANCES.

A. Funds for cooperative projects under the regional development program should be channelled through the UMN in accordance with present usual mission practice. As far as possible UMN should, through the ITID, maintain owner interest in such projects in relation to the investments made, and thereby contribute to a sound growth until the projects have been completed or have reached maturity.

B. The Executive Secretary should be authorised to contact funding agencies to get them interested in the program, even though the detailed planning of specific projects may only be undertaken later on.

C. *Recurring Budget.* Although ITID would as a rule not take on any financial responsibility for the various development projects which may be initiated under this program, except for the channelling of funds for capital investment and the maintenance of seconded workers, there would be need of a recurring budget to pay for administration, transport and certain supporting facilities, for housing, for UMN workers, etc. Some of this recurring budget may eventually be covered by administration and consulting fees to come from capital investment in development projects, or from other parties making use of the services offered.

The following is a very rough estimate of the combined recurring expenses during the first couple of years, for the two new Divisions: ...

Recurring Budget for 1971:

Administration, travel and miscellaneous	Rs. 10,000
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Recurring Budget for 1972:

Office stationery and expenses	5,000.
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Transport and travel	8,000.
Salaries: Clerk-typist-accountant	3,500.
3/4 year draftsmen	3,500.
2 BTI trainees	3,000.
Labour for surveys, etc.	1,000.
	11,000.
Legal fees, etc.	2,000.
Rents	2,000.
Miscellaneous	2,000.
	Rs. 30,000.

Recurring budget for 1973: (assuming there will be 6-7 UMN workers by then).

Office stationery and expenses	7,500.
Transport and travel	15,000.
Salaries: Legal advisor	
	12,000.
Accountant	4,800.
Clerk/typist	4,200.
Draftsman	4,200.
3 BTI trainees	4,500.
5 management	
trainees	8,000.
Chaprasi	1,800.
Labour/porters	2,000.
	41,500.
Rent office and living quarters	10,000.
Miscellaneous	4,000.
	78,000.
Less local income	18,000.
	Rs. 60,000.

D. Capital Budget.

1971: Vehicle (duty free)	25,000.
Office equipment and furniture	10,000.
Building quarters for 2 families Butwal	60,000
Investment in power supply (another 500 kw insta- llation of Tinau project transmission lines to Tansen and Bhairawa)	2,000,000.
	Rs. 2,095,000.
1972: Quarters for 2 more families Butwal	60,000.
Quarters for Reg. Dev. 2 families	40,000.
Office for Reg. Dev- program	25,000.
Office equipment and furniture	10,000.
Vehicle for Reg. Dev. program	25,000.
Development projects	2,000,000.
	Rs. 2,160,000.
1973: Quarters for 4 families, Reg. Dev.	80,000.
Office equipment both divisions	10,000.
Development program	2,000,000.
	Rs. 2,090,000.

V. OTHER RECOMMENDATIONS.

A Technical Secretary. It is recommended that a Functional Secretary should be appointed to deal with the technical

projects in the Mission, such as the Institute of Technology and Industrial Development, the UMN Building Department, and possibly other areas. Among his duties should be to act as Secretary of the ITID Board, to be a member of the ITID Coordinating Committee, to participate in ITID Divisional meetings, to liaison with HMG in Kathmandu concerning ITID matters.

300,000.00

300,000.00

300,000.00

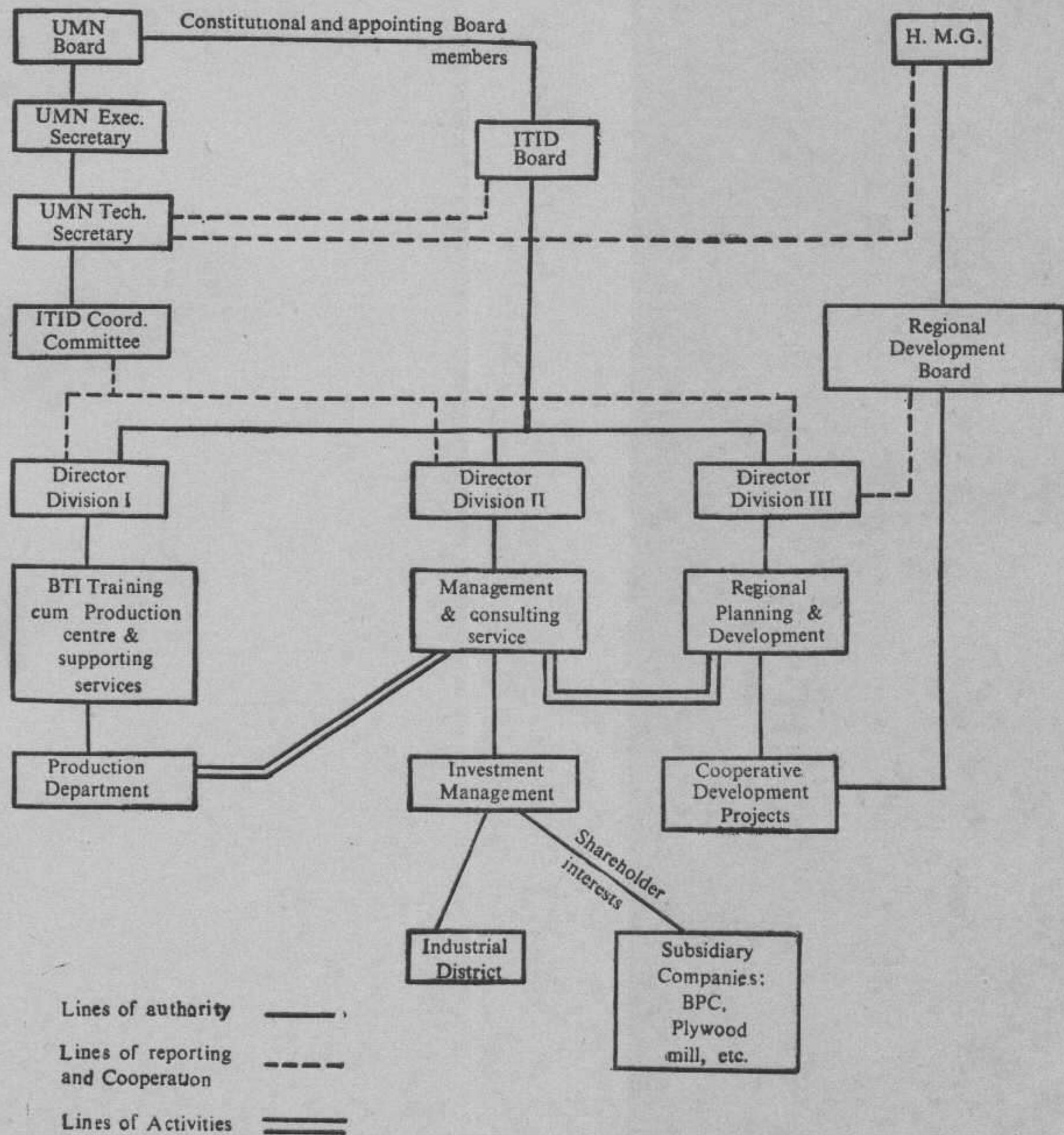
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ORGANISATION CHART

UMN Institute of Technology and Industrial Development



Lines of authority

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Lines of reporting
and Cooperation

- - -

Lines of Activities

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